

SIGBEE USER GUIDE - CHECK-IN APP

SigBee builds more resilient organizations by collecting and reflecting meaningful signals from all levels. In less than two minutes a day, using a simple app, SigBee allows users to quickly check in with prompts curated by the SigBee team. These check-ins are brief, yet yield powerful insights over time.

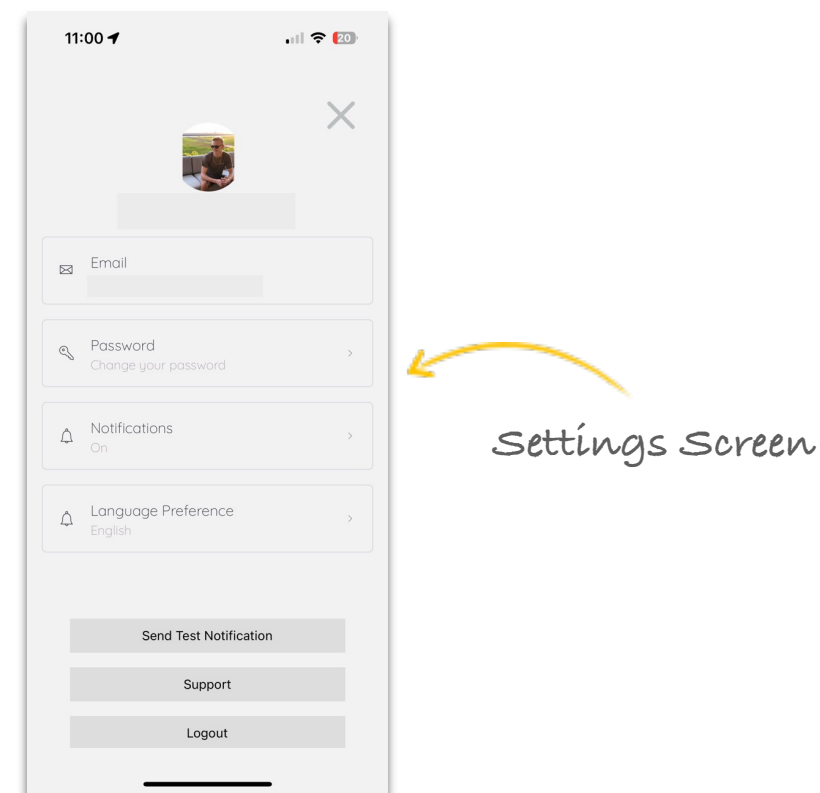
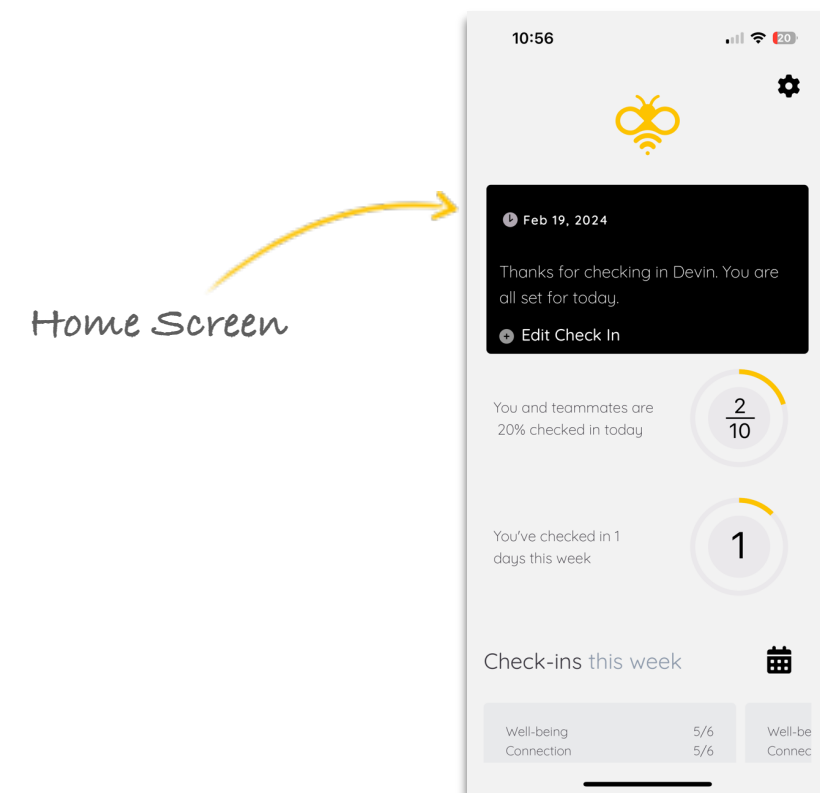
1 LOGGING INTO THE SIGBEE APP

1. On phone or tablet, download SigBee Check-In from App Store or Google Play Store and open it up
 - a. Minimum system requirements: iOS 11 and up; iPhone 6 or newer; Android 7.0 and up
2. Click on the “First-Time User” button and enter your email address.
3. Open your email inbox to find the create-password link that has been sent to you; make sure to check spam/junk if you don't see it in your inbox.
4. Follow the link to create a password and save it.
5. Return to the app to log in, accept the User Agreement, and be sure to enable notifications so you don't miss any reminders to check in!
 1. You can configure a custom reminder schedule via Settings > Notifications.
 1. Your organization may have configured additional profile questions for you to answer



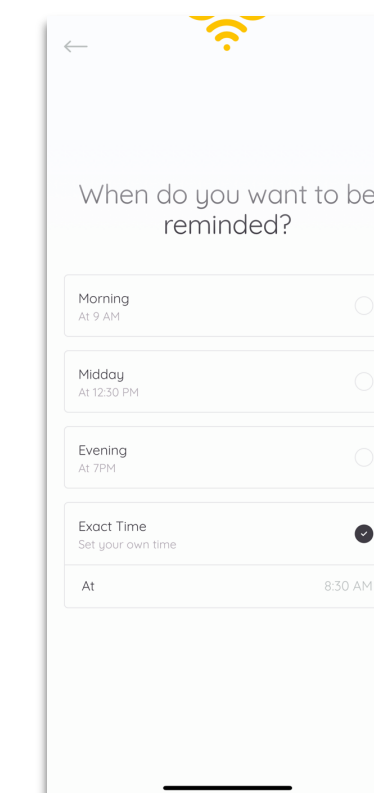
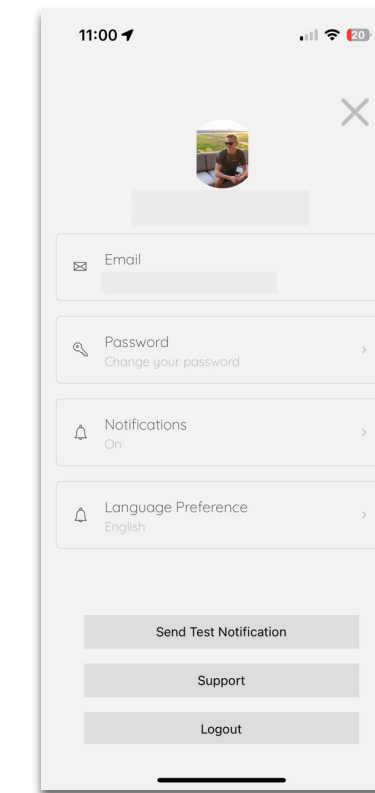
2 NAVIGATING YOUR CHECK-INS

1. SigBee Check-In's landing screen, directly after logging in, will be your Home Screen. From here you can initiate a new check-in and see your own + your peers' check-in frequency throughout the day and week.
 1. Begin a check-in by tapping the yellow box in the middle of your screen. It turns from yellow -> black after you've finished!
2. Given SigBee's emphasis on simplicity, the only other section of the app is the Settings & Profile screen, where you can customize a profile picture, language, change your password, access support, or configure your check-in reminders.



3 QUICK SETTINGS

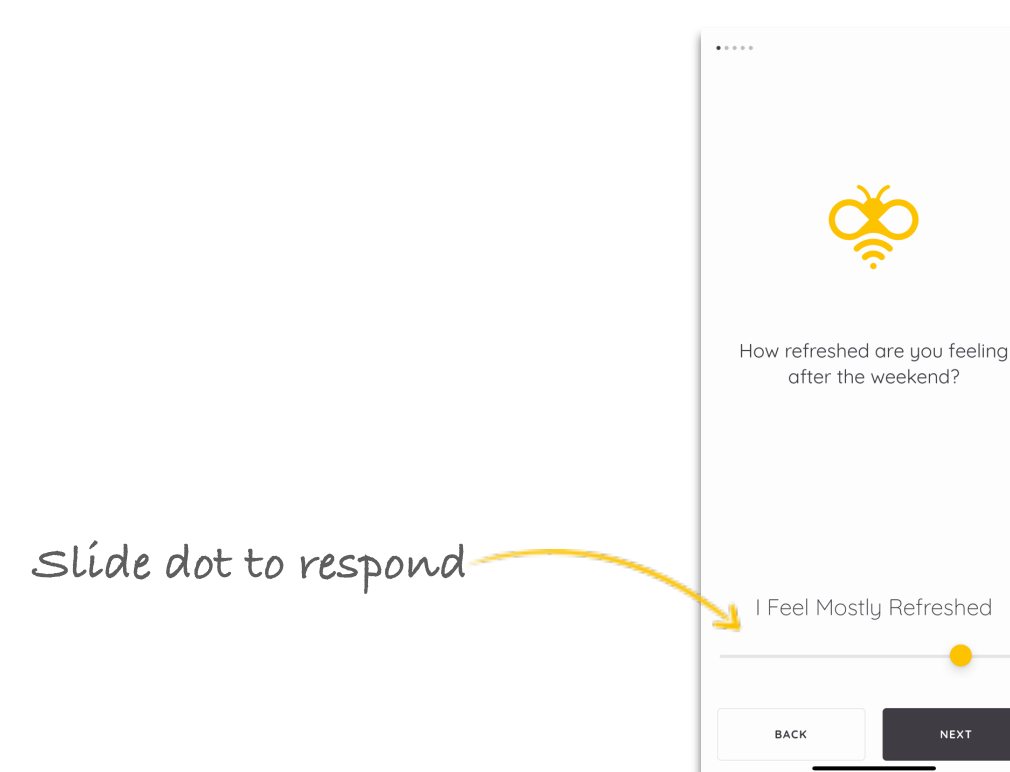
1. Use the gear icon (far-right) to access settings in the SigBee app. From here, you can change your password, set language, and configure your check-in reminder schedule.
2. SigBee reminders are fully configurable by both day of week and time of day.



Custom reminder time

4 THE CHECK-IN

1. When you initiate a check-in, you will see a series of prompts chosen for the current day by SigBee.
 1. A check-in can be cancelled at any time using the 'X' in the top-right corner
2. Most check-ins consist of several Likert-scale prompts and one optional journal prompt. Remember to answer thoughtfully - your manager/supervisor values these responses to best support you!



SIGBEE USER GUIDE - SUPERVISOR DASHBOARD

Small check-ins build a big picture. With today's heightened demands and stresses, it is more essential than ever to capture, understand, and predict how your team is doing today - and how they will likely be tomorrow. The SigBee Dashboard is your hub for checking up on your team.

1 LOGGING INTO THE SIGBEE DASHBOARD

1. If you're a supervisor/manager/otherwise have people reporting to you within SigBee, head to the [SigBee Dashboard in your browser](#). You can also access by going to www.sigbee.com, and clicking the "Login" button in the top-right.
2. You can log in with the same credentials you use for the SigBee Check-in mobile app.

2 DASHBOARD HOME

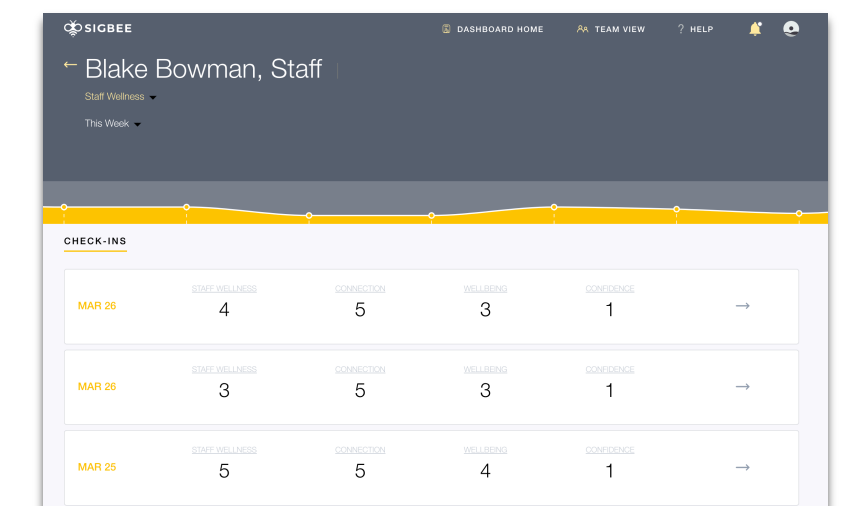
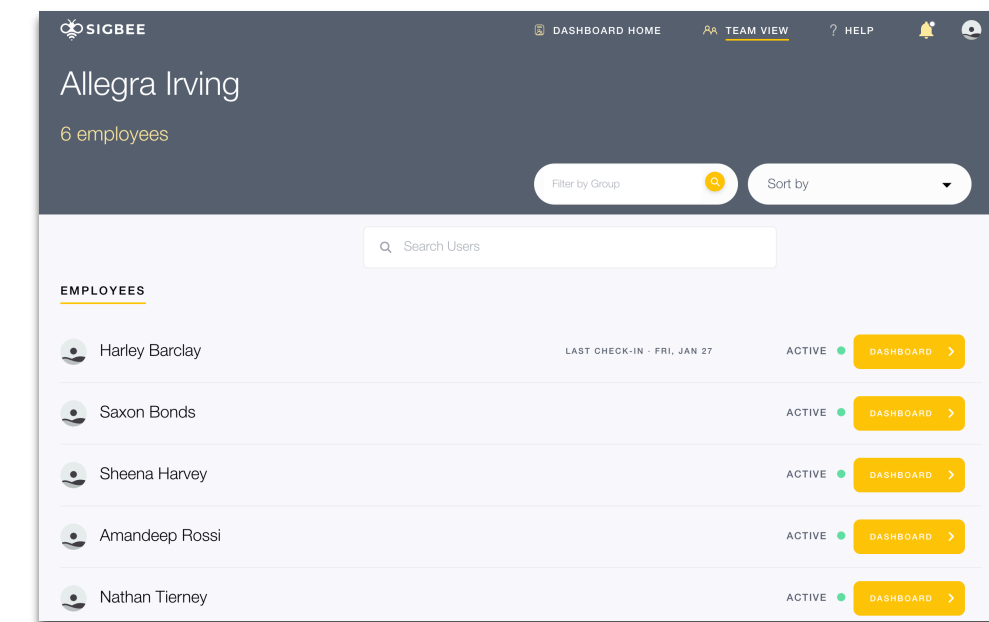
Dashboard Home is your hub for a quick snapshot of how your team is doing.

1. Today's Check-Ins shows you all the check-ins your team has completed today. A red "alert" is generated when someone has checked in with a lower score than usual in any of the core SigBee focus areas, where green means all good! Yellow means no check-in submitted for that team member yet.
2. Today's Journals bring all your team's journal responses to the forefront for easy review. We let you know if someone has skipped or not submitted, and if they're longer than a few lines you can click on the journal card to view it in its entirety. Written and spoken responses are both supported.
3. Team Health Overview is your hub for specific stats about your team's check-ins over the previous 7, 14, or 30 days. The charts are interactive, so you can also filter these visualizations with a single click by one of the four categories, or by individual team member.

3 TEAM VIEW

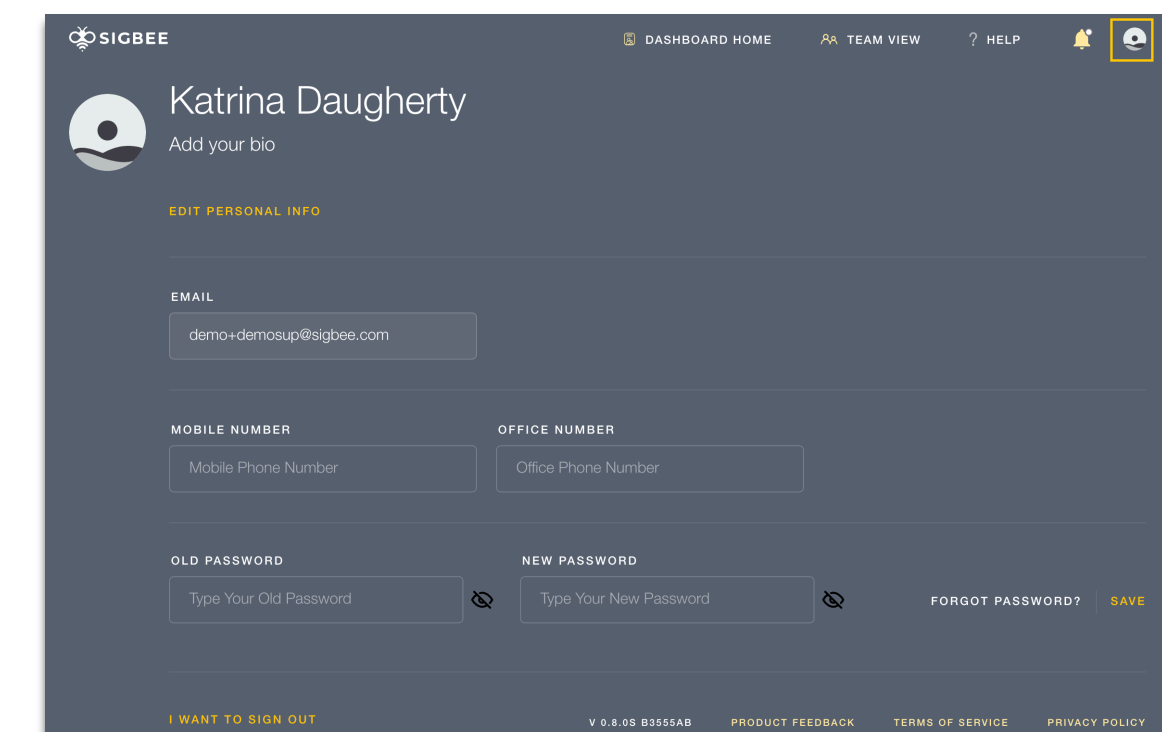
If you need a little more detail about one of your staff, click over to Team View.

You'll be presented with a complete, searchable list of your team members and their last check-in date is called out in-line with their name. By clicking on each person's "Dashboard", you can deep-dive into all of their past check-ins to see what's been going on, and see how they're tracking in the SigBee focus areas.

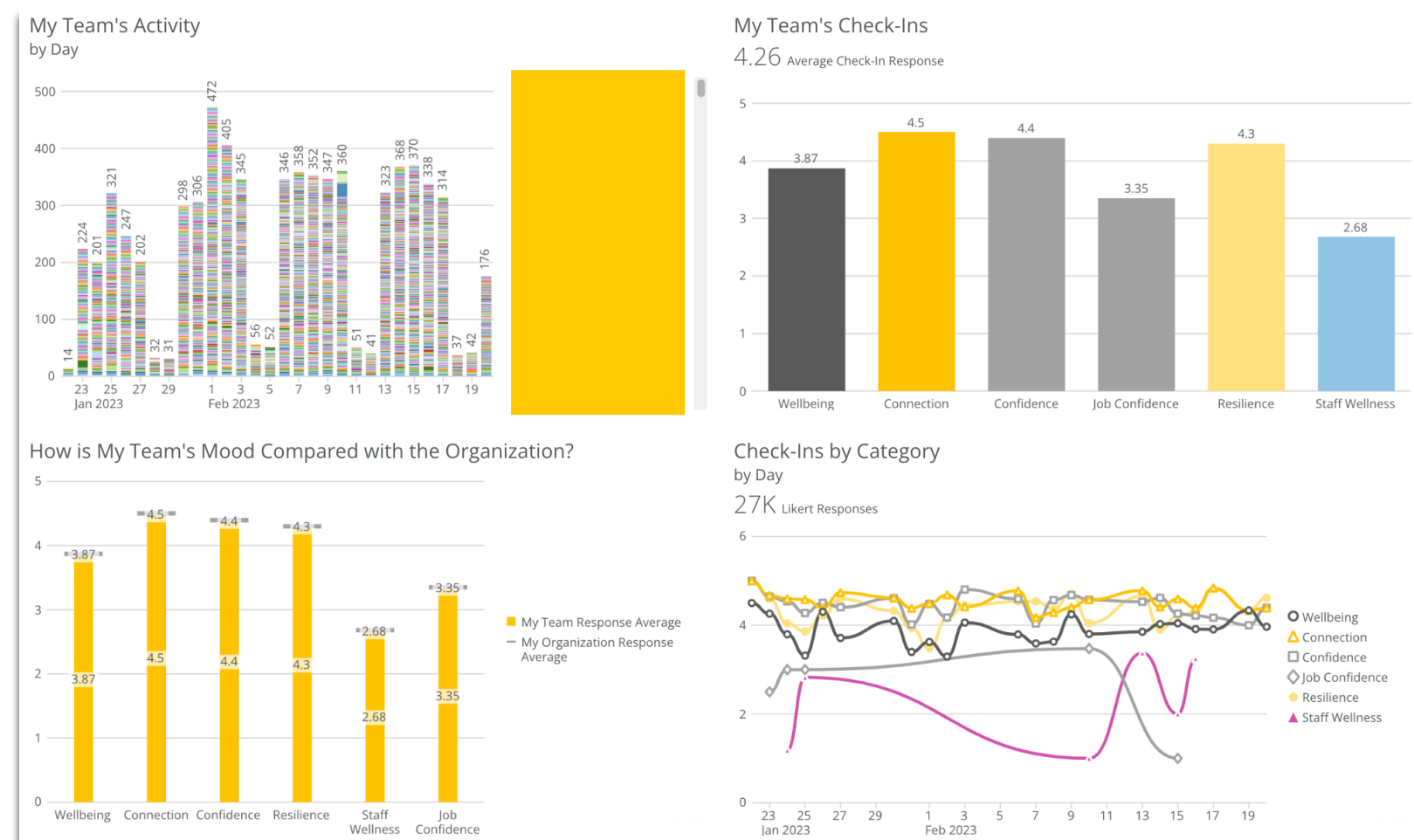


4 PROFILE

Click the circular icon in the top-right of your navigation bar to jump into your Profile and Settings screen. Here, you can add or update your phone number for SMS alerts, configure alerts + notifications, add a profile picture, change your password, or sign out.



Your hub for check-in insights



Check-ins at-a-glance

