



ZEUS® mobile Instruction Manual

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Note

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1 Scope of functions

“ZEUS® mobile” is a mobile time recording solution for smartphones or tablet PCs. The ZEUS® software is available as an application for the following operation systems: iOS 15 or higher, Android 14 or higher and MS Windows 10 or higher. The ZEUS® mobile App can be downloaded free of charge from the respective App Stores.

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

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

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

Please observe that not every user needs an own mobile device to use ZEUS® mobile. In fact, several users can share one and the same mobile device and benefit from all the features offered by the mobile application. This is possible as users log in to ZEUS® mobile with their personal login credentials and then log out again.

1.1 Compatibility and previous versions of the mobile application

The ZEUS® mobile App can only be operated with ZEUS® eXperience as from release version 4.43. In other words, it is not possible to use ZEUS® mobile in connection with ZEUS® 3.

For this reason, the previous versions of the mobile application, namely “ZEUS® X mobile” and “ZEUS® X mobile plus” continue to be available for download in the iOS and Android App stores. Please note that the use of “ZEUS® X mobile” and “ZEUS® X mobile plus” is restricted to ZEUS® 3 customers and that these application versions are excluded from any further development.

1.2 System requirements

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

- Chargeable ZEUS® eXperience licence option [ID502] “Your App for Time & Attendance” available for smartphones and tablets
- ZEUS® eXperience release version 4.43 or higher
- Depending on the operating system:
 - Apple iOS 15 or higher
 - Android 14 or higher
 - MS Windows 10 or higher
 - Support for OS versions ends with the support provided by the OS manufacturer.

2 Settings in ZEUS® eXperience

2.1 License

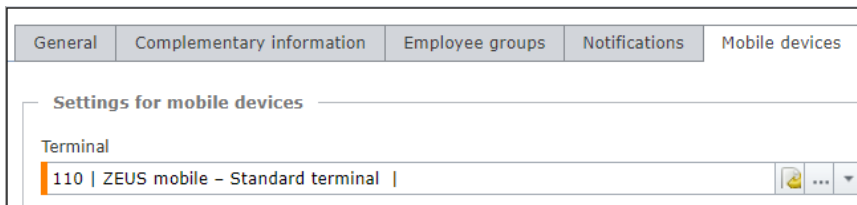
To operate mobile time recording devices, aforementioned licence option [ID 502] is required:

ID	Name		Active	Licensed	Used
502	ZEUS mobile: Your App for smartphone and tablet	Max. number	20	20	3

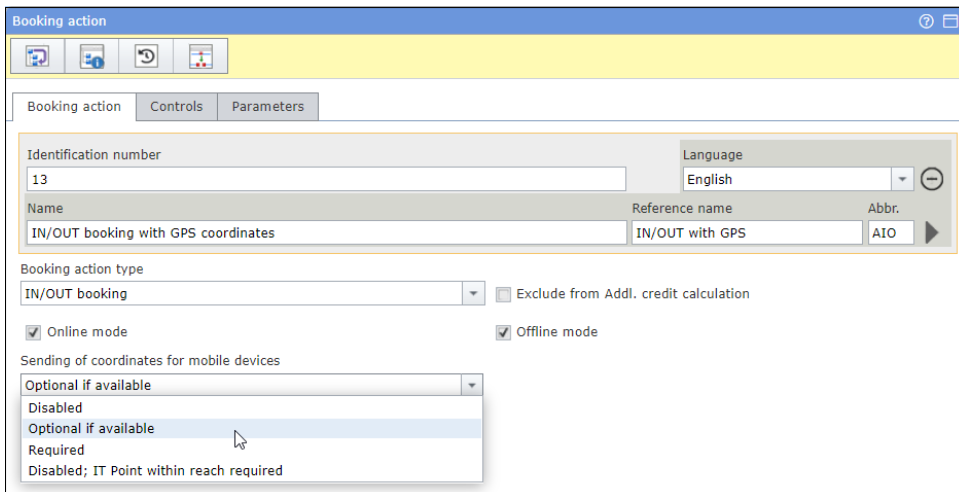
The “Max. number” value is decisive for the maximum permitted number of simultaneously registered mobile devices.

2.2 Booking actions

The different types of booking actions and enquiries that shall be available on ZEUS® mobile must be defined in ZEUS® X via the corresponding terminal profile. The terminal itself must be assigned to the employee under ‘Settings > Employees > General’.



To activate the transfer of GPS coordinates for ZEUS® mobile, go to ‘Settings > Patterns > Terminals > Booking action’. Open the [Booking action] tab and select the corresponding option from the drop-down menu. If you select “Required”, bookings *without* GPS coordinates are automatically listed under “Exceptions” in the Supervisor screen workspace and must be approved before being processed.



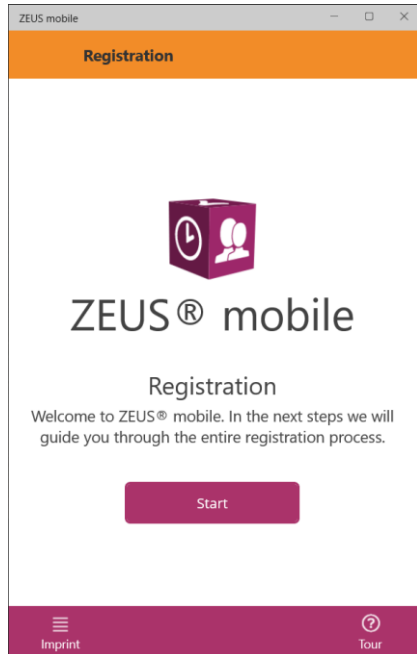
2.3 Online modules

Which online modules are available to the user when using the mobile application is determined based on the authorisations assigned to the logged-in employee, as previously defined in ZEUS® eXperience. It is therefore not necessary to create these online modules as terminal keys.

3 Application settings

3.1 Starting the application

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



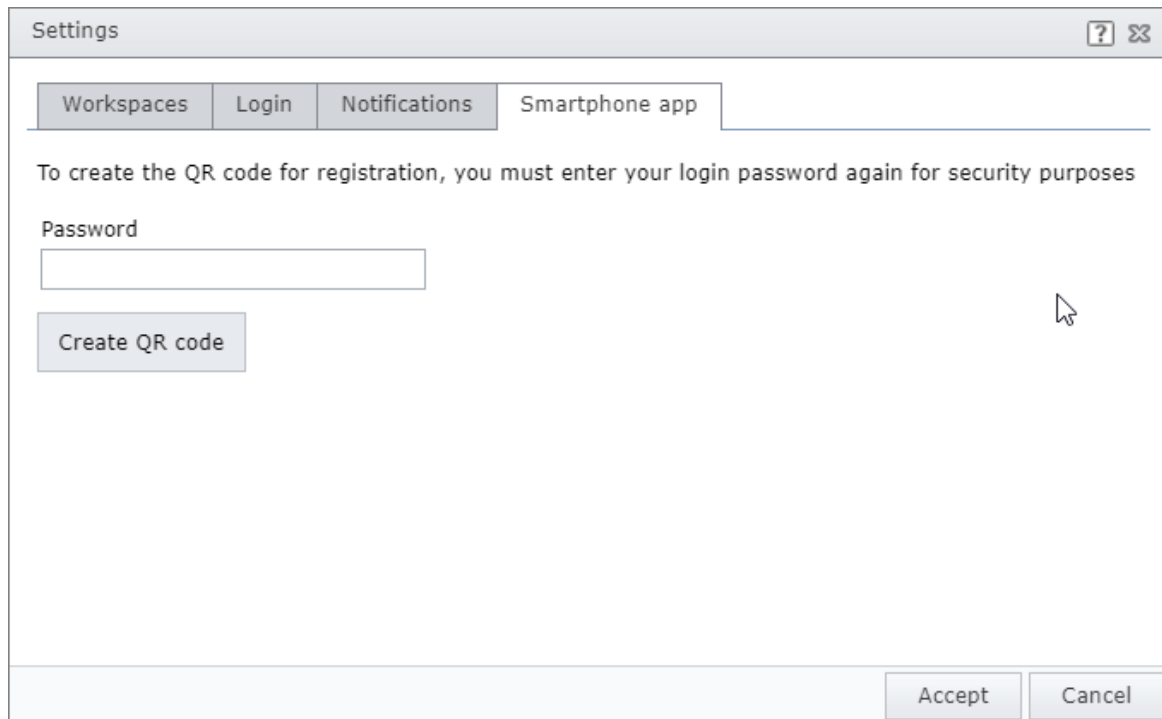
Registration can be carried out by scanning a QR code generated by ZEUS® eXperience or by entering the registration data manually using a form.

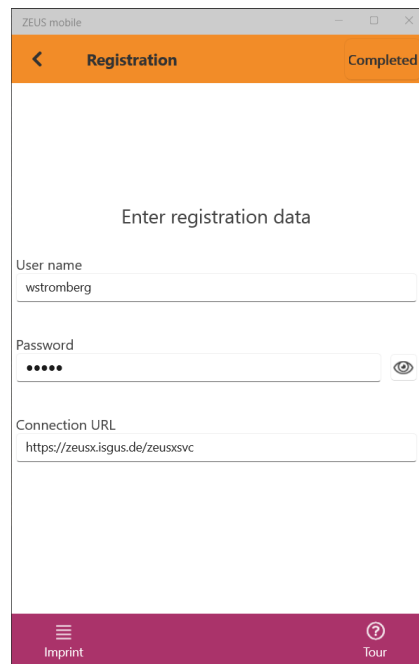
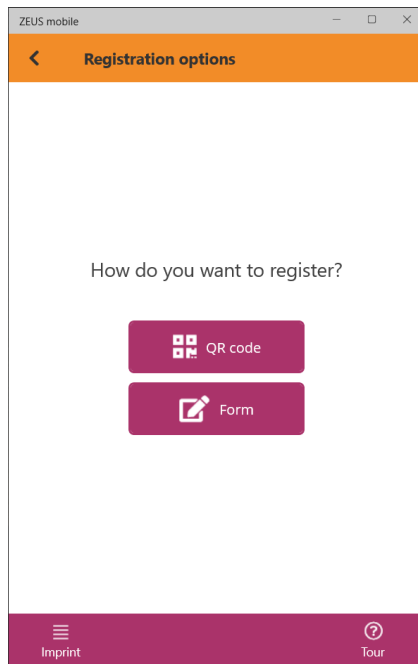
When selecting the QR code login option, the QR code must first be generated in the *[Smartphone app]* tab accessible via the user settings (see screenshot below) and then scanned with the mobile device.

When logging in via the registration form, the following details must be entered: user name and password as well as the connection URL of the ZEUS® terminal Web services. After pressing the *[Completed]* button, ZEUS® mobile is ready for operation.

Note:

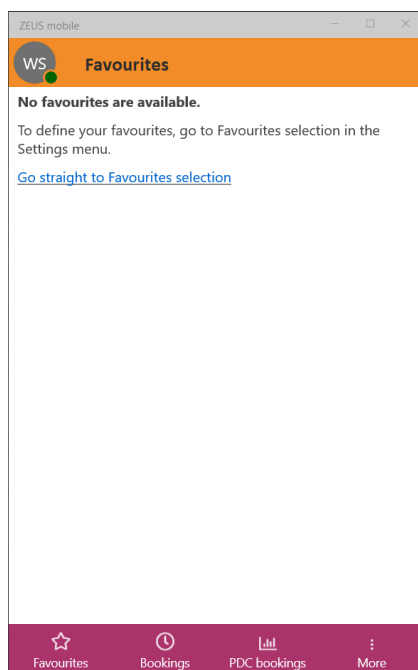
To register ZEUS® mobile on another ZEUS® eXperience system, you must first deregister by selecting the *Deregistration* menu item in the *Settings* menu.





3.2 Favourites & Navigation

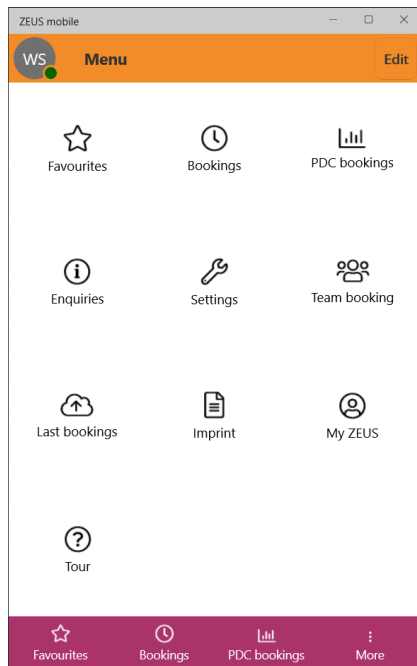
Upon successful registration, the home screen (start page) of ZEUS® mobile appears. By default, the *Favourites* page is displayed as start page. If no favourites have been specified yet, the user is informed accordingly (see below screenshot).



Note:

The selection of personal favourites is stored locally on the user's mobile device. Consequently, the favourites settings cannot be transferred to other mobile devices of the user and must be configured individually for each device. The favourites settings must be also redefined following a deregistration or reinstallation of the mobile application.

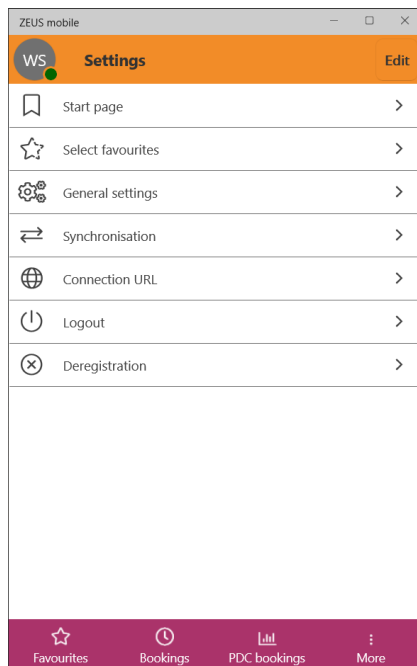
At the bottom of the screen there is a menu bar with various buttons to navigate between the individual functions of the application. Depending on the screen size of your mobile device, you will see more or less of these buttons. All buttons that are not displayed in the menu bar for lack of space can be accessed via the *[More]* button.



After pressing the *[More]* button, the *Menu* screen is displayed. Here you can find all the functions that are available in ZEUS® mobile including the *Settings* menu.

Under *My ZEUS* all available online modules are listed. Depending on the user's authorisations, more or less online functions and modules are available for display. As this area is automatically filled, it is not necessary to create the relevant online modules as terminal keys.

3.3 Settings menu



Start page

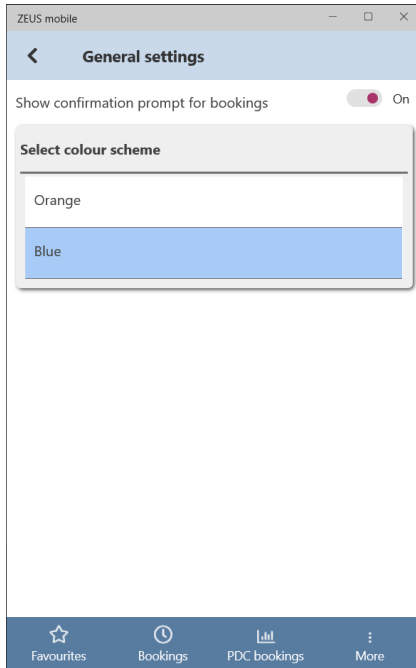
You can specify your favourite home screen via the *Start page* submenu. By default, the *Favourites* are displayed as start page.

Favourites

In the *Favourites selection* submenu, you can define your personal favourites and, if applicable, you can change the order of the previously selected favourites easily via "Drag & Drop".

Confirmation prompt

Via the *General settings* submenu, you can enable/disable the control function "Show confirmation prompt for bookings".



Colour scheme

Via the *General settings* submenu, you can also select the preferred colour scheme.

Attention: If “Dark mode” is selected on the user’s mobile device, the colour scheme selection is not available. In this case, ZEUS® mobile is automatically executed in dark mode, too.

Synchronisation

The *Synchronisation* submenu allows the user to perform a manual synchronisation of settings, bookings and retrieved values. Furthermore, you can select the interval (once a day / hourly / at app start) to be used for automatic synchronisation.

Connection URL

Via the Connection URL submenu, you can change the URL of the ZEUS® terminal Web services.

Logout

Via the Logout submenu, the current user can log out. Once logged out, another user who wants to use the mobile app via the same mobile device can log in.

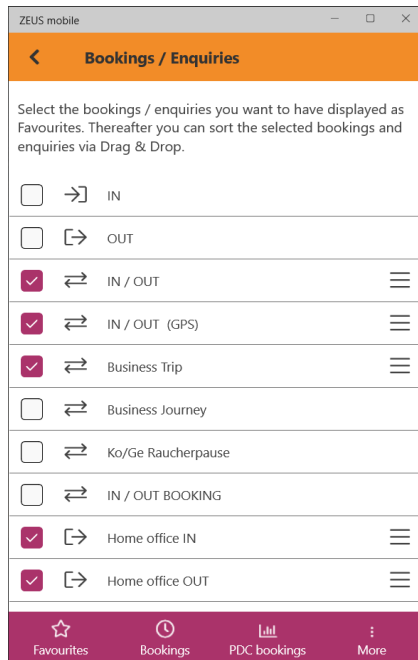
Deregistration

If the user decides to deregister the mobile device, it will be disconnected from the ZEUS® Time & Attendance system.

Note: Once deregistered, all data cached on the device will be deleted.

3.4 Favourites selection

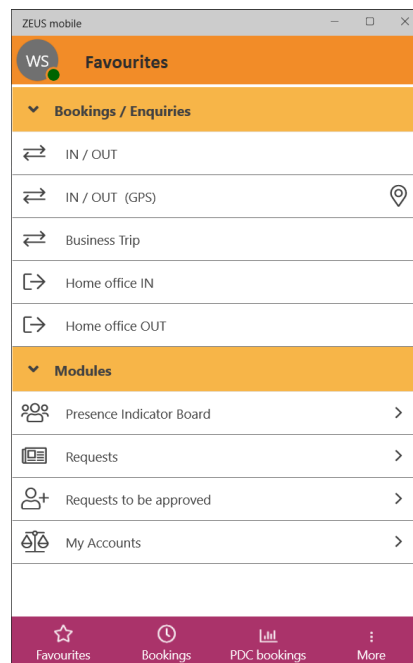
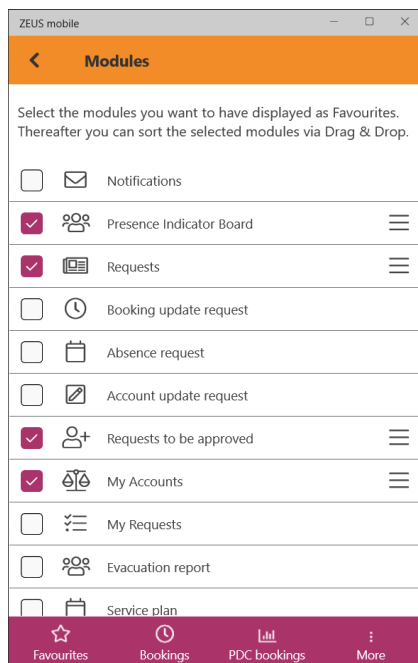
Theoretically, you can choose any menu item available in ZEUS® mobile to be displayed on the *Favourites* page. However, for the sake of clarity, it is recommended to define/select the most frequently used booking actions, enquiries and online modules (self-service functions) as favourites to be displayed on this page.



The *Favourites selection* submenu is subdivided into two sections, namely “Bookings / Enquiries” and “Modules”. The availability of bookings and enquiries is controlled via the terminal profile defined for the mobile device. Apart from the standard pages, the *Modules* section contains all online modules that are available to the user (depending on the personal access authorisations defined in ZEUS®).

To add a function/online module to the *Favourites* page, simply tick the corresponding checkbox. The order in which the favourites shall be displayed can be easily and quickly adjusted via the Drag & Drop function by moving your favourite(s) to the desired position.

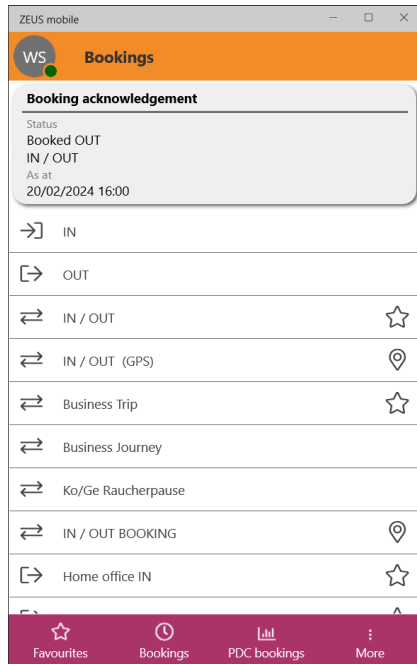
Once completed your favourites selection, your personal favourites are displayed on the *Favourites* page split into the following two areas: “Bookings / Enquiries” and “Modules”.



4 Instructions on how to use ZEUS® mobile

After selecting the *Bookings* menu item, a list of available presence and absence booking actions according to the terminal profile defined in ZEUS® eXperience is displayed.

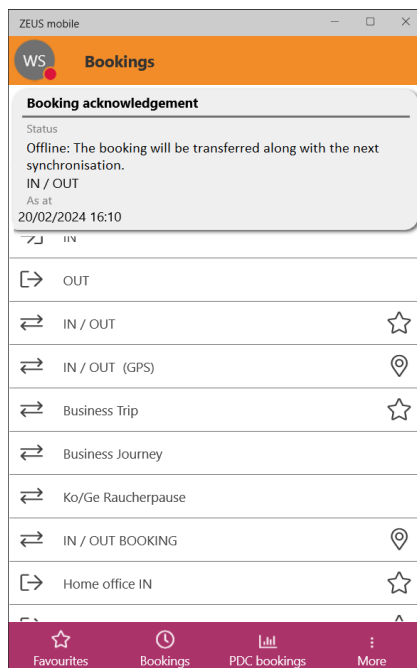
4.1 Bookings



Clicking on a booking button (e. g. IN/OUT) instantly triggers a booking action. The corresponding booking details are displayed at the top of the screen and the booking itself is immediately transferred provided there is a server connection available. In online mode, the returned query 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® Web server as soon as the connection is available again.

Should the connection to the server be interrupted, recorded bookings will automatically be saved on the mobile device.

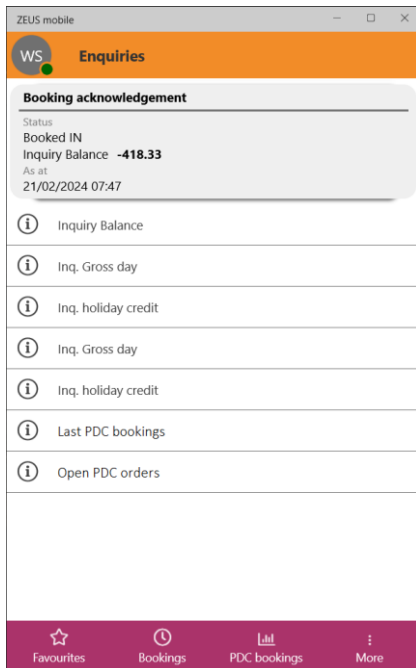


In the case of offline bookings, a message appears informing the user that the booking will be transferred during the next synchronisation.

ZEUS® mobile enables the localisation of bookings via GPS. Provided this function is enabled and the localisation service is available, the GPS coordinates are stored along for every booking made.

Booking actions that have been selected as favourites are marked with a star icon. Booking actions that record and transmit GPS coordinates are marked with a map pin icon.

4.2 Enquiries



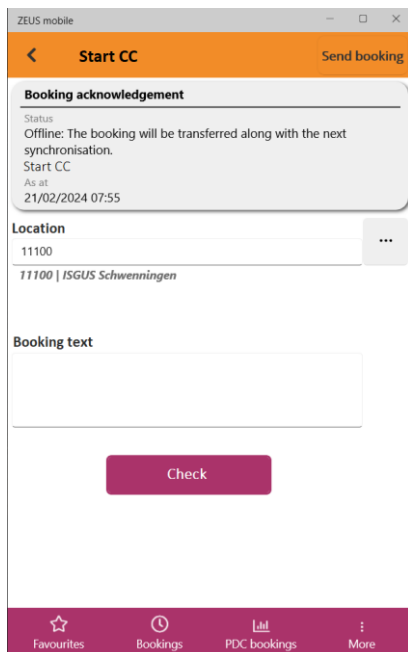
Via the various enquiry functions, users can query/retrieve online ZEUS® X account values, like the personal time account balance or remaining leave entitlement.

Note:

Under '*Settings > Synchronisation*' the user can define how often data synchronisation shall be carried out.

In offline mode, it is not possible to make enquiries. In this case, the user has to wait until the connection to the server is reestablished.

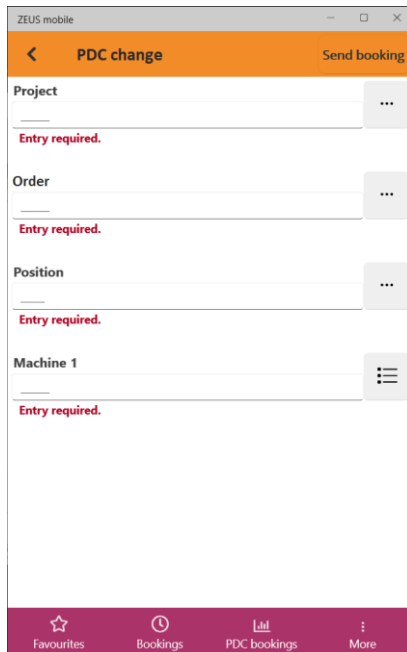
4.3 Cost centres



ZEUS® mobile allows users to make PDC bookings as well as cost centre bookings. In analogy to time bookings, working time spent on activities is allocated to the selected cost centre by clicking on the correspondent cost centre button.

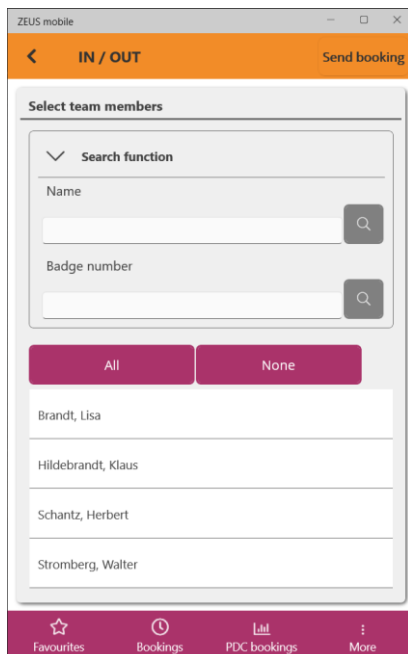
When using GPS localisation, a cost centre can be suggested based on the actual position of the mobile device.

4.4 PDC bookings



Furthermore, ZEUS® mobile allows for time allocation via PDC bookings. For instance, you can book production times to different projects and orders via a multi-level PDC input mask. In addition to the project and the order, users can also specify the activity/position and the machine to be used. The user can either navigate via a tree structure directly to the desired position or enter the positions manually.

4.5 Team bookings



The *Team booking* menu item offers team leaders, for instance, the opportunity to make a booking for an entire team.

In a first step, the desired booking action must be selected.

Then, the team members who shall be included in the team booking have to be selected by clicking on the name(s) shown in the team member list. If the team booking concerns all team members, simply click on the *[All]* button.

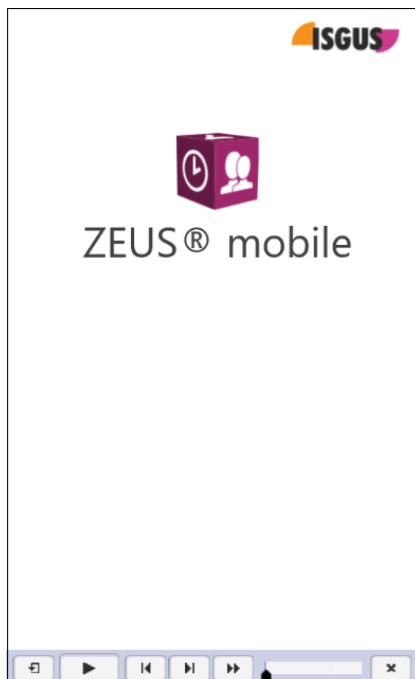
If staff members other than those listed as team members are to be included in the team booking, the user can easily select the required employees via the *Search function*. The search for further staff members can be carried out by their name or the personal badge number.

4.6 Imprint



The imprint contains all legally required information about the mobile application itself and ISGUS as the editor and publisher of ZEUS® mobile, such as current version of the application, company address and contact details, trade registry number etc.

4.7 “ZEUS® mobile” tour



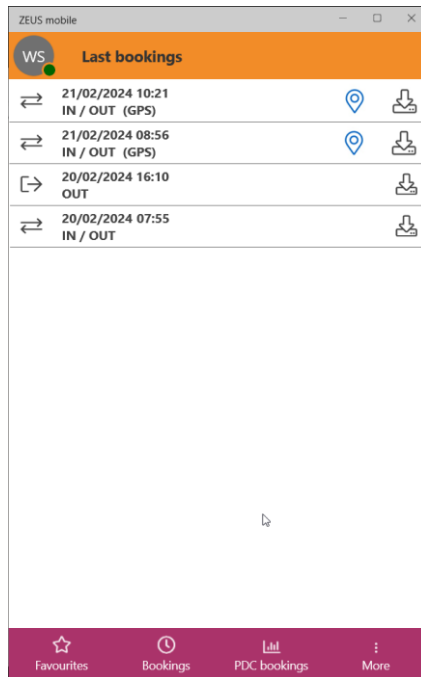
Finally, the menu bar at the bottom of the screen contains a link that takes the user on a guided tour through the ZEUS® mobile App.

The link leads to a video explaining the essential functionalities offered by ZEUS® mobile.

5 Location determination

If the control function “Sending of coordinates for mobile devices” for location determination is activated for the selected booking action type and provided the location services of the mobile device are enabled, the GPS coordinates are determined for each booking and stored together with the booking details.

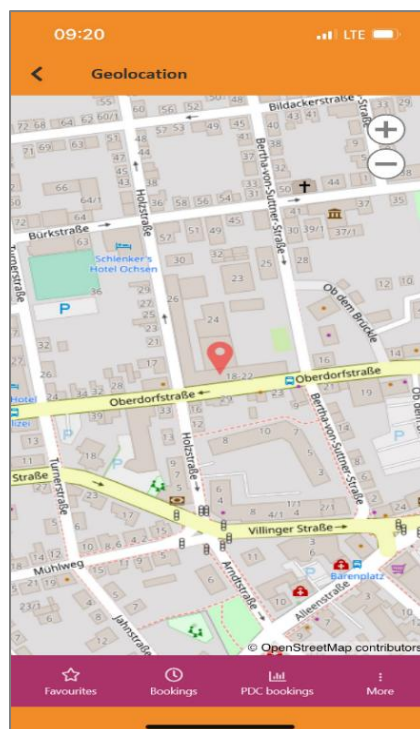
5.1 Last bookings



Via the *Last bookings* menu item, the last bookings made on this device can be retrieved. The download symbol to the right of the booking indicates that the booking has already been transferred and processed.

This view only shows bookings made by this particular user on this specific device.

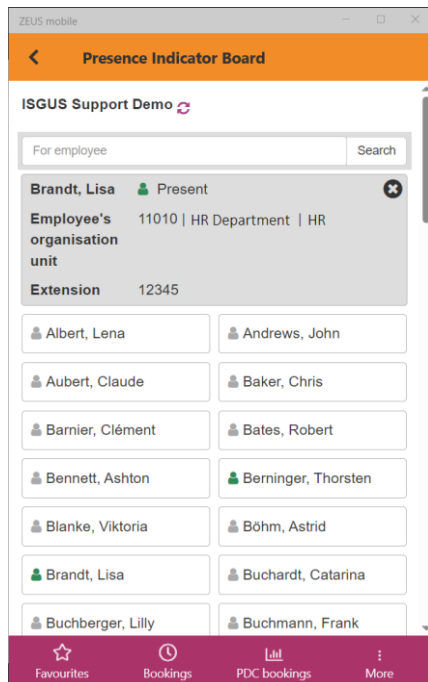
Provided the location of the mobile device has been determined and cached with the booking, a blue map pin icon is additionally displayed. Upon clicking on this icon, “OpenStreetMap” is opened and shows the location where the booking was made.



6 Online modules

ZEUS® mobile is far more than a mobile time recording application with standard T&A terminal functions. In fact, Production Data Capture and Staff Scheduling functions have been successfully implemented in ZEUS® mobile, and, on top of this, the application now even offers so-called “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



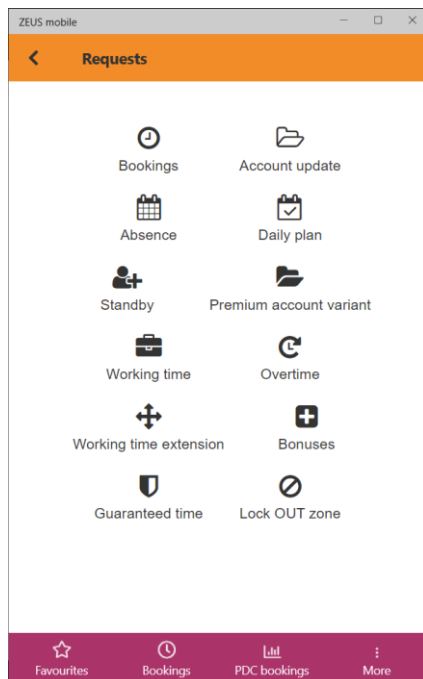
Based on the layout defined in ZEUS®, the *Presence Indicator Board* is subdivided into groups. The following colour code indicates the employees' presence/ absence status:

- grey = absent
- green = present
- blue = absence with defined reason
- red = absent during core time

If the logged-in user is authorised accordingly, he/she can access further information about the employees listed on the screen, such as telephone number/extension, organisation unit, etc.

The *Search* function allows to search directly by organisation unit – an efficient way to narrow down the search. After selecting the desired organisation unit, the user can continue searching for employees.

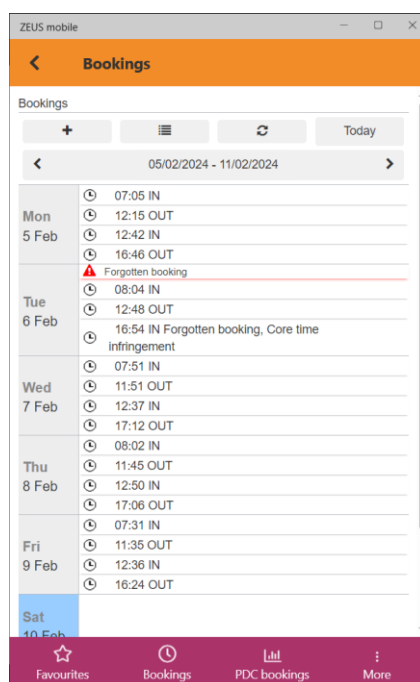
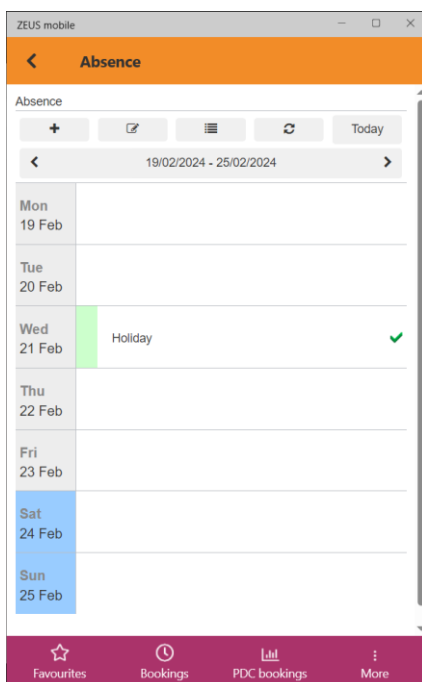
6.2 Requests



Via this menu option, the user can access all the request types he or she is authorised to use.

By means of a calendar, the user can easily register the corresponding request for any day(s) in the future as well as in the past.

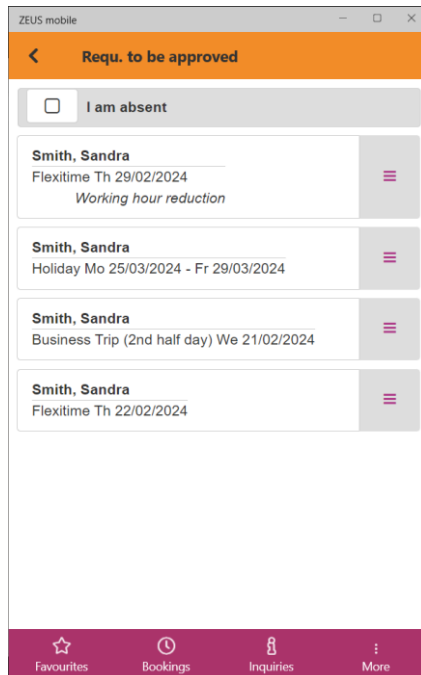
In case of selecting *Bookings* as request type, all bookings of the employee in question are displayed, even those that were not made via this device.



“Note”

» The online modules “Booking update request”, “Absence request” and “Account update request” can also be used to create requests. For these, however, there is no diary selection available, only a list of bookings, absences and accounts referring to the selected day.

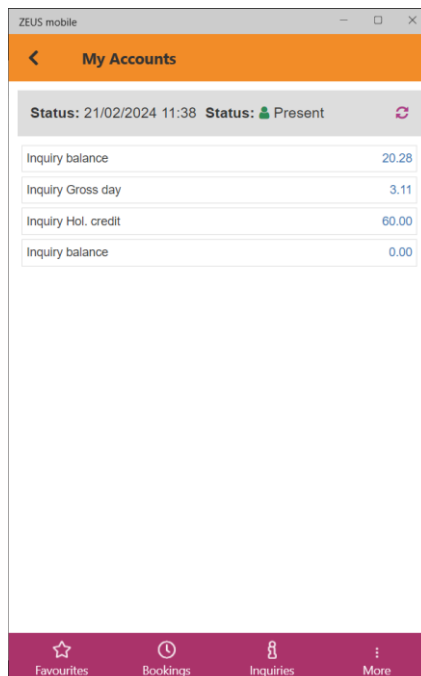
6.3 Requests to be approved




Via the online module *Requests to be approved*, the approver has the possibility to activate the *I am absent* checkbox. As a result, 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 user can view all the absence requests sent to him/her. These requests can be approved or rejected simply by clicking on the corresponding button.

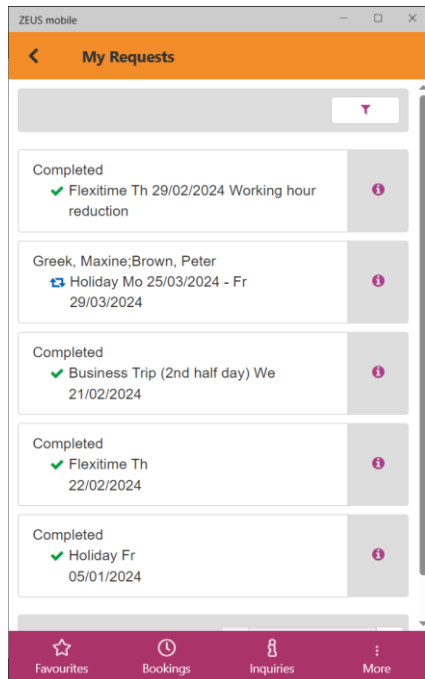
6.4 My Accounts



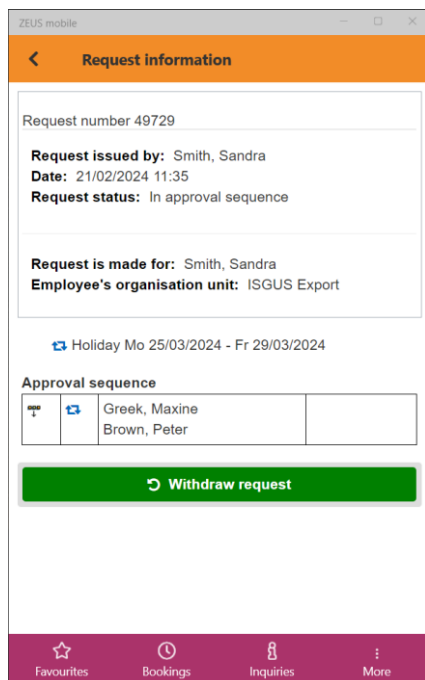
The online module *My Accounts* allows the user to query values of different accounts.

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

6.5 My Requests

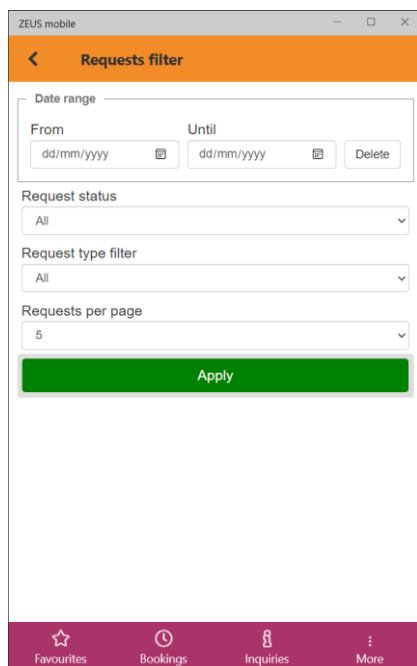


The online module *My Requests* provides users with an overview of their own requests including information about the current status of each request.



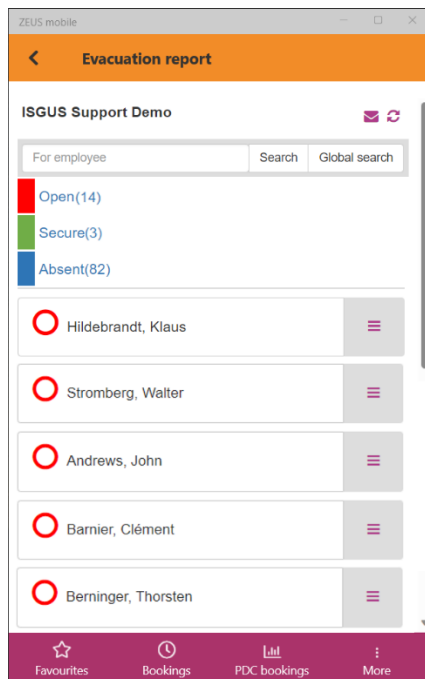
When clicking on the information button [i], the user is provided with further information about the corresponding request such as approval sequence type or the approver's name as well as the current request status.

Furthermore, it is possible to withdraw the request by clicking on the *[Withdraw request]* button provided the request has not been approved yet.



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, the request status or the request type.

6.6 Evacuation report / Roll Call App



The 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* button, all employees with uncertain status are displayed. They can be actively set to either *Secure* or *Absent* by clicking the correspondent button.

To be able to use this option, the chargeable licence option [ID 521] concerning the mobile app for smartphone and tablet is required. Additionally, a “Presence Indicator Board layout” must be assigned to the employee in the *Widget settings* section accessible via ‘*Employees > General*’.

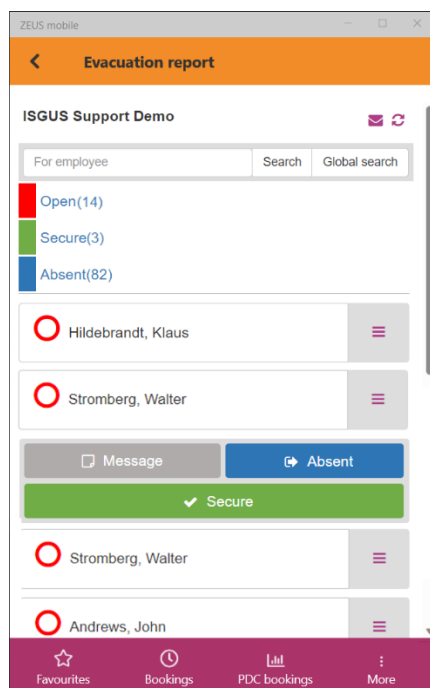
Please note that the evacuation status of persons can only be reliably determined if the corresponding evacuation overview is based on an accurate time recording and on a reliable access control with room zone monitoring that allows to exactly monitor the entry and exit of individuals. Evacuation reports exclusively based on the employees’ time status are never 100% reliable.

In the *Employee Centre* workspace, integral part of ZEUS® eXperience, the presence/absence status of employees can be easily reset.

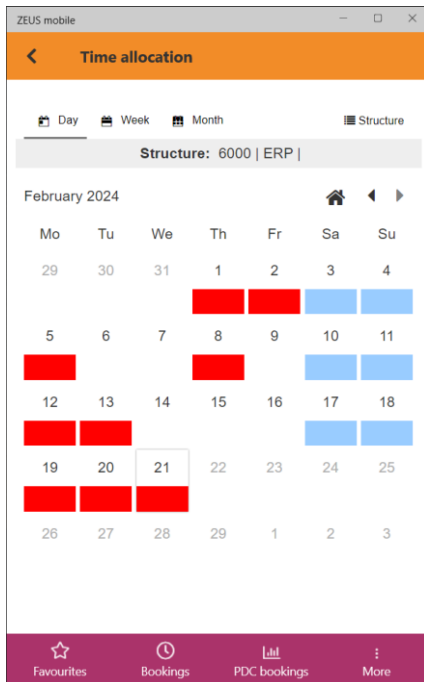
Disclaimer:

“The Evacuation report [Roll Call App] is based on the employees’ time bookings and/or IN/OUT bookings. Accuracy and completeness of this report [overview] depends on the employees’ behaviour, i. e. each employee has to make an IN booking upon arrival on site and an OUT booking when leaving / has to make an IN resp. OUT booking when changing the room zone. Missing or double bookings involve inaccuracies. No guarantee is assumed for correctness.”

If necessary, the status of employees listed as being safe in the *Secure* register can be changed back from *Secure* to *Open* or to *Absent*. The same applies to the *Absent* register: employees displayed in this register can be set to *Open* or *Secure* depending on the latest available information. Each register provides the user with an overview of all employees with the given status. Furthermore, it is possible to add a note to provide supplementary information.



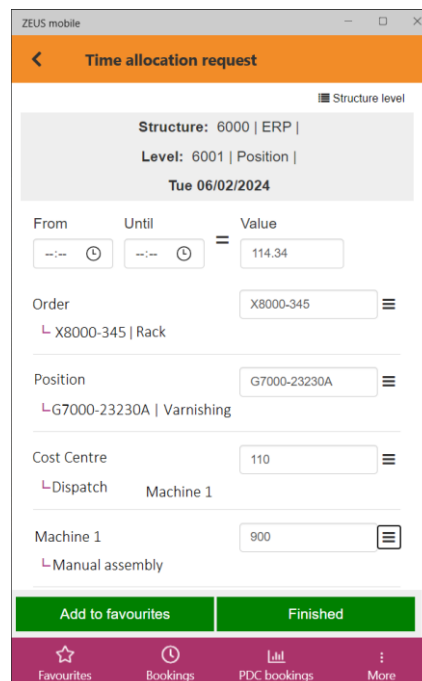
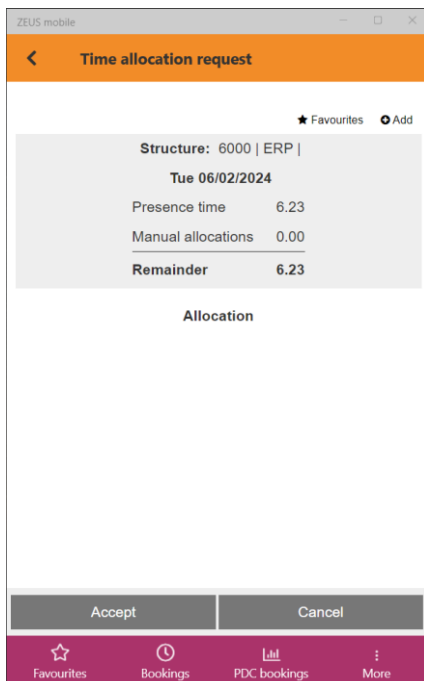
6.7 Time allocation



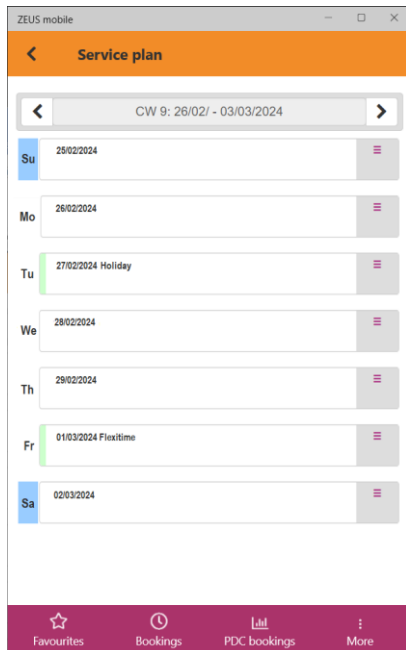
The *Time allocation* online module allows users to allocate their PDC time manually, as in ZEUS®.

After selecting a specific day in the diary, the user's entire attendance time, the manual allocated time as well as the remaining time to be distributed is displayed. To allocate the remaining time or part of it, click on the *[Add]* button.

Like in the ZEUS® web application, the non allocated time can be entered either as a time indication via the *From - To* input fields or as an absolute *value* which is then allocated according to the selected PDC structure parameter(s). If applicable, additional information can be entered in the *Booking text* field.



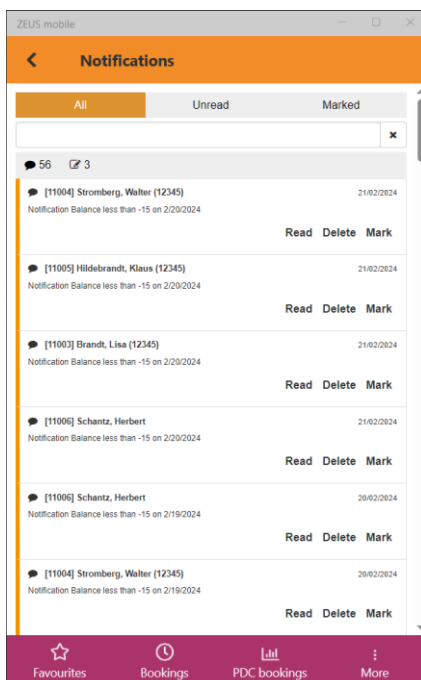
6.8 Service plan



Via the online module *Service plan*, equally available in the ZEUS® mobile App, the user can view the scheduled shift(s) with all relevant planning details for the selected calendar week.

Furthermore, it is possible to display information about the jobs and assigned activities.

6.9 Notifications



Via the online module *Notifications*, the user can receive messages informing about different modifications and updates, for instance, if certain predefined account values are exceeded (e. g. time account balance greater than 20 hours), or messages informing about requests awaiting approval.

The user can mark one or several messages as *Read*. Furthermore, it is possible either to delete messages directly in the mobile application or to mark one or several messages with a flag for follow-up.

If there are many messages, the filter function (i. e. filtering by “Unread” or “Marked”) is a helpful tool providing the user with a better overview.