

# QUICK REFERENCE GUIDE

## OUT OF OFFICE

### SETTING THE STATUS

The Out Of Office status can be changed from the Home menu. Additional information can be added to the In/Out/Busy details.

- Enter a message to indicate where you are or provide any further information.
- Select whether you are contactable or not by checking the tick box.
- If you are contactable enter any contact information that may be relevant. Options that are available are – Home Email, Home Phone, Staff Email or Mobile.

The status will remain at its current setting until changed.

### STAFF OUT OF OFFICE

The Out of Office page can be found on the Staff menu task pad. This page displays all staff out of office details. It can be filtered by Office and Department.

- By default it will show the office and department that the logged in staff member belongs to.
- If required change the Office and/ or Department and click onto the **Refresh** button.
- Each staff member will be shown in the colour of their respective statuses – Red – Out, Green – In, Orange – Busy.
- Clicking onto a staff member's name will show Leave Requests for the next two weeks. The Back and Next button will allow you to move forwards or backwards through the weeks.
- Admin staff with the appropriate permissions can use the **Edit** button to edit the status of other staff.