![Sign-In-Out™ www.Sign-In-Out.com]

Overview – What is Sign-In-Out ?

Sign-In-Out is a computer program to let others in your organization know when you have gone out and when you plan to return. People won't have to waste time looking for you when you aren't around. Likewise, you won't waste your time looking for them. Using Sign-In-Out a receptionist can assist visitors more quickly and in a more professional manner. Here is what the main screen might look like:

This version of Sign-In-Out has 8 pages of names. These pages are called Workgroups. Each Workgroup can have up to 20 names. You can change Workgroups by clicking on the Page button, or using the Workgroup drop-down list. If a co-worker has "signed-in" there will be a green circle beside their name. If they are "signed-out" there will be a red circle showing the time they plan to return. If they don't know when they will be back, or if they will be out for several days, there will be a red circle beside their name. At the right is an area that displays where they have gone or why they are out.

So how do you use Sign-In-Out?

Click on the circle beside your name. This screen is displayed:

By clicking on the red circle (the slider) and holding down the left mouse button, you can move the slider to the left or right. The exact time is displayed above the slider. If you are signing in, drag the slider all the way to the right and let go of the left mouse button. When you are "IN" the slider turns green. After you set your return time, you enter where you are going or why you will be out. The area below the slider is a drop-down list of locations or reasons that the Sign-In-Out administrator at your organization has entered. You can use one of these choices, or you can type your own. You can type up to 60 characters. Below the space where you type is a counter that shows how many characters you have typed. When you have set the slider and entered the location, click on the [Save] button. When you click on the [Save] button, your computer sends this information to a computer in your organization that is running another part of the Sign-In-Out program. This computer is called the Sign-In-Out Server. The Sign-In-Out Server saves your new information and sends it to the others in your organization who are running Sign-In-Out. Later, when another person starts Sign-In-Out on their computer, the Server sends them the most recent information for everyone. That's how you sign in or out.

Passwords – No one likes them, but …

Some organizations allow anyone in the organization to sign other users in or out. Some organizations are more restrictive. This version of Sign-In-Out has a password feature that controls who can sign a user in or out. This is a system-wide feature. Either no one uses passwords or everyone uses passwords.

If the password feature is enabled here is how it works:

Each name on the Server has a "Sign-In-Out Password". When the user clicks on the Return Time on the main screen to sign a person in or out, a window is displayed asking for this user's Sign-In-Out Password. It looks like this:

You need to type this user's "Sign-In-Out Password". If you don't enter their password, you can't sign them in or out. To make things simpler, you can configure your computer to automatically enter your "Sign-In-Out Password" whenever you click on a name. If it matches the "Sign-In-Out Password" for that user, you will be able to sign that person in or out. If it's your name, it should match.

Each Workgroup on the Server has a Workgroup Password. If you enter a Workgroup Password, you can sign anyone in that Workgroup in or out.

Each Server also has a Global Password. If you enter the Global Password, you can sign anyone in or out.

If you want, you can change your own Sign-In-Out Password that is stored on the Sign-In-Out Server.

Now what's that number?

You might have noticed that each name on the main screen is displayed on a button. Go ahead, click on a name. A screen will show up to 4 information notes about this user. The administrator can setup the system to display things like a person's title, or telephone extension number, or a cellphone number, or a pager number, or … You get the idea? As a Sign-In-Out user you can update your Information as it changes. You must use your Sign-In-Out Password to make any changes.

Things that go "beep"

This version of Sign-In-Out has a Sound Effects feature. As the user, you can turn it on or off. If you turn it on, each time a user signs in or out your PC will play a sound effect. The program comes with just simple beep sounds, but you or the administrator can install new sound files and have them play instead. (I've wanted mine to save "I'll be back" or "Hi honey. I'm home". Unfortunately copyright laws prevent us from providing those sound files.)

Is anybody out there?

This version of Sign-In-Out has a feature that allows a user to enter a short message that is sent to all the other computers that are running Sign-In-Out. This is just a quick way to ask a question like "Is anyone around who can take an order for 100 widgets?" The administrator can turn this feature on or off on each PC. Not everyone needs this feature.

That should be enough to get you started

But, there are more details you might need sooner or later. Here are some of those details:

Just above the Sign-In-Out logo is the menu bar. There are only 3 options. They are "File", "Edit", and "About".

1. **File –** can have 1 or 2 selections based on the configuration.
    A. **Broadcast Message** – This choice allows a user (with the proper authorization) to send a short message to any users who are running Sign-In-Out. If this feature is disabled on this PC, you won't see it.
    B. **Exit** – This stops the Sign-In-Out program on this PC.
2. **Edit**
    A. **User Config** – This choice allows the user to set various program parameters, like which workgroup is displayed when the Sign-In-Out program is started, their 2 passwords, and if sound effects are turned on..
    B. **Admin Config** – This choice allows the Sign-In-Out administrator to change various network and user privilege parameters as well as all user parameters.
    C. **Update User Info** – This choice allows a user to change their Note Information that is stored on the Sign-In-Out Server. They can also change the Sign-In-Out Password that is stored on the Server.
3. **About** - This choice displays version information about the Sign-In-Out program.

Sending a Broadcast Message

To send a message to all Sign-In-Out users, first click on File on the menu bar. Next, on the File drop-down menu, click on Broadcast Message. You will be asked for the User Password for this PC. If you enter the proper password, this window like this will be displayed:

Type your name in the area marked "From:" Type your message in the area marked "Message". How important is this message? Pick a Priority of high, routine or low. If users have sound effects turned on, a different sound plays for each priority level. The color of the message also changes with its priority. Now click the [Send + Exit] button. The message is sent to other users who are running Sign-In-Out. This is NOT email. If they aren't running the program, they won't get the message later.

Here is what this message looks like on the other user's PCs. It also gets sent to your PC.

Setting Your User Configuration

Click on Edit on the menu bar. Next, click on User Config. You will be asked you your User Password.

Enter the User Password for this PC. This may be different than your Sign-In-Out Password. Click on OK. If you entered the correct password, you will be shown the User Configuration screen.
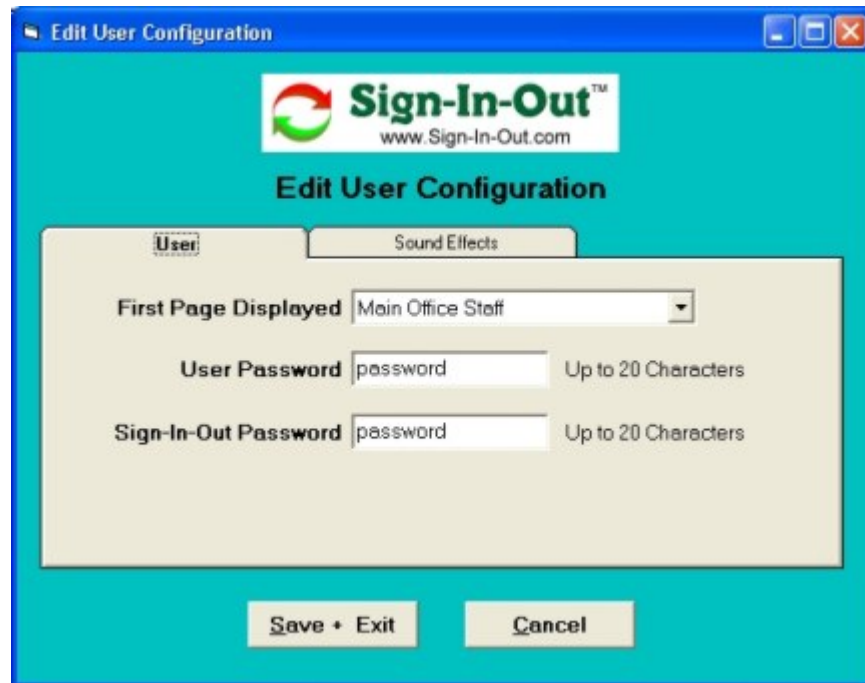
The first Tab of a 2-tabbed folder is displayed. This is the **User** tab.

First Page Displayed allows the user to select which Workgroup will be displayed when the Sign-In-Out program is started on this PC.

The **User Password** is used to gain access to this configuration and to access the Broadcast Message feature on this PC.

The **Sign-In-Out Password** is the default password that is sent to the Sign-In-Out Server when this user wants to sign themselves In or Out. If a Workgroup Password is entered here, they will be able to sign anyone in that Workgroup In or Out. If the Global Password is entered here, they will be able to sign anyone In or Out.

Setting Your User Configuration (continued)

By clicking on the second tab of the 2-tabbed folder, the second page is displayed. This is the **Sound Effects** tab.

If **Enable Sound Effects** is checked, this PC will play sounds for the various Sign-In-Out events.

When Sound Effects are enabled, the user may choose the sound file that is played for each event. The Play button beside each file name allows the user to hear the sound. Very simple, non-copyrighted wav files are provided.

Pressing the Enter key at any time is the same as clicking on the [Save + Exit] button.
Pressing the Escape key at any time is the same as clicking on the [Cancel] button.
When you are done making changes you must click on the [Save + Exit] button.

If you have made any changes and press [Cancel], you will be asked if you want to save the changes.
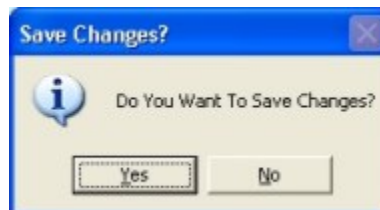
Clicking the [Yes] button will save the changes.
Clicking the [No] button will discard the changes.

Updating Your User Information

This option allows a user to change their Note Information that is stored on the Sign-In-Out Server. They can also change the password that they use to sign themselves In or Out.

First the user must pick which User they want to change. They do this from this screen.

They can click on the user's name or select a different workgroup.

Updating Your User Information (continued)
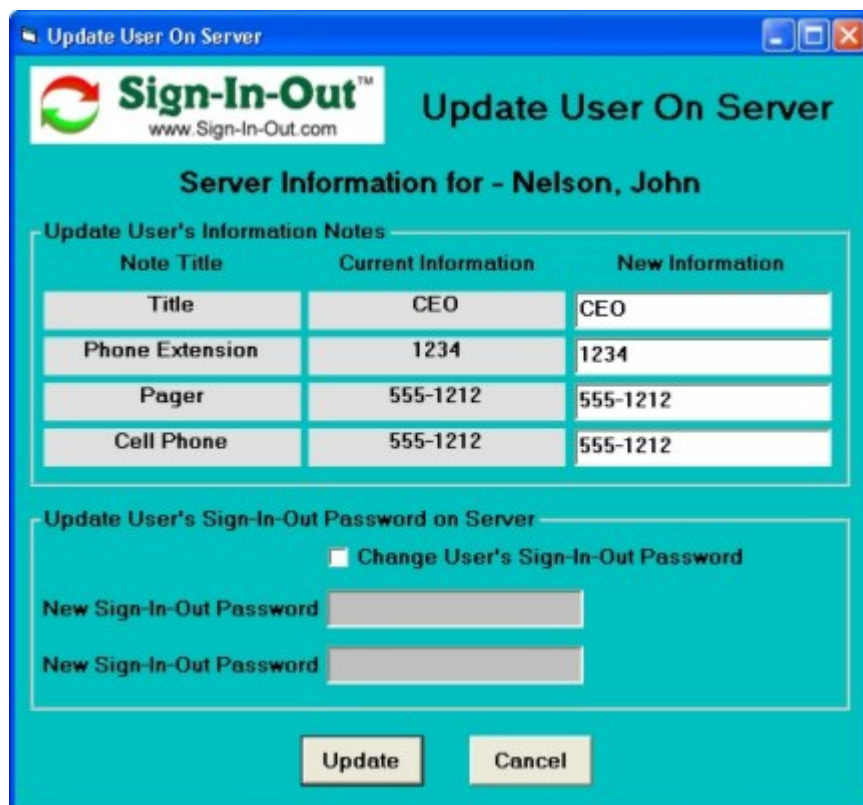
Next they are asked to enter that user's Sign-In-Out Password

By default the User's own Sign-In-Out Password is entered into the text box, but they can erase it and type another User's Sign-In-Out Password, a Workgroup Password, or the Global Password.

When they click the [OK] button or press the Enter key, the Client program checks with the Sign-In-Out Server if this is a valid password for the selected user. If it is a valid password for this user the **Update User On Serve**r screen is displayed.


The user can now enter New Information for the 4 Information Notes.

If the User checks the Change User's Sign-In-Out Password box, they can change the Sign-In-Out

Password for this user on the Sign-In-Out Server. They must enter the new password twice. The 2 passwords must be typed exactly the same. The program will question saving blank passwords.

Pressing the Enter key at any time is the same as clicking on the [Update] button.
Pressing the Escape key at any time is the same as clicking on the [Cancel] button.
When you are done making changes you must click on the [Update] button.

If you have made any updates and press [Cancel], you will be asked if you want to save the changes.
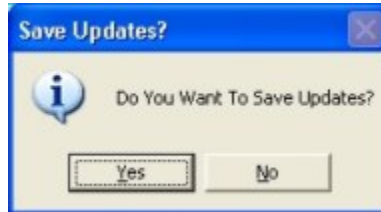
Clicking the [Yes] button will Update the Server.
Clicking the [No] button will discard the changes.

You are then returned to the screen to select another user to update.

What's all folks

That should be everything you always wanted to know about Sign-In-Out. Ok, it's probably a lot more than you wanted to know, but someday you might want to know it. So here it is.