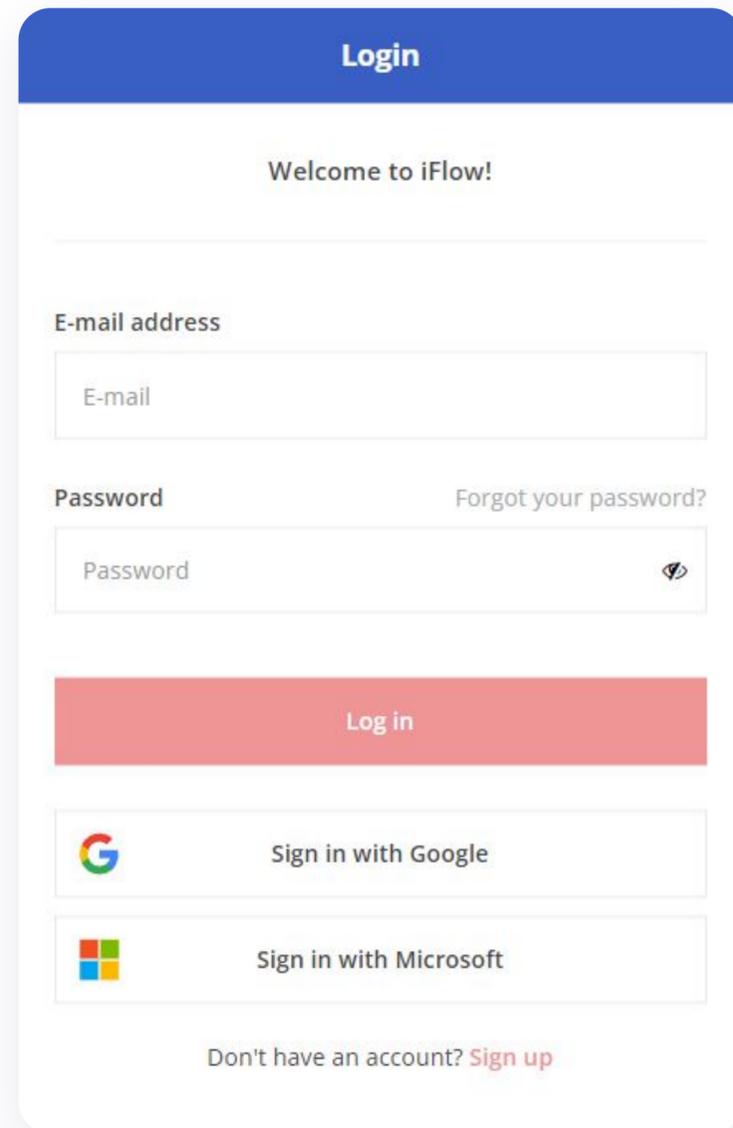


HR iFlow

User guide
Team Member

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 main form area 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 of the form, 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".

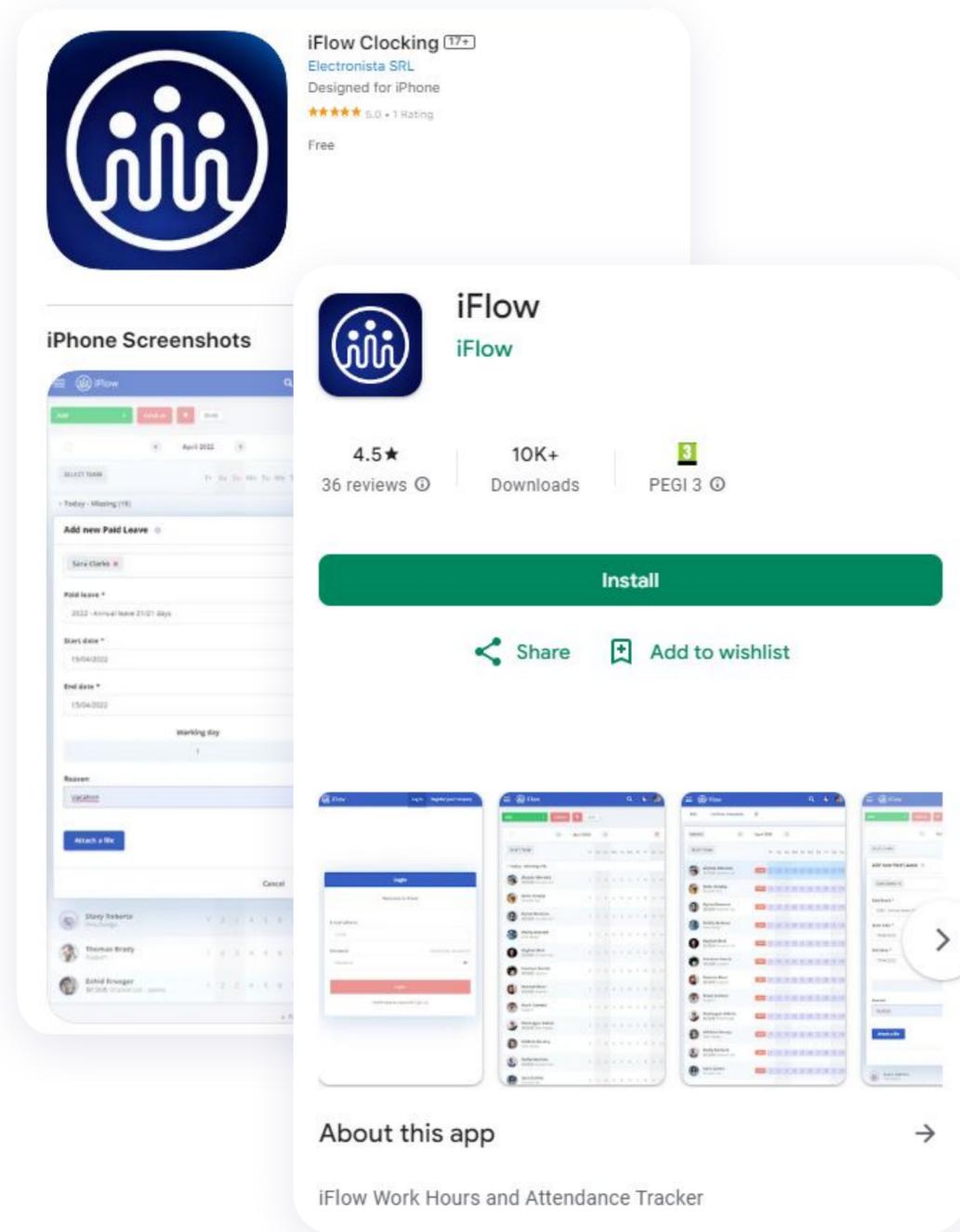
The HR iFlow app can be used from any device with internet connection.

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

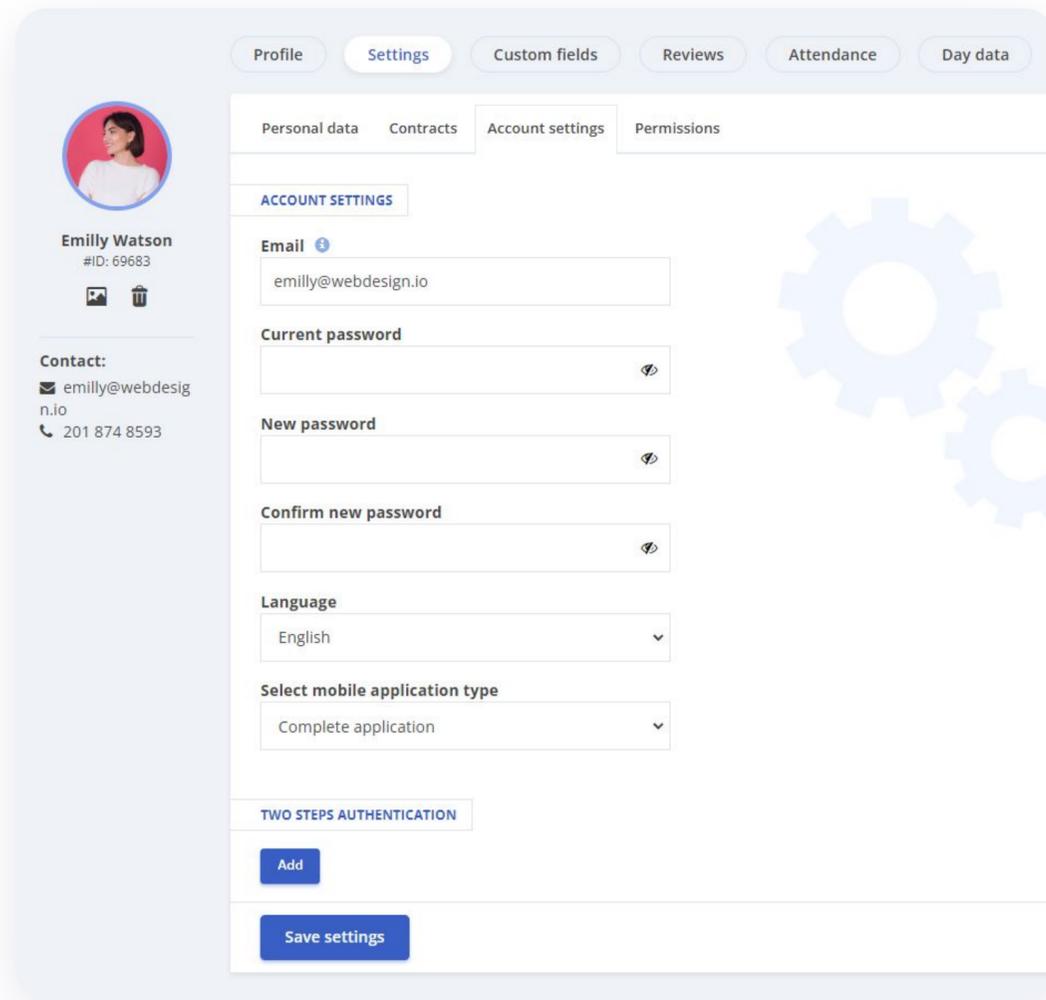
[HR iFlow for android from Google Play](#)



Desktop

[HR iFlow for desktop](#)

How do you change your password



The screenshot shows the HR iFlow user profile settings page. The user is Emily Watson, with ID 69683. The page is divided into several sections: Profile, Settings, Custom fields, Reviews, Attendance, and Day data. Under the Settings tab, there are sub-sections for Personal data, Contracts, Account settings, and Permissions. The Account settings section is active and contains the following fields:

- Account Settings**
 - Email**: emilly@webdesign.io
 - Current password**: [password field]
 - New password**: [password field]
 - Confirm new password**: [password field]
 - Language**: English (dropdown menu)
 - Select mobile application type**: Complete application (dropdown menu)
- Two Steps Authentication**
 - Add** button
 - 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](#)

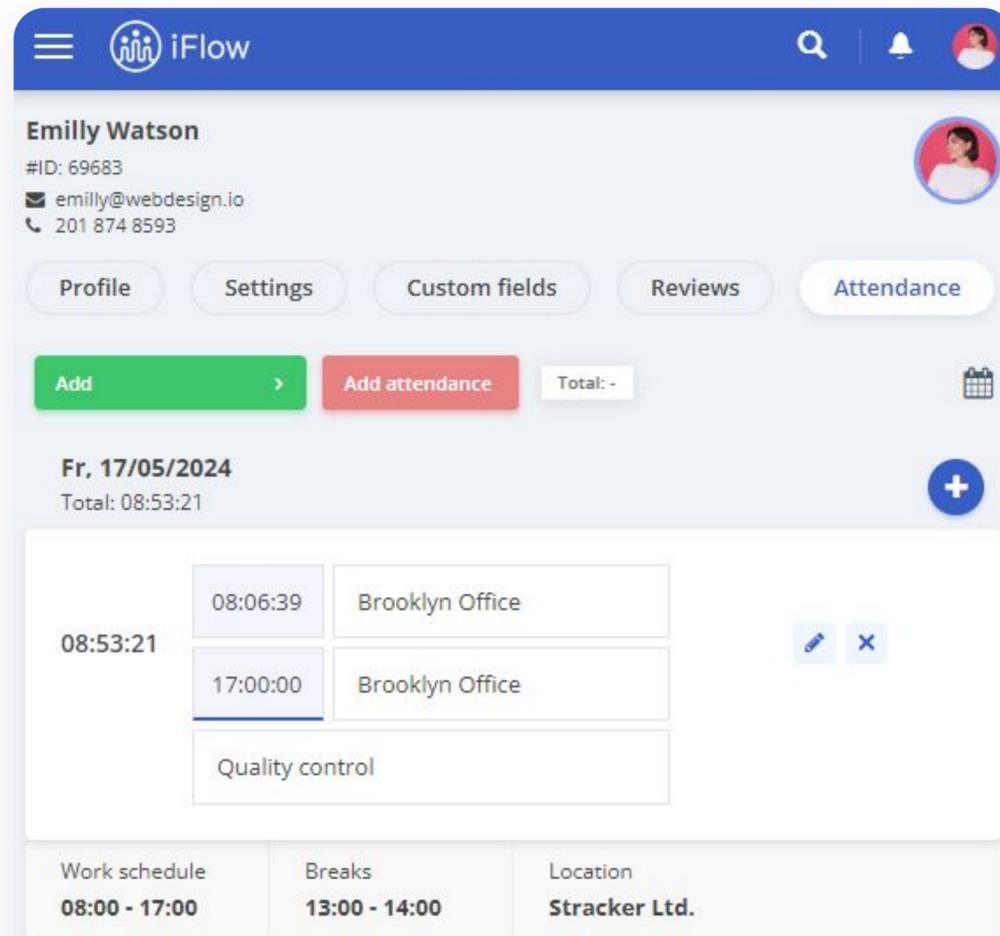
Cancel **Add**

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

- Click on the **Clock in** button
- Allow 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 check your attendance



From the **My Attendance** menu, you can access your clock-ins and check if you have met your work quota for a certain period.

Select the period you want to check if the work quota has been met.

You will see the total clocked hours/work quota hours on the left side.

How do you add events

Add new Paid Leave

Paid leave *
2024 - Annual leave 21/21 days

Start date * 27/05/2024 End date * 28/05/2024 Working days 2

Reason

Overlapping with:

Replaced by: Martin Luke

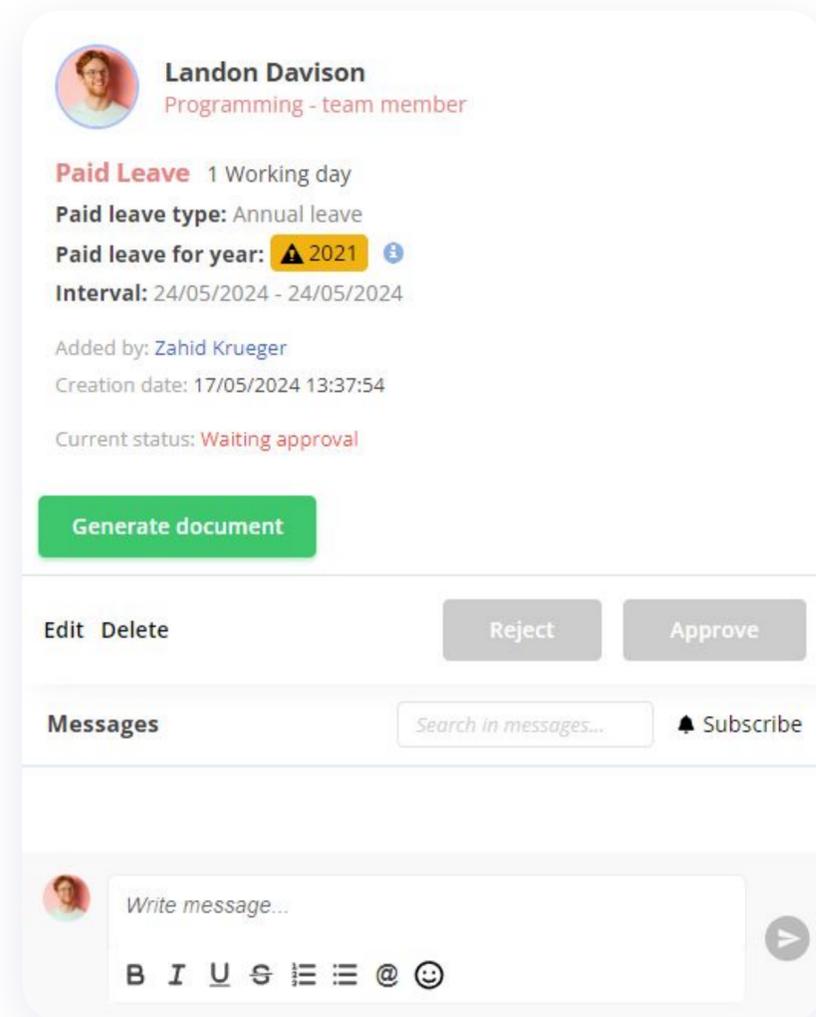
Attach a file

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 do you edit an event



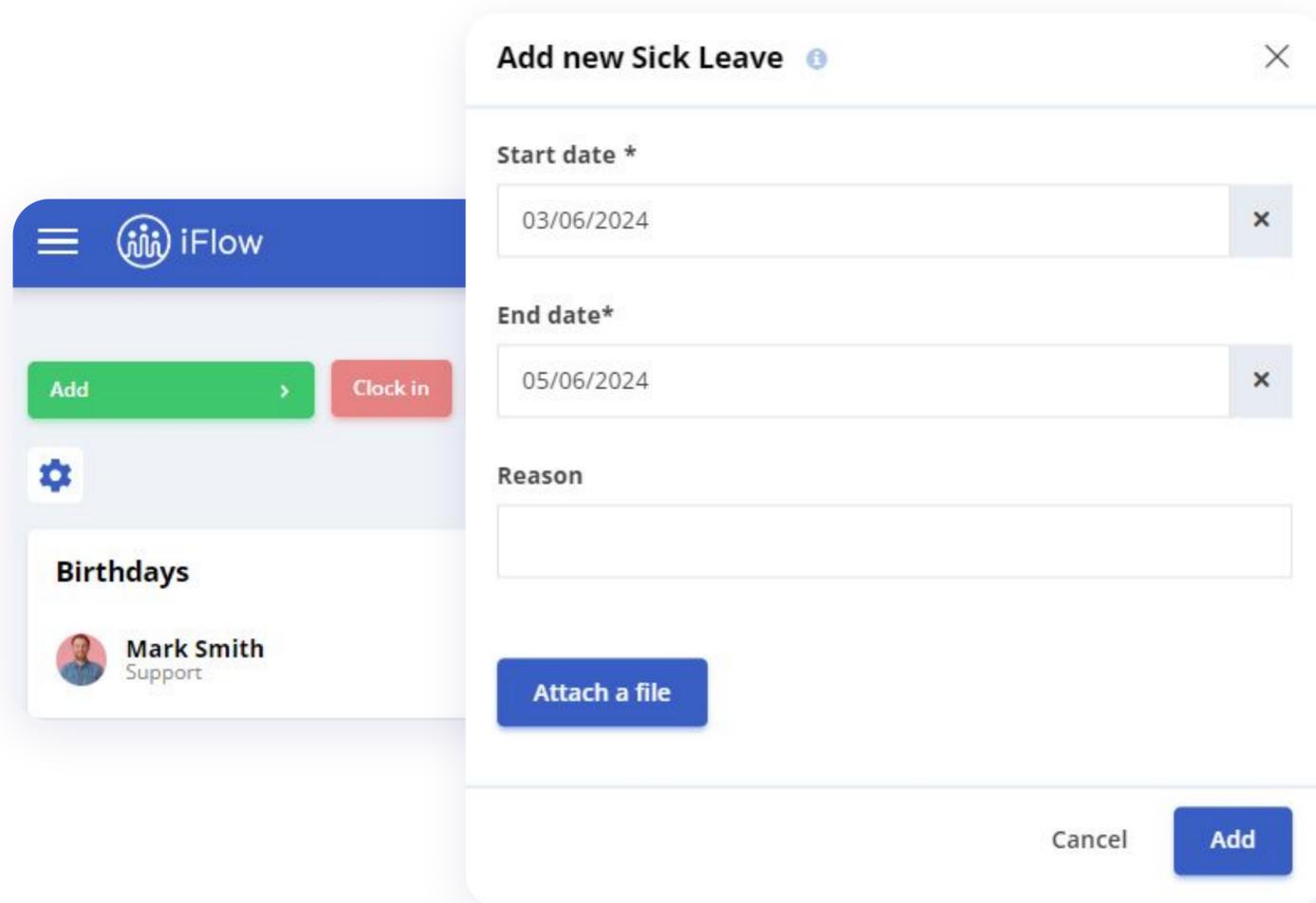
To edit a pending event:

- From the **Dashboard**
- Click on the day the event is scheduled
- In the **Events** panel, click on **Edit** or **Delete**
- Make the changes and click on **Save**

If the event is already approved:

- From the **Dashboard**
- Click on the day the event is scheduled
- Click on **Request edit**
- Once the request is approved, make the changes and click on **Save**

How to upload files to HR iFlow



The screenshot shows the HR iFlow app interface. On the left, there is a navigation menu with a hamburger icon, the iFlow logo, and a settings gear icon. Below the menu, there is a 'Birthdays' section for Mark Smith, Support. The main content area features a green 'Add' button and a red 'Clock in' button. A modal window titled 'Add new Sick Leave' is open, displaying the following fields:

- Start date ***: 03/06/2024
- End date***: 05/06/2024
- Reason**: (empty text field)

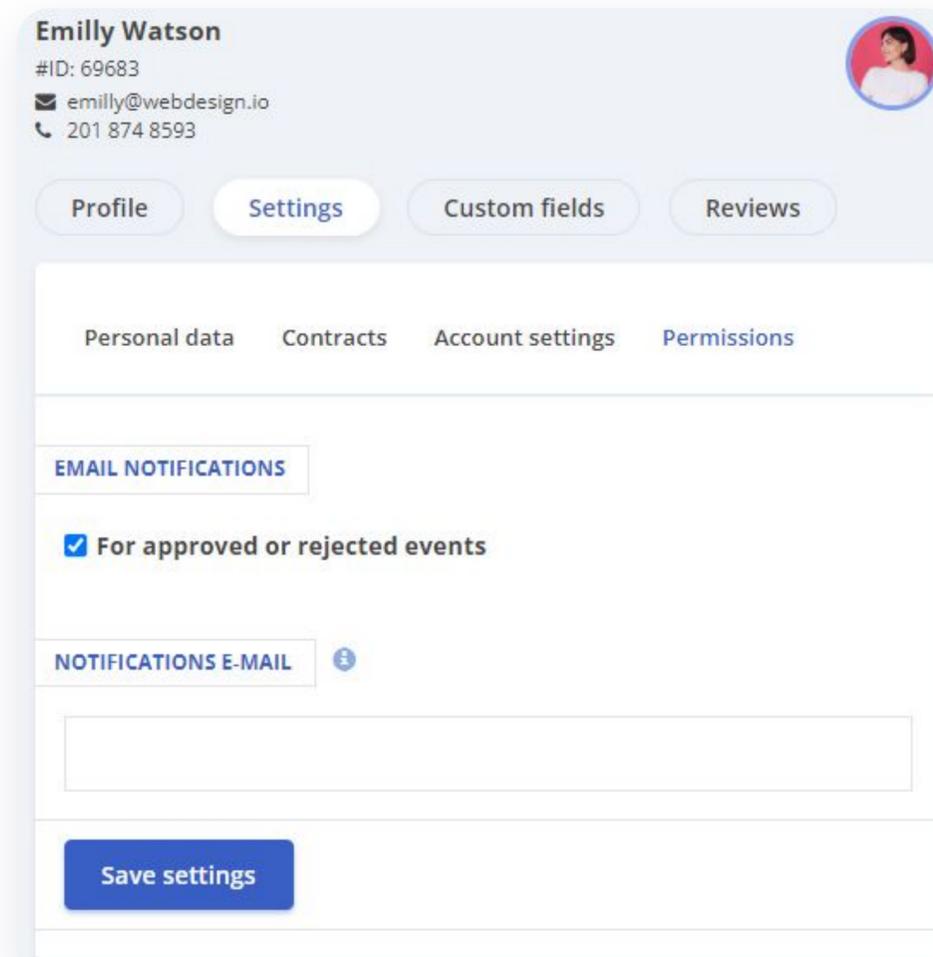
At the bottom of the modal, there is a blue 'Attach a file' button, a 'Cancel' button, and an 'Add' button.

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

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

- 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**

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

The leave days status

In HR iFlow, you have an up-to-date record of your leave days in your profile.

You can find information such as:

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

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

The screenshot displays the HR iFlow user profile for Emily Watson. The profile is titled "Profile" and includes a navigation menu with options: Profile, Settings, Custom fields, Reviews, Attendance, Day data, and Documents. The user's name, ID (69683), and contact information (email: emilly@webdesign.io, phone: 201 874 8593) are visible on the left. The main content area is divided into two sections: "OVERTIME - TIME OFF" and "ANNUAL LEAVE".

OVERTIME - TIME OFF		
Overtime:	Time Off:	Difference:
8h 45m	1h	7h 45m

[Show more](#)

ANNUAL LEAVE		
Total:	Used:	Remaining:
63	17	46

[Total](#)
2024
2023
2022

USER INFORMATION

Team: Web Design

Team leader: Not a team leader



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