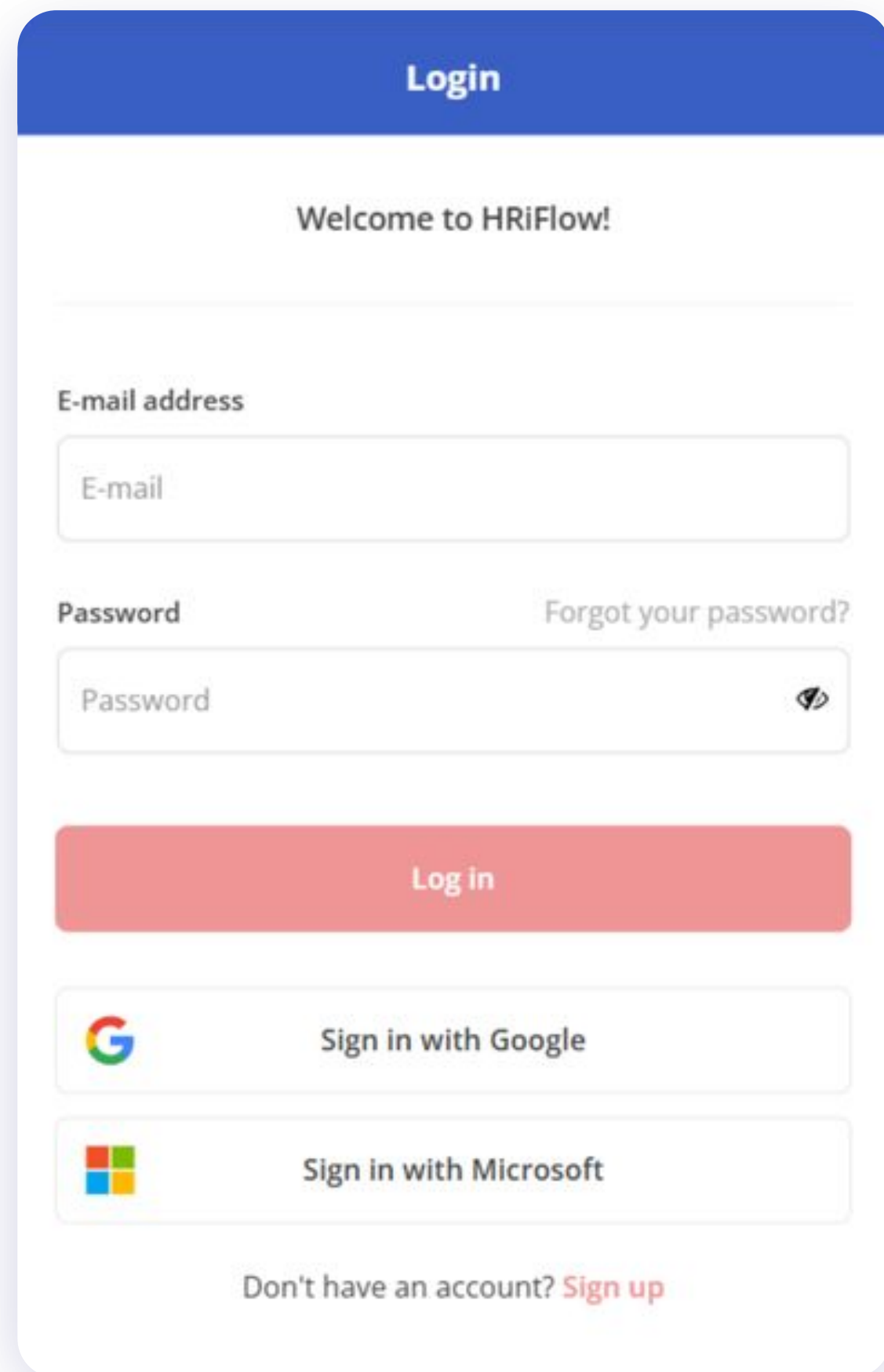


HRiFlow

User guide
Team Member

How do you log in



The screenshot shows the HRiFlow login page. At the top, there is a blue header with the word "Login" in white. Below the header, the text "Welcome to HRiFlow!" 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 that says "Don't have an account? Sign up".

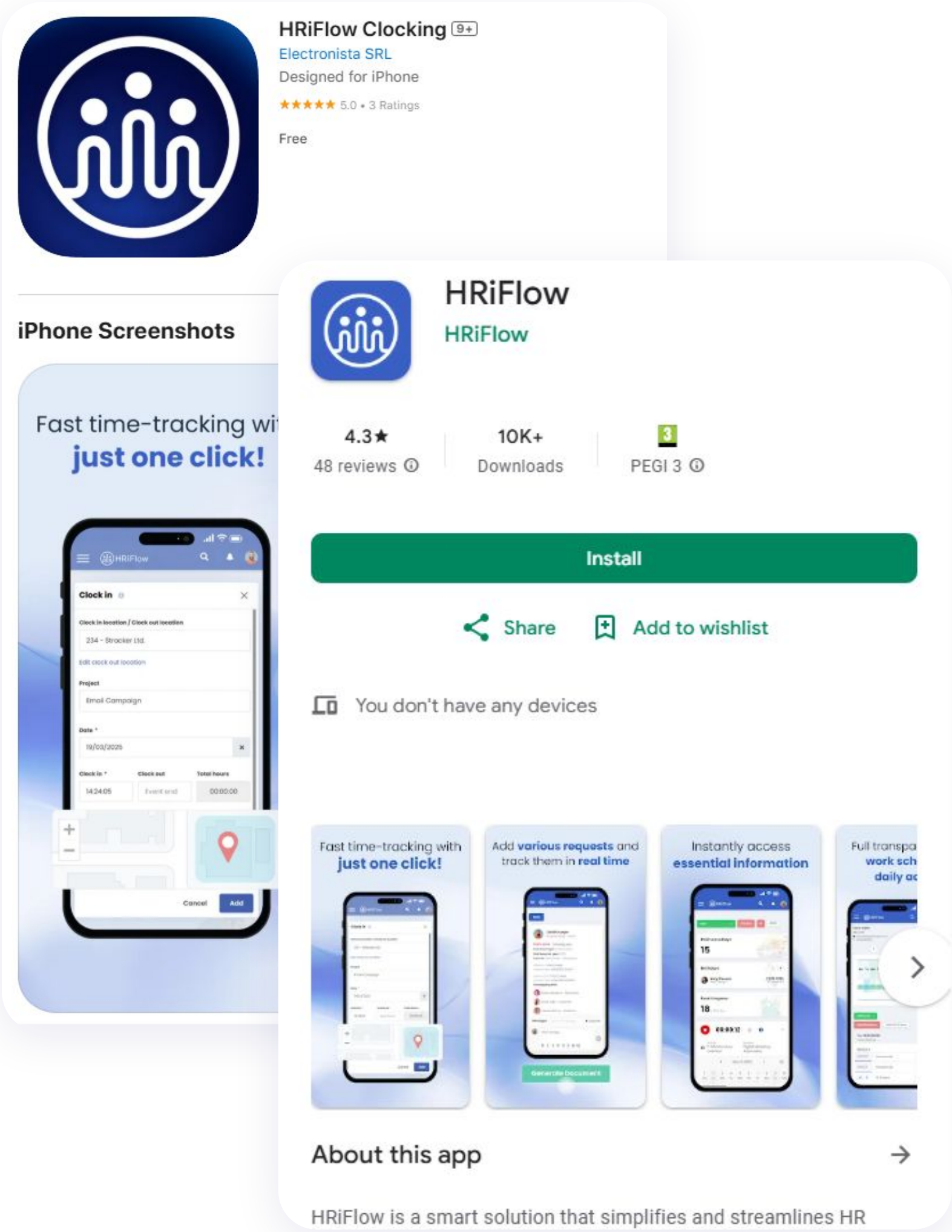
The HRiFlow app can be used from any device with internet connection.

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?**

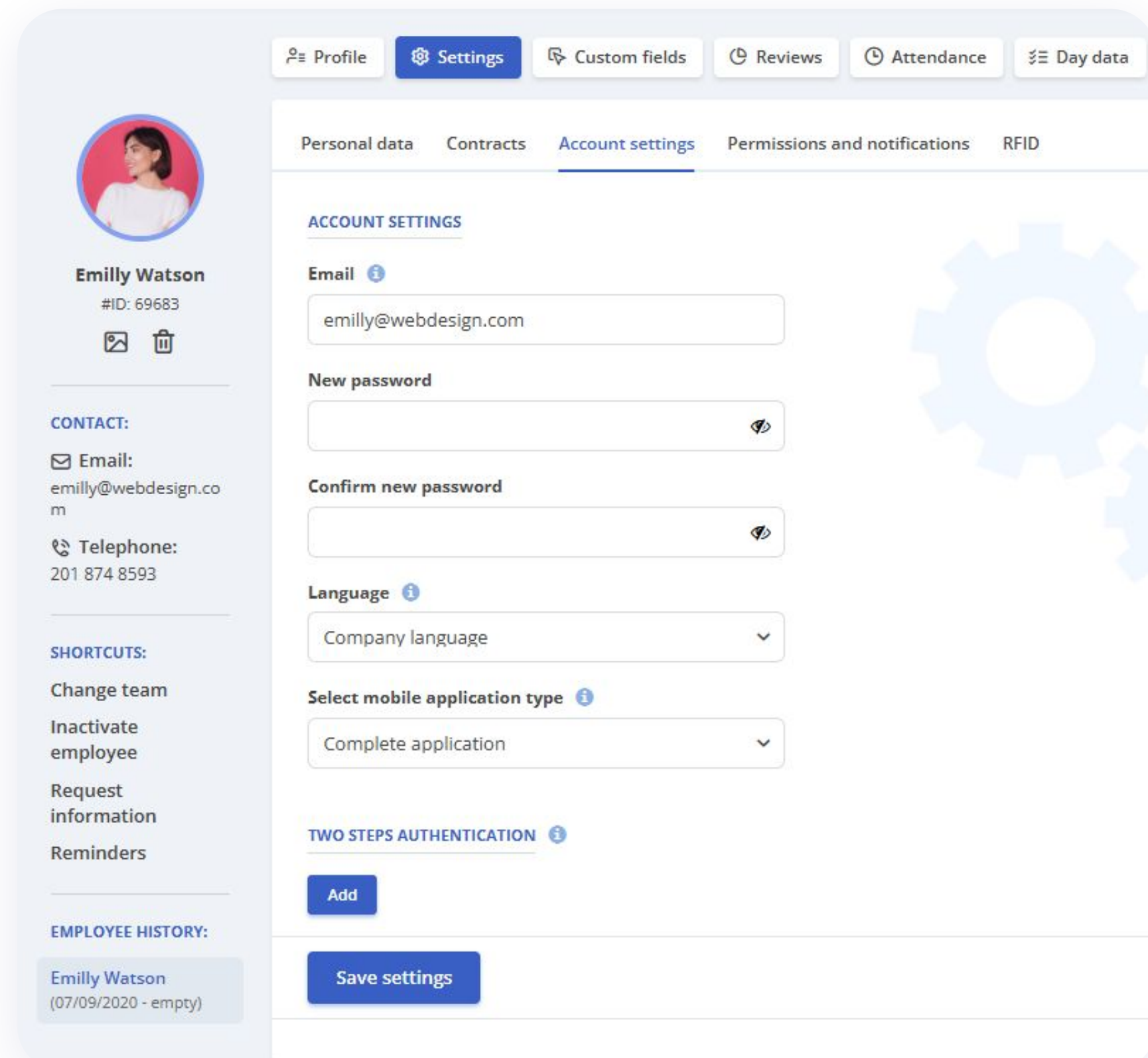


How to download the HRiFlow application

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 (highlighted), Custom fields, Reviews, Attendance, and Day data. Below this, there are sub-tabs: Personal data, Contracts, Account settings (highlighted), 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, shortcuts, and employee history.

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

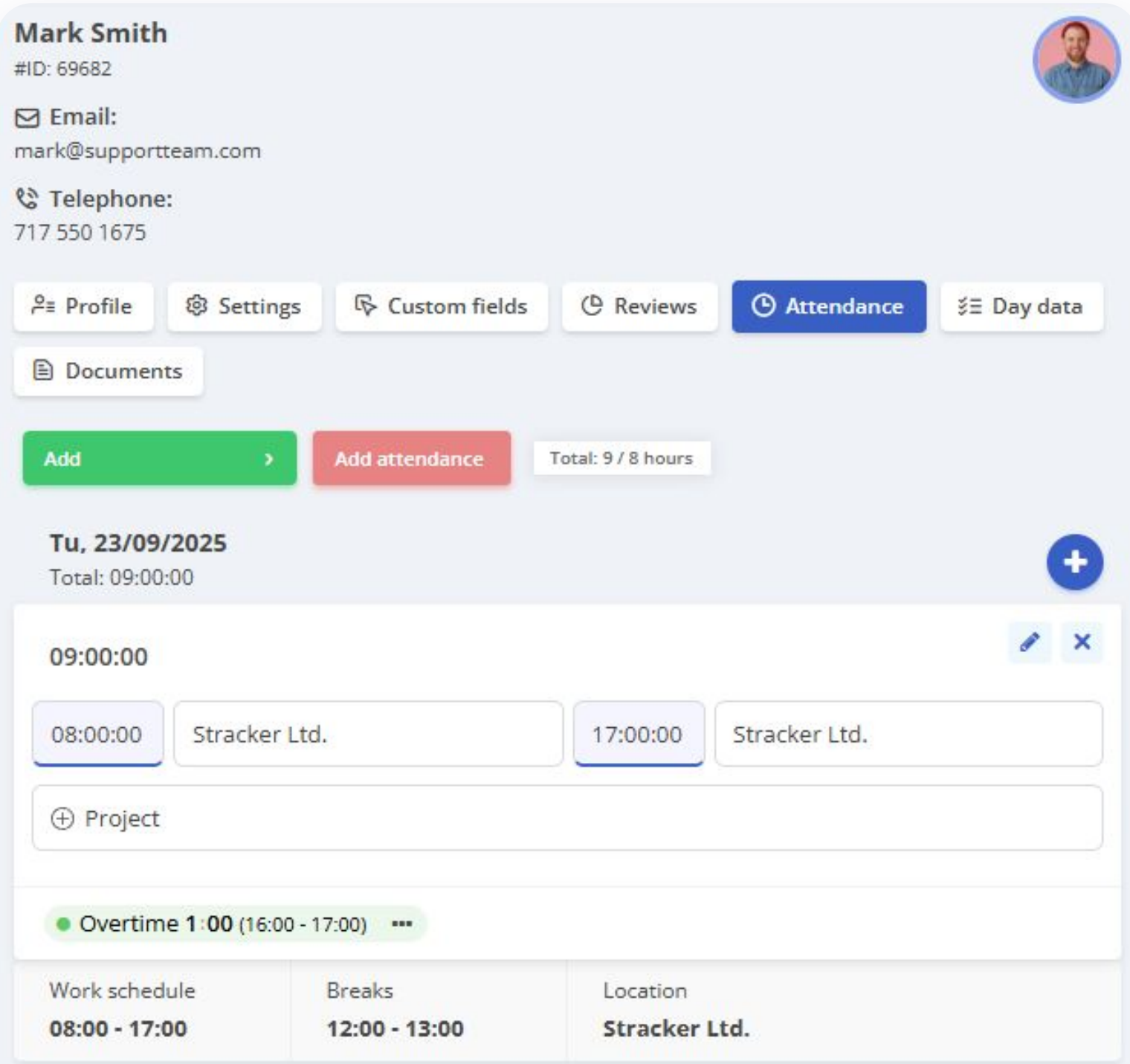
Cancel **Add**

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

- Click on the **Clock in** button
- Allow 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 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 *
2022 - Annual leave 4/21 days

Start date * 23/09/2025 End date * 25/09/2025 Working days 3

Reason

Overlapping with:

Replaced by
Daisy Montana

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

The screenshot shows a user interface for a 'Paid Leave' event. At the top, there is a profile card for Mark Smith, a support team member. Below this, the event details are listed: 'Paid Leave' for 1 working day, 'Annual leave' type, for the year 2022, with an interval from 22/10/2025 to 22/10/2025, and replaced by Zahid Krueger. The event was added by Mark Smith on 23/09/2025 at 14:02:05 and is currently 'Waiting approval'. A green 'Generate document' button is visible. Below the event details, there are 'Edit' and 'Delete' links, a red 'Reject' button, and a green 'Approve' button. A 'Messages' section includes a search bar and a 'Subscribe' button. At the bottom, there is a text input field for writing a message with a rich text editor toolbar.

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 HRiFlow

Add new Sick Leave

Employees: Mark Smith

Start date * 17/10/2025 End date * 17/10/2025

Add new event interval

Reason

Attach a file

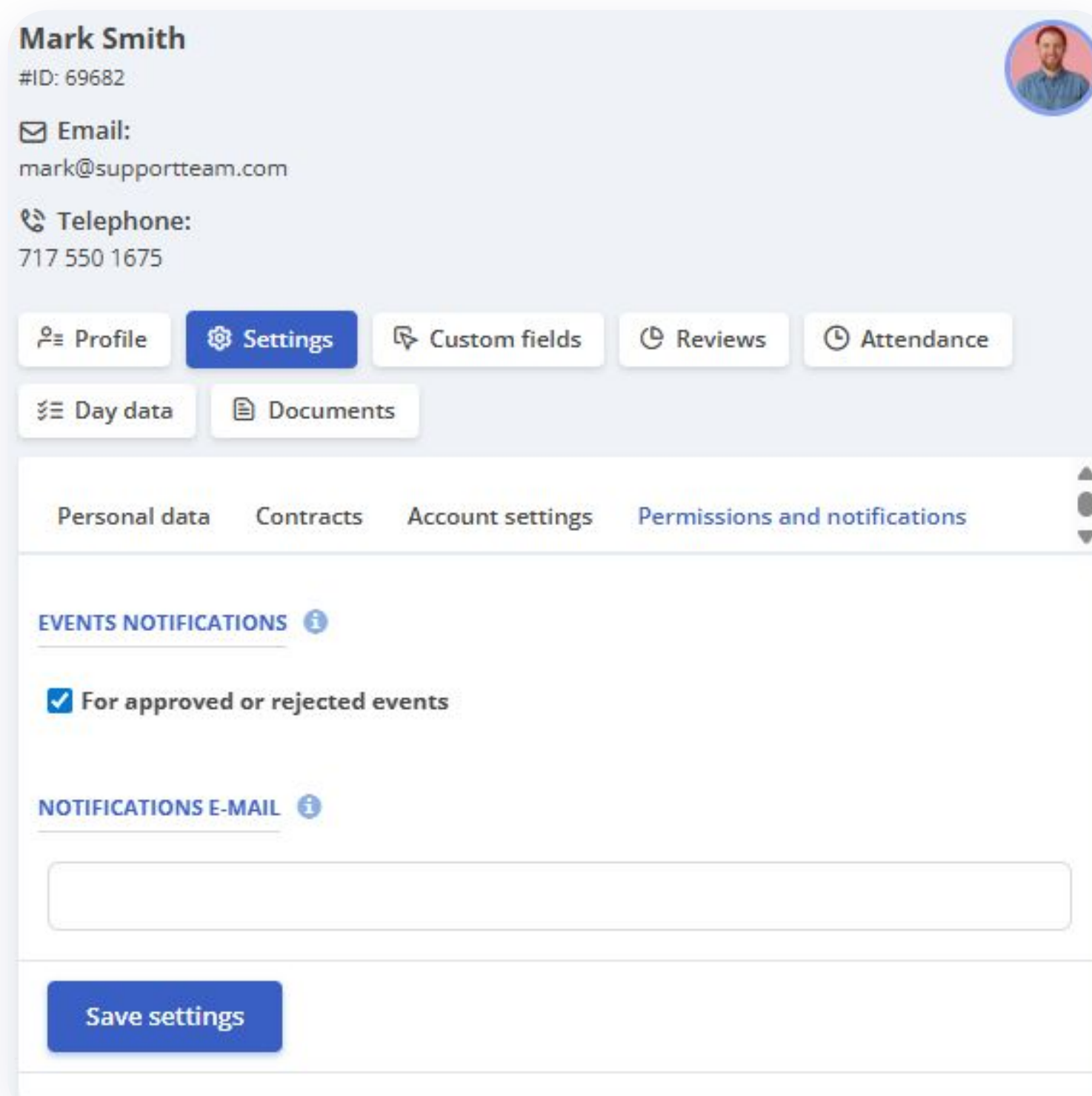
Cancel **Add**

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 a file**, choose the file
- Click on **Add**

How to enable email notifications



Mark Smith
#ID: 69682

✉ Email:
mark@supportteam.com

☎ Telephone:
717 550 1675

Profile Settings Custom fields Reviews Attendance
Day data Documents

Personal data Contracts Account settings **Permissions and notifications**

EVENTS NOTIFICATIONS ⓘ

For approved or rejected events

NOTIFICATIONS E-MAIL ⓘ

Save settings

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 write the e-mail address where you want to receive them
- Click on the **Save settings** button

The leave days status

In HRiFlow, 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 HRiFlow user profile for Mark Smith. At the top, there is a navigation bar with tabs for Profile, Settings, Custom fields, Reviews, Attendance, Day data, and Documents. The main profile section includes a header with a play button, a timer showing 00:00:00, and options to select a project and activity. Below this, a summary shows 00:00:00 (total hours). The 'OVERTIME - TIME OFF' section for 2025 shows Overtime: 2h, Time Off: 0h 30m, and Difference: 1h 30m. The 'ANNUAL LEAVE' section for 2025 shows Total: 21, Used: 0, and Remaining: 21. A dropdown menu is open for the year 2025, showing options for Total, 2025, 2024, 2023, and 2022. The 'USER INFORMATION' section at the bottom shows the user is part of the 'Support' team and is not a team leader.



**Thank you for your interest
in using HRiFlow app!**