

Welcome to

# Mastering Emonitrix:

## A Step-by-Step Guide

# How to Add a Department

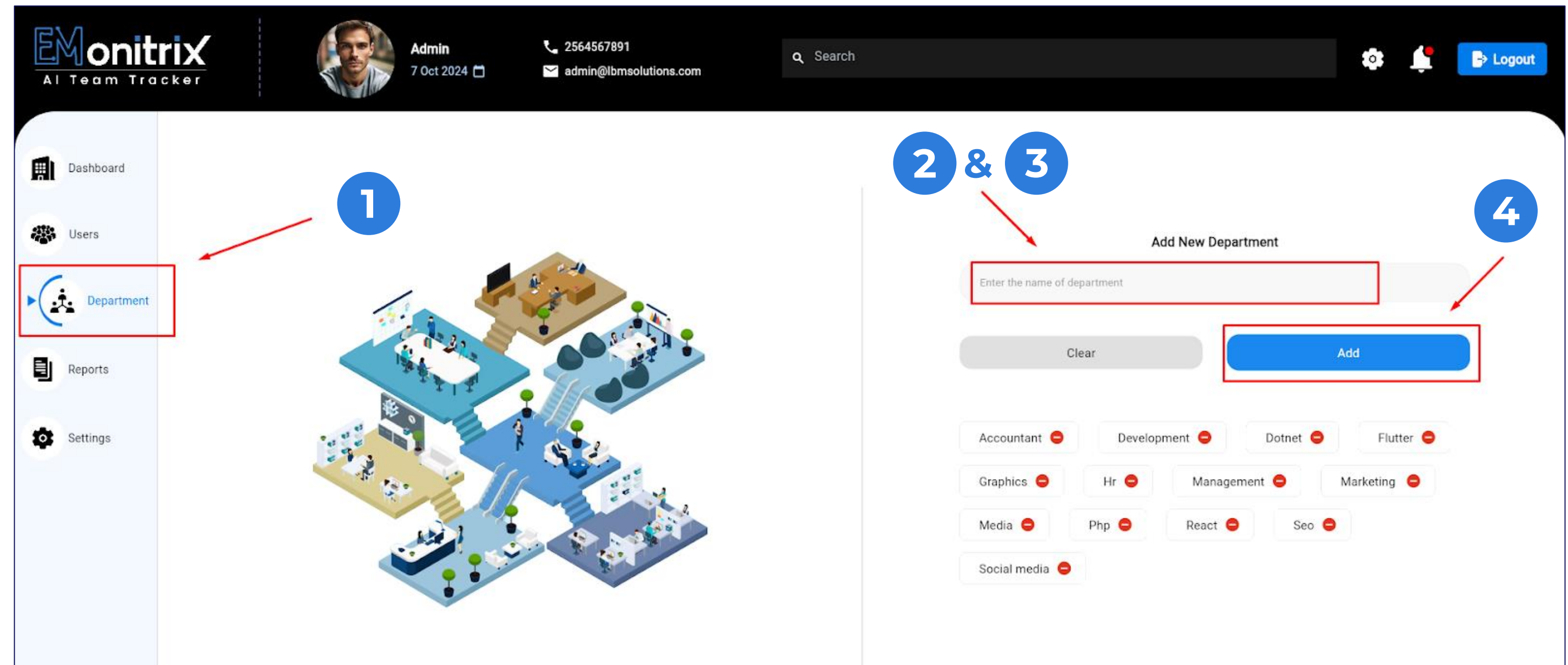
Emonitrix enables to add departments for effective team organization and tracking.

**Step 1:** Click on “Department”

**Step 2:** Click on “Add New Department”

**Step 3:** Enter the Name of Department

**Step 4:** Click on “Add”



# How to Add a User?

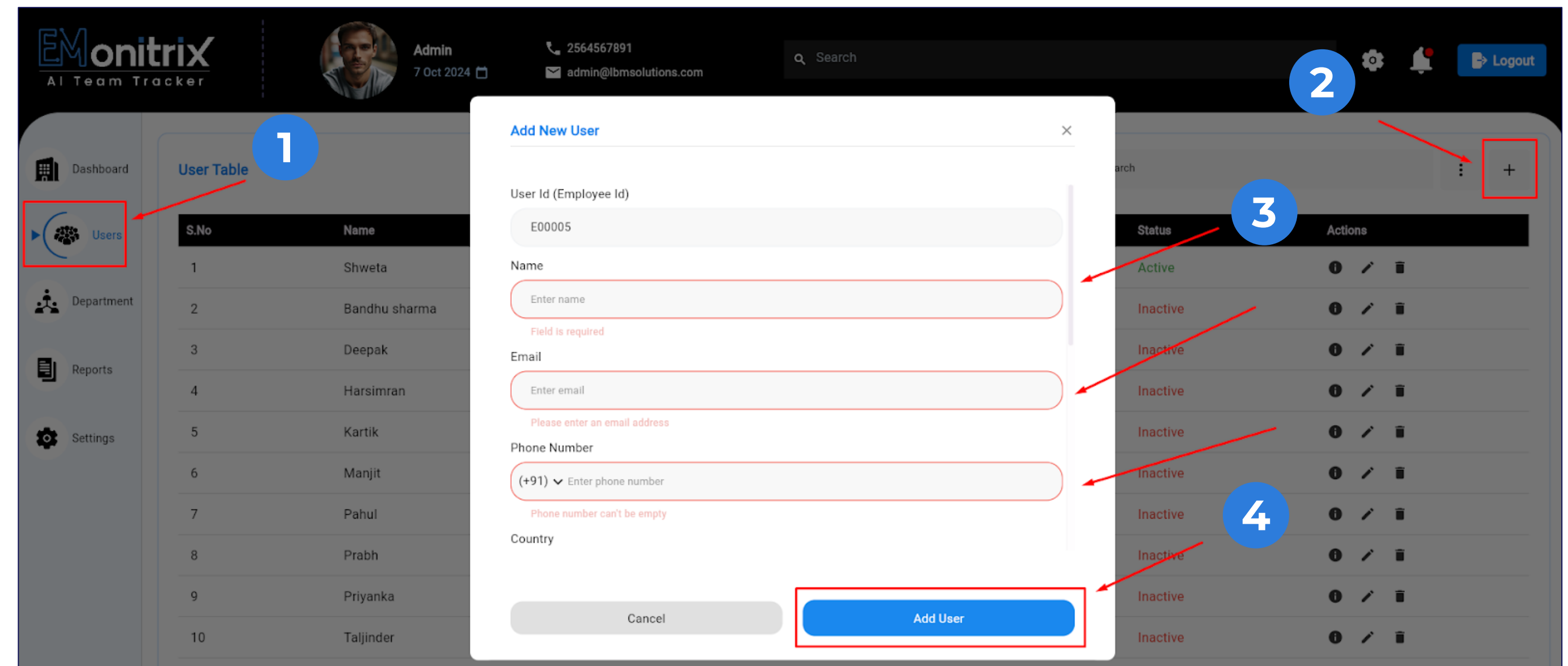
You can add any user in any department by following given steps:

**Step 1:** Click on “User”

**Step 2:** Click on “+” icon, shown on the top right side

**Step 3:** Add Details of Employee

**Step 4:** Click on “Add User”



# How to Monitor Particular User Activity?

With this software, monitoring user activities becomes easy by following the given steps.

**Step 1:** Go to “User”

**Step 2:** Select a User and Click on “i” Button.

A window Appears. Here, you can observe all the activities of a user, such as: User Details, App History, Browsing History and Timely Screenshots

The screenshot displays the EMonitrix AI Team Tracker interface. At the top, the user is logged in as 'Admin' on '7 Oct 2024'. The main navigation menu includes 'Dashboard', 'Users', 'Department', and 'Reports'. The 'Users' section is highlighted with a red box and a blue circle labeled '1'. Below it, the 'User Table' is shown with columns for S.No, Name, Email, Department, Status, and Actions. A red box highlights the 'i' button in the Actions column for the first user, with a blue circle labeled '2' pointing to it. Below the table, a detailed view for 'Priyanka's Records' is shown, including 'User Details', 'Apps Opened', 'Browsing History', and 'Category Allocation % Application' and 'Browser' charts.

S.No	Name	Email	Department	Status	Actions
1	Bandhu sharma	bandhu123@example.com	React	Inactive	<i>i</i> / ✎ / 🗑️
2	Deepak	deepak123@example.com	React	Inactive	<i>i</i> / ✎ / 🗑️
3	Harsimran	harsimran@example.com	React	Inactive	<i>i</i> / ✎ / 🗑️
4	Kartik	Kartik@example.com	React	Inactive	<i>i</i> / ✎ / 🗑️

S.No	Name	Opened at	Closed at
1	TextInputHost	01:00 PM	02:45 PM
2	SystemSettings	01:00 PM	02:45 PM
3	Postman	01:00 PM	02:45 PM
4	monitrix	01:00 PM	02:45 PM
5	Code	01:00 PM	02:45 PM
6	Cliq	01:00 PM	02:45 PM

Visit Time	Title	URL Visited
01:47 PM	Chat Kit   Figma	www.figma.com
01:50 PM	Material Symbols & Icons - Google Fonts	fonts.google.com
01:50 PM	Material Symbols & Icons - Google Fonts	fonts.google.com

Swipe ↓



# How to Check the Log Hours of a Particular User?

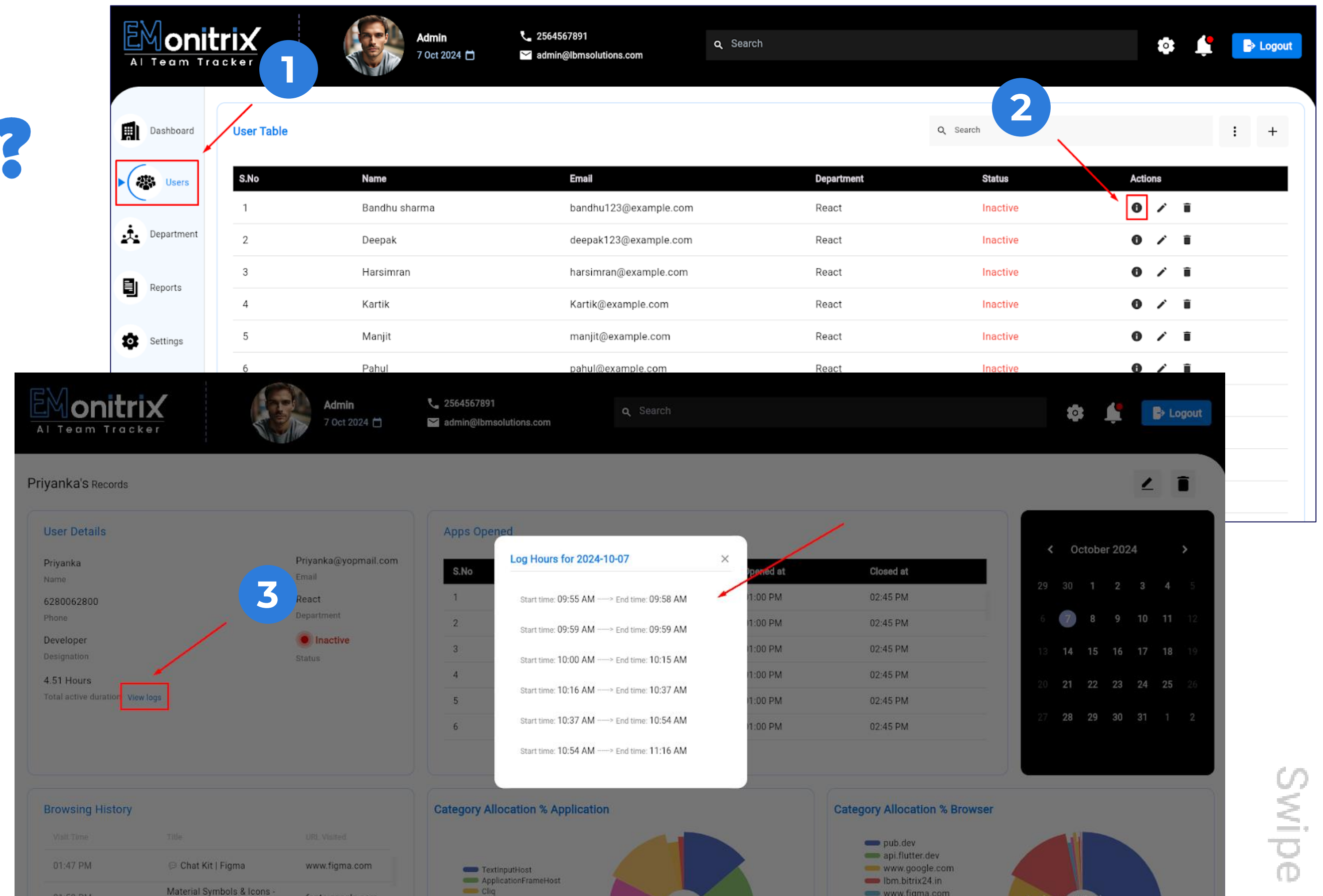
You can monitor the log hours of the entire team and a particular user.

**Step 1:** Go to “User”

**Step 2:** Select a User and Click on “i” Button.

**Step 3:** Click on “View Logs” in “User Details” Section.

A Pop-up Window appears with detailed Log Hours of a user



# How to View Screenshots of a Particular User?

This feature helps view screenshots of a specific user in easy steps.

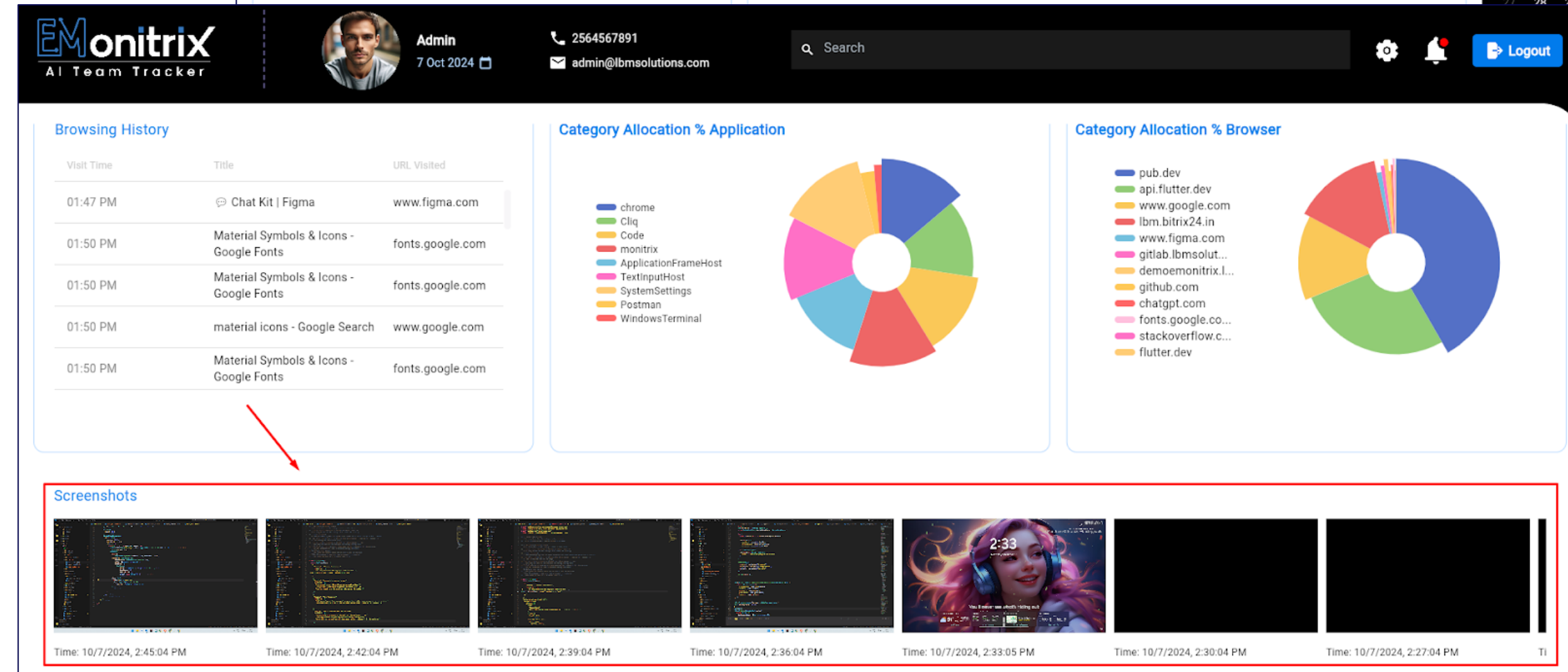
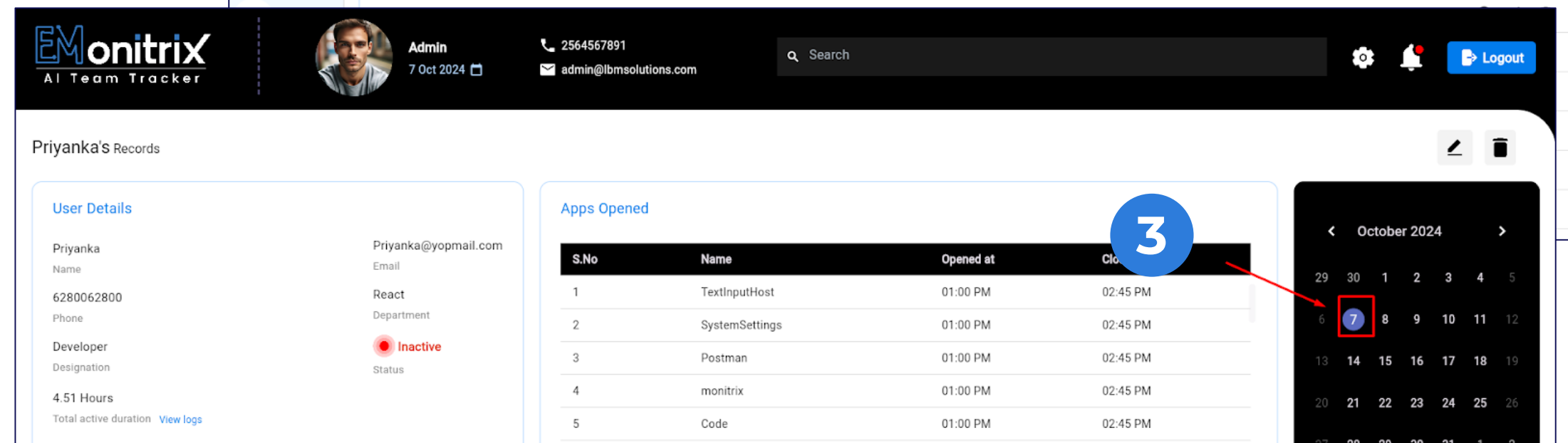
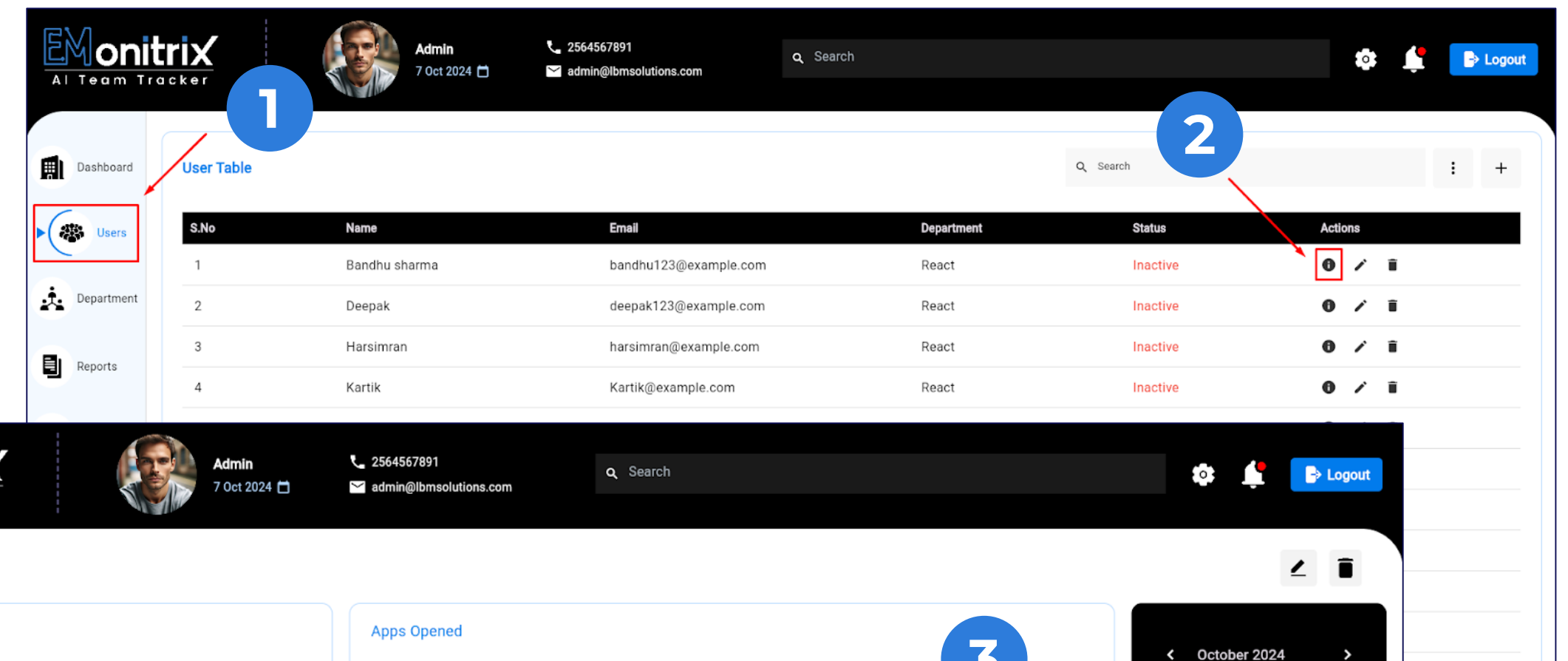
**Step 1:** Go to “User”

**Step 2:** Select a User and Click on “i” Button.

**Step 3:** Select the Date from the “Calendar” shown on the right

**Step 4:** Scroll Down to the Bottom

The screenshots of that specific day will appear



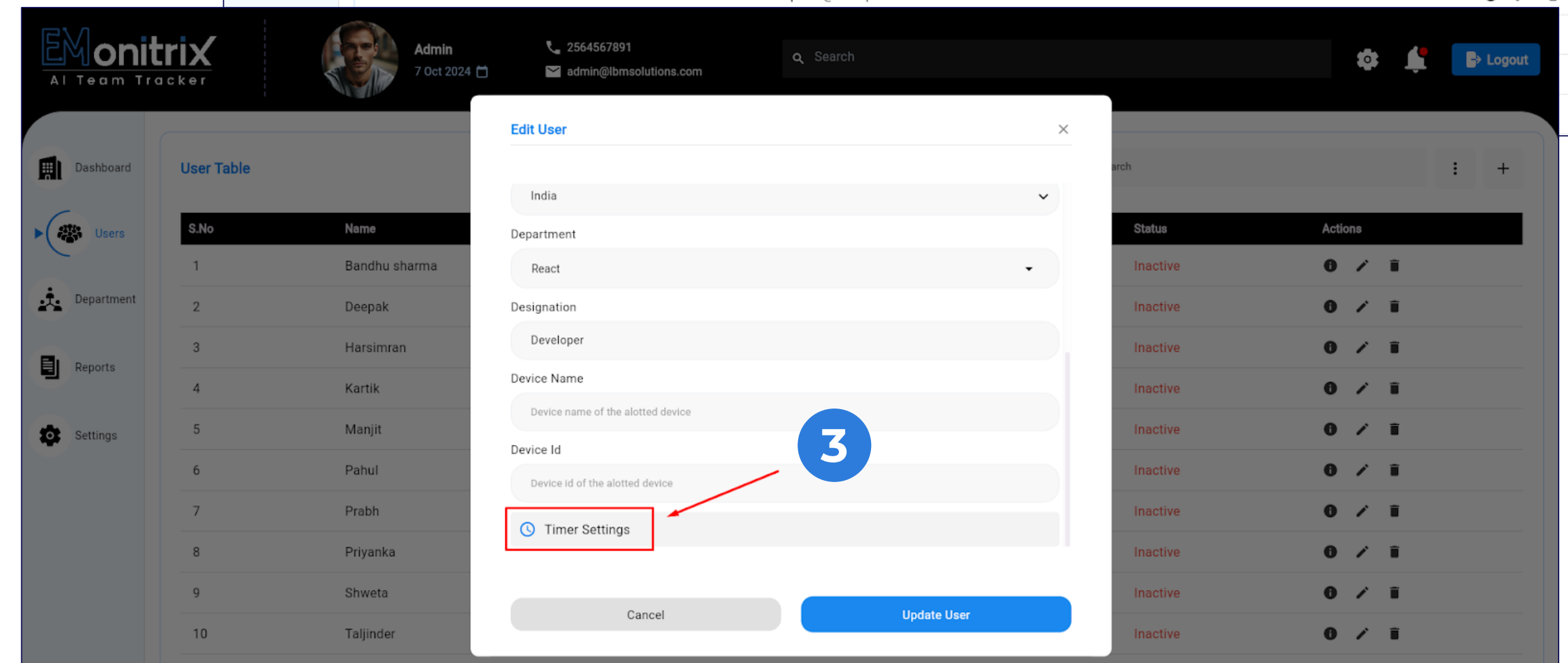
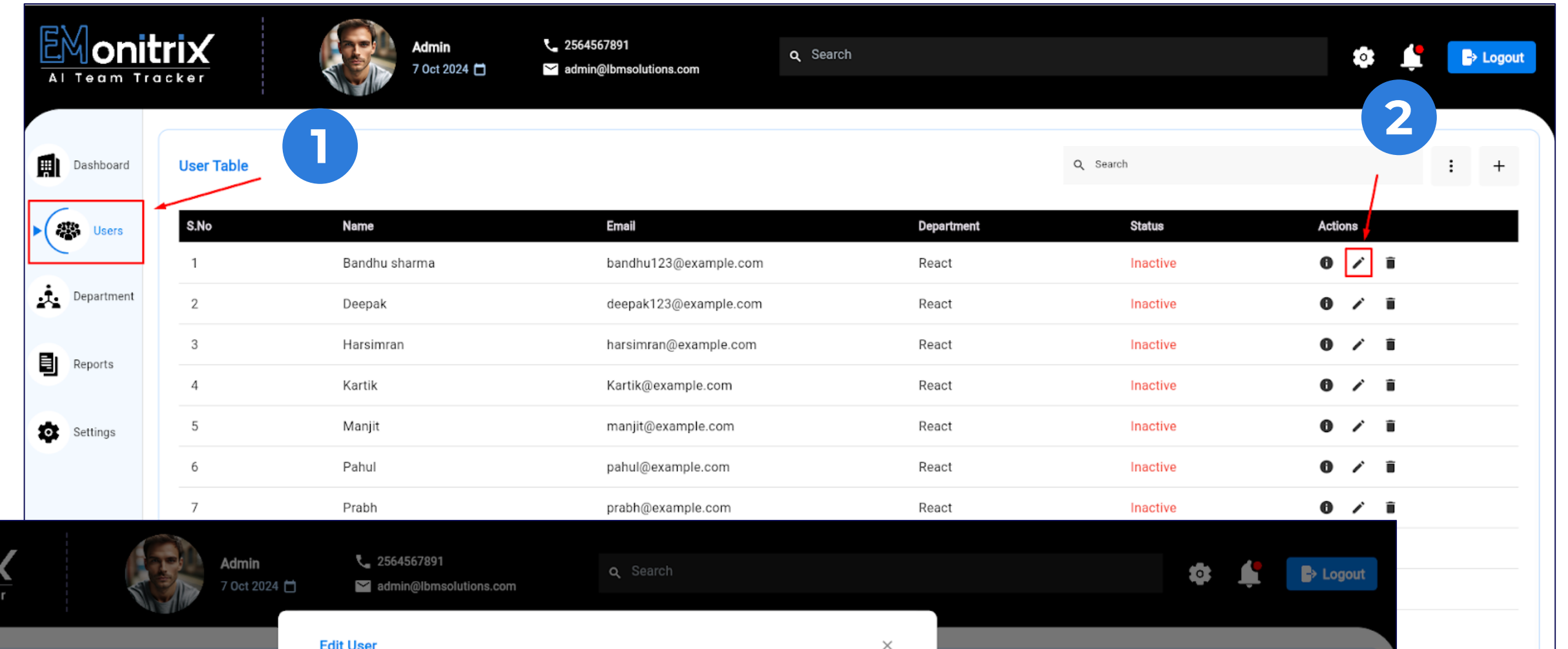
# How to Adjust Timer Settings for Screen Capture?

Adjusting timer settings helps to optimize monitoring for productivity insights and results

**Step 1:** Go to “User”

**Step 2:** Click on “Edit” Button

**Step 3:** Scroll Down to Bottom and Click on “Timer Setting”

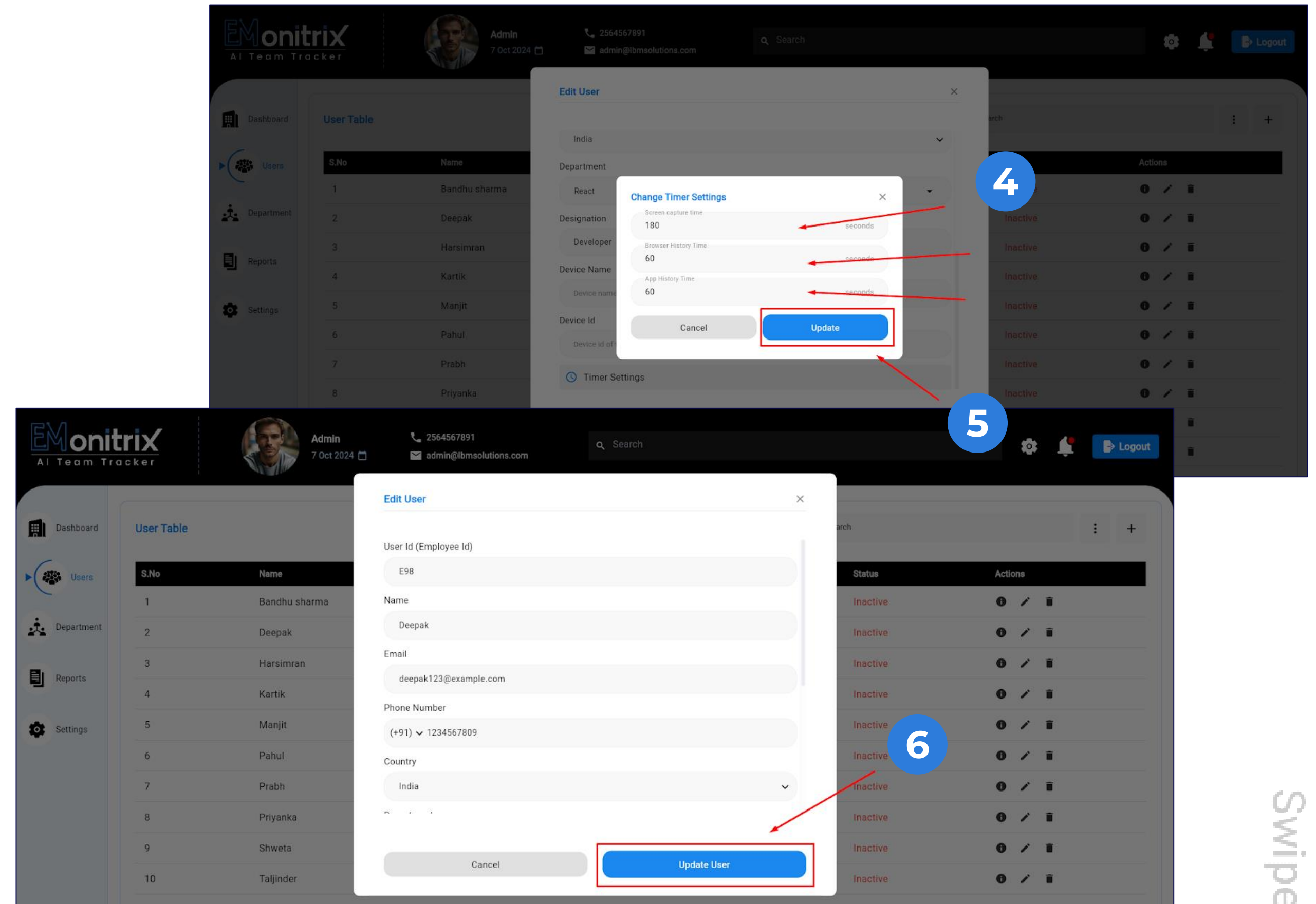




**Step 4:** A pop-up appears with 3 options: screen capture, browser history and app history time

**Step 5:** Update time according to your requirement and click on “update”

**Step 6:** Then click on “Update User”





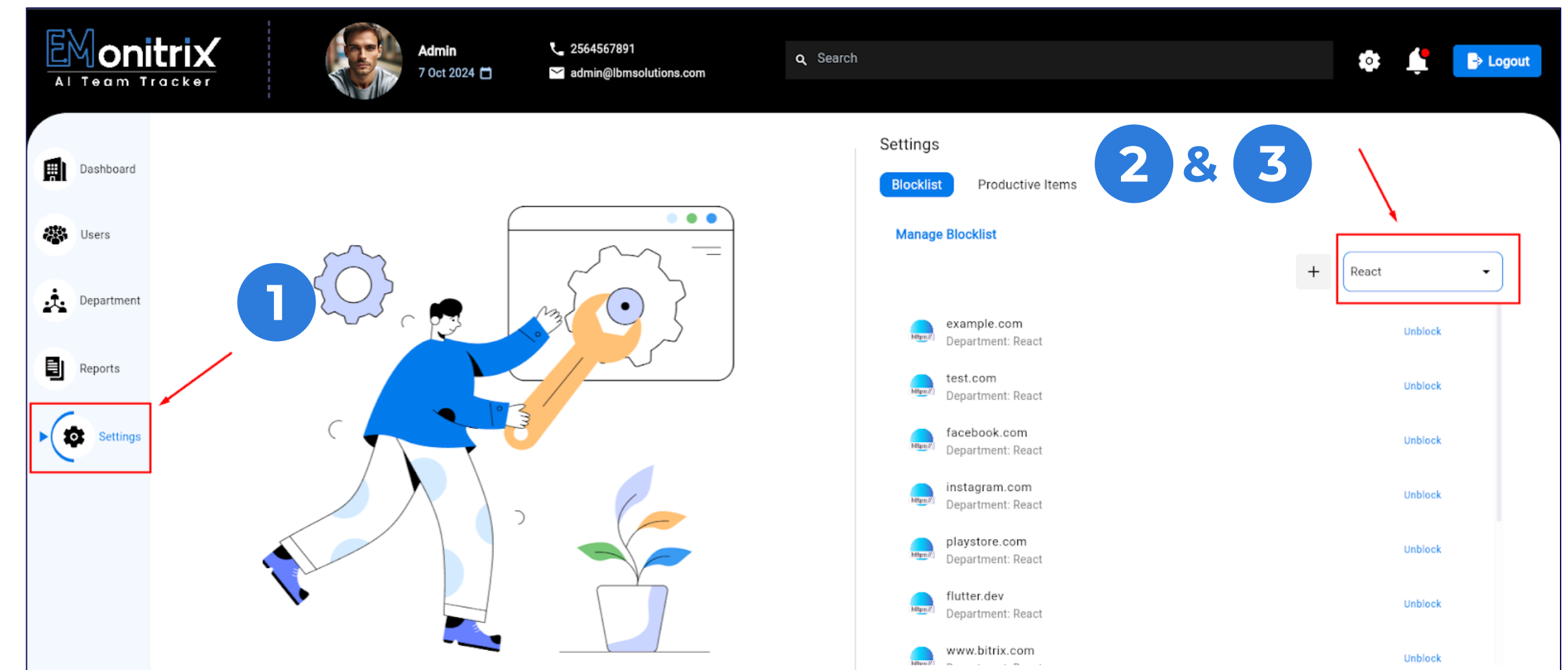
# How to Block Websites?

Emonitrix allows you to block unusual websites and apps that may affect the productivity of employees and prevent distractions

**Step 1:** Click on “Settings”

**Step 2:** Select “Department” from Drop-Down Shown on the right side

**Step 3:** Click on a “Department” for which you want to block sites

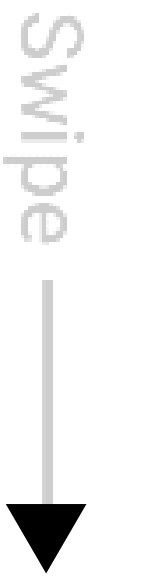
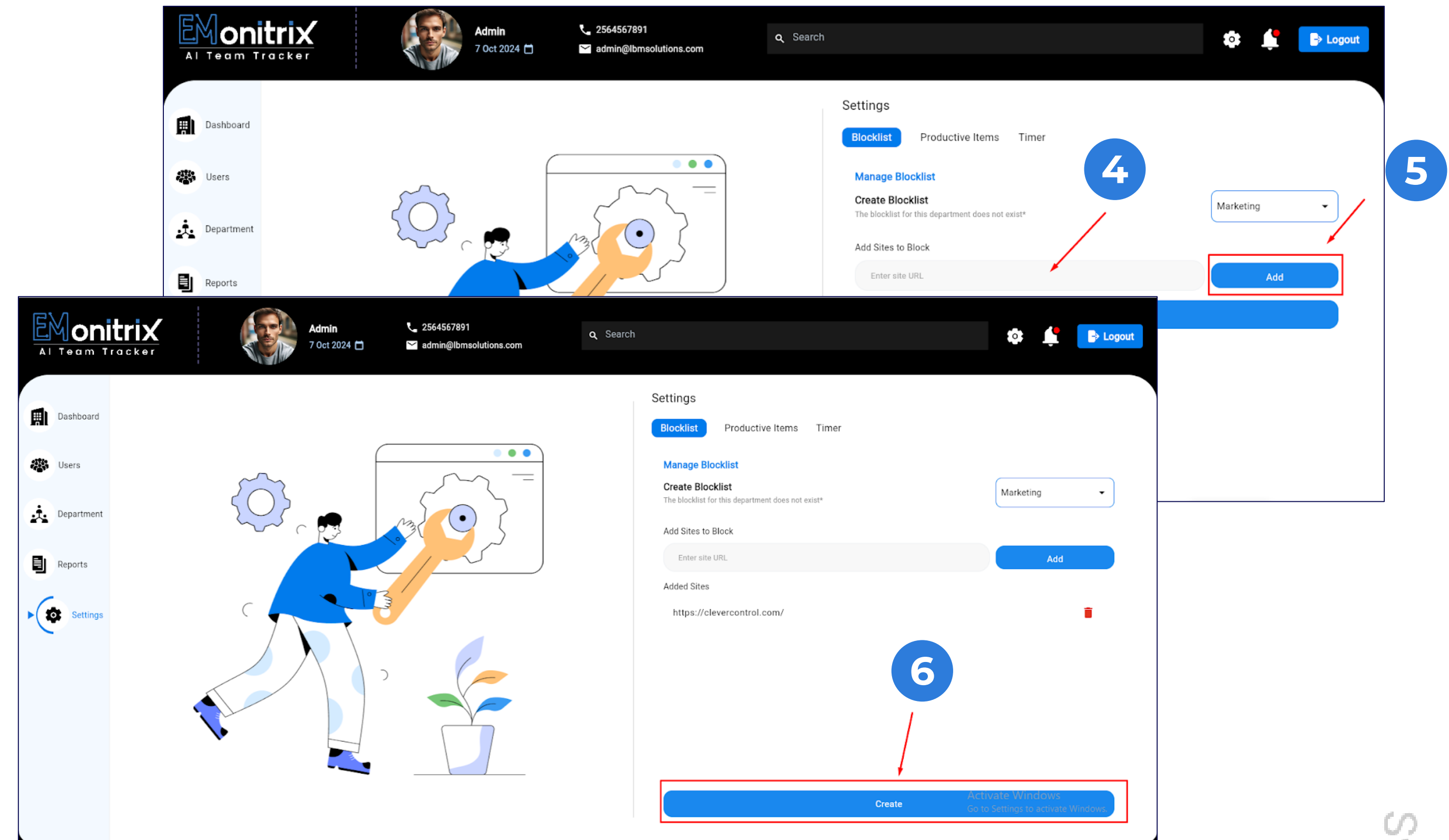


A new window open

**Step 4:** Enter URL of the website you want to block

**Step 5:** Click on “Add”. You can add multiple websites here.

**Step 6:** Click on “Create”



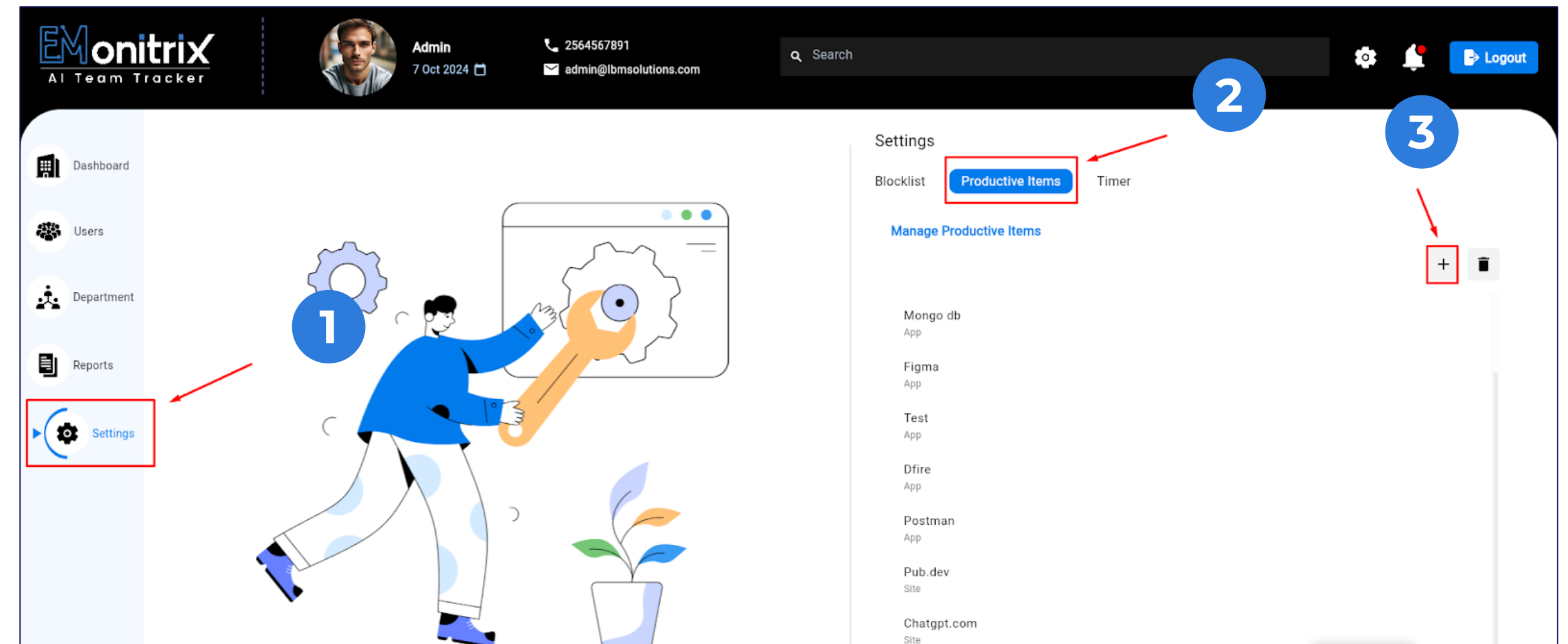
# How to Add Productive Apps and Websites?

Emonitrix allows you to add productive apps and websites and remove unproductive ones anytime.

**Step 1:** Click on “Settings”

**Step 2:** Go to “Productive Items” Tab

**Step 3:** Click on “+” Icon



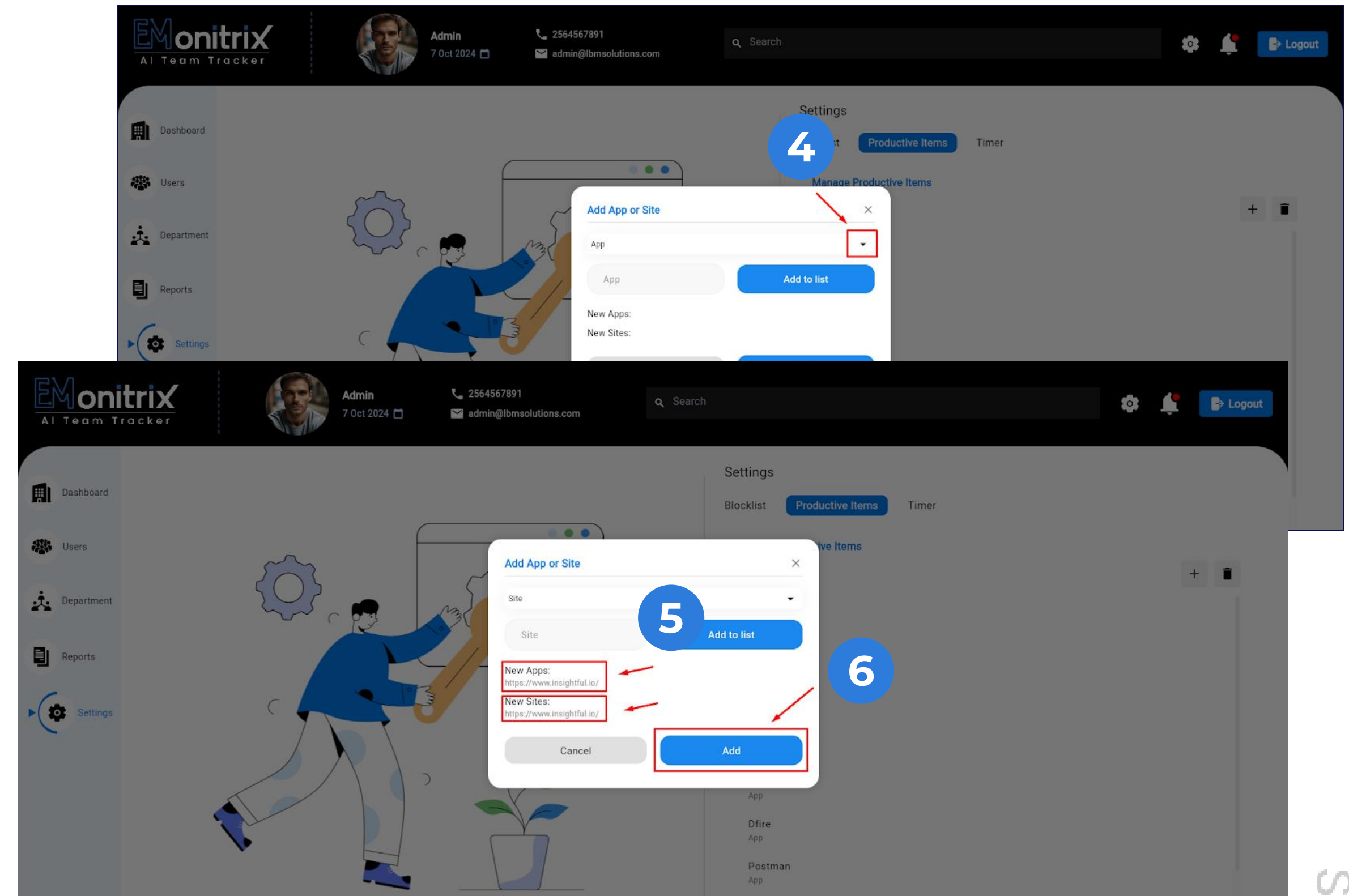
A pop-up window appears

**Step 4:** Select App or Website from Drop-Down

**Step 5:** Add sites and app links as per your requirement

and Click on “Add to List”

**Step 6:** Click on “Add”





# How to Change Timer Setting for Entire Team?

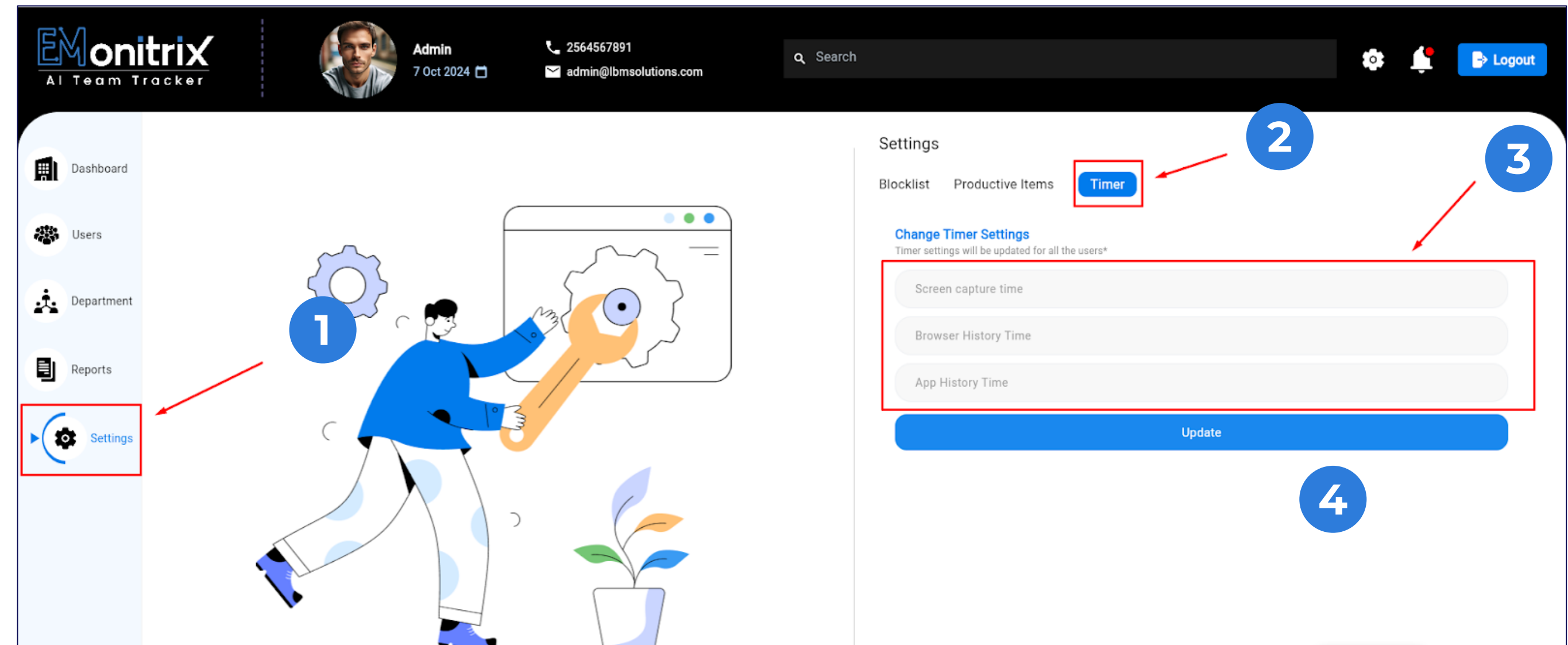
Our AI-Employee Monitoring Software allows you to change the timer settings for the entire team.

**Step 1:** Click on “Settings”

**Step 2:** Go to “Timer” Tab

**Step 3:** Add time for screen capture, browser history and app history


**Step 4:** Click on “Update”





# Thank You

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