EIOBoard-Hosted Web Getting Started Guide

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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 Web Interface, 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?

Getting Started with EIOBoard

The unique feature of the EIOBoard Web Interface is that no installation is necessary. Follow the instructions below to log in to your EIOBoard.

2.1　Logging into EIOBoard

You can log into your EIOBoard at any time by browsing to www.eioboard.com/eioboard. If you are not automatically logged into EIOBoard, you will have to provide your username and password:
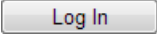
Browser Login

User Name: jacobfairbairn
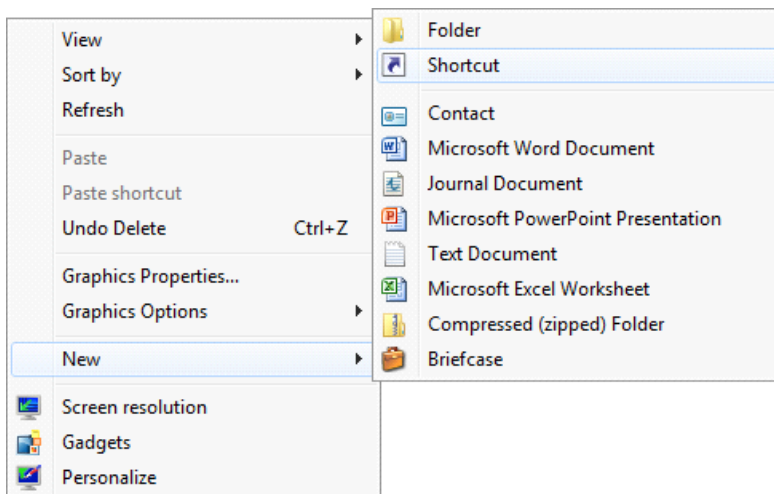Password: ••••••••••
☐ Remember me.
Log In

Be sure to enter in your credentials and then click　Log In　. If you would like to be automatically logged in, check the box next to **Remember me**.

2.2　Creating a Shortcut for EIOBoard

If you would like to create a shortcut so that you can easily open up EIOBoard right from your computer's desktop, follow these instructions:

1. Right click on the desktop.
2. Go to **New** > **Shortcut**.

View	▶	📁 Folder	
Sort by	▶	↗ Shortcut	
Refresh		📇 Contact	
		📄 Microsoft Word Document	
Paste		📄 Journal Document	
Paste shortcut		📄 Microsoft PowerPoint Presentation	
Undo Delete	Ctrl+Z	📄 Text Document	
		📄 Microsoft Excel Worksheet	
Graphics Properties...		📁 Compressed (zipped) Folder	
Graphics Options	▶	💼 Briefcase	
New	▶		
🖥 Screen resolution			
🖥 Gadgets			
🖥 Personalize			

3. When asked for the location of the item, type in the following: http://www.eioboard.com/eioboard
4. When asked for a name for the shortcut, enter in a meaningful name such as "EIOBoard".

Now there should be a shortcut to EIOBoard on your desktop!

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. To do so, simply follow these instructions:

1. Click on the down arrow on the following button: Status: ● Meeting ▼.
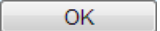2. A list of all available statuses will display. Simply click on any status to quickly change your status.
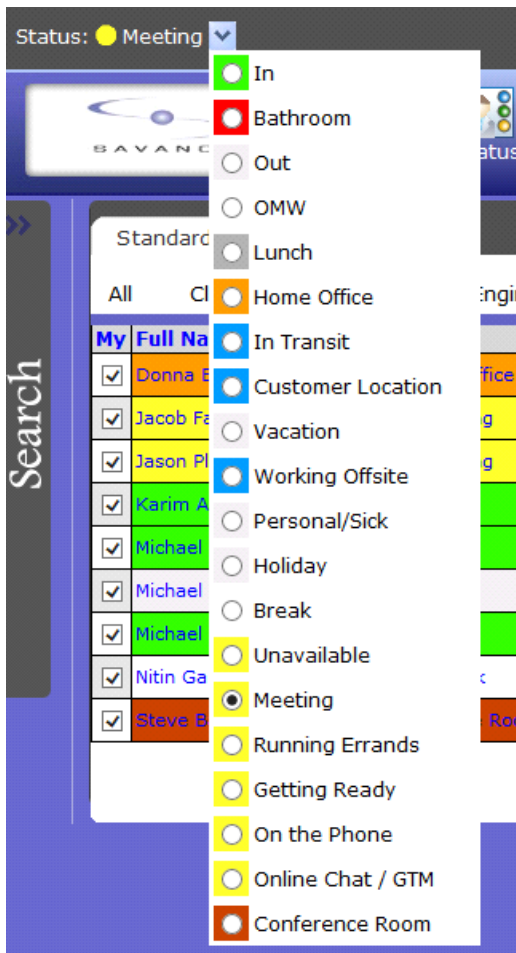
3.2 Detailed Status Update

1. Click on [Status] in the EIOBoard toolbar.
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].

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 above 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.

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).

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**.
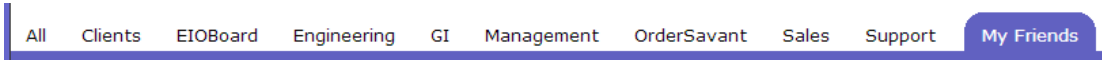
4.3   Filtering and Searching Users

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:

EIOBoard Calendar
Sending Notes to other users
Chatting other users
Viewing your Timesheets

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.
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 [Live Support ONLINE] 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.
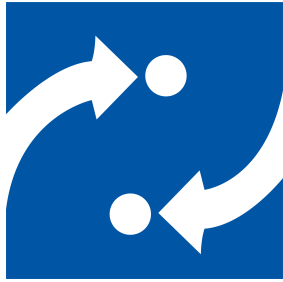
Thank you for choosing Savance!

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