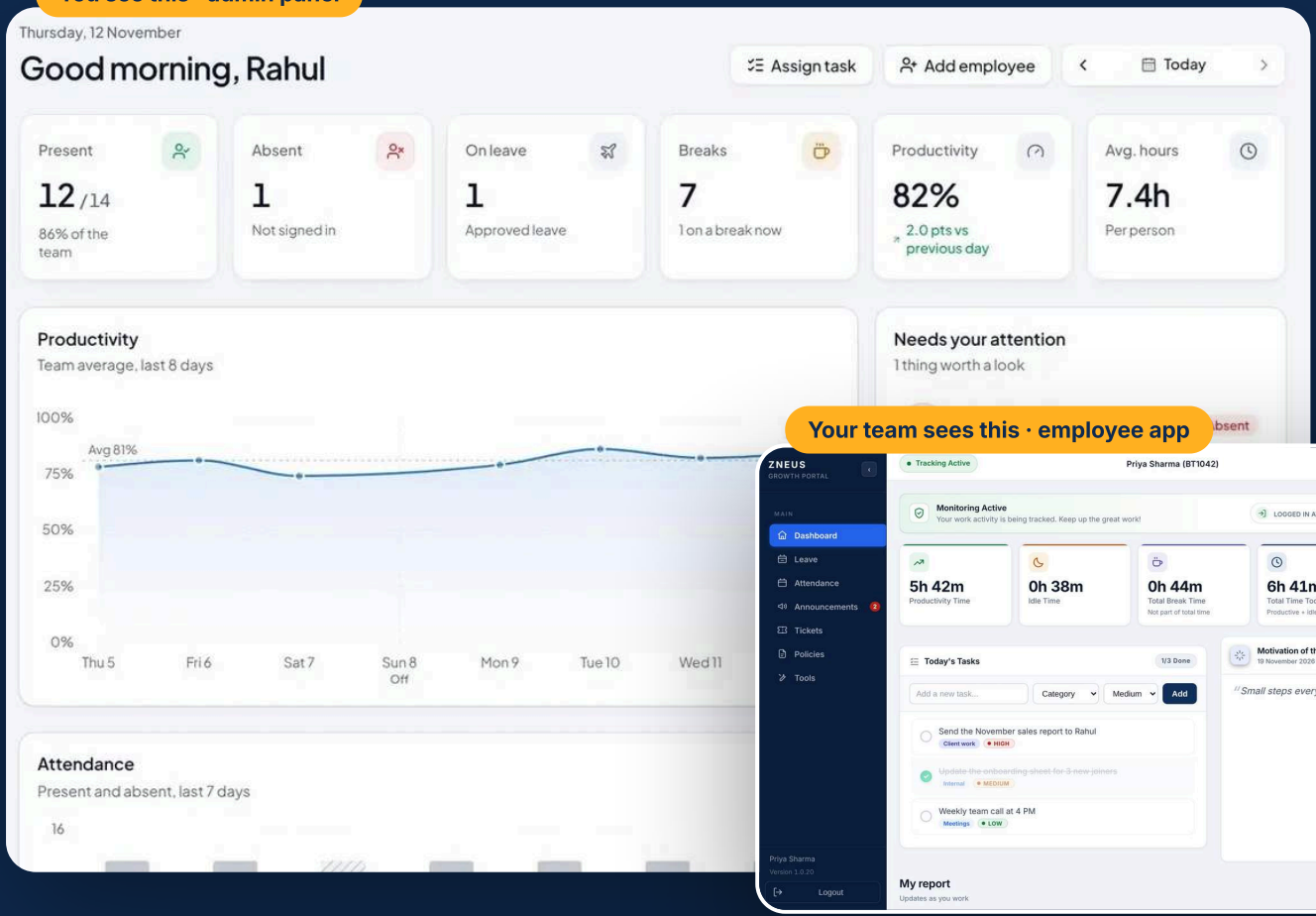
ZNEUS
All-in-one. Built for growth

Setup guide for new clients

Get your team on Zneus in one day

A picture-first guide to the admin panel and the employee app.
Follow the numbers, and you are done.

You see this · admin panel



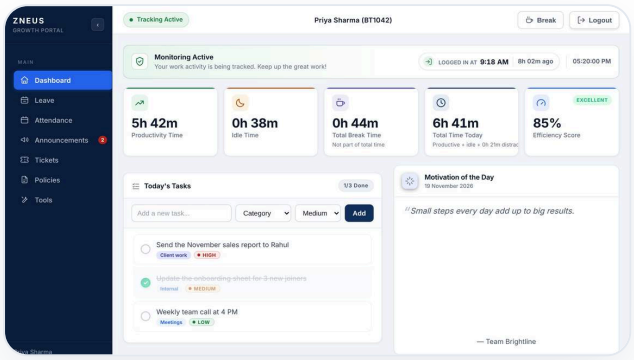
Your team sees this · employee app

Start here

Two parts, one system

Your team installs a small app. You see everything in the admin panel.

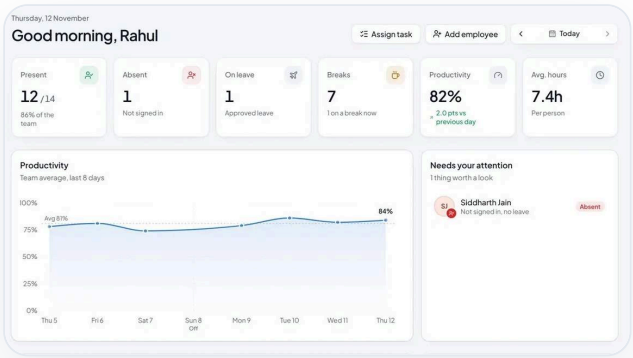
ON EACH EMPLOYEE'S COMPUTER



Employee app

Windows or Mac. Tracks work time. Breaks, leave, tickets.

IN YOUR BROWSER · APP.ZNEUS.COM



Admin panel

Attendance, reports, leave, payroll and settings.

Your setup in 6 steps

1

Sign in

Open app.zneus.com

2 min · page 3

2

Add your team

One by one or CSV

10 min · page 4

3

Install the app

On every computer

5 min each · page 5

4

Set your rules

Week off, holidays, idle

10 min · page 6

5

Say hello

Post an announcement

2 min · page 11

6

Watch it work

Dashboard and reports

Every day

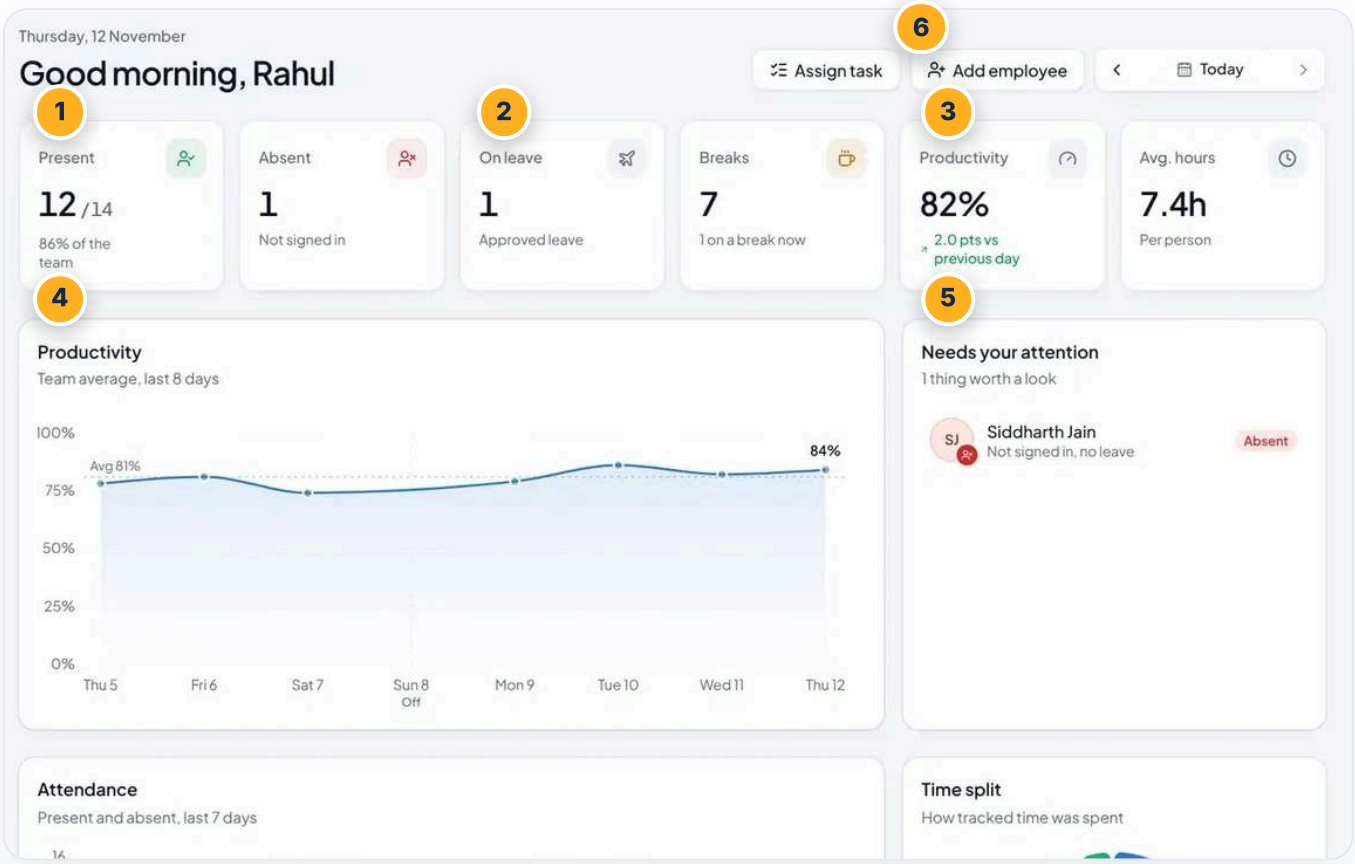
Tell your team first. Say what is tracked, and that Zneus never records what they type.

Admin panel · Step 1

01

Sign in and read the dashboard

Go to **app.zneus.com**, enter the username and password we sent you.



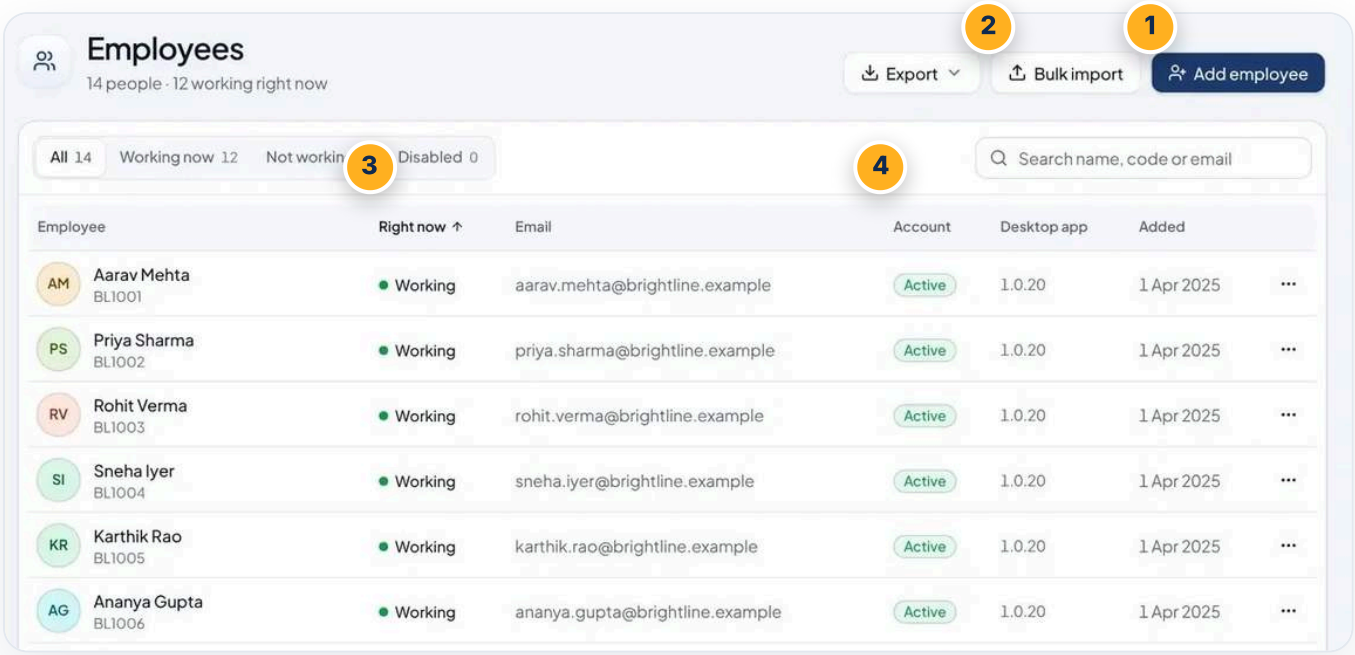
1. **Present and absent**
   Who has started work today
2. **On leave and breaks**
   Leave is never counted as absent
3. **Productivity**
   Share of time on work apps and sites
4. **Team trend**
   How the last 8 days went
5. **Needs your attention**
   Who has not signed in, and more
6. **Shortcuts**
   Assign a task or add an employee

First thing: change your password in **Settings** › **Your password**.

02

Add your team

Every person needs a login. Pick the way that suits you.



1 **Add employee** — One person

2 **Bulk import** — Whole team

3 **Right now** — Working or not

4 **Account** — Active or off

A few people

1. Click **Add employee**
2. Code, name, email, password
3. Tick **welcome email**, save

Whole team

1. **Bulk import** › get CSV template
2. One row per person, upload
3. Check preview, then **Download logins CSV**

⚠ **Download the logins file** before you leave the import screen. Passwords are not shown again.

03

Install the app on every computer

Five minutes per computer. Employees can do it themselves.

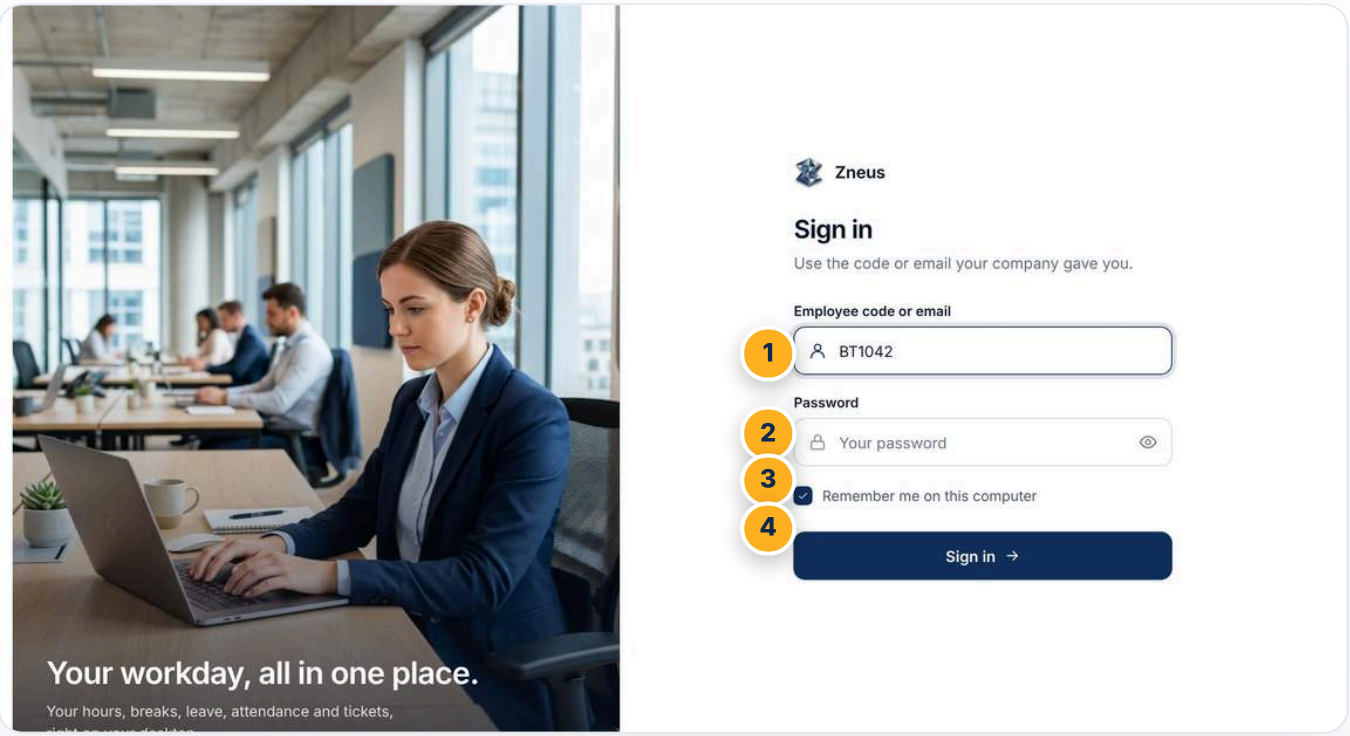
Windows 10 / 11

1. Download from zneus.com/download or Microsoft Store
2. Run the installer
3. Sign in

Mac · macOS 12+

1. Download the .dmg, drag to Applications
2. Allow **Screen Recording** and **Accessibility**
3. Sign in

The sign-in screen



1. **Code or email** — From Employees
2. **Password** — Set by you
3. **Remember me** — No daily typing
4. **Sign in** — Tracking starts

✓ Within a minute the person shows as **Working** on your dashboard.

Admin panel · Step 4 · Settings

04

Set your rules once

Six settings. Ten minutes. Attendance and payroll then run on their own.

Weekly off
Settings › Attendance

Sunday only | Sat + Sun | Sun + 1st & 3rd Sat | Sun + 2nd & 4th Sat | None

Also set paid leaves per month here.

Holidays
Settings › Holidays

Diwali | Holi | Eid | Christmas | + Add a holiday

Pick festivals from the list. Add your own days too.

Idle limit
Settings › Company & tracking

5 to 10 minutes | suggested start

"Mark as idle after": no mouse or keys for this long = idle.

Work time rules
Settings › Work time rules

Calls and meetings | Apps that run on their own | Locked or asleep

So a long call does not show as idle.

Payroll rules
Settings › Payroll rules

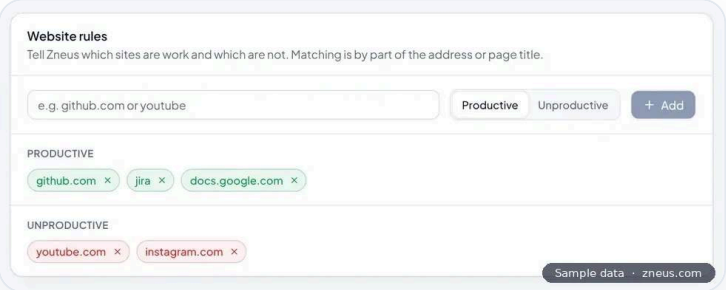
Calendar days | Working days | Sandwich rule | Carry forward

Data retention
Settings › Data retention

Screenshots | Activity | months for each

Older data is deleted on its own.

Website rules · Settings › Website rules

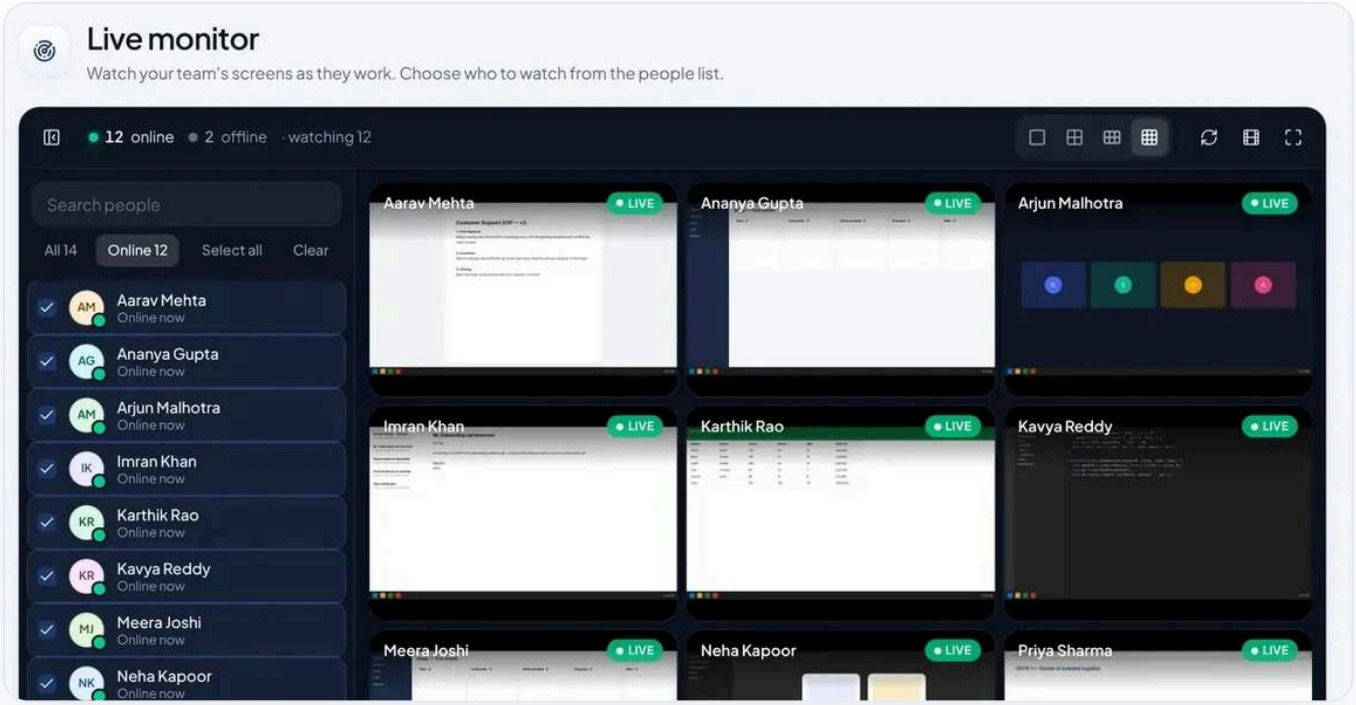


1. Type a site, e.g. **youtube**
2. Pick Productive or Unproductive
3. Click Add

Admin panel · Monitoring

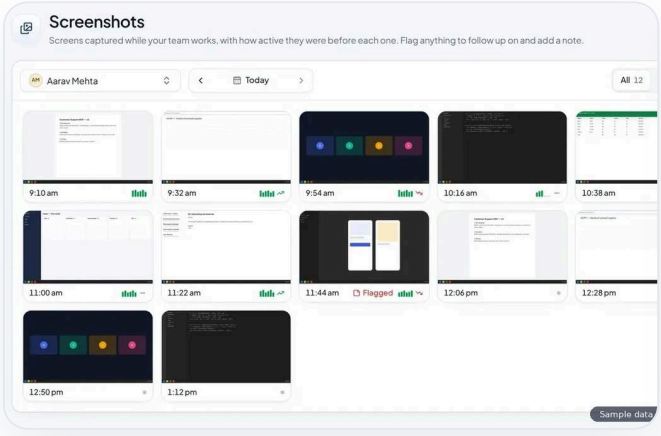
See work as it happens

Live screens, screenshots and day replays. Use them when you need them.



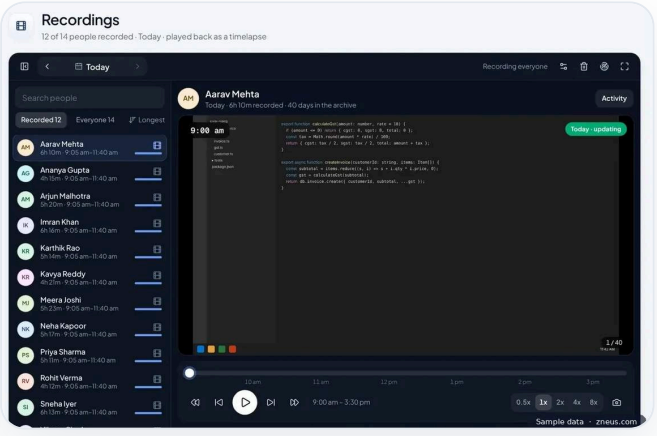
Live monitor

Tick people on the left. Their screens appear live. Click one for full size.



Screenshots

Pick a person and a date. Flag any to follow up.



Recordings

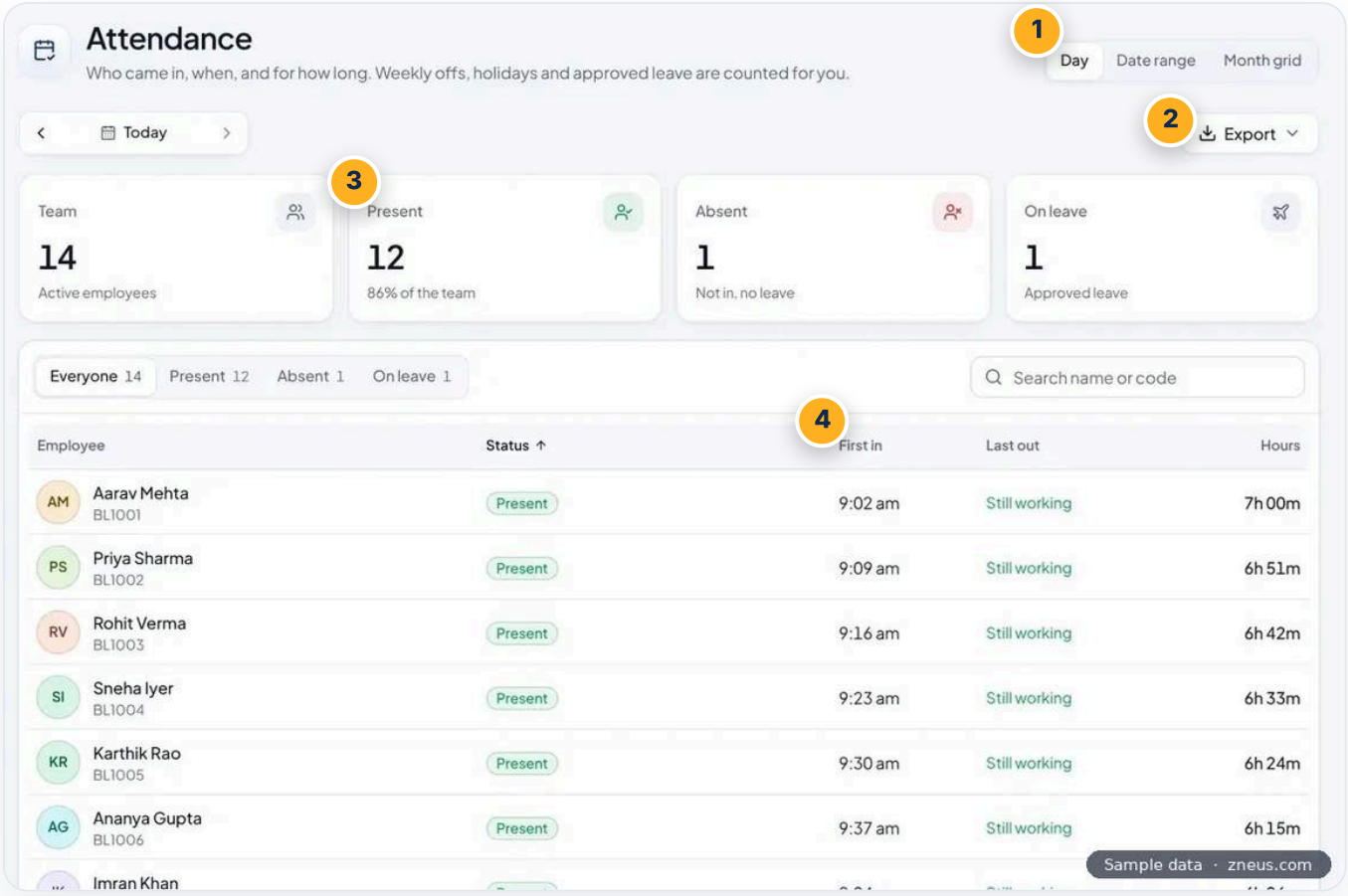
Replay a whole day like a fast video.

If screenshots or recordings are on, **tell your team**. It builds trust.

Admin panel · Reports

Attendance fills itself in

No registers. No punching. It comes straight from the app.

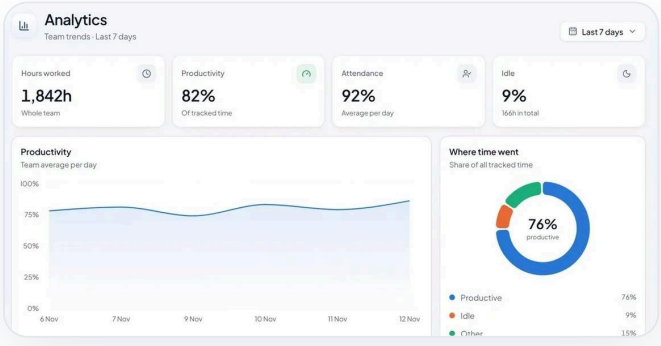


1 Day / month
Change the view

2 Export
Download it

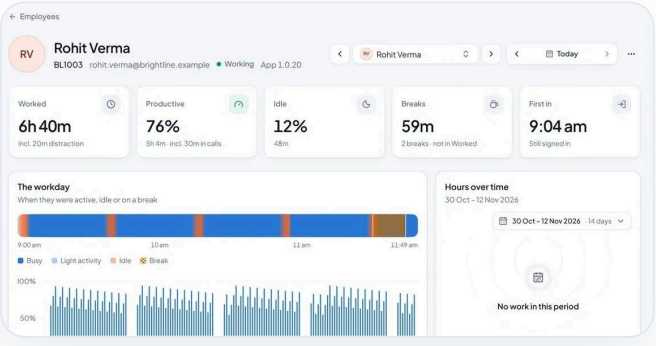
3 Totals
Present, absent, leave

4 In and out
Time per person



Analytics

Trends: hours, productivity, attendance.



One person's day

Click anyone in Employees. Apps, sites, hour by hour.

Admin panel · HR

Leave, start to finish

They ask in the app. You approve in the panel. Everything else updates itself.

Employee applies
Leave › Apply New Leave

→

You see it
Leaves › Pending

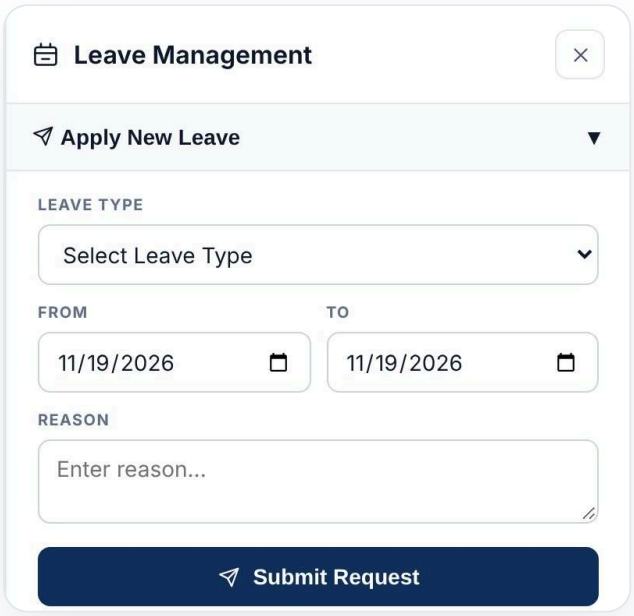
→

Approve
or Reject

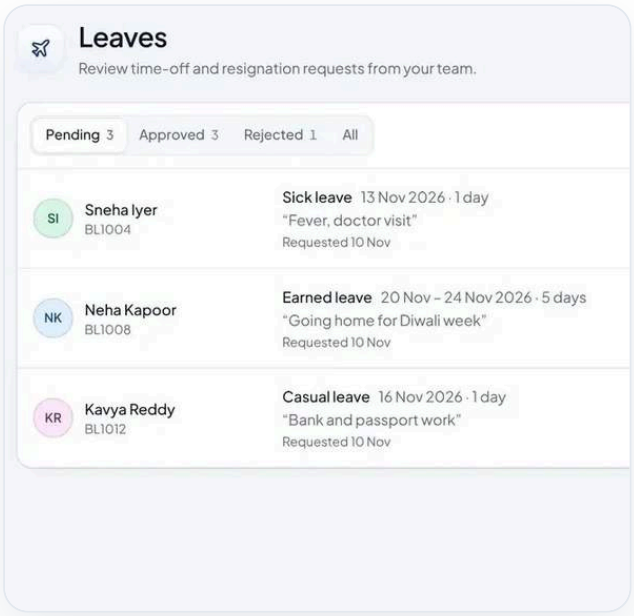
→

Done
Calendar and payroll update

EMPLOYEE APP



ADMIN PANEL



Breaks

See who is on a break now. Under **Break types**, set tea, lunch and personal breaks. **Break alerts** warn you when one runs long.

Tickets

Employees ask HR, IT or Finance from the app. You reply, assign and close in **Tickets**.

Admin panel · Payroll · Complete plan

Salary slips in four clicks

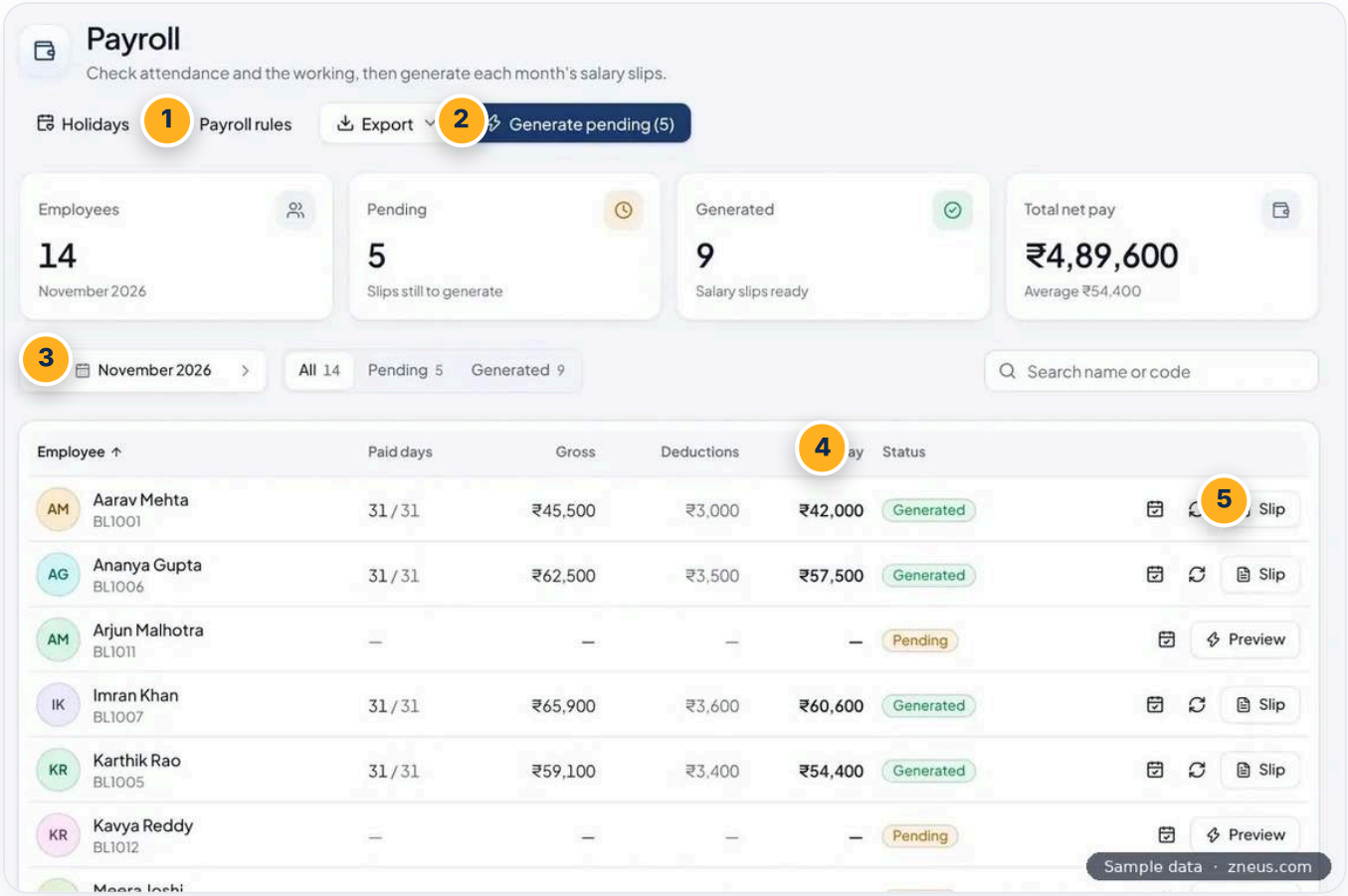
Zneus works out pay from attendance, leave and holidays.

Add salaries
In each employee

Set rules
Payroll rules

Generate
Generate pending

Export
Slips for the month



1 **Payroll rules**
Days, sandwich rule

2 **Generate pending**
All slips at once

3 **Month**
Pick which month

4 **Net pay**
After deductions

5 **Slip**
Preview and download

⚠ Check PF, ESI, TDS and professional tax with your CA. Zneus is not a statutory payroll system.

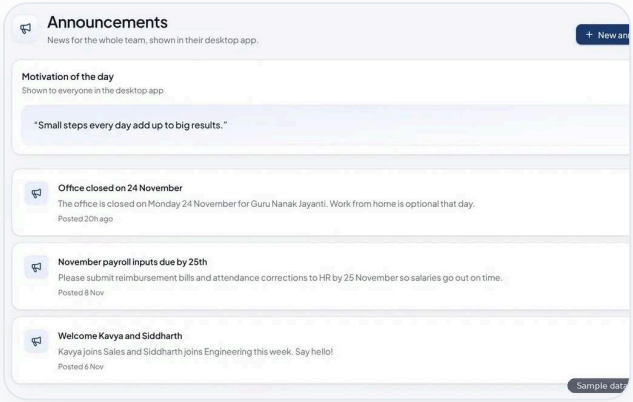
Admin panel · Workspace

You post it, they see it

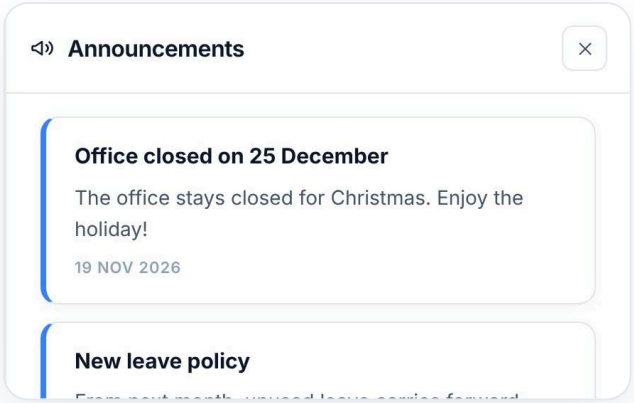
Tasks, announcements and policies go straight to every employee's app.

Announcements

YOU · NEW ANNOUNCEMENT

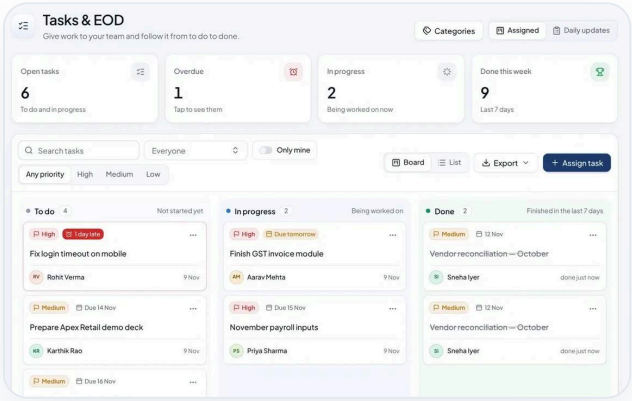


THEM · IN THE APP

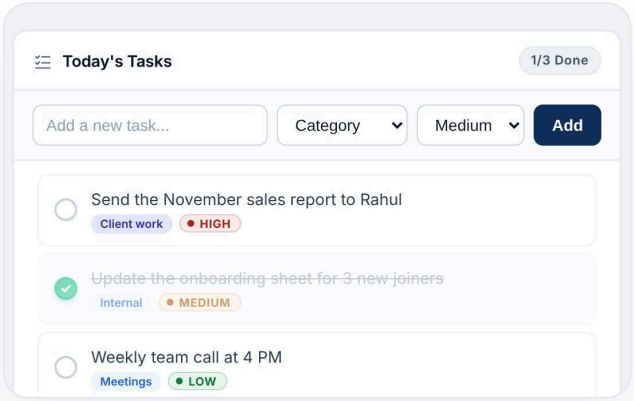


Tasks

YOU · ASSIGN TASK

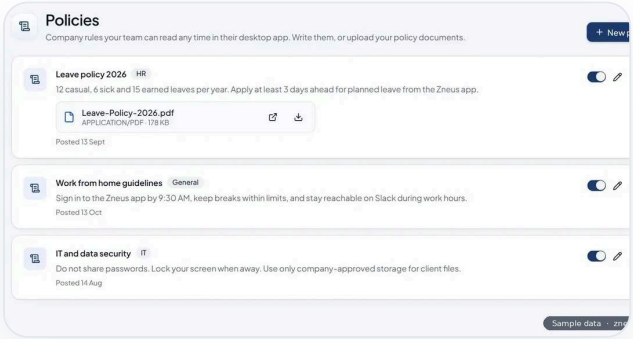


THEM · TODAY'S TASKS

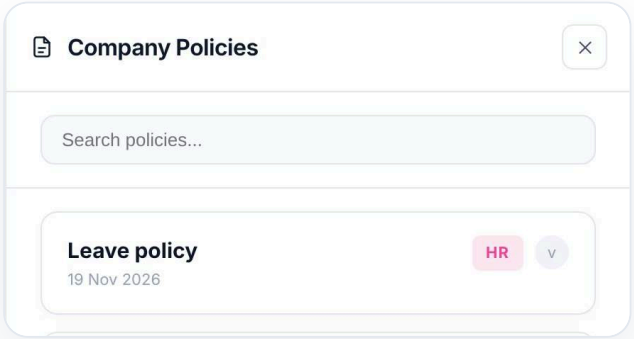


Policies

YOU · NEW POLICY



THEM · COMPANY POLICIES



Admin panel · Departments & access · add-on

Give managers their own login

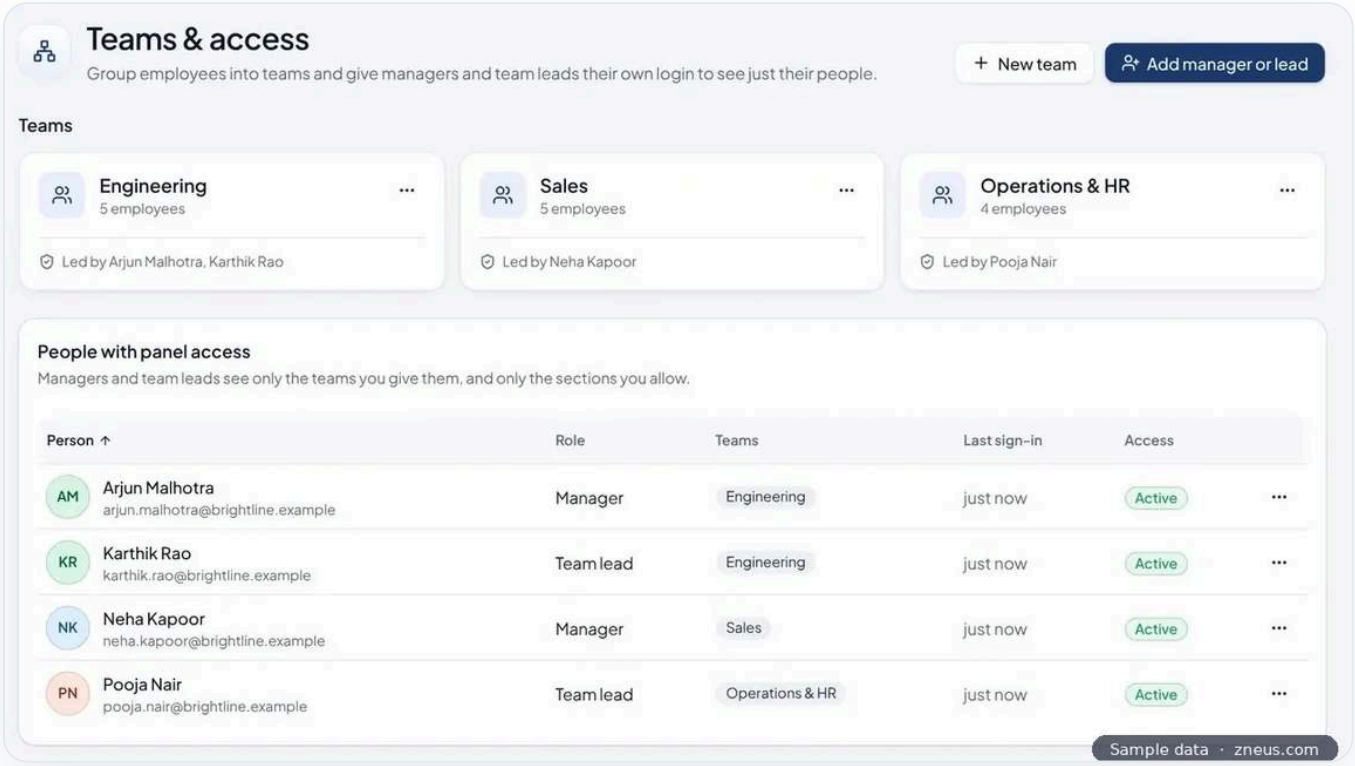
They see only their department, and only what you allow.

New department
e.g. Sales

Add manager
Name, email, role

Pick access
What they can open

Share login
Temporary password



Salaries stay hidden from managers unless you allow it.

Also in Settings

AI assistants

Ask ChatGPT or Claude "Who was absent yesterday?". Make a key in **Settings › AI assistants**. Copy it once.

Support and plan

Support to raise a ticket with us. **Your plan** to see what is included.

Employee app

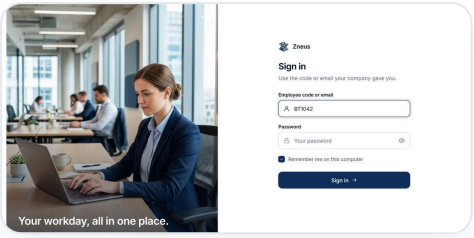
A day with Zneus

What your employees do, from morning to evening. Share these pages with them.

9:00

Sign in

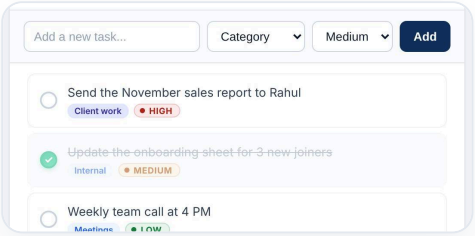
Code or email and password. Tick Remember me. Tracking starts.



9:05

Plan the day

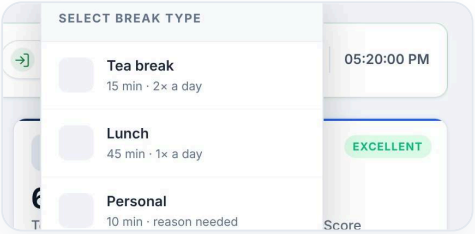
Add tasks. Tasks from the manager are already there.



1:00

Lunch break

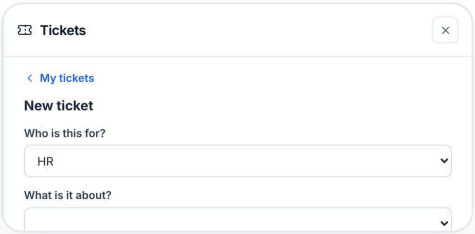
Press Break, pick Lunch. Back? End the break.



Any

Need leave or help?

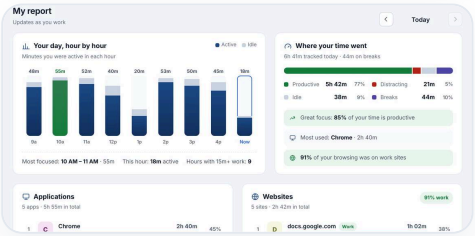
Apply for leave, or raise a ticket for HR, IT or Finance.



Any

Check my report

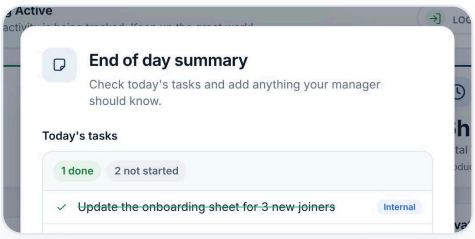
Own hours, apps and websites. No surprises.



6:30

Log out

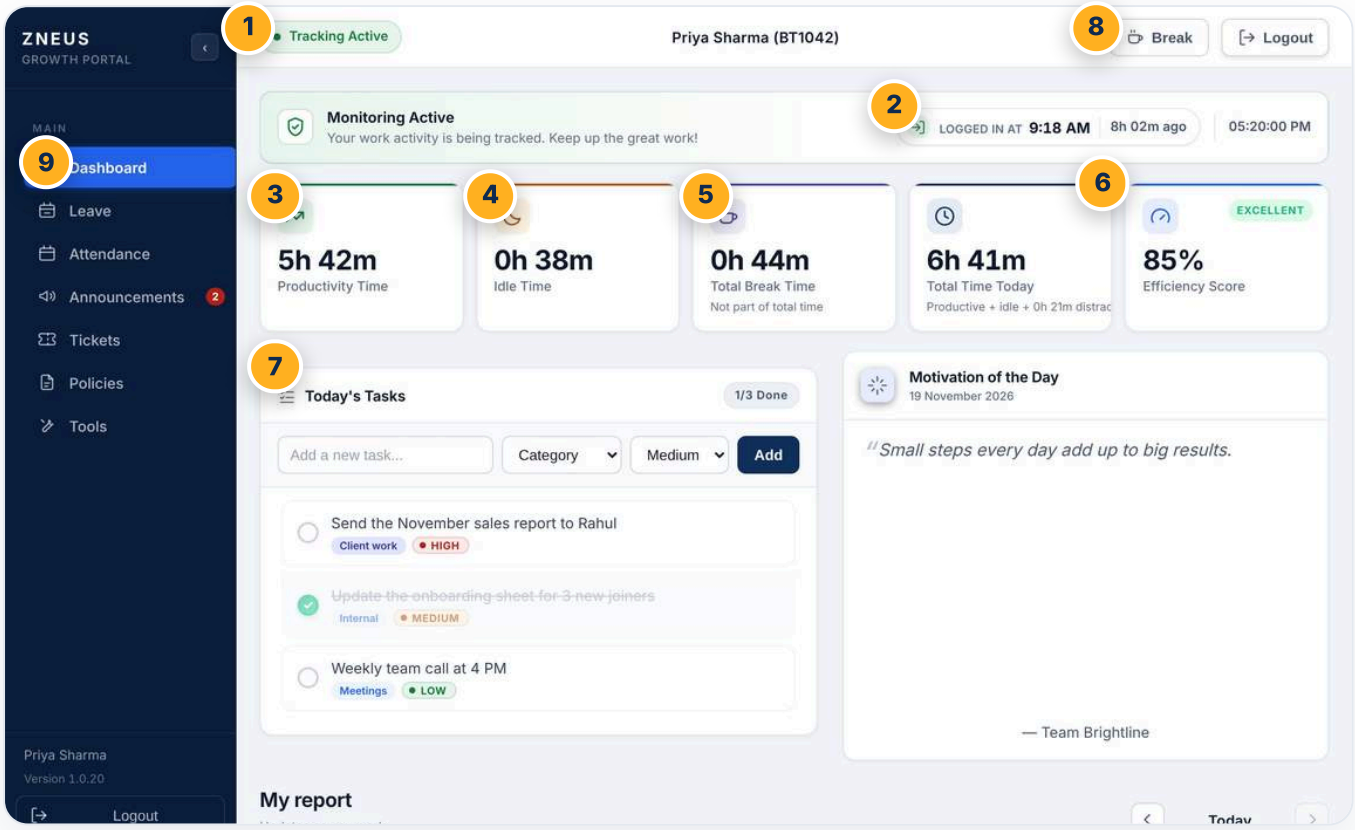
Write one line in the day summary. Submit and log out.



Employee app · Home

The dashboard, explained

Everything about today, on one screen.



1 **Tracking Active**
The app is on

2 **Logged in at**
Start time today

3 **Productivity**
Time on work

4 **Idle**
No mouse or keys

5 **Breaks**
Not part of total

6 **Efficiency**
Today's score

7 **Today's tasks**
Add and tick off

8 **Break / Logout**
Always top right

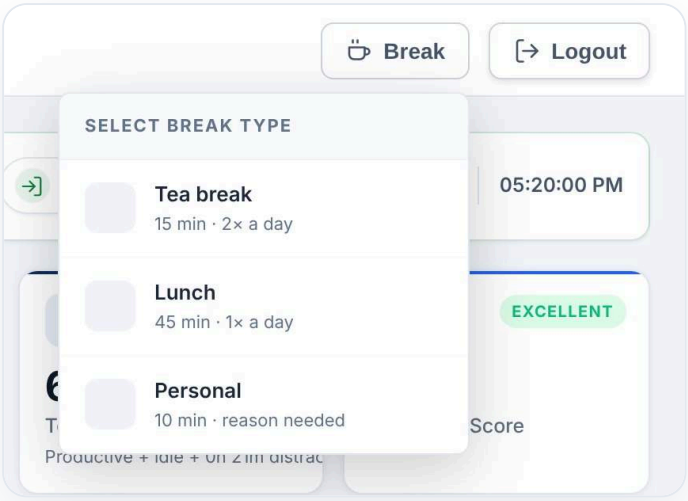
9 **Menu**
Leave, tickets and more

Breaks and leave, in seconds

Take a break

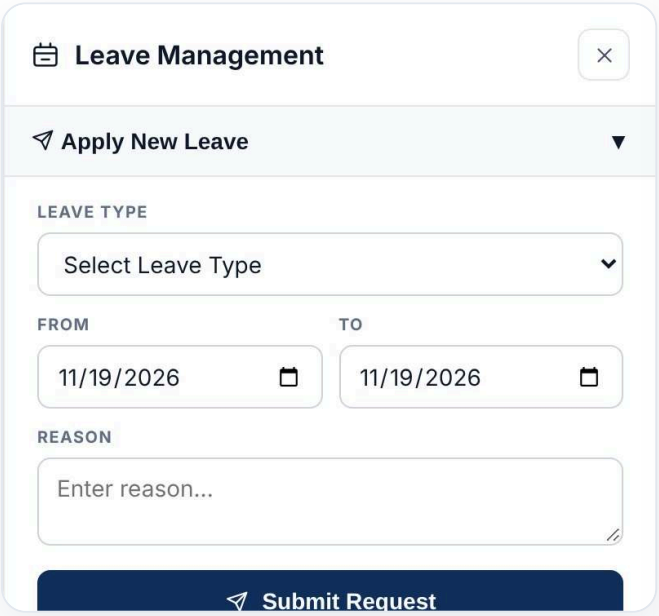
1. Press **Break**
2. Pick tea, lunch or personal
3. Back? End the break

Skip it and the time shows as **idle**.



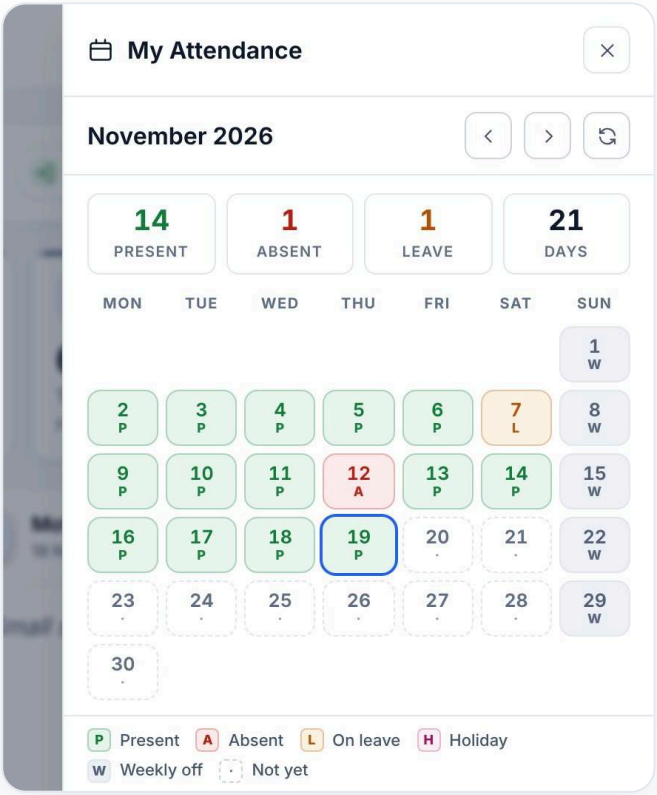
Apply for leave

1. **Leave** › Apply New Leave
2. Type, dates, reason
3. **Submit Request**



My attendance

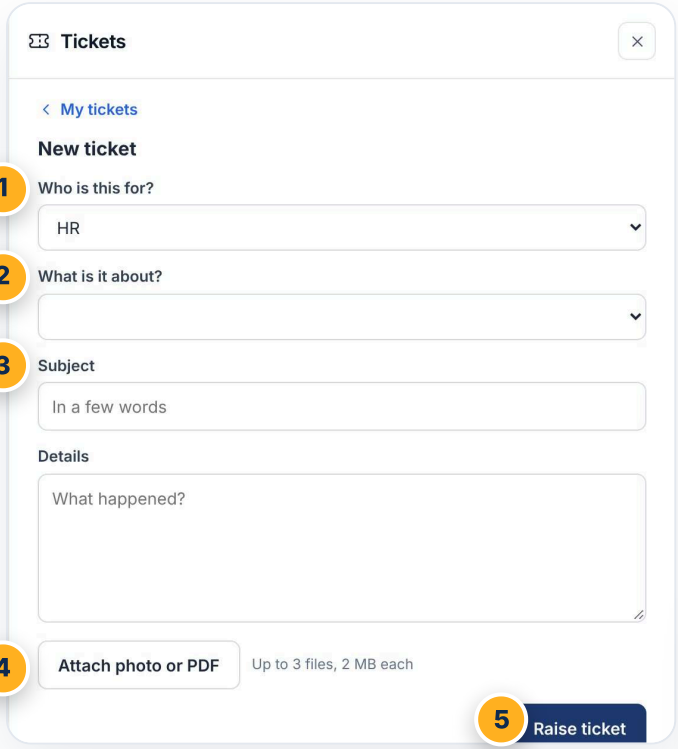
P Present · A Absent · L Leave · H Holiday · W Week off



Employee app · Tickets

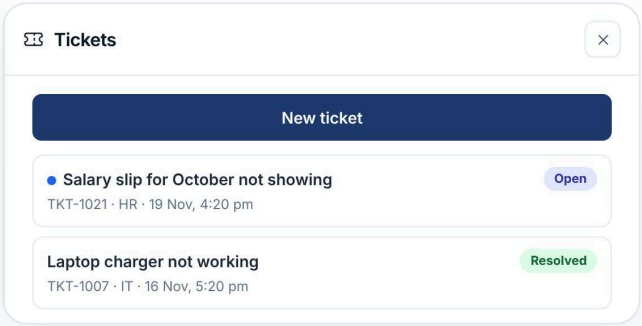
Ask for help with a ticket

Salary slip missing? Laptop broken? The right team gets it.



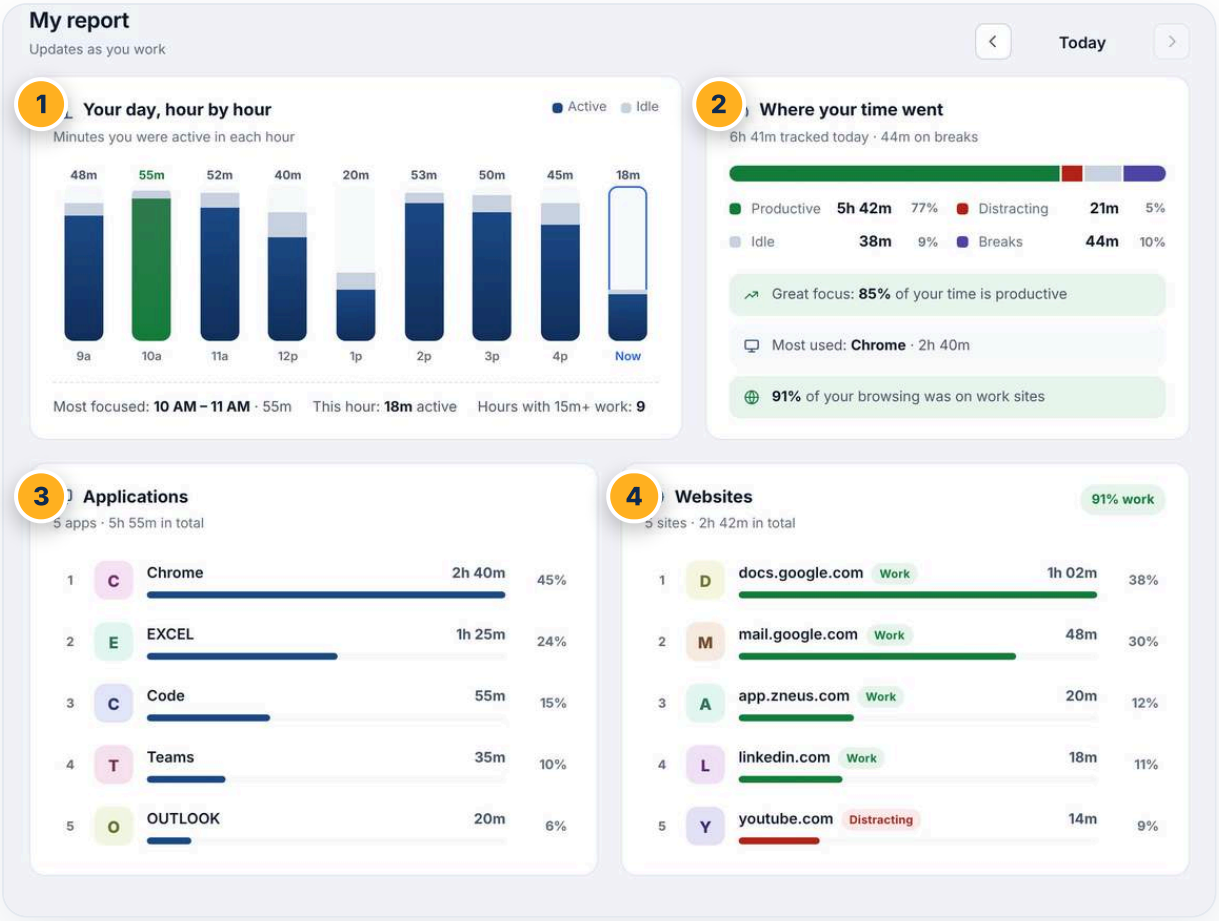
1. **Who is this for?**
   HR, IT, Finance...
2. **What is it about?**
   Pick the topic
3. **Subject and details**
   A few words is enough
4. **Attach**
   Up to 3 photos or PDFs
5. **Raise ticket**
   Done

THEN TRACK IT



Open Resolved

See your day, then sign off



1 Hour by hour
Active minutes

2 Time split
Work, idle, breaks

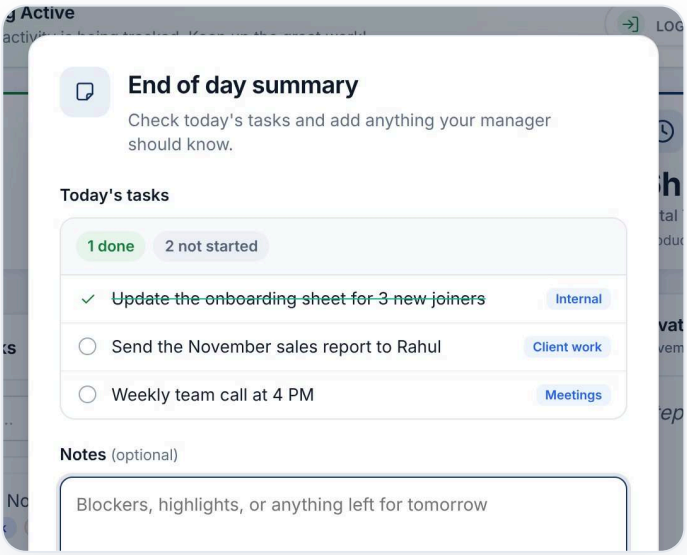
3 Apps
Most used

4 Websites
Work or distracting

End of day

1. Press **Logout**
2. Check today's tasks
3. Add a note (optional)
4. **Submit and log out**

⚠ Log out before shutting down.



ZNEUS
All-in-one. Built for growth

Print it · share on WhatsApp

Your Zneus cheat sheet

Four habits. That is all.

Morning

Open Zneus and sign in. Add today's tasks.

Stepping away

Press **Break** first. End it when back.

Need something

Leave for time off. **Tickets** for HR, IT, salary.

Evening

Logout, one line summary, **Submit**.

✓ Zneus records

- Sign-in time
- Active and idle time
- Apps
- Websites
- Breaks
- Screenshots, if on

✗ Never records

- What you type
- Passwords
- Your messages

Get the app: zneus.com/download
Windows 10/11 and Mac. Sign in with the code or email HR gave you.

Help

Quick fixes

The questions new clients ask us most.

Someone is missing on the dashboard

Is the app signed in? Is Account active on? Internet working?

Forgot password

Employees › edit the person › set a new password.

Mac screenshots are blank

System Settings › Privacy & Security › allow Zneus in Screen Recording and Accessibility.

Idle during calls

Settings › Work time rules › count calls and meetings as work.

Holiday marked absent

Add the day in Settings › Holidays.

Someone left the company

Switch Account active off. Their past data stays.

Linux?

No Linux app. Windows 10/11 and macOS 12+ only. The panel works in any browser.

Approve leave on my phone?

Yes. Zneus Admin app on Android, or app.zneus.com in the phone browser.

"Update available"

Install the latest from zneus.com/download or the Microsoft Store.

Salary looks wrong

Fix attendance or leave, then Work out again on that row.

Stuck on a step?

Talk to a real person

We can set it up with you on a call. Hindi or English.

Phone and WhatsApp
+91 98719 16980

Email
info@zneus.com

Hours
Mon to Sat, 9 AM to 7 PM

In the panel
Support › Raise a ticket

Admin panel app.zneus.com
Employee app zneus.com/download
Help centre zneus.com/help
Office A-83, Pocket D, Okhla Phase II, New Delhi 110020