SmartSpace Software

How To…

Book a Desk via Web Application

SMARTSPACE
SOFTWARE

Smart Spaces, Smart Buildings, Smart City, **Smart World**

Booking a Desk

It is easy to book a desk.

1. Use the search fields on the left side panel to filter for desks that meet your requirements.
2. You can use List, Schedule or Map view to locate a suitable desk.
3. Click on your preferred Desk/ID
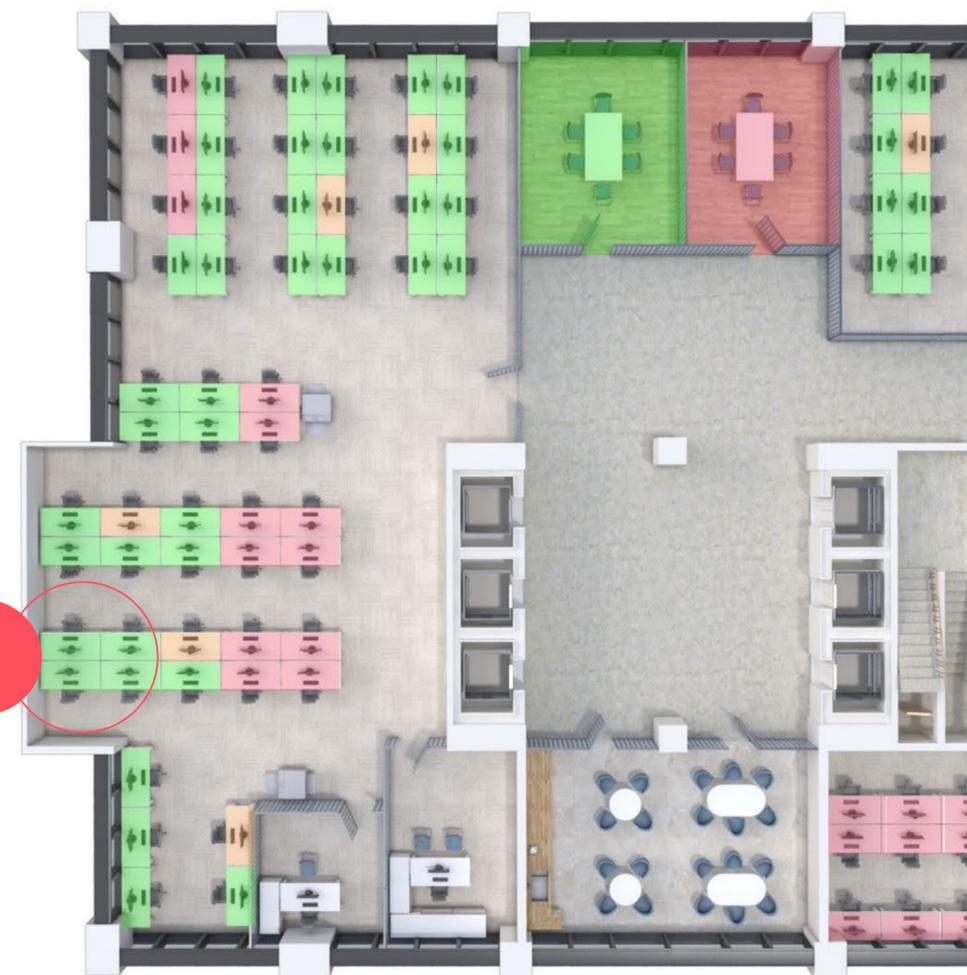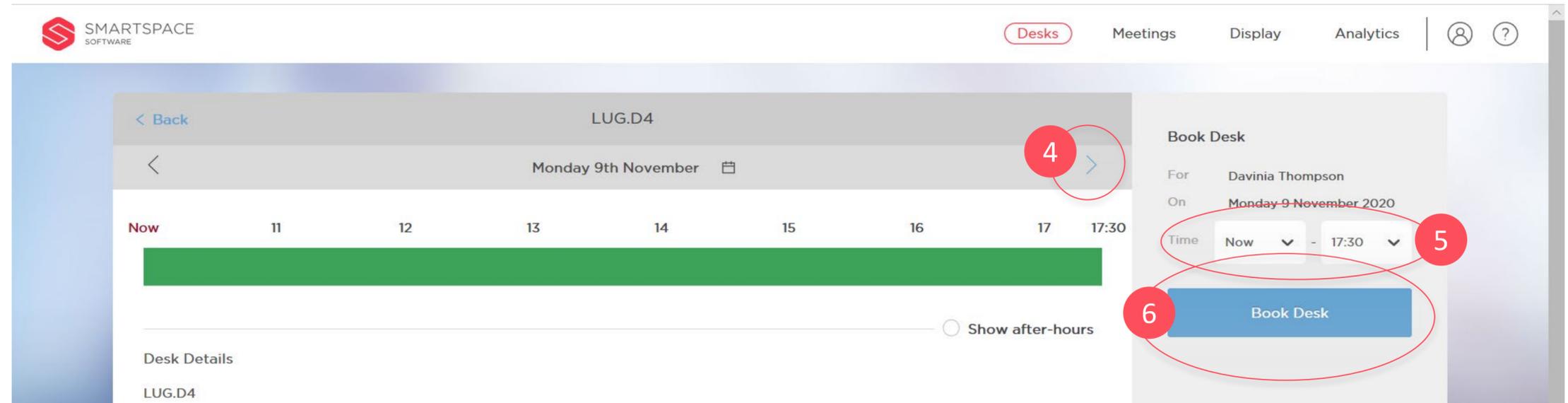
4. You can adjust the day
5. You can adjust the time
6. 'Book Desk' to continue.

Review your booking confirmation.

7. Click on the 'Back' to return to home screen or
8. 'Return to Find a Desk' to return to home screen or 'View All Bookings' to view your existing bookings.

Remember...

- You can only book one desk at a time.
- If the 'Check-In' feature is enabled, you will need to check in at the beginning of the desk booking time to indicate you are using the desk.