





MY DESK

1. Login

Use the option to Log in with your credentials (email and password), Microsoft or Google account.





Welcome back! Please log in to continue

☐ Remember me

Log In

or login with

 Sign in with Microsoft

 Sign in with Google

2. Desk reservation for myself

First Select an Office from the dropdown menu.

Select office

IT-Labs Skopje

Click on the office preview to see a larger image of the office plan and choose your preferable desk.



Then select a date range.

Select date

27/11/2022 → 28/11/2022

And check if your preferred desk is available, if so, click Reserve.

Search by name

Filter by availability

Filter by category

Desk 1

Desk 2

Desk 3

Desk 4

Desk 5

Desk 6

Desk 8

Desk 9

Desk 10

Desk 11

Desk 12


Desk 13

Reserve for Co-worker

Reserve

Show reviews

Notification for a successful reservation will be displayed and the selected desk will be colored Red with your name on it.



Notification

×

You have successfully reserved a desk.

3. Desk reservation for Co-worker

You can follow the same procedure as the one above, select an office and choose a date range. Then select an available desk, select the checkbox “Reserve for Co-worker”, choose your co-worker from the DropDown menu, and then click Reserve.

Search by name

Filter by availability

Filter by category

All

All Categories

Desk 1

Desk 2

Desk 3

Desk 4

Desk 5

Desk 6

Desk 8

Desk 9

Desk 10

Desk 11

Desk 12

Desk 13

☒

Vedran undefined

Reserve

Show reviews

Confirm you want to reserve for your co-worker.

Reserve desk for co-worker

Are you sure you want to reserve this desk for Vedran ?

Cancel

OK

Notification for a successful reservation for a co-worker will be displayed and the selected desk will be colored Red you co-worker’s name on it.

i

Notification

X

You have successfully reserved for your co-worker

Search by name

Filter by availability

Filter by category

All

All Categories

Desk 1

Desk 2

Desk 3

Desk 4

Desk 5

Desk 6

Desk 7

Desk 8

Desk 9

Desk 10

Desk 11

Desk 12

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Vedran undefined

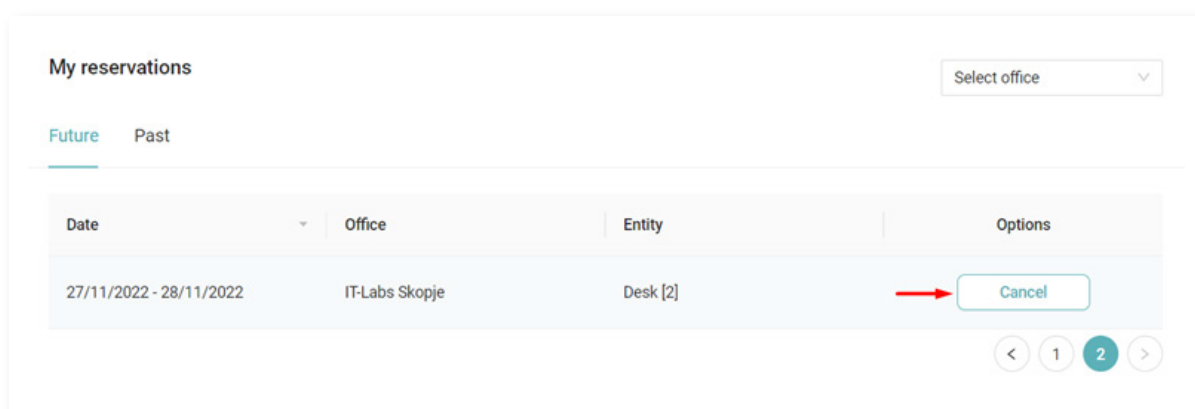
Reserve

Show reviews

4. Cancel a reservation

To cancel a reservation, Go to the Admin section by clicking on your name, and the My Reservations tab will be shown. My reservations are divided into 2 tabs, Future, and Past reservations.

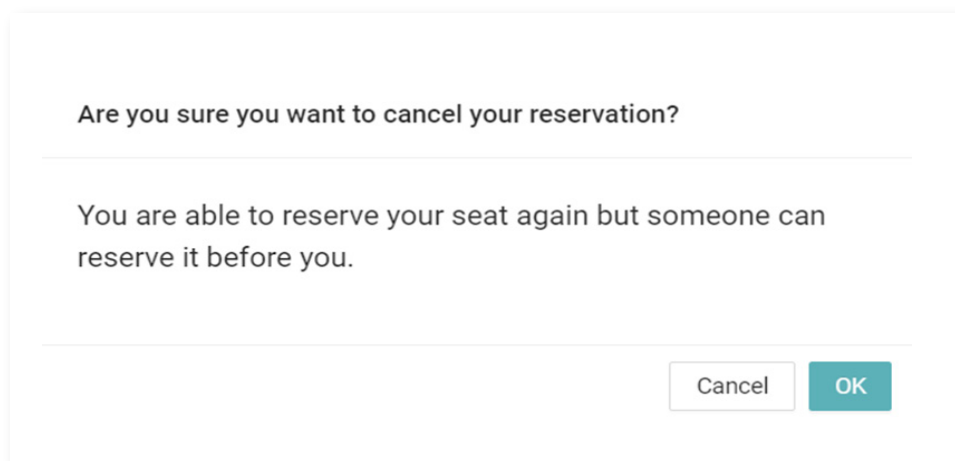
You can cancel a future reservation and you can write a review for a past reservation.



The screenshot shows the 'My reservations' section of a web application. At the top, there is a 'Select office' dropdown menu. Below it are two tabs: 'Future' (active) and 'Past'. A table displays reservation details with columns: Date, Office, Entity, and Options. The first row shows a reservation for '27/11/2022 - 28/11/2022' at 'IT-Labs Skopje' for 'Desk [2]'. In the 'Options' column, there is a 'Cancel' button, which is highlighted by a red arrow. At the bottom right, there are pagination controls: '<', '1', '2' (selected), and '>'.

Date	Office	Entity	Options
27/11/2022 - 28/11/2022	IT-Labs Skopje	Desk [2]	Cancel

A notification will show up with a question for confirming if you are sure you want to cancel your reservation.



The screenshot shows a confirmation dialog box with the text: 'Are you sure you want to cancel your reservation?'. Below this, there is a message: 'You are able to reserve your seat again but someone can reserve it before you.' At the bottom, there are two buttons: 'Cancel' and 'OK'.

Are you sure you want to cancel your reservation?

You are able to reserve your seat again but someone can reserve it before you.

[Cancel](#) [OK](#)

5. Write a review for a past reservation

To write a review, go to the Admin section by clicking on your name and the My Reservations tab be will shown. My reservations are divided into 2 tabs, Future and Past reservations.

You can cancel a future reservation and you can write a review for a past reservation.

My reservations

Select office

FuturePast

Date	Office	Entity	Options
19/10/2022 - 19/10/2022	IT-Maria Cuenca	Desk [2]	Write review
15/10/2022 - 16/10/2022	Ana-2 Belgrad	Desk [1]	Write review
27/08/2022 - 27/08/2022	IT-Labs Skopje	Desk [6]	Write review

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Popup window will be displayed for writing a review for the selected reservation. After writing the review, you should click OK.

Write a review for the selected reservation

CancelOK

Write a review for the selected reservation

the desk was clean and near the window, but it has one monitor, not as it is stated in the desk parameters.

CancelOK

Notification will be displayed for successful save of the written review.

i

Notification

X

Thank you. Your review has been successfully saved.

You can also read the review later.

My reservations

Select office

FuturePast

Date	Office	Entity	Options
19/10/2022 - 19/10/2022	IT-Maria Cuenca	Desk [2]	Read review
15/10/2022 - 16/10/2022	Ana-2 Belgrad	Desk [1]	Write review
27/08/2022 - 27/08/2022	IT-Labs Skopje	Desk [6]	Read review

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