

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



Contents

- [Dashboard](#)
- [Schedule](#)
- [People](#)
- [Reporting, People](#)
- [Reporting, Location](#)
- [Reporting, Export](#)
- [Settings](#)
- [Settings, Location](#)
- [Settings, Users](#)
- [Settings, Subscription](#)



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

Copyright © intheOffice Limited 2023.

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 Page

ITO HQ San Fran

October

Capacity

William Adama

Darth Vader

Gaius Baltar

Han Solo

Jyn Erso

Kara Thrace

Lee Adama

Copyright © intheOffice Limited 2023.

Schedule Page

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	

Copyright © intheOffice Limited 2023.

People Page

ITO HQ San Fran

Overall Stats

Favourite Days

Copyright © intheOffice Limited 2023.

Reporting Page

ITO

Details

Total users: 22

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 Page

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: ✓ Darth Vader ✓ Gaius Baltar ✓ Lee Adama

ITO HQ San Fran Capacity: 43%

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

Quick actions

⚡ ACTIONS

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

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

Desk & Space Booking



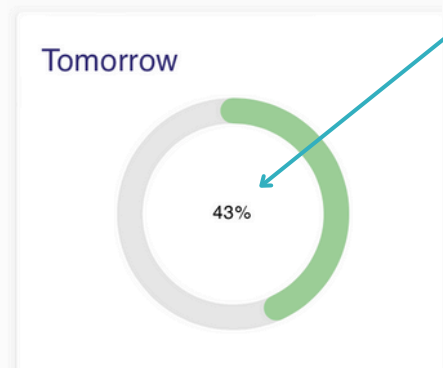
Triple Dots: Click on the triple dots to access Desk and space booking options.

My Week

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

Icons: 🏠, ✓, 🏠, 📍, ✓, 🏠, 🏠

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: ✓ Darth Vader ✓ Gaius Baltar ✓ Han Solo ✓ Jyn Erso ✓ Kara Thrace ✓ Lee Adama

ITO HQ San Fran Capacity: 86%

ITO Totals: ✓ 6 MORE

Working From Home: 🏠 William Adama

WFH Totals: 🏠 1 MORE

- Selected office
- Team working from select office
- Summary data
- Team working from home
- Summary data

Today's office capacity

Key to icons

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

IntheOffice - App interface: Schedule



intheOffice HQ

21 Jun

Multiweek

Capacity: 18% 0% 36% 9% 0% 9% 71% 62% 71% 44% 0% 0% 9% 0% 0% 0% 0% 9% 0% 0%

Team Member	10 Mo	11 Tu	12 We	13 Th	14 Fr	17 Mo	18 Tu	19 We	20 Th	21 Fr	24 Mo	25 Tu	26 We	27 Th	28 Fr	1 Mo	2 Tu	3 We	4 Th	5 Fr
Adam Scorey	Off site	Non-work day/away	Working from home	Off site	Working from home	Non-work day/away	Working from home	Working from home	Off site	In the office	Non-work day/away	Working from home	Working from home	Off site	Working from home	Non-work day/away	Working from home	Working from home	Off site	Working from home
Adele Vance	-	-	-	Working from home	-	Working from home	In the office	In the office	In the office	Working from home	-	-	-	-	-	-	-	-	-	-
Al Dente	-	-	Working from home	-	Off site	Working from home	Working from home	Working from home	-	Working from home	-	-	-	-	-	-	-	-	-	-
Artie Choke	-	-	-	-	Working from home	Working from home	Working from home	Working from home	In the office	Working from home	-	-	-	-	-	-	-	-	-	-
Barb Ackue	-	Working from home	In the office	-	Working from home	Working from home	In the office	Working from home	In the office	Working from home	-	-	-	-	-	-	-	-	-	-
Cliff Hanger	In the office	-	-	-	Working from home	Working from home	In the office	In the office	Working from home	In the office	-	-	-	-	-	-	-	-	-	-
Forrest Stryker	-	Working from home	Working from home	-	-	Working from home	In the office	Split day (AM/PM)	Working from home	In the office	-	-	-	-	-	-	-	-	-	-
Gene Jacket	Non-work day/away	Non-work day/away	Non-work day/away	Non-work day/away	Non-work day/away	Non-work day/away	Non-work day/away	Non-work day/away	Non-work day/away	Non-work day/away	Non-work day/away	Non-work day/away	Non-work day/away	Non-work day/away	Non-work day/away	-	-	-	-	-
Graham Cracker	-	-	In the office	In the office	-	Working from home	Working from home	Off site	Split day (AM/PM)	-	-	-	-	-	-	-	-	-	-	-

Selected office dropdown

Page Selection

Desk & Space Booking

Multiweek

20 Th	21 Fr	24 Mo
	71%	

Hover over the date, it will underline. Click to open the Desk Booking and Space Booking options.

Team connected to the selected office

Admins can edit any Status from the Schedule Page. Hover over and click through the Status options.

From this dropdown, select Day, Week or Multiweek time frame options.

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 or Multiweek ahead view - weekends can be removed in Settings

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

in the OFFICE

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	jerse@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

Page Selection

Selected office dropdown

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

Page 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

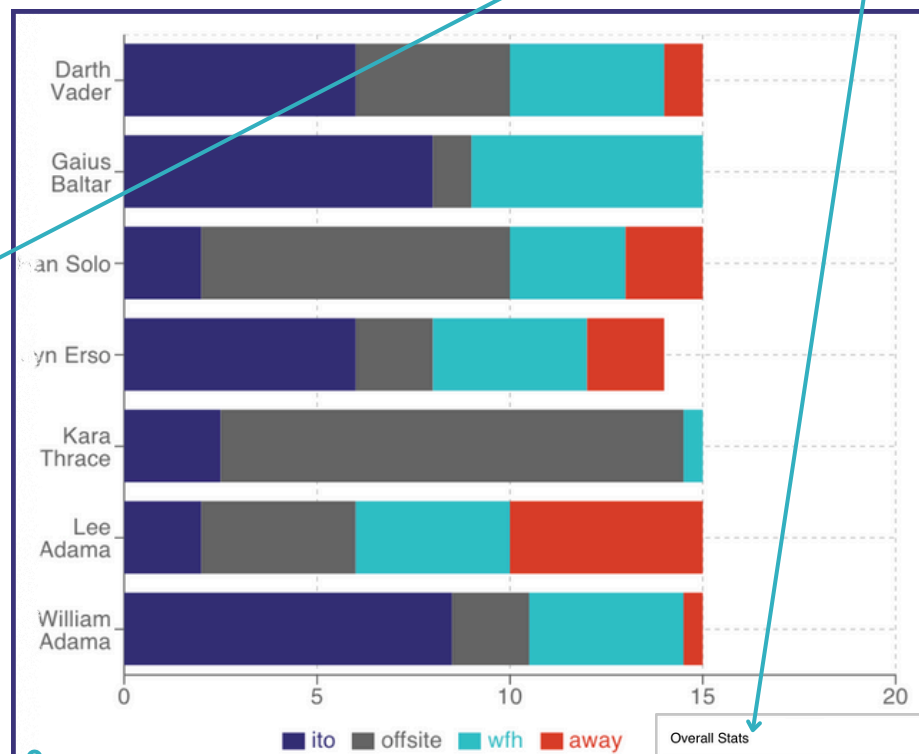
PEOPLE LOCATION EXPORT

Date Range
Past 4 weeks (20 days)

Hide weekends

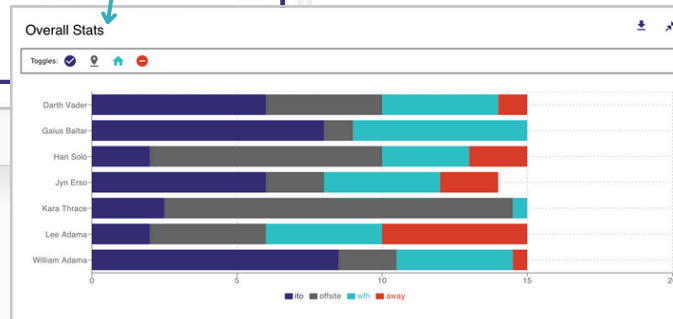
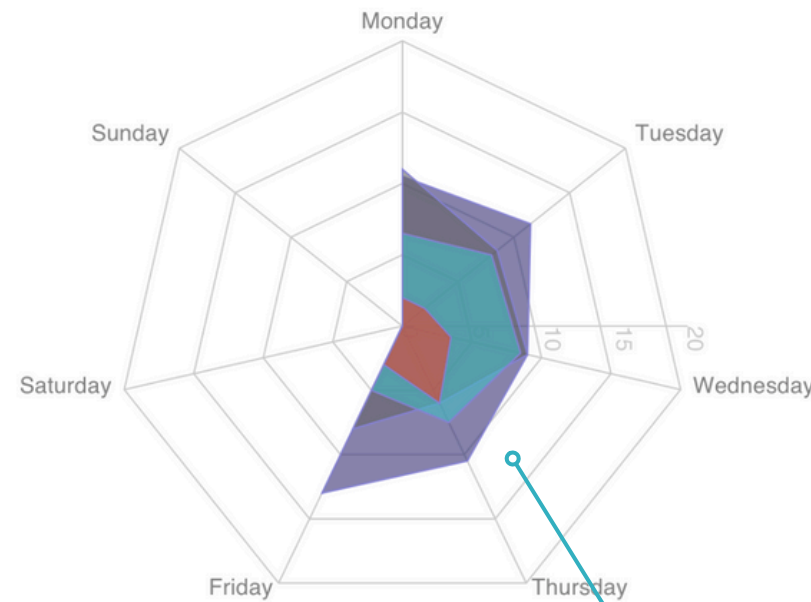
Overall Stats

Toggles:



Favourite Days

Toggles:



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

Date Range

- Past 4 weeks
- Last week
- Past 2 weeks
- Past 3 weeks
- Past 4 weeks
- Past 5 weeks
- Past 6 weeks
- Custom Dates

Dropdown for alternative date ranges

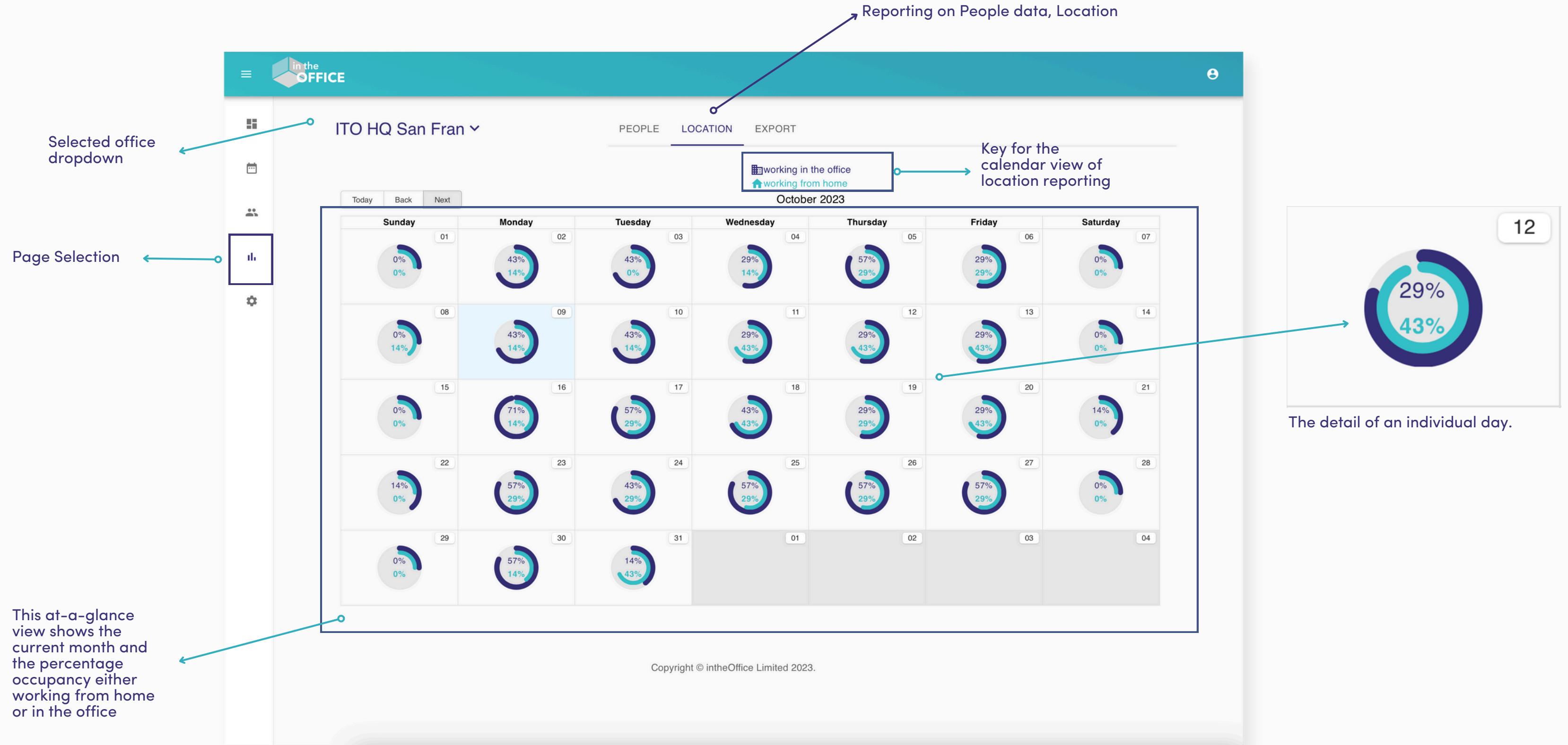
Toggle to hide or unhide weekend reporting

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

IntheOffice - App interface: Reporting, Location



IntheOffice - App interface: Reporting, Export

Reporting on People data, Export

Selected office dropdown

Page 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... C-Suite	offsite	offsite	ito	ito	wfh	away	away	ito	wfh	offsite	
Gaius Baltar	Techn... 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 C-Suite	offsite	offsite	offsite	offsite	offsite	offsite					
Lee Adama	Client ... C-Suite	away	away	away	away	ito	away					
William Adama	Marke... C-Suite	ito	ito	wfh	offsite	ito	away					

Copyright © intheOffice Limited 2023.

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

Copyright © intheOffice Limited 2023.

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'. A left sidebar contains icons for home, calendar, users, and settings, with the settings icon highlighted. The main content area is divided into two sections: 'Details' and 'Features'.

Details:

- Total users:** 22
- Location(s):**
 - Spaceport, Newquay
 - Training Facility, Jupiter
 - London Office
 - Space Dock LEO
 - ITO HQ San Fran
- Subscription:** Premium
- Current usage:** £12.51
- Next bill date:** Thu Oct 12 2023
- For a detailed breakdown of usage go to [Subscription](#)

Features:

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.

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

Annotations:

- Company Name:** Points to the 'ITO' header.
- Page Selection:** Points to the settings gear icon in the sidebar.
- User totals and summary of company locations:** Points to the 'Details' section.
- Details of your subscription, current usage costs for the month and next billing date:** Points to the 'Subscription' information box.
- Dropdown menus with options to add features to your subscription:** Points to the dropdown arrows on the right side of the 'Features' table.

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	■
Hotdesk 1		4	Desk	■
Meeting room 1		6	Meeting room	■
Meeting room 2		4	Office	■

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 → Admins

Page Selection → Settings icon

Allow domain level self sign-up → intheoffice.io toggle

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

Add additional Admins from existing team members → EDIT

Users Settings (Company: ITO)

- Admins**
 - William Adama
 - EDIT
- 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](#)

Copyright © intheOffice Limited 2023.

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
		Current Total	£12.51 + VAT

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

Copyright © intheOffice Limited 2023.



<https://intheoffice.io>

© intheOffice June 2024