



SIMPLE IN/OUT

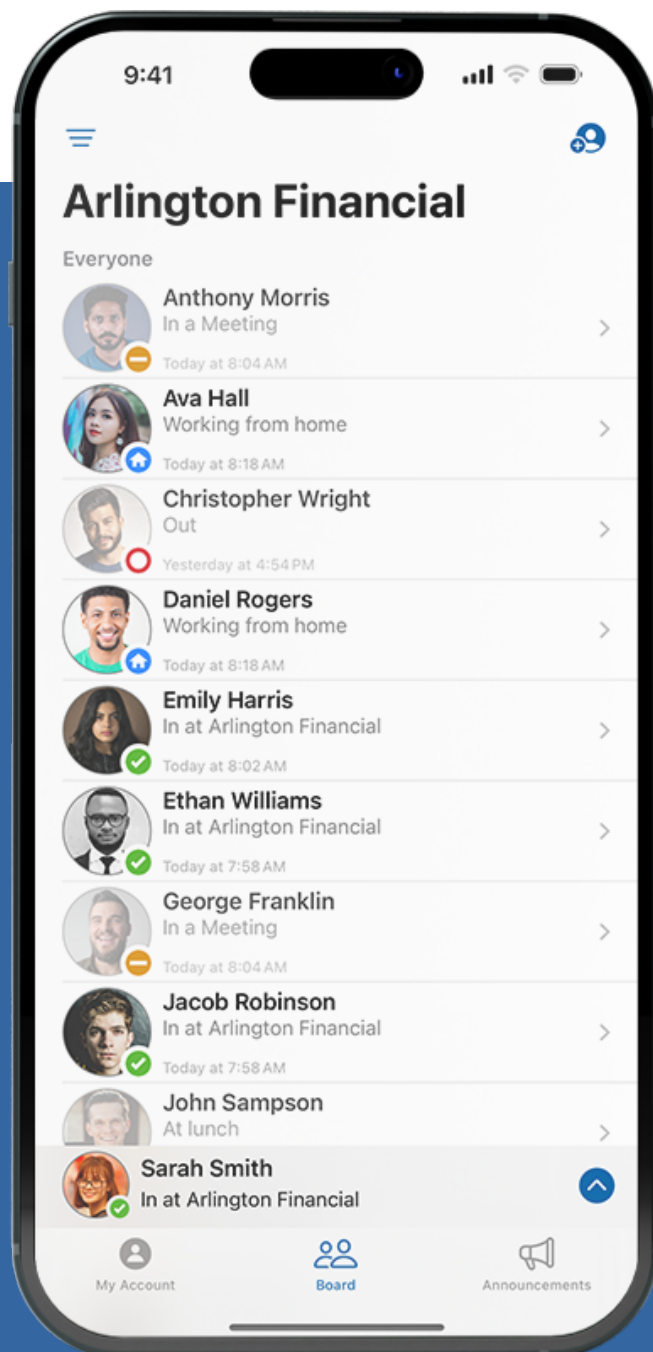
Your New Digital In/Out Board

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 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 TIMECLOCK

To update your status you will need your unique barcode. This may be provided by one of your organization's administrators via a printed badge. You can see your barcode inside our Simple In/Out app for your phone.

Find the badge on Simple In/Out's Status screen by:

- * On iPhone, tap the Status tab in the lower left.
- * On Android, tap the Status tab (the first tab) in the upper-left.

On this screen, below your image, is a tabbed interface with a Badge option. Tapping this will expose your badge barcode for TimeClock. Hold your badge up to the camera on the TimeClock device so your barcode appears inside the camera area. When you hear the beep, remove your barcode from the area. TimeClock will verify your badge and update your status to the opposite of what it is currently.

After updating your status, TimeClock will display your name and current status on the screen so you know exactly what happened.

