

Find colleagues using Serraview

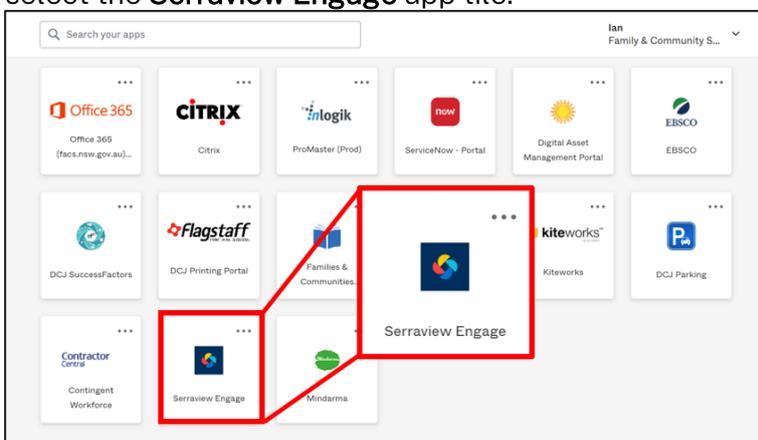
Working in an agile workplace means you can sit at a different workpoint on a daily basis, depending on the most suitable space for your activities that day. So, how do you find where a colleague is sitting?

You can find your colleague using Serraview. You can also locate Emergency Wardens and First Aid Officers. In this user guide:

1. [Search for colleagues using Serraview](#)
2. [Search for Emergency Wardens or First Aid Officers using Serraview.](#)

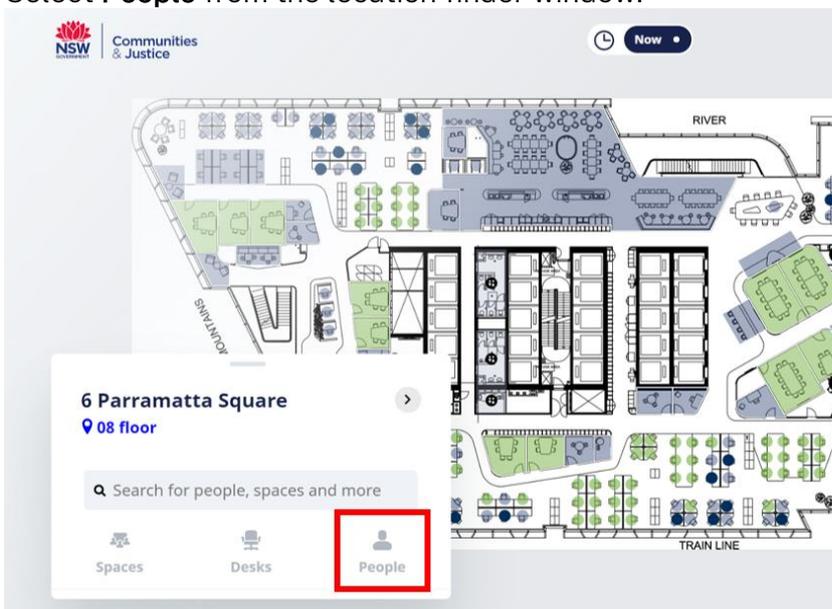
1. Search for colleagues using Serraview

1 You can use Serraview to find where a colleague is sitting. From Okta or the Justice portal, select the **Serraview Engage** app tile.

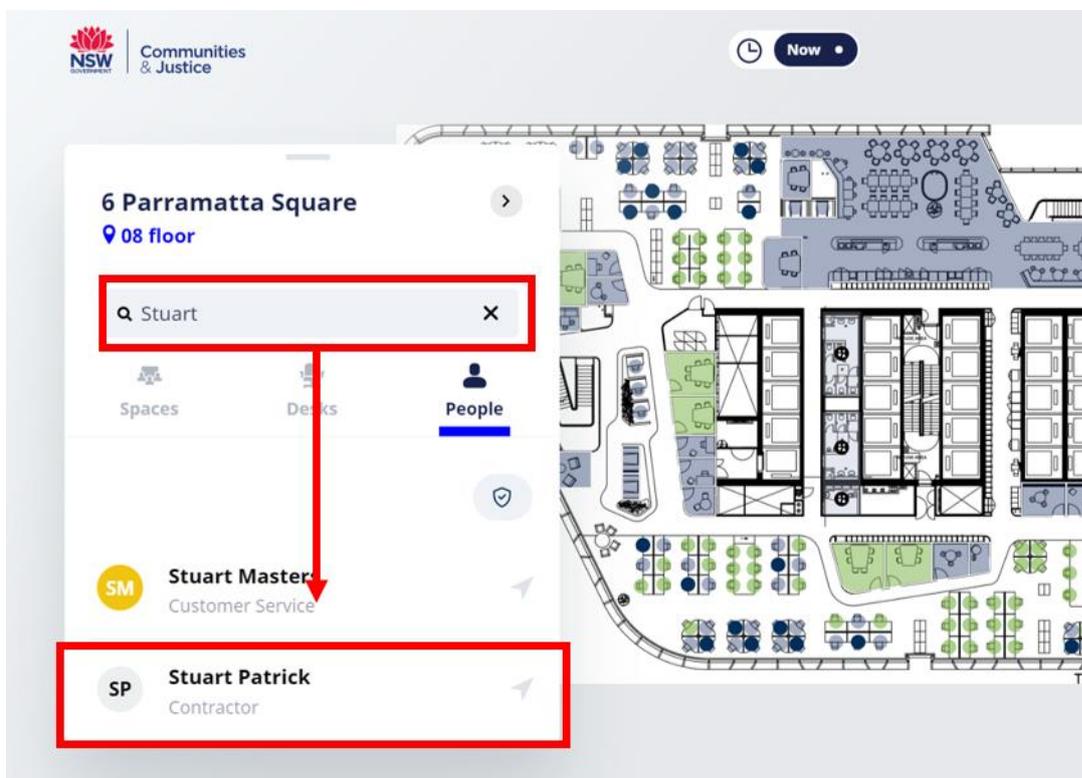


Note: To access FACs Okta or the Justice Portal:
Former FACs: <https://facs.okta.com/>
Former Justice: <https://portal.justice.nsw.gov.au/>

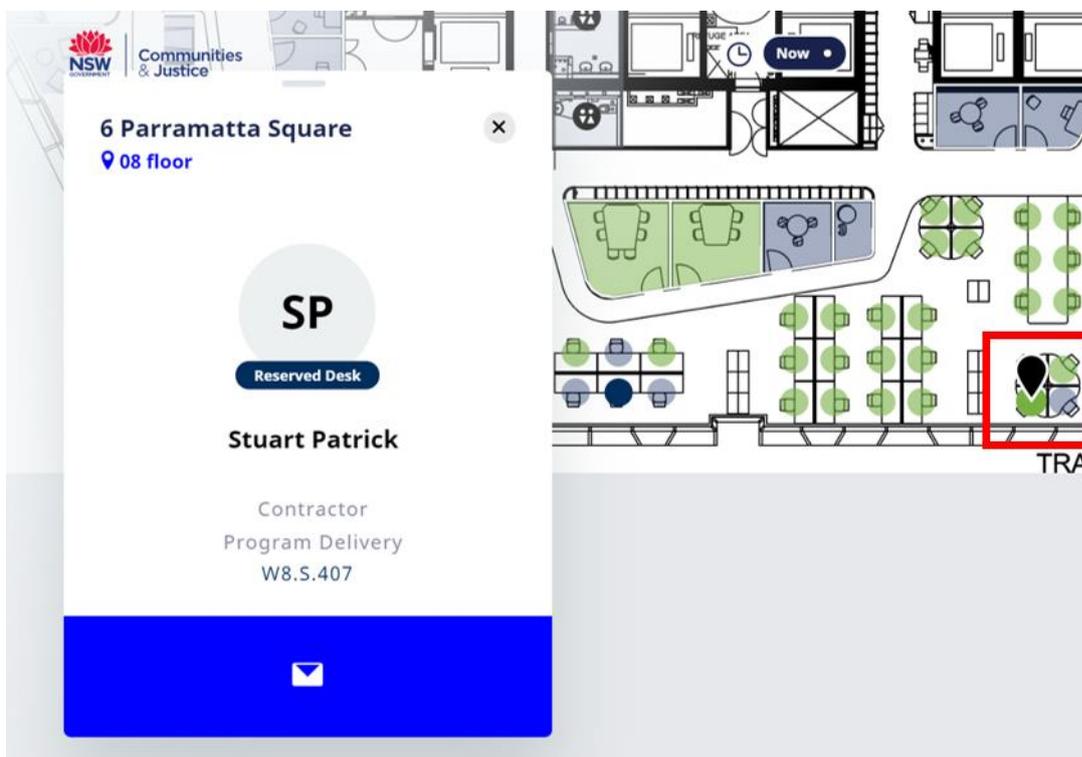
2 Select **People** from the location finder window.



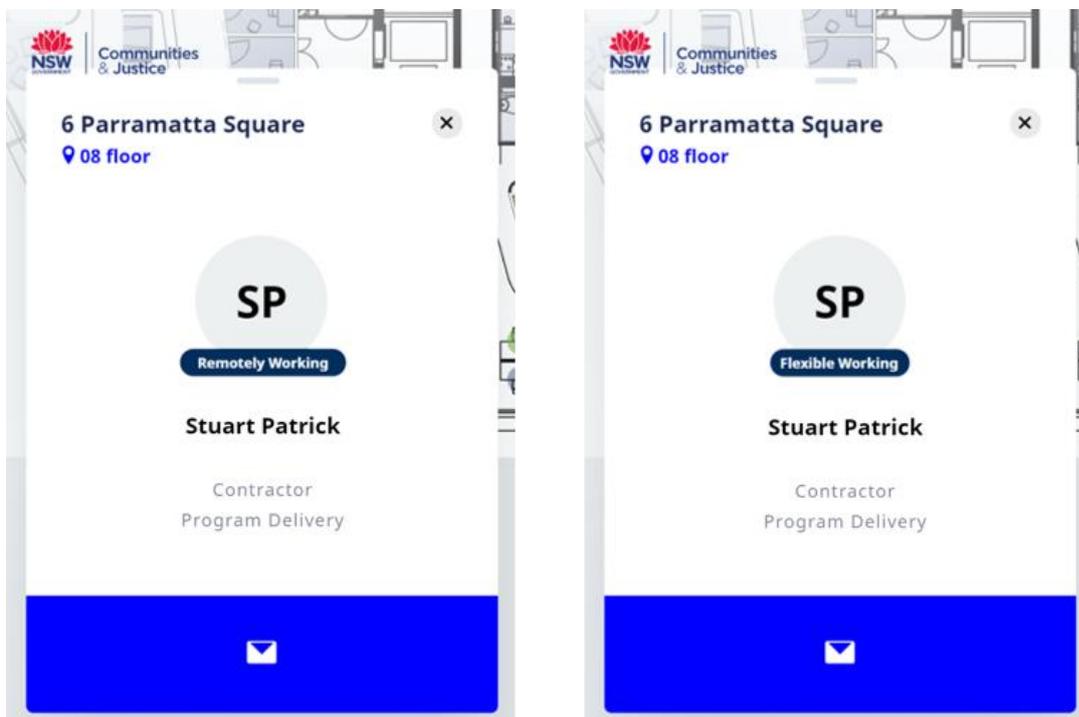
- 3 Start typing the person's name to refine the list. Then use the scroll wheel on your mouse to search through the list.



- 4 The workpoint where the person is located will display.



- 5 A person who is not working from this building will be displayed as **Flexible Working** or **Remote Working**.

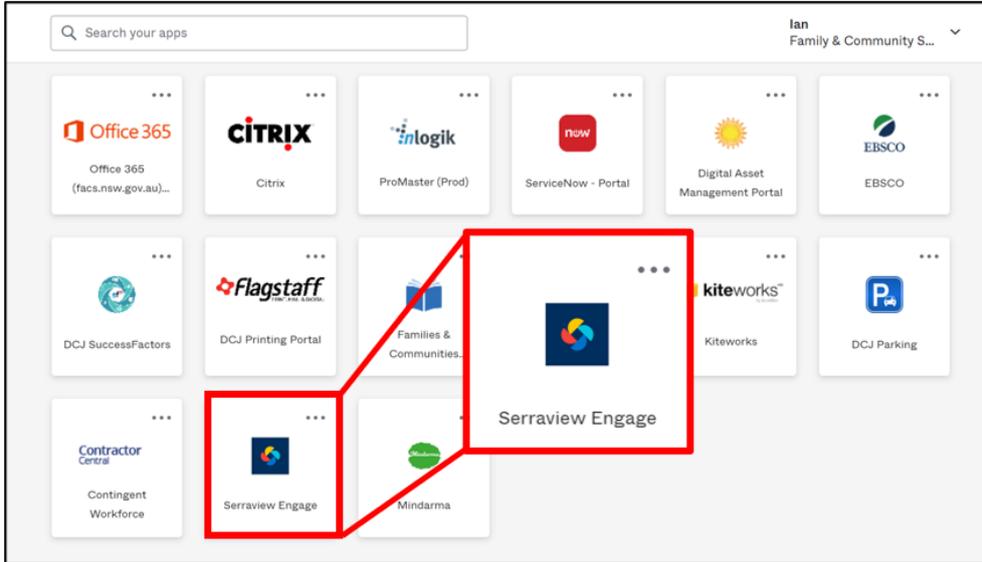


- 6 If you select the **email icon**, a new outlook email will open with the person's email address pre-populated.



2. Search for Emergency Wardens or First Aid Officers

- 1 You can search for **Emergency Wardens** or **First Aid Officers** on your building floor. From Okta or the Justice portal, select the **Serraview Engage** app tile.

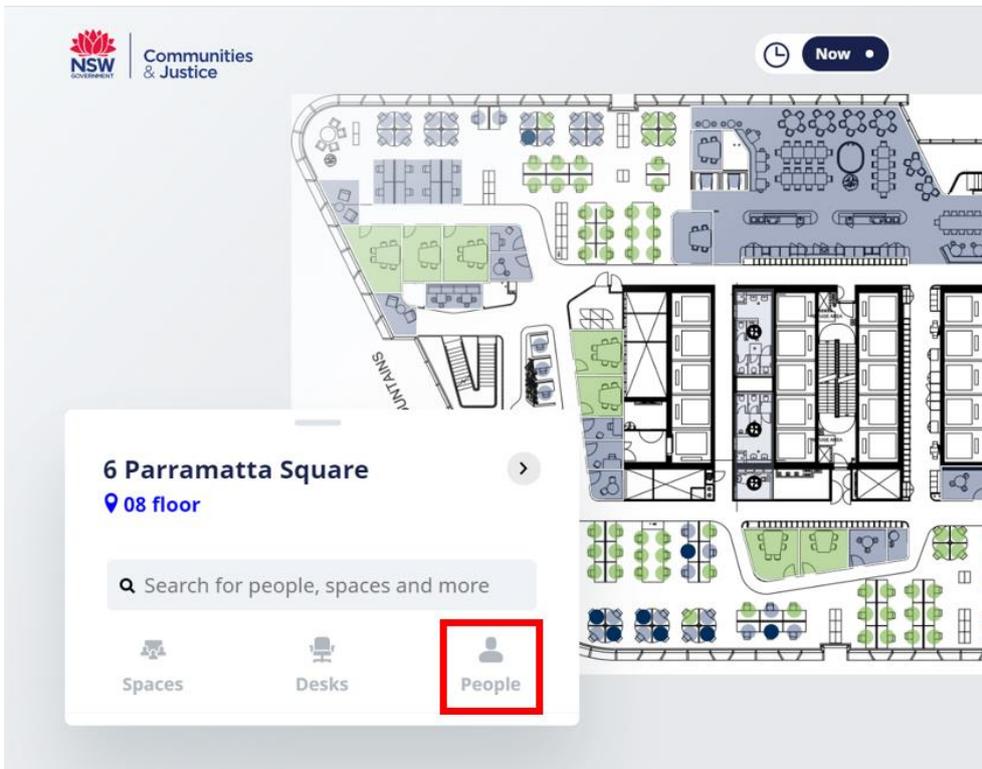


Note: To access FACS Okta or the Justice Portal:

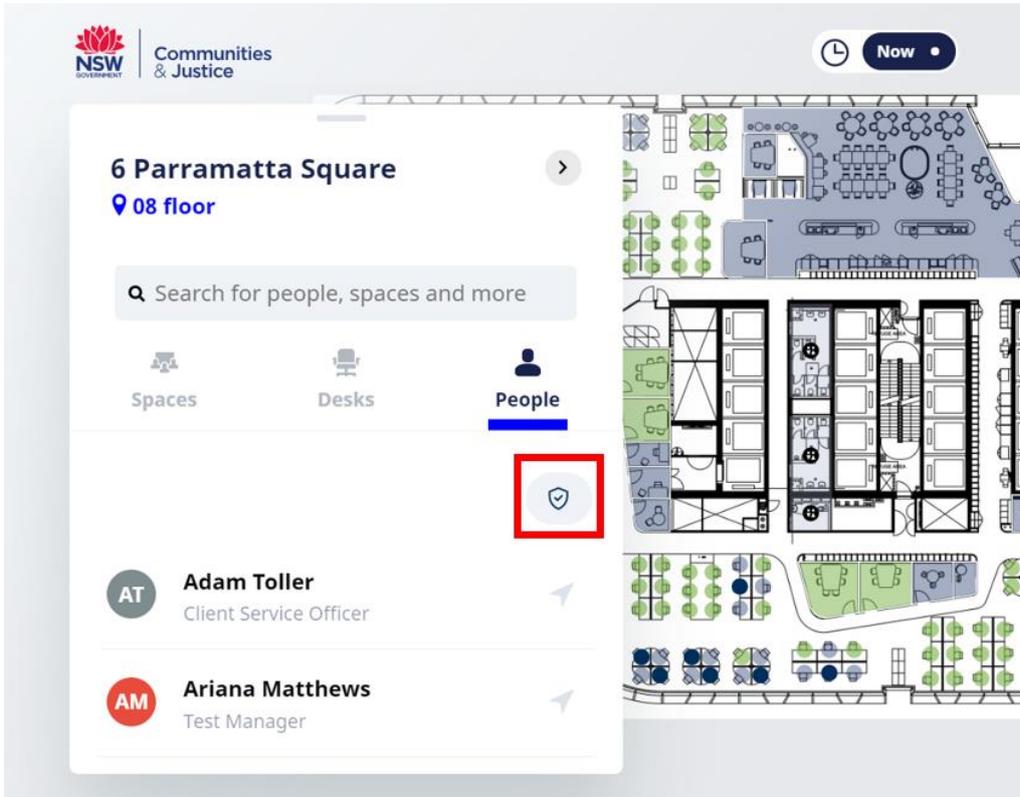
Former FACS: <https://facs.okta.com/>

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

- 2 Select **People** from the location finder window. Only results from the selected floor will display, so you may need to search multiple floors.

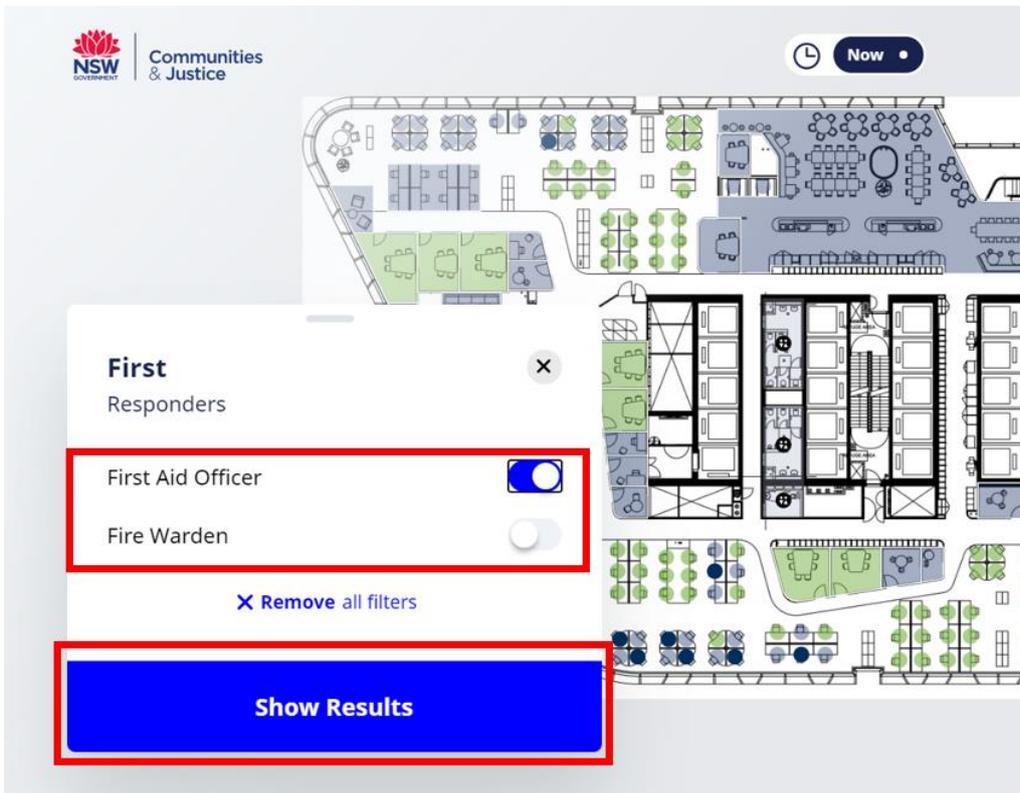


3 Select the **shield icon**.

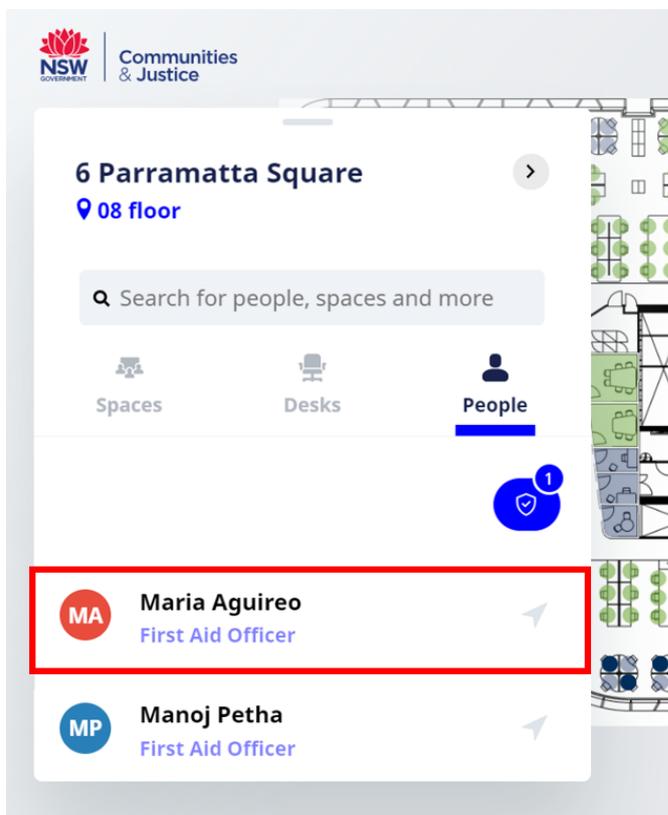


Note: Only Emergency Wardens or First Aid Officers currently on your building level will display.

4 Select **Fire Warden** (Emergency Warden) or **First Aid Officers** and **Show Results**.



- 5 The select Emergency Warden or First Aid Officer type will display. Use the scroll wheel on your mouse to see more results. **Select a name.**



- 6 The location of the selected Emergency Fire Warden or First Aid Officer will display. You can send an email via outlook by selecting the **email icon**.

