

KIKU

kiku.atassist.com

USER MANUAL

First Steps



Manage Users

Manage Users

Managing user profiles in Kiku is simple. If you need to make changes to a specific user's profile without affecting the entire workspace, just follow these steps.

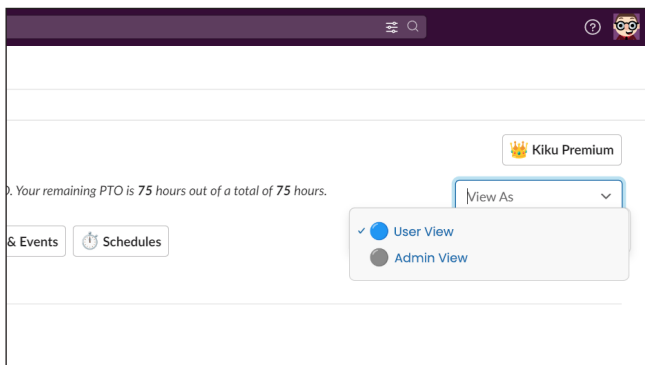
To begin, let's start with installing Kiku.

- **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.

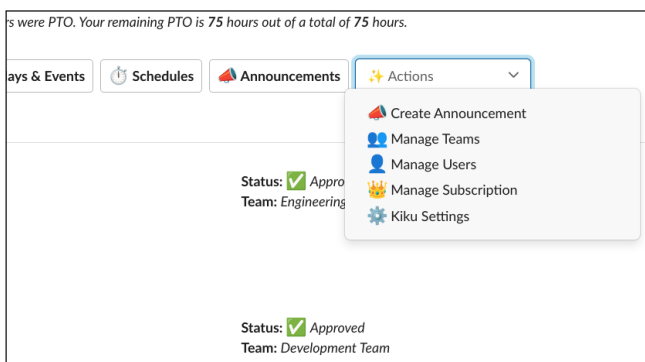
- **Step 2: Switch to Admin View**

After installing Kiku, switch to the "Admin View". This will be the view you use the most to manage your account.



- **Step 3: Discover Main Actions**

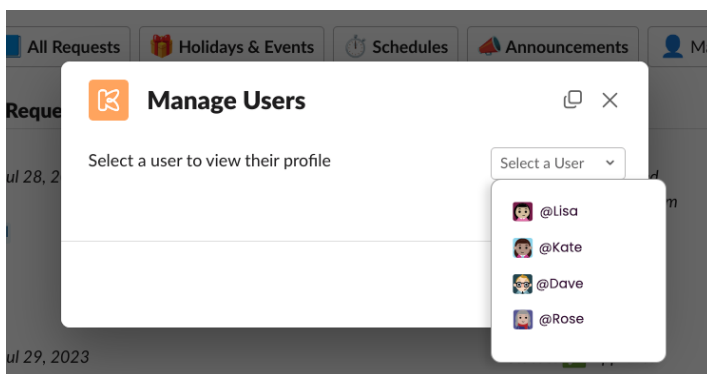
On the Home page of Kiku, locate and click on the "Actions" button. This will reveal the main actions available for managers in the Kiku space. Find and click on the "Manage Users" option from the available actions.



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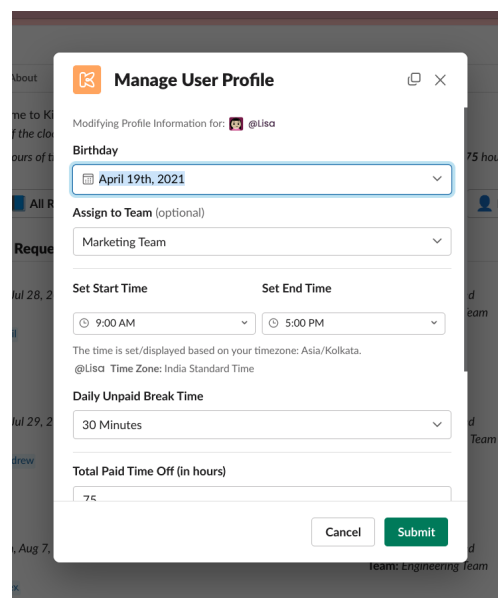
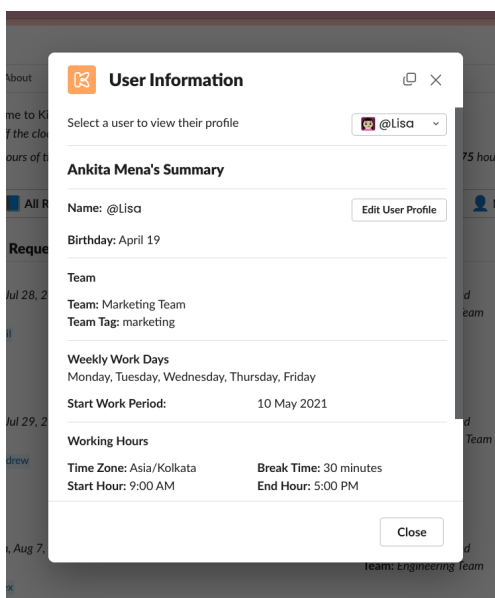
• Step 4: View User Profile

A pop-up “Manage Users” will appear. Select a user from the list to view their profile. The modal window “User Information” will open to display employee details, including their birth date, team, weekly work hours, workiversary, working hours, and paid time off information (total PTO, used PTO hours, unpaid time off hours, PTO remaining hours).



• Step 5: Edit User Profile

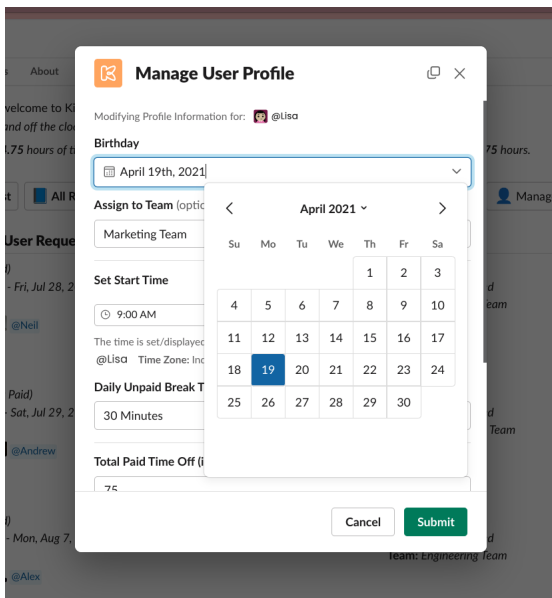
To make changes to the user's information, click on the "Edit User Profile" button. You can now modify any of the user's details on the “Manage User Profile” modal window.



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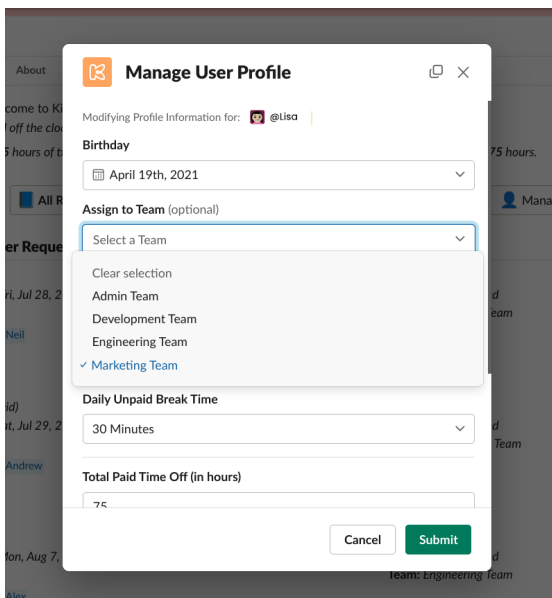
- **Step 6: Change Birthday**

To update the user's birthday, click on the "Birthday" dropdown, select the desired date from the calendar, and remember to click the "Submit" button to save your changes.



- **Step 7: Assign User to a Team**

If you want to assign the user to a specific team, choose "team" from the dropdown menu. Please note that you need to create the team in Kiku beforehand

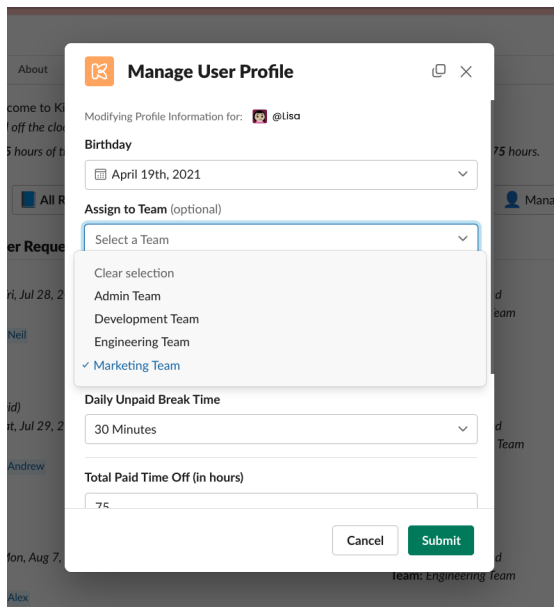


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- **Step 8: Set Working Hours**

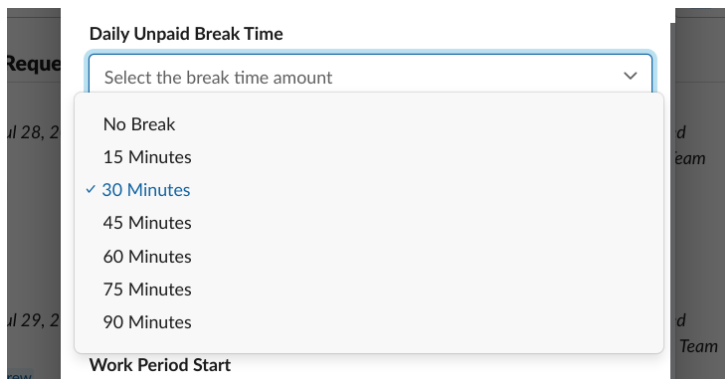
To define the start and end of an user's working hours, click the "Set Start Time" label and select the start time from the list. Similarly, click on the "Set End Time" label to choose their end time.

Keep in mind that the displayed time is based on your time zone, but the employee's time zone will also be visible in the modal window.



- **Step 9: Set Unpaid Break**

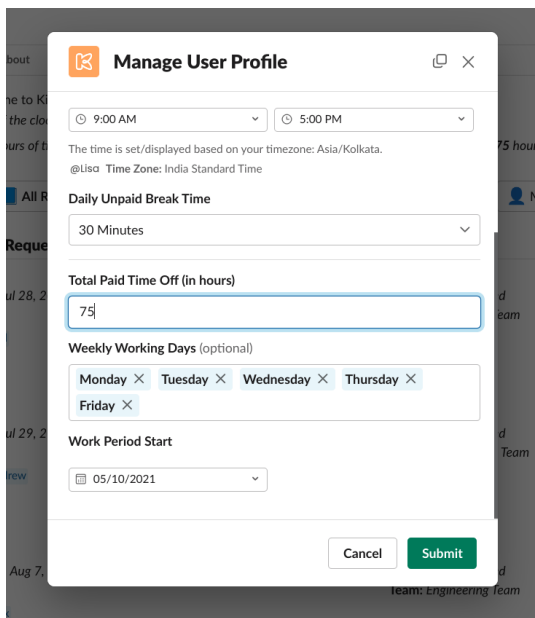
To set a daily unpaid break for the user, select the break time duration from the dropdown menu options, such as "No break," "15 minutes," "30 minutes," "45 minutes," etc.



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- **Step 10: Adjust Paid Time Off**

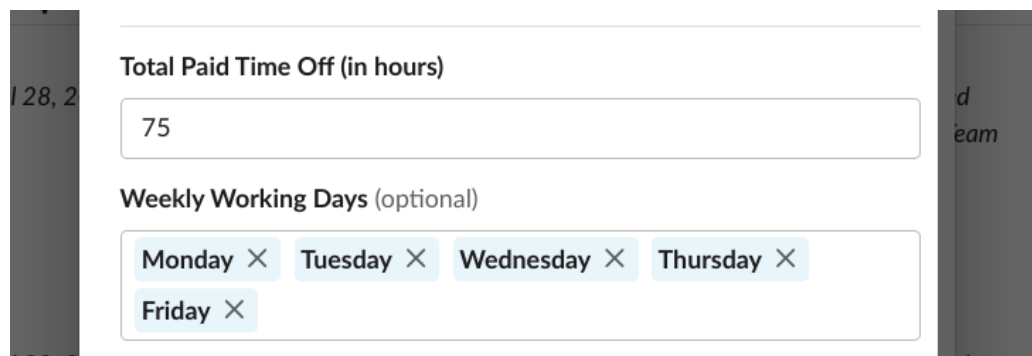
In the "Total Paid Time Off" field, you can specify the individual PTO hours for the user if they differ from the workspace-wide PTO hours set in the Global Settings.



The screenshot shows a "Manage User Profile" dialog box. At the top, there are two time selection fields: "9:00 AM" and "5:00 PM". Below these, a note states: "The time is set/displayed based on your timezone: Asia/Kolkata. @Lisa Time Zone: India Standard Time". The "Daily Unpaid Break Time" is set to "30 Minutes". The "Total Paid Time Off (in hours)" field is a text input containing the number "75". Below this, the "Weekly Working Days (optional)" section shows a list of days: "Monday", "Tuesday", "Wednesday", "Thursday", and "Friday", each with an "X" icon to its right. The "Work Period Start" is set to "05/10/2021". At the bottom, there are "Cancel" and "Submit" buttons.

- **Step 11: Define Weekly Working Days**

If you need to set, add, or delete specific weekly working days for the user, use the "Weekly Working Days" field. Click on the field and choose the desired days from the list.



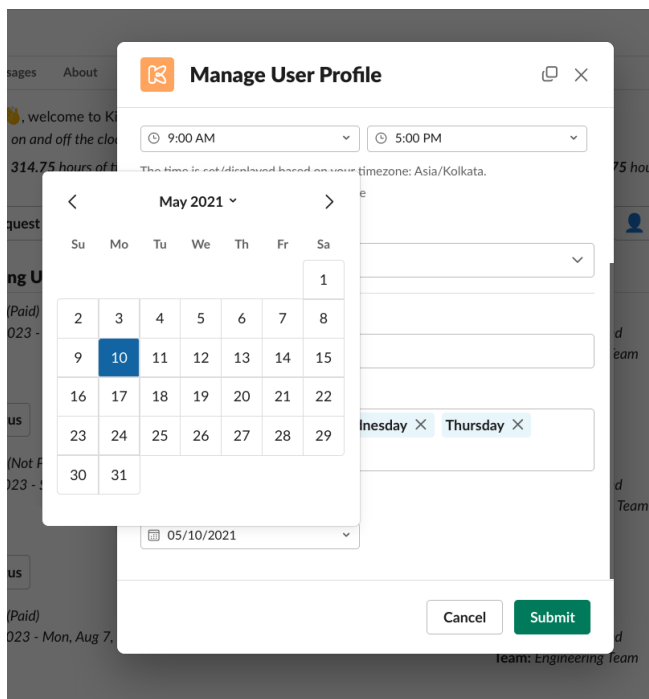
This is a close-up view of the "Total Paid Time Off (in hours)" and "Weekly Working Days (optional)" fields. The "Total Paid Time Off" field is a text input containing the number "75". The "Weekly Working Days" field is a list of days: "Monday", "Tuesday", "Wednesday", "Thursday", and "Friday", each with an "X" icon to its right.

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- **Step 12: Set Work Period Start Date**

On the "Manage User Profile" modal window, you can also specify the user's start date at the company. This information can be used, for example, to celebrate work anniversaries.

Remember to click the "Submit" button to save and update all the changes made to the user's profile.



Excellent work!

You have successfully accomplished the initial setup steps in Kiku by effectively managing user information.

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 management!

KIKU

