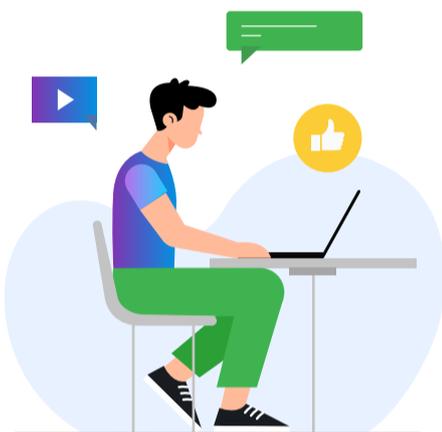# DeskSight.AI
Best Practices Guide

When implementing a new tool like DeskSight, it's certainly in your best interest to really get how the product works. We know how intimidating learning a new product can be, however acing the ins and out of our product will assist you get the most out of your subscription and optimize each feature for your business.

This document will serve you as a detailed guide to help you onboard in the easiest, most efficient way possible.

Easy Onboarding with DeskSight.Ai

DeskSight.Ai is a SAAS based employee monitoring & productivity software whose ultimate goal is to provide the insights of businesses that need to drive performance through employee observation & behavioral analytics.

It also helps the team to become more productive and provide management with valuable data about how your company works.

There are some best practices we recommend when communicating with your team about your DeskSight implementation.

Key principles for introducing DeskSight.Ai

1. Create a clear monitoring policy - When monitoring your staff, it's important to establish clear and transparent policies. You should explain how monitoring is conducted, what the purposes of monitoring are, and how you protect employee data. Such a policy should be written and should contain information about the assets under monitoring and rules for using those assets. Make sure your employees are familiar with this policy and stick to it.

2. Comply with Legal requirements - Pay attention to changes in state and federal legislation that concern employee monitoring. Don't forget to review compliance practices and update your monitoring policy in case something changes. This way you can avoid legal problems and financial penalties.

3. Practice monitoring, not surveillance - Make sure to monitor only information directly related to your business. Employees already feel anxious about having their every move monitored. Your monitoring policy shouldn't overreach and seem like spying. The main goal is to collect only information necessary for your business.

4. Notify your employees - Notifying employees about monitoring systems is mandatory in many countries and in some US states. Be specific. Outline what you're monitoring and why monitoring is important for both security and productivity. Introduce your employees to the system: explain how it works, list the benefits, arrange training, provide a trial period, and answer questions. Even if sending written notices to staff isn't required by law, letting your employees know is a good practice and helps to create a healthy atmosphere in the company.

5. Less administrative work - Employee monitoring tools can automate routine tasks for HR managers, such as calculating payroll and tracking employee productivity. With a vast number of additional features like offline monitoring, monitoring only during working hours, and live session views, employee monitoring solutions save supervisors time and reduce micromanagement. Employees are also satisfied when managers aren't looking over their shoulders.

6. Better business process transparency - Every manager wants to keep the team engaged, hardworking, and synchronized to reach their goals and meet their deadlines. With user monitoring solutions, managers can quickly detect when an employee is having difficulties with a task and can do something about it. Employee monitoring solutions are also extremely useful when tracking the progress of freelancers and remote workers.