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.

iFlow

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
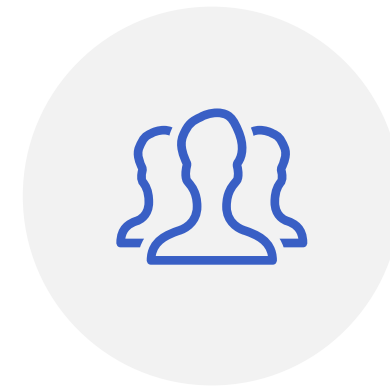
Unlimited number of employees

Real-time notifications

Different clocking methods
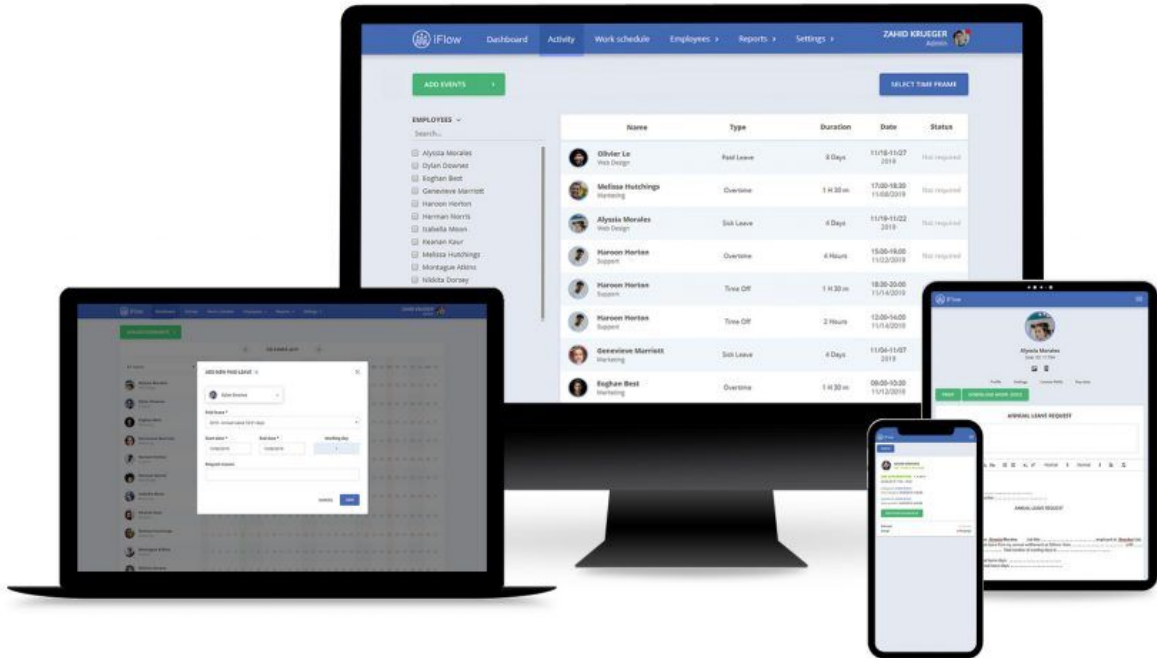
iFlow

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

Diana Thompson
Marketing

Clock-in registered
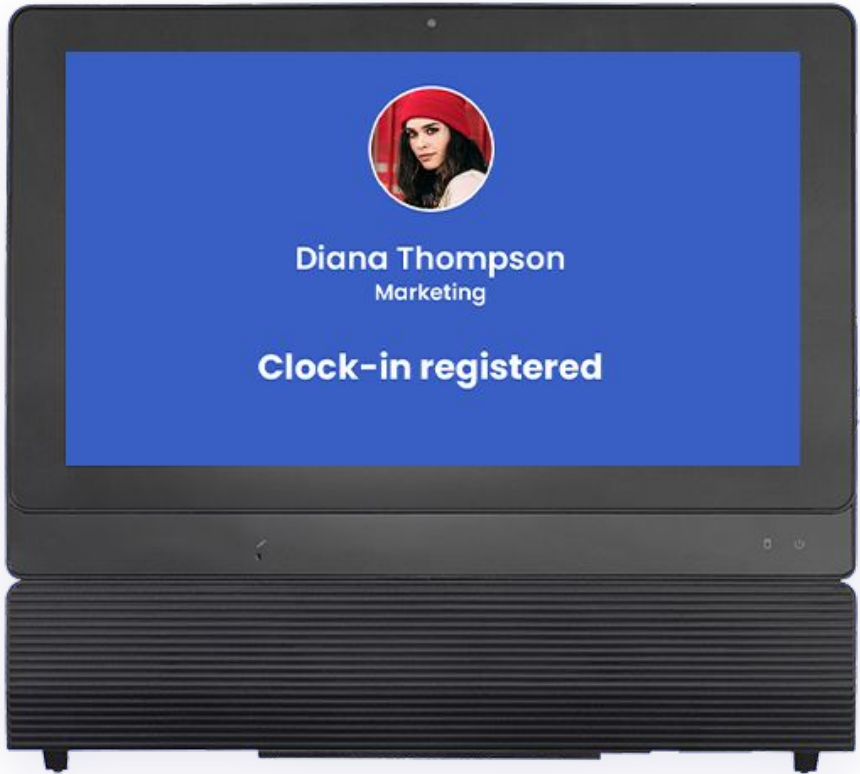
Clocking in with RFID cards from the iFlow industrial device

03:25
FACE STATION 2

Clocking in from a Suprema access control device

Facial recognition

Fingerprint

Bluetooth or NFC

RFID card

iFlow

Different clocking methods

Edit location ✕

Location name

Brooklyn Office

Link: https://app.iflow.ro/#/locationCheckin/4127/en_US

☐ Use password ⓘ

Brooklyn Office

iFlow.ro

Save QR code

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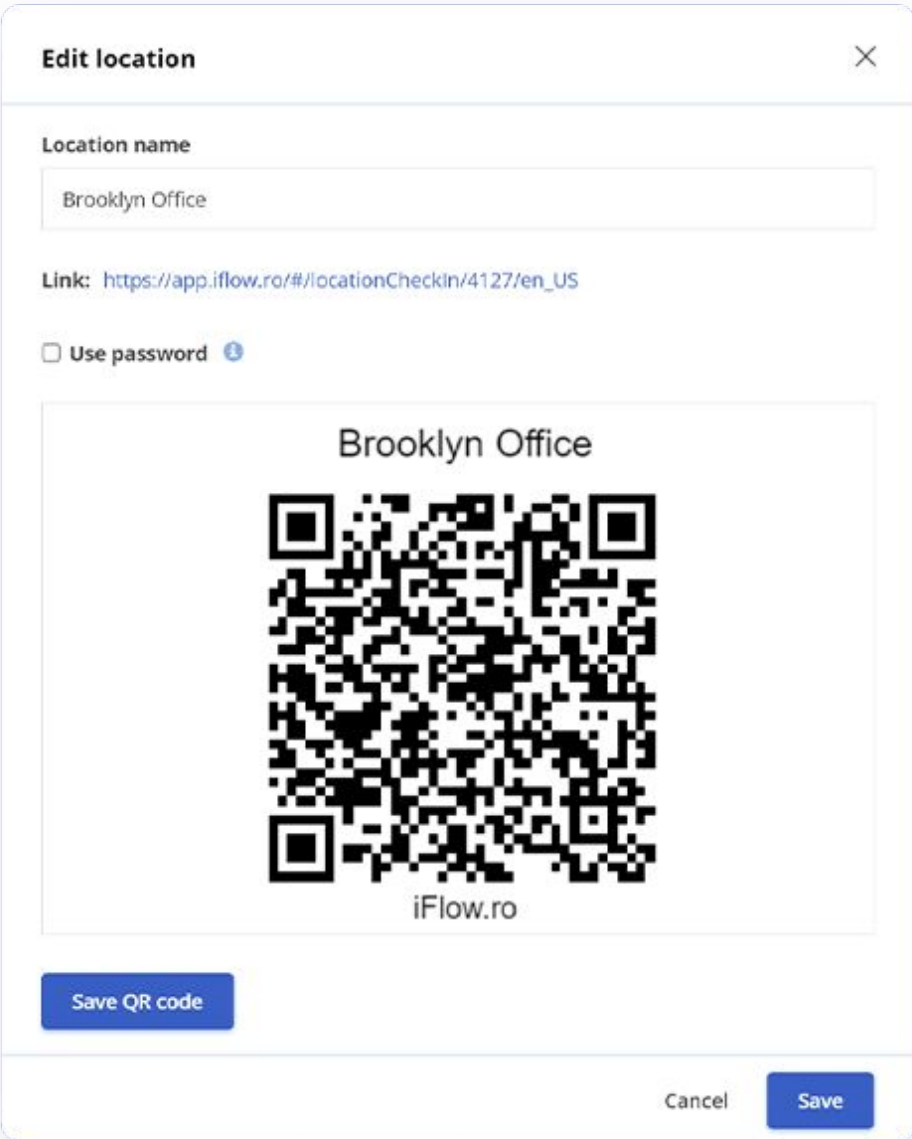
**Clocking in with
a link or QR code**

**Clocking in with
a PIN code**

Brooklyn Office

RFID tag user:

1	2	3
4	5	6
7	8	9
0	<

Check in/out

Mary Kate
Williams
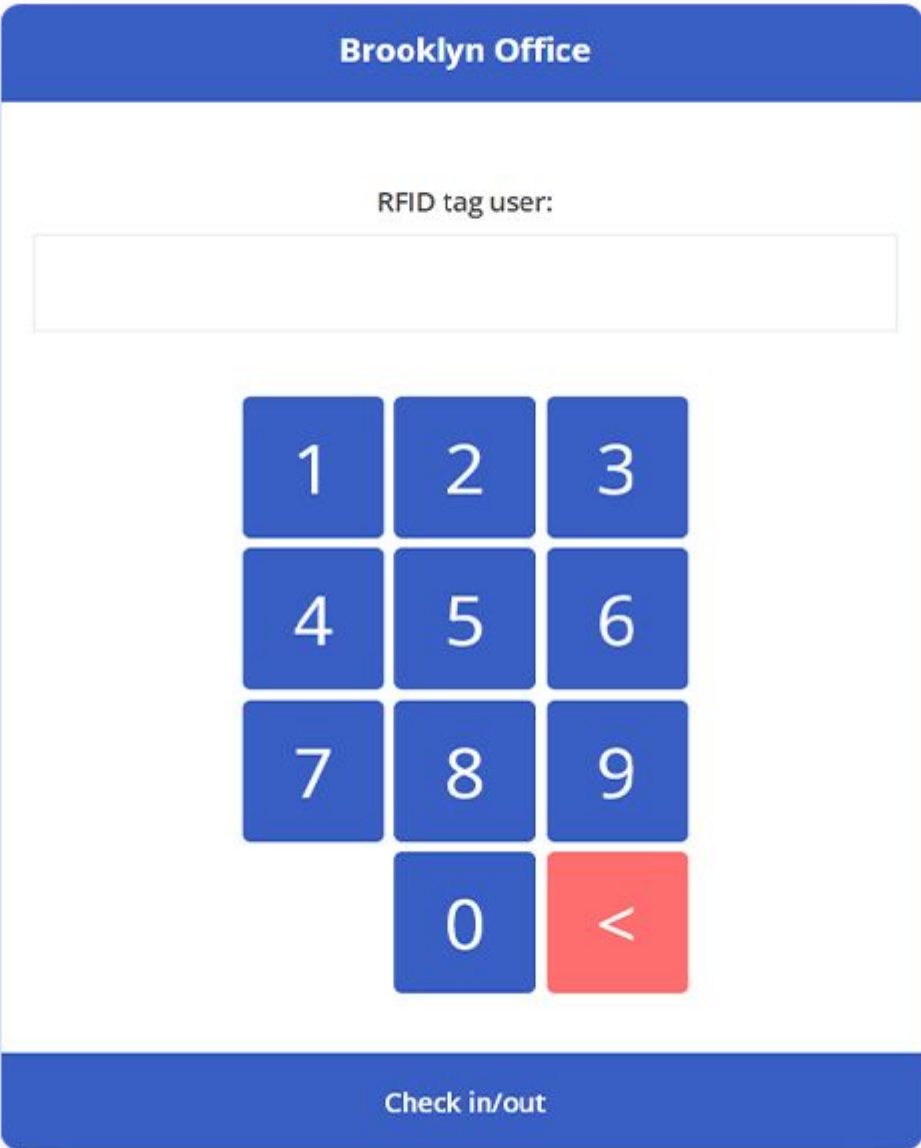
**Clocking in with the
iFlow KIT office
mini PC**

iFlow
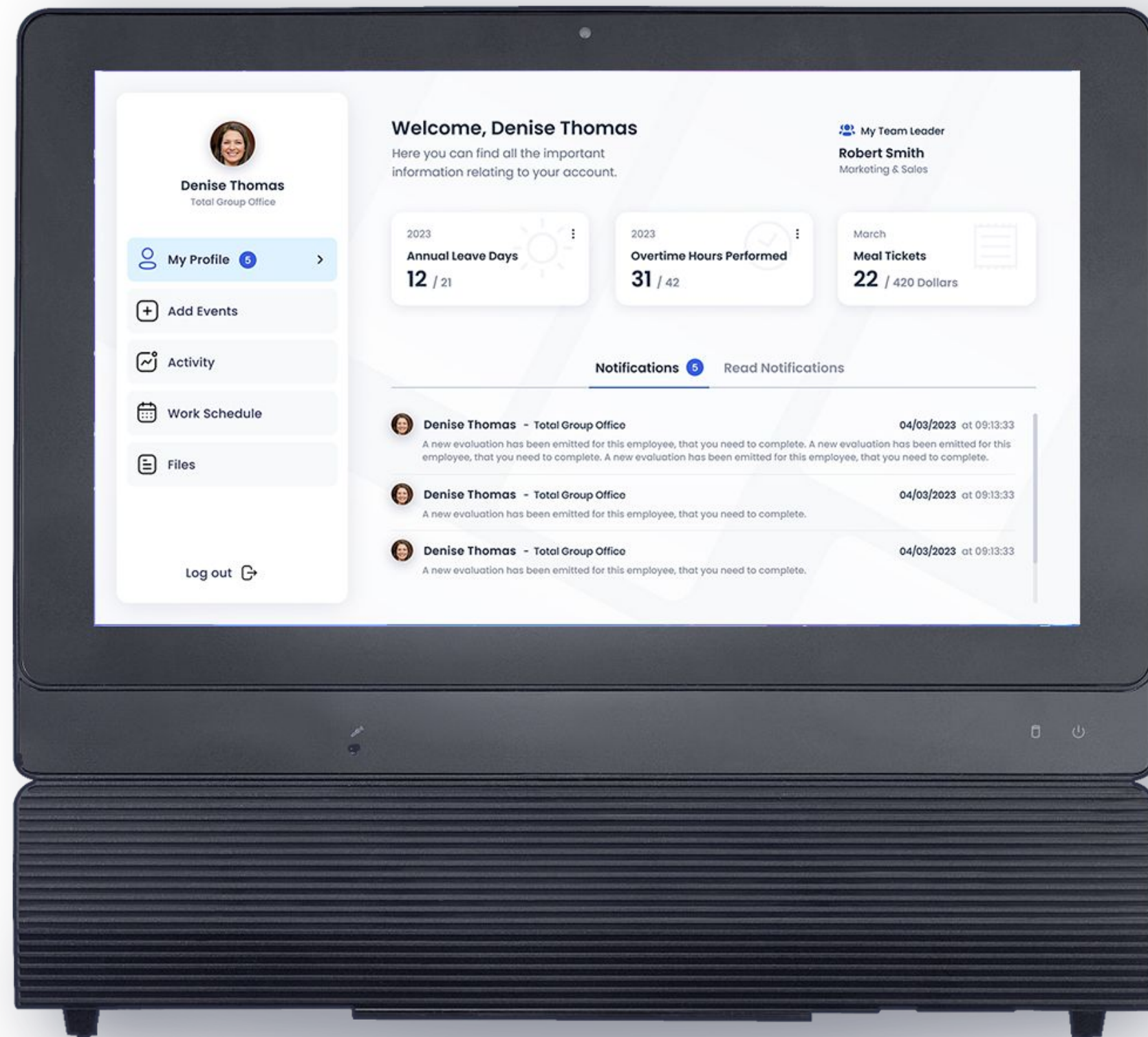
iFlow Kiosk

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

iFlow

Data accuracy in iFlow
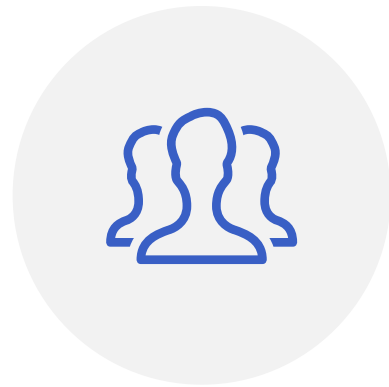
Employees clock in themselves, or the team leader records the attendance for the members of their team
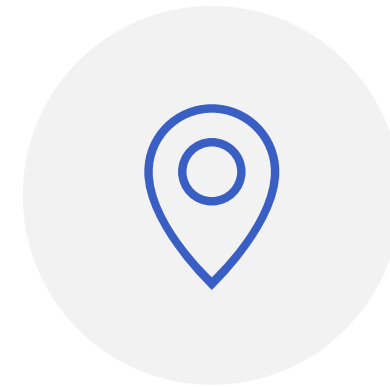
The app retrieves GPS location to ensure that the employee is in the correct location

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

iFlow

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

iFlow

✓ 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.
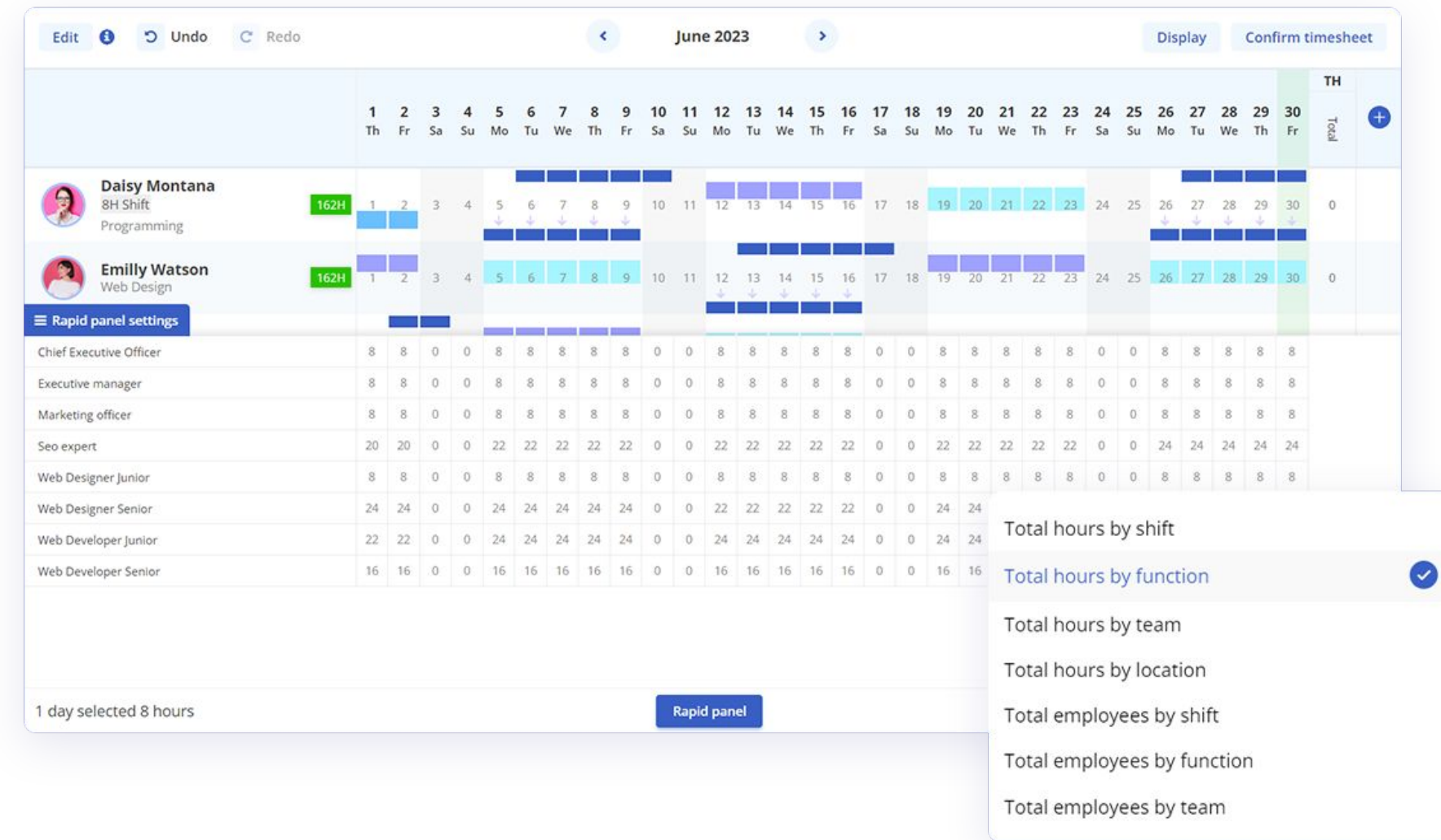
✓ Automatic checks

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

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	
■ Paid Leave	Paid Leave			No	Yes	Edit ⊖
■ Paid Leave 1/2	Half Day Paid Leave		Hdl	No	No	Edit ⊖
■ Business Trip	Date Interval	Business Trip	BT	No	No	Edit ⊖
■ Home Office	Date Interval		HO	No	Yes	Edit ⊖
■ Sick Leave	Date Interval		M	No	No	Edit ⊖
■ Overtime	Time Interval	Overtime		No	No	Edit ⊖
■ Time Off	Time Interval	Time Off		No	No	Edit ⊖
■ Compensatory Time	Compensatory Time		R	No	No	Edit ⊖

iFlow

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

iFlow

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   16.05.2024
Web Design

Employees work anniversary ‹ ›
Daisy Montana   18.03.2024
Programming   9 years

Overtime and time off   2024 ⌄
Overtime: Time Off: Difference:
1h 45m   0h 30m   1h 15m

Absent employees ‹ ›
14 Wed - 1
James McCoy
Programming
15 Thu - 1
James McCoy
Programming
16 Fri - 1
James McCoy
Programming
17 Sat
18 Sun
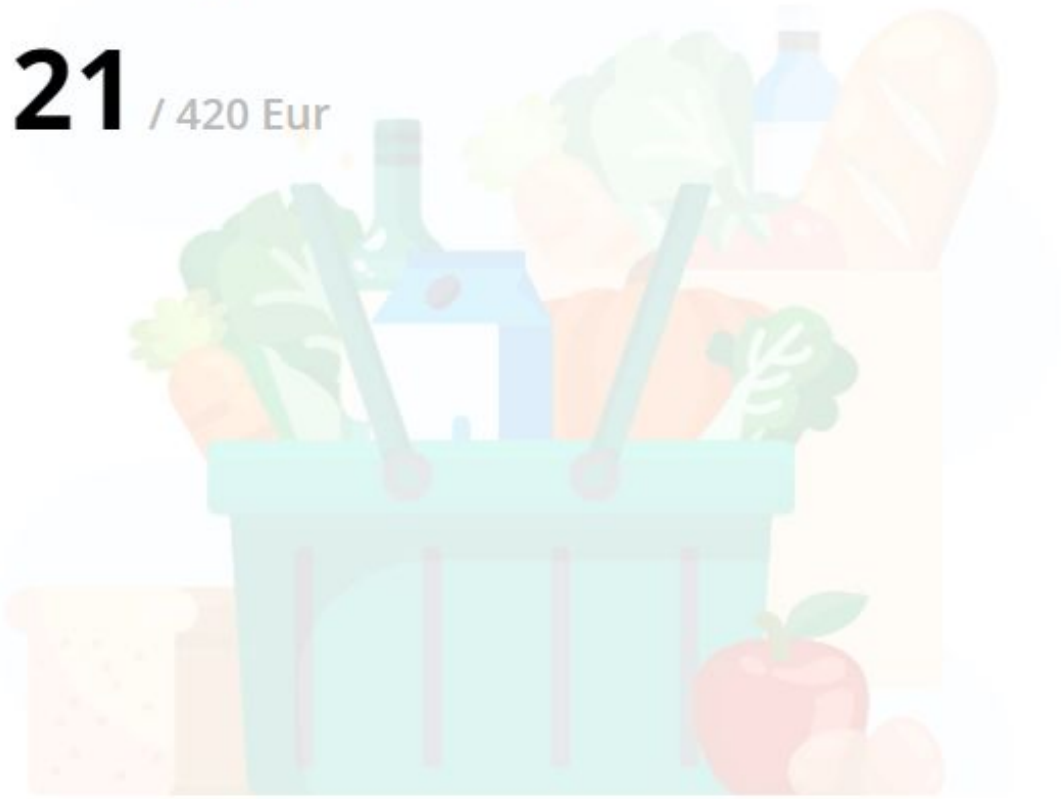
Food coupons
21 / 420 Eur

Paid Leave Days
15

iFlow

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 *   End date *   Working days

14/02/2024 ✕   17/02/2024 ✕   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

iFlow

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

Accounting

Cleaning Companies

Plastics industry

iPM: Project Management

With iFlow, you can see projects across your organization clearly, track the progress of your teams, and make informed decisions.

✓ **Informed**

You can access the app from anywhere, on any device, and stay up to date with all the information you need with real-time progress reports.
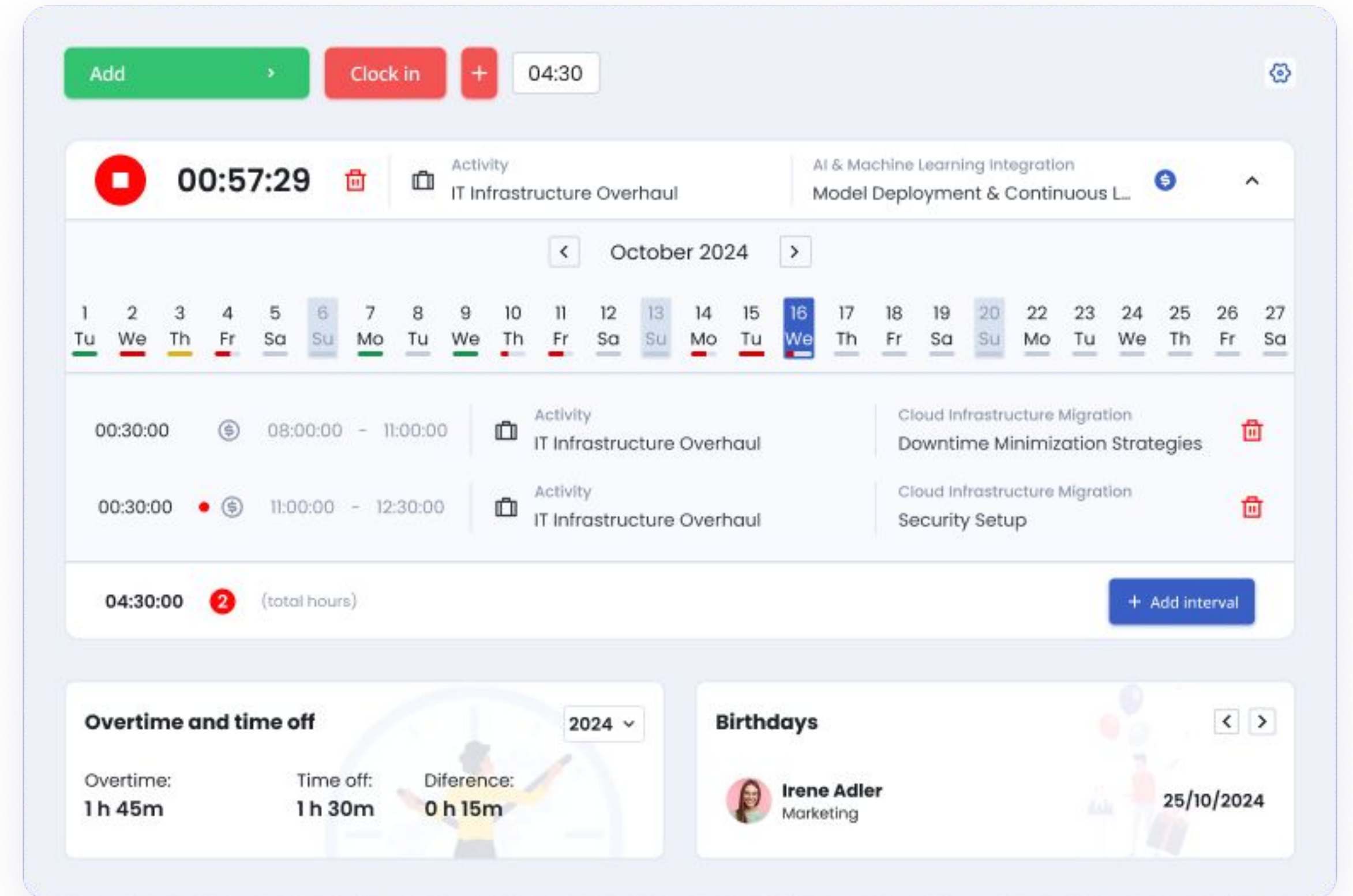
✓ **Easy**

Employees can record and mark working hours as billable, encouraging a transparent relationship with customers and ensuring that employees are paid fairly.

✓ **Organized**

Activities are efficiently structured into projects, sections, and sub-projects for optimal management.

iFlow

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**

iFlow

1

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

2

View reports based on the assessment session, individual responses, or the group of questions required.

3

Create customized review templates and collect responses anonymously, encouraging honest feedback.

iPR: Performance Reviews

Total reviews	New	Unstarted	Ongoing	Completed	Session progress
6	⊕ 4	⊙ 1	⊙ 2	✓ 4	82%

⊙ Settings

	Reviewer	∧ Employee reviewed	Review session	Due date	Status	Progress	Score
☐	Madison Grey Programming	Zahid Krueger Programming	Employee-employee	18/07/2024	Partly	6/16	-
☐	Landon Davison Programming	Zahid Krueger Programming	Employee-employee	18/07/2024	Completed	16/16	9.40
☐	Martin Luke Support	Thomas Brady Support	Employee-employee	18/07/2024	Completed	16/16	7.05
☐	Katy Stevens Web Design	Matthew McCarney Web Design	Employee-employee	18/07/2024	Completed	16/16	4.80
☐	Mark Smith Support	Thomas Brady Support	Employee-employee	18/07/2024	Partly	6/16	-
☐	Daisy Montana Programming	Zahid Krueger Programming	Employee-employee	18/07/2024	Partly	2/16	-
☐	Emily Watson Web Design	Matthew McCarney Web Design	Employee-employee	18/07/2024	None	0/16	-

iFlow

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.

Automated reports

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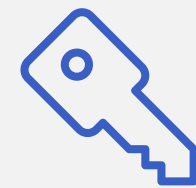
Privacy

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

Custom templates

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

iFlow

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

iFlow

iDocs: Document Management System

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
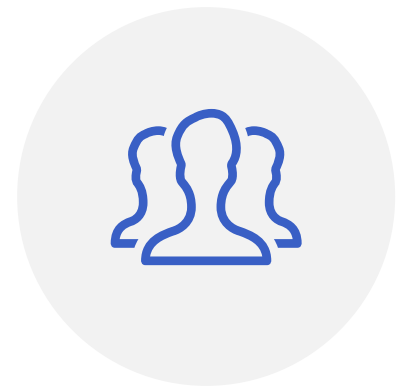
Email: ireneadler@gmail.com
Telefon: 555235656

Documents and Files

⬆ Upload a new file   Alege fișier

New Document   📄 Preview   📄 Draft   📄 Awaiting Signature

	File Name	Signature	Number	Created on
↰	...			
📁	Contracts			
📁	Employee Profile			
📁	Requests			
📁	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.
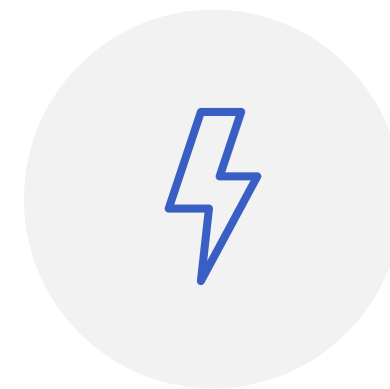
Swiftly sending information

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.

iFlow

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!

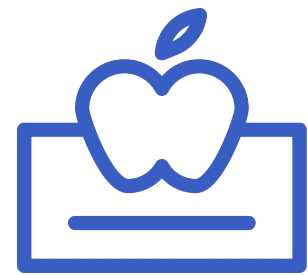You can create reminders for any employee and subject, such as events, documents, signatures, or general reminders.

iFlow

Record of activities in the company

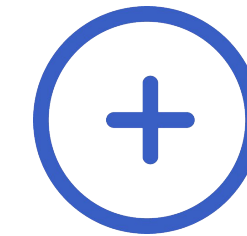In iFlow, you can generate automatic reports on different categories, such as:

Clocking

Food coupons

Annual paid leave

Events

Attendance

Activities

Evaluations

Employees

iFlow
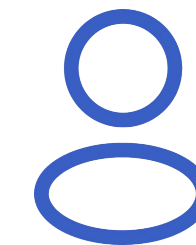
You have access to information anytime and anywhere

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.
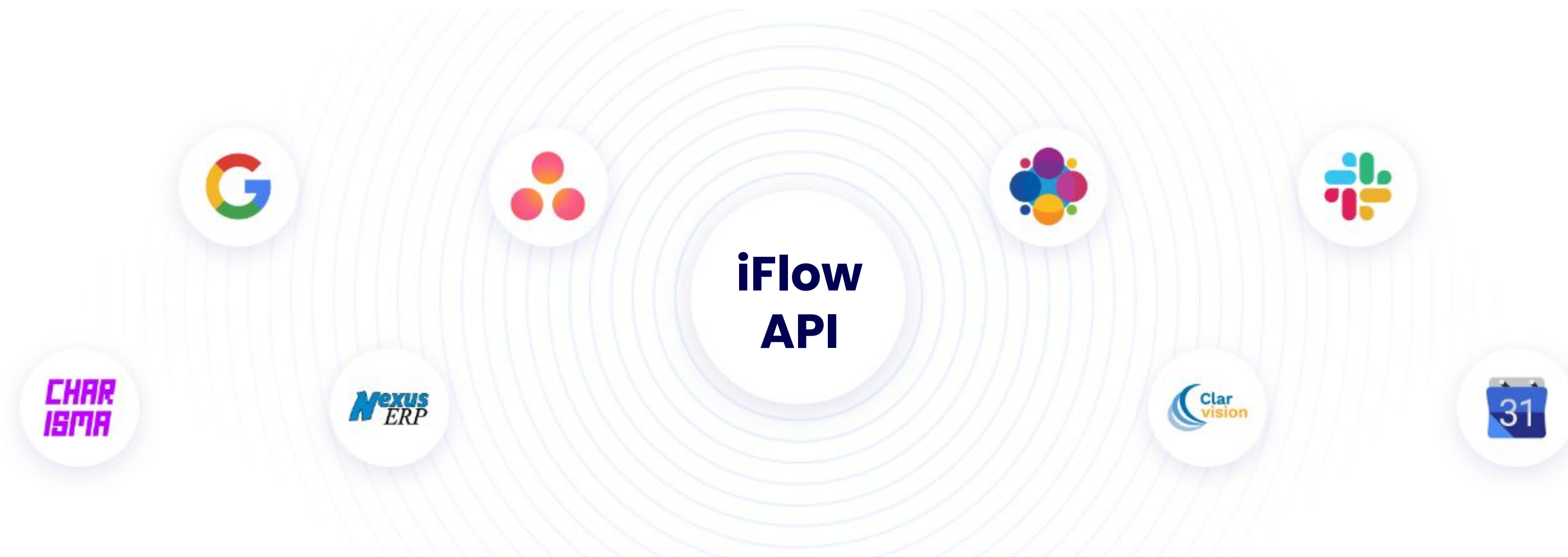
iFlow

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!**

iFlow

Integrations with other apps

iFlow API

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**

iFlow

Technical support

You are guided through your iFlow experience from the start
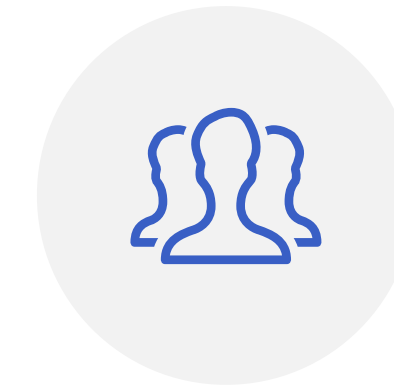
Our team is ready to assist you at all times

All your questions about the app are answered promptly

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

iFlow

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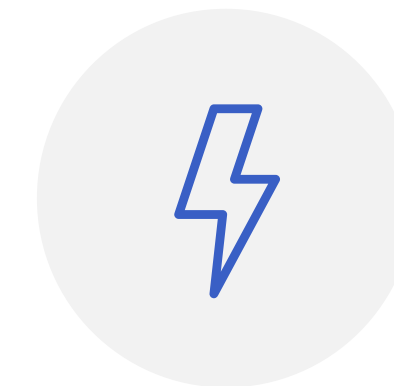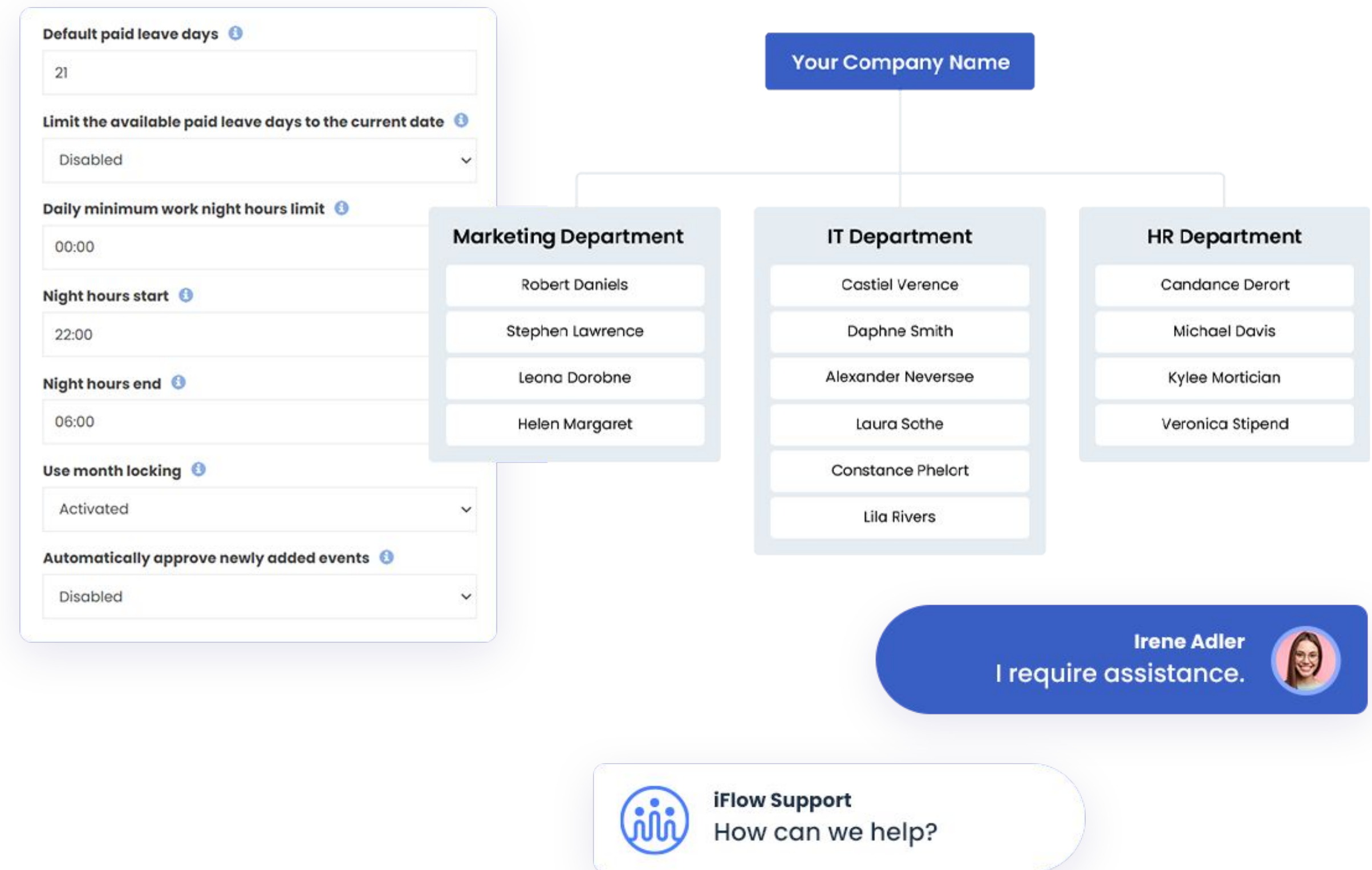
For the most enjoyable experience with the iFlow app, our team will handle the account setup and set the necessary settings according to your company's requirements.

✔ **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**

Default paid leave days ⓘ

21

Limit the available paid leave days to the current date ⓘ

Disabled ⌄

Daily minimum work night hours limit ⓘ

00:00

Night hours start ⓘ

22:00

Night hours end ⓘ

06:00

Use month locking ⓘ

Activated ⌄

Automatically approve newly added events ⓘ

Disabled ⌄

Your Company Name

Marketing Department

Robert Daniels

Stephen Lawrence

Leona Dorobne

Helen Margaret

IT Department

Castiel Verence

Daphne Smith

Alexander Neversee

Laura Sothe

Constance Phelort

Lila Rivers

HR Department

Candance Derort

Michael Davis

Kylee Mortician

Veronica Stipend

Irene Adler
I require assistance.

iFlow Support
How can we help?

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

iFlow

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!**