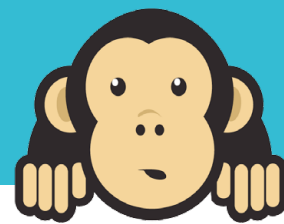




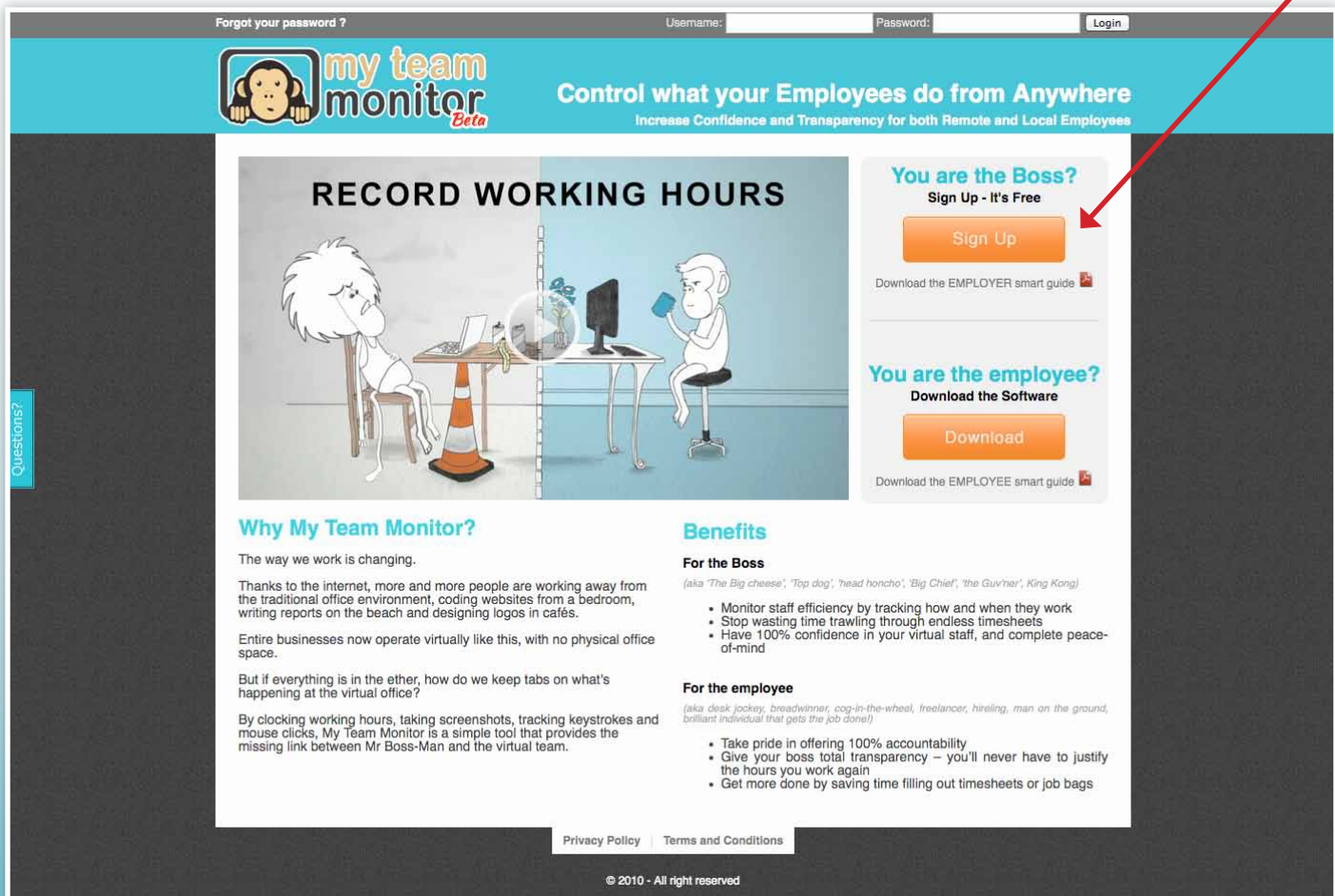
WELCOME TO MY TEAM MONITOR EASY GUIDE

Here you can find the instructions for setting up your account in a few easy steps.

1. REGISTRATION



On the My Team Monitor homepage, click on the orange “sign up” button near the video.



The screenshot shows the My Team Monitor homepage. At the top, there is a navigation bar with a search field, a 'Forgot your password?' link, and login fields for 'Username:' and 'Password:' with a 'Login' button. The main header features the 'my team monitor Beta' logo and the tagline 'Control what your Employees do from Anywhere' and 'Increase Confidence and Transparency for both Remote and Local Employees'. The central content area is divided into two columns. The left column has a large illustration titled 'RECORD WORKING HOURS' showing a boss character on the left and an employee character on the right, with a globe between them. Below this is a 'Why My Team Monitor?' section with text about remote work and a 'Benefits' section with sub-sections for 'For the Boss' and 'For the employee'. The right column contains two call-to-action boxes: 'You are the Boss? Sign Up - It's Free' with an orange 'Sign Up' button, and 'You are the employee? Download the Software' with an orange 'Download' button. A red arrow points from the text above to the 'Sign Up' button. A vertical 'Questions?' link is on the far left. The footer contains 'Privacy Policy | Terms and Conditions' and '© 2010 - All right reserved'.

Forgot your password ? Username: Password: Login

my team monitor *Beta* Control what your Employees do from Anywhere
Increase Confidence and Transparency for both Remote and Local Employees

RECORD WORKING HOURS

You are the Boss?
Sign Up - It's Free

[Sign Up](#)

[Download the EMPLOYER smart guide](#)

You are the employee?
Download the Software

[Download](#)

[Download the EMPLOYEE smart guide](#)

Why My Team Monitor?

The way we work is changing.

Thanks to the internet, more and more people are working away from the traditional office environment, coding websites from a bedroom, writing reports on the beach and designing logos in cafés.

Entire businesses now operate virtually like this, with no physical office space.

But if everything is in the ether, how do we keep tabs on what's happening at the virtual office?

By clocking working hours, taking screenshots, tracking keystrokes and mouse clicks, My Team Monitor is a simple tool that provides the missing link between Mr Boss-Man and the virtual team.

Benefits

For the Boss

(aka 'The Big cheese', 'Top dog', 'head honcho', 'Big Chief', 'the Guv'nar', King Kong)

- Monitor staff efficiency by tracking how and when they work
- Stop wasting time trawling through endless timesheets
- Have 100% confidence in your virtual staff, and complete peace-of-mind

For the employee

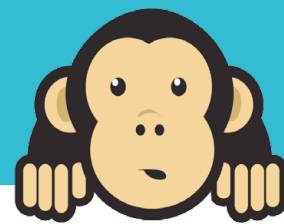
(aka desk jockey, breadwinner, cog-in-the-wheel, freelancer, hireling, man on the ground, brilliant individual that gets the job done)

- Take pride in offering 100% accountability
- Give your boss total transparency – you'll never have to justify the hours you work again
- Get more done by saving time filling out timesheets or job bags

Privacy Policy | Terms and Conditions

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1. Registration



Fill all the fields with the required details about yourself and your company.

Choose a username and password, and set the time zone of your company.

Here you can decide if you want to adjust the time zone to the company's time zone or to each employee.

After the signup, an email will be sent to your address. Click on the link in the email and verify your account.

The screenshot shows the registration page for 'my team monitor Beta'. At the top, there is a navigation bar with a 'Forgot your password?' link, a 'Username:' field, a 'Password:' field, and a 'Login' button. The main header features the 'my team monitor Beta' logo and the tagline 'Control what your Employees do from Anywhere' with the subtext 'Increase Confidence and Transparency for both Remote and Local Employees'. The form is divided into two sections: 'Your Details' and 'Account Details'. The 'Your Details' section includes fields for Name, Surname, Company, Phone Number, Country, and Email. The 'Account Details' section includes fields for Choose Username, Choose Password, Retype Password, Company Timezone (with a dropdown menu), and Employee Timezone (with a dropdown menu). A red arrow points from the text above to the 'Company Timezone' dropdown menu. Below the form is a 'Sign Up' button. At the bottom, there are links for 'Privacy Policy' and 'Terms and Conditions', and a copyright notice: '© 2010 - All right reserved'.

Forgot your password ? Username: Password: Login

my team monitor *Beta*

Control what your Employees do from Anywhere
Increase Confidence and Transparency for both Remote and Local Employees

Your Details

Name:* ⓘ
Surname:* ⓘ
Company:* ⓘ
Phone Number:* ⓘ
Country:* ⓘ
Email:* ⓘ

Account Details

Choose Username:* ⓘ
Choose Password:* ⓘ
Retype Password:* ⓘ
Company Timezone:* (UTC) Coordinated Univ ⓘ
Employee Timezone:* UTC ⓘ

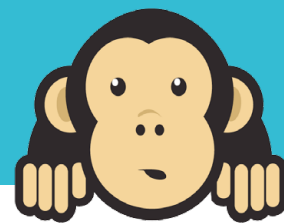
* Required fields

Sign Up

Privacy Policy | Terms and Conditions

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2. Login



At this point you are ready to start using My Team Monitor.
Log in with the username and password chosen earlier in the login panel.

The screenshot shows the My Team Monitor website interface. At the top, there is a navigation bar with a 'Forgot your password?' link, a 'Username:' input field, a 'Password:' input field, and a 'Login' button. A red arrow points from the text above to the 'Login' button. Below the navigation bar is a blue header with the 'my team monitor Beta' logo and the tagline 'Control what your Employees do from Anywhere'. The main content area features a central illustration of a boss and an employee, with the text 'RECORD WORKING HOURS'. To the right, there are two call-to-action boxes: 'You are the Boss? Sign Up - It's Free' with a 'Sign Up' button, and 'You are the employee? Download the Software' with a 'Download' button. Below these are sections for 'Why My Team Monitor?' and 'Benefits', each with sub-sections for 'For the Boss' and 'For the employee'. A 'Questions?' sidebar is visible on the left. At the bottom, there are links for 'Privacy Policy' and 'Terms and Conditions', and a copyright notice: '© 2010 - All rights reserved'.

Forgot your password ? Username: Password: Login

my team monitor *Beta* Control what your Employees do from Anywhere
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RECORD WORKING HOURS

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Sign Up - It's Free

Sign Up

Download the EMPLOYER smart guide

You are the employee?
Download the Software

Download

Download the EMPLOYEE smart guide

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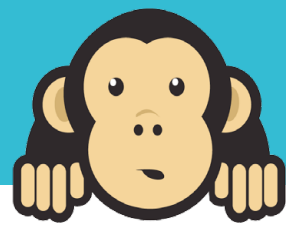
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3. Add The First Employee



The first thing you have to do is add your employee.
To do this, go to the left-side menu and select “Add New Employee”.

The screenshot shows the user interface of the 'my team monitor Beta' application. The top navigation bar is teal and contains the application logo on the left and user information on the right. The main content area is dark grey with a white sidebar on the left. A red arrow points from the text above to the 'Add New Employee' link in the sidebar.

my team monitor *Beta*

Welcome, GHSTEST | edit profile | Logout

EMPLOYEES

- Add New Employee
- List

STATISTICS

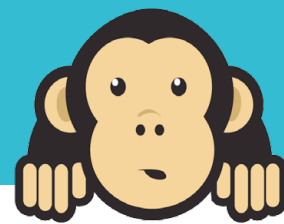
- Daily
- Monthly
- Flagged Images

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Questions?

3. Add The First Employee



Fill the fields with the details of your first employee.

Here you can choose to set up the working hours of your employee.

This step is optional and you can do it later if you prefer.

Remember that you can change all the details of your employee later.

At this point, the system has automatically sent an email to your employee inviting him to download the software and install it on his/her computer. You can also invite him/her to download the software directly from the My Team Monitor website.

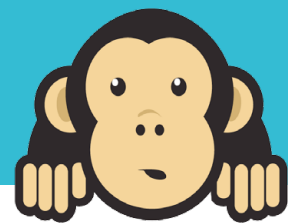
The screenshot shows the 'my team monitor Beta' website interface. The top navigation bar includes the logo, a user profile 'Welcome, GINTEST', and links for 'edit profile' and 'logout'. The left sidebar contains navigation options for 'EMPLOYEES' (Add New Employee, List) and 'STATISTICS' (Daily, Monthly, Flagged Images). The main content area is titled 'Add New Employee' and contains a form with the following fields:

- Username:* (with a note: 'The username cannot contain spaces.')
- Name:*
- Surname:*
- Company Name:
- Phone:
- Country:*
- Email:*
- Password:*
- Verify password:*
- Timezone:* (dropdown menu showing '(UTC) Coordinated Universal Time')

An orange 'Add Employee' button is located below the form. Below the form, a section titled 'Set the Employee's Working Hours(optional)' contains a table for selecting working days:

Monday	<input type="checkbox"/> Workday
Tuesday	<input type="checkbox"/> Workday
Wednesday	<input type="checkbox"/> Workday
Thursday	<input type="checkbox"/> Workday
Friday	<input type="checkbox"/> Workday

4. Start Monitoring



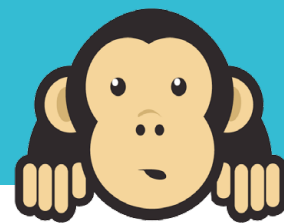
After you have added the employee, you can see his/her details in the homepage.

In the graph, the red bar represents the actual time.

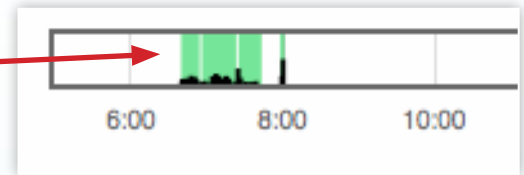
The green area shows the working hours.

The screenshot shows the 'my team monitor Beta' dashboard. The top navigation bar includes the logo, the text 'my team monitor Beta', and user information: 'Welcome, GHSTEST | edit profile | Logout'. On the left, there are two main sections: 'EMPLOYEES' with 'Add New Employee' and 'List' buttons, and 'STATISTICS' with 'Daily', 'Monthly', and 'Flagged Images' options. The main content area displays two employee activity cards. The first card is for 'TEST003 (OFF)' with 'WORKED HOURS: 1:00:52', 'ACTIVITY INDEX: 76%', and 'LOGOUTS DUE TO INACTIVITY: 1'. It features a timeline graph from 6:00 to 4:00 with green bars representing working hours and a red bar representing actual time. A red arrow points from the text 'The green area shows the working hours.' to the green bars. The second card is for 'TEST002 (OFF)' with 'WORKED HOURS: 1:39:06', 'ACTIVITY INDEX: 77%', and 'LOGOUTS DUE TO INACTIVITY: 7'. It also has a similar timeline graph. A red arrow points from the text 'In the graph, the red bar represents the actual time.' to the red bar in the second graph. At the bottom, there are links for 'Privacy Policy' and 'Terms and Conditions', and a copyright notice '© 2010 - All right reserved'. A vertical 'Questions?' button is located on the far left edge.

4. Start Monitoring



If you click on the graph, you can see a detailed graph which displays the statistics for key presses and mouse clicks.



my team monitor *Beta* Welcome, GNSTEST | edit profile | Logout

EMPLOYEES
Add New Employee
List

STATISTICS
Daily
Monthly
Flagged Images

GO TO SPECIFIC DAY | 2012-01-22 | 2012-01-23 | 2012-01-24 | **2012-01-25** | 2012-01-26 | 2012-01-27 | 2012-01-28

TEST003 (OFF)
WORKED HOURS: 1:00:52
ACTIVITY INDEX: 78%
LOGOUTS DUE TO INACTIVITY: 1

CLICK on thumbnail to see all the screenshots

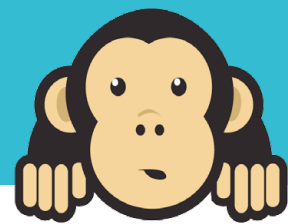
TEST002 (OFF)
WORKED HOURS: 1:39:06
ACTIVITY INDEX: 77%
LOGOUTS DUE TO INACTIVITY: 7

CLICK on thumbnail to see all the screenshots

Questions?

LEGEND
GREEN AREA: Working Time LIGHT GRAY COLUMN: Keypress
RED LINE: Actual Time DARK GRAY COLUMN: Mouseclicks To find out the exact number of mouseclicks and keypresses, put the cursor on the desired column.

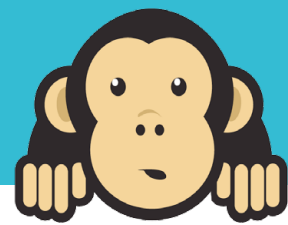
4. Start Monitoring



Under the employee's name, you can see the daily summary of the employee's activity.

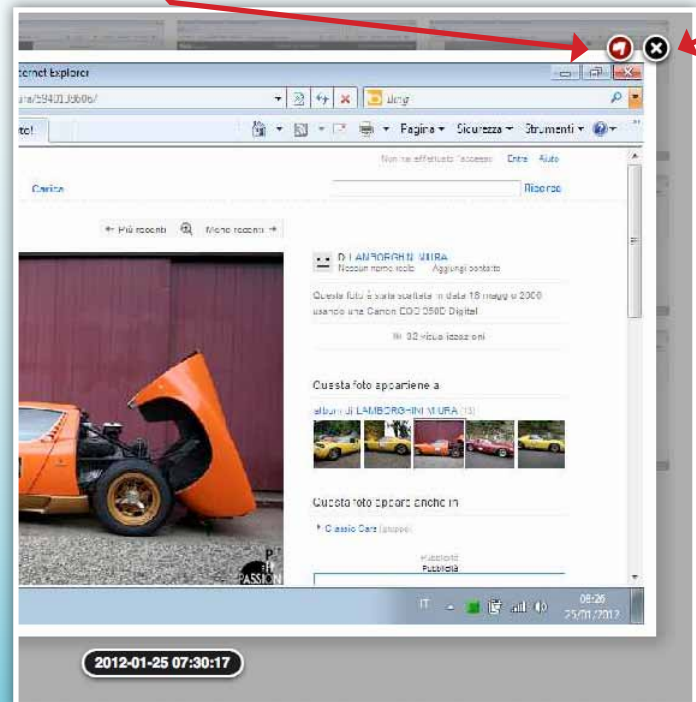
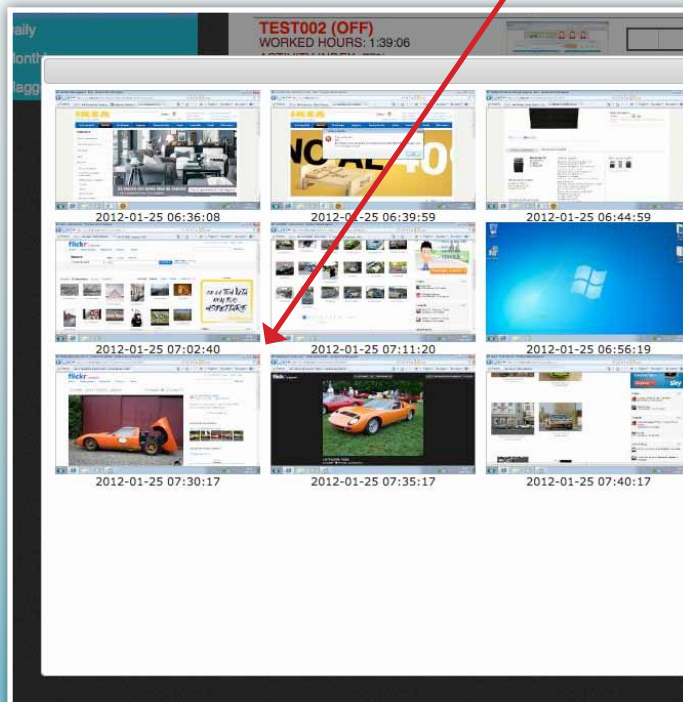
Between the daily summary and the graph, the last screenshot appears. If you click on it, you will see all the screenshots in a pop up window.

4. Start Monitoring

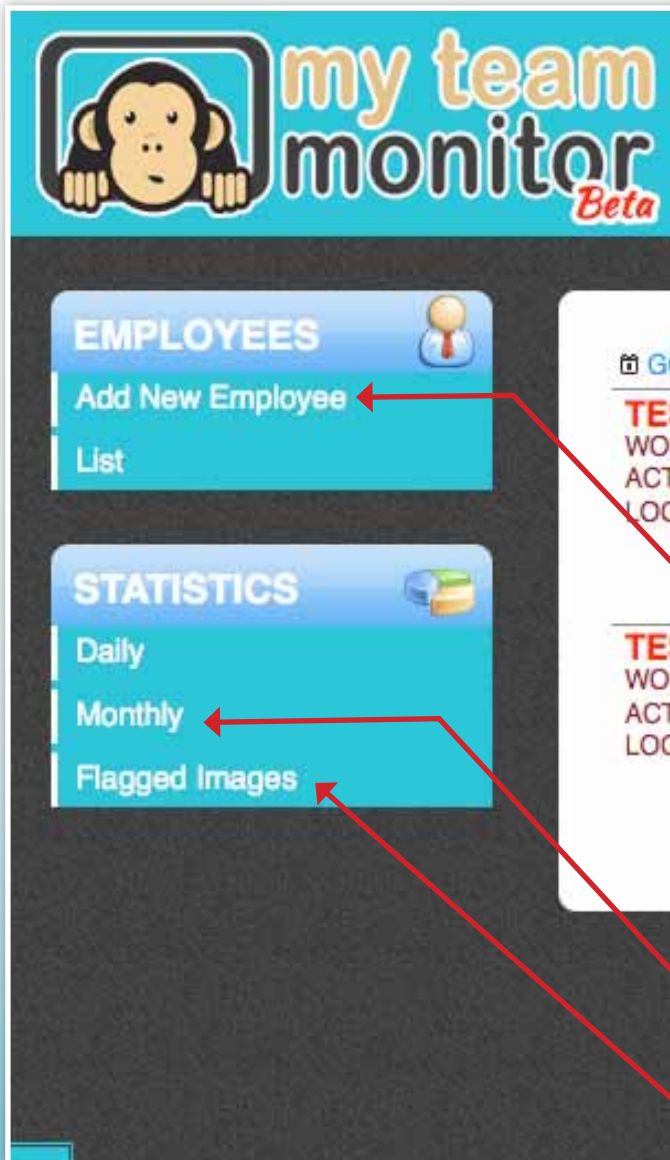
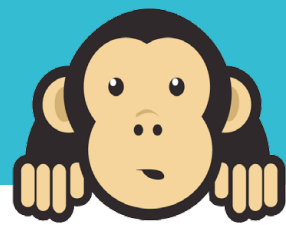


You can enlarge the images by clicking on the thumbnails.

When looking at the screenshot, in the top left corner there are two small icons: one is for closing the image, the other is for flagging the image. With the latter function, you can flag the image with which you have found something wrong.



5. The Left Menu



In the left menu, you can find all other functions.

Under the item “employee” you can find ‘list’. This is the summary of all your employees; here you can set employees’ working hours, edit their profiles, or delete them from the system.

In the “statistics”, you can find an item called ‘daily’ which is the same as the first page that appears when you log in.

“Monthly”, on the other hand, is the summary of the employees’ activities for every single day of the month.

“Flagged images” contains all your flagged images so you could find them more easily.



THANK YOU FOR CHOSING MY TEAM MONITOR!

If you need more help contact us using question flag on our site.