

Rendezvous Workspace

Desk Booking



User Interfaces



QUICKBOOK

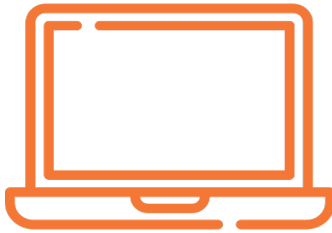
WORKSPACE

SMART BOOK

DESK BOOKING

QuickBook Scenario

Book a single desk at one property from QuickBook.



Interface

QuickBook



Location

1 Property



Room Type

1 Desk

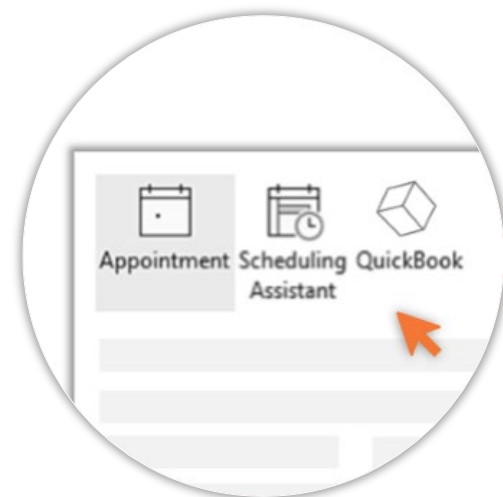
1.

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**

The screenshot shows the 'rendezvous' workspace booking application. The interface is divided into a left sidebar with filters and a main content area. The sidebar includes sections for 'New Booking' and 'My Bookings'. Under 'WORKSPACE', there are dropdown menus for 'New York', 'Area', 'Desks' (highlighted with an orange border), and 'Standard'. Below this is a calendar for May 2020, with the 1st highlighted. The 'TIME' section shows a range from 08:00 am to 03:00 Hrs. The 'PEOPLE' section shows a count of 1. At the bottom of the sidebar are 'RESET' and 'FIND' buttons. The main content area features a large background image of a modern office with orange chairs and wooden desks. Overlaid on this is a search prompt 'Search for your perfect workspace' with a calendar icon and a plus sign. Below the prompt are two buttons: 'FIND WORKSPACE' and 'MULTI LOCATION BOOKING'. The footer contains the copyright notice '© 2020 All Rights Reserved | NFS Technology Group' and a link to 'About'.

rendezvous

Ari Neyer

New Booking My Bookings

WORKSPACE +

New York

Area

Desks

Standard

May 2020

S M T W T F S

1 2

3 4 5 6 7 8 9

10 11 12 13 14 15 16

17 18 19 20 21 22 23

24 25 26 27 28 29 30

31

TIME

08:00 am 03:00 Hrs

PEOPLE 1

RESET FIND

Search for your perfect workspace

FIND WORKSPACE


MULTI LOCATION BOOKING

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About




3.


Select a Desk

- ▶ To select a desk:
- ▶ Click the **Exact Match** bar  or the checkbox. Then select **Next**.

MY SELECTION

New York




 NY Office 1  (1) 


Friday, May 1, 2020 | 08:00 am - 11:00 am 


ADD SERVICES



NEXT

Availability for Friday, May 1, 2020

 Unavailable  Available  Exact Match 08:00 am - 11:00 am

 **WORKSPACE - New York**



 NY Office 1  1

6:00 am

7:00 am

8:00 am

9:00 am

10:00 am


11:00 am

12:00 pm

1:00 pm



2:00 pm

3:00 pm



Notes:
There are no resource notes available

☒

 NY Office 2  1

6:00 am

7:00 am

8:00 am

9:00 am

10:00 am

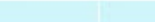
11:00 am

12:00 pm

1:00 pm


2:00 pm

3:00 pm





☐

PEOPLE



Add Internal Person


Add External Person 


Neyer, Ari 

ethanm@nfstechgroup.com

Host

NY Office 1

 ☒



NEXT

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About

4.

Add Booking Details

- ▶ Enter a booking title and any additional information.
- ▶ Select the **Booking Type** then click **Book**.

rendezvous Ari Neyer

New Booking My Bookings

CONFIRM BOOKING

Booking Details:

Booking Title * Booking Type * Booking Primary Property * No of People * Private ☐

Booking Notes

Special Requests

WORKSPACE:

New York

NY Office 1 Friday, May 1, 2020 | 08:00 am - 11:00 am | Status: Confirmed

PEOPLE:

1 added to booking

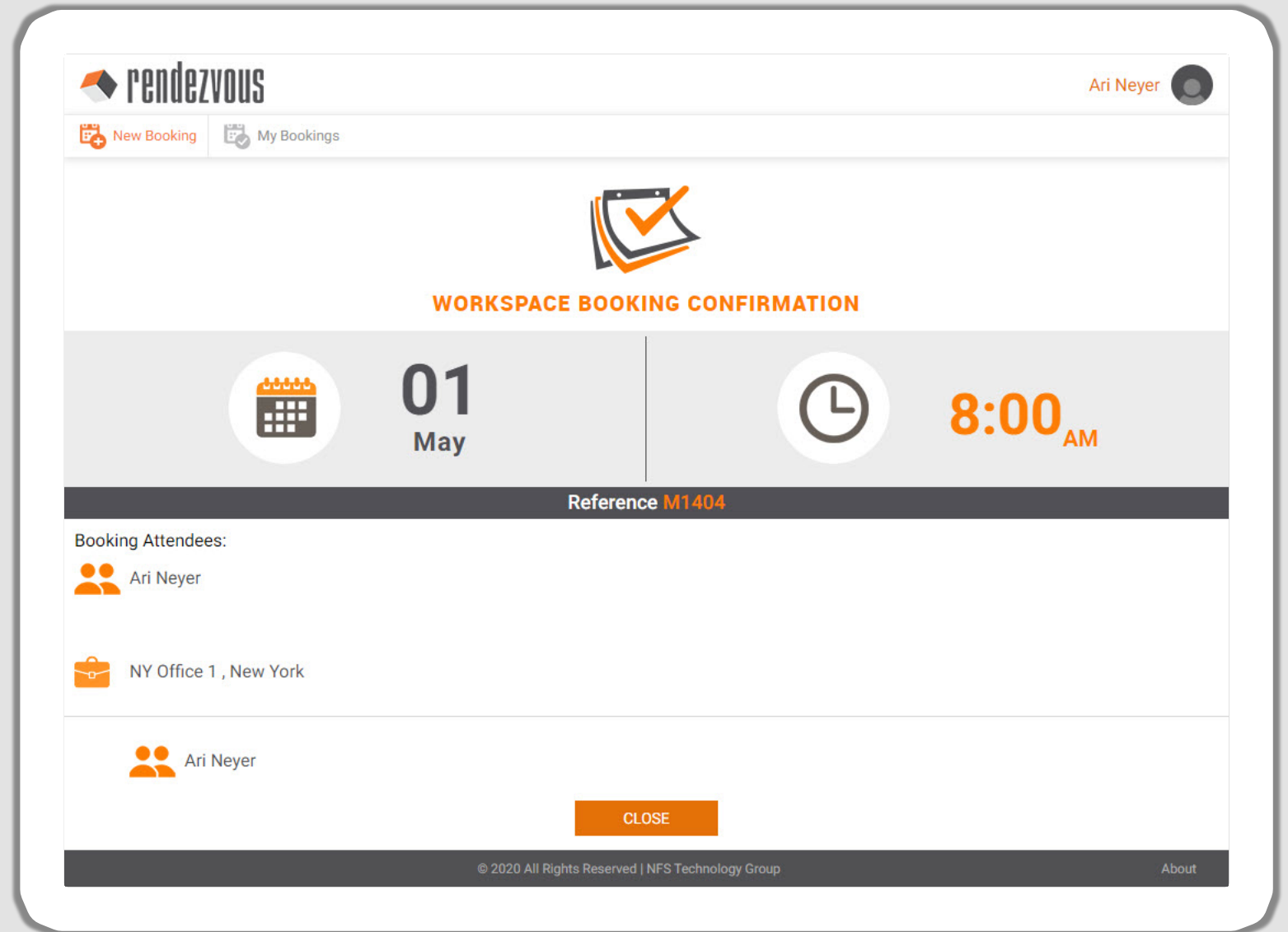
© 2020 All Rights Reserved | NFS Technology Group [About](#)



Success!

Booking Completed

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

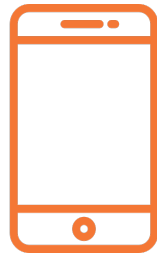




DESK BOOKING

Smart Book Scenario

User finds a desk from the floor plan view.



Interface

Smart Book



Location(s)

1 Property



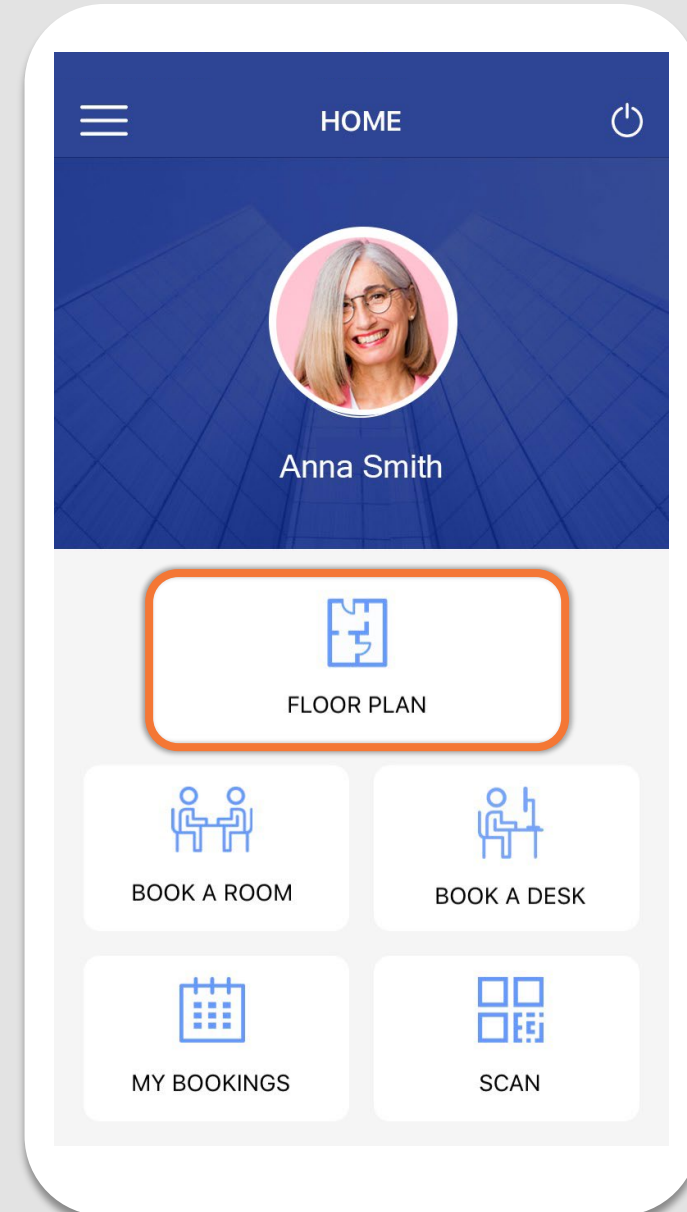
Room Type

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.

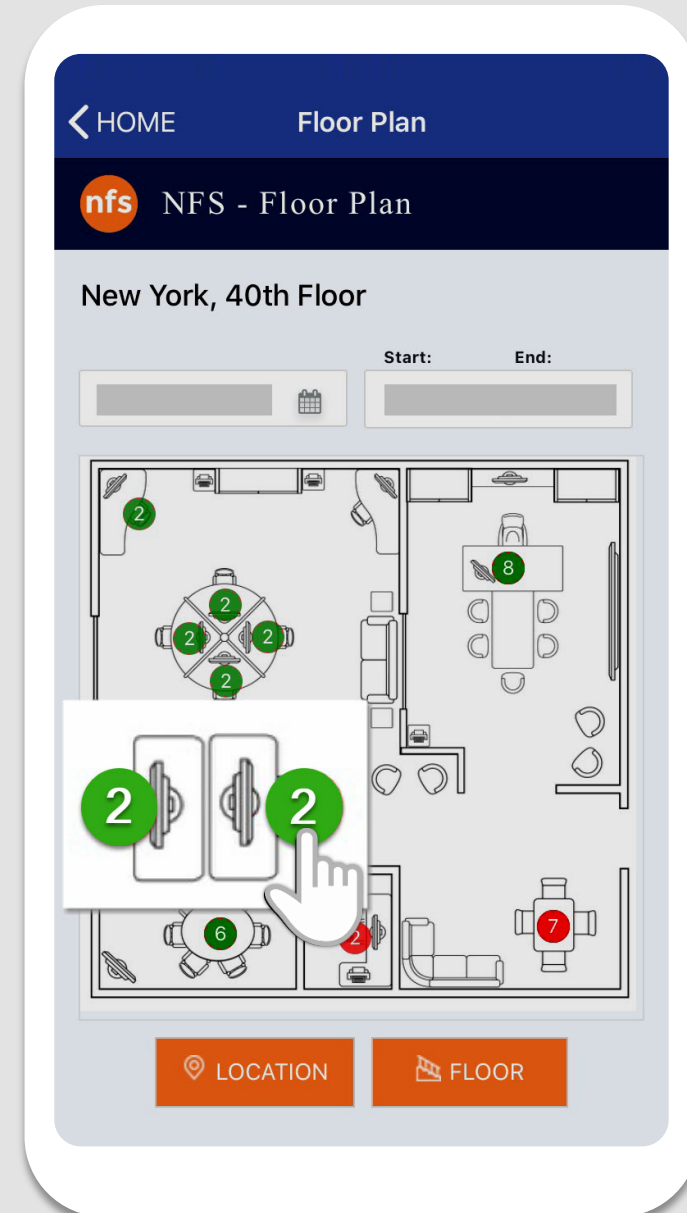
Desk Indicators



Available



Unavailable



3.

Book your desk

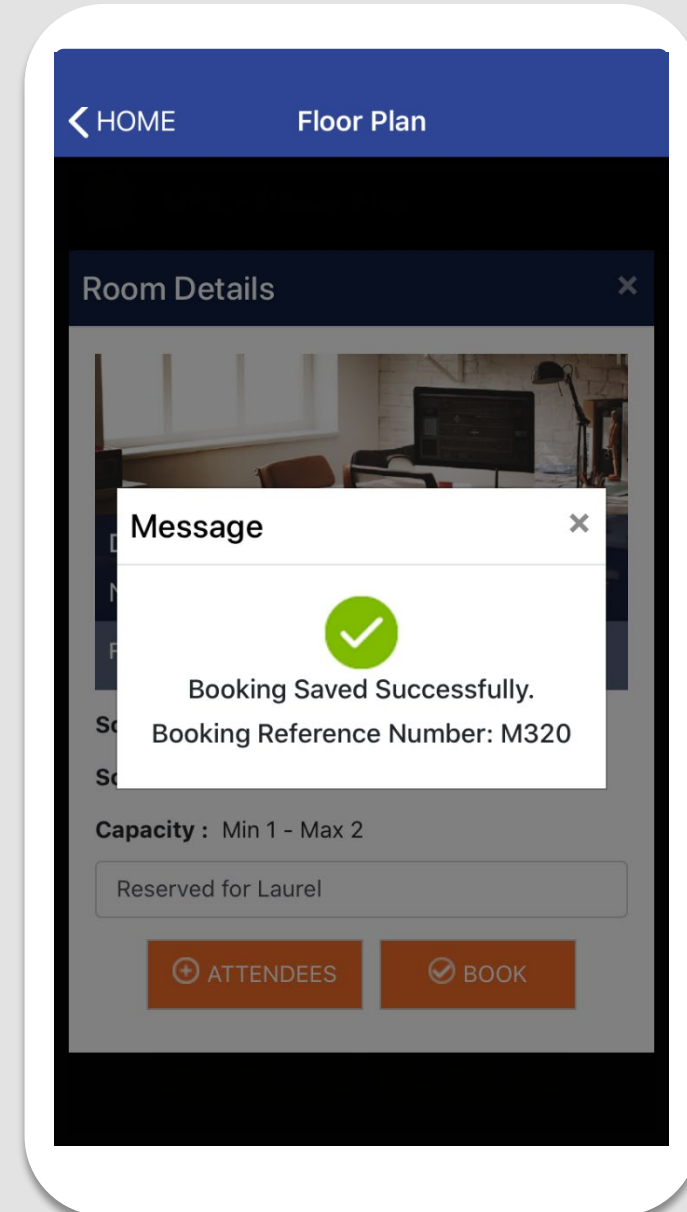
- ▶ Enter a **Booking Title**
- ▶ Click **Book**

The image shows a mobile application interface for booking a desk. At the top, there is a blue header bar with a back arrow and the text 'HOME' on the left, and 'Floor Plan' on the right. Below this is a dark blue bar with the text 'nfs NFS - Floor Plan'. The main content area is titled 'Room Details' with a close button (X) in the top right corner. It features a photo of a desk with a computer monitor and a chair. Below the photo, the text 'Desk 2' and 'New York' is displayed, followed by a 'Features' section. The booking details are listed: 'Scheduled Date : May 07, 2020', 'Scheduled Time : 12:15 PM -- 03:00 PM', and 'Capacity : Min 1 - Max 2'. There is a text input field labeled 'Booking Title *' with an orange border. Below the input field are two orange buttons: '+ ATTENDEES' and '✓ BOOK'. A white hand icon is pointing at the 'BOOK' button. At the bottom, there are two dark blue buttons labeled 'LOCATION' and 'INFO'.



Success!

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





- ▶ Desk Indicators display red
- ▶ Both Desks are booked





DESK BOOKING

Smart Book Scenario

User finds a desk for a “Full Day” booking.



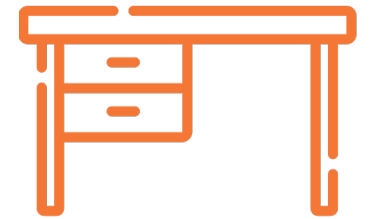
Interface

Smart Book



Location(s)

1 Property



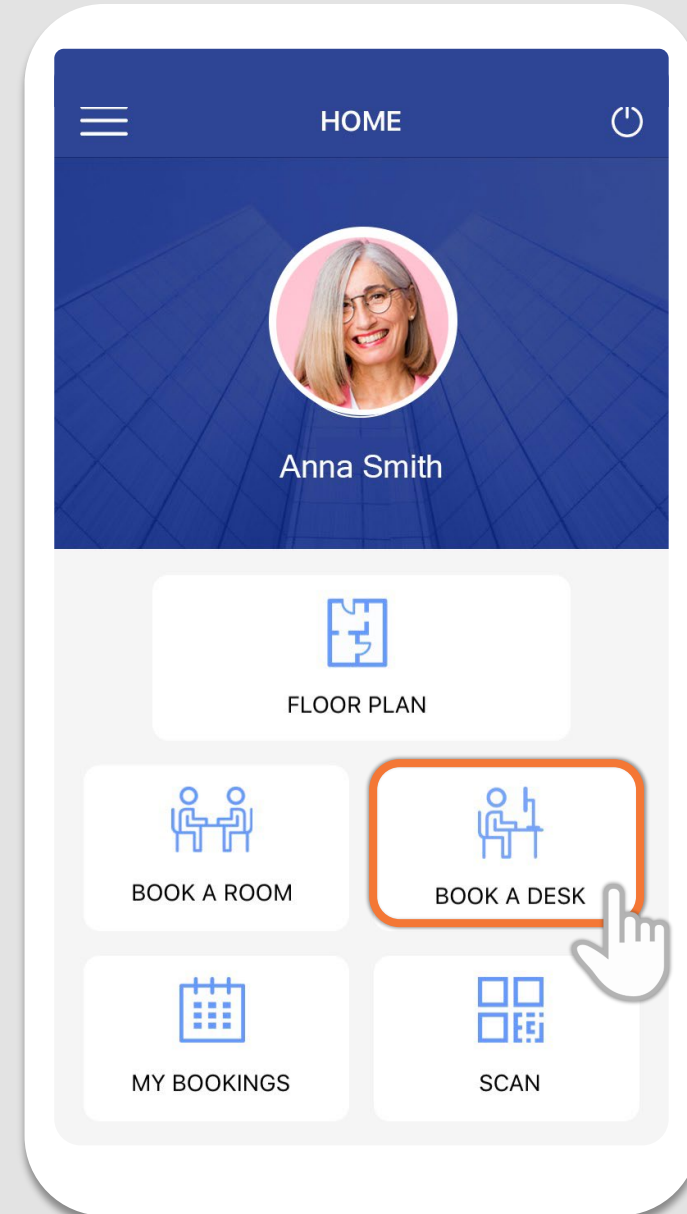
Room Type

1 Desk

1.

Book A Desk

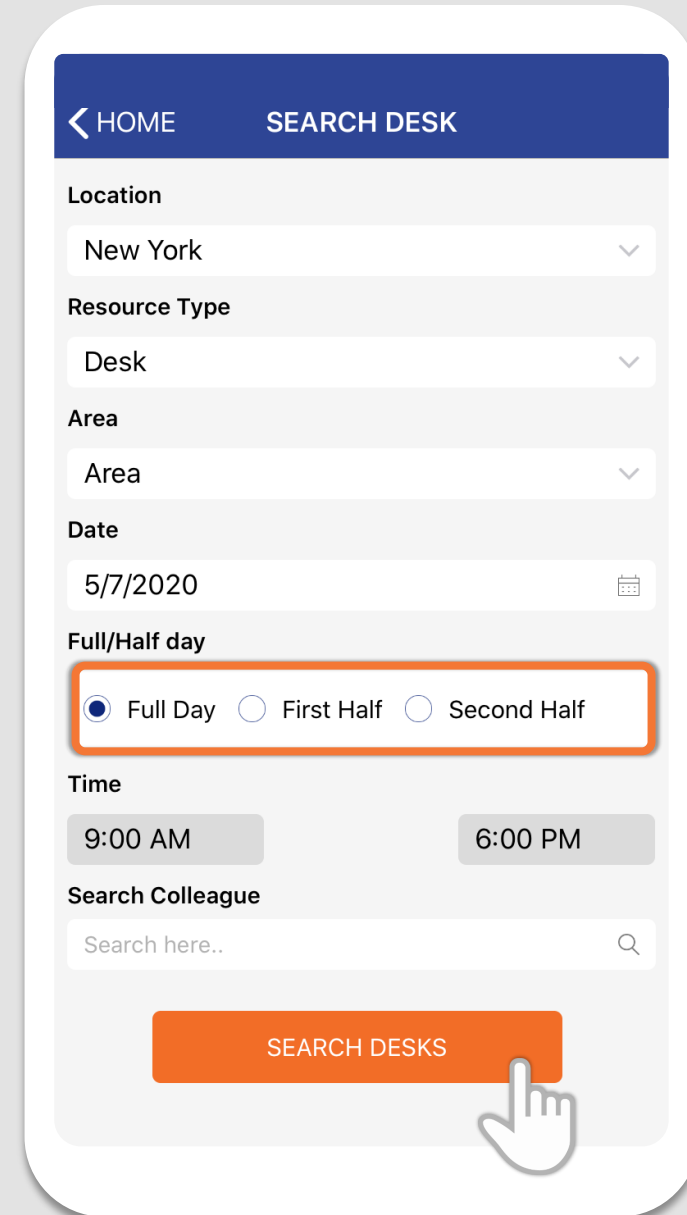
- ▶ Launch the Smart Book mobile application.
- ▶ The home screen automatically displays.
- ▶ Click **BOOK A DESK**



2.

Set your preferences

- ▶ Adjust the default Location and Area as needed.
- ▶ Select the Date and Duration.
- ▶ Search for colleagues.
- ▶ Click **SEARCH DESKS**.



The image shows a mobile application interface for setting preferences and searching desks. The interface is displayed on a white smartphone-like frame against a light gray background. At the top, there is a dark blue header bar with a white back arrow and the text "HOME" on the left, and "SEARCH DESK" on the right. Below the header, the form is organized into sections with labels in bold: "Location", "Resource Type", "Area", "Date", "Full/Half day", "Time", and "Search Colleague". Each section has a corresponding input field or set of options. The "Location" field shows "New York" with a dropdown arrow. The "Resource Type" field shows "Desk" with a dropdown arrow. The "Area" field shows "Area" with a dropdown arrow. The "Date" field shows "5/7/2020" with a calendar icon. The "Full/Half day" section has three radio button options: "Full Day" (selected), "First Half", and "Second Half". The "Time" section has two buttons: "9:00 AM" and "6:00 PM". The "Search Colleague" section has a search bar with the placeholder text "Search here.." and a magnifying glass icon. At the bottom of the form is a large orange button with the text "SEARCH DESKS" in white. A hand icon is pointing at this button, indicating it should be clicked.

< HOME SEARCH DESK

Location
New York

Resource Type
Desk

Area
Area

Date
5/7/2020

Full/Half day
☒ Full Day ☐ First Half ☐ Second Half

Time
9:00 AM 6:00 PM

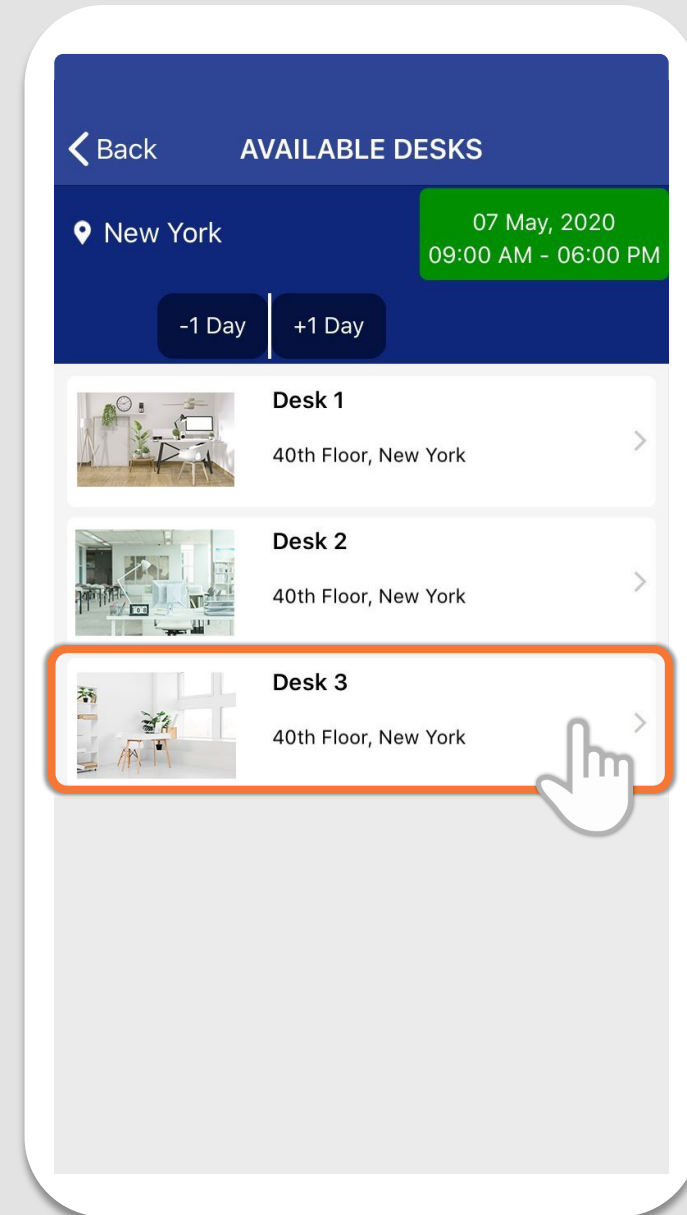
Search Colleague
Search here..

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**

The image shows a mobile application interface for confirming a desk booking. At the top, there is a dark blue header bar with a back arrow and the text "DESK BOOKING SUMMARY". Below this, the interface is divided into sections. The first section, titled "Desk 3", shows the location "40th Floor, New York" and the booking date and time "07 May, 2020" from "09:00 AM - 06:00 PM". The second section, titled "Title*", contains a text input field with the value "Anna in NYC Office". Below this is a section titled "Notes" with an empty text area. At the bottom of the form is an orange button labeled "CONFIRM BOOKING". A hand icon is shown clicking the button.

< Back DESK BOOKING SUMMARY

Desk 3

📍 40th Floor, New York

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

Title*

Anna in NYC Office

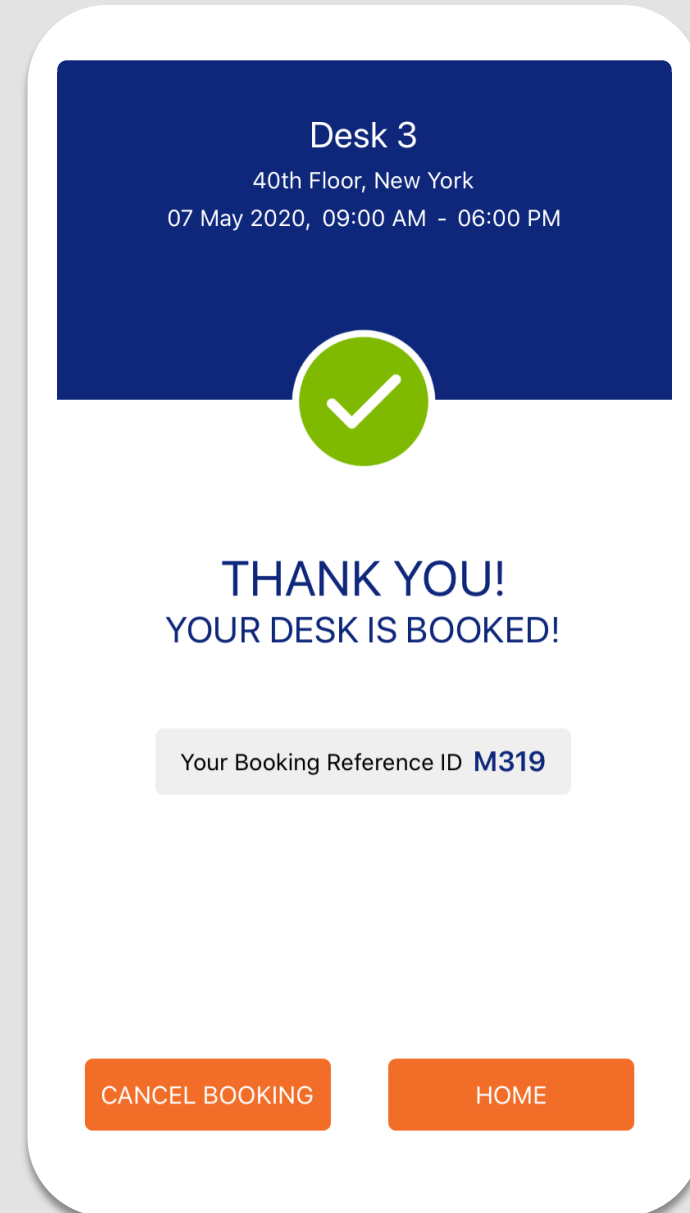
Notes

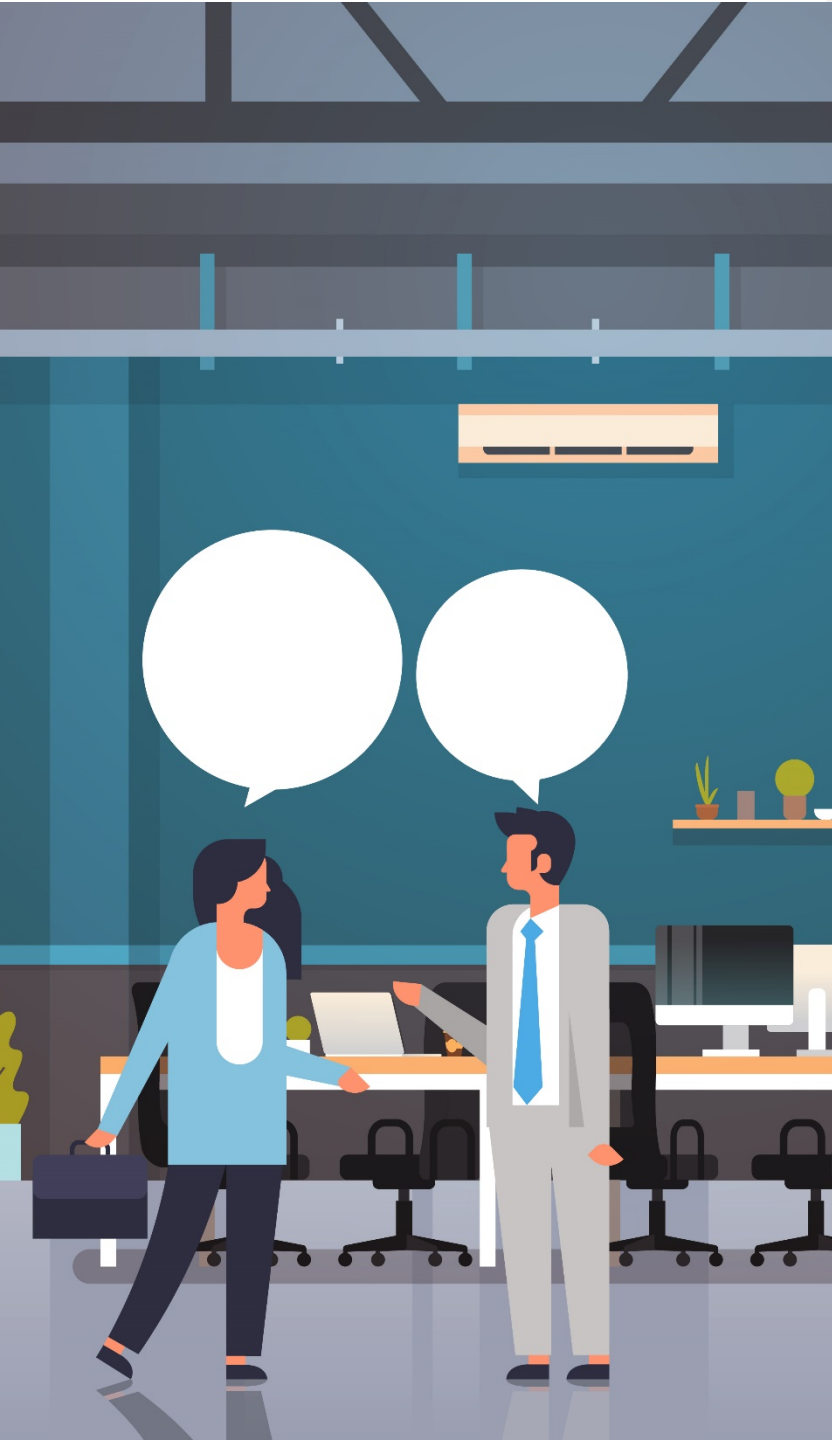
CONFIRM BOOKING



Success!

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





DESK BOOKING

Workspace Scenario

Reception books a desk on behalf of a host.



Interface

Workspace



Location

1 Property



Room Type

1 Desk

1.

Select a Desk

- ▶ Navigate to the Workspace calendar.
- ▶ Hover over any desk or room to learn more.
- ▶ Click your preferred desk.

The screenshot displays the 'nfs technology group' Workspace calendar. On the left, a list of desks is shown with checkboxes. A hand icon points to 'NY Office 5'. The main calendar view shows a grid of time slots from 08:00 AM to 03:00 PM. A tooltip for 'NY Office 5' is displayed, showing a photo of the office and details:

- Resource:** NY Office 5
- Resource Type:** VA Office
- Property:** New York
- Notes:** Open area hot desk co working space for visiting attorneys and staff

2.

Booking Information

- ▶ Enter your Booking Title
- ▶ Provide additional details
- ▶ Click **Save & exit**

New Booking

New Booking

Booking Summary

Add People

Booking Summary

* Indicates mandatory fields

Title: Reserved for Ethan Maestas *

Booking Roles

Host: Ethan Maestas

Requester: Ari Neyer

Booking Information

Participants: 1

Notes: Booking Notes

Special Request: Booking special request.

Private Booking

Booking Type: Internal *

Primary Location: New York

Region: Global

Status: Confirmed

Display time in my time zone

Show deleted Resources

Book Another Resource

Delete	Property Name	Resource Name	Date & Time(At Property)	Setup / Breakdown	Layout	Resource Participants	Status	Add-on	Action
	New York	NY Office 1	Start: 5/4/2020 08:00 AM End: 5/4/2020 12:00 PM Duration: 4:0	Setup 0 00 Breakdown 0 00	Standard	1	Confirmed		

Next

Save

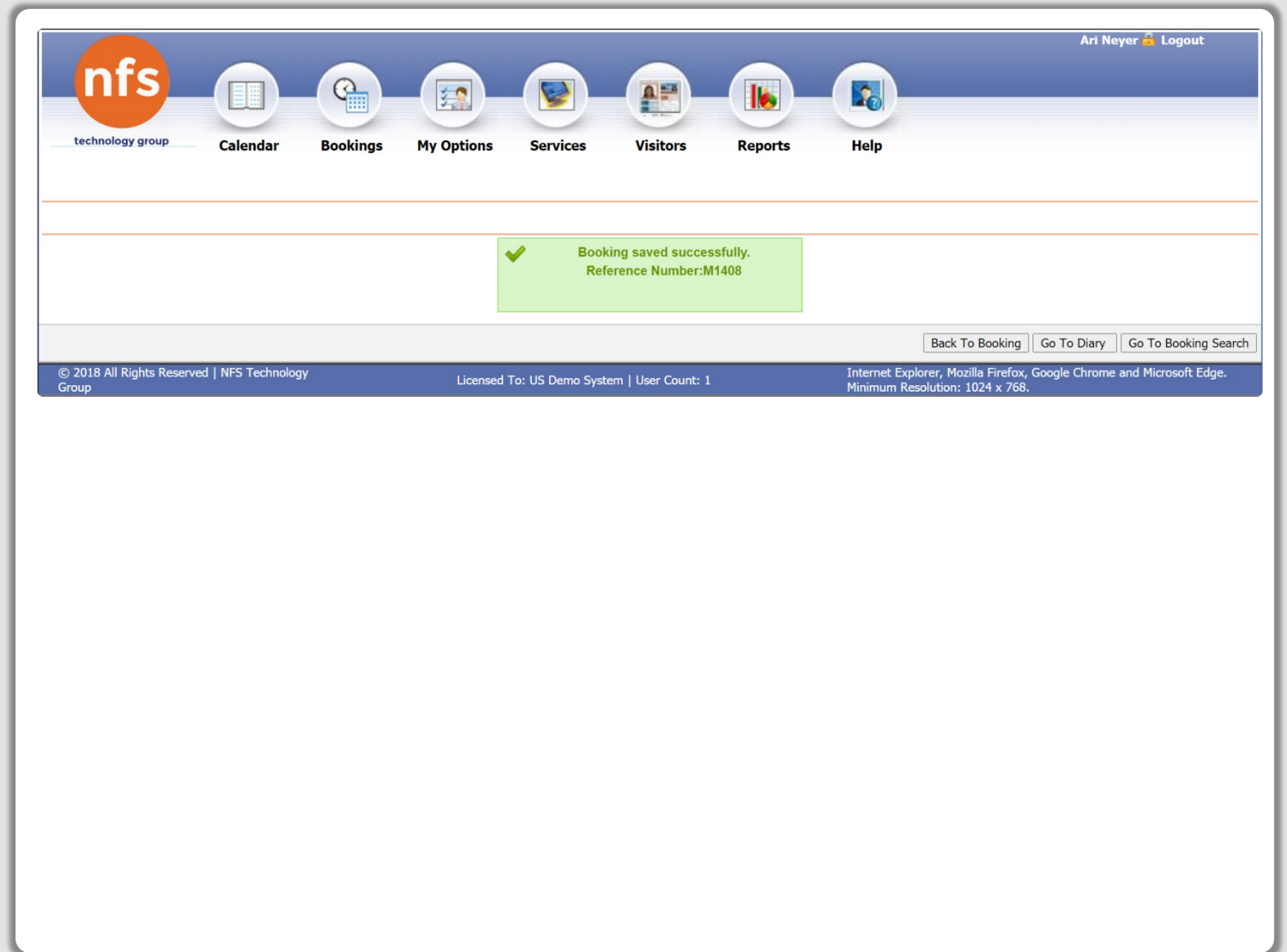
Save & exit

Exit

3.

Success!

- ▶ Booking Completed.
- ▶ A confirmation email is automatically sent to the host.





DESK BOOKING

Workspace Scenario

Reception finds a desk by using calendar filters.



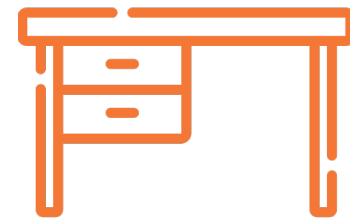
Interface

Workspace



Location

1 Property



Room Type

1 Desk

1.

Filter by Desks

- ▶ Navigate to the Workspace calendar.
- ▶ Open the property tree click the left hand blue tab.
- ▶ Select **Desks**

The screenshot displays the 'nfs technology group' workspace calendar. On the left, a 'Desks' filter dropdown menu is open, showing options: 'Check All', 'Conference Room', 'Desks' (selected with a blue checkmark and an orange arrow pointing to it), and 'Training Room'. Below the filter, a list of desks is visible, including 'Room Request', 'NY Grand', 'NY Central', 'NY Station', 'NY Grand Central Combo', 'NY Central Station Combo', 'NY Grand Central Station Combo', 'NY Atrium', 'NY Liberty', 'NY Office 1', 'NY Office 2', 'NY Office 3', 'NY Office 4', 'NY Office 5', 'NY Atlantic', 'NY Hudson', 'NY Harbor', and 'NY Bay'. The main calendar area shows a grid for 'New York' with columns for '08:00 AM', '09:00 AM', '10:00 AM', and '11:00 AM'. Various colored bars represent bookings for different desks. An orange double-headed arrow points from the 'Desks' filter to the calendar grid.

Select a Desk

- nfs**
technology group

▼ New York

(UTC-04:00) Eastern Standard Time

	08:00 AM	09:00 AM	10:00 AM	11:00 AM	12:00 PM	01:00 PM	02:00 PM	03:00 PM
<input type="checkbox"/> Room Request								
<input type="checkbox"/> NY Grand								
<input type="checkbox"/> NY Central								
<input type="checkbox"/> NY Station								
<input type="checkbox"/> NY Grand Central Combo								
<input type="checkbox"/> NY Central Station Combo								
<input type="checkbox"/> NY Grand Central Station								
<input type="checkbox"/> NY Atrium								
<input type="checkbox"/> NY Liberty								
<input type="checkbox"/> NY Office 1								
<input type="checkbox"/> NY Office 2								
<input type="checkbox"/> NY Office 3								
<input type="checkbox"/> NY Office 4								
<input type="checkbox"/> NY Office 5								
<input type="checkbox"/> NY Atlantic								
<input type="checkbox"/> NY Hudson								
<input type="checkbox"/> NY Harbor								
<input type="checkbox"/> NY Bay								
<input type="checkbox"/> NY River								
<input type="checkbox"/> NY Columbia Training								
<input type="checkbox"/> NY Hunter Training								

Resource :
NY Office 5

Resource Type :
VA Office

Property :
New York

Notes :
Open area hot desk co working space for visiting attorneys and staff

3.

Booking Information

- ▶ Enter your Booking Title.
- ▶ Provide additional details.
- ▶ Click **Save & exit**.

New Booking

New Booking

Booking Summary

Add People

Booking Summary

* Indicates mandatory fields

Title: Reserved for Ari Neyer *

Booking Roles

Host: Ari Neyer

Requester: Ari Neyer

Booking Information

Participants: 1

Notes: Booking Notes

Special Request: Booking special request.

Private Booking

Booking Type: Internal *

Primary Location: New York

Region: Global

Status: Confirmed

Display time in my time zone

Show deleted Resources

Book Another Resource

Delete	Property Name	Resource Name	Date & Time(At Property)	Setup / Breakdown	Layout	Resource Participants	Status	Add-on	Action
	New York	NY Office 2	Start: 5/4/2020 08:00 AM End: 5/4/2020 12:00 PM Duration: 4:0	Setup 0 00 Breakdown 0 00	Standard	1	Confirmed		

Next

Save

Save & exit

Exit

4.

Success!

- ▶ Booking Completed.
- ▶ A confirmation email is automatically sent to the host.

