Valtech India: Desk booking app user guide

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Desk booking process overview

One-time activity

Register & download booking app

- You will receive welcome mail from booking app (SeQure app), set your app password
- Download "**SeQure Employee**" app from Google Play Store / iOS App Store

Book a desk!

- Use desk booking app on your mobile and book a desk
- Visit office!

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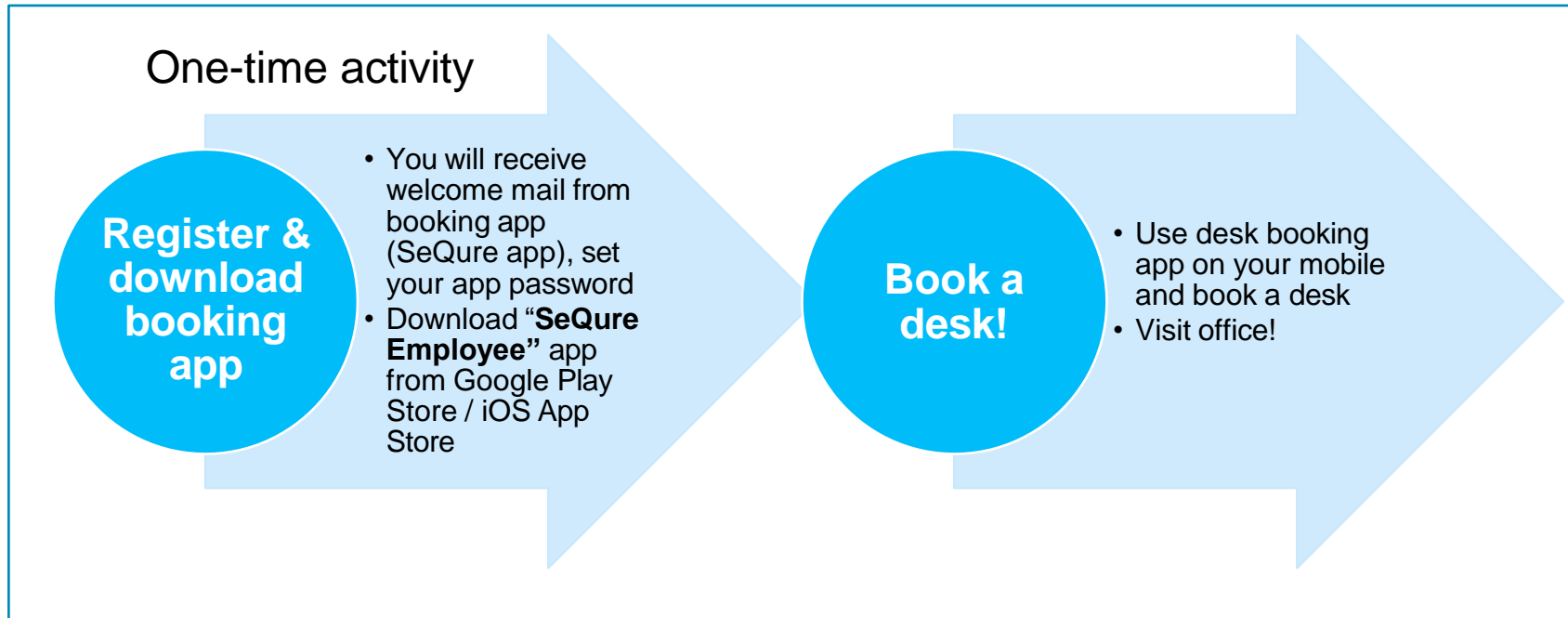
Book your desk and meal on the mobile app (SeQure Employee app)
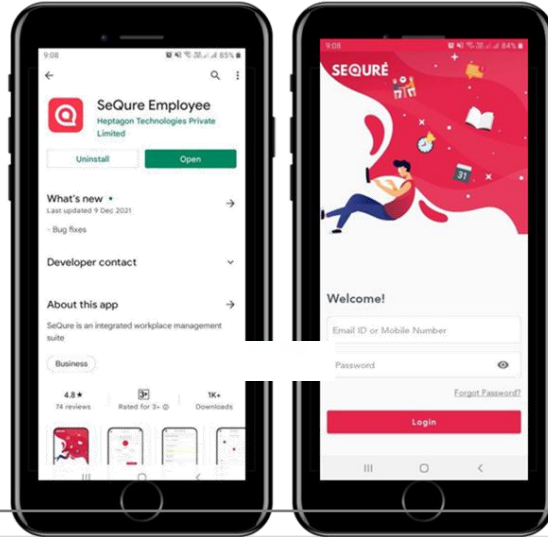
>> **Set your app password** on web browser by clicking link in Welcome email from booking app (SeQure app)

>> **Download SeQure Employee app** from Google Play Store / Apple App Store
Desk booking can be done only on mobile app
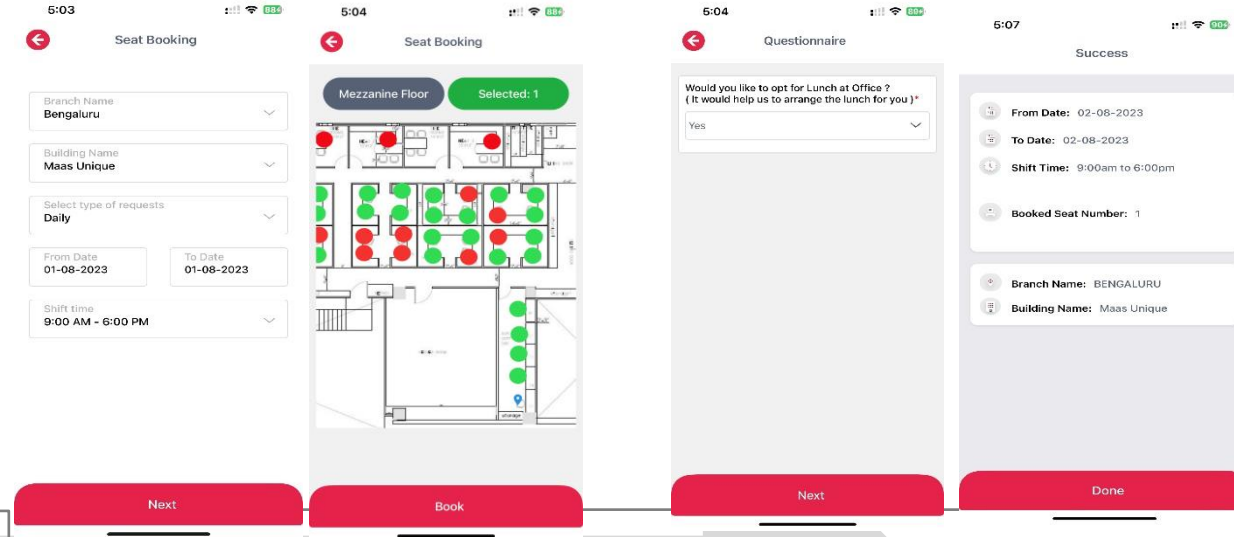
>> Login with your Valtech email ID
>> Click on **Book a Seat**
>> Select Branch, Building Date and shift

>> **Select your Floor and desk** on the floor map and click Book
>> Done!

One-time activity

Book in two simple steps!

Contact info

HRMS	Booking app support
People & Culture Team	**Gen-Admin Team**
Pradeep Augustus: Pradeep.a@valtech.com / 9886387550	Rudresh BC: Rudresh.bc@valtech.com / 9164003763
	IT Team:
	Suhel N: Suhel.naikwadi@valtech.com / 8748941234

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FAQs: Desk booking

/ **When is the cut off time to last booking for the next day?** Latest by 7pm of previous day of your visit

/ **Who can book?** Everyone coming to offices - Permanent employees, contractors, sub-contractors

/ **What about food?** Valtech cafeteria will serve lunch, coffee / tea will be available. Please book lunch while booking a desk (this helps in avoiding wastage of food)

/ **Can I extend my stay beyond booked time?** Yes, you may, depending on availability of desks

/ **What is the process at the Security/Reception?** Show booking confirmation QR Code in the app to the Security/Reception

/ **Can I cancel or re-schedule booking?** Yes, you can cancel or reschedule your bookings.

Is there any limit on number of peoples allowed per day?.

Ans

/ **Do we need to book a seat (in office premises) on a daily basis? or how it should be?** Currently you can book the desk on daily and weekly basis.

/ **Can we book seats close to team members?** Please coordinate with your team members to book desks that are close to each other

/ **What are the colours of floor map?** Green colour spot means available and Red means already booked or unavailable.

/ **Can one book a seat on behalf of team, like Project Manager?** No, each individual has to book for her/himself

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Thank You

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