



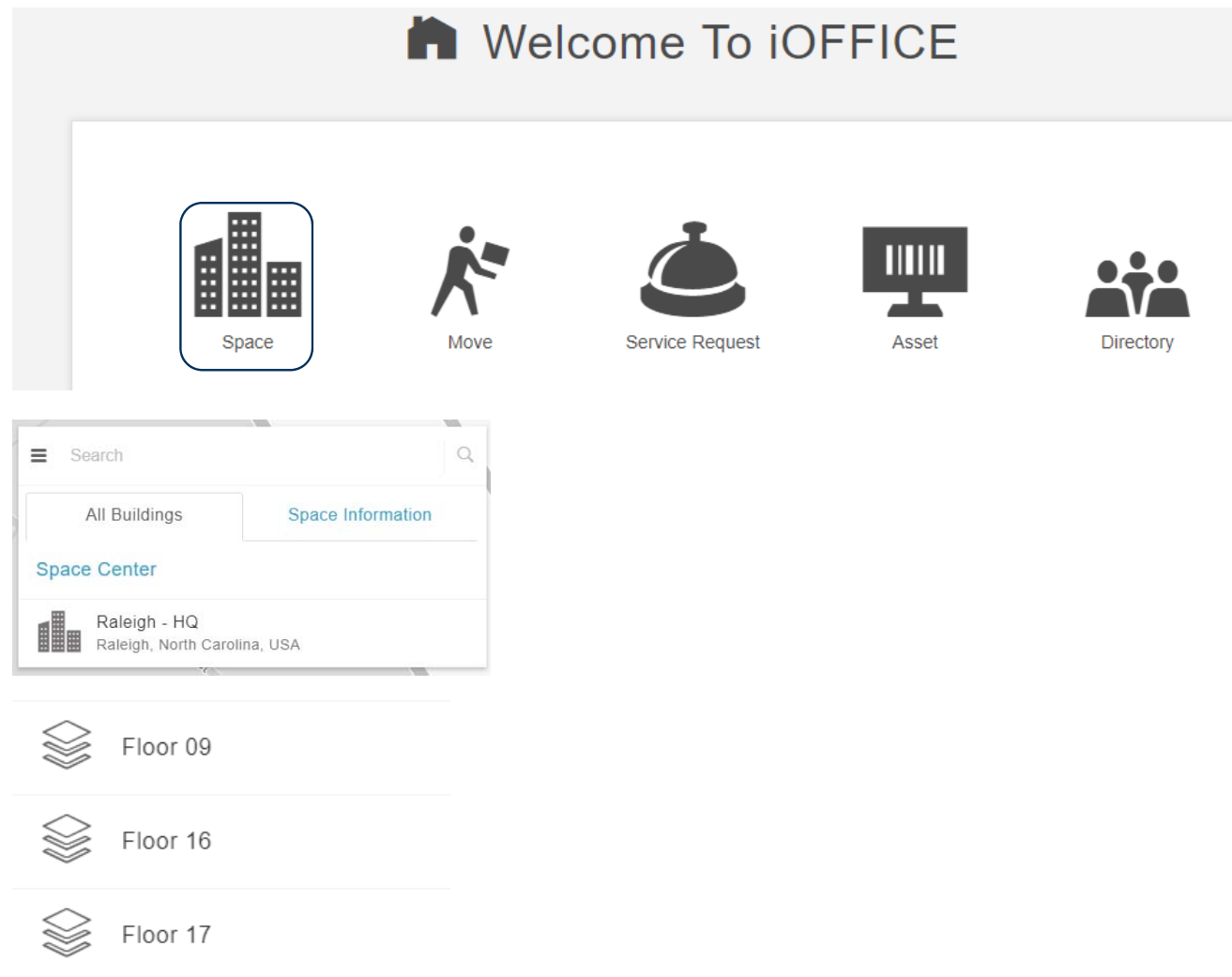
CREATING A MOVE REQUEST IN IOFFICE

9.17.2018



CAPTRUST

CREATING AN EMPLOYEE MOVE REQUEST



- 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

CREATING AN EMPLOYEE MOVE REQUEST

Floor

Floor Information

Move

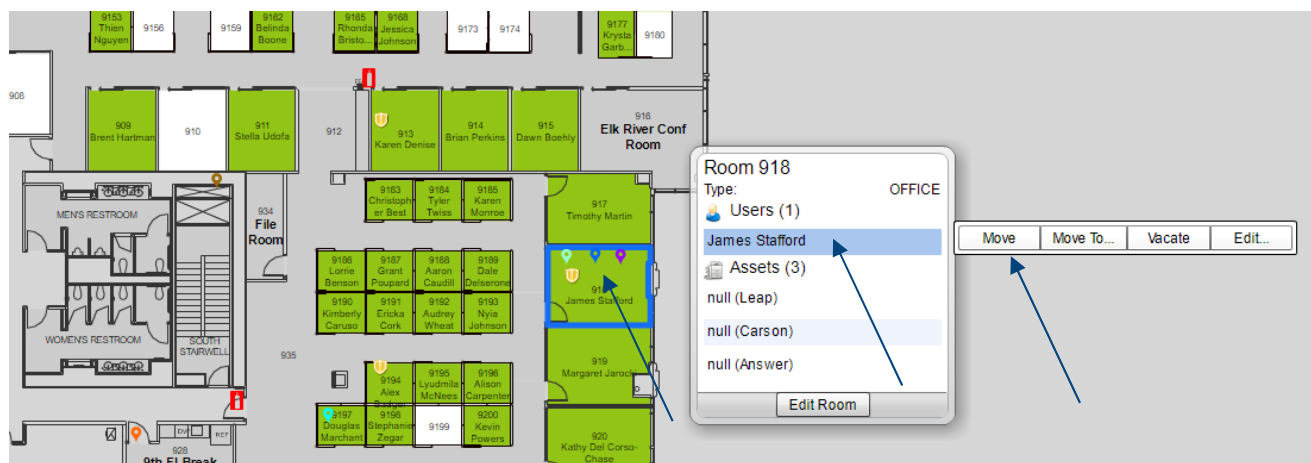
09

Raleigh - HQ

4208 Six Forks Road, Raleigh, NC, US 27609

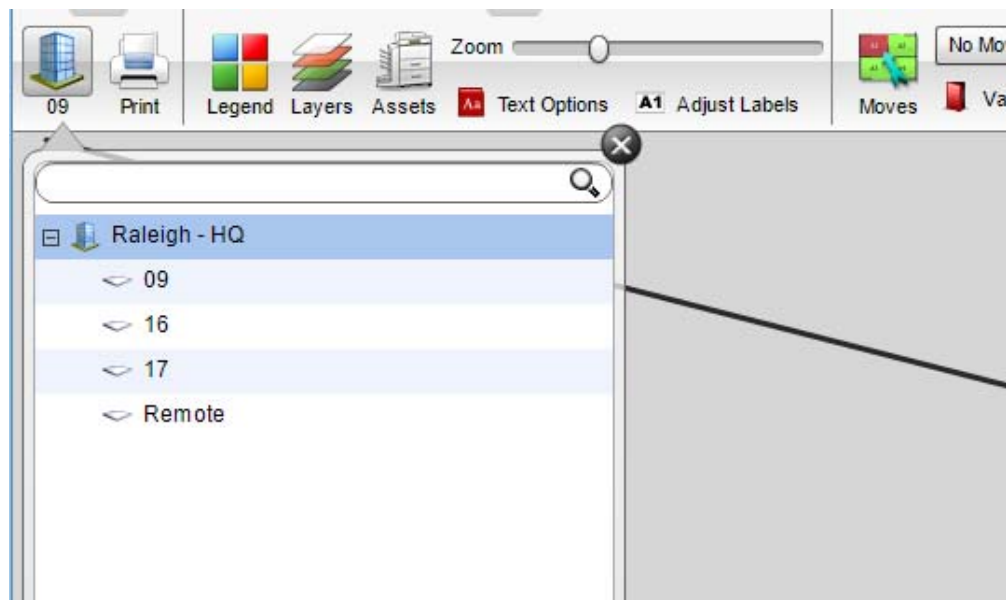
Open Floor in Space Manager

- 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

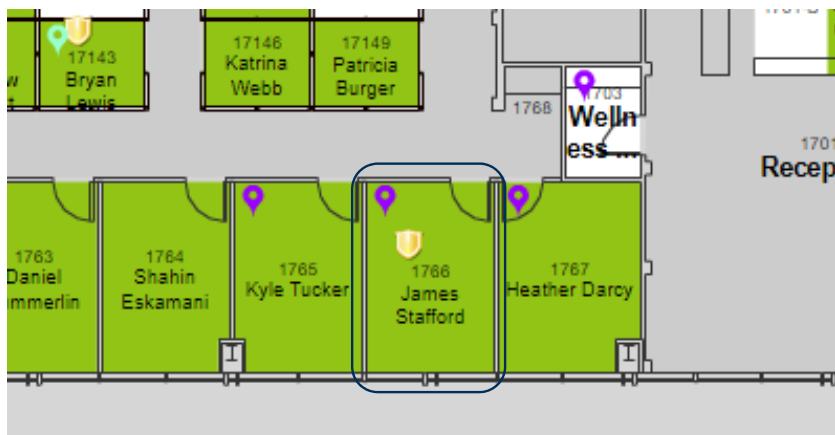
CREATING AN EMPLOYEE MOVE REQUEST



- 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


CREATING AN EMPLOYEE MOVE REQUEST



Moves James's Scenario (9/18) **Annotations**

Moves Vacate Floor Annotation Layers Show All Annotations Shape Polygon Text Draw

Current Request: James's Scenario (9/18) 1 item Edit Request

Name	From Room	To Room	Actions
 James Stafford	918	910	Edit Remove

- 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

CREATING AN EMPLOYEE MOVE REQUEST

Welcome To iOFFICE



Space



Move



Service Request



Asset



Directory

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

Desktop

View Requests and Actions



Submit Request

Submit a New Move Request



Request Queue

View Current and in Progress Requests

- Select the Request Queue

CREATING AN EMPLOYEE MOVE REQUEST

▶ 97 James's Scenario (9/17) James Stafford

No	Pending ▼	Remove	Edit
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Editing Move #97

Move Items + Overview Search Edit

James Stafford Request Information

Move Tasks


- ☐ Moving Services
- ☐ Furniture



- 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

CREATING AN EMPLOYEE MOVE REQUEST

Editing Move #97

Move Items + **Overview** Search Edit

 James Stafford Request Information

Requester	James Stafford	Description	James's Scenario (9/17)
Move Date	 09 /17 /2018  03 :23 PM	Approved	<input checked="" type="checkbox"/>

Back **Save & Close**

- 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