# Kelio

GLOBAL WORK-LIFE SOLUTIONS

The
Kelio
Portal
**User guide**

# SUMMARY

- Your 1st connection
- Understanding the portal
- Navigating
- Understanding the tiles
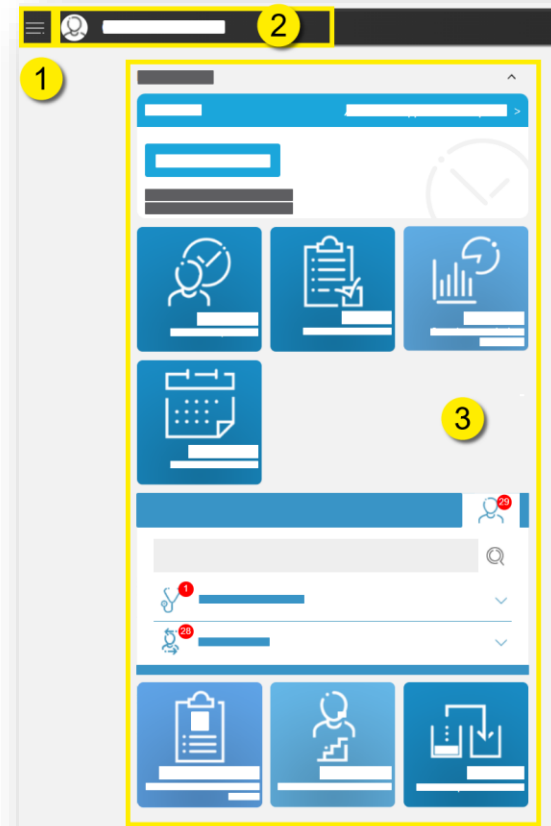- Managing your password

# YOUR 1ST CONNECTION

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- When connecting for the first time, whether on your computer, tablet or mobile device, you will be given a **step-by-step** guide of your new portal.

- You will only be able to see it once.

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# UNDERSTANDING THE PORTAL

**1** Opening the navigation menu

**2** Your surname and first name

# UNDERSTANDING THE PORTAL

**③** • **You are an employee**

*This area displays all the actions you can perform: clock an attendance, request an absence, declare an activity, etc.*

• **You are a manager or administrator**

*This area displays everything relevant to you as an employee: actions you can perform, notifications (e.g. validated absence request), planning consultation, personal results, etc.*
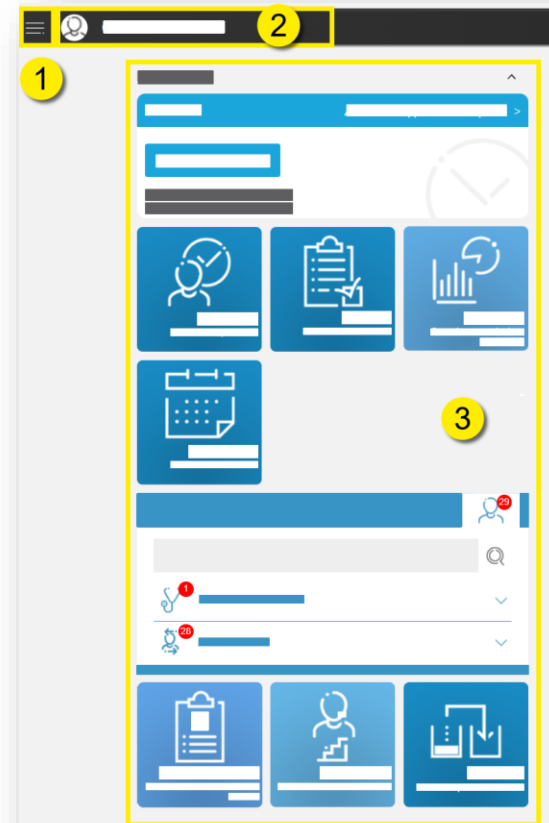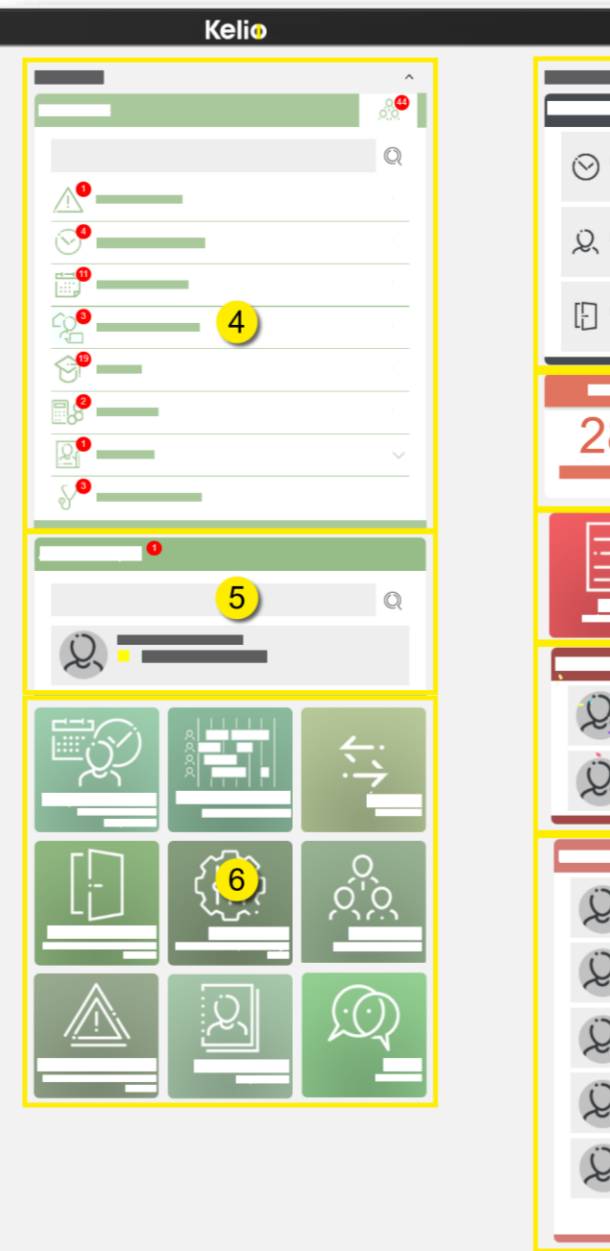
# UNDERSTANDING THE PORTAL

**(4)** • **You are an** <mark>employee</mark>

*This area displays all notifications relevant to you: absence request pending validation, anomalies, tasks to be processed, and the like.*

• **You are a** <mark>manager</mark> **or** <mark>administrator</mark>

*This area displays everything relevant to the management of your team: notifications of attendance declarations to be validated, remote working requests to be approved, tasks to be processed, and the like.*

# UNDERSTANDING THE PORTAL

**5** Check the identity of anyone absent that day.

**6** This area gives access to other modules (Time & Activities, Setup, User Rights, etc.).
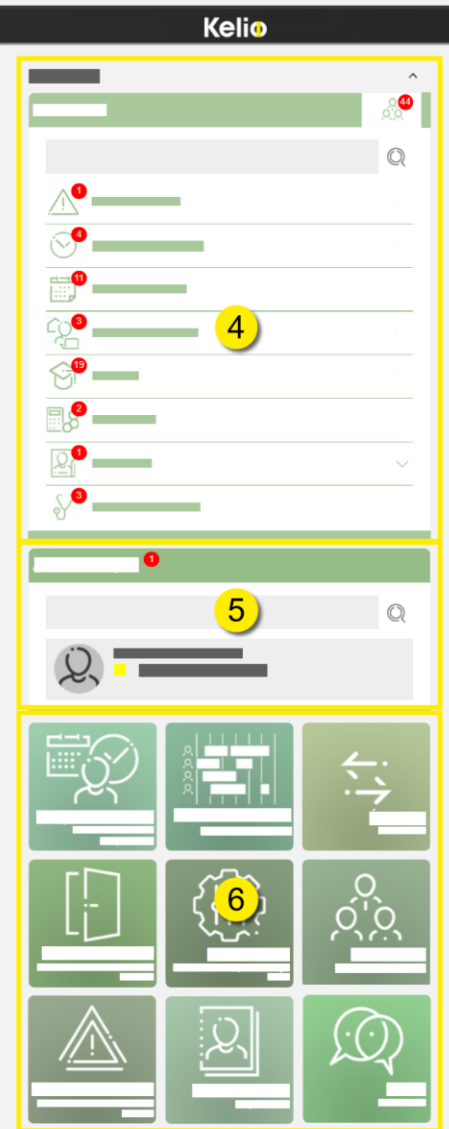
# UNDERSTANDING THE PORTAL

**7** Whenever the software is updated, this inset lets you view the latest new features depending on the modules you are using. Once you have viewed them, you can hide them with the button ✕.

**8** View information about your organisation: number of staff, average age, distribution by gender, etc.

**9** Here, you access the directories of personnel and useful numbers. This is also where external links can be inserted.
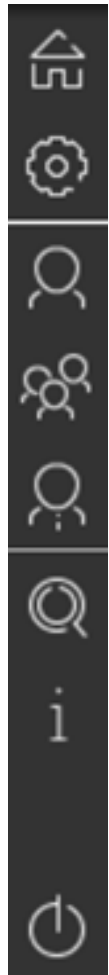
# UNDERSTANDING THE PORTAL

**10** View the birthdays of all your colleagues.

**11** Discover the identity of all the new recruits by exploring recent and future arrivals.

**12** Your organisation logo.

# NAVIGATING

You can access your functions via the tiles of your portal but also via the navigation menu, which you can access by clicking the button ☰

When you click on this button, you will be taken straight to your portal

Manage your password and access to your favourite module

Access your functions to perform as an employee (virtual clocking, absence request, etc.)

Access your functions to perform as a team manager (absence validation, planning, etc.)

Access administrative features

Consult the online help or connect to BSupport

Consult the Kelio website

Logout

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# UNDERSTANDING THE TILES

## SHORTCUTS:

Depending on your role, simply click on the shortcut tiles to access your various functions: clocking, attendance declaration, absence request, activity declaration, certifications, setup, door opening in one click, etc.



**Time & Activities**

**Activities**

**Absence**

**Attendance**
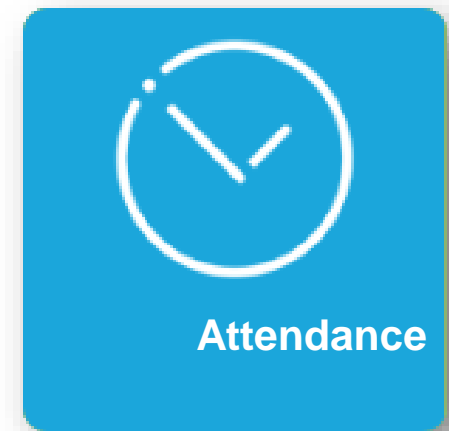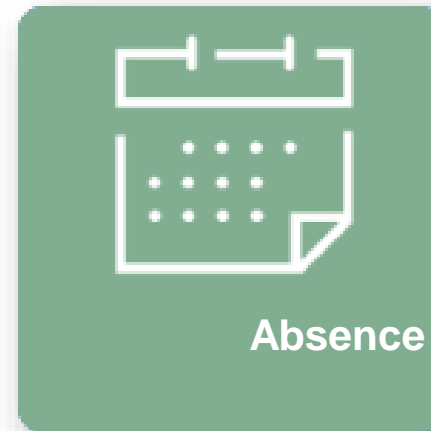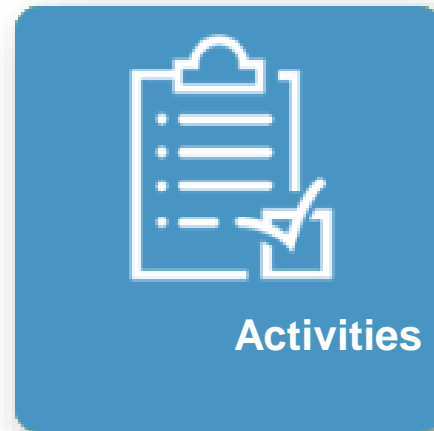
# UNDERSTANDING THE TILES

## NOTIFICATIONS:

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

Simply click on the notification to go straight to the application in question.

**Notifications concerning you as an employee:** results of my absence requests, tasks to process, and the like.
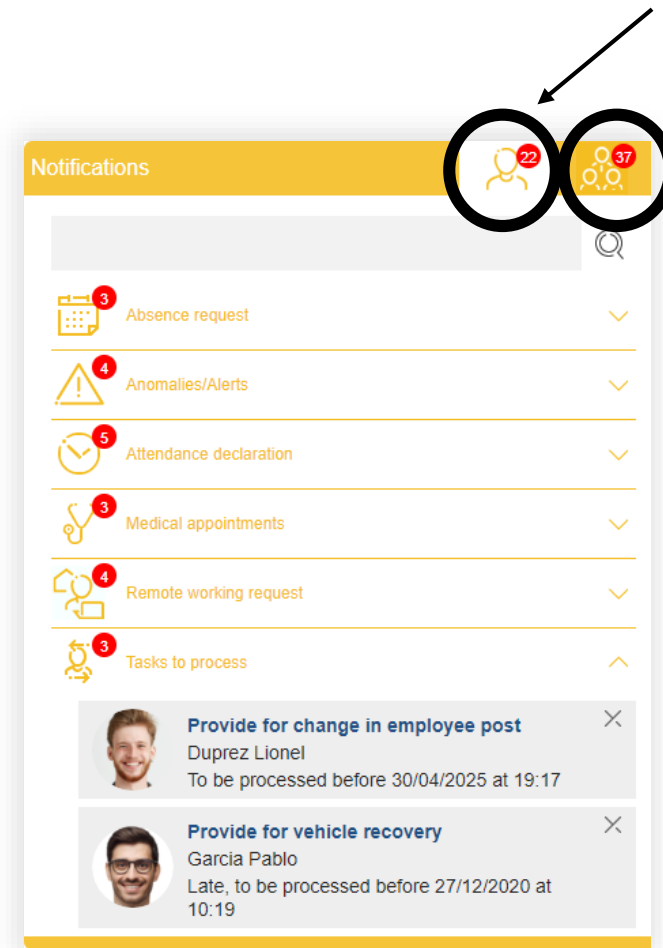
**Notifications concerning you as a manager:** validation of absence or remote working requests, and the like.

# UNDERSTANDING THE TILES

## DAY'S CLOCKING:

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.

Last
entries/exits

08:02 — 10:13

10:20 — 11:58

13:12 — 15:15

# UNDERSTANDING THE TILES

## PERSONAL RESULTS:

As an employee, I can have direct access to my time & attendance management information from my portal with a visual representation of where I stand in terms of my results (absence balances, balance, overtime, bonuses, etc.).
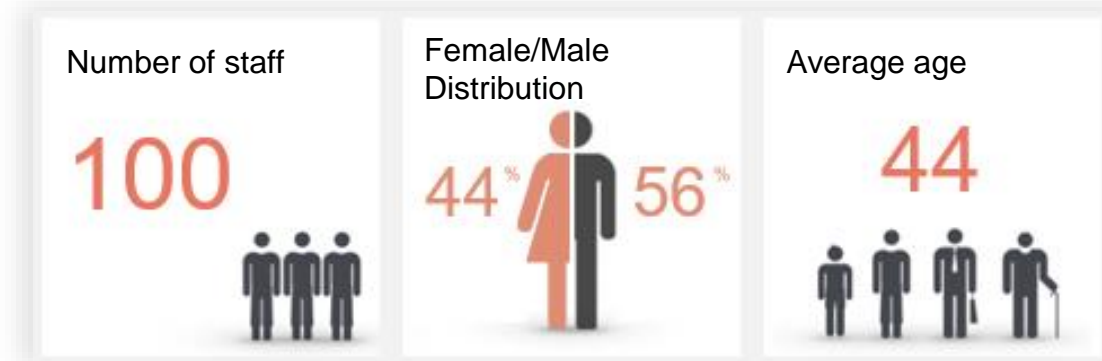
View your personal results in the form of pie charts, histograms, gauges and even text.
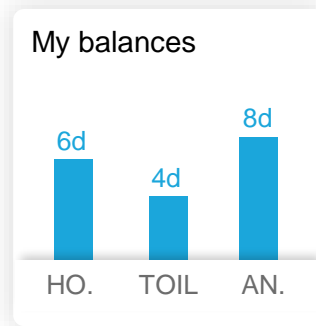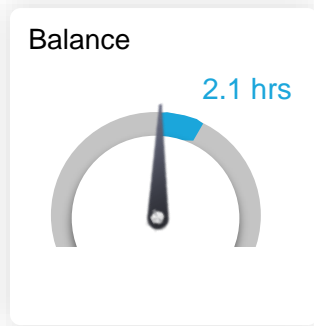
# UNDERSTANDING THE TILES

## ORGANISATION INDICATORS:

There are several tiles you can use to view the latest information on your organisation or service: number of staff, female/male distribution, average age.

# UNDERSTANDING THE TILES

## DAILY ABSENCES:

You 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.

As a validator of absence requests, only people belonging to the population you are managing will appear.

As an employee, you will see your colleagues from the Other employees' calendar, however, the absence type will be hidden.
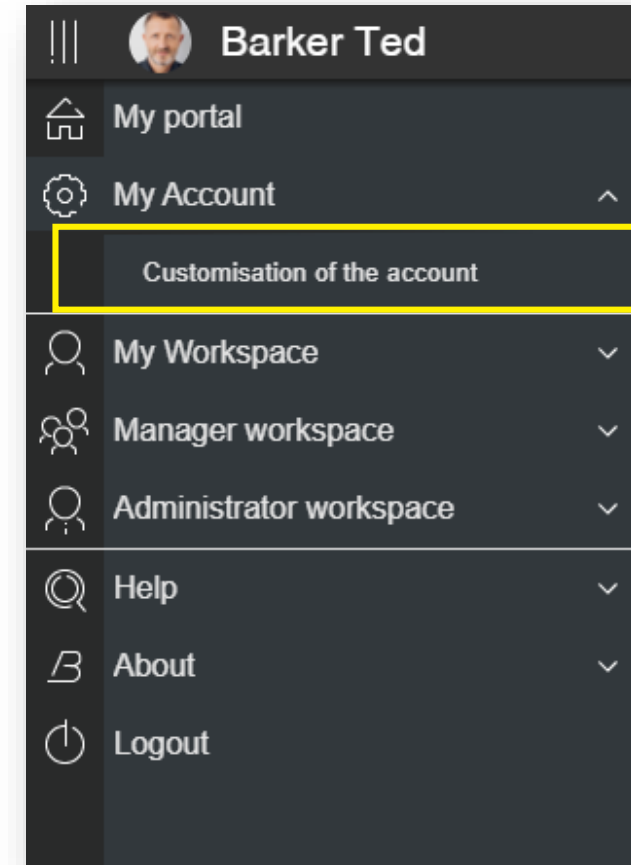
This list is updated in real-time, and the employees are listed in alphabetical order.

When you click on the tile, you will be taken to collaborative workspace calendars.



**Kelio**
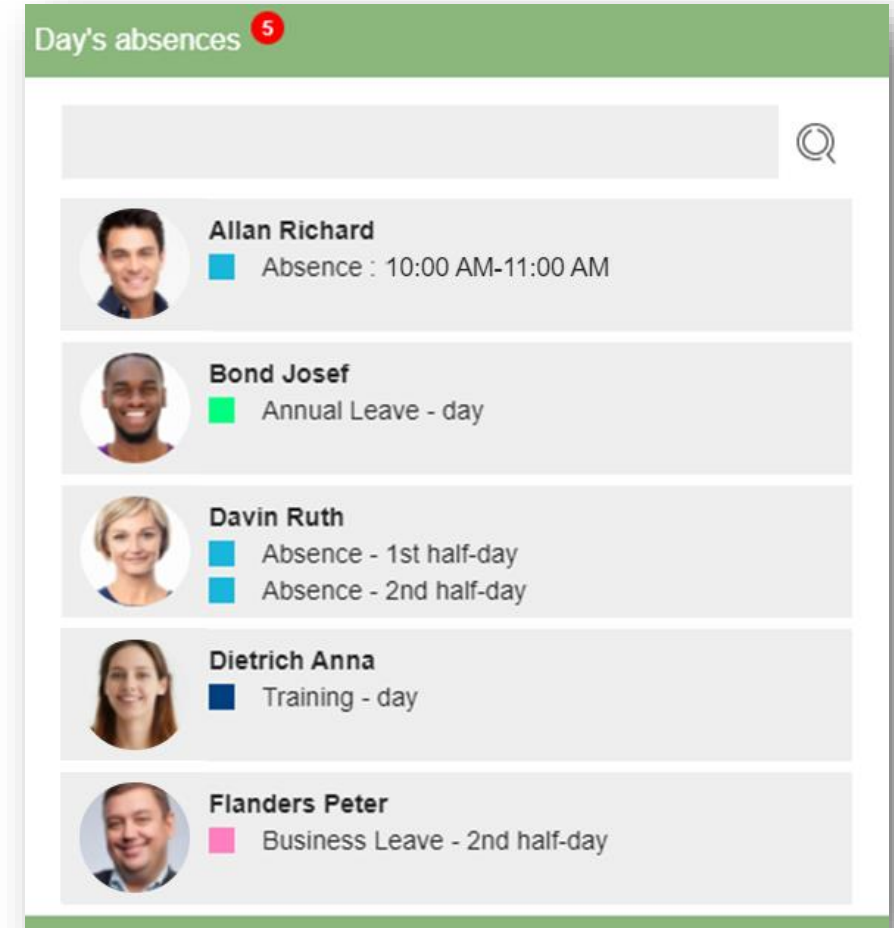
# MANAGING YOUR PASSWORD

- After logging in, you will be able to change your password by clicking on **My account** from the navigation menu.

- Just fill in the required information and save it by clicking on **Validate**.

# Over to you!