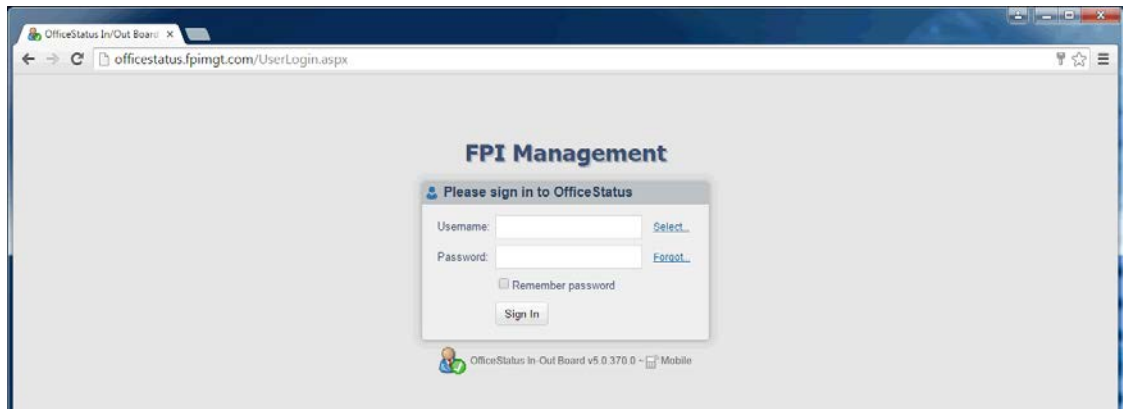


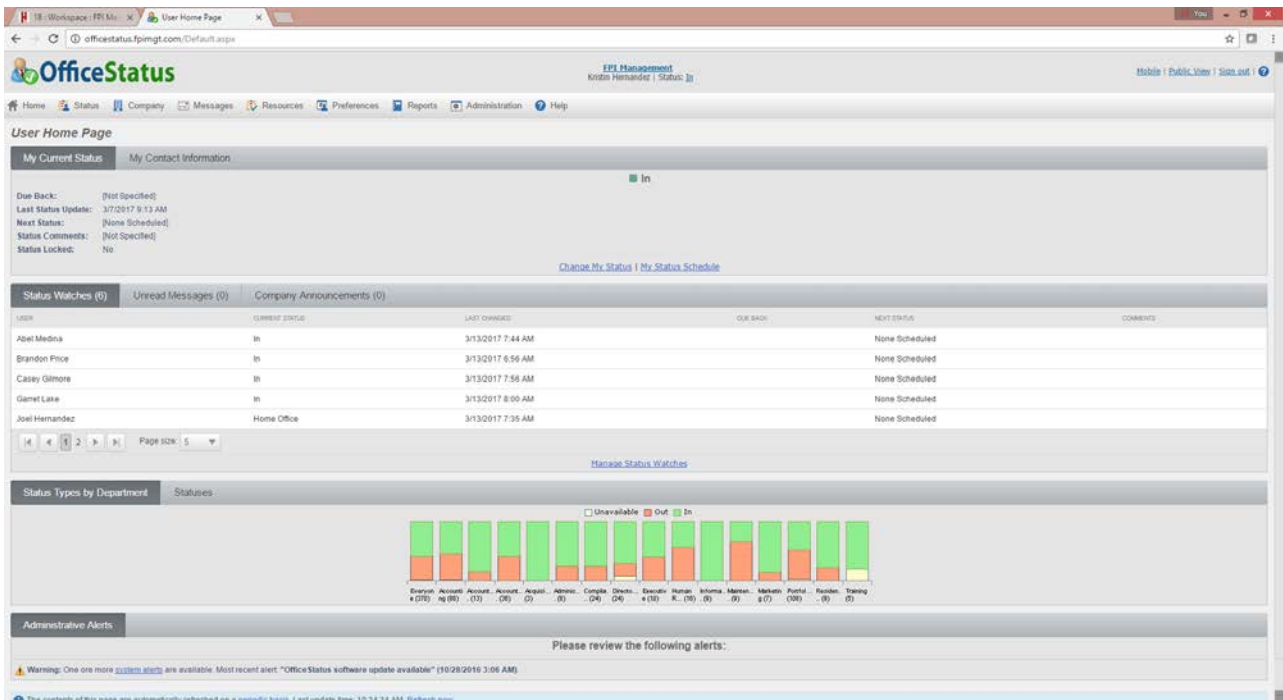
# FPI Management Office Status Instructions

1. Open your browser, Google Chrome, and go to [officestatus.fpimgt.com](http://officestatus.fpimgt.com).

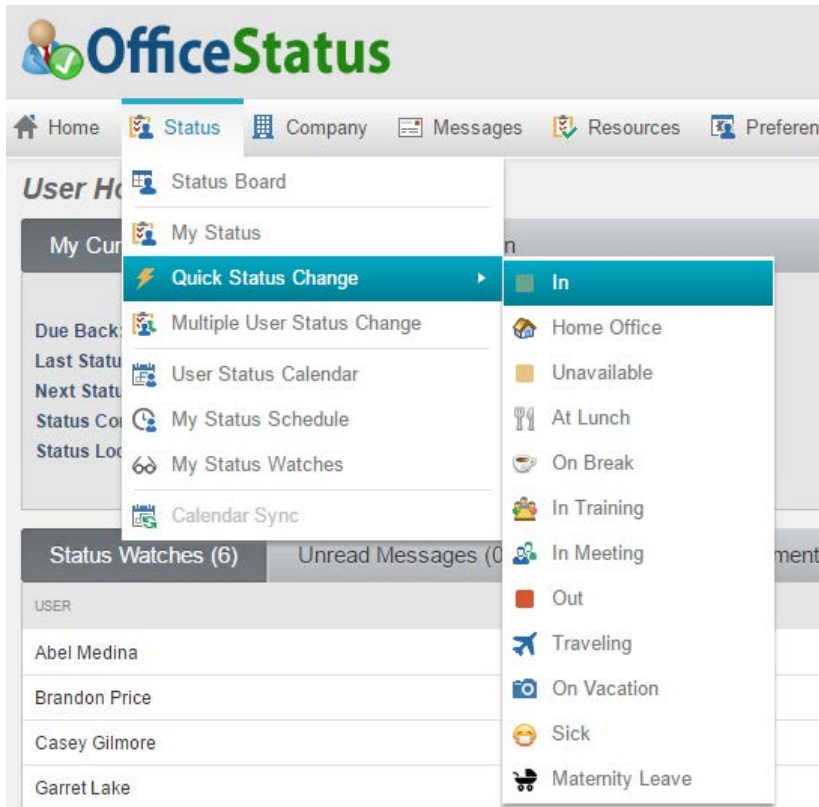


2. Enter your user name and password provided by your manager. Your username will be your first initial and last name. Your 1st password is your corporate extension. Please check with your manager if you are unable to login.

3. Click on **Home** and **My Home Page** to view your current status.



4. Click on **Status** and **Quick Status Change** to make a selection on your status – In/Out,Sick,Meeting/etc to do a basic in or out change.



5. To set a more detailed schedule you can go to **Status** and **My Status** and select a status and set your schedule. You may add comments to display in the white box below. Press **Save** when done. The customized schedule will change when you have it set to occur.

The screenshot shows a window titled 'User Status for Kristin Hernandez (currently 'In')'. The window has a toolbar with 'Save', 'Cancel', 'Reset', 'One-Click Return', and 'Help' buttons. Below the toolbar, there are two tabs: 'General' and 'Custom Fields'. The 'General' tab is active, showing a list of status options on the left and configuration fields on the right. The status options include In, Home Office, Unavailable, At Lunch, On Break, In Training, In Meeting, Out, Traveling, On Vacation, Sick, and Maternity Leave. The 'In' status is currently selected. The configuration fields on the right include: 'Schedule status change to occur:' with a date/time picker set to 3/13/2017 9:00 AM; 'Specify due back date / time:' with a date/time picker set to 3/17/2017 5:00 PM; a 'Return status:' dropdown menu set to '[No change]'; a checkbox for 'Apply status lock (prevents status changes not initiated by users)'; a checkbox for 'Round assisted times to nearest 5 minute interval'; and a 'Status comment:' text area with the text 'I will be doing Property Audits all week in Seattle, WA'.

6. A Very Helpful Tool is “The Status board.” You can go to **Status** and choose **Status Board**. In my fake example below, I did a custom comment in step 5 and now my status shows that I am in a PM Meeting in Seattle on the Status Board. That way people know I am traveling and where to!

**User Status Board**

Search User Statuses

Group Bar Save Export [All Locations] Information Techno [All Statuses] Show All

FULL NAME	STATUS	PHONE (PRIMARY)	EXT	TITLE	DUE BACK	COMMENTS
Joel Hernandez	Home Office	916-812-3377	241	Senior Information Technology Strategist		
Casey Gilmore	In		202	Desktop Support Engineer II		
Abel Medina	In		224	Desktop Support Engineer I		
Brandon Price	In		307	Application Developer I		
Kristin Hernandez	Traveling	916-753-4613	332	Senior Director - IT	Fri. 3/17/2017 5 PM	PM Meeting in Seattle
Mario Hernandez	In		335	Desktop Support Lead Technician		
Garret Lake	In		401	Desktop Support Engineer I		
Cameron Browne	In		349	Desktop Support Engineer I		
Brian Barnes	Home Office		258	System Administrator II		

7. You can select a department to see who’s in and who’s out. There are other filters to choose from as well on the toolbar.

Admin console User Status Board

officestatus.fpmgt.com/client/status/StatusGrid.aspx

**OfficeStatus**

Home Status Company Messages Resources Preferences Reports Administration

**User Status Board**

Search User Statuses

Group Bar Save Export [All Locations] Information Techno [All Statuses]

FULL NAME	STATUS
Joel Hernandez	Home Office
Casey Gilmore	In
Abel Medina	In
Brandon Price	In
Kristin Hernandez	In
Mario Hernandez	In
Garret Lake	In
Cameron Browne	In
Brian Barnes	Home Office

- [All Departments]
- Accounting
- Accounts Payable
- Accounts Receivable
- Acquisitions
- Administrative
- Compliance TC / HUD
- Director-Portfolio Managers
- Executive
- Human Resources
- Information Technology
- Maintenance
- Marketing
- Portfolio Managers
- Residential Software
- Training

The contents of this page are automatically refreshed on a periodic basis. Last update time: 11:24:47 AM. Refresh now.

Office Status is pretty user friendly. Feel free to explore and if you need additional info, please feel free to contact your IT team via [ticket](#) and we will be happy to help you out!