SmartSpace

Administration Estate & Resources User Guide



Introduction

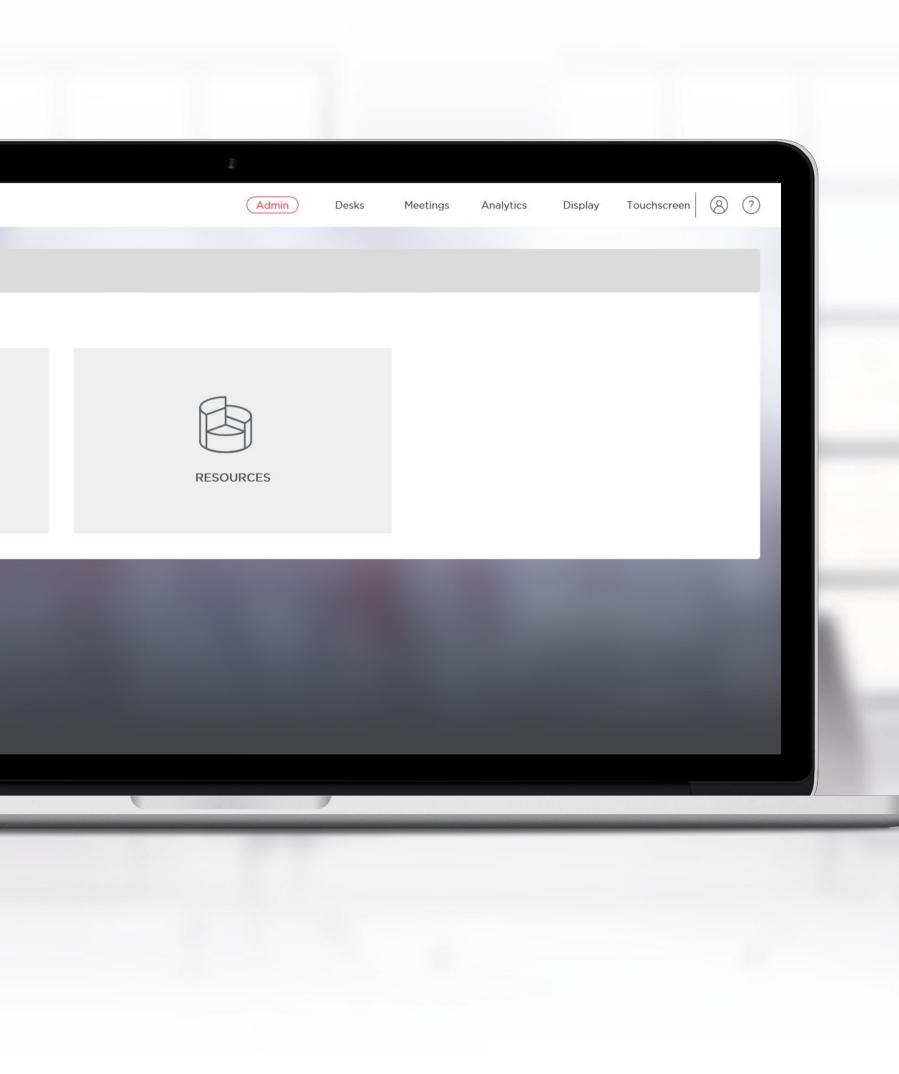
Getting started with the SmartSpace Administration Guide

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



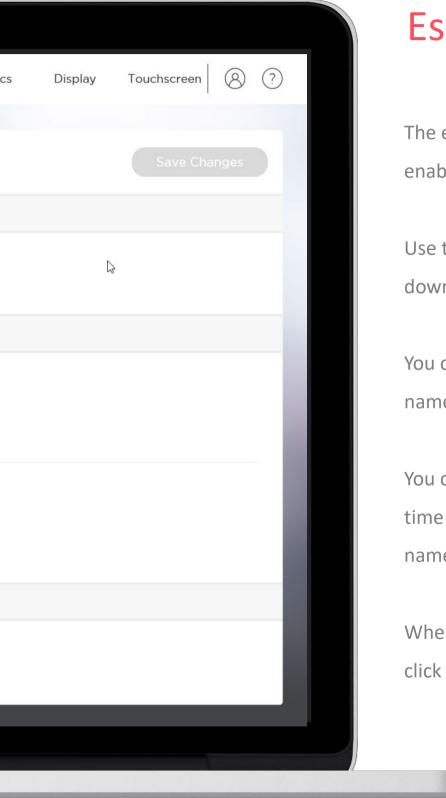
Administration

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Singapore Singapore Singapore Singapore Singapore Business Park	SMARTSPACE		(Admin)	Desks	Meetings	Analytics
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Estate

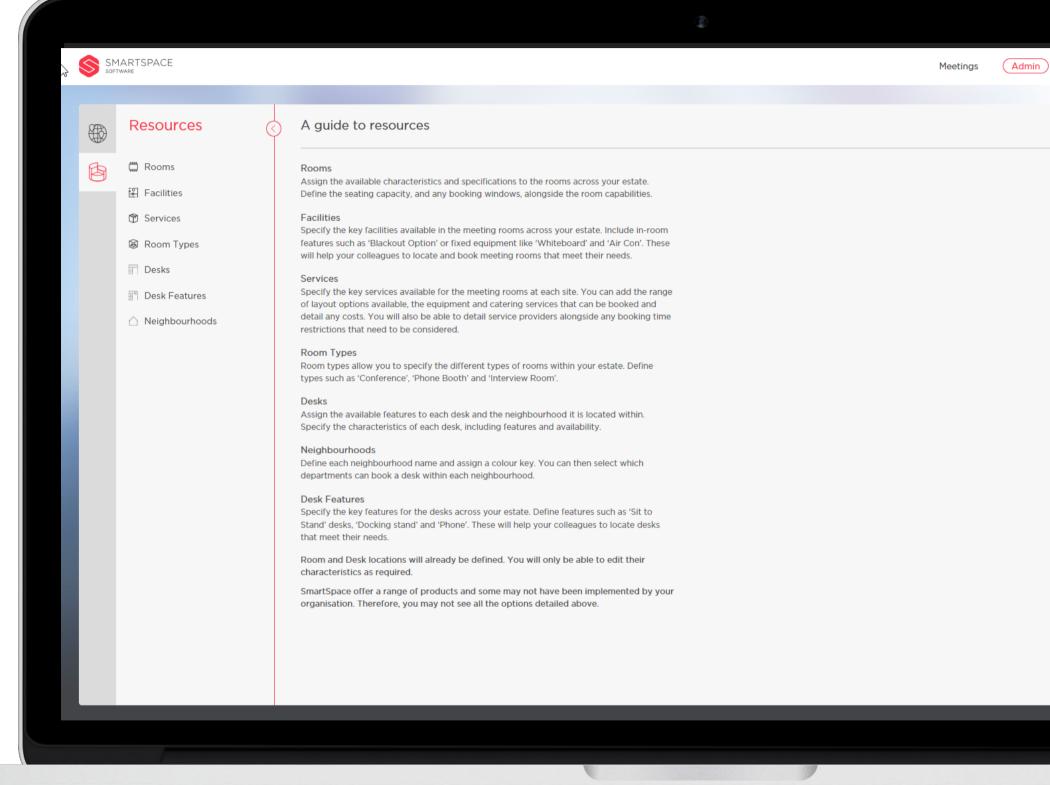
The estate tab will list all **Regions** that have enabled SmartSpace Workplace.

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.





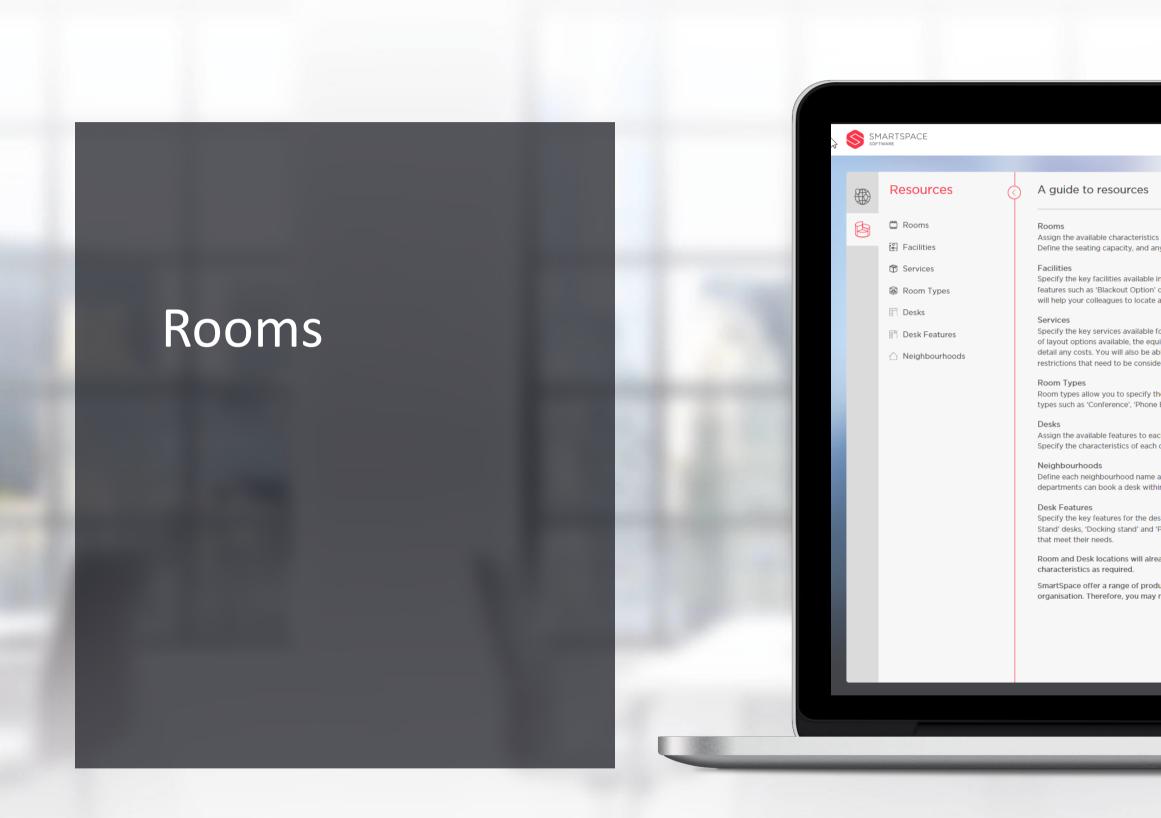
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administration area to edit room ations, add room facilities, types and rvices.

also edit desk features and ourhoods. These will become ble within the SmartSpace meeting system.

ault introductory page, features a set uctions on how to edit data and add es to the platform.



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		Meetings	Admin	Desks	Analytics	Display	8 ?	
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	Site	GA-Ansan (안산시 - 安山市)		Active		
	Building	GA-Beijing		Active		
	Floor	GA-Bhopal		Active		
	Room Type & Size	GA-Gumi		Active		
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	Room type	GA-Kathmandu		Active		
	Status	GA-Macau		Active		
	Min size Max size	GA-Melaka		Active		
	Room facilities			< 1	2 3	4 5 ••• 10 >
	All facilities					_



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.

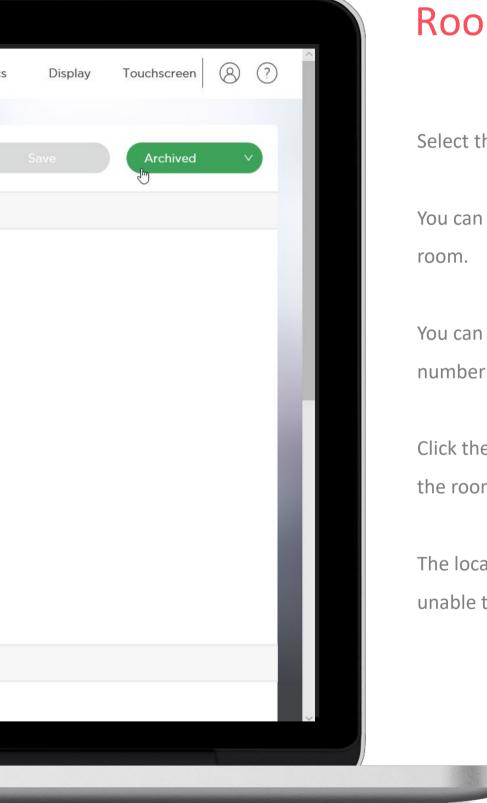
You can filter by:

- 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.

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		Admin	Desks	Meetings	Analytic
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Room Details					
* Room Name					
GA-Multan					
Description					
Room Description					
* Seating capacity					
4					
* Booking window days					
180					
* Room type General Access	~				
Location					
* Location					
* Location					





Rooms

Select the room you need to edit.

You can add or amend the description of the

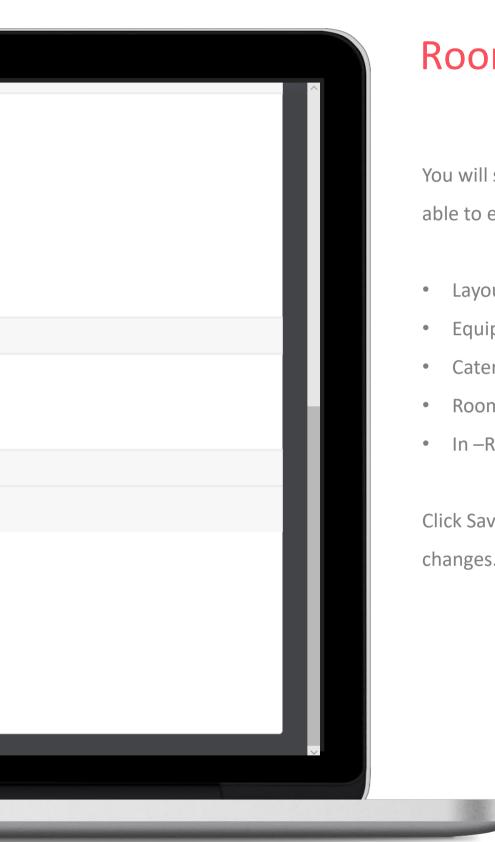
You can change the room capacity by changing the number in Seating Capacity.

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.

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Singapore Marina Ba	ay Financial Centre			\vee	
Marina Bay Financial	I Centre Tower 1			~	
Floor 1				V	
Estate Details					
Exchange Mailbox					
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Room Capability					
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Layout	Equipment & Features	Catering	Room Features	In-room Facilities	;
Layout	Equipment & Features Service1 (15-15)	Catering	Room Features	In-room Facilities	5
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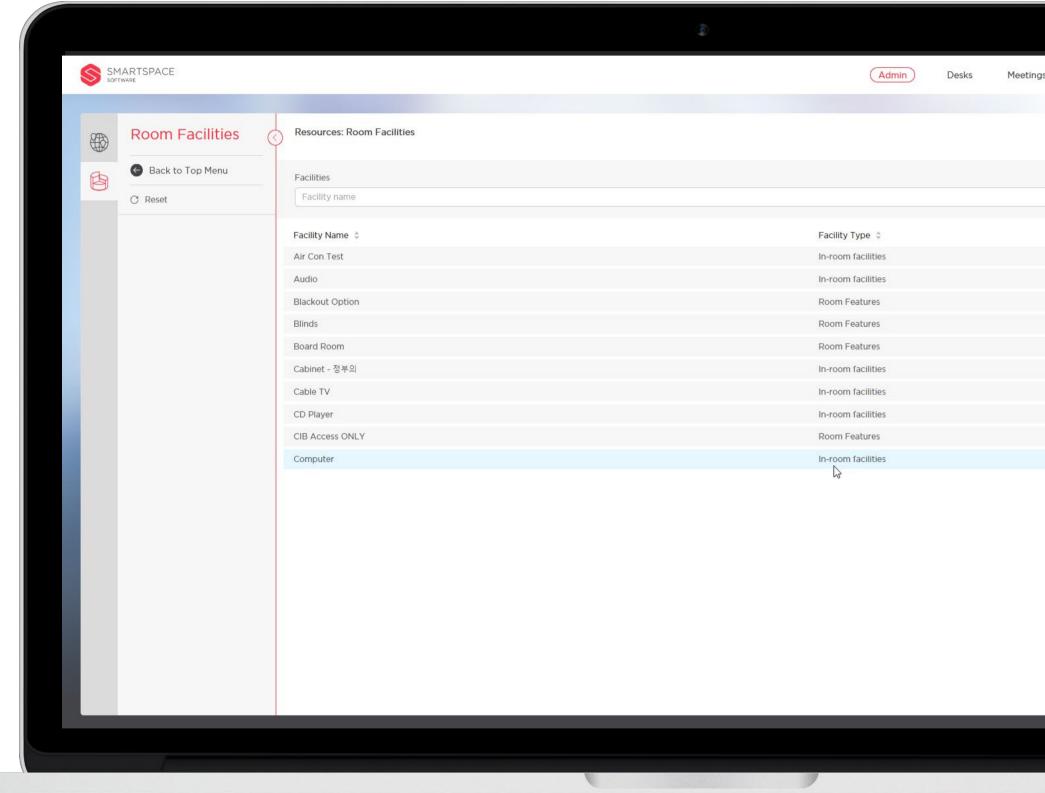


Rooms

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.





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leetings	Analytics	Display	Touchscreen	8 0				
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Room Facilities

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

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

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SMARTSPACE	Admin) Desks Meeting	s Analytics Display Touc	hscreen 8 ?
Air Con Test				Delete Facility
Room Facility Details			3	
* Facility Name:				
Air Con Test				
Description :				_
* Facility Type:				
In-room facilities	\vee			
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Facilities

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

- ty name
- ription
- ty type

changes you make.

also delete a facility from your estate.

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Room Facility Details							C
* Facility Name:							Y
Description :							
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In-room facilities	×						-
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Facilities

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

t specify the following:

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- ription
- ty Type

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	C Reset		Room Service Name							
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	Singapore	~	Polycom		Equipment Opti	ons				
	Singapore Business	~	Video Camera		Equipment Opti	ons				
	Service Info	_	TV Screen		Equipment Opti	ons				
			Audio		Equipment Opti	ons				
	Service Type	Y.	VC Equipment		Equipment Opti	ons				
	Catering & Refreshment Services		Tea/Coffee		Catering & Refre	eshment Services	5			
	Equipment Options		Tea/Coffee/Snacks		Catering & Refre	eshment Services	5			
	Layout & Preparation		Conference - 회의		Layout & Preparation Services					
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			Masala Spiced Salmon		Catering & Refre	eshment Services	5			
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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'.

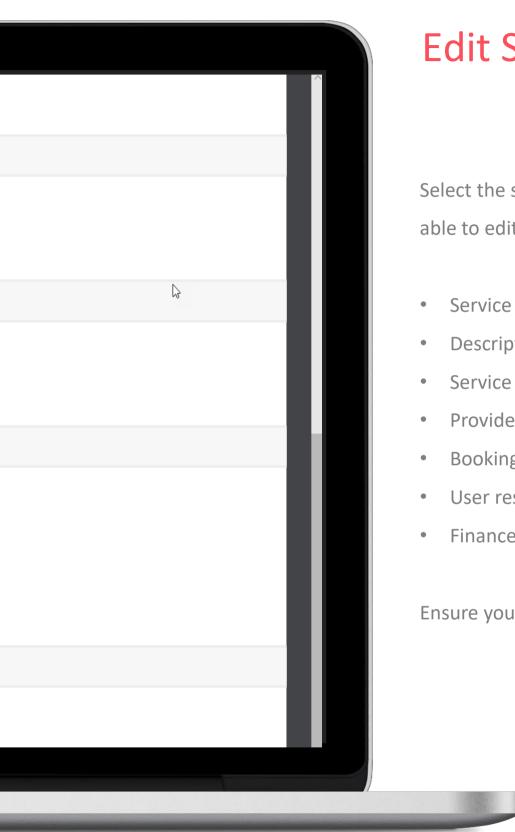
You can edit existing services, by using the filters on the left panel. Set the filters to the location of the services you wish to edit.

You can access the following types of Services:

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

Singapore Changi Business Park	\vee	
Provider Details		
* Provider email		
test@gmail.com		
Booking Restrictions		
Maximum bookable per session (leave blank if no limit)		
User Restrictions		
Set-up time		
Clear Down Time		
Finance & Costs		
Costs		





Edit Services

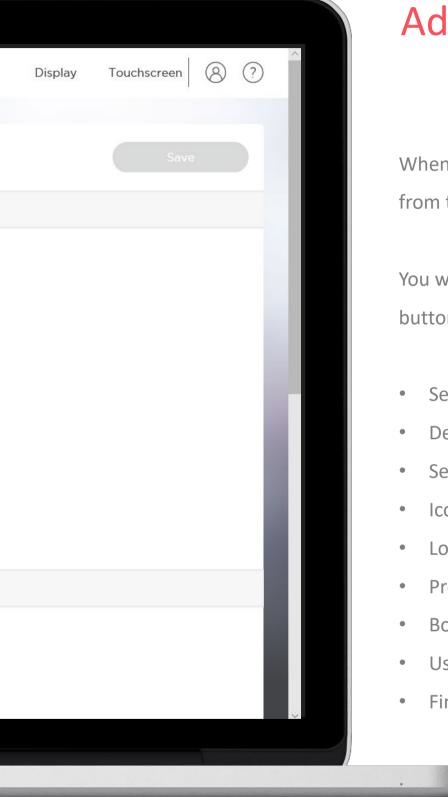
Select the service you wish to edit. You will be able to edit:

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

Ensure you save any changes made.

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Room Service Details					
* Service Name					
Description	2				
* Service Type					
Catering & Refreshment Services	\vee				
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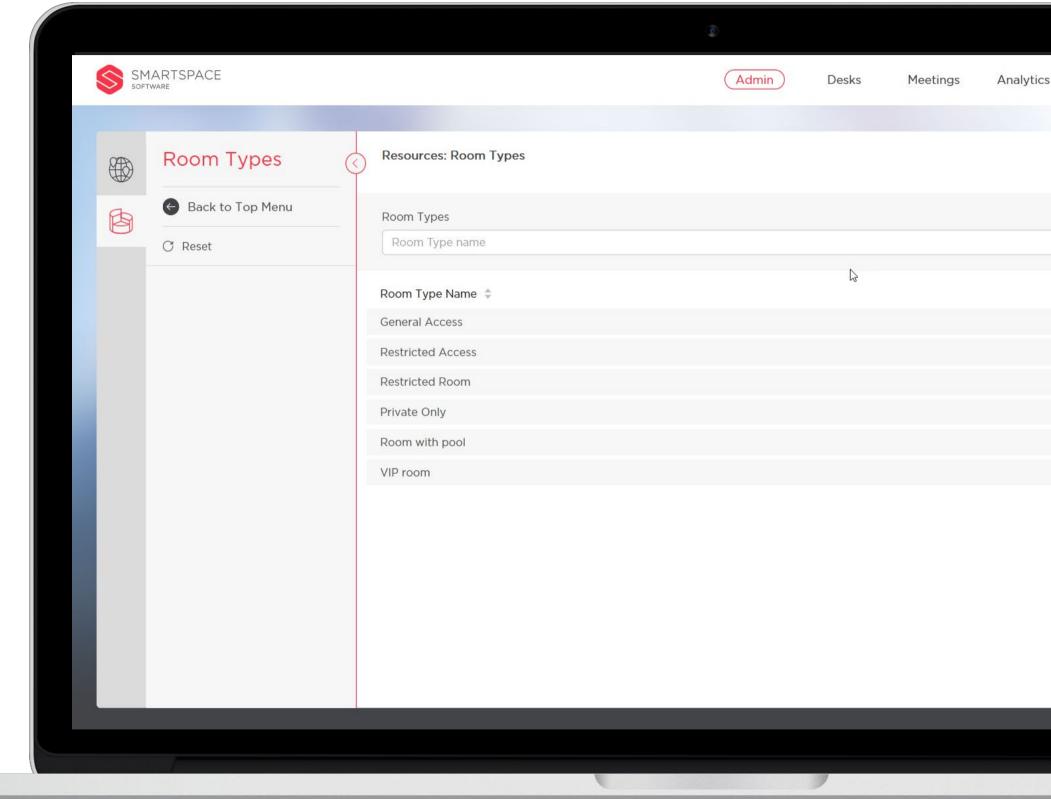


Add Services

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





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		Add Room Type	Room types a
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			name.
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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.

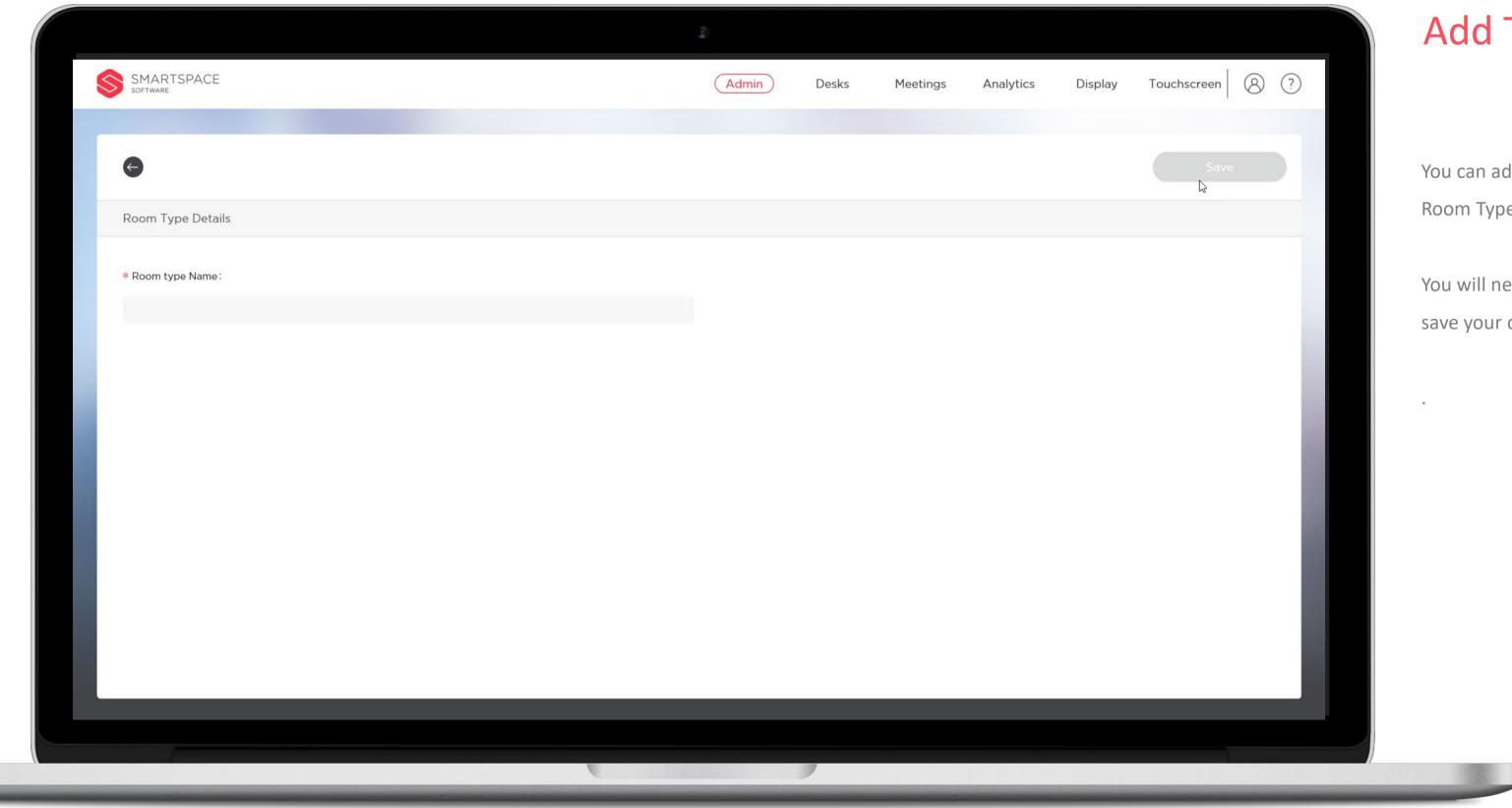
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Types

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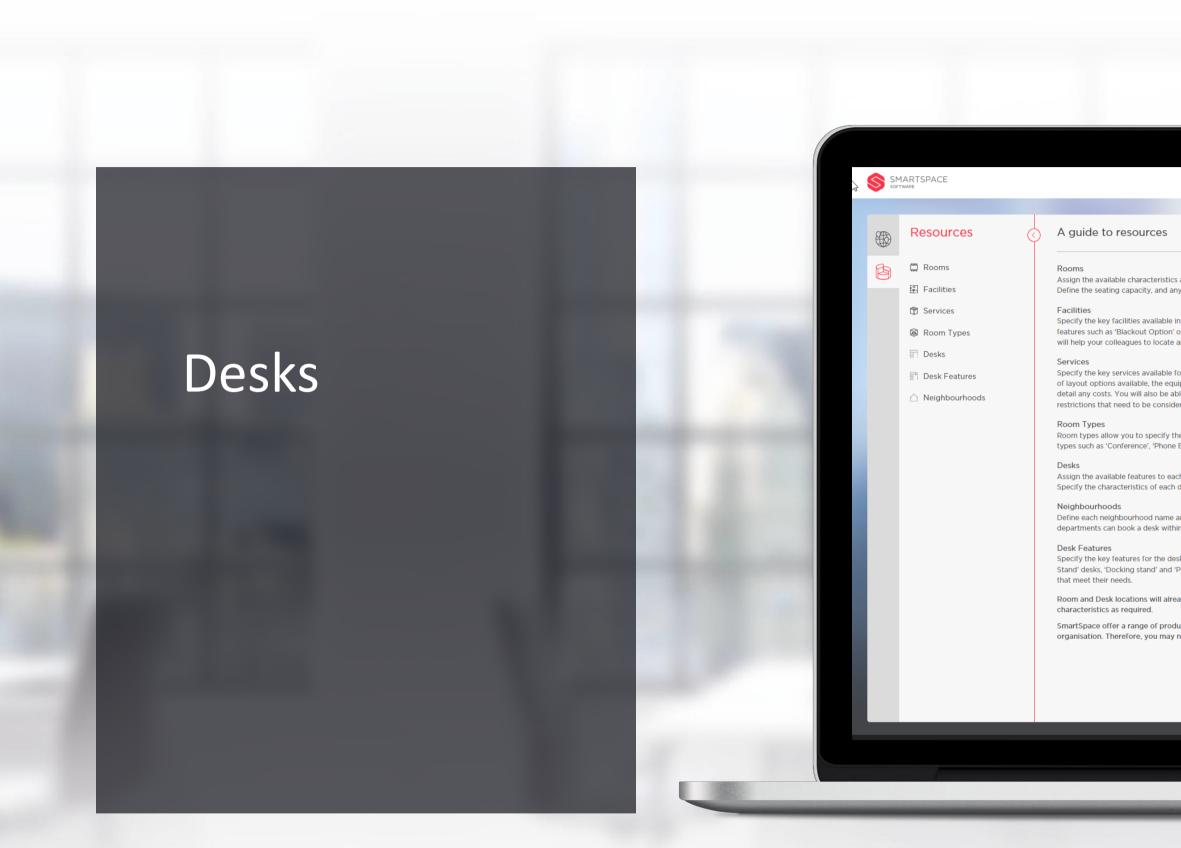




Add Types

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.



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			Meetings	Admin	Desks Ana	lytics Display	8 ?	
tics and specifications to the rooms across your estate. I any booking windows, alongside the room capabilities. Ie in the meeting rooms across your estate. Include in-room n' or fixed equipment like 'Whiteboard' and 'Air Con'. The te and book meeting rooms that meet their needs. Ie for the meeting rooms at each site. You can add the ran equipment and catering services that can be booked and a able to detail service providers alongside any booking tin sidered.	ge							
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		01-Z1-002			Active				
Singapore	Business 🗸	01-Z1-003			Active				
Building	~	01-Z1-004			Active				
Floor	~	01-Z1-005			Active				
Neighbou	rhood	01-Z1-006			Active				
		01-Z1-007			Active				
Desk Option	s _	01-Z1-008			Active				
All feature	es 🗸	01-Z1-009			Active				
Status	~	01-Z1-010			Active				
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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.

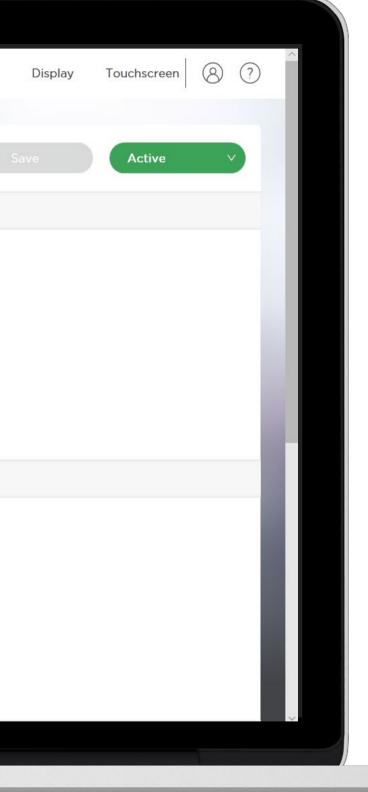
You can filter by:

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

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

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Desk Details					
* Desk Name					
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None					
Location					
Location					
Singapore	V				
Singapore Changi Business Park	×,				
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Desks

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

You can edit the following:

- Desk Name
- Agile or Fixed

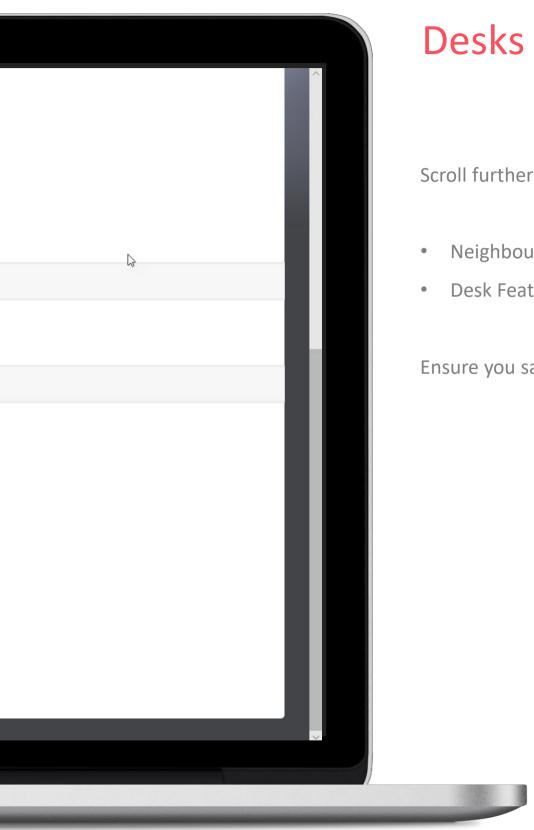
You cannot edit location details.

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.

Location		
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Floor 1	v	
Neighbourhoods		
Blue Neighbourhood	×	
Desk Features		
Standing Desk		
A Standing Dock		
Standing Desk		
Wi-Fi		
Wi-Fi		
Wi-Fi Window Light		
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Image: Second station Image: Second station Image: Second station Image: Second station Image: Second station		
Wi-Fi Window Light		
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Scroll further down the screen to edit the following:

- Neighbourhood
- Desk Features

Ensure you save any changes you make.

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B	Back to Top Menu	Neighbourhood Search					
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		Blue Neighbourhood					
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		Blue Neighbourhood					
		Orange Neighbourhood					_
		Lemon Neighbourhood					
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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.

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Add Neighbourhood

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

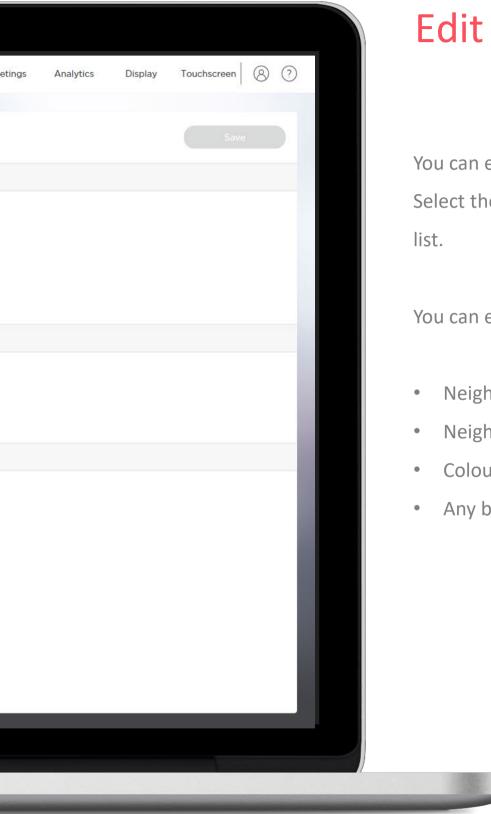
- Neighbourhood name
- Neighbourhood key
- Colour (this appears on maps)
- Any booking restrictions

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.

SMARTSPACE SOFTWARE			Admin	De
Green Neighbourhood				
Neighbourhood Details				
* Neighbourhood Name:				
Green Neighbourhood				
* Neighbourhood Key:				
TEST_01				
Colour				
Booking Restrictions				
All Departments	0			
Choose Departments	و ال			
Search for Departments				





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

