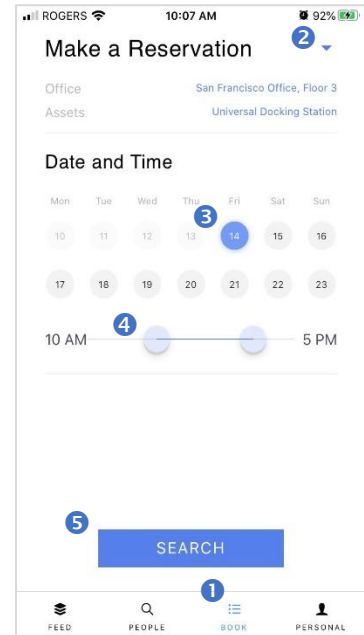


Booking a reservation

Workstation for 1, please.

To book a workstation reservation:

1. Tap **Book**.
2. Tap ▼ and select your desired office and assets.
3. The default reservation is the current day. To change it:
 - Tap your desired date twice.
 - To reserve a workstation for more than one day, tap your desired start date twice, then tap your end date once.
4. Slide the timer bar to reflect how long you will need the workstation.
5. Tap **Search**. An interactive map will appear with available workstations shown in blue. Pinch to zoom, or tap +.
 - To select a workstation, tap it on the map. You can also tap a workstation on the list below the map.
 - At any point, tap **Info** to see a picture of the workstation.
6. Once you have selected your workstation, tap **Reserve**.



To learn more, check out the following articles:

Searching by neighborhood

Finding a colleague

Booking a seat near a colleague

Checking in to a reservation

No awkward bell ringing required.

To check in to your workstation upon arrival:

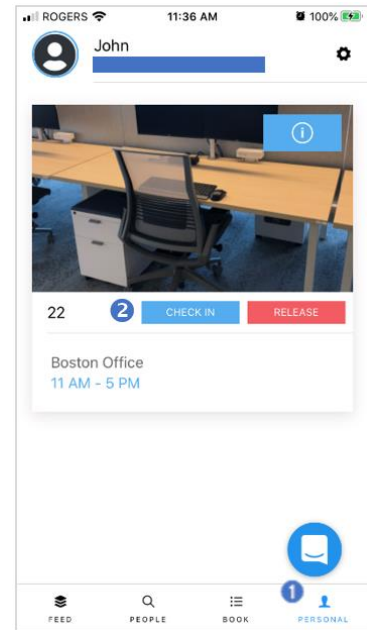
1. Tap **Personal**. The current day's reservation will be prominently displayed.
2. Tap **Check In**.

To learn more, check out the following articles:

[Booking a reservation](#)

[Cancelling a reservation](#)

[Checking your upcoming reservations](#)



Cancelling a reservation

It's not you, it's me.

To cancel an existing reservation:

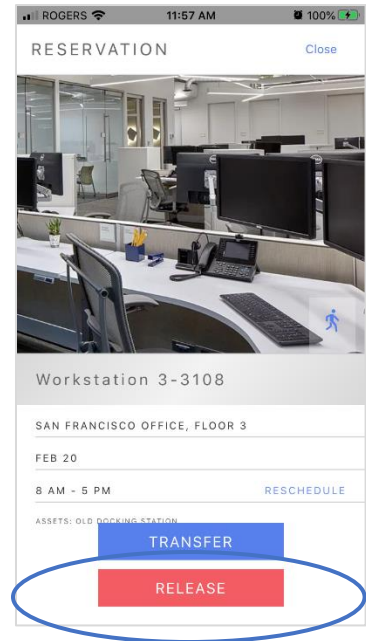
1. Tap **Personal**.
2. Swipe through the lower carousel to see all your reservations. Tap the reservation you want to cancel.
3. Tap **Release**.

To learn more, check out the following articles:

[Booking a reservation](#)

[Checking in to a reservation](#)

[Checking your upcoming reservations](#)

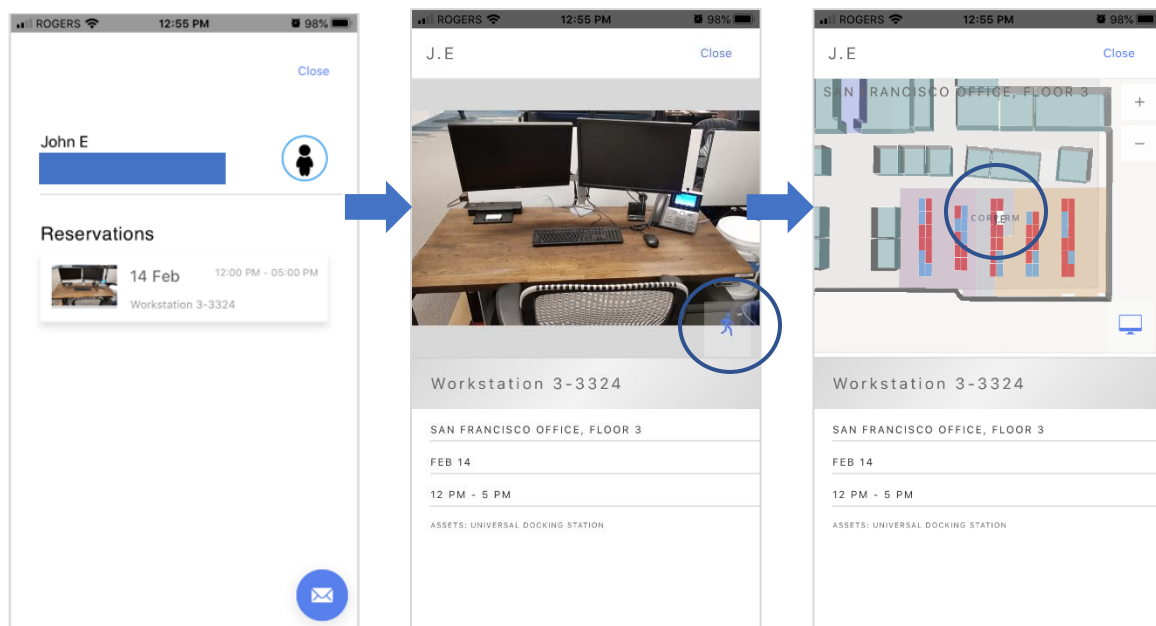


Finding a colleague

Where my peeps at?

To find where a colleague is sitting:

1. Tap **People**.
2. Start typing your colleague's name. (First or last name, it doesn't matter.) As you type, a list of names will appear. Swipe up to scroll through the list.
3. Once you see your colleague's name, tap it. Your colleague's reservations will appear by date and workstation. If they have checked in, it will be indicated in a blue box next to the reservation.
4. To find the exact location of their workstation, tap the reservation, then tap the icon of the running person. The map will zoom in on their workstation.



To learn more, check out the following articles:

[Searching by neighborhood](#)

[Booking a seat near a colleague](#)

[Checking a colleague's reservation schedule](#)

Searching by neighborhood

Choose your own department. Or not.

Once you've started the booking process, you can search for an available workstation by neighborhood. From the search screen:

1. Tap **Any Neighborhood**.
2. Swipe up to scroll through the list. Tap on your desired neighborhood and tap **OK**. The number in brackets indicates how many workstations are available in your desired timeslot.
3. The interactive map will zoom in on your selected neighborhood with available workstations shown in blue. Pinch to zoom, or tap **+**.
 - Tap on any workstation in the list below the map. The location will turn green.
 - At any point, tap **Info** to see a picture of the workstation.
4. Once you've selected your workstation, tap **Reserve**.



To learn more, check out the following articles:

Booking a reservation

Booking a seat near a colleague

Checking a colleague's reservation schedule

Checking your upcoming reservations

Go back to the future.

You can see your upcoming reservations in a couple spots:

1. Tap **Feed**.
2. Tap **Upcoming**. You will see all your reservations.

Or, if you're more the swiping type:

1. Tap **Personal**.
2. Swipe through the lower carousel to see all your reservations.

To learn more, check out the following articles:

Booking a reservation

Cancelling a reservation

Checking a colleague's reservation schedule

Booking a seat near a colleague

Because they always put out candy.

To book a seat near a colleague, start by finding their reservation:

1. Tap **People**.
2. Start typing your colleague's name. (First or last name, it doesn't matter.) As you type, a list of names will appear. Swipe up to scroll through the list.
3. Once you see your colleague's name, tap it. Your colleague's reservations will appear by date and workstation. Make note of the workstation number for the date you want to sit with them.

Now that you know their location, find a seat nearby:

1. Tap **Book**.
2. Set your booking details (office, asset, date, time) and tap **Search**.
3. Swipe up to scroll through the list until you find the closest workstation number to your colleague. You can also use the interactive map.
4. Tap your selected workstation in the list and tap **Reserve**.

To learn more, check out the following articles:

Booking a reservation

Cancelling a reservation

Searching by neighborhood

Checking a colleague's reservation schedule

Fancy seeing you here!

To see a colleague's reservation schedule:

1. Tap **People**.
2. Start typing your colleague's name. (First or last name, it doesn't matter.) As you type, a list of names will appear. Swipe up to scroll through the list.
3. Once you see your colleague's name, tap it. Your colleague's reservations will appear by date and workstation.

To learn more, check out the following articles:

Booking a reservation

Checking your upcoming reservations

Booking a seat near a colleague