



**»» ZEUS®X mobile  
Manual of instructions**

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## 1 Scope of functions

ZEUS®X mobile is a mobile T&A solution for smartphones or tablet PCs. The software is available as app for the operation systems iOS from version 7, Android from version 4.3 and MS Windows from version 8.1 and can be downloaded for free via the corresponding App Stores.

ZEUS®X mobile serves as online terminal. The following ZEUS® booking types can be made:

- Bookings
  - IN
  - OUT
  - IN/OUT (automatic)
  - Absence IN
  - Absence OUT
  - Absence IN/OUT
- Inquiries
  - Inquiry selection
- Cost centres
  - Cost centre fix number

If the connection to the server is interrupted, the bookings are saved on the mobile device. For inquiries in offline operation, results from the previous day are displayed. With the next synchronisation the bookings are transferred to the host and the offline inquiry values are updated.

ZEUS®X mobile enables the localisation of bookings via GPS. If this function is active and if the localisation service is available, the GPS coordinates are stored with each booking action.

ZEUS®X mobile is also meant for Employee Self Service functions.

Since users can login and logout in ZEUS®X mobile, one mobile device can be used by several users.

### 1.1 System requirements

Using ZEUS®X mobile requires the following:

- ZEUS®X option „Application for smartphones/tablets“ [ID502]
- Apple iOS from version 7, Android from version 4.3 or MS Windows from version 8.1

## 2 Settings in ZEUS®X

### 2.1 License

The operation of the mobile terminal requires the license ID 502.

ID Name	Active	Licensed	Used	Trial period end	Activations
502 Application for smartphones/tablets	Max. number	20	20		

The “maximum number” limits the number of simultaneously registered mobile devices.

### 2.2 Booking actions

The bookings and inquiries available on ZEUS® mobile are defined via the terminal profile for the terminal, being assigned under “Settings → Employees → General”.

**Settings for mobile devices**

Terminal

201 | Mobile Terminal |

In the booking action screen, the transfer of GPS coordinates with ZEUS®X mobile can be activated. If “Required” is selected, bookings without GPS coordinates are listed in the Dashboard widget “Exceptions” and must be approved before being processed.

Booking action    Controls    Parameters

Identification number: 13      Language: English

Name: IN/OUT booking      Reference name: IN / OUT      Abbrev.: AIO

Booking action type: IN/OUT booking

Online mode       Offline mode

Sending of coordinates for mobile devices

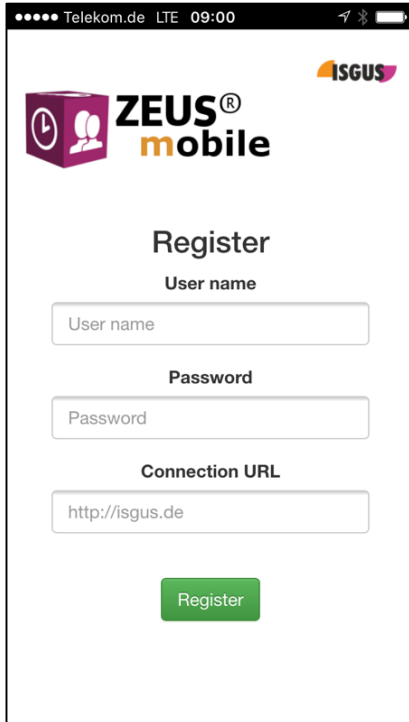
Optional if available

- Disabled
- Optional if available
- Required

## 3 App – Settings

### 3.1 Start of the application

When starting the application for the first time, ZEUS®X mobile requires the registration of the mobile device in ZEUS®X.



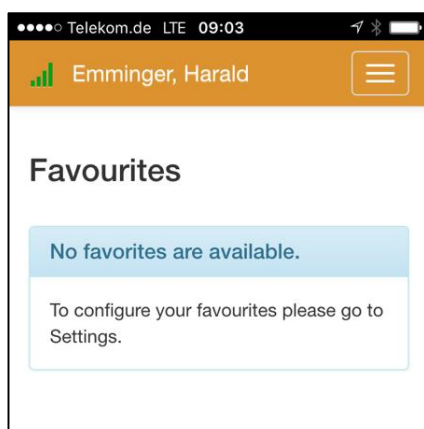
For the registration the user name, password of the user and the URL of the ZEUS®X Terminal services for the terminal connection must be entered. After having used the „Register“ button ZEUS®X mobile is ready for operation

**Note:**

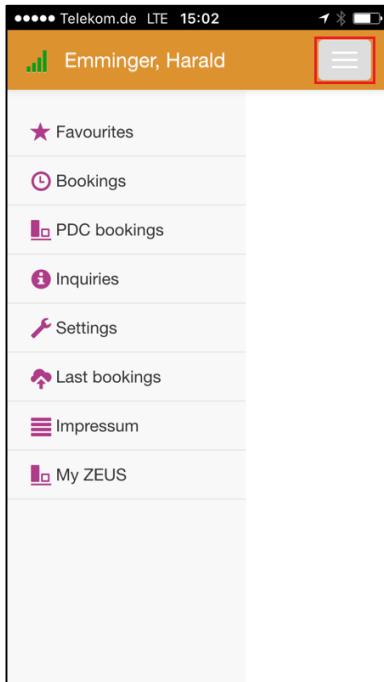
To register ZEUS®X mobile for another ZEUS®X-system, a deregistration is required.

### 3.2 Hint after registration

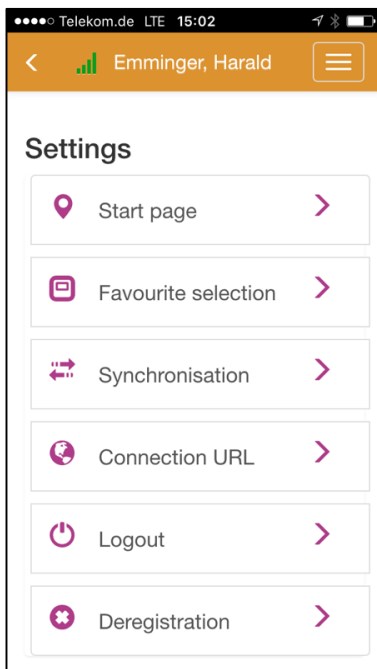
After the successful registration the start page comes up. “Favourites” is the default start page. Since no favourites have been defined so far, a corresponding hint is displayed.



### 3.3 Settings



If the display resolution is too small, the main menu is reduced in the background. Via the button at the top right-hand the main menu can be displayed. The menu item „Settings“ enables the configuration of ZEUS®X mobile.



Via „Start page“ the pages „Bookings“ or „Inquiries“ can be selected as alternative start pages. „Favourites“ is the default start page.

Via „Favourite selection“ the content of the page „Favourites“ can be defined.

„Synchronisation“ enables a manual synchronisation of bookings and inquiry values. Additionally, the interval for the automatic synchronisation can be selected.

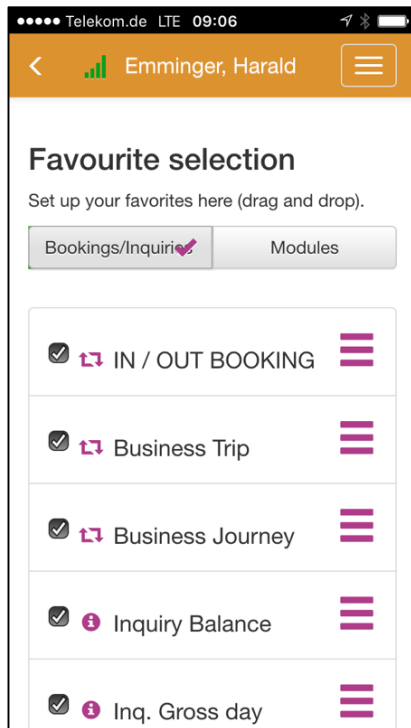
„Connection URL“ allows the user to change the URL of the ZEUS®X Terminal services.

„Logout“ enables another user to login.

„Deregistration“ is required, if ZEUS®X mobile should be operated with another ZEUS®X system.

### 3.4 Favourite selection

Generally, each menu item can be part of the favourites page. However, the most frequently used bookings, requests and Self Service functions should be displayed on this page.



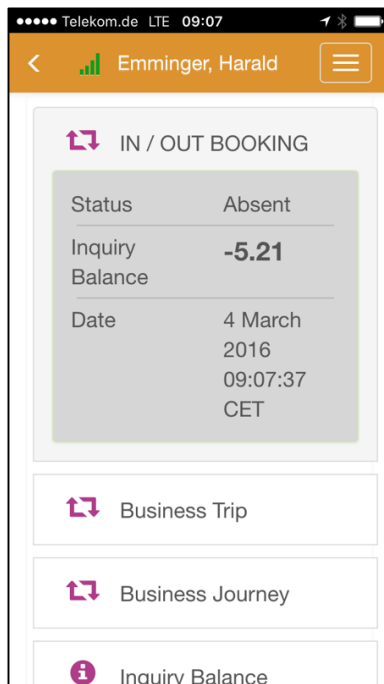
The “favourite selection” is subdivided into the tabs „Bookings/Inquiries” and „Modules”. The availability of bookings and inquiries is controlled via the terminal profile defined for the mobile terminal. Apart from the standard pages „Bookings”, “Inquiries”, „Last bookings”, the tab „Modules” includes all menu items of the main menu. In addition the available Employee Self Service functions can be used via „Modules”.

To make a function available on the favourites page it is sufficient to mark it with a cross. By using the button on the right edge of the selected function and via „drag and drop” the position within the favourites list can be changed.

## 4 Using ZEUS® X mobile

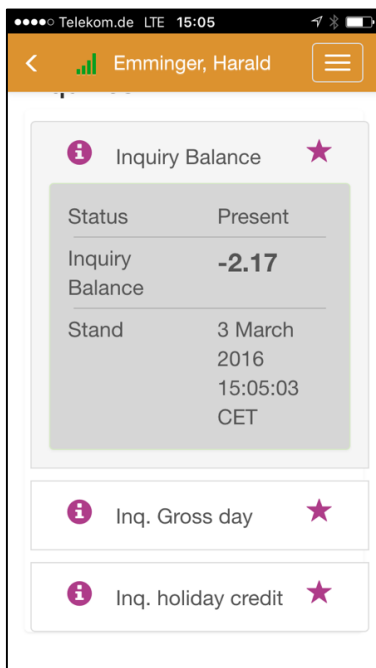
Via the „bookings“ item the booking actions, available according to the definition in ZEUS®X, are displayed.

### 4.1 Bookings



Using a key causes automatically a booking, which is displayed below the booking key and transferred immediately if there is a connection to the server. If ZEUS® X mobile is online, a current inquiry value is shown. If there is no connection to the server, the booking is saved on the mobile device and transferred as soon as the device is connected to the ZEUS®X WebServer.

### 4.2 Inquiries



The inquiry function enables online inquiries of ZEUS®X account values.

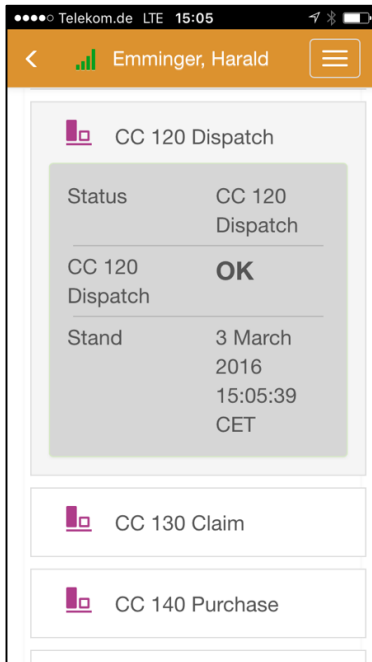
If there is no connection to the server, the values of the previous day respectively from -the last synchronisation are displayed. In addition to the value, its current status is displayed.

Note:

Via „Settings → Synchronisation“ the user can define how often offline values shall be synchronised.



### 4.3 Cost centres

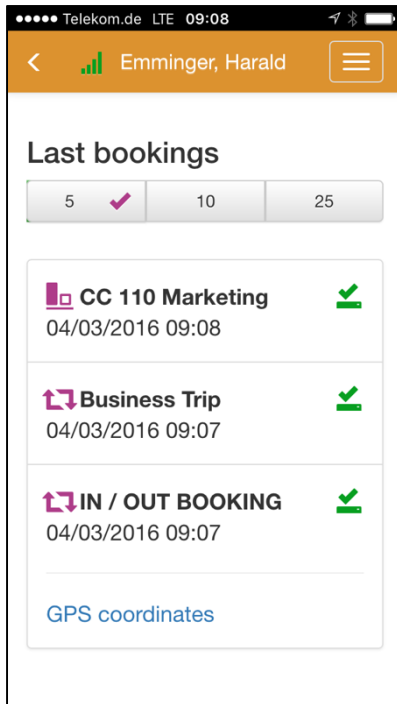


ZEUS®X mobile supports cost centre bookings of the type „*Cost centre fix number*“. With this type a fixed cost centre is allocated to each button. Using the button causes not only time bookings, but simultaneously also a cost centre booking to the selected cost centre.

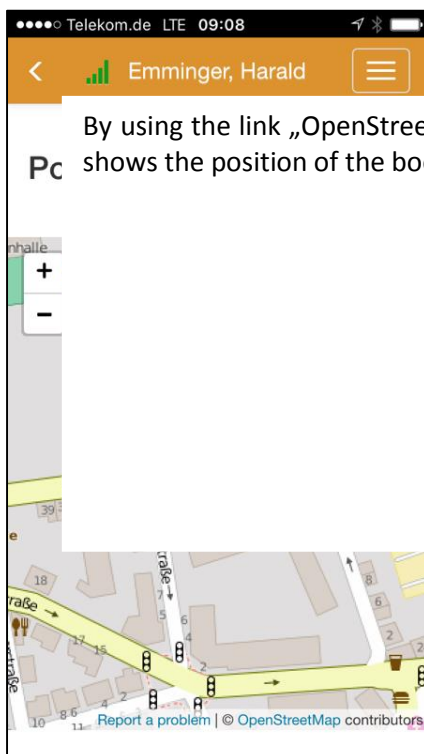
## 5 Determination of GPS coordinates

If the option for determination of GPS coordinates is activated and if the positioning services of the mobile device are enabled, the GPS coordinates are determined for each booking and stored with the booking.

### 5.1 Last bookings



Via this menu item, recent bookings can be displayed. The green symbol indicates that the booking has been transferred and processed. If the GPS coordinates of the mobile device have been determined and saved with the booking, a link for calling up the position is displayed below the booking.

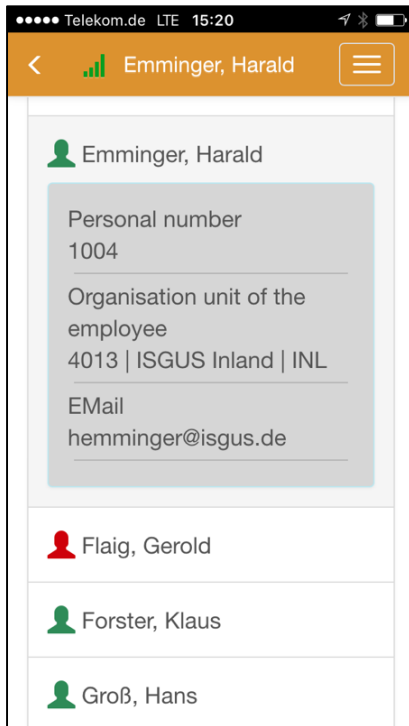


By using the link „OpenStreetMap“ is opened and shows the position of the booking.

## 6 Modules

In addition to T&A functions, ZEUS®X mobile will be extended step-by-step by the modules Plant Data Collection, Staff Scheduling and Employee Self Service. The presence indication board is already available:

### 6.1 Presence indication board



According to the layout defined in ZEUS®X system the presence indicator board is subdivided into groups. The following colour code indicates the status of presence:

- Grey = absent
- Green = present
- Blue = absence with defined reason
- Red = absent during core time

If the user is provided with the corresponding authorisations, he can retrieve additional information about the employee in question.