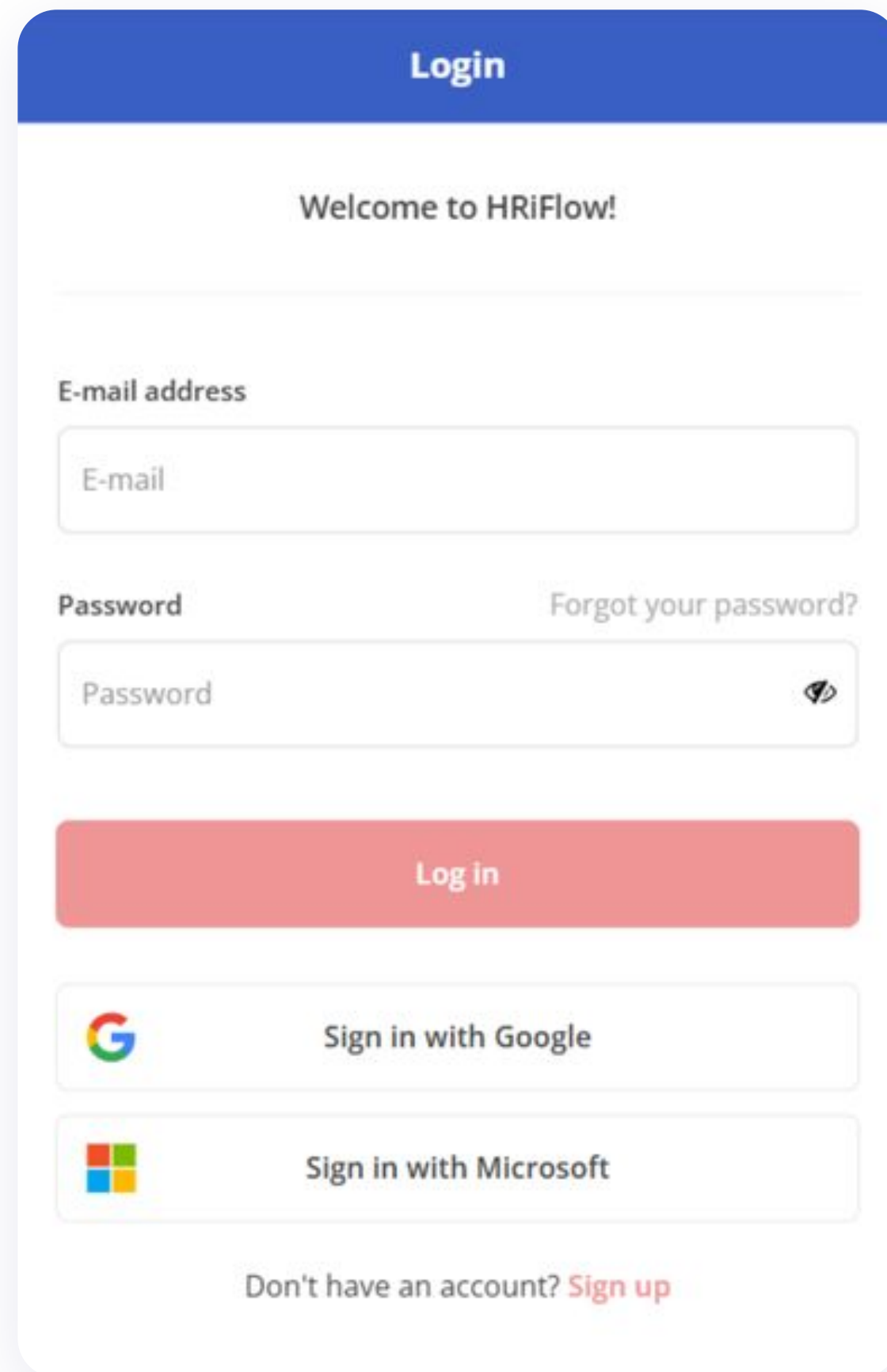


HRiFlow

**User guide
Team Leader**

How do you log in



The screenshot shows a mobile-style login interface. At the top is a blue header with the word "Login" in white. Below the header, the text "Welcome to HRiFlow!" is centered. There are two input fields: "E-mail address" with a placeholder "E-mail" and "Password" with a placeholder "Password" and a "Forgot your password?" link to its right. A red "Log in" button is positioned below the password field. 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".

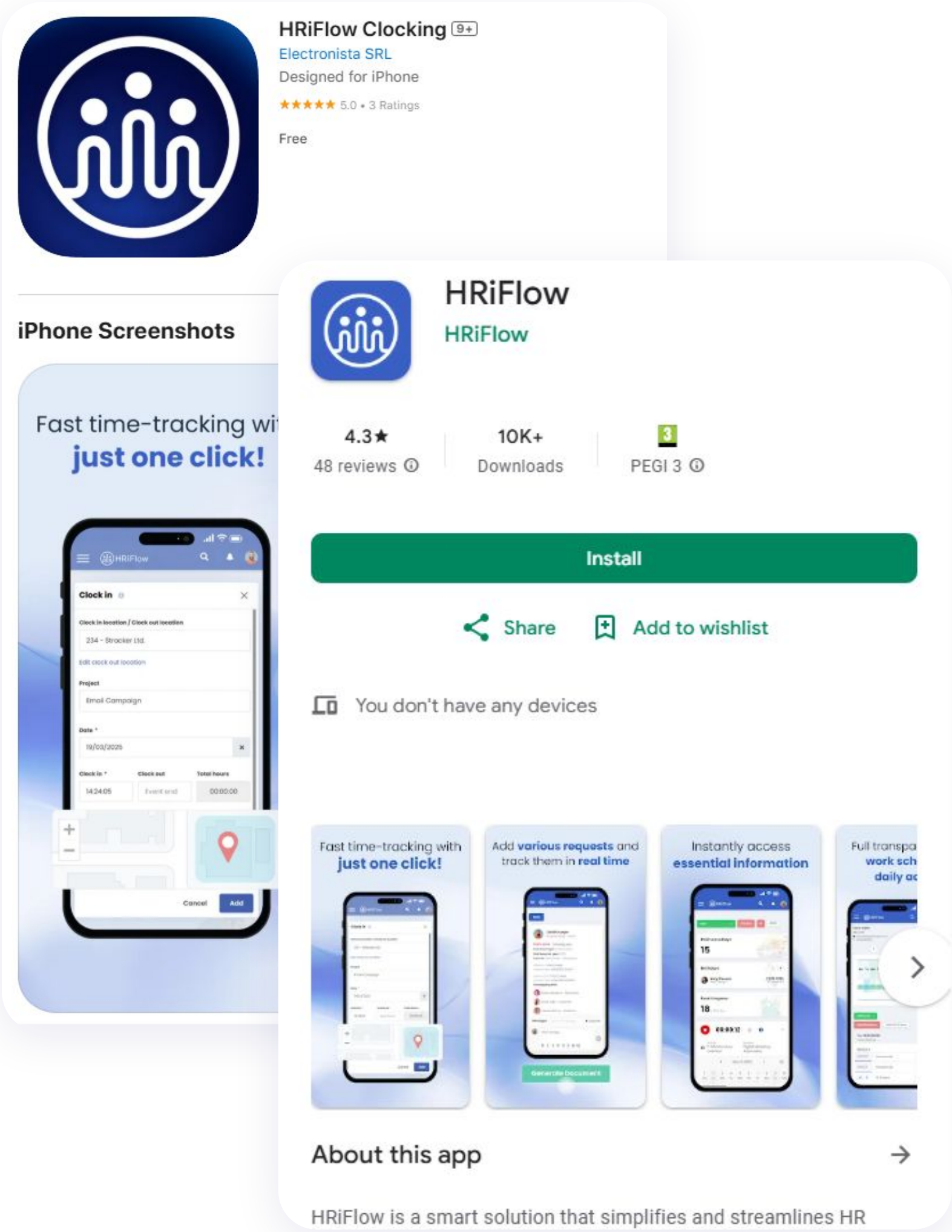
The HRiFlow app can be used from any device with internet connection.

Follow these steps to log in:

- Enter **www.hriflow.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?**

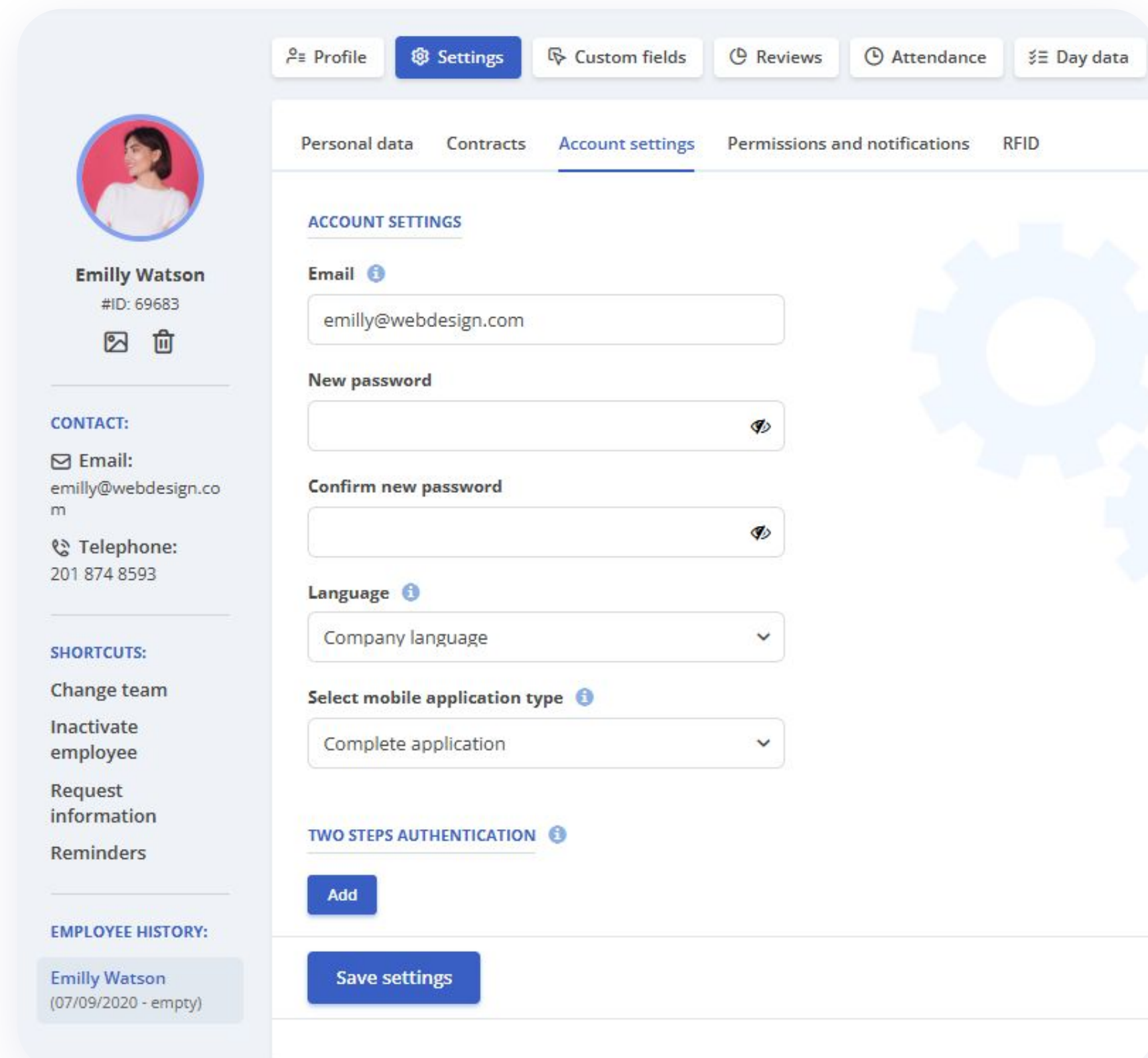


How to download the HRiFlow application

The HRiFlow app can be downloaded for the following versions:

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

How do you change your password



The screenshot shows the HRiFlow user interface. At the top, there are navigation tabs: Profile, Settings (selected), Custom fields, Reviews, Attendance, and Day data. Below this, there are sub-tabs: Personal data, Contracts, Account settings (selected), Permissions and notifications, and RFID. The main content area is titled 'ACCOUNT SETTINGS' and contains several sections: 'Email' with a text input field containing 'emilly@webdesign.com'; 'New password' with a text input field and an eye icon; 'Confirm new password' with a text input field and an eye icon; 'Language' with a dropdown menu showing 'Company language'; and 'Select mobile application type' with a dropdown menu showing 'Complete application'. At the bottom of the settings area, there is a 'TWO STEPS AUTHENTICATION' section with an 'Add' button. A large 'Save settings' button is located at the bottom right of the settings area. On the left side, there is a user profile card for 'Emilly Watson' with ID #69683, contact information (Email: emilly@webdesign.com, Telephone: 201 874 8593), and a list of shortcuts (Change team, Inactivate employee, Request information, Reminders). Below the shortcuts is an 'EMPLOYEE HISTORY' section showing 'Emilly Watson (07/09/2020 - empty)'.

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

Attendance note
Add note

Date *
23/09/2025

Clock in *
8:00

Clock out
Event end

Total hours
00:00:00

46°04'56.4"N 23°34'08.6"E
[View larger map](#)

Căminul Studențesc Nr. 2

Google
Keyboard shortcuts Map data ©2025 Terms Report a map error

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 HRiFlow app to take over your GPS location
- Choose location (if applicable) and project/task (if applicable)
- Click on **Add**

Press the **Clock out** and **Save** button at the end of the working hours at that location or for that day.

How do you clock in other employees

Add attendance

Zahid Krueger x Daisy Montana x Emily Watson x Irene Adler x
James McCoy x

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

Project
Project

Attendance note
Add note

Date *
23/09/2025

Clock in *
8:00

Clock out
Event end

Total hours
00:00:00

46°04'56.4"N 23°34'08.6"E
[View larger map](#)

Căminul Studentesc Nr. 2

Strada Vasile Alecsandri
Sala de Sport a Universității 1...
Strada Plopi...

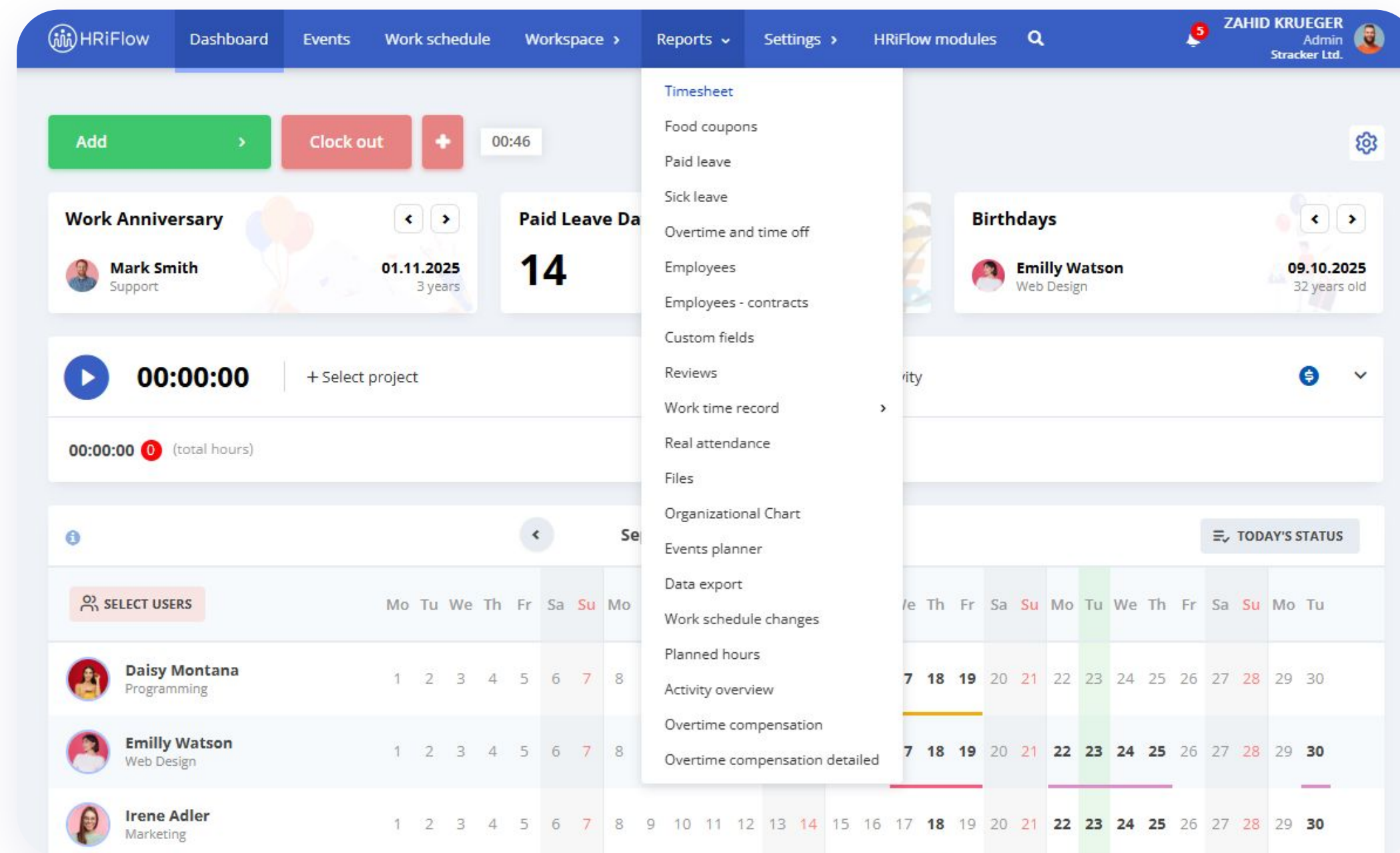
Google
Keyboard shortcuts Map data ©2025 Terms Report a map error

Cancel Add

- 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

Profile Settings Custom fields Reviews **Attendance** Day data Documents

Add **Add attendance** Total: - **Date interval**

Mark Smith
#ID: 69682

CONTACT:
Email: mark@supportteam.com
Telephone: 717 550 1675

SHORTCUTS:
Change team

We, 24/09/2025
Total: 08:00:00

08:00:00 08:00:00 Stracker Ltd. 16:00:00 Stracker Ltd. Project

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

Tu, 23/09/2025
Total: 0

Overtime 1:00 (16:00 - 17:00)

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

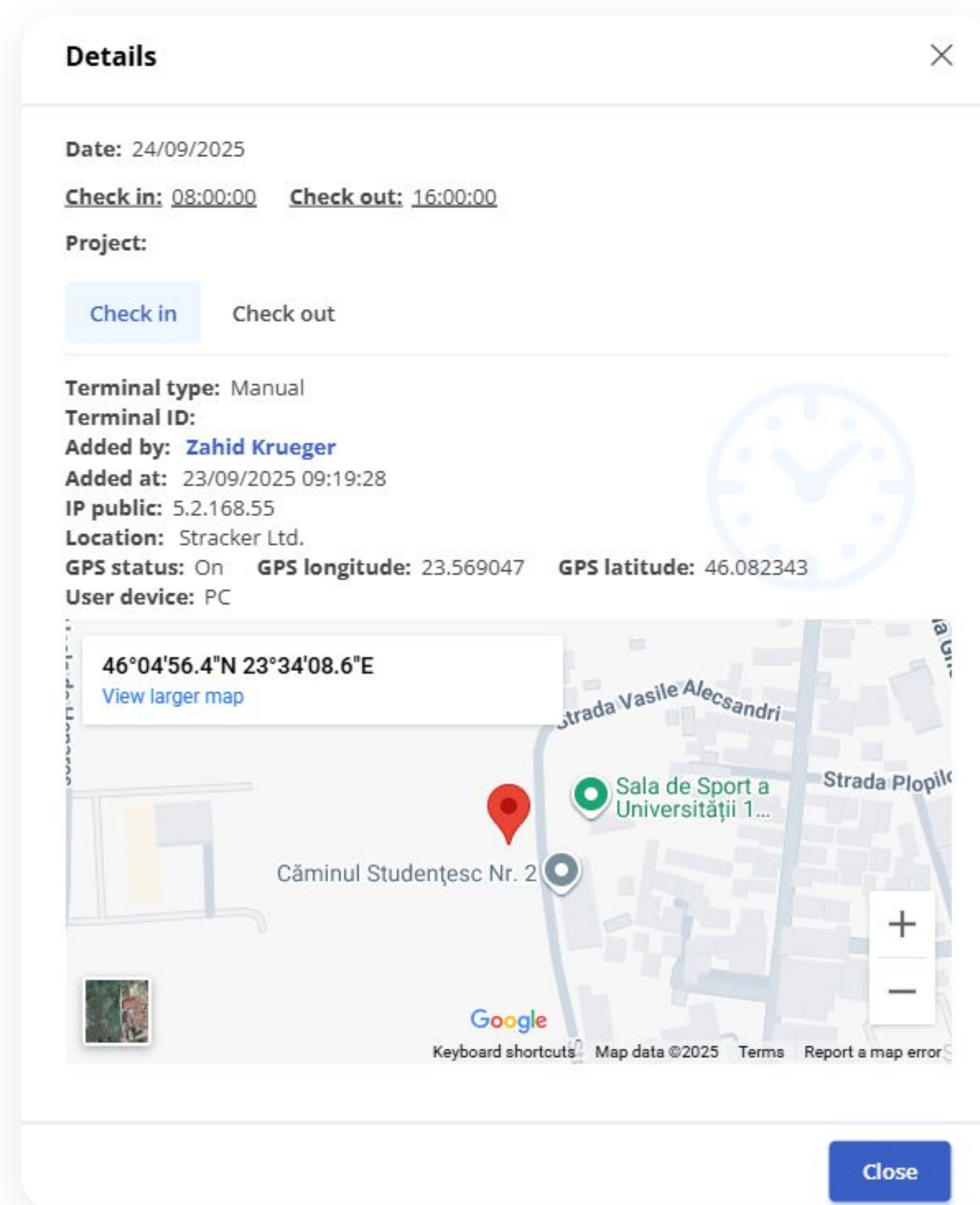
- Enter the employee's profile
- Click on **Attendance**

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 **Date interval**
- 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 HRiFlow 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 HRiFlow interface for employee Mark Smith. The top navigation bar includes options like Profile, Settings, Custom fields, Reviews, Attendance, Day data, and Documents. The main area shows a calendar for September 2025 with a selected day (24/09/2025) showing 8 hours of attendance. Below the calendar, there are buttons for 'Add' and 'Add attendance', and a 'Total: 8 / 8 hours' indicator. The detailed view for Wednesday, 24/09/2025, shows a work schedule from 08:00:00 to 16:00:00 at Stracker Ltd. with a break from 12:00 to 13:00. There is also a 'Time Off' entry for 0:30 from 10:15 to 10:45.

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

The image shows a screenshot of the HRiFlow application. On the left, a portion of the dashboard is visible, featuring a blue header with the HRiFlow logo and a navigation menu. Below the header, there are two buttons: a green 'Add' button and a red 'Clock in' button. A card titled 'Work Anniversary' is also visible, showing a profile for Mark Smith, Support. Overlaid on the right side of the dashboard is a modal window titled 'Add new Overtime'. The modal contains the following fields and elements:

- A dropdown menu for the user, currently showing 'Emily Watson' with a red 'x' to clear it.
- A 'Date *' field with the value '23/09/2025' and a red 'x' to clear it.
- A 'Start *' field with the value '16:00'.
- An 'End *' field with the value '17:00' and a '01:00' duration indicator to its right.
- A 'Reason' text input field.
- An 'Overlapping with:' section listing three items: 'Irene Adler - Sick Leave', 'Landon Davison - Sick Leave', and 'Mark Smith - Overtime', each with a small profile picture icon.
- An 'Attach a file' button.
- At the bottom, there are 'Cancel' and 'Add' buttons.

- 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

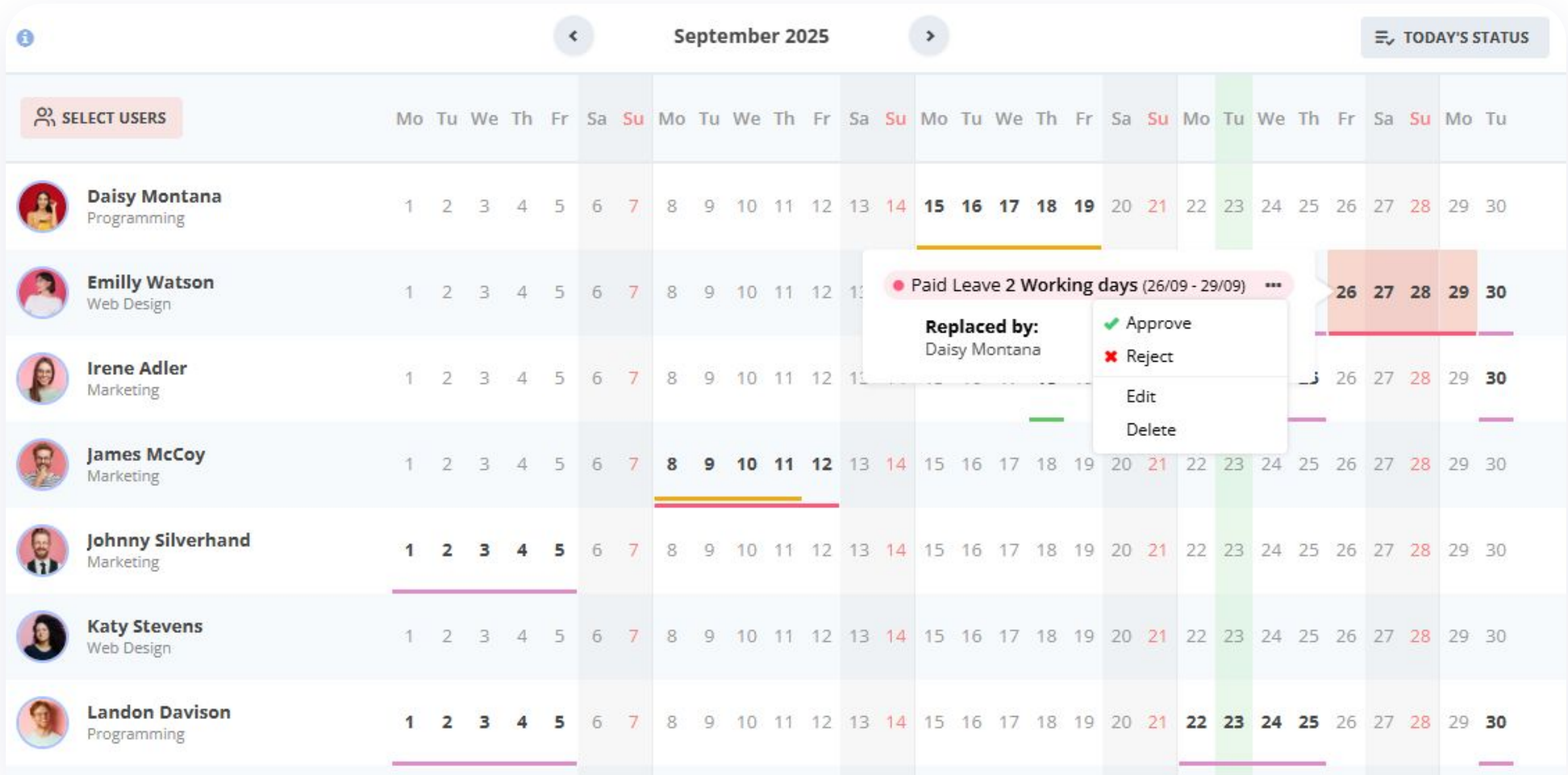
The screenshot displays the HRiFlow dashboard with a modal window titled "Add new Business Trip". The dashboard includes a navigation menu, a header with the HRiFlow logo, and a section for "Work Anniversary" featuring a profile for Mark Smith, Support. The modal form contains the following fields and buttons:

- Employees:** A selection box showing 2 employees.
- Start date *:** A date picker set to 23/09/2025.
- End date *:** A date picker set to 28/09/2025.
- Buttons:** "Add new event interval" (blue), "Attach a file" (blue), "Cancel" (grey), and "Add" (blue).
- Reason:** A text input field.
- Delegation country:** A dropdown menu currently showing "Portugal".

- 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

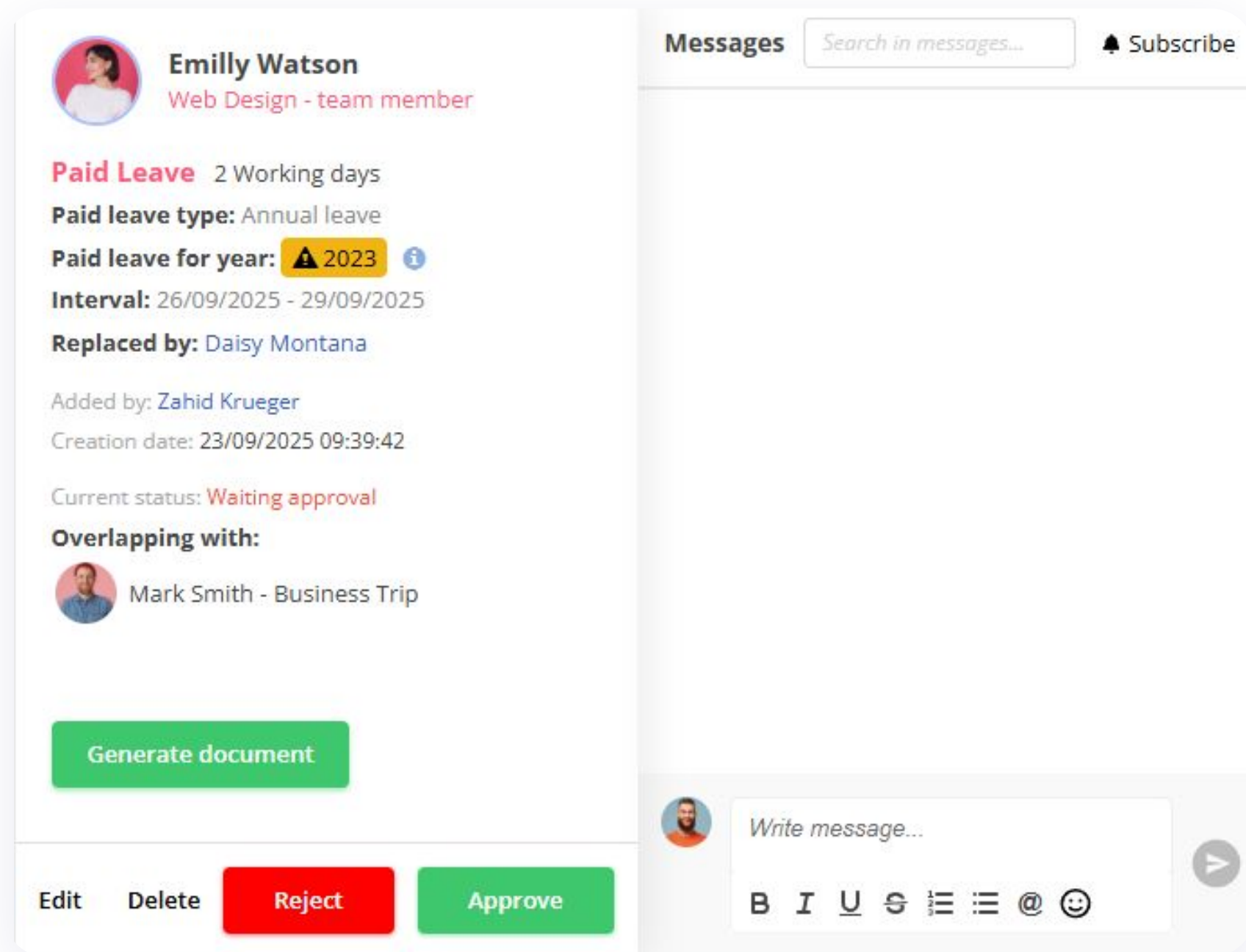
The screenshot shows the HRiFlow interface with the 'Events' menu selected. The top navigation bar includes 'Dashboard', 'Events', 'Work schedule', 'Workspace', 'Reports', 'Settings', and 'HRiFlow modules'. The user 'ZAHID KRUEGER' is logged in as an Admin for 'Stracker Ltd.'. A green 'Add' button is visible on the left. Below it, a 'Select time frame' section is empty. The main content area shows a table of events with the following data:

<input type="checkbox"/>	Name	Type	Duration	Date	Overlapping	Status
<input type="checkbox"/>	Mark Smith Support	Annual leave 2022	3 Days	18/09-22/09 2025		Waiting approval
<input checked="" type="checkbox"/>	Madison Grey Programming	Remote Work	1 Day	23/09-23/09 2025		Waiting approval
<input type="checkbox"/>	Emily Watson Web Design	Annual leave 2023	2 Days	26/09-29/09 2025		Waiting approval

At the top of the table, there is a selection bar with '1 event selected', a 'Cancel selection' button, and 'Approve', 'Reject', and 'Delete' buttons.

- Click on **Events**
- 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 **Events** 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 HRiFlow through an event

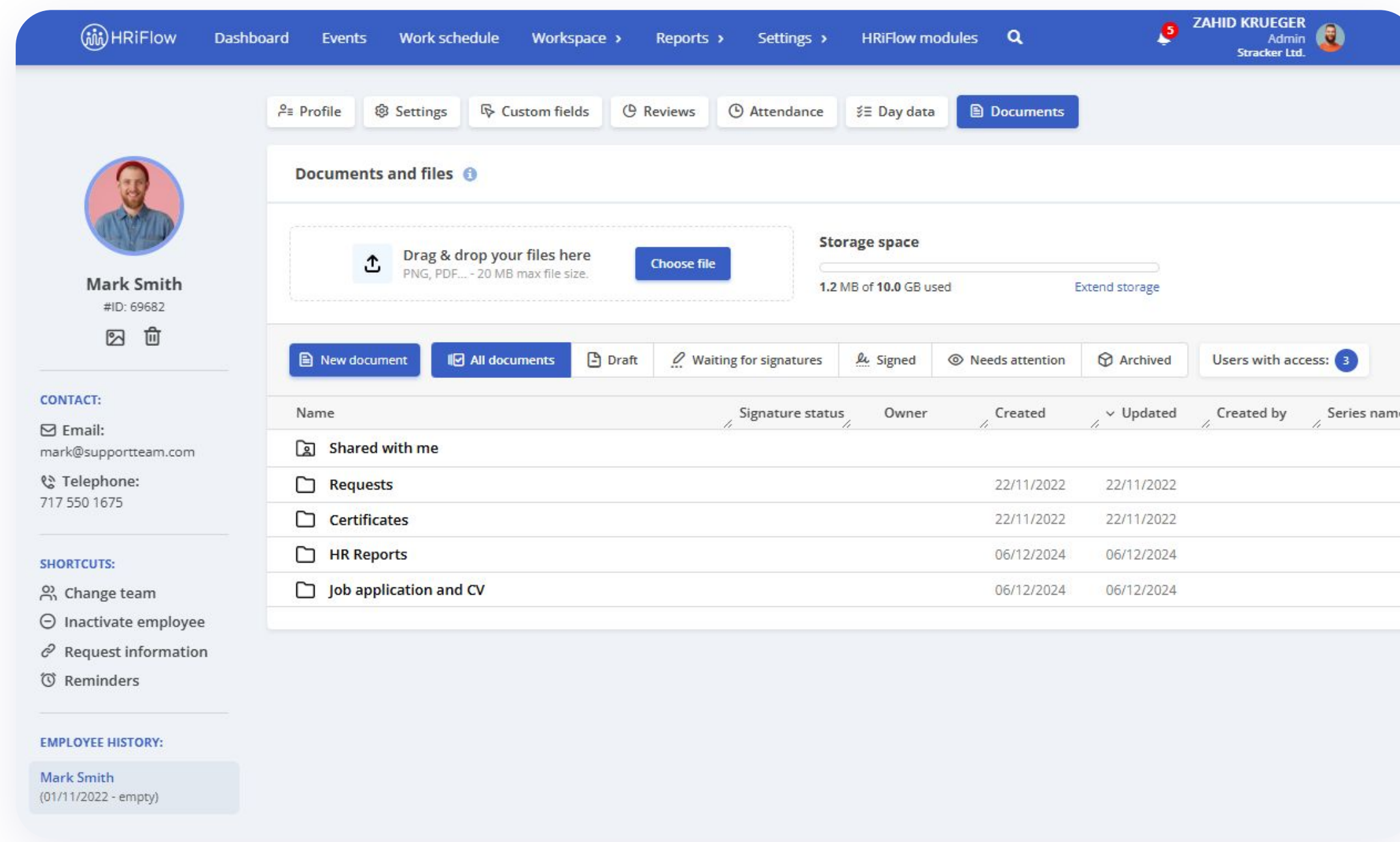
The screenshot shows the HRiFlow app interface. On the left, there's a navigation bar with the HRiFlow logo and a menu icon. Below it, there are buttons for 'Add', 'Clock in', and a plus sign. A 'Work Anniversary' card for Mark Smith is also visible. The main focus is the 'Add new Paid Leave' form, which is a modal window. The form has a title bar with a close button. It contains the following fields: 'Employees' (Johnny Silverhand), 'Paid leave' (2023 - Annual leave 18/21 days), 'Start date' (08/10/2025), 'End date' (10/10/2025), 'Working days' (3), 'Reason' (empty text field), and 'Replaced by' (Daisy Montana). At the bottom of the form, there is an 'Attach a file' button and '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 a 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

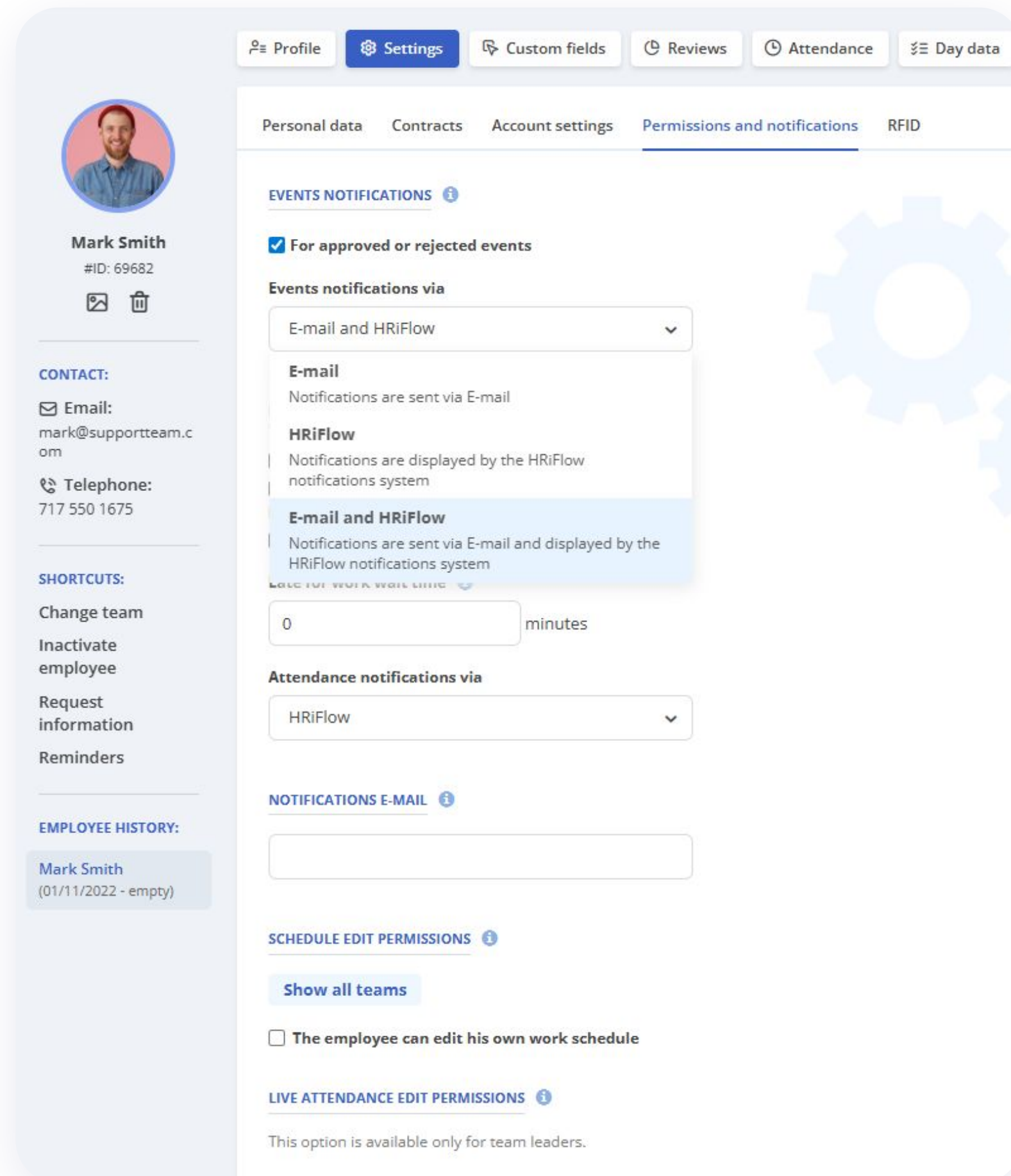


From the employee's profile:

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

From the Events 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



How to enable notifications in HRiFlow

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 and notifications**
- Check the box for **Events notifications** and select where you want to receive them (E-mail/ HRiFlow/ E-mail and HRiFlow)
- Click on the **Save settings** button

How to set up a work schedule for employees

Schedule patterns ⓘ

Start date
01/09/2025

End date
30/09/2025

Pattern
Monthly schedule ▾

Pattern days ⓘ

Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
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	

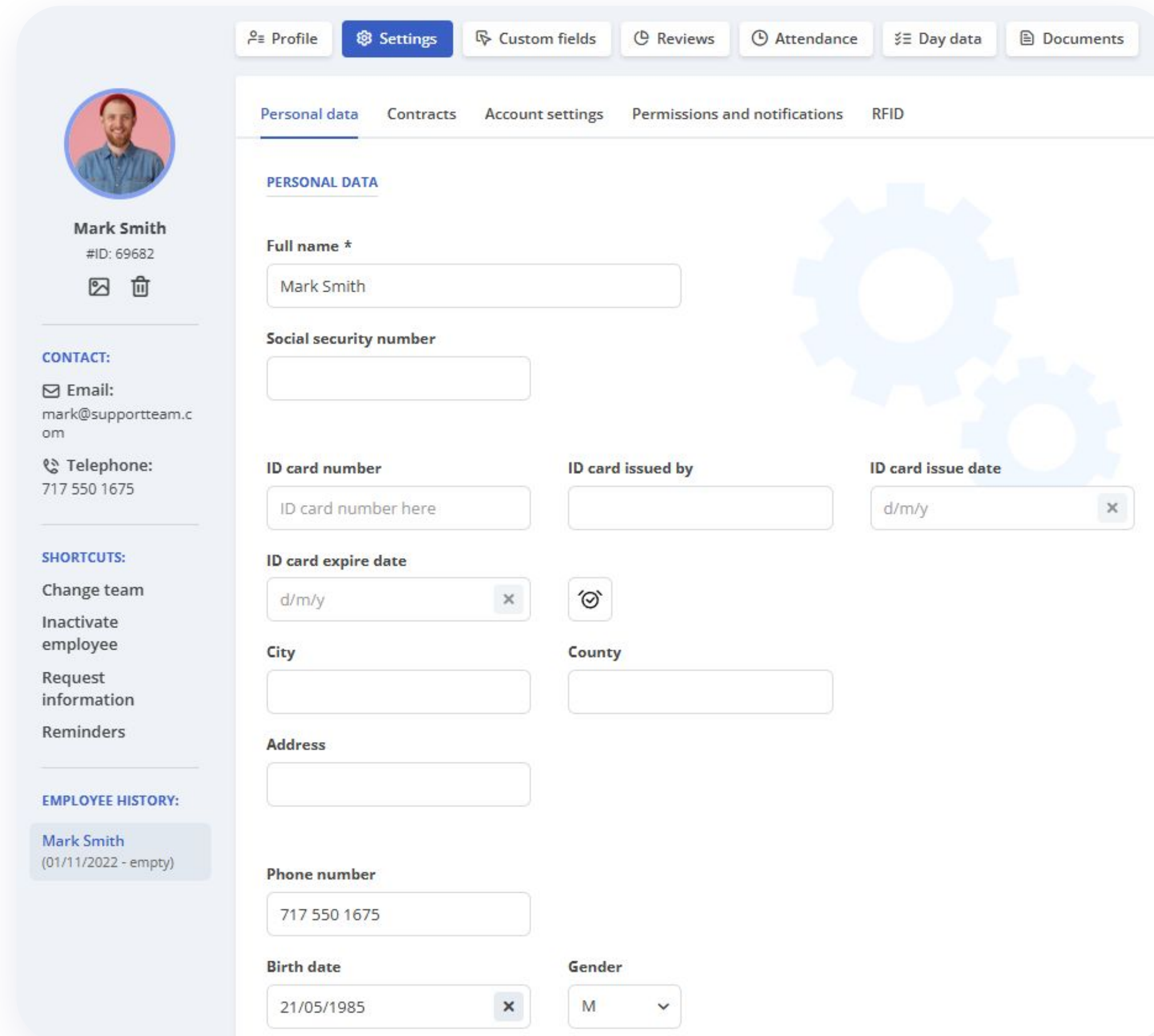
Users

- Daisy Montana

Cancel **Apply**

- 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 HRiFlow interface for editing an employee's profile. At the top, there are navigation tabs: Profile, Settings (selected), Custom fields, Reviews, Attendance, Day data, and Documents. Below the navigation, there are sub-tabs: Personal data (selected), Contracts, Account settings, Permissions and notifications, and RFID. The main content area is titled 'PERSONAL DATA' and contains several form fields:

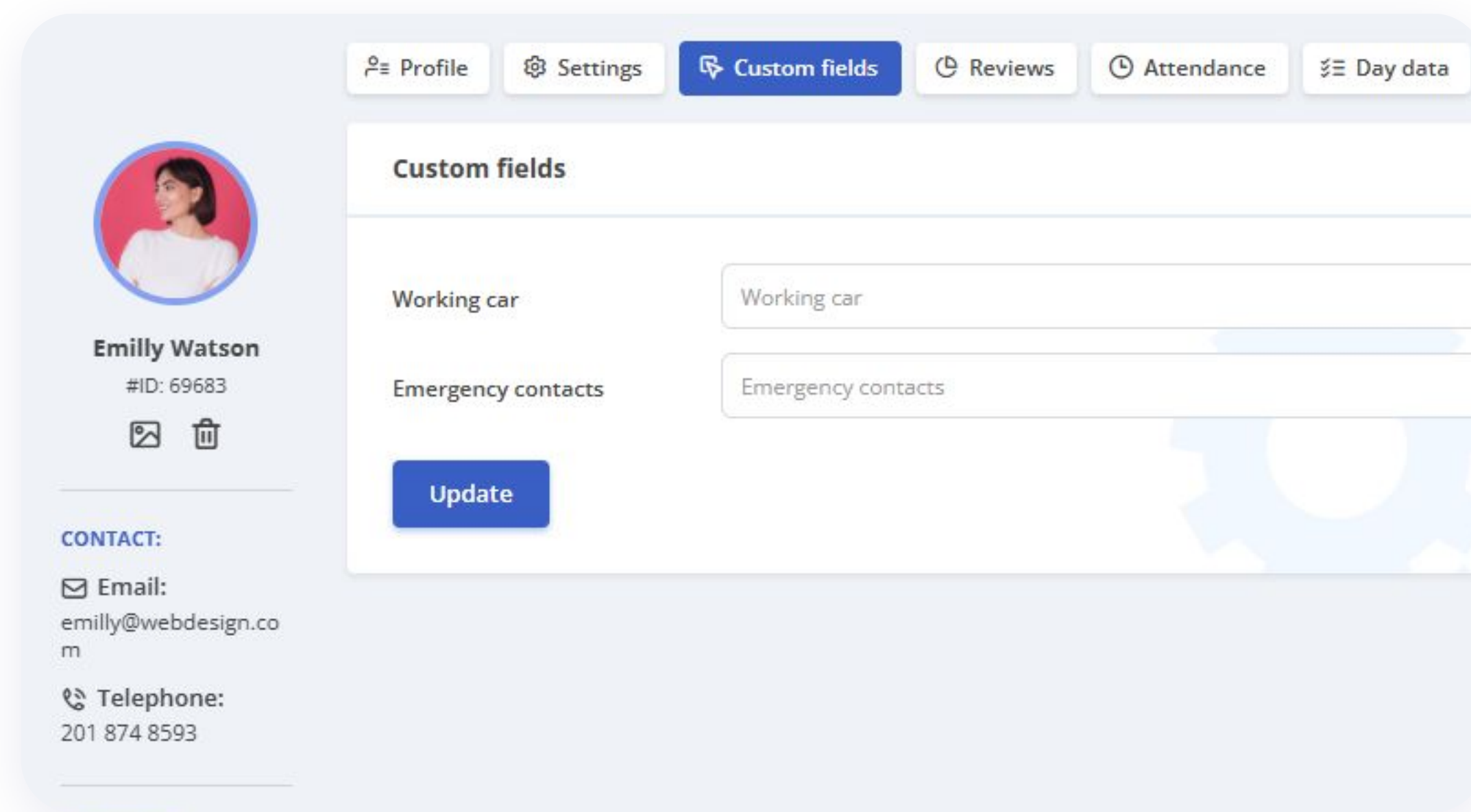
- Full name ***: Text input containing 'Mark Smith'.
- Social security number**: Empty text input.
- ID card number**: Text input containing 'ID card number here'.
- ID card issued by**: Empty text input.
- ID card issue date**: Date picker showing 'd/m/y'.
- ID card expire date**: Date picker showing 'd/m/y'.
- City**: Empty text input.
- County**: Empty text input.
- Address**: Empty text input.
- Phone number**: Text input containing '717 550 1675'.
- Birth date**: Date picker showing '21/05/1985'.
- Gender**: Dropdown menu showing 'M'.

On the left side, there is a sidebar with the employee's profile information: a circular profile picture of Mark Smith, his name, ID number (#ID: 69682), and contact details (Email: mark@supportteam.com, Telephone: 717 550 1675). Below this, there are sections for 'SHORTCUTS' (Change team, Inactivate employee, Request information, Reminders) and 'EMPLOYEE HISTORY' (Mark Smith, 01/11/2022 - empty).

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



The screenshot shows the HRiFlow interface for an employee profile. At the top, there are navigation tabs: Profile, Settings, Custom fields (highlighted), Reviews, Attendance, and Day data. On the left, there is a profile card for Emily Watson, including her name, ID number (69683), and contact information (Email: emilly@webdesign.com, Telephone: 201 874 8593). The main content area is titled 'Custom fields' and contains two input fields: 'Working car' and 'Emergency contacts', both with placeholder text. A blue 'Update' button is located at the bottom of this section.

- 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:
2025

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 leave 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 HRiFlow user profile for Mark Smith. The interface includes a navigation bar with options like Profile, Settings, Custom fields, Reviews, Attendance, Day data, and Documents. The profile section shows a play button, a timer at 00:00:00, and options to select a project and activity. Below this, there's a section for 'OVERTIME - TIME OFF' and 'ANNUAL LEAVE' for the year 2025. The overtime section shows 2h of overtime, 0h 30m of time off, and a 1h 30m difference. The annual leave section shows 21 total days, 0 used, and 21 remaining. A dropdown menu for the year 2025 is open, showing options for Total, 2025, 2024, 2023, and 2022. The user information section shows the team as 'Support' and the team leader as 'Not a team leader'.

In HRiFlow, 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 HRiFlow app!**