



Managing Workspaces

This chapter describes how you can use the Smart+Connected PS mobile application to manage your workspace.

- [Accessing your Reservations, page 2-1](#)
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Accessing your Reservations

To access your reservations, perform the following steps:

Step 1 Login in to the Smart+Connected PS mobile application.

The Smart+Connected home screen appears.

Step 2 Tap **Workspace**.

The Workspace screen that appears, displays the following:

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



Note The My Reservations tab and the current date is 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.

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

Accessing All Workspaces

To access all workspaces, perform the following steps:

Step 1 Login in to the Smart+Connected PS mobile application.

The Smart+Connected home screen appears.

Step 2 Tap **Workspace**. The Workspace screen appears.

Step 3 Tap the **All** tab.

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



Note

- By default, 25 workspaces are listed as per the building and floor combination search criteria. You must tap on the show more link available at the end of the screen to display the next 25 workspaces.
 - If you have set the location preference, then it displays the available and unavailable workspaces as per the set preference.
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Step 4 Tap **Building** to view buildings available in other locations within the enterprise.

The Building screen that displays the list of Buildings appear.

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

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

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

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

Step 8 (Optional) Tap the star icon to either mark or unmark the workspace as a favorite.

Step 9 Alternatively, enter the workspace name in the search field. As you enter three or more alphabets, a list matching the search criteria appears. You can search for workspaces based on either the complete name or the partial name.



Note

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

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Marking or Unmarking Favorites - Workspaces

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

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

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- Step 1** Login in to the Smart+Connected PS mobile application.
The Smart+Connected home screen appears.
- Step 2** Tap **Workspace**.
The Workspace screen that appears, 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 workspaces appear. 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 **Favorites**.
A list of all workspaces that are marked as your favorites appear
- 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.
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Accessing your Favorite Workspaces

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

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- Step 1** Login in to the Smart+Connected PS mobile application.
The Smart+Connected home screen appears.
- Step 2** Tap **Workspace**.The Workspace screen appears.
- Step 3** Tap the **Favorites** tab.
A list of all workspaces that are marked as your favorites appear. 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.

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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 against the workspace details, scanning the QR code displayed at the workspace or search for a workspace and then check-in to that workspace.

To avoid an auto-cancellation of your reservation, you must check-in to your workspace within the 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.

This section includes the following topics:

- [Reserved Workspace, page 2-4](#)
- [Unreserved Workspace, page 2-4](#)

Reserved Workspace

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

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- Step 1** Login in to the Smart+Connected PS mobile application.
The Smart+Connected home screen appears.
- Step 2** Tap **Workspace**. The Workspace screen appears.
By default, the My Reservations screen appears.
- Step 3** Tap the **check-in** icon that appears against the reserved workspace.
You are checked in to the selected workspace. All the preferences that you have set during the reservation are made available after you check-in to the workspace.
- Step 4** Alternatively, tap the **QR Scan** icon and scan the QR code available at the selected workspace to check-in.
An e-mail notification is sent to your e-mail address once you check-in to the workspace.
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Unreserved Workspace

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

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

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- Step 1** Login in to the Smart+Connected PS mobile application.
The Smart+Connected home screen appears.
- Step 2** Tap **Workspace**. The Workspace screen appears.
- Step 3** To check-in to a favorite workspace, do the following:
- Tap the **Favorites** tab.
A list of all available workspaces that are marked as your favorites appear.
 - Tap the available workspace that you want to want to use.
The time picker that displays the time in hours and minutes (hh:mm AM/PM) appears.
 - Scroll to select the appropriate end time and tap **Set**.
 - Tap **Check-in**.
You are checked in to the selected workspace. The default system preferences are set up for the workspace.
- Step 4** To check-in to any available workspace, do the following:
- Tap the **All** tab.
 - A list of all workspaces appears. All available workspaces display a green indicator, while the unavailable workspaces display a grey indicator.
 - Tap the available workspace that you want to want to use.
The time picker that displays the time in hours and minutes (hh:mm AM/PM) appears.
 - Scroll to select the appropriate end time and tap **Set**.
 - Tap **check-in**.
You are checked in to the selected workspace.
 - Alternatively, tap the **QR Scan** icon and scan the QR code available at the workspaces 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 e-mail notification is sent to your e-mail address once you check-in to the workspace.



Note You can check-in into another workspace from a checked-in workspace without checking out of the currently checked-in workspace using either the All tab or by scanning the QR scan code of an available workspace.

Checking out from a Workspace

To check out from a checked in workspace, either scan the QR code available at your workspace or tap the check out icon displayed in the home page. Tap Yes to confirm the check out, when you are prompted to check out.

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After you check out, all the set preferences in the workspace are set to default values. An e-mail notification is sent to your e-mail 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.

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

To set a location preference, perform the following steps:

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- Step 1** Login in to the Smart+Connected PS mobile application.
 - Step 2** Tap **More**.
The Preferences screen appears.
 - Step 3** Tap **Building**.
The Building screen that displays the list of Buildings appear.
 - Step 4** Tap the desired building name.
The Preference screen displays the selected building name.
 - Step 5** Tap **Floor**.
The Floor screen that appears, displays the list of floors within the preferred building.
 - Step 6** Tap the desired floor name.
The Preference screen displays the selected floor.
 - Step 7** Tap **Save** to save the set preference.
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