My Workspace - Flexi seat booking

1. Login in one https://onecognizant.cognizant.com/Home#
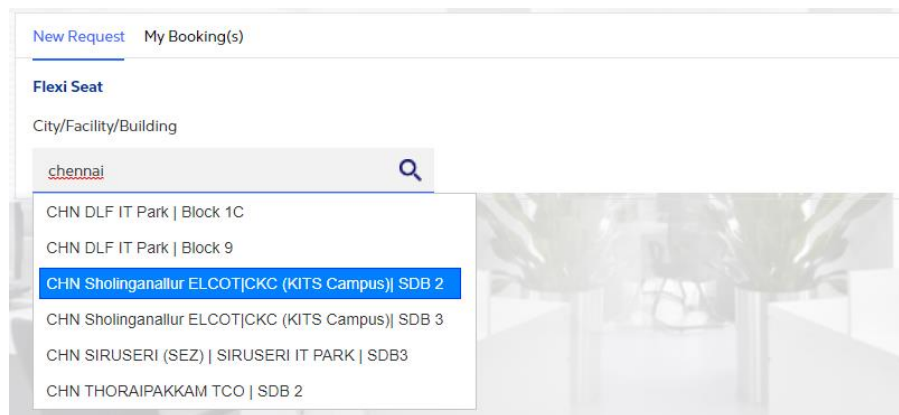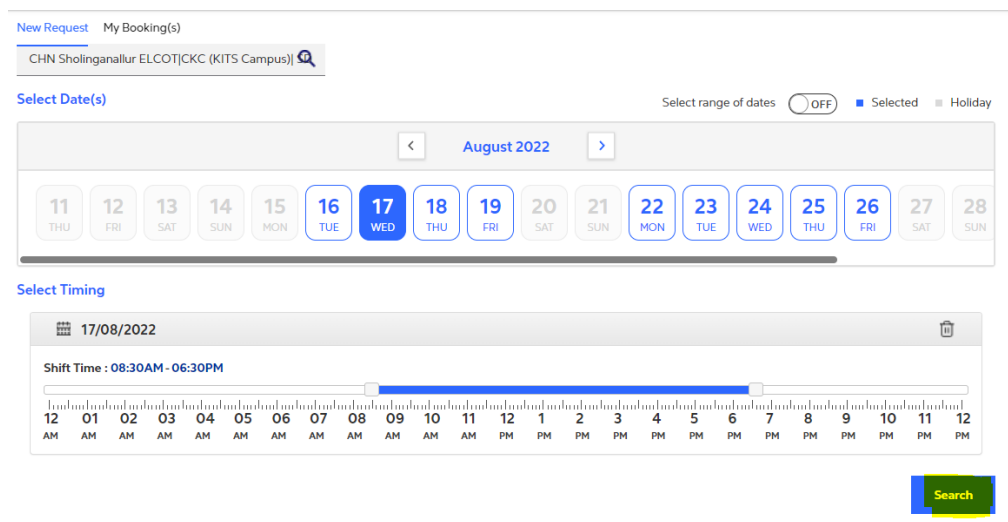2. Search for **My Workspace**
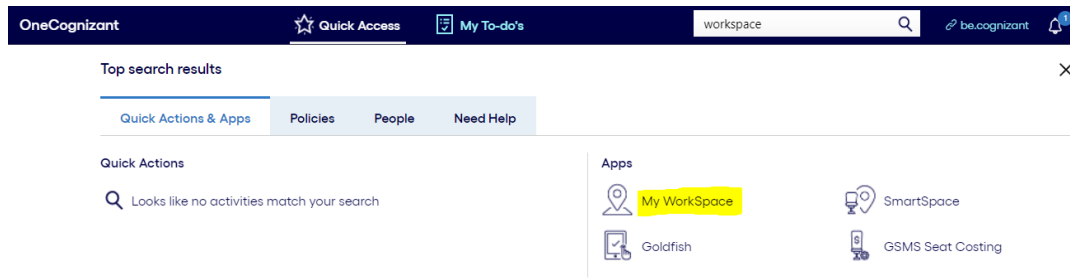
3. Click on **Flexiseat**
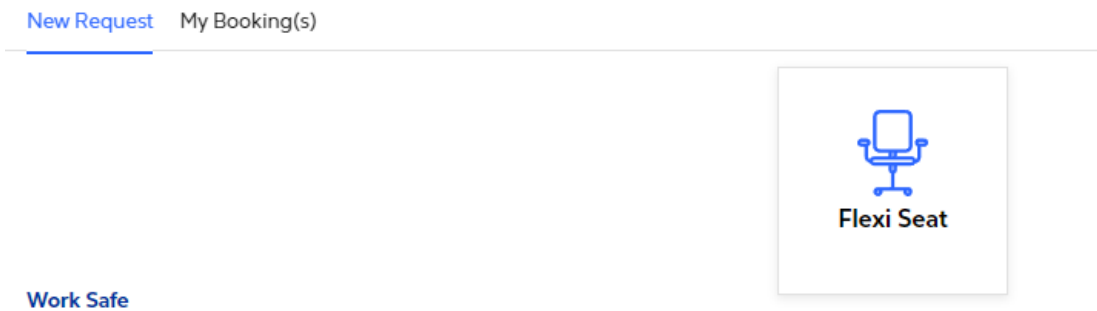
4. Select the **City**

5. Select the Date and Leave the time as default (08.30AM – 06.30PM) and click on search

6. Select the Seats available and click on save.

7. As a confirmation **SMS** and **email** will be triggered to you for the above booking.