

The background features a light blue graphic of stylized human figures in a queue, with their heads represented by circles and their bodies by rounded, vertical shapes. The figures are arranged in a line, suggesting a flow or process.

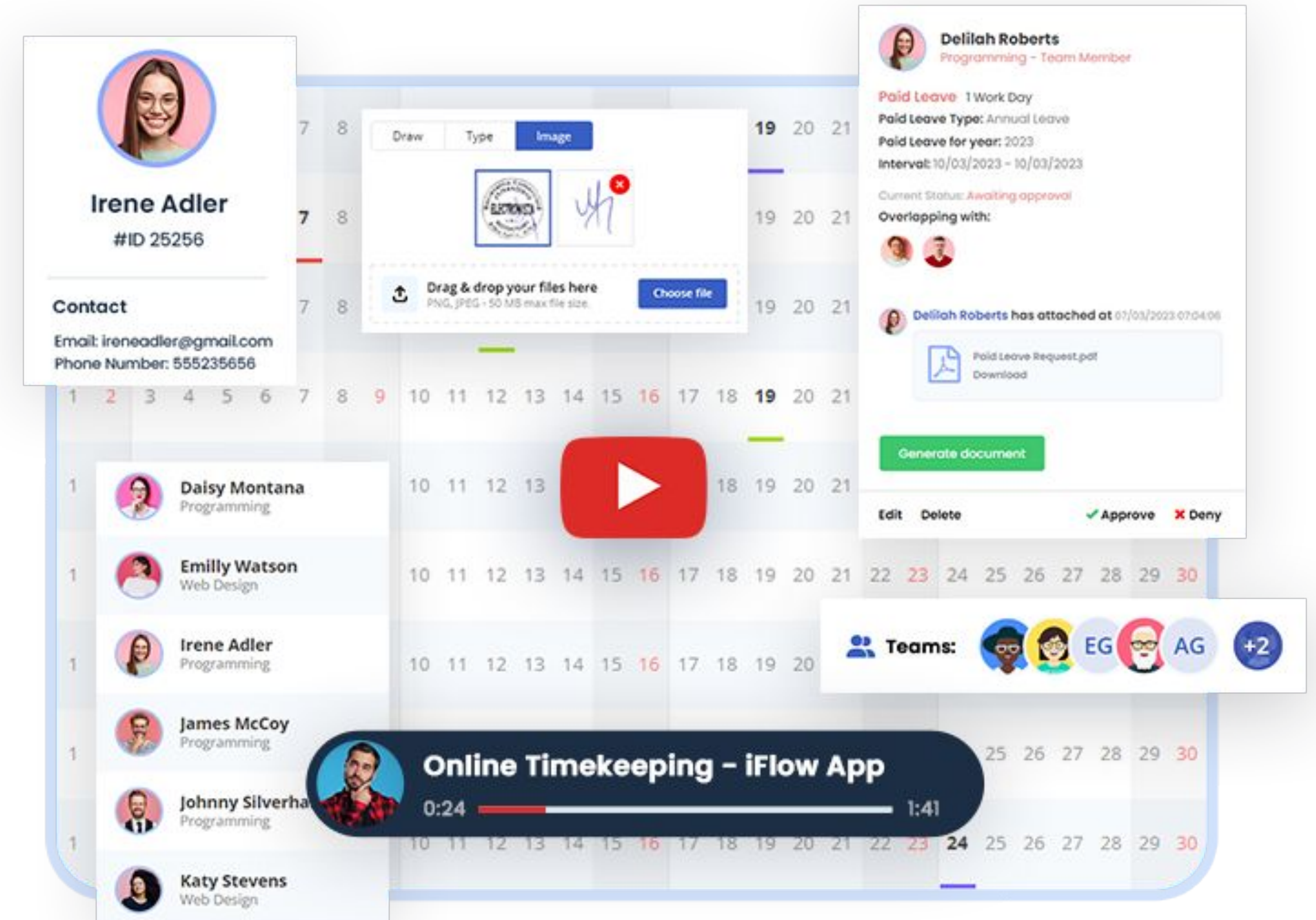
iFlow

**Complete time and
attendance solution**



What is iFlow?

Get ready to be wowed by iFlow - the revolutionary HR management software that takes employee management to a whole new level. With cutting-edge modules and functionalities, iFlow streamlines your day-to-day HR tasks and provides real-time analytics and customizable reporting. Our user-friendly interface and tailored packages give your company the competitive edge it needs. Choose iFlow and elevate your HR management to new heights.

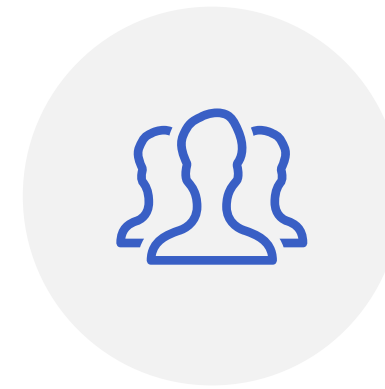


Timekeeping methods in iFlow

The iFlow Time & HR app incorporates several digital time and attendance methods suitable for different types of employees in various industries.



**Various clocking
methods**

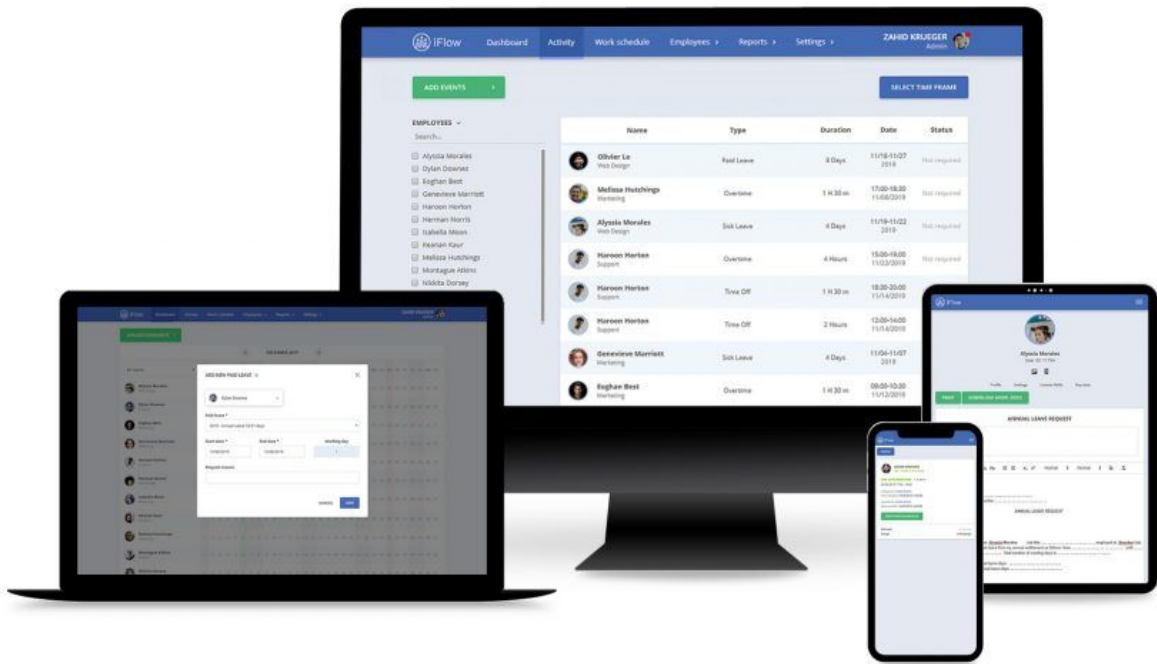


**Unlimited number
of employees**

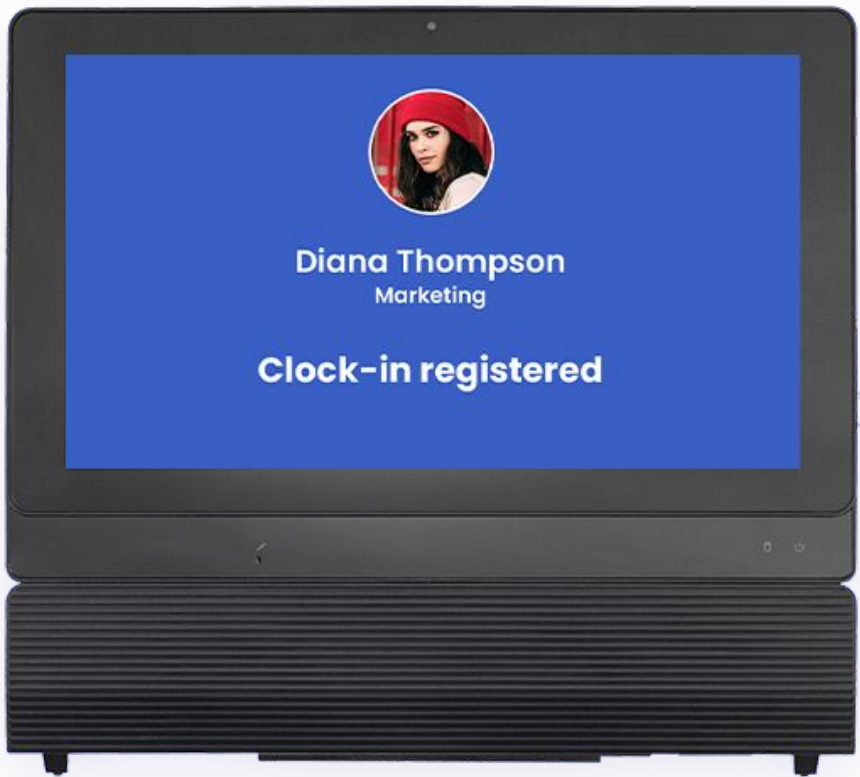


**Real-time
notifications**

Different clocking methods



Clocking in from mobile phone, PC, laptop, or directly from the app



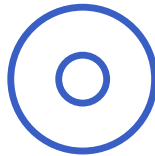
Clocking in with RFID cards from the iFlow industrial device



Clocking in from a Suprema access control device



Facial recognition



Fingerprint

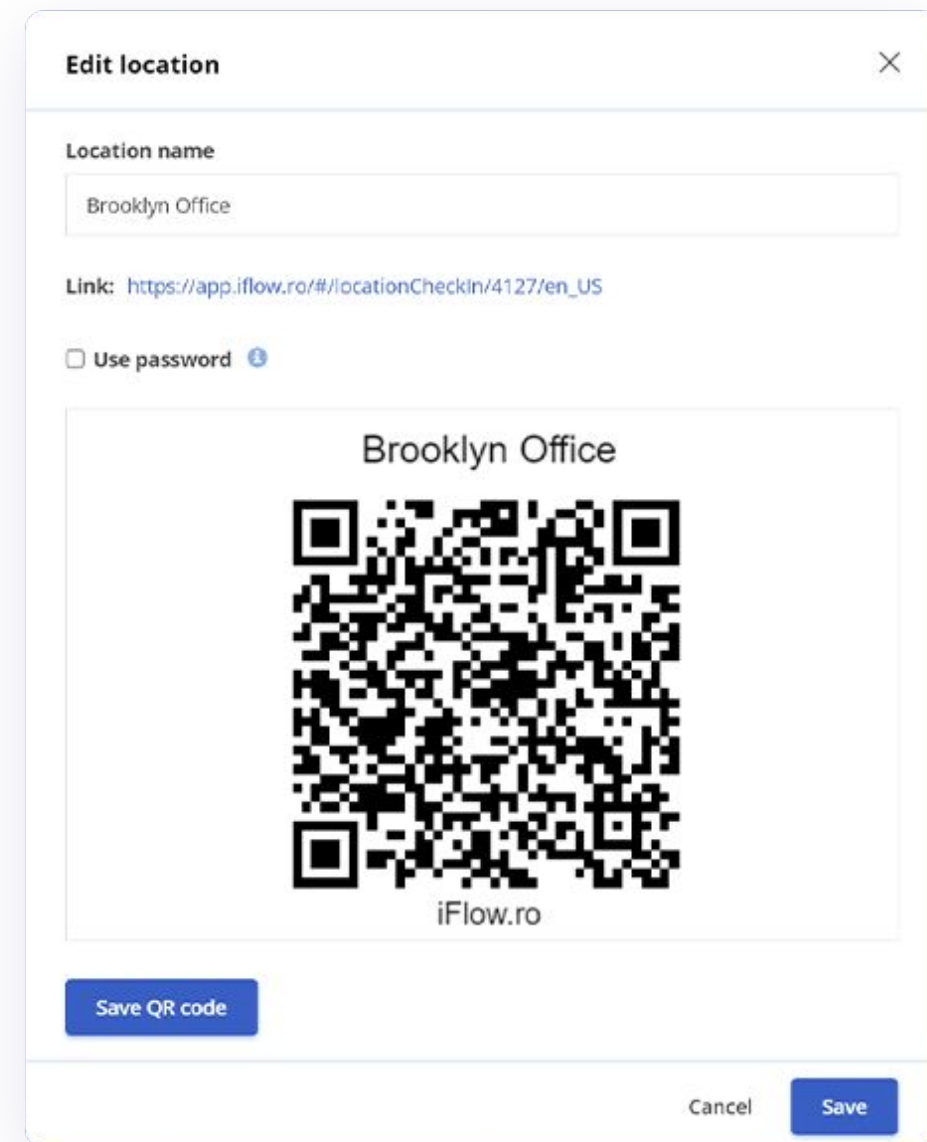


Bluetooth or NFC



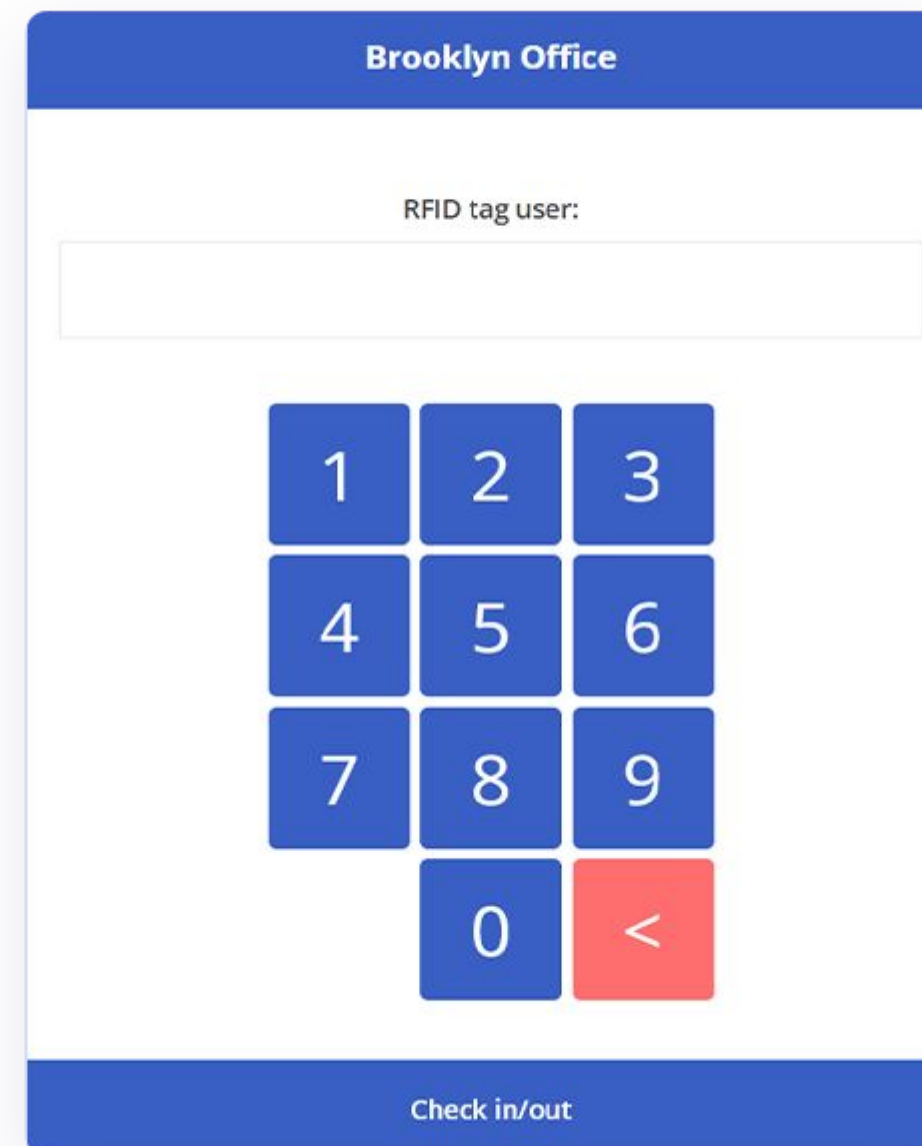
RFID card

Different clocking methods



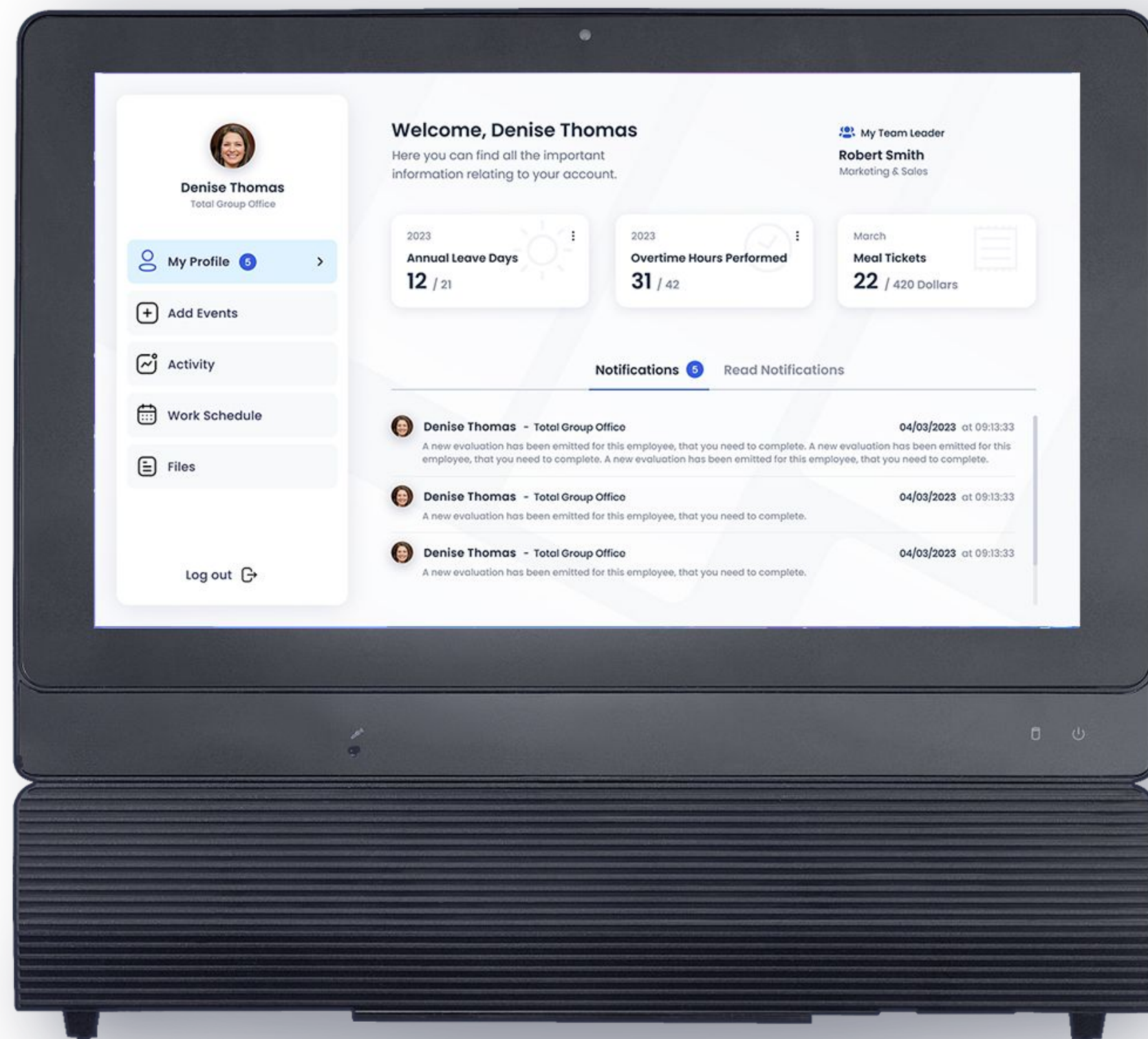
**Clocking in with
a link or QR code**

**Clocking in with
a PIN code**



**Clocking in with the
iFlow KIT office
mini PC**

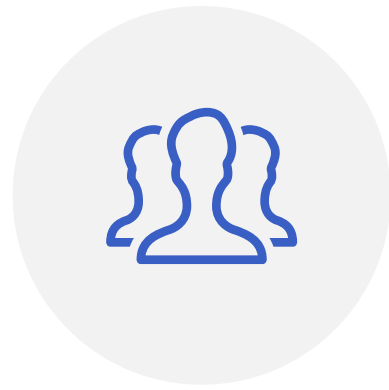
iFlow Kiosk



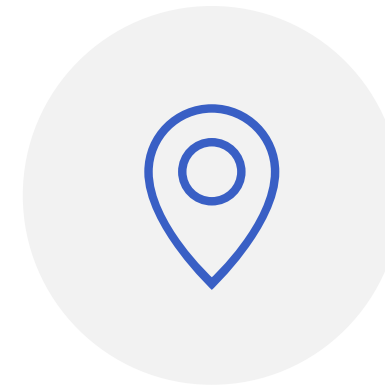
Designed to support employees in their day-to-day experience with HR processes in the company, iFlow Kiosk offers the ability to perform the following activities:

- Receive notifications such as request approvals, work delays, and more
- Submit leave request and check if approved
- View planned work schedule and hours worked
- Check used and remaining leave days
- Find out who their team leader is

Data accuracy in iFlow



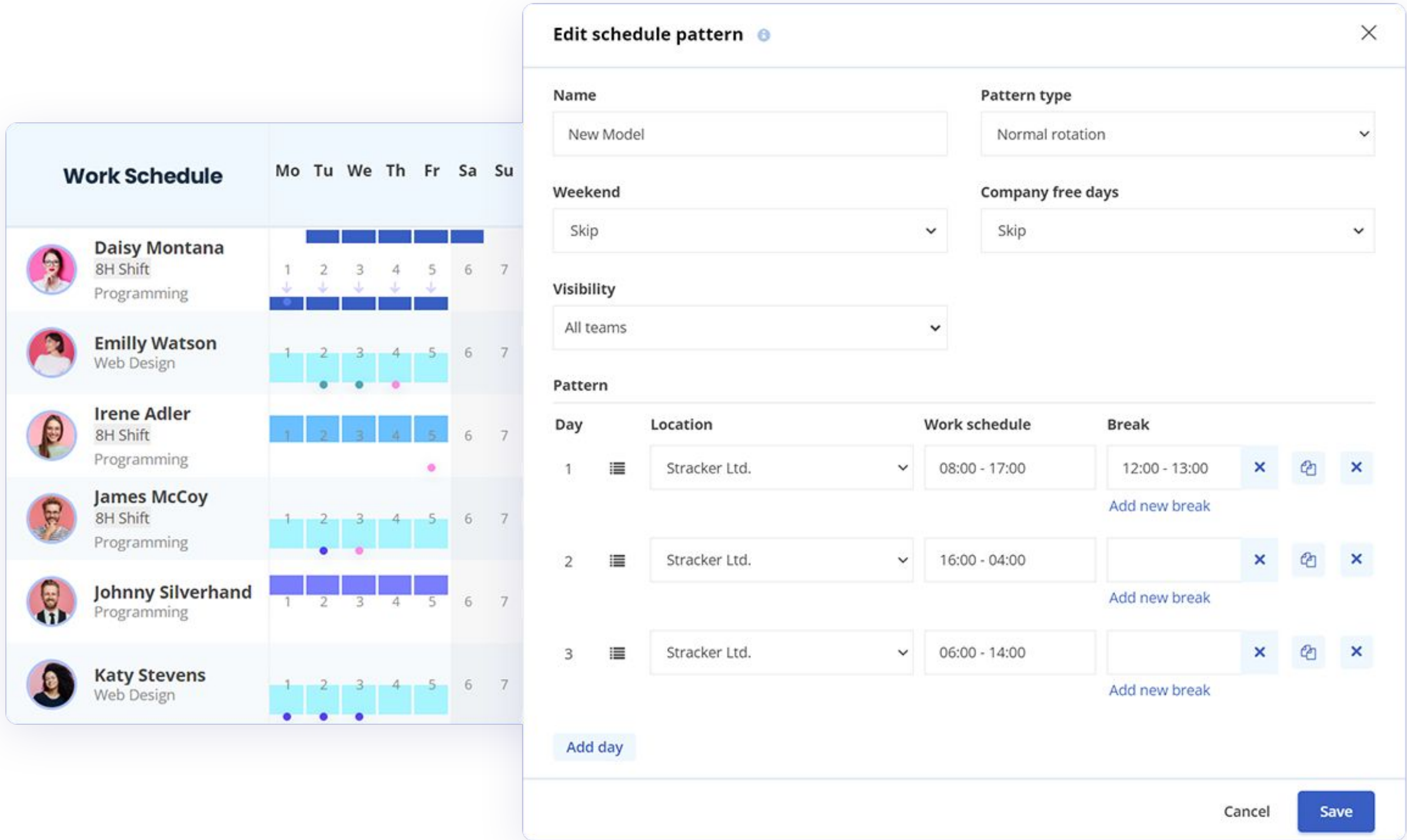
Employees clock in themselves, or the team leader records the attendance for the members of their team



The app retrieves GPS location to ensure that the employee is in the correct location



Photo capture of the employee from the clocking devices eliminates the risk of swapping cards between colleagues



Work schedule planning

In iFlow, you can plan each employee's work schedule individually, in teams, or at the organizational level.



Organized

You can create work program models and predefined shifts and allocate them to employees for the required period.



Efficient

Thus, each employee knows precisely when they should come to work, the duration of their break, which days are their days off, etc

✓ **Structured data**

With the quick panel in the work schedule settings, you get information about total planned hours, filtered by job, team, location, or shift. This gives you an efficient summary of your employees' working hours and makes it easy to intervene when a shift or location needs more employees.

Add calculation tab

Name

Calculation Schedule

Source tab

Work schedule

Triggers list

Calculation tabs

AND

If employee is employed.

Add trigger

Add AND/OR

THEN

Add action

ELSE

Add action

Add group

Add action

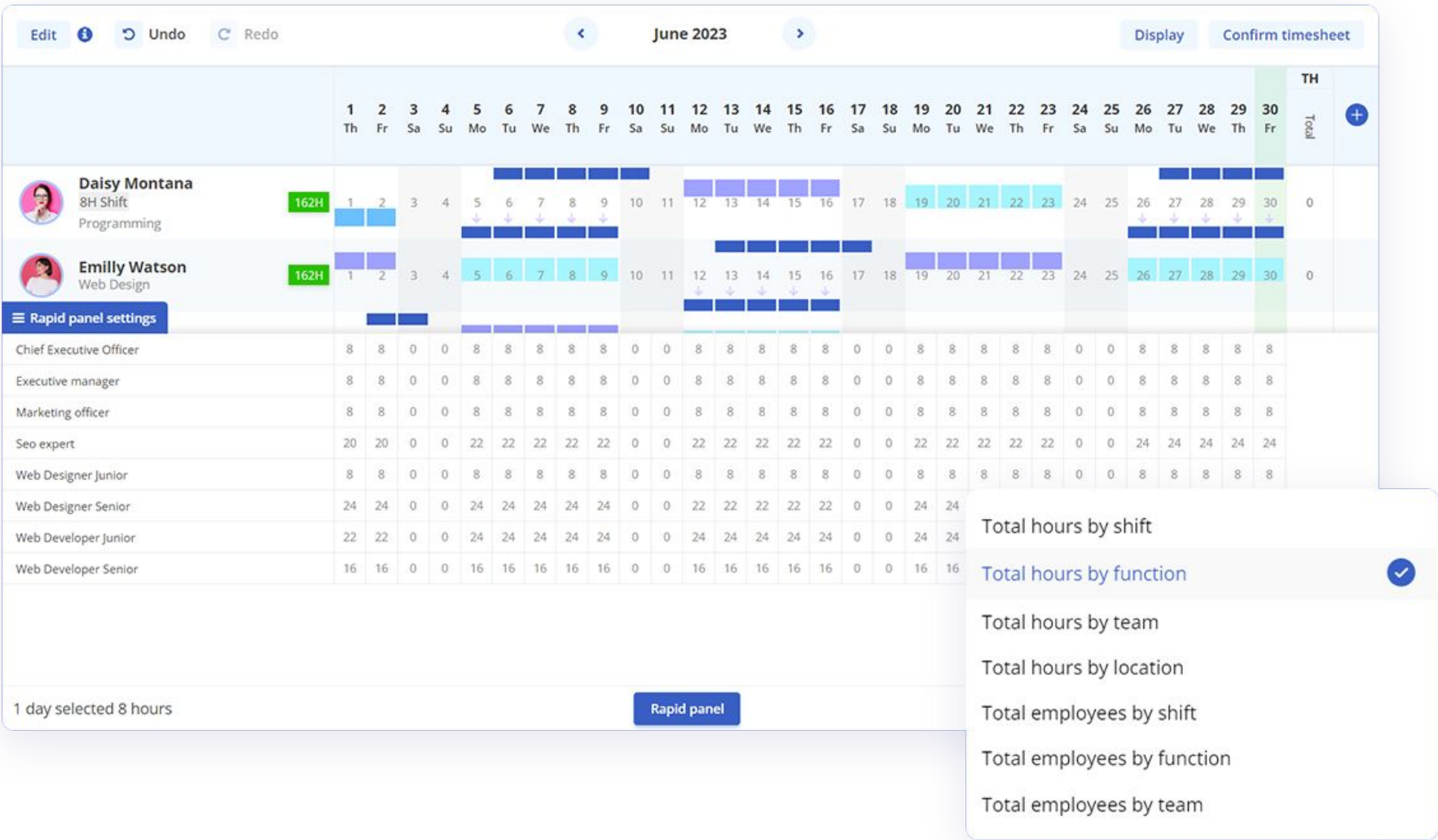
Operations:

Copy work schedule to the current calculation tab.

Cancel

Add

Save



✓ **Automatic checks**

Use checklists to edit incorrect employee records (missing clock-in/out times, unplanned clocking in/out, and more), ensuring accurate time reporting and avoiding manual checks.

iFlow events

The app has several predefined events that can be selected by employees or assigned by the team leader.

✓

Flexible

The events are customizable, so depending on the company's needs, the account administrator can modify or delete existing events and add new categories accordingly.

✓

Transparent

In addition, events are displayed in the attendance report, and the hours took off or worked overtime are automatically calculated.

Manage event types

You can create custom event types. Afterwards, users can use this new type to add events. Examples of such event types: on field, delegation, client work, training, etc.
[Find here step by step explanations.](#)

Add new event type

Event types

NAME	EVENT TYPE	EVENT TYPE DEFAULT	TIMESHEET REPORT SYMBOL	NEEDS REQUEST REASON	NEEDS APPROVAL	
<div>■</div> Paid Leave	Paid Leave			No	Yes	Edit <div>⊖</div>
<div>■</div> Paid Leave 1/2	Half Day Paid Leave		Hdl	No	No	Edit <div>⊖</div>
<div>■</div> Business Trip	Date Interval	Business Trip	BT	No	No	Edit <div>⊖</div>
<div>■</div> Home Office	Date Interval		HO	No	Yes	Edit <div>⊖</div>
<div>■</div> Sick Leave	Date Interval		M	No	No	Edit <div>⊖</div>
<div>■</div> Overtime	Time Interval	Overtime		No	No	Edit <div>⊖</div>
<div>■</div> Time Off	Time Interval	Time Off		No	No	Edit <div>⊖</div>
<div>■</div> Compensatory Time	Compensatory Time		R	No	No	Edit <div>⊖</div>

Effective organization

- ✓ Divide employees into teams
- ✓ Set the work locations in the app
- ✓ The employees clock in from the predetermined location
- ✓ Check the registered working hours in real time
- ✓ Download HR Reports in Excel format whenever you need
- ✓ The time dedicated to data verification is significantly reduced



Irene Adler
PROJECT
Panel Assembly

Total worked day hours 23 hours
Total worked night hours 5 hours
Total worked hours 28 hours



Johnny Silverhand
PROJECT
Team Management

Total worked day hours 12 hours
Total worked night hours 2 hours
Total worked hours 14 hours



James McCoy
PROJECT
Work Assessment

Total worked day hours 8 hours
Total worked night hours 10 hours
Total worked hours 18 hours

Useful Widgets

You can set up multiple predefined or custom widgets for quick access to essential company information. What's more, you can adjust the settings for different widgets depending on the type of user in the application.

- ✓ Missing employees
- ✓ Birthdays
- ✓ Company anniversaries
- ✓ Projects
- ✓ Latest events
- ✓ Overtime and time off
- ✓ Employees work anniversary
- ✓ Custom message

Birthdays

Matthew McCartney

Web Design

16.05.2024

Employees work anniversary

Daisy Montana

Programming

18.03.2024
9 years

Overtime and time off

Overtime:
1h 45m

Time Off:
0h 30m

Difference:
1h 15m

2024

Absent employees

14 Wed - 1

James McCoy

Programming

15 Thu - 1

James McCoy

Programming

16 Fri - 1

James McCoy

Programming

17 Sat

18 Sun

Food coupons

21 / 420 Eur

Paid Leave Days

15

Employee self-service



The self-service function allows employees to request vacation, overtime or leave, and other events through the application or from the timekeeping device. Additionally, they can track this data from their iFlow account.



Superiors receive the information directly in the app and can decide the approval or rejection of the events in real time.

Add new Paid Leave

Paid leave *

2021 - Annual leave 7/21 days

Start date *

14/02/2024

×

End date *

17/02/2024

×

Working days

3

Reason

Overlapping with:

Attach a file

Cancel

Add

Irene Adler

Programming - team member

Paid Leave

3 Working days

Paid leave type:

Annual leave

Paid leave for year:

2021

Interval:

14/02/2024 - 17/02/2024

Added by:

Irene Adler

Creation date:

14/02/2024 13:29:39

Current status:

Waiting approval

Overlapping with:

Generate document

Edit

Delete

Perfect for various industries



Retail industry

Night or weekend hours are automatically calculated in the timesheet according to the applicable legislation.



IT

Work with flexible schedules is tracked down to the minute, and time tracking can be done directly from a mobile phone.



Construction

Attendance can be recorded directly on projects, and order progress can be monitored from different locations.



Hotels & Restaurants

Shift-based or part-time work. Accurate reports, regardless of your employees' schedules.



Wood processing



Cleaning Companies



Accounting



Plastics industry

iPM: Project Management

With iFlow, you have a clear record of the status of projects in the company. For example, see which employees do not meet their work norm, which projects exceed the deadline or which team works more efficiently, etc.

✓





Informed

You access the app from anywhere and on any device, so you will constantly be updated with all the necessary information.

✓


Easy

Another functionality is that employees can directly access the project with RFID cards or any smart device. Thus, the progress of the projects will be calculated based on the time worked, contributing to a fair and transparent report.

	Landon Davison Project: Website Design CaliSight	Time spent: 16h Time estimated: 18h	Progress 85%
	Irene Adler Project: Email Campaign	Time spent: 4h Time estimated: 8h	Progress 50%
	Johnny Silverhand Project: Employee Training	Time spent: 20h Time estimated: 26h	Progress 75%
	Robert Khelar Project: Marketing Brainstorming	Time spent: 2h Time estimated: 8h	Progress 20%
	Emily Watson Project: Online Presentation	Time spent: 5h Time estimated: 12h	Progress 45%
	James McCoy Project: Advertisements	Time spent: 12h Time estimated: 34h	Progress 65%
	Daisy Montana Project: Quality Control	Time spent: 23h Time estimated: 66h	Progress 40%

Activity Report


< April >


 Date interval

No.	Project	Full name	Location	May			
				1 Mo	2 Tu	3 We	4 Th
1	Employee training	Daisy Montana	234235 - Stracker Ltd.	M	9 ³⁰	8 ³⁰	
		Johnny Silverhand	Brooklyn Office	6	9 ³⁰		
2	Google ADS	Emilly Watson	234235 - Stracker Ltd.	8	L	L	9
		Irene Adler	234235 - Stracker Ltd.	8	9 ³⁰	8 ³⁰	9
3	Graphic Design Blog Posts	James McCoy	234235 - Stracker Ltd.	8	HO		9
4	Marketing Brainstorming	Johnny Silverhand	Brooklyn Office	4		8 ³⁰	9
5	Online Website Presentation	Madison Grey	234235 - Stracker Ltd.	8	9 ³⁰	8 ³⁰	
		Thomas Brady	234235 - Stracker Ltd.	8	9 ³⁰	8 ³⁰	9
6	Website Design CaliSight	Mark Smith	234235 - Stracker Ltd.	8	9 ³⁰		
			Brooklyn Office			8 ³⁰	9
		Robert Khelar	234235 - Stracker Ltd.	8		8 ³⁰	9

Record of worked hours

iFlow provides detailed reports on the hours your employees spend at work. Thanks to this functionality, you can be sure that the people in your company respect their work schedule and that all tasks are completed.

- 

With the location attendance report, you monitor attendance on every work point, quickly and easily
- 

For employees with mobile work locations, you can check attendance with GPS location and timesheet photo

iPR: Employee Reviews

Employee review

Daisy Montana for Emily Watson

Score each field on the assessment list noting the areas for which a maximum level of performance is highlighted as well as those that need improvement

Productivity

- Efficiency during work - Strong work ethic

1

2

3

4

5

6

7

8

9

10

Quality

- Doesn't sacrifice quality for quantity - Complying with company instructions, procedures and policies

1

2

3

4

5

6

7

8

9

10

Safety

- Enforcement of safety policies - Ensuring safety procedures are respected - Promptness in reporting dangerous problems/events - Ensuring the avoidance of risks in the workplace by complying with the rules

1

2

3

4

5

6

7

8

9

10

Attitude

- Gets along well with colleagues - Shows a results-oriented attitude - Acts and communicates in the best interest of the company - Positive attitude towards the company



Does the employee complete tasks before deadlines?

- Very often
- Always
- Rarely
- Never

1

The evaluations module in iFlow is the perfect tool to check your company's performance and knowledge level.

2

All the information collected from the employees' answers is displayed as a report structured in simple and correct graphs.

Unlock Your Team's Potential with iPR



Rapidity

The time spent submitting evaluations is reduced by 85%, and employees receive notifications about surveys that will complete them.



Privacy

Employee responses are private. Only the team leader or administrator has access to the recorded information.



Automated reports

All collected data is displayed in the form of easy-to-interpret graphs and reports.



Custom templates

All existing templates can be modified or may be added new models depending on the organization's requirements.

iFlex: iFlow Hour Bank

The iFlow app is a helpful tool for managing the overtime worked by your employees, even when it's done during weekends, holidays, or in different shifts.

Furthermore, you can decide how to compensate for these extra hours by granting time off or through payment.



**Customizable
hour bank**



**Report set on
filters**



**100% accurate
calculations**

Default date interval Print Download

Full name	Event type	Type	From date	On date	Hours
Emilly Watson	Overtime compensation	Overtime pay	07/02/2024	16/02/2024	02:15
Emilly Watson	Overtime compensation	Overtime pay	13/02/2024	16/02/2024	02:45
Emilly Watson	Overtime compensation	Overtime pay	13/02/2024	16/02/2024	02:00
Katy Stevens	Overtime compensation	Overtime pay	08/02/2024	16/02/2024	02:00
Zahid Krueger	Overtime compensation	Overtime pay	14/02/2024	16/02/2024	01:45
Daisy Montana	Overtime compensation	Overtime		16/02/2024	02:00



Emily Watson
#ID 25256

Contact

Email: emwatson@gmail.com
Telefon: +40212655223

COMPENSATION OVERTIME

	Hours
Compensatory time	00:00
Overtime pay	05:00
Available hours	02:15

iDOCS: Digital Document Archive

All company and employee documents are digitally archived and accessible from any device.

- ✓ Automatically generated documents
- ✓ Different levels of permissions to ensure privacy
- ✓ Three digital signature options are available
- ✓ Custom document templates
- ✓ Upload files of different formats
- ✓ Sort by folders, series, and numbers



Irene Adler
#ID 25256

Contact

Email: ireneadler@gmail.com
Telefon: 555235656

Documents and Files

↑

Upload a new file

Alege fișier

New Document

Preview

Draft

Awaiting Signature

<input type="checkbox"/>	File Name	Signature	Number	Created on
<input type="checkbox"/>	↑ ...			
<input type="checkbox"/>	Contracts			
<input type="checkbox"/>	Employee Profile			
<input type="checkbox"/>	Requests			
<input type="checkbox"/>	Leave Notes			

Benefits of iDOCS



Communication between employees and management

The employee adds a leave request and sends it to the administrator to be signed, after which he can quickly determine if the document has been approved and signed in the personal profile.



Swiftly sending information

Communicate company policies directly to employees. Each user in the account is notified; thus, you will save time to inform the staff about the new regulations.



Legal compliance

Avoid situations where some requests or employee certificates are missing because all documents are kept in the iFlow digital archive, where you can easily download any document to any device with internet access.

iNotify: iFlow General Reminders

With iNotify, you successfully manage general reminders and all essential deadlines. Easily set reminders, add notes, and get notifications at the right time!

You can create reminders for any employee and subject, such as events, documents, signatures, or general reminders.

🔔 04/01/2024

24/01/2024

13/01/2024

04/01/2024

⊕ Add new

< 01 - January 2024 >

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Message

Notify me 2 days before

☐ Send email

Clear reminder

Set reminder

Record of activities in the company

In iFlow, you can generate automatic reports on different categories, such as:



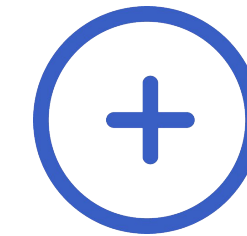
Clocking



Food coupons



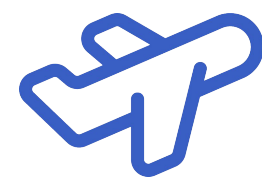
Annual paid leave



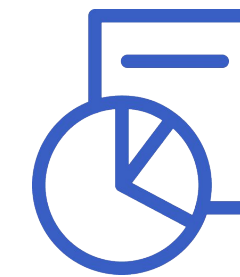
Events



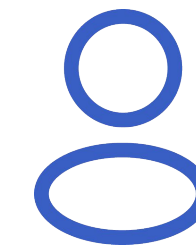
Attendance



Activities



Evaluations



Employees

You have access to information anytime and anywhere

1

Timing software can be used on any smart device with access to the internet, and all data is updated to the minute.

2

You receive notifications about employee activities, identified errors, and other account actions.

3

Find out quick and precise answers to all questions related to employees, holidays, work schedules, etc.

Cloud based SAAS

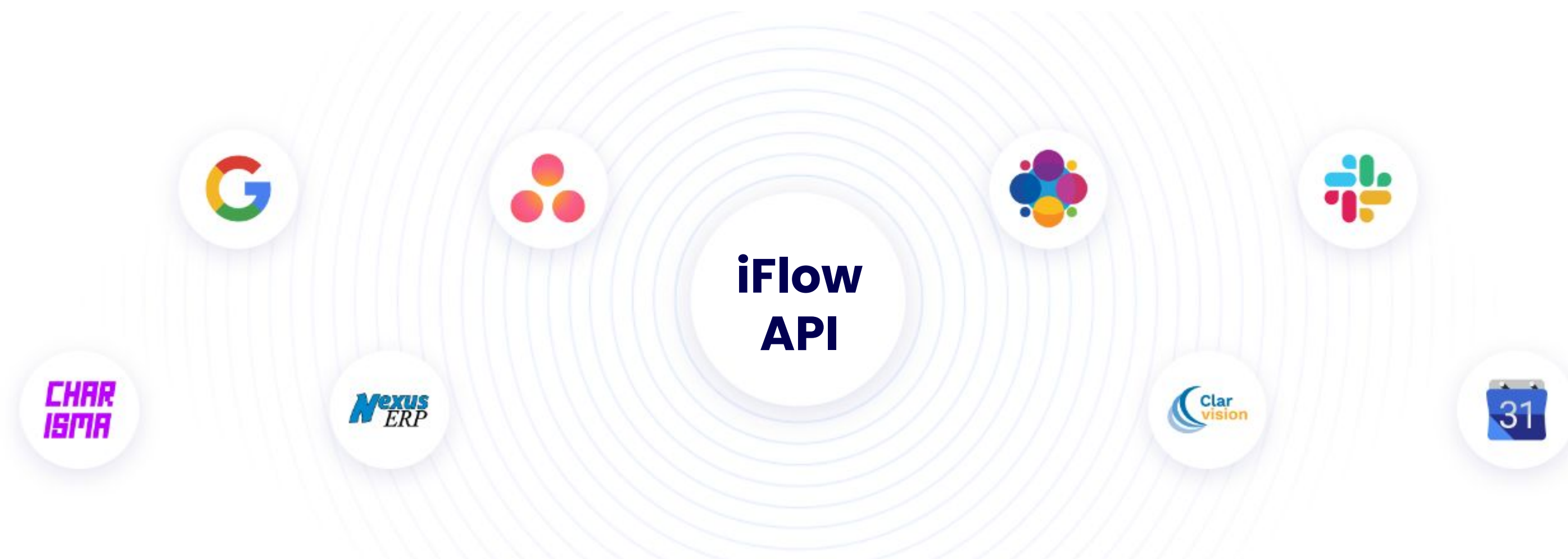


Thanks to Cloud technology, the iFlow app saves all your information daily without needing particular infrastructure (servers, routers, NAS, etc.)



Your IT staff doesn't have to worry about daily backups; you don't have to invest extra in other equipment!

Integrations with other apps



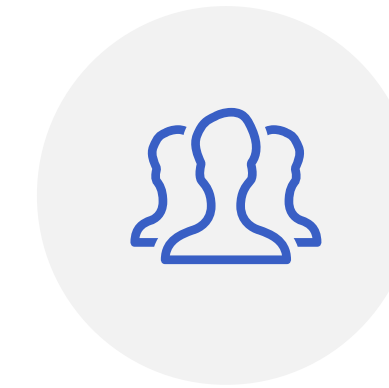
Based on needs, resources, or utility, any company that may want to process and transfer data from iFlow to another destination can do so via API key, for example:

- ✓ **integration with timekeeping devices with access control**
- ✓ **integration with payroll software**

Technical support



**You are guided through your iFlow
experience from the start**



**Our team is ready to assist you at all
times**



**All your questions about the app are
answered promptly**

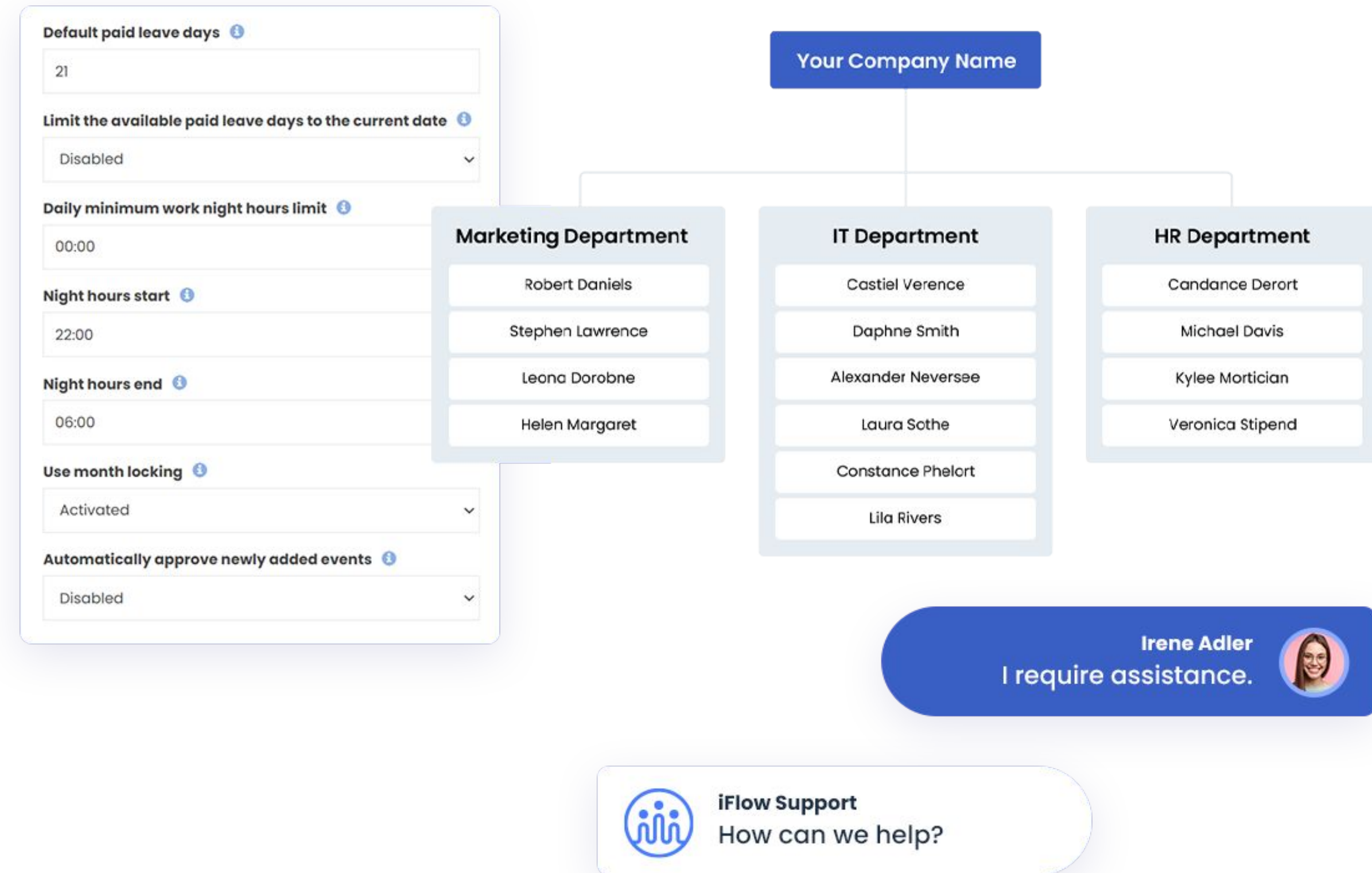


**You receive solutions in the shortest
possible time for any difficulty
encountered**

Account setup

For the most enjoyable experience with the iFlow app, our team will handle the account setup and set the necessary settings according to your company's requirements.

- ✓ Importing employees into the system
- ✓ Creating the organization chart in iFlow
- ✓ The customer has the complete documentation
- ✓ Employees working in iFlow are available for technical support for any existing question





Data security

- ✓ Strict policy for the protection of personal data
- ✓ The transfer of information is encrypted
- ✓ Employee data is not shared with anyone
- ✓ Anonymized database
- ✓ Employee access control in the iFlow system



Thank you for your interest in the iFlow app

I invite you to talk about your company's needs
and how iFlow can help you.



Schedule an online demo right now!