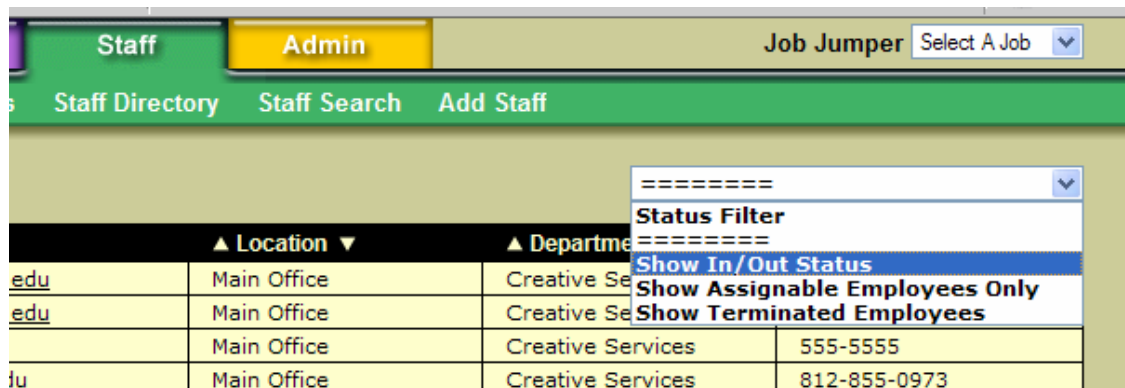


## Using the IN/OUT Board in INFOWIT

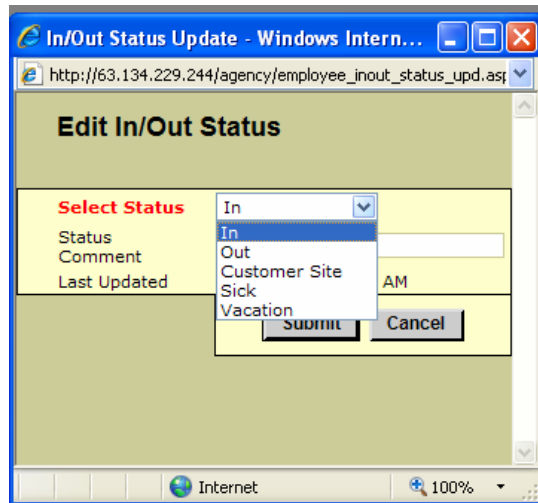
1. Log in to Infowit
2. Click on the **Staff** tab which is between the Vendors and Admin tabs. This tab should be Green!
3. Click on the **Status Filter** pull down tab located on the top right of the Employee directory. This is above the department and business phone fields.



4. Click on **Show In/Out Status** which takes you to a list of all employees and their In/Out status.
5. You should see your name and what your status is. Click on **In or Out** depending on what your current status is.

<u>Asniev Calanan</u>	Main Office	Creative Services	<u>Out</u>	
<u>JD Cheek</u>	Main Office	Creative Services	<u>In</u>	Carmichael
<u>Kathleen Chmielewski</u>	Main Office	Creative Services	<u>Out</u>	

6. A pop up box will appear with the select status pull down tab. There are five options for you to choose from. Once you select your status you may add a comment for extra information.



7. **Click Submit** once you are done and you will see that your status has been updated.

If you have any further problems please let the support staff know.