Worklife myPortal Mobile Daily workflow & use cases

Worklife myPortal® | Worklife Payroll® | Worklife CoreHR® | ES Mobile Suite®

User guide & configuration guide

Identity

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Contents

Introduction

The purpose of this manual is to provide basic user and configuration information for the **Worklife myPortal Mobile** application and guide you step-by-step through its features, helping you to make the most of the tools available to you. The **Worklife myPortal Mobile** app is not just a time recording medium, but a digital assistant that simplifies bureaucratic processes and enhances communication with the company.

Through the application, each employee and executive can now:

- **Manage their time**: From the electronic scanning of the work card (QR Code) to the scheduling of leave and overtime.
- **Have full transparency**: Direct access to payroll data, contracts and personal documents with absolute security and privacy.
- **Stay informed**: Access to company news, announcements and the team's contact list in real time.
- **Act immediately**: Submit and approve requests in just a few clicks, removing time-consuming print processes.

Note that: The application is constantly upgraded to meet your needs. Make sure that you are using the latest version to access all the new features described in the following pages.

Dashboard

The dashboard is the central management environment of the ES1 | Worklife application. It is designed to provide direct access to your profile information and the functions you use most often, ensuring an organized and efficient user experience.

Key elements of the screen:

- **Profile & Role Information:** The upper part of the screen shows the employee's name, accompanied by the details of the department and specialty. This section confirms the successful login to your personal account and ensures that the operations you perform correspond to your role within the organization.

Navigation Main Menu:

- **Application Menu (top left):** By clicking on the icon ☰, you can access the full range of application services, such as leave and request history, as well as other auxiliary features.

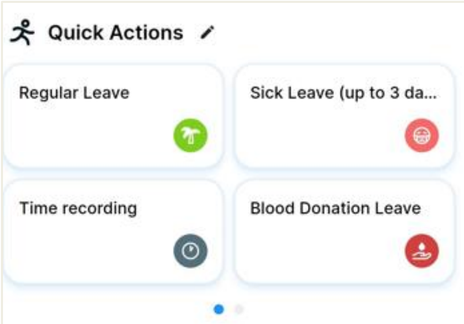
User Tip: The dashboard acts as the starting point of the application. Wherever you are in the app, you can return here by clicking on the dashboard icon, in order to have immediate supervision of anything pending.

It is recommended to regularly refresh (Reload) your dashboard to stay up-to-date in real time with changes in anything pending. This action ensures that all widgets reflect the current state of your data.

Quick Actions

The “Quick Actions” section is designed for the immediate and effective management of the most frequent work requests. Its purpose is to speed up daily processes, enabling the user to submit requests in minimal steps.

Detailed features of the module:



- **Leave Management:** Through the available options, the user can submit a request, e.g. for regular leave, sick leave, etc. By selecting the corresponding icon, you are taken to the screen meant for adding a new request. This process ensures that the Human Resources department is informed in time and that the leave is automatically added to the plan.

- **Time Recording:** This function is the digital tracking tool for your working hours. By enabling this option, the user accurately records the time of arrival and departure from the workplace. Using this module is essential for accurate attendance tracking and avoiding discrepancies in payroll data.

  Why can't I see this action?
  This action is only displayed if it is enabled parametrically in the application settings.

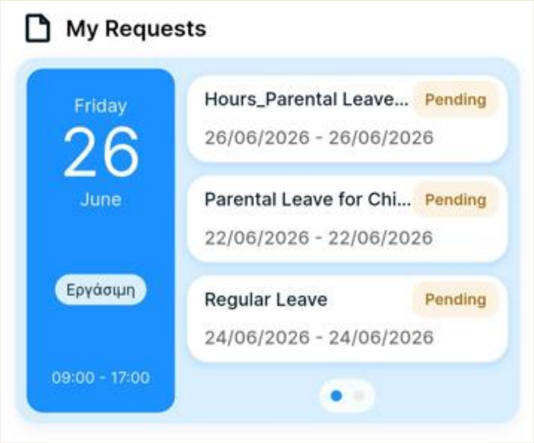
Pressing the option displays the Quick Actions modification screen. Its purpose is to allow you to personalize the application's Dashboard, so that you can only access the features you use most frequently. A detailed description of the functionality of this screen can be found in the relevant section "Modifying the Quick Actions".

Calendar & Request Management

This module is the central control point for individual planning and monitoring of the progress of the requests you have submitted through the application. It allows you to have a direct view of your current work schedule and the state of anything pending.

Details of the module:

- **Current Day Information:** The left part of the widget shows the current date and scheduled working hours (e.g. 09:00 - 17:00). Your "Working day" indicator confirms the status of the day, allowing you to have a direct view of your mandatory job framework at any time. If you click on the date you are transferred to your Personal calendar.
- **Managing Requests (My Requests):** On the right side of the screen, all submitted requests (such as leave, sick leave, remote work, etc.) are collected and are pending.

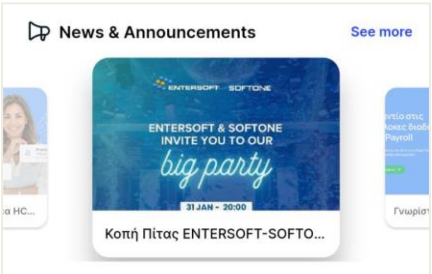


  - **Monitoring the State of Pending Requests:** This module collects all requests that are currently under process. This feature provides the user with direct and autonomous information on the progress of their requests, eliminating the need for communication with the Human Resources department.
  - **Edit & Review:** By clicking on a request card, you can view details such as the exact amount of time and attachments that may accompany it. More details about the requests can be found in the relevant section "My requests".

User Tip: We recommend that you check your request list regularly, to confirm that they have passed the approval stage. In case you notice any discrepancy in the date details, you can contact the administrator to correct them immediately.

News & Announcements

At the bottom of the screen there is a carousel with company news and announcements. The user can click on **"More"** to view the entire list of updates. A detailed description of the functionality of this screen can be found in the relevant section "News & Announcements".



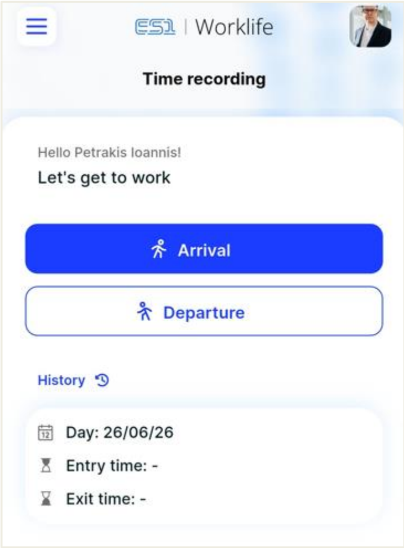
Digital card

The “Digital Card” feature replaces the use of a traditional physical card, allowing the employee to declare the start and end of their work day in a digital way, ensuring the accuracy of attendance.

The digital card option appears only if it is enabled parametrically in the application settings.

Time Recording

Declaring Presence



- **Arrival**: By pressing the blue “Arrival” button upon your arrival at the workplace, the system records the exact start time of your work day.
- **Departure**: Respectively, at the end of your working hours, you press the "Departure" button to finalize your work time recording for that day.

Current Day Overview

Below the arrival/departure buttons, there is a box with the current date and the recorded entry/exit times. If a field remains blank (e.g. "Exit time: -"), it means that the corresponding action has not yet been registered.

History

By clicking on the word "History", you are transferred to a detailed screen where you can see the file of your previous recordings.

- **Filtering**: You can select specific time intervals (e.g. "Today", "Yesterday" or a custom date range) to search for older records.
- **Details**: The system displays a list of all recordings, displaying the date and time of each event, allowing you to check the correctness of your individual attendance.

User tip: Proper recording of arrival and departure is necessary to avoid mistakes in payroll. We recommend that you make sure you press the "Departure" button before leaving your workplace.

Digital Card QR

The "QR Digital Card" module provides the employee with a personal and unique identification code, which facilitates the check-in/check-out process when entering and exiting the company's workplaces.

This option appears only if it is enabled parametrically in the application settings. If it does not appear, you should contact the system administrator.

Operation & Use

The digital card in the form of a QR Code replaces traditional plastic entry cards, offering security and speed:

- **Personal QR Code**: Upon entering the module, you can view the unique QR code corresponding to the employee profile.
- **Identification:** The user displays the screen of their mobile phone to the special readers (scanners) located at the company's checkpoints.
- **Employee Details**: Under the code, you can confirm the Full name, Company and employee Code.

Module Features

- **Add to Google Wallet & Apple Wallet:** For even greater convenience and speed when entering/exiting the workplaces, the user has the ability to store their digital card in the Wallet of their device

  Apple Wallet (iOS): By pressing the special icon ("Add to Apple Wallet"), the card is saved in the iPhone Wallet app. It is directly accessible, even from the lock screen.

  Google Wallet (Android): Respectively, Android users can add their card to Google Wallet for easy retrieval at any time.

- **Offline Access:** The digital card is readily available through the application, eliminating the need to transfer physical documents or cards. The card in the Wallet is available even without an internet connection.

Note that

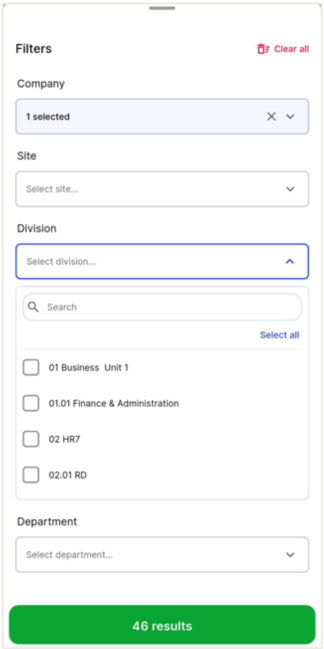
The QR code is strictly personal. For reasons of safety and proper maintenance of the working hours in the ERGANI system, third parties are not allowed to share or use the code.

User tip: For faster access upon entering the company, make sure that you have set the brightness of your screen to a satisfactory level so that the reader (QR Scanner) can "read" your password immediately.

Company

Directory

The "Directory" module acts as the organization's internal contact index. It enables you to search and contact colleagues directly, providing information about their location and the structure of their department.



Employees are listed alphabetically, and each employee entry in the list includes:

- **Full name:** Full details of the employee.
- **Department & Position**: Brief description of their role (e.g. Sales, Production), allowing for a direct understanding of their specialty.

The features provided to the user are:

Default Company Filter: When entering the contacts page, the company to which the employee belongs is displayed as the default filter. This filter is automatically applied regardless of whether the organization includes one or more companies, ensuring that the user directly sees their familiar work environment.

Smart Search: At the top of the screen there is a search field where you can type a person's name or job position for quick detection.

Specialized Filter: By clicking on the filter icon, you can limit the results by selecting specific criteria, such as “Company”, “Site”, “Division” or “Department”. This makes it easy to find people within large organizational structures. If you want to turn off all the filters you have selected you can use the cleaning Clear button .

Contact Card:

Selecting a colleague from the list opens a pop-up card with all available information:

- **Role Details**: Displays the exact position and reference to the hierarchical supervisor.
- **Communication Channels**: The application provides direct access to three communication icons:

  Phone call: For direct phone communication.

  E-mail: To send an e-mail.

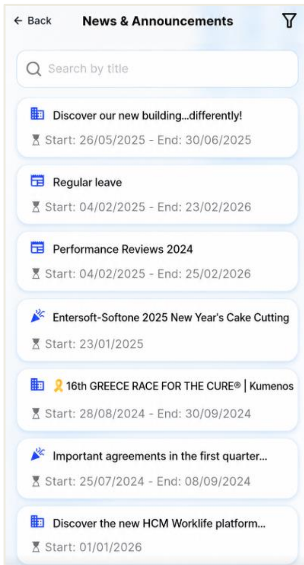
  Microsoft Teams: For instant messaging through the collaboration platform.

Communication channels can be opened even if you swipe left the corresponding contact in the list.

User tip: In cases of searching for people in large organizations, the use of filters (Company/Department) is the most effective way to locate the appropriate partner without delay.

News & Announcements

The module "News & Announcements" is the main communication channel of the company with the staff. Through this field, we ensure that you are informed about corporate events, internal policies and important Human Resources announcements in a timely manner.



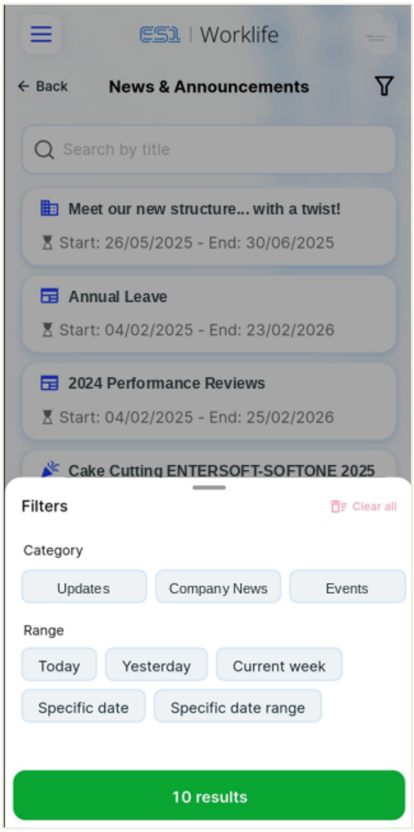
Functional capabilities:

- **Updates (Carousel):** At the bottom of the dashboard, the most recent announcements are displayed in card format. The module is navigated by horizontal scrolling (swiping), allowing you to quickly navigate through published topics.

- **Access to the Announcements Archive:** By clicking on the **"More"** link, you are transferred to the full file of the announcements. There, the updates are listed in chronological order, making it easier to search for older messages or instructions.

- **Filter & Customize Content:** To optimize your experience and focus on the information that is directly relevant to you, you can use the filter icon located at the top right of the section . The available options include:
  - **Time Interval:** Select an interval from the available options.
  - **Categories:** Select a specific category of topics (e.g. corporate news, educational programs, internal processes) to filter content according to your interests or the needs of your role.

User Tip: We recommend that you systematically visit the "News & Announcements" module, as it is the official channel for information on any changes in internal procedures or new privileges regarding staff.



Leaves

This module provides a full overview of your leave rights, as well as the ability to submit and monitor relevant requests. It is where you can manage your leave planning with absolute transparency.

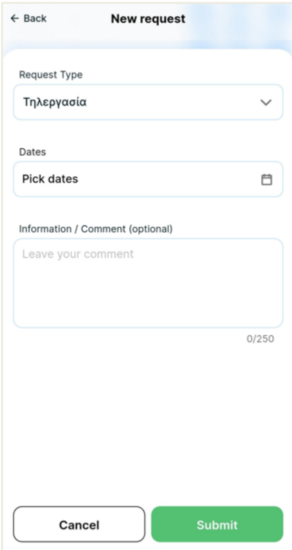
Overview

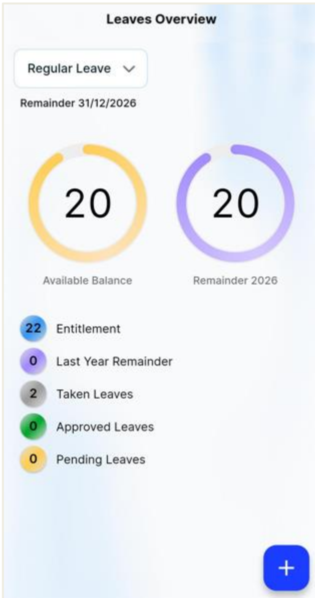
In the “Overview” option, you can track the balance of the eligible leave days.

At the top of the screen, there is a drop-down menu. By clicking on the arrow, you can select the specific type of leave you wish to check (e.g. Regular Leave, Parental School Leave, etc.). By selecting the type, the entire screen–diagrams and analytics–is automatically updated to display the data specific to that category.

Two circular charts show the "**Available balance**" and the "**Remainder for the current year**", allowing you to know at any time the remaining number of days off.

The first chart shows the available leave balance, after the approved and pending leaves have been removed, while the second chart is the leave balance that includes only the days off that have been finalized in the payroll.





Additionally, detailed information is provided for:

- the total eligible leave for the current year
- last year’s remainder
- leaves taken
- leaves approved
- all pending leaves.

Submitting a new request

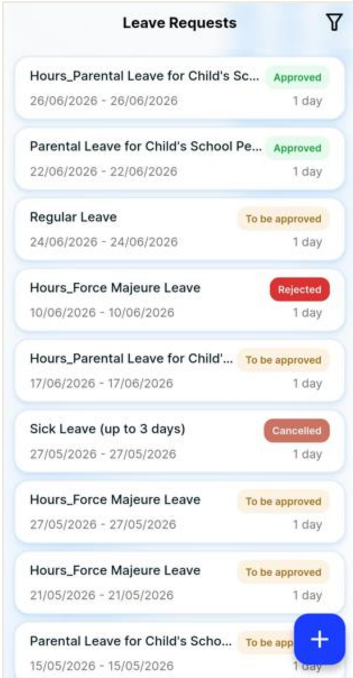
By pressing the blue "+" button (at the bottom right), you can create a new request.

You can select the dates through the integrated calendar and add optional comments (up to 250 characters) to better inform your supervisor.

If the request type allows it, clicking on the attachment field allows you to download files from your device or use the camera to photograph a document.

User Tip: Before proceeding to a new request, always use the drop-down menu to make sure that you are looking at the right balance for the leave type you are interested in, to avoid making mistakes in the submission.

My requests



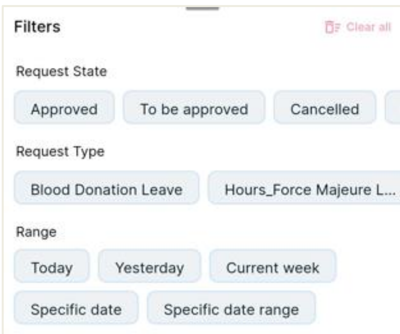
On the main screen of the “My requests” section, the total number of leave requests you have submitted is displayed chronologically.

Request Details: Each entry shows the type of leave, the time period (from/to) and the date of submission.

state: On the right of each card there is a color indication for the state of the request: “To be approved” (orange), “Approved” (green), “Canceled” (dark red) or “Rejected” (bright red).

Add new: The blue "+" icon remains available to start a new request process immediately.

To quickly locate specific entries, you can use the filter icon .



State & Type: You can filter the list by selecting only the requests that are at a specific stage or for a specific type (e.g. only "Regular Leave"). Please note that only the types that the employee has already registered at least once in the past are shown in the "Request Type" selection list.

Time Range: Default options such as "Today", "Yesterday", "Current week", "Specific date" or "Specific date range" are provided to limit the results.

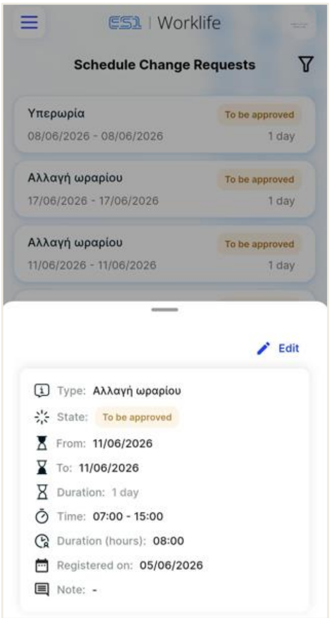
Clean all: For your convenience, the "Clean all" option has been added. This action resets all applied filters to zero at the same time and returns the list to its full, original view without having to de-select each criterion separately.

Overview of a Specific Request

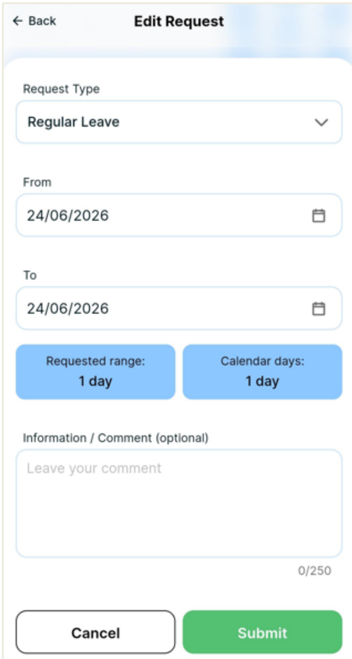
By selecting a request from the list, all of its details are displayed.

You can see request type, the state, the exact dates and the total duration in days.

The notes show the comment you may have added during submission and at the bottom of the screen you can view and download any documents attached (e.g. image or document files), ensuring that all necessary documentation is archived.



Editing: If a request has "To be approved" as state, the user can choose to edit it to make corrections.



The dates (start/end date) of the request may be modified, provided that the data has been changed and additional files or documents (e.g. medical reports, certificates) that may have been received at the initial submission can be attached.

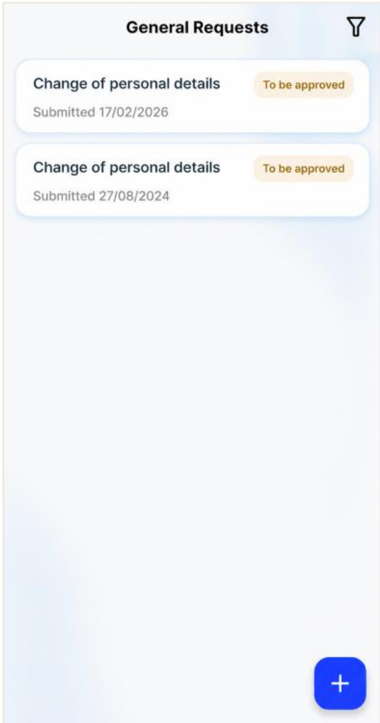
Note The ability to edit ceases to be available once the request changes state (e.g., is “Approved” or “Rejected”). In this case, any change requires contacting HR or submitting a new request.

Tip: The overview screen is the most valid way to confirm that you have attached the correct document (e.g. medical certificate) to sick leave requests.

Requests

This section concerns requests that are not classified in standard leave or sick leave, offering flexibility in communication with the Human Resources department.

General Requests



This feature is designed to cover any request or report that does not fall within the default leave categories. It is a direct communication channel for administrative issues, document requests or other professional needs.

On the main screen, all of the general requests you have submitted is chronologically displayed.

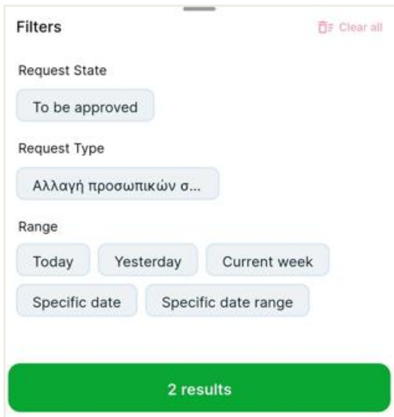
Request Details: Each entry shows the type of request and the submission date.

State: On the right of each card there is a color indication for the state of the request: “To be approved” (orange), “Approved” (green), “Canceled” (dark red) or “Rejected” (bright red).

Add new: The blue "+" icon is available, to start a new request process immediately.

To quickly locate specific entries, you can use the filter icon .

State & Type: You can filter the list by selecting only the requests that are at a specific stage (e.g. "Approved") or that concern a specific category (e.g. only "Personal information update"). Please note that only the types that the employee has already registered at least once in the past are shown in the "Request type" selection list.



Time intervals: Default options such as "Today", "Yesterday", "Current week", "Specific date" or "Specific date range" are provided to limit the results.

Clean all: For your convenience, the "Clean all" option has been added. This action resets all applied filters to zero at the same time and returns the list to its full, original view without having to de-select each criterion separately.

Overview of a Specific Request

By selecting a request from the list, all of its items in total are displayed.

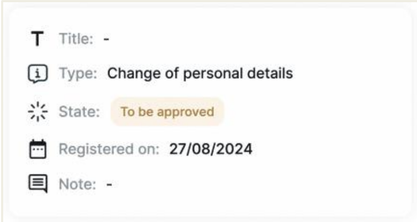
You can see request type, the state, the exact dates and the total duration in days.

At the bottom you can view the date of submission.

Editing: If a request has "To be approved" as state, the user can choose to edit it to make corrections.

Changing request type is not possible.

Note The ability to edit ceases to be available once the request changes state (e.g., is “Approved” or “Rejected”). In this case, any change requires contacting HR or submitting a new request.

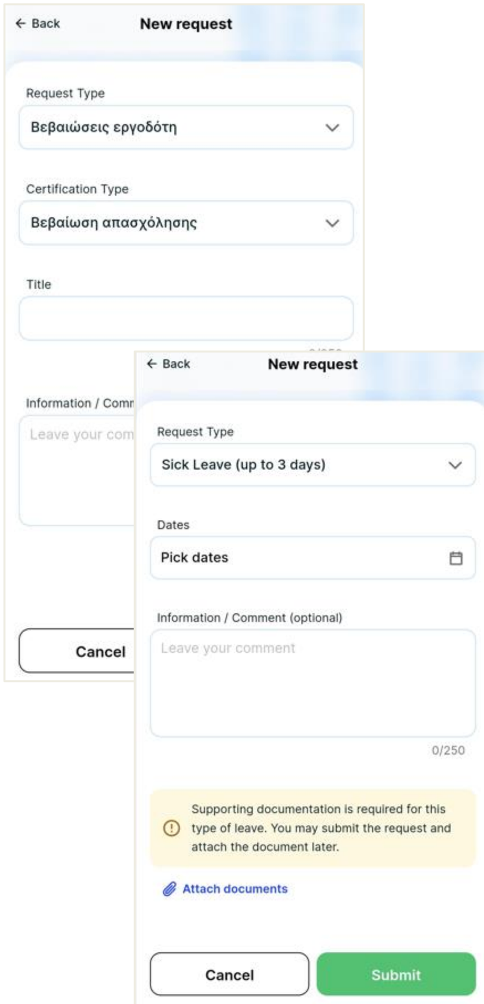


Adding a new request

The submission of requests (schedule change, remote work, overtime) is carried out through a common and user-friendly process.

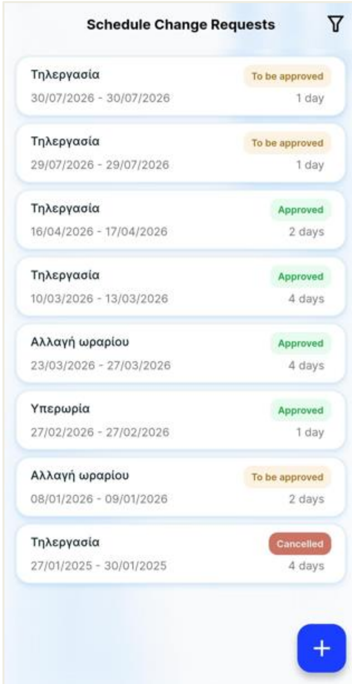
The steps to submit the request are:

1. **Starting the Process:** On the requests screen, select the blue "+" icon at the bottom right. The request type selection menu will open.
2. **Selecting a Type:** From the list that appears, select the category that concerns you: E.g. “Personal details update”, “Benefits” or “Employment certificate”, etc.
3. **Filling in the Details:** Depending on the type of request you choose you can enter a title, comments with the necessary reasons for your request and attach the necessary supporting documents. Clear wording makes it easier for your supervisor to process and approve the requests faster.
4. **Finalizing:** After completing all fields, press the button **“Create”**. Your request will be automatically entered in your history marked "To be approved".



User Tip: Use “General Requests” for topics that require official reporting, avoiding informal communication, to ensure traceability and timely response from HR department.

Schedule Change Requests



This section allows the employee to request a change in their fixed working hours for specific dates, remote work or overtime. This process ensures that management and HR are fully informed of changes in Attendance.

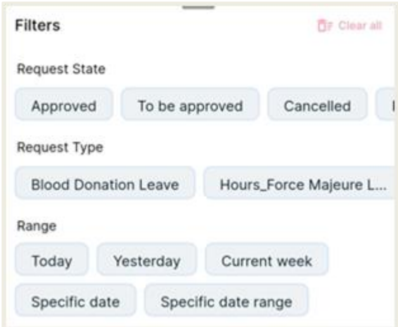
On the main screen, all submitted requests are displayed chronologically.

Request Details: Each entry shows the type of request, the time interval (from/to), the total number of days for the request and the date of submission.

state: On the right of each card there is a color indication for the state of the request: “To be approved” (orange), “Approved” (green), “Canceled” (dark red) or “Rejected” (bright red).

Add new: The blue "+" icon is available to add a new request directly.

To quickly locate specific entries, you can use the filter icon .

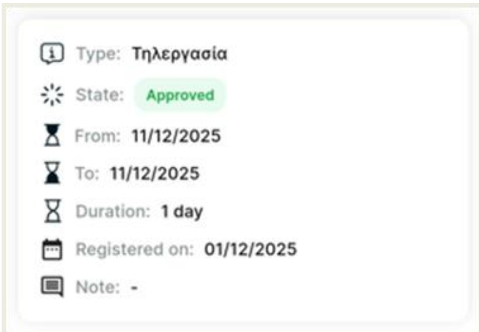


State & Type: You can filter the list by selecting only the requests that are at a specific stage (e.g. "Approved") or for a specific category (e.g. only "Schedule change"). Please note that only the types that the employee has already registered at least once in the past are shown in the "Request type" selection list.

Time intervals: Default options such as "Today", "Yesterday", "Current week", "Specific date" or "Specific date range" are provided to limit the results.

Clean all: For your convenience, the "Clean all" option has been added. This action resets all applied filters to zero at the same time and returns the list to its full, original view without having to de-select each criterion separately.

Overview of a Specific Request



By selecting a request from the list, all of its items in total are displayed.

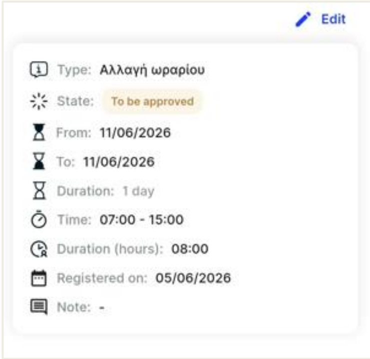
You can see request type, the state, the exact dates and the total duration in days.

At the bottom you can view the date of submission.

Editing: If a request has "To be approved" as state, the user can choose to edit it to make corrections.

Changing the request type is not possible.

Note The ability to edit ceases to be available once the request changes state (e.g., is “Approved” or “Rejected”). In this case, any change requires contacting HR or submitting a new request.

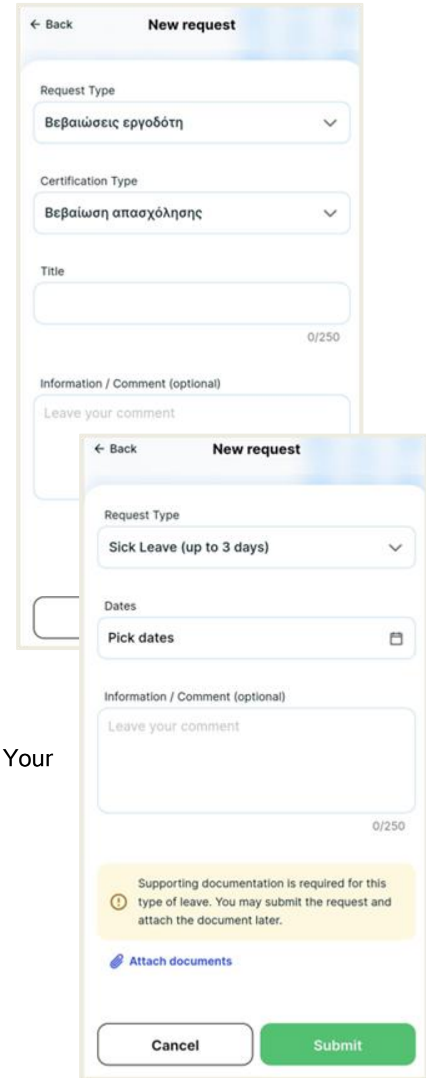


Adding a new request

The submission of requests (schedule change, remote work, overtime) is carried out through a common and user-friendly process.

The steps to submit the request are:

5. **Starting the Process:** On the requests screen, select the blue "+" icon at the bottom right. The request type selection menu will open.
6. **Selecting a Type:** From the list that appears, select the category that concerns you: “Schedule change”, “Remote work” or “Overtime”.
7. **Setting Dates:** Use the built-in calendar to set the exact date (or time range) for which you are submitting the request.
8. **Filling in the Details:** In the “Information / Comment” field, please provide the necessary reasons for your request. Clear wording makes it easier for your supervisor to process and approve the requests faster.
    - If required, enter the working hours (in case of changing hours) in the corresponding fields.
9. **Finalizing:** After completing all fields, press the **“Save”** button (or the submission icon). Your request will be automatically entered in your history marked "To be approved".

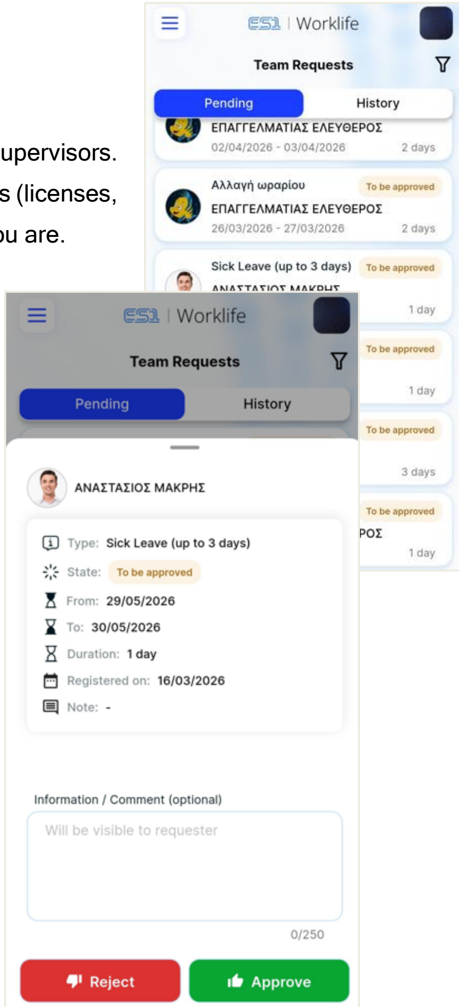


User Tip: It is recommended that you submit your schedule change requests as early as possible so that there is sufficient time to redesign your team's shifts or tasks.

My team

Request management

The “Request Management” function is the central control and management tool for supervisors. Through a user-friendly environment, you can have full supervision of your partners’ requests (licenses, overtime, remote work, etc.), ensuring the smooth operation of your team from wherever you are.

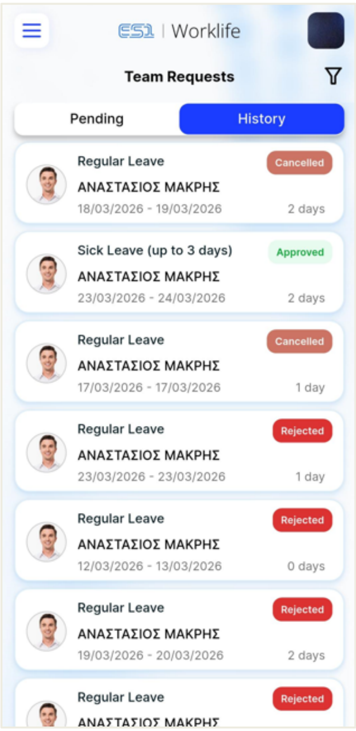


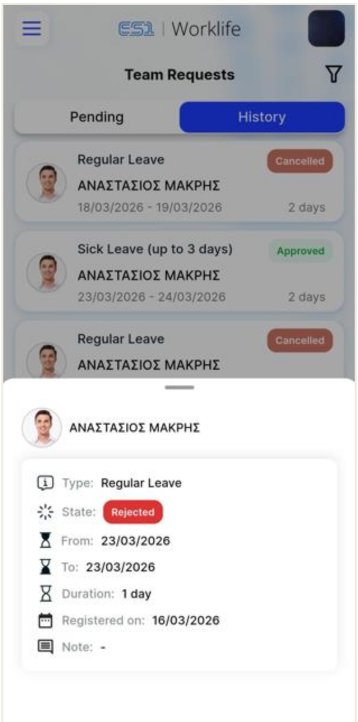
Request Overview

The home screen is designed for quick reporting, splitting requests into two main tabs:

Pending: Here are all requests waiting for your approval or rejection. Each request includes the employee's name, request type, dates and duration (depending on the type).

History: Here you can see the file with completed requests, including those that have already been approved, rejected or canceled.



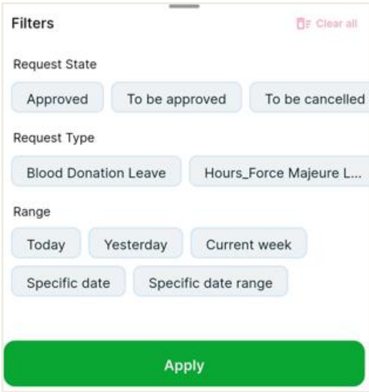


To quickly locate specific entries, you can use the filter icon .

State & Type: You can filter the list by selecting only the requests that are at a specific stage (e.g. "Approved") or for a specific category (e.g. only "Standard leave"). Please note that only types that have already been registered at least once in the past are shown in the selection list of "Request Type".

Time Ranges: Default options such as "Today", "Yesterday", "Current week", "Specific date" or "Specific date range" are provided to limit the results.

Clean all: For your convenience, the "Clean all" option has been added. This action resets all applied filters to zero at the same time and returns the list to its full, original view without having to de-select each criterion separately.



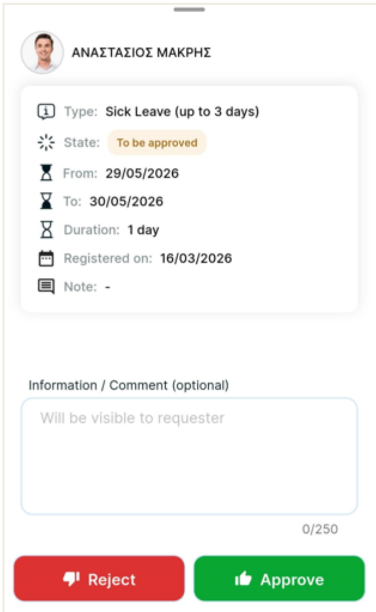
Request Management (Approval/Rejection)

Clicking on any request from the “Pending” list opens a detailed card with all the details.

Carefully check the type of request, the interval (from - to) and any notes that the employee has added.

Before you make a decision, you can optionally enter a comment in the “Information / Comment” field, which will be visible to the employee.

Press **Approve** (green button) to accept the request or **Reject** (red button) if the request cannot be accepted.



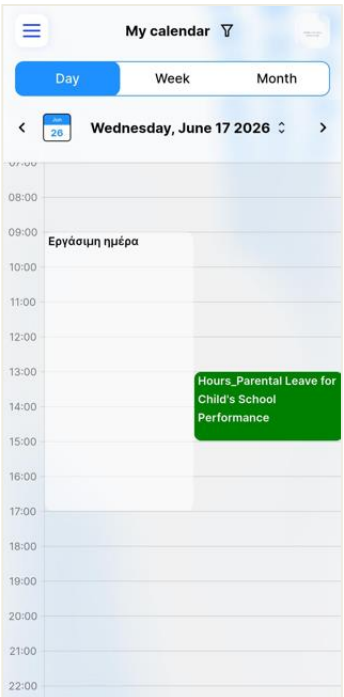
Calendar

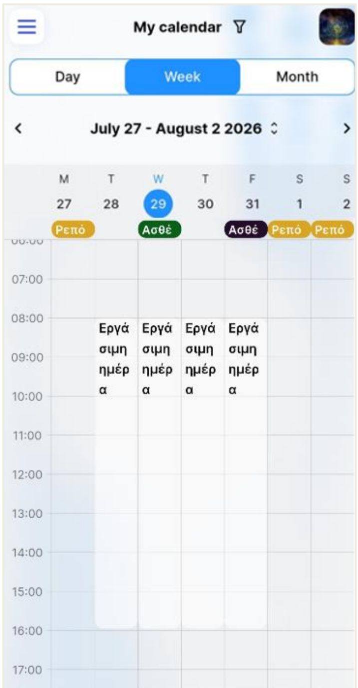
The section "My calendar" offers a complete and interactive display of your work time, leave and requests. It was designed to give you complete visibility in your scheduling, allowing you to navigate easily between past and future events.

Calendar Views

You can customize your schedule display by selecting from three analysis levels:

- **Month**: For an overall picture of the monthly plan, showing aggregate business days, days off and approved leave
- **Week**: For more detailed monitoring of weekly working hours and scheduled absences.
- **Day**: For full analysis of the day concerned, including precise work intervals or specific cases (e.g. Sick leave).





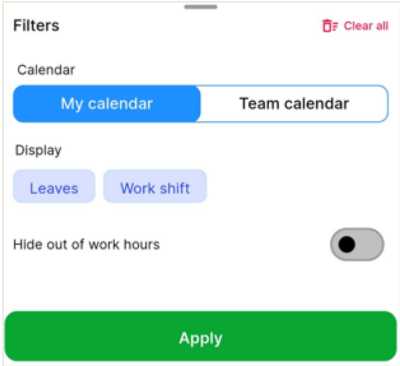
Smart Navigation & "Today" Mode

The application facilitates the immediate return to the present:

Next to the date listed at the top of the screen, there is a special calendar icon with the indication of the current day.
No matter how far back or ahead you have browsed the calendar, tapping this icon automatically redirects you to today's date.

Filters & Customization

By pressing the filter icon in the top right, you can choose what will appear on your screen:



Switch Calendars: Ability to view your personal calendar or team calendar. In the team's calendar you can see colleagues who are hierarchically on the same level as you. Since you are the supervisor, you can see both your team members and colleagues who are hierarchically on the same level as you.

Category Types: You can choose to show specific categories, such as "Leaves" or "Work shift", to focus only on whatever is relevant in the given moment.

Tip: Different statuses are marked with colors (e.g. green for used leave, yellow for days off, purple for sick leave, etc.), in order to identify the daily state at a single glance.

Personal Profile Administration

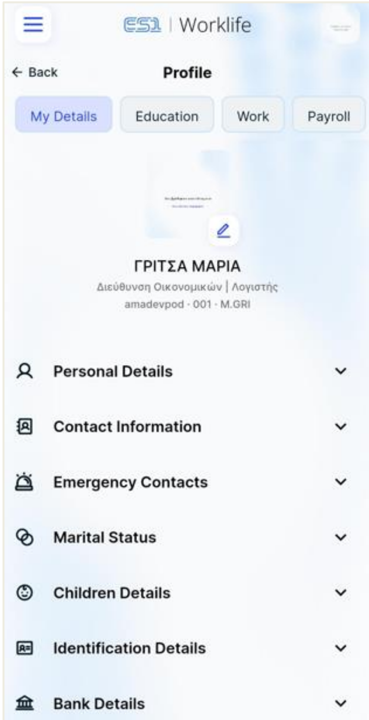
The **"Profile"** section offers the user a complete picture of his personal, professional and payroll data. The information is organized in discrete tabs at the top of the screen for easy navigation.

My details

The first tab shows all of the employee's personal information at a glance. The data is organized into expandable sections:

- **Personal Details:** Main identification details.
- **Contact Information:** Contact phone/email.
- **Emergency Contacts:** Information for contact persons in case of an emergency.
- **Marital status:** Details regarding marital status.
- **Children Details:** Information about the user's children.
- **Identification Details:** Identification details of the user.
- **Bank Details:** The payroll account (IBAN) and the payment bank.

Note that: By clicking on the pen icon on the profile photo, you can change your account picture by either selecting a photo from your gallery or taking a photo in the moment.

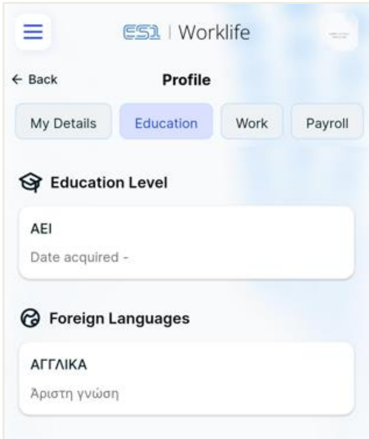


Education

The "Education" sub-section functions as a digital CV within the application, gathering the employee's academic and language skills.

- **Education Level:** This field indicates the highest academic degree the employee has earned
- **Foreign Languages:** This field displays information about the user's language profile.

Note that: If you have obtained a new degree or language certification that does not appear in the application, please contact HR to update your file.

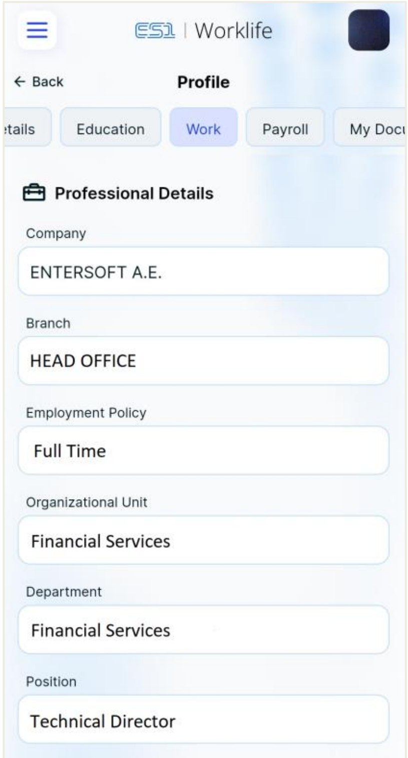


Professional Details

The “Work” sub-section provides a complete and official mapping of the employee’s position within the organizational web of the company. These elements are critical, as they define the approval flows, access rights and user responsibilities.

Organizational Structure & Placement

This section presents the exact hierarchical and geographic location of the employee:



- **Company & Branch**: Indicates the legal entity to which the employee belongs, as well as the physical location or headquarters (e.g., Head Office) where the employee is assigned.
- **Organizational Unit & Department**: Specify the general department (e.g. Financial Services) and the specific specialized department. This information facilitates inter-departmental communication and the clarity of roles.
- **Job Position**: Indicates the official title of the position (e.g. Technical Director), which reflects the level of responsibility and the employment subject of the user.

Employment Policy & Status

The conditions under which the work is provided:

- **Employment Policy**: Indicates the employment status, for example if it is a "Full-time Employee, 5-day work schedule". This information is directly related to the calculation of the entitled leave, the working hours and the payroll parameters that the employee sees in the other sections of the application.

Note that: This data is automatically derived from the Human Resource Management System (HRMS). In case of promotion, department change or transfer to another branch, the changes will automatically appear here as soon as they are finalized by the HR department.

Payroll Data

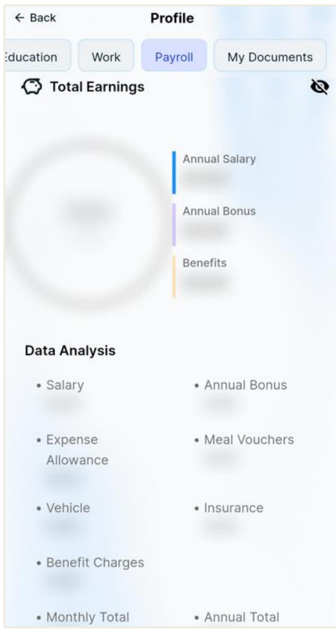
The “Payroll” tab is designed to provide a direct and detailed picture of the employee’s financial relationship with the company. Through a modern interface, the user can monitor not only their monthly earnings, but also the total value of their benefit package.

Total Earnings (Annual Figure)
At the top of the screen there is a graphic display (donut chart) that summarizes the Annual Total earnings.

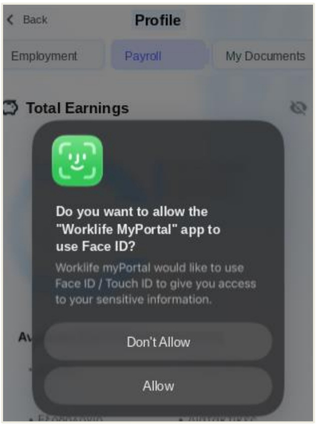
- **Annual Salary**: The total amount of regular earnings for the current year.
- **Annual Bonus**: A consolidated view of extraordinary compensation or rewards.
- **Benefits**: The monetary value of additional benefits (e.g. corporate benefits, allowances), offering a holistic view of remuneration (total compensation).

Data Analysis (Monthly Insight)
Below the graphic illustration, a detailed list is given that breaks the pay into specific categories to better understand the payroll:

- **Basic Salary**: The amount of regular monthly payment.
- **Mean Vouchers**: The amount corresponding to meal vouchers or others, if provided.
- **Insurance**: The planned deductions or contributions.
- **Other Categories**: Information on expenses (expense reports), vehicle use or other charges/credits affecting the final payroll.



Privacy Mode (Hide Amounts)
Understanding that payroll information is strictly personal, the application incorporates a "Private View" feature.



How it works: In the upper right corner of the “Total Earnings” section, there is an “eye” icon .

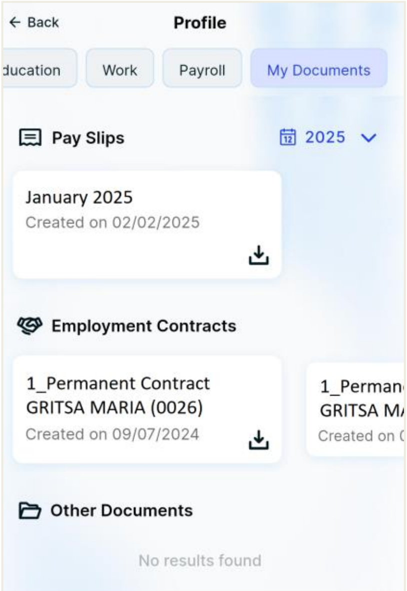
○ When you first select the payroll tab, all amounts appear blurry (blur effect).

○ By clicking on the icon, all figures (salaries, bonus, analysis) are unblurred <u>only after the user has been authenticated</u>(fingerprint, FaceID, etc.).

○ By clicking on it again, the amounts return to normal view.

- **Purpose**: This function is extremely useful when the employee uses the application in public places, in public transport or in the office, ensuring that no third party can see their sensitive financial data.

My Documents

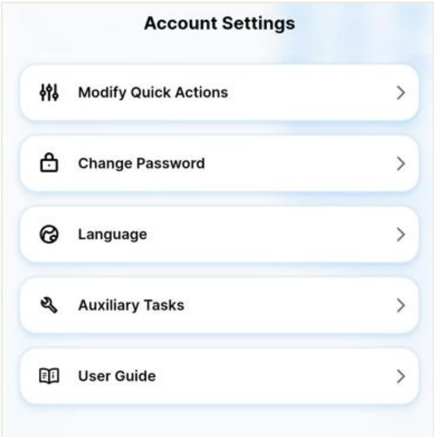


In this section you have direct access to your digital file:

- **Pay Slips:** Ability to search and display monthly receipts per year.
- **Employment Contracts:** Access your signed downloadable contracts directly to your mobile phone.
- **Other Documents:** For other corporate or personal documents relating to your employment relationship.

Account Settings

The “Account Settings” section allows you to customize your ES1 | Worklife experience to suit your personal needs and manage your profile security.

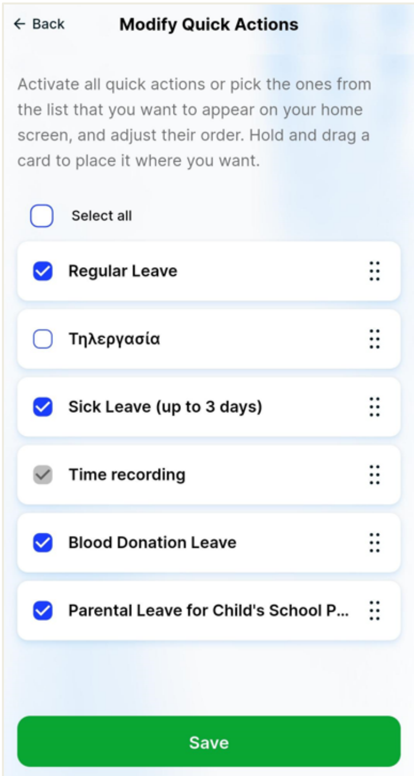


Modify Quick Actions

The app allows you to personalize your home screen by selecting which “Quick Actions” will be readily available.

Its main features are:

- **Select displayed actions**: You can choose which specific cards (e.g. "Normal leave", "Sick leave", "Time recording") will appear on your home screen by selecting the corresponding check-boxes. There is also an option to “Select all.”
- **Re-ordering**: You can change the order in which these features appear on your Dashboard using the drag-and-drop from the icon ⠿ on the right of each card.
- **Finalizing changes**: After completing your settings, press the green Save button at the bottom of the screen to apply the changes.



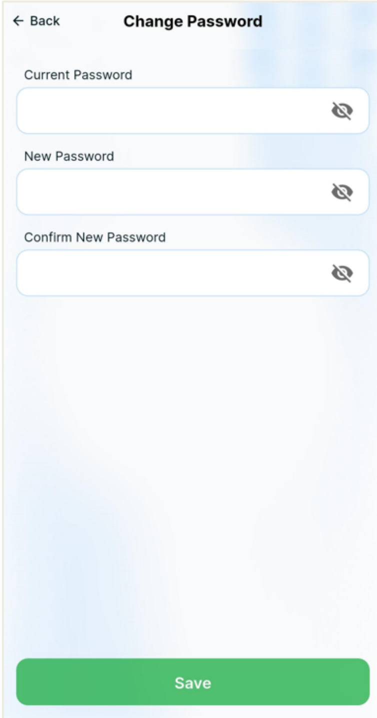
Change Password

For security reasons, the application allows you to change your password at any time.

- **The process:** To make the change, you will need to enter the "Current Password" for identification purposes, and then the "New Password" twice, for confirmation purposes.

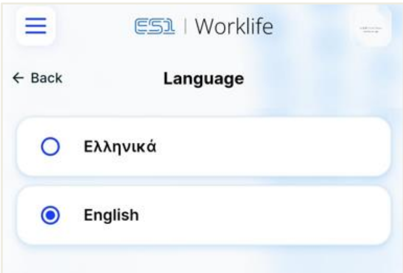
- **Personalization**: You can use the relevant icon next to each field to check the correctness of the characters you type before the final submission.

- **Updating it**: Press the "Save" button to finalize your password change.



Safety Advice: We recommend that you set a password with sufficient complexity (a combination of letters, numbers and special symbols) to maximize the protection of your personal and work data.

Language



The application supports multi-language interfaces. The user can choose their preferred language (e.g. Greek, English). The application interface (menu, messages, titles) is automatically translated.

Auxiliary tasks

To resolve technical issues more quickly, the ability to view and send logs was added. The user can export their device's operation logs and send them to the support department.

Note that

Sending logs is recommended only after coordinating with the technical department, in order to facilitate the detection of errors.