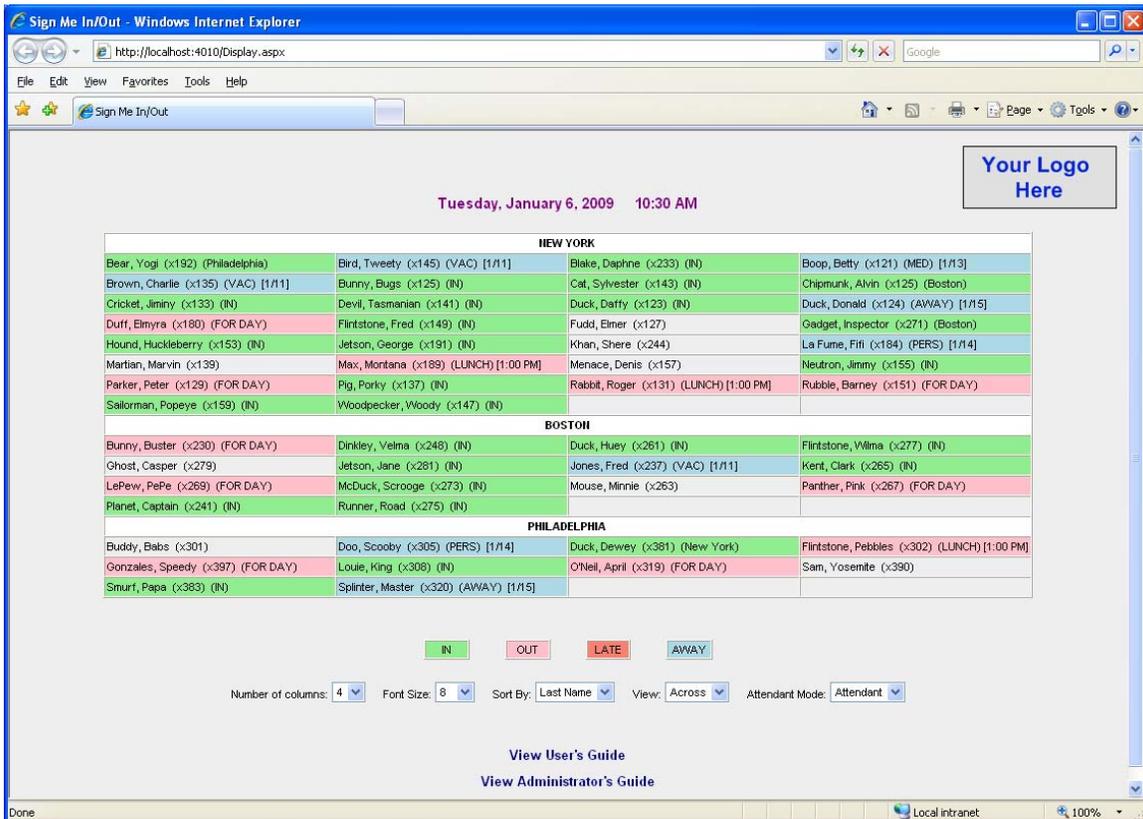


Sign Me In/Out!

www.SignMeInOut.com

Sign Me In./Out is a Web-Based system to make it easier for you to let your receptionist and others in your office know when you're in, when you're out to lunch and when you're on vacation.

The main status screen shows all the people in your company and where they are:



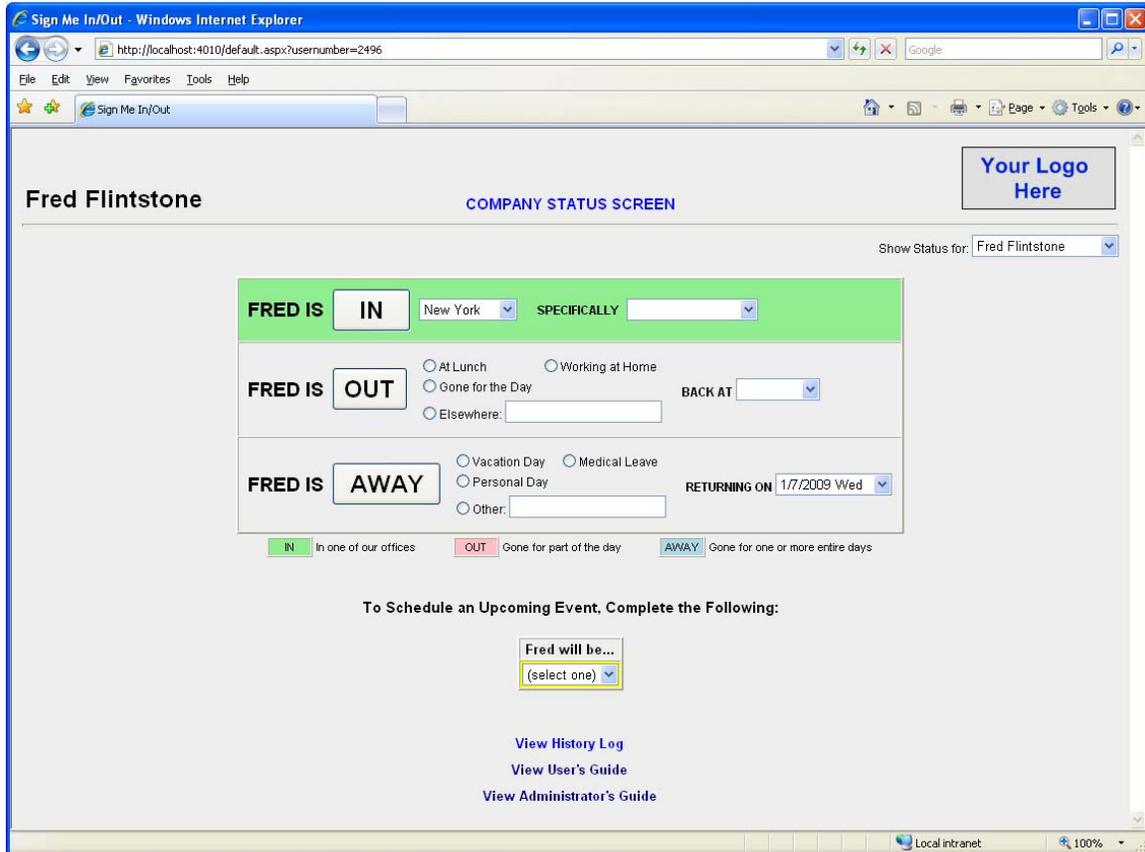
The screenshot shows a web browser window titled "Sign Me In/Out - Windows Internet Explorer" with the URL "http://localhost:4010/Display.aspx". The page displays the date and time "Tuesday, January 6, 2009 10:30 AM" and a placeholder for "Your Logo Here".

The main content is a grid of employee status information, organized by city:

NEW YORK			
Bear, Yogi (x192) (Philadelphia)	Bird, Tweety (x145) (VAC) [1/11]	Blake, Daphne (x233) (IN)	Boop, Betty (x121) (MED) [1/13]
Brown, Charlie (x135) (VAC) [1/11]	Bunny, Bugs (x125) (IN)	Cat, Sylvester (x143) (IN)	Chipmunk, Alvin (x125) (Boston)
Cricket, Jimmy (x133) (IN)	Devil, Tasmanian (x141) (IN)	Duck, Daffy (x123) (IN)	Duck, Donald (x124) (AWAY) [1/15]
Duff, Elmyra (x180) (FOR DAY)	Flintstone, Fred (x149) (IN)	Fudd, Elmer (x127)	Gadget, Inspector (x271) (Boston)
Hound, Huckleberry (x153) (IN)	Jetson, George (x191) (IN)	Khan, Shere (x244)	La Fume, Fifi (x184) (PERS) [1/14]
Martian, Marvin (x139)	Max, Montana (x189) (LUNCH) [1:00 PM]	Menace, Denis (x157)	Neutron, Jimmy (x155) (IN)
Parker, Peter (x129) (FOR DAY)	Pig, Porky (x137) (IN)	Rabbit, Roger (x131) (LUNCH) [1:00 PM]	Rubble, Barney (x151) (FOR DAY)
Sailorman, Popeye (x159) (IN)	Woodpecker, Woody (x147) (IN)		
BOSTON			
Bunny, Buster (x230) (FOR DAY)	Dinkley, Velma (x248) (IN)	Duck, Huey (x261) (IN)	Flintstone, Wilma (x277) (IN)
Ghost, Casper (x279)	Jetson, Jane (x281) (IN)	Jones, Fred (x237) (VAC) [1/11]	Kent, Clark (x265) (IN)
LePew, PePe (x269) (FOR DAY)	McDuck, Scrooge (x273) (IN)	Mouse, Minnie (x263)	Panther, Pink (x267) (FOR DAY)
Planet, Captain (x241) (IN)	Runner, Road (x275) (IN)		
PHILADELPHIA			
Buddy, Babs (x301)	Doc, Scooby (x305) (PERS) [1/14]	Duck, Dewey (x381) (New York)	Flintstone, Pebbles (x302) (LUNCH) [1:00 PM]
Gonzales, Speedy (x397) (FOR DAY)	Louie, King (x308) (IN)	O'Neil, April (x319) (FOR DAY)	Sam, Yosemite (x390)
Smurf, Papa (x383) (IN)	Splinter, Master (x320) (AWAY) [1/15]		

Below the grid are status filters: IN (green), OUT (red), LATE (orange), and AWAY (blue). At the bottom, there are controls for "Number of columns: 4", "Font Size: 8", "Sort By: Last Name", "View: Across", and "Attendant Mode: Attendant".

When you pass by the screen, you can click on your name to bring up your own status to mark yourself IN or OUT:



To mark yourself in: Simply click the IN button. The IN area will turn green.

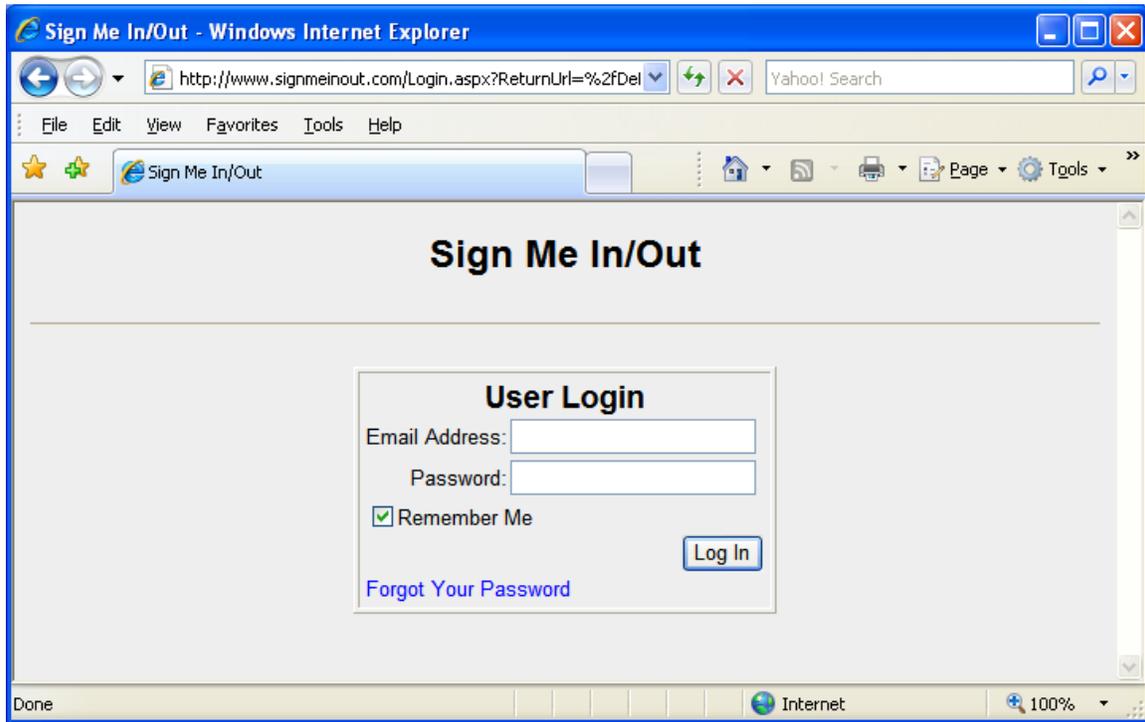
To mark yourself out: Click on the circle next to the reason you're out (AT LUNCH, WORKING AT HOME, GONE FOR THE DAY), and select the time you'll be back (if any) by clicking on the down arrow in the BACK AT field. The OUT area will turn red.

Signing In and Out from Your Desk

You can use the Sign Me In/Out system from your desk, your home, or from any computer connected to the internet. To access the system for the first time, simply start your Web Browser and go to the following web site:

www.SignMeInOut.com

The first time you access the system from a computer, you will be prompted for your E-Mail Address and Password:

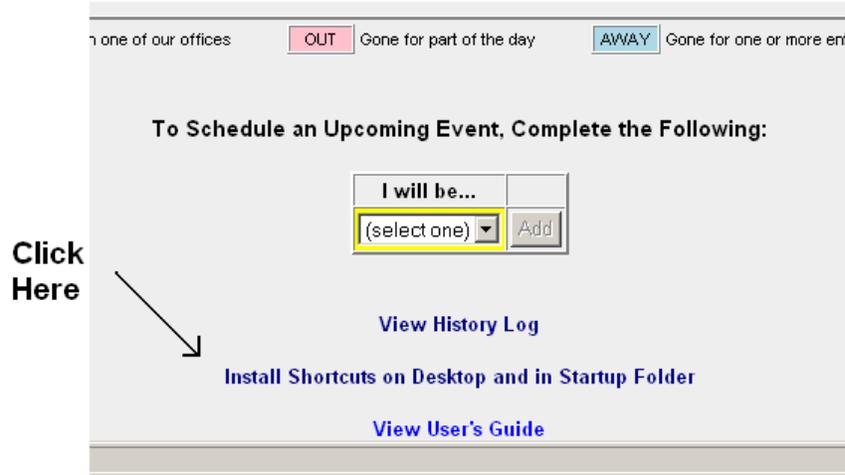


To make it even easier to sign in and out from your desk, you can install a shortcut to this web page in your computer's Startup menu. This will bring the sign in screen up when you log in to your computer in the morning. When the screen pops up, simply click the IN button and close the browser window.

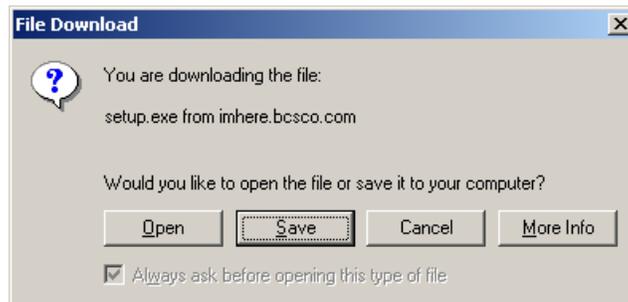
You can also install a shortcut onto your computer's desktop. When you leave for lunch simply click the shortcut, click the AT LUNCH button, and select the time you'll be back. If you leave the window open on your screen, you'll remember to resign yourself IN when you return.

Adding the Shortcuts to Your Desktop and Startup Folder

Log in to the system and click on the "Install Shortcuts on Desktop and in Startup Folder" link at the bottom of the page (you may need to scroll down to see it):



You'll get a message similar to the following:



Select OPEN, and the setup program will run. Follow its instructions and it will only take a few seconds for the two shortcuts to be installed.

Frequently Asked Questions (for Users)

Q: What If I'm Going Away on Vacation or a Business Trip?

A: At the end of the last day you're in the office, click the circle next to the reason you'll be away (VACATION, BUSINESS, PERSONAL) and the day you'll be returning. The AWAY area will turn blue.

Q: Do I Have to Wait Until the Day Before I Leave?

A: No. If you're planning in advance to be away, use the UPCOMING EVENTS fields on the bottom of the status screen to indicate the first day you'll be out, the first day you'll be back, and the reason you'll be away. Then click the ADD button. The system will automatically mark you away on the days you indicate.

To Schedule an Upcoming Event, Complete the Following:

I will be...	Leaving On...	First Day Back...	Away For...	
AWAY	11/4/2008 Tue	11/6/2008 Thu	Vacation	Add
			(select one) Vacation Personal Medical Other	

If the reason you're going to be away isn't listed, select OTHER and a box will appear where you can enter where you're going to be.

Q: What If I'll Be Away for Three Days, But Somewhere Different Each Day?

A: Schedule three different AWAY days, each with a different description. The first event would be AWAY at *Site A* on Monday, returning Tuesday; the second would be AWAY at *Site B* on Tuesday, returning Wednesday; the third would be AWAY at *Site C* on Wednesday, returning Thursday. The system will always show you away until Thursday, but the description of where you are will automatically be updated each day:

To Schedule an Upcoming Event, Complete the Following:

I will be...	Leaving On...	First Day Back...	Away For...		
AWAY	11/6/2008 Thu	11/7/2008 Fri	Other	Site C	Add

Date	Steven will be...	
Tue 11/4/2008	AWAY (Site A), Back on 11/5/2008	Delete
Wed 11/5/2008	AWAY (Site B), Back on 11/6/2008	Delete

Q: What is the Difference Between OUT and AWAY?

A: Use OUT when you're going to be gone for part of the day, generally indicating the time you will be back. Use AWAY when you're going to be gone for one or more entire days, indicating the day you will be back.

Q: I'm Going to Be In Late Tomorrow. Any Way to Indicate That?

A: Yes. The UPCOMING EVENTS area at the bottom of the screen can now be used to tell the system that you will be OUT on a given date at a given time, where you will be, and when you should be back. The system will then automatically sign you OUT at that time (it will not sign you back in at the time you indicate you will be back – you will still need to sign yourself in).

Q: I've Got a Meeting in the Small Conference Room at 2 p.m. Can I Schedule That in Advance?

A: Yes. The UPCOMING EVENTS area at the bottom of the screen can also be used to tell the system that you will be IN a specific room at a given time. The system will then automatically sign you IN to that room at that time.

To Schedule an Upcoming Event, Complete the Following:

I will be...	On...	At...	In Office...	Specifically...	
IN	11/4/2008 Tue	2:00 PM	Tonawanda	Small Conf	Add

At the end of the meeting, you should indicate that you're back at your desk by selecting the blank entry in the SPECIFICALLY list box in the IN section.

Q: How Do I See the Company's Status Screen

A: Click the COMPANY STATUS SCREEN link at the top of the page. To return to your individual status page, click on your name in the list or click the MY STATUS link on the Company's page.

Q: Can I Sign Somebody Else In or Out?

A: Yes. From the individual status screen you can select somebody else by choosing their name from the list box marked SHOW STATUS FOR. You can also click on their name from the Company's page.

Q: I Work in New York but I'm In the Boston Office Today. Am I In or Out?

A: If you're working in a different office, select that office from the list when you sign in.

Q: Do I Have to Sign Out Before I Go Home?

A: Its recommended, in case someone wants to know who still is around at the end of the day. But, if you don't sign out before you leave, the system will automatically sign you out at midnight.

Q: I'm Trying to Remember Where I Was Last Thursday? Any Ideas?

A: To view a report of your activity on the system, click the HISTORY LOG link at the bottom of the screen (you may need to scroll down to see it).