

# Book, check-in or cancel a workpoint

Booking a workpoint is an essential aspect of agile working. For this process you will use the **Serraview Engage** application. Once booked, you must check-in to your reserved workpoint before 10am or your booking will be cancelled. In this user guide you can see how to:

- 1. Book a workpoint for yourself or another person
- 2. Check-in or cancel a booked workpoint from an email notification
- 3. Check-in or cancel a booked workpoint from the Seaview Enagage app on your desktop.

## 1. Book a workpoint for yourself or another person

1 From Okta or the Justice portal, select the **Serraview Engage** app tile.



Note: To access Okta:

Former FACS: <u>https://facs.okta.com/</u>

Former Justice: https://portal.justice.nsw.gov.au/



2 The Landing page opens. Select:

## 1 Australia

## 2 your **building**

3 the **floor** where you are booking a workpoint.

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Location Switcher	×	
Australia		
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FLOOR		
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*Note:* After your first visit, this information will default. To change buildings or floors, select *Location Switcher*.

**3** The floor plan for your selected floor and building displays. By default, this will display workpoints available immediately. Select the **date and time picker** to change the date.

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Spaces	Desks	People		



4 Select the **date** you are booking for and then **Select**. The time will default to 9am and will always be reserved for the whole day so you will not need to change the time.

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# 5 The floor plan for the selected date displays.

Use the **scroll wheel** on your mouse to zoom in and out. You can use the mouse to click and drag the floor plan around to locate an available workpoint.

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- 6 Each workpoint is colour coded:
  - a green workpoint is available for the time you have selected
  - a dark blue workpoint is booked by another person
  - a grey workpoint is unavailable to enable social distancing.



- 7 Select an available green workpoint and the workpoint details window will appear.The workpoint details screen will tell you what type of workpoint you are booking:
  - Sit-to-stand
  - Sit-to-stand (quiet)
  - Fixed height
  - Fixed height (quiet)
  - Drop in
  - Team collaboration seat.





8 Make sure to do a last check on the date and person you are booking for. Select **Reserve** to book the workpoint for the selected date.



*Note:* You can select multiple days as well as book for another person from the workpoint details window.

**9** The workpoint details confirmation window displays, indicating the workpoint is reserved. You will be sent an email notification to confirm your booking within 5 to 10 mintues.

To check in or cancel the booking immediately, first select the **calendar** icon.

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- 10 Then select the appropriate booking from the bookings displayed.

11 Use the **bin icon** to cancel the booking or the **Check-in** button to check into the workpoint.

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W8.N.200 - 6 Parramatta Square

II Day - 12:00 AM Arr





#### 2. Check-in or cancel a booking via your email notification

1 When the check-in window opens early in the morning, you will be notified via email. You can check-in or cancel the booking from within the email. You must check-in on the day, before 10 am or the booking will be automatically cancelled.

Select either the **Check-in** or **Cancel** link.



2 The Reservation check-in screen displays. Select Check-in.



**3** The check-in is confirmed.

Successful check-in		
You have been successfully chee	ked-in to your reservation.	
LOCATION	WHEN	
Building: 6 Parramatta	Wednesday, January 19, 2022	
Eloor 08	12:00AM + 11:59PM	
Space: W8.N.200	Australia/Sydney	
	Powered by Engage	



## 3. Check-in or cancel a booking via the Serraview Engage app (on your desktop)

You must check-in before 10am or the booking will be automatically cancelled.
 From Okta or the Justice portal select the Serraview Engage tile.

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Office 365 (facs.nsw.gov.au) Office	Citrix	ProMaster (Prod)	ServiceNow - Portal
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Note: To access Okta:

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2 From the landing page, select the **calendar icon**.

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**3** Select the appropriate booking from the bookings displayed.



4 Use the **Check In** button to check into the workpoint or the **bin icon** to cancel the booking.

