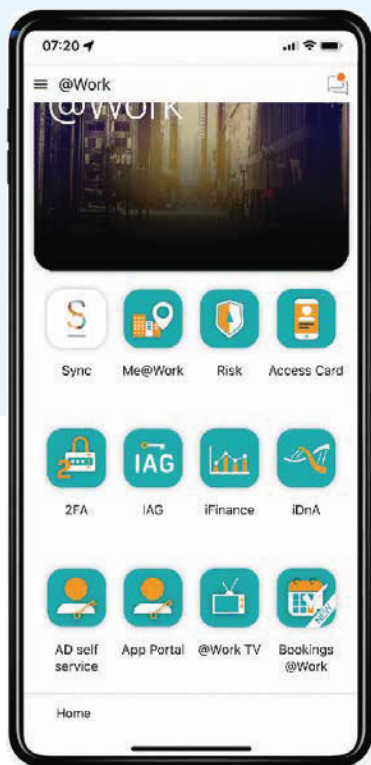


HOW TO MAKE A HOT DESK BOOKING ON APP



1

Select **@Work** and Bookings**@Work**

2

To make a reservation select **My Bookings**

3

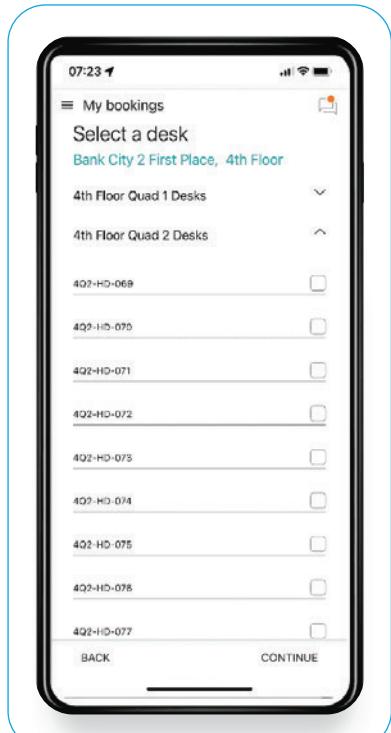
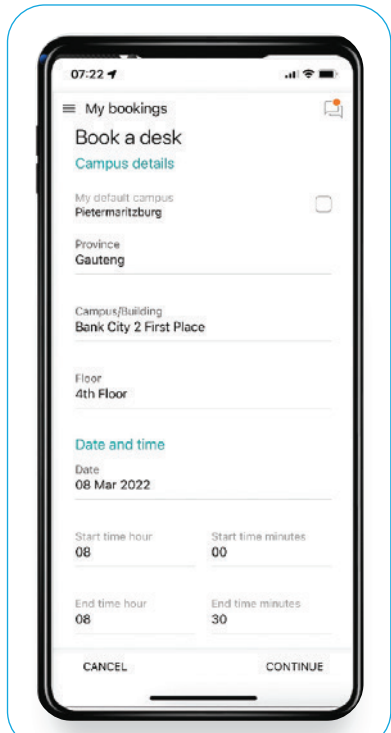
On this screen you can select the resource you want to reserve on the top tabs and you will see all resources reserved and a summary of the reservation

- Clicking on the reservation or swiping from right to left allows for options to maintain, delete, check in that resource
- Click on book a desk to make a new reservation

4

This screen allows you to specify where and when you want the desk reservation

- You can use your preference location or if you would prefer to book in another location remove the tick from the box



5

Selecting a non preferred location

- Select your region
- Select your building
- Select your floor
- Select your date and start and end times
- Click on continue to proceed

6

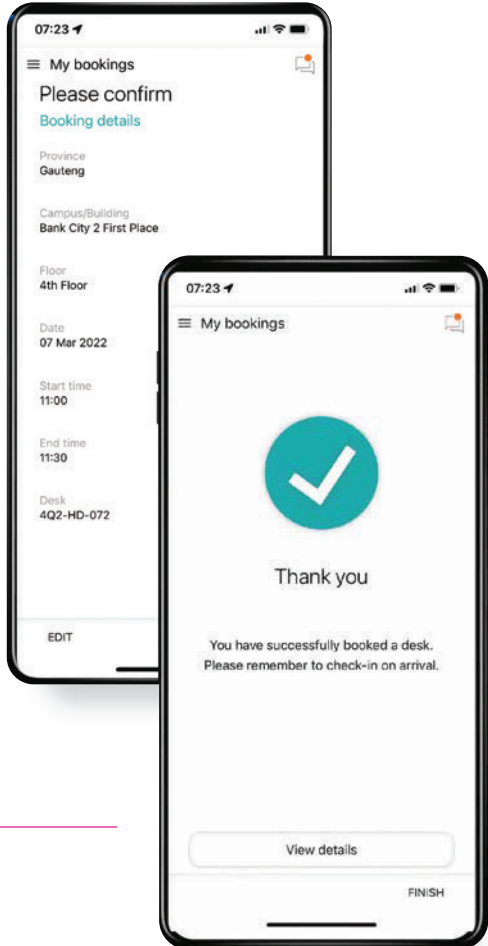
The floor split will be shown on this screen. Normally floors are split into quadrants

- Select the quadrant you want
- Select the desk you would like to reserve in that quadrant
- Click confirm

7

The system will show you the details of your reservation

Press confirm to continue



8

The system confirms your reservation