Book, check-in or cancel a workpoint

Booking a workpoint is an essential aspect of agile working. For this process you will use the **Serraview Engage** application. Once booked, you must check-in to your reserved workpoint before 10am or your booking will be cancelled. In this user guide you can see how to:

1. Book a workpoint for yourself or another person
2. Check-in or cancel a booked workpoint from an email notification
3. Check-in or cancel a booked workpoint from the Seaview Enagage app on your desktop.

1. Book a workpoint for yourself or another person

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

Note: To access Okta:

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

Former Justice: https://portal.justice.nsw.gov.au/
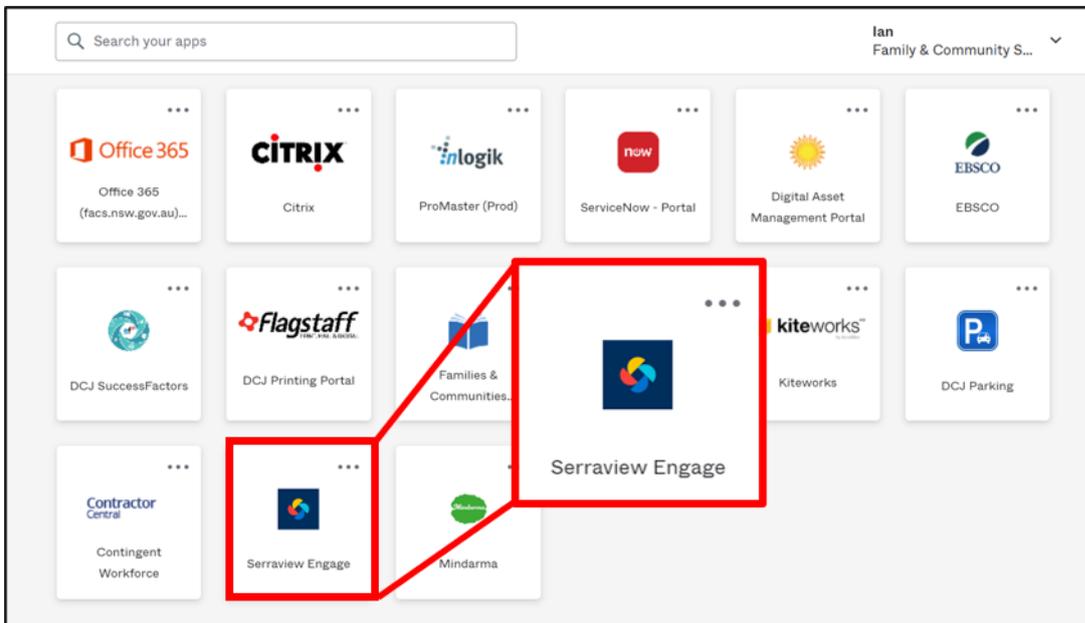
2   The **Landing page opens**. Select:

1 **Australia**

2 your **building**

3 the **floor** where you are booking a workpoint.
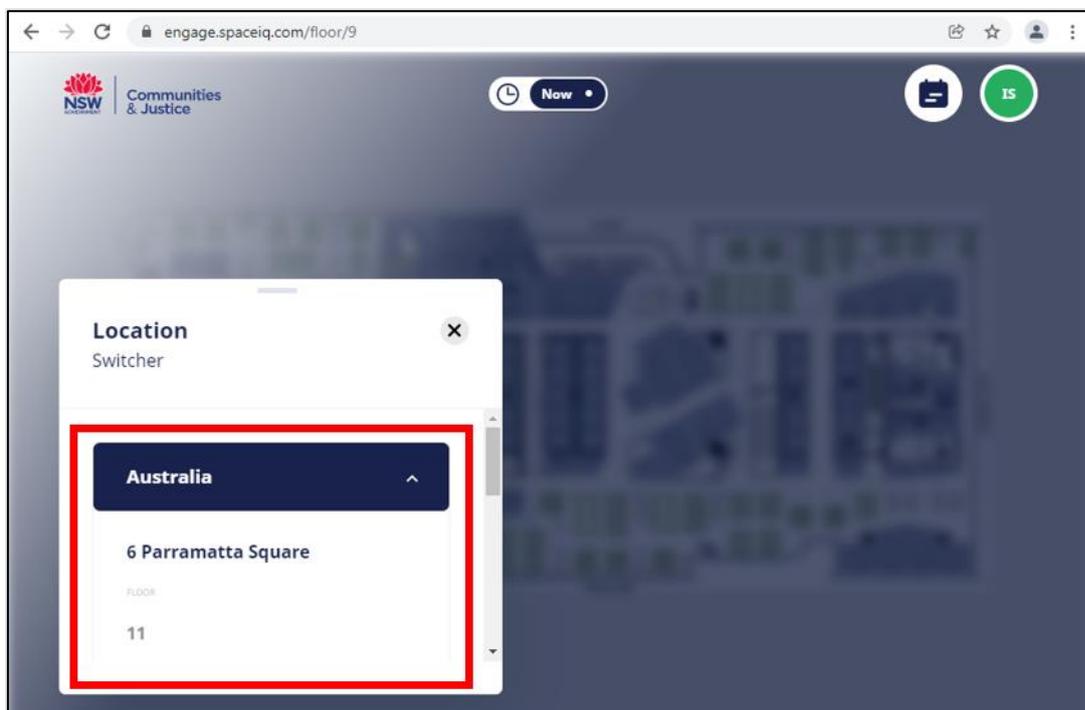
Note: After your first visit, this information will default. To change buildings or floors, select ***Location Switcher***.

3   The floor plan for your selected floor and building displays. By default, this will display workpoints available immediately. Select the **date and time picker** to change the date.
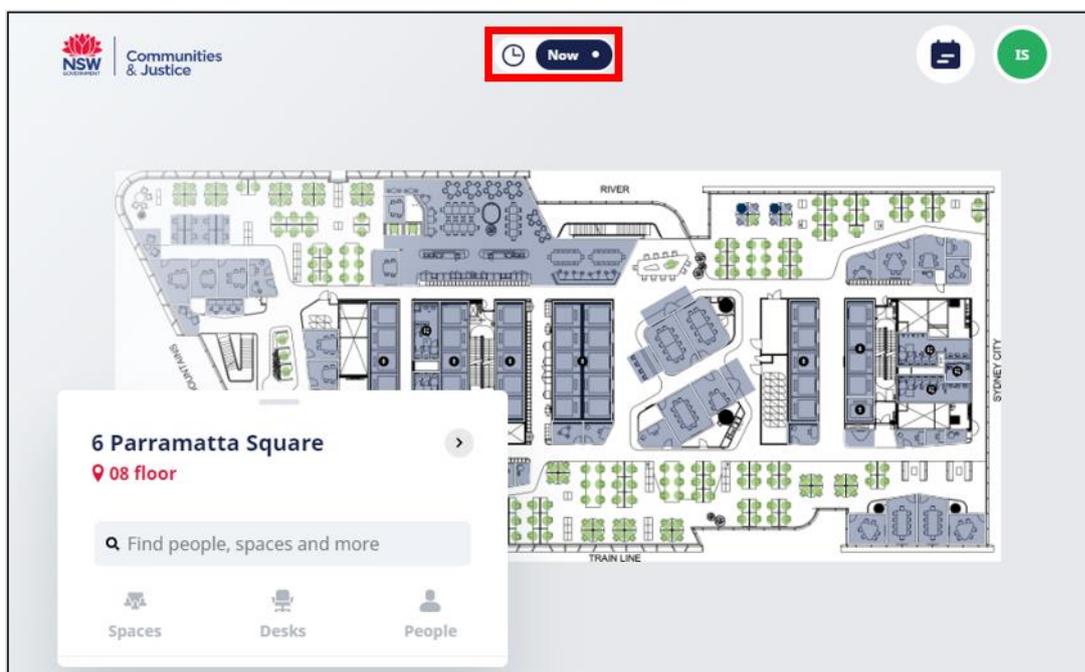
4   Select the **date** you are booking for and then **Select**. The time will default to 9am and will always be reserved for the whole day so you will not need to change the time.
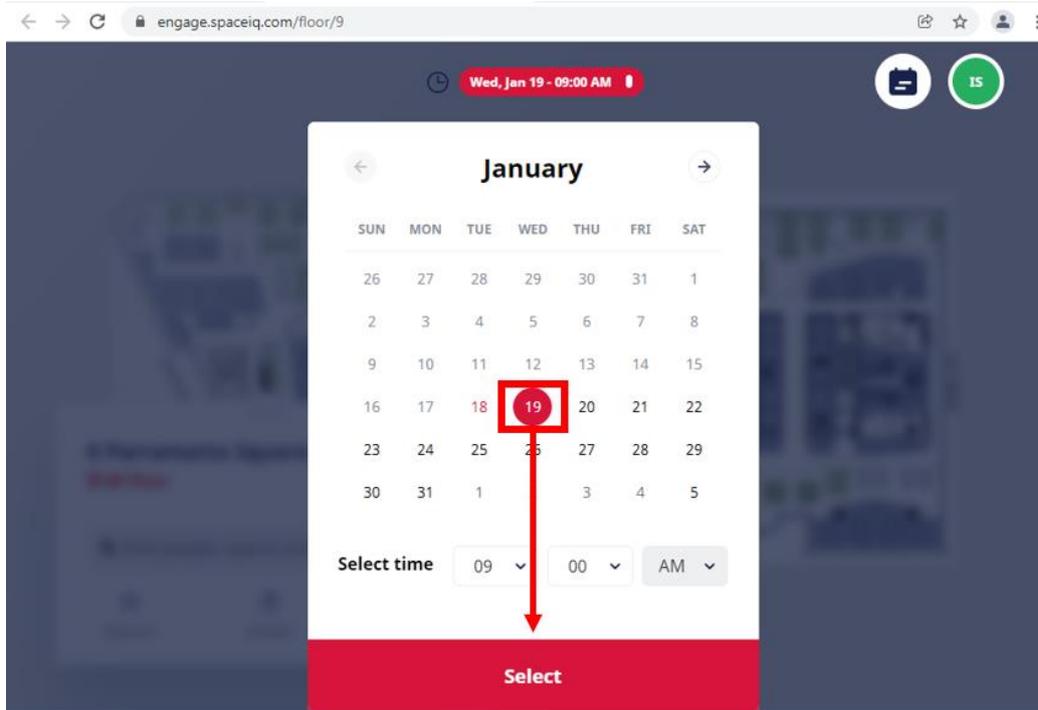
5   The floor plan for the selected date displays.

Use the **scroll wheel** on your mouse to zoom in and out. You can use the mouse to click and drag the floor plan around to locate an available workpoint.
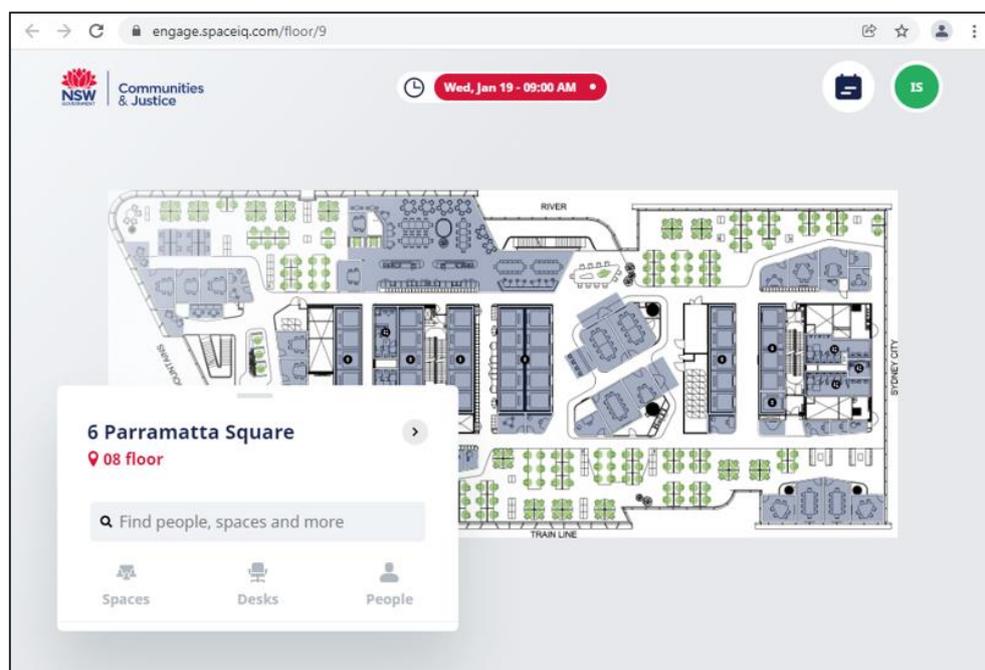
6   Each workpoint is colour coded:

- a **green** workpoint is available for the time you have selected

- a **dark blue** workpoint is booked by another person

- a **grey** workpoint is unavailable to enable social distancing.
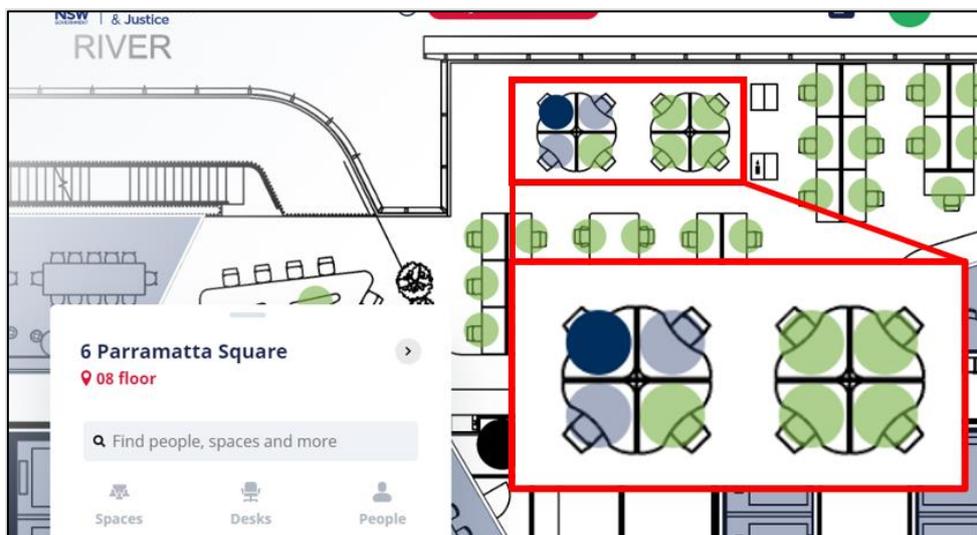
7   Select an available green workpoint and the workpoint details window will appear.

The workpoint details screen will tell you what type of workpoint you are booking:

- Sit-to-stand

- Sit-to-stand (quiet)

- Fixed height

- Fixed height (quiet)

- Drop in

- Team collaboration seat.
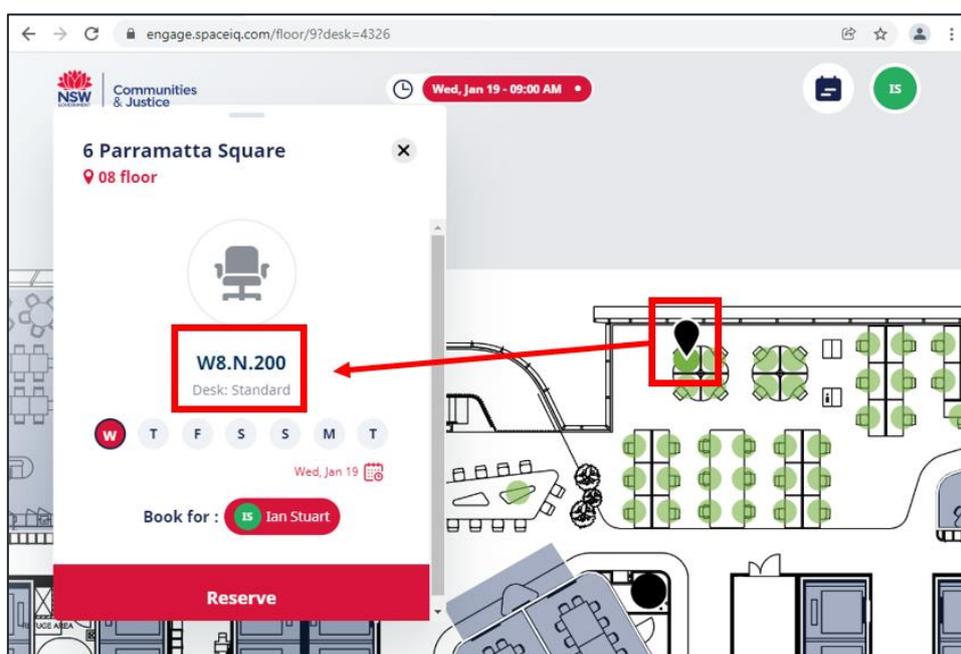
8   Make sure to do a last check on the date and person you are booking for.

Select **Reserve** to book the workpoint for the selected date.
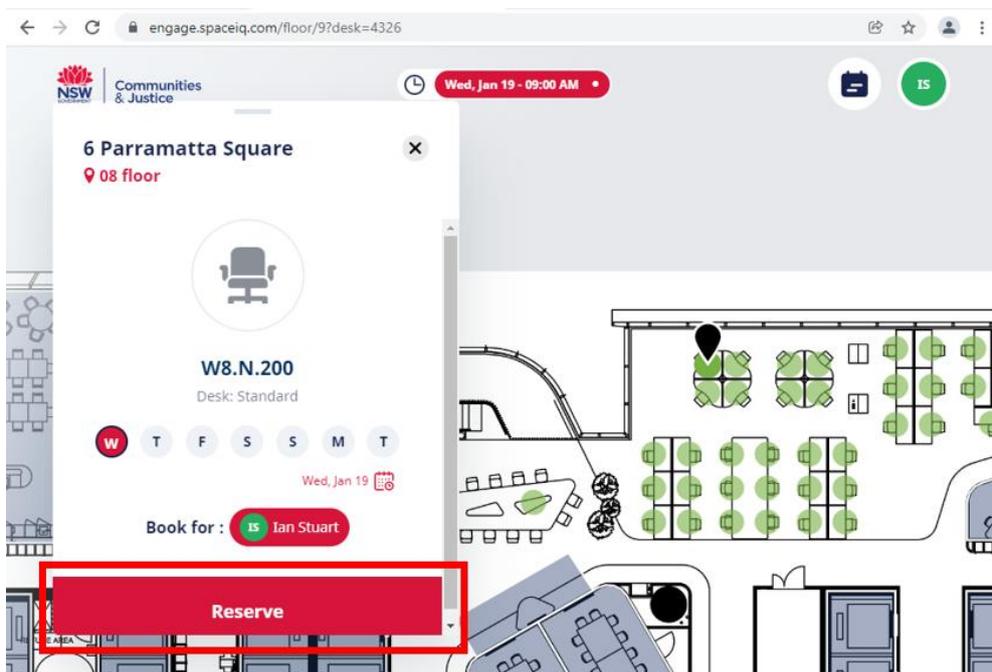
Note: *You can select multiple days as well as book for another person from the workpoint details window.*

9   The workpoint details confirmation window displays, indicating the workpoint is reserved. You will be sent an email notification to confirm your booking within 5 to 10 mintues.

To check in or cancel the booking immediately, first select the **calendar** icon.
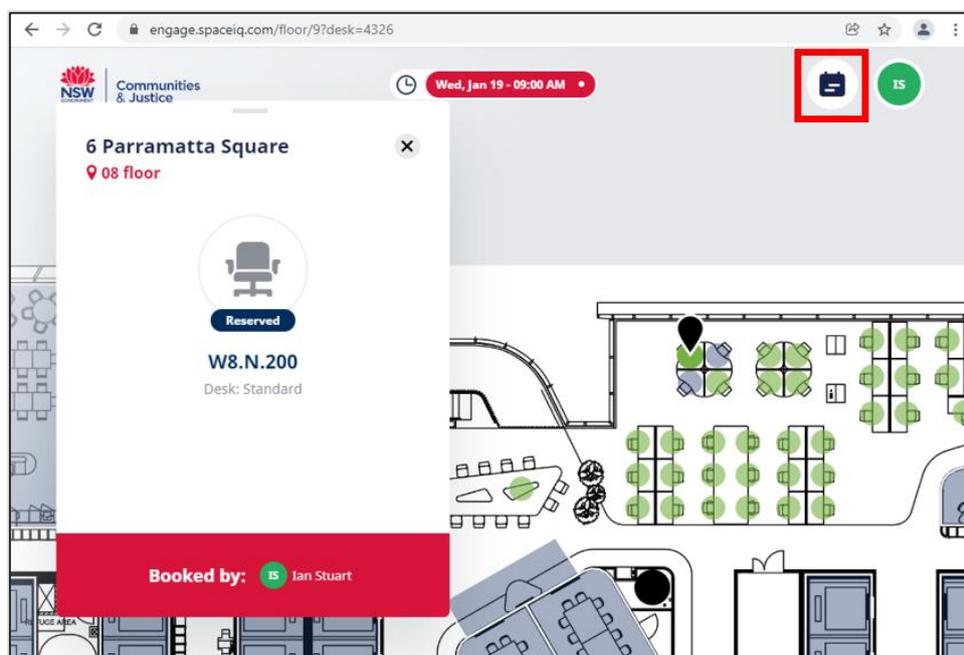
10   Then select the appropriate booking from the bookings displayed.
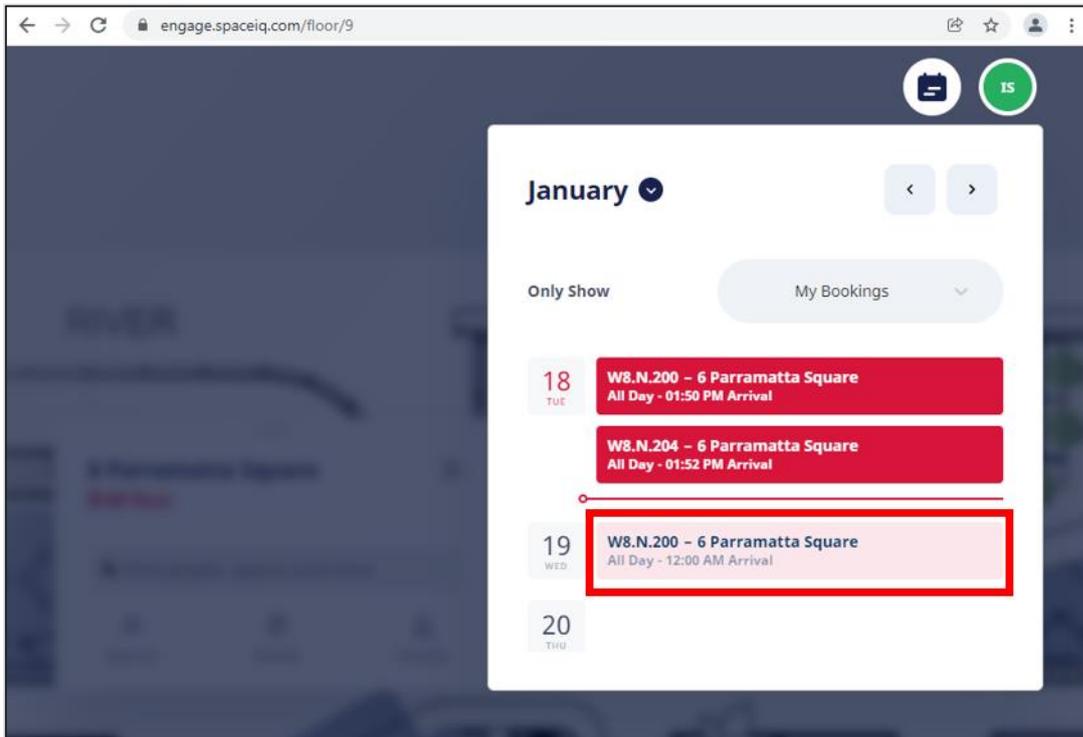
11   Use the **bin icon** to cancel the booking or the **Check-in** button to check into the workpoint.
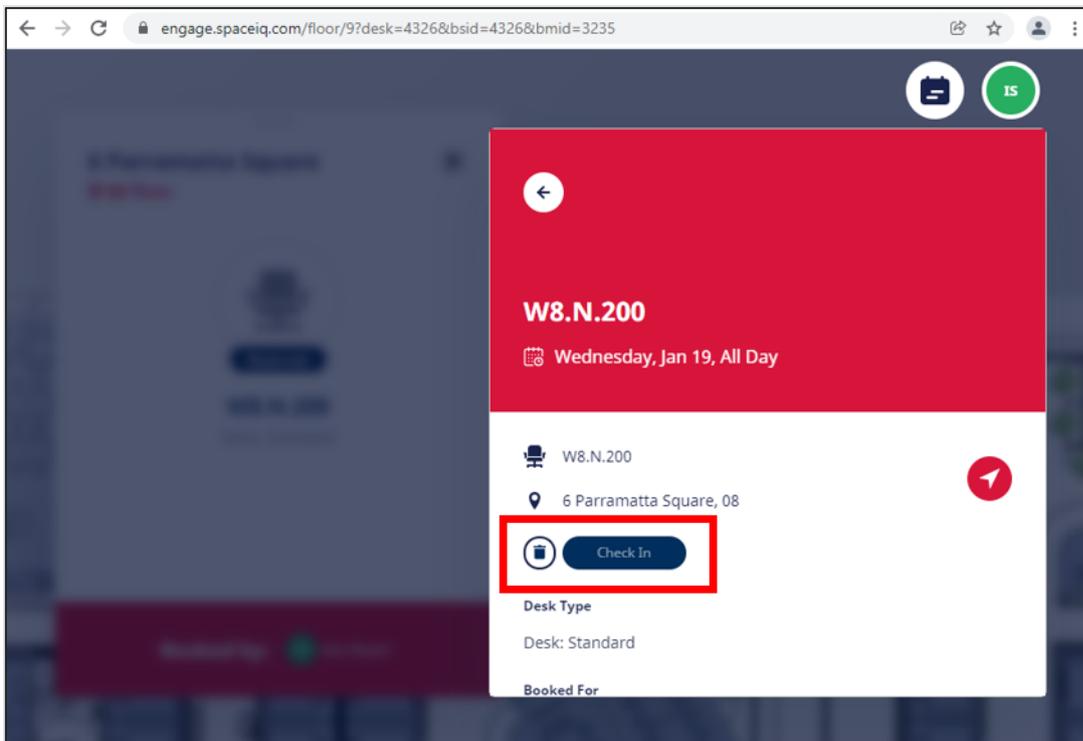
2. Check-in or cancel a booking via your email notification

1   When the check-in window opens early in the morning, you will be notified via email. You can check-in or cancel the booking from within the email. You must check-in on the day, before 10 am or the booking will be automatically cancelled.

      Select either the **Check-in** or **Cancel** link.
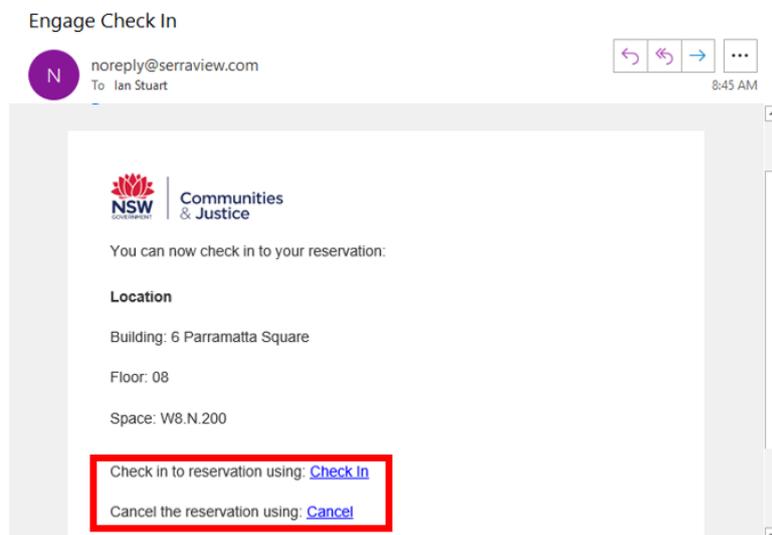
2   The Reservation check-in screen displays. Select Check-in.
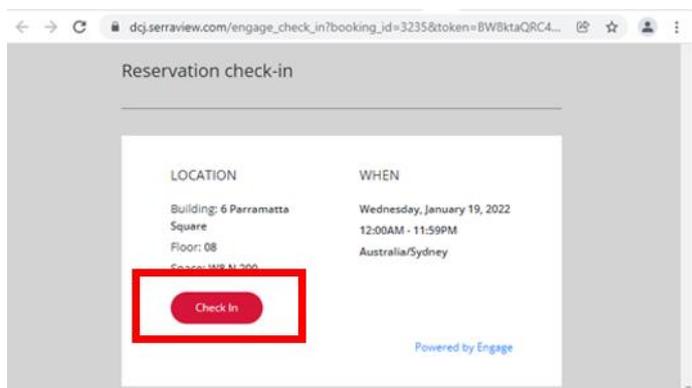
3   The check-in is confirmed.
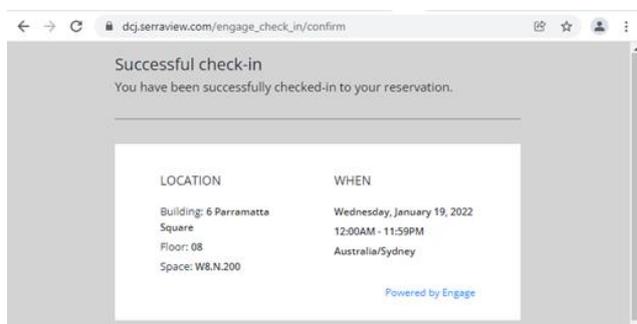
3. Check-in or cancel a booking via the Serraview Engage app (on your desktop)

1   You must check-in before 10am or the booking will be automatically cancelled.

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

Note: *To access Okta:*

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

Former Justice: *https://portal.justice.nsw.gov.au/*
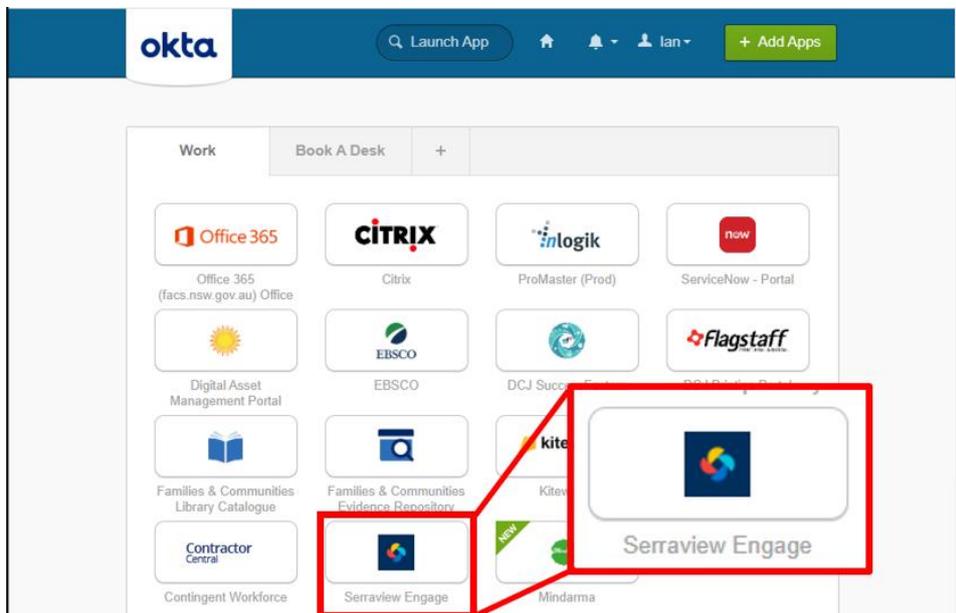
2   From the landing page, select the **calendar icon**.
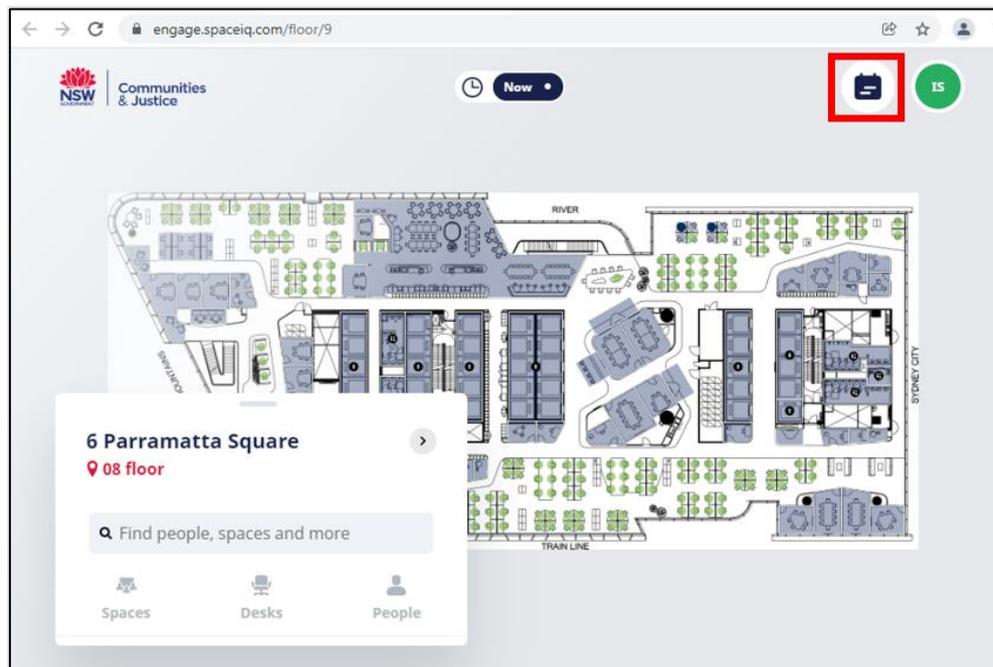
3   Select the appropriate booking from the bookings displayed.
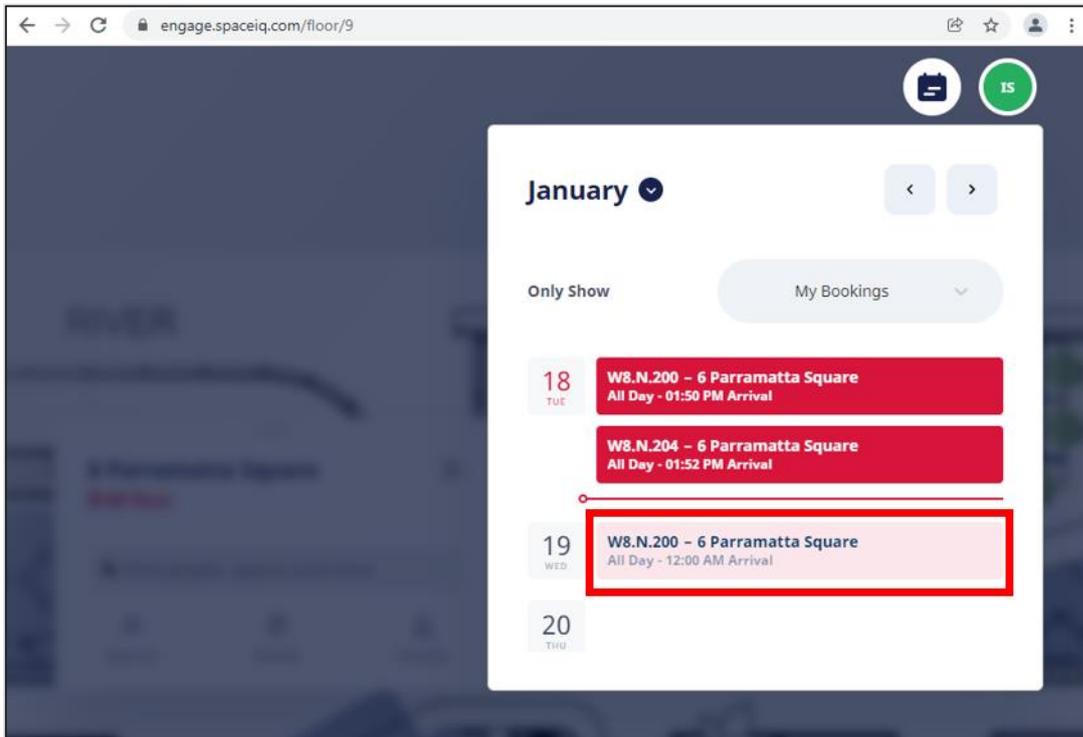
4   Use the **Check In** button to check into the workpoint or the **bin icon** to cancel the booking.