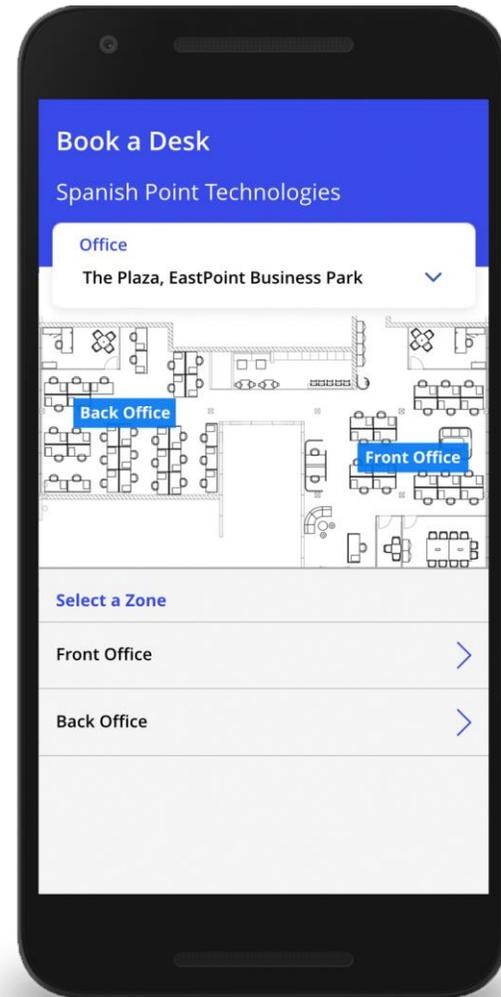


# Book a Desk App



# Background



Spanish Point have developed a **PowerApp Desk Booking app**, designed to help businesses protect their staff as they return to work following the COVID-19 lockdown. The purpose of the app is to enable users to book their desk in advance when they want to go to the office. As part of the booking process, users can see if desks immediately next to them are booked for that day. If they are, they can then consider booking from an available pool of hot desks or working from home on that day to maintain social distance. Organisations have a responsibility to keep track of what people are in the office and who they are in proximity to as they get people back to work. The app can help you track all bookings and makes them available in a secure way through Excel.

# Requirements and Licensing



We have built this app so that it can be used by most businesses who have Office 365. Buildings, Floor Plans and Desk layouts are all configurable at system setup. We recognise that this is a difficult time for businesses and want to do our part to help. We are providing the app free of charge, including the source code, so that companies can adapt and customise it as needed. If needed, we can provide implementation or customisation services. The app is a “Canvas App” and stores its data in SharePoint lists. Any customer with an E3 Office 365 subscription should have everything they need in place to be able to use the app.

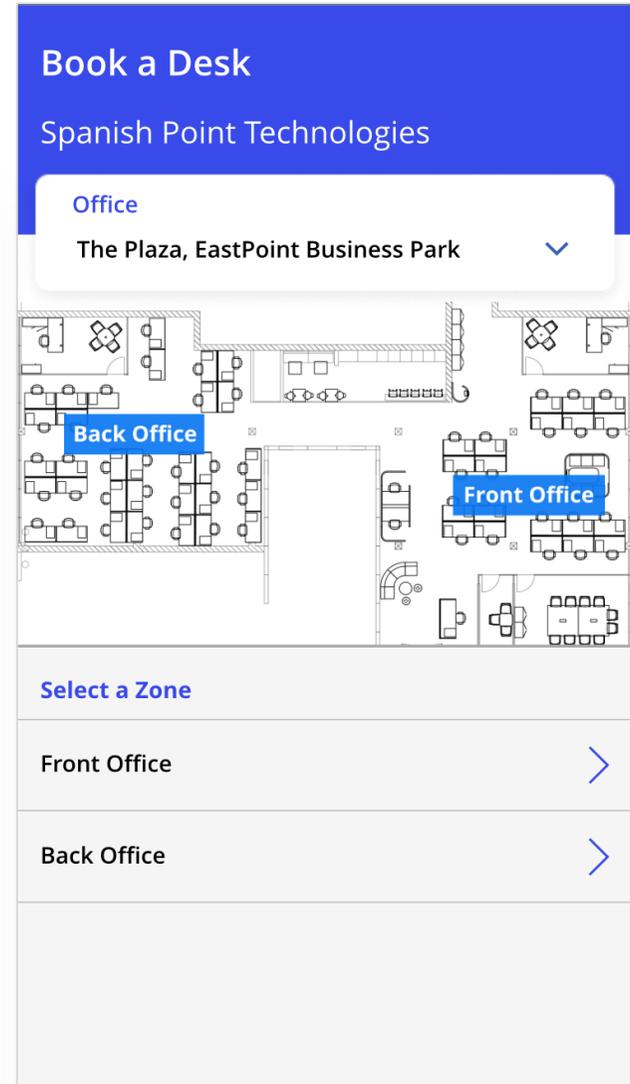
## How to get the app:

Please email us at [events@spanishpoint.ie](mailto:events@spanishpoint.ie) and we will send you the details.

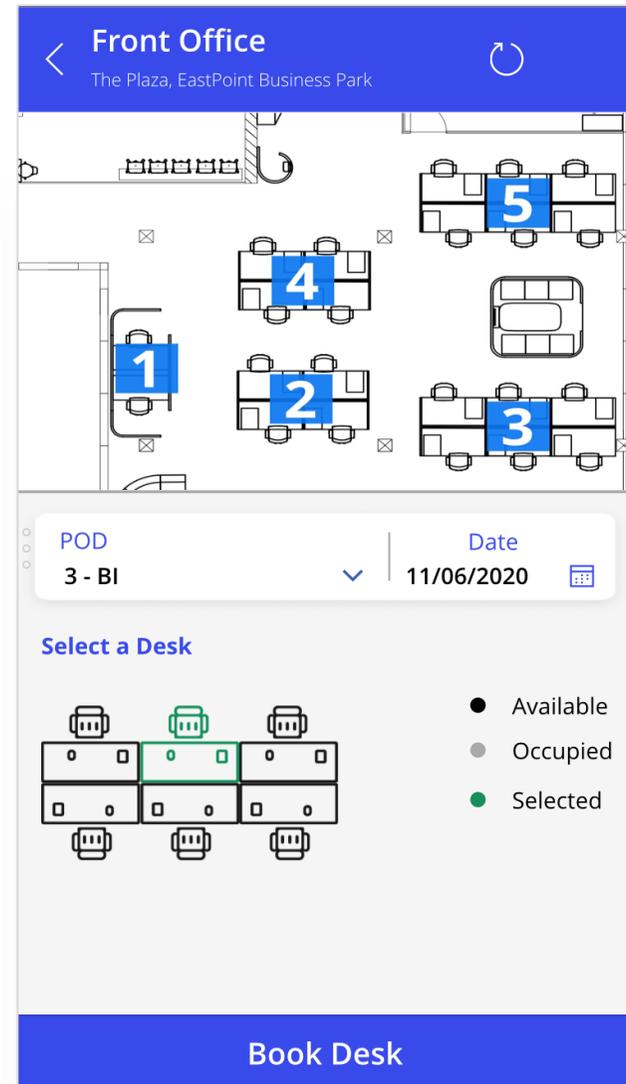
# How it Works

- 1 Users can select from multiple office buildings and swipe through multiple floor plans within an office building. Once they have selected their building and floor, they can select a zone to make a booking.

All buildings and corresponding floor plans are configurable at system setup.

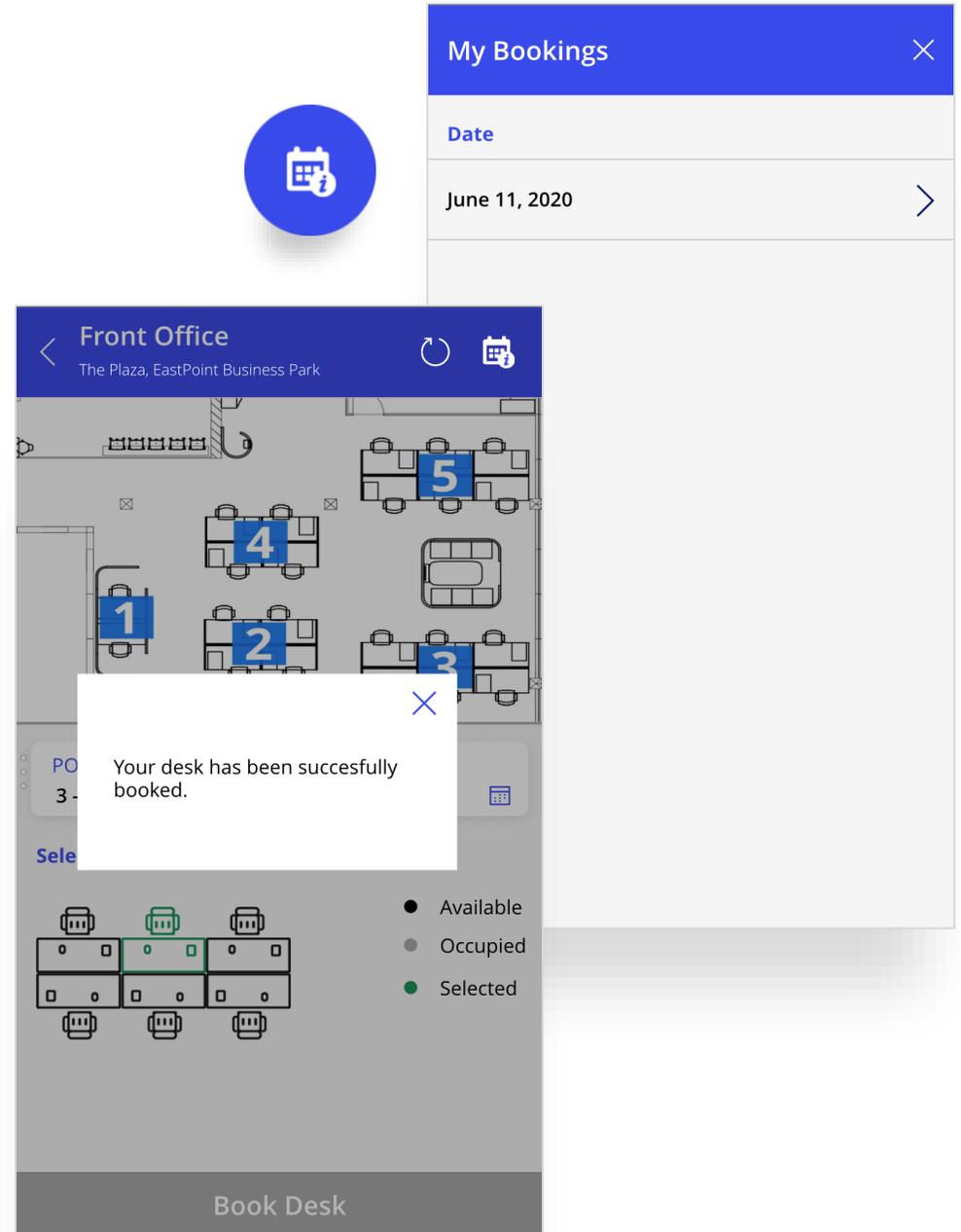


**2** Within a zone, the user can visually identify the desk pod that they want to view. For that pod, they can then see a visualisation of the desk configuration so that they can see which desks are available. The user can click on any desk to book and confirm by pressing the “Book Desk” button.



3 A pop-up notification will appear once the booking is confirmed. All booking information is available in a main SharePoint list. The list can be exported to Excel and be available to the office administration staff to easier keep track of the bookings.

4 The user can easily review their bookings by clicking on the "i calendar" icon in the top right corner of the screen and can also delete a booking if required.



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By  Spanish Point technologies ltd