

Log In

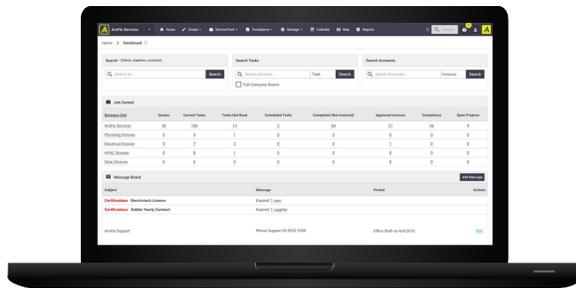
Learn about AroFlo Office and Field

AroFlo is a cloud-based application and as such can be accessed from anywhere that has internet access.

There are [two interfaces](#) used by the AroFlo system which are used to control different aspects of the process: **Office** and **Field**.

The **Office Interface** Office is used by administration, invoicing or scheduling staff to control and manage remote field staff. Office staff can log into this interface to:

- Create new Tasks
- Validate and Invoice completed tasks
- Maintain a Client and Supplier base.
- Create and validate Purchase Orders
- Report on Job and Staff Productivity



The **Field Interface** is used by field workers to log and manage their tasks. This will be the primary interface that your field staff will use to complete their daily tasks. Field staff can log into this interface to:

On this page

- [Log In to AroFlo Office](#)
- [Forgot your password?](#)
- [ReCAPTCHA test](#)
- [Where to next?](#)

View our **Job Management** product page

Videos

Feature access

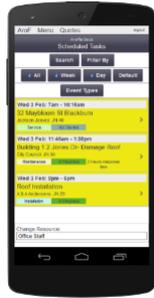
Your Permission Group controls access to this feature.

Parts of this feature are included in **AroFlo Go**.

Related articles

- [Create a Task](#)
- [Delete a Task](#)
- [Linking Tasks](#)
- [Merge Tasks](#)
- [Task Types](#)

- View daily job requirements
- Track time and material expenses against individual jobs.
- Mark Jobs as completed and ready for invoicing.



Log In to AroFlo Office

To access AroFlo's Office interface:

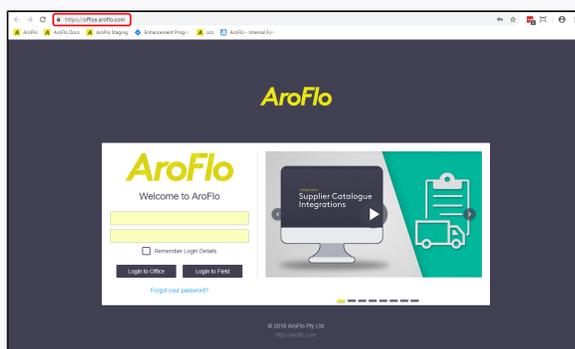
1. Open a browser on your desktop or laptop.
2. Enter <https://office.aroflo.com/> into the address bar at the top of the screen.
3. Enter your **Username** and **Password**.



Remember Login Details

AroFlo Office will remember your username and password if you tick the **Remember Login Details** option before you log in.

4. Click **Login to Office**.



Forgot your password?

If you forget your password or you want to request a new one, click **Forgot your password?**

AroFlo will send you an email containing a link with which you can reset your password.



If you don't receive the **Forgot your password?** email within a few minutes, please contact your Site Administrator, who can:

- check that your request met the [required prerequisites](#)
- manually [reset your password](#)
- [contact AroFlo](#).

AroFlo

Welcome to AroFlo

Remember Login Details

Login to Office

Login to Field

[Forgot your password?](#)

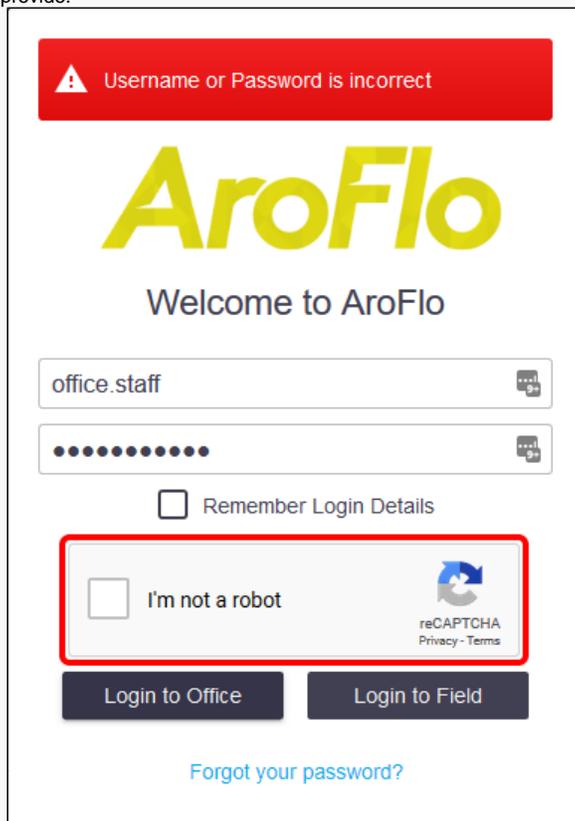
ReCAPTCHA test

If incorrect login details are entered, you may be asked to complete a ReCAPTCHA test. This is a security feature to protect your AroFlo site from attacks by malicious software (e.g. bots).

ReCAPTCHA will appear on the login screen if:

- an individual user has made 3 unsuccessful attempts to log in
- any number of users with the same IP address have collectively made 10 unsuccessful attempts to log in.

To complete the ReCAPTCHA test, click the checkbox beside **I'm not a robot**. You may need to answer a short pictorial quiz or enter a code that ReCAPTCHA will provide.



The screenshot shows the AroFlo login interface. At the top, a red error banner reads "Username or Password is incorrect". Below this is the AroFlo logo and the text "Welcome to AroFlo". The login form includes a username field containing "office.staff" and a password field with masked characters. There is a "Remember Login Details" checkbox. The ReCAPTCHA test is highlighted with a red box and consists of an "I'm not a robot" checkbox and the reCAPTCHA logo with "Privacy - Terms" link. Below the form are two buttons: "Login to Office" and "Login to Field". At the bottom, there is a link for "Forgot your password?".

Where to next?

Once you've logged in you'll be on the [Home Dashboard](#).



Your Site Administrator can [set a different business unit](#) as your landing page, if necessary.

From here we recommend you access the [Training Centre](#).

It includes courses made up of videos, help articles and interactive tutorials.

The screenshot displays the Home Dashboard interface. At the top, there are navigation tabs for Home, Dashboard, and various functional areas like Control, Search/Task, Compliance, Message, Calendar, Help, and Reports. Below the navigation, there are three search boxes: 'Search: Officers, Tradesmen, Licences', 'Search Tasks' (with a 'Task' dropdown), and 'Search Accounts'. The main content area is divided into two sections. The first is 'Job Control', which contains a table with columns for Business Unit, Quotes, Current Tasks, Tasks Not Booked, Scheduled Tasks, Completed (Not Booked), Approved Invoices, Compliance, and Open Projects. The second section is 'Message Board', which lists messages with columns for Subject, Message, Period, and Actions.

Business Unit	Quotes	Current Tasks	Tasks Not Booked	Scheduled Tasks	Completed (Not Booked)	Approved Invoices	Compliance	Open Projects
APPL Services	50	100	14	1	54	21	45	3
Plumbing Division	0	4	3	0	0	0	0	0
Electrical Division	0	2	0	0	0	1	0	0
HT&C Division	0	0	1	0	0	0	0	0
Solar Division	0	0	0	0	0	0	0	0

Subject	Message	Period	Actions
Certifications Electrician's Licence	Expired 1 year		
Certifications Scaffolding Contract	Expired 1 year		
APPL Support	Phone Support 01 922 5300	Office Staff on 4/4/2016	Edit