smart ware
Technologies

Sign Me In/Out!

www.SignMeInOut.com

Getting Started/Administrator's Guide

Sign Me In/Out is an easy to use, fully hosted system to help keep track of where people are.

- For more information, refer to the *Sign Me In/Out User's Guide*
- All documents are available for download at http://www.signmeinout.com.

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Getting Started

To help get your company up and running, we have created a template Excel Spreadsheet that you can fill out with the names and e-mail addresses of your employees. We will import this information for you so you're ready to go. Once the account has been created, you can add, change or remove employees yourself using our simple Account Management software.

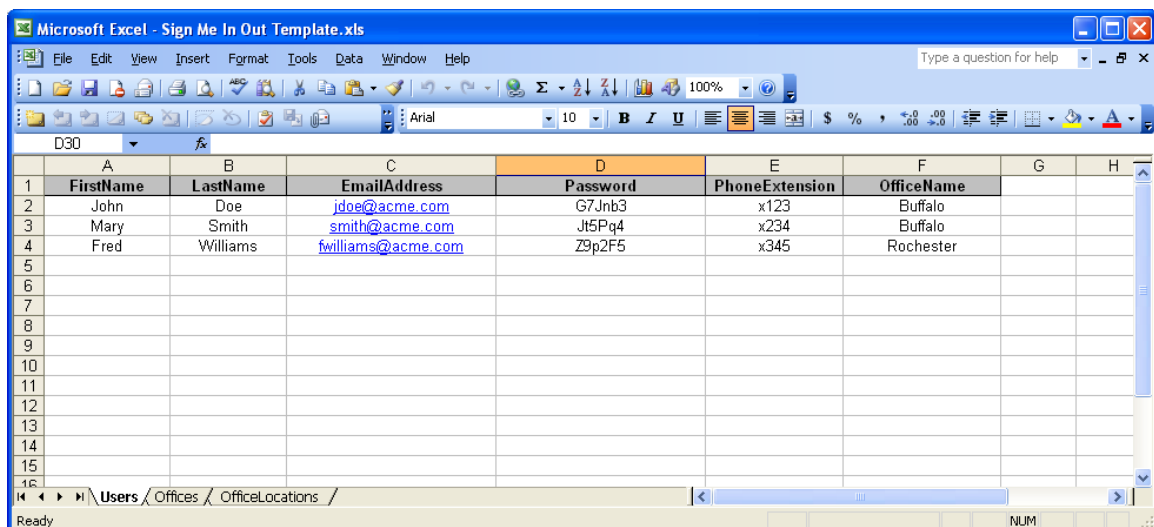To get started with *Sign Me In/Out*:

- Fill out the *Sign Me In Out Template.xls* spreadsheets.
- E-mail it back to us at techsupport@SignMeInOut.com
- If you have any questions, please call us at (716) 213-2222

The User Setup Spreadsheets

The *Sign Me In Out Template.xls* spreadsheet contains three worksheets. Each one contains some sample rows, which you should delete.

The Users Worksheet

You will want to add a row to this worksheet for each employee you want displayed in the system:

- The password must be at least 6 characters and contain at least one upper-case, one lower-case and one numeric character.

The Offices Worksheet

If you have more than one location, you will want to list them (in the order you'd like them displayed on the web page):

The OfficeLocations Worksheet

For each office, you can list the specific rooms or location that the user can select from when they mark themselves "IN":

The Sign Me In/Out User Management Tool

Once your account has been set up, you can add and edit your users yourself using our Sign Me In/Out User Management Tool, which can be downloaded from our web site.

When you start the User Management Tool, you will be prompted to log in. Only those users set up as Account Managers will be able to log in successfully:

After logging in, you will see a list of your users:
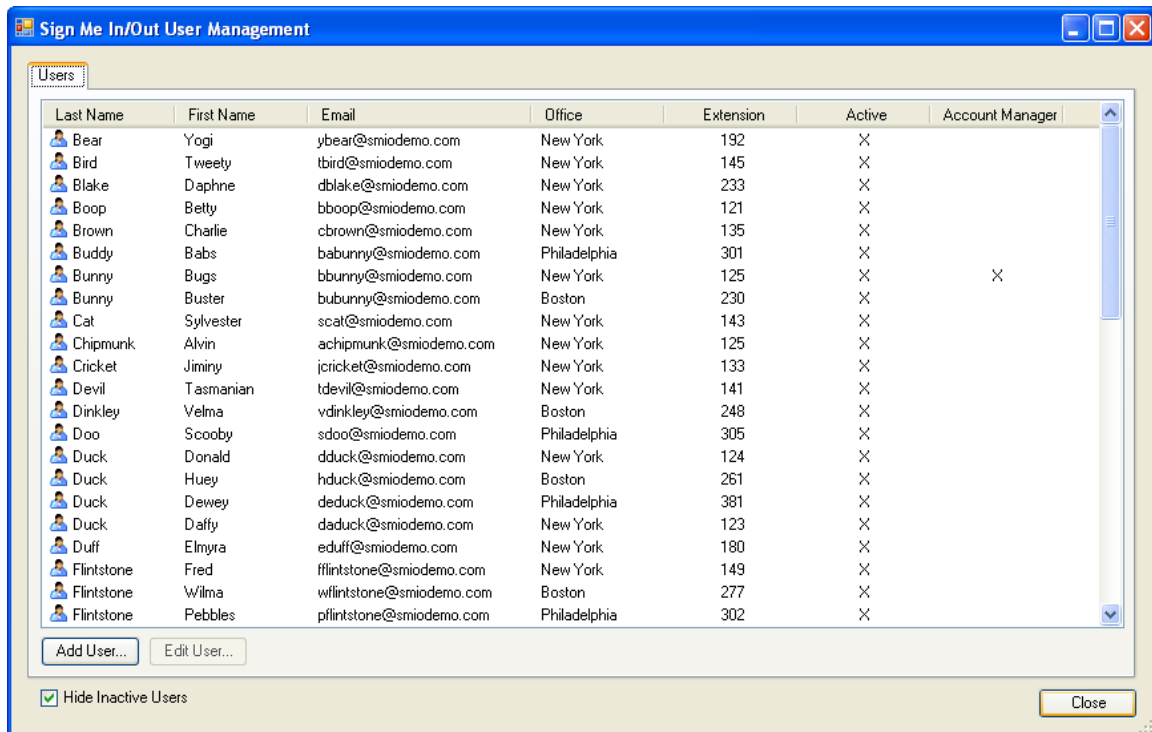
Editing a User

To edit a User, double-click their name or select their name and click EDIT USER…

- You cannot edit a user's password. The user can have their password e-mailed to them from the login screen.
- To remove a user from the Sign Me In/Out board, check the DISABLE USER check box.

Adding a User

To add a new User, click the ADD USER… button and complete the form.