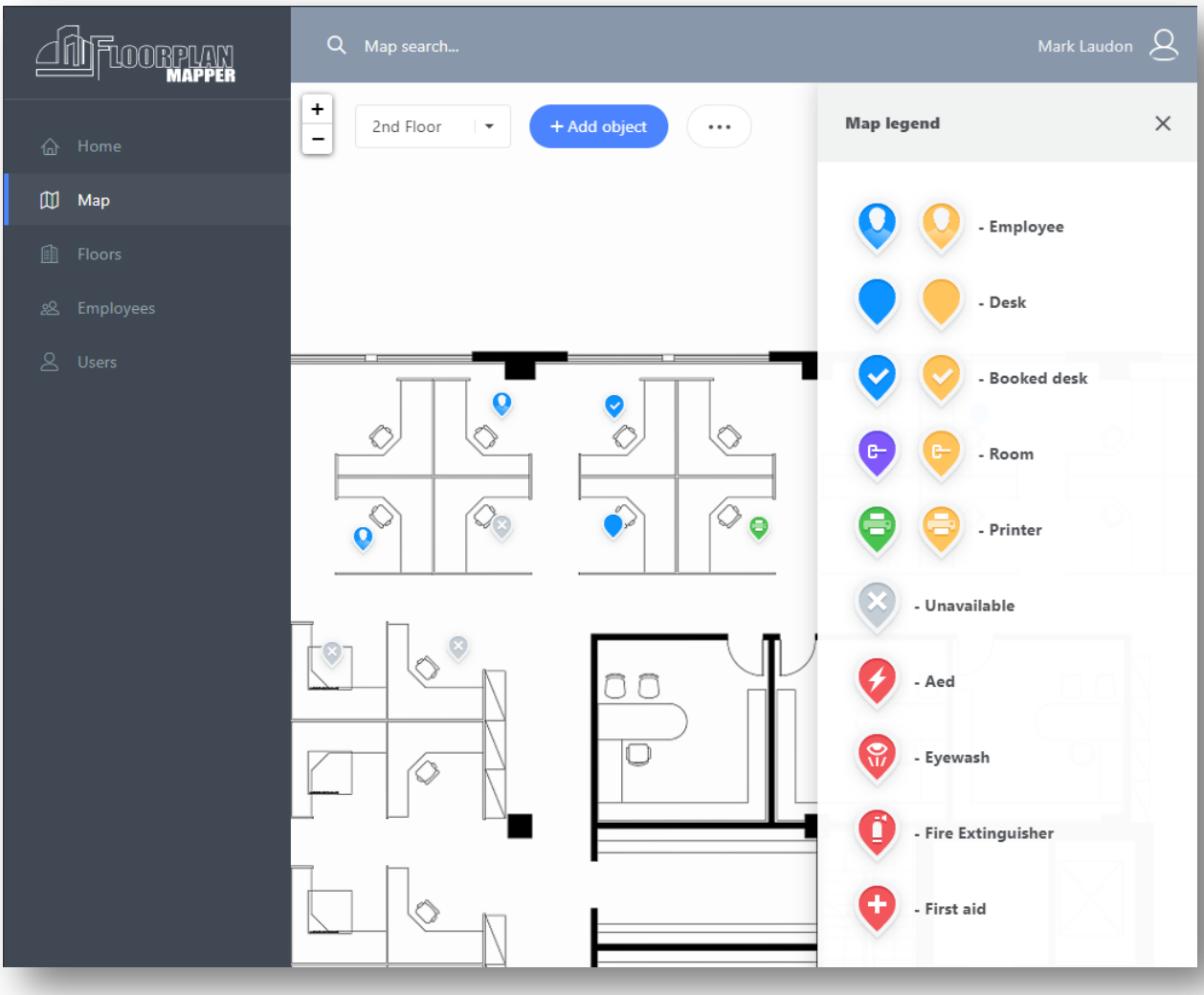
Floor Plan Mapper Online Desk Booking Guide

Desk Booking Module Summary

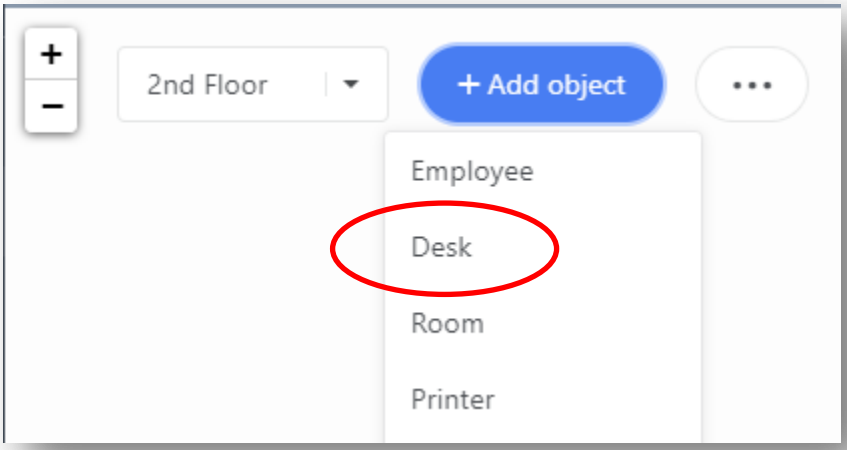
The Plan Mapper Online Desk Booking Module provides the ability to create desks, and, assign bookings to desks. Desks that have a booking assigned are shown on the floor plan with a different symbol allow for quick identification of booked desks:



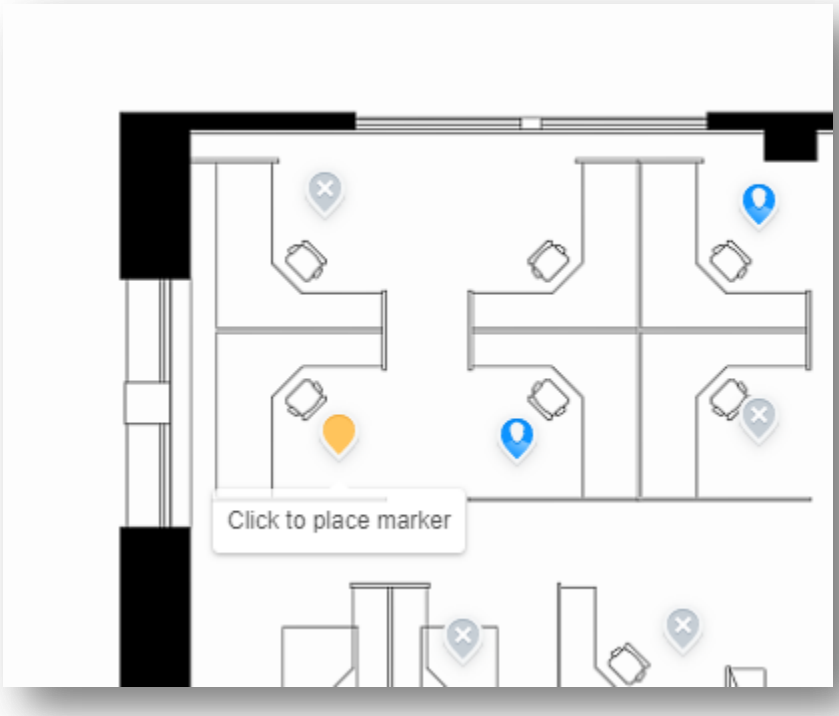
2023-02-01

Steps to book a desk using the Desk Booking Module

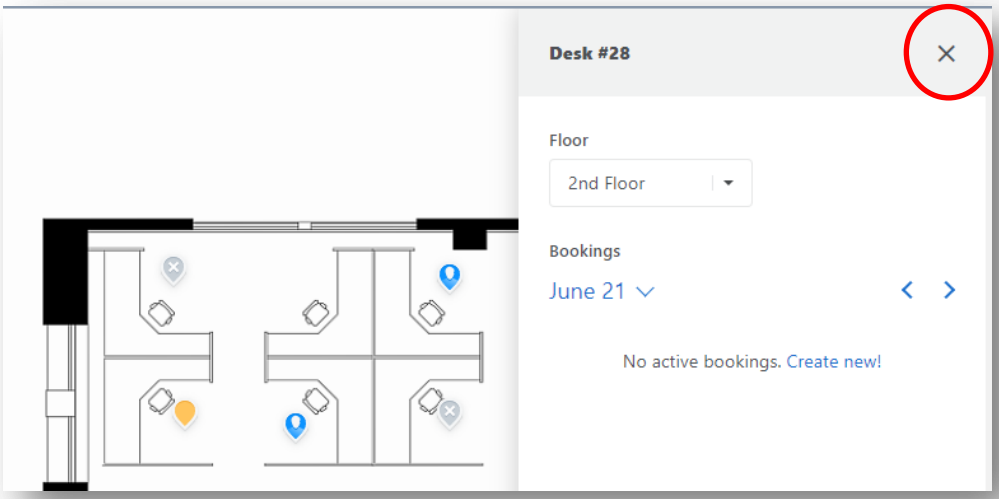
1. **Creating a Desk**. In order to book a desk, an actual desk location must be added to the floor plan. To add a desk, *click* on the "**+Add object**" button and select "**Desk**."



Then, place the desk in the desired location by dragging the desk marker and *clicking* the left mouse button:

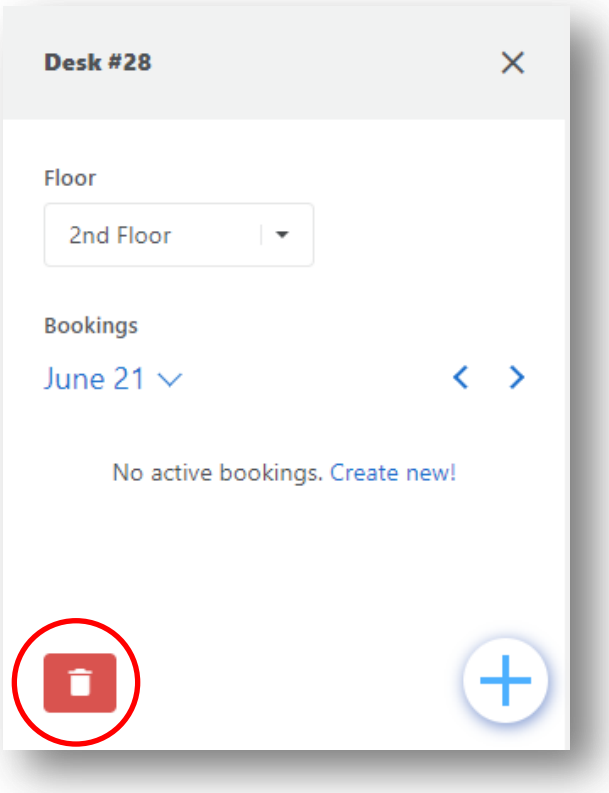


By default, the Desk Details Information Pane will open to the left:

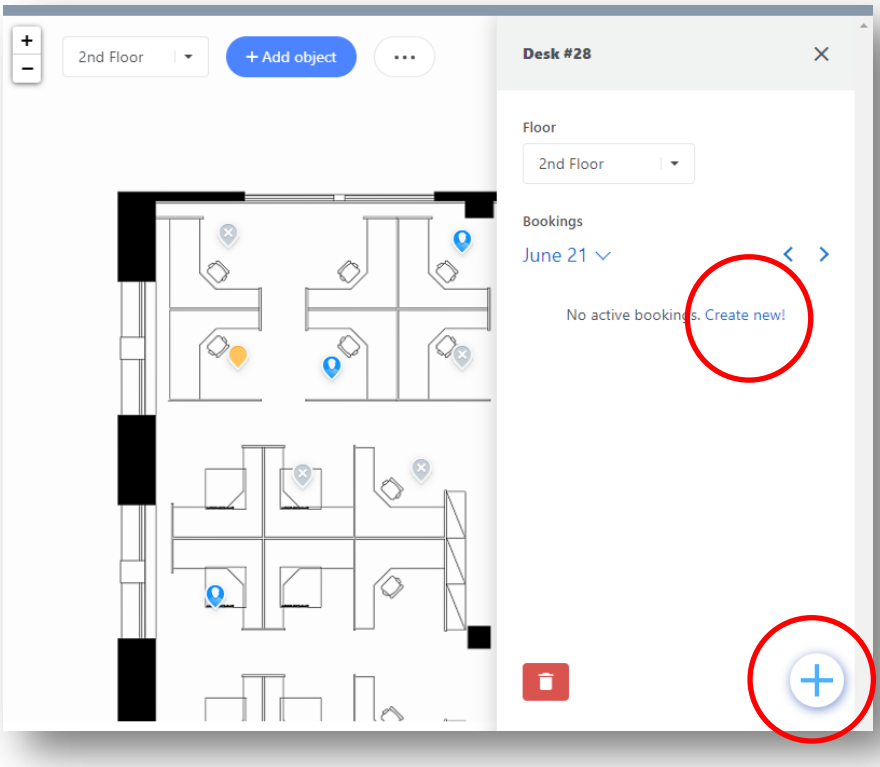


Click on the X in the top right hand corner of the Information Pane to close.

Note: To delete a desk, c*lick* on the "Trash Can" Icon located in the bottom left of the Desk Details Information Pane.

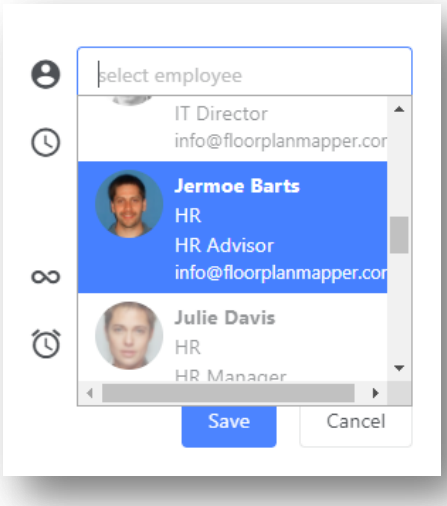


2. **Booking a Desk.** To book a desk, *click* on a desk to bring up the Desk Booking Details Pane:



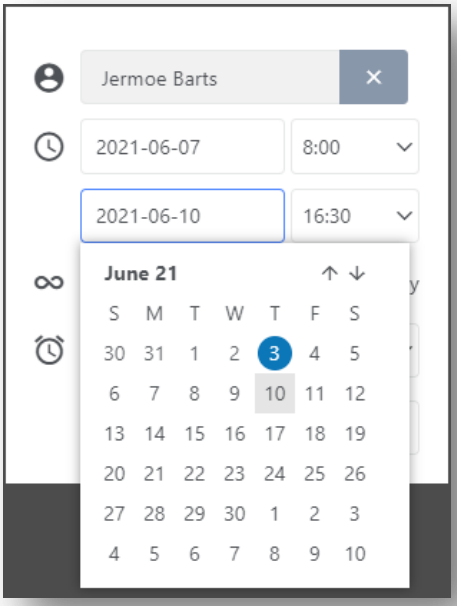
To book the selected desk, either *click* on the "Create new!" link, or the "Add Booking" icon located in the bottom right of the Desk Booking Details Pane.

Scroll through the employees list and select the employee to book the desk for:

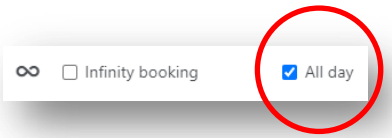


Note: Only employees that are not currently booked on another desk show as available for booking. Currently booked employees are unavailable for selection.

Select the start and end date/time to book the desk for:

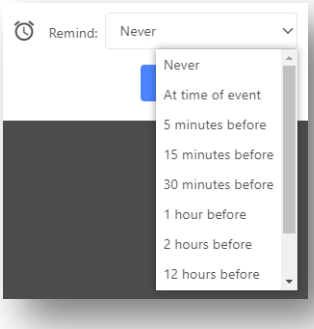


Note: *Check* the "All day" checkbox to perform daily booking.

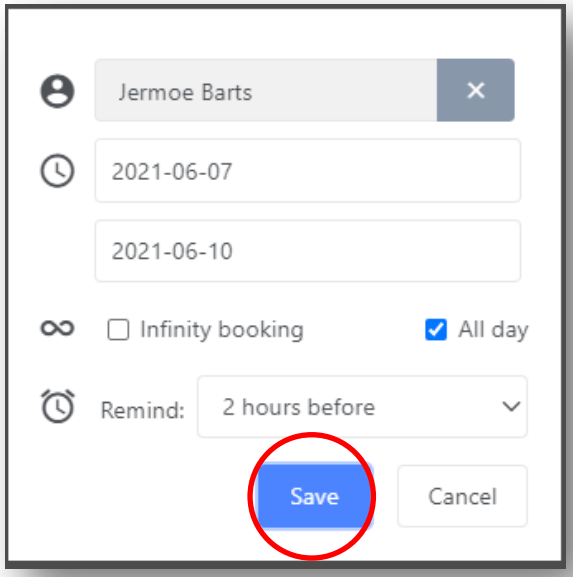


Note: *Checking* the "Infinity Booking" check box will convert the desk into a permanent seating location for the selected employee.

To receive an email reminder of the desk booking, select a desired reminder option from the Reminder option dropdown:

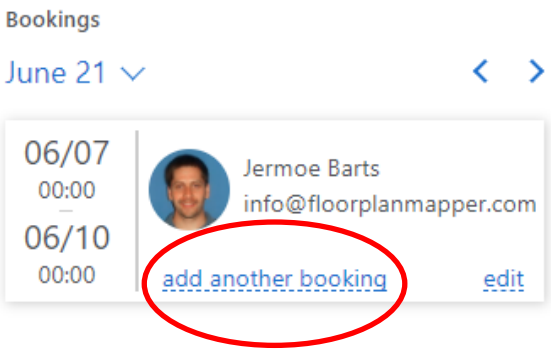


Click “Save” to book the desk:

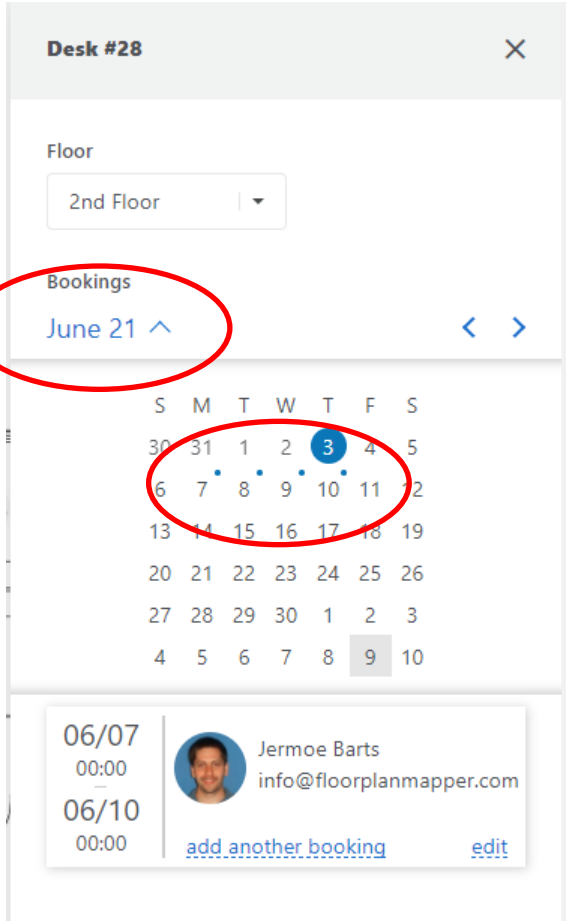


The Desk Booking Details pane will now display the new booking.

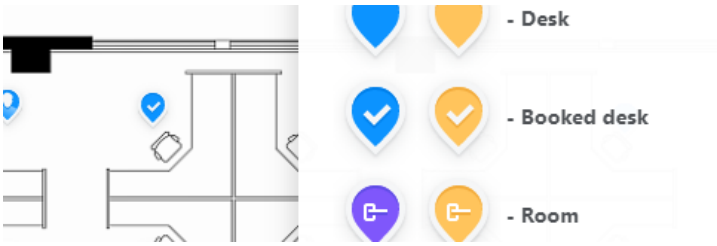
To add another booking to the same desk, *click* on the “add another booking” link:



Tip: To view the current desk booking dates for the selected desk, click on the “Month” link located below the Bookings heading:

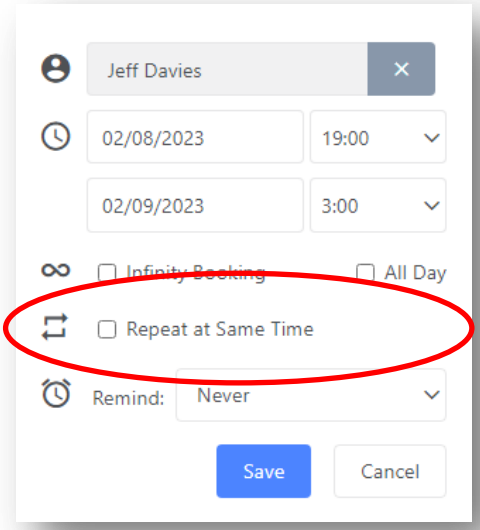


Once a desk is booked, the desk symbol/icon displayed on the floor plan will appear with a checkmark:

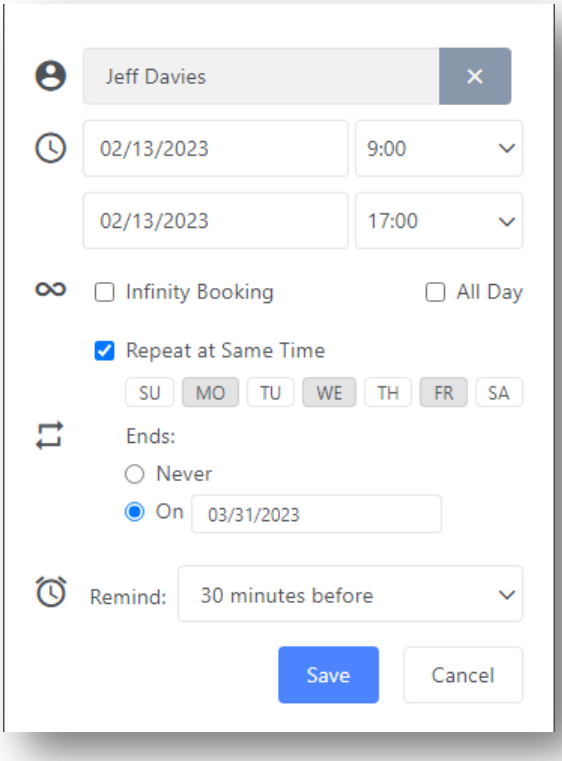


Note: Once the end date of the booked desk has passed, the desk symbol/icon will automatically display the desk as available for booking once again.

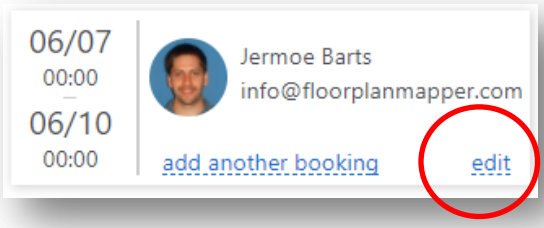
3. **Re-occurring Bookings.** To book a desk repeatedly for a given timeframe/day, check the “Repeat at Same Time” checkbox.



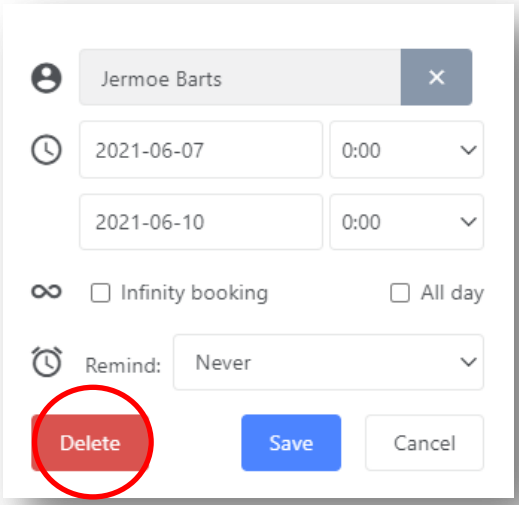
Select a starting date and time frame for the repetitive booking to commence. Select the days to have the booking occur on. Optionally select an end date for the repetitive booking, or select “Never” to book the desk indefinitely. Also, optionally select an email reminder timeframe.



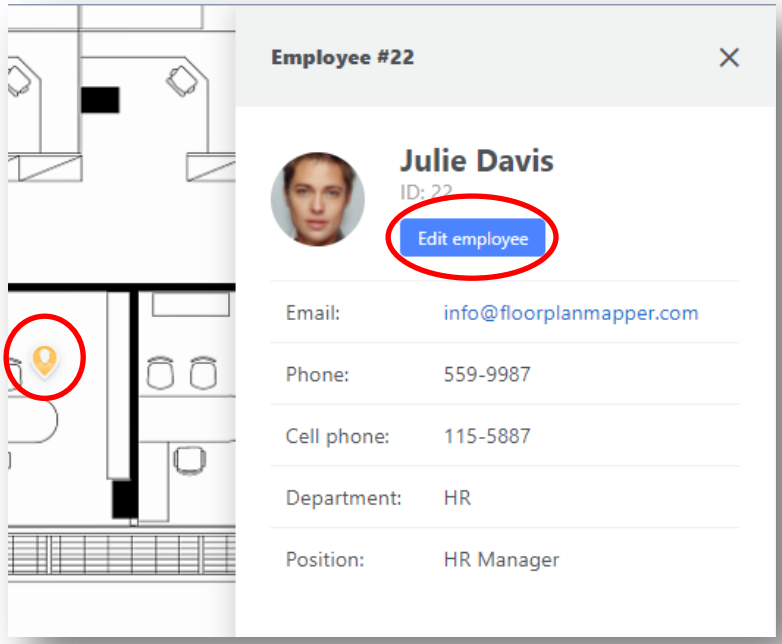
4. **Delete a Booking.** To delete a booking, *click* on the "edit" link located on the booking summary:



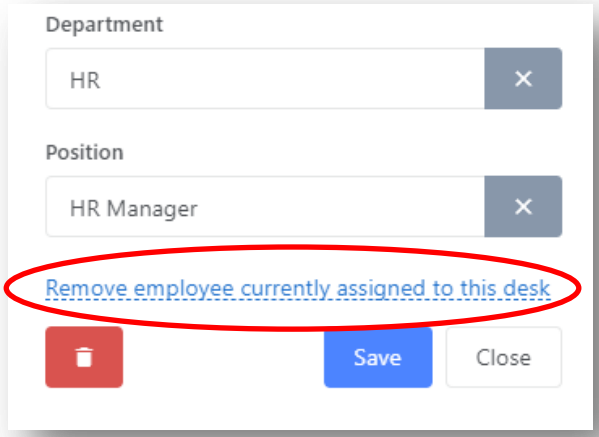
Click on the "Delete" button to delete the booking:



5. **Enabling an employee for booking.** To enable an employee to be selected as part of the desk booking process, *click* on the employee location on the floor plan:

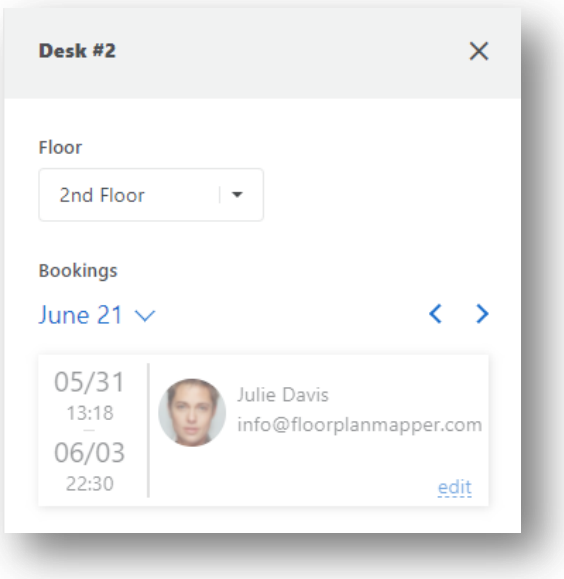


Click on the "Edit Employee" button, then *click* on the "Remove employee currently assigned to this desk" link:



This will automatically set the desk as a bookable desk.

Important Note: Employees previously seated at a desk appear (greyed out) as if they are still currently booked at the desk:



Be sure to click on the “edit” link and delete the booking to allow the previous employee to be available to book at another desk.