

Know how, right now!

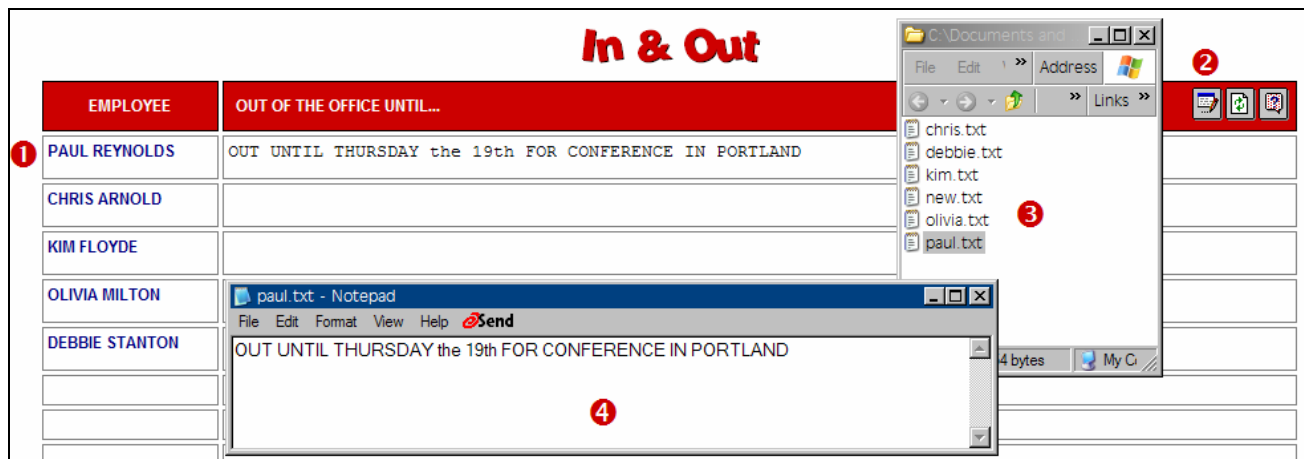
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IN & OUT BOARD

This add-on module provides a simple-to-use solution for keeping track of everyone in your office, right from your intranet home page!

How It Works

1. Each employee is assigned a row in the **In & Out Board** table. A corresponding text file (which normally will open in Notepad on their computer) is assigned to each employee and linked to their name on the table.
2. To change the Out of Office message, click on the **Edit** button at the top of the table.
3. Select the appropriate name from the list of files that appears
4. The selected name file will open in Notepad.
5. Type the message in the name file and save then close the Notepad window.
6. Clicking on the **Refresh** button or reloading the **In & Out Board** page in the intranet will display the updated Out of Office message.
7. To remove the message, open the name file and delete the message, then save the updated file.



Technical Information

- ★ The **In & Out Board** is self-contained in an INOUT folder that can easily be added to your intranet folder.
- ★ We strongly recommend that you use Microsoft FrontPage 2002/XP (or higher) to maintain the **In & Out Board** as well as your intranet. Using this product eliminates the need for advanced HTML knowledge in order to manually edit inline frame properties.
- ★ If you are using Microsoft FrontPage 2002/XP to maintain your intranet, this is how the **In & Out Board** page will appear:

In & Out

EMPLOYEE	OUT OF THE OFFICE UNTIL...
PAUL REYNOLDS	Comment: Reserved for TXT file <div style="background-color: #cccccc; padding: 2px; text-align: center;">file:///C:/INTRANET/inout/names/paul.txt</div>
CHRIS ARNOLD	Comment: Reserved for TXT file <div style="background-color: #cccccc; padding: 2px; text-align: center;">file:///C:/INTRANET/inout/names/chris.txt</div>
KIM FLOYDE	Comment: Reserved for TXT file <div style="background-color: #cccccc; padding: 2px; text-align: center;">file:///C:/INTRANET/inout/names/kim.txt</div>
OLIVIA MILTON	Comment: Reserved for TXT file <div style="background-color: #cccccc; padding: 2px; text-align: center;">file:///C:/INTRANET/inout/names/olivia.txt</div>
DEBBIE STANTON	Comment: Reserved for TXT file <div style="background-color: #cccccc; padding: 2px; text-align: center;">file:///C:/INTRANET/inout/names/debbie.txt</div>

If you do not have the 2002/XP version of Microsoft FrontPage or are using another editor for maintaining your intranet, advanced HTML knowledge is necessary in order to add and remove names from the **In & Out Board**. The main page contains "inline frames" which display the contents of the linked text file for each individual. Here is a sample of the coding involved for each line of the In & Out Board table:

```

<tr><td valign="top" bordercolor="#808080" bgcolor="#FFFFFF" nowrap height="15"><b>PAUL REYNOLDS</b></td>
<td valign="top" bordercolor="#808080" bgcolor="#FFFFFF" width="100%" height="15">
<!--webbot bot="PurpleText" preview="Reserved for TXT file" -->
<!-- BEGIN INOUT FRAME --><iframe frameborder="0" marginheight="0" marginwidth="0" scrolling="no" width="99%"
height="25" src="names/paul.txt">
</iframe>
<!-- END INOUT FRAME --></td>
<tr><td valign="top" bordercolor="#808080" bgcolor="#FFFFFF" nowrap height="15"><b>CHRIS ARNOLD</b></td>
<td valign="top" bordercolor="#808080" bgcolor="#FFFFFF" width="100%" height="15">
<!--webbot bot="PurpleText" preview="Reserved for TXT file" -->
<!-- BEGIN INOUT FRAME --><iframe frameborder="0" marginheight="0" marginwidth="0" scrolling="no" width="99%"
height="25" src="names/chris.txt">
</iframe>
<!-- END INOUT FRAME --></td>

```

Pricing & Support

The **In & Out Board** is available for \$95. If you wish to purchase it for your AgencyCentral Intranet, complete the sales agreement and return to Intranet Concepts with your payment.

Technical support is available during normal business hours via telephone or email. All support requests are subject to billing unless you have signed up for a monthly support contract with Intranet Concepts. For details on our Agency Partners program, please visit our web site at www.intranetconcepts.com/support.

If you have any questions or would like a personal demo of this product, please call Paul Reynolds in our sales office at 978-499-1897 or send an email to sales@intranetconcepts.com.