



Managing Workspaces

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

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Viewing the Booking Calendar

When you log in to the Smart+Connected Personalized Spaces application, you can view your booking calendar for a particular day, week, or month.

To view the booking calendar, perform the following steps:

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- Step 1** Log in to the Smart+Connected Personalized Spaces application.
The home page displays your booking calendar. By default, the Day View tab with the current day is displayed.
 - Step 2** Click **Go to day** and choose the appropriate date from the calendar.
Your booking details appear for the selected workspace in the booking bar.
 - Step 3** (Optional) Click the **Week View** tab. Your booking details for a week appear.
 - Step 4** Click **Go to week**, and choose the desired week from the calendar.
Your booking details appear for the selected workspace in the booking bar.
 - Step 5** (Optional) Click the **Month View** tab. Your booking details for a month appears.

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- Step 6** Click **Go to month**, and choose the desired month from the calendar.
Your booking details appear for the selected workspace in the booking bar.

Booking a Workspace

The Smart+Connected Personalized Spaces application allows you to search for and book workspaces. You can also save your search results to help you book a nearby workspace the next time, if your first choice of a workspace has already been booked by someone else.


Booking a workspace is a three-step process, as reflected by the following three tabs in the Booking Details page:

- Booking Details
- Select a Space
- Book the Space

To book a workspace, perform the following steps:

- Step 1** In the Smart+Connected Personalized Spaces home page, click **New Booking**. The Booking Details page appears.

- Step 2** On the **Booking Details** tab, do the following:

- In the Description field, enter a description for your booking.
- In the From and To date fields, click the  calendar icon to select the start date and the end date for your booking.



Note You cannot choose an earlier date in the calendar.




- Check the **Whole Day booking** check box to book the workspace for an entire day. Alternatively, choose the required timings from the From and To time drop-down lists.



Note You cannot choose a earlier time from the drop-down list.




- From the Country, City, and Campus drop-down lists, choose your location.
- Based on your workspace requirement, check either the **Cubicle** or **Office** check box.
- Click the appropriate Services icon to choose the type of services you want for your workspace.

Table 2-1 Service Icons

Service	Icon	Functionality
lights control		The lights control preference for the workspace; can be turned “On” or “Off”.
blinds		The blinds preference for the workspace; can be turned “Open” or “Close”.
dimmers		The dimmers preference for the workspace; the brightness percentage can be adjusted.


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Table 2-1 Service Icons (continued)


Service	Icon	Functionality
air conditioner		The air conditioning preference for the workspace; the temperature can be adjusted.
digital signage		The digital signage preference for the workspace; can be turned “On” or “Off”.
LED Display		The digital signage preference for the workspace; can be turned “On” or “Off”.

- g. Click **Search Spaces** to search for available workspaces for the defined criteria, otherwise click **Cancel** to cancel the search. If you want to clear the entered booking details, click **Reset**. The search results for the available workspaces appear in the location hierarchy tree in the left pane, and the booking schedule appears in the right pane.

Step 3 In the Select a Space page, do the following:

- a. (Optional) In the Select a Space page, if you want to edit the search criteria, such as date range, time range, location, room type, or service, click the pencil-shaped  edit icon next to the defined criterion, then edit the criterion, and click **OK**. The location hierarchy tree in the left pane displays the new applicable search results on editing any of the search criteria.
- b. Alternatively, if you want to edit your workspace search criteria to search for a workspace again, click **Modify Search** to return to the Booking Details page.



Note You can also click **Mark as Favorite** for selected cubicles so that upon checking the Show Only Favorite  check box, only your selected cubicles are displayed in the search results.

- c. Select the appropriate cubicle or office in the left pane, and click **Book** in the right pane. The Book the Space page appears.

Step 4 In the **Book the Space** page, do the following:

- a. In the Book the Space page, check the **Personalize this Space** check box, and select a preference profile from the Saved Preferences list in the right pane. The preference setting details appear.



Note If do not have any previously saved preferences, click the **Add New Preference** link. If you want to add a new preference setting other than those available in the Saved Preferences list, click the **Preference** tab. For more information on adding preferences, see the [“Adding Preferences” section on page 2-8](#).

- b. Click **Book This Space**. The booking confirmation message that appears displays a telephonic check-in PIN number. This PIN number is also sent to you through e-mail. The PIN number is required to log in to the Smart+Connected Personalized Spaces application through the Cisco IP Phone.

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**Note**

You can also book a workspace by dragging the cursor over the calendar in the My Bookings calendar page. Release the cursor, click **Yes** for the prompt to book the workspace, and enter the appropriate data in the Booking Details page that appears.

Saving a Search and Booking from a Saved Search

To save a search and book from a saved search, perform the following steps:

Step 1 In the Smart+Connected Personalized Spaces home page, click **New Booking**. The Booking Details page appears.

Step 2 In the Booking Details page, enter the workspace search criteria. For more information, see the [“Booking a Workspace” section on page 2-2](#).

The Select a Space page appears. This page displays the workspace search results in the location hierarchy tree in the left pane.

Step 3 Click **Save Search** to save the search result of the available workspaces.
Click **Save** in the confirmation dialog box that appears.

Step 4 Click **Save**.

This saves the data for the following fields:

- Description
- From and To Date
- From and To Time
- Country
- City
- Location Type
- Services

Step 5 (Optional) Click **Cancel** to cancel the search results.

The workspace search result entry is saved in the Saved Searches column in the Booking Details page. You can refer to this search result entry to book the available workspaces.

Step 6 To book a workspace from a previously saved search, click the appropriate workspace in the Saved Searches list on the Booking Details page and edit the details as required.

**Note**

If the date or time for the saved space precedes the current date, edit the date and time to search for the currently available workspaces. You cannot, however, book a workspace more than the configured number of days in advance.


Step 7 Book the workspace, if available.

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Copying a Booking

The Smart+Connected Personalized Spaces application allows you to copy or duplicate a previously booked workspace.

To duplicate your booking, perform the following steps:

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- Step 1** In the Smart+Connected Personalized Spaces home page, in the **Upcoming Bookings** column, click the  **copy** icon corresponding to the booking item that you want to duplicate. The Copy Booking page appears with the pre-populated details of the booking that you want to duplicate.



Note If you have logged in as an administrator or a proxy user, a message appears prompting you to copy the booking either for a proxy user or for self. Click **Self**, if you want to copy the booking for yourself, otherwise click **Proxy User** if you want to copy the booking for another user.

- Step 2** Update the details for your new booking, for example, the date and time. If it is a proxy booking, then you must enter the user Id of the proxy user.
- Step 3** Click **Check Availability** to check if the workspace is available for the specified period. A message indicating the availability status appears. An error message appears if the workspace is unavailable.
- Step 4** (Optional) If you want to select a nearby space, click the workspace link in the Nearest Available Spaces column.
- Step 5** (Optional) Click **Search for Another Space** to search for a workspace on a different floor.
- Step 6** Click **Revert to Previous** to revert to the original pre-populated booking details.
- Step 7** (Optional) Click **Cancel Copy** to cancel copying the current booking details, and to return to the My Booking Calendar home page.
- Step 8** Click **I am Done** to complete your booking. The duplicate booking item now appears in the Upcoming Bookings column in My Bookings calendar page.


A confirmation message that appears displays a telephonic check-in PIN number.



Note Alternatively, to duplicate a booking, click **New Booking**, and in the Booking Details page, in the Repeat Bookings column, click the relevant booking item. You can then update the date and other criteria to search and book from the currently available workspaces.

Editing a Booking

To edit an existing booking, perform the following steps:

-
- Step 1** In the Smart+Connected Personalized Spaces home page, in the Upcoming Bookings column, click the pencil-shaped  edit icon to edit a booking from the displayed entries. You can also enter the description in the Search field to search for other booking entries.

The Edit Booking page appears.

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- Step 2** Edit the booking parameters, such as the start date, end date, start time, end time, room type, and the service type.
- For more information on the Booking Details fields, see the “[Booking a Workspace](#)” section on page 2-2.



Note You may choose to edit only the description for the booking, while retaining the same booking criteria.

- Step 3** Click **Check Availability** to check if the workspace is available for the specified period. A message indicating the availability status appears. An error message appears if the workspace is unavailable.
- Step 4** (Optional) If you want to select a nearby space, click the workspace link in the Nearest Available Spaces column.
- Step 5** (Optional) Click **Search for Another Space** to search for a workspace from another floor.
- Step 6** Click **Revert to Previous** to revert to the original pre-populated booking details.
- Step 7** (Optional) Click **Cancel Edit** to cancel editing the current booking details, and to return to the My Booking Calendar home page.
- Step 8** Click **I Am Done**.



The page displays the edited booking details updated successfully for the specified dates and time range, with the booking details for your chosen workspace.



Note While you can edit the time range of the booking bar in the My Booking Calendar home page, you cannot edit or delete a booking that has already been checked in.

Deleting a Booking

To delete an existing booking, perform the following steps:

- Step 1** In the Smart+Connected Personalized Spaces home page, in the Upcoming Bookings column, click the pencil-shaped  edit icon to edit a booking from the displayed entries. You can also enter the description in the Search field to search for other booking entries.
- The Edit Booking page appears.
- Step 2** Click **Cancel Booking**.
- Alternatively, you can click the  delete icon against a booking item in the Upcoming Bookings list, to delete that booking item.
- A confirmation message asking you to confirm the deletion appears.







Note The booking items do not appear in the Upcoming Bookings list after you delete it.

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Creating a New Proxy Booking


The Proxy booking feature allows you to book a workspace on behalf of another user. This feature is available for you if you have been granted proxy booking privileges by the Smart+Connected Personalized Spaces administrator.

To create a proxy booking, perform the following steps:

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- Step 1** In the Smart+Connected Personalized Spaces home page, click **New Proxy Booking**. The Proxy Bookings Details page appears.
- Step 2** On the **Proxy Booking Details** tab, do the following:
- In the Description field, enter a description for your booking.
 - In the For User field, enter the name or ID of the user for whom you want to create a booking. The list of related names appear as you enter the characters of the username.
 - (Optional) Click the **Advanced Search** link. The relevant list of users appears, as you enter the characters in the filter field.
 - Click the **User ID** link to choose the desired user. The chosen user ID is populated in the For User field.
 - In the From and To date fields, click the  calendar icon to select the start date and the end date for your booking.
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- Note**  You cannot choose an earlier date in the calendar.
-
- Check the **Whole Day booking** check box to book the workspace for an entire day. Alternatively, choose the required timings from the From and To time drop-down lists.
-
- Note**  You cannot choose a earlier time from the drop-down list.
-
- From the Country, City, and Campus drop-down lists, choose your location.
 - Based on your workspace requirement, check either the **Cubicle** or **Office** check box.
 - Click the appropriate Services icon to choose the type of services you want for your workspace.
 - Click **Search Spaces** to search for available workspaces for the defined criteria, otherwise click **Cancel** to cancel the search. If you want to clear the entered booking details, click **Reset**. The search results for the available workspaces appear in the location hierarchy tree in the left pane, and the booking schedule appears in the right pane.
- Step 3** In the Select a Space page, do the following:
- (Optional) In the Select a Space page, if you want to edit the search criteria, such as proxy user ID, date range, time range, location, room type, or service, click the pencil-shaped  edit icon next to the defined criterion, then edit the criterion, and click **OK**. The location hierarchy tree in the left pane displays the new applicable search results on editing any of the search criteria.
 - Alternatively, if you want to edit your workspace search criteria to search for a workspace again, click **Modify Search** to return to the Booking Details page.

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Note You can also click **Mark as Favorite** for selected cubicles so that upon checking the Show Only Favorite  check box, only your selected cubicles are displayed in the search results.

- c. Select the appropriate cubicle or office in the left pane, and click **Book** in the right pane.

The Book the Space page appears.

Step 4 In the **Book the Space** page, do the following:

- a. In the Book the Space page, check the **Personalize this Space** check box, and select a preference profile from the Saved Preferences list in the right pane.

The preference setting details appear.



Note If do not have any previously saved preferences, click the **Add New Preference** link. If you want to add a new preference setting other than those available in the Saved Preferences list, click the **Preference** tab. For more information on adding preferences, see the [“Adding Preferences” section on page 2-8](#).

- b. Click **Book This Space**. The booking confirmation message appears.

Personalizing a Workspace

You can personalize your workspace settings by setting your preference for the available building system services, such as light setting controls, blinds, dimmers, air conditioner, and digital signage. Your personal preference settings are saved as a profile that you can choose to be activated when you check-in to a workspace.

- [Adding Preferences, page 2-8](#)
- [Editing Preferences, page 2-9](#)
- [Deleting Preferences, page 2-9](#)

Adding Preferences

To add a preference, perform the following steps:

Step 1 In the Smart+Connected Personalized Spaces home page, click the **Preferences** tab.

The list of Saved Preferences appears in the left pane, and the right pane displays the preference setting details.



Note If you want to make a particular preference profile your default preference, check the **Make this my default preference** check box.

Step 2 Click **Add a New Preference**.

Step 3 Enter a name in the **Preference Name** field.

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- Step 4** To set your preferences, click either the **Open** or **Close** radio button for blinds, and click either the **On** or **Off** radio buttons for the lights control and digital signage, and drag the slider to adjust the brightness percentage for the dimmer, and the temperature for the air conditioner, as desired.
- Step 5** Click **Save Preference** to save your new preference.
A confirmation message stating that the new preference is added appears.
-

Editing Preferences

To edit an existing preference, perform the following steps:

- Step 1** In the Smart+Connected Personalized Spaces home page, click the **Preferences** tab.
The Preferences page appears.
- Step 2** In the left pane, select the preference profile that you want to edit, and change the preference settings in the right pane.
- Step 3** Click **Save Preference** to save the edited preference profile.
-

Deleting Preferences

To delete an existing preference profile, perform the following steps:

- Step 1** In the Smart+Connected Personalized Spaces home page, click the **Preferences** tab.
The Preferences page appears.
- Step 2** In the left pane, select the preference profile that you want to delete, and click **Delete** in the upper right corner.
A confirmation message asking you to confirm the deletion appears.



Note You cannot delete a preference profile that is associated with a booking.

- Step 3** Click **Yes** to delete the preference.
- Step 4** (Optional) Click **No** to cancel the deletion.
-

Managing Digital Signage Content

The Digital Signage feature allows you to manage the content that you want to display at your workspace, such as to select images, messages, and the layout. For example, the photographs on a digital signage.

- [Types of Digital Signage Layouts, page 2-10](#)
- [Enabling and Adding Digital Signage, page 2-10](#)

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Types of Digital Signage Layouts

The content that you add for the digital signage can be displayed based on the layout that you choose while adding this content.



The types of layout available are as follows:

- News Centric
- Photo Centric
- Schedule Centric
- Notes Centric
- Minimalistic Centric

The News Centric, Photo Centric, Notes Centric, and Minimalistic layouts allow you to add RSS feeds, notes, and images. While the Schedule Centric layout allows you to display your upcoming meeting schedule, along with the RSS feeds, notes, and images. By default, all these layouts display the current time, date, and location.

Enabling and Adding Digital Signage

To enable digital signage and add digital signage content, perform the following steps:

-
- Step 1** In the Smart+Connected Personalized Spaces home page, click the **Preferences** tab.
The Preferences page appears.
- Step 2** Click the **Digital Signage Settings** tab.
The Digital Signage Settings page appears.
- Step 3** Click the type of layout from the Layout Types column in the right pane. The corresponding layout is displayed in the left pane.
- Step 4** In the Slideshow pane, click **Add**.
The Browse field appears.
- Step 5** Click **Browse** to search for the appropriate images from your local system.
-  **Note** You can delete the added slideshow image by clicking the  delete icon in the Slideshow pane.
-
- Step 6** Enter the URL in the Enter Feed URL field in the RSS Reader pane for the RSS (Real Simple Syndication) feed that you want to subscribe to. Optionally, you can enter notes in the Notes pane.
- Step 7** Click **Save this Display** to save the settings, otherwise click **Reset to Previous** to cancel the new settings.
-

Checking in to a Workspace

After you book a Smart+Connected Personalized Spaces workspace, you must check-in to the booked workspace. You can check-in to a booked workspace using either of the following options:

- [Using the Web Portal, page 2-11](#)

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- [Using a Cisco IP Phone, page 2-11](#)

Using the Web Portal

To check-in to a booked workspace using the web portal, perform the following steps:

Step 1 In the Smart+Connected Personalized Spaces home page, click **Check In**.



Note If you do not check-in to the workspace at this scheduled meeting time, the system displays the the auto-cancellation timelines.

The Checkin pane appears with a message to validate your preference for your booking, and to proceed to checkin.

Step 2 (Optional) Choose another preference from the drop-down list.

Step 3 Click **Check In** to check-in to the workspace.

A successful check-in confirmation message appears with a confirmation of your selected preference, and the reservation in the booking bar within the calendar is highlighted in green. The remaining time for auto checkout is displayed every minute, as per your booking schedule.

If required, you can edit the service preference settings in your checked-in workspace, such as lights control, air conditioning, or blinds. These settings are applicable only during the current meeting duration.



Note If you click Change Settings when a booked workspace does not have a devices/configuration set for it, then an error message indicating the unavailability of services appears.

Using a Cisco IP Phone

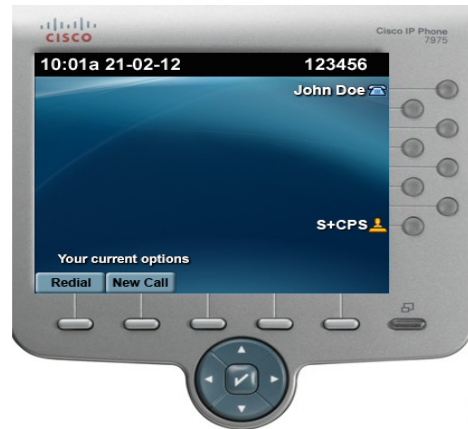
You can check-in to the workspace through a Cisco IP Phone available at the workspace.

To check-in to a booked workspace using a Cisco IP Phone, perform the following steps:

Step 1 Access the Smart+Connected Personalized Spaces Services menu on the Cisco IP Phone. The Cisco IP Phone home page appears, as shown in [Figure 2-1](#).

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Figure 2-1 Cisco IP Phone Home Page



Note If you have no booking for the workspace at the given time, the Cisco IP Phone prompts you to visit (<https://URL>) from your web browser to create a booking first.

- Step 2** In the **Check In** field, enter your user ID and UC PIN that you had received via e-mail at the time of booking, and tap **Check-in**. The system validates your credentials, and the Cisco IP Phone checks you in to the workspace. The page displays your location, the booking time period, and the description of your booking.



Note If the chosen workspace is already booked by another user, the Cisco IP Phone denies access.

If required, you can edit the service preference settings in your checked-in workspace by clicking the change settings button. For example, for lights control, blinds, or air conditioner. These settings are applicable only during the current meeting duration. For more information, see the “[Customizing the Workspace Settings](#)” section on page 2-12.

Customizing the Workspace Settings

You can customize your workspace settings using either of the two channels:

- [Using the Web Portal, page 2-12](#)
- [Using a Cisco IP Phone, page 2-13](#)

Using the Web Portal

After you check-in to the workspace at the scheduled time, you can customize your workspace settings by updating your preference details using the web portal. The new preference settings are applicable only during the duration of the current meeting only. It will not be saved as a preference profile for future reference.

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
To customize your workspace settings using the web portal, perform the following steps:

-
- Step 1** In the Smart+Connected PS home page, click **Check In** to check-in to your workspace at the scheduled time.
- The Checkin page appears with the booking description, and the details of your preference.
- Step 2** Click **Change Settings**.
- Step 3** If you want to customize your workspace settings, click either the **Open** or **Close** radio button for blinds, and the **On** or **Off** radio buttons for the lights control and digital signage, and drag the slider to adjust the brightness percentage for the dimmer, and the temperature for the air conditioner, as desired.
- Step 4** If you want to apply your Digital Signage preference settings in your workspace, click the **Digital Signage Settings** tab, and click **Activate Now**.
-

Using a Cisco IP Phone

After checking in, you can edit your location or the workspace settings using a Cisco IP Phone.

To customize your workspace settings using a Cisco IP Phone, perform the following steps:

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- Step 1** Access the Smart+Connected Personalized Spaces Services menu on the Cisco IP Phone.
- Step 2** Check-in to your workspace at the scheduled time.
- Step 3** Tap the icon corresponding to the service that you want to customize for your workspace, for example, tap  for light,  for air conditioner, and so on. The corresponding options appear for adjusting the settings.
- Step 4** Select the light intensity or the temperature from the options, as desired.
-

Checking out from a Workspace

Once you check-in to a booked workspace, you must check out when the booking ends. You can check out of a booked workspace using either the web portal or the IP Phone.


- [Using the Web Portal, page 2-13](#)
- [Using a Cisco IP Phone, page 2-14](#)

Using the Web Portal

To checkout of a workspace using the web portal, in the Smart+Connected Personalized Spaces Check In page, click **Checkout** to check out from your currently checked-in workspace. A checkout confirmation message that appears indicates a successful checkout.

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Using a Cisco IP Phone

To checkout from your currently checked-in workspace using a Cisco IP Phone, tap the  checkout icon. A checkout confirmation message indicating a successful check out appears.

Raising a Case

You can raise a case if you face any issues while using your booked workspace and availing yourself of services. For example, non-functioning lights control, or blinds, or air conditioner in your workspace. You can raise a case through the Cisco IP Phone only.

To raise a case, perform the following steps:

Step 1 Access the Smart+Connected Personalized Spaces Services menu on the Cisco IP Phone.

The Cisco IP Phone home page appears.

Step 2 Tap the services icon. The list of saved Service names appears.

Step 3 Choose **S+C PS** and enter the UC PIN that you had received via e-mail during the time of booking

Step 4 Tap the  raise case icon.

The Fault Input page that appears displays a list of predefined fault messages.

Step 5 Tap the appropriate fault message.

An e-mail notification is sent to the administrator, along with a copy to you, with the following details: Details, Ticket ID, Name, and Operational Category.
