

SIMPLE IN/OUT

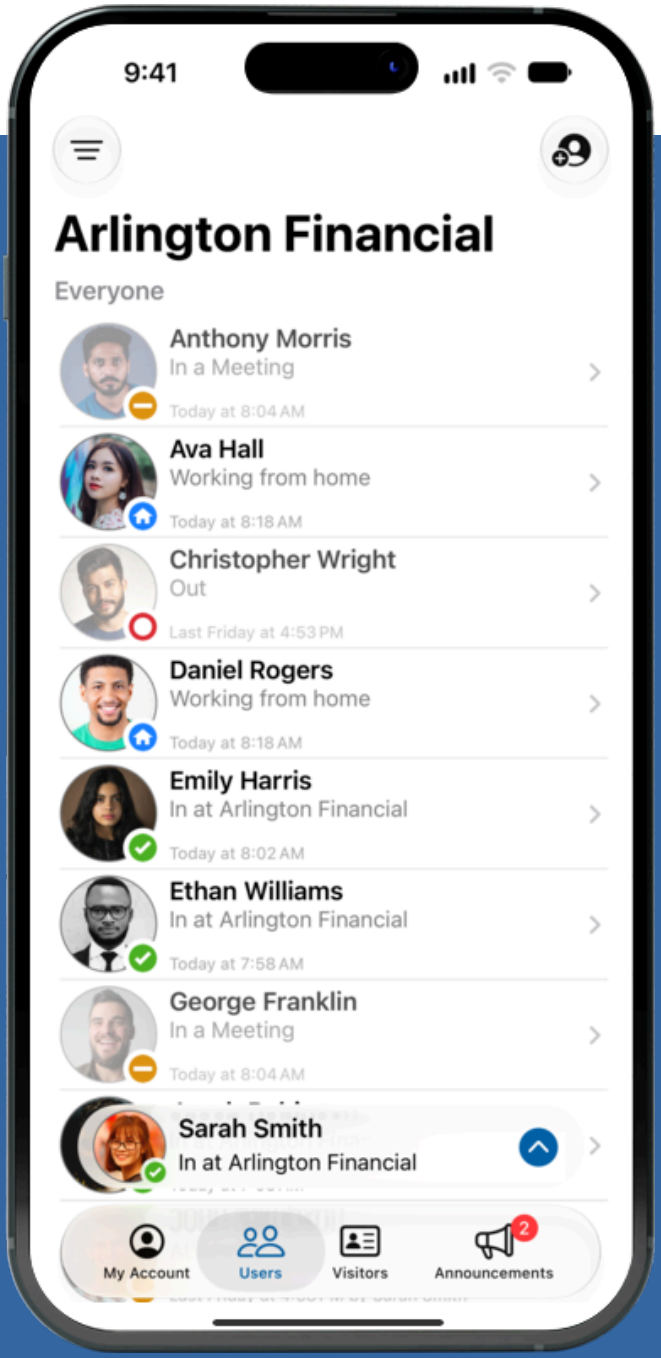
Your New Digital In/Out Board

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.

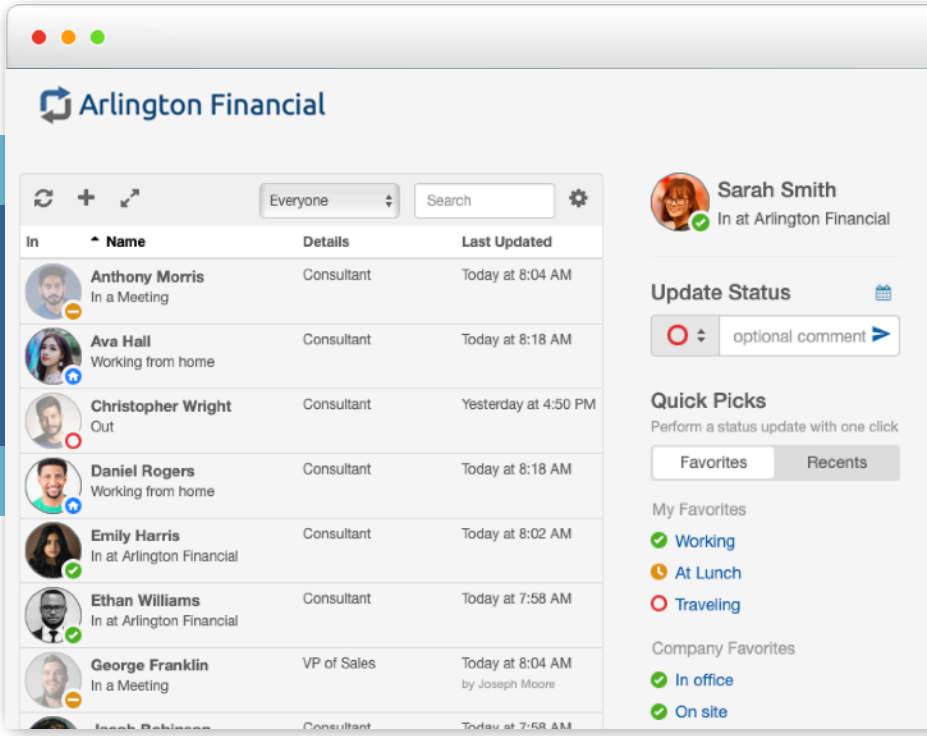


VIEW EVERYONE'S CURRENT STATUS

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. Both lists are sortable and searchable. If your organization uses Groups, narrow the **Users** list to the group you're most interested in viewing.

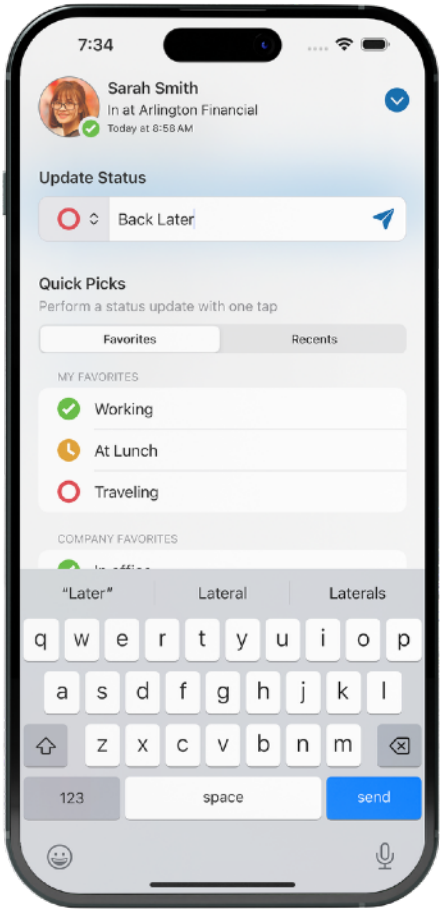
Tapping/Clicking on a user on the board brings up more information about that user. You can view the user's email address and phone number, as well as click/tap to make quick phone calls and send emails. It's like a company directory with status information.

UPDATE YOUR STATUS



There are many ways to provide others in your organization with your current status.

On the **website**, you can do this by entering a comment (optional) in the text box underneath the **Update Status** header on the right. Select your status from the dropdown, then click the **Update Status** button.



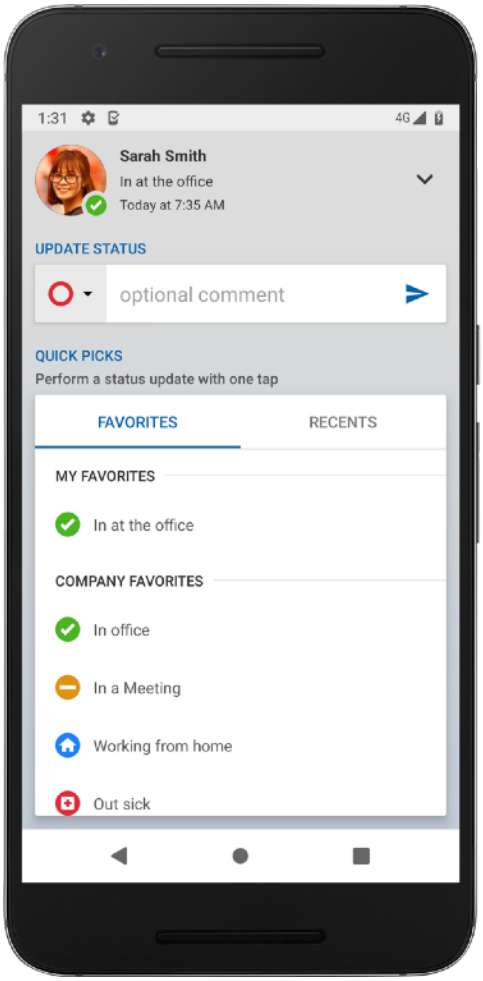
Using the Simple In/Out app for iPhone

- Tap your **current status panel** at the bottom of the screen

This will slide up the panel providing several ways to update your status.

Under the **Update Status** section you may tap the status indicator menu to change your status, tap inside the **optional comment** text area to type a comment if you wish, and perform the update by tapping the **send** button (appears as a paper airplane).

Under the **Quick Picks** section you may tap any status/comment combination to instantly update your current status and comment to match. The **Favorites** tab contains your curated list of quick picks and your company's favorite quick picks. The **Recents** tab contains status updates you've made recently for your reuse.



Using the Simple In/Out app for Android

- Tap your **current status panel** at the bottom of the screen

This will slide up the panel providing several ways to update your status.

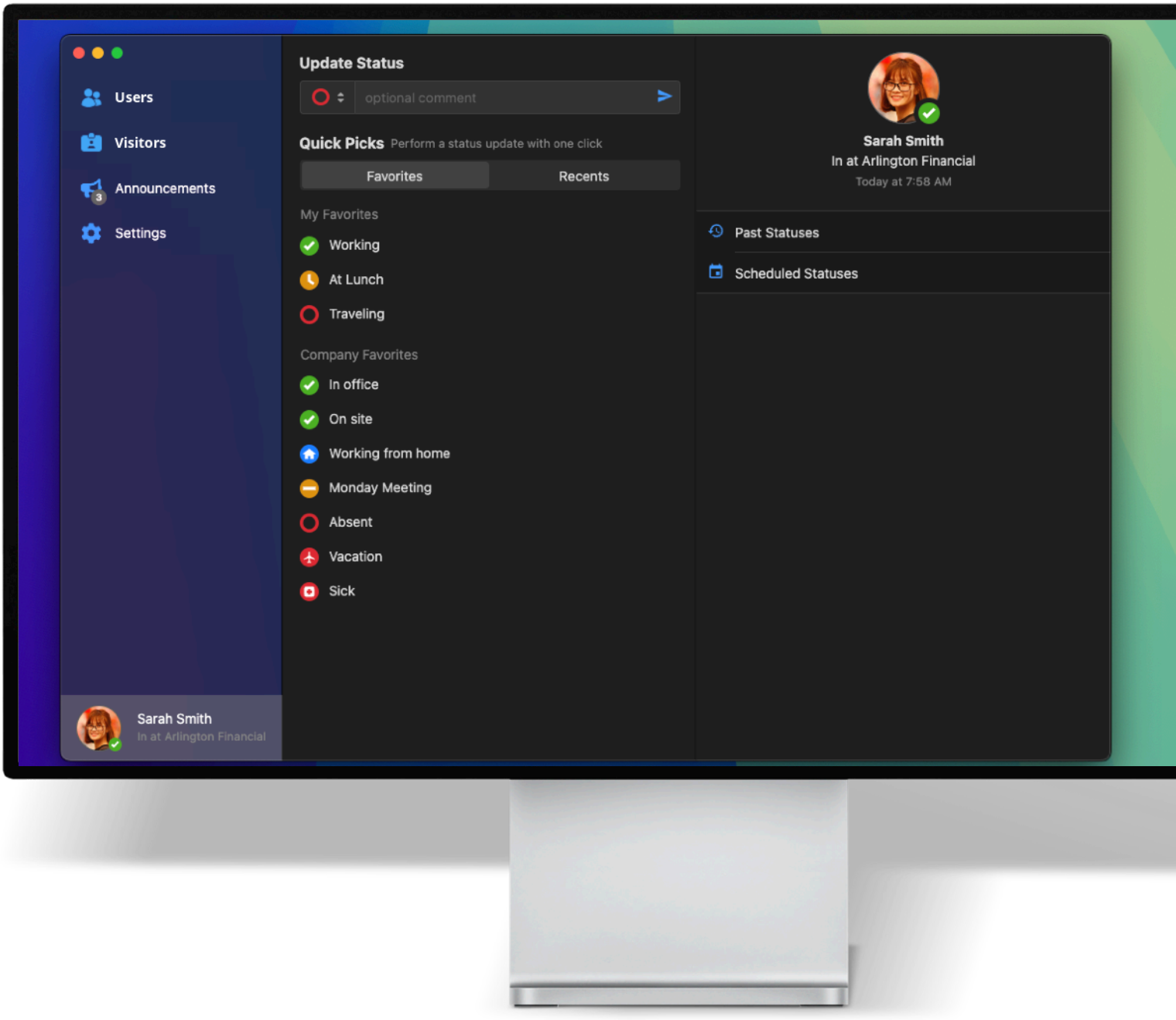
Under the **Update Status** section you may tap the status indicator menu to change your status, tap inside the **optional comment** text area to type a comment if you wish, and perform the update by tapping the **send** button (appears as a paper airplane).

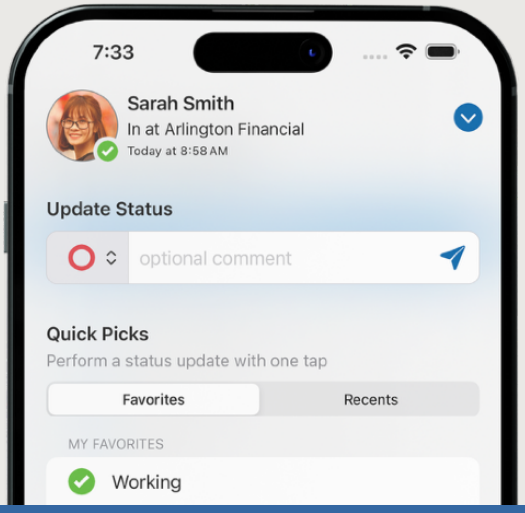
Under the **Quick Picks** section you may tap any status/comment combination to instantly update your current status and comment to match. The **Favorites** tab contains your curated list of quick picks and your company's favorite quick picks. The **Recents** tab contains status updates you've made recently for your reuse.

Using the Simple In/Out app for Desktop

- Click on your name/image in the upper-left

This will display the **Update Status** interface. Change the status of your update by clicking the in/out indicator menu. You can optionally type a comment as well. Clicking the Send button (which is a paper airplane) will complete your status update.



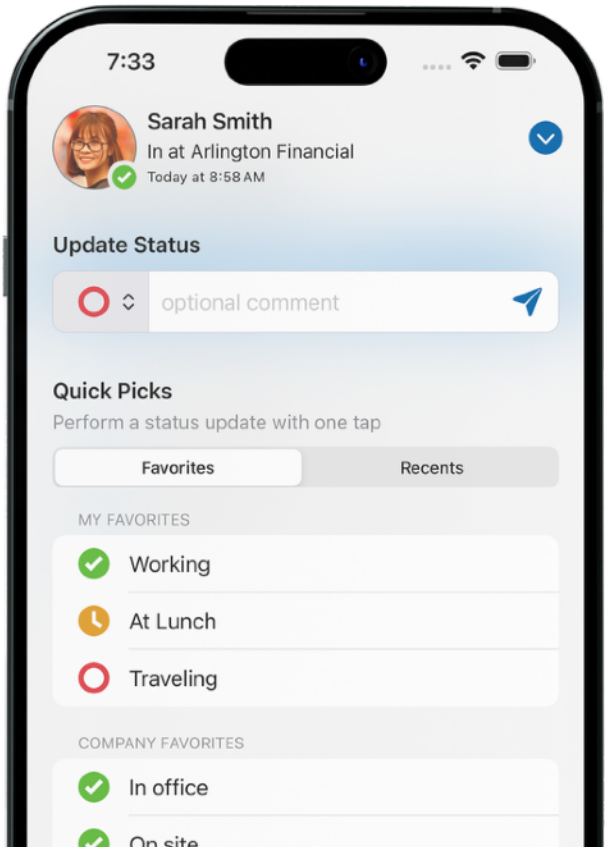


UPDATE WITH QUICK PICKS

In order to update your status even faster, Simple In/Out provides a list of your recent status updates for your reuse. These are located on the right side of the board on the web and on the Status screen within the phone apps. By tapping on one of these recent statuses, your current status is instantly updated to that status with the same comment.

"**At Lunch**
Out Sick
In a Meeting"

Simple In/Out also provides a list of **Company Quick Picks** that can be established by your organization for sharing often-used favorites with everyone. These are accessible by toggling to Company on the phone apps (or listed right below your Quick Picks on the web).



UPDATE AUTOMATICALLY

The easiest way to update your status is to allow Simple In/Out to do it for you automatically. Using the Simple In/Out app, you can set your phone to automatically update your status when you enter or leave an area while carrying your device. With Simple In/Out for your PC or Mac, you can automatically update your status based on your activity. These are sure-fire ways to make sure you're always up-to-date.

Location and Privacy

For Geofences to work, the Simple In/Out app requests to be notified when your location changes. Simple In/Out only monitors your location for the individual areas you turn on. Your location is monitored using battery friendly methods provided by the phone's operating system. Simple In/Out **never transmits your location** to the cloud and therefore your location data cannot be stored or viewed by anyone.

THIS FEATURE IS FOR
CONVENIENCE,
NOT BIG BROTHER. WE TAKE PRIVACY VERY SERIOUSLY.



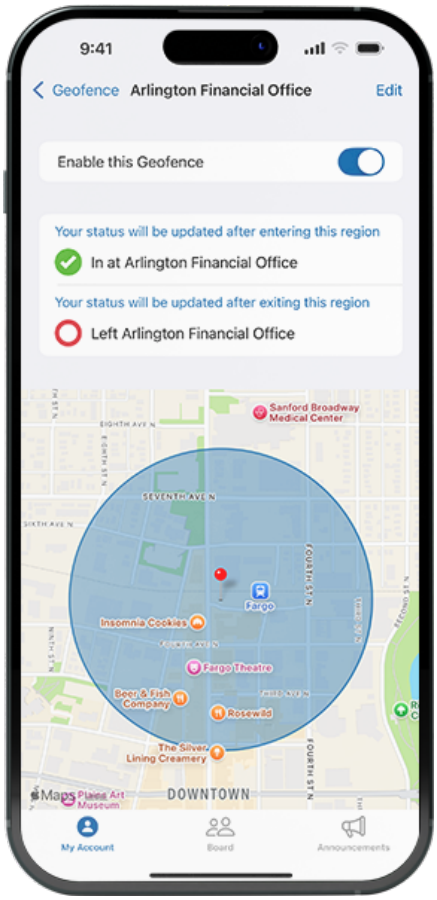
To enable Automatic Updates, navigate to Settings on your phone.

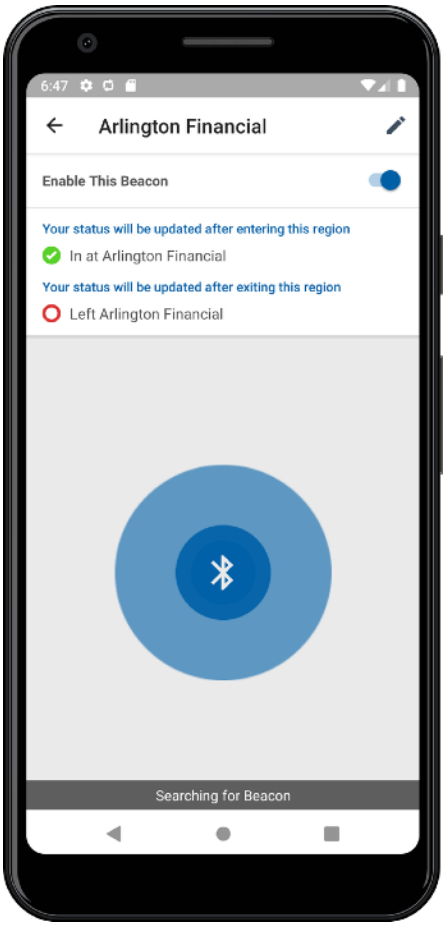
Once on the Settings screen, tap **Automatic Status Updates**. On this screen is the master **Enable Automatic Updates** switch. Toggle this on (it may ask you to grant permissions, if so answer Yes). Once this is enabled, you will see a list of all the Geofences, Beacons, and Networks your organization has created. You may use as many or as few of these as you like. They are all enabled or disabled separately.

GEOFENCES

Geofences are geographic areas created by the company that can update your status by entering or leaving these areas.

Tap on a Geofence to see a map of the boundaries that will be used to send updates. Tapping the on/off switch will enable or disable the selected Geofence. The next time you cross that boundary, Simple In/Out will attempt to update your status on your behalf, just like you did it yourself.

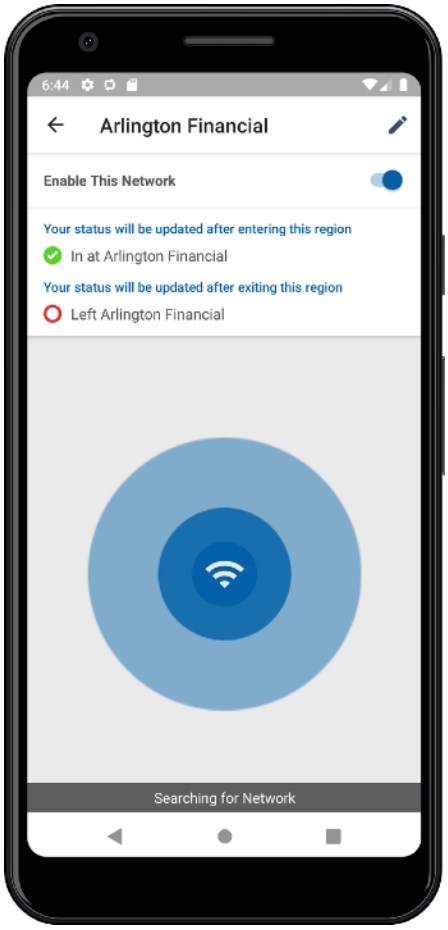




BEACONS

Beacons are small Bluetooth devices that can be positioned around your office. When your phone is within range of a Beacon, Simple In/Out will attempt to update your status for you. The range is typically 10-20 meters depending on wireless interference and walls.

Tap on a Beacon to see an animation displaying whether your phone can currently see this Beacon. Tapping the on/off switch will enable or disable the selected Beacon. The next time your phone detects or loses that signal, Simple In/Out will attempt to update your status on your behalf, just like you did it yourself.



WIFI NETWORKS

Networks are the same Wifi network you connect with to receive internet access. When your phone connects to a network you are monitoring, Simple In/Out will attempt to update your status for you.

Tap on a Network to see an animation displaying whether your phone is currently connected to that Wifi network. Tapping the on/off switch will enable or disable the selected Network. The next time your phone connects or disconnects from that Network, Simple In/Out will attempt to update your status on your behalf, just like you did it yourself.

DESKTOP PRESENCE

Simple In/Out for your PC or Mac can automatically update your status when you've started or stopped using your computer. This works similarly to many chatting applications.

Click the Settings gear icon on the left-side menu, and then click **Automatic Updates**. Click the on/off switch next to the comment combinations you wish to use and you'll begin checking in and out automatically.

