



# SIMPLE IN/OUT

Your New Digital In/Out Board

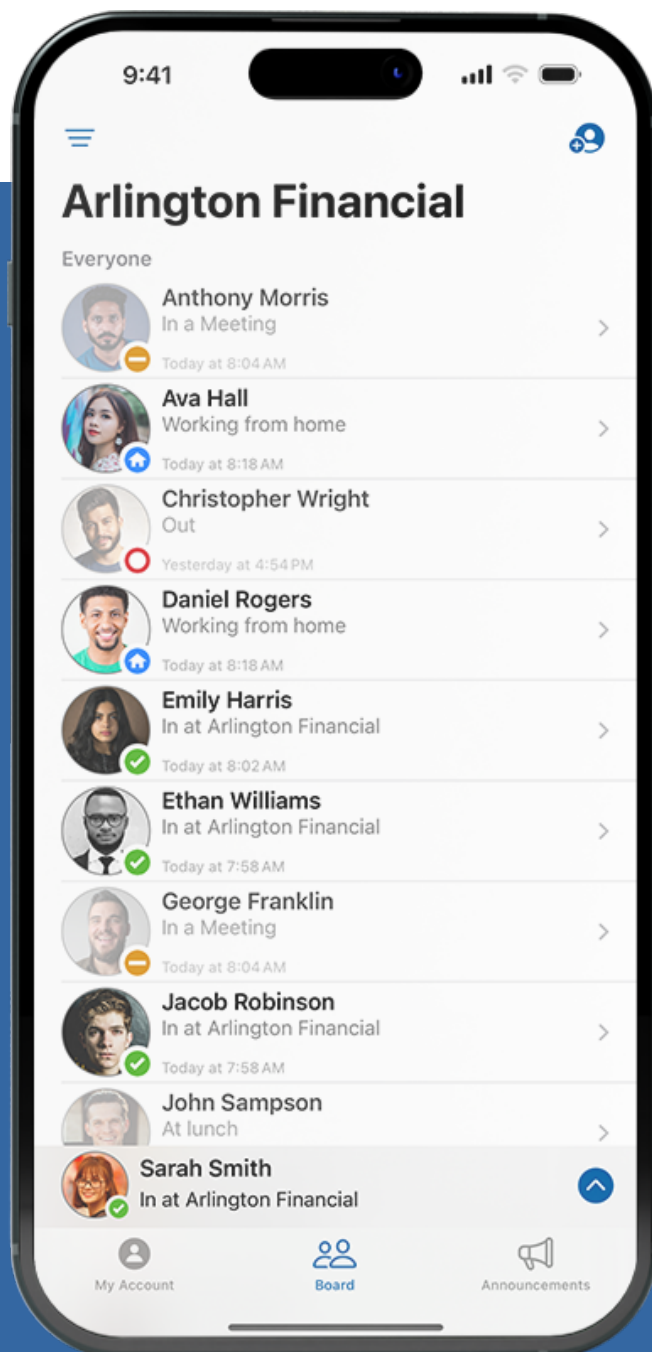
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**Simple In/Out** is a great way to see the current status of your co-workers and to keep them all informed on your current availability. **Simple In/Out** aims to be the easiest and most accurate in/out board ever created. Our goal is to provide valuable information when you need it while allowing you to make updates quickly and easily.

# GETTING STARTED

When you're invited to join a company within Simple In/Out, you'll receive an email welcoming you with a link to choose your own password. Clicking this link will take you right to [simpleinout.com](https://simpleinout.com) to pick a password and activate your account. Remember your password as you'll need it to log into any of the Simple In/Out apps and our website in the future.

Once you've chosen your password, you can use the website and any of our apps to view your board and update your status. We offer phone apps for iOS and Android. We also have desktop apps for Windows as well as macOS. Any or all of these applications can be used with your email and password.



## VIEW EVERYONE'S CURRENT STATUS

The primary interface for Simple In/Out is a **list of users** and their current statuses. This interface is available in all the places Simple In/Out is available. The list is sortable and searchable. If your organization is using Groups, you can also narrow down the board to just the group of users you're most interested in viewing.

**Tapping/Clicking** on a user on the board brings up more information about that user. You can view the user's email address and phone number, as well as click/tap to make quick phone calls and send emails. It's like a company directory with status information.

## UPDATING YOUR STATUS USING

# FRONT DESK

Updating your status via FrontDesk is as easy as sliding your name from one column to the other. On the left are all the users that are currently “in”. On the right are all the users that are “out”. When you locate your information (it may require scrolling up and down if there are more users than the screen can display at once), you simply slide your information from the column it is in to the column you want it to be in. From there, FrontDesk will update your status. It’s that simple.

If you wish to have a more customized comment with your status update, simply tap on your information instead of sliding to expose your profile. From here, you can tap on one of the company Quick Picks or leave a custom comment behind using the on-screen keyboard.

