Presence Status

Last Modified on 12/31/2020 11:47 am EST

Figure 01: User Status

The top section of the **User Menu** lists all pre-defined status settings for the user and an option to set custom statuses. Selecting any of the statuses will set the user's current status to the selected status; selecting the **Custom Status** option displays a dialog box allowing the user to enter their own status.
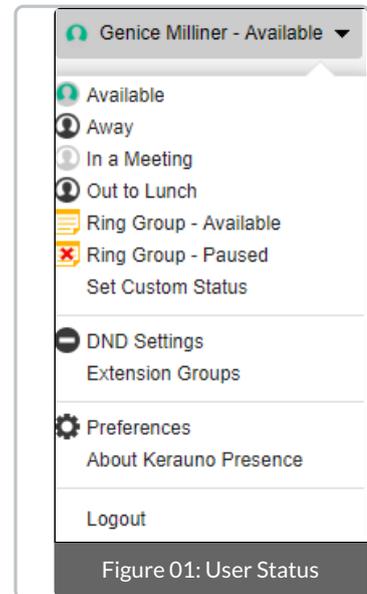
Setting Your Status

To set your **Status** you can select one of the **Predefined Statuses** from the **User** menu in the top-right corner of the **Synkato Presence Interface**. If you wish to set a custom **Status** with a different **Name/Note** select **Set Custom** from the **User** menu.

Name

The **Name** property is what will be displayed to other users in the **Users Widget** when you are set to the specific **Status**. This is a required field.

Note

The **Note** property allows you to add additional information about your current **Status**. Any user can see this information by hovering over it in the **Users Widget**.

Return Time

The **Return Time** property allows you to specify the date and time you will return. The **Return Time** can be seen by any user hovering over the **Status** icon on the **User Boxes** in the **Users Widget**.

Figure 02: Setting Your Status