

# SELENA

## USER

## GUIDE

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TRIANGLZ

## Preface

The goal of this document is to give a broad overview of the main features of Selena and some basic instructions on how to add and manage your teams and how to use reports.

This document will concentrate on demonstrating interaction with Selena using the web interface.

We would appreciate any feedback on this manual. Send comments via email to: [info@trianglz.com](mailto:info@trianglz.com)

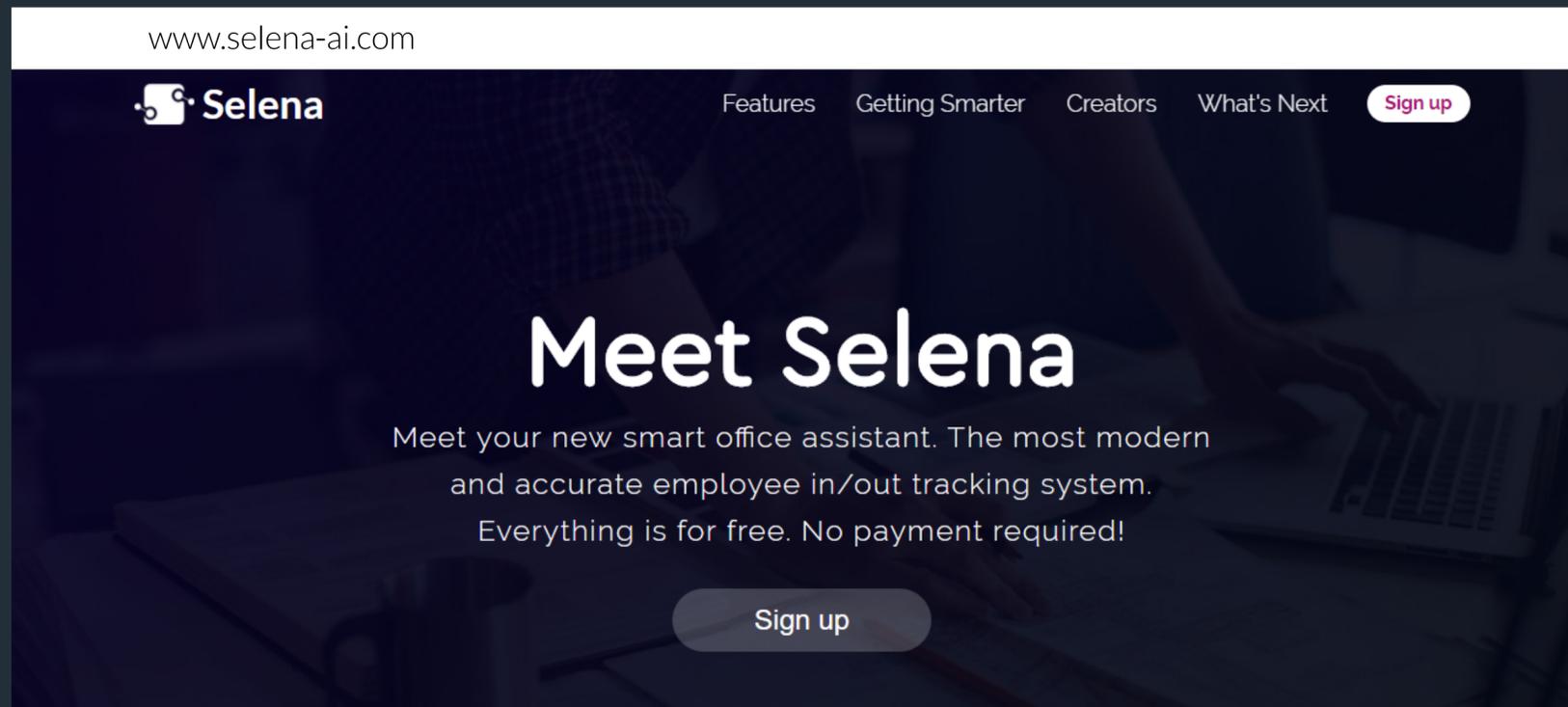
Powered by



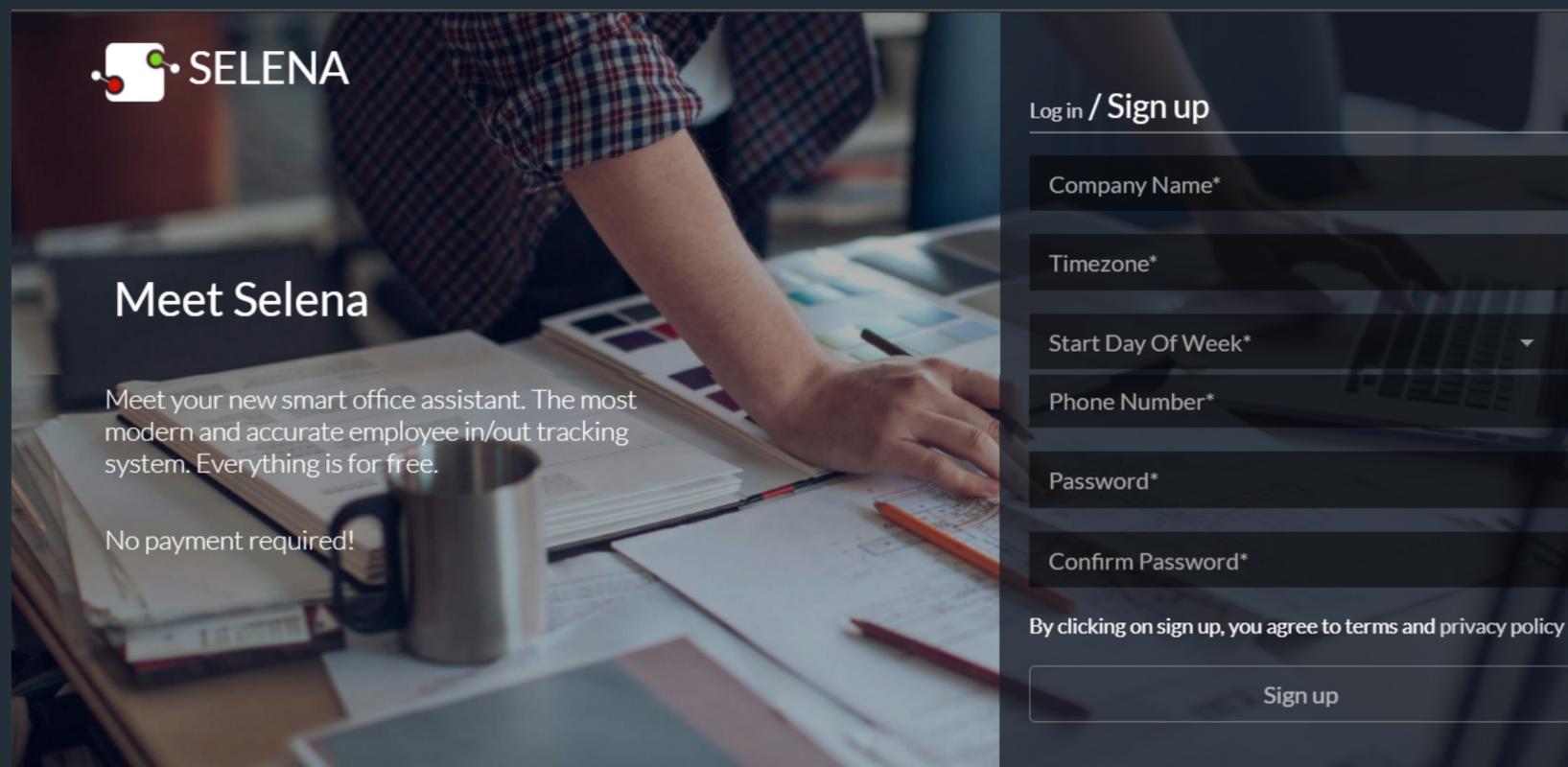
# 01

## ADDING YOUR COMPANY





visit: [www.selena-ai.com](http://www.selena-ai.com)  
then choose **Sign Up**.



Fill in the required fields then  
press **sign up**.

you will receive an email  
confirming your successful  
registration.

Now you can Login using  
your email and password.

# 02

## DASHBOARD

### Edit Profile

 Upload another picture from your computer.  
[Change Picture](#) [Update](#)

Name:

Email:

Title:

Phone:

[Update Profile](#)

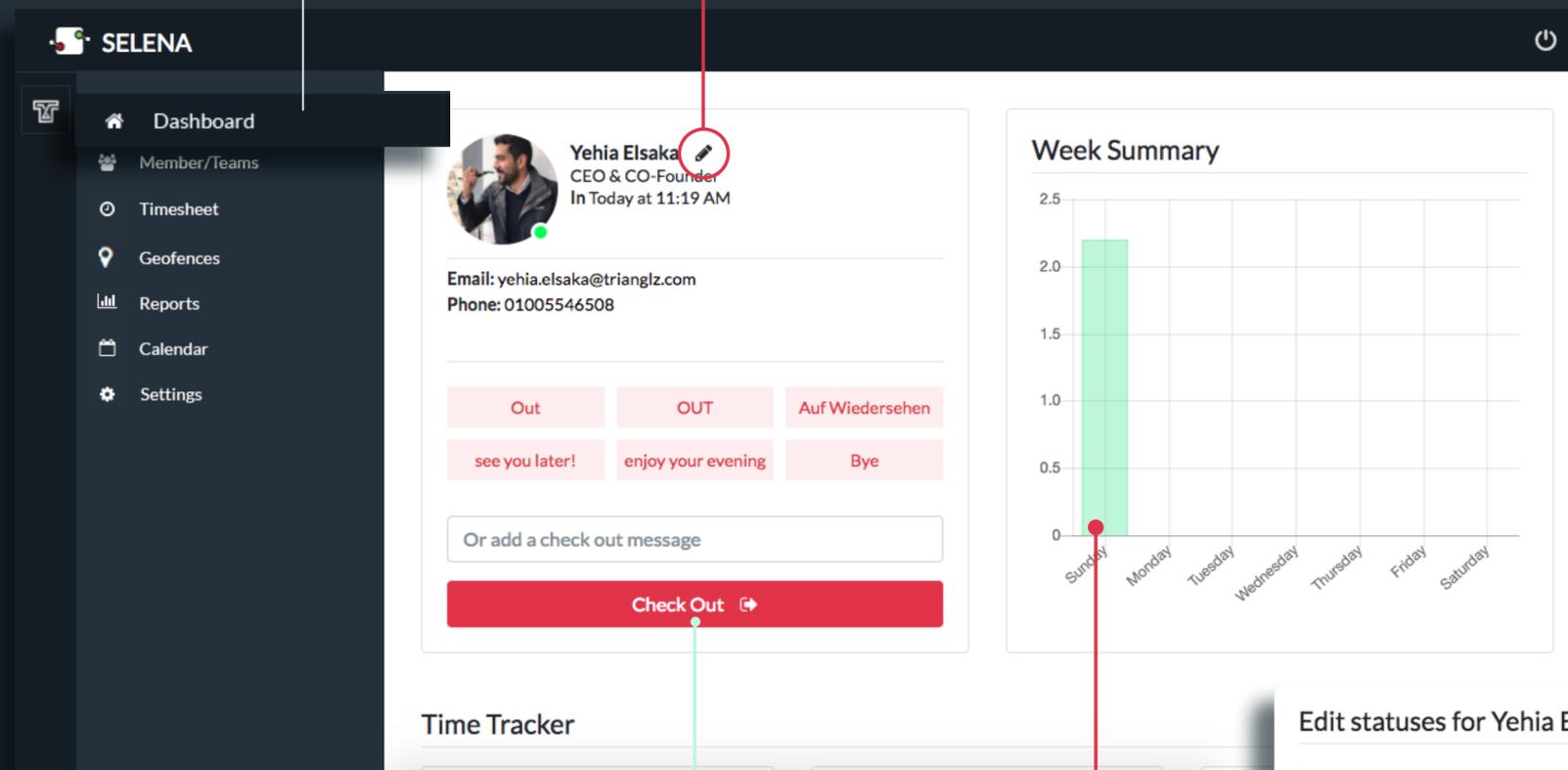
Change Password

Old Password

Edit your profile

Select Dashboard

Side Menu



**SELENA**

- Dashboard
- Member/Teams
- Timesheet
- Geofences
- Reports
- Calendar
- Settings

**Yehia Elsaka**  
CEO & CO-Founder  
In Today at 11:19 AM

Email: yehia.elsaka@trianglz.com  
Phone: 01005546508

Out    OUT    Auf Wiedersehen

see you later!    enjoy your evening    Bye

Or add a check out message

[Check Out](#)

### Week Summary

Day	Hours
Sunday	2.2
Monday	0.0
Tuesday	0.0
Wednesday	0.0
Thursday	0.0
Friday	0.0
Saturday	0.0

Time Tracker

### Week Summary

Your working hours for each day of the week are displayed here.

Check In/ Out

Press here to edit statuses

### Edit statuses for Yehia Elsaka

Date:

**11:19 AM**    IN    [x](#)

Message:

   [Check In](#)    [Check Out](#)

[Add Status](#)

## Time Tracker

Let's you check working hours of the day, week, and month.

The screenshot shows the SELENA interface for checking out. At the top, there are buttons for 'Out', 'OUT', and 'Auf Wiedersehen', along with messages 'see you later!', 'enjoy your evening', and 'Bye'. A text input field for 'Or add a check out message' and a red 'Check Out' button are also present. To the right is a calendar view with a bar for Sunday. Below this, the 'Time Tracker' section shows three summary cards: 'Today' (2h 11m, Sunday, 29 April 2018), 'This Week' (2h 11m, 29 April 2018), and 'This Month' (169h 2m, April 2018).

## Team Members

View, search, add, and remove different team members. you can also check all members in or out.

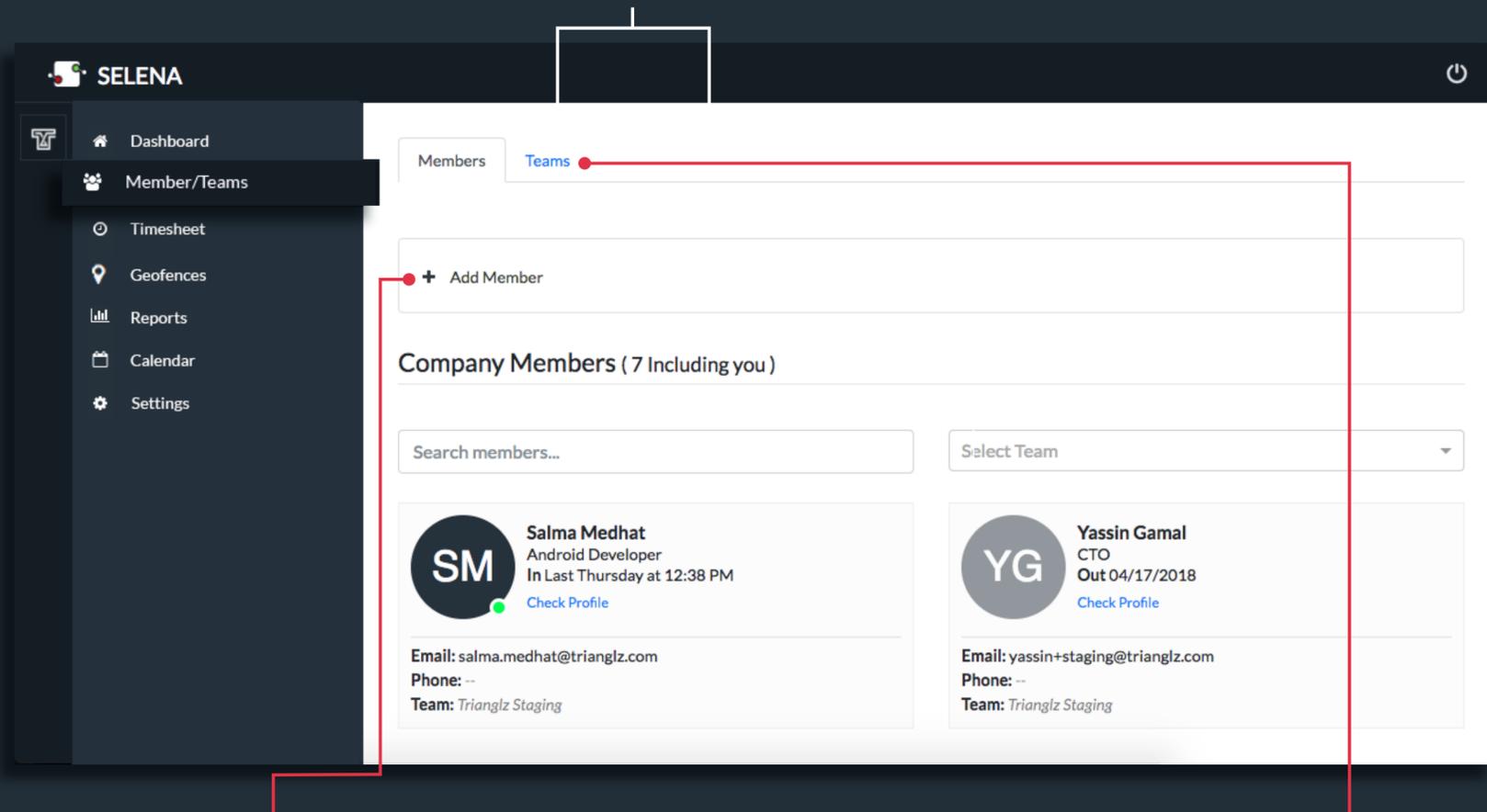
The screenshot shows the SELENA interface for managing team members. At the top right, there are buttons for 'Add members' and 'Check all in/out'. Below this, the 'Team Members ( 10 Including you )' section has a search bar and three action buttons: 'Add Member', 'Check All In', and 'Check All Out'. The list of team members includes:

- Yassin Gamal**: CTO & co-founder, In Today at 8:00 AM, Email: yassin@trianglz.com, Phone: 01007902016
- Salma Medhat**: Software Engineer, In Today at 10:48 AM, Email: salma.medhat@trianglz.com, Phone: 01060269788
- Nour Ossama**: Software Engineer, In Today at 10:49 AM, Email: nour.ossama@trianglz.com, Phone: +2012230120200
- Aly Abd el-shafy**: Software Engineer, In Today at 10:59 AM, Email: ali.abdelshafy@trianglz.com, Phone: 01017842208

# 03

## MEMBERS & TEAMS

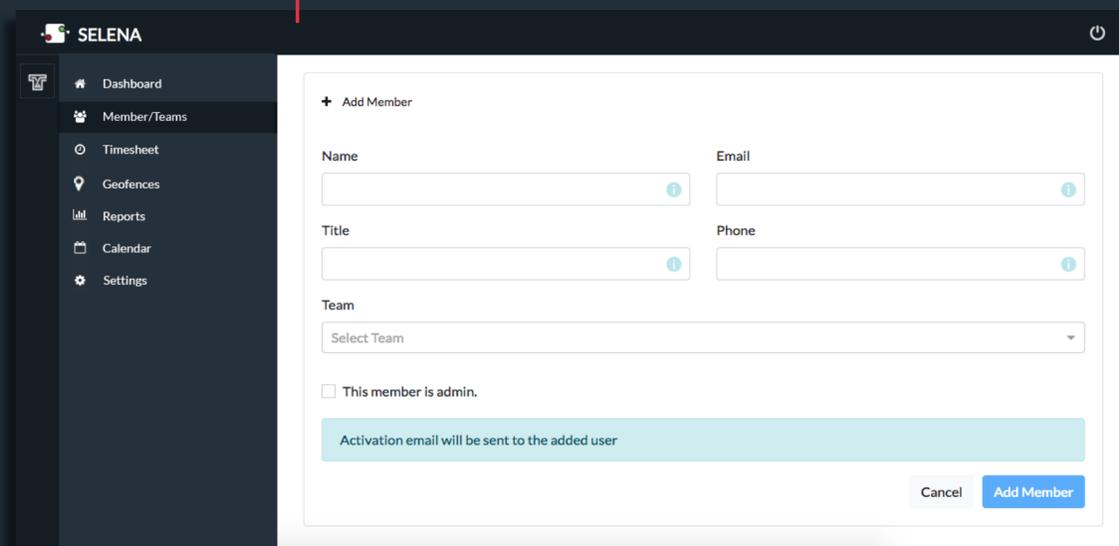
select members/teams section



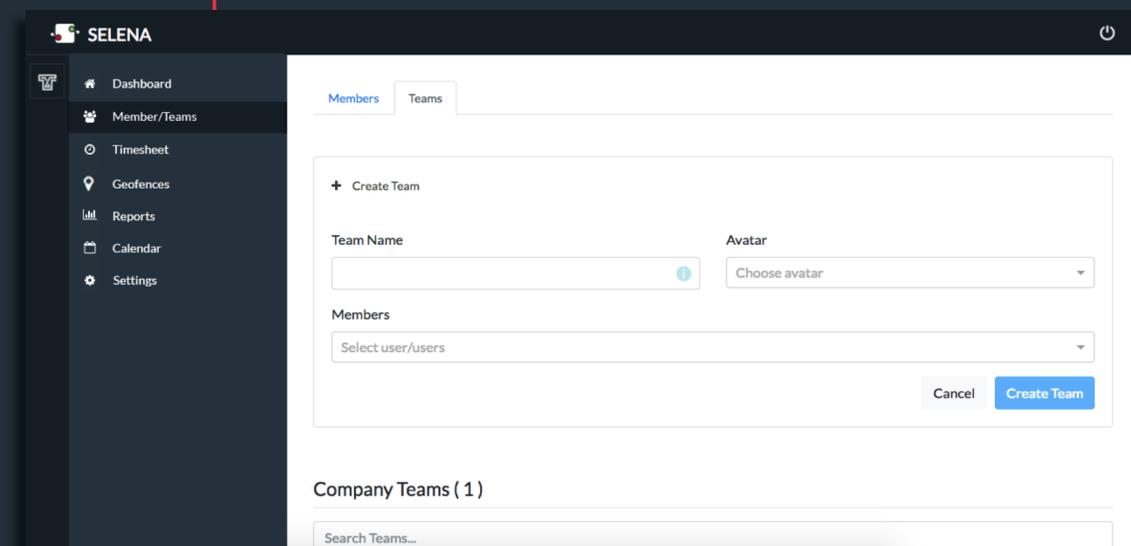
Add New Member

Team selection

Show current members



Adding a new member



Create and edit teams

# 04 **TIMESHEET**

Choose between week/month views

SELENA

- Dashboard
- Member/Teams
- Timesheet
- Geofences
- Reports
- Calendar
- Settings

Week | Month

Day Status: ■ Less Than 4h | ■ (4-6)h | ■ (6-8)h | ■ More Than 8h

Yehia Elsaka Week Starting Apr 29, 2018 (Total: 2h 19m)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Summary
2h 19m	0h 0m	0h 0m	0h 0m	0h 0m	0h 0m	0h 0m	2h 19m

Timezone: Africa/Cairo

color codes of hour numbers

SELENA

- Dashboard
- Member/Teams
- Timesheet
- Geofences
- Reports
- Calendar
- Settings

Week | Month

Day Status: ■ Less Than 4h | ■ (4-6)h | ■ (6-8)h | ■ More Than 8h

Yehia Elsaka April, 2018 (Total: 169h 10m)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Summary
11h 42m	10h 32m	7h 8m	11h 24m	8h 2m	0h 0m	0h 0m	48h 48m
10h 12m	0h 0m	4h 29m	8h 18m	10h 10m	0h 0m	0h 0m	33h 9m
8h 15m	9h 28m	10h 4m	9h 55m	10h 56m	0h 0m	0h 0m	48h 38m
5h 46m	11h 33m	10h 34m	0h 0m	8h 23m	0h 0m	0h 0m	36h 16m

Edit statuses for Yehia Elsaka

Date:

10:04 AM	IN	✕
09:46 PM	OUT	✕

Message:

click on any day to edit its statuses.

# 05 GEOFENCES

**Geofences:** with this feature you will be able to determine the location and range of your business so that Selena will be able to tell if employees are within the office range or not and send reminders when they are about to arrive or leave work to check in or out, respectively.

**Control the range**

The screenshot displays the SELENA application interface. On the left is a dark sidebar with navigation options: Dashboard, Member/Teams, Timesheet, Geofences (highlighted), Reports, Calendar, and Settings. The main content area is titled "Geofences" and shows a specific geofence named "Trianglz" located at "19 Ibrahim Naseer, San Stifano, Qism El-Raml, Alexandria Governorate, Egypt". Below the name is a search bar containing "Trianglz". A range slider is visible, with the value "466" displayed. A map of the area is shown below the slider, with a blue circular geofence overlaid. In the top right corner of the geofence details, a red circle highlights an edit icon (a pencil). A red line connects this icon to the text "Edit saved geofence" on the right. Another red line connects the range slider to the text "Control the range" at the top.

**Edit saved geofence**

**Geotagging:** Selena tells you where were your team members the moment they checked in/out. it also let's you know if they had problem with their location tagging.

choose a certain period

How many times each member has been in range.

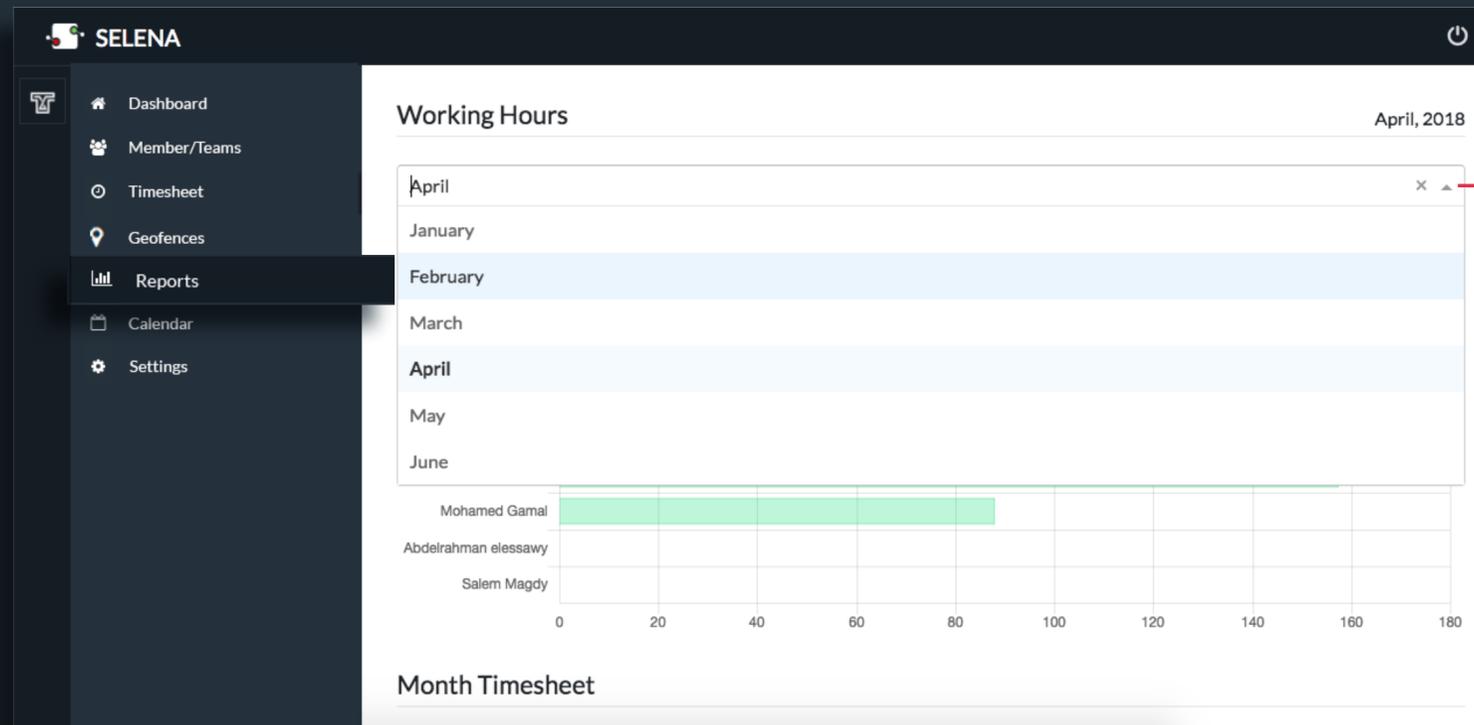
How many times each member has been out of range.

Number of times each member had issues with their location.

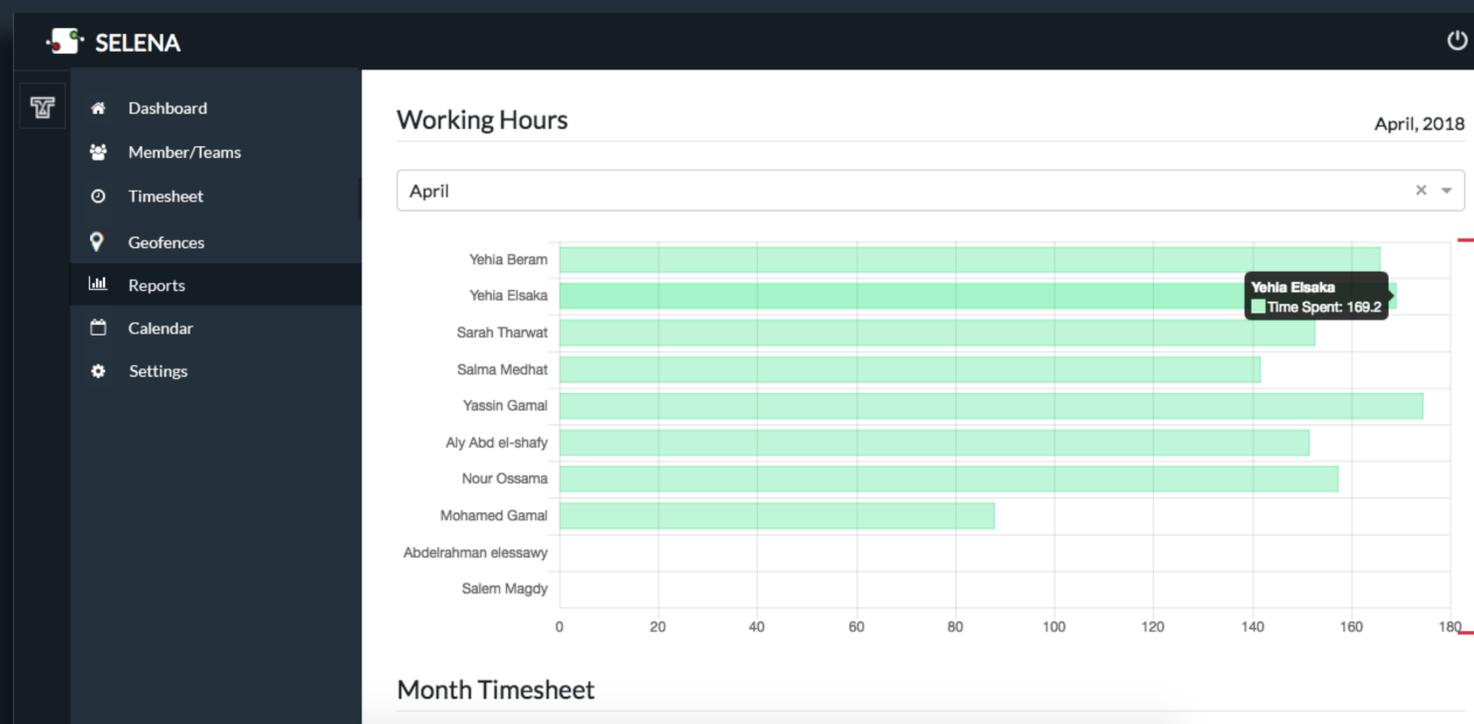
# 06

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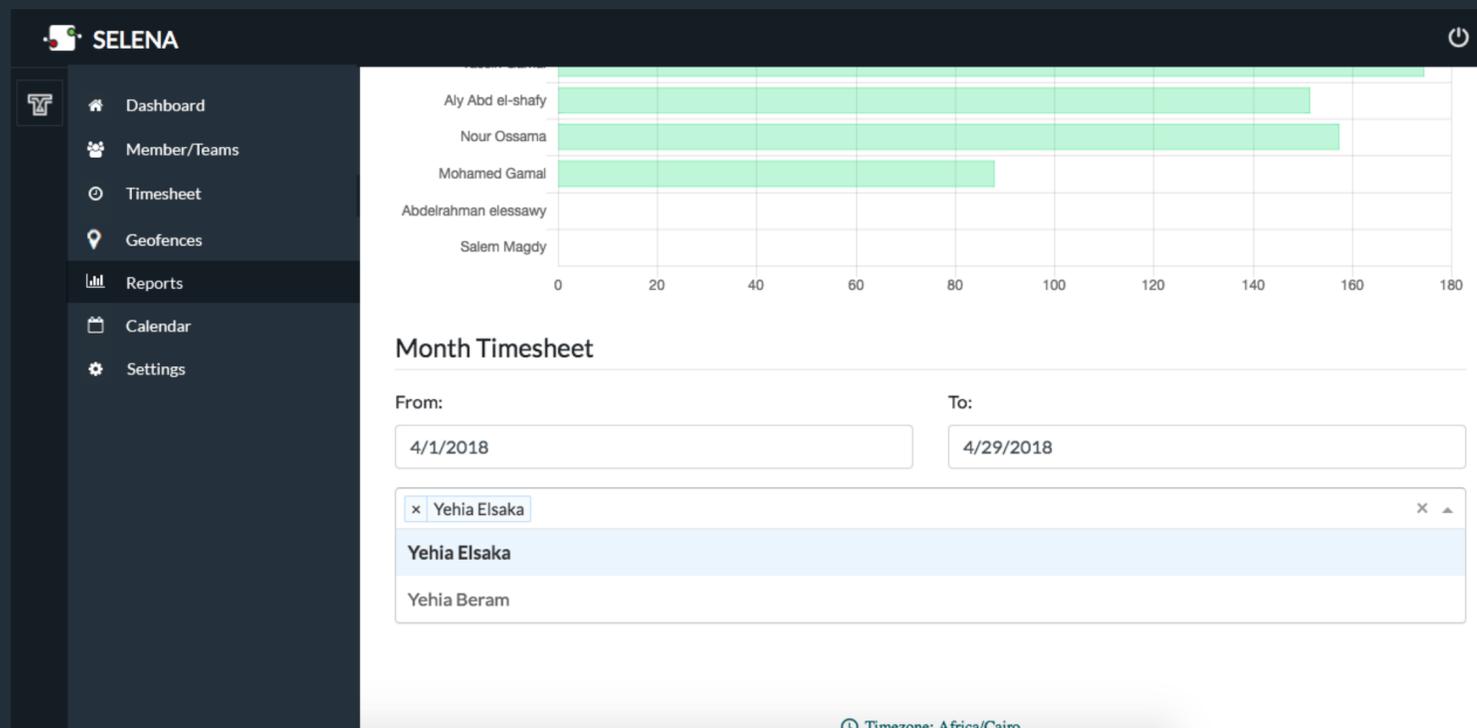
## REPORTS



Select Month



Graphs of working hours of different members are displayed for comparison.



**Generate monthly timesheets**  
 choose the dates then  
 enter user name/names here.  
 then, click **Generate sheets**

**Yehia Elsaka** Mar 1, 2018 - Mar 20, 2018 (Total: 151h 23m)

Day Status: ■ Less Than 4h ■ (4-6)h ■ (6-8)h ■ More Than 8h

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Summary
				10h 39m	0h 0m	0h 0m	10h 39m
14h 16m	19h 7m	9h 2m	9h 53m	8h 24m	4h 22m	0h 0m	65h 4m
3h 42m	11h 27m	9h 36m	11h 6m	8h 53m	0h 0m	1h 18m	46h 2m
10h 36m	9h 17m	9h 46m					29h 39m

Timesheet for the corresponding period and user you entered is displayed.  
 and as shown on previous sections, you can click any day to edit the statuses for it.

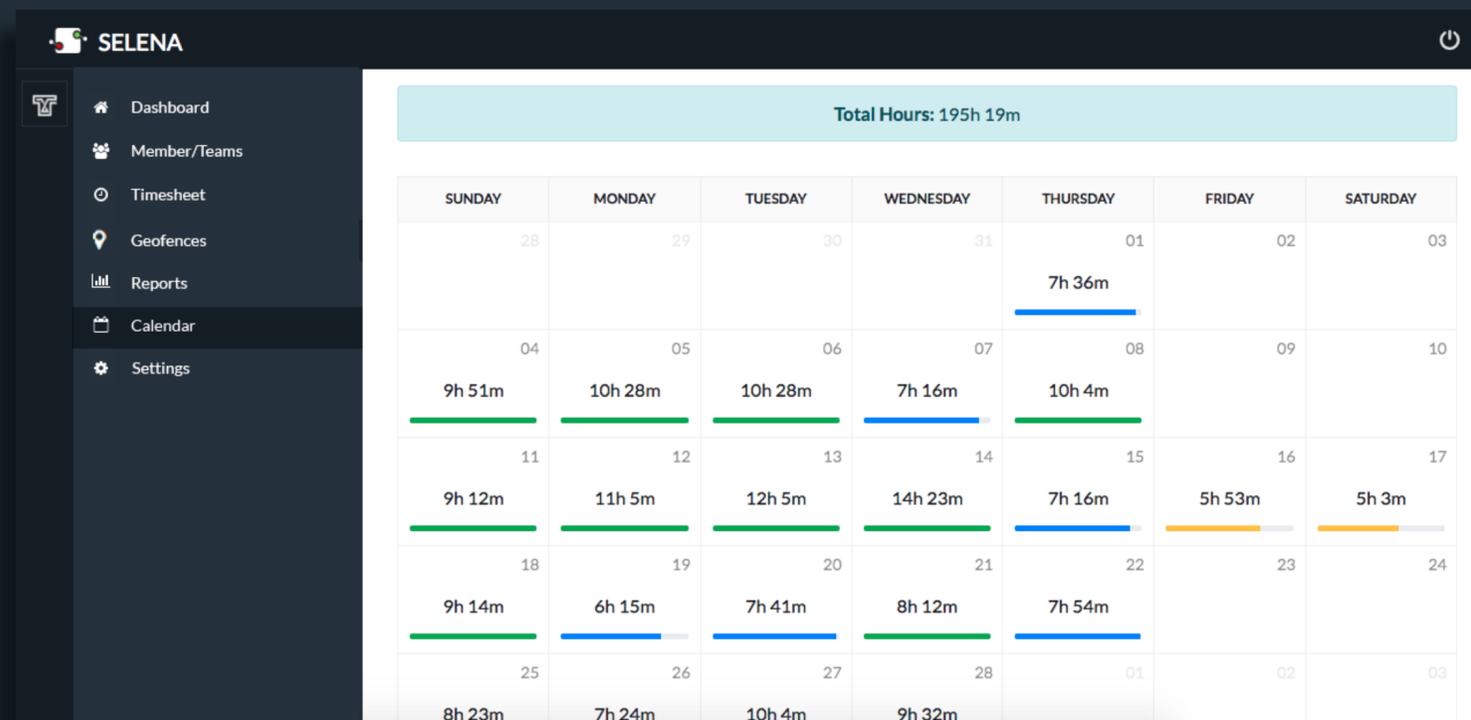
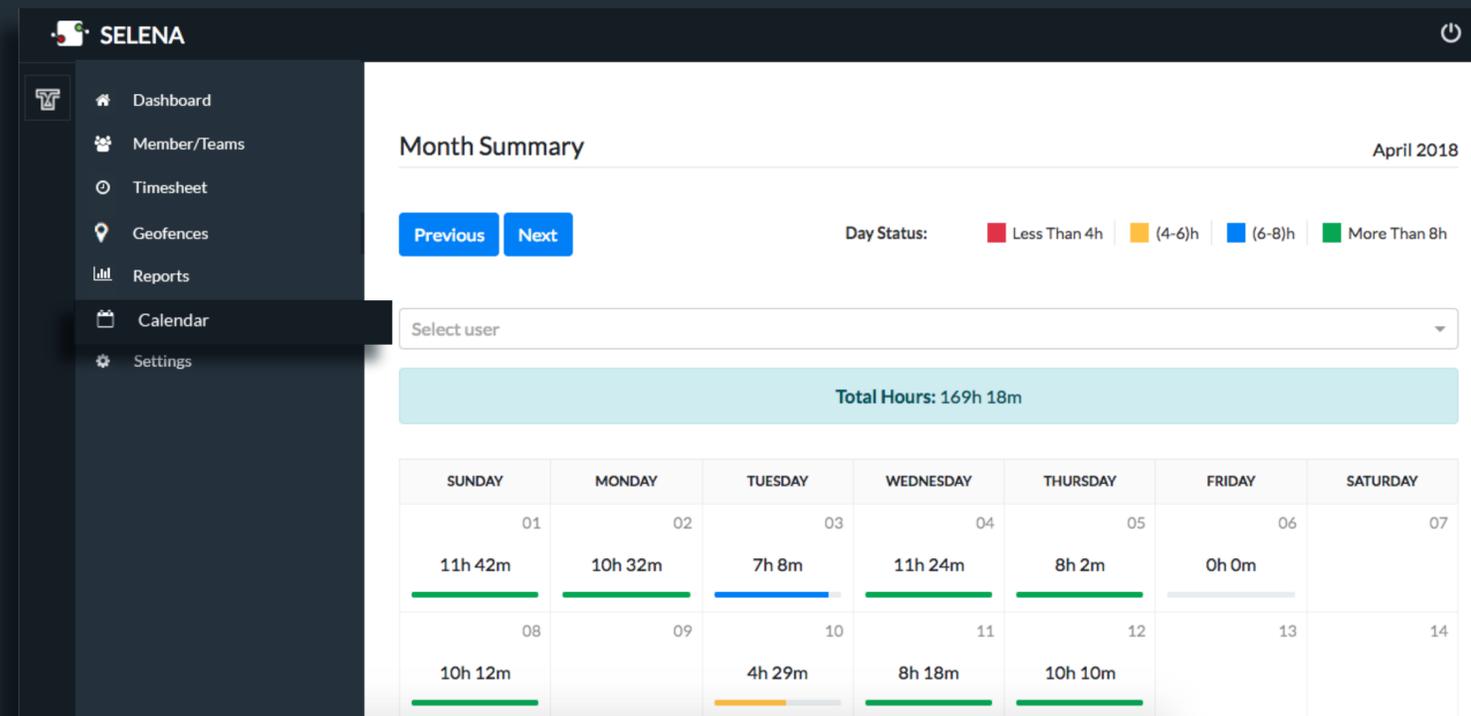
# 07 CALENDAR



## Calendar

In the calendar section you can check your performance for each month.

flip through different months and see how many hours you have worked in total for each one and how they're distributed over every day.



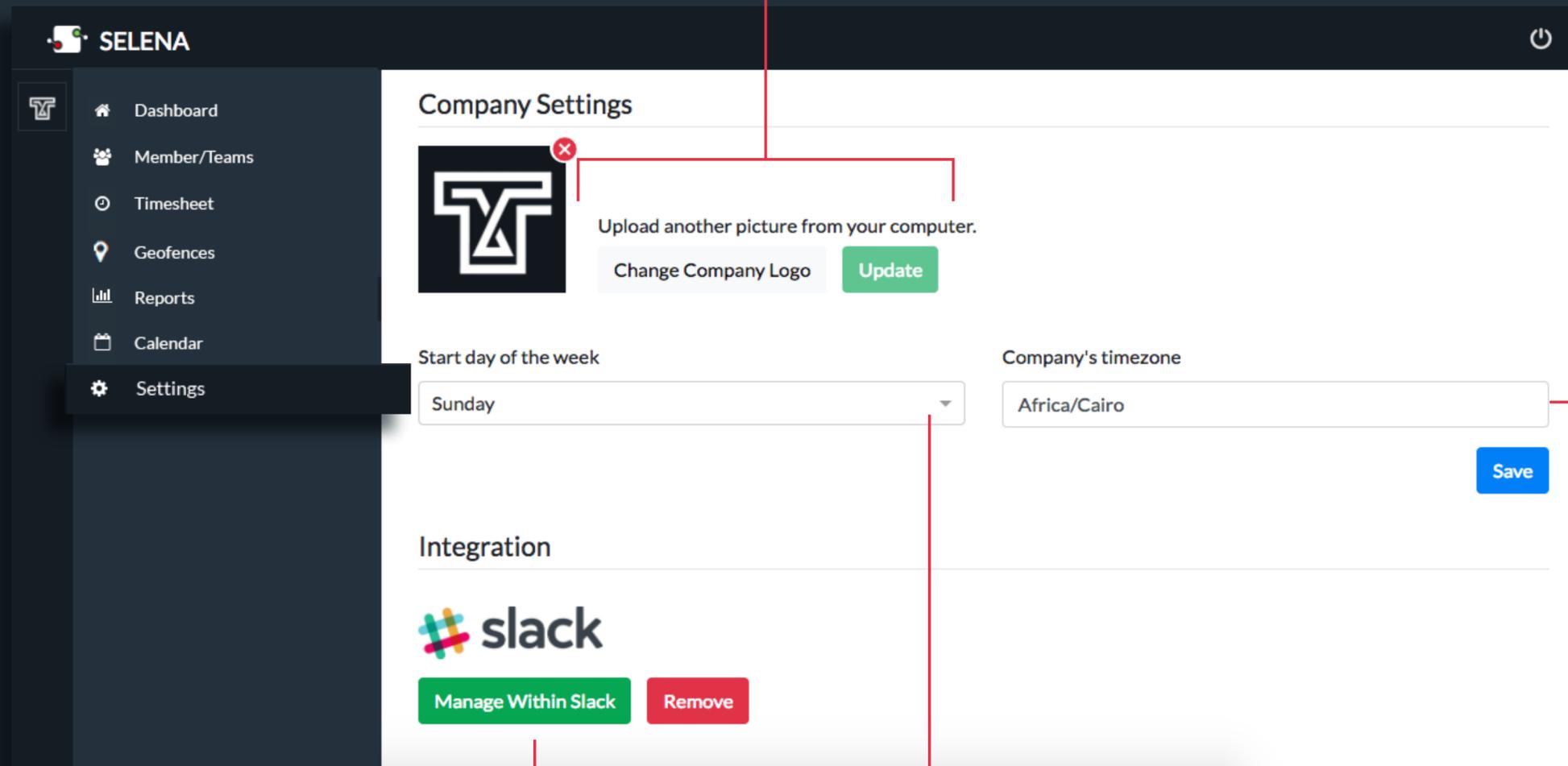
08



SETTINGS



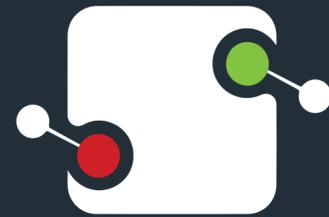
Change company logo



Change  
timezone

Add slack bot

Start day of the week



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