



# Bureau Web App



As we enter a post-pandemic era we need to provide agile tools to our employees that allow them to choose the best work model while maximizing the use of office environments.

- Companies don't have an easy way to publish their office layouts and availability.
- Current tools like booking-calendar apps could be complicated or (in the other hand) too basics and don't bring a easy way to display availability on large number of items (Conferences vs Desks).
- Finding the right desk could be challenging as we don't easily know if they are available, if they have what we need (e.g. Monitor, mouse), their environment information (e.g. no AC), or proximity to other co-workers (e.g. a desk next to Gary Ascuy)
- When booking a space we don't have a real validation if the employee is using the desk.

## Definitions

### Tour Pack

This is the basic element of the application, a tour. It includes the route, highlights, landmarks, etc  
*e.g. Road to the Guatapé stone driving*

## Traveler Backlog

<input checked="" type="checkbox"/> Created	Aa Name	Tags / Epic	Description	Acceptance Criteria	Priority	Screenshot	Relation
<input type="checkbox"/>	<u>Login using Jala login</u>	home-page login	As a Jalasoft employee I would like to login to Bureau using my corporate account to avoid the need of a new account/user	- Integrate Bureau with Jala Login - When I go to the portal it should be redirected to Jala - Login - I should be able to logout	High		
<input type="checkbox"/>	<u>Main Page - Areas</u>	home-page layout	As a Jala Employee when I login to Bureau I would like to see all the available Areas Layouts to easily navigate through them and find the right Workstation for me	- As a title we should have the name of the Building (e.g. Jala Building, Fundación, Parayso, Mediterraneo, etc. - All available areas should be displayed as boxes like in the attached design Considerations For context Jala Building has more then 40 Areas with an average of 30 Workstation each	High		
<input type="checkbox"/>	<u>Main Page - Left Menu</u>	filters home-page	As a Jala Employee when I login to Bureau I would like to see the left menu populated with default	Any change on the Menu should have an impact on the Results and the Areas displayed By default we will have 4 Entries	High		

<input checked="" type="checkbox"/> Created	Aa Name	Tags / Epic	Description	Acceptance Criteria	Priority	Screenshot	Relation
			values to filter the available workstation on the different areas	1. Today: On Click should display a calendar picker, by default it should be set to Today 2. Start Time: On Click should display a Time picker, by default set to the nearest fixed time in periods of 30 min. eg 8:53 -> 9:00. 8:32 -> 8:30 3. End Time: On Click should display a Time picker, by default set it to 7pm (local time) 4. Area: A list with all the Available Areas of the current building (user should be able to type to search for the name of the area. 5. More Filters, don't worry for them right now.			
<input type="checkbox"/>	<u>Main Page - Results</u>	home-page results	As a Jala Employee when I login to Bureau I would like to see immediately a result list of the available workstations based on the	Show a list of results as cards on the Left Menu Show the workstation Code Name (they usually are something like 3F001, 2A001 (where	High		

<input checked="" type="checkbox"/> Created	Aa Name	Tags / Epic	Description	Acceptance Criteria	Priority	Screenshot	Relation
			default filter criteria	3F is the name of the area) Photo - We can compromise and have a generic pic for now Ratings - Mockup for now Workstation Configuration - Monitor, HDMI, Camara, Mouse, Keyboard, Desktop, Network, Wifi, Power Strip, Jabra, Chair Considerations: Any change on the Filter menu should have an impact on the Results and the Areas displayed			
<input type="checkbox"/>	<a href="#">Workstation Details</a>	results	As A Jala Employee when I click on a Result or on an specific point on the Layout the left menu should display all the information details of the Work Station	Code Name of the Workstation Photo - We can compromise and have a generic pic for now Ratings - Mockup for now Workstation Configuration - Monitor, HDMI, Camara, Mouse, Keyboard, Desktop, Network, Wifi, Power Strip,			

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				Jabra, Chair Book Now button Calendar, a calendar view that display their availability Considerations: Any change on the Filter menu should have an impact on the Results and the Areas displayed If area changed should change back to the Results List If dates/hours changed, calendar and layout should be updated The location icon should increase the size when selected			
<input type="checkbox"/>	<u>Workstation Availability.</u>	layout	As a Jala Employee I would like to see the Desk Availability highlight by Location icons to easily identify the desk that I can book	Acceptance Criteria: Desks Available to be booked will be displayed on Green Desks not available on Gray When clicking on any of the location icons the Left Menu should load the Workstation Details			
<input type="checkbox"/>	<u>Booking a Workstation</u>	booking	As a Jala Employee I	Once I find the right			

<input checked="" type="checkbox"/> Created	Aa Name	Tags / Epic	Description	Acceptance Criteria	Priority	Screenshot	Relation
			would like to book a workstation based on my criteria	Workstation Available I should be able to book it by clicking on the Book Now button An email calendar event should be sent to my email Considerations. As a user I should not be able to book more than one desk at the same time We should use the users local time to avoid any timezone conflicts			
<input type="checkbox"/>	<u>QR Confirmation</u>	booking	As a JalaSoft employee I need to confirm my arrival and use of the workstation by scanning the workstation QR code	If the user scan the QR a confirmation will be sent to his email. If the user does not confirm by scanning the QR after BookingTime + 15 minutes the desk will be released and an email will be sent.			
<input type="checkbox"/>	<u>Hover Basic Information</u>	layout	As a Jala Employee I would like to see a quick popup menu when I hover over the icons on the layout to see	Acceptance Criteria Display the Code Name Display Available if the workstations is free or if booked: Booked until			

<input checked="" type="checkbox"/> Created	Aa Name	Tags / Epic	Description	Acceptance Criteria	Priority	Screenshot	Relation
			their main information	5pm Display the photo for the person that booked the workstation Display the Workstation configuration			
<input type="checkbox"/>	<u>Admin - Import Layouts to an Area of a Building</u>	admin	As an Admin I would like to create Building, Define Areas and import Layouts	Acceptance Criteria Define Buildings (Jala Building) and Areas (2F, Game Room, CR Akakor) Import Files sent by IT (JPG or PDF) - To confirm Publish (enable or disable) the visibility of the area			
<input type="checkbox"/>	<u>Admin - Categorize the Workstation</u>	admin	As an Admin I will need define what is a workstation on the imported image and their configuration	Acceptance Criteria Define the coordinates of the desk on the imported Layout Code Name of the Workstation Workstation Configuration - Monitor, HDMI, Camara, Mouse, Keyboard, Desktop, Network, Wifi, Power Strip, Jabra, Chair Type of Workstation: Permanent (for people that works full time			

<input checked="" type="checkbox"/> Created	Aa Name	Tags / Epic	Description	Acceptance Criteria	Priority	Screenshot	Relation
				on the office). Available for Booking (all those workstations that could be booked) Publish (enable or disable) the visibility of the area Consideration Desk QR should be generated on this section			
<input type="checkbox"/>	<u>Admin - Book permanent workstations</u>	admin	As and Admin I would like to book permanent workstation for Employees that works full time on the office.	Acceptance Criteria Only Admins can Book permanent desks Only Admins can Assign a person to permanent desks			
<input type="checkbox"/>	<u>Create Recurrent Bookings</u>	filters layout	As a user I would like to create recurrent bookings.	User should be able to book different days, e.g. - Every Day from 9am to 5pm - Every Week Day from 9am to 5pm - Every Month.. every monday from 9am to 5pm from Jan 1st to March 28th - Every year.. - First friday of every month from 9am to 5pm from Jan 1st to March 28th We			



<input checked="" type="checkbox"/> Created	Aa Name	Tags / Epic	Description	Acceptance Criteria	Priority	Screenshot	Relation
				need to Validate that the Resource is free before allowing users to book it Apple Calendar and Outlook have the best approaches for this In the UI create a button like additional filters			
<input checked="" type="checkbox"/>	<u>Create a Resources Reservation Schedule</u>	admin	As an Admin I would like to add a Reservation Schedule to Created Resources	The Admin Should be able to define Schedules in which a Resource could be booked. e.g. Game Room Massage chairs should be able to book only from 9 to 12 and 15 to 18 e.g. 2 Parking should be able to book from 9 to 10pm The period time that is not allowed to book should be displayed as disable in the calendar of the resource Default Value: NO RESTRICTION			
<input type="checkbox"/>	<u>Create a Max or Min time a resource</u>	admin	As an Admin I would like to add a Max and min time period a	The Admin Should be able to define Max time and Min Time for any			

<input checked="" type="checkbox"/> Created	Aa Name	Tags / Epic	Description	Acceptance Criteria	Priority	Screenshot	Relation
	<u>could be booked</u>		resource could be booked	resources Default: MIN = 30 min and MAX = all day. Intervals of 30 min			
<input type="checkbox"/>	<u>Add a Booking Window</u>	admin	As an Admin I would like to add a booking windows. In other words how early a Resource could be booked.	The Admin should be able to add a Windows on any resource.. this will help to avoid people booking items all week or every day when its not allowed. This section should have 2 options Resource could be booked recurrent (yes no) and how much time in advanced an item could be booked Default Values: Recurrence Allowed = Yes Time Window to book = Any The other values will be 1 Day, 1 Week, 1 Month			