CHAPTER 2

Managing Workspaces

This chapter describes how you can use the Cisco Smart+Connected Spaces (Smart Spaces) mobile application to manage your workspaces.

Accessing Your Reservations

To access your reservations, perform the following steps:

Step 1 Log in to the Smart Spaces mobile application.

The Smart Spaces home screen appears.

Step 2 Tap the Workspace [icon] icon.

The Workspace screen displays the following:

- My Reservations tab
- All tab
- Favorites tab
- Date field

Note The My Reservations tab and the current date are displayed by default. You can use the side arrows to toggle the dates. Alternatively, you can select a specific date using the available date picker.

The My Reservations tab displays your workspace reservations for the selected date. All reservations are displayed in an ascending timeline. The Check-in icon appears next to the reservation details, if it is time to check in or if the lead time period to check in has begun.

Accessing All Workspaces

To access all of the workspaces, perform the following steps:

Step 1   Log in to the Smart Spaces mobile application.

The Smart Spaces home screen appears.

Step 2   Tap the Workspace   icon.

The My Reservations screen appears. It displays the workspace bookings for the current day. If there are no reservations, then a message "No reservations available" appears on the screen.

Step 3   Tap the **All** tab.

A list of all of the workspaces appears. The list is sorted based on the workspace availability for the specified duration. All of the available workspaces display a green indicator, while the unavailable workspaces display a grey indicator.

> **Note**   By default, 25 workspaces are listed per the building and floor combination search criteria. You must tap the Show More link available at the bottom of the screen to display the next 25 workspaces.

> **Note**   If you have set the location preference, then the available and unavailable workspaces are displayed per the set preference.

Step 4   Tap **Building** to view other buildings available within the enterprise.

The Building screen that displays the list of buildings appears.

Step 5   (Optional) Tap **Back** to navigate to the previous screen.

Step 6   Tap the desired building name to view the floors of a building.

The Floor screen that displays a list of floors in the selected building appears.

Alternatively, tap **Floor** to view all of the floors of a building.

Step 7   (Optional) Tap **Back** to navigate to the previous screen.

Step 8   Tap the desired floor number to view all of the workspaces on that floor.

A screen that displays a list of workspaces and offices on the selected floor appears.

Alternatively, enter the workspace name in the search field. As you enter a alphabet character, a list that matches the search criteria appears. You can search for workspaces based on either the complete or partial name.

Step 9   (Optional) Tap the slider, and then tap the favorite ⭐ icon to either mark or unmark the workspace as a favorite.

Step 10   (Optional) Tap the slider, and then tap the locate ⚓ icon to view the exact location of the workspace.

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> **Note**   When you tap a listed workspace that is available, you are prompted to check in after selecting the end time.

Marking or Unmarking Favorites - Workspaces

You can mark workspaces as favorites to access them quickly. You can also unmark a workspace that was earlier marked as a favorite.

To mark or unmark a workspace as a favorite, perform the following steps:

Step 1   Log in to the Smart Spaces mobile application.

The Smart Spaces home screen appears.

Step 2   Tap the Workspace icon.

The Workspace screen displays the following:

- My Reservations tab
- All tab
- Favorites tab

Step 3   Tap **My Reservations**.

The Reservations screen displays the current workspace reservations.

Step 4   Tap the star icon to either mark or unmark the workspace as a favorite.

Step 5   Alternatively, tap **All**.

A list of all of the workspaces appears. All available workspaces display a green indicator, while the unavailable workspaces display a grey indicator.

Step 6   Tap the star icon to either mark or unmark the workspace as a favorite.

Step 7   Tap the **Favorites** tab.

A list of all of the workspaces that are marked as your favorites appears.

Step 8   Tap the star icon to unmark the workspace as a favorite.

If you unmark a workspace as a favorite, it is instantaneously removed from the list of favorites.

Locating a Workspace

To locate a workspace, perform the following steps:

Step 1   Log in to the Smart Spaces mobile application.

The Smart Spaces home screen appears.

Step 2   Tap the Workspace icon.

The Workspace screen displays the following:

- My Reservations tab

- All tab

- Favorites tab

Step 3   Tap the **My Reservations**, **All**, or **Favorites** tab to view your reserved workspaces, all of the workspaces, or your favorite workspaces.

Step 4   Tap the slider, and then tap the locate 🎯 icon on any of the listed workspace in the result view.

The floor plan appears with a dialog box showing the exact location of the workspace. The dialog box displays the workspace name/ID, availability status, and the Route, Book, and Close buttons. Tap the Check-in button to check into the workspace, tap the Route button to view the direction for the workspace, or tap the Close button to close the dialog box. The Check-in button is displayed only if the workspace is available.

Accessing Your Favorite Workspaces

To access a list of your favorite workspaces, perform the following steps:

Step 1   Log in to the Smart Spaces mobile application.

The Smart Spaces home screen appears.

Step 2   Tap the Workspace 🔲 icon.

The Workspace screen appears.

Step 3   Tap the **Favorites** tab.

A list of all of the workspaces that are marked as your favorites appears. Details such as the cubicle name, floor, and building name are displayed. The list of favorites is sorted based on the workspace availability for the specified duration. It also displays if the location is available and the time of availability for the specified date.

✎
Note   If you have not marked any workspaces as favorites, then a message "No Favorites to display" appears on the screen.

Checking In to a Workspace

You can check in to a workspace by either using the Check-in icon available next to the workspace details, scanning the QR code displayed at the workspace, or searching for a workspace and then checking in to that workspace.

To avoid an auto-cancellation of your reservation, you must check in to your workspace within the time duration configured by the administrator. You can also check in to a reserved workspace prior to the start of the reservation time based on the lead time duration configured by the administrator.

> **Note** At any given time, you can check in to only a single workspace.

Reserved Workspace

To check in to a reserved workspace, perform the following steps:

Step 1 Log in to the Smart Spaces mobile application.

The Smart Spaces home screen appears.

Step 2 Tap the Workspace ⬚ icon.

The Workspace screen appears with the My Reservations tab selected by default.

Step 3 Tap the **Check-in** icon that appears next to the reserved workspace.

You are checked in to the selected workspace. All of the preferences that you have set during the reservation are made available after you check in to the workspace. The check-in icon is displayed 'x' minutes before the reserved time, where, 'x' is the time interval configured by the administrator to check in to a workspace prior to the reserved time.

Alternatively, tap the scan icon and scan the QR code available at the selected workspace to check in. An email notification is sent to your email address once you check in to the workspace.

Unreserved Workspace

If you do not have a reservation, you can opt for an ad-hoc check in by choosing an available workspace from either the list of your favorite workspaces or by searching for the available workspaces.

To check in to an unreserved workspace, perform the following steps:

Step 1 Log in to the Smart Spaces mobile application.

The Smart Spaces home screen appears.

Step 2 Tap the Workspace ⬚ icon.

The Workspace screen appears with the My Reservations tab selected by default.

Step 3 To check in to a favorite workspace, do the following:

a. Tap the **Favorites** tab.

A list of all the available workspaces that are marked as your favorites appears.

b. Tap the available workspace that you want to use.

A time picker that displays the time in hours and minutes (hh:mm AM/PM) appears.

c. Scroll to select the appropriate end time and tap **Set**.

d. Tap **Check-in**.

You are checked in to the selected workspace. The default system preferences are set for the workspace.

Step 4 To check in to any available workspace, do the following:

a. Tap the **All** tab.

b. A list of all of the workspaces appears. All of the available workspaces display a green indicator, while the unavailable workspaces display a grey indicator.

c. Tap the available workspace that you want to use.

A time picker that displays the time in hours and minutes (hh:mm AM/PM) appears.

d. Scroll to select the appropriate end time and tap **Set**.

e. Tap **Check-in**.

You are checked in to the selected workspace.

Alternatively, tap the scan icon and scan the QR code available at the workspace to check in.

If the selected workspace is unavailable, you are provided with a list of workspaces that are available on the same floor. An email notification is sent to your email address once you check in to the workspace.

Note If you try to check in to another workspace while you are already checked in to a workspace, you are prompted to check out of the current workspace.

Checking Out from a Workspace

To check out from a workspace that you are checked in to, either scan the QR code available at the workspace or tap the Check Out icon displayed on the Smart Spaces home screen of the mobile application. Tap Yes to confirm the check out when you are prompted to check out.

After you check out, all of the set preferences in the workspace are set to the default values. An email notification is sent to your email address once you check out from the workspace.

Note If you do not check out of the workspace in time, you are automatically checked out when the reservation ends. Also, you are automatically checked out of the current workspace when you check in to another workspace.

Setting Location Preferences

You can set the preferred building and floor for quicker access to a location. This preference remains as your default location until you reset it.

Note The Preferences screen is displayed when you log in to the Smart+Connected Spaces mobile application for the first time. This allows you to set your location preferences as desired. You can set your location preferences any time.

To set a location preference, perform the following steps:

Step 1   Log in to the Smart Spaces mobile application.

Step 2   Tap **More**.

Step 3   Tap **Preferences**.

The Preferences screen appears.

Step 4   Tap **Building**.

The Building screen that displays the list of buildings appears.

Step 5   Tap the required building name.

The Preferences screen displays the selected building name.

Step 6   Tap **Floor**.

The Floor screen displays the list of floors within the preferred building.

Step 7   Tap the desired floor name.

The Preferences screen displays the selected floor.

Step 8   Tap **Save** to save the set preference.

A message appears informing you that your default preference is set.

Step 9   Tap **OK** on the message screen.

You are redirected to the Smart Spaces home screen.