



WHAT'S NEW PORTAL

4.1- 4.3

1 NEW ERGONOMICS

NEW ERGONOMICS

Your portal is evolving – discover the new interface!

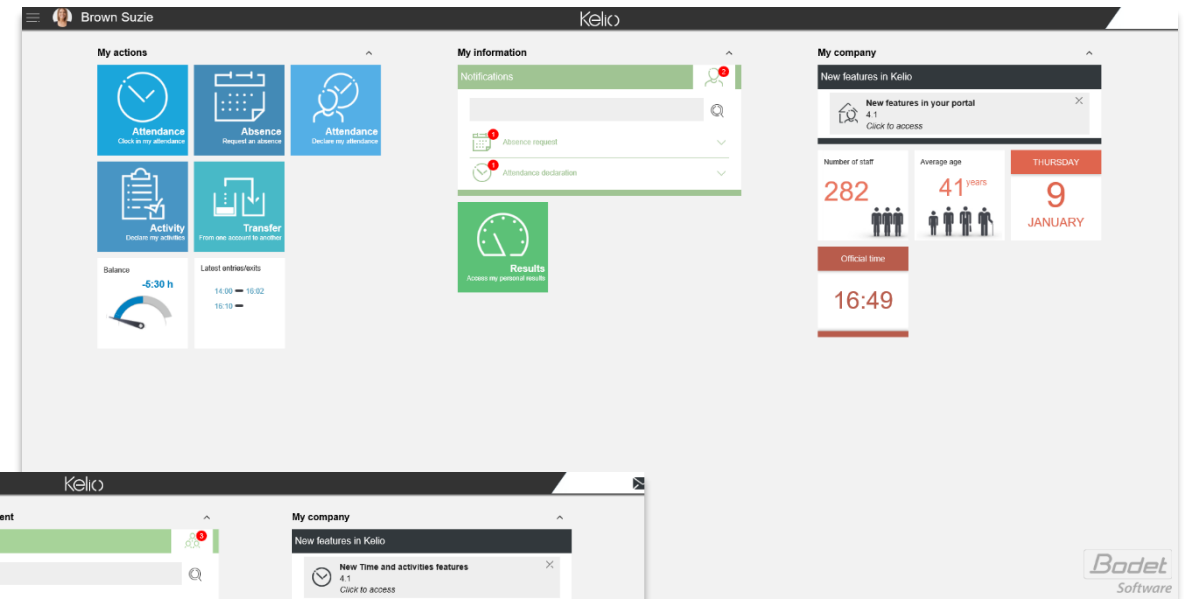
Use your portal to view your shortcuts and a variety of useful information (indicators, notifications, etc.) Your display will be optimised for the device you are using, whether it is a computer, a smartphone or a tablet.



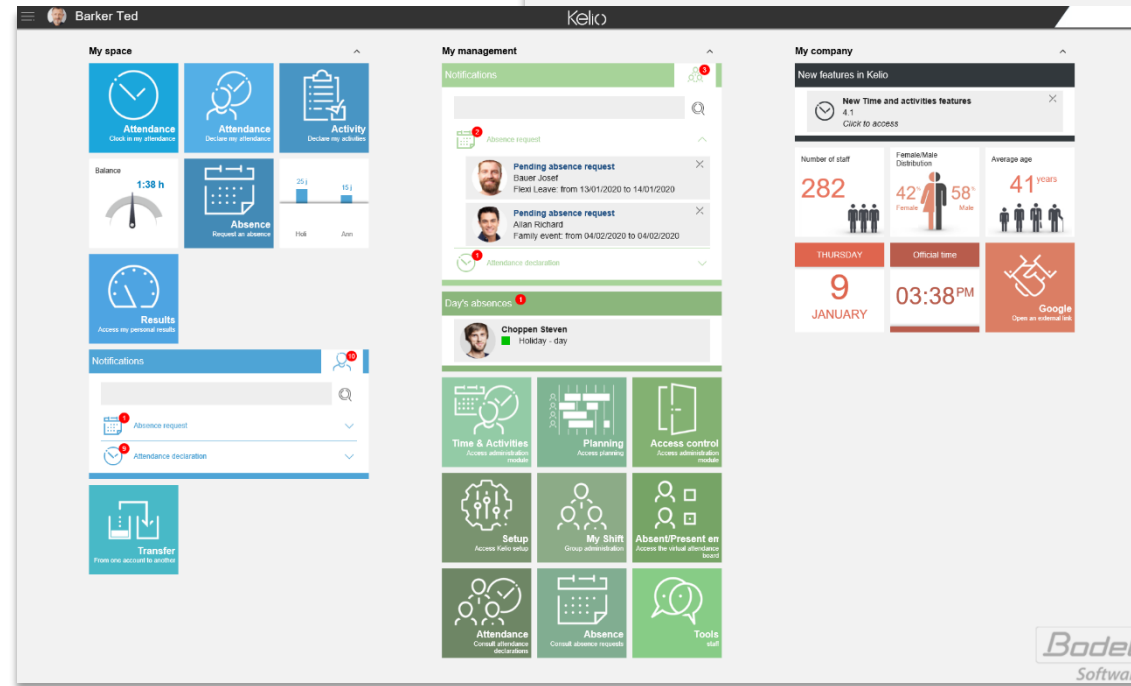
NEW ERGONOMICS

The portal adapts to each user, displaying only the functions they are authorised to use.

This means that an employee and an HR administrator will see different portals, as they possess different rights.



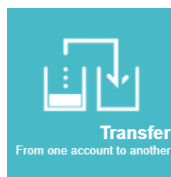
Employee portal



Administrator portal









ACCESSING THE FUNCTIONS

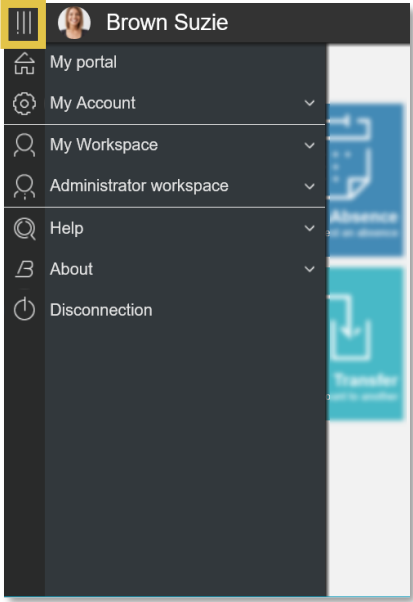
Simply click on the shortcut tiles to access your various functions: clocking, attendance declaration, absence request, activity declaration, administration, setup, etc.



ACCESSING THE FUNCTIONS

You can access your functions via the tiles in your portal, or through the navigation menu if you prefer. The menu is more comprehensive, and lists all the actions you can perform in Kelio together with the applications your status allows you to use.


-  One click on this button on your Employee Self-Service screen will take you directly to your portal
-  Manage your password
-  Access your actions to perform as an employee
-  Access your actions to perform as a manager
-  Access your actions to perform as an administrator
-  View the online help for the module you are using and access the B-Support service
-  View the Kelio website – Install the Kelio Plugin – View the version of Kelio currently installed on your device
-  Disconnection

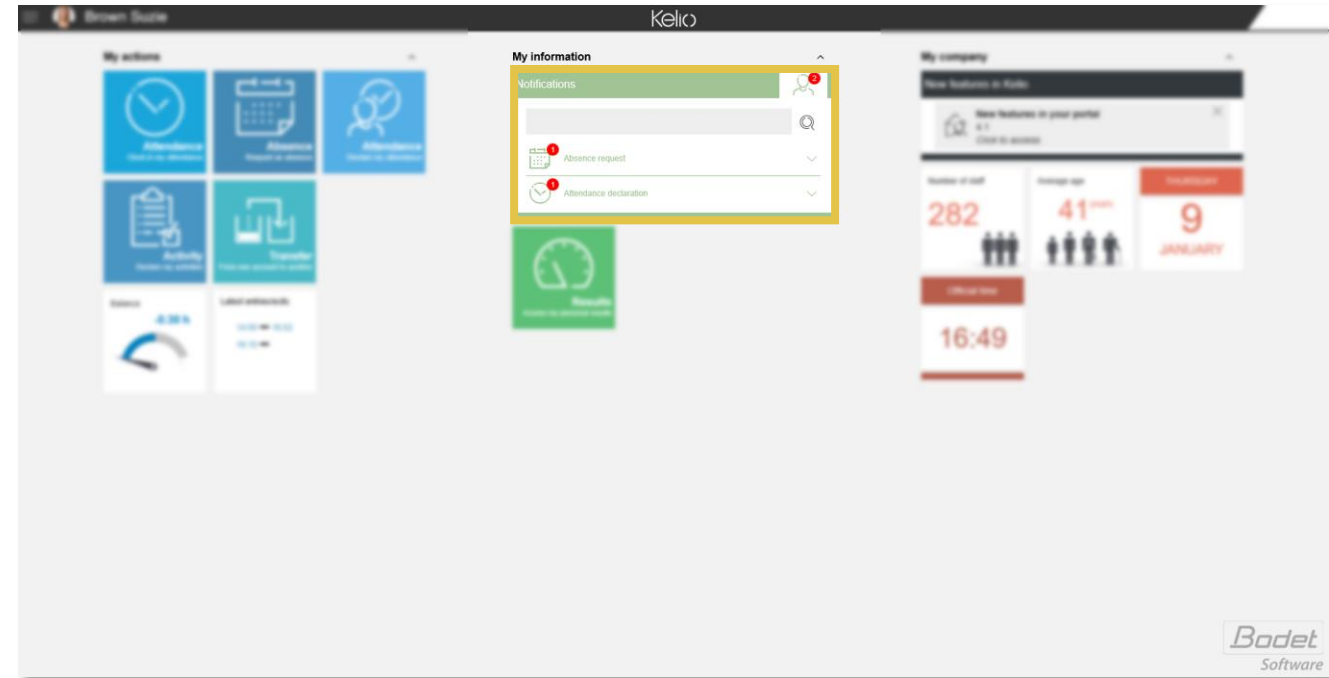


NOTIFICATIONS

View all the information relating to your daily tasks: actions to perform, progress check for current requests, etc.

All notifications are sorted by chronological order of appearance

Simply click on a notification to go straight to the application in question, or click on the  button to clear the notification.

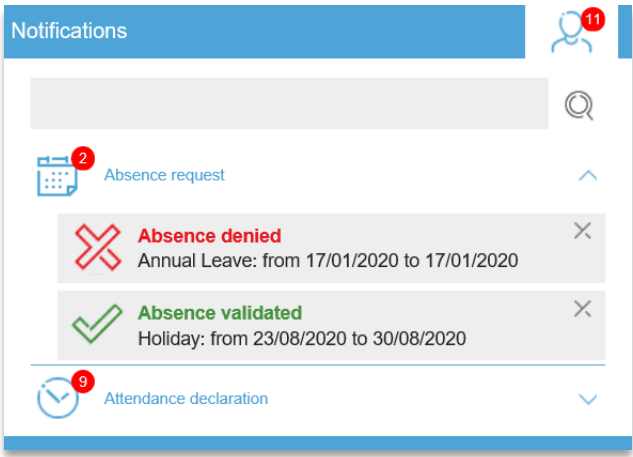
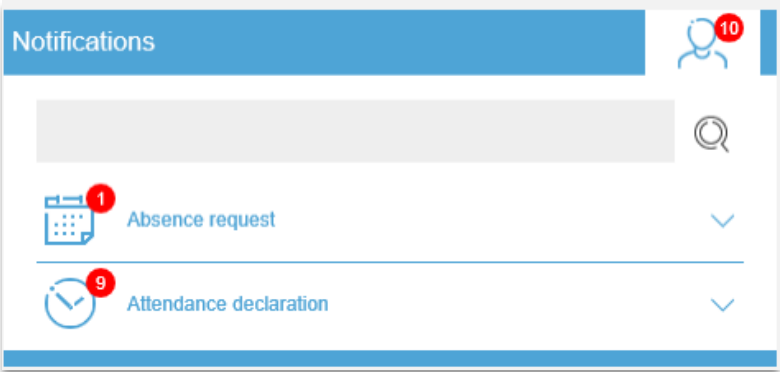


NOTIFICATIONS



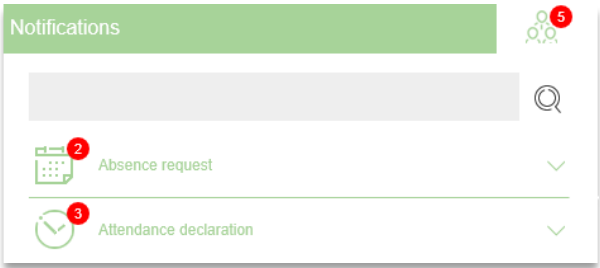
Employee: Use this icon to view your notifications

Example: Results of my absence requests




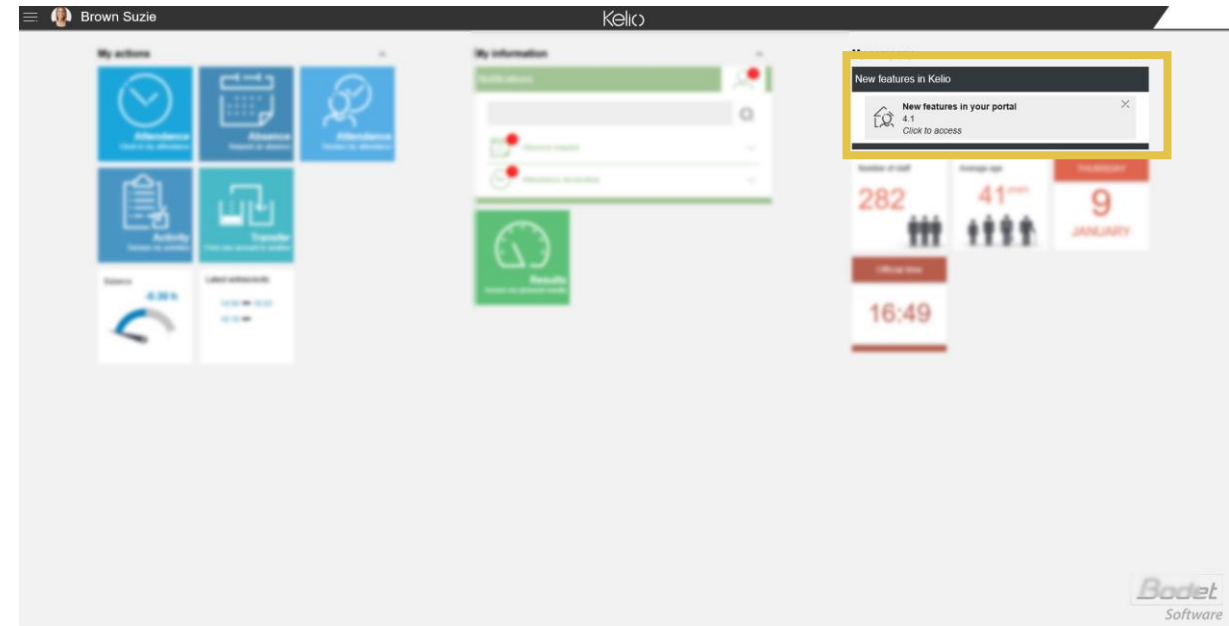
Manager : View notifications relating to your team

Example: Attendance declarations awaiting validation from me – Results of declarations validated or refused by a higher level validator



NEW FEATURES

- Keep up to date with the status of your Kelio system and discover the new features and changes implemented in each new version.
- The themes displayed vary depending on the version in question and the user's rights.
- Click on the tile to go straight to the New Features page in the online help.
- Once you have read this, you can click the  button to delete it.



2 TILES

WELCOME!

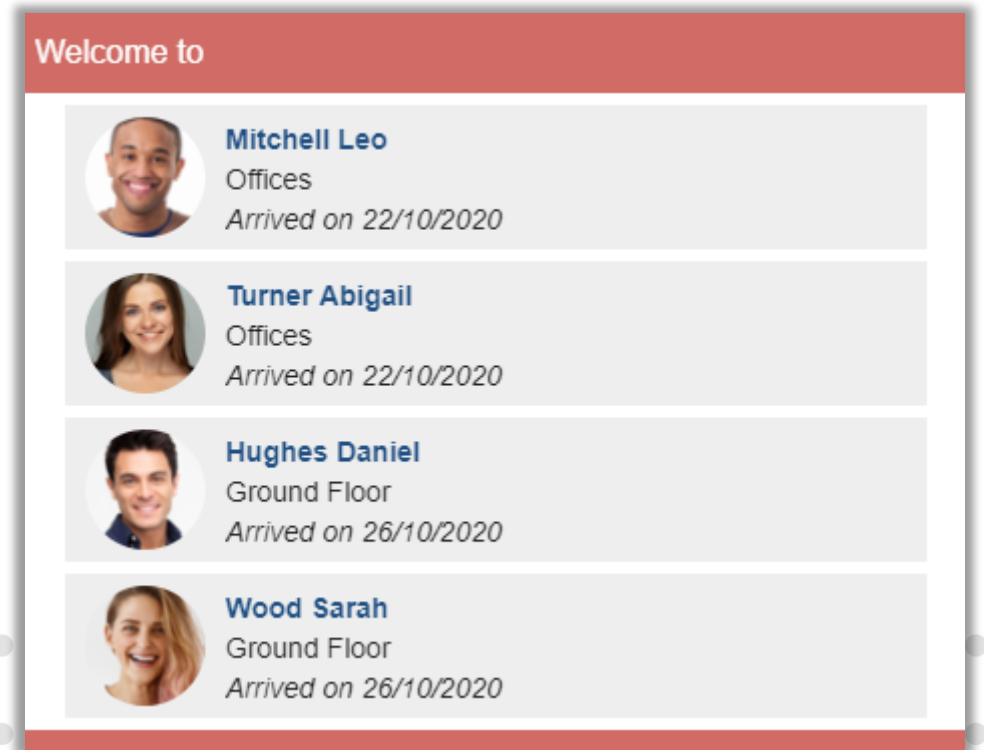
Give new arrivals a more user-friendly welcome by notifying their colleagues using the Kelio portal

New tile for Version 4.3

The *New arrivals* tile is now available for the employee and manager/administrator portals. You can choose which elements you want each population to be able to see:

- Photo
- Section
- Job title
- Arrival date

You can define how many days before and after the arrival this information will be available on the portal. New employees will love feeling like the team can't wait to meet them!

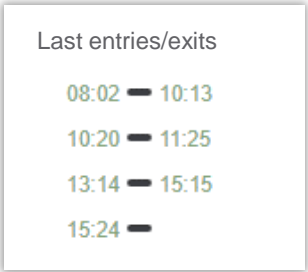
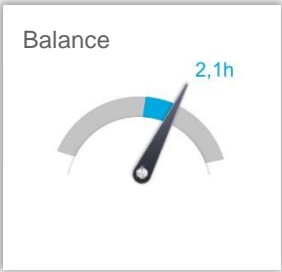


THE INDICATOR TILE

Personnel indicators

Absence balances, balance, overtime, bonuses...

View your personal results in the form of pie charts, histograms, gauges and even text.



As an employee, you can view your clockings for the day.

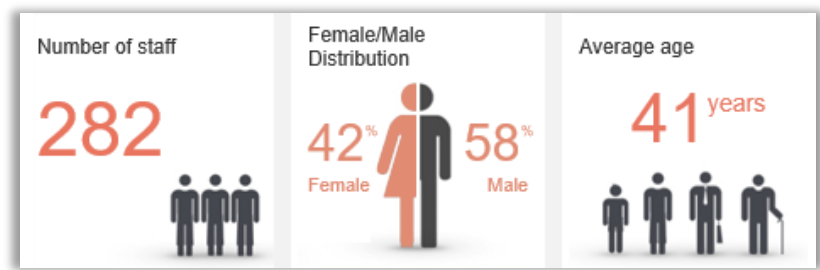
This tile is updated in real-time. It is only displayed for employees who are authorised to clock in and out at a terminal, from their PC, or using their smartphone.



THE INDICATOR TILE

Organisation indicators

There are several tiles you can use to view the latest information on your organisation or service.




THE DAILY ABSENCES TILE

Every validator of absence requests can view the identities of the persons who are absent on the day in question, as well as the type and duration of the absence.

Only those persons within the validator's population will be displayed.


This list is updated in real-time, and the employees are listed in alphabetical order.

Day's absences 6




Bauer Josef

Ordinary Paternity leave - day




Bond Josef

Holiday - day



Clark Gina


Sickness Paid - day



Davin Ruth

Holiday - 2nd half-day

Annual Leave - 1st half-day



Gordon Elizabeth

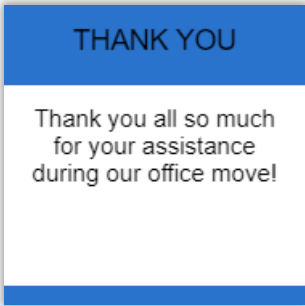
Doctor Appointment : 10:00-12:00

SEE MORE
▼



THE TEXT AND IMAGE TILES

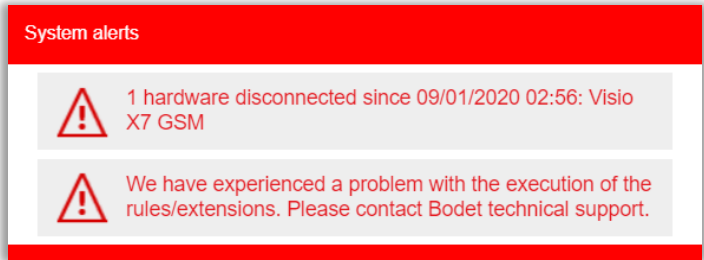
Customise your portal with your colours by adding images such as your logo, or send a temporary notice to your collaborators using a text tile.



THE SYSTEM ALERT TILE

In the event of technical problems with your software, a tile will appear to notify you of the action you need to take.

This tile is only visible to Kelio system administrators.





MULTI-DEVICE

A MULTI-DEVICE PORTAL

The new portal will be totally responsive, and will adapt to you PC, table or smartphone.

Depending on the setup, certain applications will only be displayed on certain devices.



A MULTI-DEVICE PORTAL

The interface will also adapt to your connection device: for example, you may see one of two different screens for submitting an absence request, depending on whether you are using a PC or a smartphone.

Smartphone

Davin Ruth

Kelio

< Home

Create/modify an absence request

Absence calendar

Create a request

List absence requests

Estimated absences

Absences of other employees

Type

DENT Dentist Appointment 0D

Entry mode

Date to date hour to hour

on

Fr 10/01/2020

from

09

:

00

at

10

:

00

Attachment

No related document

Comments

Enter your comment here...

Validate

Davin Ruth

Kelio

< Home

Create/modify an absence request

Absence calendar

Create a request

List absence requests

Estimated absences

Absences of other employees

Create/modify a request for Davin Ruth

Absence request

Absence/business leave type

Absence/business leave type

Estimated balance of the accounting year

In progress

Next

Selection	Abbreviation	Description	Value		Closed on
			Leave	(D)	28
			Leave left	(D)	27.5
			Leave to be gained	(D)	28
			Total :	63.5	(D)
	BEREA	Bonvacances			
	BUSLE	Business Leave			
	DENT	Dentist Appointment	0 (D)		30/12/2020
	DOCT	Doctor Appointment	0 (D)		30/12/2020
	Dur d	Durée Day			
	FaEv	Family event			

* The displayed balance registers the absence request awaiting approval.

** The exhausted balance is in bold characters.

Absence/business leave entry mode

Requester's comment

Attachment

No related document

Cancel

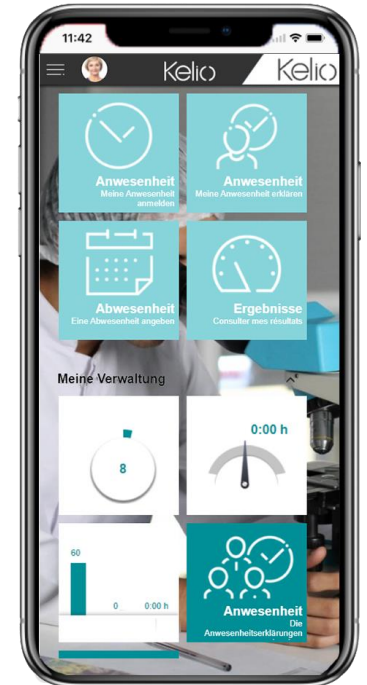
Validate

PC

4 CUSTOMISATION

ADVANCED CUSTOMISATION OPTIONS

Background, images, colours, logo, block configuration... you can change anything you want to make your portal uniquely you!





OUR SERVICES

KELIO

KELIO SERVICES



Auditing and
project support



Training in the use
of Kelio solutions



Quality monitoring



Kelio and the
GDPR



Software in SaaS
mode