

KIKU

kiku.atassist.com

USER MANUAL

First Steps



Global Settings

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Managing time off and paid time off requests in Kiku is incredibly simple. Get started quickly by following these easy steps.

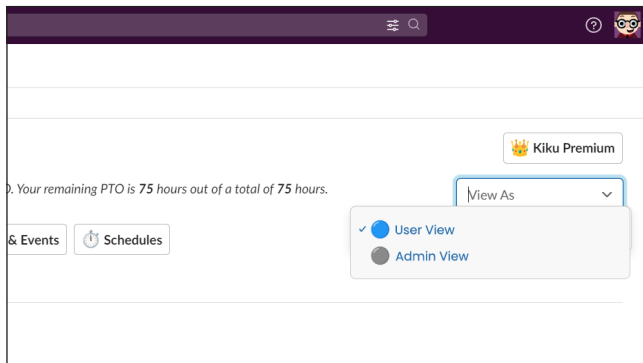
Let's get into it!

- **Step 1: Install Kiku on Slack**

Before we dive into the setup process, you'll need to install Kiku on Slack. To learn how to do this, please watch our tutorial video, or visit our website at kiku.atassist.com.

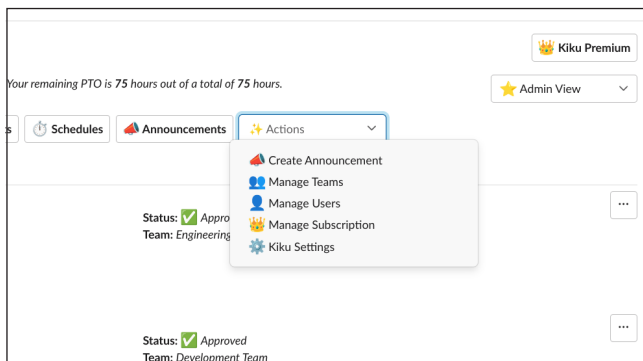
- **Step 2: Switch to Admin View**

As a manager, you'll primarily use the "Admin View" in Kiku. After installing the app, make sure to switch to this view.



- **Step 3: Discover Main Actions**

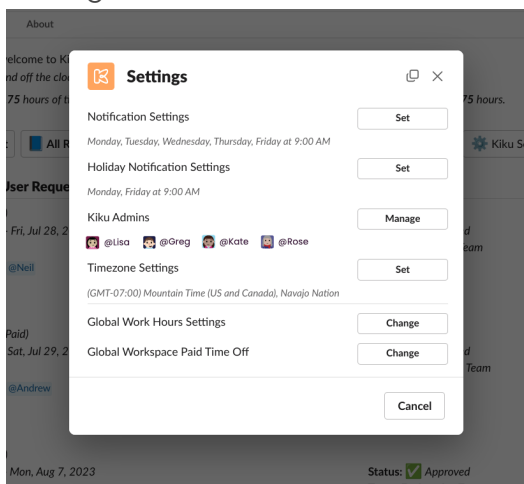
On the Home page of Kiku, locate and click on the "Actions" button. This will reveal the main actions available for managers.



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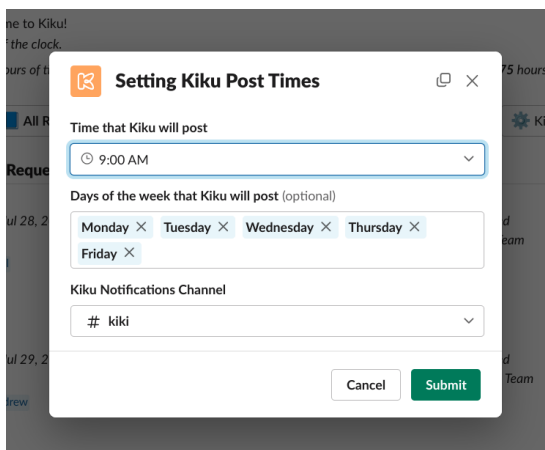
- **Step 4: Access Kiku Settings**

In the Actions menu, find and click on "Kiku Settings". This will take you to the global settings section where you can configure various aspects of your workspace. Such as: set up notifications days/times for time off requests to be posted, holiday notifications settings, assign Kiku admins, set the workplace timezone, global work hours, and workspace paid time off settings.



- **Step 5: Configure Notifications for Time Off Requests**

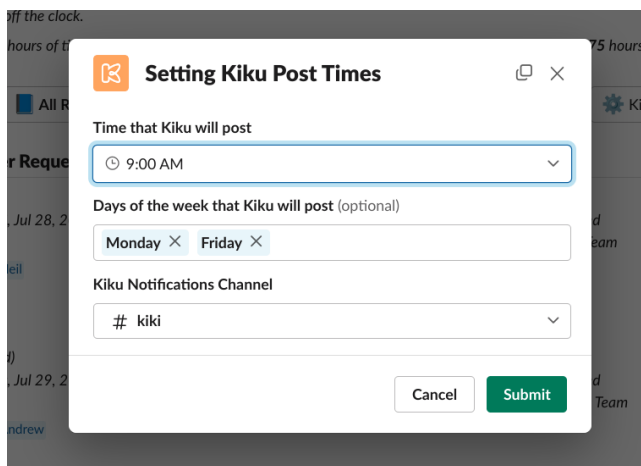
To adjust the notification settings for time off requests in your workspace, click on the "Set" button under the "Notification Settings" section. Here, you can specify the time and days of the week when Kiku will post notifications. You can also choose the Slack channel where these notifications will be published.



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- **Step 6: Set Holiday Notifications**

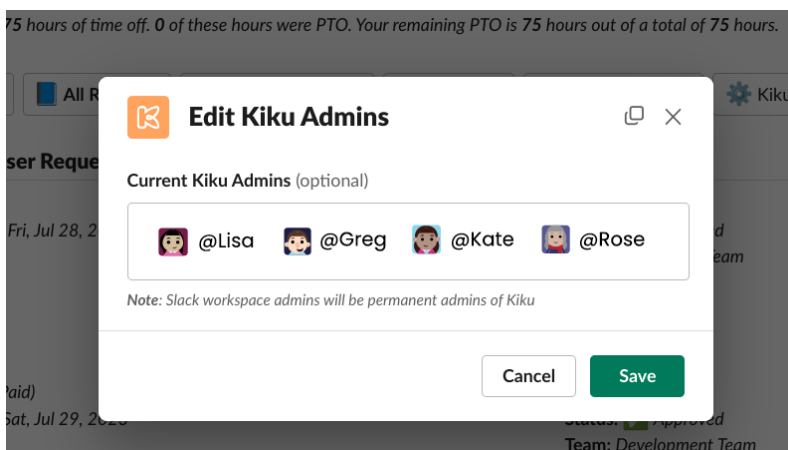
In the Kiku Settings modal, locate the "Holiday Notification Settings" and click on "Set" to configure it. Specify the day and time when holiday notifications should be displayed for your company. You have the flexibility to schedule notifications for specific days, or multiple times leading up to the holiday.



- **Step 7: Manage Kiku Admins**

To assign or remove Kiku admins, click on the "Manage" button within the "Settings" modal. In the "Current Kiku Admins" field, you'll find a list of current admins.

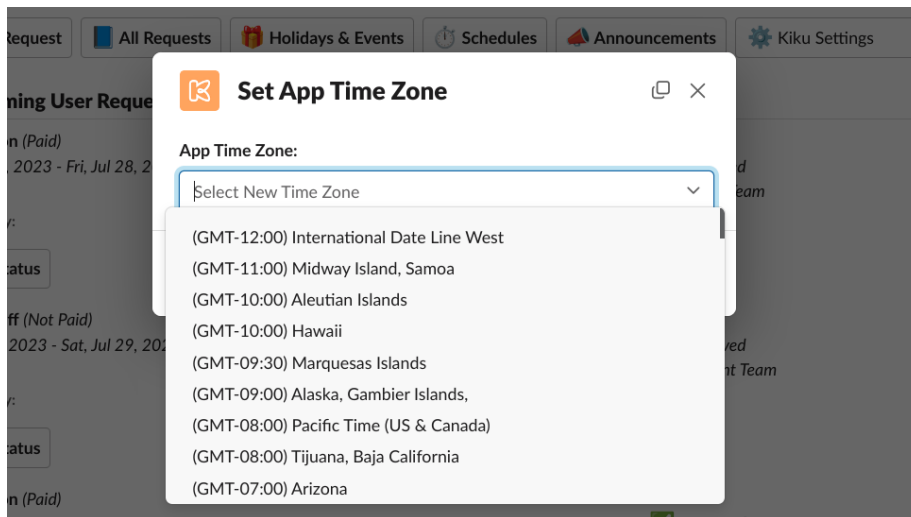
You can add or delete admins as needed. Please note that Slack workspace admins will always have admin privileges in Kiku.



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- **Step 8: Configure Timezone Settings**

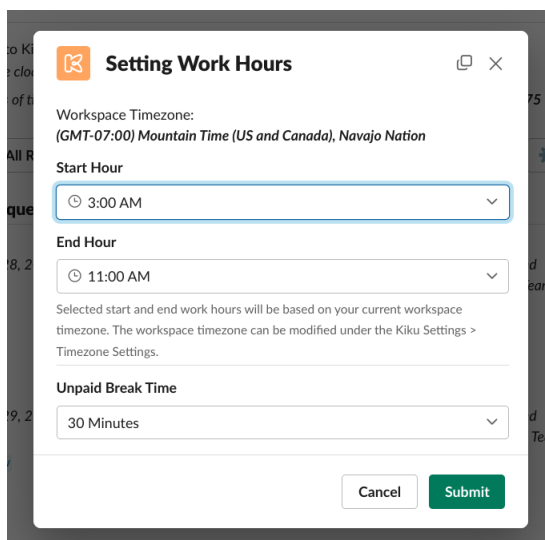
Navigate to the "Timezone Settings" in the Actions menu and click on "Set." From the dropdown list of time zones, select the appropriate option for your location, such as "(GMT-04:00) Atlantic Time (Canada)." Click "Submit" to update the timezone settings.



- **Step 9: Adjust Global Work Hours**

To change the global work hours, click on the "Change" button next to "Global Work Hours Settings." Set the desired start and end hours, and if applicable, specify the unpaid break time.

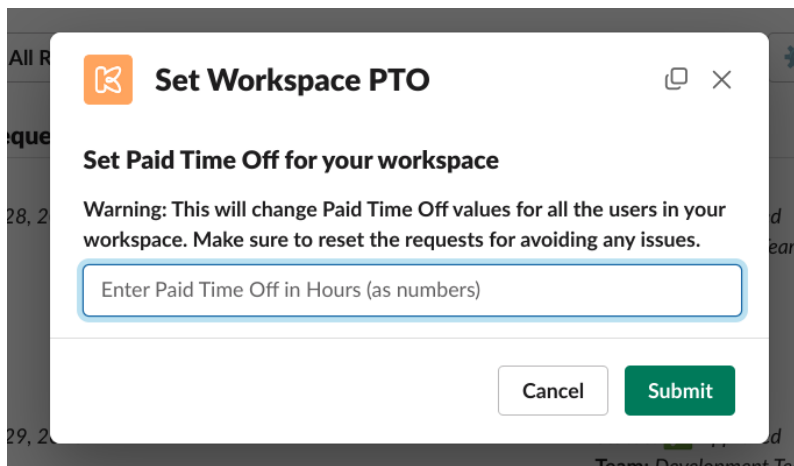
Once you've made the adjustments, click "Submit" to save the changes.



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- **Step 10: Allocate Global Workspace Paid Time Off**

To assign a universal amount of paid time off to each employee in the company, you can use the "Global Workspace Paid Time Off" option. Click on "Change" and enter the desired amount of paid time off (in hours). Finally, click "Submit" to apply the changes.



It's important to note that this will update the amount of paid time off hours for all users in your workspace.

Congratulations!

You have successfully completed the first steps in Kiku by configuring the global settings. If you have any further questions or need assistance, please don't hesitate to reach out to our support team.

Enjoy using Kiku to simplify your time off requests!

KIKU

