EMonitriX
AI Team Tracker

Welcome to

Mastering Emonitrix:
A Step-by-Step Guide
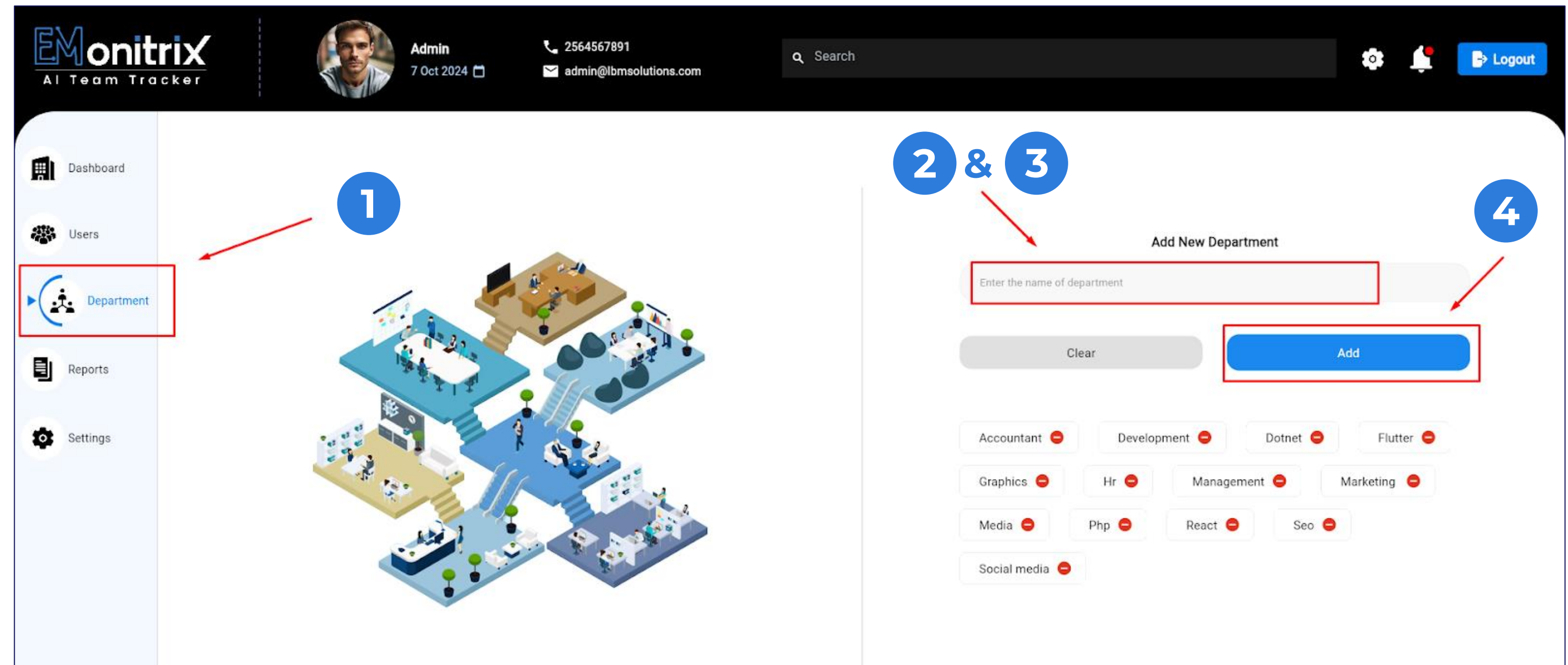
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How to Add a Department

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"
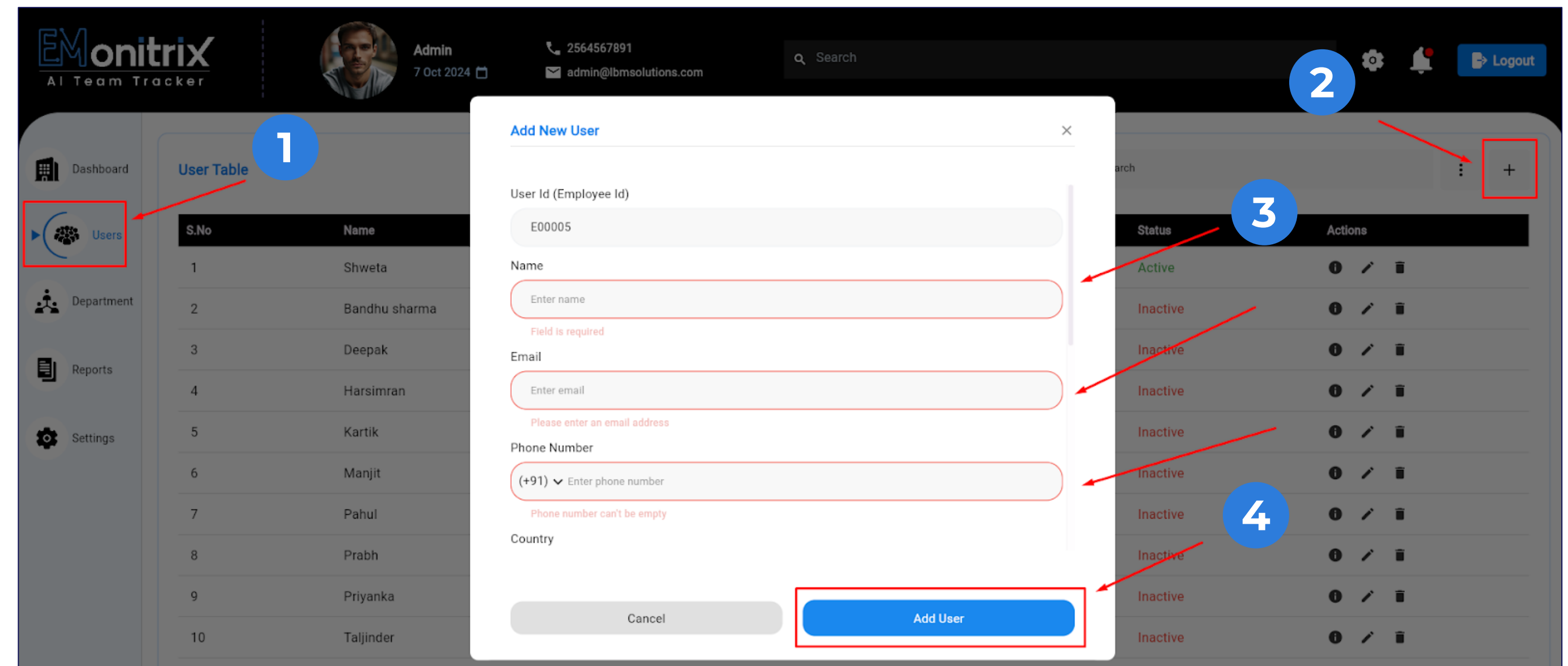

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How to Add a User?

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

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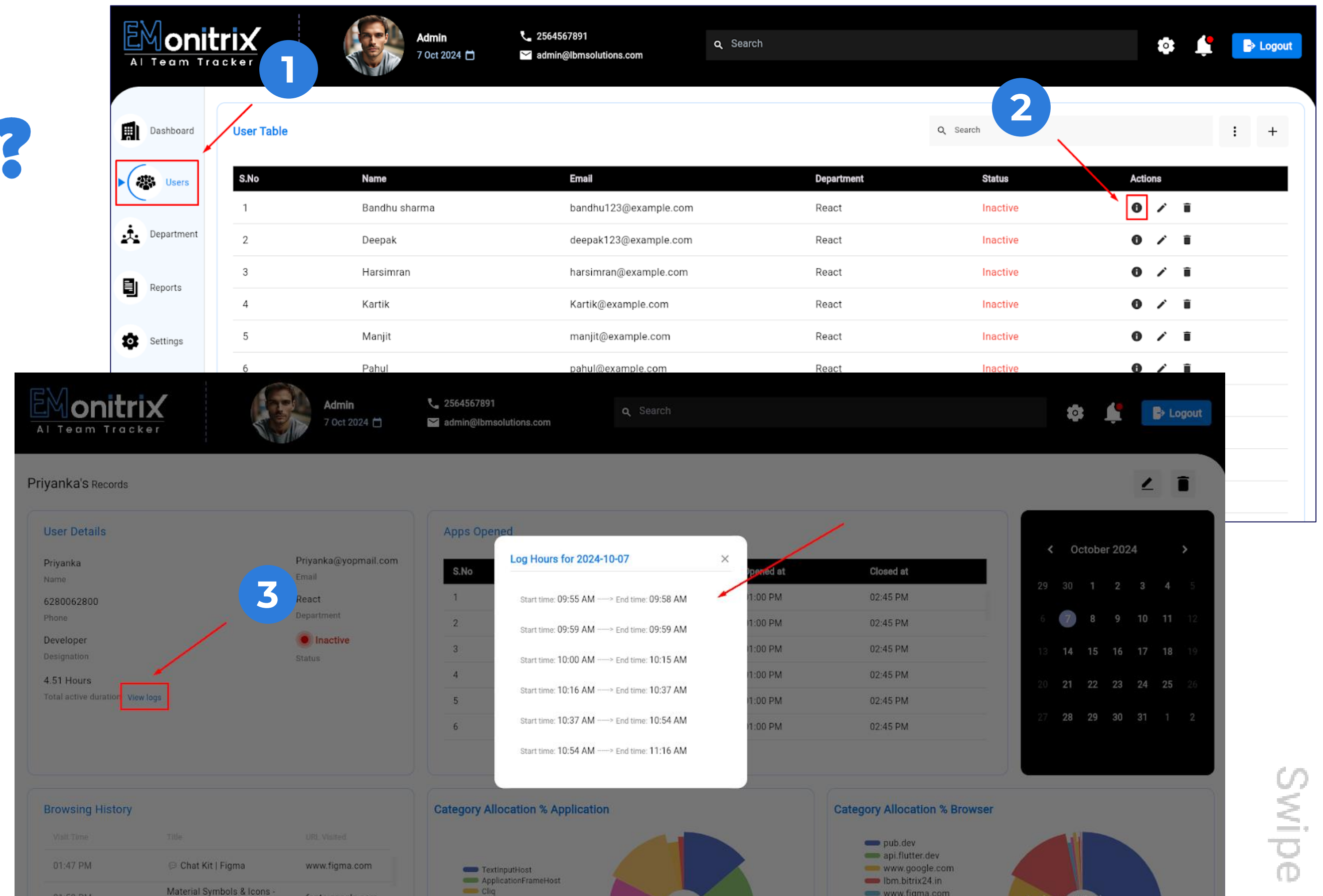# How to Check the Log Hours of a Particular User?

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

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How to View Screenshots of a Particular User?

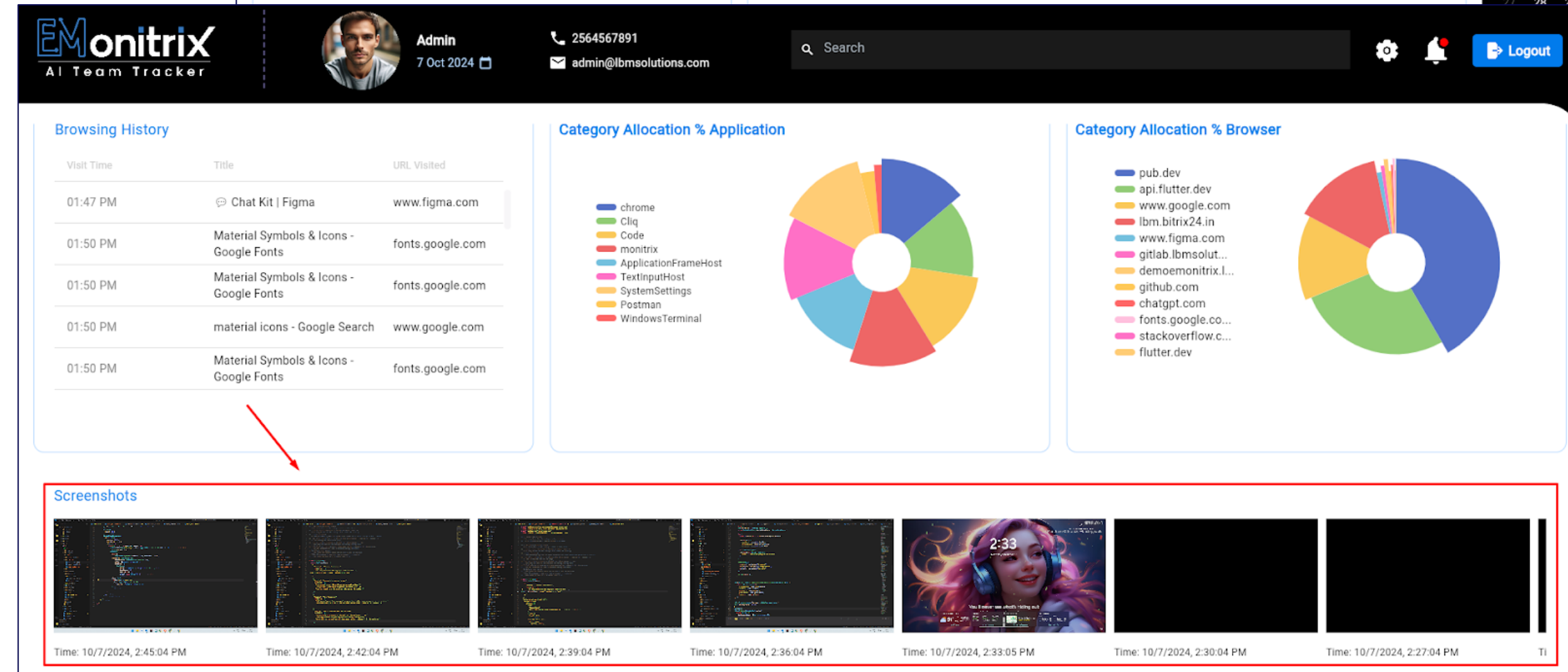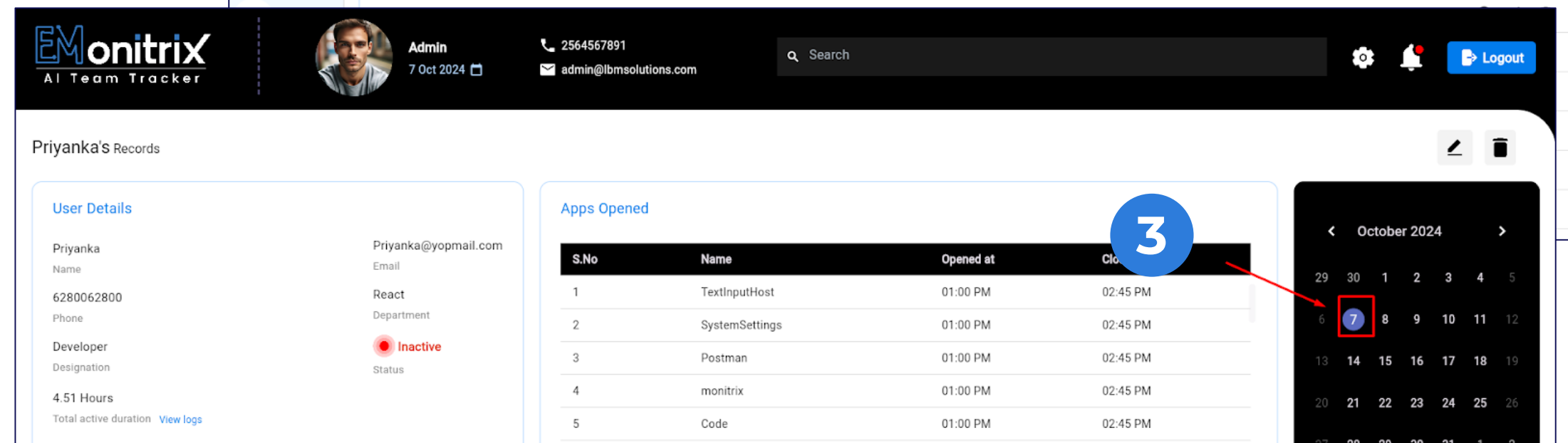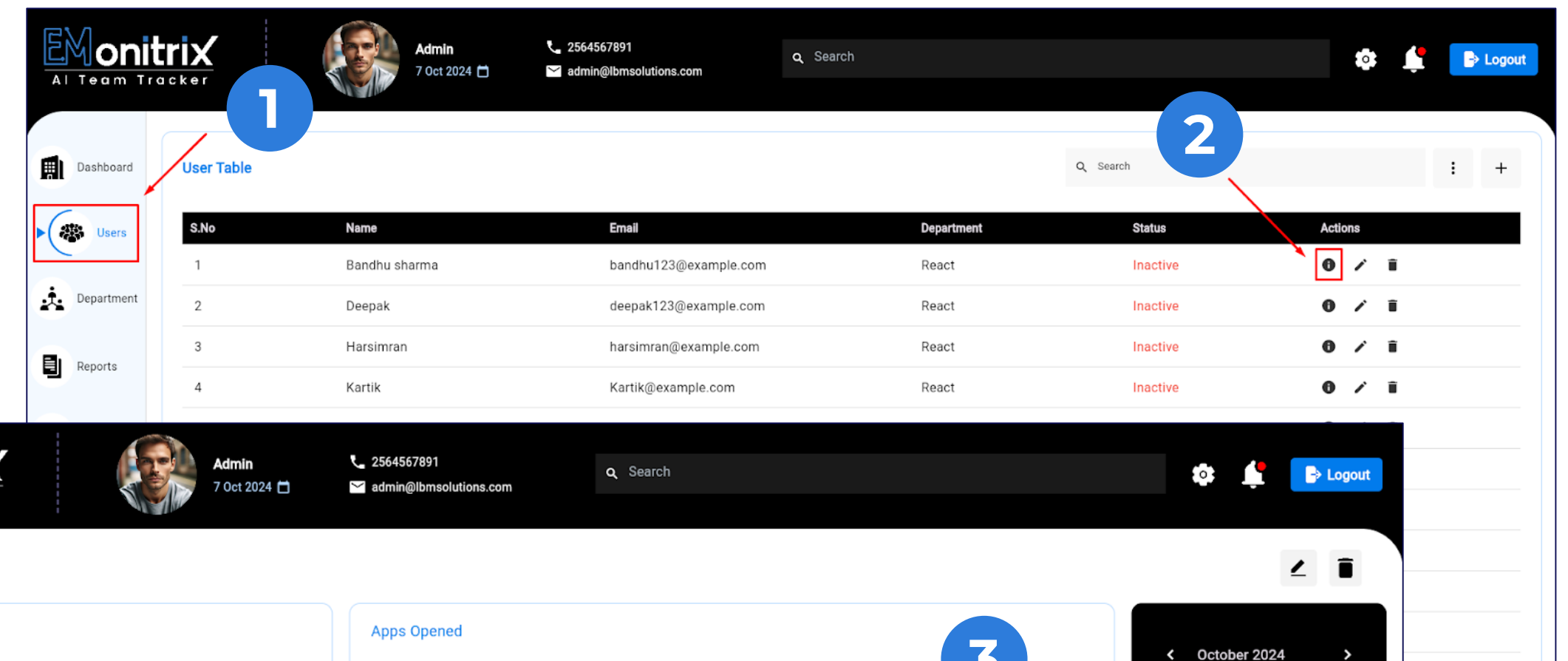This feature helps view screenshots of a specific user in easy steps.

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
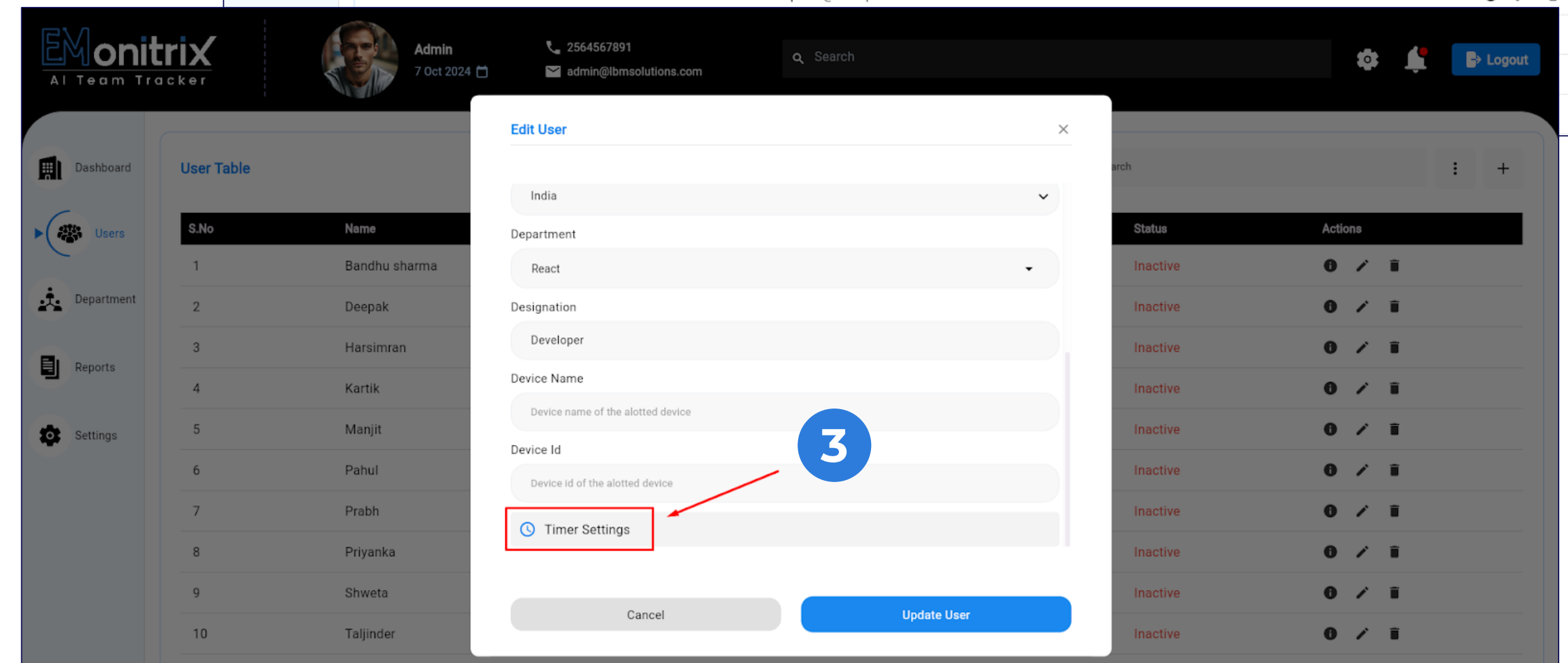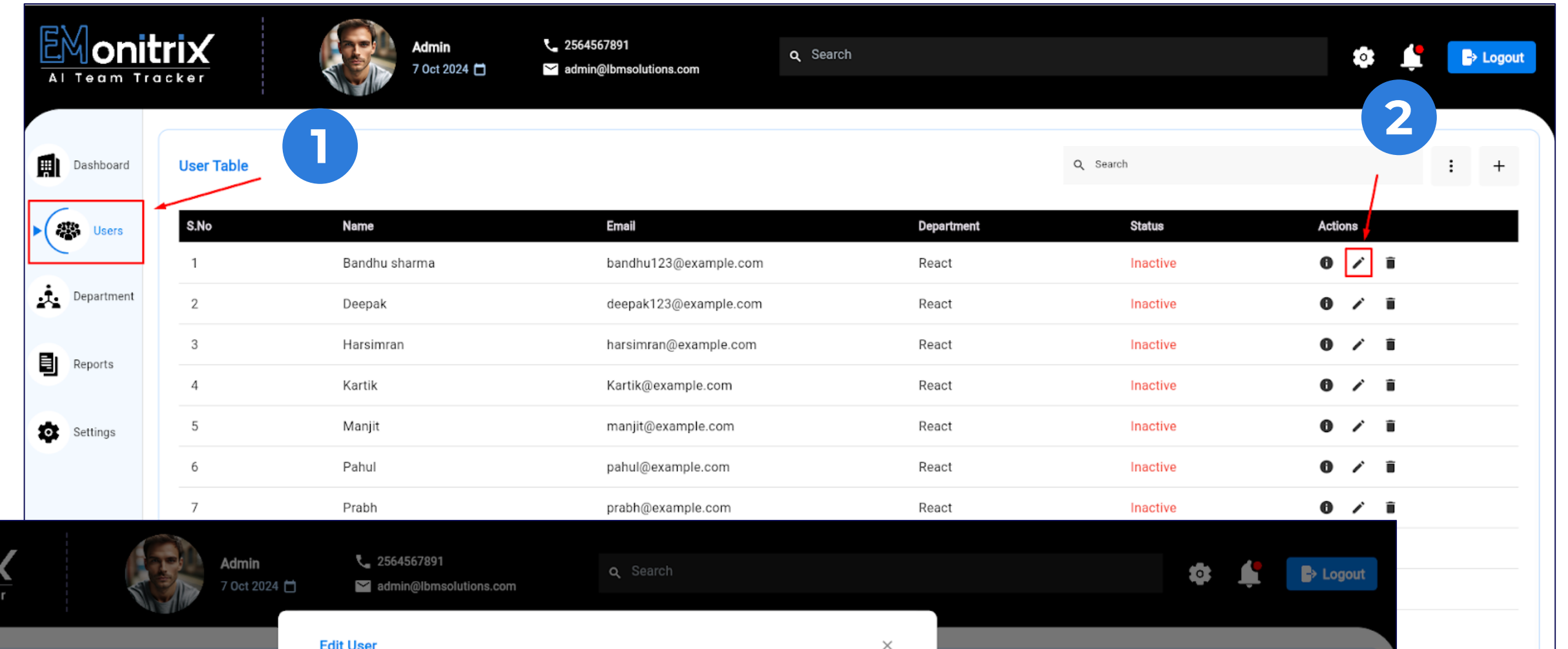
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How to Adjust Timer Settings for Screen Capture?

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

Step 1: Go to "User"

Step 2: Click on "Edit" Button

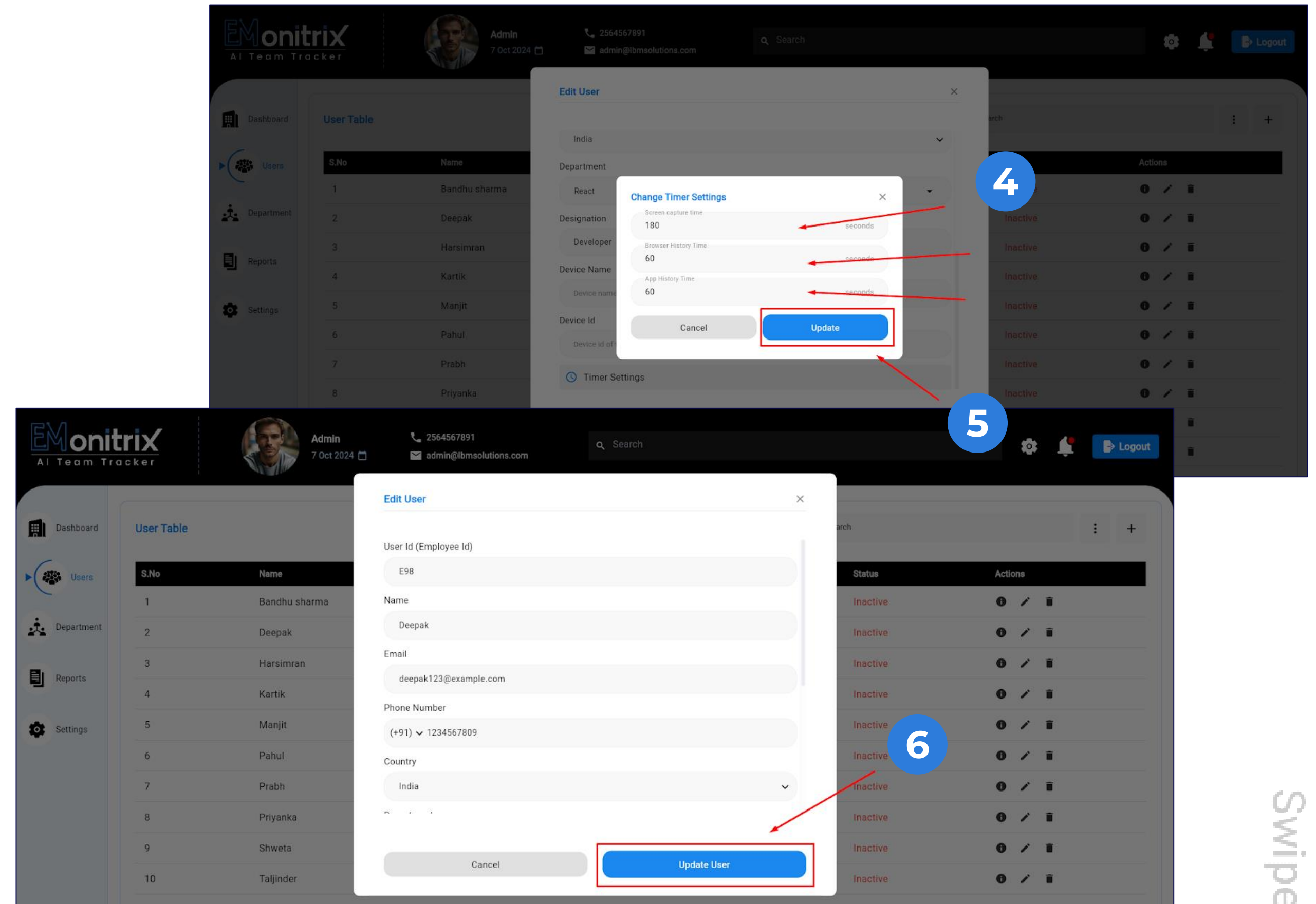**Step 3:** Scroll Down to Bottom and Click on

"Timer Setting"

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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"

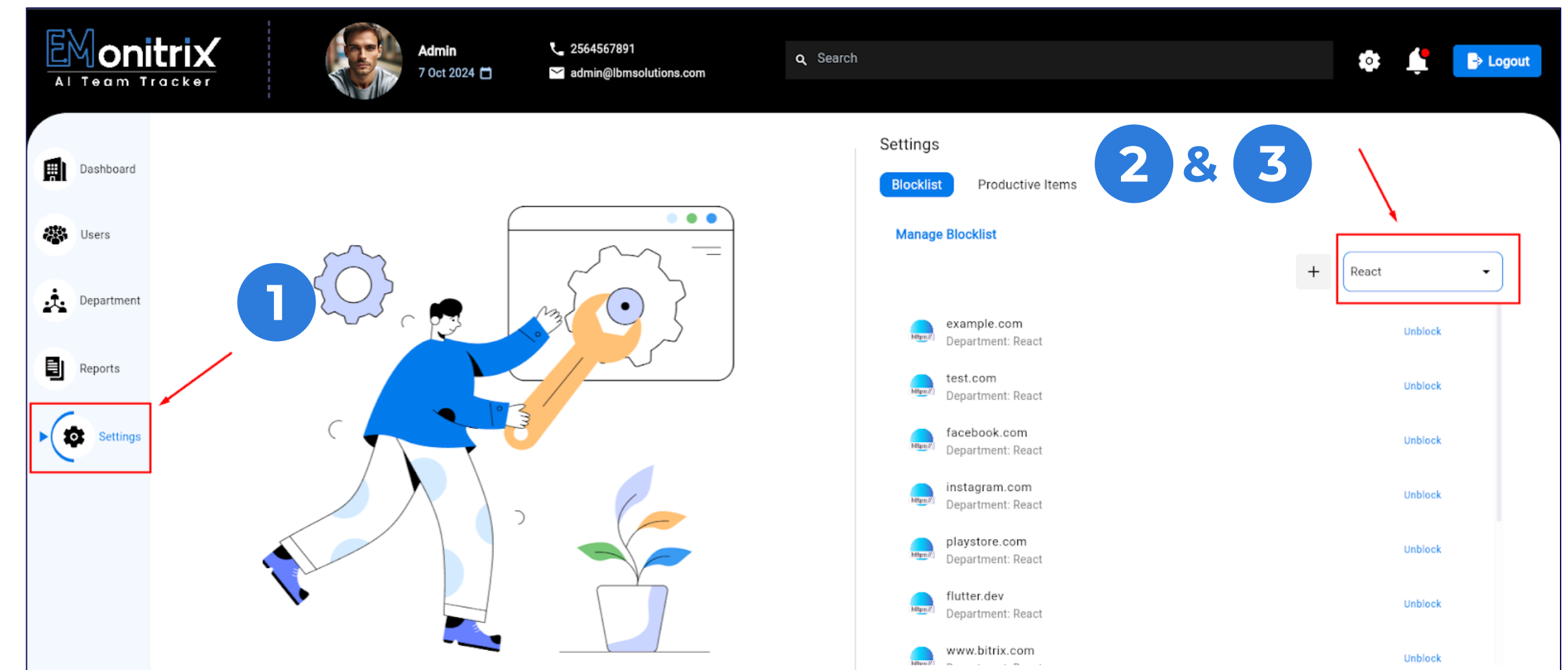**Step 6:** Then click on "Update User"

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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

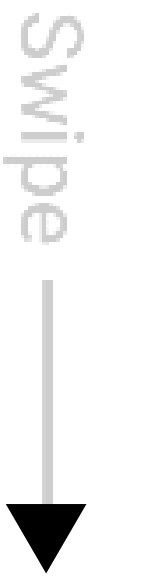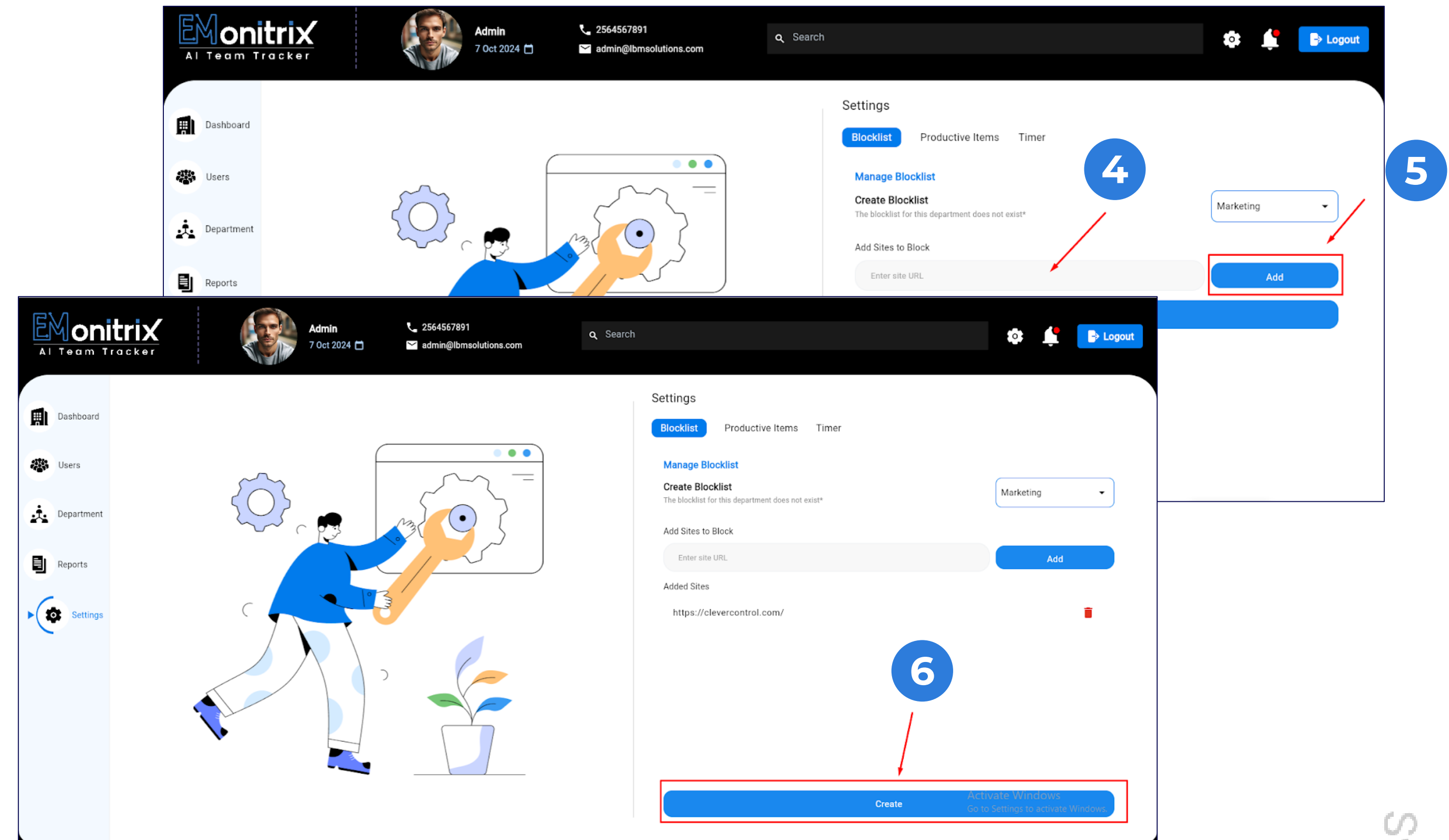block sites

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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.
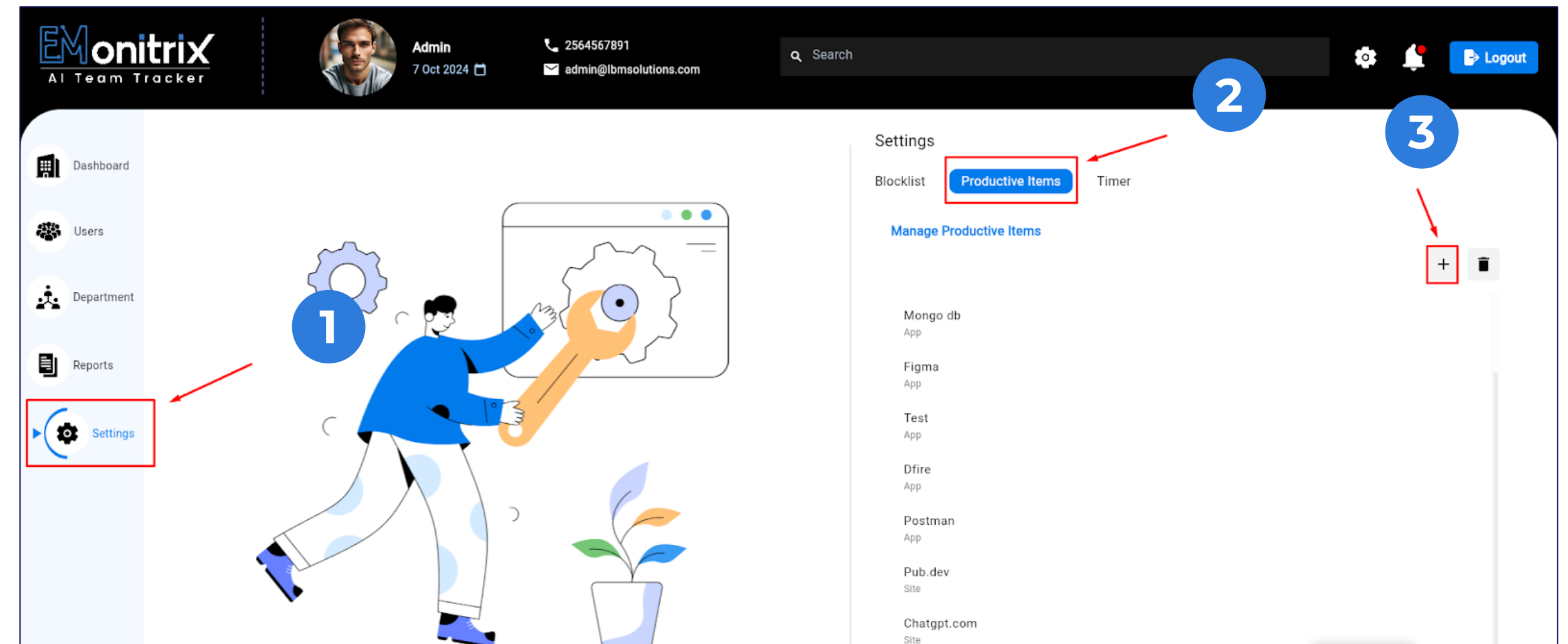
Step 6: Click on "Create"

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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
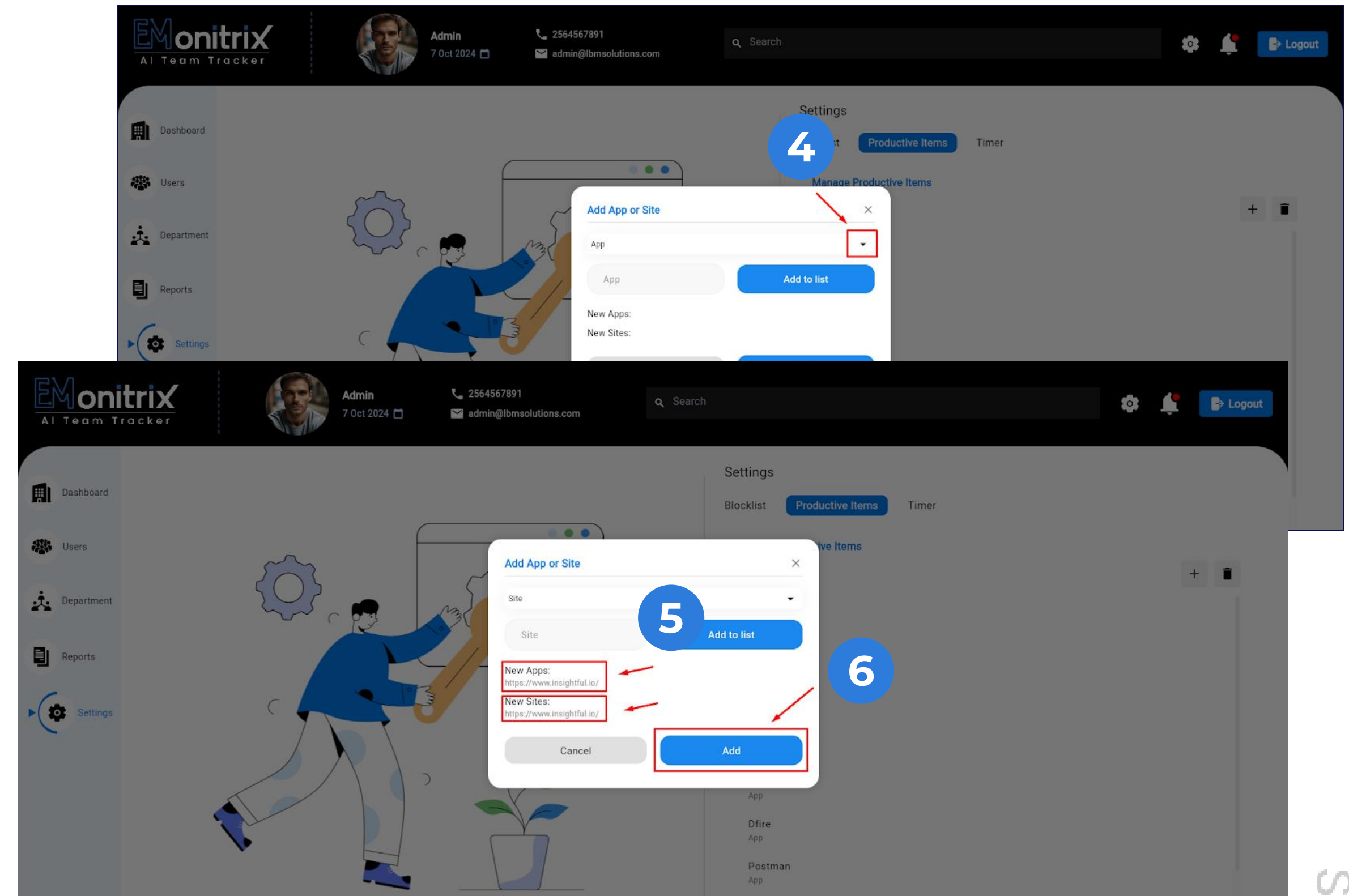

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A pop-up window appears

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"

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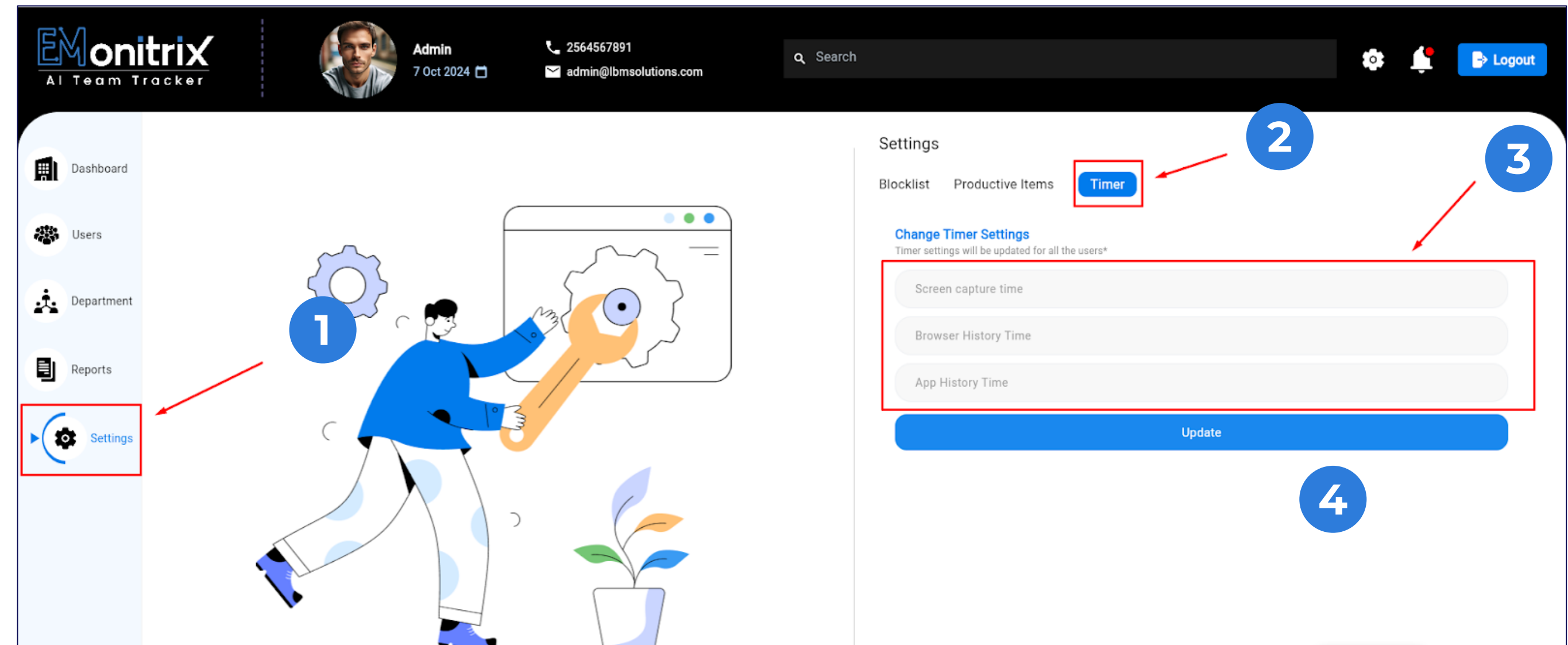
How to Change Timer Setting for Entire Team?

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"

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Thank You

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