CREATING A SPACE RESERVATION IN IOFFICE

CAPTRUST

🏠 Welcome To iOFFICE

Space

Move

Reservations

Service Request

🔔 Hello, James! JS

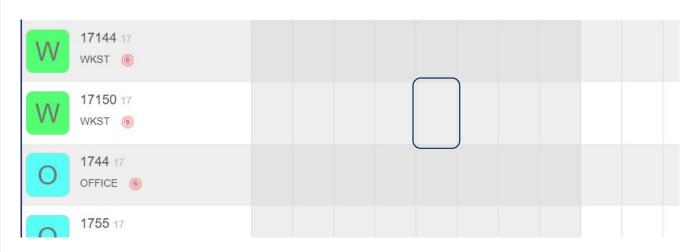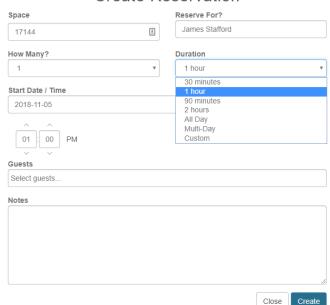| Building		Floor		Type		Set Length		View Mode	
Raleigh - HQ	▾	16	▾	All Types	▾	1 Month	▾	Hours	Days

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

- Once in iOffice select the Reservations module

- In the top right of the page select the building, floor and space type you want to reserve. Currently reservations are only available in the Raleigh office
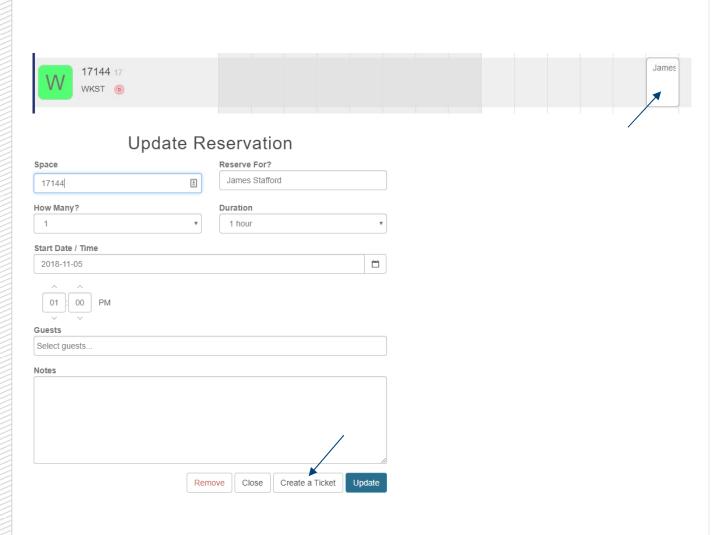
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Create Reservation

Space

17144

Reserve For?

James Stafford

How Many?

1

Duration

1 hour

| 30 minutes |
| 1 hour |
| 90 minutes |
| 2 hours |
| All Day |
| Multi-Day |
| Custom |

Start Date / Time

2018-11-05

01 : 00 PM

Guests

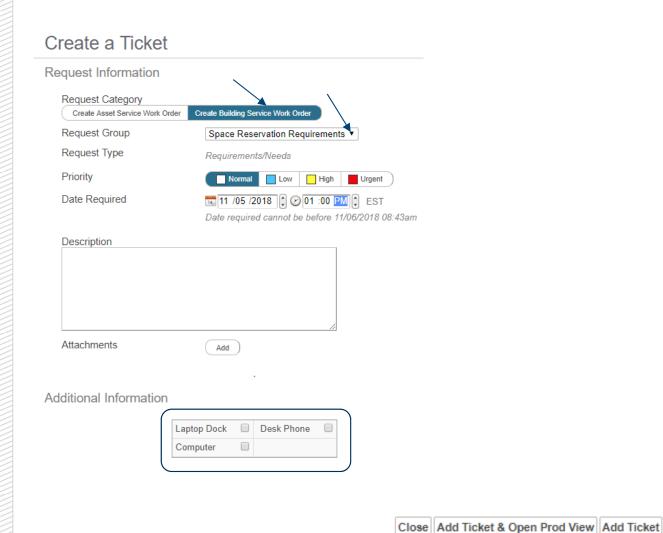Select guests...

Notes

Close   Create

- Find the space you want to reserve and click on a time slot

- The Create Reservation dialogue box opens.

- Select the duration you will need the space.

- If the space you selected holds more than once person you can invite others to the space for meetings by adding them as guests.
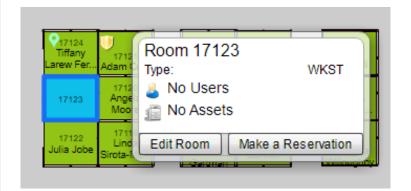
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CREATING A SPACE RESERVATION

- If you need anything such as technology for your reservation, click the reservation you just made and then click Create a Ticket.
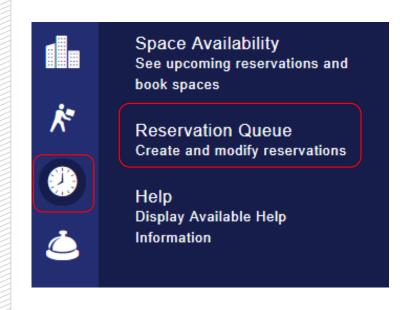
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- The Create a Ticket dialogue will open. Select Create Building Service Work Order and then select Space Reservation Requirements from the drop down menu.

- Adjust the date required to match your space reservation and select the needed requirements.

- Click Add Ticket at the bottom to submit.

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- You can also create a reservation from the Space Manager view of a floor.

- Click on the space you wish to reserve and click Make a Reservation. Spaces highlighted in blue are reservable.

- Complete the reservation request following the same steps as outlined earlier.

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- To cancel a reservation, go to Reservations and then Reservation Queue.

- Find your reservation and click Remove.
- Click OK in the pop up box to confirm cancellation.
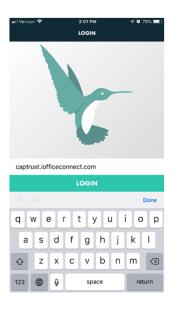
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CREATING A SPACE RESERVATION

USING THE IOFFICE HUMMINGBIRD MOBILE APP

- The iOffice Hummingbird mobile app can be used for wayfinding, space reservations and creating service requests.

- It is compatible with all iOS devices running iOS 8.0 or newer and with Android devices running Android 6.0 or newer.

- Follow the steps below to setup and use the Hummingbird mobile app.
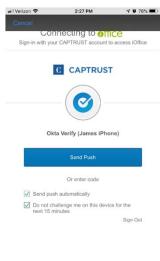
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SETTING UP THE HUMMINGBIRD MOBILE APP

- Enter our site URL, captrust.iofficeconnect .com, at the login screen

- Select the green Log In button to use SSO

- At the SSO screen enter your CAPTRUST Okta credentials and choose Sign In.

- Select the Send Push button for multi-factor or choose enter code.
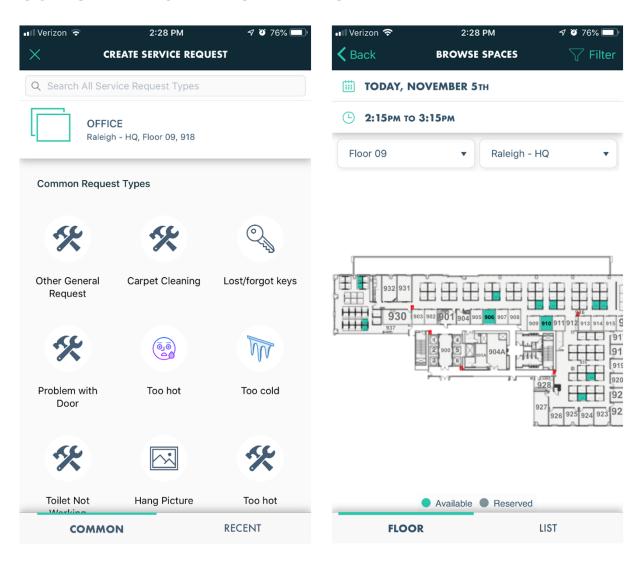
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USING THE HUMMINGBIRD MOBILE APP

- Use the app to search for co-workers or conference rooms

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USING THE HUMMINGBIRD MOBILE APP

- Use the app to create service requests or make space reservations.

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