

**SAVANCE**  
EIOBOARD

## **EIOBoard Multiple Status Update Guide**

**Savance**

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## EIOBoard Multiple Status Update Guide

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# EIOBoard Multiple Status Update Guide

## General Information Multiple Status Updates

EIOBoard has the ability to perform status updates for multiple people at once. This feature is only available for users who have are an EIOBoard Administrator or an EIOBoard Receptionist.

### Update the Status of Multiple People

Open EIOBoard and click on "More" in the toolbar. Then select "Group Status" from the drop down menu. See Figure 1. The window that appears will look like Figure 2.

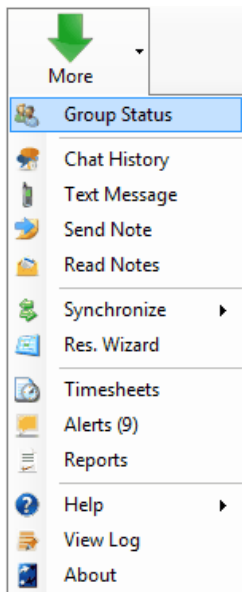


Figure 1

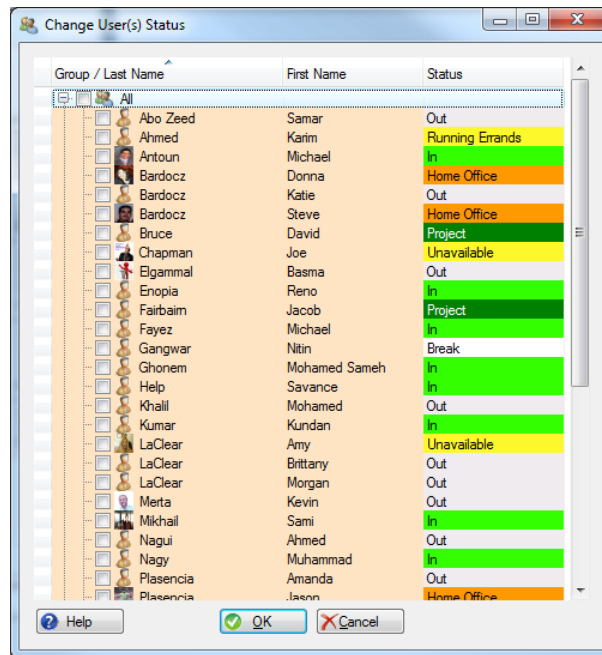


Figure 2

Check the Select box for the people you would like to update and click "OK." The window that appears looks just like the Update Status window for a single person, except the name says "Multiple Contacts" as in Figure 3.



## EIOBoard Multiple Status Update Guide

Figure 3

When you have entered all appropriate information, click “OK.”

## More Information

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.



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**Thank you for choosing Savance!**

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