

Sloneek manual

Manager guide



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What is Sloneek and why do we have it?

Sloneek is an online application that helps you to:

- Easily enter vacation, business trips and other events
- Approve vacations and work for your team members
- Manage evaluation and have a perfect overview of your people's performance
- Sign documents and take over work tools
- Track important company notifications

💡 Sloneek is designed to streamline processes, facilitate communication and serve you up data for what matters most – working with your people.

Setting a password and logging into the app

1. After your HR activates your Sloneek accounts, you will receive an **activation email** with a link to create a password.
1. Click on the link, set your password and log in to the app. 🙌

If you have a corporate Google or Microsoft email, you don't need to set a password. Just go to the [login page](#) and sign in with Google or Microsoft.



More info

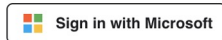
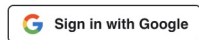


Connect your calendars

1. Go to **My Profile / Notifications and Integrations** in the app..
2. Click on one of the following buttons at the bottom of the page:

 Google

 Microsoft



3. Give the app the necessary permissions, then just select the calendars you want to connect.



How to enter vacation and other absences?

1. Click on the **New Absence button** directly from the main desktop or from the Absence Calendar or My Absence section.
1. Choose from the available absences in the dialog box, enter a time range and let the system check if everything is alright.
1. If it is, create the absence. 😊

💡 You can find all your balances and absences in the **My absences** section.



How to approve absences of your subordinates?

1. The moment one of your subordinates requests an absence (typically a vacation), you will receive a notification in your email and app.
1. You can **approve the absence with one click directly from the email**. Alternatively, you can also go to the **Approvals** section in the app and approve or deny requests from there.


💡 Depending on your company settings, you can also approve work activities in the same way.



Where to check up on your team?

Go to the **Colleagues** section and you can immediately find the contact details of any colleague. However, if you only want to view your team, follow these steps:

1. In the Team column, filter the team you are a manager in.
2. Click **Settings** in the right sidebar and save the configuration you just created.

 When you click on one of your team members in the list, you'll be taken to their user card, where you can continue working with them.



How to enter and manage evaluation?

As a team manager, you have a variety of tools at your disposal to effectively evaluate your people. Depending on your company's practices, you can::

- Complete evaluation questionnaires
- Evaluate and update the skills of your subordinates
- Add and evaluate team and individual goals
- Compile final summaries

The process is very simple:

1. To manage your people's evaluations, go to the **Colleagues** section, click on a specific user and the **Evaluations** tab.
2. Create or update an evaluation questionnaire, skills assessment, performance objectives or final summary.

 To create team goals, go to the **Company / Evaluation** section.




How to sign a document and take over the asset?

The moment a document or work asset is assigned to you, you will receive a **notification in your email and app**. At the same time, Sloneek will also notify you on the main dashboard that an action is required of you:

Action (5)

Assets	Documents
Lenovo 5520	Contract 23
Inventory number 65656	Document type Contract Document author Dynamit Jan
Accept Reject	Show

 Simply click on the document or work asset detail, and if they require a signature, **sign it electronically and securely**.

Always keep up to date with what's new



👁️ Your dashboard is the place where you can find out what's new in the company the fastest. Take a minute here every day to stay in the loop.


Right on the main dashboard in the app, you can:

- Read important company announcements
- Post and receive kudos
- Quickly find out which colleagues are not at work that day
- See who is celebrating a birthday or work anniversary



Anonymous trust box


Do you want to report a problem in your company or are you just worried about something? Send it **anonymously** to the trust box. Your suggestions can make things better.

Write a message (max. 500 characters)	Select an attachment
I have got a confession to make...	 Click here or drag one PDF, JPG or PNG file here

AI assistant is there for you 24/7

Before you go looking for help from your HR, try our AI assistant. It's powered by **ChatGPT-4** and can answer most of your app-related questions. 😊

You can find the AI assistant under the **question mark bubble** in the bottom right corner of the page.

Sloneek AI Assistant  [New chat](#)

Our AI Assistant is trained on our entire website and all our documentation. It can answer most of your questions. But it's not perfect. Please let us know in case it gets it wrong. 😊

Where can I find my signed documents?

You can find your signed documents in the **ME / My Documents** tab. After signing a document, you can also download a copy of the document and the signature by clicking on the document detail and pressing the download button.

Sources

[Electronic signature and document confirmation](#)

Everything at your fingertips with the mobile app

Also try our mobile app! You'll see how **easy and convenient** it is to approve vacation or enter business trips.



Thank you for having us.



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