SAVANCE WORKPLACE

Workplace Desktop Application Getting Started Guide

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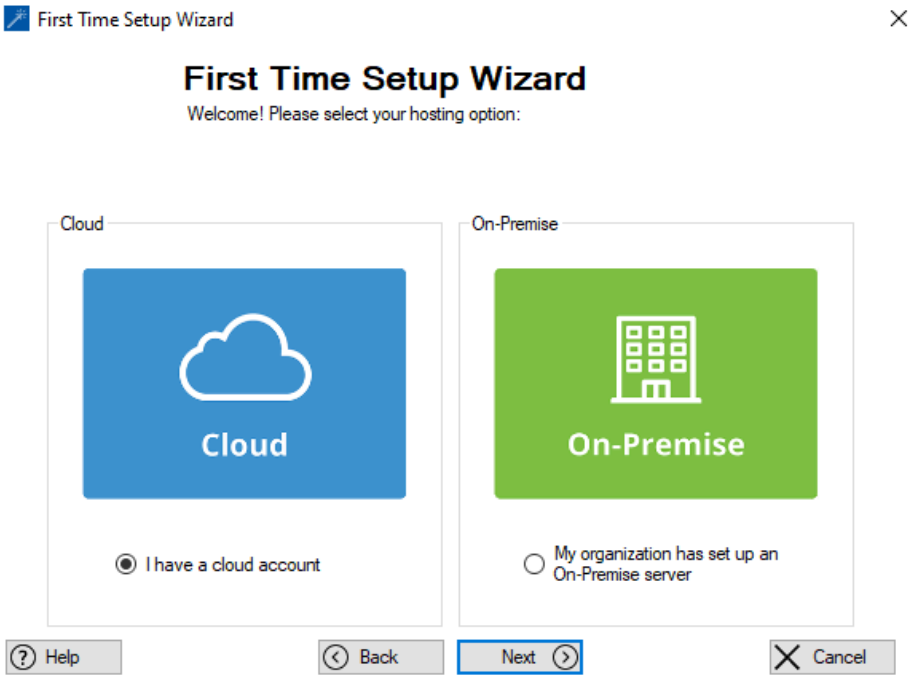
Overview

This guide will walk you through installing the Desktop App on your Windows PC as well as how to use it for staff tracking purposes. The visuals and features are subject to change based on the version you are using

Installing & Setting Up The Desktop Application

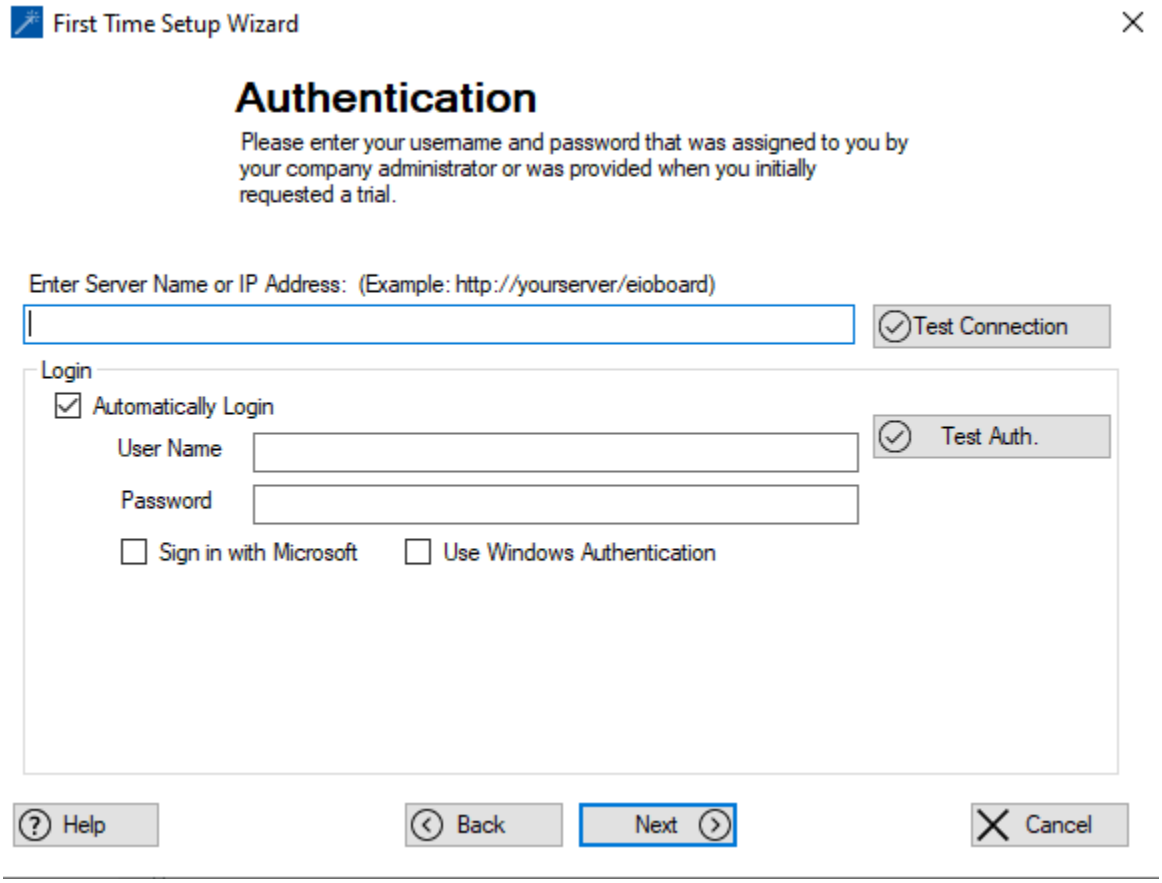
You can install the Desktop application here. Please select the version that matches your On-Premises server version. If you are cloud hosted, please select the most up-to-date version on the right hand side.

Once downloaded, simply run the .exe to install. The Desktop app might download pre-required programs like .Net and Visual studios as needed. Upon first load you'll be prompted by this screen



Please select the option that matches your site's server situation. If your site uses cloud.savanceworkplace.com as their login page, then you are cloud hosted and won't need

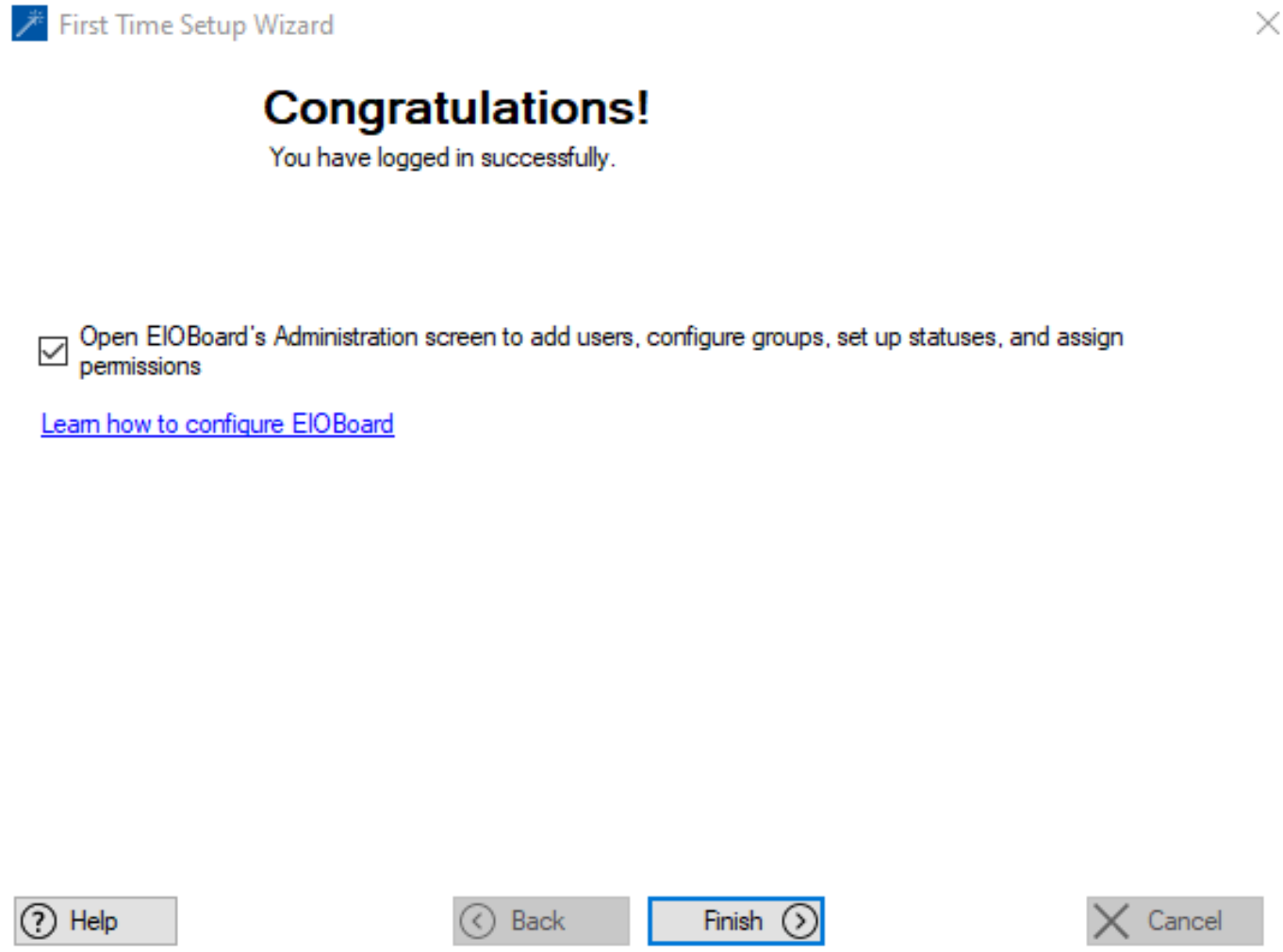
to enter the Server Name or IP. On-premises Customers will need their Server Name/Website/IP to proceed



- Sign in with Microsoft is for Azure Cloud hosted Active Directory users only. This option will open a Microsoft login prompt to login to the Savance Workplace System
- Use Windows Authentication will attempt to use your PC Login credentials. This is only possible for On-Premises customers

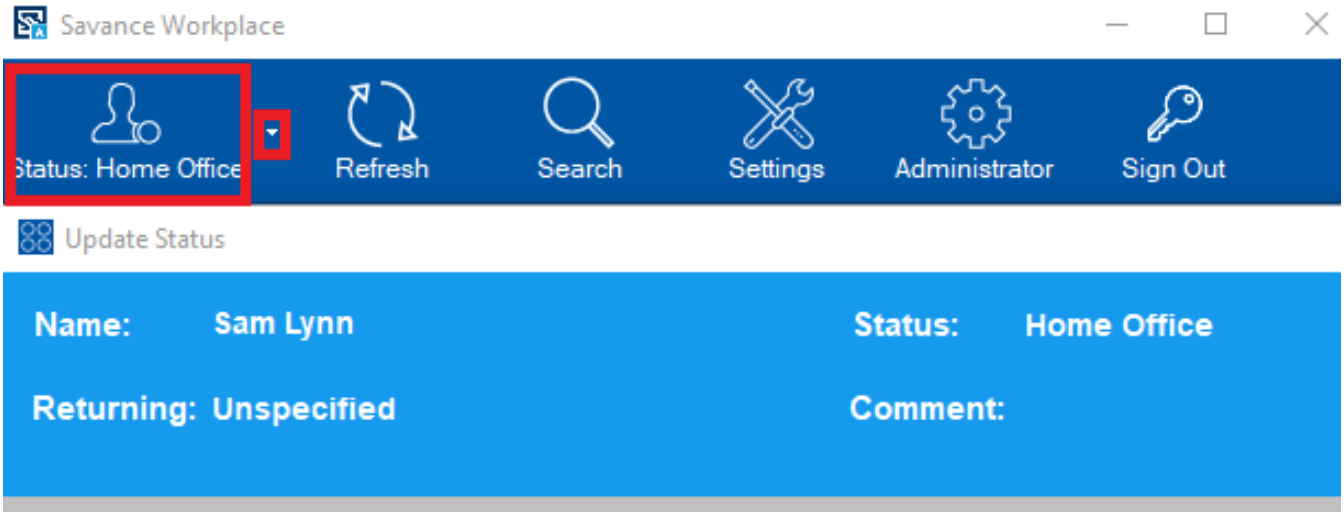
It is recommended to click 'Test Auth.' to ensure your login works before hitting Next.

Lastly you'll be prompted with an open Congratulations screen. Admins will also see a checkbox for opening the Administration screen as well



Updating Your Status

1. Update Your Status with the System Tray
    a. Click the small arrow on the top right corner to show a list of statuses
2. Update Your Status with the Full Status Menu
    a. Right click the Person icon in the top right corner or click on your name on the lower status board



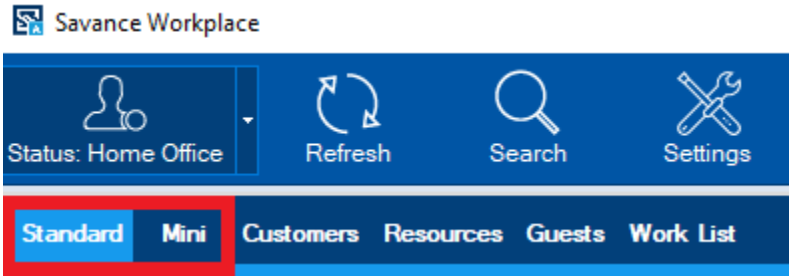
Using Your Status Board

Standard View

This view shows users with a customizable columns view. You can add or remove columns by right clicking on any of the column headers.

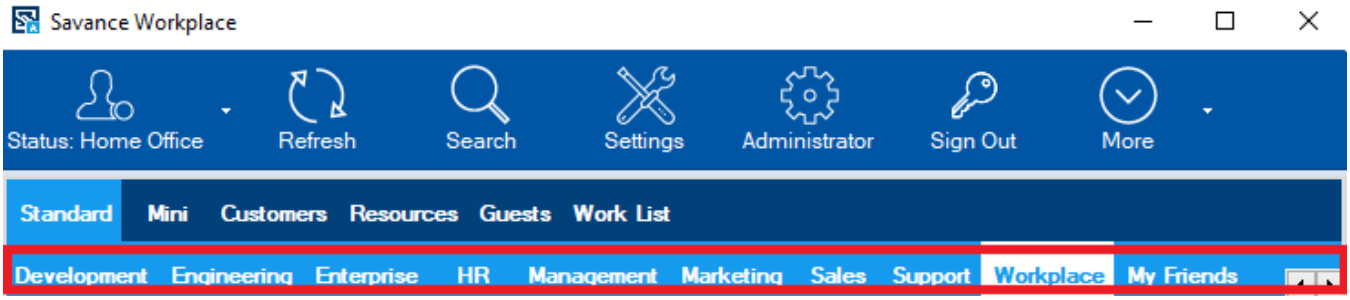
Mini View

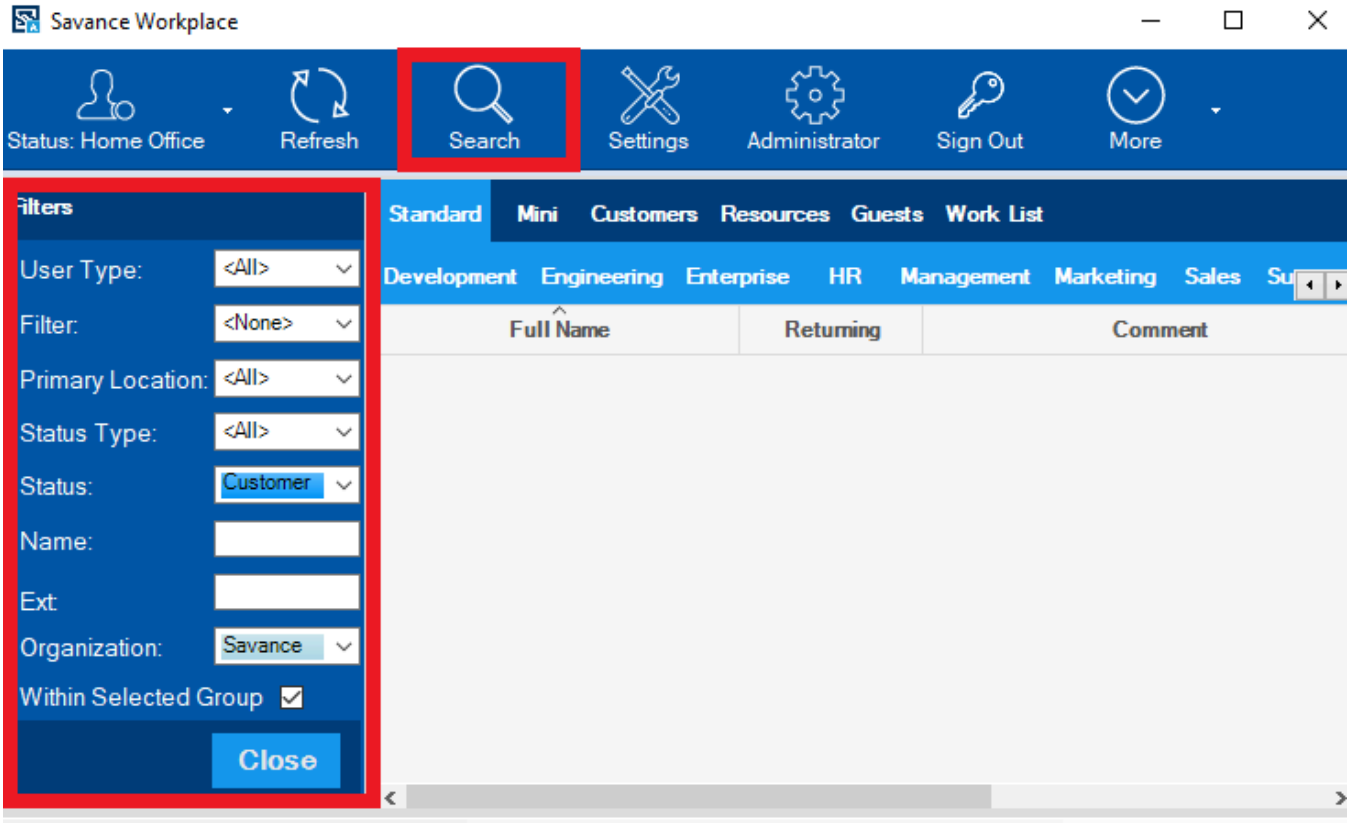
This view only shows the User's name with the color of their active status.



Groups

You can see all users in a specific group by clicking on one of the group tabs above the status board. This is a handy way to view all users in a specific department, floor, etc. (depending on how it was set up by your administrator). You can also create a custom group for your personal use called My Friends by right-clicking on the different users' usernames and clicking Add My Friend.



Filtering Your Status Board

By clicking on 'Search', you can search for users based on criteria such as their name or extension. You can also filter users, such as by only showing users in a specific location. Simply choose how to search or filter users in the Search Pane that displays.