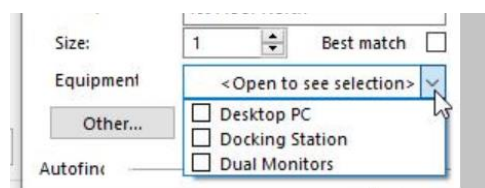
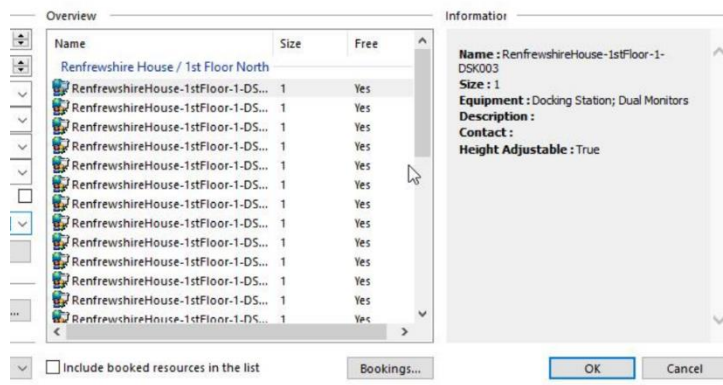


From the **Groups** drop down menu select the area/floor of the building you wish to find a desk on. *TIP: If you are likely to book a desk regularly in the same area then select that location from the Groups drop down and click the **Default button** underneath. This will save that area as your preferred location.*

The available desks will appear as a list in the top half of the window with a corresponding floor plan in the bottom half highlighting **available desks in dark teal colour**.

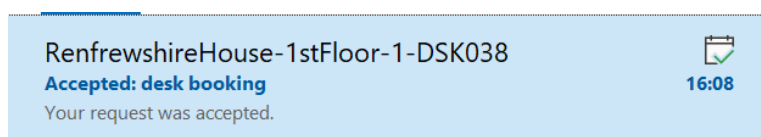
Click the desk names in the list to move between desks - the corresponding selected desk will be highlighted in pale blue on the floor plan. *NOTE: if your screen display settings have the resolution set to 100% then you will also be able to use the mouse to point and click your preferred desk on the floorplan*

You can see whether a desk has specific attributes associated with it e.g., it has a desktop PC on it, or is a height adjustable desk within the Information box on the right-hand side. You can refine your search by equipment and other attributes by selecting these from the **Equipment drop down** or clicking **'Other'** below the Equipment drop down.



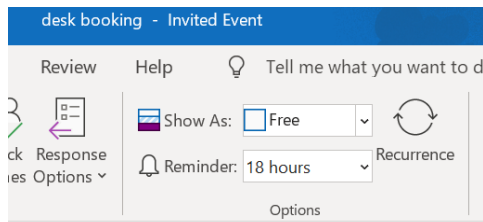
Once you have selected your preferred desk click **OK**, and then enter a name for your booking in the Event window (e.g., **'Desk booking'**) before clicking the **Send** button. This sends your desk booking request to the system.

If your booking is accepted, you will receive a confirmation email.



If your booking is not accepted, you will receive a declined email.

The booking will show up as an **all-day calendar entry** and shows you as **free**.



You can cancel your booking by deleting the associated calendar entry. Select the calendar entry, hit the delete key and then click the **Send Cancellation** button on the calendar entry window.

NOTE: *The system will not send you a confirmation email of your cancellation - once the entry is no longer showing in your calendar, it has been cancelled.*