

**SAVANCE**  
EIOBOARD

## **Customer-Hosted Web Getting Started Guide**

**Savance**

**Phone: 248-478-2555 | Fax: 248-478-3270**

**[www.eioboard.com](http://www.eioboard.com) | [support@eioboard.com](mailto:support@eioboard.com) | [www.savance.com](http://www.savance.com)**

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## Customer-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.

The screenshot shows the EIOBoard web interface. At the top, there is a status bar with 'Status: Working Offsite' and a welcome message for 'Jacob Fairbairn'. Below this is a navigation menu with icons for Home, Status, Refresh, Search, Notes, Reports, Timesheet, Phone List, Calendar, and Administration. The main content area displays a table of contacts with columns for Full Name, Ext, Status, Returning, Email, Comment, and Date Updated. The table lists several employees with their current status (e.g., Home Office, Working Offsite, Out, In, Unavailable).

My	Full Name	Ext	Status	Returning	Email	Comment	Date Updated
<input checked="" type="checkbox"/>	Donna Bardocz	6111	Home Office	Unspecified	donnabardocz@savance.com		Today 5:19 PM
<input checked="" type="checkbox"/>	Jacob Fairbairn	6994	Working Offsite	Unspecified	jacobfairbairn@savance.com		Today 5:28 PM
<input checked="" type="checkbox"/>	Jason Plasencia	6237	Out	Unspecified	jasonplasencia@savance.com		Today 5:11 PM
<input checked="" type="checkbox"/>	Karim Ahmed		Out	5:50 PM	KariemMohamed@savance.com		Today 4:29 PM
<input checked="" type="checkbox"/>	Michael Antoun	6682	Home Office	Unspecified	michaelantoun@savance.com		Today 10:59 AM
<input checked="" type="checkbox"/>	Michael Renock	6586	In	Unspecified	MichaelRenock@savance.com		Today 4:03 PM
<input checked="" type="checkbox"/>	Amy LaClear		Unavailable	Unspecified			Today 3:17 PM
<input checked="" type="checkbox"/>	Steve Bardocz	6280	In	Unspecified	stevebardocz@savance.com	(TEST COMMENT NEVER GOES AWAY)	Today 3:02 PM

8 Contacts Displayed, Refreshed: 5:49 PM

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

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

Your administrator should supply you with a link to your EIOBoard. Open any web browser on your computer and browse to this link to log into your EIOBoard. If you are not automatically logged into EIOBoard, you will have to provide your username and password:

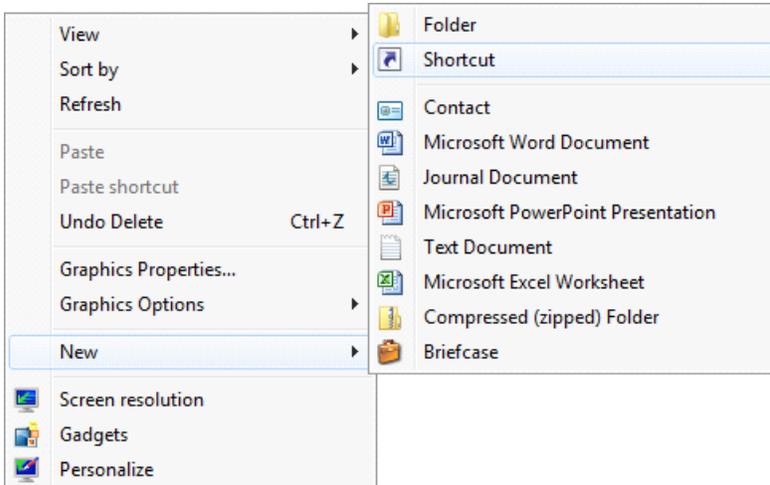


Be sure to enter in your credentials and then click . If you would like to be automatically logged in, check the box next to **Remember me**.

### 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**.





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3. When asked for the location of the item, type in the address provided by your administrator.
4. When asked for a name for the shortcut, enter in a meaningful name such as "EIOBoard".

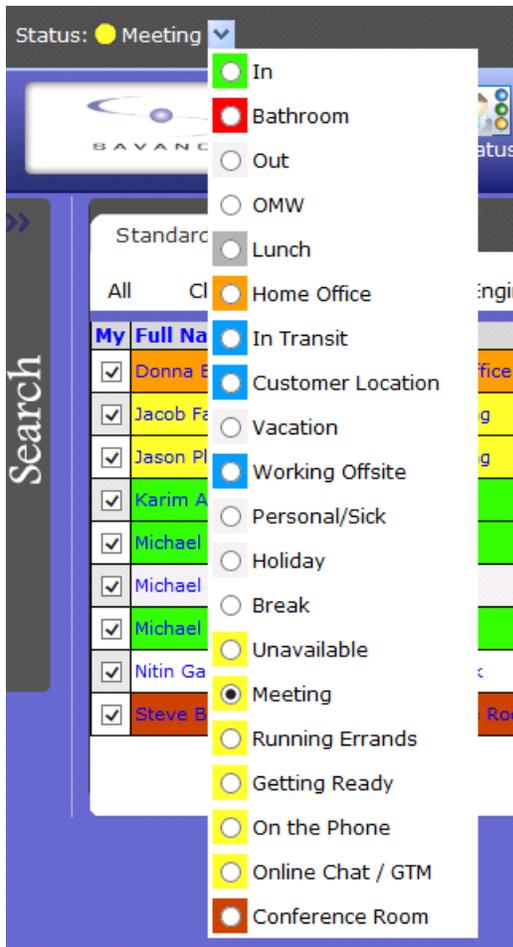
Now there should be a shortcut to EIOboard on your desktop!

## 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: 
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 the EIOBoard toolbar.
2. The **Update Status** window will come up.

**Update Status**

Current Status

**Name:** Jacob Fairbairn      **Status:** Out  
**Returning:** Unspecified      **Comment:**

<input checked="" type="radio"/> In <input type="radio"/> Out <input type="radio"/> Lunch <input checked="" type="radio"/> In Transit <input type="radio"/> Vacation <input type="radio"/> Personal/Sick <input checked="" type="radio"/> Break <input type="radio"/> Meeting <input type="radio"/> Getting Ready <input type="radio"/> Online Chat / GTM	<input checked="" type="radio"/> Bathroom <input type="radio"/> OMW <input type="radio"/> Home Office <input checked="" type="radio"/> Customer Location <input checked="" type="radio"/> Working Offsite <input type="radio"/> Holiday <input type="radio"/> Unavailable <input type="radio"/> Running Errands <input type="radio"/> On the Phone <input type="radio"/> Conference Room	<p><input type="checkbox"/> Future Status</p> <p><b>One-Click Return Time:</b></p> <div style="display: flex; justify-content: space-around;"> <span>1 Hour</span> <span>3 Hours</span> </div> <div style="display: flex; justify-content: space-around;"> <span>4 Hours</span> <span>1 Day</span> </div> <p><b>Returning:</b> 3/11/2013 4:00 PM</p> <p><input type="checkbox"/> <b>Unknown Date/Time</b></p> <p><b>Comment:</b> Call my cell phone if you need me</p> <p><b>Return status:</b> <input type="checkbox"/> <b>Auto Return Status:</b></p> <p>[Previous Status]</p> <p><b>Location:</b> Commerce</p>
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**Customer:** <None>

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 .



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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 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.

My	Full Name	Ext	Status	Comment	Date Updated
<input checked="" type="checkbox"/>	Donna Bardocz*	6111	Home Office		Today 8:39 AM
<input checked="" type="checkbox"/>	Jacob Fairbairn*	6994	Meeting		Today 11:37 AM
<input checked="" type="checkbox"/>	Jason Plaseencia*	6237	In		Today 1:44 PM
<input checked="" type="checkbox"/>	Karim Ahmed*		In		Today 11:37 AM
<input checked="" type="checkbox"/>	Michael Antoun*	6682	In		Today 3:05 PM
<input checked="" type="checkbox"/>	Michael Renock	6586	Out		3/8/2013 10:21 PM
<input checked="" type="checkbox"/>	Nitin Gangwar*		In		Today 12:30 PM
<input checked="" type="checkbox"/>	Steve Bardocz*	6280	Meeting	Sherburne EIOBoard Discussion (Web Conference) (Auto Status Update)	Today 12:51 PM

8 Contacts Displayed, Refreshed: 3:17 PM

#### 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).

Donna Bardocz*	Jacob Fairbairn*	Jason Plaseencia*	Karim Ahmed*	Michael Antoun*
Michael Renock	Nitin Gangwar*	Steve Bardocz*		

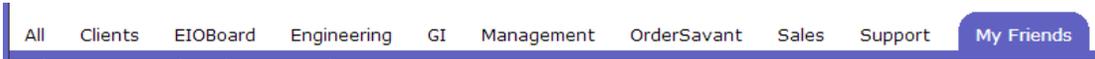
8 Contacts Displayed, Refreshed: 3:24 PM



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### 4.2 Groups

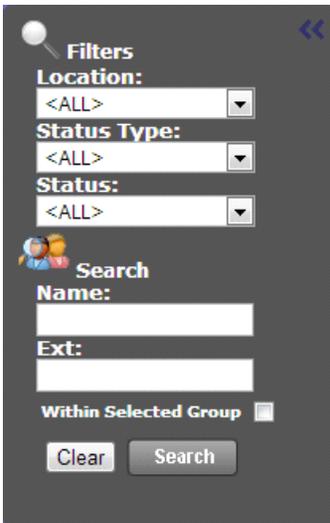
You can see all users in a specific group by clicking on one of the group tabs above the status board. This is a handy way to view all users in a specific department, floor, etc. (depending on how it was set up by your administrator). You can also create a custom group for your personal use called **My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

- [EIOBoard Calendar](#)
- [Sending Notes to other users](#)
- [Chatting other users](#)
- [Viewing your Timesheets](#)



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### Contacting Support

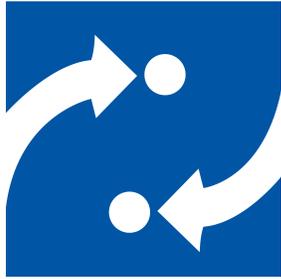
If you require assistance with your EIOBoard (issues, questions, etc.), feel free to contact support through one of the following methods:

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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