



Planon app - Workplace solution

Planon Software Suite
Version: L126

Planon
Building Connections

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About this Document

Intended Audience

This document is intended for *Planon Software Suite* users.

Contacting us

If you have any comments or questions regarding this document, please send them to: support@planonsoftware.com.

Document Conventions

Bold

Names of menus, options, tabs, fields and buttons are displayed in bold type.

Italic text

Application names are displayed in italics.

CAPITALS

Names of keys are displayed in upper case.

Special symbols

	Text preceded by this symbol references additional information or a tip.
	Text preceded by this symbol is intended to alert users about consequences if they carry out a particular action in Planon.

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About using the Workplace solution

The Workplace solution can be used in the **Planon** app. The Planon app is the 'shell' application that you download from the relevant app store. It can hold various modules, for example those included in the licensed Workplace solution .

With the Workplace solution , you can engage with your physical workplace in the sense that you can quickly:

- find your co-workers
- make reservations (book meeting rooms and flexible workspaces)
- find information on your personal inventory
- report any workplace issues that need to be solved

The app solution includes the following ready-to-use modules that will serve this purpose:

- **Colleagues**
- **Bookings** (replacement for the **Reservations** module; existing customers are advised to migrate to the **Bookings** module because of its improved user experience)
- **My inventory**
- **Requests**
- **Spaces**
- **Reservations** (predecessor of **Bookings** module)
- **External links**

The availability of these app modules is license-dependent.

See also [Downloading and logging in](#).

Downloading and logging in

Before you can use the licensed features of the Planon Workplace solution , you must download the **Planon app** from the relevant App store (iOS) or Play store (Android). The **Planon app** is the application in which the various Workplace solution modules are running.



You can also scan a QR code to open the store and download the app:



If you are migrating from the older **Planon Live app** to the **Planon app**, the app functionality will only work if the Planon system administrator has completed the migration from the old app to the new.

... or scan this QR code to download the **Planon app**:



Procedure

1. After downloading, start **Planon** on your device.
2. Type the URL to your Planon environment ...

or

3. ... open the QR code scanner at the top right of the login screen and scan a QR code that represents the environment URL.



Login

Enter the company URL manually or use the scanner to scan a QR-code containing the URL

Company URL

<https://>

Login



Application administrators can use a QR code generator to convert the environment URL into a QR code and provide it to app users.

4. Enter your Planon credentials (user name and password).

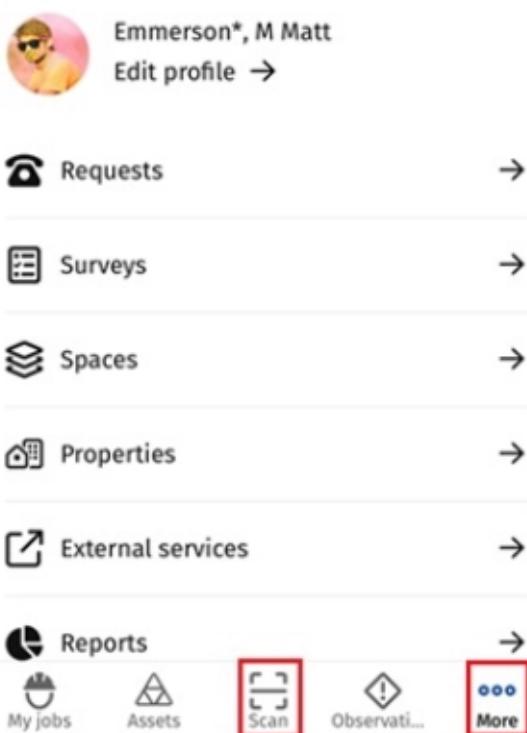
The app opens and is ready for use. The Workplace solution content available to you depends on the specific configuration that has been applied to the app.

Generic features and settings

In addition to the functional modules, the Planon app includes several generic features: **Edit profile**, **Scan** and **Settings**.



No location



Edit profile

If you select the **More** (000 icon), you can tap the **Edit profile** option, to edit your personal details, in as far as they are editable.

Scan (QR code / NFC tag)

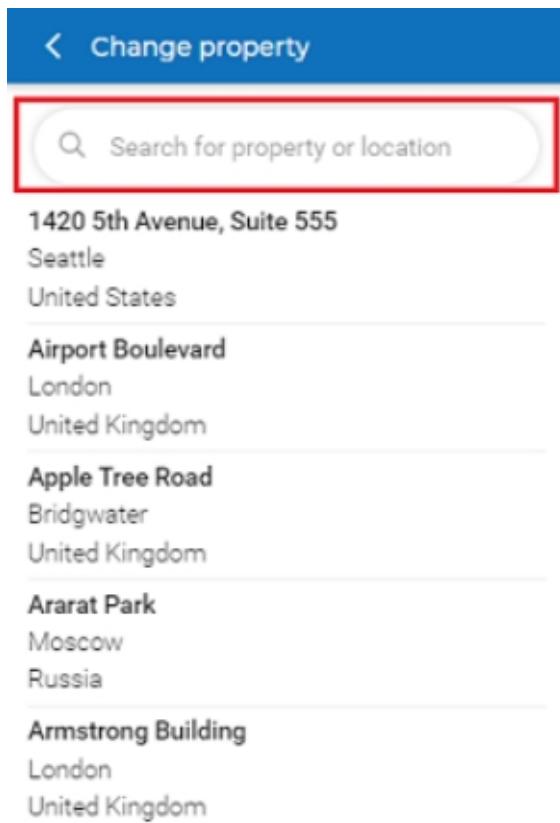
If you scan the **QR code** or **NFC tag** of a space, then one of these modules is opened:

- If the scanned space is a reservation unit, the **Reservations** module is opened. To create reservation, refer to [Reservations](#).
- If the scanned space is not a reservation unit, the **Spaces** module is opened. see also [Spaces](#).

 When you scan the **QR code** of a meeting room (space unit) or desk (workspace) while you have an active reservation for it, the **Reservation details page** is automatically opened, to make it easier to add a request or adjust the reservation.

Change property

To change the property, tap the **Property** icon at the top-right corner of the screen.



A list of properties is displayed, from which you can select the property. The search field allows you to search for the properties by entering a name of the property.

Settings

To change the settings of the Planon app, tap the **Settings** icon at the top-right corner of the screen.



Settings

-  Preferences →
-  Privacy information →
-  About this app →
-  Admin tools →
-  Log out

The options listed in the settings menu are:

- **Preferences:**
 - At **Display style**, select either **Tablet** or **Mobile**, to optimize the view for your type of mobile device.
 - At **Dark mode**, switch the **Dark** theme on or off.

 When the device has no internet connection, the **Preferences** menu is visible but not accessible.

- **Privacy information:**
 - **Privacy statement:** If you want to view the applicable privacy statement, tap the **Privacy statement**, to open the link in your default browser. This is only possible, if your application manager has added the link in the **System settings** TSI > **General settings**. If there is no privacy statement link added, the message **No privacy statement available** is displayed in the privacy menu. See [General settings fields](#).
 - **Privacy level:** Select your preferred privacy setting to control the visibility of your office attendance and workspace location:
 - **Show office attendance and workspace location:** Your attendance block will be visible. Colleagues can click on it to view your workspace location details.
 - **Show office attendance only:** Your attendance block will be visible, but colleagues cannot click on it to access your workspace location details.

- **Hide office attendance and workspace location:** Your attendance block will be completely hidden from colleagues.



When the device has no internet connection, **Privacy information** is visible but not accessible.

- **About this app:** Displays technical information related to the connected environment.



About this app

URL

<https://iwmsplaygroundeque-acc.planoncloud.com>

Planon version

121.0.0.24-1

Store version

1.0.18

Application logging



[Click to download](#)

- **URL:** Displays the **URL** used for logging in.
- **Planon version:** Displays the related **Planon version**.
- **App version:** Displays the installed version of the app.
- **Application logging:** Tap [Click to download](#) to download device application logs.



Application logs can be downloaded both **Online** and **Offline**.

- **Admin tools:** If you belong to a linked user group with 'admin' rights, tap this option to get access to admin tools within the app. For example, the **Write NFC tags** option. With this option, *Android* phone users can be allowed to scan Planon QR codes and write the content to NFC tags, from within the Planon app. They can write NFC tags for spaces, workspaces and assets. See also: [Writing NFC tags for the Planon App](#).

 For more information about on granting 'admin' rights within the app, see [Start page](#) in the *Planon app - Mobile configuration* documentation.

- **Log out:** Tap the **Log out** option if you want to log out. A pop-up appears. You can confirm by tapping **Log out** or you can **Cancel** to return to the app.

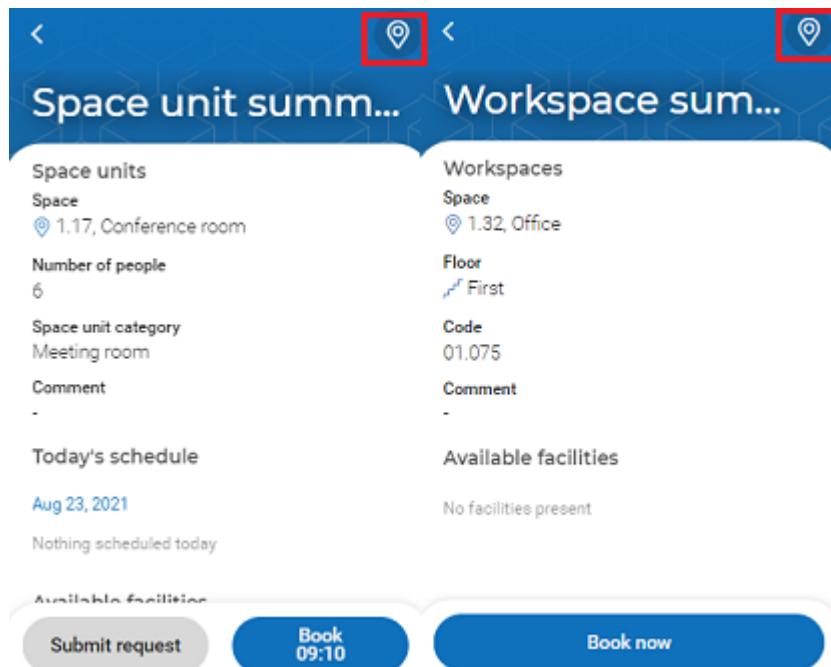
	When the device has no internet connection, Log out is visible but not accessible.
	<ul style="list-style-type: none">• If the app configuration is updated by an application manager in Planon ProCenter, you must log off and log on again to see these updates in the Planon app.• Because the modules of the Planon app are configurable, any examples given may deviate from what is displayed on your app. For more information on App configuration, see About Planon app - mobile configuration.

Specific features

In addition to general features and settings, the Workplace solution includes several specific features: **Location display**, **Notifications** and **Gesture navigation**.

Location display

In the Workplace solution, you can display the location of **spaces** and **workspaces** on a floor plan if you tap the location icon at the top-right corner of the screen.



Notifications

When you have a visitor whose status is set to '**Arrived**' by the back-office, you will receive a notification with the text: '**Your visitor <visitor name> has arrived**'. By clicking on the notification, the Workplace solution opens in the most recently used module.

 This feature is not available on-premise, nor in the data center regions London and Canada.

Gesture navigation

To use the gesture navigation options available for the Workplace solution you must enable gestures settings on your phone. See this external link: [Gesture navigation](#).

Writing NFC tags for the Planon App

Assets, spaces and flexible workspaces can be identified using NFC tags (NFC = Near Field Communication). The NFC tags hold a chip on which you can 'write' Planon data. If a phone with the Planon App comes in close proximity of the configured NFC chip, it will be able to scan and read the Planon data on the chip and act on that data.

With a correct user group configuration in the **App - configuration** TSI > **Mobile startpage** web definition, your mobile device can write data onto blank NFC tags.



- To be able to use this feature, you need 'admin' permissions. For more information about granting administrator rights within the Planon app, see [Start page](#) in the *Planon app - Mobile configuration* documentation.
- The Planon app currently only supports *writing* NFC tags on Android devices. Reading NFC tags however, is supported for both Android and iOS.

Extracting information and writing the NFC tag

1. Log on to the *Planon ProCenter* web client.
2. Go to a relevant TSI (Assets, Spaces, Reservations).
3. Select the relevant selection level; if you want to burn a tag for an asset, go to the **Assets** TSI > Assets level.
4. Click on the item (asset) you want to be able to identify / read with the NFC tag.
5. On the action panel, click Generate QR code.
6. Make sure you have the NFC tag(s) to be burned at hand.
7. Open the Planon app and navigate to Settings > Admin tools > Write NFC tag.
8. Use the camera to scan the QR code that was generated in the Planon webclient.
9. In the Planon app, tap Write NFC tag and select one of two options:
 - **Write** - this option allows the tag to be written and overwritten
 - **Write permanent** - this option prevents the written tag from being overwritten
10. Now hold your phone close to the NFC tag.

If the NFC tag is written successfully, you are notified.

11. Write more NFC tags as required or tap Close.

12. Verify if the tag works by selecting the tag with a mobile device on which the Planon App is installed.

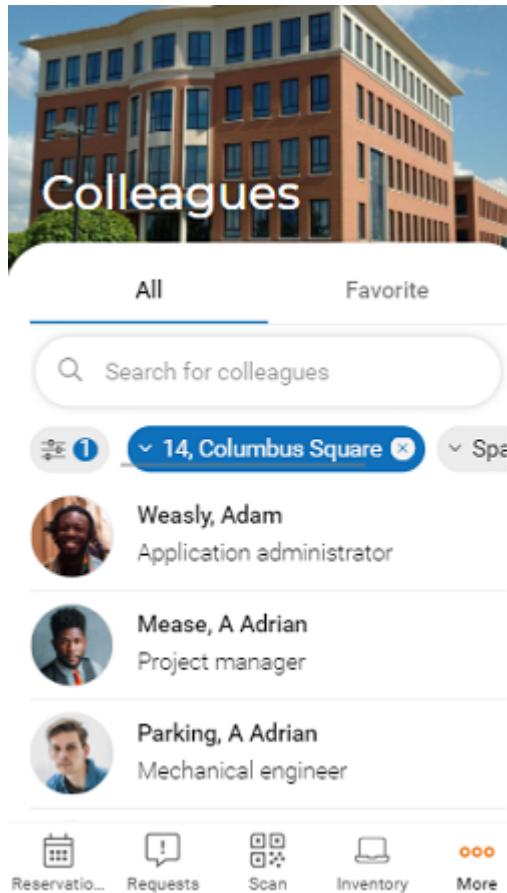
The Planon App should open automatically and navigate to the right record.

Colleagues

Module in the Workplace solution that helps you find information on your co-workers.

The **Colleagues** module consists of two tabs:

- **All:** Displays the full list of co-workers.



The screenshot shows the 'All' tab of the Colleagues module. At the top, there is a search bar with the placeholder 'Search for colleagues' and a 'Favorites' button with a blue border and the number '1'. Below the search bar, the 'All' tab is highlighted with a blue underline. The list of colleagues is as follows:

Profile Picture	Name	Title
	Weasly, Adam	Application administrator
	Mease, A Adrian	Project manager
	Parking, A Adrian	Mechanical engineer

At the bottom of the interface, there are several navigation icons: Reservations, Requests, Scan, Inventory, and More.

- **Favorites:** Displays the list of people you marked as favorites. See [Marking a colleague as favorite](#) for the procedure.

Colleagues

All Favorites

- Adrian Mease
- Alice Jones
- Antoinette Waltman

Reservations Requests Scan Inventory More

If configured on your app, you also have the options to quickly filter the colleagues.

On the **All** tab, start typing the person's first name or surname in the search bar to find your colleague.

Colleagues

All Favorite

Adrian

14, Columbus Square

- Mease, A Adrian
Project manager
- Parking, A Adrian
Mechanical engineer

Reservatio... Requests Scan Inventory More

Select the person and view details such as phone number or current location:

Colleague details

Adrian Mease

General information

Position
Project manager

Department
Corporate Real Estate

Team
-

Space
0.21, Office

Property
Columbus Square

Phone number
+44 (0) 2075015000 

Email
Adrian.Mease@planon.co.uk 

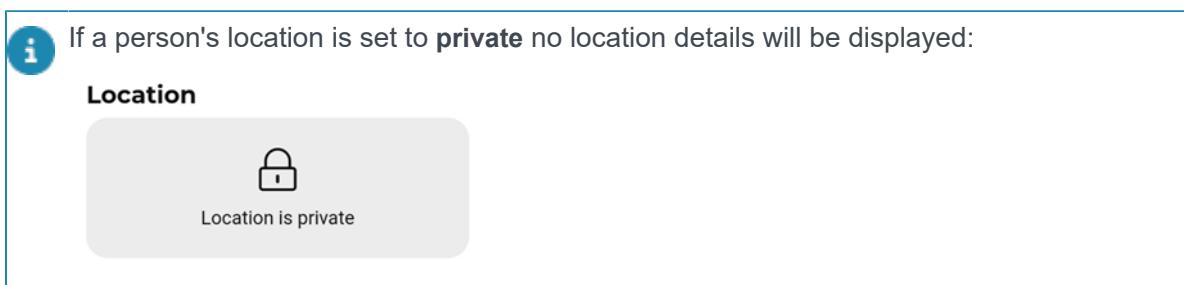
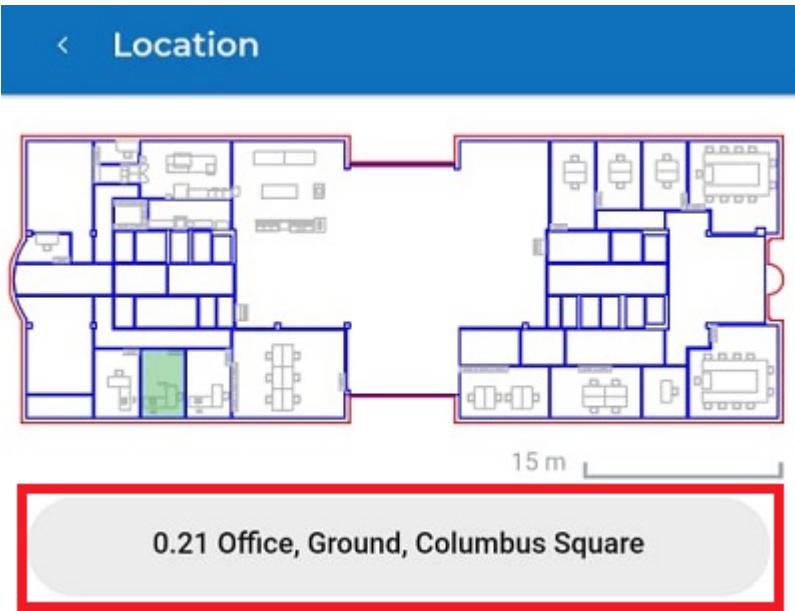
Location

 [View map](#) 

Click on **View map** to know the location of the colleague. The location of a colleague is shown in the CAD drawing as text (space, floor, property).



If the reserved workspace of a colleague has a reference to a fixed workspace in the Planon ProCenter, the desk will be highlighted on the floorplan.



Marking a colleague as favorite

In the Workplace solution, you can add the colleagues that you contact frequently to a list of *favorites*. This list will help you find their contact information and location more quickly.

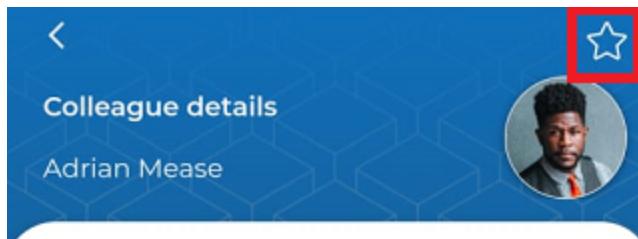
Procedure

1. In the search bar, start typing a person's first name or surname.

The screenshot shows a mobile application interface. At the top is a header with the word 'Colleagues' in white text on a blue background. Below the header is a search bar with the text 'Adrian' and a magnifying glass icon. To the right of the search bar is a clear button (an 'x'). Underneath the search bar are two tabs: 'All' and 'Favorite', with 'All' being the active tab. Below the tabs is a list of search results. The first result is highlighted with a blue background and a blue border around the location information. It shows a profile picture of a man, the name 'Mease, A Adrian', and the title 'Project manager'. The second result shows a profile picture of a man, the name 'Parking, A Adrian', and the title 'Mechanical engineer'. At the bottom of the screen are several icons: 'Reservation...', 'Requests', 'Scan', 'Inventory', and 'More'.

A list of co-workers that match the search criteria is displayed.

2. Select the person you are looking for.



General information

Position
Project manager

Department
Corporate Real Estate

Team
-

Space
0.21, Office

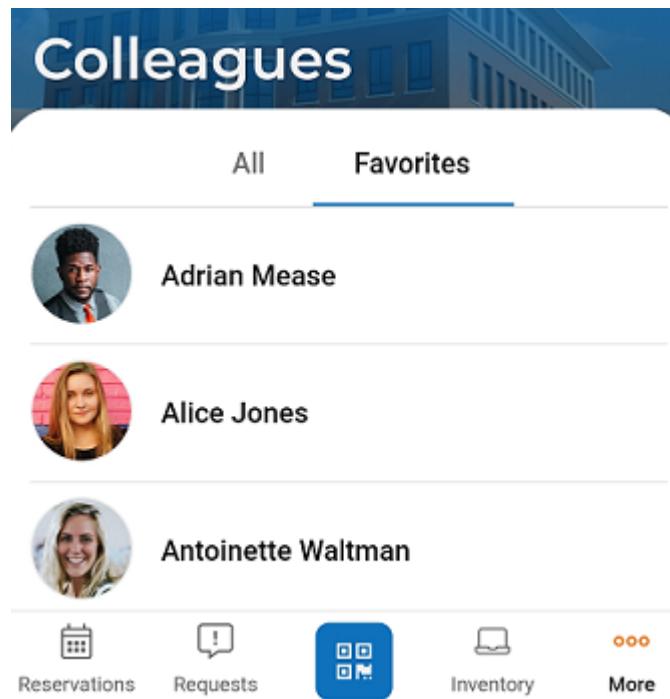
Property
Columbus Square

Phone number
+44 (0) 2075015000 

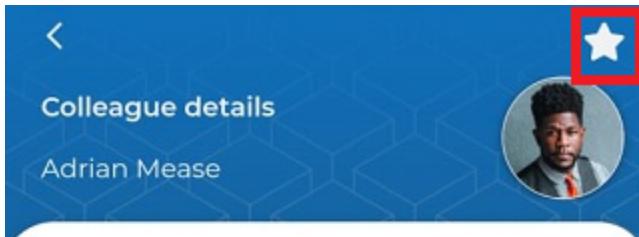
Email
Adrian.Mease@planon.co.uk 

3. Tap the Star icon at the top-right corner of your screen.

The colleague is marked as favorite and listed on the Favorite tab of the Colleagues module.



4. To remove a colleague from the list of favorites, click the Star icon at the top-right corner of your screen.



General information

Position

Project manager

Department

Corporate Real Estate

Team

-

Space

0.21, Office

Property

Columbus Square

Phone number

+44 (0) 2075015000

**Email**

Adrian.Mease@planon.co.uk



The colleague is removed from the Favorite tab of the Colleagues module.

Finding a colleague's location

Using the Planon app, you can quickly find out where a colleague is currently working or meeting.



Your colleagues may have blocked viewing their location via their privacy settings. In that case you cannot retrieve their current work location.

Procedure

1. In the Workplace solution , select the Colleagues module.
2. Select the person whose location you want to find.
3. At the bottom of the page, tap Location > View map.

The floor plan opens, with your colleague's current location highlighted.

Viewing a colleague's office attendance

The Workplace solution can help you find information on a colleague's office attendance, by displaying their upcoming space or workspace reservations.

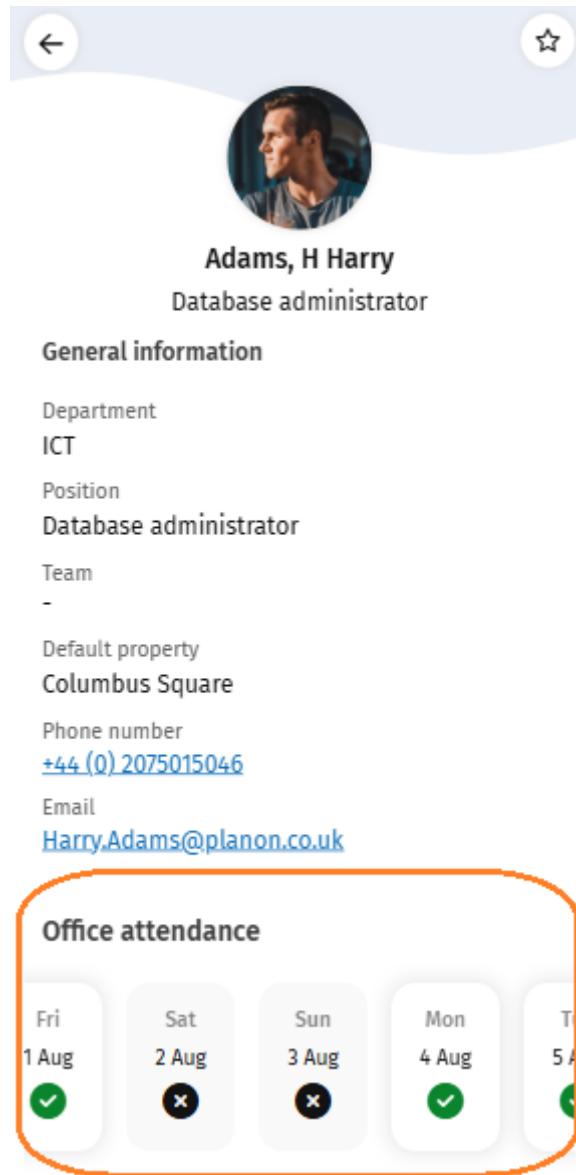


Your colleagues may have blocked viewing their office attendance via their privacy settings. In that case you cannot retrieve this information.

Procedure

1. In the Workplace solution , select the Colleagues module.
2. Select the person whose office attendance you want to view.
3. At the bottom of the page, view the Office attendance block.

Example:



The screenshot shows a colleague's profile page. At the top, there is a circular profile picture of a man, a back arrow icon, and a star icon. Below the profile picture, the colleague's name is displayed as "Adams, H Harry" and their title as "Database administrator". A section titled "General information" follows, containing the following details:

- Department: ICT
- Position: Database administrator
- Team: -
- Default property: Columbus Square
- Phone number: [+44 \(0\) 2075015046](tel:+4402075015046)
- Email: Harry.Adams@planon.co.uk

Below this information is a section titled "Office attendance" enclosed in an orange rounded rectangle. It shows a weekly calendar from Friday, 1 Aug to Tuesday, 5 Aug. The days are represented as rounded rectangles. The days from Friday to Monday have green checkmarks in their centers, while Saturday, Sunday, and Tuesday have black 'x' marks. The days are labeled as follows:

Day	Date	Status
Fri	1 Aug	✓
Sat	2 Aug	✗
Sun	3 Aug	✗
Mon	4 Aug	✓
Tue	5 Aug	✗

the green check-marked reservations represent the space or workspace reservations your colleague has made for the upcoming period.

4. Additionally, you can find your colleague's location per reservation on the floor plan.
5. Tap a green check-marked reservation on the Office attendance block to open the reservation details.
6.  Tap the Location icon:

The floor plan opens with your colleague's location for that reservation highlighted.

Bookings

Module in the Workplace solution that enables you to book meeting rooms, flexible workspaces or corporate assets.

The **Bookings** module is designed to support all activities that involve booking / making reservations.



The **Bookings** module can be installed as a replacement of the original [Reservations module](#) in the Planon Workplace solution . The two modules are very similar in functionality, but the **Bookings** module is less complex and has an improved user flow and visuals.

Booking start page

The **Bookings** module is easy to navigate and use.

The **Start** page welcomes you and shows your upcoming reservations for the day, as well as the recommended and extra booking options:



Hi, Alice

Upcoming

Show all →

Today 09:00

Reservation flexible works...
01.077, Flexible workspace
First, Columbus Square



Recommended options

Meeting room

Flex desk

Extra options

Office equipment

Cubicle

Classroom

Bookings

Requests

Scan

Reservations

More

At the top right, you can also select a **Show all** view that displays all your pending reservations, both current and in the future.

Depending on your app configuration, you may be able to access additional booking options on your start page. Such additions might for example include booking of a *Classroom*, *Office equipment*, *Cubicle* and so on.

Adding a booking

When you select the **Bookings** module in the Planon app, you will first be taken to the **Start** page. The **Upcoming** bookings and **Recommended options** are shown prominently. The **Extra** booking options, if available, are at the bottom of the page.



The procedure for booking is virtually identical for all booking options.

Use the following procedure to book a meeting room, flex desk or any other booking option, like, for example, office equipment.

Procedure

1. On the **Start** page, select a recommended booking option or an extra booking option, for example: **Meeting room** or **Flex desk**.

The Book rooms / Book flex desk page is displayed.

2. To search reservation units by availability, on the **Book rooms / Book flex desk** page, select **By availability** tab.



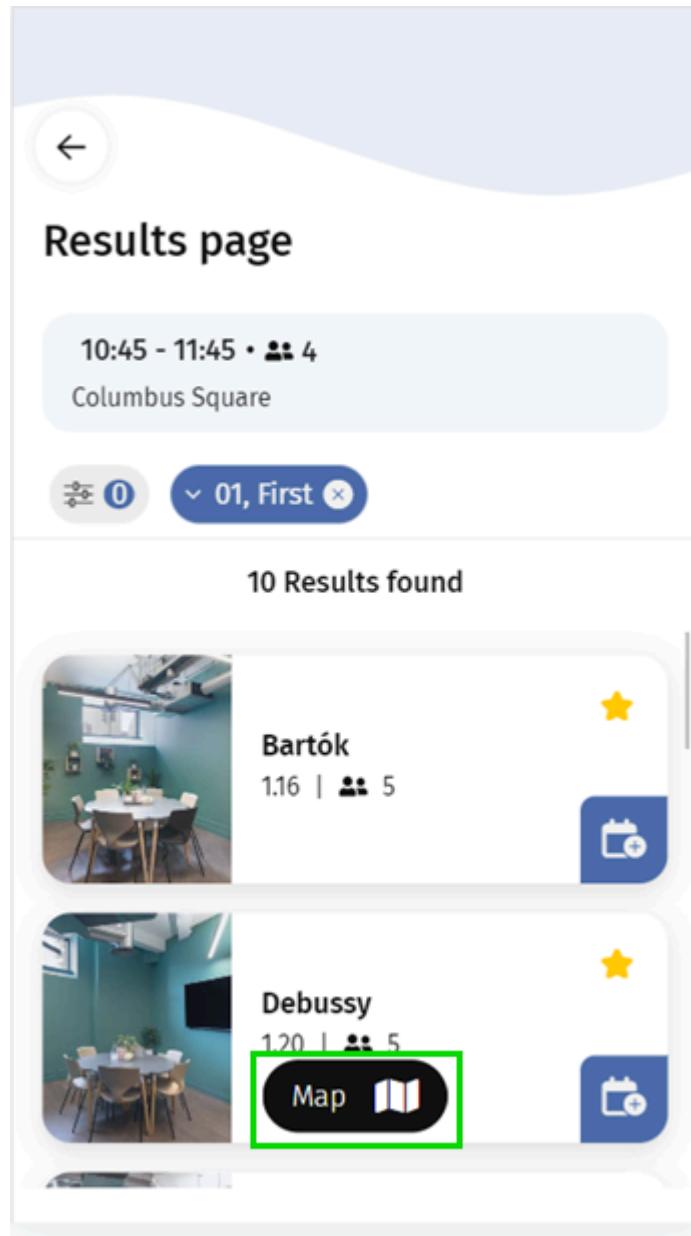
To search reservation units by location, see [Adding a booking - Search By location](#).

3. If you are booking a meeting room, enter a description for your booking in the **Title** field.
4. In the **Where** field, select the location for your meeting / flex desk (building and floor).
5. Select a time slot in the **When** field.
6. If you are booking a meeting room, select the number of people that will be present in the **How many people?** section.
7. Select **Show results**.

The Results page is displayed, with all available options for the selected time and location. If you 'favorite' one or more booking options, these can be easily identified in the list by a star icon. For quick and easy reference, favorite options are always shown at the top of the list.



- For searching reservation units by facilities, see [Searching for reservation units by facilities](#).
- If you leave the results page idle for longer than 5 minutes without actually booking, you must start over.



Results page

10:45 - 11:45 • 4 Columbus Square

0 01, First

10 Results found

Bartók
1.16 | 5 

Debussy
1.20 | 5 

Map 

i If you set the **Floor** filter to **All floors**, you can access a floor selector via the **Map** icon, in list view. You can subsequently select the relevant floor and go to the selected floor plan.

8. Now, you can immediately book by selecting the **Book now** button on the item of your choice:



9. Or ... you can view the **Details** of the room / flex desk, by selecting the relevant block.

Details about the selected room / flex desk are displayed, including information about facilities and any pending requests for this room.



Debussy

1 1.20 | 5

01, First, Columbus Square

Availability

There are no reservations

Facilities

Airconditioning

Beamer

ClickShare

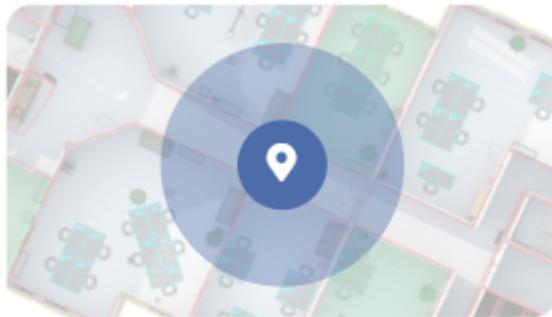
Conference cam

10. If you decide to mark the room / desk as a favorite, select this icon at the top right of the page:



11. To view location details before booking, select the **Location** block on the **Details** page and open the floor plan.

Location



Requests

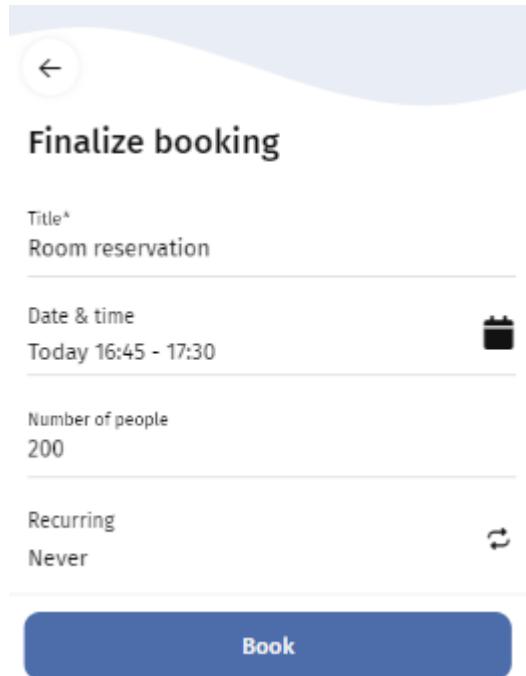
There are no requests pending

Create new request



You can click the **Create new request** button to add a new request for the selected room / flex desk. See [Creating a request](#).

12. Click **Continue**.



The image shows a 'Finalize booking' page. At the top is a back arrow. Below it is a title 'Finalize booking'. The page contains four input fields: 'Title*' with 'Room reservation', 'Date & time' with 'Today 16:45 - 17:30', 'Number of people' with '200', and 'Recurring' with 'Never'. At the bottom is a large blue 'Book' button.

Finalize booking

Title*
Room reservation

Date & time
Today 16:45 - 17:30

Number of people
200

Recurring
Never

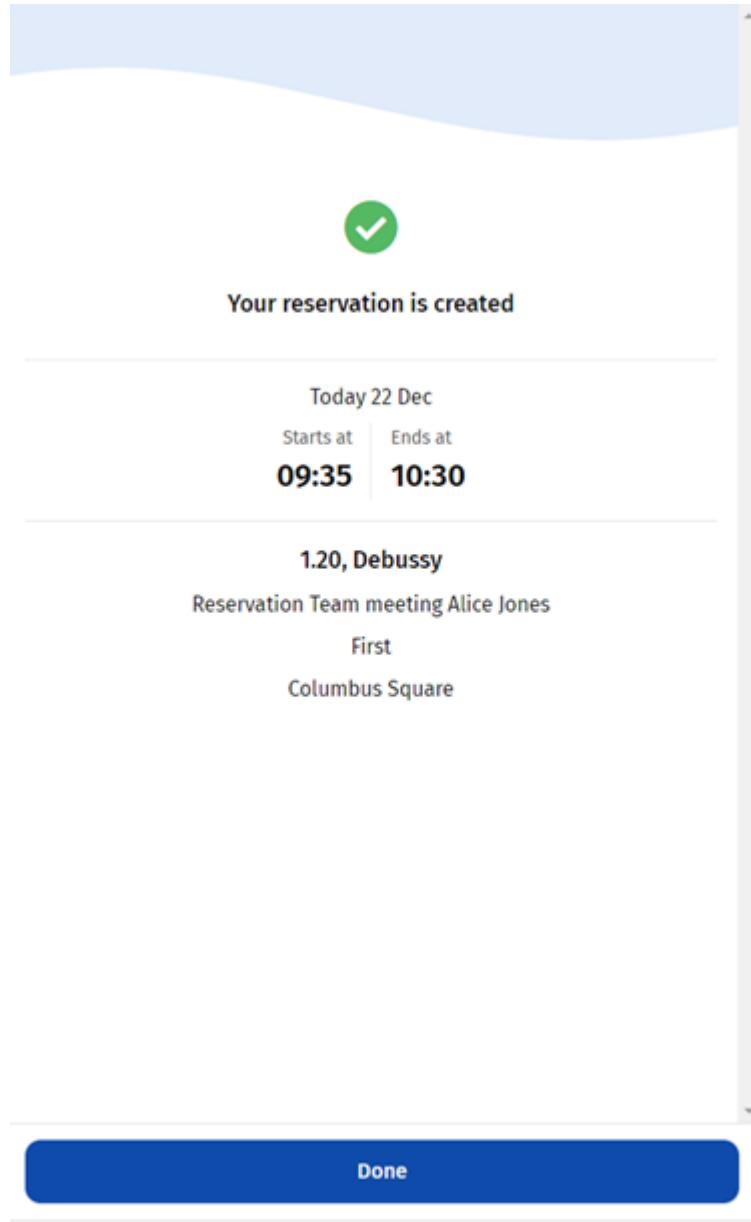
Book

A **Finalize booking** page is displayed.

13. Edit the fields as required and click **Book** to finalize your booking.



Your booking is confirmed.



14. Select **Done**.

You are redirected to the **Start** page. If you booked for the current date, your new reservation is shown in the **Upcoming** section on the start page. If you booked for a future date, you can find your new reservation under **All reservations**.

Adding a booking - Search By location

When the **Allow location-based search** field is set to **Yes** in the **Preferences** tab of the sub web definitions, you can search for space units and flexible workspaces by location and make a booking.

Procedure

1. On the **Book rooms / Book flex desk** page, select **By location** tab.
2. In the **Property** and **Floor** fields, select the required values.
3. Select **Show results**.

The **Results** page is displayed, with all available options. If you 'favorite' one or more booking options, these can be easily identified in the list by a star icon. For quick and easy reference, favorite options are always shown at the top of the list.

- For searching reservation units by facilities, see [Searching for reservation units by facilities](#).
- If you leave the results page idle for longer than 5 minutes without actually booking, you must start over.

4. Select the reservation unit from the list for which you want to make a booking.

Details about the selected room / flex desk are displayed, including information about facilities and any pending requests.

5. If you decide to mark the room / desk as a favorite, select this icon at the top right of the page:



6. To view location details before booking, select the **Location** block on the **Details** page and open the floor plan.

- You can click the **Create new request** button to add a new request for the selected room / flex desk. See [Creating a request](#).

7. Select **Proceed**.

A Finalize booking page is displayed.

8. Update the fields as required, then select **Book** to complete the booking.

- To book via a QR code, see [Making a reservation by scanning a QR code](#).

A confirmation message indicates that your booking has been successfully created.

9. Select **Close**.

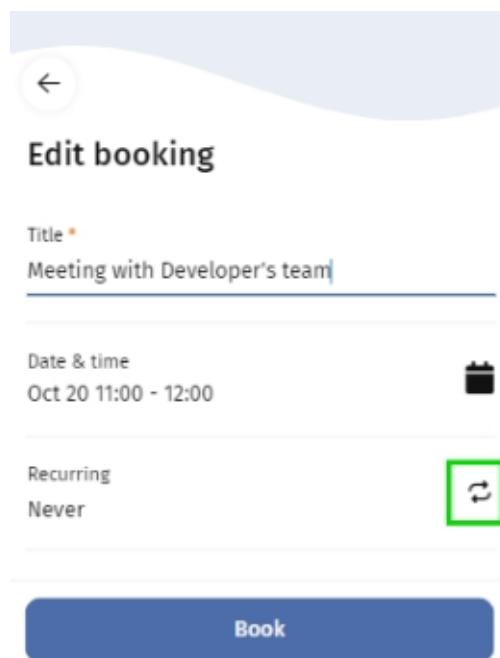
You are redirected to the **Start** page. If you booked for the current date, your new reservation is shown in the **Upcoming** section on the start page. If you booked for a future date, you can find your new reservation under **All reservations**.

Creating a recurrent booking

You can have a booking recur periodically, such as daily, weekly, monthly or on specified dates. This will result in a scheduled series of bookings for the selected interval.

1. On the **Reservation unit details** page, click the **Edit** button.

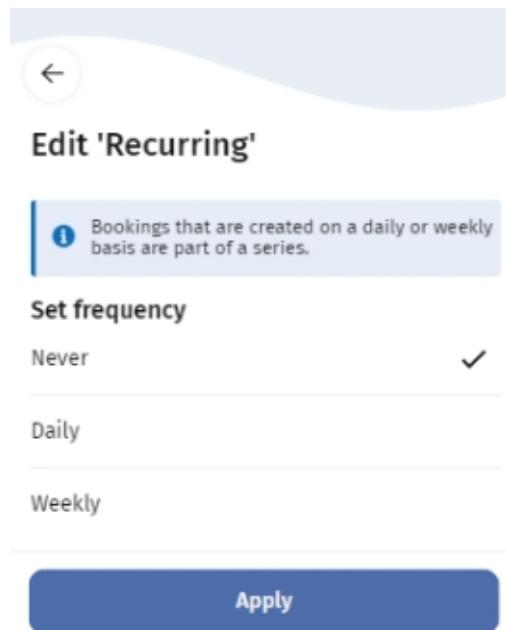
You will be directed to the **Edit booking** page.



The screenshot shows the 'Edit booking' page. At the top, there is a back arrow icon and the title 'Edit booking'. Below the title, there is a 'Title' field with a red asterisk, containing the text 'Meeting with Developer's team'. Underneath the title is a 'Date & time' field showing 'Oct 20 11:00 - 12:00' with a calendar icon. Below the date and time is a 'Recurring' field with a dropdown menu showing 'Never', which is highlighted with a green box. At the bottom of the page is a large blue 'Book' button.

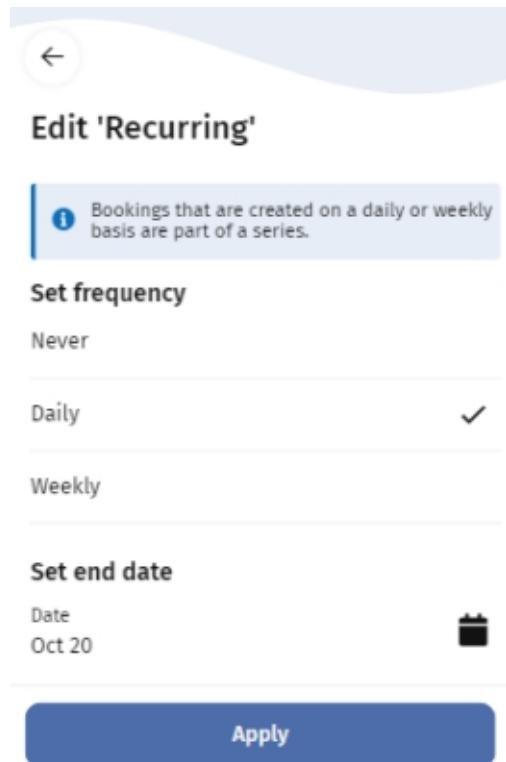
i The **Title** field is pre-filled with the reservation unit's **Standard order** description.

2. Enter the number of people in the **Number of people** field for whom a space unit is booked. For more information about configuring **Number of people** field, see Adding 'Number of people' field to the 'Edit Booking' page.
3. To make a recurrent booking, click the icon with the 'make recurring' symbol.



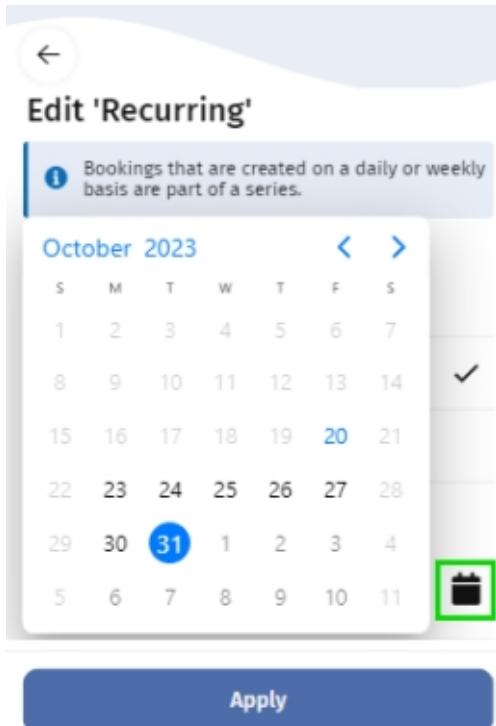
The **Edit 'Recurring'** page is displayed.

4. Select the frequency: **Daily** or **Weekly**.



The **Set end date** field appears.

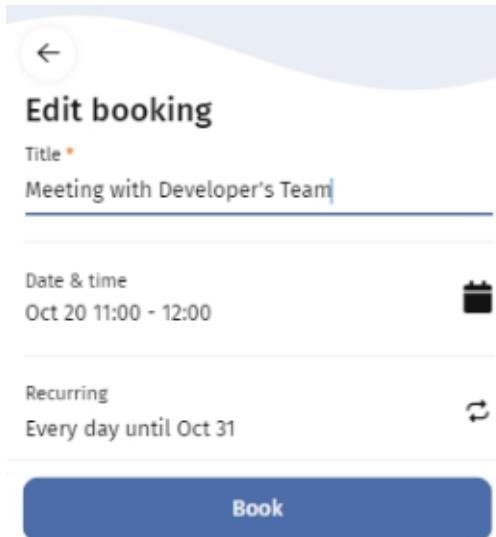
5. Click the calendar symbol on the **Set end date** field and select the end date on the calendar displayed.



i The number of days shown here depends on your configuration. For more information, see [Adding a sub to a Bookings web definition](#).

6. Click **Apply**.

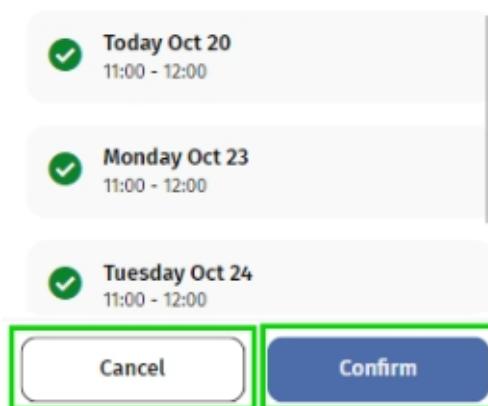
The **Edit booking** page is displayed with your preferences for the booking.



7. Check whether the mandatory fields are updated and click **Book**.

Overview

1.20, Debussy | 5
01, First, 14, Columbus Square
8 Occurrences



Today Oct 20
11:00 - 12:00

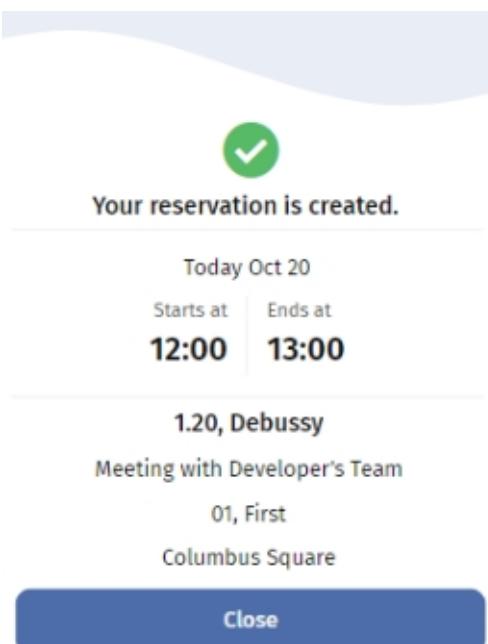
Monday Oct 23
11:00 - 12:00

Tuesday Oct 24
11:00 - 12:00

Cancel Confirm

The **Overview** page is displayed, showing the new recurring bookings and their details.

8. Click **Confirm** to finalize the booking or **Cancel** to abort.



Your reservation is created.

Today Oct 20

Starts at 12:00 Ends at 13:00

1.20, Debussy

Meeting with Developer's Team

01, First

Columbus Square

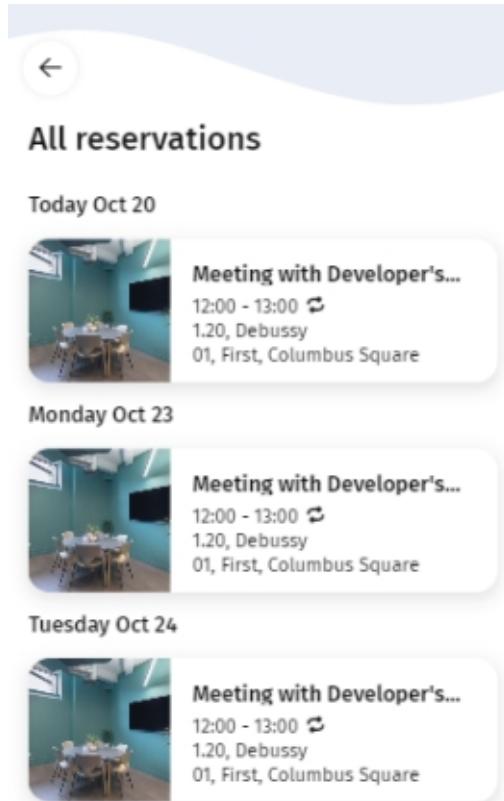
Close

A confirmation is displayed that the booking was successful.

9. Select **Close**.

You are redirected to the **Start page**. If your recurring bookings include a booking for the current date, it is shown in the **Upcoming section**.

 Click **Show all**, to display all your future occurrences and bookings on the **All reservations** page.



The screenshot shows the 'All reservations' page with three recurring meetings listed:

- Today Oct 20**: Meeting with Developer's... (12:00 - 13:00, 1.20, Debussy, 01, First, Columbus Square)
- Monday Oct 23**: Meeting with Developer's... (12:00 - 13:00, 1.20, Debussy, 01, First, Columbus Square)
- Tuesday Oct 24**: Meeting with Developer's... (12:00 - 13:00, 1.20, Debussy, 01, First, Columbus Square)

Searching for reservation units by facilities

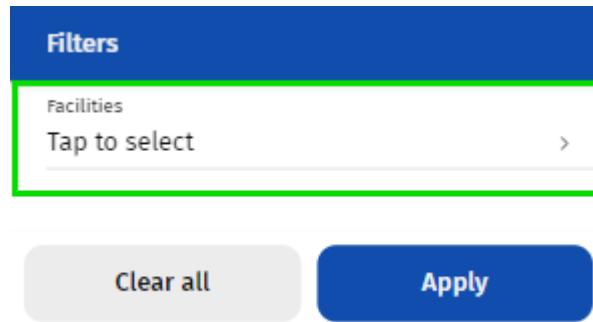
In the Planon app, you can filter the reservation units based on their facilities, allowing you to quickly find the reservation units that meet your requirements.

Procedure

1. On the **Bookings** module start page, create a new reservation for a meeting room or a similar reservation unit.
2. On the **Book [...]** page fill in the search criteria as required and select **Show results**.
- 3.

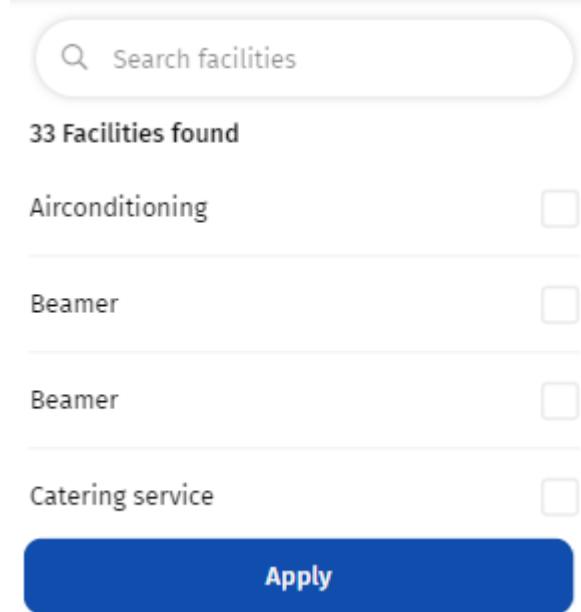
On the **Results page**, click  the filter button.

The **Filters** page is displayed.



4. Tap the **Facilities** option.

The Facilities list page is displayed.



5. Select the required facilities and click **Apply**.

The Filters page is displayed along with the selected facilities in the Facilities option.

33 Facilities found

Airconditioning	<input checked="" type="checkbox"/>
Beamer	<input checked="" type="checkbox"/>
Beamer	<input type="checkbox"/>
Catering service	<input type="checkbox"/>

Apply

Filters

Facilities

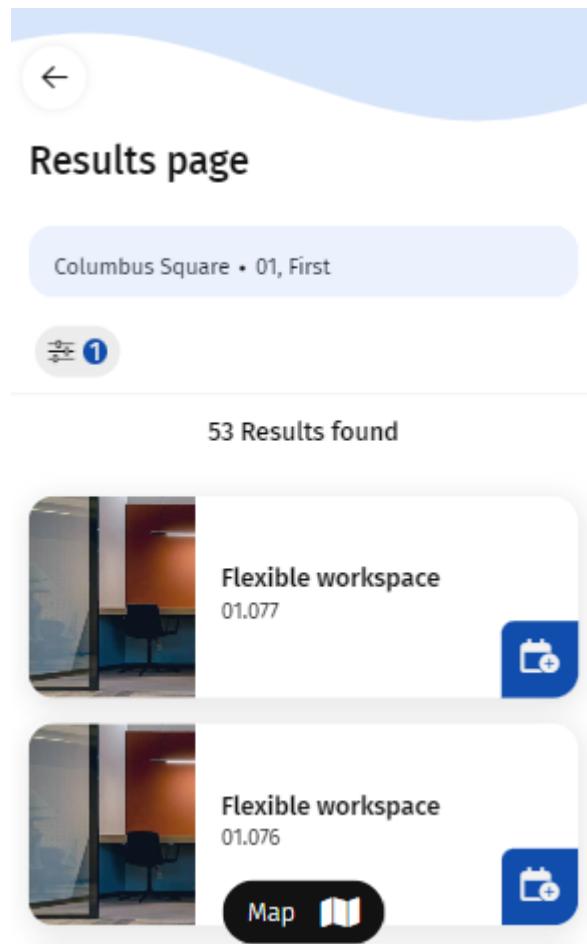
A50, Airconditioning, 3 more ✖️ >

Clear all **Apply**

i The **Search** field allows you to search for facilities by typing (part of) the name in the field.

6. Click **Apply**.

The reservation units with the selected facilities are now displayed.



7. Select a reservation unit and select **Book**.

Making a reservation by scanning a QR code

You can book a meeting room or flexible workspace on the spot by scanning the QR code that is available at the room or desk.

Procedure

1. On site, scan the QR code of the meeting room or flexible workspace that you want to book.

The reservation unit's details are displayed.



Flexible workspace

1 01.088

01, First, Columbus Square

Availability

There are no reservations

Facilities

Hand sanitiser

Network connection

USB connection

Today

15:00 - 16:00

[Adjust](#)

[Book](#)

2. To select date and time slot, click Adjust booking link at the bottom of the page.

The Adjust booking page is displayed.



Date & time
Jun 27 15:00 - 16:00



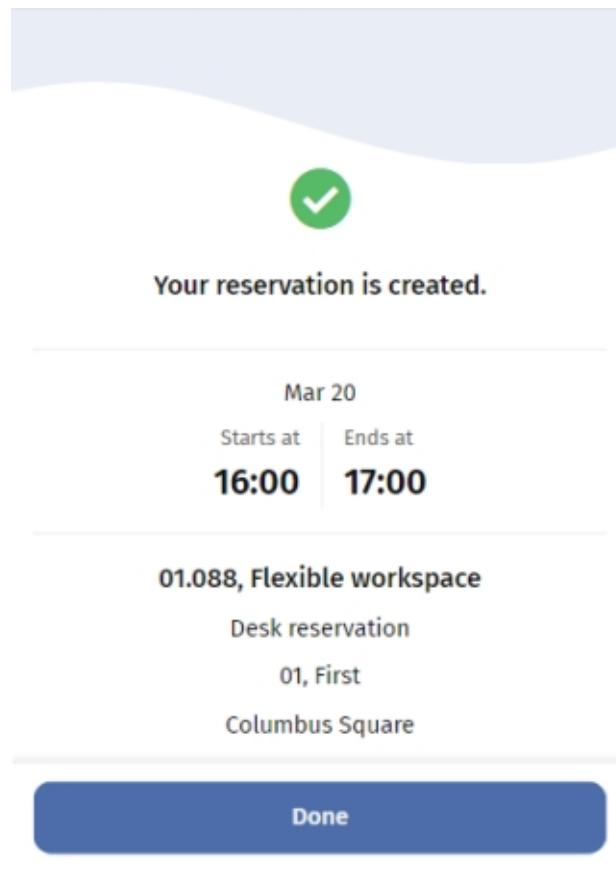
Book

3. Select a date and time and click Save.

You are redirected to the reservation unit details, with an updated date and time.

4. Click **Book** to finalize the reservation.

You get a confirmation that the reservation is created.





If you make a reservation within 15 minutes from the start of the reservation, you get a confirmation that the reservation is created and you are automatically checked in.



Your reservation is created and you are
checked-in

Today Mar 20

Starts at Ends at

15:00 16:00

01.088, Flexible workspace

QR booking Desk reservation

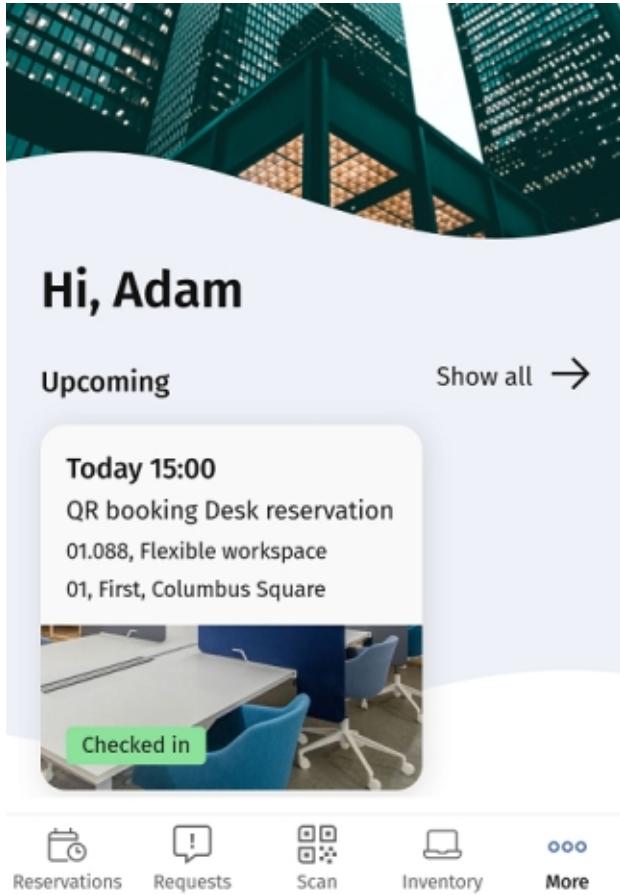
01, First

Columbus Square

Done

5. Select Done.

You are redirected to the Start page. Your new reservation is in the Upcoming section.



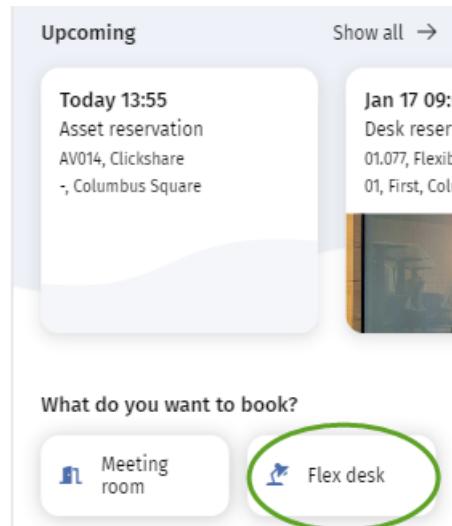
i When you scan the QR code of a meeting room, or make a room reservation, a Microsoft Teams link will be added to the booking.

Reserving a desk near a colleague

In the **Bookings** module, you can reserve a desk near a colleague.

Prerequisite: Your application manager must allow this by setting the **Enable booking near colleague?** field to **Yes** in the Live app configuration. For more information, see [Adding a sub to a Bookings web definition](#).

1. On the **Bookings** module start page, click the **Flex desk** button.



You will be directed to the **Find colleague** page.

2. Tap the calendar, select the date you want to book a flex desk and tap **Set**.

i By default, the property filter shows your location, and the available options filter displays **All colleagues**. You can adjust both filters to your preferences. For example by selecting the **Show favorites** option for colleagues. To mark colleague as favorite, see [Marking a colleague as favorite](#).

3. Find your colleague by browsing the list or by typing their first name or surname into the **Find colleagues** search bar.
4. Select the colleague near whom you want to reserve a desk.

The **Bookings by colleague** overlay is shown.

i If the colleague has no reservation on the selected date, they cannot be selected. The colleague's status is shown as **Not in the office**. Additionally, if the colleague's privacy setting is set to hidden, you will see the text **Location hidden**.

5. Select the colleague's booking.

The **Results page** opens.

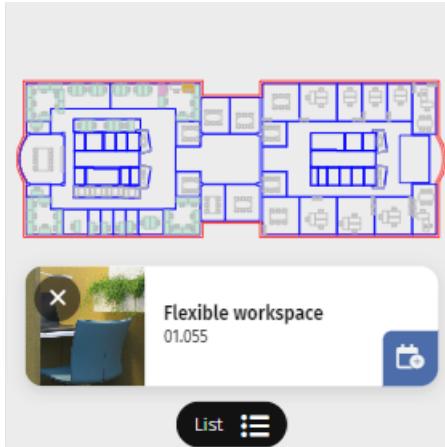
6. Tap on the **Map** icon at the bottom of the page to see your colleague's desk location on the map.

A floor plan is displayed, highlighting (in amber) the location of your colleague's desk. The location is automatically zoomed in, making the location on the floorplan more clearly visible.

7. Select an available desk (marked green) near your colleague.

A flexible workspace pop-up is shown.

8. Select the pop-up and tap **Book** to book the selected desk.



A confirmation page is shown with your reservation details.

9. Tap **Close**.

You are redirected to the **Start page. Your new reservation is displayed in the **Upcoming** section.**

Editing a booking

You can update the details of an existing booking. The editing option is available for all types of bookings.

Procedure

1. On the start page, select the booking you want to edit.
2. On the **Book [...]** page select the **Edit** button.
3. On the **Edit [...]** page, make the necessary edits.
4. Select **Update**.

You get confirmation that the update was successful.

5. Select **Done**.

Editing a recurrent booking

You can update the details of an existing recurrent booking. The editing option is available for all booking types.

1. On the **All reservations** page, select the reservation you want to edit.
The **Reservation details page is displayed.**



Meeting with Developer's Team

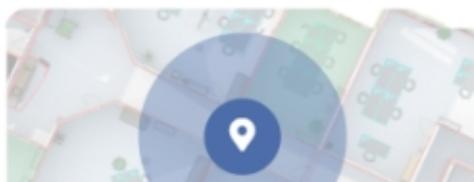
Monday Oct 23 | 12:00 - 13:00

1.20, Debussy | 5

01, First, Columbus Square

Recurring until Oct 31

Location

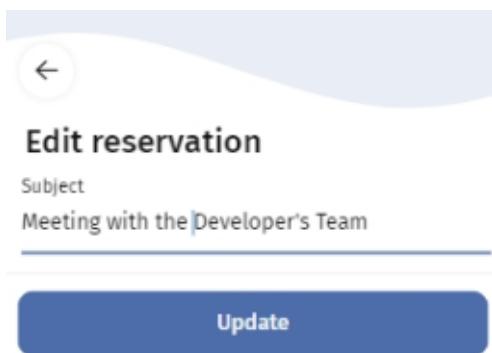


Cancel

Edit

2. Click **Edit**.

The **Edit reservation** page is displayed.



3. Edit the fields as required and tap **Update**.



If you edit the last booking in the series, no pop-up is displayed and you get direct confirmation that the booking is updated.

A confirmation is displayed.



Confirmation

Do you want to modify future reservations as well with these changes?

No

Yes

4. Select **Yes** to apply the changes to future reservations for this recurrence, or select **No** to cancel.

You get confirmation that the bookings are updated.

5. Tap **Close**.

You are redirected to the Start page. You can find all your updated reservations under All reservations page.

Canceling a recurrent booking

You can cancel an existing recurrent booking. The canceling option is available for all booking types.

1. On the **All reservations** page, select the reservation you want to cancel.

The Reservation details page is displayed.



Meeting with Developer's Team

Monday Oct 23 | 12:00 - 13:00

1.20, Debussy | 5

01, First, Columbus Square

Recurring until Oct 31

Location

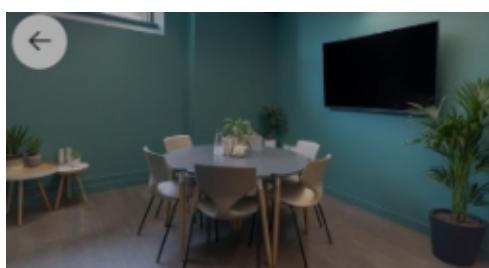


Cancel

Edit

2. Click **Cancel**.

A **Confirmation** is displayed.



Meeting with the Developer's ...

Monday Oct 23 | 12:00 - 13:00

Confirmation

[Cancel this booking](#)

[Cancel series](#)

[Close](#)

3. Select **Cancel this booking** to cancel the selected booking or **Cancel series** to cancel the entire booking series; select **Close** if you want to abort the operation.

A Cancel booking pop-up is displayed.

4. Select **Yes** to cancel or **No** to abort the operation.

You are redirected to the All reservations page and you get a confirmation that the booking(s) is/are canceled.

Checking in

By checking in, you confirm your presence at the booked meeting room or workspace. If you already have created a booking via your mobile app, Planon Self-Service or Outlook, just follow step 1 to check in. To make an instant reservation upon arrival and also check in, see steps 2 and 3.

Procedure

1. When you arrive at the room / workspace, check in by scanning its QR code.

Check-ins are possible from 15 minutes before the start of the reservation, but also if a reservation has already started.

2. To make an *instant reservation* upon arrival at a meeting room / flexible workspace and check in immediately, scan the QR code.
3. Next, click Book (for a meeting room) or Claim (for a flexible workspace).

If QR code scanning is not used for checking in, app users can claim / book a workspace / room by tapping the button.

Requests

Module in the Workplace solution that enables you to view the progress of your outstanding requests and to report new issues / submit new requests.

The **Requests** module is designed to check the progress of the requests you have submitted. To submit new requests, see: [Creating a request](#).

Your requests are categorized by status:

- **Reported**
- **In progress**
- **Completed**



Requests

› **Reported (9)**

› **In progress (1)**

› **Completed (0)**

Create request



You can expand / collapse the requests by using and icons.



Requests

Reported (9)

Cleaning request

310.00

-

-

Columbus Square

-

Cleaning request

312.00

-

2.26, Conference room

Columbus Square

-

Create request



Bookings



Requests



Scan



Inventory



More

Tap a request to view its details.



Request details

Messages



Request details block

Number

522.00

Status

RQ10, Reported *

Asset ID

-

Space

0.21, Office

Property

14, Columbus Square

Reported on

11/09/2024 03:00

Technically completed on

-

Comment

-

Creating a request

In the Workplace solution , you can add a service request for a meeting room / workspace or report an issue that you have encountered there.

Procedure

1. At the bottom of your screen, tap Create request.



Requests

▼ Reported (9)

Cleaning request

310.00

-

-

Columbus Square

-

Cleaning request

312.00

-

2.26, Conference room

Columbus Square

-

Create request



Bookings



Requests



Scan



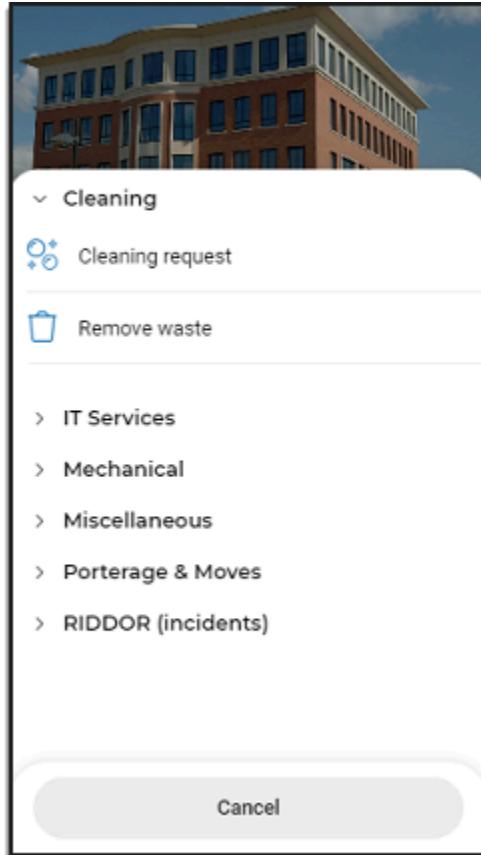
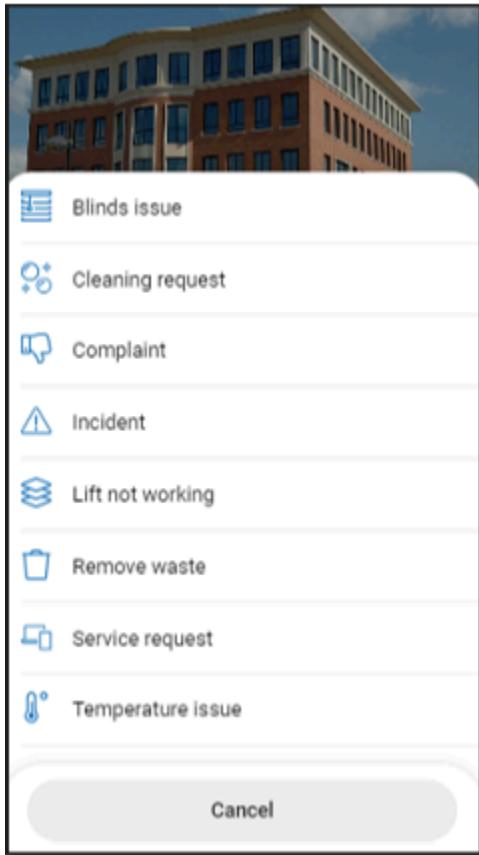
Inventory



More

The New request page is displayed.

2. Select the drop-down of a relevant category, for example Cleaning, and tap the request form, for example:



X Remove waste

Request information

Created by
Adam, Weasly

Property *
Columbus Square ✖ ➤

Space
0.16, Office ✖ ➤

Asset
Tap to select ➤

Additional information

Description
Waste removal request

Comment

Photo(s)
+ Add photo

Create

3. Fill in data on the form and add a photo, if required.

i The property is automatically filled with your location (location settings in the Workplace solution). However, if you open a request form by scanning an asset / space, the property and space of the scanned asset / space are filled in.

4. Tap Create.

Remove waste

Description
Waste removal request

Comment
Paper recycling container is full

Photo(s)
+ Add photo

Create

The request is added to the Reported section. The back-office can now start working on it.

Adding / Viewing communication logs - Requests

This section describes how to add or view all relevant communications regarding the selected request in the Workplace solution .

Adding / Viewing an image

You can add / view images regarding the selected request. This block can be used for the internal communication between you and your co-workers.

1. On the Request details page, select the Images block.

The Request - communication log page is displayed. You can view the existing images.

2. Tap Add image.
3. From the pop-up select:
 - Take photo, to access your device's camera;
 - Photo from library, to select an existing image from your device's photo library.

 The supported file types are: .jpeg,.jpg, .png

4. Enter a Description and optional Comments.
5. Select Upload.



To enable or disable notifications when a image is added to the communication log of a request, refer to the **Receive communication log notifications?** field description in [Requests - web definition fields](#).

The image is added to the request. The back-office will receive a communication log with the new image.

Adding / Viewing a message

You can add / view messages regarding the selected request. This block can be used for the internal communication between you and your co-workers.

1. On the Request details page, select the Messages block.
The Request - communication log page is displayed. You can view the existing messages.
2. To add message, enter your message in the text field at the bottom of the screen.
3. Select the Upload button to add your message to the request.



To enable or disable notifications when a message is added to the communication log of a request, refer to the **Receive communication log notifications?** field description in [Requests - web definition fields](#).

Co-workers working on the same request will see the new message directly. The messages are also logged at the back-office, as communication logs.

Adding / Viewing a document

You can add / view documents regarding the selected request. This block can be used for the internal communication between you and your co-workers.



The following file types are supported: .rtf,.doc,.docx,.txt,.ppt,.pptx,.xls,.xlsx,.pdf.

1. On the Request details page, select the Documents block.
The Request - communication log page is displayed. You can view the existing documents.
2. Select the **Add document** button at the bottom of the screen..
3. On the **Add document details** page, enter a **Description**.
4. In the **Document(s)** field select **Add document**.
5. From the **Available options** pop-up, select **From files**.
6. Open the document from the relevant location on your device.
7. Select **Upload**.



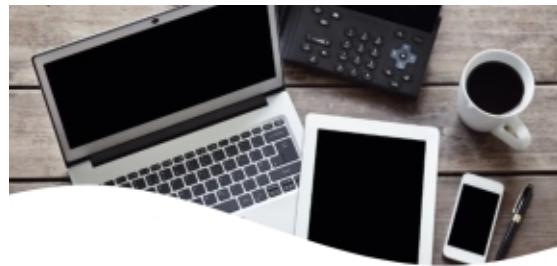
To enable or disable notifications when a document is added to the communication log of a request, refer to the **Receive communication log notifications?** field description in [Requests - web definition fields](#).

The document file is added to the request. The back-office can access the new document via the communication logs on the request.

My inventory

Module in the Workplace solution that helps you find information on your personal inventory items.

The **My inventory** module is designed to help you find information on your personal inventory, such as office furniture, electronic devices etc.



Inventory

Desk, electrically adjustable
TAB002474

Ergonomic office chair
ARBO002473

Headset
APP0003

Laptop

Bookings Requests Scan Inventory More

The search field in the **My inventory** module enables you to quickly find your personal inventory items in the list.

If configured on your app, you also have the options to quickly filter on available Assets or on other Properties and Spaces than the current.

The module also enables you to:

- view previously submitted requests on your inventory items
- submit new service requests related to your inventory items



Laptop

General information

Code

APP0001

Date first used

5/21/2018

Brand

Dell

Comment

-

Reported incidents

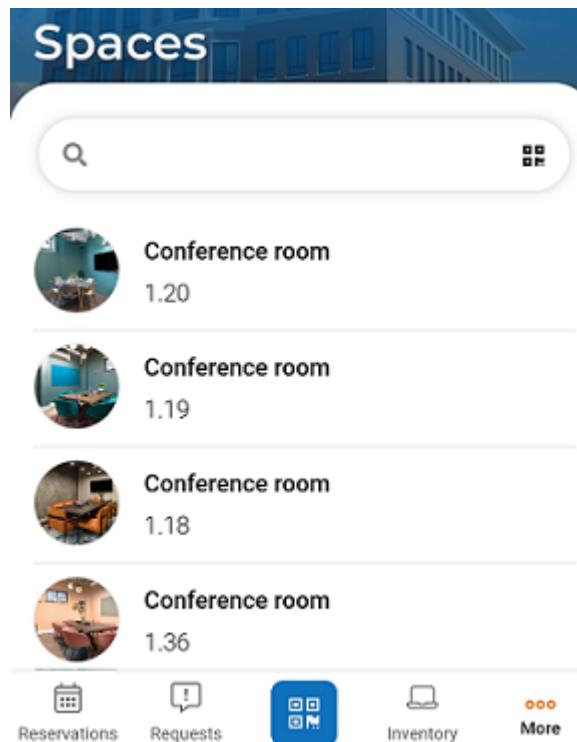
No reported incidents

[Request](#)

Spaces

A module in the Workplace solution that enables you to view spaces in the building.

The **Spaces** module is designed to view the list of available spaces in the building. The **Search field** allows you to search for spaces by entering a code or name of a space in the field.



If you tap a space you will see the details of the room. Location block will give access to the space's floorplan. If any request is submitted for the space you can see them below the **Reported incidents**. You can also submit a new requests, see: [Creating a request](#).



Space details

General information

Space number

1.17

Floor

01, First

Property

Columbus Square

Comment

Location



Reported incidents

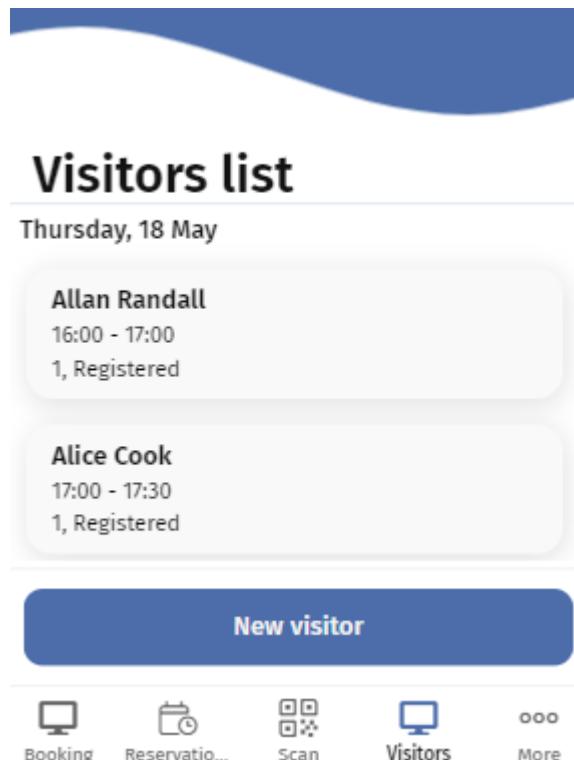
[Request](#)

Visitors

Visitors are individuals who are not regular employees of the organization, but who come to a company / organization with a specific purpose, for example to meet with people who are employed there.

The Workplace solution includes a **Visitors** module that enables you to register your visitors and to view already scheduled visitors.

The **Start** page shows your future visitors. You can register new visitors by using the **New visitor** button. See [Adding a visitor](#). For information on canceling a visitor's registration or editing visitor data, see [Canceling a registered visitor](#) and [Editing visitor data](#).



Visitors list

Thursday, 18 May

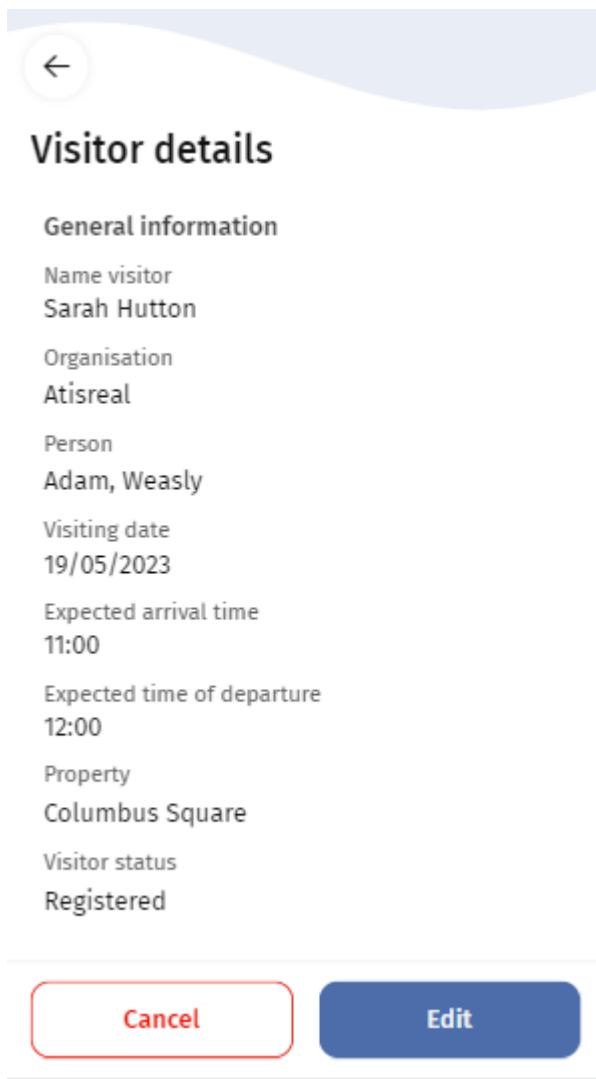
Allan Randall
16:00 - 17:00
1, Registered

Alice Cook
17:00 - 17:30
1, Registered

New visitor

Booking Reservation Scan **Visitors** More

You can view the visitor's details by clicking on the visitor's block.



A screenshot of a mobile application showing 'Visitor details'. At the top is a back arrow. The title 'Visitor details' is in bold. Below it is a section for 'General information'. The form fields and values are:

Name visitor	Sarah Hutton
Organisation	Atisreal
Person	Adam, Weasly
Visiting date	19/05/2023
Expected arrival time	11:00
Expected time of departure	12:00
Property	Columbus Square
Visitor status	Registered

At the bottom are two buttons: 'Cancel' (red outline) and 'Edit' (blue).

Adding a visitor

In the Workplace solution > **Visitors** module, you can register your visitor(s).

Procedure

1. In the **Visitors** module, tap New visitor at the bottom of your screen.



Visitors list

Thursday, 18 May

Allan Randall

16:00 - 17:00

1, Registered

Alice Cook

17:00 - 17:30

1, Registered

New visitor



Booking



Reservatio...



Scan

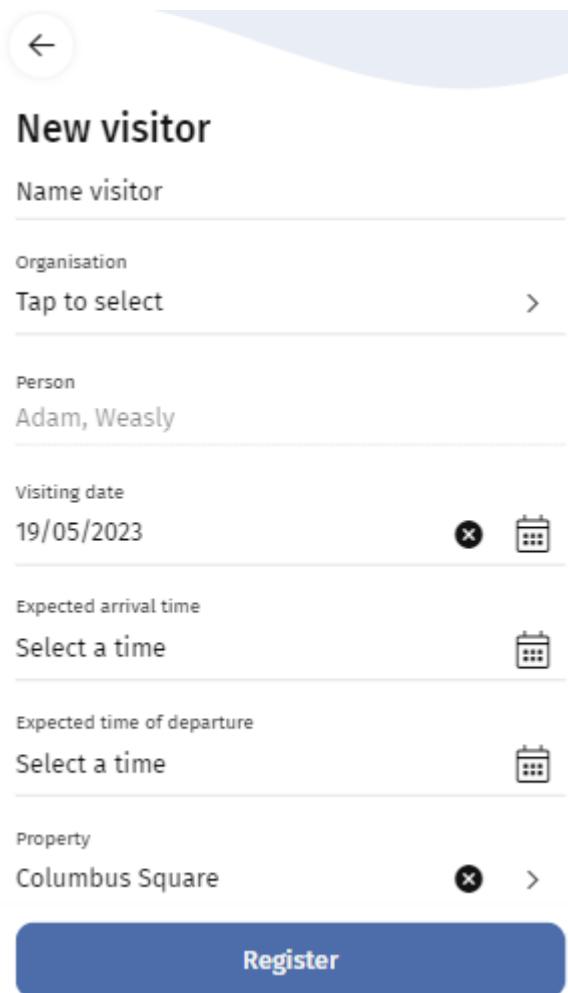


Visitors



More

The New visitor page is displayed.



A screenshot of a mobile application for registering a new visitor. The screen has a light blue header with a back arrow. Below the header, the title 'New visitor' is displayed in bold. The form consists of several input fields: 'Name visitor' (with a placeholder 'Tap to select'), 'Organisation' (with a placeholder 'Person' and a value 'Adam, Weasly'), 'Visiting date' (set to '19/05/2023' with a calendar icon and a clear button), 'Expected arrival time' (with a placeholder 'Select a time' and a calendar icon), 'Expected time of departure' (with a placeholder 'Select a time' and a calendar icon), and 'Property' (set to 'Columbus Square' with a clear button and a right arrow). At the bottom is a large blue 'Register' button.

2. Enter the visitor's name in the Name visitor field.

i The **Person**, **Visiting date** and **Property** fields are automatically filled in accordance with your settings in the Workplace solution . For more information about settings, see [Generic features and settings](#). You can edit the **Visiting date** and the **Property** fields as required.

3. Select the visitor's arrival and departure times in the Expected arrival time and Expected time of departure fields.
4. Click Register.

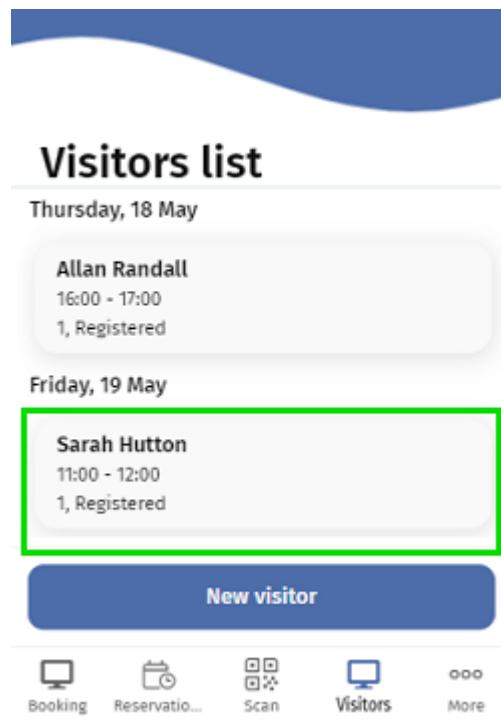
You are redirected to the Start page and you get a confirmation that the Visitor registered. Your new visitor is shown in the Visitors list.

Editing visitor data

In the Workplace solution , you can update a registered visitor's details.

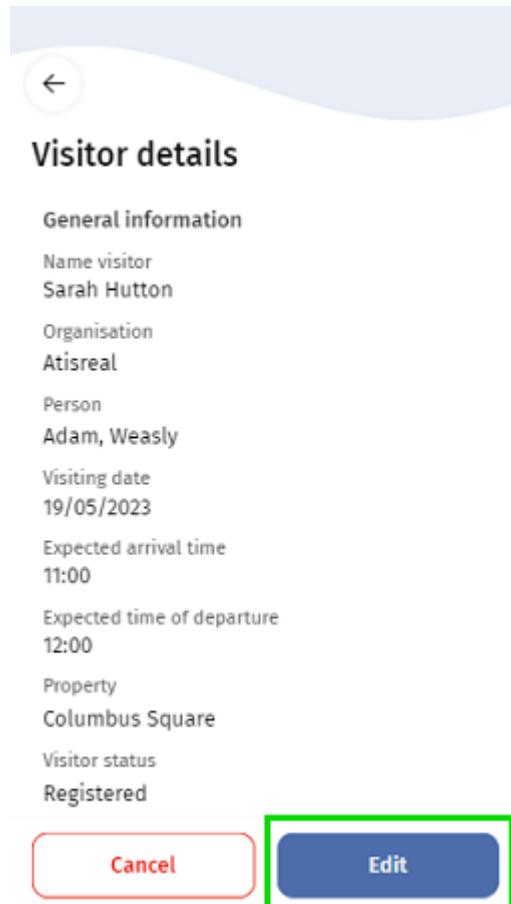
Procedure

1. On the **Start** page, select the visitor whose details you want to edit.



The screenshot shows a mobile application interface for managing visitors. At the top, a blue header bar is partially visible. Below it, the title "Visitors list" is displayed in a bold, black font. Underneath the title, the date "Thursday, 18 May" is shown. A list item for "Allan Randall" is listed with the time "16:00 - 17:00" and the status "1, Registered". Below this, the date "Friday, 19 May" is shown. A list item for "Sarah Hutton" is listed with the time "11:00 - 12:00" and the status "1, Registered". This list item is highlighted with a green rectangular box. At the bottom of the list, there is a blue button labeled "New visitor". Below the list, there is a navigation bar with five items: "Booking" (calendar icon), "Reservatio..." (calendar icon), "Scan" (qr code icon), "Visitors" (monitor icon), and "More" (three dots icon).

The **Visitor details** page is displayed.



2. Tap Edit.
3. On the **Edit visitor** page, update the fields as required.
4. Tap Update.

You are redirected to the **Start** page and you get confirmation that the details are updated. The selected visitor's details are updated and shown in the **Visitors** list.

Canceling a registered visitor

In the Workplace solution > **Visitors** module, you can cancel a registered visitor.

Procedure

1. On the **Start** page, select the visitor whose registration you want to cancel.

Visitors list

Thursday, 18 May

Allan Randall
16:00 - 17:00
1, Registered

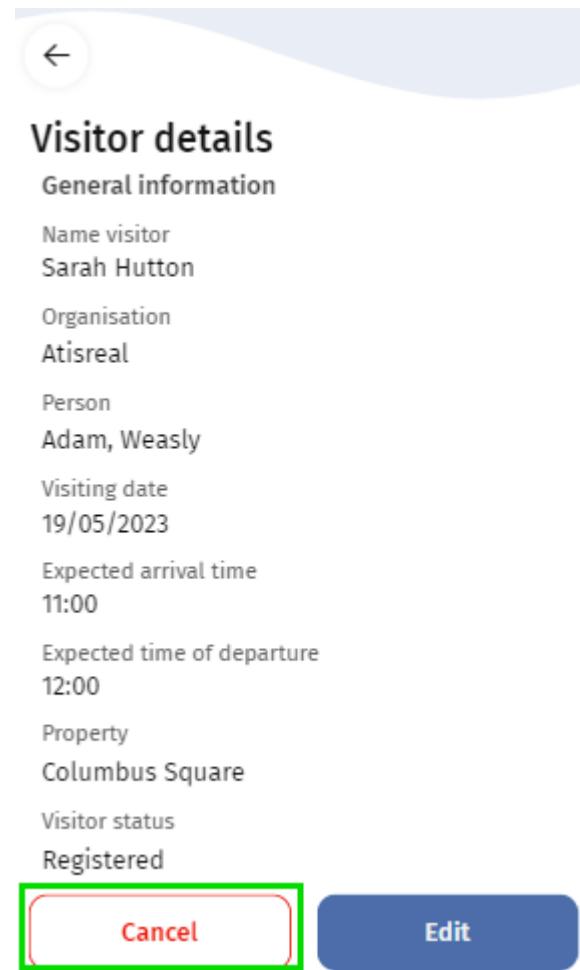
Friday, 19 May

Sarah Hutton
11:00 - 12:00
1, Registered

New visitor

Booking Reservation... Scan Visitors More

The Visitor details page is displayed.



2. Tap Cancel.
3. In the **Cancel visitor** pop-up, select **Yes** to continue and/or **No** to abort.

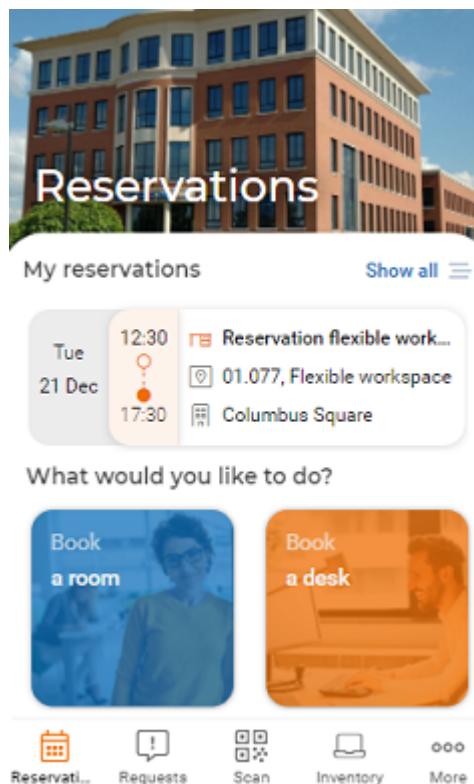
If you cancel, you are redirected to the Start page and you get a confirmation of the cancellation. The visitor is removed from the Visitors list.

Reservations

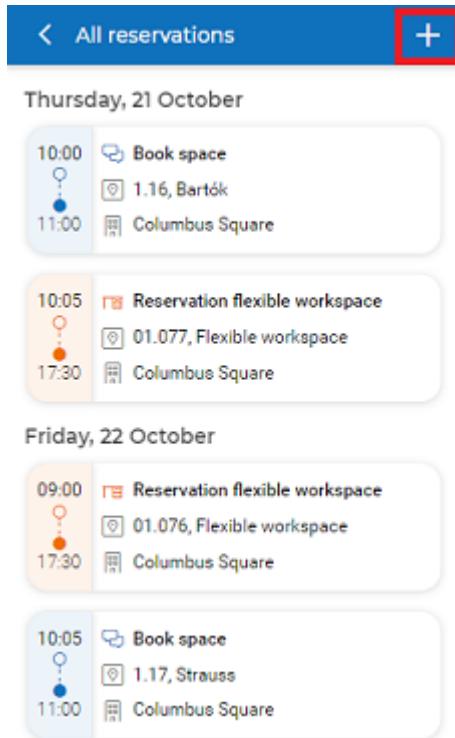
Module in the Workplace solution that enables you to book meeting rooms or claim flexible workspaces.

The **Reservations** module is designed to support activities that involve booking / making reservations. Bookable spaces can either be meeting rooms (space units) or flexible workspaces (desks).

 Currently, an innovated version of the [Reservations module](#) is available in the Workplace solution : the **Bookings** module. The two modules are very similar in functionality, but the **Bookings** module is less complex and has an improved user flow and visuals. See: [Bookings](#).



The app shows your upcoming reservations at **My reservations**. It also includes a **Show all** view that displays all pending reservations.



Booking reservation units (meeting rooms or desks)

In the **Reservations** module, you can immediately start booking a meeting room (space unit) or a desk (flexible workspace).

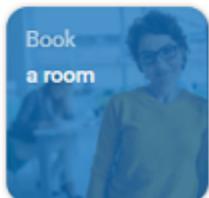
On the start page, tap **Book a room** or **Book a desk** to see which meeting rooms / desks are available.



My reservations [Show all](#)

Tue
21 Dec 12:30 Reservation flexible work...
17:30 01.077, Flexible workspace
 Columbus Square

What would you like to do?



Reservati... Requests Scan Inventory More

A list of available spaces / workspaces is displayed.

Book a room

Date Time filter **Open Floor plan**

Create reservation from 3/15/2022 14:50

2 First Columbus Square

Available favorite spaces
No favorite spaces available

Other available spaces

- 1.16
Bartók
6 Seats
- 1.17
Strauss
6 Seats

Book a desk

Search

Create reservation from 3/15/2022 14:50

1 Floor Columbus Square

Available favorite workspaces
No favorite workspaces available

Other available workspaces

- Flexible workspace 01.077
- Flexible workspace 01.076
- Flexible workspace 01.075

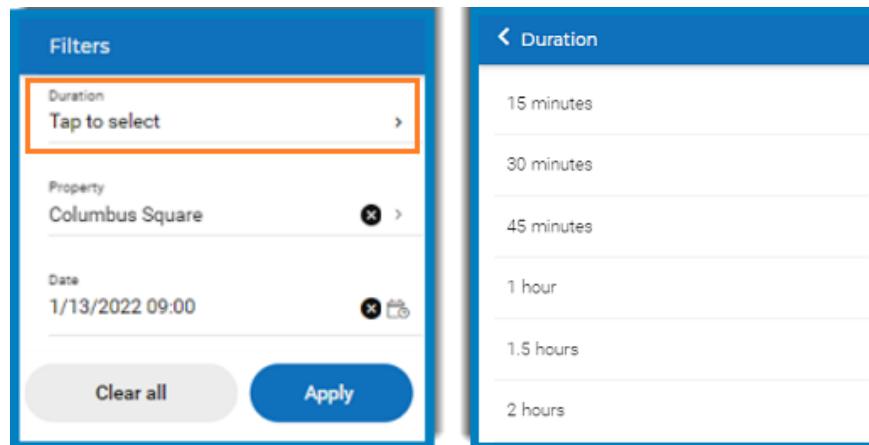
The **Free until** field shows how long a meeting room or desk is available. If there are no other reservations for the day, the field displays the end time of the working day.

There are various options to book a meeting room or desk:

1. **Immediate reservation** on the **Start** page. The filters are set to the current date-time and your property by default. If configured on your app, you also have the option to quickly filter on available **Facilities** or on other **Properties** than the current. Select a suitable meeting room / desk and tap **Book / Book now** on the details page to make the reservation.

i Use the search field to find available reservation units, by entering a code, name or reservation unit type. If you leave the search results page idle for longer than 5 minutes without actually booking, you must start over.

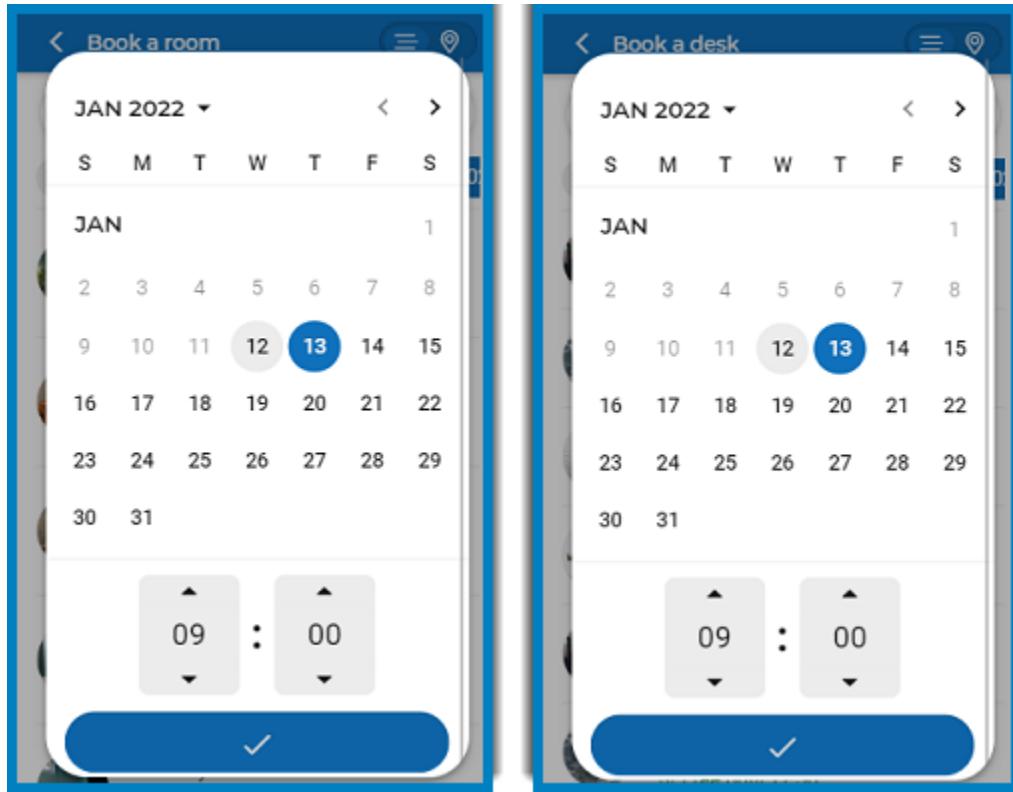
If a **Duration** filter is activated for space units, the **Book** button will be directly available on the list of space units, allowing you to make an instant reservation.



i If you select a duration, only space units that are available for the **whole** duration (taking the start time into account) are shown.

2. **Future reservation:** tap the **Selected date-time** filter and select a start date-time for your reservation.

i If the selected time is outside working hours, the **Meeting rooms** and the **Desks** are not shown in the list of available reservation units.



- Booking a room: select a room from the list and tap the **Book** button on the details page. The room is reserved for the selected time (filter) and end time (from the list).
 - You can select an end time from 3 suggested options, depending on your configuration; these options will have either 30 minute or 60 minute intervals.

Space unit summary page

Space units

Space
1.17, Conference room

Number of people
6

Space unit category
Meeting room

Comment
-

Today's schedule
Feb 16, 2022

Nothing scheduled today

Available facilities

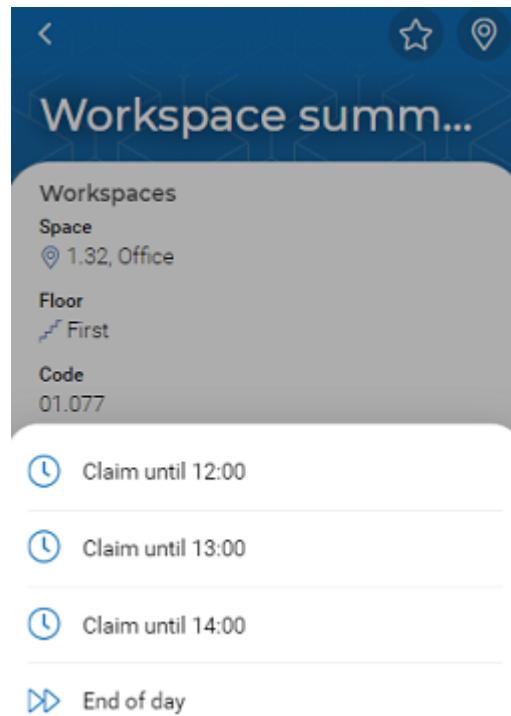
⌚ Book until 17:00

▷ End of day

- Booking a desk: select a desk from the list and tap the **Book now** button on the details page. The room is reserved for the selected time (filter) and chosen time (from the list).
 - You can select an end time from the suggested options, depending on your configuration; these options include several time intervals or the option to book until the end of the day.



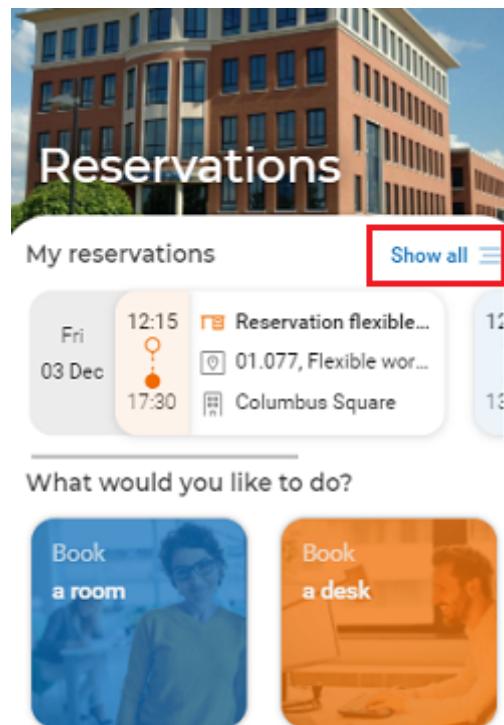
Only time intervals within working hours are shown.



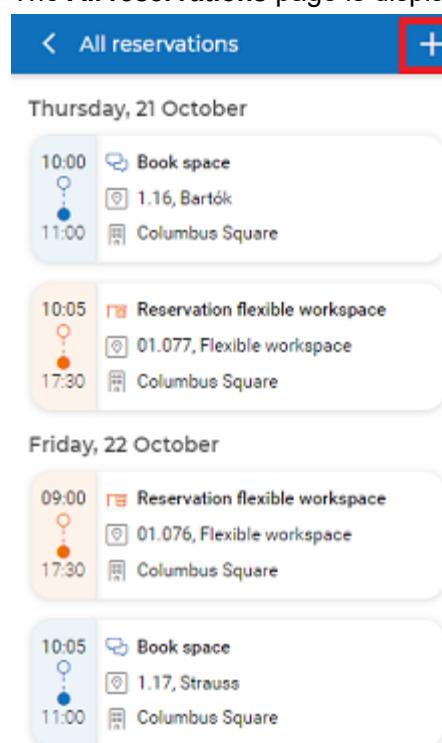
3. **New reservation** on the **All reservations** page.

Procedure

- Tap **Show all** on the **Reservations** homepage.

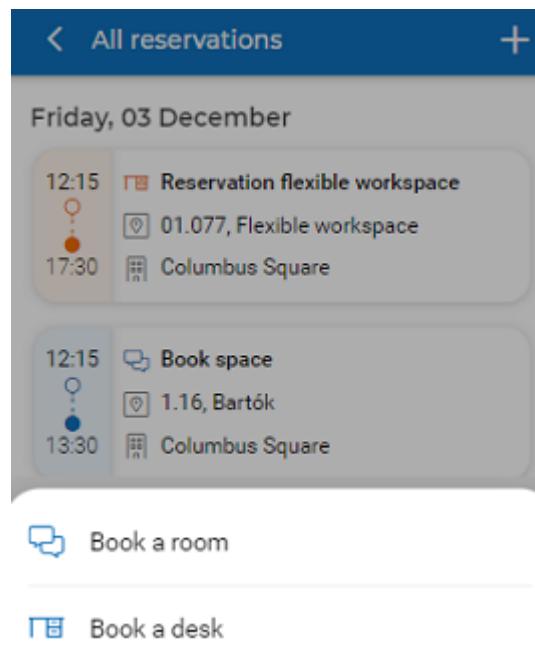


The **All reservations** page is displayed.



- Tap the plus icon at the top-right corner of the **All reservations** page.

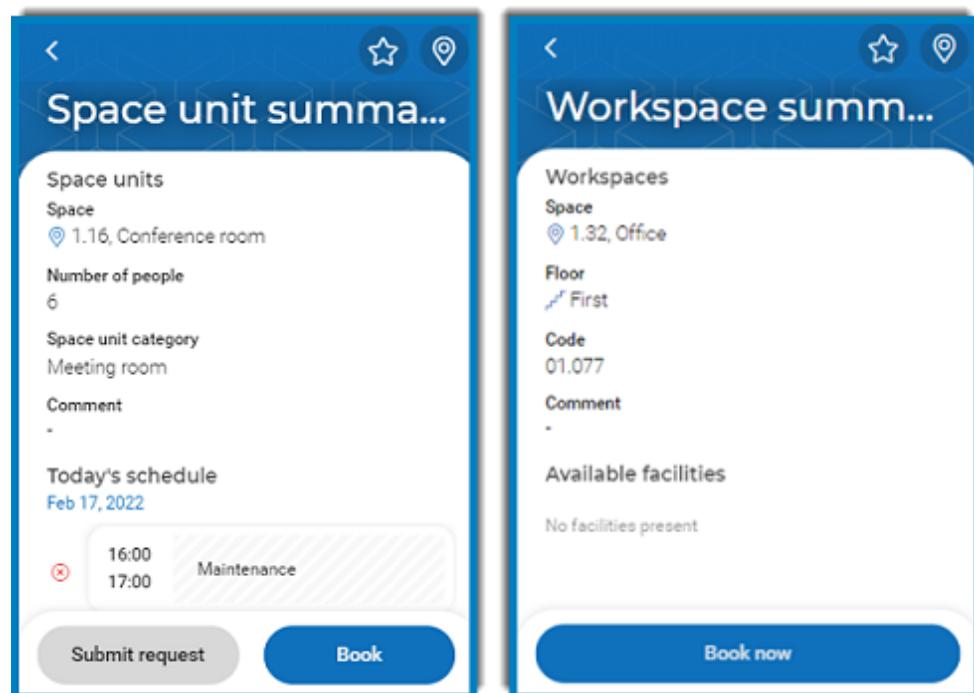
The booking options are displayed at the bottom of the page.



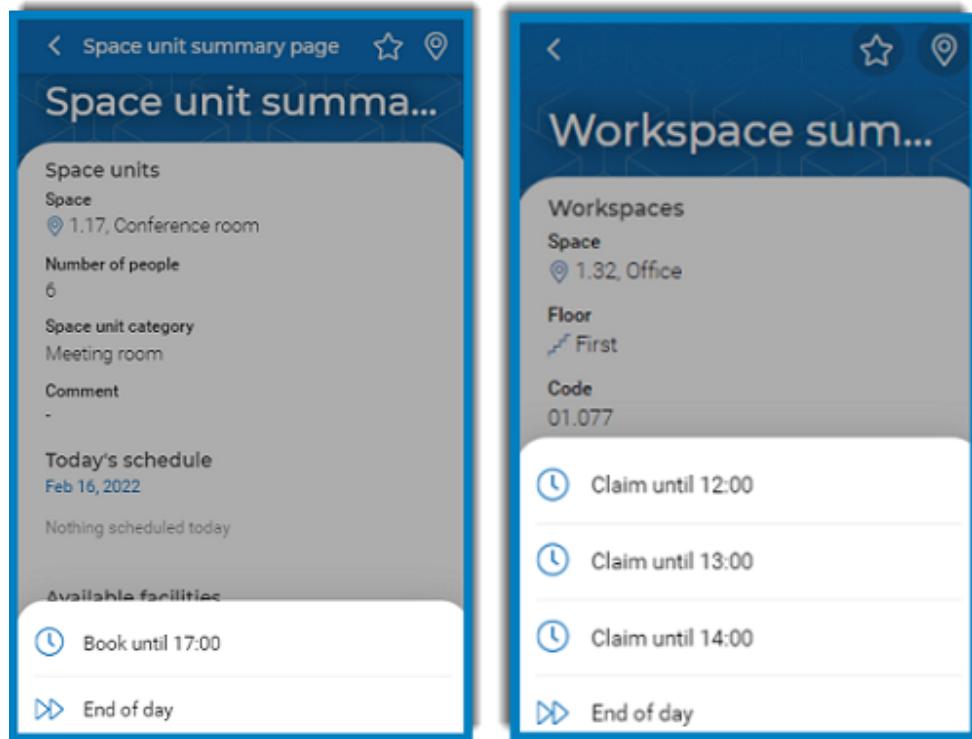
- Tap **Book a room** or **Book a desk**.
- Select a meeting room / desk from the list.

The details page of the selected reservation unit is displayed.

- Select the **Book** / **Book now** button to make the reservation.



- Select an end time for the reservation.



The room / desk is reserved for the selected time. The reservation is displayed on the **My reservations** tab.

Additional information on booking rooms / desks:

- A meeting that is in progress can be **extended**, but only if there is no subsequent meeting scheduled. You can tap the **Adjust** button to extend an existing meeting with one of the suggested end time options.
- In the **Reservation details** screen, you can also **Adjust** the meeting or create a **Request** related to the meeting room or workspace, for example a cleaning request or a catering order.
- The maximum number of days in advance for booking a flexible workspace is based upon the value specified on the **Start page** of the **Reservations** module. If no value is specified, there will be no restrictions on picking a date.
- The **Book now** and **Book** buttons are not visible if the reservation unit is not available for booking. In the following cases booking is not possible:
 - If you try to book *outside working / office hours*;
 - If there is an active *non-bookable period* on the reservation unit;
 - If the reservation unit is *occupied*;
 - If a *workspace policy* applies (allowing you to book only one desk at a time);

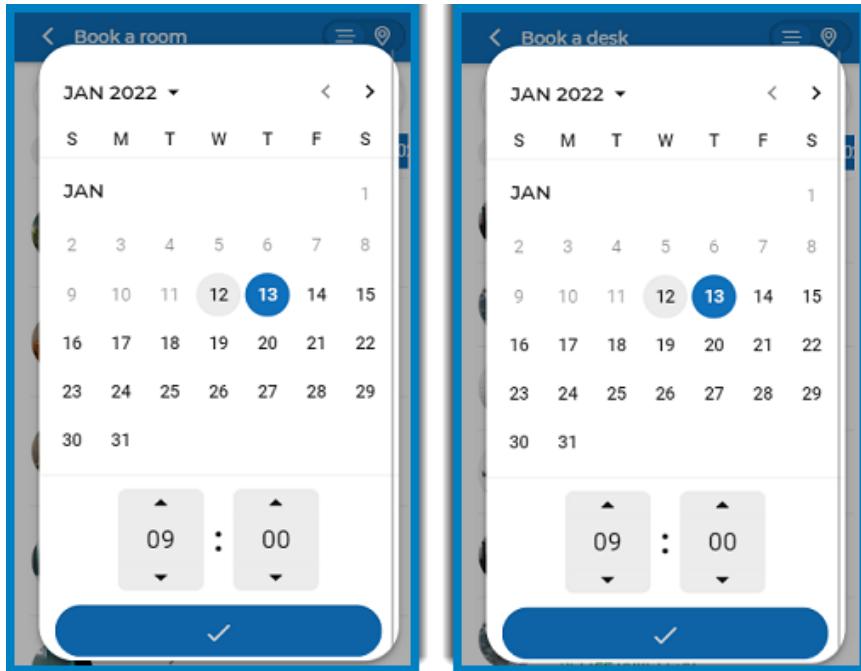
- During an active *transition period*.

Booking reservation units via the floor plan

In the Workplace solution , you can book reservation units (meeting rooms or desks) via the floor plan.

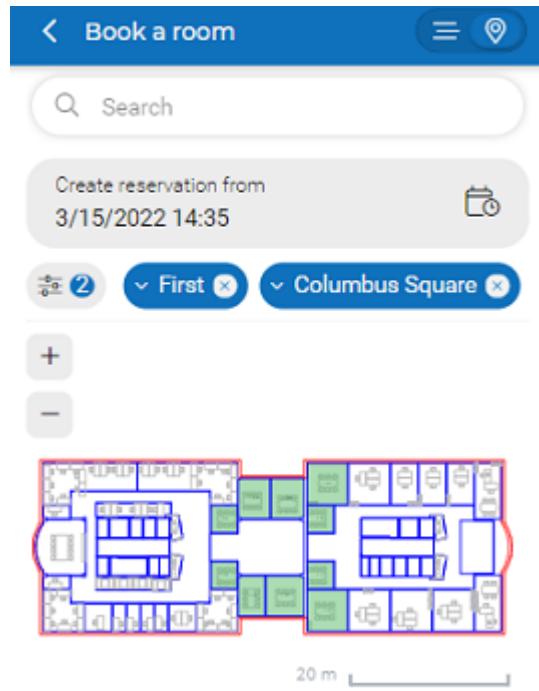
Procedure

1. Set the start date-time for your reservation.



2. Set the Floor quick filter and select a floor.
3. Tap the Location toggle button in the header to switch from list view to floor plan view.

The floor plan of the selected property and floor is displayed.



4. The availability status of a reservation unit is indicated with a color on the floor plan. The various colors and their meaning are shown below:
 - **Green:** Available.
 - **Gray:** Not available.
 - **Orange:** Soon to be occupied (within 30 minutes).
 - **Red:** Occupied.

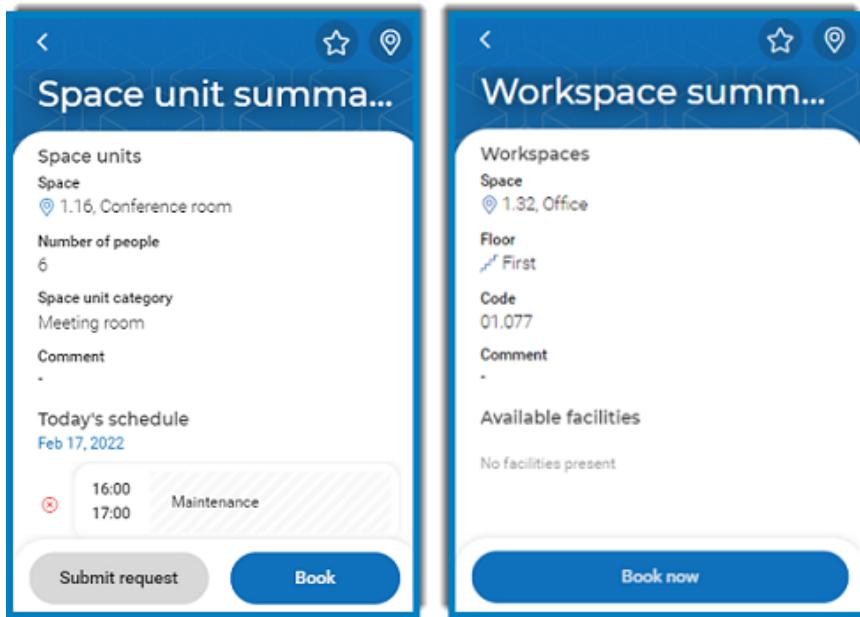


Use the plus and minus symbols to zoom in and out. Double-tap the floor plan to zoom in by 50% and zoom out.

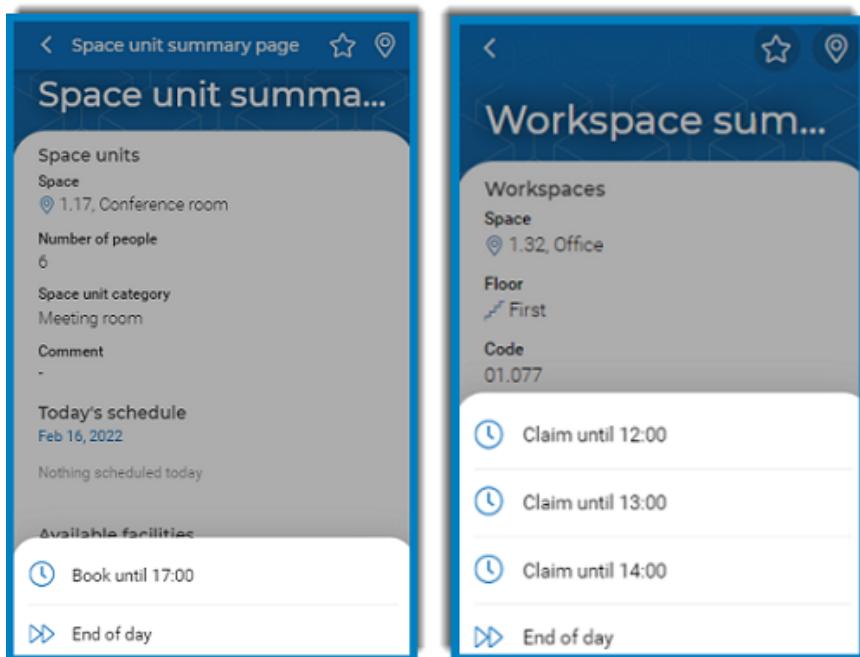
5. Select a bookable (green) meeting room / desk from the floor plan.

The details page of selected reservation unit is displayed.

6. Select the Book / Book now button to make the reservation.

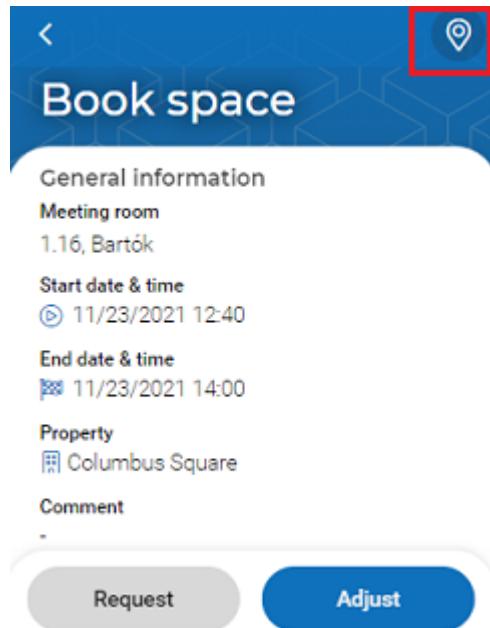


7. Select an end time for the reservation.

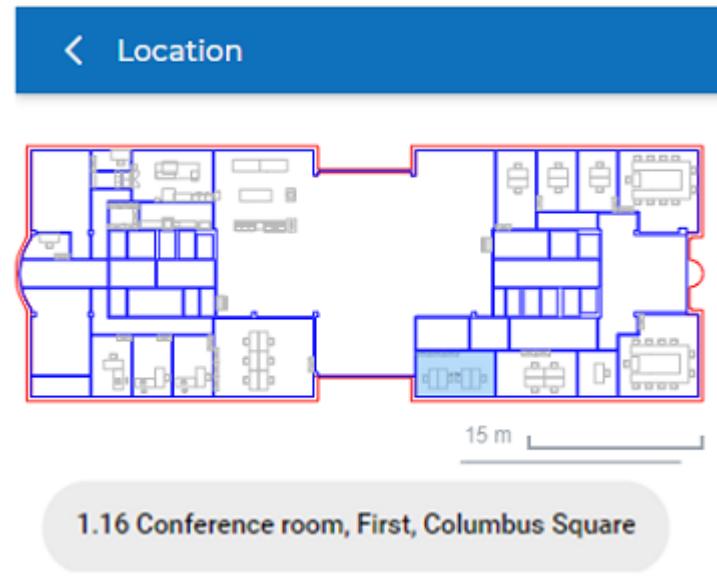


The room / desk is reserved for the selected period. The reservation is displayed on the My reservations tab.

8. To view the location of your reservation on the floor plan, tap the Location icon at the top-right corner of the screen.



The location is marked out with a light blue shade and will be automatically zoomed in, making the location on the floorplan more clearly visible.



Checking in

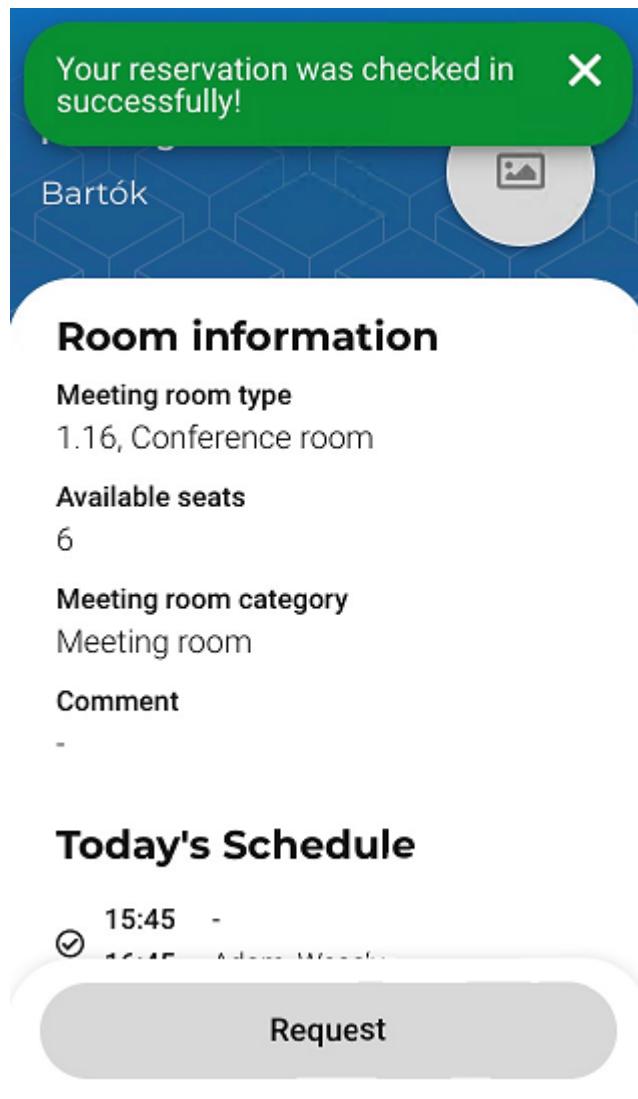
By checking in, you confirm your presence at the reserved meeting room or workspace. If you already have created a reservation via your mobile app, Planon Self-Service or Outlook, just follow step 1 to check in. To make an instant reservation upon arrival and also check in, see steps 2 and 3.

Procedure

1. When you arrive at the room / workspace, check in by scanning its QR code.

Check-ins are possible from 15 minutes before the start of the reservation, but also if a reservation has already started.

You are directed to the **Reservations** summary page.



2. To make an *instant reservation* upon arrival at a meeting room / flexible workspace and check in immediately, scan the QR code.
3. Next, click Book (for a meeting room) or Claim (for a flexible workspace).

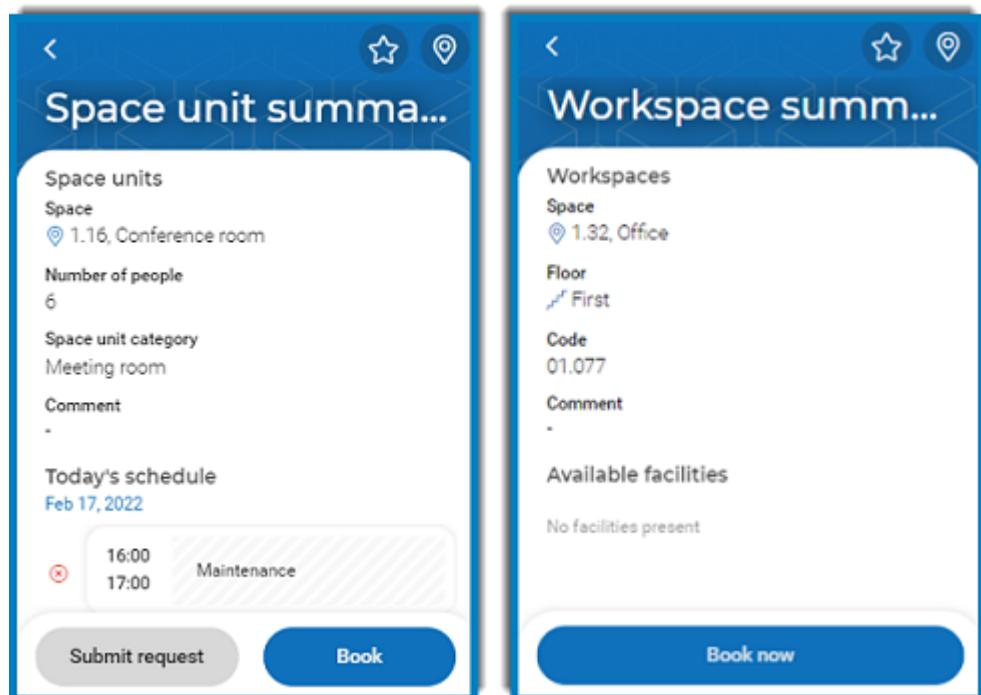
After a successful check-in, the back-office will be aware of this, because the status in the **Booking utilized?** field in Planon ProCenter is automatically set to Yes. This field also enables the back-office to calculate how many

times a room was booked and how many times it was actually used. If QR code scanning is not used for checking in, app users can claim / book a workspace / room by tapping the button, but this will not update the Booking utilized? field.

Viewing reservation unit details

If you tap a space or workspace you will see its details.

Availability: Under **Today's schedule**, the app provides information on the availability of this particular reservation unit.



The facilities available for meeting room or desk are displayed below the **Available facilities**.

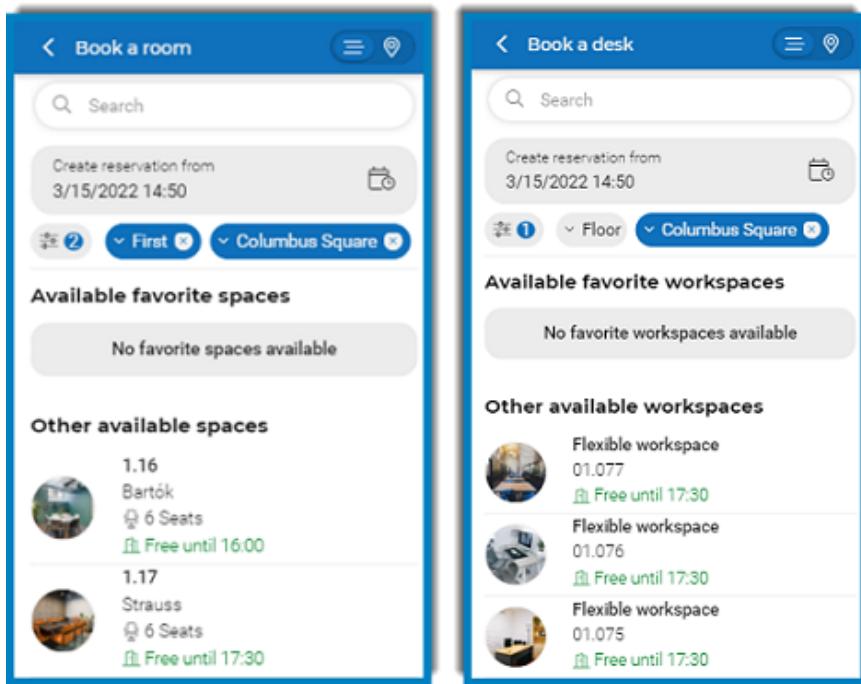
Favoriting a reservation unit

In the Workplace solution , you can add meeting rooms/ desks that you reserve frequently to a list of *favorites*.

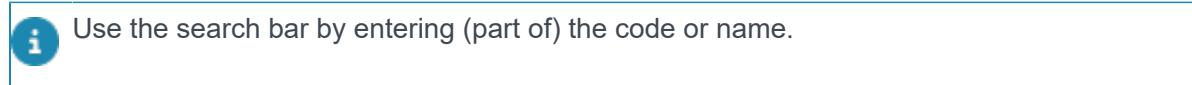
Procedure

1. Tap the Book a room or Book a desk icon.

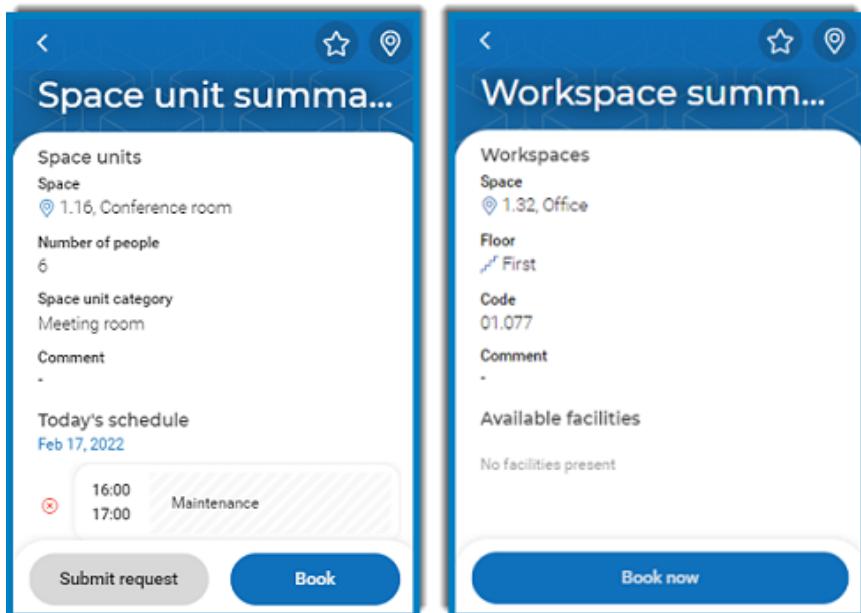
A list of meeting rooms / desks is displayed.



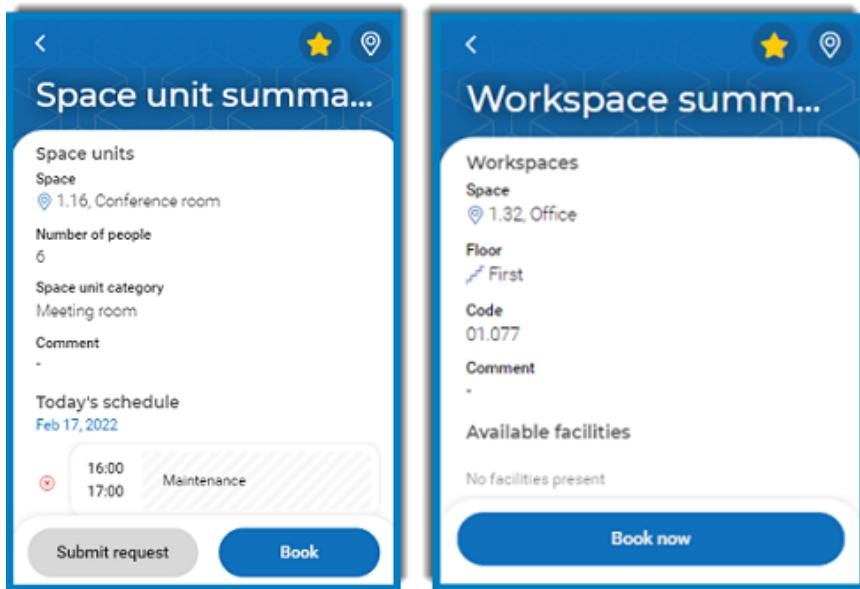
2. Select a meeting room / desk.



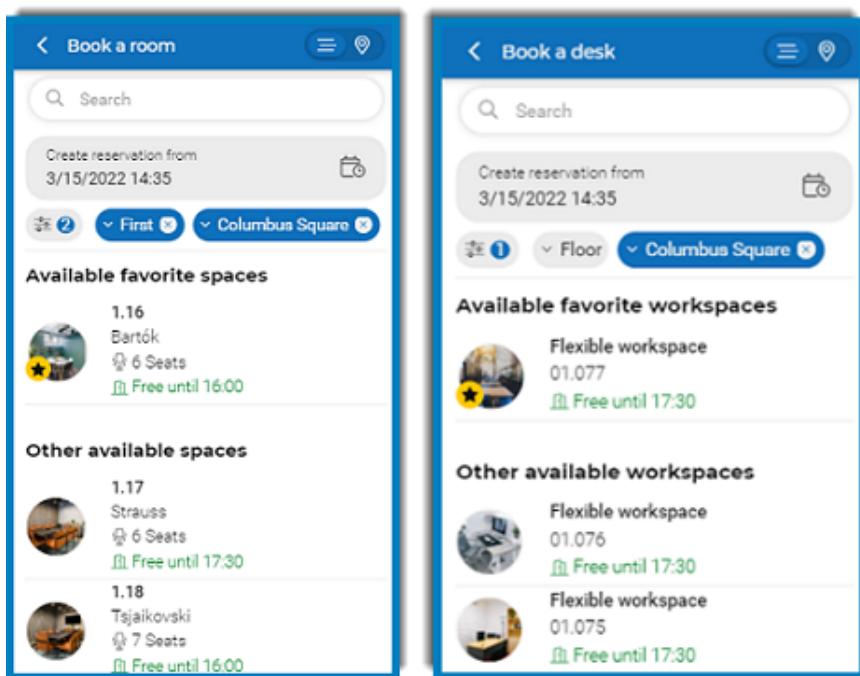
A summary page is displayed.



3. Tap the Star icon at the top-right corner of your screen.



The meeting room / desk is marked as favorite and listed on the Available favorite rooms / Available favorite desks tab.



i If a favorite meeting room / desk is not available for booking it is not shown on this tab.

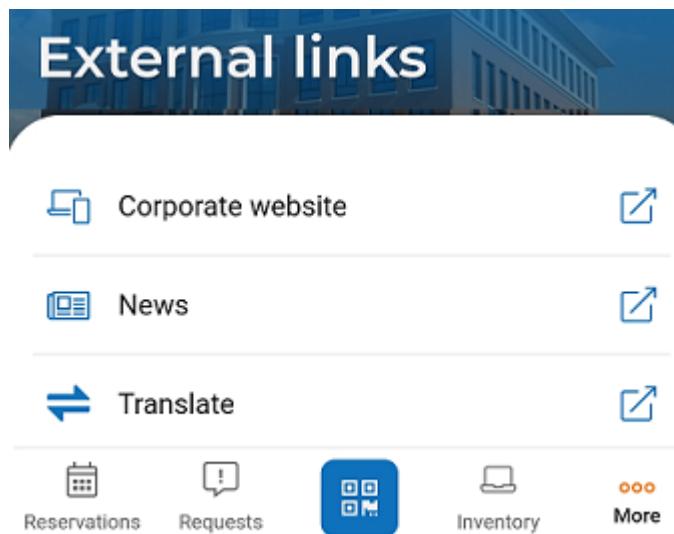
4. To remove a meeting room / desk from the list of favorites, click the Star icon at the top-right corner of your screen.

The meeting room / desk is removed from the Available favorite rooms / Available favorite desks tab.

External links

A module in the Workplace solution that displays links giving access to relevant (corporate) websites.

The **External links** module is designed to enable you click on a URL to navigate to your default browser. The link redirects you out of the app. The app does not support anything that happens after opening the link such as login, password change and other similar things.



 The application manager needs to validate with system administrator that the URL entered is safe and does not lead to a malicious site. For more information, see [Security](#).

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