CREATING A MOVE REQUEST IN IOFFICE
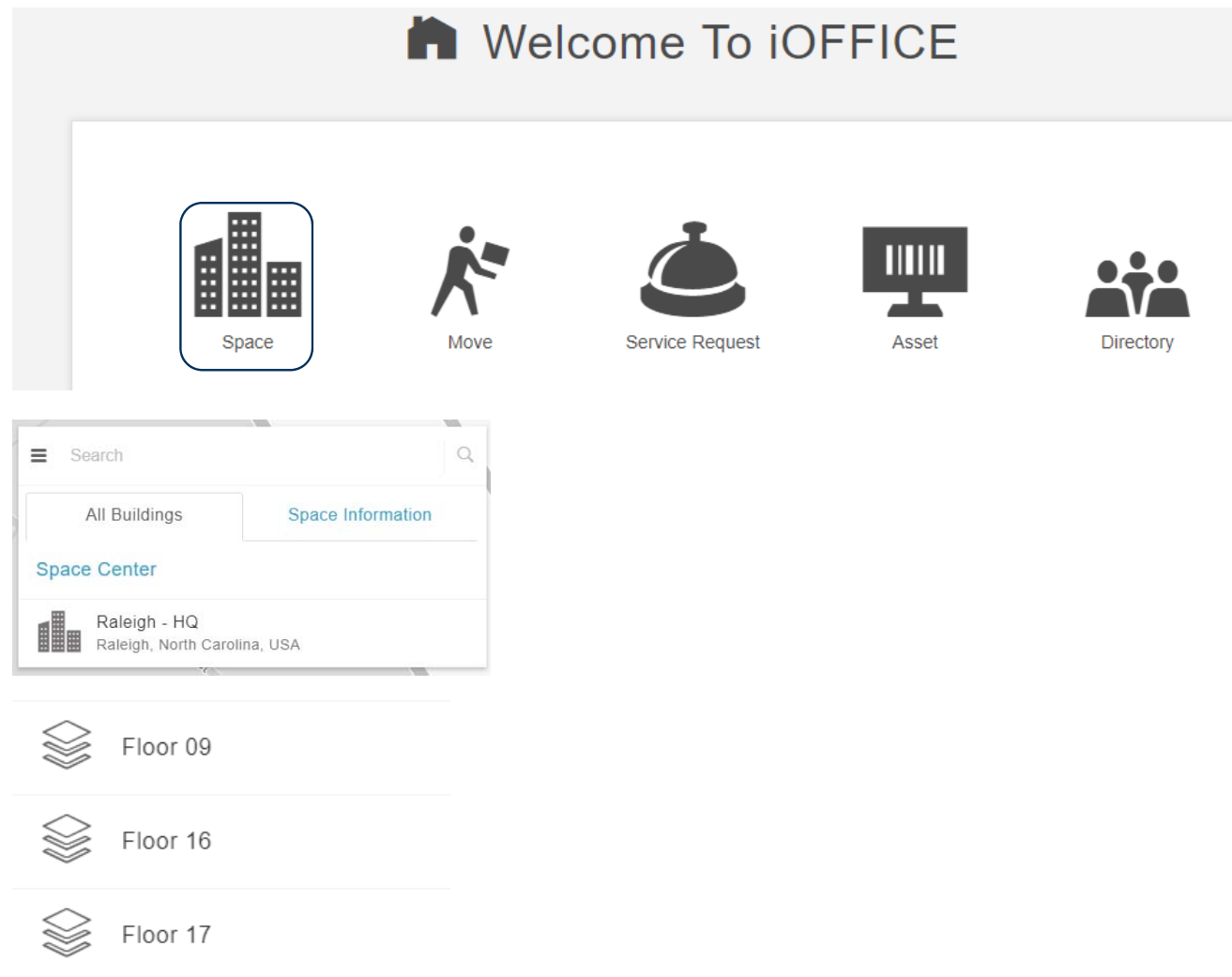
9.17.2018

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- From Okta, login to iOffice by clicking the iOffice tile

- Once in iOffice select the Space module

- Select the Raleigh – HQ building

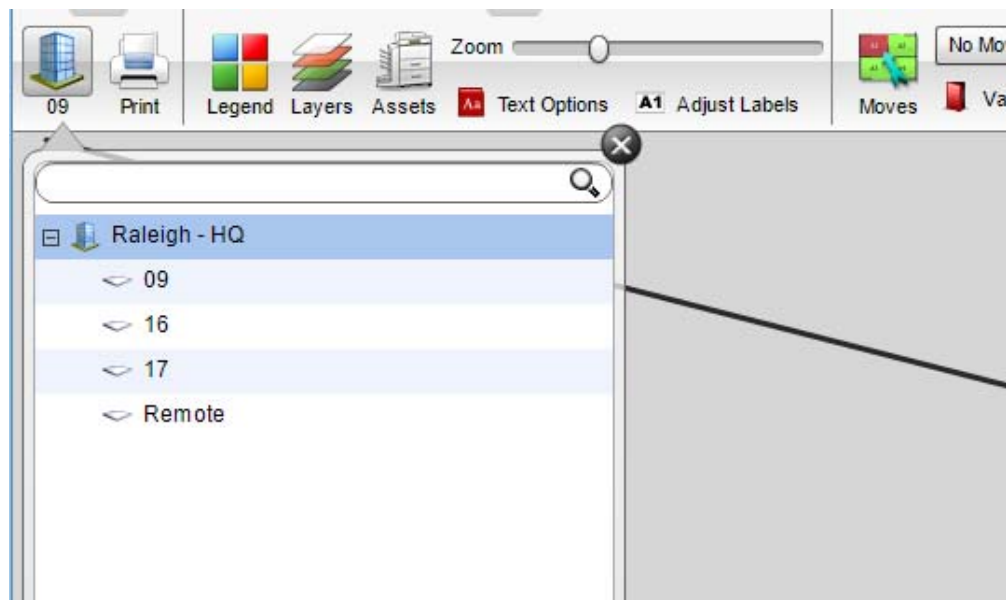- And the floor where the employee currently sits

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- Click button to Open Floor in Space Manager
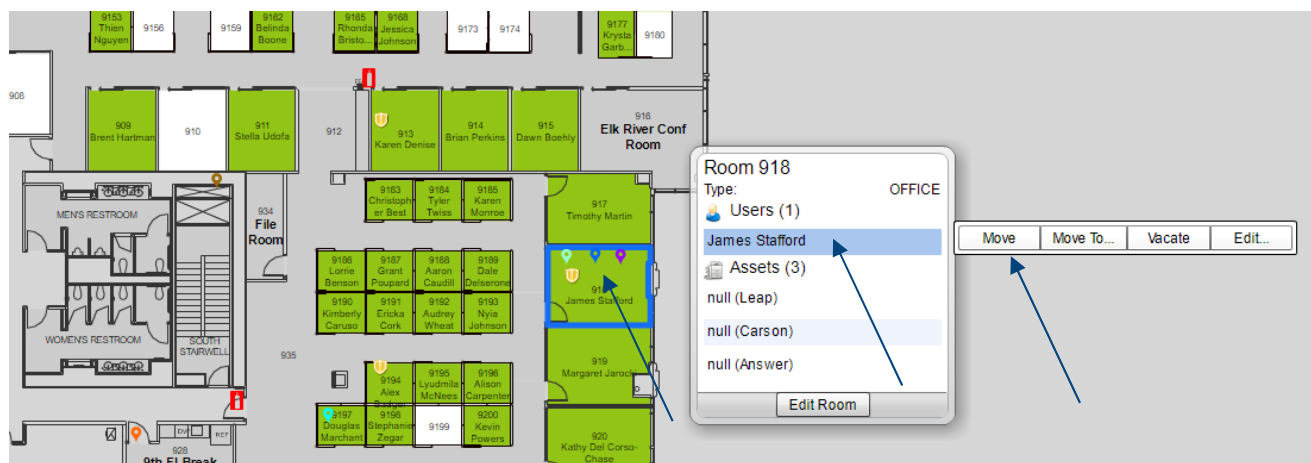
- Within the Space Manager view select the employee's current location, then click their name and then select Move
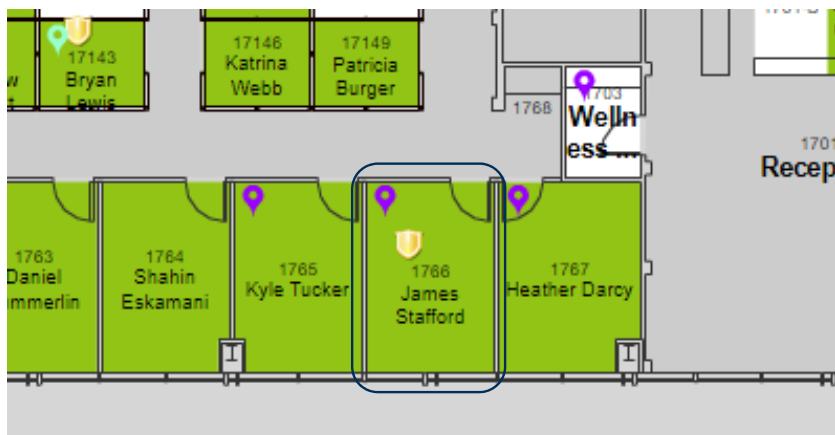
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- You will now have a line to drag and point to the new location

- If the employee is moving to a different floor, click the floor button in the top left and select the destination floor

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- Once you click the destination office/workstation, the employee's name will appear in the new location (the employee's location on the Space module will not change until the move is complete)

- If you make a mistake, click the Moves button within Space Manager and Edit or Remove the request

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- Go back to the iOffice home screen and select the Move module

- Select the Request Queue

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- Locate your move request and click the Edit button

- Click the name of the person being moved and then click Edit

- On the Edit pane select Moving Services and/or Furniture to complete any additional requests

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- Click Overview

- Set the date and time for the move. (minimum of 24 hrs notice)

- Check the Approved box

- Finally, click Save & Close at the bottom right

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