

SmartSpace Software

Quick reference Guide

Booking a Desk For a Colleague (Concierge Role)



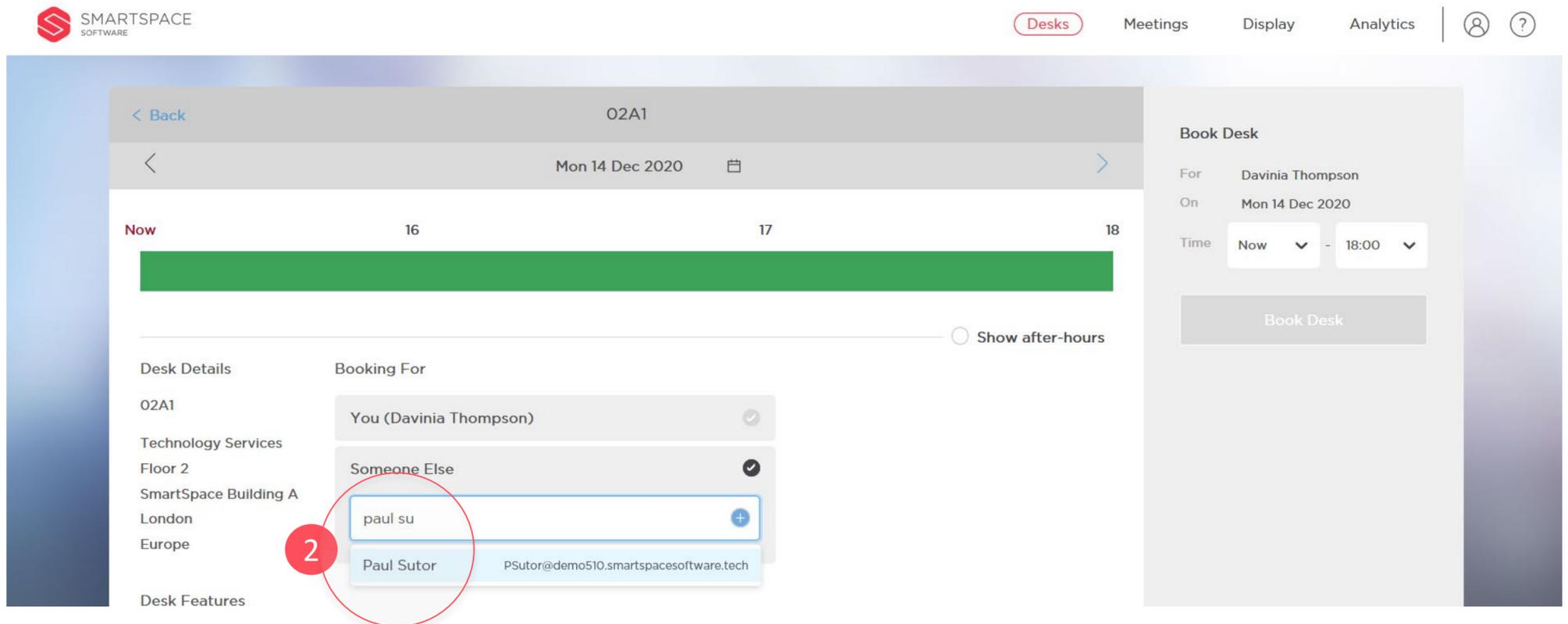
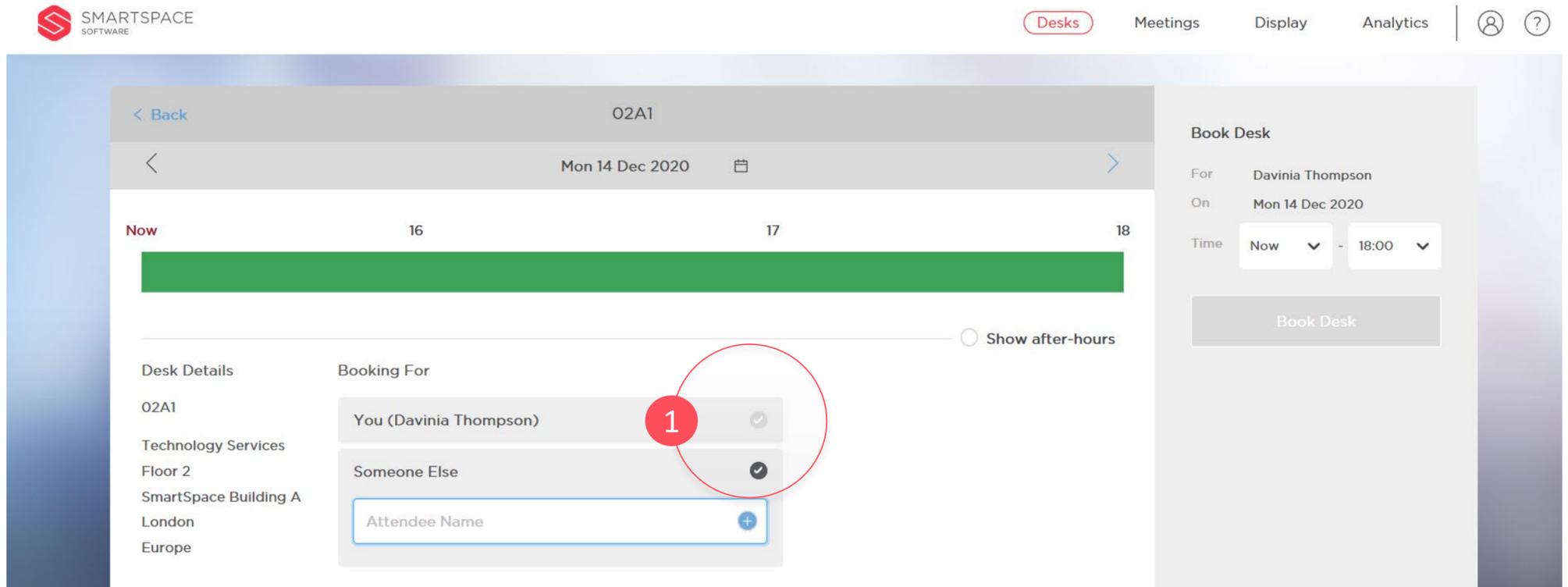
Using SmartSpace Desks

Booking a Desk For Someone Else

The Concierge User role allows you to book a desk for a colleague or visitor.

Search for and select your desk as usual.

1. Place a tick next to 'Someone Else'.
2. You can then begin typing your colleagues name, to then select them from the drop-down menu.



4. You can book for a visitor by clicking the '+' and manually adding the visitors details.
5. Book the desk as usual. Your colleague or visitor will be notified via email of the desk booking.
6. In the schedule view you will see the name of the user the desk was booked by and for.

Desk Details

02A10

Technology Services

Floor 2

SmartSpace Building A

London

Europe

Desk Features

None available

Booking For

You (Davinia Thompson)

Someone Else 4

Jessica Smith

ABC

01584736290

jesssmith@abc.com

Email notification will be sent

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A Desk Has Been Booked For You

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

Desk	LUG.D5
Neighborhood	Finance & HR

Date	10/21/2020
Time	1:00 PM - 12:00 AM (UTC+00:00)

Remember....

- Both the Concierge user, and the 'Booked For' user will be able to find this meeting to view, check-in or cancel within the 'Bookings' tab.

Desks
Meetings
Display
Analytics

Find Desk All Bookings

Where? —

Europe ▼

London ▼

SmartSpace Building A ▼

Floor 2 ▼

All Neighbourhoods ▼

Schedule Map List

Mon 14 Dec 2020

Now 16 17 18

SmartSpace Building A

Floor 2

02A1 Paul Sutor

02A10

02A11

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