

SmartSpace

Administration Estate & Resources User Guide



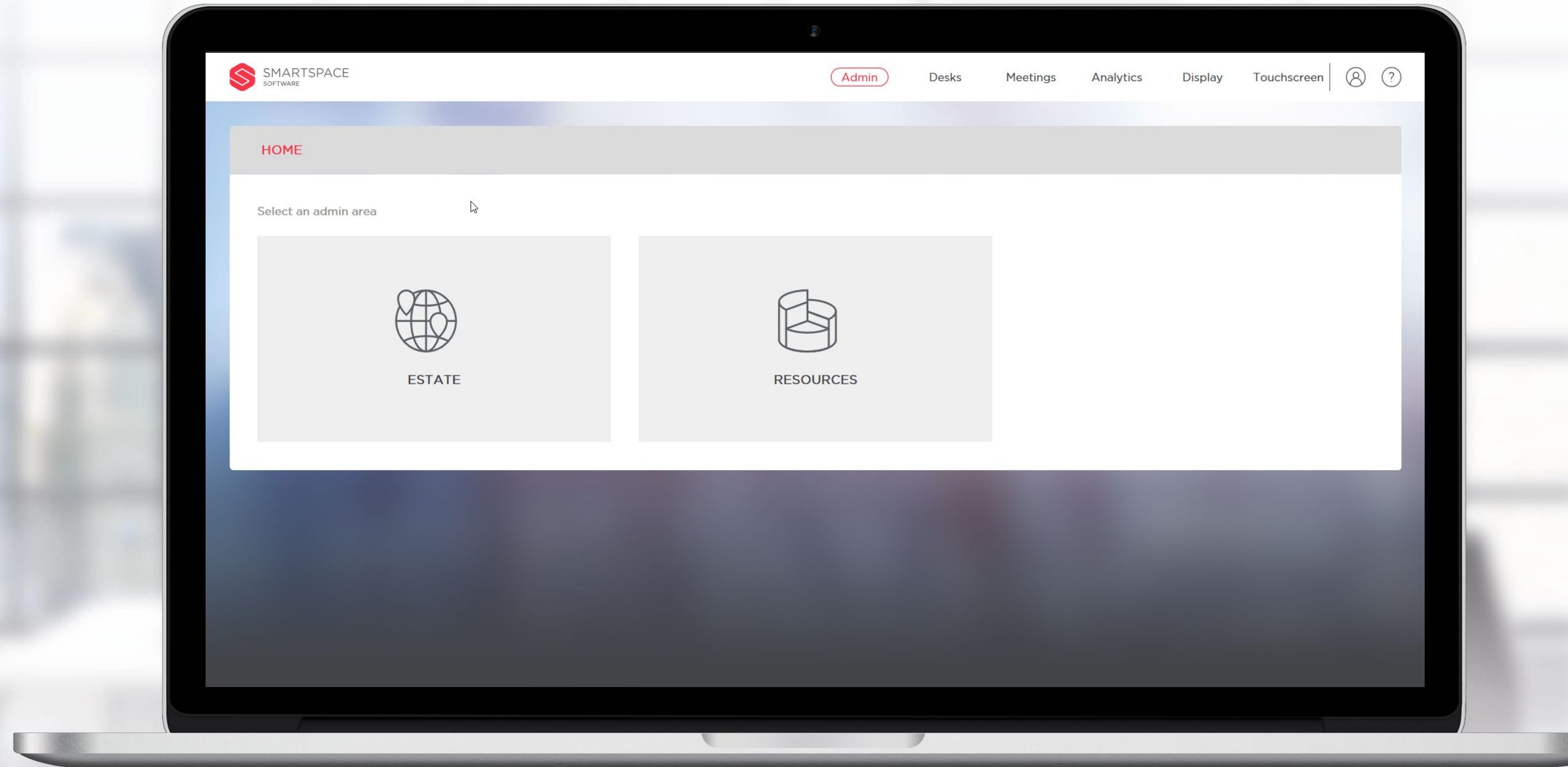
October 2020

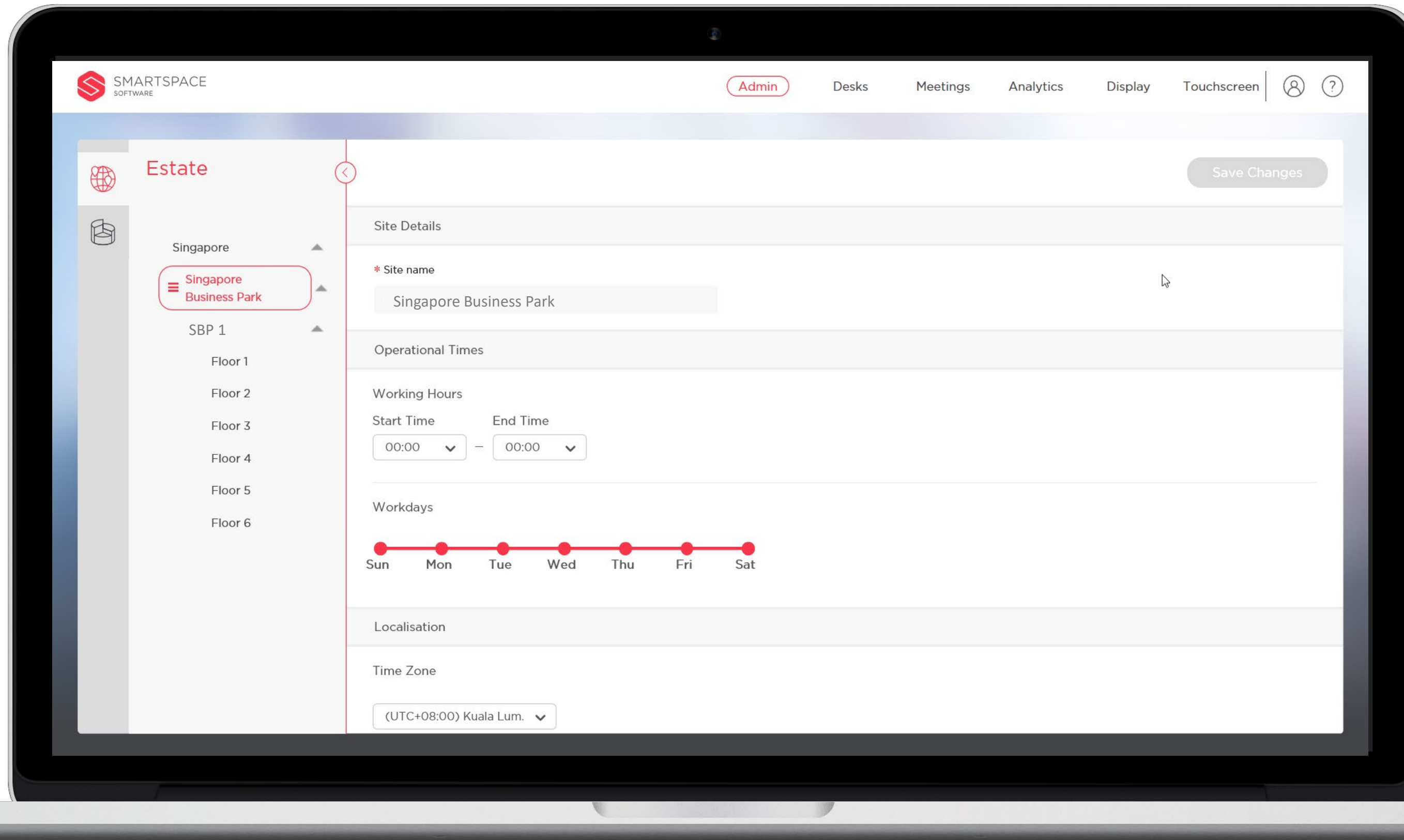
Introduction

Getting started with the SmartSpace Administration Guide

This guide will outline the administration functionality for the SmartSpace suite of products.

Administration





Estate

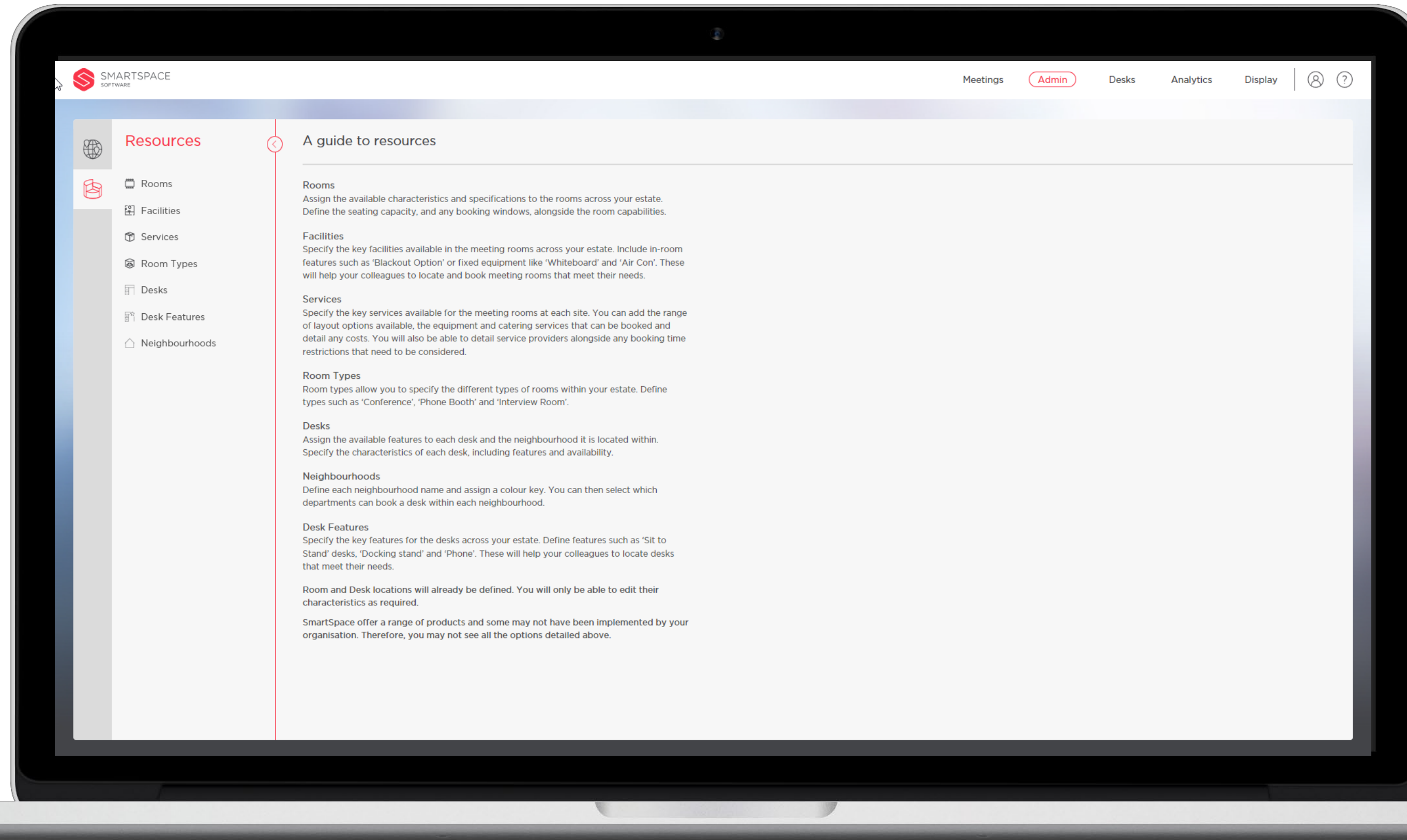
The estate tab will list all **Regions** that have enabled SmartSpace Workplace.

Use the arrows next to region names to drill down to see **Sites**, **Buildings** and **Floors**.

You can edit region, site, building and floor names.

You can specify operational hours and the time zone for each site, by clicking on the site name in the smaller panel on the left.

When you make changes, you will be able to click the 'Save Changes' button, to save them.



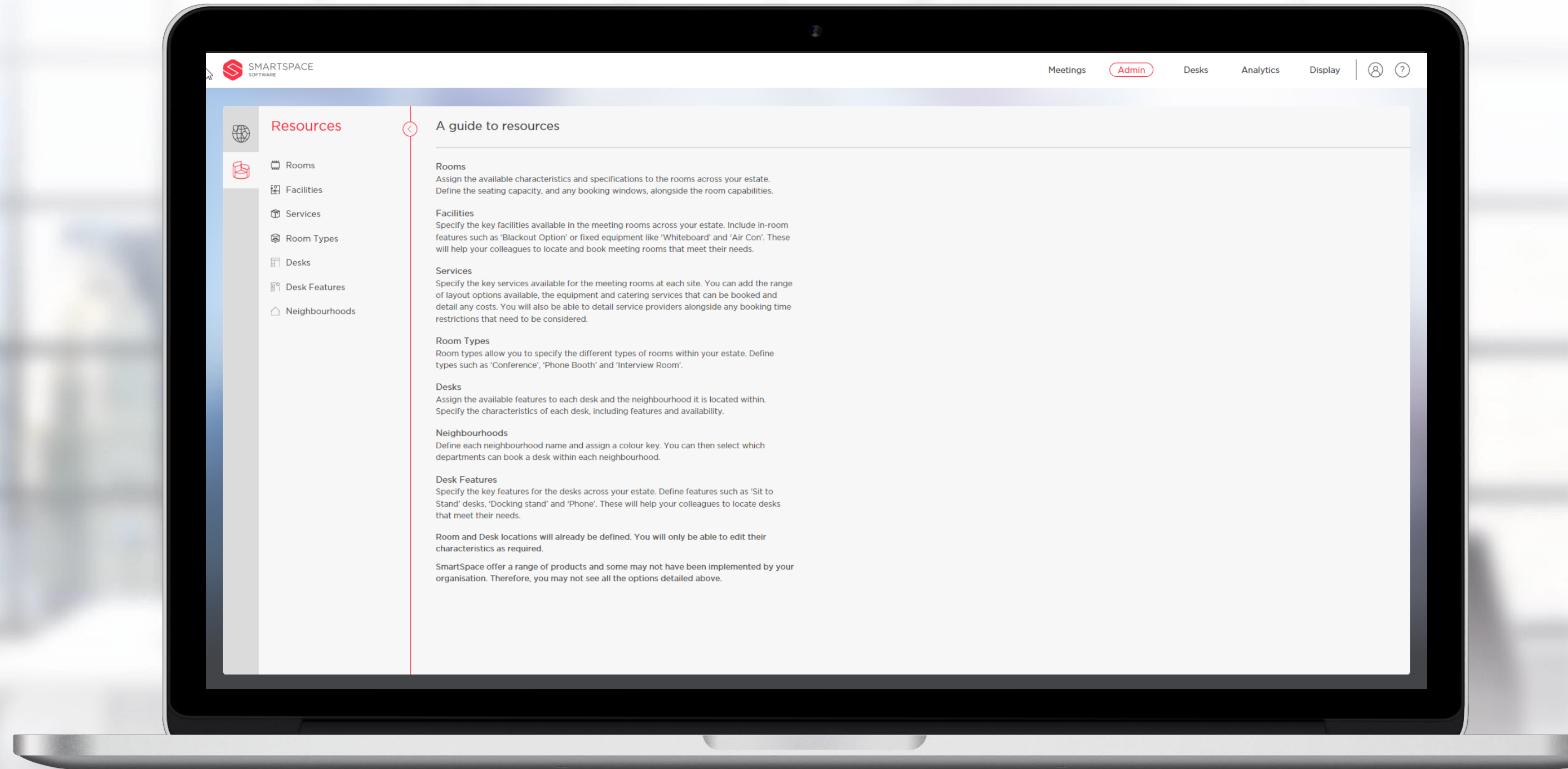
Resources

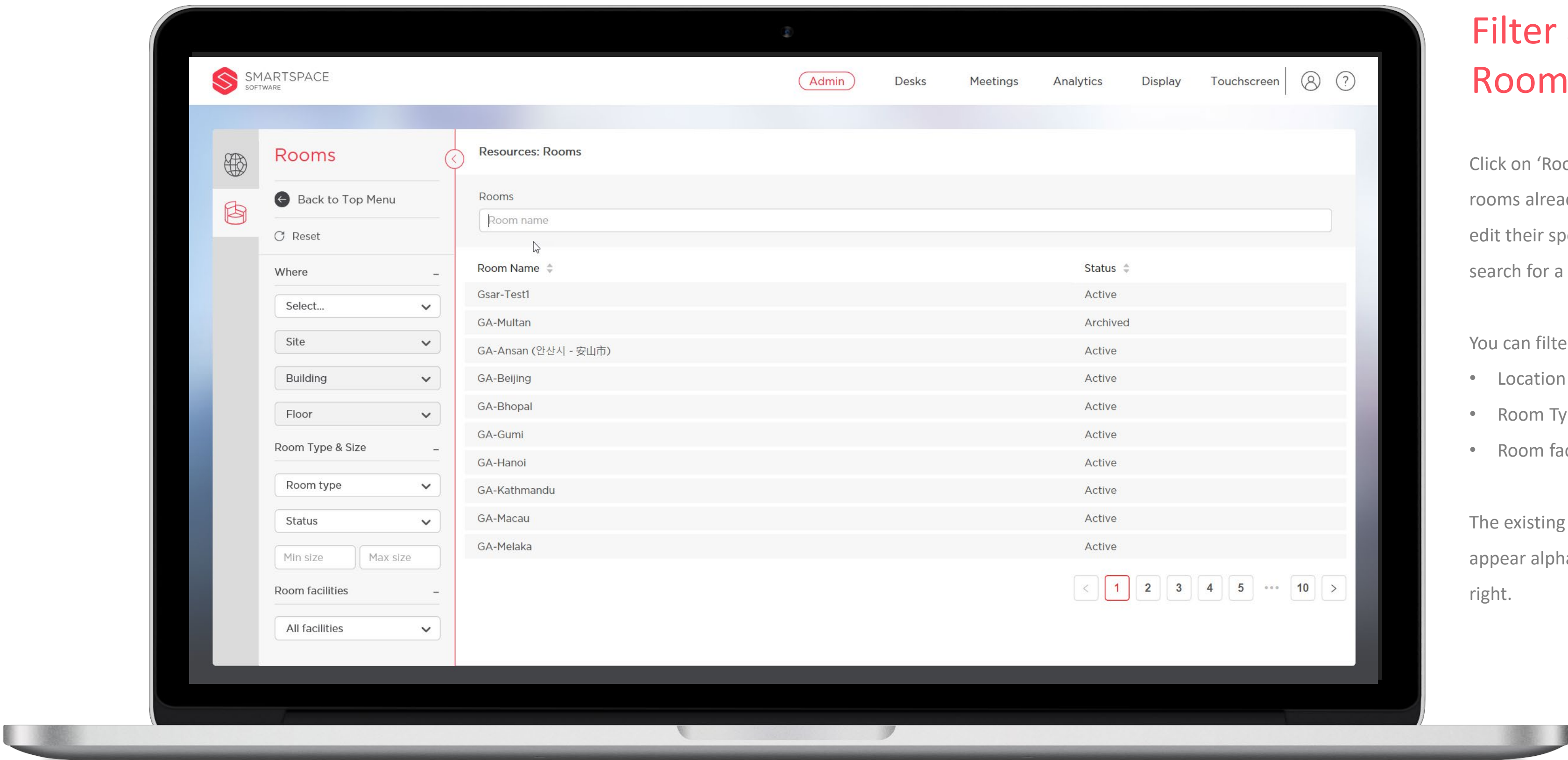
Use the administration area to edit room specifications, add room facilities, types and room services.

You can also edit desk features and neighbourhoods. These will become searchable within the SmartSpace meeting booking system.

The default introductory page, features a set of instructions on how to edit data and add resources to the platform.

Rooms





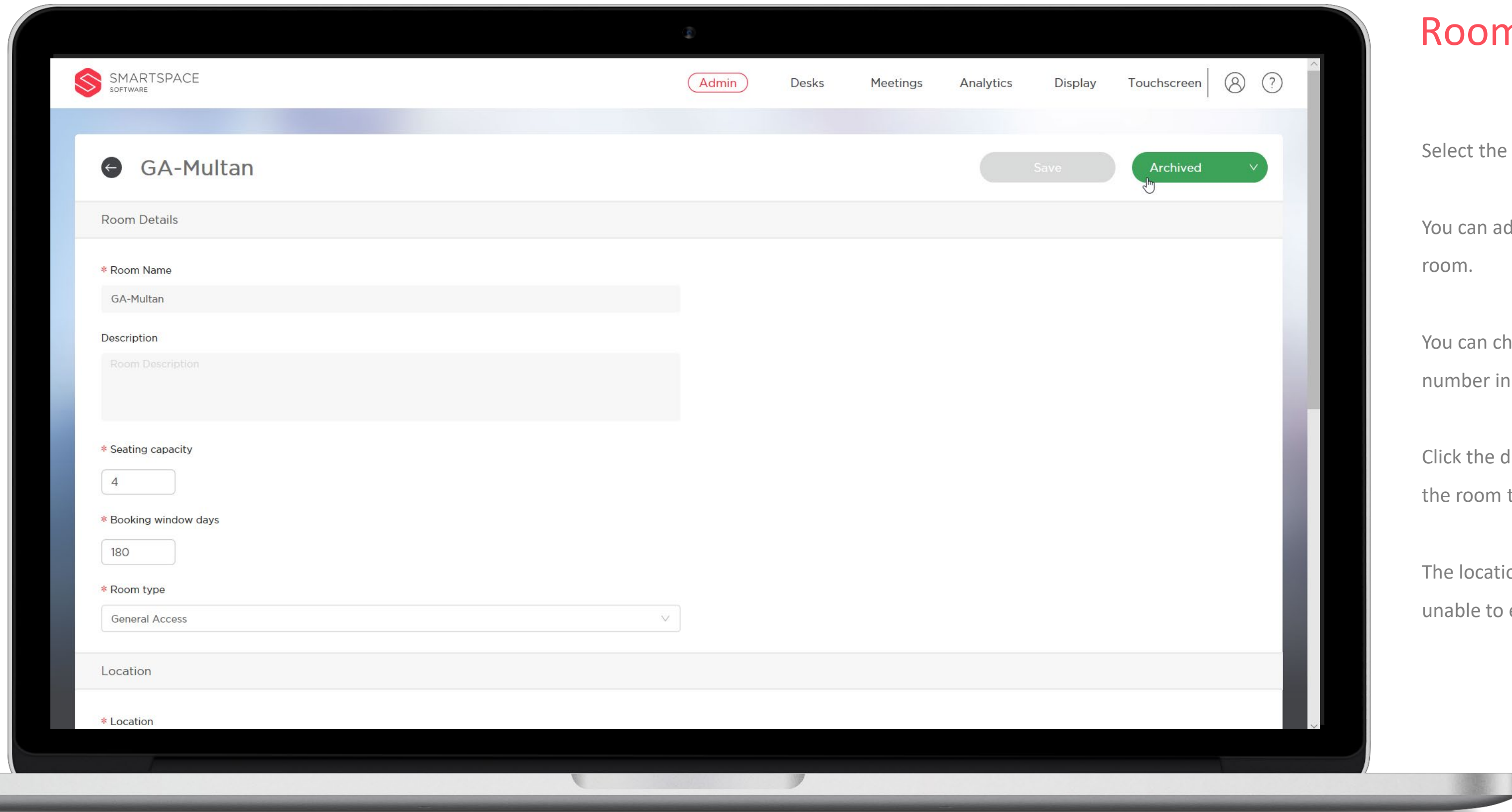
Filter and Find Rooms

Click on 'Rooms' – here you can filter and locate rooms already added to the system in order to edit their specifications. Use the search field to search for a room by name.

You can filter by:

- Location (Region, site, building, floor)
- Room Type & Size
- Room facilities

The existing rooms that match your filters will appear alphabetically in the display panel on the right.



Rooms

Select the room you need to edit.

You can add or amend the description of the room.

You can change the room capacity by changing the number in Seating Capacity.

Click the drop down menu to change the Status of the room to Unavailable.

The location field will be greyed out, as you are unable to edit this.

Rooms

You will see the exchange mailbox detail and be able to edit room capabilities:

- Layout
- Equipment & Features
- Catering
- Room Features
- In-Room Facilities

Click Save once you have made the necessary changes.

* Location

Singapore

Singapore Marina Bay Financial Centre

Marina Bay Financial Centre Tower 1

Floor 1




Estate Details

Exchange Mailbox

Multan.SCBChan@exmmx.onespace.co.uk

Room Capability

Layout Equipment & Features Catering Room Features In-room Facilities

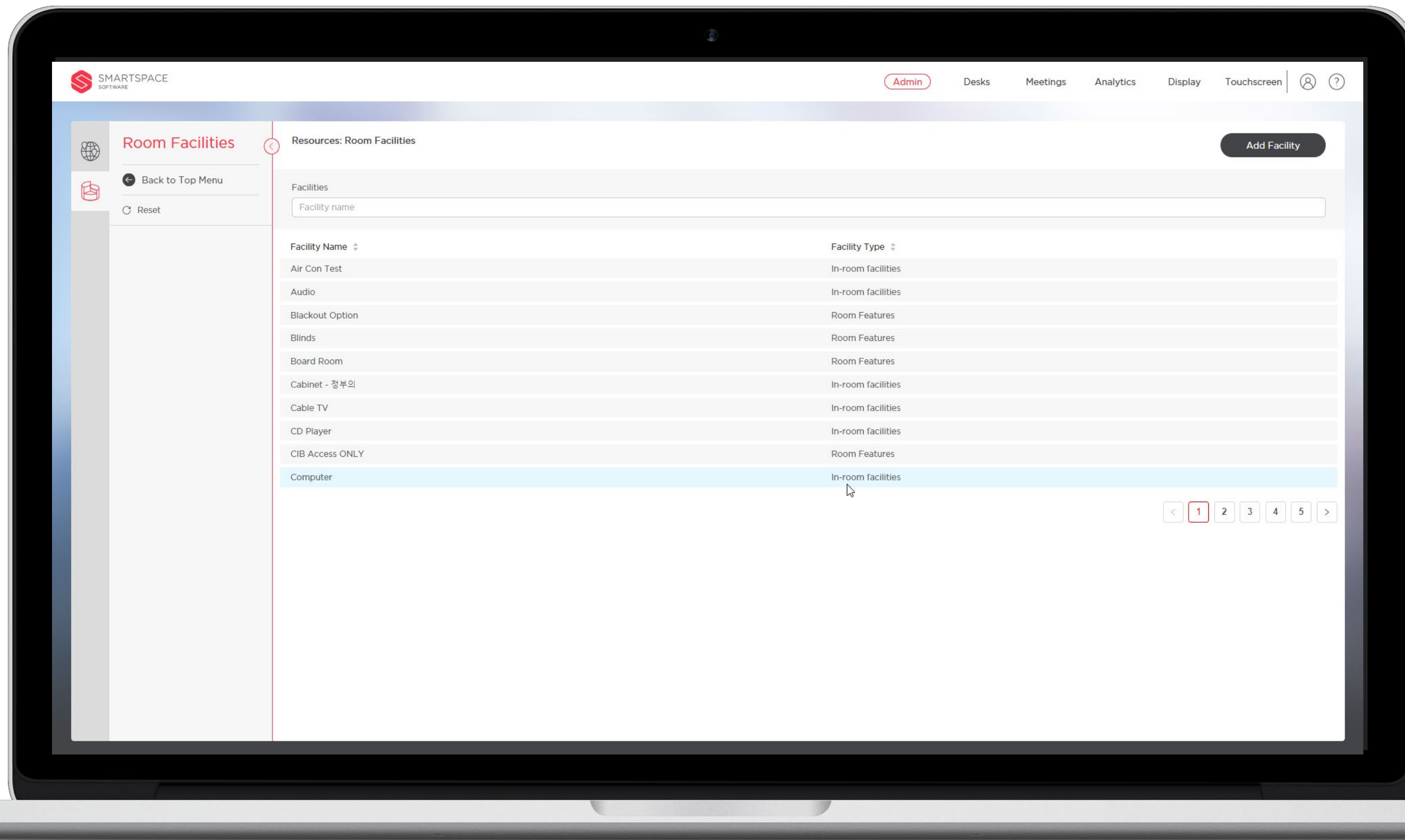
<input type="checkbox"/>	 (Lyt) Service1 (15-15)	£20
<input checked="" type="checkbox"/>	 Conference - 회의	£80
<input checked="" type="checkbox"/>	 Test Service - No Provider	£30

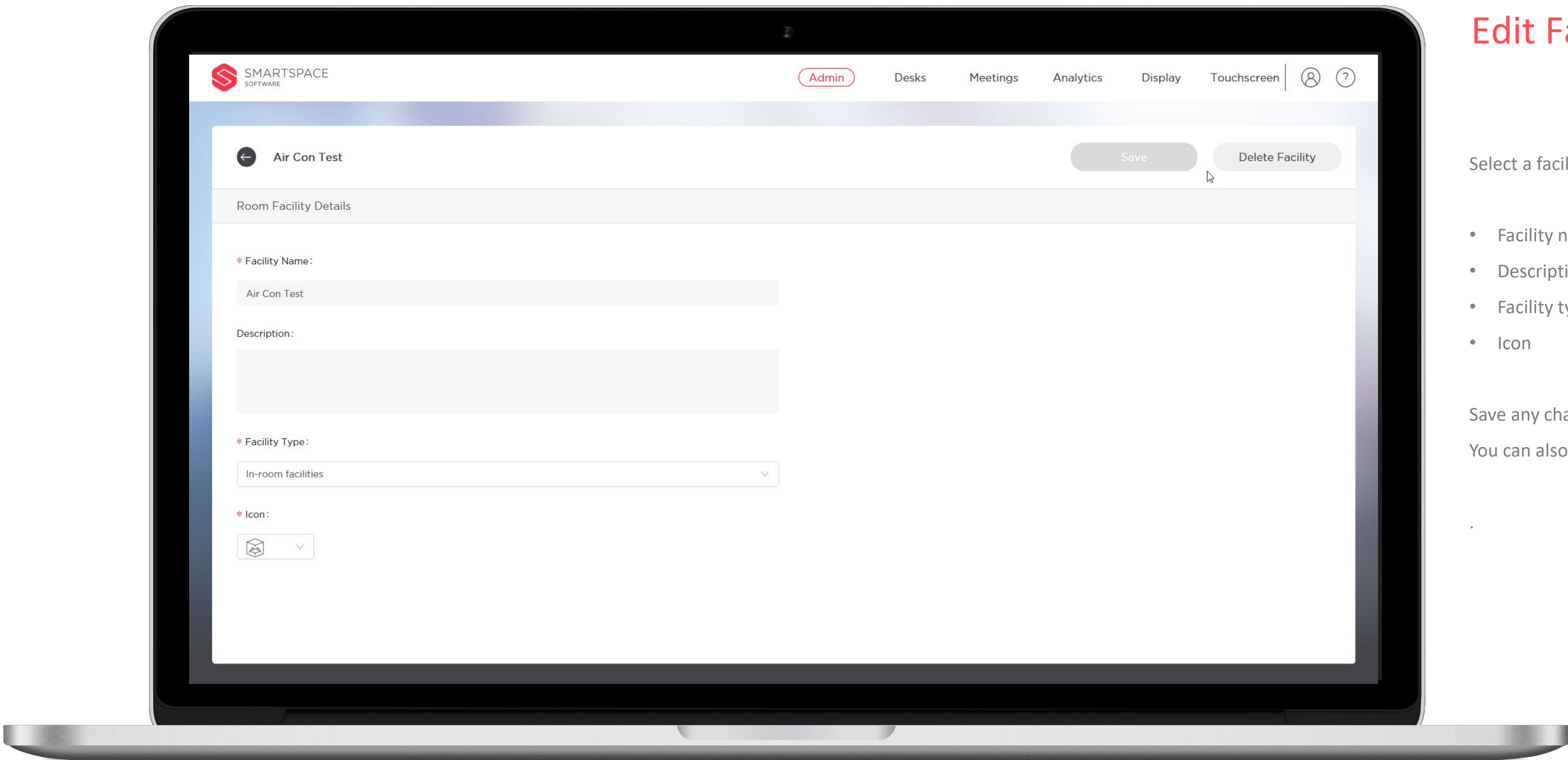
< 1 >

Room Facilities

Here you can edit, add or delete facilities for your estate.

Use the search field to search for a facility by name.





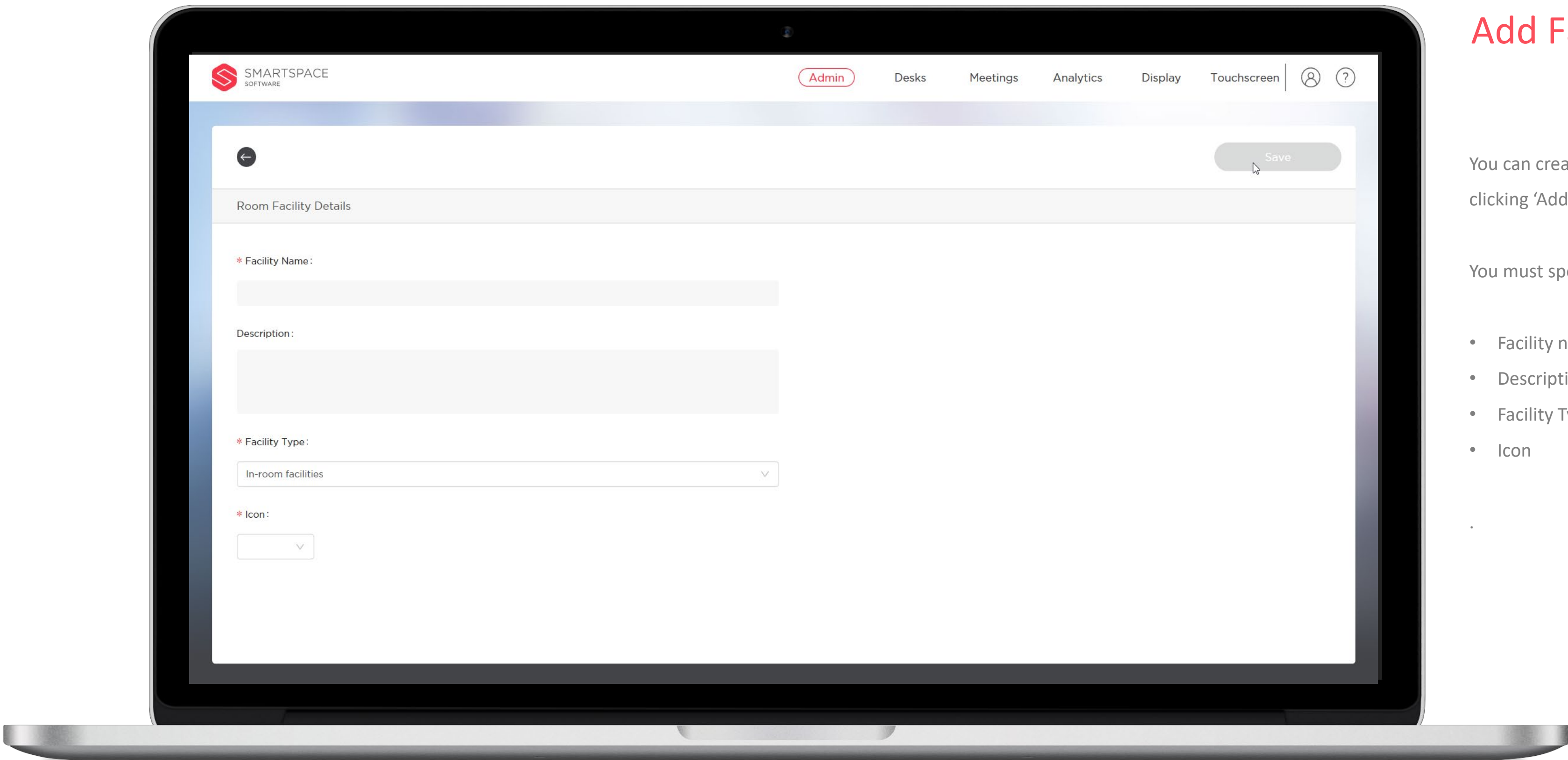
Edit Facilities

Select a facility to edit it's details. You can edit:

- Facility name
- Description
- Facility type
- Icon

Save any changes you make.

You can also delete a facility from your estate.



Add Facilities

You can create a new facility for your estate by clicking 'Add Facility'.

You must specify the following:

- Facility name
- Description
- Facility Type
- Icon

Room Services

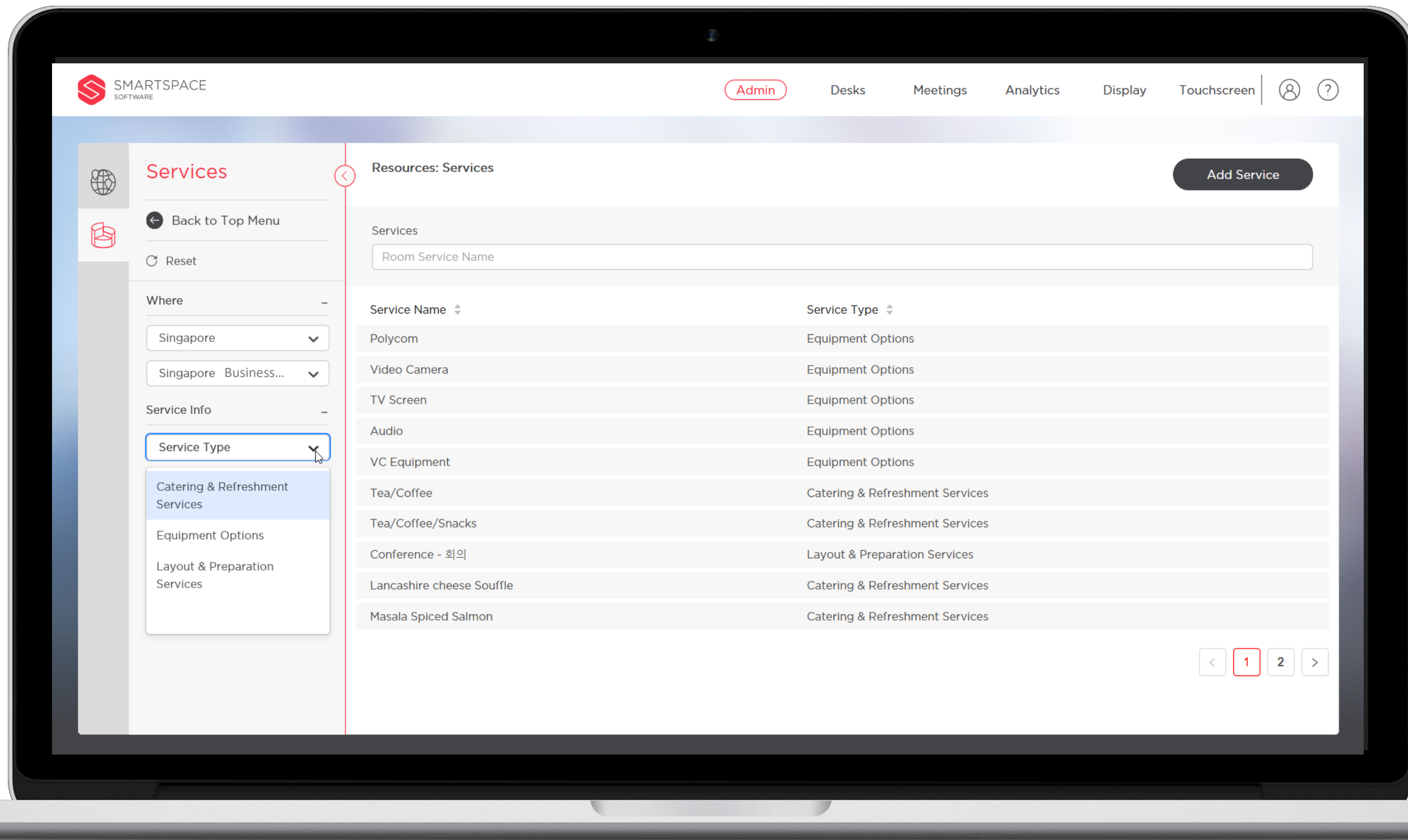
Services are location specific.

This allows you to apply local details such as cost, on a site by site basis. You can add a new service by clicking 'Add Services'.

You can edit existing services, by using the filters on the left panel. Set the filters to the location of the services you wish to edit.

You can access the following types of Services:

- Catering & Refreshment Services
- Equipment Options
- Layout & Preparation Services



Edit Services

Select the service you wish to edit. You will be able to edit:

- Service name
- Description
- Service Type
- Provider details
- Booking restrictions
- User restrictions
- Finance & Costs

Ensure you save any changes made.

Singapore Changi Business Park

Provider Details

* Provider email

test@gmail.com

Booking Restrictions

Maximum bookable per session (leave blank if no limit)

5

User Restrictions

Set-up time

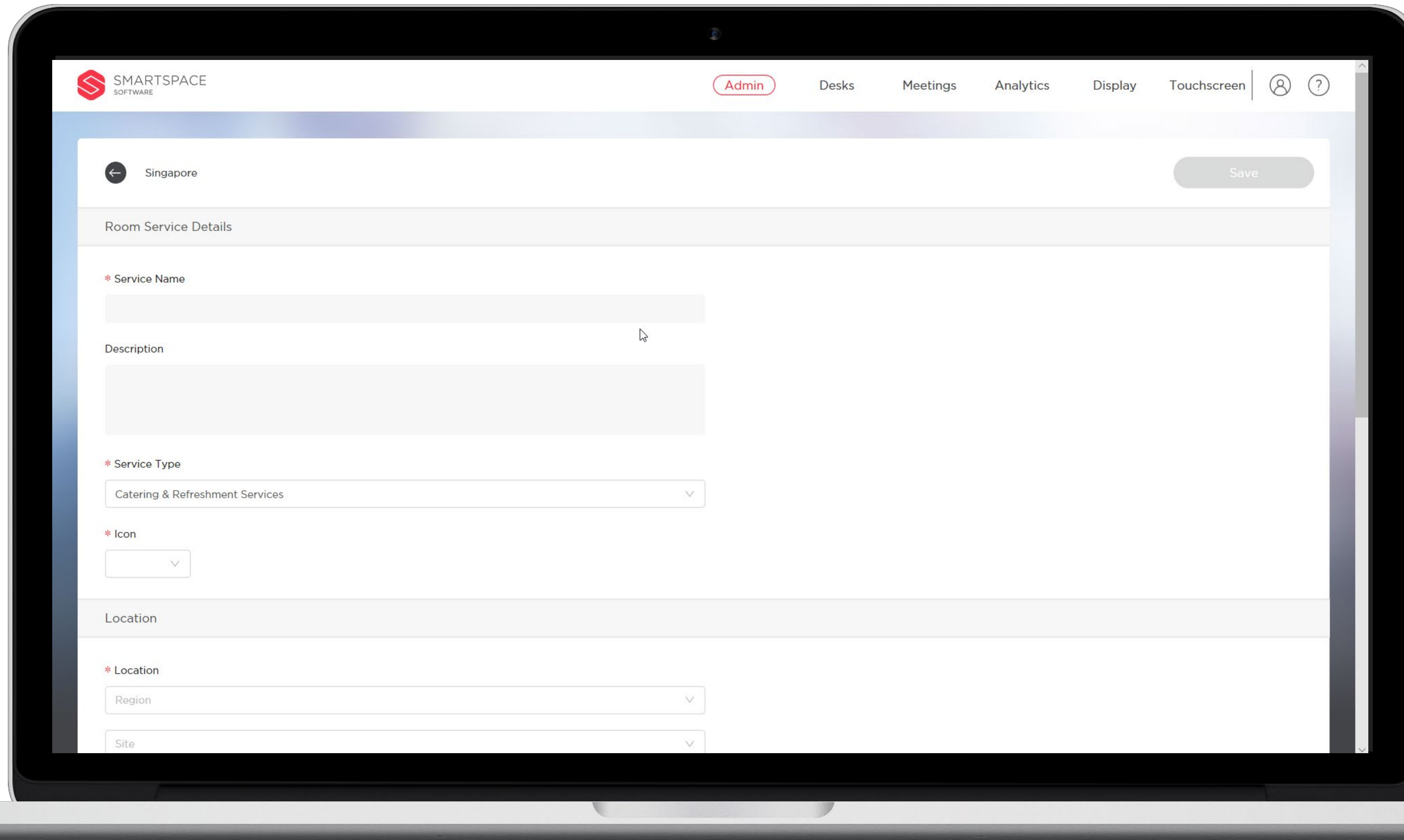
0 Days

Clear Down Time

0 Days

Finance & Costs

Costs

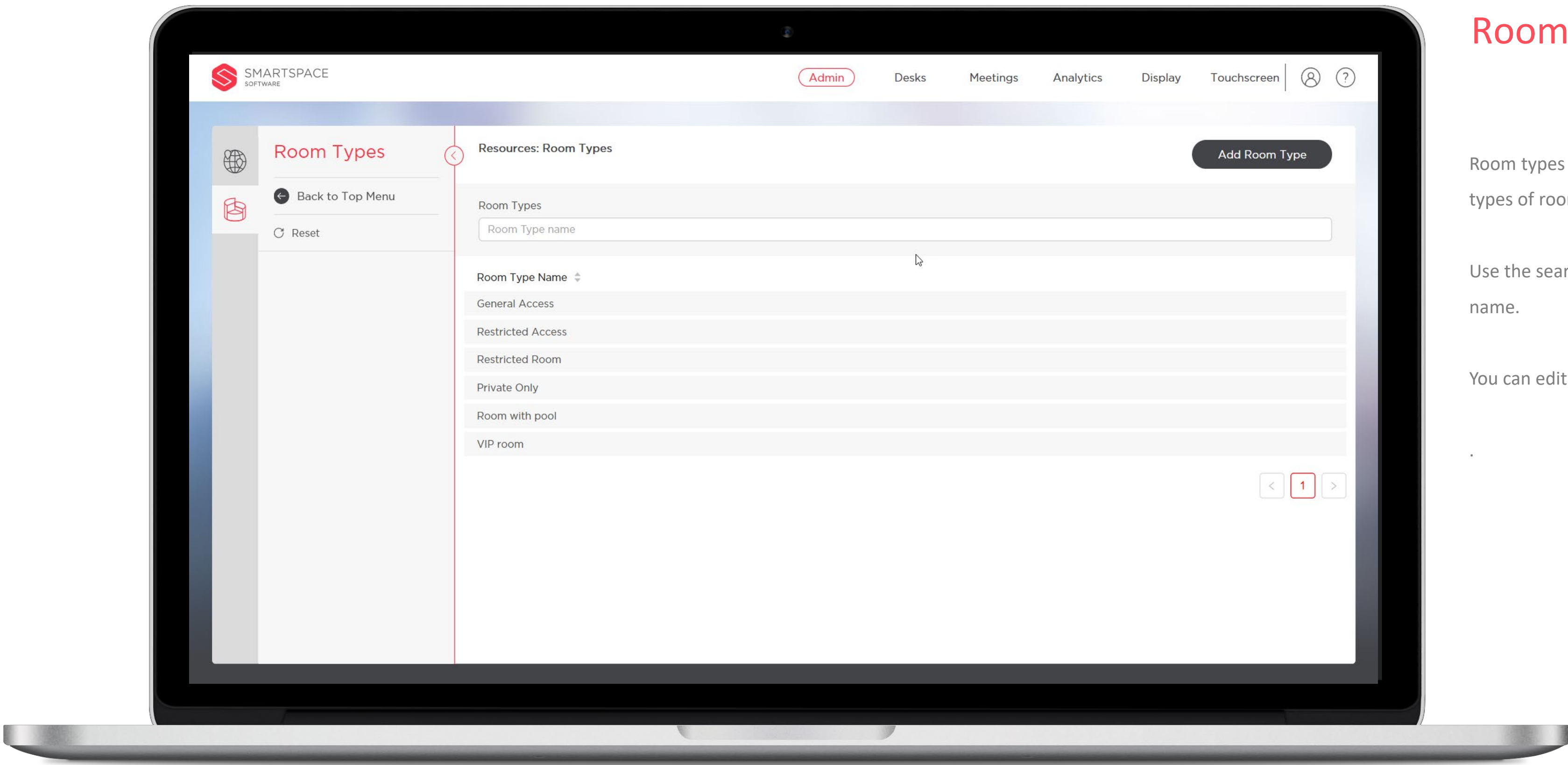


Add Services

When adding a service, you must select a region from the panel on the left to add your service to.

You will then be able to click the 'Add Services' button. You must specify the following:

- Service name
- Description
- Service Type
- Icon
- Location (Region & Site)
- Provider email
- Booking restrictions
- User restrictions
- Finance & Costs

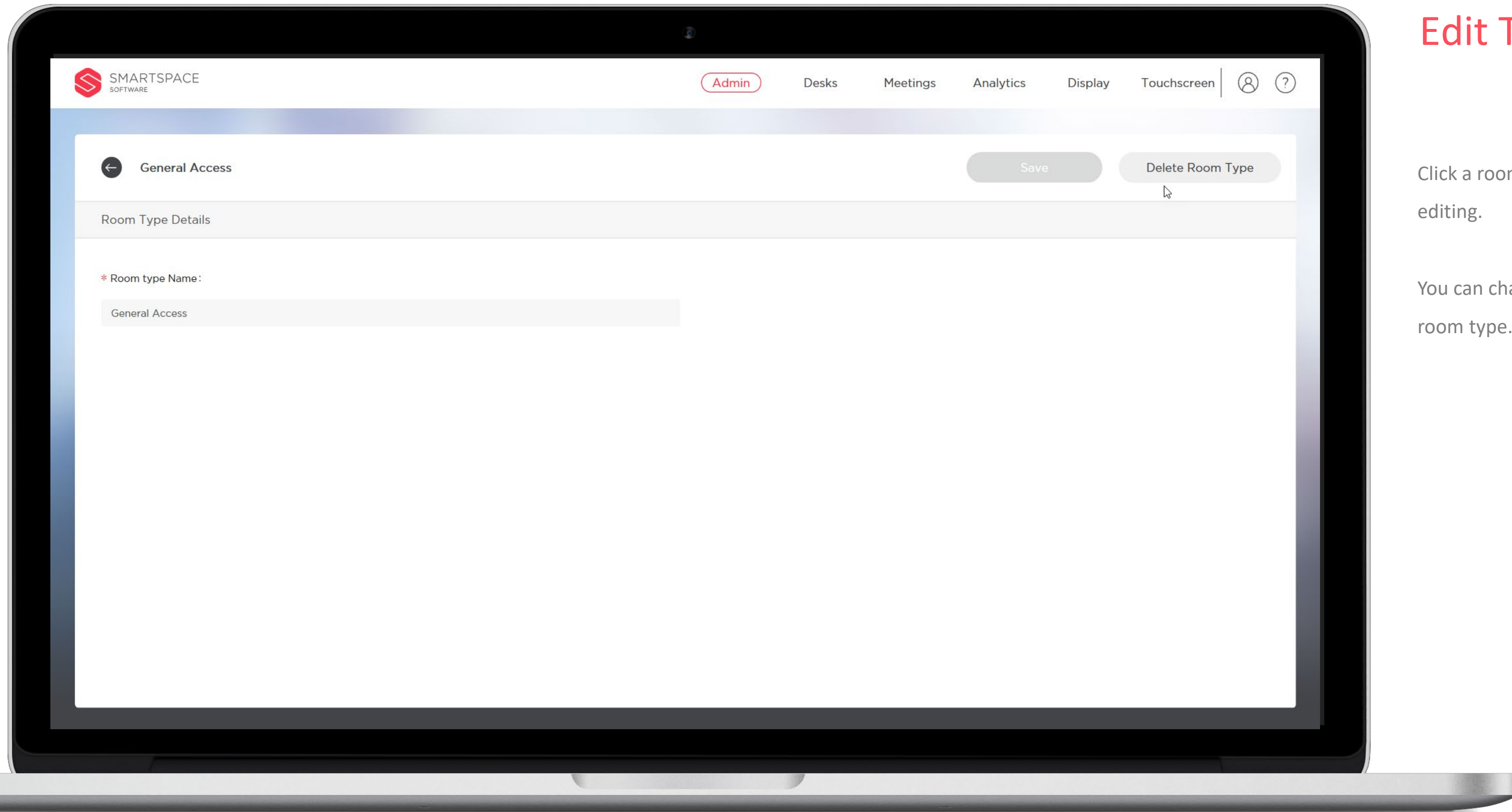


Room Types

Room types allow you to specify the different types of rooms within your estate.

Use the search filter to search for room types by name.

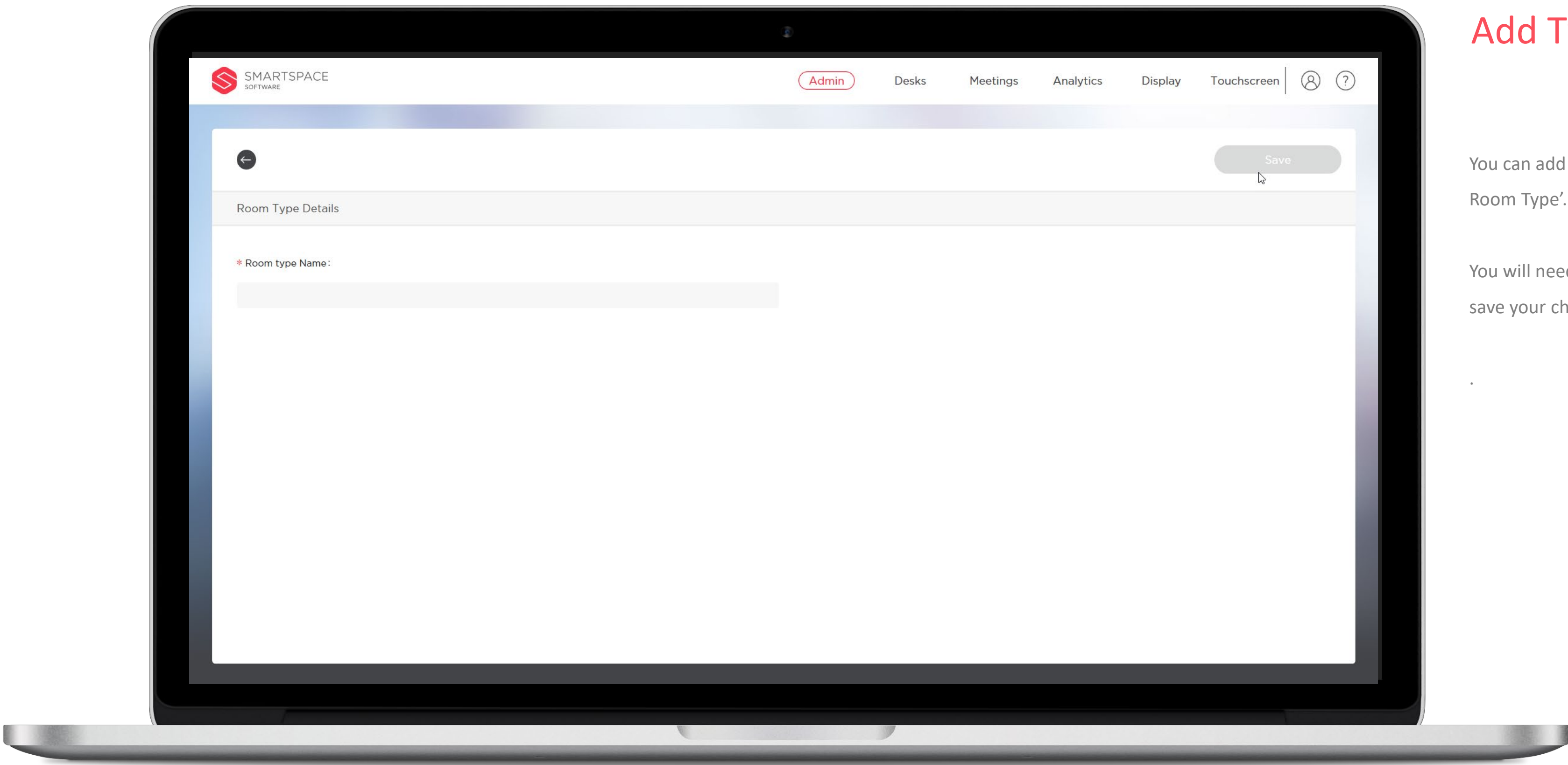
You can edit existing room types or add new ones.



Edit Types

Click a room type from the list to open it up for editing.

You can change the room type name or delete the room type.

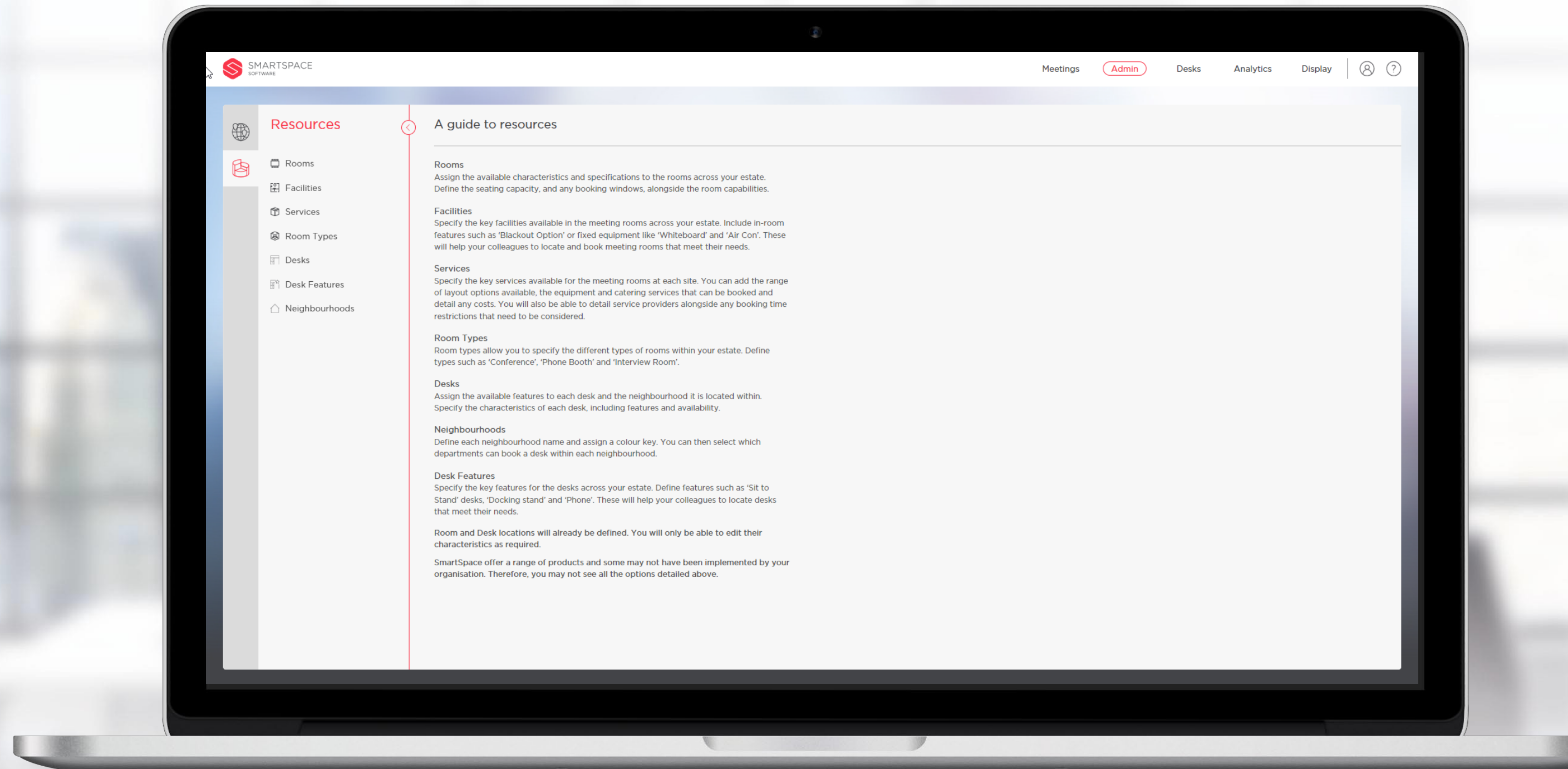


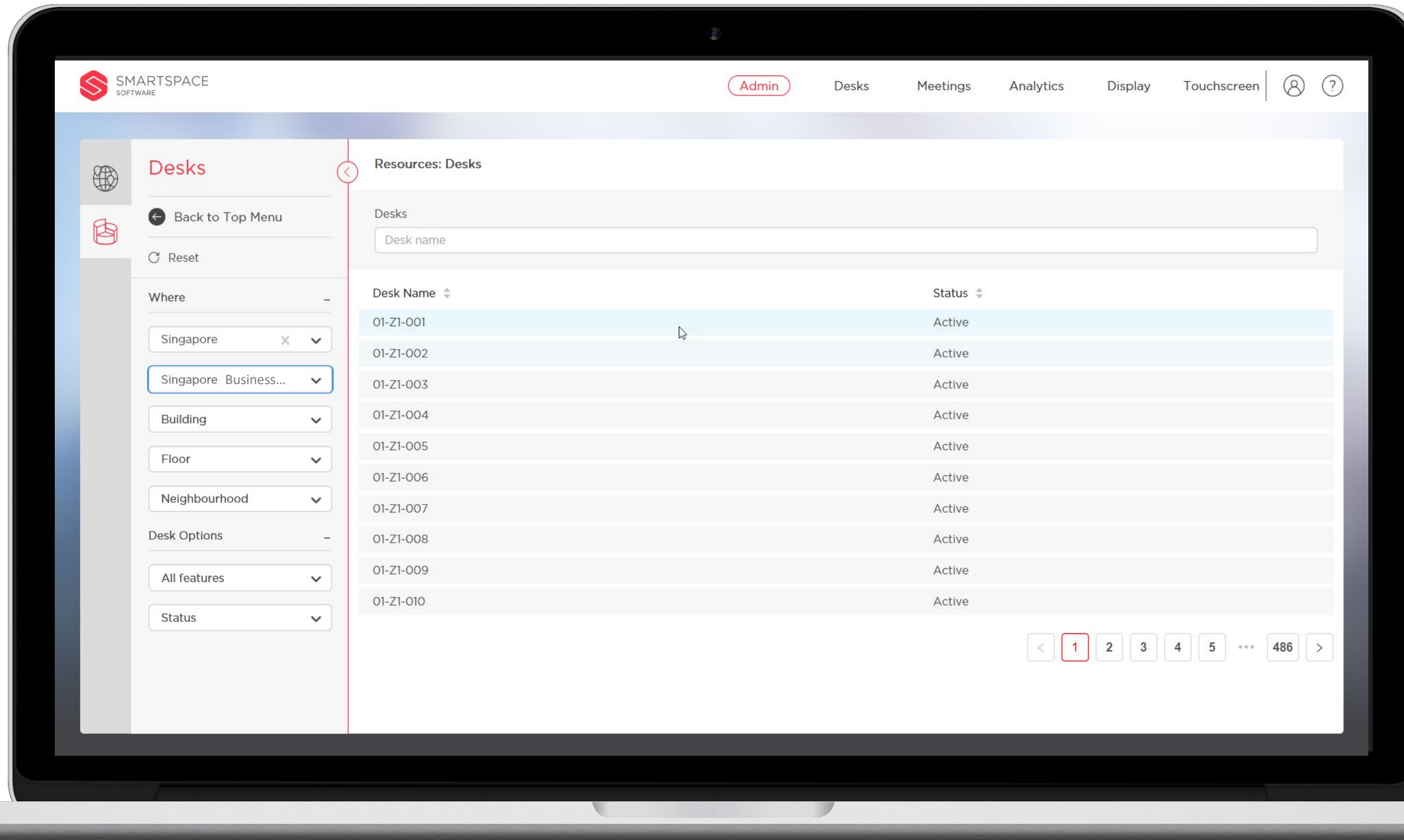
Add Types

You can add new room types by clicking 'Add Room Type'.

You will need to give the room type a name and save your changes.

Desks





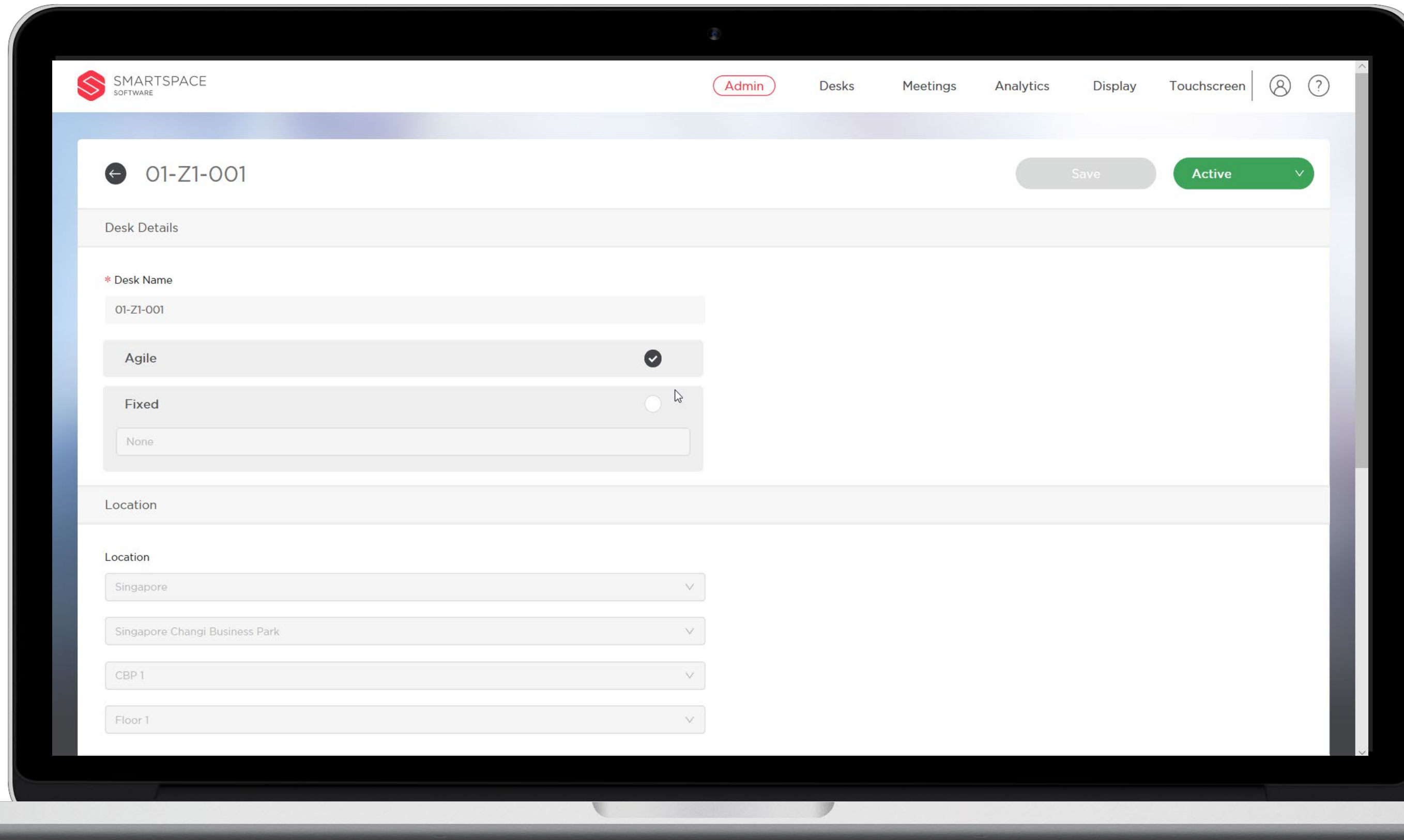
Desks

Click on 'Desks' – here you can filter and locate desks already added to the system in order to edit their specifications. You can also use the search field to search for a desk by name.

You can filter by:

- Location (Region, site, building, floor, neighbourhood)
- Desk Feature
- Desk Status
 - Active
 - Unavailable
 - New
 - Archived

The existing desks that match your filters will appear alphabetically in the display panel on the right.



Desks

Click on a Desk Name to be able to edit its properties.

You can edit the following:

- Desk Name
- Agile or Fixed

You cannot edit location details.

A fixed desk means that it is allocated to a specific user. When you select fixed you must type in the name of the user it is allocated to.

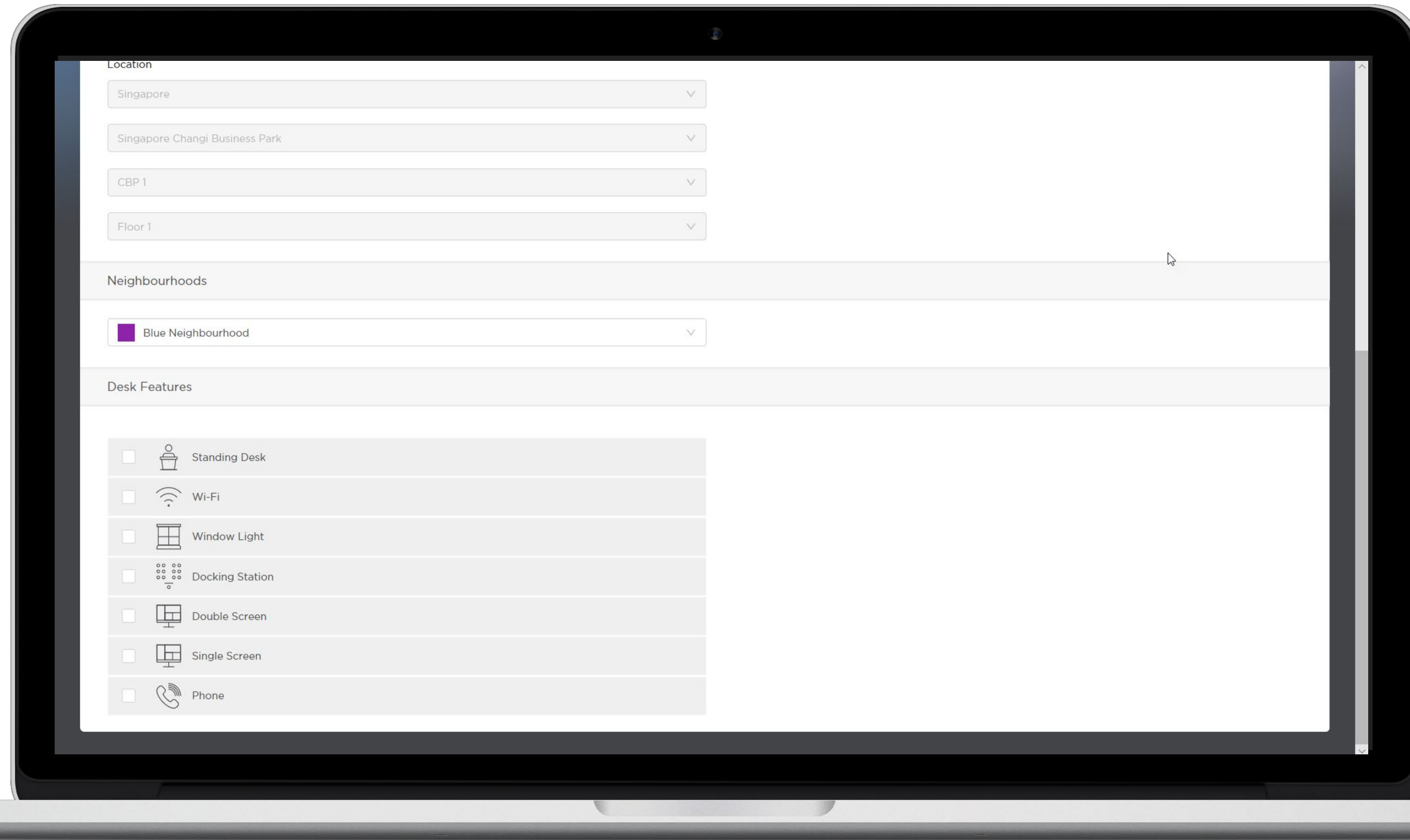
You can set a desk as active or unavailable from here, using the green 'Active' button in the top right corner.

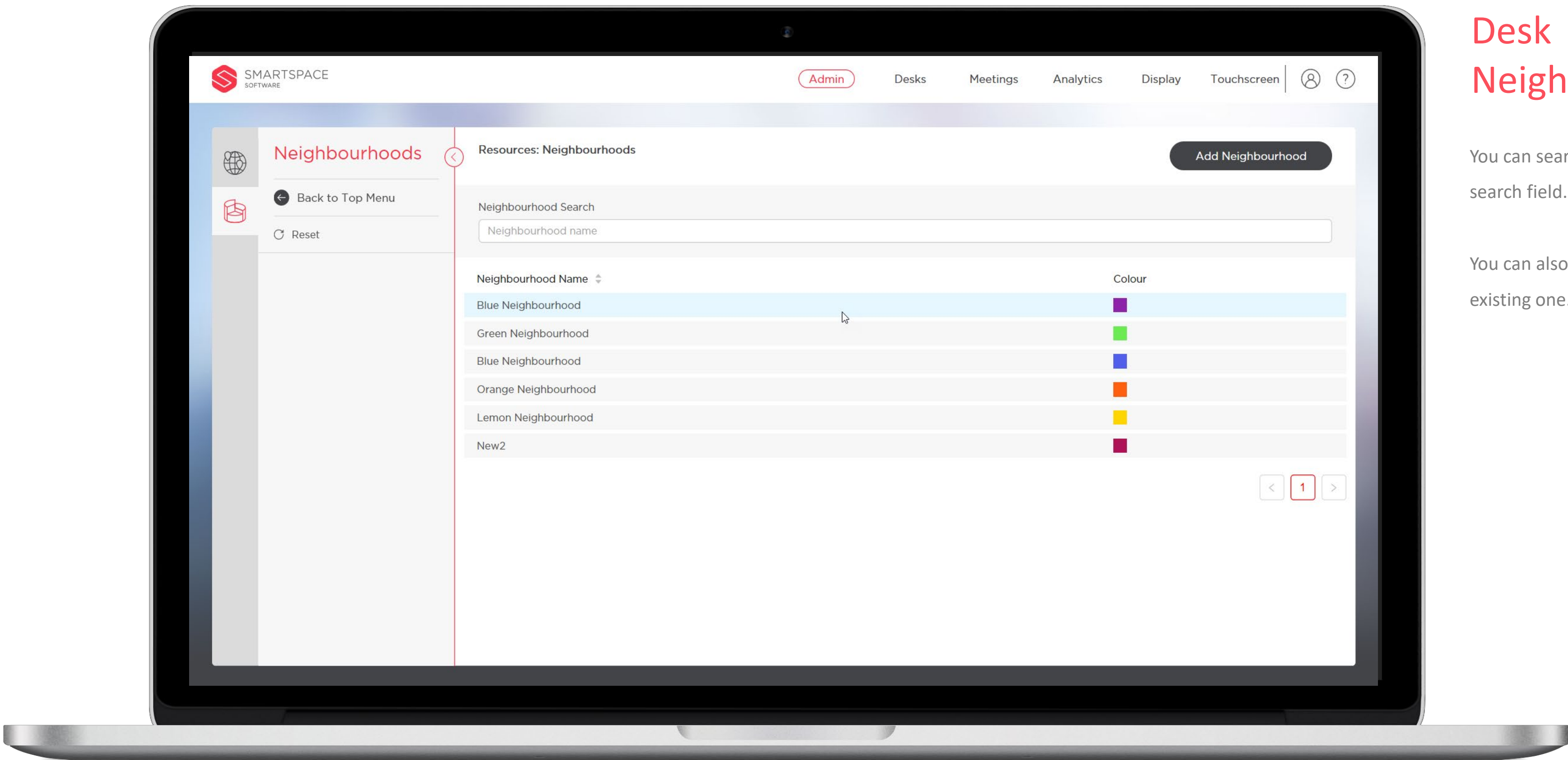
Desks

Scroll further down the screen to edit the following:

- Neighbourhood
- Desk Features

Ensure you save any changes you make.





Desk Neighbourhoods

You can search for a neighbourhood by using the search field.

You can also add a new neighbourhood and edit an existing one.

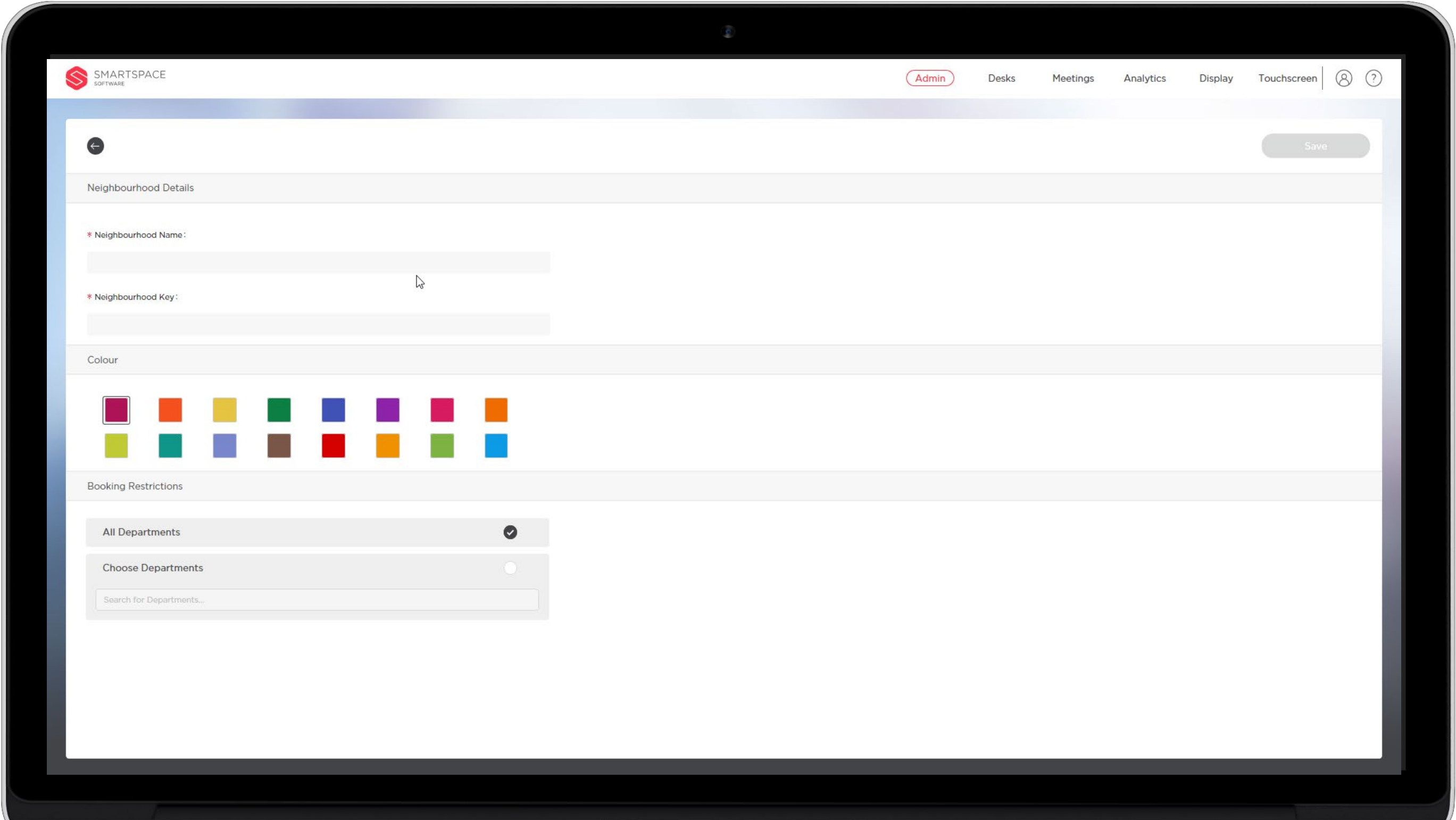
Add Neighbourhood

When you select to 'Add Neighbourhood' you must specify the following:

- Neighbourhood name
- Neighbourhood key
- Colour (this appears on maps)
- Any booking restrictions

If you do not require any booking restrictions, leave the tick in 'All Departments'.

If you require restrictions place a tick next to 'Choose Departments' and select the departments, you wish to allow to book within this neighbourhood.



Edit Neighbourhood

You can edit the properties of a neighbourhood. Select the neighbourhood you wish to edit from the list.

You can edit the following:

- Neighbourhood name
- Neighbourhood key
- Colour (this appears on maps)
- Any booking restrictions

