



ZEUS® eXperience



ZEUS® X mobile Instruction Manual

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Note

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1 Scope of functions

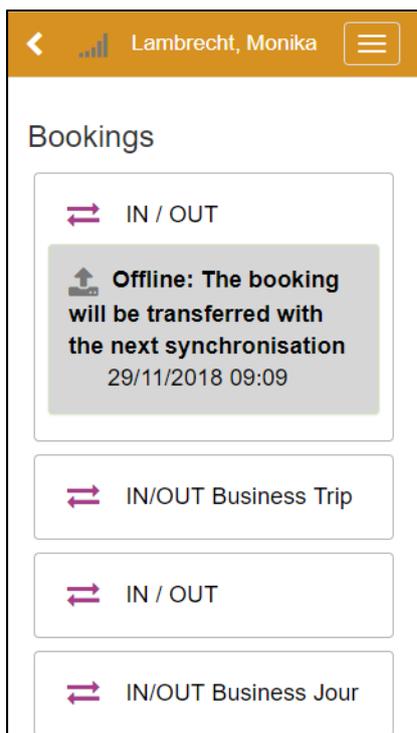
ZEUS®X mobile is a mobile T&A solution for smartphones or tablet PCs. The software is available as App for the following operation systems: iOS as of version 8, Android as of version 4.4.3 and MS Windows as of version 10 (+). The ZEUS® X mobile App can be downloaded free of charge via the corresponding App Stores.

ZEUS® X mobile serves as online terminal and supports the following ZEUS® booking types:

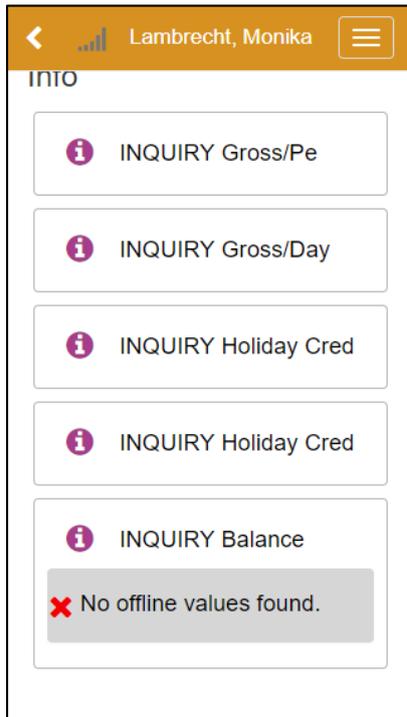
- Bookings
- Inquiries
- Cost centres
- PDC bookings
- Online modules

As soon as the connection to the server is interrupted, the registered bookings are cached on the mobile device.

If the user makes bookings in offline mode, a message appears informing him/her that the booking will be transferred during the next synchronisation.



Note: Inquiries are not possible in offline mode. The user has to wait until the connection to the server is available again to perform an inquiry. The following message is displayed:



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

Furthermore, ZEUS® X mobile is designed to provide Employee Self Service functions (for more details, please refer to Chapter 6 “Online modules”).

The ZEUS® X mobile App installed on one mobile device can be used jointly by several users. To this end, users can log onto ZEUS® X mobile with their personal credentials and log out again.

1.1 **System requirements**

To use ZEUS® X mobile, the following system requirements have to be fulfilled:

- Chargeable option ZEUS® X mobile [ID 502] “Your App for Time & Attendance” (Application for smartphones/tablets)
- Apple iOS as of version 8, Android as of version 4.4.3 or MS Windows as of version 10 (+)

2 Settings in ZEUS® X

2.1 License

To operate mobile T&A terminals, the licence ID [502] is required.

ID	Name	Max. number	Active	Licensed	Used	Trial period end
502	Application for smartphones/tablets		10	10	6	

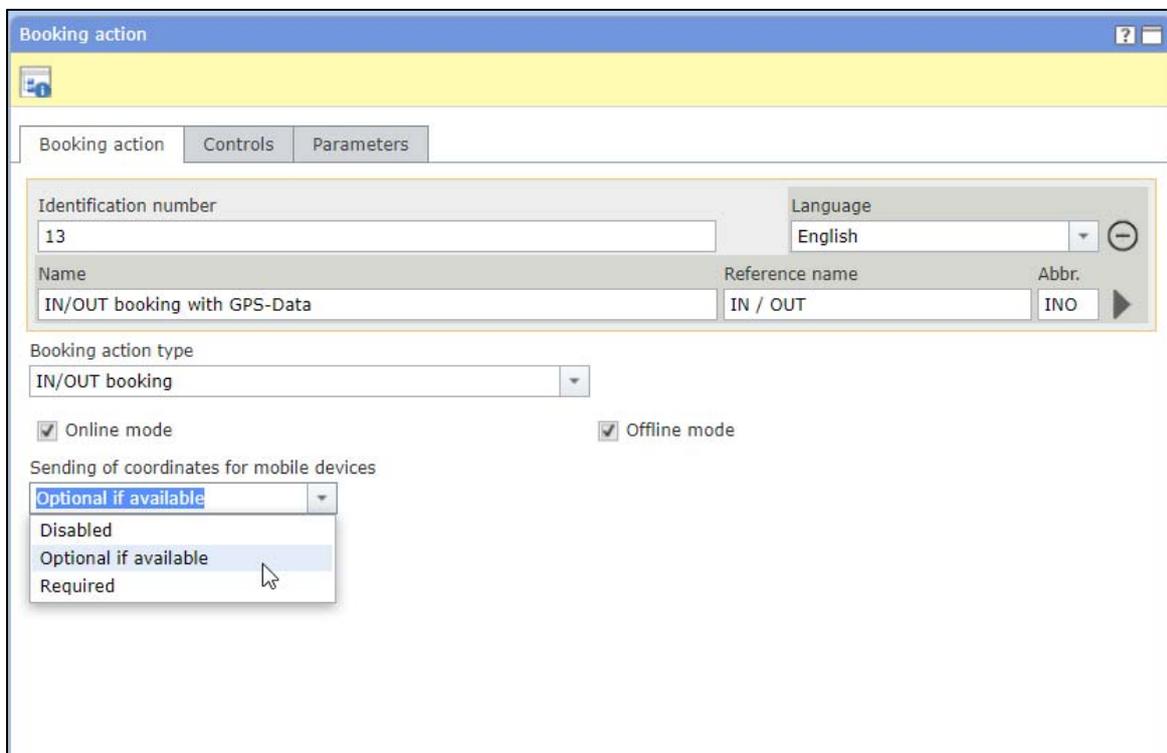
The “maximum number” limits the number of simultaneously registered mobile devices.

2.2 Booking actions

The bookings and inquiries available on ZEUS® X mobile are defined via the terminal profile of the relevant terminal. The terminal itself must be assigned to the employee under ‘Settings → Employees → General’.



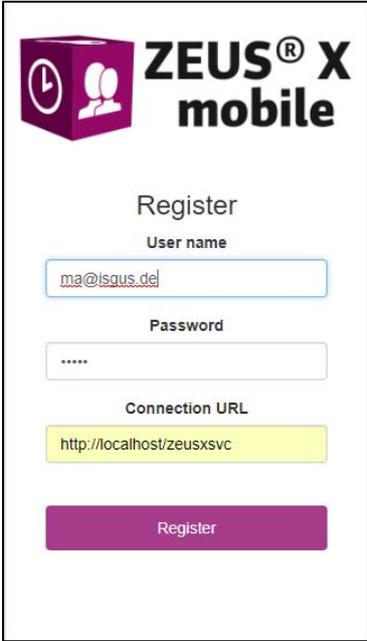
To activate the transfer of GPS coordinates for ZEUS®X mobile, go to ‘Settings → Patterns → Terminals → Booking action’. Open the **Booking action** tab and select the corresponding option from the drop-down menu. If **Required** is selected, bookings *without* GPS coordinates are listed in the Dashboard widget **Exceptions** and must be approved before being processed.



3 App settings

3.1 Starting the application

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



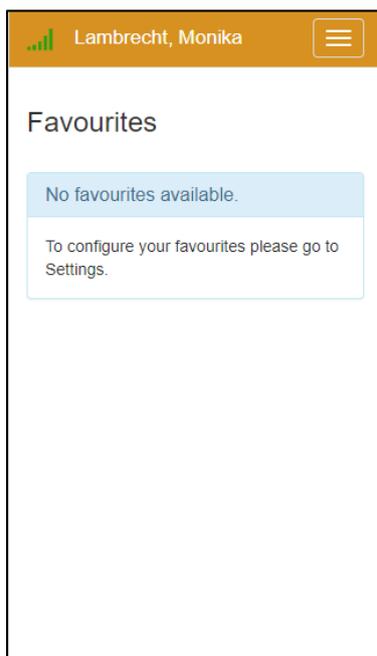
To this end, the following details must be specified: user name and password as well as the connection URL of the ZEUS®X terminal Web services. Upon clicking on the **[Register]** button, ZEUS® X mobile should be ready for operation.

Note:

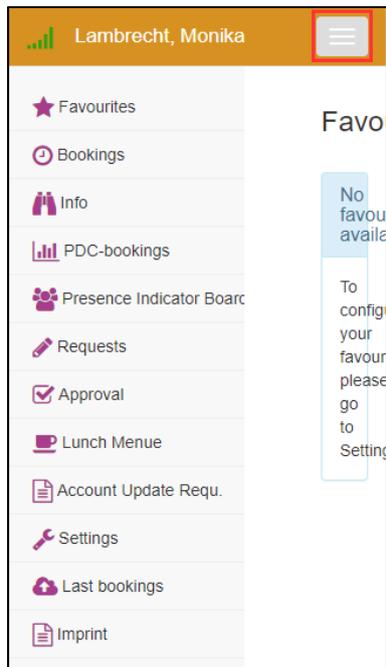
To register ZEUS® X mobile for another ZEUS® X system, you must first deregister (Go to **Deregistration** at the bottom of the **Settings** screen).

3.2 Notification after registration

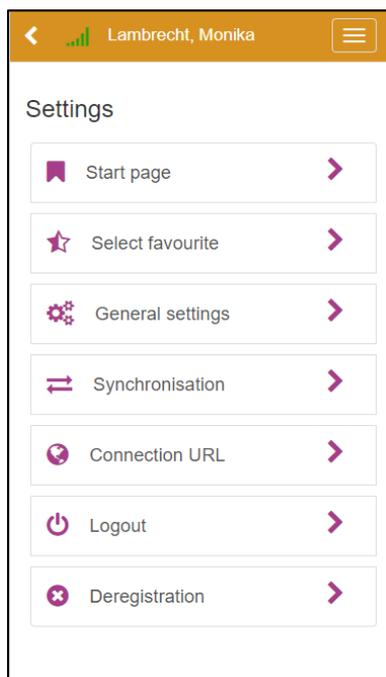
Upon successful registration, the App's start page appears. Note: The **Favourites** page is set as default start page. Since no favourites have been specified yet, the following message is displayed:



3.3 Settings



If the screen resolution is too low, the App's main menu is reduced in the background. Click on the button at the top right corner to display the main menu. To configure ZEUS® X mobile, select the **Settings** menu item.



Select **Start page** to specify alternative start pages. The **Favourites** page is set as default start page.

Via **Select favourite**, the contents of the **Favourites** page can be defined. The order of the favourites can be easily changed via "Drag & Drop".

The **Synchronisation** menu item allows for manual synchronisation of bookings and inquiry values. Furthermore, the interval for automatic synchronisation can be selected.

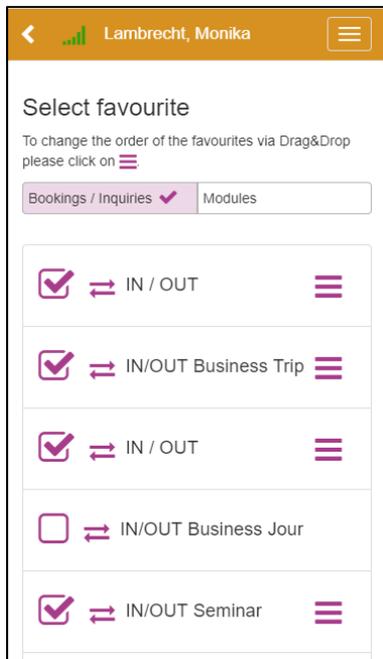
Via **Connection URL**, you can change the URL of the ZEUS® X terminal web services.

Via **Logout**, the current user can log out of the application and, consequently, another user is allowed to log in.

If the user decides to deregister the mobile device, it will be no more connected to the ZEUS® X T&A system. Consequently, all data cached on the device will be deleted.

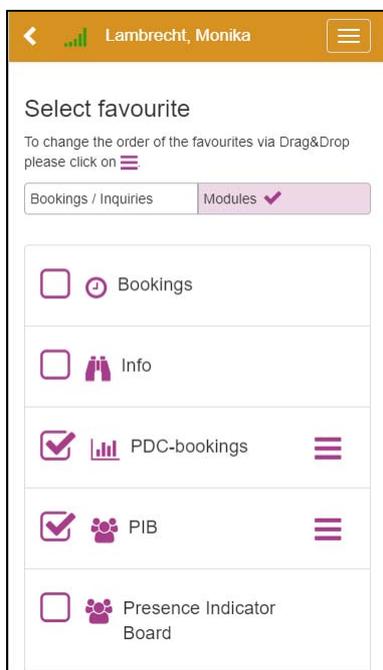
3.4 Favourite selection

Theoretically, you can choose any menu item available in ZEUS® X mobile to be displayed on the **Favourites** page. However, it is recommended to define the most frequently used booking actions, inquiries and online modules (Self Service functions) as favourites to be displayed on this page.



The **Select favourite** page is subdivided into two tabs, namely **Booking/Inquiries** and **Modules**. The availability of bookings and inquiries is controlled via the terminal profile defined for the mobile device.

To add a function to the **Favourites** page, simply tick the corresponding checkbox. The favourite list sequence can be quickly changed via “Drag & Drop”. Simply click on the button on the right of the corresponding function, hold it down and drag it to the desired position.

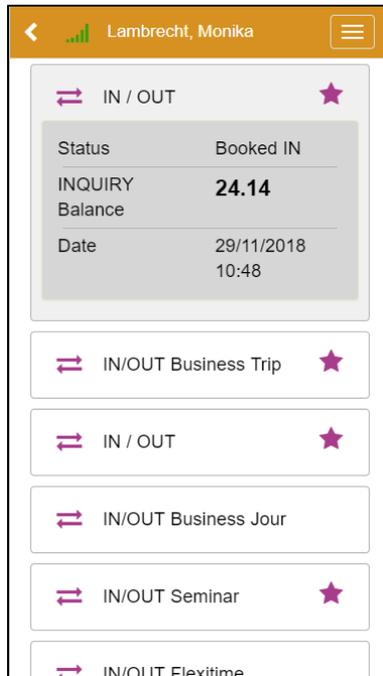


Apart from the standard pages, the **Modules** tab contains all available online modules.

4 Instructions on how to use ZEUS® X mobile

After having selected the **Bookings** menu item, a list of available presence and absence booking actions according to the ZEUS® X definition is displayed.

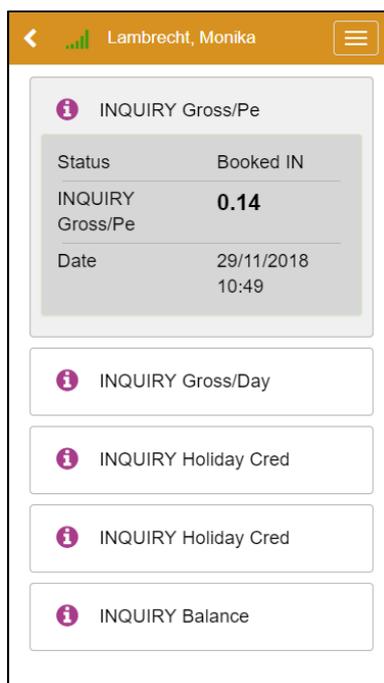
4.1 Bookings



Clicking on a booking button (e. g. IN/OUT), instantly triggers a booking action. The corresponding booking details are displayed below the booking button and the booking itself is immediately transferred provided there is a server connection available. If ZEUS® X mobile is online, the inquiry value is up-to-date.

If there is no connection to the server (offline mode), the booking is automatically cached on the mobile device and transferred to the ZEUS® X Web server as soon as the connection is available again.

4.2 Inquiries

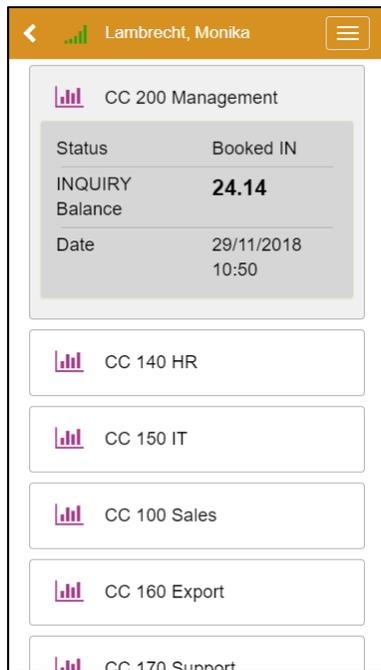


The inquiry functions enable online inquiries of ZEUS® X account values.

Note:

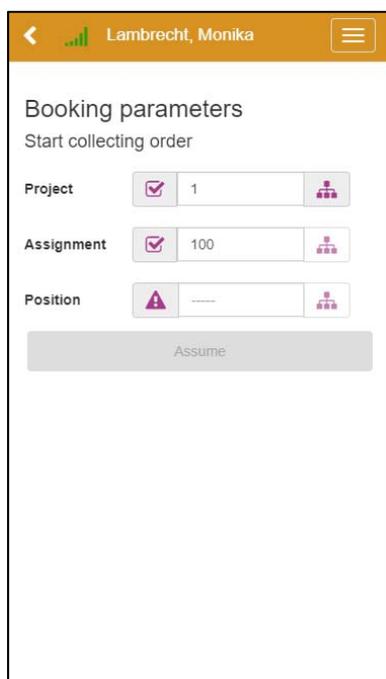
Via 'Settings → Synchronisation' the user can define how often the data shall be synchronised.

4.3 Cost centres



ZEUS® X mobile supports PDC bookings as well as cost centre bookings. In analogy to time bookings, the times spent on activities are allocated to the selected cost centre by clicking on the correspondent cost centre [CC] button.

4.4 PDC bookings

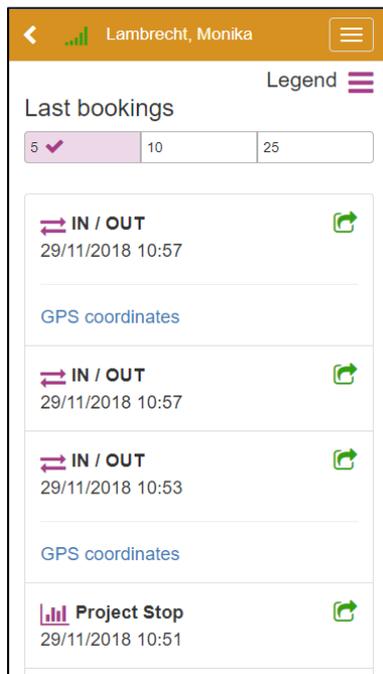


Furthermore, ZEUS® X mobile allows for time allocation via PDC bookings. For instance, you can book production times to different projects and orders via a 3-level PDC input mask. The user can either navigate via a tree structure directly to the desired position or immediately enter the positions.

5 Determination of GPS coordinates

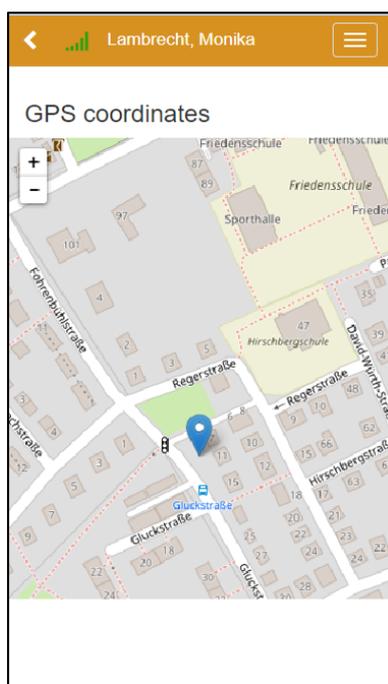
If the option for determination of GPS coordinates is activated for the booking action type used and if the positioning services of the mobile device are enabled, the GPS coordinates are determined for each booking and stored together with the booking details.

5.1 Last bookings



Via the **Last bookings** menu item, recent bookings can be retrieved. The green symbol to the right of the booking indicates that the booking has already been transferred and processed.

Provided the GPS coordinates of the mobile device have been determined and cached with the booking, a link for calling up the location is displayed below the booking.

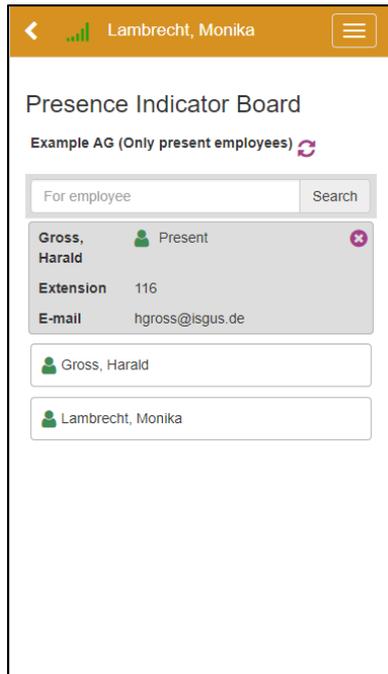


Upon clicking on this link, "OpenStreetMap" is opened and shows the location where the booking was made.

6 Online modules

ZEUS® X mobile is far more than a mobile T&A application with standard T&A terminal functions. In fact, Plant Data Collection and Staff Planning functions have been successfully implemented in ZEUS® X mobile, and, on top of this, the application now even offers Employee Self Service functions also referred to as online modules. In the following, you will find a more detailed description of the different online modules which are now available.

6.1 Presence Indicator Board



Based on the layout defined in the ZEUS® X system, the Presence Indicator Board is subdivided into groups. The following colour code indicates the employees' presence / absence status:

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

Depending on the authorisations the logged-in user is provided with, he/she can retrieve additional information about the employees being displayed on the Presence Indicator Board.

The embedded **Search** function allows the user to search for an organisation unit. Once an organisation unit has been selected, the user can continue searching for specific employees.

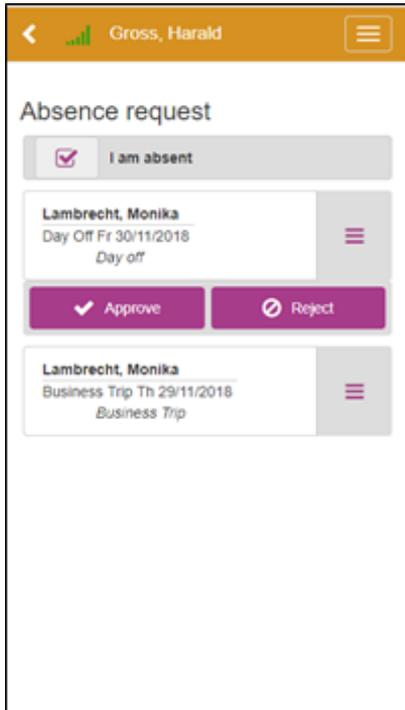
6.2 Booking update request

The online module **Booking update request** allows the user either to insert new bookings or edit respectively delete existing bookings for a selected day.

To edit an update request, click on the [Edit] button. If you need to delete an update request, click on the [Delete] button.

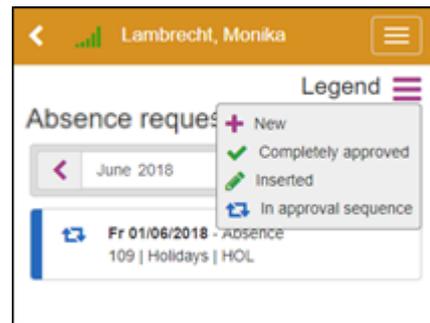
If the booking update request is based on an approval sequence, the user is informed about the current request status. The following symbols are used to indicate the request status:

6.3 Absence request

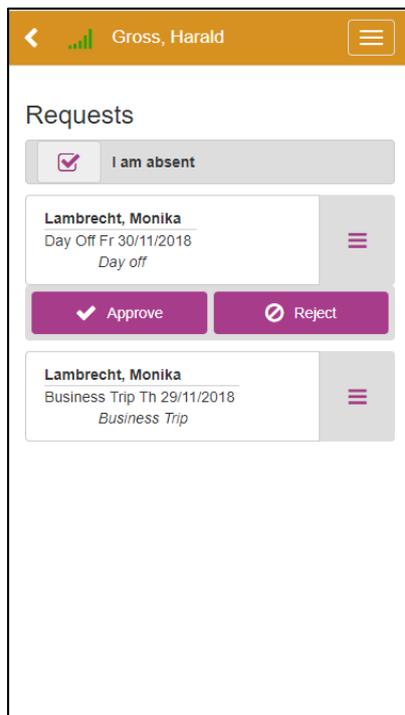


The online module **Absence request** enables the user to create absence requests for one or several days.

If the absence request is based on an approval sequence, the user is informed about the current request status. The following symbols are used to indicate the request status:



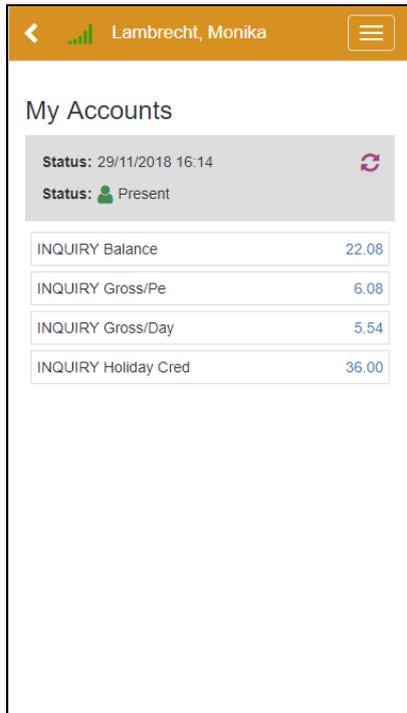
6.4 Requests to be approved



Via the online module **Requests to be approved**, the approver has the possibility to activate the **I am absent** checkbox. Consequently, the approver is registered as absent. If activated, all requests made during his/her absence will be directly sent to the approver’s representative.

Furthermore, the approver can view all absence requests which can be either approved or rejected by clicking on the corresponding button.

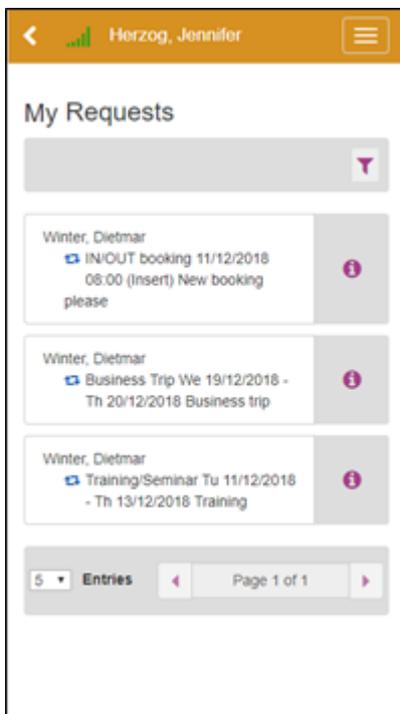
6.5 My Accounts



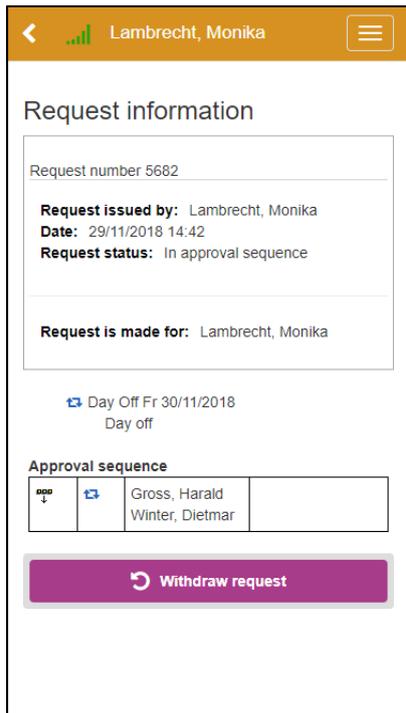
The online module **My Accounts** allows the user to query values of different accounts.

To make sure you get up-to-date account values, simply click the Update button.

6.6 My Requests

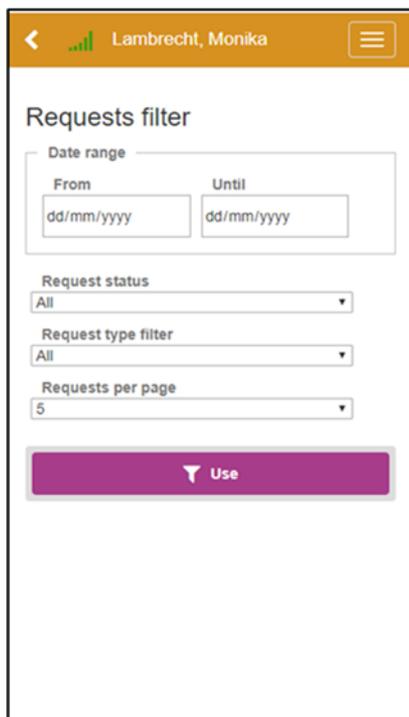


The online module **My Requests** provides the user with an overview of all requests issued by him/herself including information about the current status of each request.



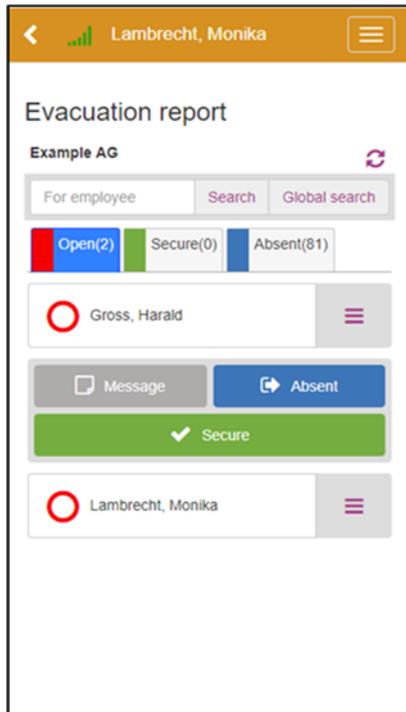
When clicking on the information [i] button, the user is provided with further information about the corresponding request such as approval sequence type or the approver’s name as well as the current request status.

Furthermore, it is possible to withdraw the request by clicking on the [Withdraw request] button.



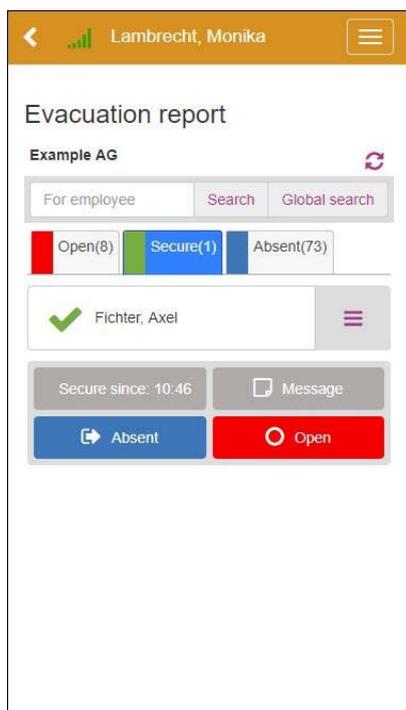
The **Requests filter** function allows to speed up the search for requests and to retrieve information about the current request status by specifying, for instance, the date range, request status or request type.

6.7 Evacuation report



The new online module **Evacuation report** is a very useful tool in the event of an emergency. It provides the responsible(s) with an overview on who is still inside the building and who is already safe. By selecting the **Open** tab, all employees with uncertain status are displayed. They can be actively set to either **Secure** or **Absent** by clicking the correspondent button.

It is possible to reset the employees' status in the ZEUS® X system via the Employee Centre.

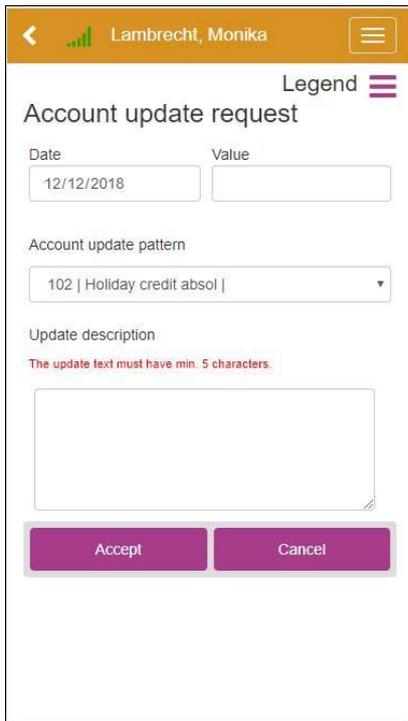


By opening the **Secure** tab, the employees' status can be changed again, either to **Open** or **Absent**. The same applies to the **Absent** tab. Employees displayed here can be set to **Open** or **Secure** depending on the latest available information. Each tab provides the user with an overview of all employees with the relevant status. Furthermore, it is possible to add a note with additional information.

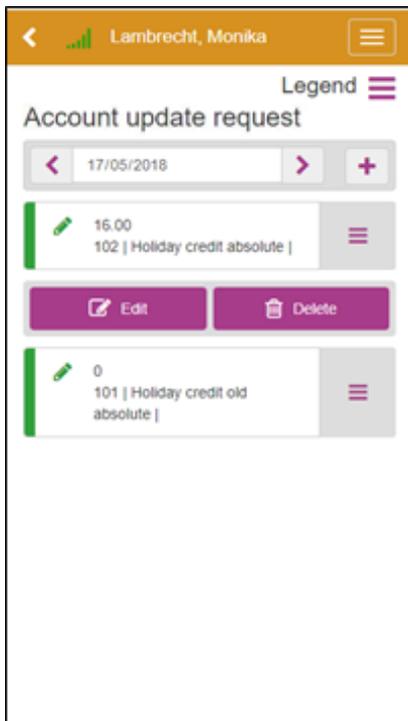
Disclaimer:

The Evacuation report is based on data retrieved from the access control respectively from the employees' T&A bookings. Therefore, the accuracy and completeness of the information contained in the Evacuation report depend on the employees' behaviour. In other words, it is mandatory that each employee clocks in upon arrival at work and clocks out upon leaving. Missing or double bookings lead to inaccuracies. Therefore, we cannot guarantee for the accuracy of the information provided.

6.8 Account update request

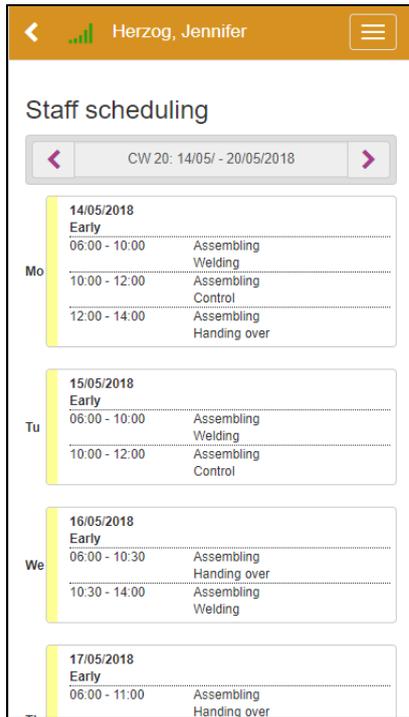


The online module **Account update request** enables the user to make requests for different account updates. The user can choose from a list of available account update patterns.



Furthermore, the user can either edit or delete an account update request by clicking on the corresponding button.

6.9 Staff scheduling



Via the online module **Staff scheduling**, the user can view the planning details for the selected calendar week in the ZEUS® X mobile App.

Furthermore, it provides information about the jobs and the assigned activities.