

SmartSpace

# Administration – COVID - 19 Contact Trace User Guide



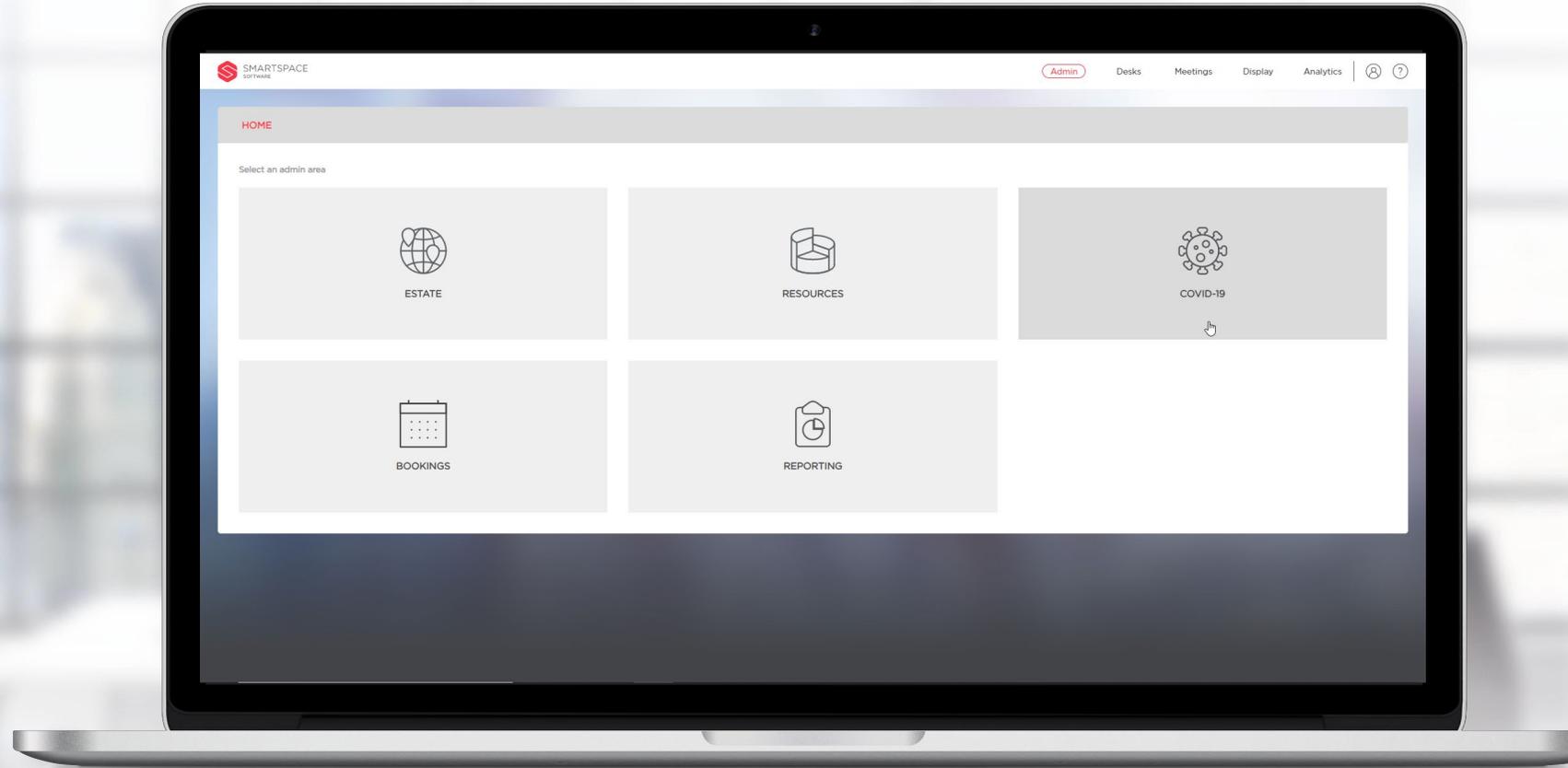
# Introduction

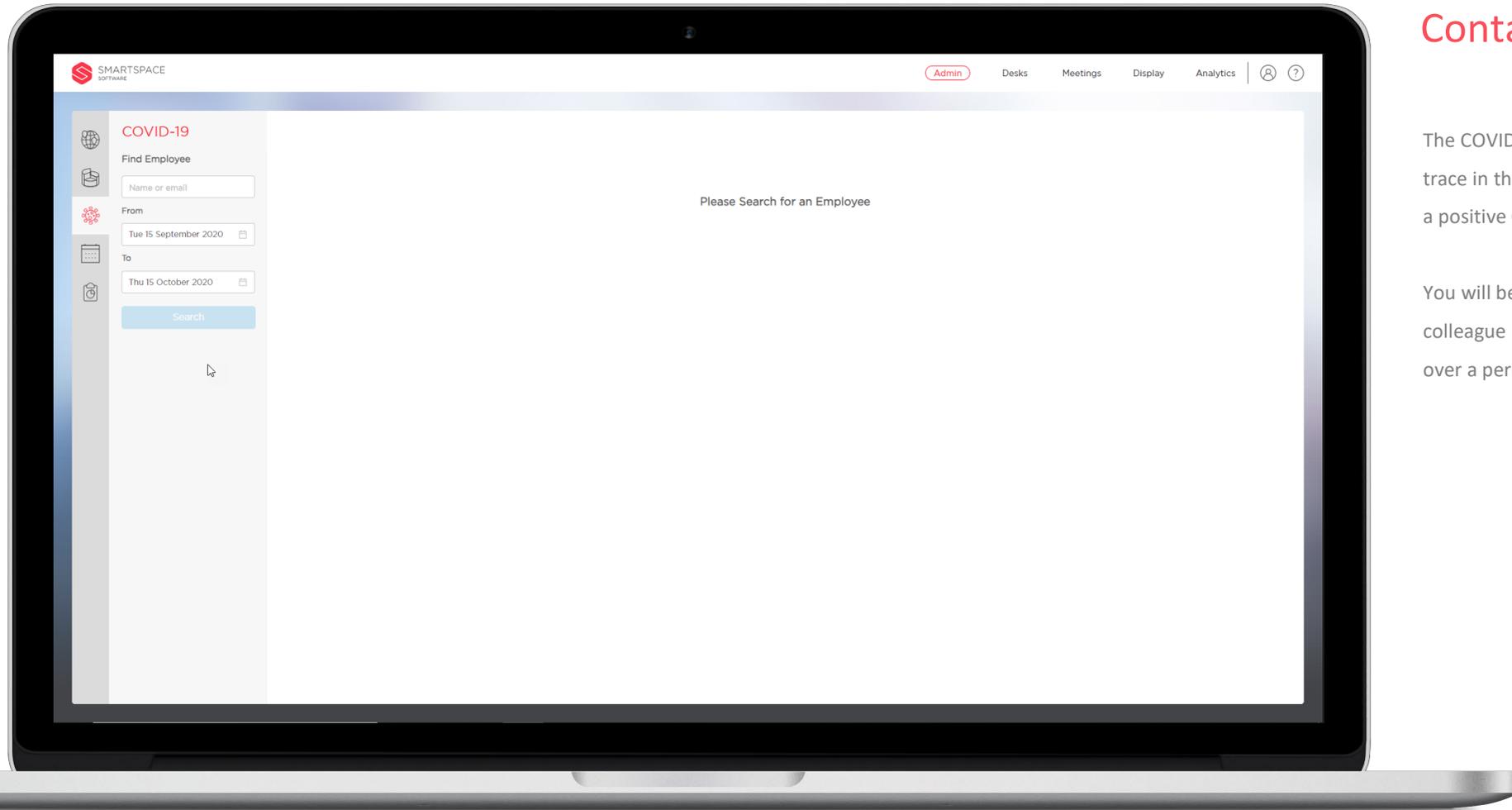
Getting started with the

## SmartSpace Administration –COVID-19 Contact Tracing

This guide will outline the contact tracing functionality for the SmartSpace COVID-19 application.

# COVID - 19

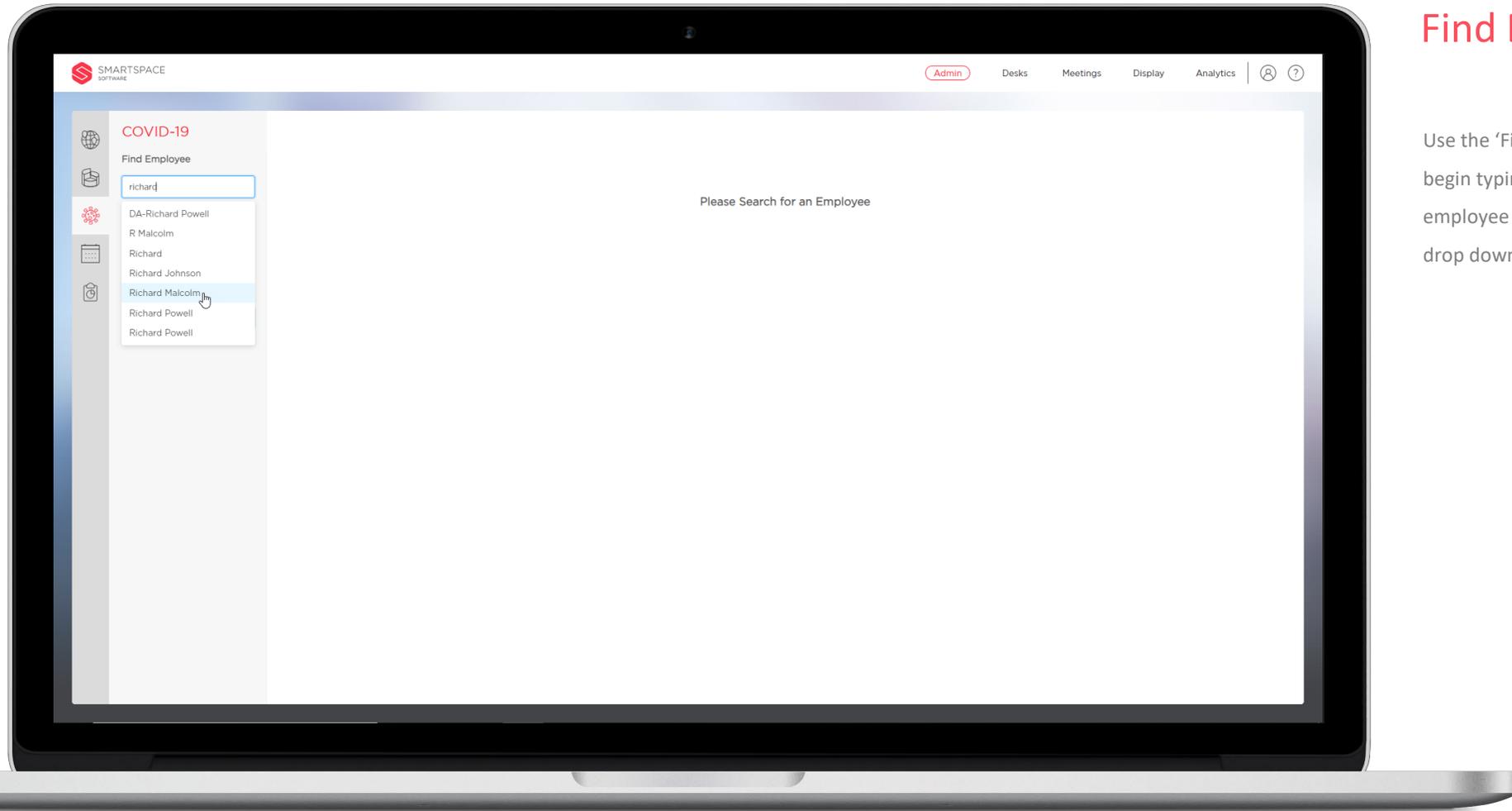




## Contact Trace

The COVID-19 tab allows you to contact trace in the event of an employee reporting a positive COVID-19 test result.

You will be able to identify the desks that a colleague has both booked and checked into over a period of time.

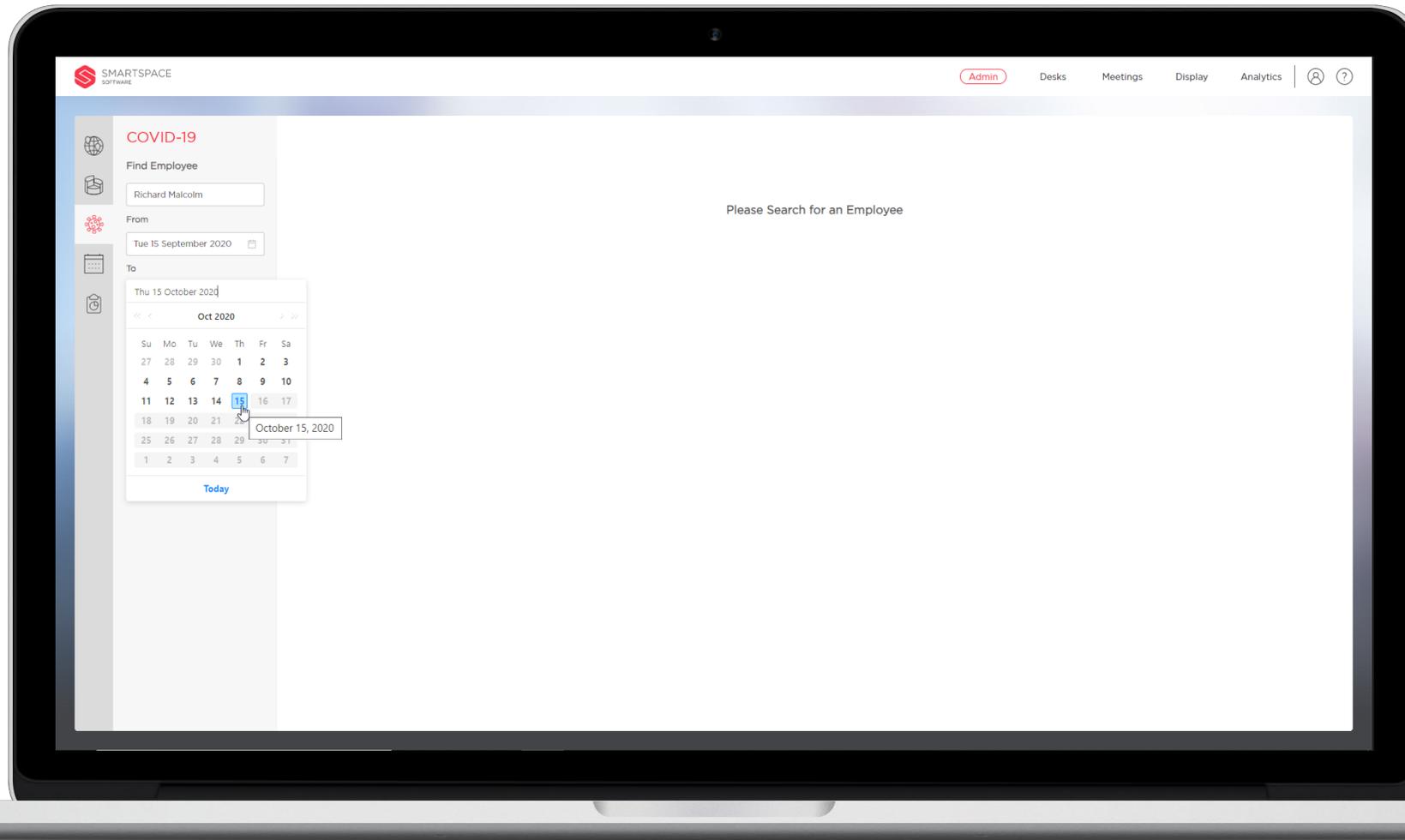


## Find Employee

Use the 'Find Employee' search field to begin typing the name of the identified employee and select their name from the drop down menu.

## Set Time Frame

Use the From and To fields to set the time frame you need to find out the which desks were used.



## Report

The display panel will show a list of desks the employee has checked into over the period of time.

It will also show a list of employees that have sat on the same floor with the employee over this period of time.

The screenshot shows the SMARTSPACE COVID-19 interface. On the left, there is a sidebar with a 'Find Employee' section containing a search box with 'Richard Malcolm', a 'From' date field set to 'Tue 15 September 2020', and a 'To' date field set to 'Thu 15 October 2020'. A 'Search' button is located below these fields. The main content area is titled 'Desk & Colleague Tracing' and includes 'Download XLS' and 'Print to PDF' buttons. It is divided into two sections: 'Desks to Clean' and 'Colleagues to Contact Trace'.

Desk Name	Desk Location
LU1.C10	United Kingdom > Luton > 250, The Village > First Floor
LU1.B4	United Kingdom > Luton > 250, The Village > First Floor
LU1.C5	United Kingdom > Luton > 250, The Village > First Floor
LU1.F7	United Kingdom > Luton > 250, The Village > First Floor
LU1.C7	United Kingdom > Luton > 250, The Village > First Floor
LU1.B7	United Kingdom > Luton > 250, The Village > First Floor
LU1.D10	United Kingdom > Luton > 250, The Village > First Floor
LU1.E8	United Kingdom > Luton > 250, The Village > First Floor
LU1.B8	United Kingdom > Luton > 250, The Village > First Floor
LU1.D9	United Kingdom > Luton > 250, The Village > First Floor
LU1.D8	United Kingdom > Luton > 250, The Village > First Floor
LU1.E2	United Kingdom > Luton > 250, The Village > First Floor
LU1.A8	United Kingdom > Luton > 250, The Village > First Floor
LU1.A7	United Kingdom > Luton > 250, The Village > First Floor
LU1.A9	United Kingdom > Luton > 250, The Village > First Floor
LU1.A10	United Kingdom > Luton > 250, The Village > First Floor
LU1.H8	United Kingdom > Luton > 250, The Village > First Floor
LU1.H7	United Kingdom > Luton > 250, The Village > First Floor

Name	Email
Patricia Salamanca	Patricia.Salamanca@smartspaceglobal.com

## Download & Print

This data can be downloaded to XLS and or Printed to a PDF by using the options in the top right corner.

The screenshot displays the SMARTSPACE SOFTWARE interface for 'Desk & Colleague Tracing'. The top navigation bar includes 'Admin', 'Desks', 'Meetings', 'Display', and 'Analytics'. The left sidebar contains a 'COVID-19' section with a 'Find Employee' search box containing 'Richard Malcolm', a date range from 'Tue 15 September 2020' to 'Thu 15 October 2020', and a 'Search' button. The main content area is titled 'Desk & Colleague Tracing' and features a table of desks to clean. In the top right corner of the main content area, there are two buttons: 'Download XLS' and 'Print to PDF', which are highlighted with a red box. Below the desk table is a section for 'Colleagues to Contact Trace' with a table listing Patricia Salamanca.

Desk Name	Desk Location
LUI.C10	United Kingdom > Luton > 250, The Village > First Floor
LUI.B4	United Kingdom > Luton > 250, The Village > First Floor
LUI.C5	United Kingdom > Luton > 250, The Village > First Floor
LUI.F7	United Kingdom > Luton > 250, The Village > First Floor
LUI.C7	United Kingdom > Luton > 250, The Village > First Floor
LUI.B7	United Kingdom > Luton > 250, The Village > First Floor
LUI.D10	United Kingdom > Luton > 250, The Village > First Floor
LUI.E8	United Kingdom > Luton > 250, The Village > First Floor
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