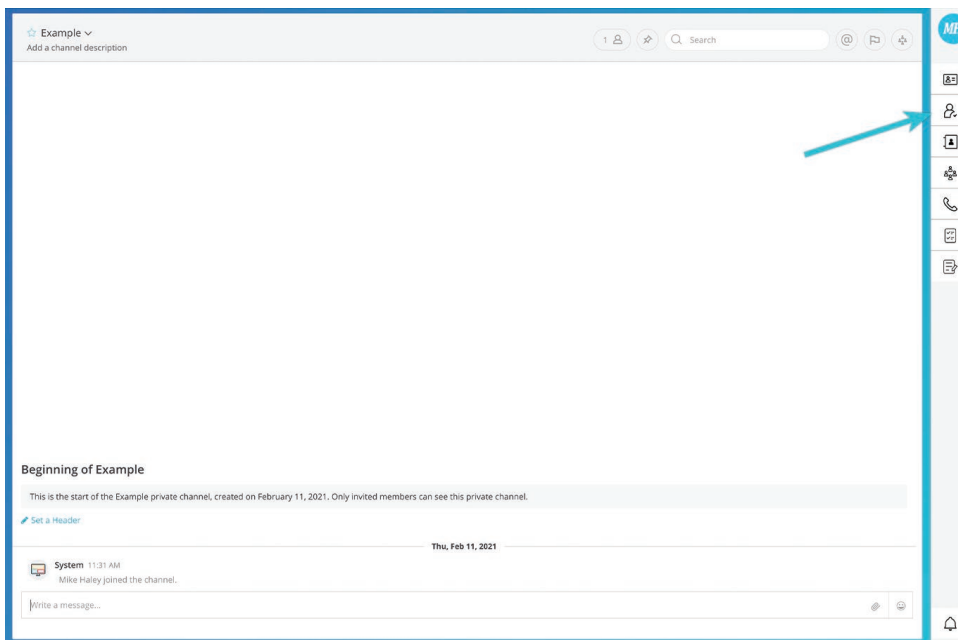# simplifi®

Simplifi Contact

Station: Presence

This document will walk you through the features and benefits of user presence settings. Using these settings you can control how you appear within your organization. You can also create presence groups to control the presence of teams within your organization.
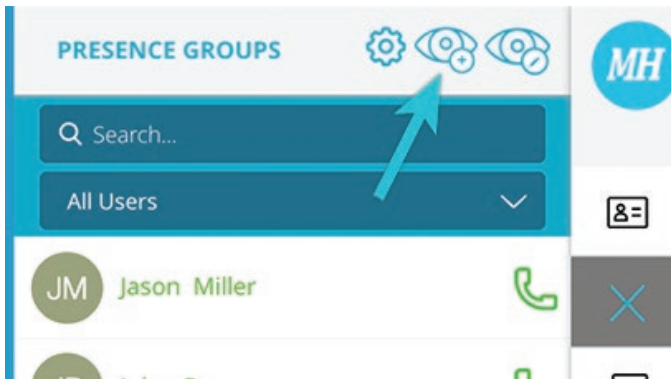
1. Log into Simplifi Contact. You will land on the chat page.

2. The presence group icon is located on the right hand side of the application. The Icon is a person with a check mark. Select this icon.

3. This will open a small window that contains the presence groups and the options for them.

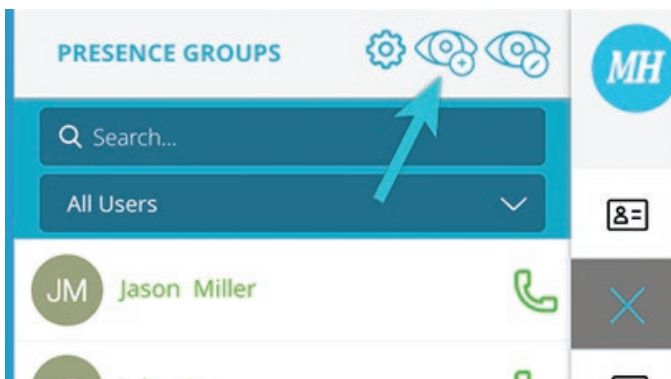Once this window is open you will see several things. They are:

- Add presence group Icon - This brings you to the add presence group page.
- Edit presence group icon - This brings you to the edit presence group page.
- Select presence group dropdown list - Select which group you want to currently watch.
- List of people from company directory - This will bring up the company directory instead of a specified presence group.
- Individual avatars - Will be a colored circle with the first initial and last initial by default.

Phone Icon and names. Clicking the phone icon will initiate a call to that person from your selected device.

- Green - This means the person is available.
- Red - This means the person is on the phone.
- Softly blinking Yellow - This means the person is ringing.
- Blinking between Red and Yellow - This means that someone who is on a call is also ringing.
- Close Icon - Closes the presence group window.
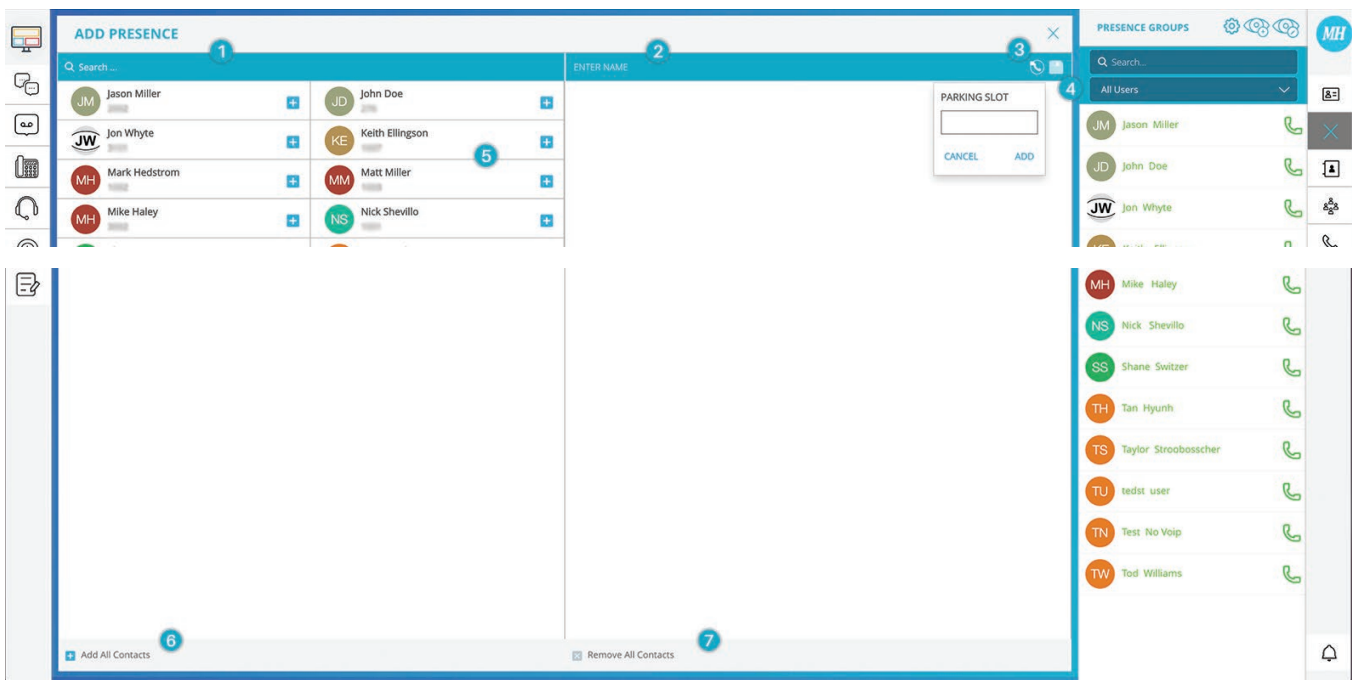
ADD PRESENCE GROUP

Next, we will look at how to create and add a presence group. First, click on the add presence group icon.
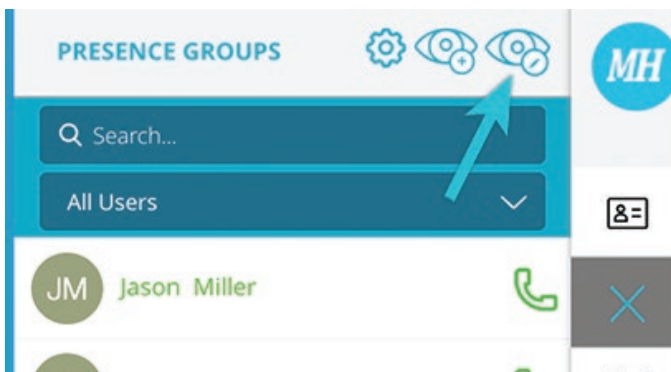
Below is the add presence group page. It contains:

1. A search bar - You can search by name or EXT number
2. Enter name field - Give this group a name.
3. Add park icon - Clicking this will display a pop up window with the parking spot information.
4. Save Icon - Pressing this saves the presence group.
5. Users - These can be grabbed and pulled over to the other side to either add or remove them from the group.
6. Add all contacts button - Clicking this adds all of the contacts into the group
7. Remove all contacts button - Clicking this removes all of the contacts from the group.

Saving the group closes this page and adds the group to the presence group window to the left. The group you just created will now be selectable to view.

Finally, there is an edit presence group option. This page can be navigated to by selecting the edit presence group icon.

1. Search bar - Here you can search for names or EXT numbers.
2. The group name - This is editable.
3. Add Parking spot icon.
4. Delete group icon.
5. Save group icon.
6. Users - These can be clicked and dragged into or out of a group.
7. Add all contacts button - Selecting this adds all of the users to the group.
8. Remove all contacts button - Selecting this removes all contacts from the group.