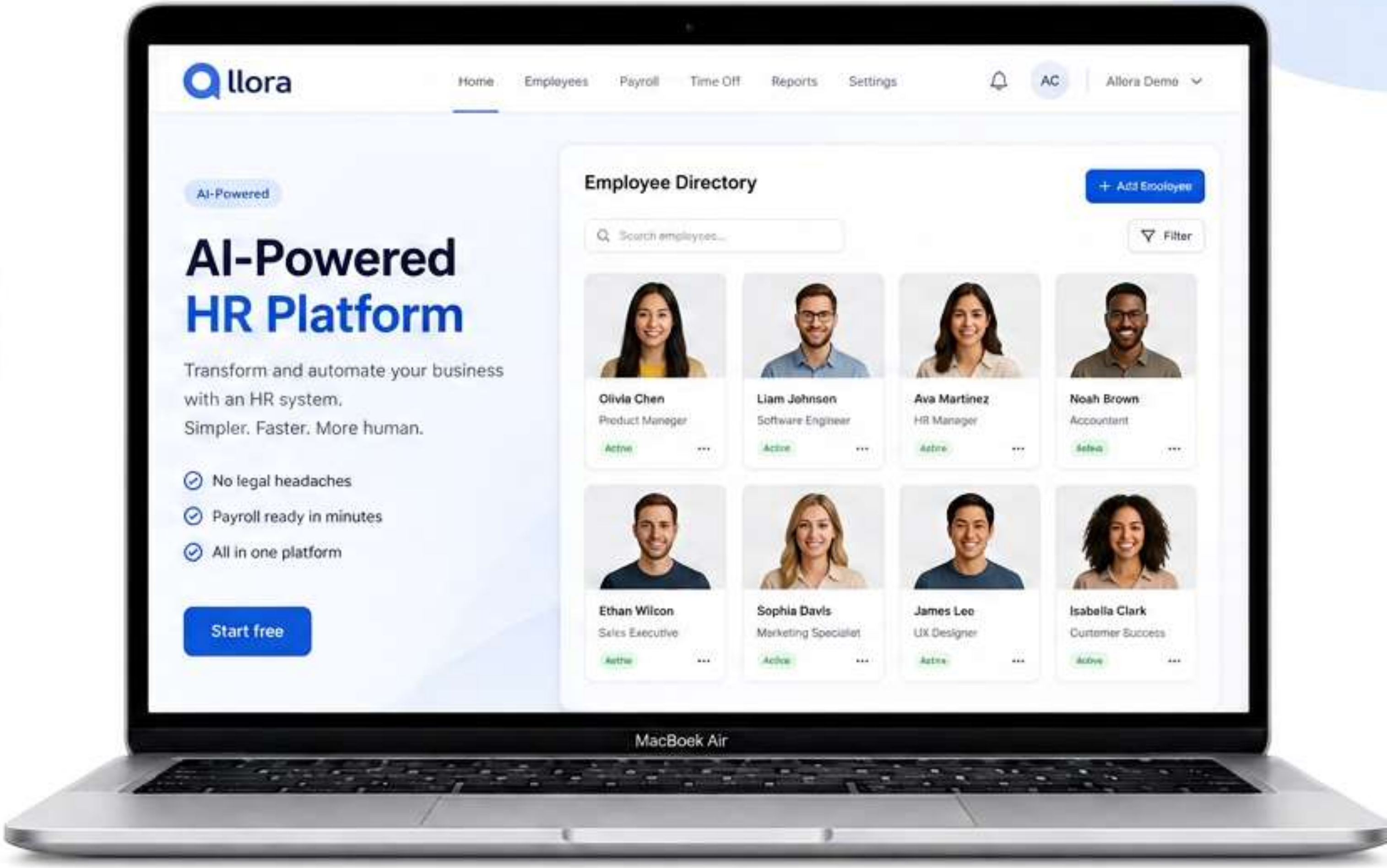
Allora Client Portal User Guide

This guide will help you access your client portal and understand the main features and modules available to you.



1. Accessing the Portal

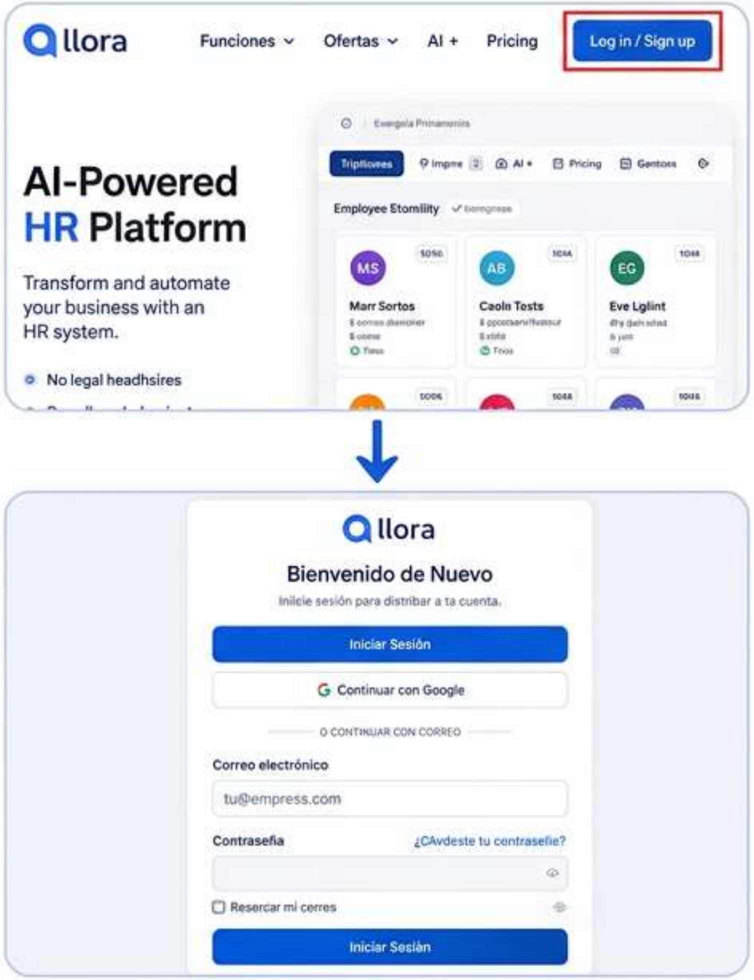
1. **Go to allorahr.com** — Open your browser and navigate to the **Allora** website

   www.allorahr.com

2. **Click Log In / Sign Up** — Click the Log In / Sign Up button in the top-right corner

3. **Enter Your Credentials** — Sign in using your email and password or continue with Google.

   Click Iniciar Sesión to access your account.



2. People Module

The People module allows you to view your workforce information.

Hiring | **Employees**

Employees

Total: 2 | Active: 2 | Inactive: 0 | Export CSV

Search by name | Newest first | All genders | Include inactive

Name	Email	Role	Team	Status	Start date	Actions
E1 **Employee 1**	employee1@company.com	Full-Stack Developer	Engineering / IT	Active	Apr 19, 2026	•••
E2 **Employee 2**	employee2@company.com	Full-Stack Developer	Engineering / IT	Active	Apr 19, 2026	•••

You can use the search and filters to quickly find employees by name, status, team, or other criteria.

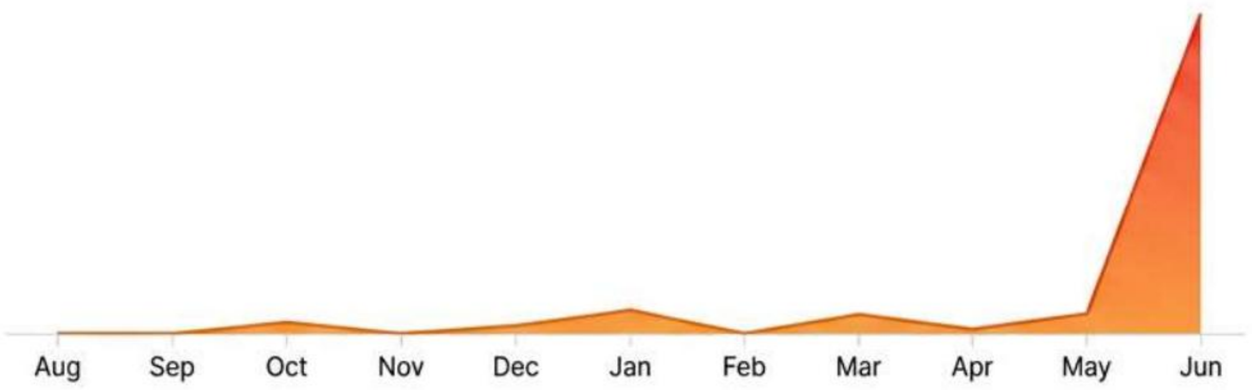
3. Finance Module

The Finance module provides access to your financial information. It includes 5 submodules. Click on each to view detailed information.

Overview | Analytics | Invoices | Payroll | Timesheet

Paid this month	Outstanding	Total paid	Next due	Avg cost per employee
$0	$32,883	$5,249	Jun 30	$2,624
	2 invoices	(Lifetime)	($16,442)	2 active employees

Paid vs outstanding



Invoice status

4. Finance Module (Submodules)

Overview
Displays a financial summary including:
- Total paid
- Outstanding invoices
- Next payment due
- Average employee cost

Analytics
Provides visual reports and charts to help you understand:
- Payroll trends
- Invoice status
- Financial performance
- Cost analysis

Invoices
Review all invoices issued for your account, including their payment status.

Payroll
View payroll information, payroll periods, and related financial details.

Timesheet
Access employee timesheets when applicable to your services.

5. Operations Module

The Operations module helps you monitor operational resources.

Assets | Projects

Total assets	Assigned	Total value
0	0	MXN $0.00
	0% of total	

Asset inventory

Company equipment assigned to this client

Search by ID, serial, brand, model, employee...

All statuses

All types

No assets assigned

Assets — Track company assets assigned to your account, including available and assigned assets.

Projects — View projects associated with your service engagement.

6. Documents Module

The Documents module contains files related to the services provided by your vendor.

Overview People Finance Operations Documents

Documents (2)

File Name	Type	Size	Uploaded	Actions
Contract_Client1.pdf	PDF	245 KB	Jul 6, 2026	
Service_Agreement_Client2.pdf	PDF	182 KB	Jul 6, 2026	

You can view or download any document by clicking the eye icon to preview or the download icon.

Tips & Best Practices

Use the top navigation

Use the top navigation menu to switch between modules quickly.

Information is updated regularly

Data is updated regularly as your vendor processes payroll, hiring, invoices, and operations.

Use filters and search

Use search and filters in each module to find the information you need faster.

Need help?

Contact your assigned HR representative if you have any questions.

Need Help?

If you have any questions or need assistance, please contact your assigned HR representative or your vendor's support team.

www.allorahr.com

support@allorahr.com

Allora

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We are here to help you succeed.