**How to Download & Use Computer Monitoring System**

**Introduction**

Welcome to All Bookkeeping and Taxes! This guide will help you download, install, and set up the Computer Monitoring System quickly and efficiently. This software helps track computer activity, monitor performance, and ensure secure usage. Let’s get started!

**Log In**

Use the credentials you received in your email to log in as a service provider to your account on AllBookkeepingAndTaxes. After logging in, you will be directed to the dashboard.

**Download the Computer Monitoring System**

On the left-hand navigation panel, locate and click on the 'Software' option.

Within the Software section, find the 'Computer Monitoring System' heading.

Click on the 'Click to Download' button to initiate the download of the Computer Monitoring System.

**Install the Computer Monitoring System**

Locate the downloaded .zip file in your Downloads folder.

Right-click on the .zip file and select 'Extract' to unzip the contents.

Open the extracted folder and find the installation file (.exe or setup file).

Double-click on the installation file to start the setup process.

A prompt will appear with a 'Run' button—click on it.

Read and accept the Terms & Conditions by checking the 'I Agree' checkbox.

Click 'Next', then wait for the installation to complete.

Once the installation is finished, click 'Finish' to close the setup window.

**Log In Computer Monitoring System**

Log in to the Computer Monitoring System using the same credentials as your All Bookkeeping and Taxes account.

On the login page, enter ‘iWatch’ as the Account Name, then input your Email and Password correctly. Once done

Click 'Log In' to proceed.

After logging in, you will be redirected to the Computer Monitoring System dashboard, where you can start tracking and managing your work activities.

**Choose a Task**

On the dashboard, you will see three task options:

Default Task – The standard monitoring mode.

Bookkeeping – For users working on bookkeeping tasks.

Taxes – For users working on tax-related tasks.

Select the task you are currently working on by clicking on it.

Once you have chosen a task, click the green 'Clock In' button to start monitoring. Your work session will now begin.

**How Monitoring Works**

The system tracks your work time and records the duration of your tasks.

It takes periodic screenshots of your screen.

It monitors active applications, showing which apps you are using while working.

 Auto Clock-Out Feature:

If you remain inactive for more than 3 minutes, a popup message will appear saying:

"You've been clocked out due to my time"

Click 'right btn', enter the reason for your inactivity, and click the right checkmark to confirm.

To resume work, click 'Clock In' again and continue.

**Additional Features on the Dashboard**

Refresh Icon: Click to refresh the dashboard.

Notes Section: Click the note icon to add work-related notes.

Profile Button: View and update your profile details.

Exit Icon: Click the red exit button to log out of the Computer Monitoring System.

Take a Break Option: Located at the bottom of the dashboard.

Click 'Break In' and select one of the four options:

Lunch

Office Work

Personal Work

Other

Your time tracking will pause during the break.

To resume, click 'Break Out', minimize the system, and continue working.

**Conclusion**

Now you’re all set to use the Computer Monitoring System! This tool ensures efficient work tracking, time management, and secure monitoring of your tasks. If you have any questions, refer to the Help & Support section or contact customer support.