



ProVol Digit

iFlow

A step by step guide



iFlow

ProVol Digital

Professional volunteer management
and training through digitalisation



What is iFlow?

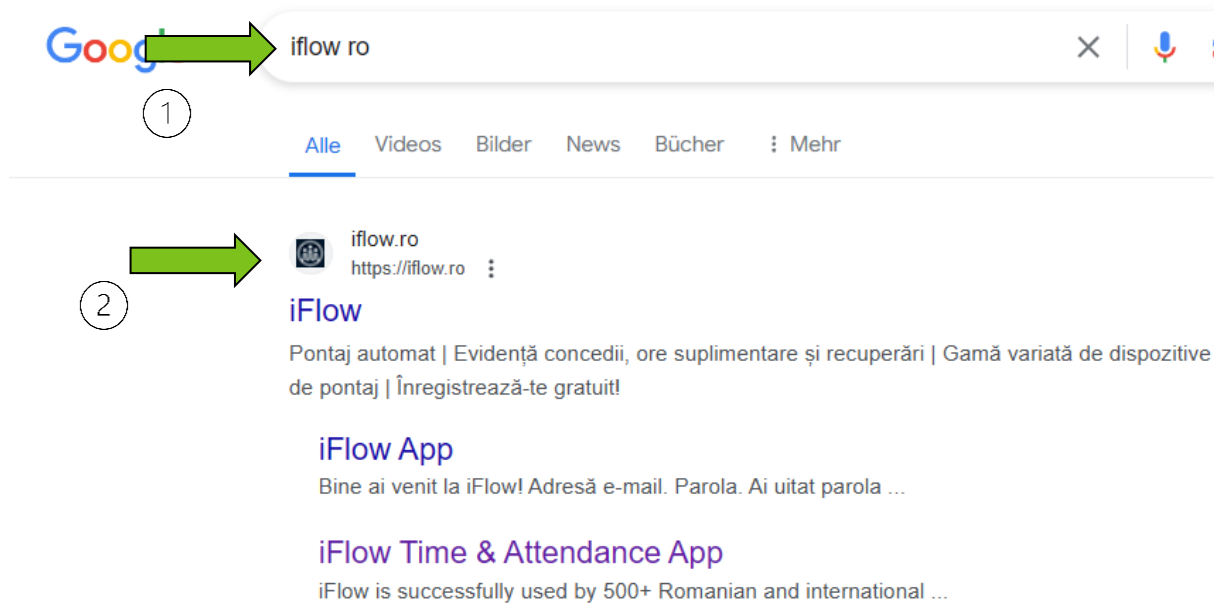
- iFlow is a timekeeping app for Human Resources that helps manage employees' work time, to schedule and register the presence (check-in and check-out) of employees at work.
- It can also be used to keep track of overtime hours or manage holiday requests.
- It is available on a web browser on any device connected to internet or as an app on Android devices.

Step by step

- STEP 1: Find iFlow in your web browser:
- <https://iflow.ro/en>
- STEP 2: Log in or sign up
- STEP 3: Check-in, check-out
- STEP 4: Add overtime; approve/reject overtime
- STEP 5: Request leave; approve/reject request

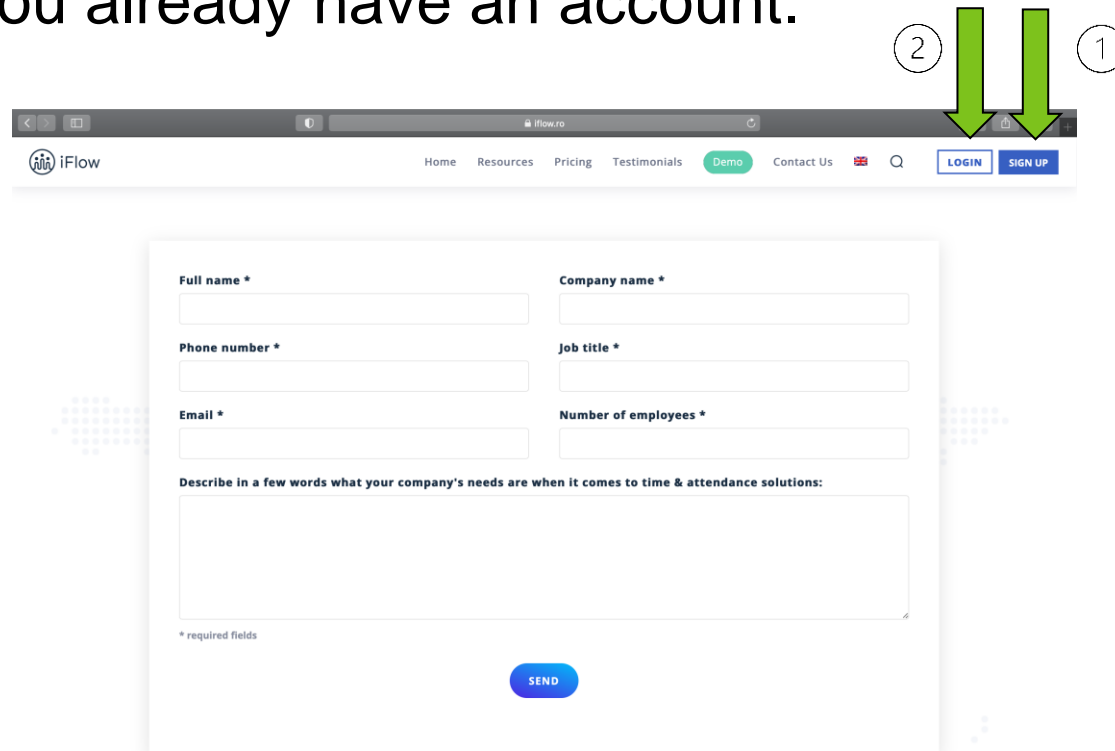
Find iFlow in your web browser

1. Search 'iflow' in your web browser.
2. Click on the iFlow result.



Log in or sign up

1. Sign up if you don't have an account by filling in your full name, company name and the other requested details.
2. Log in if you already have an account.



The screenshot shows the iFlow website interface. At the top, there is a navigation bar with links for Home, Resources, Pricing, Testimonials, Demo, and Contact Us. On the right side of the navigation bar, there are two buttons: 'LOGIN' and 'SIGN UP'. Two green arrows point to these buttons, with a circled '2' next to the 'LOGIN' button and a circled '1' next to the 'SIGN UP' button. Below the navigation bar is a registration form with the following fields:

- Full name *
- Company name *
- Phone number *
- Job title *
- Email *
- Number of employees *

Below these fields is a text area with the prompt: "Describe in a few words what your company's needs are when it comes to time & attendance solutions:". At the bottom of the form, there is a blue 'SEND' button and a note: "* required fields".

Check-in, check-out

On the Dashboard, employees can check-in and check-out their presence at work.

The screenshot displays the iFlow dashboard interface for managing employee attendance. The top navigation bar includes 'iFlow', 'Dashboard', 'Activity', 'Work schedule', 'Employees', 'Reports', and 'Settings'. The user profile 'ZAHID KRUEGER Admin' is shown in the top right corner. The main content area features a 'Check in' button with a '+' icon and a '00:00' timer. Below this is a calendar grid for January 2021, with columns for days of the week and rows for employees. A dropdown menu for 'Add attendance' is open, showing options like 'Add attendance' and 'Close attendance'. A 'TODAY'S STATUS' dropdown is also visible, showing 'Attendance by' and 'Live attendance' as selected options, along with checkboxes for 'Paid Leave', 'Compensatory Time', 'Business Trip', 'Sick Leave', 'Overtime', and 'Time Off'. The calendar shows attendance records for several employees, including Alyssia Morales, Dylan Downes, Eoghan Best, Herman Norris, Keanan Kaur, and Montague Atkins. A red box highlights the dates 11, 12, 13, 14, and 15 for Dylan Downes, and a blue box highlights the dates 1, 2, and 3 for Eoghan Best. A 'CLEAR ALL FILTERS' button is located at the bottom right of the calendar area.

Add overtime; approve/reject overtime

1. Employees can add overtime.
2. HR can approve or reject the overtime.

The image displays two screenshots from a web application. The left screenshot, titled 'Add new Overtime', shows a form with the following fields: Name (Zahid Krueger), Date (21/01/2021), Time start (16:00), Time end (17:00), and Request reason (Google ADS Meeting). There is a checkbox for 'Preview text for new ADS.docx' and an 'Attach a file' button. A green arrow labeled '1' points to the top of the form. The right screenshot shows the resulting overtime record for Zahid Krueger, Marketing - admin, with a duration of 1:00 on 21/01/2021 from 16:00 to 17:00. The reason is 'Google ADS Meeting'. It shows the user 'Zahid Krueger' attached a document 'Preview text for new ADS.docx' on 21/01/2021 at 12:21:25. The current status is 'Waiting approval'. At the bottom right, there are 'Approve' and 'Reject' buttons. A green arrow labeled '2' points to these buttons.

Request leave; approve/reject request

1. Employees can request leaves by adding the start and end date.
2. HR can approve or reject the leave request.

The image displays two screenshots from a leave management system. The left screenshot, titled 'Add new Paid Leave', shows a form for creating a new request. A green arrow labeled '1' points to the 'Start date' field. The form includes fields for 'Start date *' (21/01/2021), 'End date *' (22/01/2021), and 'Working days' (2). The 'Request reason' is 'City break trip', and it is 'Replaced by' 'Herman Norris'. A file 'Signed paid leave request.docx' is attached. The right screenshot shows the details of a leave request for 'Zahid Krueger' (Marketing - admin). A green arrow labeled '2' points to the 'Current status: Waiting approval' field. The request is for 'Paid Leave' (2 Working days), 'Paid leave type: Annual leave', and 'Paid leave for year: 2021'. The interval is '21/01/2021 - 22/01/2021', and the reason is 'City break trip'. The request was added by 'Zahid Krueger' on 21/01/2021 at 11:46:10. A 'Print' button and 'Approve'/'Reject' buttons are visible at the bottom.

Additional Information

- For more information on iFlow:
<https://iflow.ro/en/features>