

NearDesk – a quick guide

New to NearDesk? Or just need a refresher? Here's some handy tips.

Getting Started

1. Open a web browser (e.g. Internet Explorer, Chrome, Firefox)
2. Go to app.neardesk.com/reception
3. Log in with your email and password.
4. You're now on the reception dashboard!
(if you're somewhere else, you can find it in the top-right, under Admin > Reception)

If you don't have a NearDesk account, ask a colleague to add you or contact the NearDesk team to help set you up.

Moving a Member In

If you have a NearDesk card reader, plug in and ensure our software is running – then it's simple. Members just tap in and tap out with their NearDesk card – we do the rest.

Otherwise, it's really simple to move someone in/out manually:

1. Under the 'Reception' tab, start typing the email or name of the member into the search box. One or more members may appear.
2. Click on the member you want to move in (if there are multiple members with the same name, click on each one to check their company and identify the correct one).
3. Click the 'Move Inside' button to move the user in.

Moving a Member Out

1. Under the 'Reception' tab, find the member from the list of currently signed in users.
2. Click on the 'Activity & Billing' button which will open a new window.
3. Click the 'Has Left' button and then close the window. The member has now been moved out.

Getting Help

- **The Guide** – Take a look at TheGuide.NearDesk.com
- **Online Chat** – Look for the 'Chat/Help' tab on the right-hand side of NearDesk.com to talk to a member of the team.
- **Email** – Drop us an email at team@neardesk.com