

# SmartSpace Software

How To...

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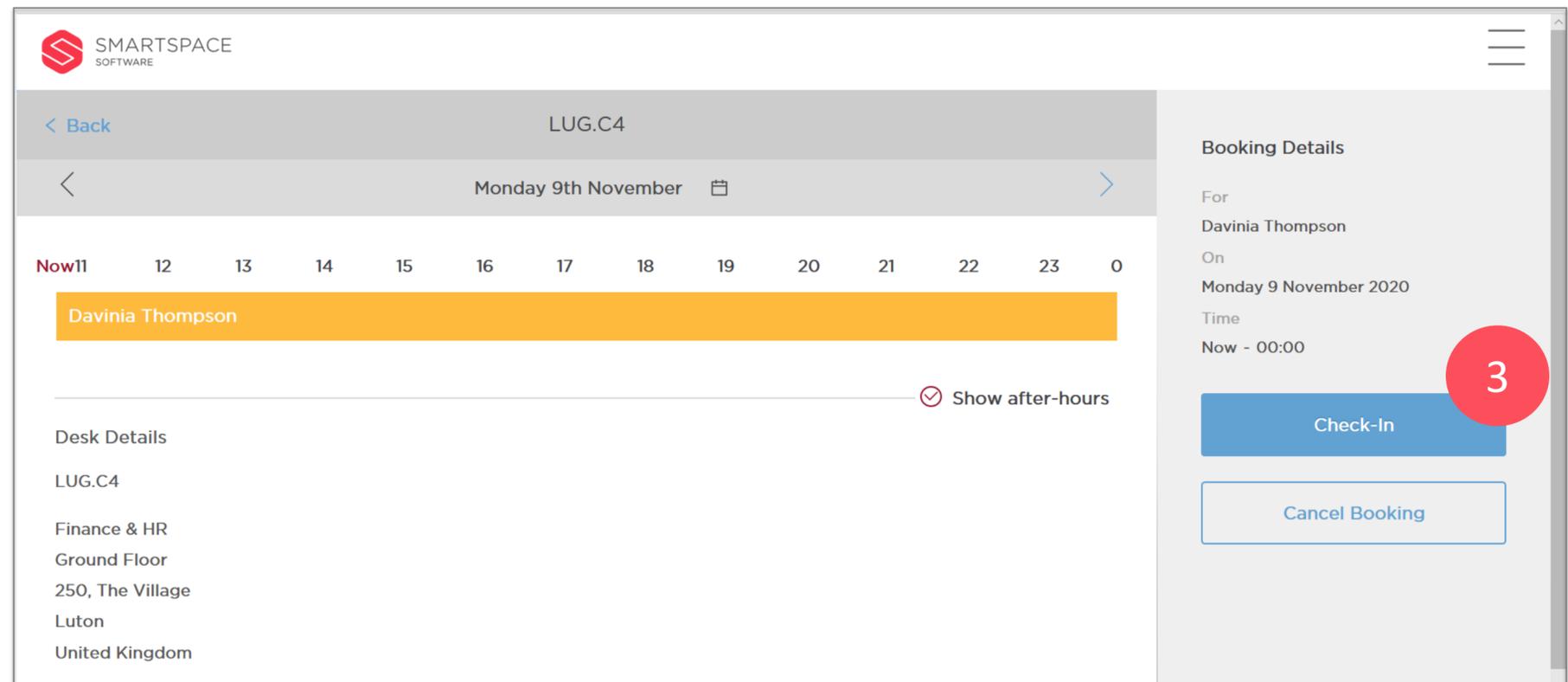
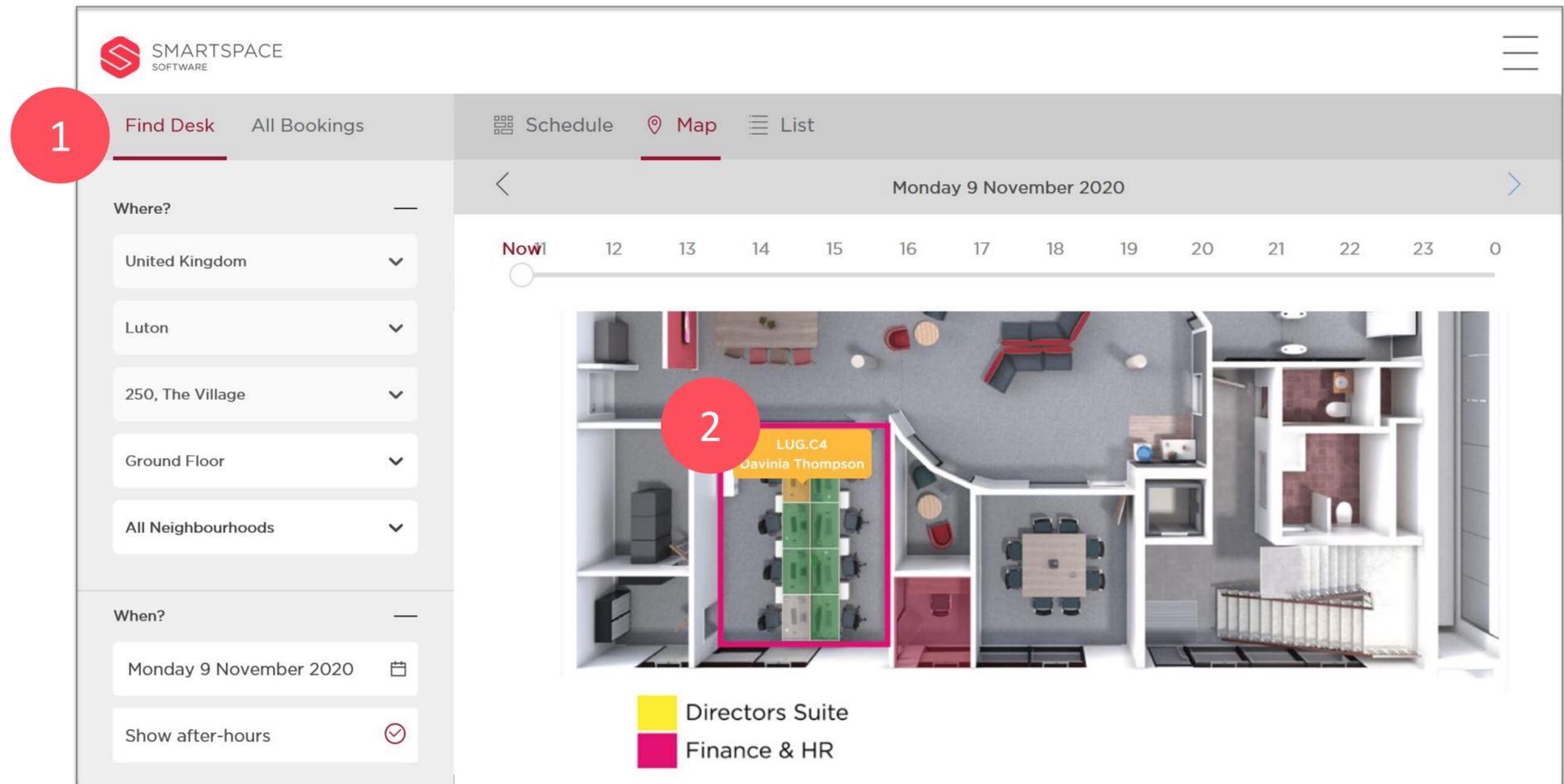
## Check-In to a Desk Booking



# Check-In to a Desk Booking

There are 3 ways you can Check-In to a desk booking, to indicate you are using the desk.

- Via the Web application.
  1. Navigate to your desk booking. You can use Find desk, Schedule and Map views or My/All Bookings to locate your booking.
  2. Click the desk to open the booking.
  3. Click 'Check-In'.



- Via Email reminder

3. You will receive an email reminder of your desk booking.

4. From within the email you can select to either 'Check-In' or 'Cancel'.

### 3 Check-in to your desk now



workplace@smartspacesoftware.app

To Davinia Thompson



If there are problems with how this message is displayed, click here to view it in a web browser.

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

## Check-In To Your Desk Now

Please check-in to your desk within the next 10 minutes to prevent your booking being cancelled.

Company	SmartSpace Global Ltd
Location	Ground Floor, 250, The Village, Luton, United Kingdom

Desk	<b>LUG.C4</b>
Neighbourhood	<b>Finance &amp; HR</b>

Date	11/9/2020
Time	10:45 AM - 12:00 AM (UTC+00:00)

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Check-In

Cancel Booking

### Via QR Code

5. Tap 'Check-In' on the Mobile app.
6. This is open the camera to scan the QR code situated on the desk.

### Remember...

- Your organisation may not have all of these functions enabled.
- You will lose your booking if you do not check-in within a certain time frame.

