# **In-Out Board Help**

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## 1 Introduction

The In-Out Board provides a simple way for an organization to keep track of their staff. A quick glance at the screen tells you the availability of everyone in your office. Used in conjunction with PhonePad, you can pass on information to callers while taking a message for the person they called. For instance, you can tell the caller that Mary is away today but she will get the message as soon as she gets back tomorrow.

<b>%</b> In-Out	Board: Rikke						
File Tools	Help						
Status	Person 🗢	Back At	Notes				
0	Adam		Vacation (rel	turn September 1.	2)		
0	Admin						
0	Jordan	2:30 PM	Meeting with	n client			
0	Rebecca						
0	Rikke						
0	Steve						
🥝 In	🥝 Out 🛛 🥝 Busy	🥝 Meeting	🥝 Away	🕗 Back At	🧪 Notes	📑 Forward	😈 Refresh
Mor	nday, 5 September 2005 6:03:4	0 PM 🥝	You are IN.				

Receptionists and Administrators can change the status of other users, while standard users can only change their own status. To change the status of a user (including yourself) simply select the name from the list and click the appropriate button at the bottom of the In-Out Board window.

You can specify the time you will be back by clicking on the *Back At* button. Click the *Notes* button to provide further details about your unavailability.

In	Changes your status to indicate that you are In.
Out	Changes your status to indicate that you are Out.
Busy	Changes your status to indicate that you are otherwise Busy.
Meeting	Changes your status to indicate that you are in a Meeting.
Away	Changes your status to indicate that you are Away from the office.
Back At	Sets the time that you will be available again.

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- *Notes* Allows you to add a note for other users to view. If you have setup PhonePad to automatically update your status, this field will contain *'Status set automatically'*. See <u>Notes</u> for more information.
- *Forward* Allows you to enable and disable Automatic Message Forwarding.
- *Refresh* The status list is automatically updated every 60 seconds. Click this button to update the list immediately.

The status list can be sorted by clicking on the column headings. A sort arrow in the column heading indicates the direction of the sort. Also, the list can be manually sorted using drag n' drop. Simply hold down the *<ctrl>* key and drag the user using the *left mouse button*. When it is in the position you want just release the mouse button. The In-Out Board will remember the sort order no matter which method you use.

Under <u>Preferences</u>, there are options that can automatically set your status whenever the In-Out Board starts up and closes down.

The In-Out Board is an add-on application for PhonePad. It cannot be run as a separate application.

## 2 Preferences

The *Preferences* dialog displays various options for changing the In-Out Board settings.

Preferences		×
Startup Options          Start when PhonePad starts         Close when PhonePad closes         Start minimized         Run from system tray		Cancel
<ul> <li>Set my status as IN on startup of:</li> <li>Set my status as OUT on close of:</li> <li>Clear Notes when status changes</li> </ul>	In-Out Board	

#### **Startup Options**

Start When PhonePadWhen checked, the In-Out Board will automatically start wheneverStartsPhonePad starts. If the In-Out Board is already running it will be<br/>displayed.

In-Out Board Hel
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Close When PhonePad Closes	When checked, the In-Out Board will automatically close when PhonePad is closed.
Start Minimized	When checked, the In-Out Board will start automatically.
Run from System Tray	When checked, the In-Out Board will run from the system tray.

### **Status Options**

Set My Status as IN on Startup of	You can have the In-Out Board automatically set your availability as In whenever it starts up by checking this option. You can configure this to occur on startup of either PhonePad or In-Out Board.
Set My Status as OUT on Startup of	You can have the In-Out Board automatically set your availability as <b>Out</b> whenever it starts up by checking this option. You can configure this to occur on closing of either PhonePad or In-Out Board.
Clear Notes when status changes	When checked, the Notes are cleared for the selected user whenever their status changes. If this option is unchecked, the Notes remain when the status is changed.

## 3 Notes

When you set your status, you can add a note to provide other users with more information.

Adam		
		Vacation (return September 12)
Admin		
Jordan	2:30 PM	Meeting with client
Rebecca		
Rikke		1
Steve		1
		5
	Jordan Rebecca Rikke Steve	Jordan 2:30 PM Rebecca Rikke Steve

The *Notes* window features a drop-down list that allows you to enter a note, or select from a list of previously entered notes. When you type in a new note it is automatically added to the list so that

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you don't have to type it in next time.

Notes		
Notes:	Meeting with client	ОК
	Gone home sick Gone to the movies	X Cancel
	Meeting with client Vacation	🕐 <u>H</u> elp
	Vacation (return September 12)	

The In-Out Board has a notes editing facility that can be accessed by selecting *Edit Notes* from the *Tools* menu.

Edit Notes	
Notes Gone to the movies Meeting with client Vacation Vacation (return September 12)	✓ OK ★ Cancel
Add Edit Delete	

This dialog lets you add new notes, edit existing notes, and delete notes that are no longer required. Click *OK* to save any changes you have made, or click *Cancel* to cancel the changes.

# 4 Automatic Message Forwarding

If you know you are going to be out of the office, you can have PhonePad forward all of your messages to an email address or mobile/cell phone. This can be useful if you are working from home or travelling.

To have PhonePad forward your messages to an email address, check the *Send Messages via Email* option, enter one or more valid email addresses, and click *OK*.

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To have PhonePad forward your messages to a mobile/cell phone, check the <u>Send Messages via</u> <u>SMS</u> option, enter one or more mobile/cell phone numbers, and click <u>OK</u>.

Automatic Message Forwarding	
This facility allows you to automatically forward messages via email and SMS (requires MessageSender to be installed on your network).	СК
Send Messages via Email	X Cancel
Automatically send messages to the following email addresses:	<u> H</u> elp
adam@xyzcorporation.com adam10202@yahoo.com	
Each address should be on a separate line.	
Send Messages via SMS Automatically send messages to the following mobile/cell phones:	
61455555555 6146666666666666666666666666	
Each phone number should be on a separate line.	

Please note: each email address and/or mobile/cell phone number should be on a separate line.

Message forwarding should not be confused with forwarding a message.

**IMPORTANT**: For message forwarding to work, you need to install the MessageSender application on one computer on your network. MessageSender can be installed by your PhonePad installation program. Complete details are documented in the Installation Manual (INSTALL.PDF).

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