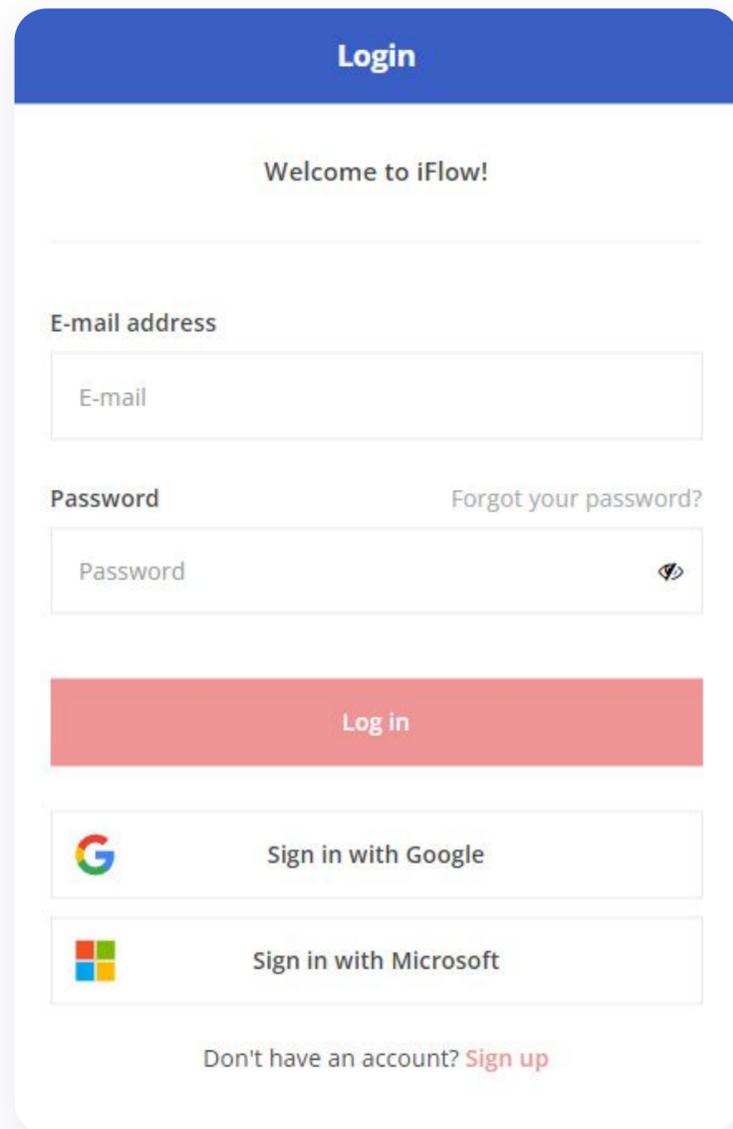


HR iFlow

**User guide
Team Leader**

How do you log in



The screenshot shows the HR iFlow login interface. At the top, there is a blue header with the word "Login" in white. Below the header, the text "Welcome to iFlow!" is displayed. The form contains two input fields: "E-mail address" and "Password". The "E-mail address" field has a placeholder "E-mail". The "Password" field has a placeholder "Password" and a "Forgot your password?" link to its right. Below the input fields is a red "Log in" button. At the bottom, there are two social login options: "Sign in with Google" (with the Google logo) and "Sign in with Microsoft" (with the Microsoft logo). At the very bottom, there is a link: "Don't have an account? Sign up".

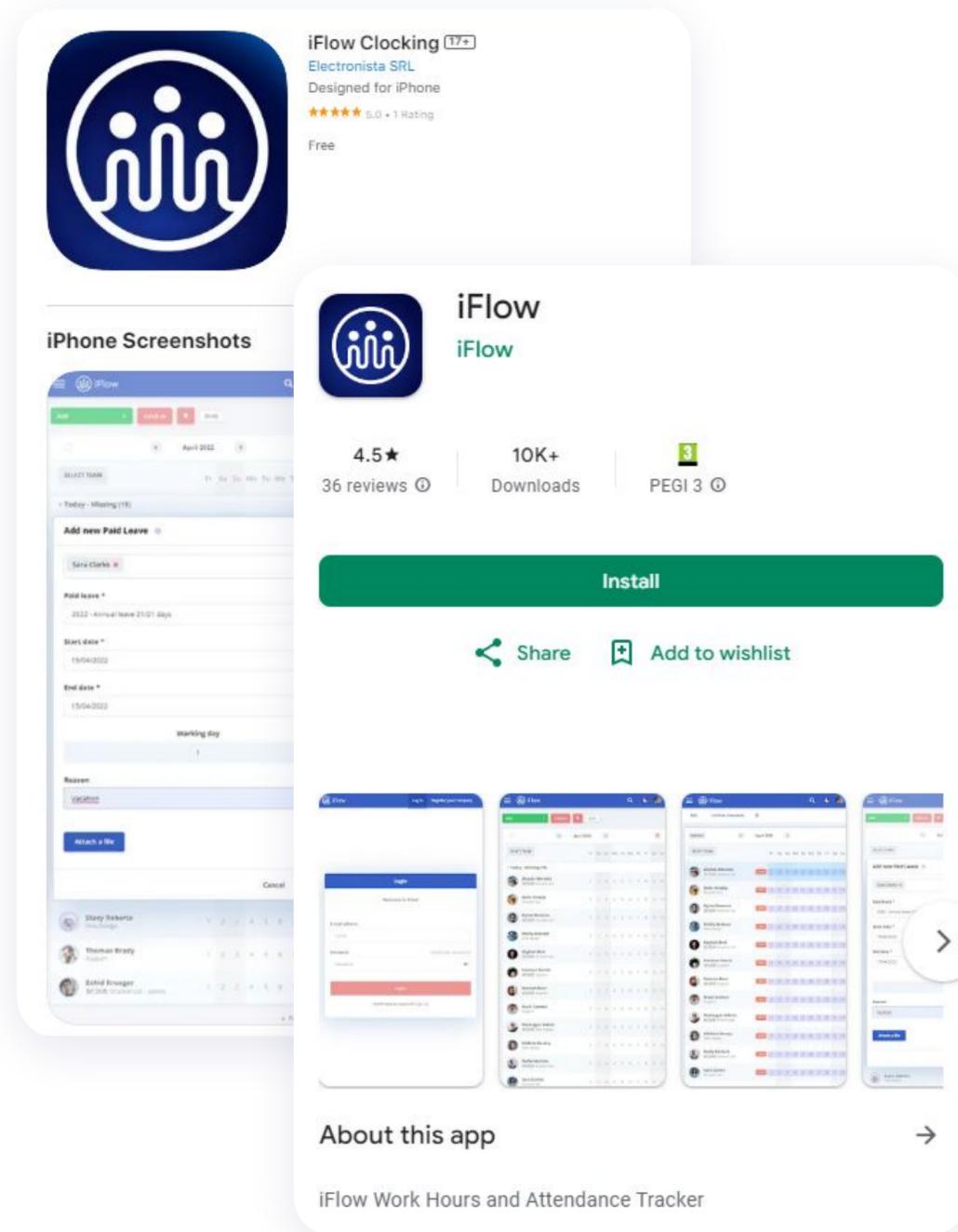
The HR iFlow app can be used from any device with internet connection.

Follow these steps to log in:

- Enter **www.iflow.ro/en**
- Click on **Login**
- Fill in with the credentials received from the admin (e-mail and password)
- Click on **Log in**

*Also, you can log in to the app with your **Google** or **Microsoft** account

*To recover a forgotten password, click on **Forgot password?**

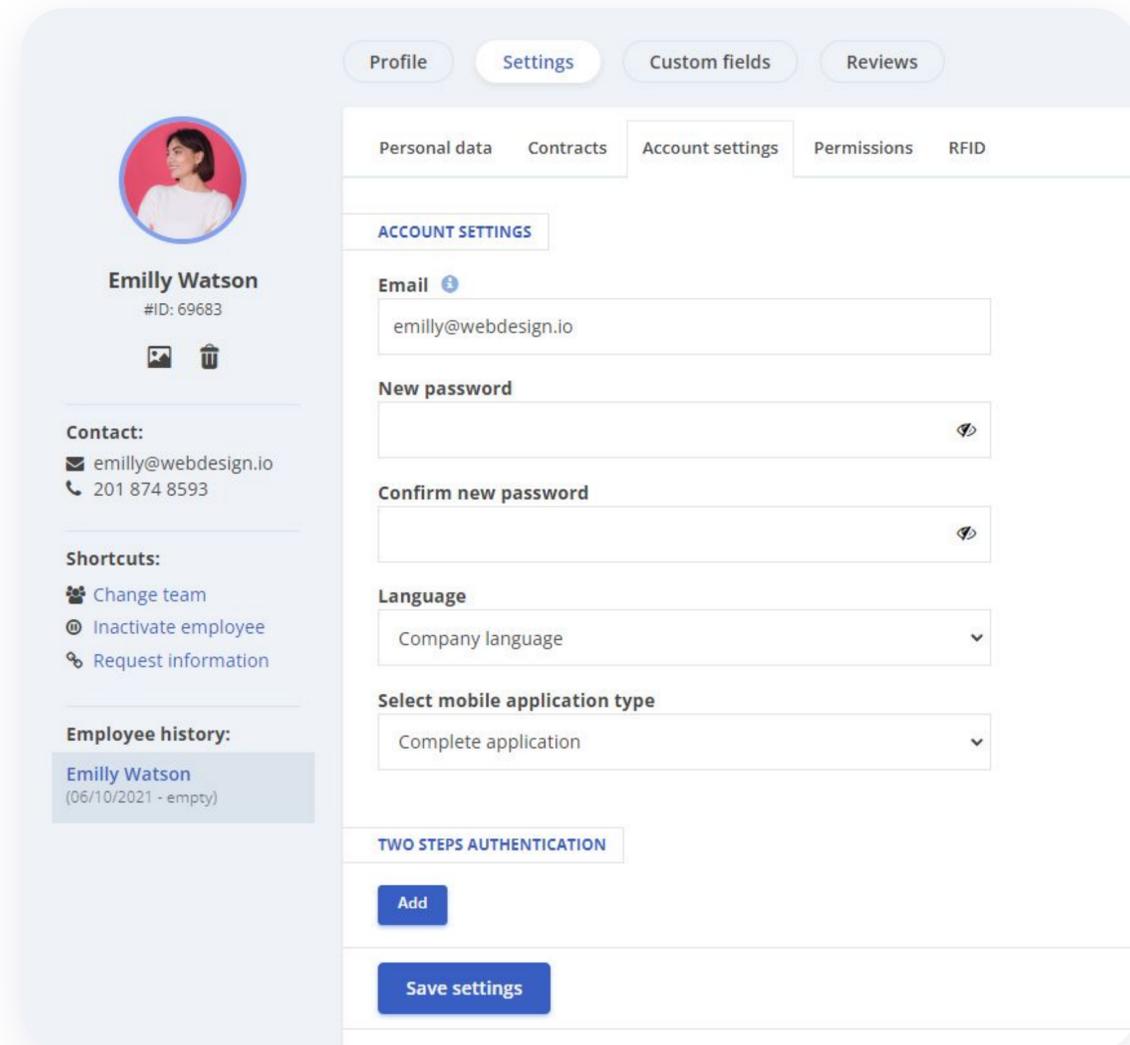


How to download the HR iFlow application

The HR iFlow app can be downloaded for the following versions:

- ✓ **iOS**
[HR iFlow for iOS from App Store](#)
- ✓ **Android**
[HR iFlow for android from Google Play](#)
- ✓ **Desktop**
[HR iFlow for desktop](#)

How do you change your password



The screenshot shows the HR iFlow user interface. At the top, there are tabs for 'Profile', 'Settings', 'Custom fields', and 'Reviews'. The 'Settings' tab is active. Below the tabs, there are sub-tabs for 'Personal data', 'Contracts', 'Account settings', 'Permissions', and 'RFID'. The 'Account settings' sub-tab is selected. The main content area is titled 'ACCOUNT SETTINGS' and contains the following fields:

- Email**: emilly@webdesign.io
- New password**: (empty field with an eye icon for visibility)
- Confirm new password**: (empty field with an eye icon for visibility)
- Language**: Company language (dropdown menu)
- Select mobile application type**: Complete application (dropdown menu)

At the bottom of the settings area, there is a 'TWO STEPS AUTHENTICATION' section with an 'Add' button. Below that is a 'Save settings' button.

After logging in to your account for the first time, you will surely want to change your password. You can do this as follows:

- Access your **Profile**
- Click on **Settings**
- Click on the **Account Settings** tab
- Enter your old and new password
- The new password must contain a minimum of 8 characters, of which: a minimum of one letter, one digit and one symbol
- Then click on **Save Settings**

How do you clock in

Clock in

Clock in location / Clock out location
Brooklyn Office [Edit clock out location](#)

Project
Project

Date *
15/05/2024

Clock in *	Clock out	Total hours
8:39	Event end	00:00:00

iFlow App
[View larger map](#)

Google
Keyboard shortcuts Map data ©2024 Terms Report a map error

[Expand change log](#)

Cancel **Add**

Once you have logged into your account, the first page that will open is the Dashboard

- Click on the **Clock in** button
- Allows the HR iFlow app to take over your GPS location
- Choose location (if applicable) and project/task (if applicable)
- Click on **Add**

Press the **Exit** and **Add** button at the end of the working hours at that location or for that day.

How do you clock in other employees

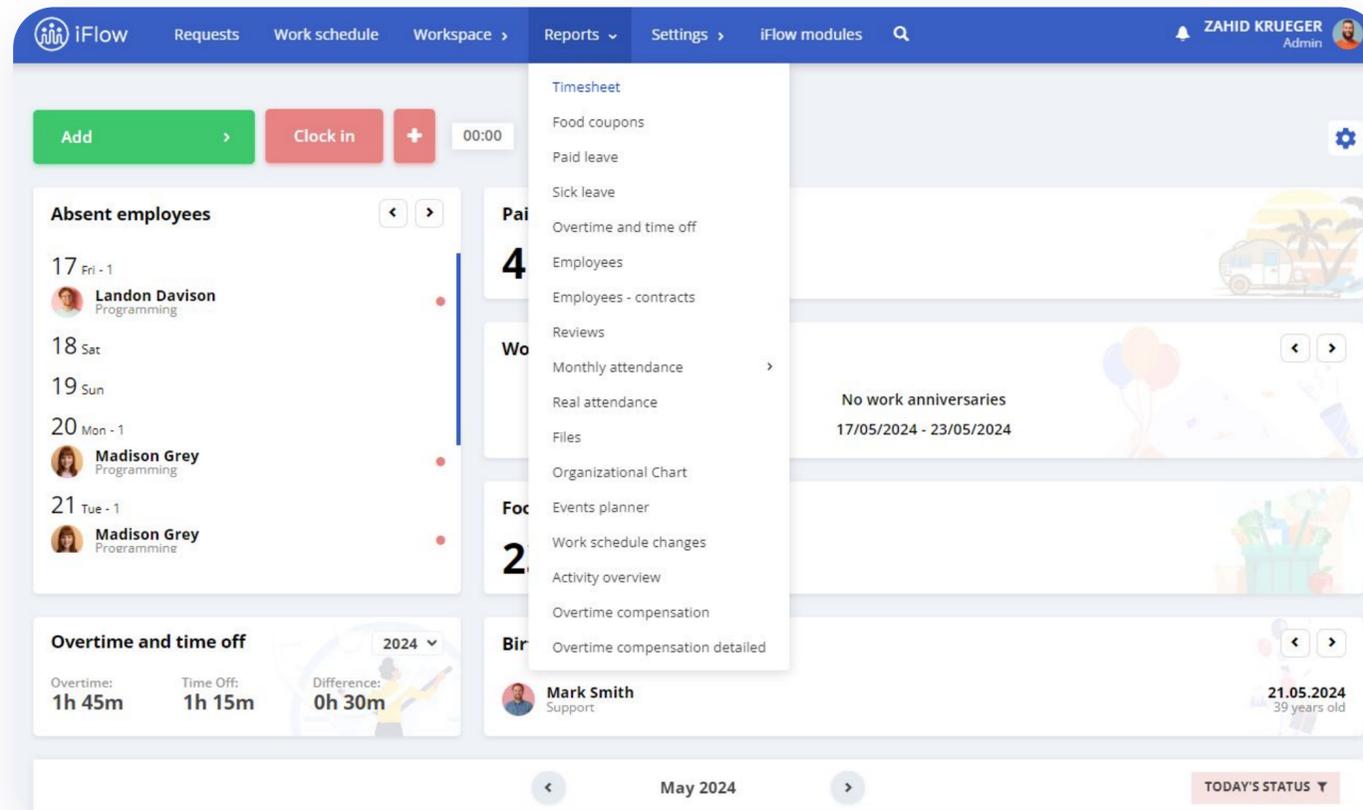
The image shows a screenshot of the HR iFlow dashboard on the left and a modal form titled 'Add attendance' on the right. The dashboard includes a navigation menu, a header with the iFlow logo, and a 'Birthdays' section for Mark Smith. The 'Add attendance' modal form contains the following fields:

- Employee selection:** A list of selected employees: Zahid Krueger, Daisy Montana, Irene Adler, and Johnny Silverhand.
- Location:** 'Clock in location / Clock out location' with 'Brooklyn Office' selected and an 'Edit clock out location' link.
- Project:** A dropdown menu with 'Project' selected.
- Attendance note:** A text input field with the placeholder 'Add note'.
- Date:** A date picker showing '15/05/2024'.
- Time:** 'Clock in *' is set to '8:30', 'Clock out' is 'Event end', and 'Total hours' is '00:00:00'.
- Map:** A Google Map showing the location 'iFlow App' with a red pin and a search bar.
- Buttons:** 'Cancel' and 'Add' buttons at the bottom.

- From the **Dashboard**
- Click on **+ Add Attendance** or **- Close Attendance**
- Select the employees
- Select the location (if required)
- Select the project
- Click on **Add**

*When adding actual attendance for multiple employees simultaneously, the exact location, date, and time will be recorded for all selected employees.

How do you check employee attendance



Employee attendance can be checked using several reports available in the app. These are:

- Timesheet
- Monthly attendance
- Monthly attendance detailed
- Real registry
- Real registry detailed
- Activity overview

To access these reports, click on **Reports** in the main menu.

How do you check the attendance from the employee profile

The screenshot shows the HR iFlow interface for an employee profile. The 'Attendance' tab is selected, displaying a summary for two dates: Thursday, 16/05/2024 and Wednesday, 15/05/2024. The interface includes a navigation bar with tabs for Profile, Settings, Custom fields, Reviews, Attendance, Day data, and Documents. The employee's name, Mark Smith, and ID, 69682, are visible. The attendance data shows clock-in and clock-out times, location (Stracker Ltd.), and project information. The work schedule is 08:00 - 17:00, with a break from 12:00 to 13:00. The total attendance for 16/05/2024 is 00:00:00, and for 15/05/2024 is 09:00:00. There is also a note about overtime for 16/05/2024.

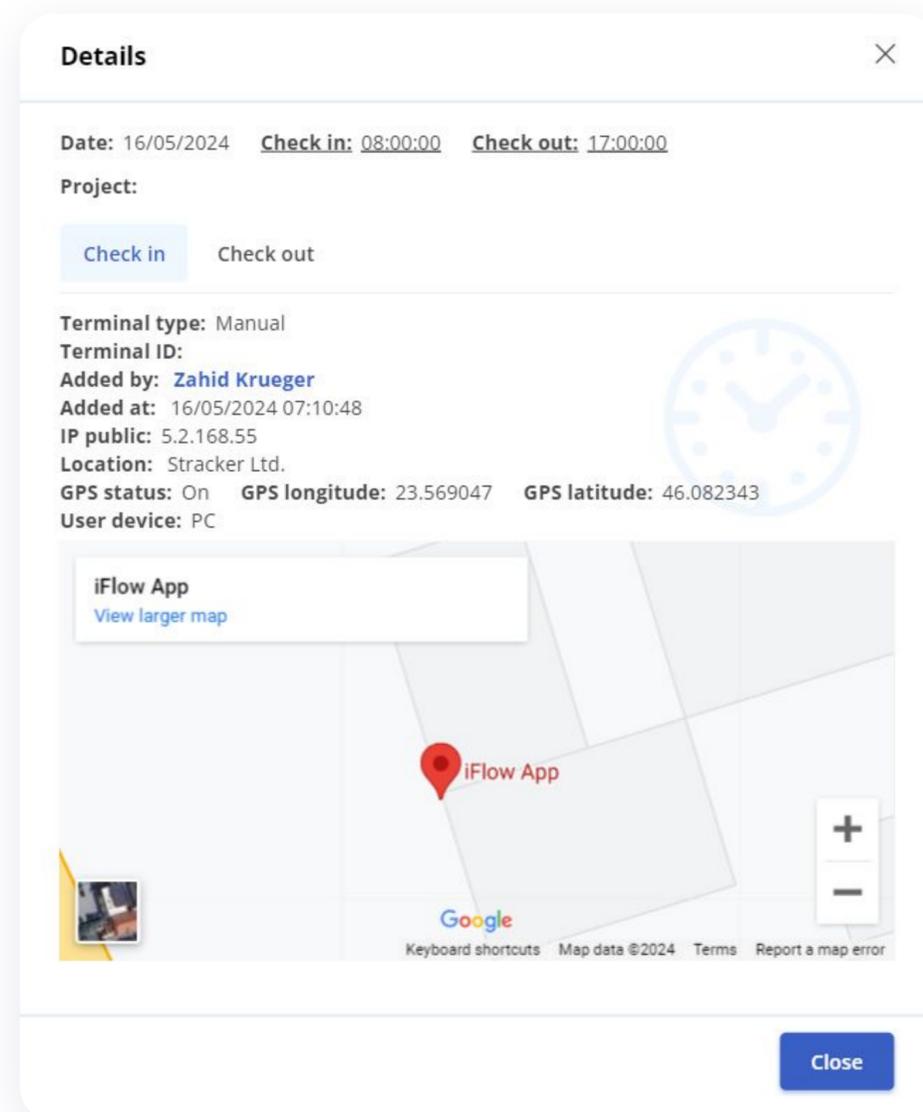
- Enter the employee's profile
- Click on **Attendance**

Here you will find data such as the clock-in and clock-out time, the project the employee worked on, and the location from where they clocked in.

To check attendance for a specific period:

- Click on **Select period**
- Choose the necessary interval
- Click on **Apply**

How do you check the picture and the location of the check-in



Depending on the attendance tracking device, the HR iFlow app records a photo capture of the employee or registers the GPS location. To verify these data:

To check this data:

- Click on **Reports - Real Attendance** in the main menu
- Select the **Details** option on the right side of the employee's attendance

*Click on Clock in or Clock out depending on the information you want to check

How to edit or delete an incorrect attendance

The screenshot displays the HR iFlow interface for an employee named Mark Smith. The top navigation bar includes tabs for Profile, Settings, Custom fields, Reviews, Attendance, Day data, and Documents. The main content area shows a calendar for May 2024 with a grid of days. A red dot on the 16th indicates an attendance record. Below the calendar, there are buttons for 'Add' and 'Add attendance', and a summary showing 'Total: 9 / 8 hours'. The 'Add attendance' button is highlighted in red. Below this, the details for the attendance record on Thursday, 16/05/2024 are shown, including a total of 09:00:00, a work schedule from 09:00:00 to 17:00:00 at Stracker Ltd., and a location of Project. A red dot indicates 'Overtime 1:00 (07:00 - 08:00)'. At the bottom, there is a table with columns for Work schedule, Breaks, and Location.

Work schedule	Breaks	Location
08:00 - 17:00	12:00 - 13:00	Stracker Ltd.

If a presence has been recorded incorrectly:

- From the **Dashboard**, click on the respective day next to the employee in question
- In the column dedicated to real attendance, you can modify the incorrect data or delete it

*You will be able to make changes within the real attendance only if the account admin grants you this right.

How do you add events for yourself

Add new Overtime

Daisy Montana

Date *
17/05/2024

Start *
17:00

End *
17:45

Reason
00:45

Overlapping with:
Landon Davison - Paid Leave

Attach a file

Cancel Add

- From the **Dashboard**
- Click on the **Add** button
- Select the desired event
- Complete the necessary information such as: date, time, reason, etc.
- Click on the **Add** button

*If you have entered incorrect information, you can edit/delete it while the event awaits approval. Afterward, you must submit an edit request to modify the event.

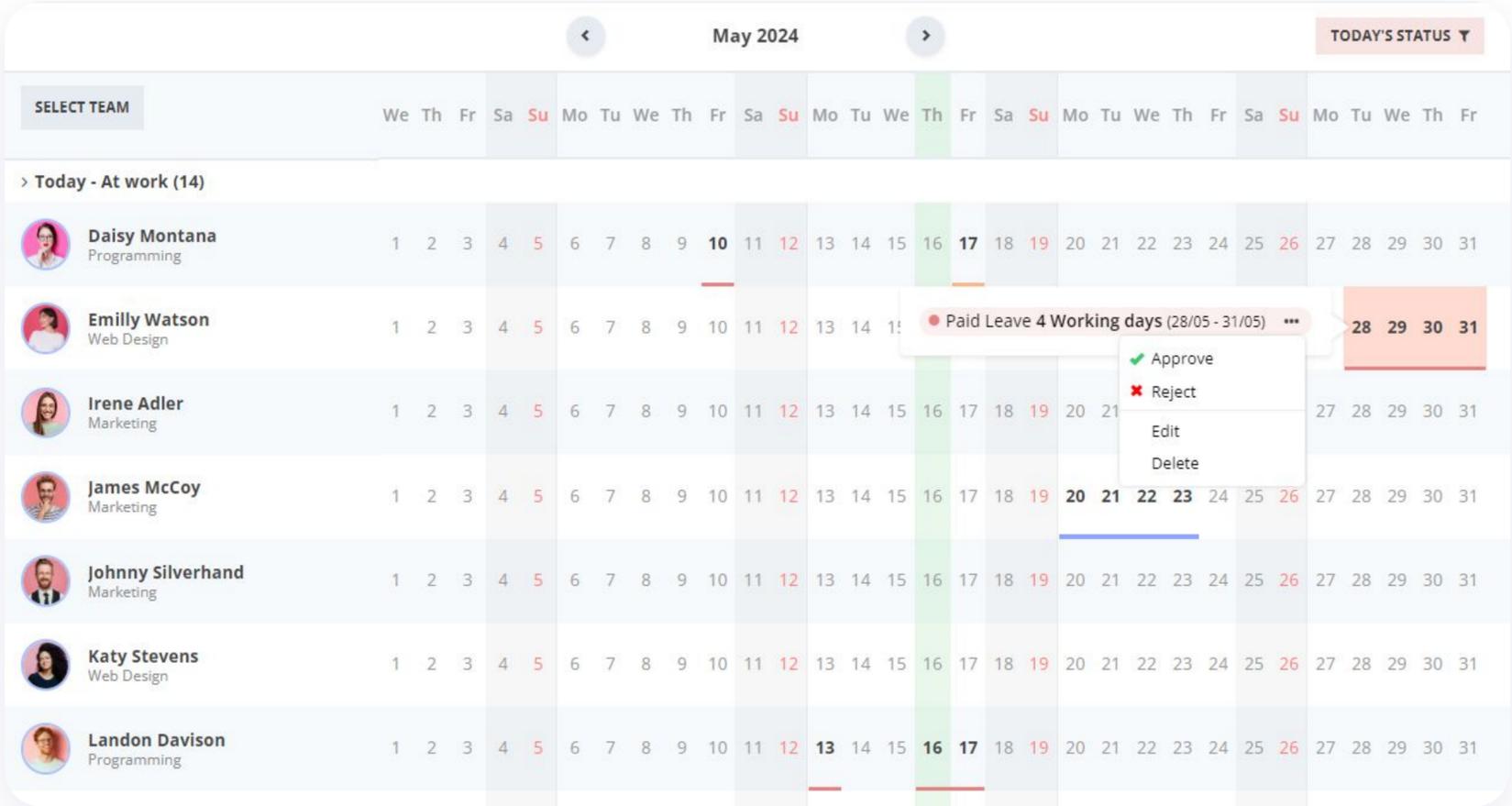
How to add events for employees

The screenshot shows the HR iFlow interface. On the left, a sidebar contains a menu icon, the iFlow logo, and buttons for 'Add', 'Clock in', and '+'. Below this is a 'Birthdays' section for Mark Smith, Support. The main content area is a modal window titled 'Add new Business Trip'. The modal has a close button (X) in the top right. It contains a dropdown menu with 'James McCoy' and 'Mark Smith' selected. Below this are two date pickers: 'Start date *' with '20/05/2024' and 'End date*' with '23/05/2024'. There is a 'Reason' text input field and an 'Attach a file' button. At the bottom of the modal are 'Cancel' and 'Add' buttons.

- From the **Dashboard**
- Click on **Add** button
- Select the desired event
- Select the employee(s)
- Complete the required information such as: date, time, reason, etc.
- Click on **Add**

*If you have entered incorrect information, you can edit/delete it at anytime for the employees you supervise.

How do you manage events



- From the **Dashboard**
- Hover your cursor over the three dots on the employee's event
- Choose one of the following options: **Approve**, **Reject**, **Edit**, **Delete**

How to approve events from the Requests menu

The screenshot shows the HR iFlow interface. The top navigation bar includes 'iFlow', 'Dashboard', 'Requests', 'Work schedule', 'Workspace', 'Reports', 'Settings', and 'iFlow modules'. The user 'ZAHID KRUEGER Admin' is logged in. On the left, there is an 'Add' button and a filter sidebar. The main area displays a table of requests with columns for Name, Type, Duration, Date, Overlapping, and Status. The status filter is set to 'Waiting approval'.

Event types:

- Overtime compensation
- Paid Leave
- Paid Leave 1/2
- Business Trip
- Remote Work
- Sick Leave

Status:

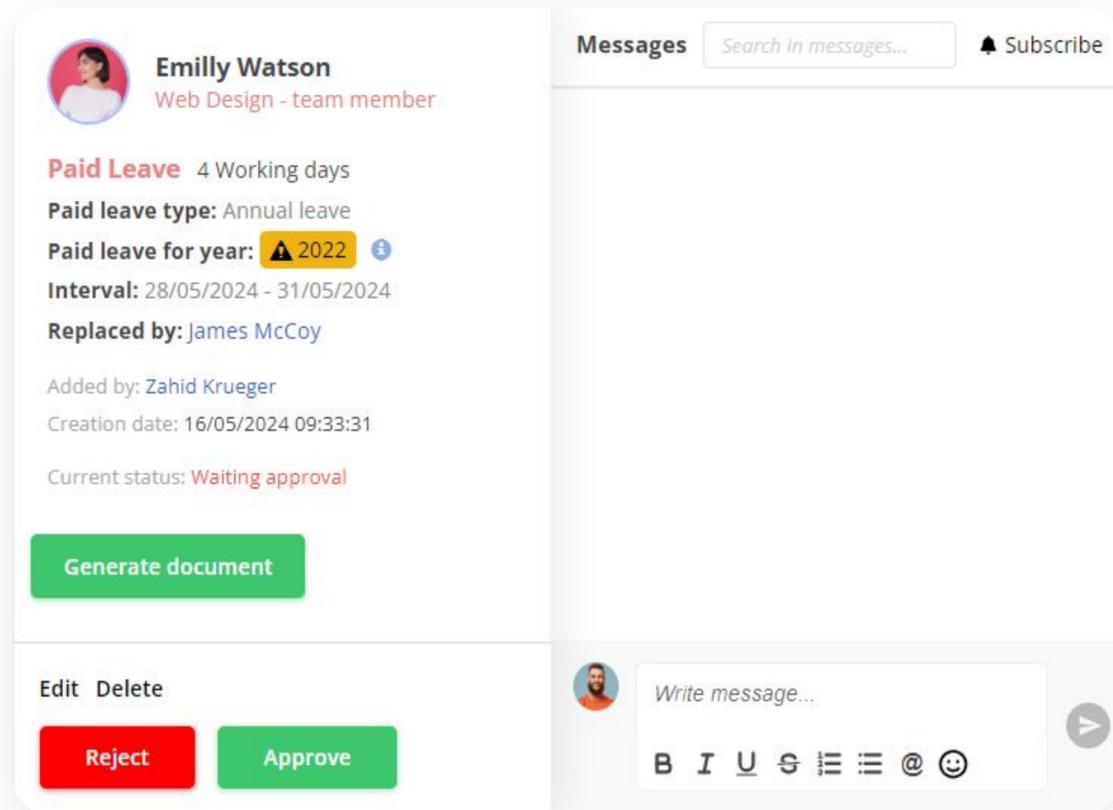
- Approved
- Partially approved
- Rejected
- Waiting approval
- Not required
- Request edit

1 event selected ✕ Selection: Approve Reject Delete

<input type="checkbox"/>	Name	Type	Duration	Date	Overlapping	Status
<input type="checkbox"/>	Emily Watson Web Design	Annual leave 2022	4 Days	28/05-31/05 2024		Waiting approval
<input type="checkbox"/>	Irene Adler Marketing	Remote Work	1 Day	25/04-25/04 2024		Waiting approval
<input checked="" type="checkbox"/>	Emily Watson Web Design	Annual leave 2022	1 Day	23/04-23/04 2024		Waiting approval
<input type="checkbox"/>	Daisy Montana Programming	Annual leave 2021	1 Day	23/04-23/04 2024		Waiting approval

- Click on **Requests**
- Check **Waiting approval** from the Status filter
- Select the employees
- Click on **Approve**

How to generate a document for an event



- From the **Dashboard** or **Requests** menu
- Click on the required event
- Click on the **Generate document** button

Once the document has been generated, you can open it for viewing, editing or printing.

How to upload files to HR iFlow through an event

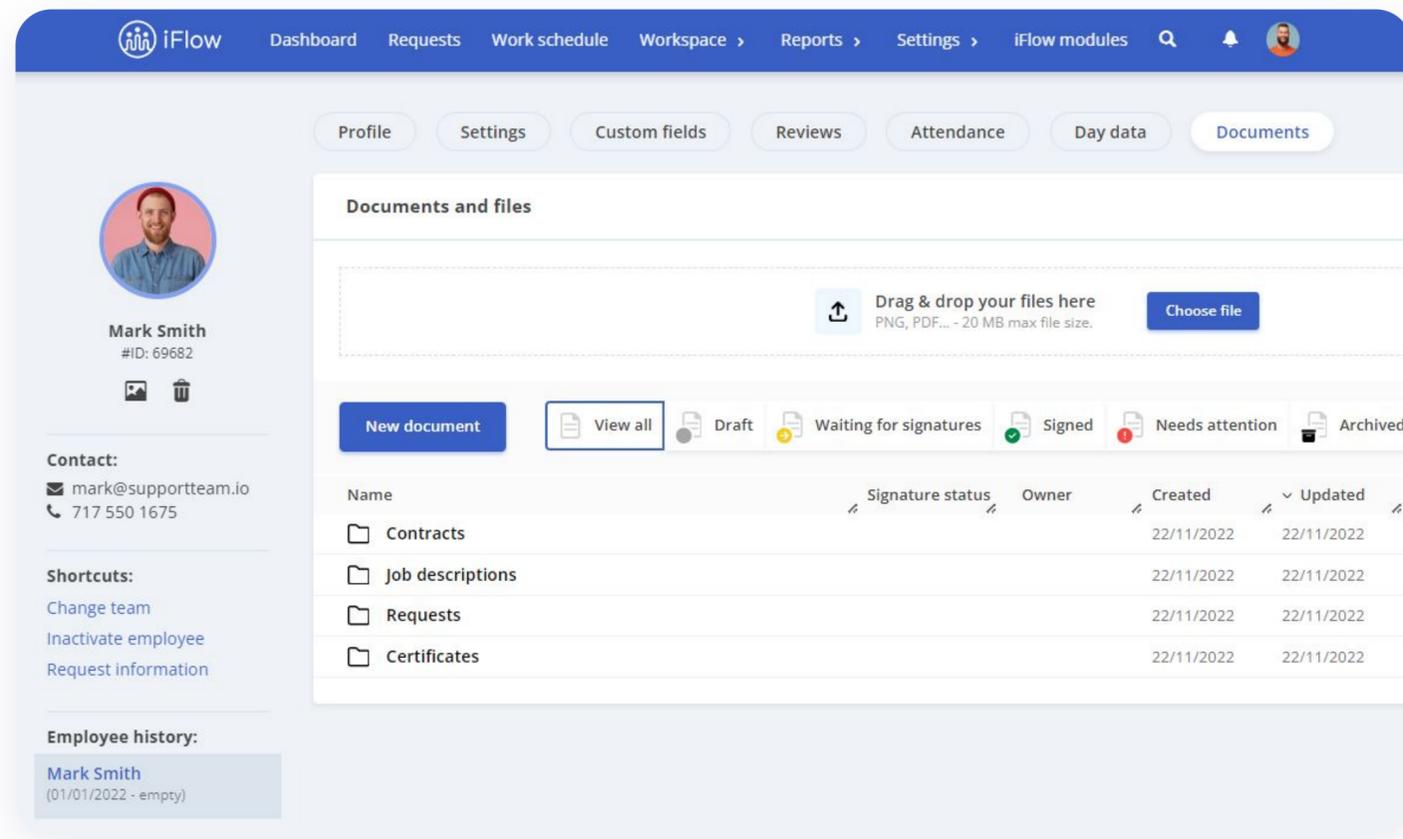
The screenshot displays the 'Add new Paid Leave' form in the HR iFlow app. The form is overlaid on a sidebar menu that includes a home icon, the iFlow logo, an 'Add' button, a 'Clock in' button, a settings gear, and a 'Birthdays' section for Mark Smith. The form itself has a title bar with a close button. It contains several input fields: a dropdown for the employee name (Landon Davison), a dropdown for 'Paid leave' (Special leave days), another dropdown for 'Special leave days' (Blood Donation 4 days), date pickers for 'Start date' (14/05/2024) and 'End date' (17/05/2024), a 'Working days' field (4), a text area for 'Reason', a section for 'Overlapping with' showing four profile icons, and a dropdown for 'Replaced by' (No replacement). At the bottom of the form is an 'Attach a file' button, and at the very bottom are 'Cancel' and 'Add' buttons.

You can upload files to the app when adding an event.

- Click on the **Add** button
- Select the type of event
- Fill in the required fields
- Click on **Attach file - Choose the file**
- Click on **Add**

For example, you can attach documents such as a medical certificate or a leave request.

How to access the documents



From the employee's profile:

- Click on **Documents**
- Choose the necessary file and click on **View**
- Here you can print or download the employee's document

From the Activity menu:

- Click on the event for which you want to print/download the document
- Click on the **Document** button
- Click on the **Download Word.docx** button

The screenshot shows the HR iFlow user profile settings page for Irene Adler. The page is divided into several sections:

- Profile:** Irene Adler, #ID: 11786. Includes a profile picture and a trash icon.
- Contact:** ireeadler@strack.com, 5558886949.
- Shortcuts:** Change team, Inactivate employee, Request information.
- Employee history:** Irene Adler (09/11/2017 - empty).
- Settings:** Personal data, Contracts, Account settings, **Permissions**, RFID.
- EMAIL NOTIFICATIONS:**
 - For approved or rejected events
 - For events added in the team:** Show all teams. You receive e-mail notifications everytime a member within this/these team/teams is adding an event.
 - For partially approved events:** Show all teams. You receive e-mail notifications everytime a member within this/these team/teams is partially approving an event.
- LIVE ATTENDANCE NOTIFICATIONS:**
 - Notify current user when he's late for work
 - Notify current user when he checked in from wrong location
 - Late for work:** Show all teams. You receive notifications everytime a member within selected team/teams is late for work.
 - Checked in from wrong location:** Show all teams. You receive notifications everytime a member within selected team/teams checked in from a location that is different from the one established in the work schedule.

How to enable email notifications

If you want to receive notifications about your events when they are approved or rejected, follow these steps:

- Access your **Profile**
- Click on **Settings**
- Then click on **Permissions**
- Check the box for **email notifications**
- Click on the **Save settings** button

How to set up a work schedule for employees

Schedule patterns ? ×

Start date **End date**

Pattern

Pattern days ?

Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
8	8	8	8	8	-	-	9	9	9	9	9	-	-	10	10	10	10	10	-	-
16	16	16	16	16	-	-	17	17	17	17	17	-	-	18	18	18	18	18	-	-
8	8	8	8	8	-	-	8	8	8	8	8	-	-	8	8	8	8	8	-	-

Users

- Daisy Montana

- From the **Work Schedule** panel
- Right-click on the day when the employee starts working on a specific schedule
- Choose the predefined work schedule model
- Complete with the start and end date of the work period
- Click on **Apply**

*To allocate the schedule to multiple employees simultaneously, select the desired individuals with a left click and repeat the above mentioned steps.

The screenshot shows the 'Settings' tab for an employee profile. The left sidebar contains the employee's name 'Mark Smith', ID '#ID: 69682', contact information (email: mark@supportteam.io, phone: 717 550 1675), shortcuts (Change team, Inactivate employee, Request information), and an employee history table with one entry for Mark Smith from 01/01/2022 to empty. The main content area is titled 'PERSONAL DATA' and includes fields for Full name (*), Social security number, ID card number, ID card issued by, ID card issue date, ID card expire date, City, County, Address, Phone number, Birth date, and Gender. A large gear icon is overlaid on the form.

Profile Settings Custom fields Reviews Attendance Day data

Personal data Contracts Account settings Permissions RFID

PERSONAL DATA

Full name *
Mark Smith

Social security number

ID card number ID card issued by ID card issue date
ID card number here d/m/y

ID card expire date
d/m/y

City County

Address

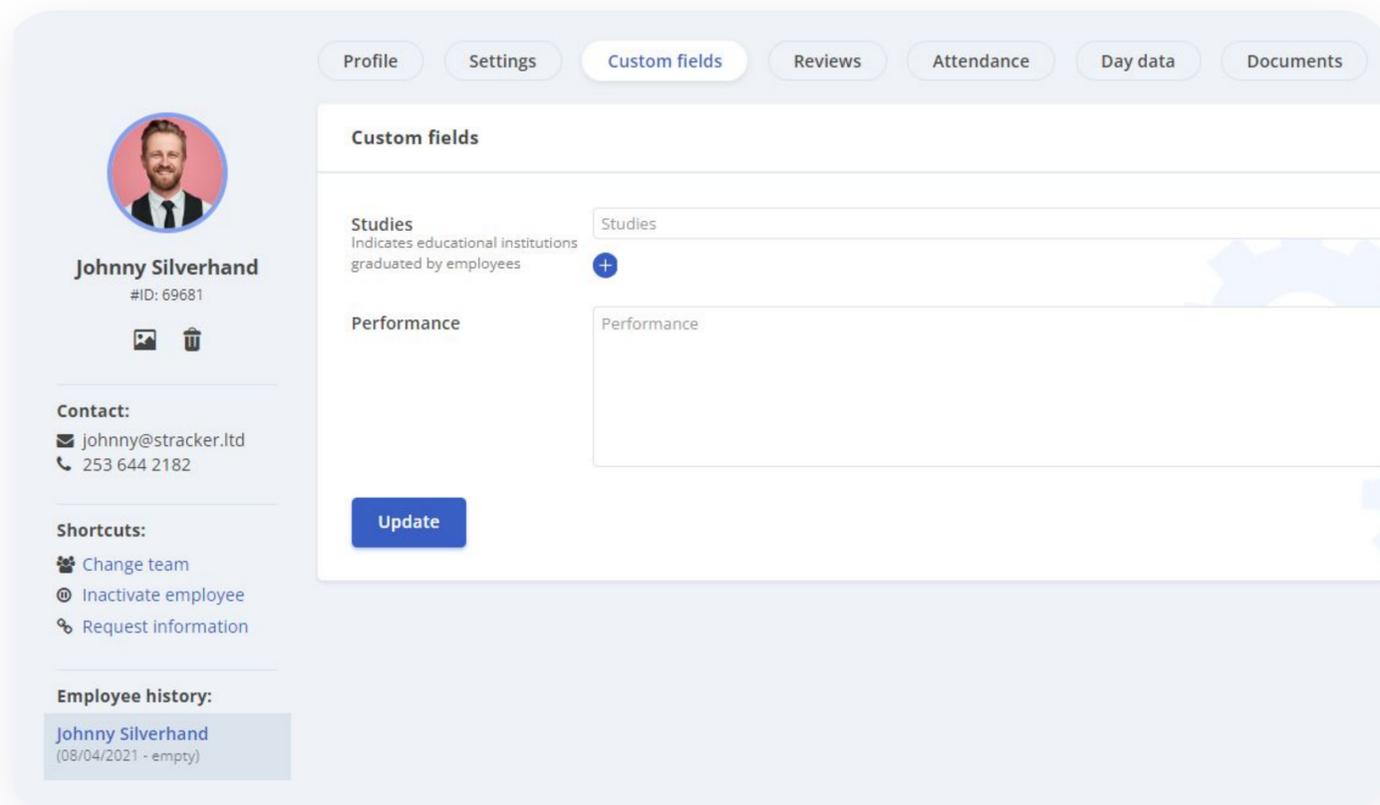
Phone number
717 550 1675

Birth date Gender
21/05/1985 M

How do you fill in personal data of the employees

- From the **Dashboard**
- Click on the employee's name from their **Profile**
- Click on the **Settings** menu
- Complete the employee's data
- To save click on the **Save settings** button

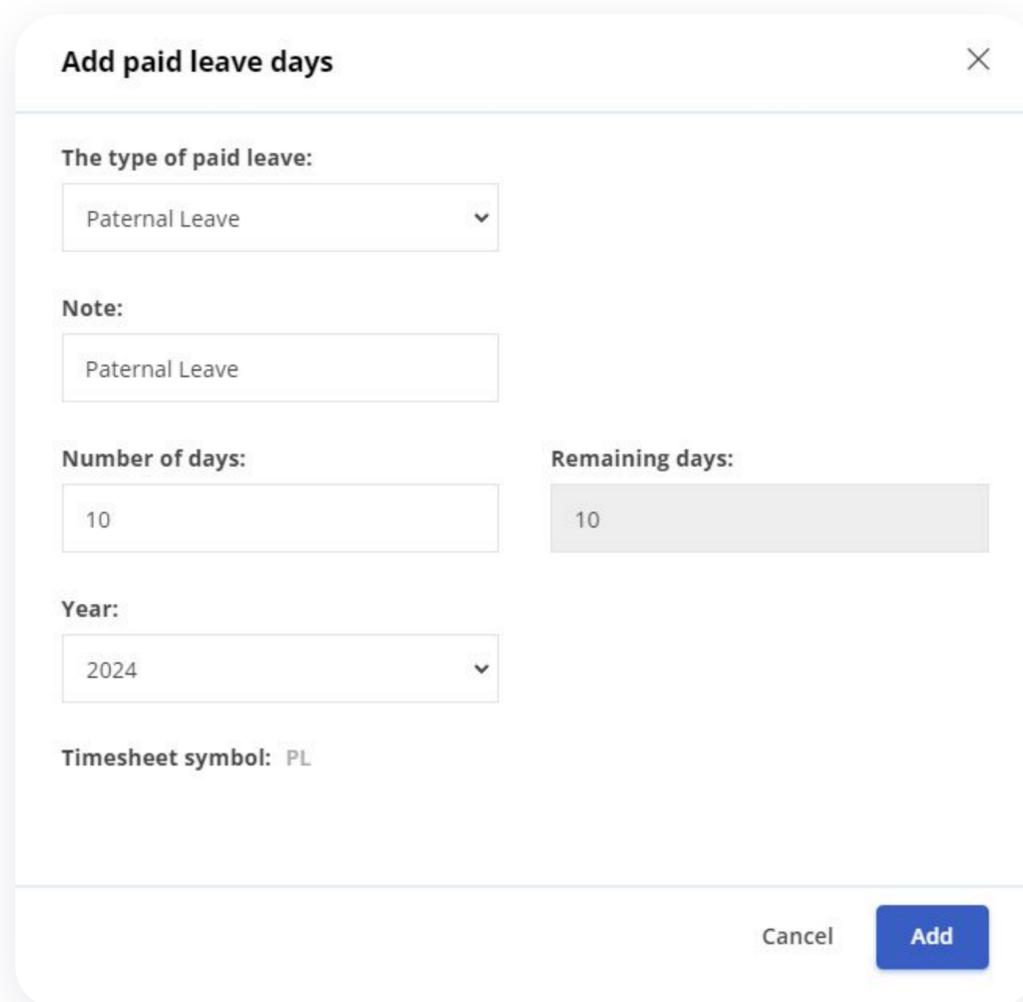
How do you fill in the custom fields of the employees



- From the **Dashboard**
- Click on the employee's name
- In their profile, click on the **Custom Fields** menu
- Fill in the data
- To save, click on **Update**

*Custom fields are created by the admin.

How do you set available paid leave days for employees



Add paid leave days [X]

The type of paid leave:
Paternal Leave

Note:
Paternal Leave

Number of days: 10
Remaining days: 10

Year:
2024

Timesheet symbol: PL

Cancel Add

- From the **Dashboard**
- Click on the name of the employee you want to allocate vacation days to
- In the **Paid vacation days** section, click on **Add**
- Choose the desired type of leave from the list
- Enter the number of days
- Select the year
- To finalize, click on the **Add** button

*Paid leave types are created by the admin.

How to keep track of leave days

The screenshot displays the 'Profile' page for Daisy Montana (ID: 11794). The page is divided into several sections:

- Profile Header:** Includes navigation tabs for Profile, Settings, Custom fields, Reviews, Attendance, Day data, and Documents. A 'Requests' link is also present.
- Contact Information:** Email: alyssia.morales@stracker.com, Phone: 234 109 6666.
- Shortcuts:** Change team, Inactivate employee, Request information.
- Employee history:** Daisy Montana (18/03/2015 - empty).
- OVERTIME COMPENSATION - TIME:**

	Hours
Compensatory time	00:00
Overtime pay	00:00
Available hours	02:00
- COMPENSATION OVERTIME:**

	Hours
Compensatory time	00:00
Overtime pay	00:00
Available hours	02:00
- OVERTIME - TIME OFF (2024):**

Overtime:	Time Off:	Difference:
2h 45m	0h	2h 45m
- ANNUAL LEAVE (2024):**

Total:	Used:	Remaining:
21	0	21
- USER INFORMATION:** Team: Programming, Team leader: Programming.

In HR iFlow, you have the up-to-date leave report in your team member profile.

Find information such as:

- Types of paid leave available to you
- Number of days available
- Number of days of leave taken

At the top, you can also see your **overtime** and **time off** status. You can see how many hours you must make up or how much overtime you have.



**Thank you for your interest
in using HR iFlow app!**