



# USER GUIDE | BASIC NAVIGATION



## Welcome to intheOffice!

intheOffice is an intuitive workplace management platform that simplifies attendance coordination and space bookings.

Designed for the agile workforce, we put users at the heart of our design to help them pick the best working environment every day, making them happier and more productive.

**Jon Kent - CEO/Founder**



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**ITO HQ San Fran** Today

In The Office: ✓ Darth Vader ✓ Gaius Baltar ✓ Lee Adama

ITO HQ San Fran Capacity: 43%

Quick actions: ⚡ ACTIONS

ITO Totals: ✓ 3 MORE

Working From Home: 🏠 William Adama

WFH Totals: 🏠 1 MORE

Tomorrow: 43%

My Week: 9 Monday, 10 Tuesday, 11 Wednesday, 12 Thursday, 13 Friday, 14 Saturday, 15 Sunday

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## It all starts with the Dashboard

This is the first screen you will see once logged into **intheOffice**. In our example, we have used sample data to show the features of the platform.

From here there are five core sections, with sub sections, for admins to navigate **intheOffice's** functionality.

This annotated User Guide displays each section and the core elements and actions for each at a basic level to get you familiarised with the interface.



Watch a demo video of Founder Jon Kent showing **intheOffice** in operation

Dashboard view

ITO HQ San Fran - October

|               | 9 Mon | 10 Tue | 11 Wed | 12 Thur | 13 Fri | 14 Sat | 15 Sun |
|---------------|-------|--------|--------|---------|--------|--------|--------|
| Capacity      | 43%   | 43%    | 43%    | 43%     | 43%    | 43%    | 43%    |
| William Adama | 🏠     | 🏠      | 🏠      | 🏠       | 🏠      | 🏠      | 🏠      |
| Darth Vader   | ✓     | ✓      | ✓      | ✓       | ✓      | 🚫      | 🚫      |
| Gaius Baltar  | ✓     | ✓      | ✓      | ✓       | ✓      | 🚫      | 🚫      |
| Han Solo      | 🚫     | 🚫      | 🚫      | 🚫       | 🚫      | 🚫      | 🚫      |
| Jyn Erso      | 🚫     | 🚫      | 🚫      | 🚫       | 🚫      | 🚫      | 🚫      |
| Kara Thrace   | 🚫     | 🚫      | ✓      | ✓       | ✓      | 🚫      | 🚫      |
| Lee Adama     | ✓     | ✓      | ✓      | ✓       | ✓      | 🚫      | 🚫      |

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Schedule view

ITO HQ San Fran

| Name          | Email                 | Group                    | Actions |
|---------------|-----------------------|--------------------------|---------|
| Darth Vader   | apcorey+04@icloud.com | People/Talent - C-Suite  | INVITE  |
| Gaius Baltar  | apcorey+19@icloud.com | Technology - C-Suite     | INVITE  |
| Han Solo      | apcorey+01@icloud.com | Client Success           | INVITE  |
| Jyn Erso      | apcorey+10@icloud.com | Sales                    | INVITE  |
| Kara Thrace   | apcorey+18@icloud.com | Sales - C-Suite          | INVITE  |
| Lee Adama     | apcorey+20@icloud.com | Client Success - C-Suite | INVITE  |
| William Adama | carvetheocean@aol.com | Marketing - C-Suite      |         |

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People view

ITO HQ San Fran

Overall Stats: Past 4 weeks (20 days) Hide weekends

Favourite Days: Radar chart showing attendance patterns across days of the week.

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Reporting view

ITO

Details: Total users: 22, Location(s): ITO HQ San Fran, Subscription: Premium, Current usage: £51.31, Next bill date: Thu Oct 12 2023

Features: Basic Attendance Scheduling, Advanced Scheduling, Group Management, Multiple Locations, Space Bookings

Settings view

# IntheOffice - App interface: Dashboard

**Menu Selection**

- ☰ → Max/Min column
- 🏠 → Dashboard view
- 📅 → Schedule view
- 👤 → People view
- 📊 → Reporting view
- ⚙️ → Company settings view

The icon changes colour from grey to dark blue to show the chosen section

ITO HQ San Fran Today

In The Office

ITO HQ San Fran Capacity 43%

ITO Totals: 3 MORE

Working From Home

WFH Totals: 1 MORE

Tomorrow 43%

My Week

9 Monday 10 Tuesday 11 Wednesday 12 Thursday 13 Friday 14 Saturday 15 Sunday

**Quick actions**

ACTIONS

- Request Attendance
- Manage Visitors
- New Meeting
- Register

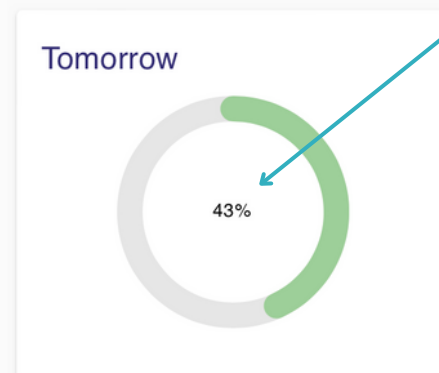
Click to access a shortlist of the most frequently used Quick Actions

**My Week**

25 Monday 26 Tuesday 27 Wednesday 28 Thursday 29 Friday 30 Saturday 1 Sunday

Icons: Working from home, In the office, Off site, Non-work day/away, Split day (AM/PM)

Summary of your working week showing working location



Visual indicator to office capacity for tomorrow

Selected office ← ITO HQ San Fran Today

In The Office

Team working from select office ←

Summary data ← ITO Totals: 6 MORE

Team working from home ←

Summary data ← WFH Totals: 1 MORE

ITO HQ San Fran Capacity 86%

Today's office capacity

**Key to icons**

- 🏠 Working from home
- ✓ In the office
- 📍 Off site
- ⊖ Non-work day/away
- 🏠/⊖ Split day (AM/PM)

# IntheOffice - App interface: Schedule

The screenshot shows the IntheOffice app interface for a weekly schedule. At the top, there is a teal header with the 'in the OFFICE' logo and a user profile icon. Below the header, the selected office is 'ITO HQ San Fran' with a dropdown arrow. The current week is 'October - September', with dates from Monday (25) to Sunday (1). Capacity indicators are shown for each day: 86% for Monday, 43% for Tuesday-Thursday, and 0% for Saturday and Sunday. A list of team members is shown on the left, with their status for each day indicated by icons: a house for 'Working from home', a checkmark for 'In the office', a location pin for 'Off site', a red minus sign for 'Non-work day/away', and a house with a red minus sign for 'Split day (AM/PM)'. A 'Quick actions' menu is visible in the top right corner, listing 'Request Attendance', 'Manage Visitors', 'New Meeting', and 'Register'. A copyright notice 'Copyright © intheOffice Limited 2023.' is at the bottom.

Selected office dropdown

Menu Selection

Quick actions

- ⚡ ACTIONS
- 👤 Request Attendance
- + 👤 Manage Visitors
- 🗨️ New Meeting
- 📅 Register

Click to access a shortlist of the most frequently used Quick Actions

Current week

Capacity of the selected office

Schedule shows the week ahead view - weekends can be removed in Settings

Team connected to the selected office

Key to icons

- 🏠 Working from home
- ✓ In the office
- 📍 Off site
- ⊖ Non-work day/away
- 🏠 ⊖ Split day (AM/PM)

# IntheOffice - App interface: People

+ ADD  
Groups

- Import People from CSV
- Bulk Actions
- Darth Vader

Options for CSV import or Bulk Actions

Selected office dropdown

ITO HQ San Fran

| Name          | Email          | Group                  | Actions |
|---------------|----------------|------------------------|---------|
| Darth Vader   | dvader@ito.io  | People/Talent C-Suite  | INVITE  |
| Gaius Baltar  | gbaltar@ito.io | Technology C-Suite     |         |
| Han Solo      | hsolo@ito.io   | Client Success         |         |
| Jyn Erso      | jero@ito.io    | Sales                  |         |
| Kara Thrace   | kthrace@ito.io | Sales C-Suite          |         |
| Lee Adama     | ladama@ito.io  | Client Success C-Suite |         |
| William Adama | wadama@ito.io  | Marketing C-Suite      |         |

Add a new team member

Selected office Groups dropdown

Menu Selection

Key to icons



Edit group - clicking on this icon will open a pop-up box to edit the Group in the selected office (below) or delete it entirely

**Edit group**

Group Name: C-Suite

Members: 5 ppl

Advanced

SAVE CANCEL



Number of people in the Group

Add a new Group to this office selection

Team connected to the selected office

Team email addresses

Group membership

Status of platform invite

# IntheOffice - App interface: Reporting, People

Reporting on People data

Selected office dropdown

Menu Selection

Click to choose which stats you'd like to see Reporting on

Click to export your people data as a CSV file

Colour-coded team stats with a key at the bottom

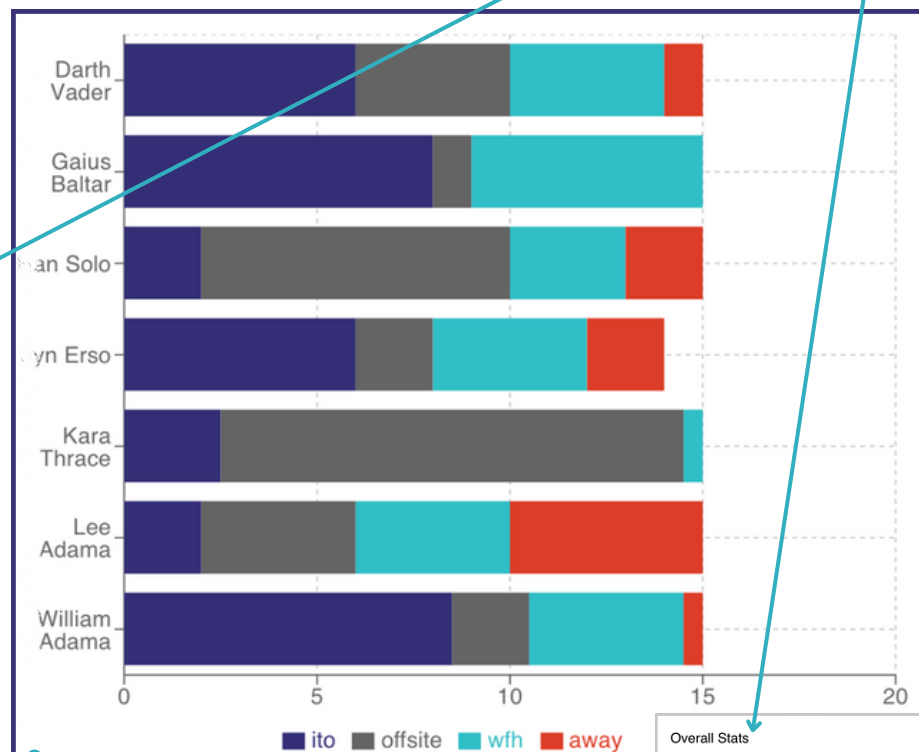
PEOPLE LOCATION EXPORT

Date Range  
Past 4 weeks (20 days)

Hide weekends

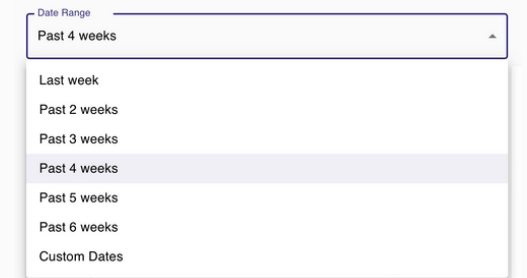
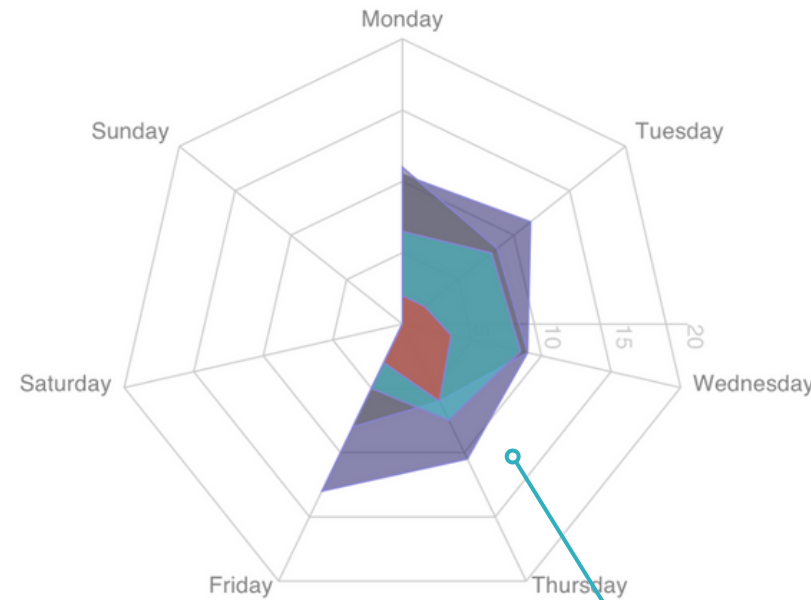
Overall Stats

Toggles:



Favourite Days

Toggles:



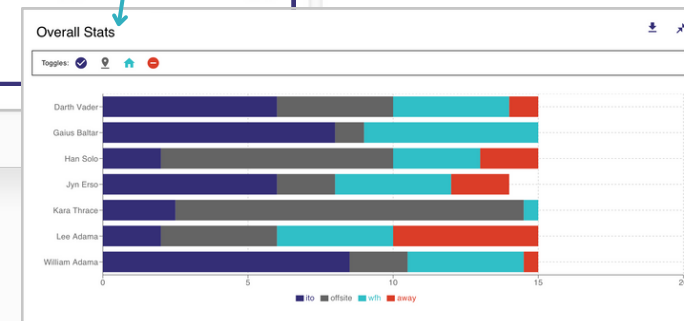
Dropdown for alternative date ranges

Toggle to hide or unhide weekend reporting

Click to choose which stat you'd like to see Reporting on

Key to icons

- Working from home
- In the office
- Off site
- Non-work day/away



Click the double-ended arrow to expand the stats section on screen

Colour-coded area diagram to show the most popular days for every given activity

# IntheOffice - App interface: Reporting, Location

Reporting on People data, Location

Selected office dropdown

Menu Selection

Key for the calendar view of location reporting

This at-a-glance view shows the current month and the percentage occupancy either working from home or in the office

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| Today           | Back             | Next             |                  |                  |                  |                 |
|-----------------|------------------|------------------|------------------|------------------|------------------|-----------------|
| October 2023    |                  |                  |                  |                  |                  |                 |
| Sunday          | Monday           | Tuesday          | Wednesday        | Thursday         | Friday           | Saturday        |
| 01<br>0%<br>0%  | 02<br>43%<br>14% | 03<br>43%<br>0%  | 04<br>29%<br>14% | 05<br>57%<br>29% | 06<br>29%<br>29% | 07<br>0%<br>0%  |
| 08<br>0%<br>14% | 09<br>43%<br>14% | 10<br>43%<br>14% | 11<br>29%<br>43% | 12<br>29%<br>43% | 13<br>29%<br>43% | 14<br>0%<br>0%  |
| 15<br>0%<br>0%  | 16<br>71%<br>14% | 17<br>57%<br>29% | 18<br>43%<br>43% | 19<br>29%<br>29% | 20<br>29%<br>43% | 21<br>14%<br>0% |
| 22<br>14%<br>0% | 23<br>57%<br>29% | 24<br>43%<br>29% | 25<br>57%<br>29% | 26<br>57%<br>29% | 27<br>57%<br>29% | 28<br>0%<br>0%  |
| 29<br>0%<br>0%  | 30<br>57%<br>14% | 31<br>14%<br>43% | 01               | 02               | 03               | 04              |

12

29%  
43%

The detail of an individual day.



# IntheOffice - App interface: Reporting, Export

Reporting on People data, Export

Selected office dropdown

Menu Selection

Date Range

Past 4 weeks (20 days)

Hide weekends

EXPORT

Click to export your people data as a CSV file

Toggle to hide or unhide weekend reporting

Dropdown for alternative date ranges

Export Preview

| Name          | Groups                | 04/9/2023 | 05/9/2023 | 06/9/2023 | 07/9/2023 | 08/9/2023 | 09/9/2023 | 10/9/2023 | 11/9/2023 | 12/9/2023 | 13/9/2023 | 14/9/2023 |
|---------------|-----------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Darth Vader   | Peopl...<br>C-Suite   | offsite   | offsite   | ito       | ito       | wfh       | away      | away      | ito       | wfh       | offsite   |           |
| Gaius Baltar  | Techn...<br>C-Suite   | wfh       | wfh       | wfh       | wfh       | ito       | away      | away      | ito       | offsite   | ito       |           |
| Han Solo      | Client ...            | offsite   | offsite   | offsite   | away      | ito       | ito       | away      | wfh       | wfh       | wfh       | off:      |
| Jyn Erso      | Sales                 | wfh       | ito       | offsite   | ito       | away      | wfh       |           |           |           |           |           |
| Kara Thrace   | Sales<br>C-Suite      | offsite   | offsite   | offsite   | offsite   | offsite   | offsite   |           |           |           |           |           |
| Lee Adama     | Client ...<br>C-Suite | away      | away      | away      | away      | ito       | away      |           |           |           |           |           |
| William Adama | Marke...<br>C-Suite   | ito       | ito       | wfh       | offsite   | ito       | away      |           |           |           |           |           |

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Export Preview

| Name          | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|---------------|--------|---------|-----------|----------|--------|----------|--------|
| Darth Vader   | -      | -       | -         | -        | -      | -        | -      |
| Gaius Baltar  | -      | -       | -         | -        | -      | -        | -      |
| Han Solo      | -      | -       | -         | -        | -      | -        | -      |
| Jyn Erso      | -      | -       | -         | -        | -      | -        | -      |
| Kara Thrace   | -      | -       | -         | -        | -      | -        | -      |
| Lee Adama     | -      | -       | -         | -        | -      | -        | -      |
| William Adama | -      | -       | -         | -        | -      | away     | away   |

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If people have set up regular office routines, you can view and export from this option

# IntheOffice - App interface: Settings

The screenshot shows the 'Settings' page for a company named 'ITO'. The interface includes a top navigation bar with tabs for 'COMPANY', 'LOCATIONS', 'USERS', and 'SUBSCRIPTION'. The 'COMPANY' tab is active, displaying a 'Details' section with the following information:

- Total users:** 22
- Location(s):**
  - Spaceport, Newquay
  - Training Facility, Jupiter
  - London Office
  - Space Dock LEO
  - ITO HQ San Fran

Below the details is a 'Subscription' section:

- Subscription:** Premium
- Current usage:** £12.51
- Next bill date:** Thu Oct 12 2023
- For a detailed breakdown of usage go to [Subscription](#)

The 'Features' section is titled 'Features' and includes a note: 'Any features you enable or disable will affect your daily usage. We work out daily usage based on the total user number and the premium features that are enabled. You can see a detailed breakdown of your usage costs on the Subscription tab.' The features list includes:

- Basic Attendance Scheduling: Free tools to help you manage office attendance with hybrid working
- Advanced Scheduling: Enhanced tools to make attendance scheduling easier
- Group Management: Clearer visibility of the people you work with every day.
- Multiple Locations: Create additional locations to reflect each of your real-world offices.
- Space Bookings: A booking system for anything physical, from desks and rooms to parking spaces and lockers
- Reporting: Learn more about your office utilisation.
- Visitor Management: Track and manage your office visitors
- Annual Leave Planner: COMING SOON - Manage, request and approve leave and holiday requests

Annotations on the left side of the image:

- 'Company Name' points to the 'ITO' header.
- 'Menu Selection' points to the gear icon in the left sidebar.
- 'User totals and summary of company locations' points to the 'Details' section.

Annotations on the right side of the image:

- 'Details of your subscription, current usage costs for the month and next billing date' points to the 'Subscription' section.
- 'Dropdown menus with options to add features to your subscription' points to the dropdown arrows on the right of the 'Features' list.

# IntheOffice - App interface: Settings, Locations

COMPANY LOCATIONS USERS SUBSCRIPTION

Locations are ways to group your people together. People in a location or area are able to see other people within the area or location, but are not able to see people outside their own area. If you are a company that is fully remote, you will still need to have one area in order to have all the people showing up.

**ADD A LOCATION** → Add a new location/office

**ITO HQ San Fran** → Office name ARCHIVE

- Details
- Capacity
- Scheduling
- Touchless Scan In
- Spaces
- Visitors

You can create multiple locations in this tab

Menu Selection

### Scheduling

**Publish location schedule**  
Publish the schedule for ITO HQ San Fran so that it is visible to all people within your company. If enabled, people can select this location from the filter at the top of the Dashboard and Schedule pages to view where people belonging to this location are working. Enable

**Editing previous days permissions**  
Control how Admins and Users can edit previous days.

- "Always On" - Edit previous days as soon as the Schedule loads.
- "Prime Location On" - Always On for Admins in relation to their primary location, otherwise it defaults to off.
- "Default Off" - Edit previous days must be enabled each time.
- "Disabled" - No option to edit previous days from the Schedule.

Admins:  Always On,  Prime Location On,  Default Off

Users:  Always On,  Default Off,  Disabled



Print out the generated pdf and place it at the entrance to this location. Ask people to scan it with their smartphones before entering the location to check you do not go over capacity.

### Spaces

**NEW SPACE**

Spaces are office resources that can be booked, e.g. a desk, room, or parking space. Spaces can have any number of seats which can be reserved individually. Multiple spaces can be grouped together in an Area as a parent space, e.g. a desk can exist within a quiet working area, on the first floor.

Filters: Type

ALL ACTIVE ARCHIVED

| Space          | Description | Seats | Type         | Colour      |
|----------------|-------------|-------|--------------|-------------|
| Boardroom      |             | 12    | Meeting room | Purple      |
| Hotdesk 1      |             | 4     | Desk         | Red         |
| Meeting room 1 |             | 6     | Meeting room | Light Green |
| Meeting room 2 |             | 4     | Office       | Yellow      |

### Details

Created on: Fri Sep 08 2023  
People: 7

Administrators: William Adama

### Capacity

**Units**  
Base the maximum capacity on the number of:  
 Desks  
 People  
Limiting by people assumes that you want to keep a certain percentage of people intheOffice and are not limited by space

**Desks**  
Number of desks: 8  
Max Desk Capacity: 100 %  
**SAVE**

**People**  
Max People Capacity: 100 %  
**SAVE**

### Visitors

**QR code check in**  
**GENERATE PDF**

Generate a QR code PDF, and ask your visitors to scan it with their phones when they arrive. Once they have checked in, the person they are meeting will receive an email informing them their visitor has arrived.

**Kiosk check in**  
https://app.intheoffice.io/visitors?  
loc=bFe7YxOr9K7D6T8UwBaY&locName=ITO%20HQ%20San%20Fran COPY

Set up a visitor check in kiosk by copying this URL onto a device you want your visitors to use when they arrive.

**Visitor Alerts**  
You can enable Visitor Alerts so that Hosts receive an email notification when their visitors turn up.  
Enable Alerts

# IntheOffice - App interface: Settings, Users

**System Admins**

**Menu Selection**

**Allow domain level self sign-up**

**Sync IntheOffice with your Microsoft Office 365 account users**

**Add additional Admins from existing team members**

**EDIT**

**COMPANY** **LOCATIONS** **USERS** **SUBSCRIPTION**

**ITO**

**Admins**

William Adama

**Single Sign On Rules**

The People that have been added have the following email address domain name. Click on 'Allow self sign up" by the domain names where users can sign up to intheOffice without being added on the people page first.

| Domain         | Allow self sign up                  |
|----------------|-------------------------------------|
| intheoffice.io | <input checked="" type="checkbox"/> |

**Sync with Microsoft**

If your company uses Office 365, you can sync users and groups with intheOffice. You will need to follow the process below so that you have:

- 1) logged into intheOffice via single sign-on;
- 2) logged into Office 365; and
- 3) granted intheOffice permission to sync your users and groups.

You will need to link your intheOffice account to Microsoft single sign-on. [LINK WITH MICROSOFT](#)

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# IntheOffice - App interface: Settings, Subscription

Dates of the Account and subscription type

Details of account activity for the current monthly billing cycle

Transparent billing information for the current billing cycle

COMPANY LOCATIONS USERS SUBSCRIPTION

**ITO**  
Created date - Fri Sep 08 2023  
Subscription - premium  
Premium start date - Tue Sep 12 2023

**Billing**

**Current Month**

| Date      | Enabled features  | No. of people        | Cost                |
|-----------|---|----------------------|---------------------|
| 19/9/2023 | Advanced Scheduling, Groups, Multiple Locations, Spaces, Reporting, | 15                   | £1.69               |
| 20/9/2023 | Advanced Scheduling, Groups, Multiple Locations, Spaces, Reporting, | 15                   | £1.69               |
| 21/9/2023 | Advanced Scheduling, Groups, Multiple Locations, Spaces, Reporting, | 15                   | £1.69               |
| 22/9/2023 | Advanced Scheduling, Groups, Multiple Locations, Spaces, Reporting, | 22                   | £2.48               |
| 23/9/2023 | Advanced Scheduling, Groups, Multiple Locations, Spaces, Reporting, | 22                   | £2.48               |
| 24/9/2023 | Advanced Scheduling, Groups, Multiple Locations, Spaces, Reporting, | 22                   | £2.48               |
|           |   | <b>Current Total</b> | <b>£12.51 + VAT</b> |

Note: Daily costs are worked out as: No of people x (monthly cost of enabled features / days in the month)

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