

SIMPLE IN/OUT

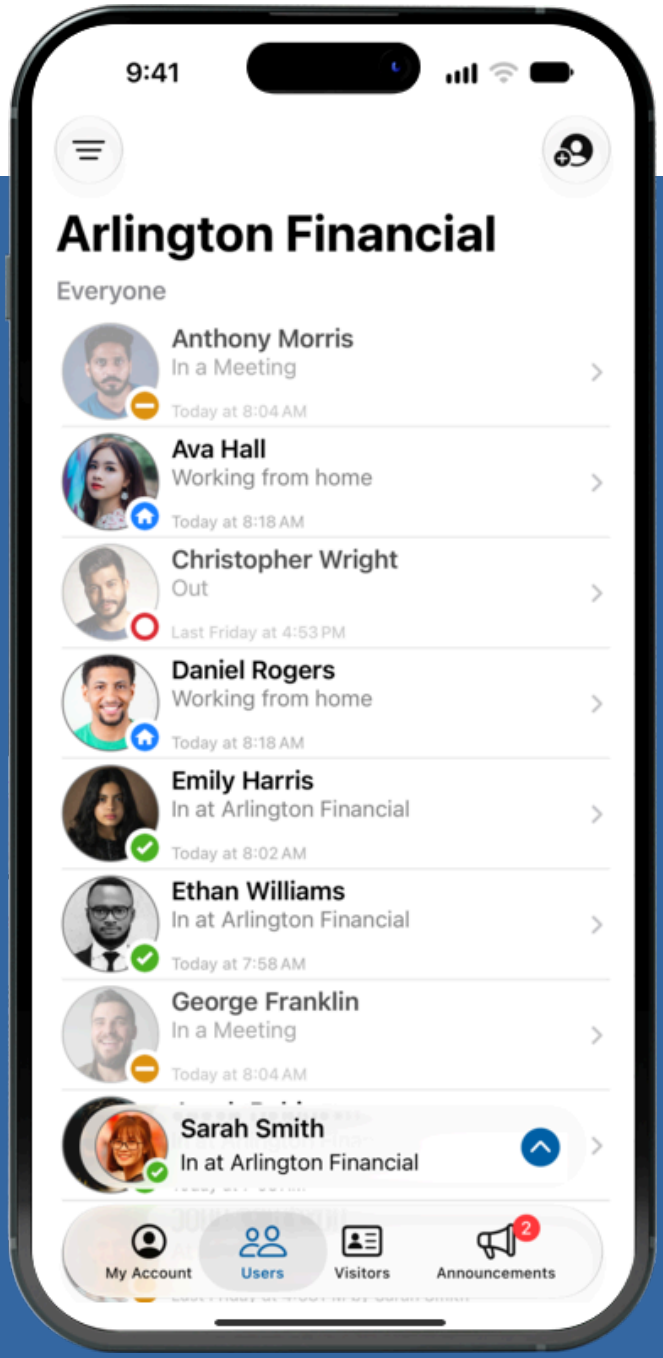
Your New Digital In/Out Board

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. Sign in to any of these apps or our website with your email address and password.



VIEW EVERYONE'S
CURRENT STATUS

The users and visitors tabs show 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
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.

