

SIMPLE IN/OUT

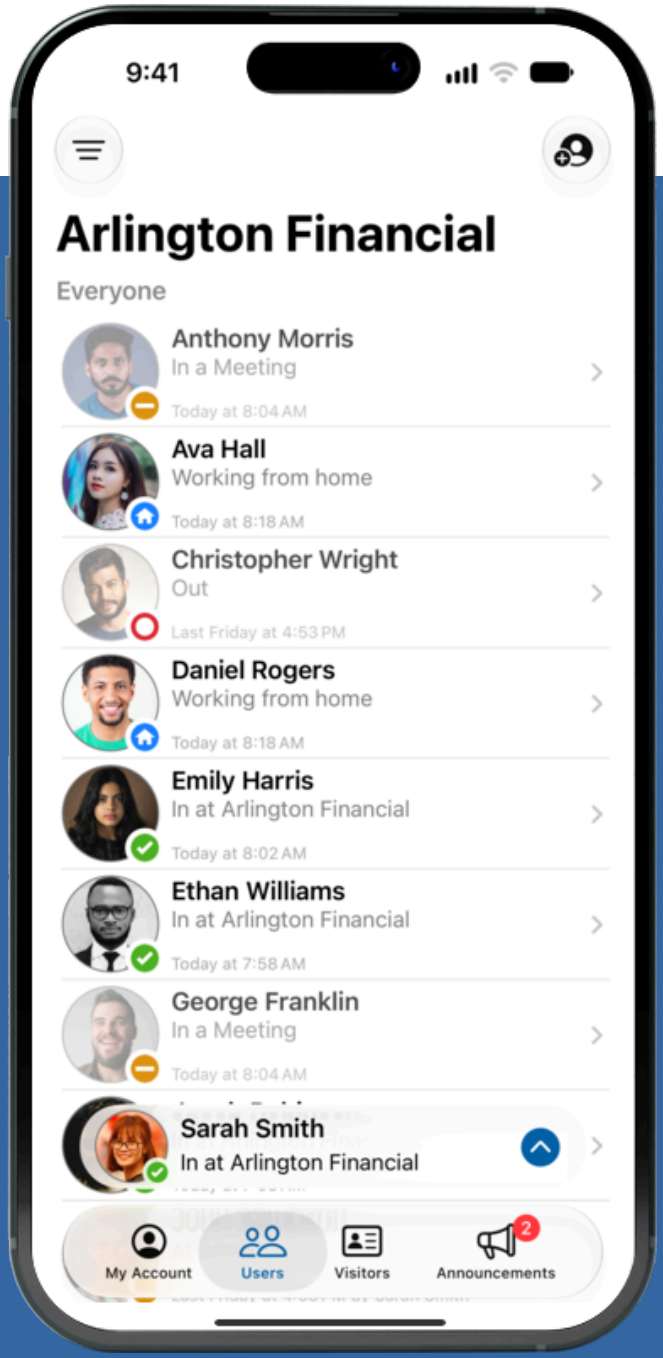
Your New Digital In/Out Board

Simple In/Out helps you see the current status of co-workers and visitors and keep everyone informed of your 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 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 our website and apps to view co-workers and visitors and update your status. We offer phone apps for iOS and Android and desktop apps for Windows and macOS. Use your email address and password to sign in to any of these apps or our website.



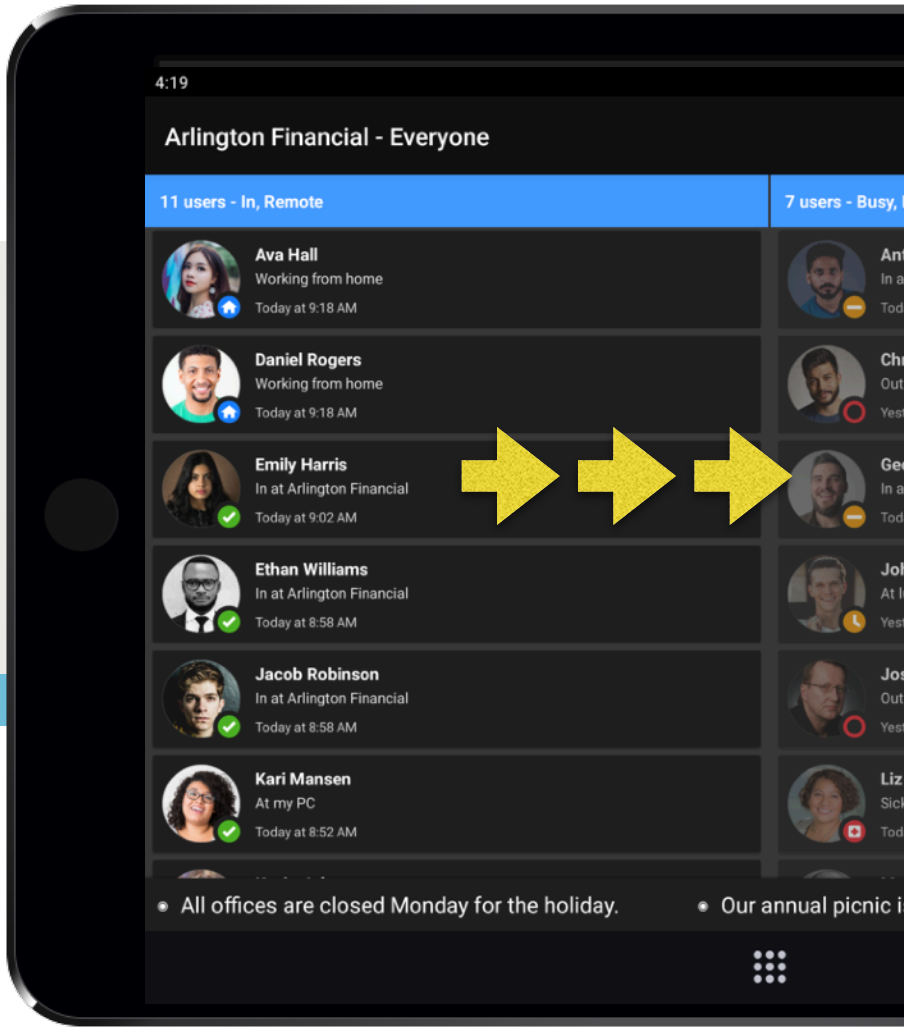
VIEW EVERYONE'S
CURRENT STATUS

Use the users and visitors tabs to see current statuses. The users tab shows your co-workers, and the visitors tab shows visitors to your organization. You can sort and search both lists. If your organization uses Groups, narrow the users list to the group 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.