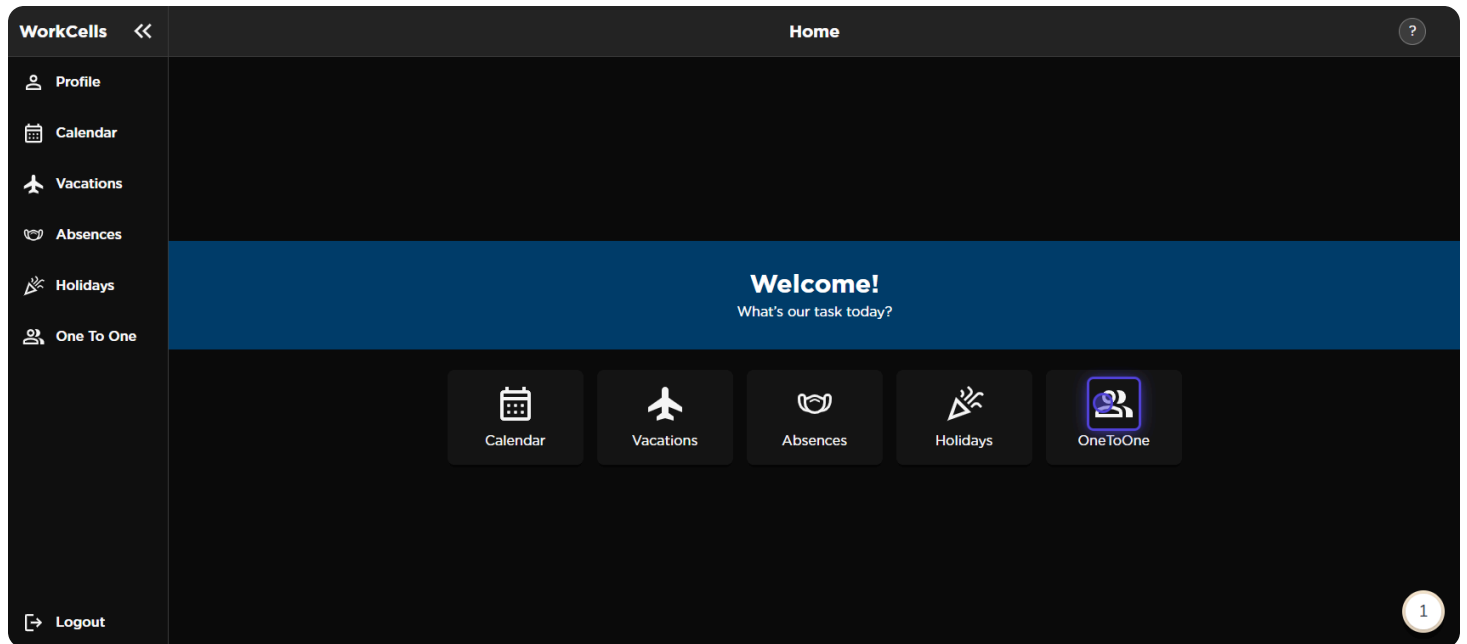


Guide with One to one Sessions

Created on Apr 28, 2025 by Charles Marin Yael

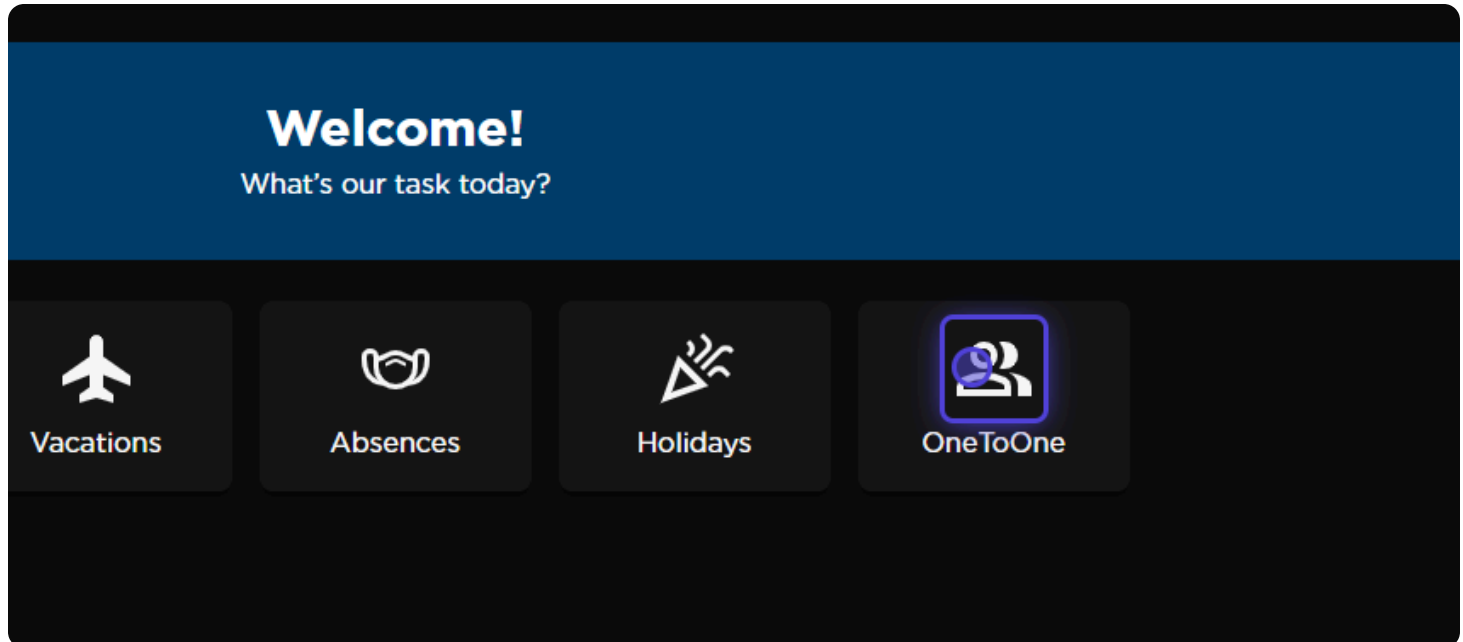


[WATCH RECORDING →](#)

1 Click on highlight

[VIEW PAGE →](#)

This view is for both colaborator and deparment leader, in order to access to the one to one view, you must click the button one to one in the menu or in the navbar, both buttons are with the same name and image



2 One to one view for colaborator and leader

[VIEW PAGE →](#)

Once you have clicked on the one to one button either on the navbar or menu, you must be seeing something like this, here you can find all your sessions and the date and time you had it

The screenshot shows the 'One To One' view. On the left is a sidebar with a 'WorkCells' header and a list of menu items: Profile, Calendar, Vacations, Absences, Holidays, and One To One (which is selected). The main content area has a header 'One To One' and a title 'List of upcoming One To One sessions'. Below the title is a table with the following data:

Full Name	Email	Role	Meeting Date	Meeting Time	View One
Isabel Hernández Jiménez	pdtvttdl@yahoo.com	Colaborator	2025-04-27	23:59	View
Isabel Hernández Jiménez	pdtvttdl@yahoo.com	Colaborator	2025-04-27	15:59	View

Below the table are two buttons: 'Previous' and 'Next'. At the bottom left of the sidebar is a 'Logout' button. At the bottom right of the main content area is a small circular icon with a person silhouette.

3 Consult a session

[VIEW PAGE →](#)

You can consult specific one to one session just by clicking the button view.

One To One				
List of upcoming One To One sessions				
Email	Role	Meeting Date	Meeting Time	View One
pdtvttdl@yahoo.com	Colaborator	2025-04-27	23:59	View
pdtvttdl@yahoo.com	Colaborator	2025-04-27	15:59	View
Previous Next				

4 Empty session

[VIEW PAGE →](#)

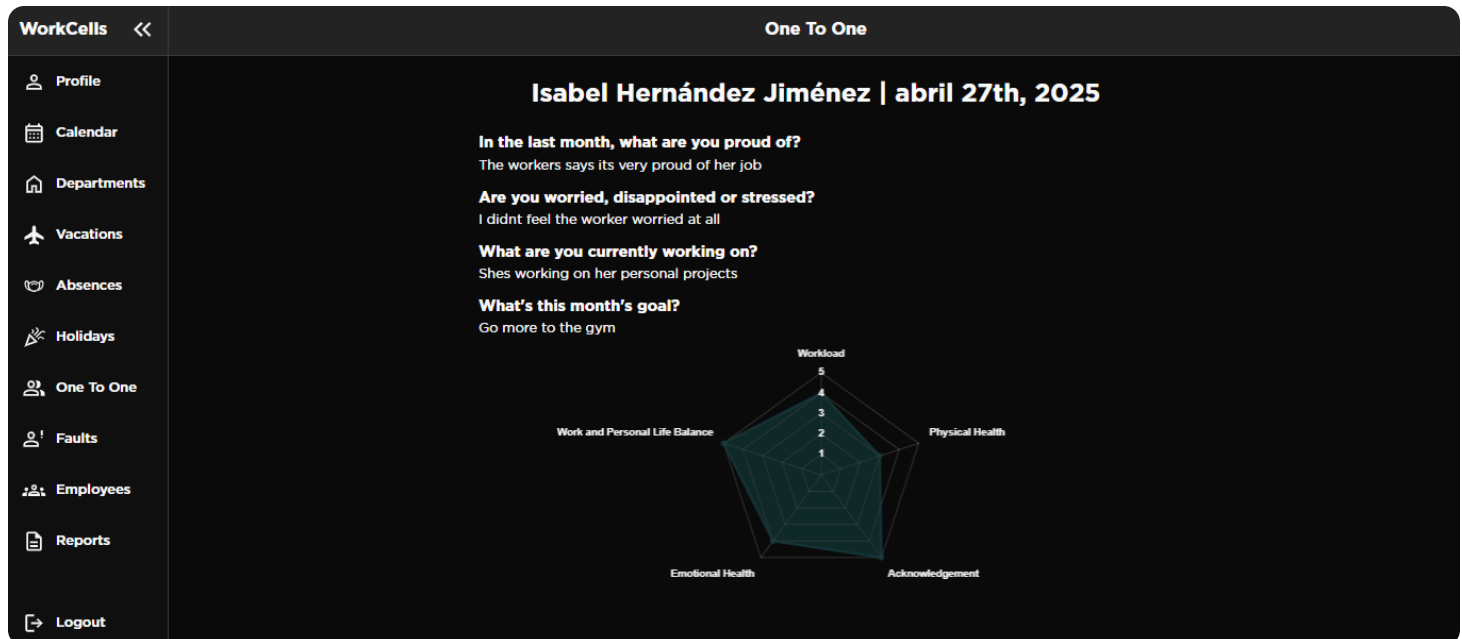
If an HR staff havent fill your session data you cannot access to it and you might want to try waiting while its done

WorkCells <<	One To One
<ul style="list-style-type: none">ProfileCalendarMy DepartmenVacationsAbsencesHolidaysOne To OneLogout	<h3>Empty One To One Session</h3>

5 Session filled

[VIEW PAGE →](#)

In the case the session is already filled you could be able to see the data with no problems



6 Click on Next

[VIEW PAGE →](#)

If you have a lot of sessions, dont worry you dont have to scroll for days, you can just click on the button next to see the following 6 one to one sessions you have had.

charles417@gmail.com	Department Leader	2025-04-27
charles417@gmail.com	Department Leader	2025-04-27
charles417@gmail.com	Department Leader	2025-04-26
<div>Previous Next</div>		

7 Click on Previous

[VIEW PAGE →](#)

The same if you want to go back, you just have to click the button previous and the previous 6 one to one sessions will be displayed

edmundo@nuclea.solutions	Colaborator	2025-04-
edmundo@nuclea.solutions	Colaborator	2025-04-
edcance.dev@gmail.com	Manager	2025-04-

[Previous](#) [Next](#)

8 Manager One To One View

In case you are a Manager in the company you can have access to any session, but dont worry we know that will be just a lot of sessions to check, to simplify that task we added a search bar, in wich you could write a worker's name or surname and their sessions will appear in a second

One To One

List of upcoming One To One sessions

Schedule future sessions

🔍

Manuel

FULL NAME	EMAIL	ROLE	MEETING DATE	MEETING TIME	VIEW OR EDIT
Manuel Bajos	mbajosr@nuclea.solutions	Manager	2025-04-16	20:45	View or edit

Previous

Next

9 Click on Schedule future session

[VIEW PAGE →](#)

If you want to schedule a session with a worker you only need to click the schedule button

One To One

Schedule future session

ROLE	MEETING DATE	MEETING TIME	VIEW ONE
Manager	2025-04-16	20:45	<div>View</div>

10 Schedule a session

[VIEW PAGE →](#)

Once you have done it a forms would appear in your eyes, you need to fill the following data to create a sessions, date, time, estimated duration and selecting the worker are requiered, you can skip the meeting link

Schedule future One To One session

One To One date:
dd/mm/aaaa

One To One time:
--:-- ----

Estimated duration (minutes):
15

Meeting Link:
<https://meet.google.com/abc-defg-hij>

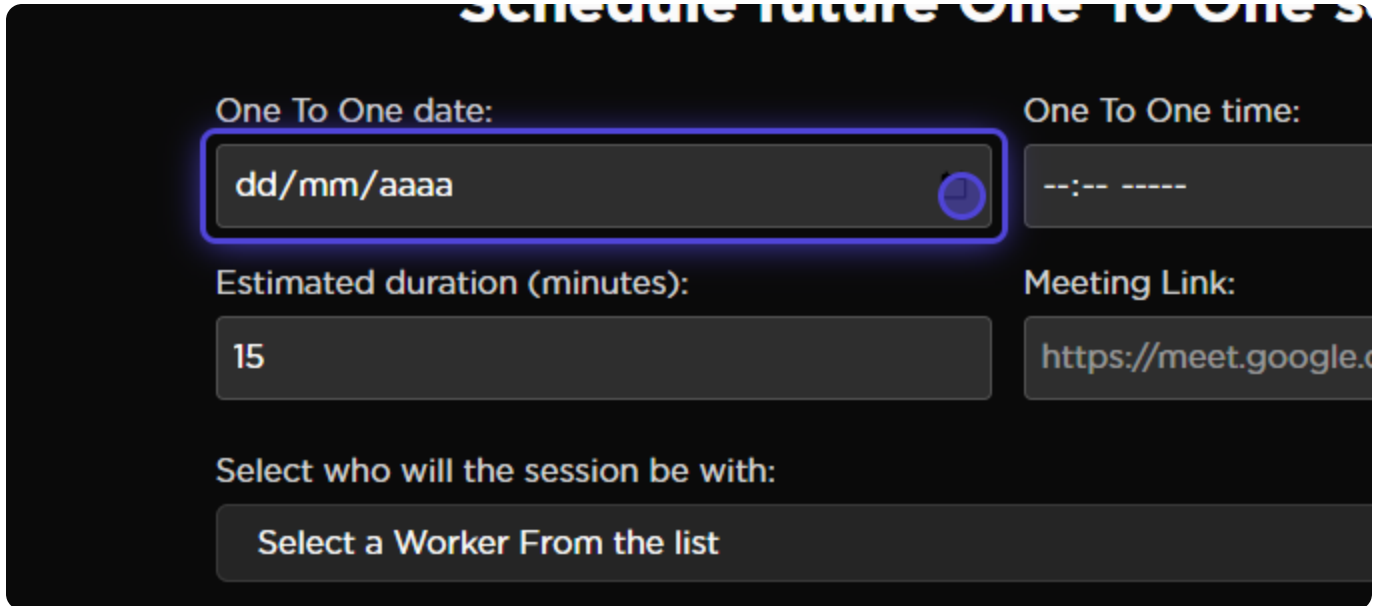
Select who will the session be with:
Select a Worker From the list

Submit


11 Date input

[VIEW PAGE →](#)

You don't need to write manually the date, we know that's boring and takes time, you just have to click the right end on the calendar and a pop-up with a calendar will appear, that way it's easy to pick a day.



Schedule Future One To One

One To One date: 

One To One time:

Estimated duration (minutes):

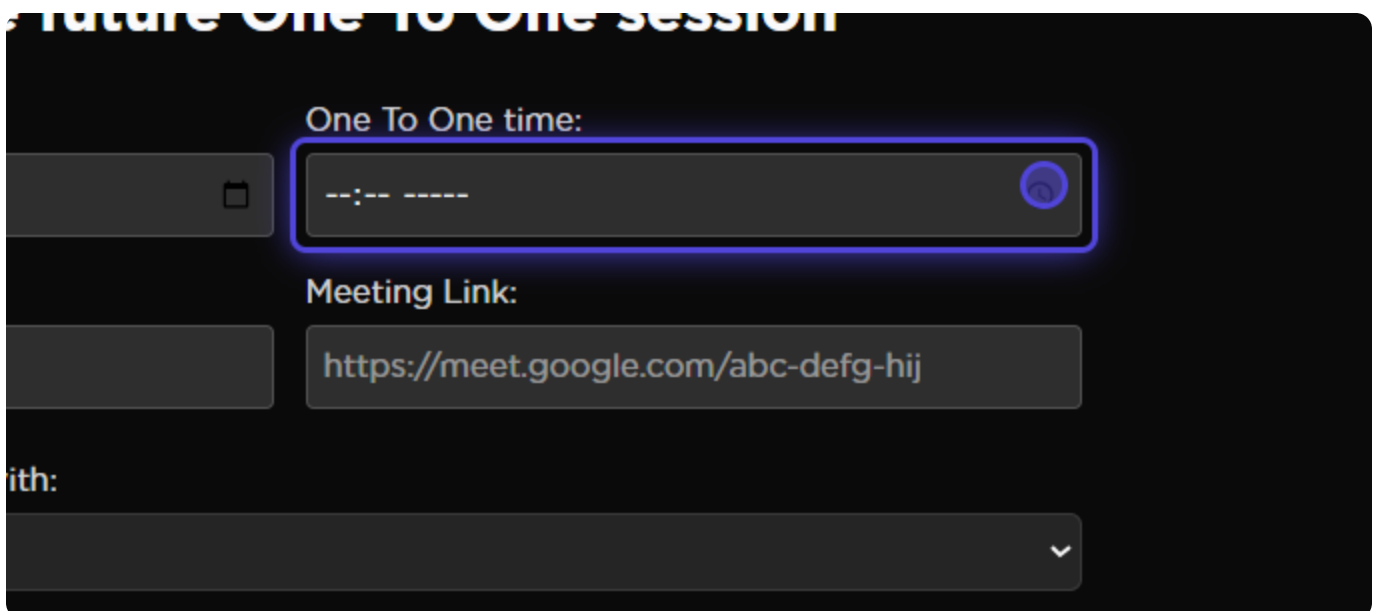
Meeting Link:

Select who will the session be with:


12 Time input


[VIEW PAGE →](#)

Same case here, you don't need to write the whole time, you can just click on the right end on the clock icon and a pop-up with many times will appear making it easy and time saving



Schedule Future One To One



One To One time: 

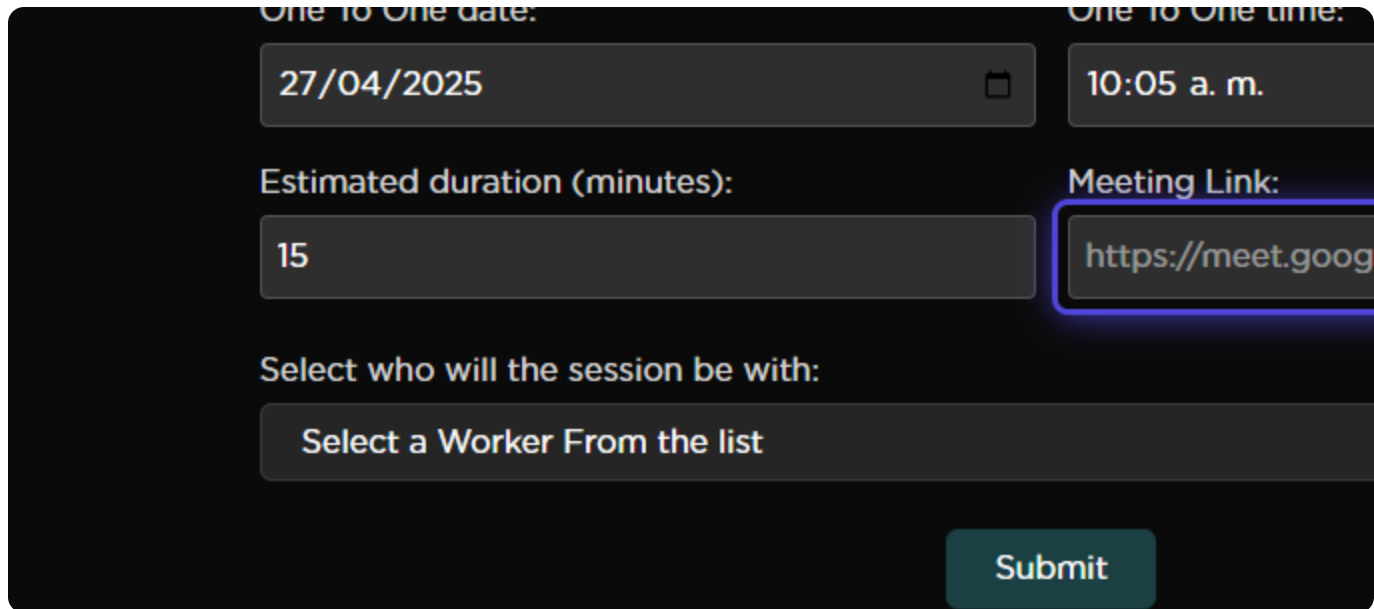
Meeting Link:

with:

13 Duration Input

[VIEW PAGE →](#)

The duration input has already a 15 minutes value, if the session is gonna be funny or long enough you can overwrite it with the time you want, not exceeding 1 hour of duration (60 minutes)



One to One date: 27/04/2025

One to One time: 10:05 a. m.

Estimated duration (minutes): 15

Meeting Link: https://meet.google

Select who will the session be with:

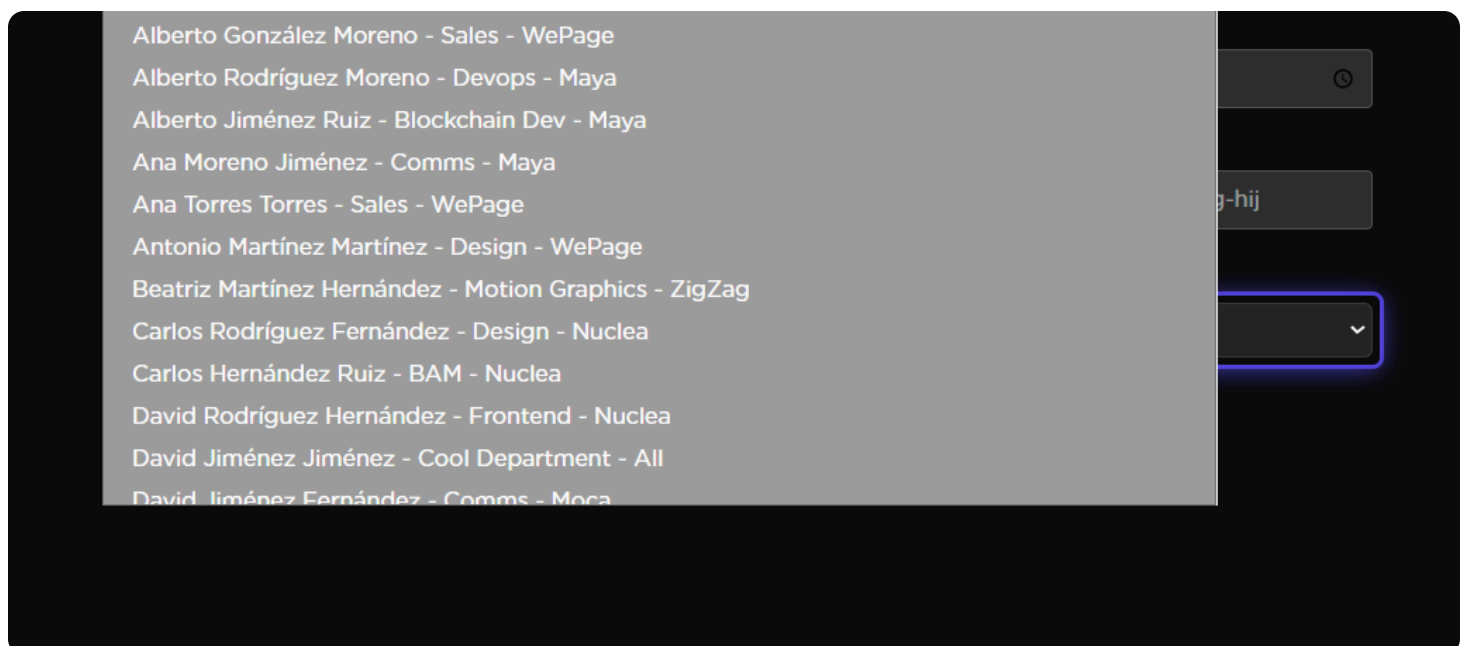
Select a Worker From the list

Submit

14 Click on Select a Worker From the list

[VIEW PAGE →](#)

Once you click on the select a very large list with all the workers will appear to you, dont worry, you can notice that the workers are ordered by their name and also have the information of the department and company where they belong, in that same order.



Alberto González Moreno - Sales - WePage

Alberto Rodríguez Moreno - Devops - Maya

Alberto Jiménez Ruiz - Blockchain Dev - Maya

Ana Moreno Jiménez - Comms - Maya

Ana Torres Torres - Sales - WePage

Antonio Martínez Martínez - Design - WePage

Beatriz Martínez Hernández - Motion Graphics - ZigZag

Carlos Rodríguez Fernández - Design - Nuclea

Carlos Hernández Ruiz - BAM - Nuclea

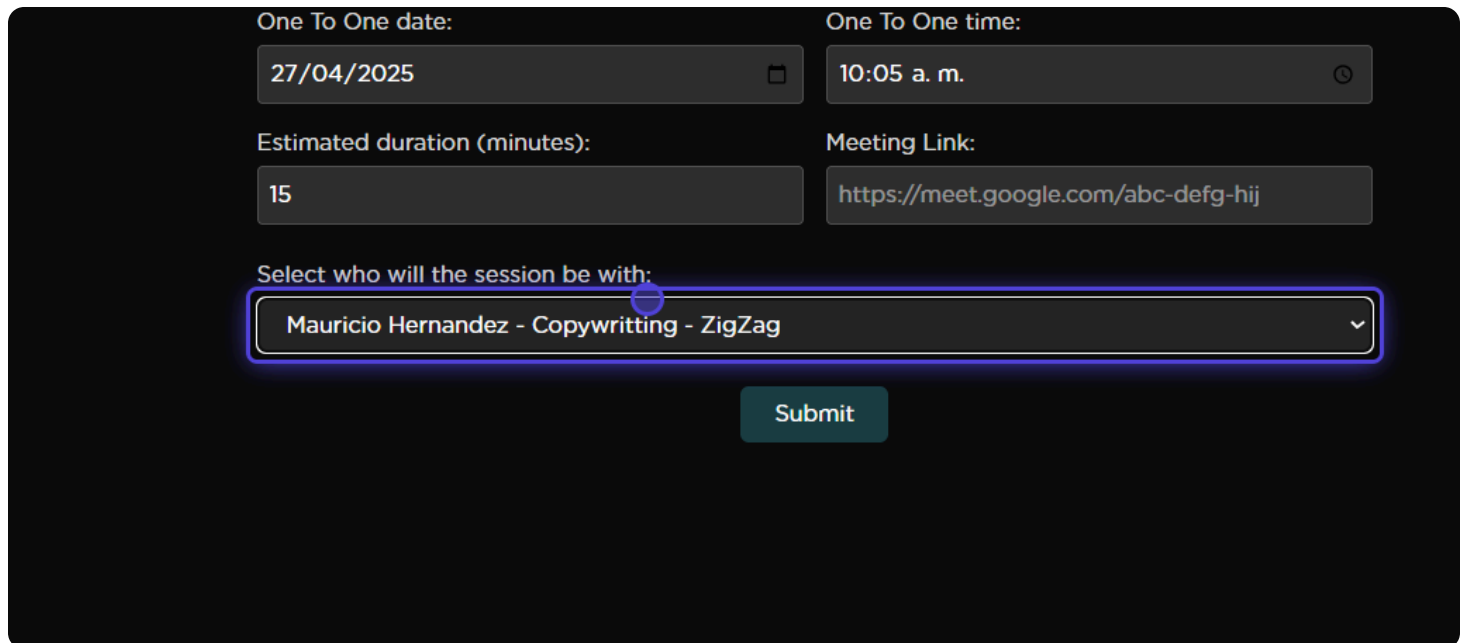
David Rodríguez Hernández - Frontend - Nuclea

David Jiménez Jiménez - Cool Department - All

David Jiménez Fernández - Comms - Moca

15 Click on nuevo@nuclea.solutions[VIEW PAGE →](#)

Once selected the worker the pop-up will dissapear and you could see the worker's information you have selected. In case you want to change the worker you are going to have the session with you can just click again on the select and repeat the step 14.



One To One date: 27/04/2025

One To One time: 10:05 a. m.

Estimated duration (minutes): 15

Meeting Link: <https://meet.google.com/abc-defg-hij>

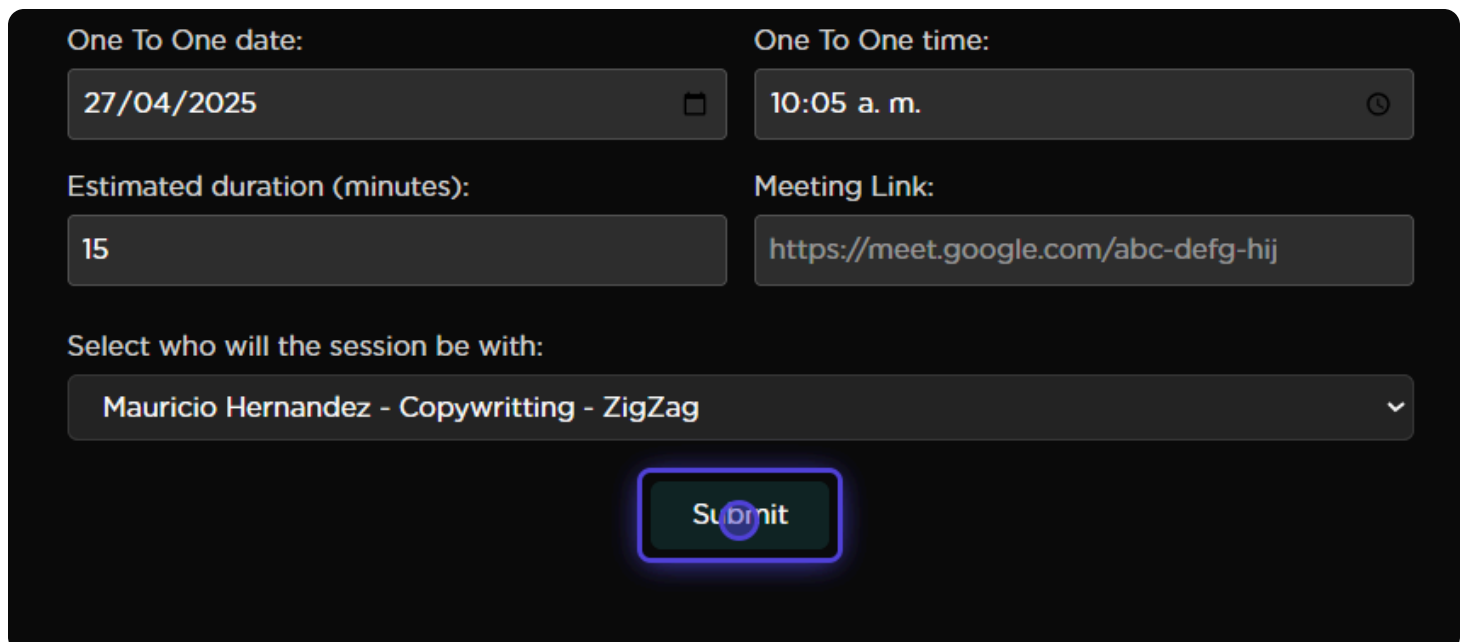
Select who will the session be with:

Mauricio Hernandez - Copywritting - ZigZag

Submit

16 Click on Submit[VIEW PAGE →](#)

Once you finished filling the data and think you have everithing just fine, you can click the sumbit button and the session will be registered in the app, ready and waiting for you to fill it



One To One date: 27/04/2025

One To One time: 10:05 a. m.

Estimated duration (minutes): 15

Meeting Link: <https://meet.google.com/abc-defg-hij>

Select who will the session be with:

Mauricio Hernandez - Copywritting - ZigZag

Submit

17 Click on Sesión de One To One para el 2025-04-27 10:05:00 con Mauricio Hernandez creada

[VIEW PAGE →](#)

Once you clicked the submit button you will be sent to the main view with a message on the top of the screen saying that the schedule have been created and indicating you the time and with wich worker was made it

The screenshot shows a web application interface. At the top, a blue banner displays the message: "Sesión de One To One para el 2025-04-27 10:05:00 con Mauricio Hernandez creada". Below this, a sidebar on the left contains navigation links: Profile, Calendar, Departments, Vacations, Absences, Holidays, and One To One. The main content area features a search bar labeled "Search by name..." and a table with the following data:

FULL NAME	EMAIL	ROLE
Adrián Martínez Torres	kuissytlfaab@outlook.com	Department Leader
Pedro Ruiz Rodríguez	dhkbhkf@gmail.com	Department Leader
Rafael Fernández Moreno	msicynnbhx@nuclea.solutions	Colaborator
Edmundo Canedo Cervantes	edmundo@nuclea.solutions	Colaborator