

# SmartSpace Software

How To...

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## Book a Desk via the Mobile Application

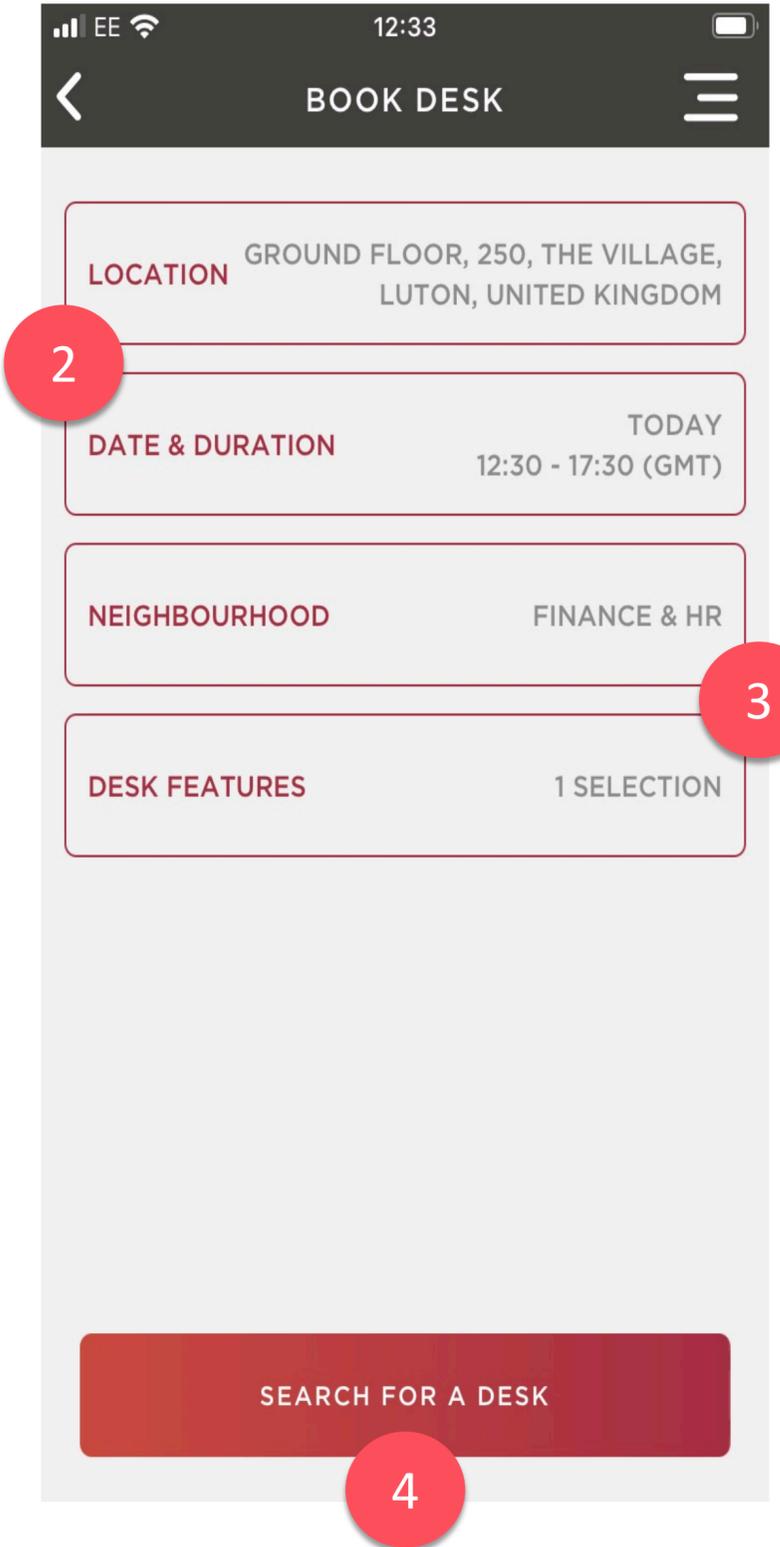
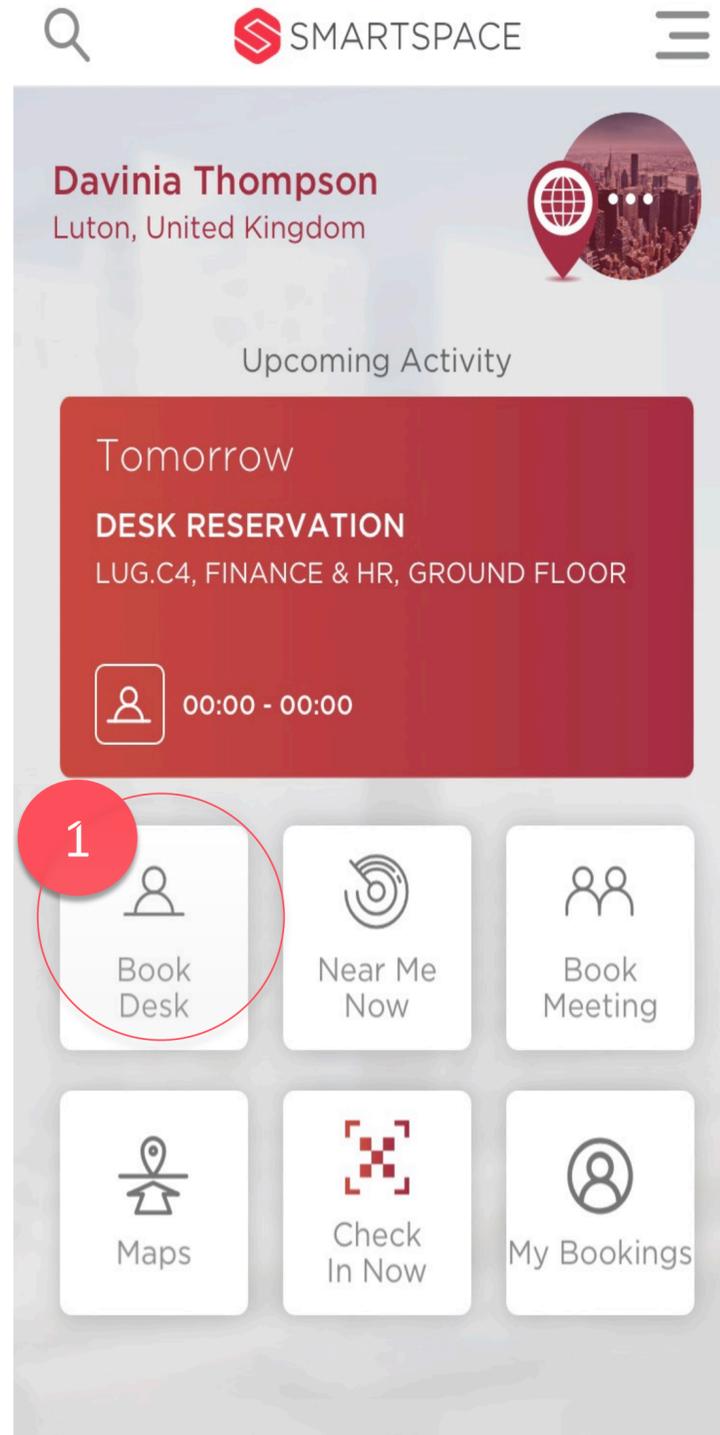


# Using SmartSpace Mobile

## Booking a Desk

The mobile app makes it quick and easy to book resources on the go.

1. Tap 'Book Desk'
2. Location, Date & Duration will be pre-populated, however you can simply tap on these fields to change them.
3. You can select a neighbourhood and any desk features you require.
4. Tap 'Search for a Desks'.



5. Tap to select your preferred desk from the displayed list.

6. Tap 'Reserve Desk'

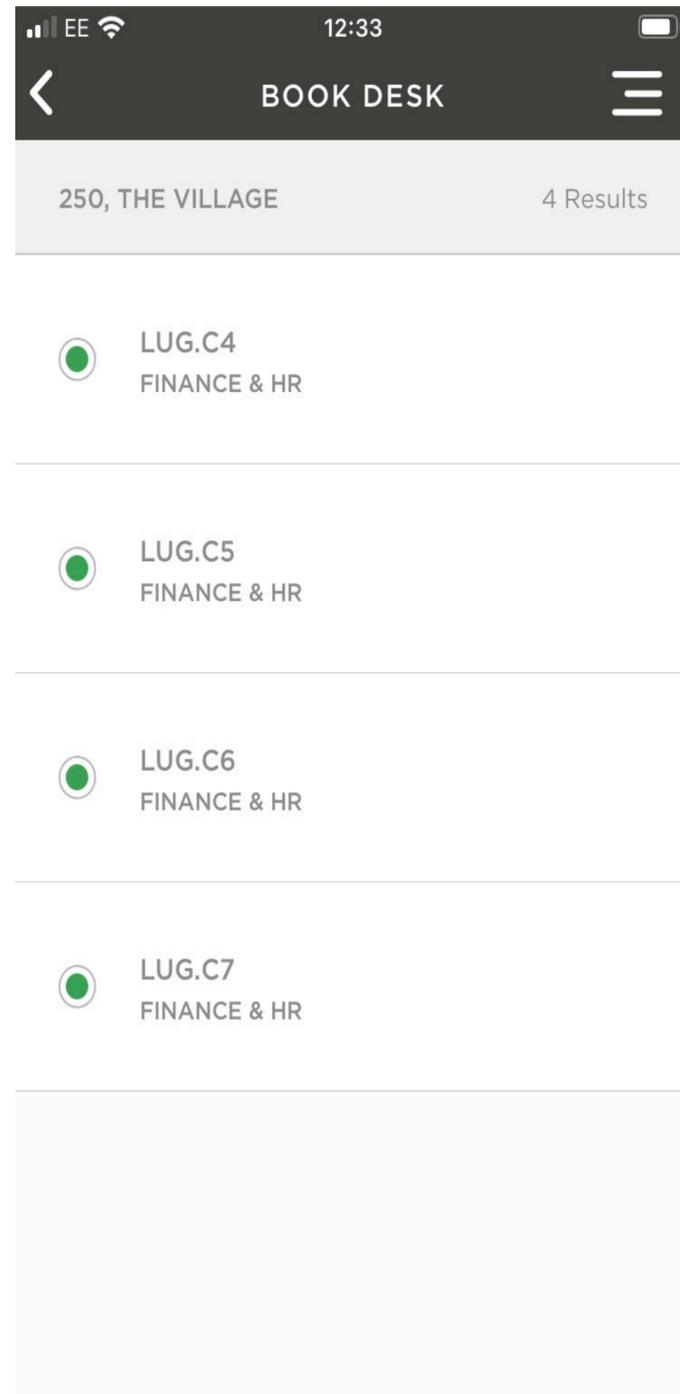
7. Review your booking details.

- Tap 'Show Me Desk' to view the location of the desk on a floorplan.
- If required, you can then also view directions to the booked desk.
- Tap 'Finish' to return to the home screen.

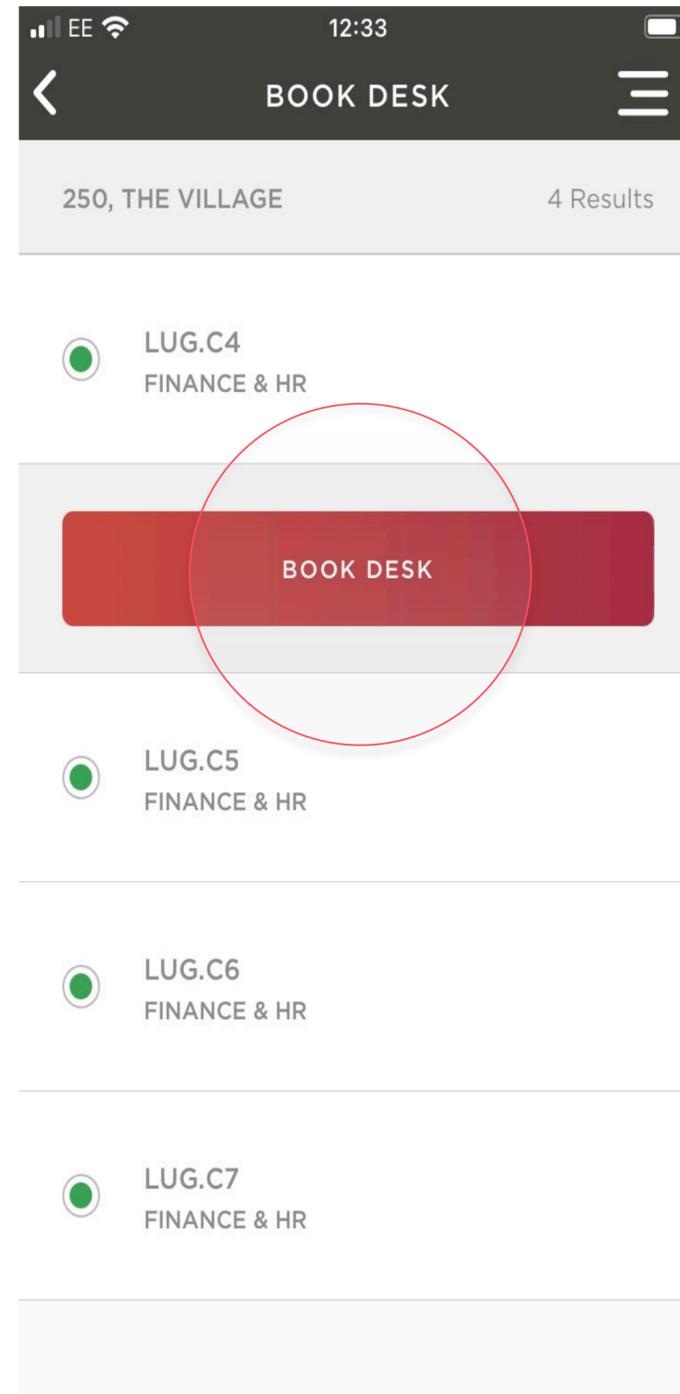
**Remember...**

- If enabled for your organisation, you will need to check-in to your desk booking to indicate you are occupying the desk.
- You can use 'Show Me Desk' to view directions to the desk.

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