

Woffu

Staff leave planner

Employee's Manual

Let's Start!!



Login into your email account



You will have received an email:

Welcome to Woffu, staff leave planner

Woffu

Access to Woffu by clicking "Enter"

Here are our contact details for any inquiries

Woffu

The best way to organize your team's vacations

Hi Laia,

Welcome to Woffu, your online vacation planner.

Antonio Herrero assigned you as department supervisor Marketing.

You're about to start using it freely for a month.

The next step is to register your employees, which you can easily do in the section "[team](#)", by clicking on "add user" .

You can also complete your profile by clicking here: [My profile](#).

For more information on how to register users, please see the user guide [here](#).

[Register Employee](#)

See you soon.

Woffu Team.

Support - Woffu
info@woffu.com
[+34 932 059 750](tel:+34932059750)

01

Welcome! You will see two tabs:

My days: you can apply for holidays and absences

My profile: you can see your personal information and the pending holidays

The screenshot shows the Woffu web application interface. At the top, there is a blue header with the logo 'Woffu' and the company name 'Midatel Tecnología, SL'. Below the header, there are two tabs: 'My days' and 'My profile'. The 'My days' tab is active, and a blue arrow points from the text 'My days: you can apply for holidays and absences' to this tab. Below the tabs, there is a section titled 'Request days' with a blue airplane icon. The main content area has a light green background and contains the following elements: a large number '20' representing 'Available days', a smaller number '6 used of 26', and 'Leave days 2.1'. To the right of the '20' is a form for requesting days off, including a 'Reason' dropdown menu set to 'Vacaciones', a 'From' date field with a calendar icon, a 'to' date field with a calendar icon, and a '0 Selected' indicator. There is also an 'Add file' button with a plus icon. Below the form is a text area labeled 'Add comment'. At the bottom right of the form area is a green button labeled 'Request days'. A blue arrow points from the text 'My profile: you can see your personal information and the pending holidays' to the 'My profile' tab.

02

“My Days” Make requests and wait until your supervisor has accepted them

Request days

20 Available days

6 used of 26

Leave days 2.1

Reason Vacaciones From [] to [] Selected

Add comment

Add file +

Request days

1º

Select the **reason**
Holidays, illness, etc.

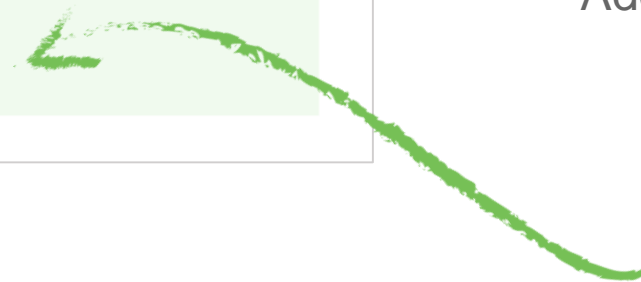
2º

Choose the **dates**

3º

Add a comment, if you want

Apply!!



In **My days** you can also see your calendar and the information on your request:

My calendar

Pending Accepted - pending to use Used Holidays

June 2016						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2016						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2016						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2016						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2016						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2016						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

My requests

Pending

From 22/06/2016 - 1 day

Vacaciones

See more

Pending
accepted
rejected
all

You can filter by the status request (pending, accepted, rejected or all)

03

In "My Profile" you will see:

Personalize your account
(Change the name and add
your photo)

Total amount of holidays

▲ | User's profile [modify](#)

No image added

Drag here the image (jpg, gif o png) or click in + to select from your computer

First name and last name
Iaia Hernando

Employee ID

Job title
Account Manager

Department
Marketing

Person responsible
Antonio Herrero

Supervisor

Employee's start date
20/01/2016

▲ | My days

20

Vacaciones (Compensación festivo) 22/04/2016 -1

Vacaciones (Día Extra) 22/04/2016 1

Vacaciones (Ajuste año anterior) 15/04/201631/03/20164

Available days

6 used of 26

▲ | User's history all ▾

Accepted - pending to use




05/12/2016 - 05/12/2016 - 1 day

Mudanza 20/04/2016

Requested: 20/04/2016

Review your history. You can cancel a request that you have made if you didn't take it

04 In "My Account":

▲ |  User's account  modify 

E-mail
laia@woffu.com

Password

Role
Person responsible

Calendar
Midatel Tecnología

Labor Agreement
Marketing

Weekly holidays
Saturday, Sunday

Language
English

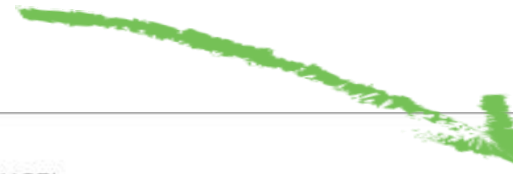
Create your password!!

*woffu will remember your Access avoiding
having to enter your password each time*

Set the Language you prefer

05

If you want to **come back** to Woffu, please click **LOGIN**



Woffu

FUNCIONALIDADES

PRECIOS

EXPLORA

CLIENTES

WOFFU VS EXCEL

LOGIN

REGISTRARSE

Gestiona las vacaciones y ausencias de los empleados

Optimiza el calendario vacacional de manera eficiente y sencilla



nombre@empresa.com

EMPEZAR



Si ya tienes o te han creado una cuenta, accede desde la opción superior ENTRAR


LOGIN

<https://app.woffu.com/#/login>

If you have registered with a Google Apps account, you can login here

Accede a Woffu

¡Buenas vacaciones!

 Entrar con Google

Tu email

Contraseña

Entrar

You can also fill these fields with your email account and the password that you created

06

If you want to **recover** your password:

g+ Entrar con Google

Tu email

Contraseña

Entrar

Do you want to recover the password?

Do you want to recover the password?

Solicita cambiarla

Tu email

Enviar

Entrar

Enter the email account you use on Woffu and you will receive an email with the access to Woffu.

Sent Email

Te hemos enviado un e-mail con las instrucciones para restablecer tu contraseña.

Entrar

You will receive and email from Woffu

Woffu

Restablecer contraseña.



Woffu

La mejor forma de organizar las vacaciones de tu equipo

Hola Laia,

Para restablecer tu contraseña haz click en el siguiente enlace:

Restablecer contraseña.

Hasta pronto.

Equipo Woffu.

Soporte - Woffu

info@woffu.com

932 061 848

Click "Reset password" and enter a new one



We have reset your password

That's it!

Woffu

Staff leave planner

Employee's Manual

See you soon!