

# Modern Workplace Staff Hub

## In / Out Staff Management for Microsoft 365

Modern Workplace **Staff Hub** helps you to keep track of your staff with an In / Out dashboard and a location status calendar that shows scheduled availability for everyone across your organisation.

It includes an easy-to-use **My In / Out** mobile app so staff can easily keep their current and scheduled In / Out status up to date. MW Staff Hub helps you to organise staff, saves time for everybody, and ensures that all your staff know where their co-workers are and whether they are available.

### Keeping track of your staff

With MW Staff hub you can provide In / Out visibility across your organisation, enabling you to more easily manage flexible working and staff utilisation.

It keeps you informed of where people are, where they are scheduled to be, and where they have been in the past. Using MW Staff Hub helps you to avoid unnecessary clashes, ensures you have cover where needed and helps you to manage resource compliance requirements, including the management of a safe working environment.



### View co-workers in one place

With MW staff Hub everyone can easily and quickly see who is in and who is out, where people are and when they plan to return.

The In / Out dashboard shows where people are today - whether they are in the office, working from home, taking time off, or out visiting a client. Easily sort and filter the dashboard to see the staff or status you need. A single In / Out calendar view shows where people are scheduled to be in the future and when they are planning to return. You can also view all of the staff in your organisation together with their contact details.

- ✓ Centralise In / Out staff management
- ✓ Improve staff engagement and productivity
- ✓ Optimise modern flexible working
- ✓ Boost productivity with M365 integration
- ✓ Improve efficiency and save time
- ✓ Leverage M365 to save time and money

# Modern In / Out Staff Management for the Modern Workplace



MW Staff Hub uses Microsoft 365 technology to provide a modern user experience that is simple and easy to use. The service is available on any device from any location and users are automatically signed in securely with their normal Microsoft 365 credentials.

MW Staff Hub is designed to be **'Teams Ready'**. It can be added easily to Microsoft Teams, so status updates and the In / Out dashboard and calendar are accessible within the Teams experience.

## My In / Out mobile app

The mobile **My In / Out** app makes it easy for staff to enter and schedule their In / Out status, so it is always up to date and visible to co-workers in the MW Staff Hub.

Designed to be simple and easy-to-use, staff can easily select whether they are in or out of the office, working from home, or on a client visit, and then either update their current status or schedule a date range in the future. The app immediately shows staff their current status, so they can check whether this needs to be updated, and a personal My In / Out dashboard shows details of all scheduled statuses. Entries can easily be updated or cancelled if needed.



## Powerful integration with companion Modern Workplace apps

The MW Staff Hub will work as a stand-alone solution, but it can also be integrated with other Modern Workplace apps to provide a seamless solution for managing time and resources.

Integrations are available for the **MW Resource Booking**, **MW Contact Manager** and **MW Time-Off Manager** apps. When these apps are installed, you can choose whether you want them to update the In / Out status for staff in the MW Staff Hub. With the integration switched on, the My In / Out app will automatically direct users to the relevant app they need to use – for example, to MW Time-Off Manager if they are requesting holiday, or to MW Resource Manager if they are booking an office desk or meeting room.



## Feature Highlights

- **In / Out dashboard** showing current status
- **In / Out calendar** with future scheduled status
- Dedicated **My In / Out mobile app** for easy staff updates
- Configurable **work day** with support for full days, morning or afternoon
- Powerful **integration** with companion Modern Workplace apps
- Configure your own **status locations**
- Availability **status categories** – Out of Office, Contactable, Busy
- **Reporting** capabilities with one-click export to Excel

**Contact us now** to book a demo or to find out more about MW Staff Hub