

Acclipse InOut



What a Huge Time Saver...

"We use Acclipse InOut and I no longer have to search the entire company to find one person... with one quick glance I can check the status of our entire team, What a huge time saver!"

Dee Hanlon - Office Manager

Who's In? Who's Out?... Who Knows?!!

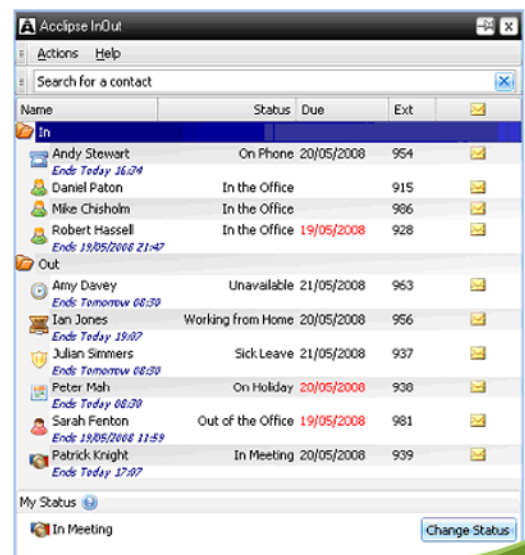
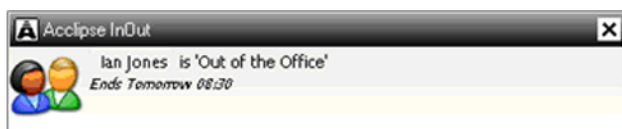
Acclipse InOut solves the problems associated with trying to keep track of who's in the office, who's out of the office and when are they due back.

What is Acclipse InOut?

- Acclipse InOut is an easy to use, real-time in-out board application which instantly enables each team member to determine the status and availability of everyone in your firm.
- Now everyone running Acclipse InOut can immediately see who is In the Office, Out to Lunch, In a Meeting... or whatever else you decide as it is highly customisable, ensuring a solution tailor-made for your firm.
- Acclipse InOut also provides immediate access to team members' contact details, 'due back' times, status messages, and more - all from a single, user-friendly location.

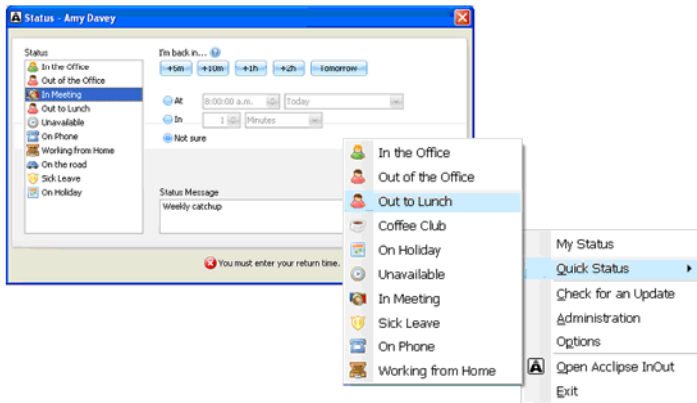
Why Use Acclipse InOut?

- With Acclipse InOut you will improve staff communication & collaboration, improve your customer service and you'll have a simple, user-friendly solution that's highly customisable for your firm.

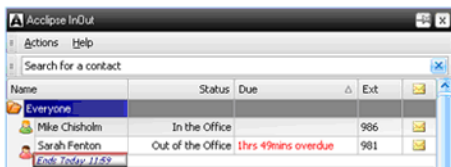


Key Benefits of Acclipse InOut

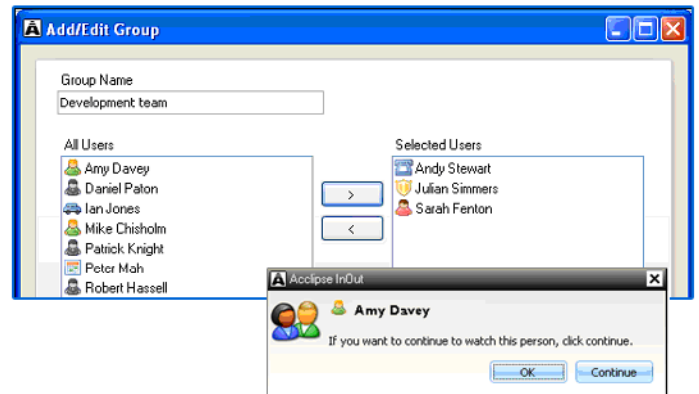
- **Easy to Use** - Setting your status is VERY simple and fast, ensuring Acclipse InOut is used consistently.
- **Highly Customisable** - Acclipse InOut is easy to use, however it is also highly customisable, with icons, Groups, Alerts, Messages, Watching a team member and much, much more. You have the control!



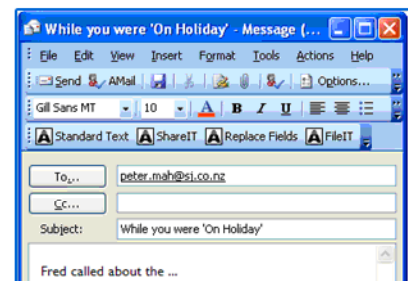
- **Less Time Wasted** - Improve your office productivity by eliminating the need to 'find' a co-worker. And with the 'Status Alerts' you can be informed when a team member returns to the office (*just imagine how handy this is when you urgently need to see or speak to someone*).



- **Better Customer Service** - Give better information to callers and avoid putting calls through to team members who are not at their desks.
- **Automation** - You don't always need to remember to update your status as Acclipse InOut can do it for you! It can set your status to IN when you start your computer and to OUT when it shuts down.



- **Integration*** - Acclipse InOut enables you to integrate with Microsoft Outlook ensuring your status is automatically updated with the appointments and times in your calendar. You can even email straight from Acclipse InOut with a simple double-click!



*Acclipse InOut integration is only available to registered users and/or Acclipse Document Management users.

Key Features

- Set your status to change automatically when you start using, shut down, standby, or hibernate your computer
- Link to your Microsoft Outlook calendar and have your status set automatically when your appointments begin*
- Add a message about your status and hide or view other team members' status messages
- See when team members are due back in the office and watch a selected team member's status changes
- Search for a team member by sorting the column order or using the search field provided
- Access a team member's extension, phone, mobile and other details
- Email a team member directly from Acclipse InOut
- Check a team member's title or position and who they report to
- Add customised groups of select team members
- Customise Acclipse InOut to suit your requirements

