

**SAVANCE**  
EIOBOARD

## **EIOBoard-Hosted Getting Started Guide**

**Savance**

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## EIOBoard-Hosted Getting Started Guide

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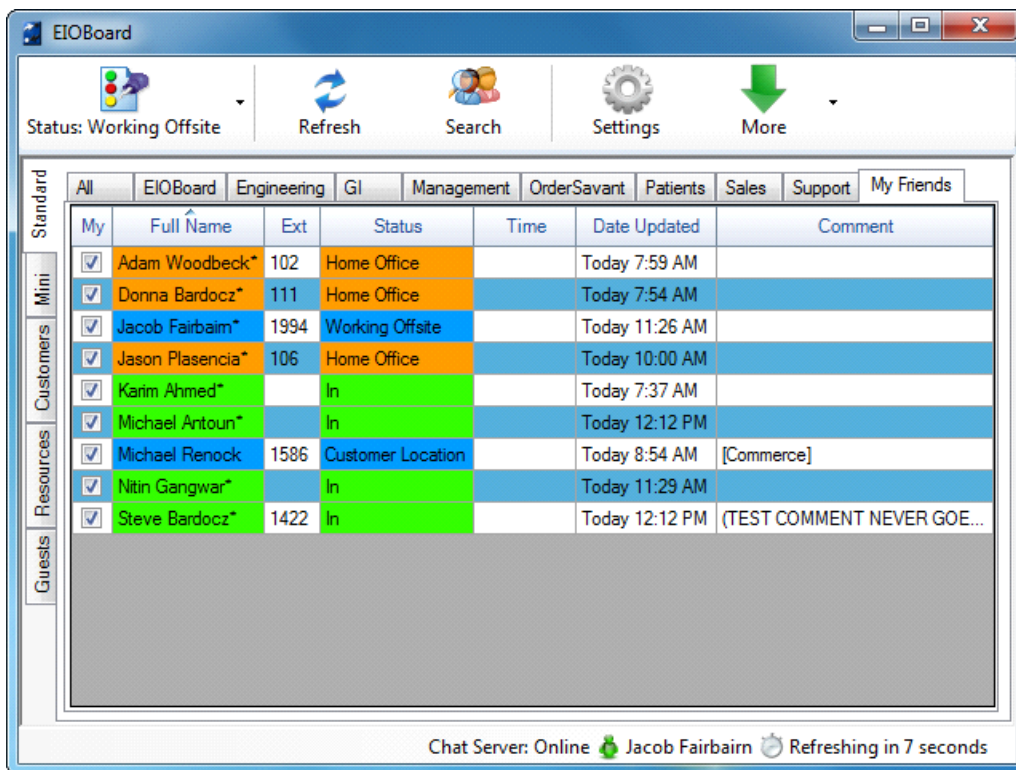
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## EIOBoard-Hosted Getting Started Guide

### What is EIOBoard?

Quickly see who is in and out at a glance! EIOBoard (short for “Electronic In-Out Board”) is a simple and easy to use desktop, online, and mobile software tool used for **employee attendance tracking**, time and attendance, interoffice communications, and more. Our **in out board** gives users the ability to send private instant messages, leave phone messages electronically, keep electronic timecards, create shared calendars, and more. This document will show you how to use the basics of our EIOBoard application, which can be seen below.



If you would like to view more detailed information on what our EIOBoard is, please view the following site: [What is an In-Out Board?](#)



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# Getting Started with EIOBoard

If somebody has already installed EIOBoard on your computer, please click here: [Logging into EIOBoard](#). If you have to install EIOBoard, please read the section below.

## 2.1 I am installing EIOBoard myself

If you have not already installed your EIOBoard application, you can install the latest client here: [Latest EIOBoard Application Installer](#).

When you run EIOBoard for the first time, you will see the **EIOBoard Getting Started** window. Please make the following selections:





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**EIOBoard Getting Started**

### Hosting Options

Please choose the type of hosting that best fits how your company plans to use EIOBoard.

**EIOBoard-Hosted**



I have an account on EIOBoard.com

**Customer-Hosted**



We installed the customer-hosted Intranet Installer on one of our servers

Help Back Next Cancel

**EIOBoard Getting Started**

### Authentication

Please enter your username and password that was assigned to you by your company administrator or was provided when you initially requested a trial.

Enter Server Name or IP Address: (Default: http://www.eioboard.com)

http://www.eioboard.com

Login

Automatically Login

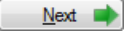
User Name: jacobfairbairn

Password: .....



Help Back Next Cancel



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Be sure to finish off by entering your username and password. Check **Automatically Login** if you would like to be automatically logged into EIOBoard next time you open the application. When you are finished, click . Your EIOBoard Application will then pop up.

### 2.2 Logging into EIOBoard

You can open EIOBoard at any time by clicking on the desktop shortcut. If EIOBoard is already running but is not open, you can open your EIOBoard by going to the bottom-right of your screen and clicking on the  icon (if you are logged in already) or the  icon (if you are not logged in).

If you are not automatically logged into EIOBoard, you will have to provide your username and password when you first log in:



Be sure to enter in your credentials and then click . If you would like to be automatically logged in, check the box next to **Remember my username and password on this computer**.



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# Updating Your Status

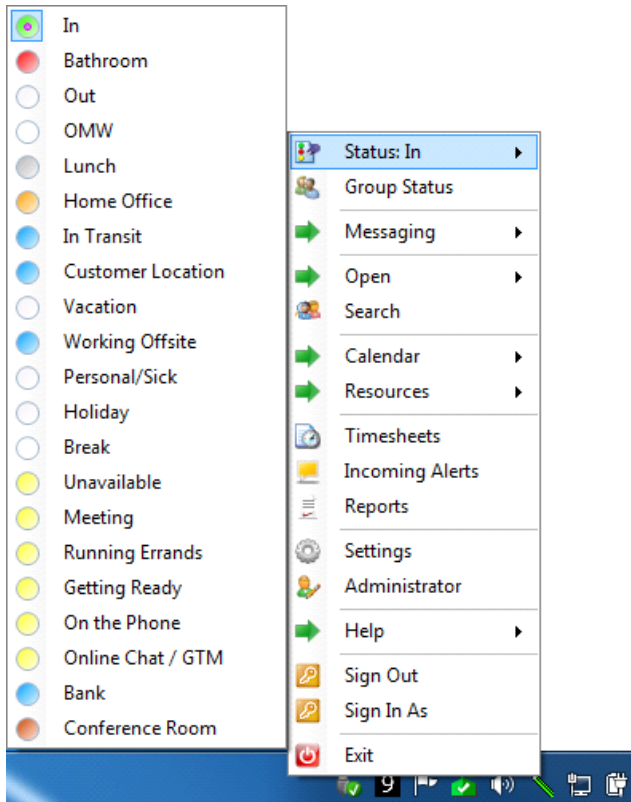
## 3.1 Quick Status Update

If you would like to change your status without any details (like return time, comments, etc.), then you will want to use a quick and easy way to update your status. You have a couple of options, depending on your preferences:

### 3.1.1 Update Your Status With the System Tray

Even if the EIOBoard application isn't open, you can still change your status at any time by following these instructions:

1. Right-click the **EIOBoard icon** (🖱️) in the system tray.
2. Go to **Status** at the very top.
3. A list of all available statuses will display. Simply click on any status to quickly change your status.




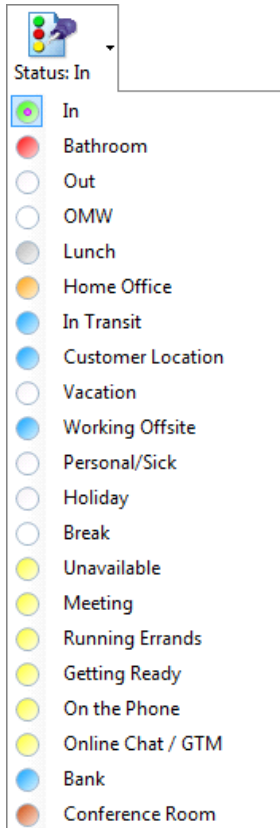


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### 3.1.2 Update Your Status With the Application



1. Click on the down arrow on the following button:  .
2. A list of all available statuses will display. Simply click on any status to quickly change your status.







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### 3.2 Detailed Status Update



1. Click on **Status: In** in the EIOBoard Application.
2. The **Update Status** window will come up.

3. Select the **Status** you want to change to.
4. Leave a **Comment**, if necessary.
5. If you would like, you can specify a **Returning Time**.
6. When you are finished, click **OK**.



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## Using your Status Board

### 4.1 Standard and Mini Views

When viewing your status board, you have two options for how you want to view all your users. This can be changed by clicking the “Standard” or “Mini” tabs on the left side of the status board.

#### 4.1.1 Standard View

- Shows users in a list.
- Shows details for each user’s status, such as returning time, comment, location, and more.
- The columns that are shown can be customized by right-clicking on any column header.

My	Full Name	Ext	Status	Time	Date Updated	Comment
<input checked="" type="checkbox"/>	Adam Woodbeck*	102	In		Today 8:14 AM	
<input checked="" type="checkbox"/>	Donna Bardocz*	111	Home Office		Today 7:53 AM	
<input checked="" type="checkbox"/>	Jacob Fairbairn*	1994	Working Offsite		Today 9:42 AM	
<input checked="" type="checkbox"/>	Jason Plasencia*	106	In		Today 8:11 AM	
<input checked="" type="checkbox"/>	Karim Ahmed*		In		Today 9:28 AM	
<input checked="" type="checkbox"/>	Michael Antoun	1682	Out		Yesterday 4:37...	
<input checked="" type="checkbox"/>	Michael Renock*	1586	In		Today 10:06 AM	
<input checked="" type="checkbox"/>	Nitin Gangwar*		In		Today 8:51 AM	
<input checked="" type="checkbox"/>	Steve Bardocz*	1422	Working Offsite		Today 9:42 AM	(TEST COMMENT NEVER GOE...

#### 4.1.2 Mini View

- Shows users in a compact, side-by-side view.
- Allows many users to be seen at once.
- Only displays status color (such as green for In, red for Out, yellow for Unavailable, etc).

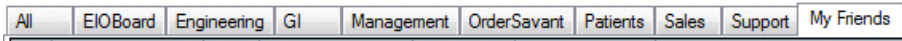
Adam Woodbeck*	Jason Plasencia*	Michael Renock*
Donna Bardocz*	Karim Ahmed*	Nitin Gangwar*
Jacob Fairbairn*	Michael Antoun	Steve Bardocz*



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### 4.2 Groups

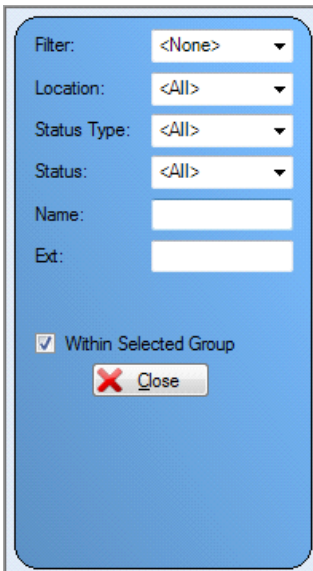
You can see all users in a specific group by clicking on one of the group tabs above the status board. This is a handy way to view all users in a specific department, floor, etc. (depending on how it was set up by your administrator). You can also create a custom group for your personal use called **My Friends** by right-clicking on the different users' usernames and clicking **Add My Friend**.



### 4.3 Filtering and Searching Users



By clicking on **Search**, you can search for users based on criteria such as their name or extension. You can also filter users, such as by only showing users in a specific location. Simply choose how to search or filter users in the **Search Pane** that displays.



### 4.4 Other EIOBoard features

If you would like more information on other EIOBoard features, please visit the following sites:

- [Sending a Text Message from EIOBoard](#)
- [EIOBoard Calendar](#)
- [Sending Notes to other users](#)
- [Chatting other users](#)
- [Customizing Chat](#)
- [Viewing your Timesheets](#)




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### Contacting Support

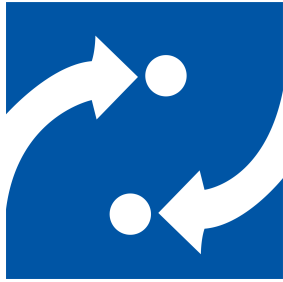
If you require assistance with your EIOBoard (issues, questions, etc.), feel free to contact support through one of the following methods:

1. E-mail your question to [support@eioboard.com](mailto:support@eioboard.com).
2. Call (248) 478-2555 and request the support line.
3. In the EIOBoard main menu, go to **Help > Support/Feedback**. Then fill out the window that comes up.



4. Go to <http://www.eioboard.com> and click on  to enter a live chat with a member of our support team.
5. Fill out the form here: <http://www.eioboard.com/ContactUs>

Please note that our main office hours are from 8am - 5pm (Eastern Time) on Mondays - Fridays.



**SAVANCE**  
EIOBOARD

**Thank you for choosing Savance!**

**Savance**

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1.0.0**