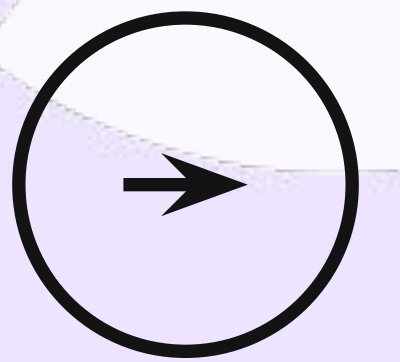




User Guide

Learn to master Sloneek in no time. 🧠



Your reliable work companion

Why do we have Sloneek?

- ✓ Enter holidays easily and see your current balance
- ✓ Quickly log and see how many hours you have worked
- ✓ Sign documents and accept work assets
- ✓ See the tasks you are responsible for
- ✓ Find contact information to your colleagues
- ✓ Follow what is happening inside the company



How to set a password and log in?

More help

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

If you have a company 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**.



Check your profile

1. After logging in, first go from the left menu to **Me / My profile**.
2. Double check that all information in your folder is correct – and potentially update it. You can also update your profile at any time in the future.



 You may also [upload your profile picture](#) to show everyone your great smile!



Connect your calendars

[More help](#)

😊 If you are using **Google** or **Outlook** calendar, how about you automatically send all your planned absences over there?


1. Click through to **Me / Notifications and Integrations** and scroll down to find the Google or Microsoft section.
2. If not signed in with Google or Microsoft yet, this is the right time to do it.
3. Click Settings and **select all the calendars** you want to connect.



How to request your vacation?

[More help](#)

1. Simply click on the **New absence button** from one of these places:
 - Dashboard
 - Quick overview
 - Me / My absences
 - Calendars / Absences
 - Mobile app (more about it later 🤖)
2. Select which absence you would like to enter and the time range. Send it for approval and enjoy your time off!

 In **Me / My absences** you can always see your current balance for all available absences. Fast and clear.



How to clock in and clock out?

[More help](#)

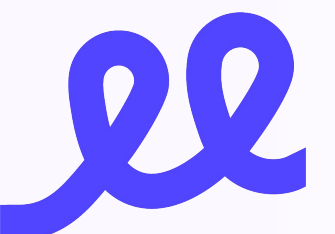
1. When you arrive at work, simply press **Clock-in** from your dashboard, mobile app or on the terminal screen.
2. When you leave work, you have two options:

 **Enter exit**

 **End work**


3. If you call it a day, press **End work**. If you plan to return (maybe you are just taking a break), press **Enter exit** and select where you are headed.

 See how much you have worked in a given month from the **Quick overview**.



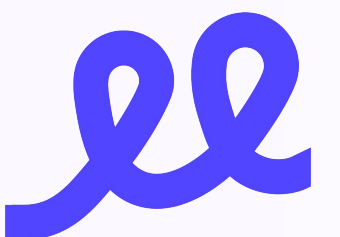
How to enter work activities? (I.)

[More help](#)

 In Sloneek, you may plan your activities in advance, enter them retrospectively, or launch them in real time using our timetracking.

Entering activities **into the future** or **retrospectively**

1. The process is the same as with absences. Go either to your Dashboard, Quick overview, Me / My activities, Calendars / Timetracking & Activities or to your mobile app, and press the **New activity** button.
2. Select which activity – and possible which **client** and which **project** – you would like to track your work for. Enter the time range and just create it!



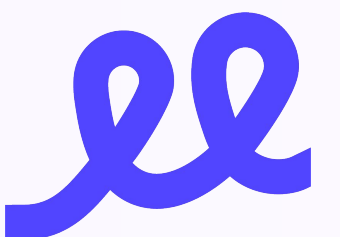
How to enter work activities? (II.)

[More help](#)


Entering activities via **timetracking**

1. If you are using timetracking, simply find the **Play button** in the top bar of the app and continue the same way as described on the previous slide.
2. Run the activity and do not forget to stop the timer once you finish! 😊

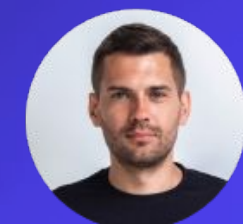
💡 In both cases, check how much time you have worked in a given month in **Me / My activities**.



Say Hi to your colleagues

 There are times when you need to **find the contact information** on some of your colleagues. Quickly without too much effort.

1. Just go to **Company / Colleagues** and find the colleague you are looking for.
2. Open the detail of your colleague and see the e-mail address or a phone number.

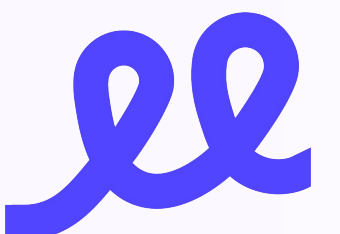


Sign documents, take over assets

[More help](#)

1. Right from the dashboard, see all the documents and work assets where you are expected to take an action.
2. Open the document or the asset, read what it is all about and – **sign it electronically** if the document requires it.

 You may find all your documents and assets later under your profile in **Me / My Documents** and **Me / My assets**, respectively.



Follow the dashboard, engage

[More help](#)

Your company dashboard is a great place to keep an eye on. See what it has to offer!

- Follow important **company announcements**
- Give and receive **kudos** (praise others!)
- See who is having a day off or has a planned vacation
- **Celebrate** your colleagues' birthdays and anniversaries 🎉
- Find out about your assigned tasks and documents
- Access company wiki articles

🙌 Engage in your company life and help make your work a better place.

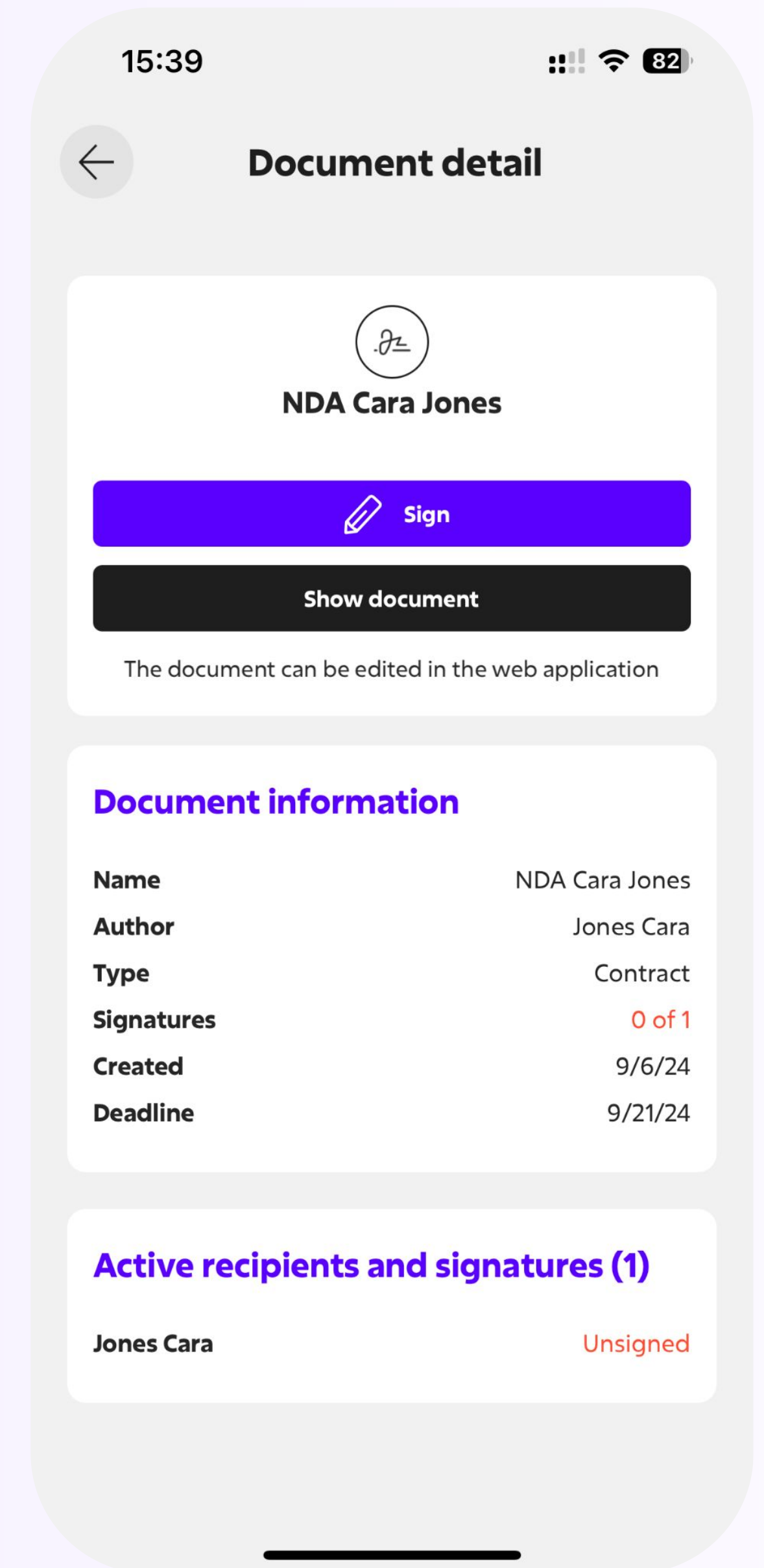


Download our mobile app!

😊 Perform the most important actions right from your pocket. Quickly, conveniently and easily.

What can you find in the mobile app?

- Request vacation
- Enter your work
- Find your colleagues
- Follow company announcements
- Sign documents
- See your tasks



Summary and key tips

👉 Don't see Sloneek as your enemy, we are here to help you **simplify processes** and get a better overview.

👉 If you don't know what to do, don't spend too much time struggling and **contact either your HR or us directly**.

👉 Give us your feedback so we can improve the app not only for your HR, but also for you.

- ✓ Full support for all users
- ✓ Extensive Help Center
- ✓ Guides and tutorials always for free
- ✓ Count on us, we are here to help 😊



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**Thank you and
keep Sloneekin'!**

slon**k**

