Rendezvous Workspace

Desk Booking

User Interfaces

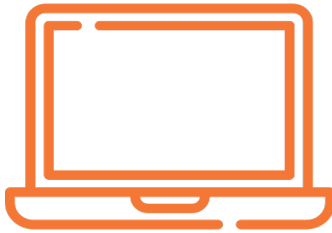QUICKBOOK   WORKSPACE   SMART BOOK

QuickBook Scenario

Book a single desk at one property from QuickBook.

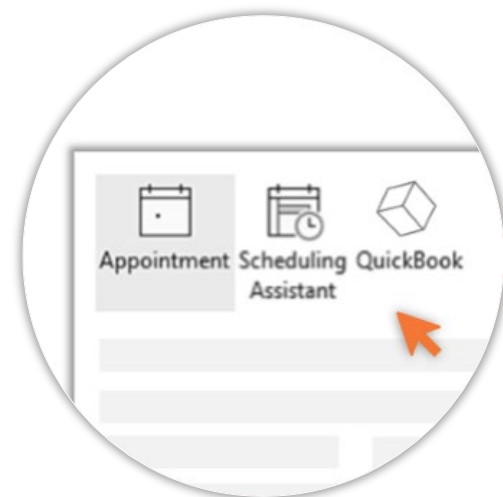| Interface	Location	Room Type
QuickBook	1 Property	1 Desk

1.

Launch QuickBook

Launch QuickBook from the web or your Outlook plugin to create a New Booking.

QuickBook Web

Outlook Plugin

2.

Set Search Criteria

▸ Use the room filters to set your preferences.

▸ Choose **Desk** as the *Resource Type*

▸ Enter your **Date** and **Time,** then click **Find**

3.

Select a Desk

▸ To select a desk:

▸ Click the **Exact Match** bar ▨ or the checkbox. Then select **Next.**

4.

Add Booking Details

- ▸ Enter a booking title and any additional information.

- ▸ Select the **Booking Type** then click **Book.**

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rendezvous

Ari Neyer

New Booking   My Bookings

☑ **CONFIRM BOOKING**

Booking Details:

Booking Title *   Booking Type *   Booking Primary Property *   No of People *   Private
Reserved for Ari Neyer   Internal   ▼   New York   ▼   1   ☐

Booking Notes

Special Requests

WORKSPACE: Edit
New York
ⓘ **NY Office 1**   👥 1
Friday, May 1, 2020 | 08:00 am - 11:00 am | Status: Confirmed

PEOPLE: Edit
1 added to booking ⌄

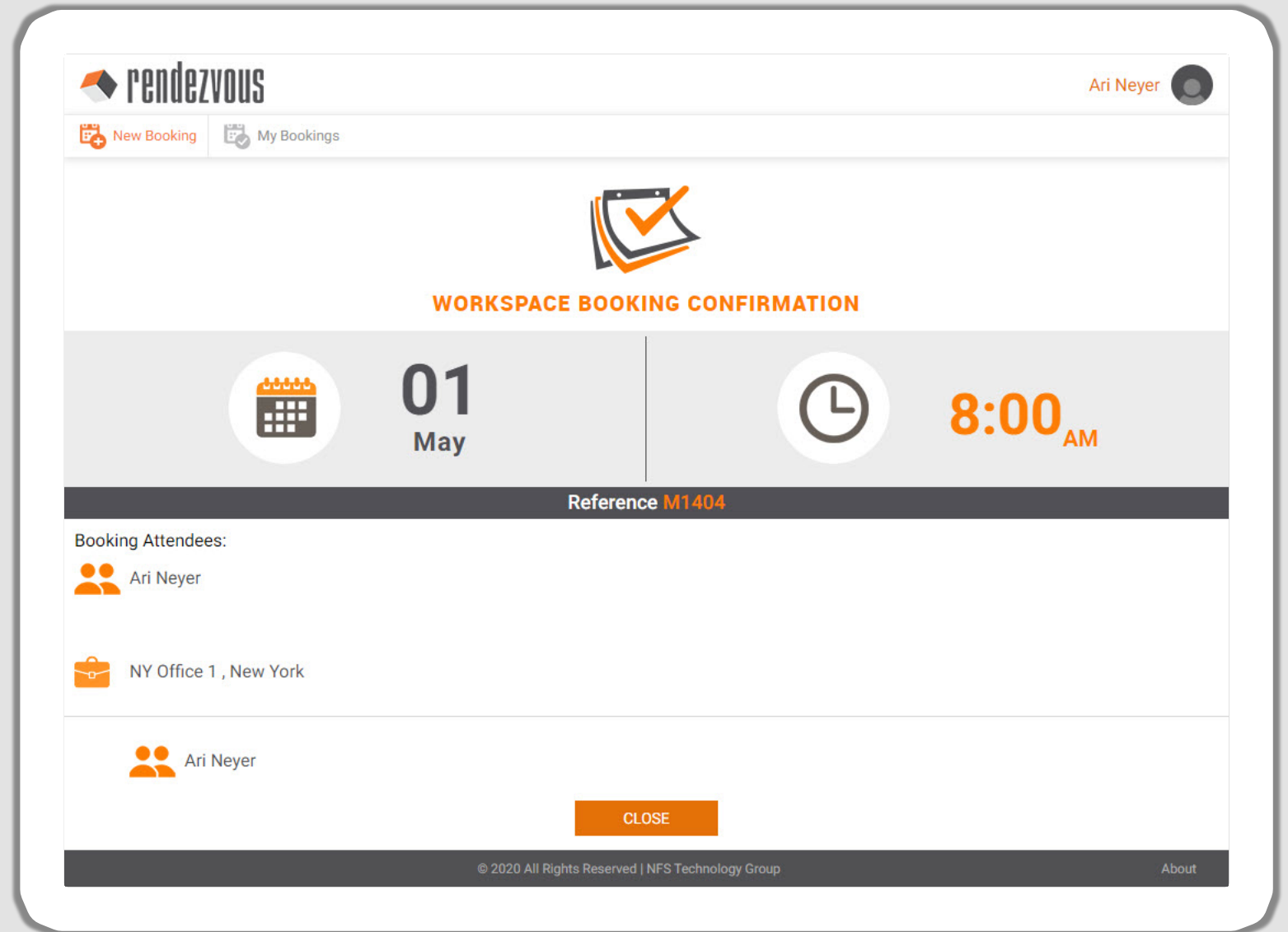CANCEL   BOOK
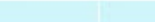
© 2020 All Rights Reserved | NFS Technology Group   About

Success!

Booking Completed

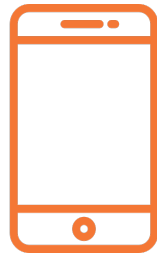▸ Once the booking has been completed, an automatic confirmation email will be sent to the host.

Smart Book Scenario

User finds a desk from the floor plan view.
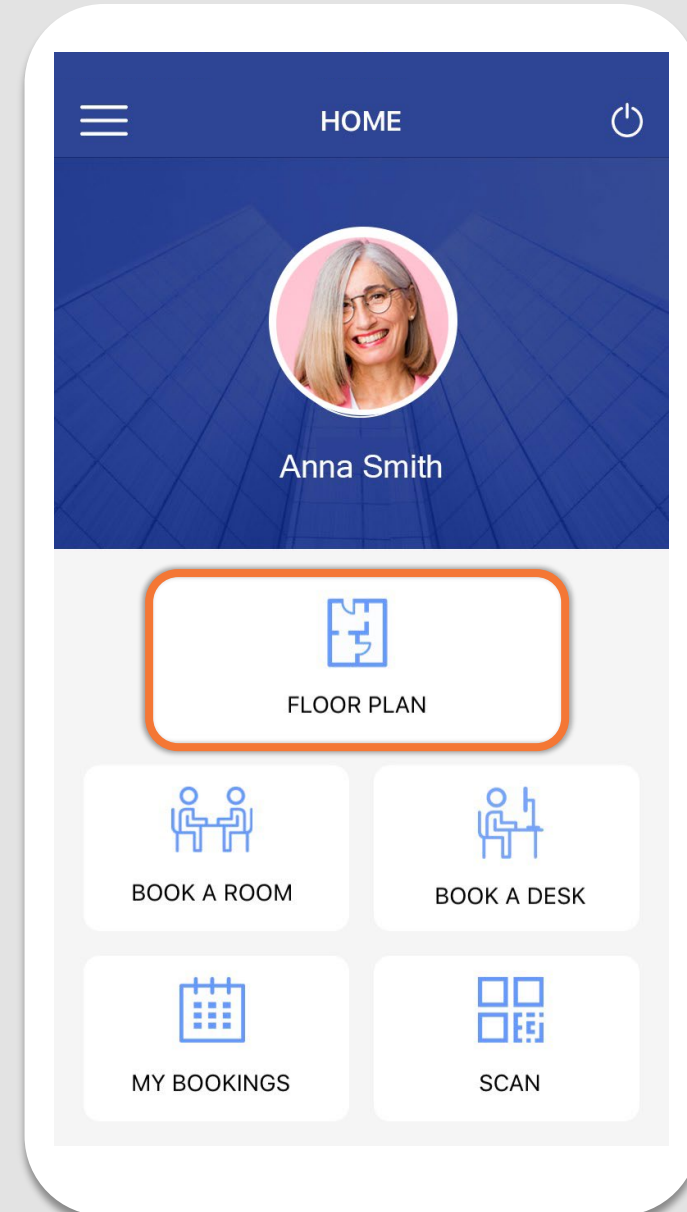
Interface

Smart Book

Location(s)

1 Property

Room Type

1 Desk

1.

Select Floor Plan

▸ Launch **Smart Book** from your mobile phone.

▸ Select **Floor Plan** from the home screen.
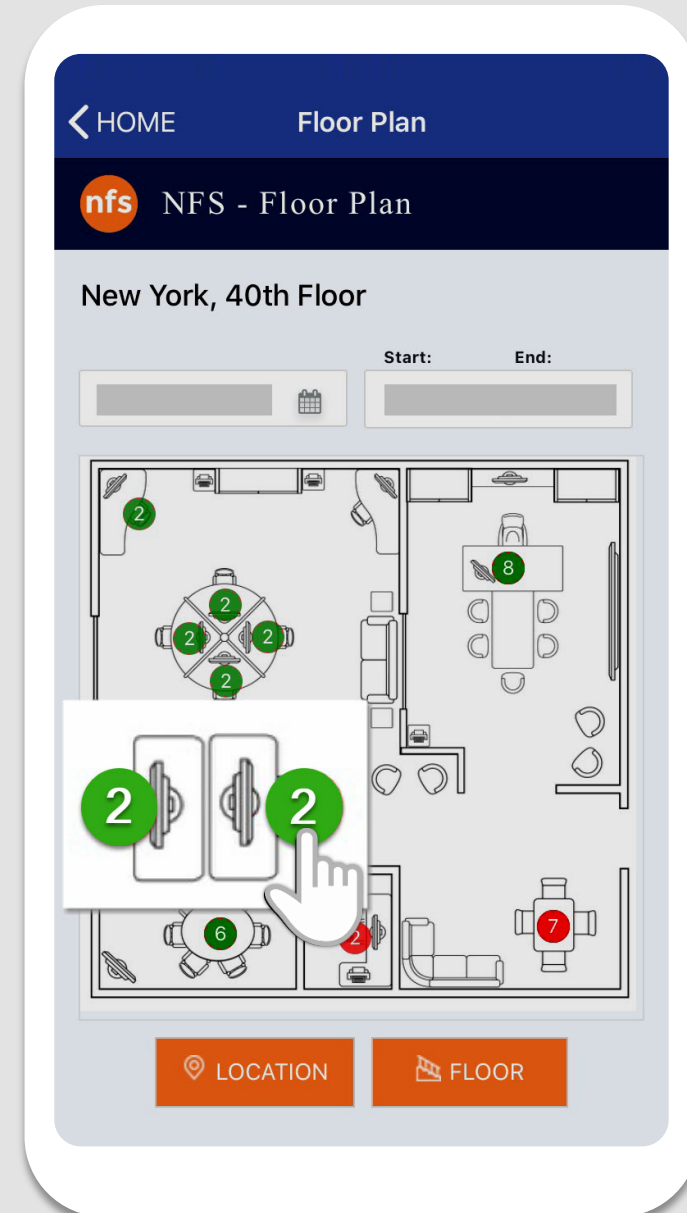
2.

Select a Desk

▶ Click any available desk.

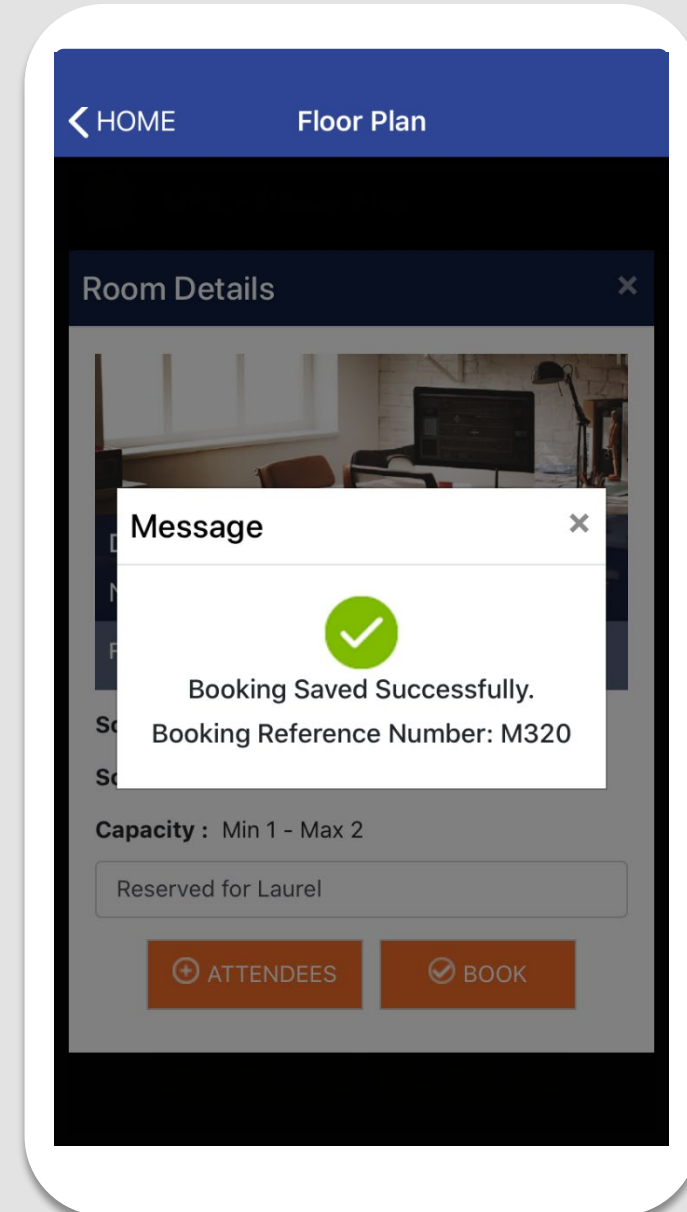## Desk Indicators

🟢 Available

🔴 Unavailable

3.

Book your desk

- ▶ Enter a **Booking Title**
- ▶ Click **Book**

Success!

▸ Booking Completed.

▸ Email notifications are automatically sent to the requester, approver or reception as configured.

Social Distancing

In this scenario, adjacent desks are set to block book, both become booked

▶ Desk Indicators display red

▶ Both Desks are booked

Smart Book Scenario

User finds a desk for a "Full Day" booking.

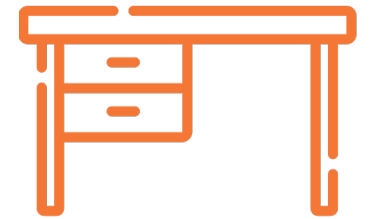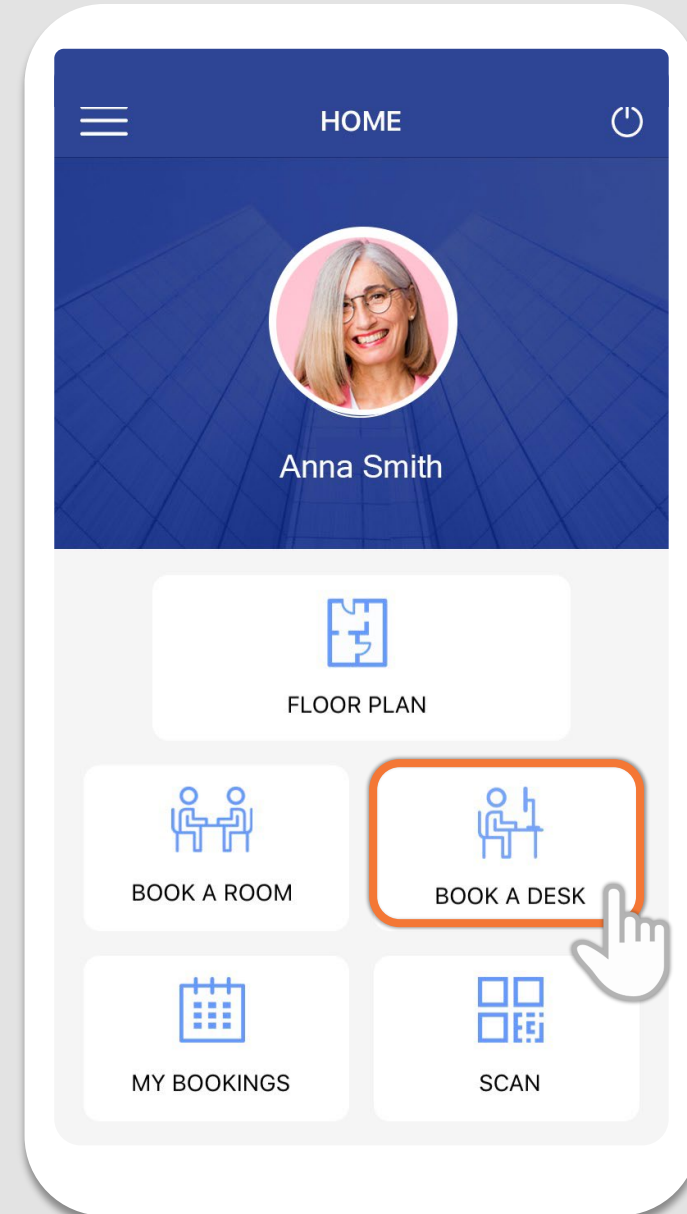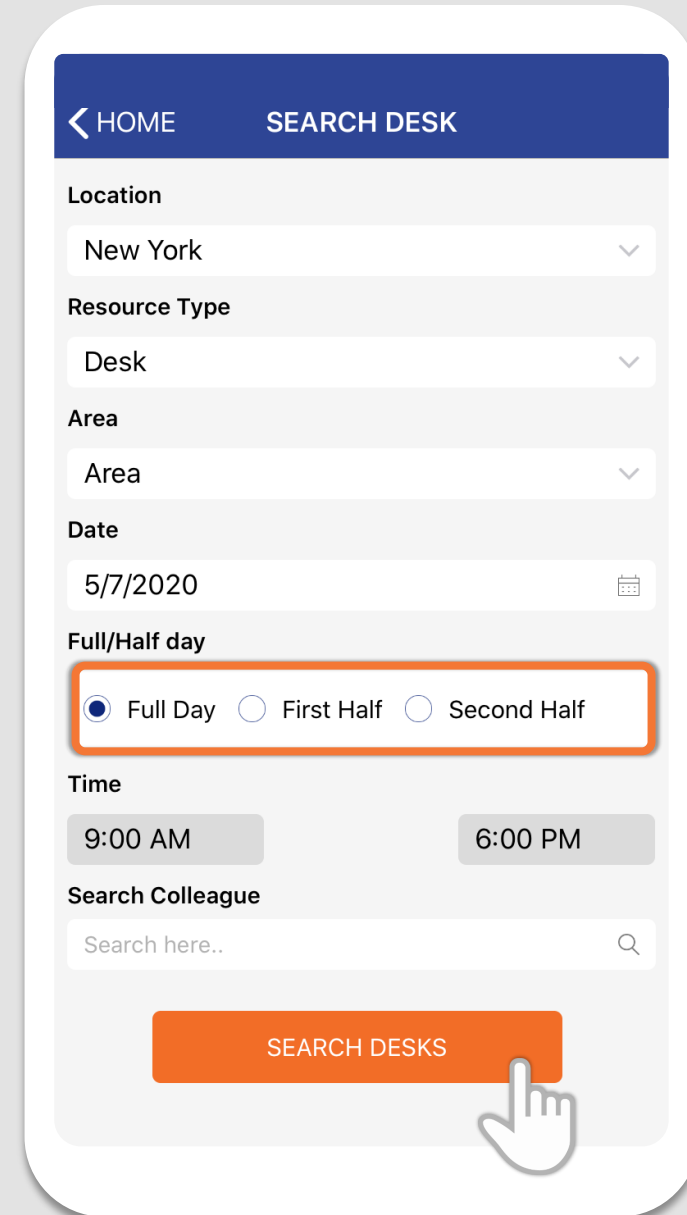| *Interface*	*Location(s)*	*Room Type*
Smart Book	1 Property	1 Desk

1.

Book A Desk

▸ Launch the Smart Book mobile application.

▸ The home screen automatically displays.

▸ Click **BOOK A DESK**

2.

Set your preferences

▶ Adjust the default Location and Area as needed.

▶ Select the Date and Duration.

▶ Search for colleagues.

▶ Click **SEARCH DESKS.**

3.

Select a desk

▶ Click on any desk from the list of available options.
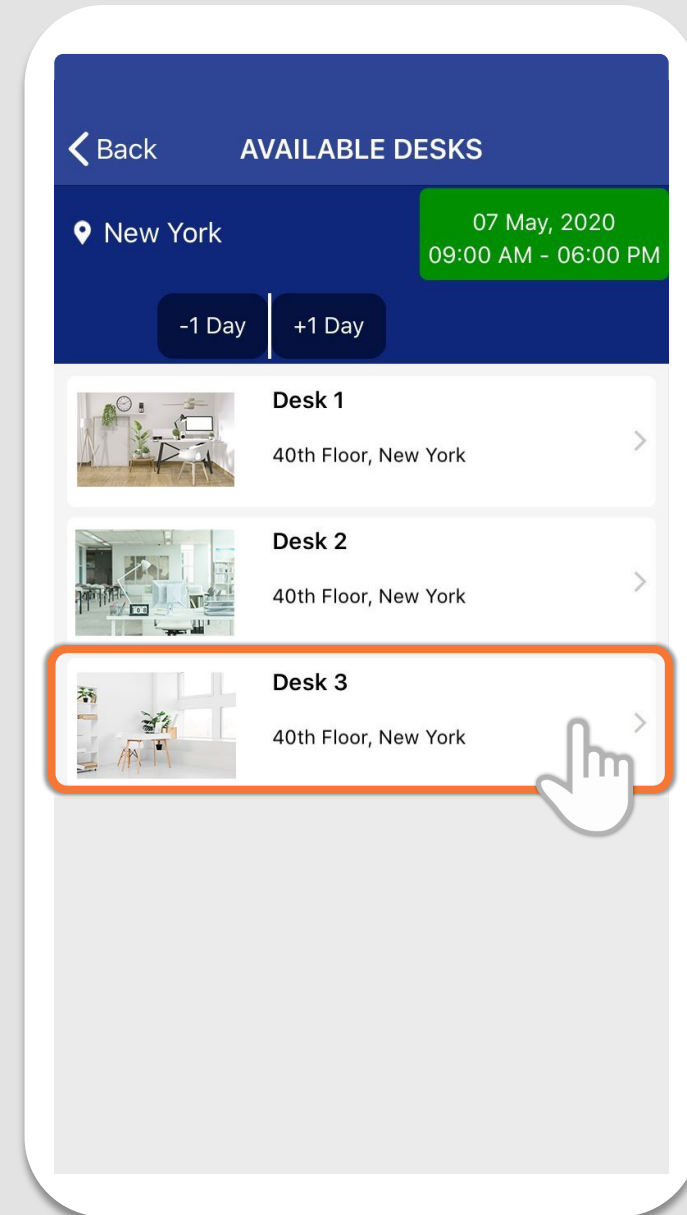
4.

Confirm Booking

▸ Enter a **Booking Title**

▸ Add notes

▸ Click **Confirm Booking**

‹ Back   **DESK BOOKING SUMMARY**

Desk 3

📍 40th Floor, New York

07 May, 2020
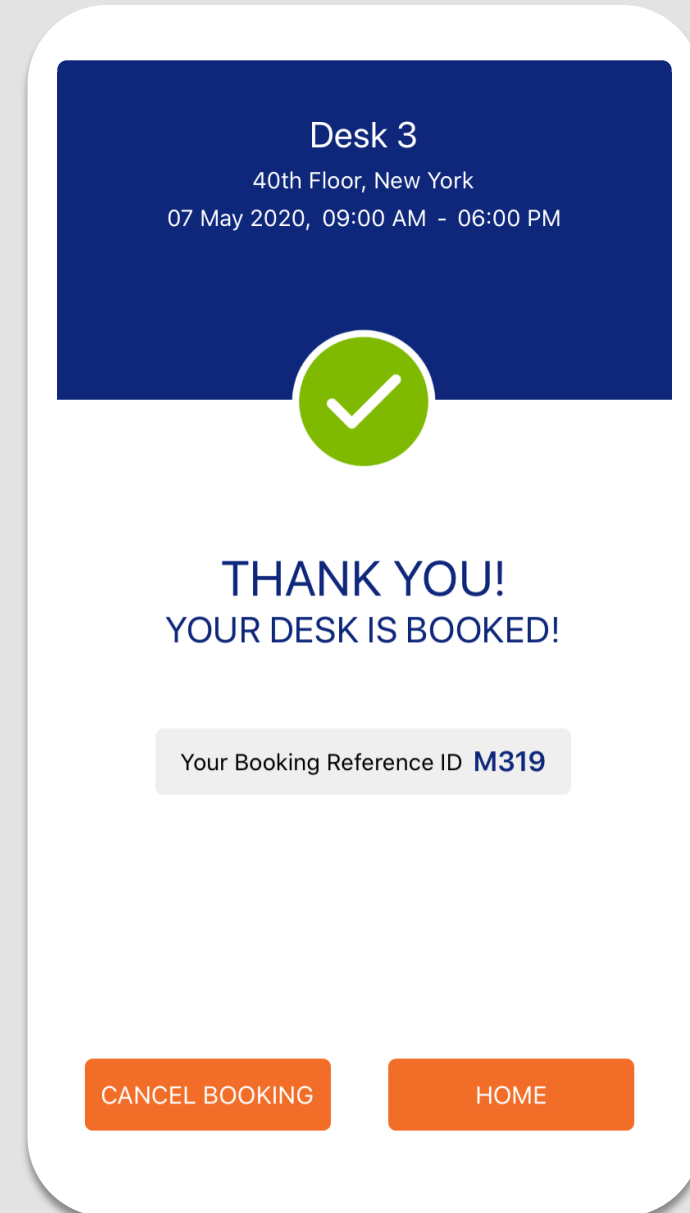09:00 AM - 06:00 PM
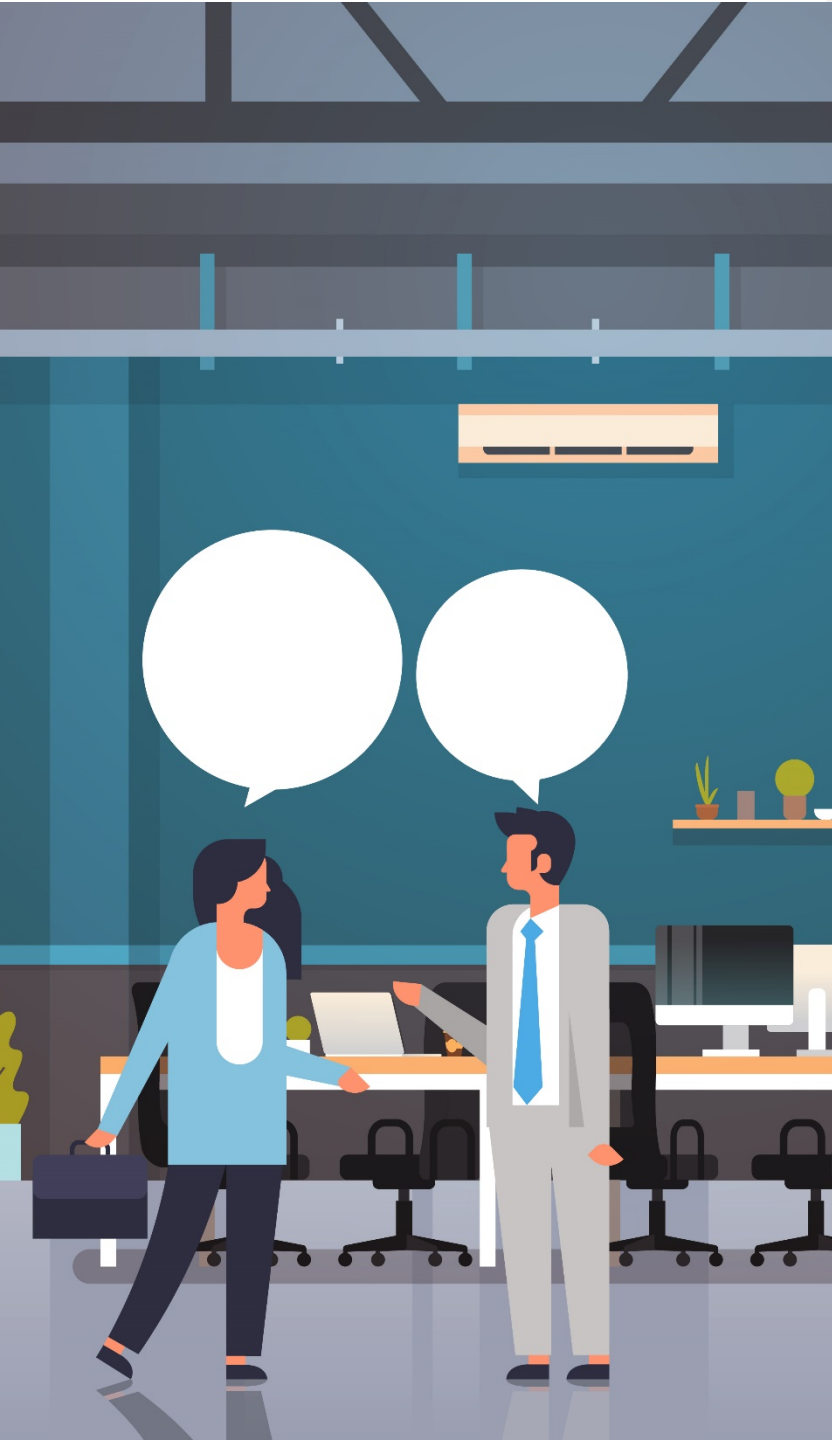
Title*

Anna in NYC Office

Notes

CONFIRM BOOKING

Success!

- ▶ Booking Completed.

- ▶ Email notifications are automatically sent to the requester, approver or reception as configured.

Desk 3
40th Floor, New York
07 May 2020, 09:00 AM - 06:00 PM

THANK YOU!
YOUR DESK IS BOOKED!

Your Booking Reference ID **M319**

CANCEL BOOKING

HOME

Workspace Scenario

Reception books a desk on behalf of a host.

Interface

Workspace

Location

1 Property

Room Type

1 Desk

21

1.
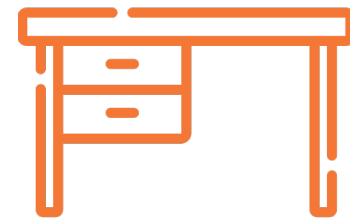
Select a Desk

▸ Navigate to the Workspace calendar.

▸ Hover over any desk or room to learn more.

▸ Click your preferred desk.

2.

Booking Information

▸ Enter your Booking Title

▸ Provide additional details

▸ Click **Save & exit**

3.

Success!

▶ Booking Completed.

▶ A confirmation email is automatically sent to the host.

2.

Select a Desk

▸ Select a desk from the filtered choices

3.

Booking Information

▶ Enter your Booking Title.

▶ Provide additional details.

▶ Click **Save & exit.**

4.

Success!

▸ Booking Completed.

▸ A confirmation email is automatically sent to the host.

Booking saved successfully.
Reference Number:M1409