



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.

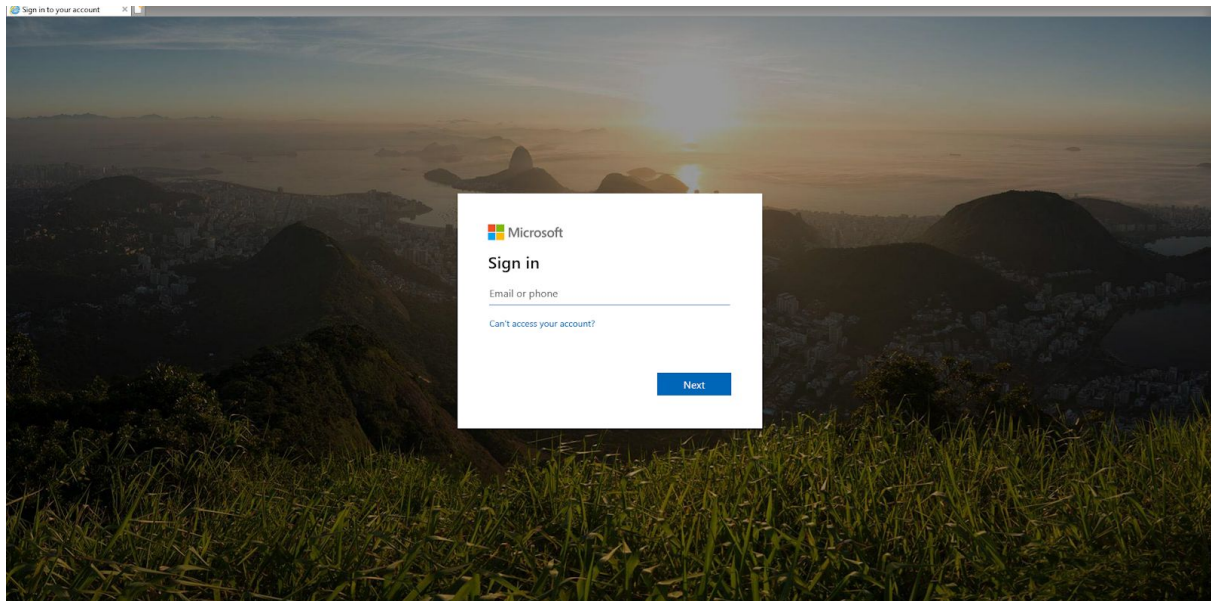
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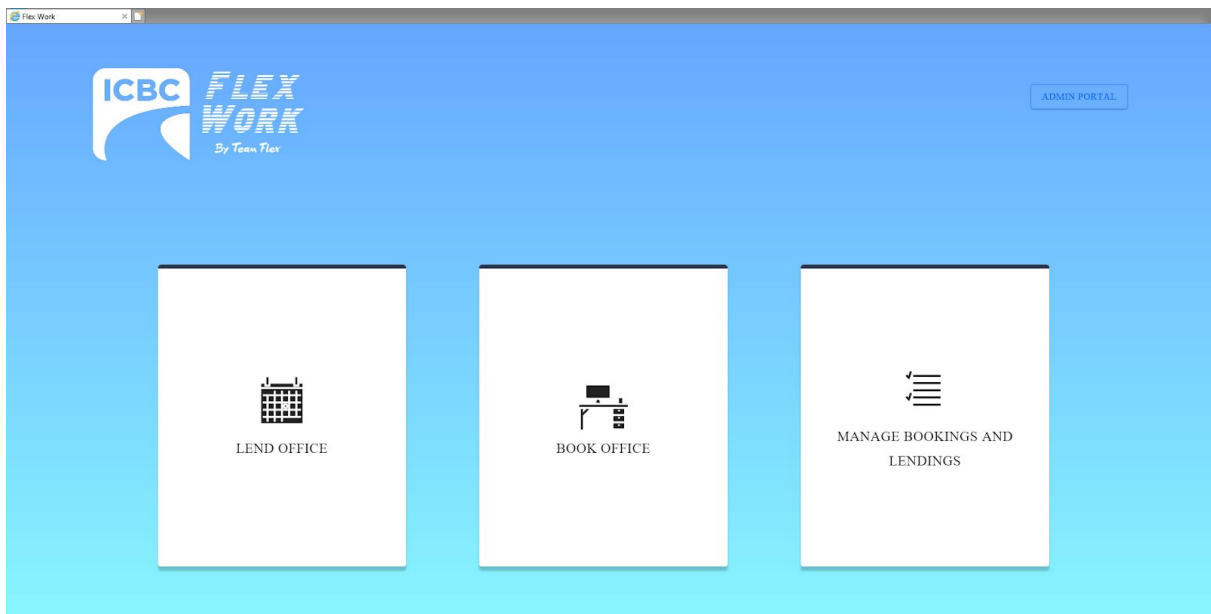
Common Login

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

The screenshot displays the 'Lend Office' interface on a light blue background. On the left is a calendar for April 2020, with the date 7th highlighted in blue. On the right is a form with the following fields:

- Staff ID: 5008
- Location: North Vancouver Building 1
- Workspace: INV2-057
- Features: ☐ N/A
- Comment: (empty text area)

At the bottom right of the form is a blue button labeled 'CONFIRM AVAILABILITY →'.

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

Filter	Booking Option	Action
Location Floor Apr 7, 2020 April 2020 <input type="checkbox"/> TV <input type="checkbox"/> Private <input type="checkbox"/> Conference Phone	Booking Option #1	PLACE BOOKING ▾
	Booking Option #2	PLACE BOOKING ▾
	Booking Option #3	PLACE BOOKING ▾
	Booking Option #4	PLACE BOOKING ▾
	Booking Option #5	PLACE BOOKING ▾
	Booking Option #6	PLACE BOOKING ▾
	Booking Option #7	PLACE BOOKING ▾
	Booking Option #8	PLACE BOOKING ▾
	Booking Option #9	PLACE BOOKING ▾
	Booking Option #10	PLACE BOOKING ▾
	Booking Option #11	PLACE BOOKING ▾
	Booking Option #12	PLACE BOOKING ▾
	Booking Option #13	PLACE BOOKING ▾
	Booking Option #14	PLACE BOOKING ▾
	Booking Option #15	PLACE BOOKING ▾
	Booking Option #16	PLACE BOOKING ▾

- 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:

The screenshot displays the ICBC FLEX WORK BOOKING interface. On the left, there are filters for Location (North Vancouver) and Floor (North Vancouver Building 1 Floor 1). Below these are date pickers for April 13, 2020, and April 17, 2020, and a calendar view for April 2020. At the bottom left, there are checkboxes for TV, Private, and Conference Phone, all of which are checked. The main area is titled 'Booking Option #1' and contains three availability cards. Each card lists the start and end dates, location, workspace ID, and owner comments. A 'PLACE BOOKING' button is located at the top right of the main area.

Availability 1	Availability 2	Availability 3
Start: 2020-04-13	Start: 2020-04-14	Start: 2020-04-17
End: 2020-04-13	End: 2020-04-16	End: 2020-04-17
Location: North Vancouver Building 1 Floor 1	Location: North Vancouver Building 1 Floor 1	Location: North Vancouver Building 1 Floor 1
Workspace: 1NV1-008	Workspace: 1NV1-010	Workspace: 1NV1-006
Owner comments: Remember to be positive during this tough time!	Owner comments: The TV is working but remote is out of batteries.	Owner comments: Flex Work is great!
FLOOR PLAN	FLOOR PLAN	FLOOR PLAN

- 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.

MANAGE

Bookings

Office Location	Workspace Id	Start Date	End Date	Office Owner	Floorplan	Delete
Vancouver	2V2-010	2020-04-06	2020-04-08	Dugtrio Raichu		
Vancouver	1V5-030	2020-04-06	2020-04-08	Pidgey Persian		
Secret City	TSC-001	2020-05-04	2020-05-08			

Lendings

Availability 1
Start: 2020-04-20
End: 2020-04-24
Location: Top Secret Building
Workspace: TSC-001
Owner comments: None
 DELETE

Availability 2
Start: 2020-05-04
End: 2020-05-08
Location: Top Secret Building
Workspace: TSC-001
Owner comments: None
 DELETE

Availability 3
Start: 2020-04-27
End: 2020-04-30
Location: Top Secret Building
Workspace: TSC-001
Owner comments: None
 DELETE

Availability 4
Start: 2020-05-19
End: 2020-05-22
Location: Top Secret Building
Workspace: TSC-001
Owner comments: None
 DELETE

Availability 5
Start: 2020-06-01
End: 2020-06-05
Location: Top Secret Building
Workspace: TSC-001
Owner comments: None
 DELETE

Availa
Start: 2
End: 20
Locatic
Building
Worksp
Owner c
 DELETE

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

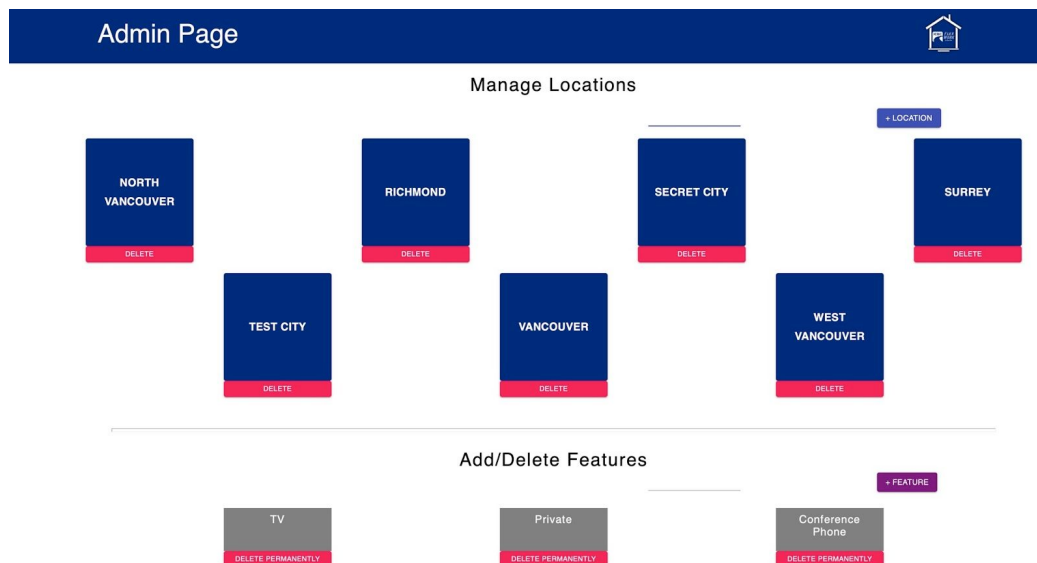
Admin

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

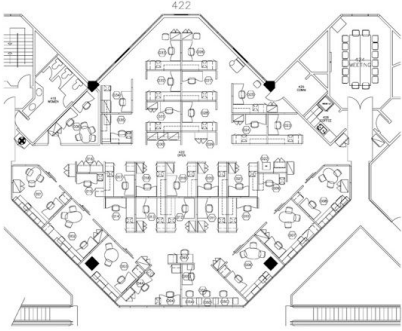
Delete an existing feature

- 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

Edit Floor
ICBC FLEX WORK



Vancouver Building 1 Floor 1

Floors in Vancouver

ADD NEW FLOOR

Floor Number	Location	City	Building	
1	Vancouver Building 1	Vancouver	1	
2	Vancouver Building 1	Vancouver	1	
3	Vancouver Building 1	Vancouver	1	
4	Vancouver Building 1	Vancouver	1	
5	Vancouver Building 1	Vancouver	1	
1	Vancouver Building 2	Vancouver	2	
2	Vancouver Building 2	Vancouver	2	
3	Vancouver Building 2	Vancouver	2	
4	Vancouver Building 2	Vancouver	2	
5	Vancouver Building 2	Vancouver	2	

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'

Add New Floor

Floor Number

Location

City

Building Number

Floor Plan Choose File
no file selected

submit

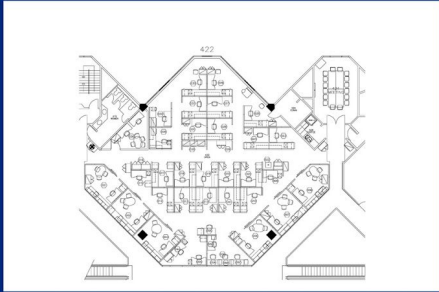
Delete an existing floor

- 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 edit icon of the corresponding row, you will be navigated to a edit Workspace page shown as below

Edit Workspace



WorkSpace Table

UPLOAD WORKSPACES CSV

Office Location	Office Owner ↑	Edit	Delete
IV1-051	Scythar Tentacruel		
IV1-052	Venonat Wigglytuff		
IV1-053	Omanyte Tentacruel		
IV1-054	Irysaur Raticate		
IV1-055	Tentacruel Slowpoke		
IV1-056	Tangela Slowbro		
IV1-057	Sandshsh Slowbro		
IV1-058	Arbok Slowbro		
IV1-059	Graveler Abra		
IV1-060	Horsea Poliwhirl		

Rows per page: 10 51-60 of 100

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'

Add workspace

Please enter the following information to add a new workspace

Choose File

no file selected

CANCEL

CONFIRM

Delete a workspace

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