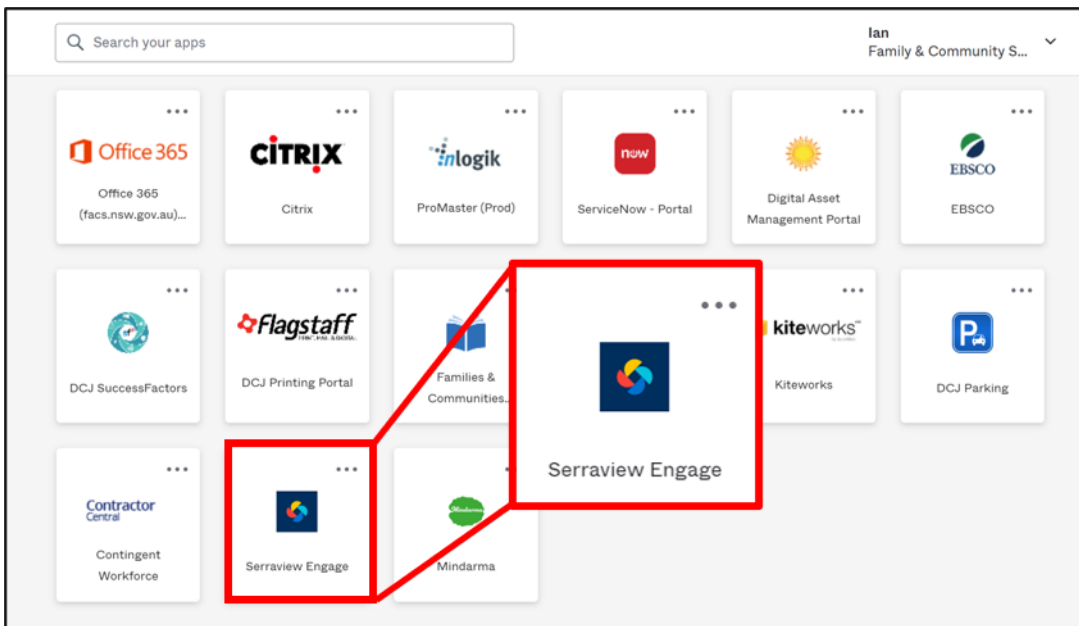# Book a workpoint for other people or multiple days

You can book a workpoint for other people or for multiple days. In this user guide:

1. [Book a workpoint for other people](#)
2. [Book a workpoint for multiple days in a week for yourself or others.](#)

1. Book a workpoint for other people

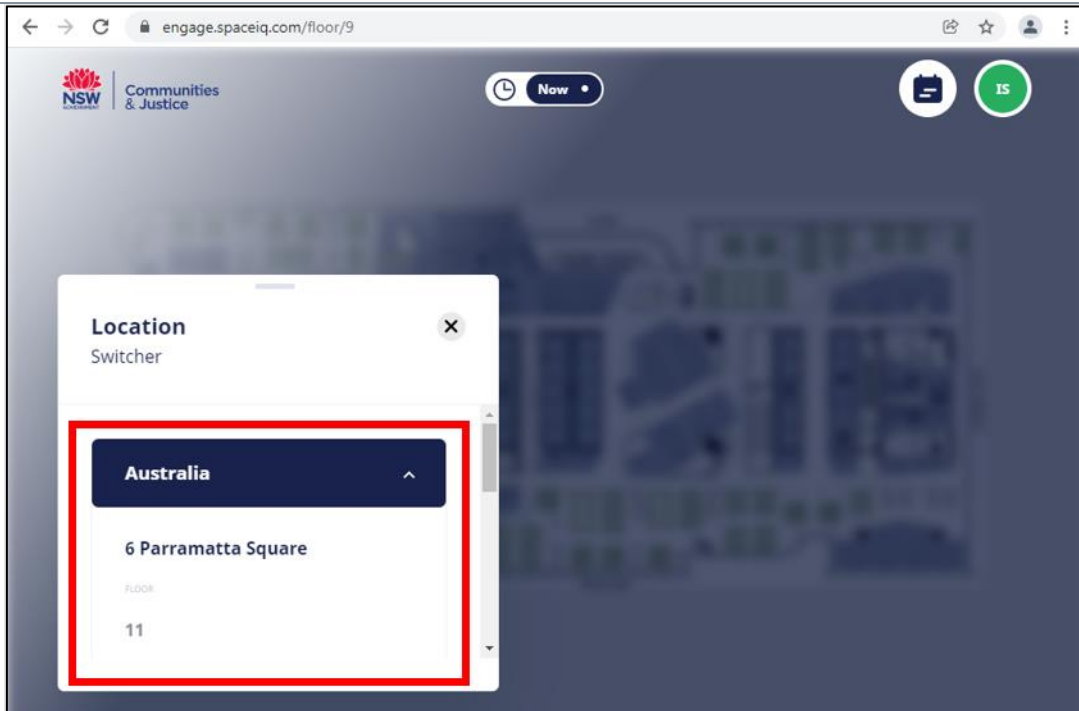**1** From Okta or the Justice portal, select the **Serraview Engage** app tile.

Note: To access FACS Okta or the Justice Portal:

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

*Former Justice: https://portal.justice.nsw.gov.au/*

2 The **Landing page opens**. Select:

1. **Australia**

2. your **building**

3. the **floor** where you are booking a workpoint.

Note: After your first visit, this information will default. To change buildings or floors, select Location Switcher.

3   Select a workpoint from either the floor plan or reservation assist. Available desks are shaded green. In the desk details window, select your name.
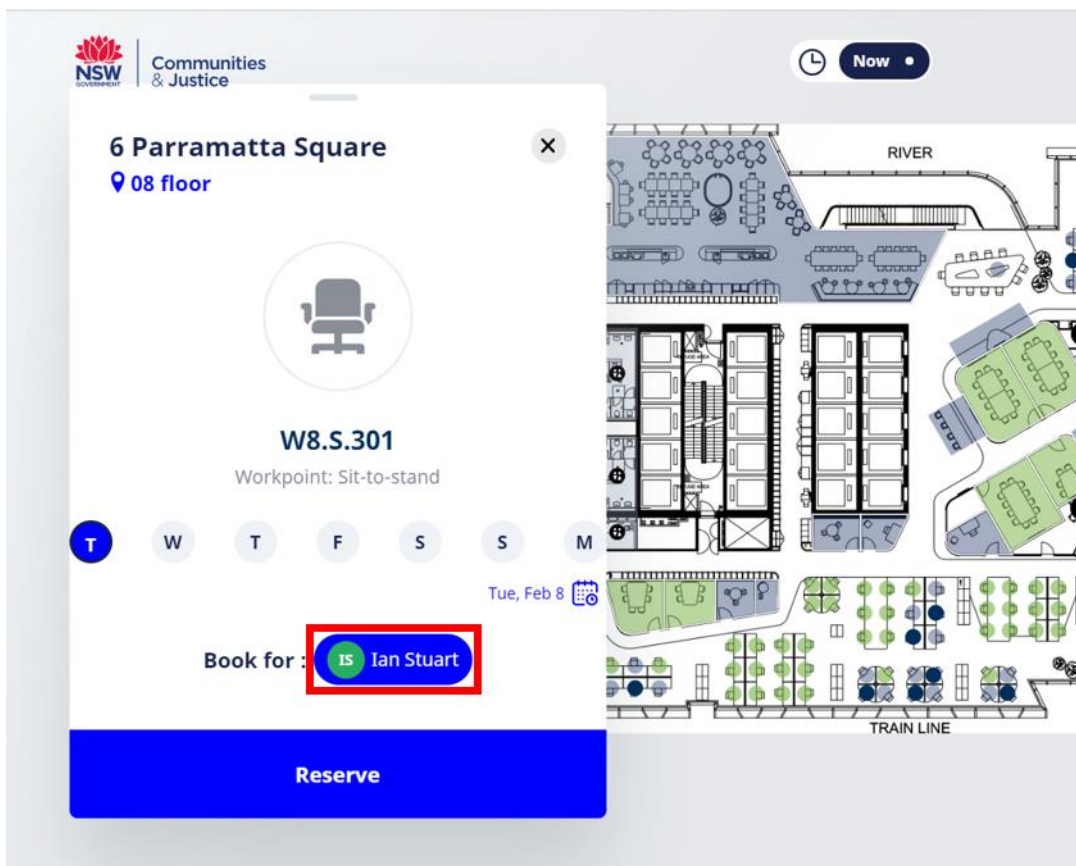
4   The names list appears. Use the scroll wheel on your mouse to scroll through the list of people or start typing the name to refine the list. Select the person you are booking the workpoint for.
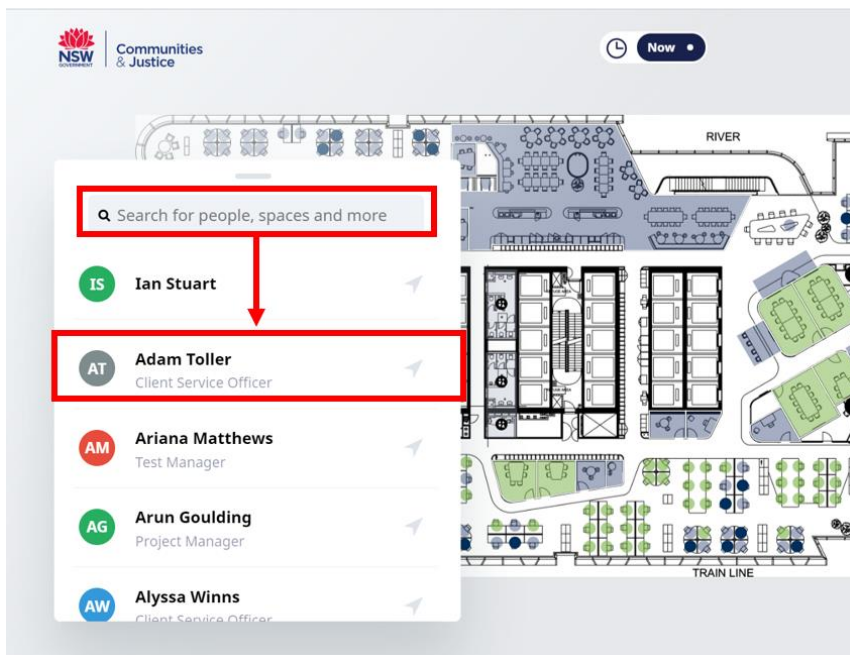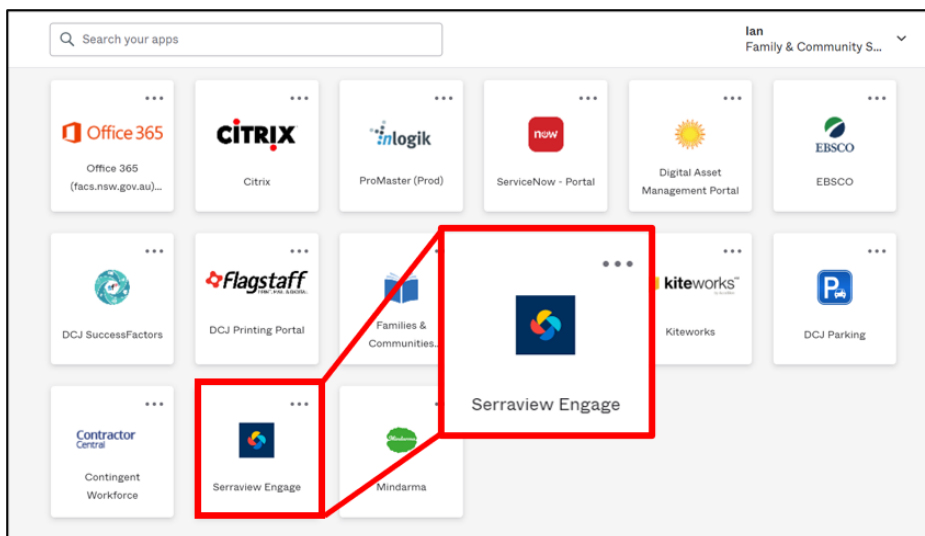

5   Make sure the date is correct and the right person is shown in the **Book for** field.

Select **Reserve**.
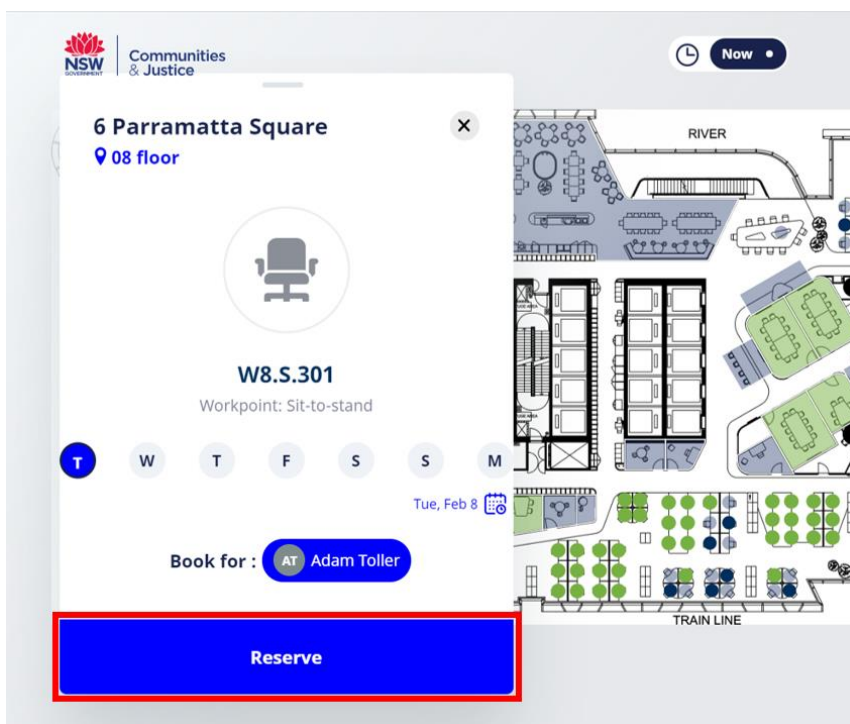
6   The person will be sent a confirmation email and check in email when the check in window on the day of your booking opens.

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2. Book workpoints for multiple days in a week for yourself or others

| 1 | From Okta or the Justice portal, select the **Serraview Engage** app tile. |

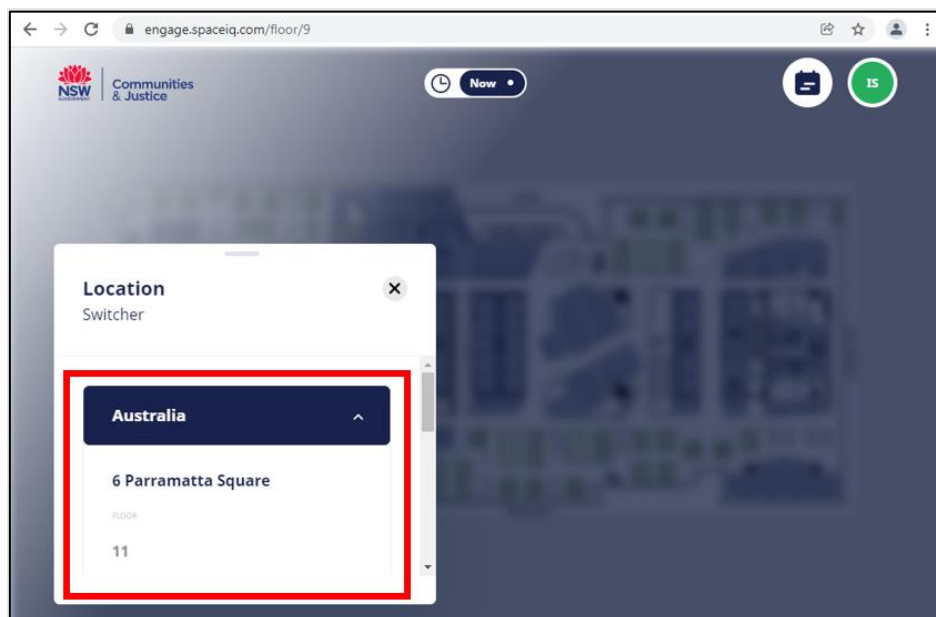*Note:* To access FACS Okta or the Justice Portal:

Former FACS: *https://facs.okta.com/*

Former Justice: *https://portal.justice.nsw.gov.au/*

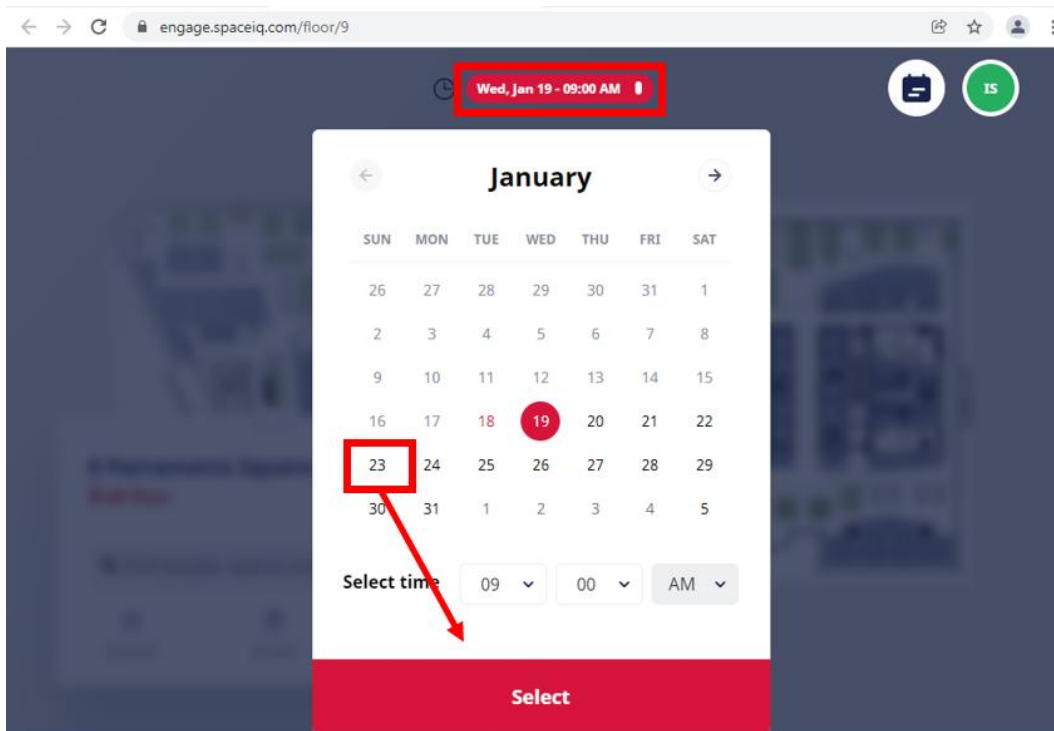| 2 | The **Landing page opens**. Select: |

1 **Australia**

2 your **building**

3 the **floor** where you are booking a workpoint.

*Note: After your first visit, this information will default. To change buildings or floors, select **Location Switcher**.*

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3   Select the **Date picker**, the first day of the week you want to book for and then **Select**.
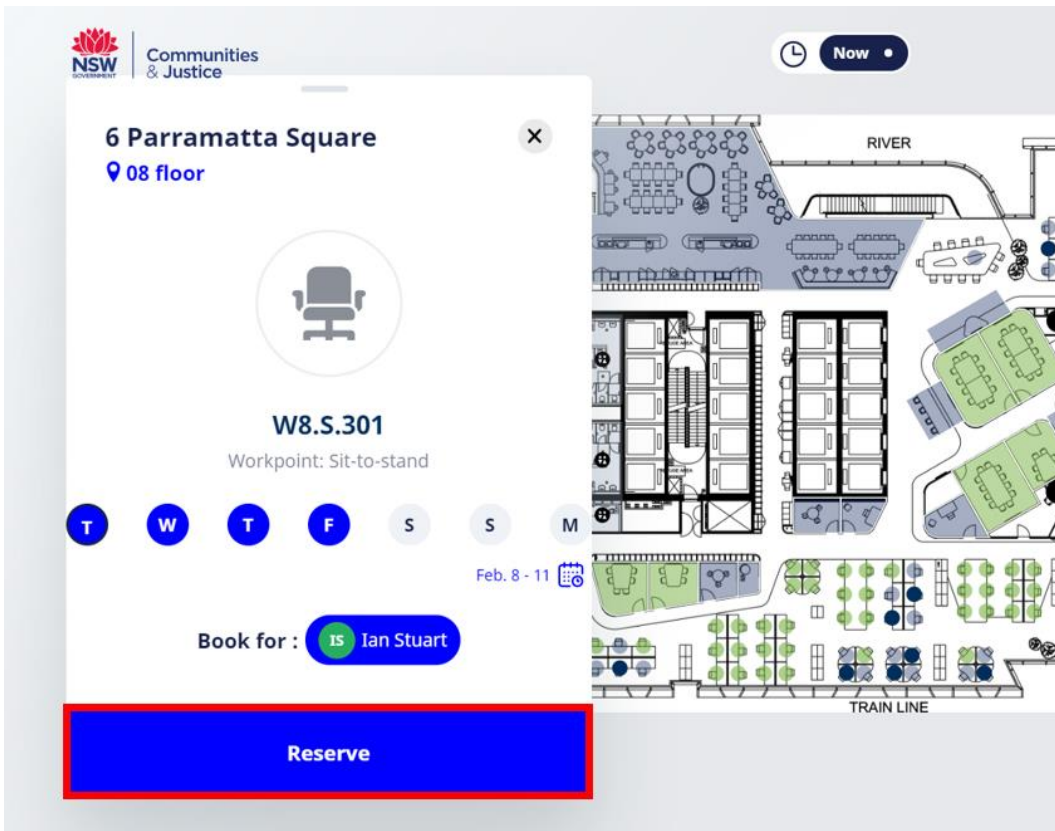

4   Select a workpoint from the floor plan. In the desk details window, select each day of the week that you want to book the desk for.
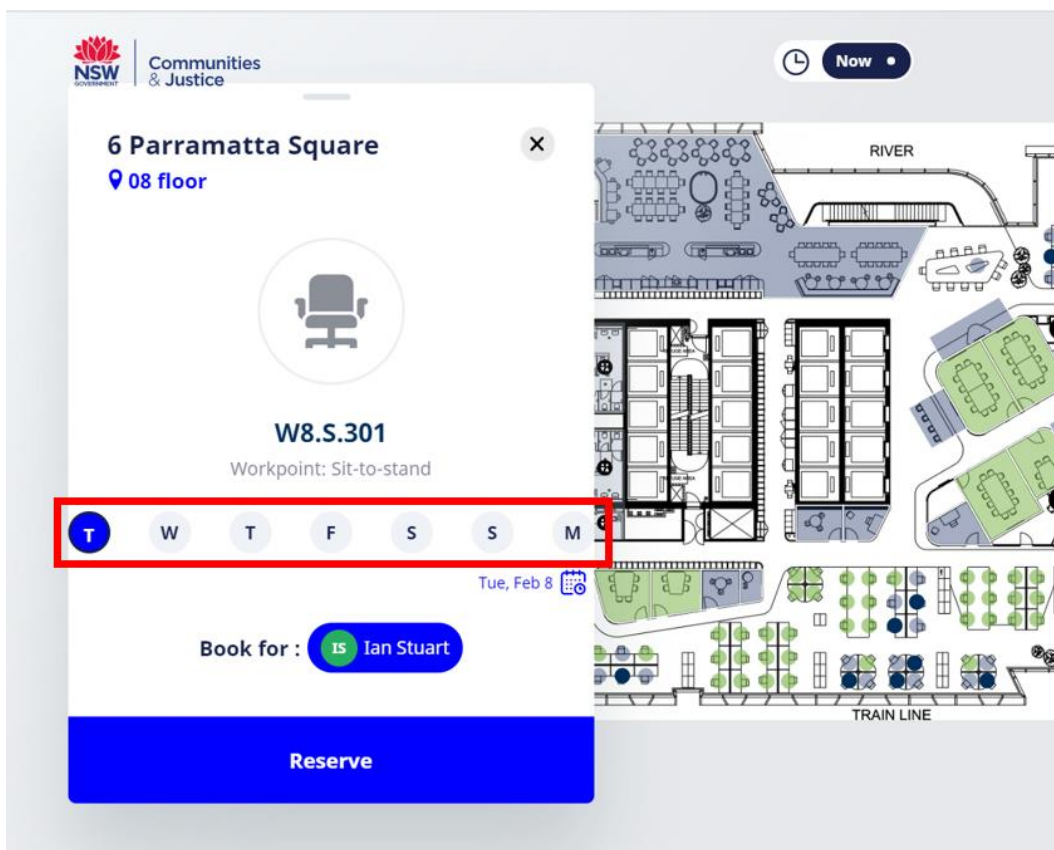
Note: You cannot book for more than 4 weeks in advance.

5   Select **Reserve**.

5   You will be sent a confirmation email and check in confirmation emails when the check in window on the day of your booking opens for each booking.