

Woffu

Employee Manual

Let's get started!

00

To login please check your email
inbox



You should have already
received an email from your
manager

Woffu

Access to your account by clicking in

LOG IN

Drop us a line if we can do
anything for you :)

Woffu

The best way to organize your team's vacations

Hi Kelly,

Welcome to Woffu, the online vacation planner of Midatel.

Your supervisor registered you and now you have an amount of 20
vacation days.

This is the direct link to your Woffu account, where you will be able
to request vacations to your supervisor and complete your
personal data in your profile:

LOG IN

To request vacations you have to select the date range in the
calendar, choose a reason and click on "Request". It's easy!

For further information, you can take a look to the employee's
guide [here](#).

See you soon,

Woffu Team

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

01

Welcome! You will see three tabs:

The screenshot shows the midatel employee portal interface. At the top, there is a blue header with the midatel logo and a user profile for 'Kb Hi, Kelly'. Below the header are three tabs: 'My days', 'My Presence', and 'My profile'. The 'Request days' section is active, showing a large '22' for available days, a reason of 'Vaca Vacation', and a code 'Have fun :) (23 days)'. There is a green 'Request days' button and an 'Add file' link. The 'My calendar' section shows three monthly calendars for March, April, and May 2017, with a legend for Pending, Accepted, Used, and Holidays. The 'My requests' section shows a 'Pending' status and a 'See more' link. The 'Next holidays' section lists 'Domingo de Ramos' and 'Viernes Santo'.

My days: Make your absence and vacation requests. You can also see your personal calendar

My presence: Check your daily work schedule and clock in and out (if applicable)

My profile: Your personal data, available days and requests history

02

My days Make requests and await for your manager's answer

midatel

My days My Presence My profile

Request days

22 Available

0 used of 22

Reason: Vacation

From: [calendar icon]

to: [calendar icon] 0

Have fun :) (23 days)

Add comment

Add file

Request days

1°

Select the **reason**
Vacations, sickness, etc.



2°

Select a **date range**



3°

Add a brief **comment** (If you feel like it)



Request!

In **My days** you will also be able to see your personal updated calendar, get organized!

My calendar

Pending Accepted - pending to use Used Holidays

May 2017						
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			

June 2017						
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 2017						
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 2017						
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 2017						
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 2017						
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				

iCal

My requests

Pending

From 22/05/2017 - 3 days
Vacation: I need to take some time off...

Pending
Cancel
Add file

See more

In the list, you can filter by status of the request (pending, accepted, rejected or all)

Export the Woffu calendar view to the other programs (Google Calendar, Outlook...)



03

My Presence...

Confirm your monthly working schedule

Clock in and out

midatel

Kb Hi, Kelly

My days My Presence My profile

Tracking times Check-in

My Presence < last month next month > Confirm


Date	Reason	Reason hours	Entry time	Departure time	Break time	Working day schedule	Total hours	Difference	Confirmed	Comments
01/02/2017			08:00:00	19:00:00	2.0	8.0	0.0	1.0		
02/02/2017			09:00:00	18:00:00	1.0	8.0	0.0	-8.0		
03/02/2017			09:00:00	14:00:00	0.0	5.0	0.0	-5.0		
04/02/2017							0.0	0.0		
05/02/2017							0.0	0.0		
06/02/2017			09:00:00	19:00:00	2.0	8.0	0.0	-8.0		
07/02/2017			09:00:00	19:00:00	2.0	8.0	0.0	-8.0		

If necessary, modify your working hours, you will have to wait until your manager validates the change

04 My Profile...

Add a profile picture, modify your password, change your idiom...

My profile modify

Employee ID	134	 + ×
First name and last name	Kelly Baker	
NIN	11212312L	
N.S.S.	01234567/08	
Job title	Key Account Manager	
Department	Marketing	

Check the balance of your days

My assignments Add

Available **11 days** (12 used of 23)

VACATION

Vacation	12/05/2017	03/01/2018	23 days
----------	------------	------------	---------

Total **23 days**

My history All

Vacation	Del 01/06/2017	al 07/06/2017	4 days ×
Requested: 09/05/2017			
Pending Add file			

Check your requests history; you can also apply to cancel past requests (As long as the date has not expired)

05

To Log In again...



Woffu

FEATURES

PRICING

PRESENCE

CLIENTS

WOFFU VS EXCEL

LOGIN

REGISTER

Staff leave planner for your team

Optimize the vacation calendar in an efficient and easy way

FREE
15 days
Use it without
limits

E-mail

START

Enter your e-mail



LOGIN

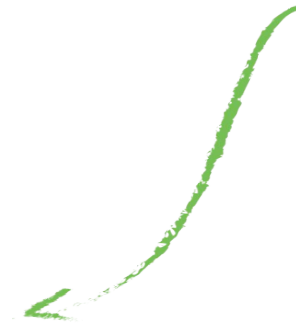


<https://app.woffu.com/#/login>

Use your Google Account to
Sign in

A login form with a blue header. The header contains the text 'Welcome!' and 'Enjoy your vacation time!'. Below the header is a dark blue box containing a red button with the Google+ logo and the text 'Log in with Google'. Underneath the button are two white input fields: 'Your e-mail' and 'Password'. At the bottom of the dark blue box is a green button labeled 'Enter'. Below the dark blue box, at the bottom of the blue header area, is the text 'Did you forget your password?'.

Or introduce your email and
the password you have
previously created



I forgot my password. How do I reset it?

Log in with Google

Your e-mail

Password

Enter

Did you forget your password?

Did you forget your password?

Change password

Your e-mail

Send

Enter

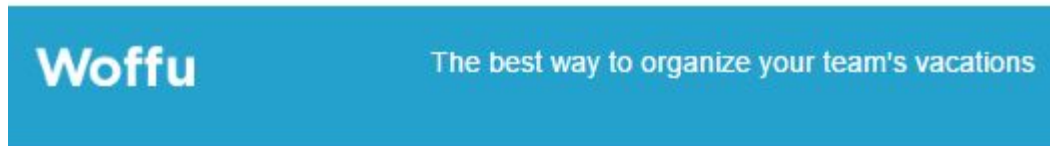
Write your email address and you will receive an email to Login again

Sent e-mail

We have sent you an e-mail with the instructions to reset your password.

Enter

You've got an email!



Hi Kelly,

Click on the following link to reset your password:



See you soon.

Woffu Team.

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

Click on "Reset your password" and introduce a new one. You will automatically login to your Woffu's profile



We have reset your password.

Easy Peasy! Try to remember it!

Woffu

Have a nice day!