SmartSpace Software How To...

Book a Desk via Web Application



Smart Spaces, Smart Buildings, Smart City, Smart World



Booking a Desk

It is easy to book a desk.

- 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





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- 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.



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