Omni User Guide
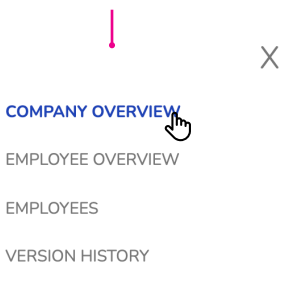## Employee Usage Monitor System

What is Omni?

Gain visibility of your employees activity with Omni Employee Monitoring Software, leading to better productivity, performance, and time savings.

Track individuals and groups active and idle time, outgoing and incoming calls and applications used, over a daily, weekly or monthly time period.

Employee Overview

The Employee Overview is the defaut page that you land once you have logged in.

Menu

Search users and groups

Log in / out

Toggle between daily view dates or select via a calendar

Each card displays an overview of Idle and Active times, outgoing and incoming calls, last active time and computer used

No data will show if someone is off sick or on holiday

Select to see more information on an individual (see next page)

A view of the open Menu*

COMPANY OVERVIEW

EMPLOYEE OVERVIEW

EMPLOYEES

VERSION HISTORY

Hovering over an individual allows you to hide, edit or re-arrange the card

Edit an individuals email, extension, name or add a photo

Edit
Employee

Name
Connie Carp

Email address for outgoing email counts

Extension / Phone number for call counts

☐ Hidden

PhotoUpload

Choose file   No file chosen

Save

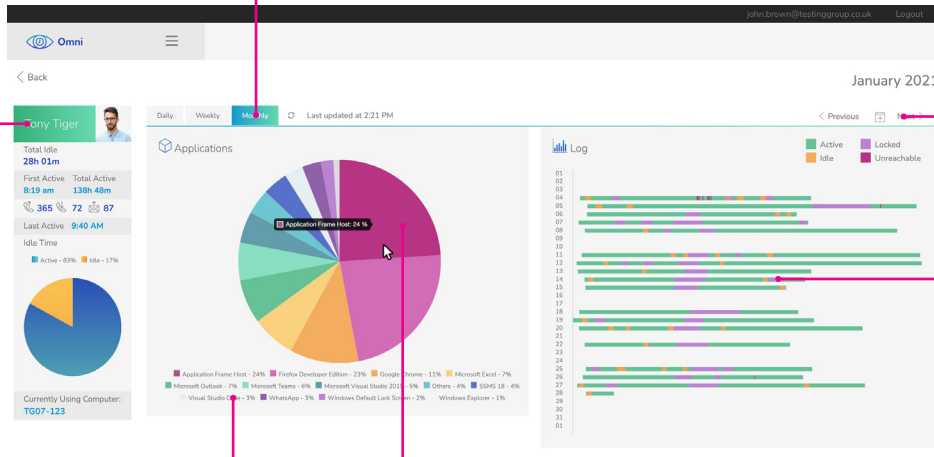VOICE & DATA   IT   SECURITY   ENERGY

Individual View

You can see an individuals information by clicking on their card on the Overview page.

Toggle between daily, weekly or monthly views

Toggle between daily view dates or select via a calendar

Each card displays an overview of Idle and Active times, *outgoing and incoming calls, outgoing emails, last active time and computer used

A quick view of Active, Idle, Locked and Unreachable times

*Outgoing email counts rely on Office 365 and incoming/ outgoing call counts rely on Business Insights which itself relies on clients having a phone service with Citytalk

Hovering over an individual segment allows you to view the percentage of an application used

Key for applications used

VOICE & DATA

IT

SECURITY

ENERGY

Company Overview

Accessed via the menu; this view gives real insight into Average and Total hours worked and Average and Total hours Idle - both over all and individually.

Toggle between weekly or monthly views

Toggle weeks or months or select via a calendar
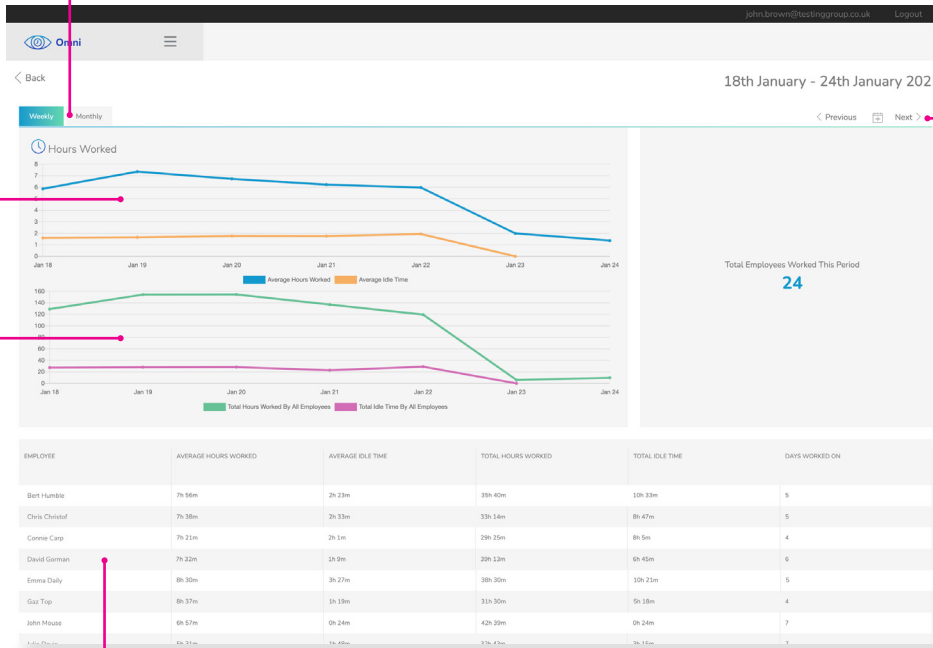
Average hours worked and Idle time is displayed here

Total hours worked and Idle time is displayed here

See Average and Total times at an individual level

Screenshot content

john.brown@testinggroup.co.uk   Logout

Omni

Back

18th January - 24th January 2021

Weekly   Monthly

Previous   Next

Hours Worked

Average Hours Worked   Average Idle Time

Total Hours Worked By All Employees   Total Idle Time By All Employees

Total Employees Worked This Period
24

EMPLOYEE	AVERAGE HOURS WORKED	AVERAGE IDLE TIME	TOTAL HOURS WORKED	TOTAL IDLE TIME	DAYS WORKED ON
Bert Humble	7h 56m	2h 23m	39h 40m	10h 33m	5
Chris Christof	7h 38m	2h 33m	33h 14m	8h 47m	5
Connie Carp	7h 21m	2h 1m	29h 25m	8h 5m	4
David Gorman	7h 22m	1h 0m	20h 13m	6h 45m	6
Emma Daily	8h 30m	3h 27m	38h 30m	10h 21m	5
Gaz Top	8h 37m	1h 19m	31h 30m	5h 18m	4
John Mouse	6h 57m	0h 24m	42h 30m	0h 24m	7

CITYTALK
GROUP

Employees

Accessed via the menu; this page collates employee details and is editable by Admin users.

Position dictates placement on the Employee Overview screen. The lowest number being seen first.

Edit an individuals email, extension, name or add a photo

Hiding an employee excludes them from showing up on reports

Version History

Accessed via the menu; this page shows details of recent fixes and updates to the software

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