SAVANCE
EIOBOARD

EIOBoard Notifications Guide

Savance

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General Information on Notifications

EIOBoard has the ability to watch users as they change their status. Similar to Outlook, EIOBoard will display a small pop-up window with the name of the person, what status they changed to, and at what time. See Figure 1.

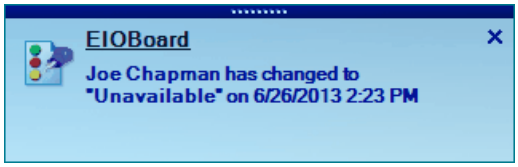

Figure 1

Adding Users to Your Notifications Watch

To add users to your notifications watch, simply right-click the name of the person in the EIOBoard application and click “Add to Notifications Watch”. See Figure 2. You should then receive a message saying the user was successfully added to your notification watch, as in Figure 3.

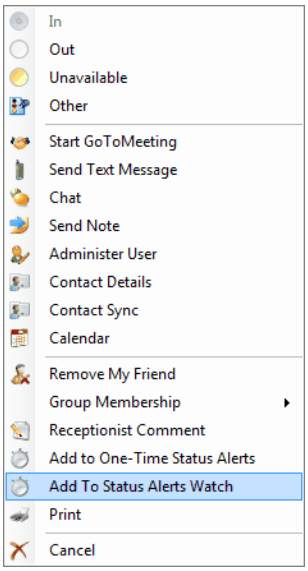

Figure 2

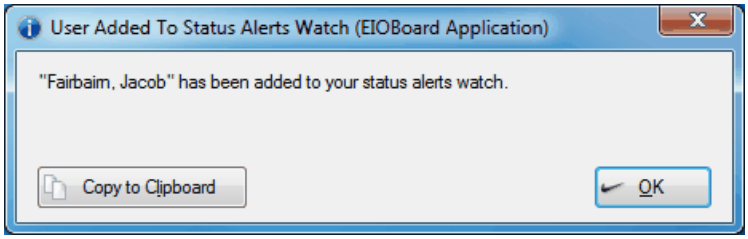

Figure 3

Managing Pop-up Notifications

Right-click the EIOBoard icon in the system tray, the area just to the left of the clock, and select "Settings." Navigate to the Alerts tab by using the right arrow in the top right corner of settings. See Figure 4.

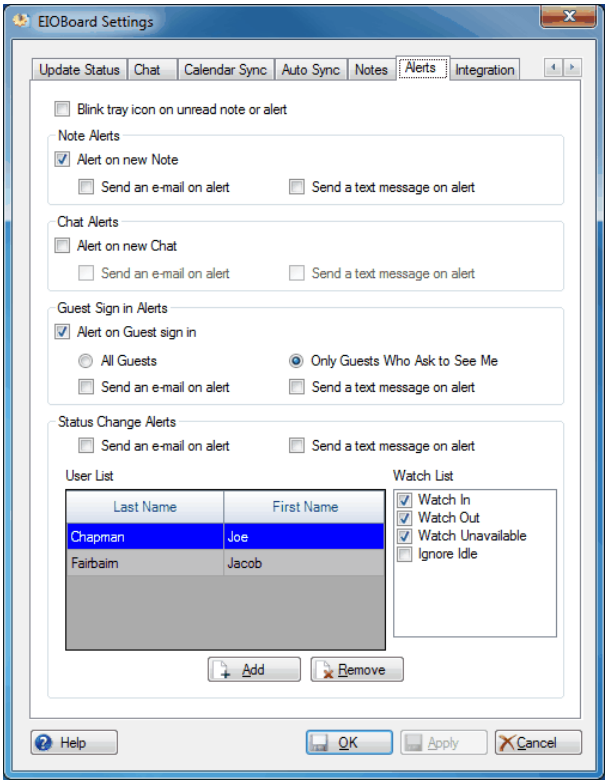

Figure 4

To modify which statuses to watch, click a person, check the items in the watch list, and click "Save." The different watch types are as follows:

- **Watch In** – If checked, you are notified when the person changes their status to a status type of "In."
- **Watch Out** – If checked, you are notified when the person changes their status to a status type of "Out," such as "Lunch" or "Vacation."
- **Watch Unavailable** – If checked, you are notified when the person changes their status type to "Unavailable," like when a person sets their status to "Meeting."
- **Ignore Idle** – If checked, EIOBoard will not notify you if a person's status changes to "Unavailable" because there was no keyboard or mouse activity. You will also not receive notification when the person's status changes to "In" when they return from idle.

To remove a person from your watch list, simply click their name and click "Remove".

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.
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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