ICBC Flex Work User Document

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URL: https://icbcflexwork.me

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Introduction

This is the ICBC Flex Work User Document, which guides users (Employees and Admins) through the main use cases. ICBC Flex Work is an office sharing solution for flexible workspace arrangements, by Team Flex of UBC.
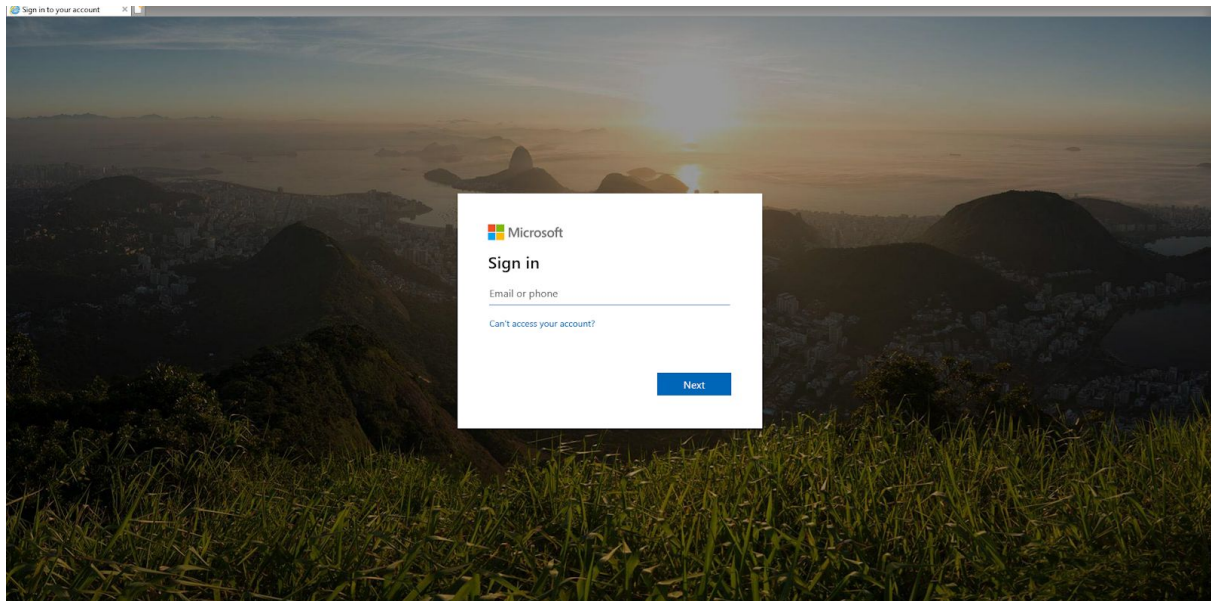
Contents

Common Login

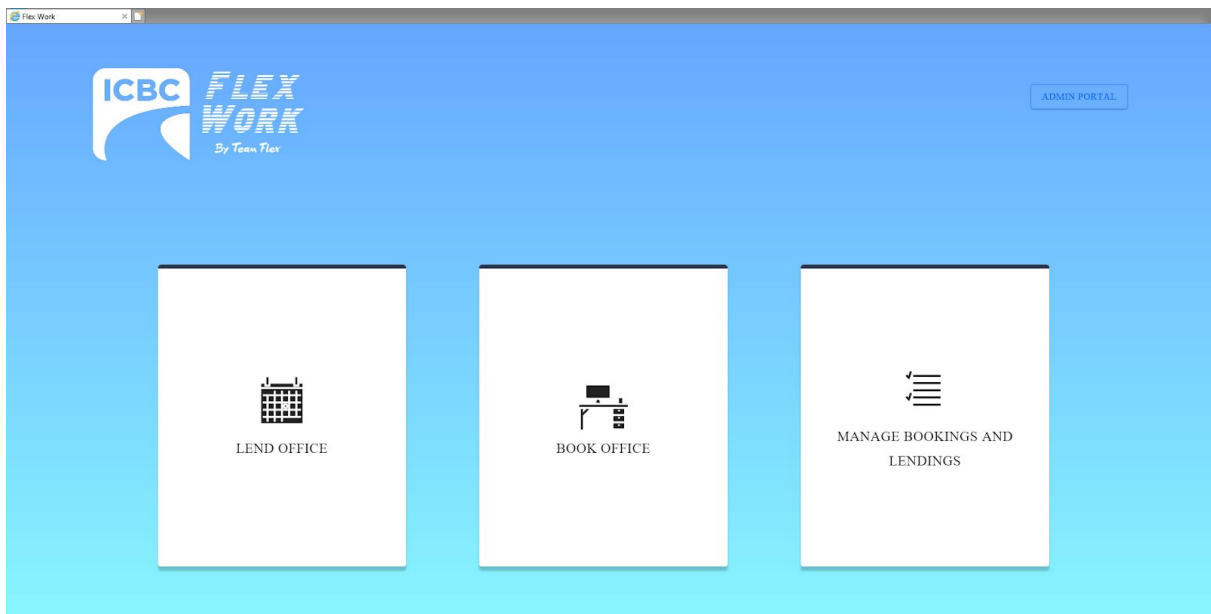To log in, visit https://icbcflexwork.me. When prompted, log in with your Active Directory account. If you have any issues logging in, please consult your System Administrator.

Both employees and facility admins must log in before accessing Flex Work.

Upon successful login, you will see the landing page:

Employee

Lend Office

Click the 'Lend Office' block on the Home page, you will be navigated to a page shown below. You may only lend your own office, which will be displayed here. If you have an office and it does not appear here, please contact your Facility Admin and request it be entered.

To lend your office:
- Select a desired period from calendar shown on the left
- Optionally, leave a comment in the Comment box

Click 'CONFIRM AVAILABILITY ' button

Book Office

Click the 'BOOK OFFICE' block on the home page, you will be navigated to a page shown below.

To book an office,
- Use the filter on the left ,the available options will be automatically updated as you make changes on the left.

- Click the dropdown button of available booking options for booking information and office location from floor plan

- Click "Place Booking" button , a popup dialog will give you 20 mins to confirm the selected booking option.

- If there is no single qualified office available during the requested time span, a suggested booking package will be created from multiple offices:

- Clicking Place Booking will place a booking for each booking one. Only 1 click is required.

- After clicking Place Booking, a 20 minute confirmation window will appear. The workspace(s) are locked for this period or until you cancel / navigate away from the screen. Click confirm to confirm the booking.

Manage Bookings

To see current bookings and lendings, click the Manage Bookings button on the main page.

Delete an existing booking

- Find the booking you want to delete in the table on the top
- Click the Delete icon, the page will be refreshed and show the change

Delete an existing lending

- Find the block corresponding to the lending you want to delete
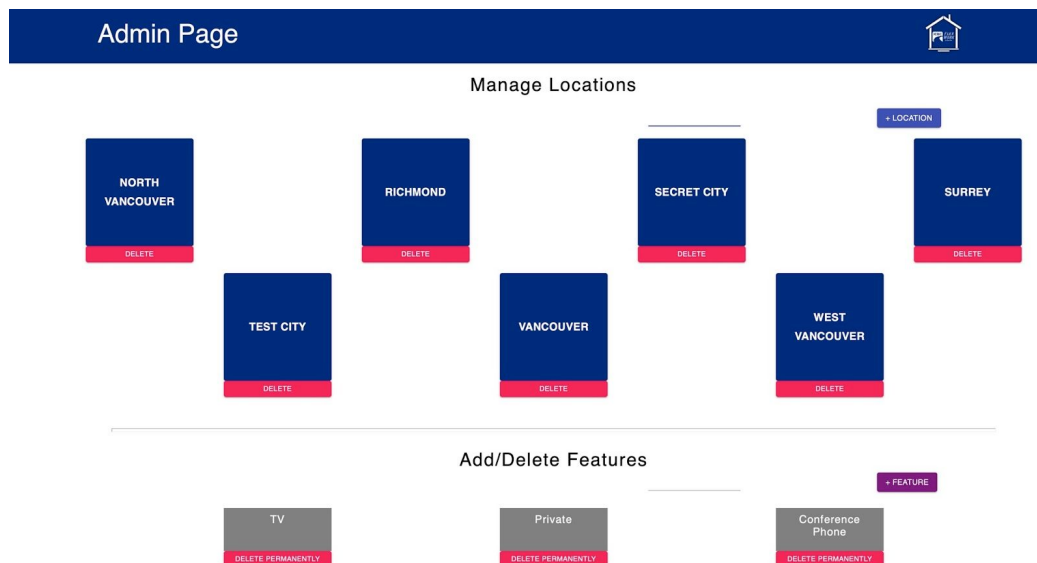- Click the "Delete" button ,then you should be able to see the change

Admin

Admin Login

To access the admin pages,
- Click the 'Admin Portal' button on the top right corner of home page
- Enter your password in the popup window and click 'Login'

Upon successful login for admin, you will be navigated to admin main page shown below

Add a new location
- Enter the name of new location in field below the Manage Locations header

- Click '+Location' button

Delete an Existing location
- Click the 'DELETE' button below block of the location which you want to delete
- Click 'CONFIRM DELETE' button

Add a new Feature
- Enter the name of new location in field below the 'Add/Delete Features'
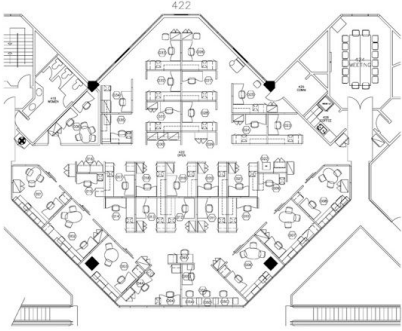- Click '+Feature' button

Delete an existing feature
- Click the 'PERMANENTLY DELETE' button below block of the feature which you want to delete
- Click 'CONFIRM DELETE' button

Edit Floor

To edit floors in an location, click the block of corresponding one , you will see a page like the one below

Vancouver Building 1 Floor 1

Add a new floor
- Click the 'Add New Floor' button on the top right of the page
- Enter Floor Number,Location,City,Building Number and upload the file for floor plan in the popup form shown below
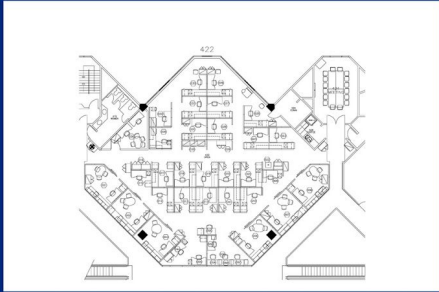- Click 'Submit'

Delete an existing floor
- Find the floor you want to delete from the Table
- Click Delete Icon of its row
- Click 'OK' in the popup dialog to confirm delete

Edit Workspace

To edit a workspace of specific floor , you just need to click editIcon of the corresponding row, you will be navigated to a edit Workspace page shown as below

Upload Workspace CSV

- Click 'UPLOAD WORKSPACE CSV' button on the top right of the page
- Upload a file in the pop up dialog shown below
- Click 'Confirm button'

Delete a workspace
- Find the workspace you want to delete from the table
- Click the deleteIcon of its row
- Click 'OK' button in the popup dialog to confirm delete

Edit an existing workspace
- Find the workspace you want to edit from the table
- Click the editIcon of its row
- Enter the email address of the staff who you assign the workspace to in the popup dialog
- Click 'Confirm' button