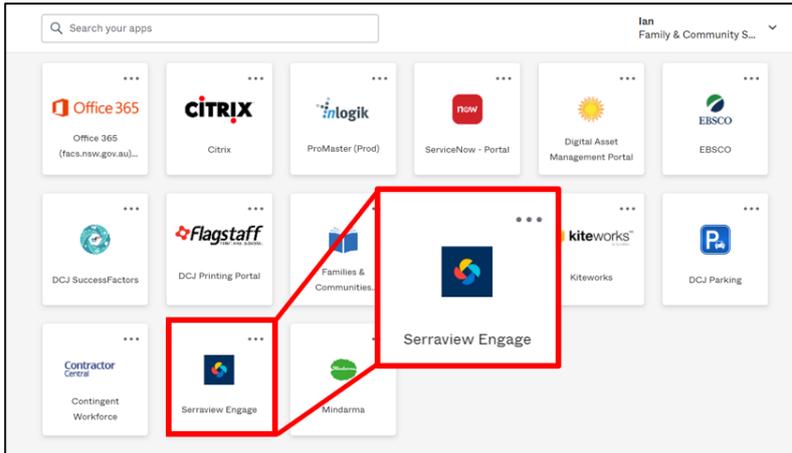


Use Reservation Assist to book a workpoint

You can use Reservation Assist to help you locate a workpoint that is suitable for your needs. You can filter the available workpoints by type of desk and equipment.

1. Use Reservation Assist to find a workpoint

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



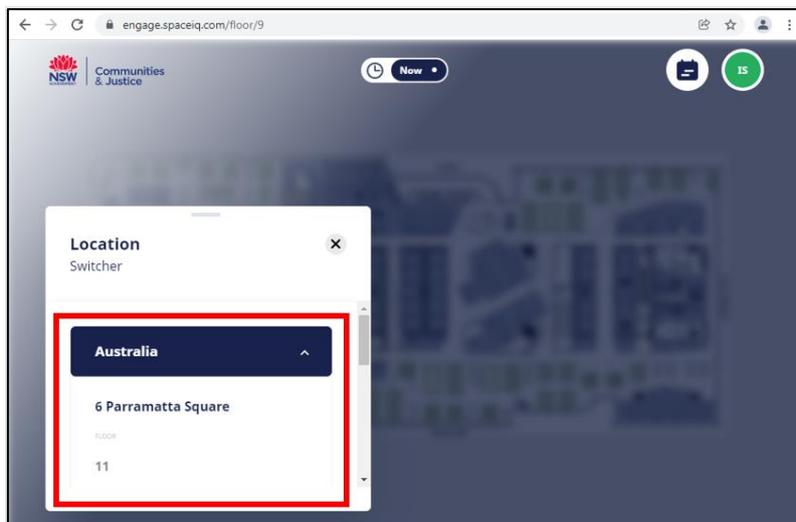
Note: To access FACS Okta or the Justice Portal:

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

Former Justice: <https://portal.justice.nsw.gov.au/>

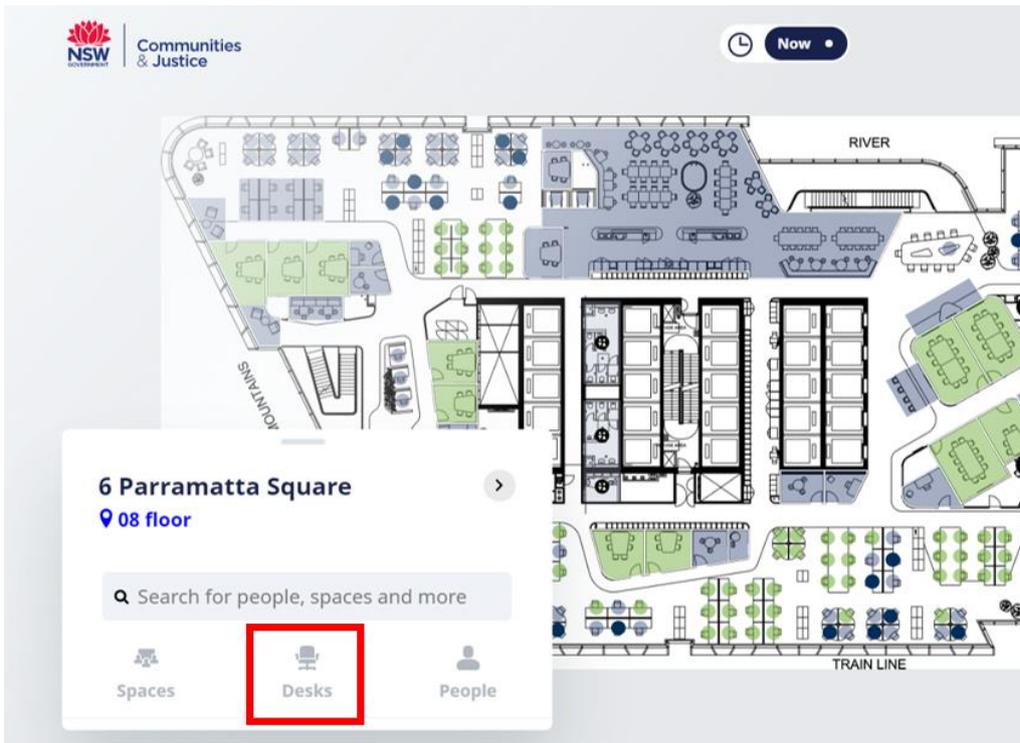
2 The Landing page opens. Select:

- 1. **Australia**
- 2. your **building**
- 3. the **floor** where you are booking a workpoint.



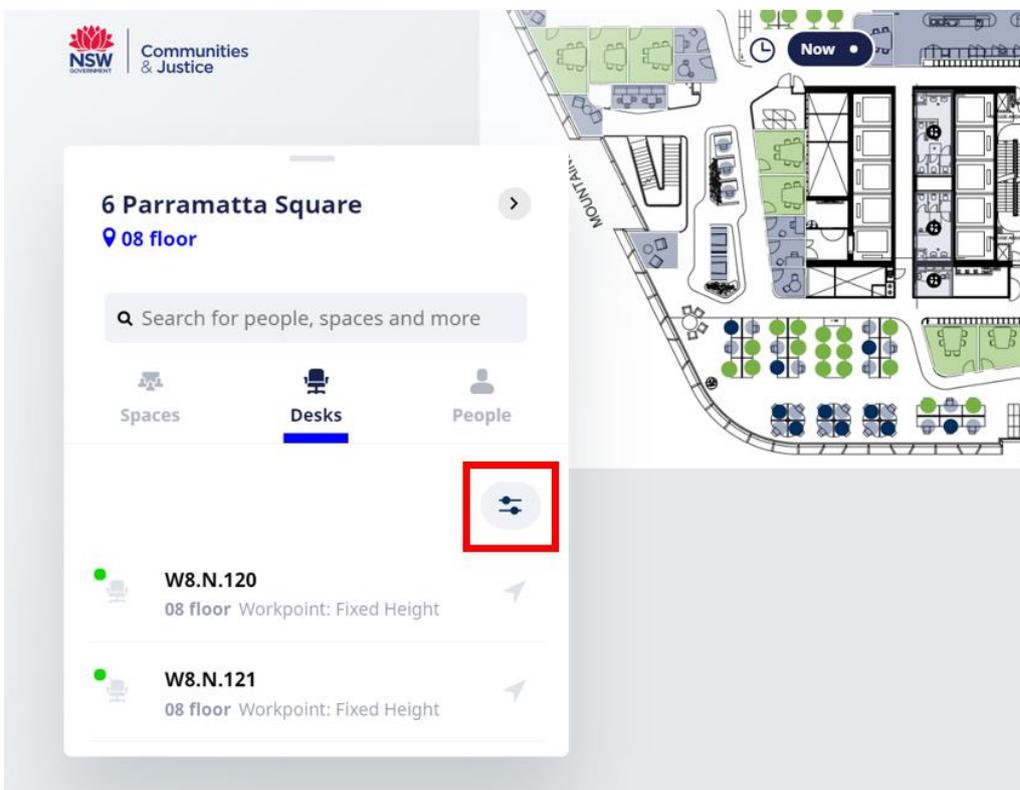
Note: After your first visit, this information will default. To change buildings or floors, select **Location Switcher**.

3 Select **Desks** from the location finder window.

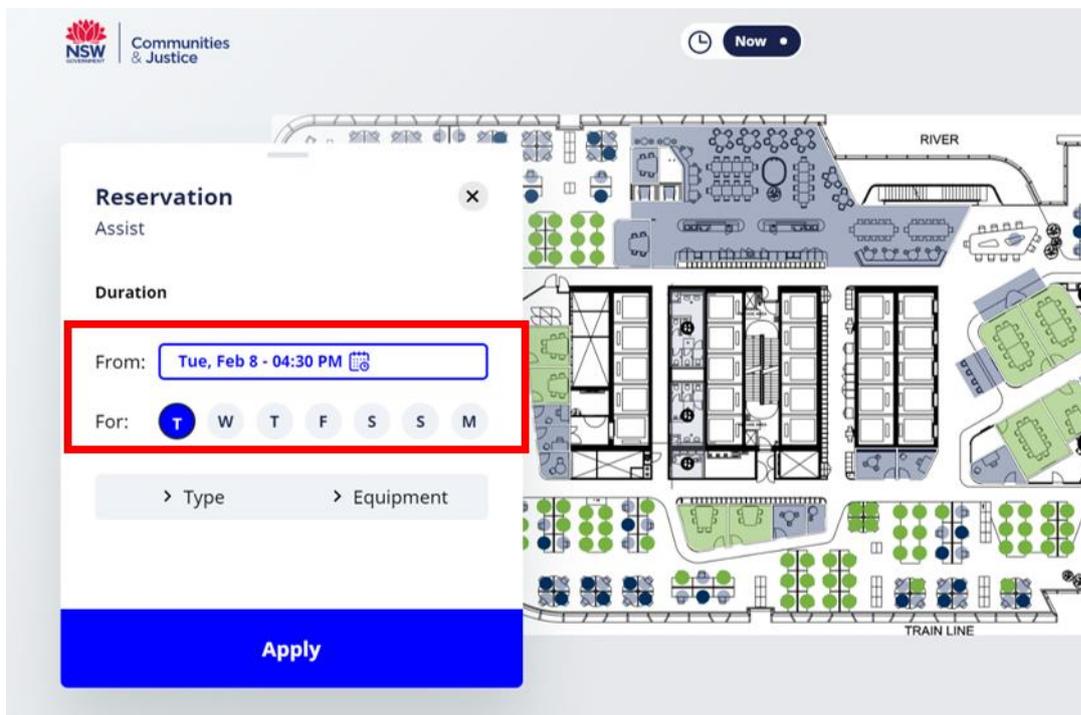


Note: Only available desks for the location including the floor you have selected will display.

4 Available desks display. Use the scroll wheel on your mouse to see the full list. You can also refine the search by applying filters. Select the **Filter** icon.

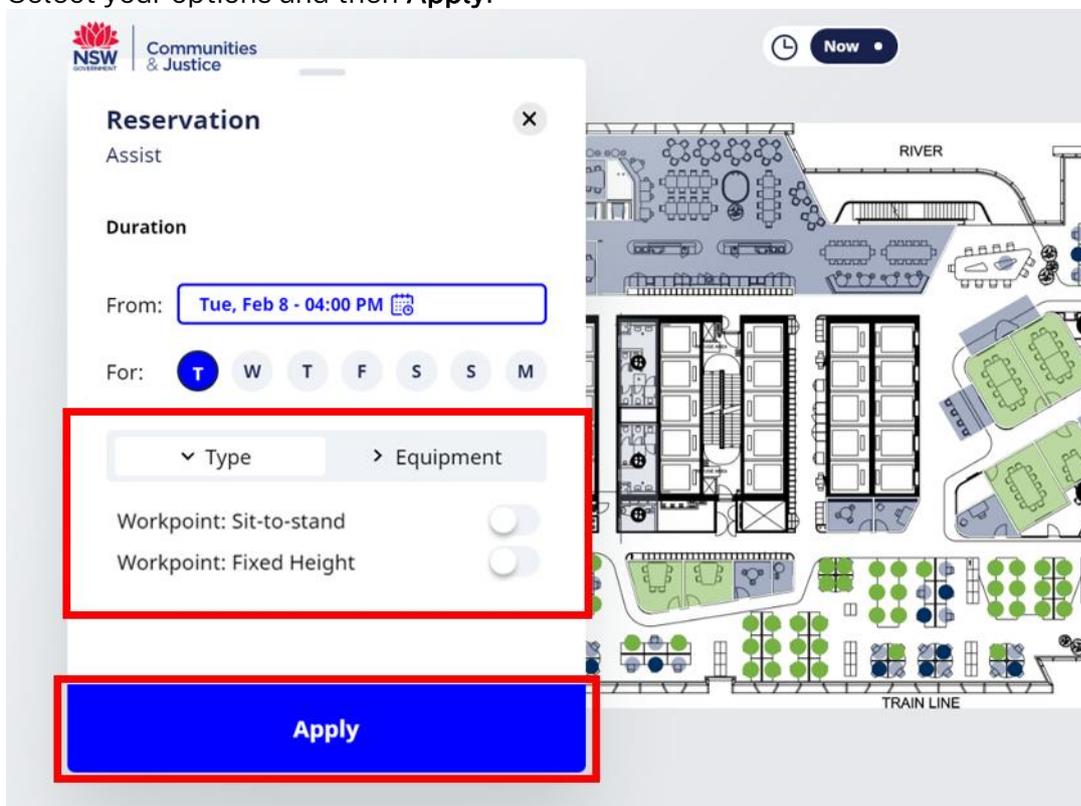


5 Select the **day or days** you want to book for.

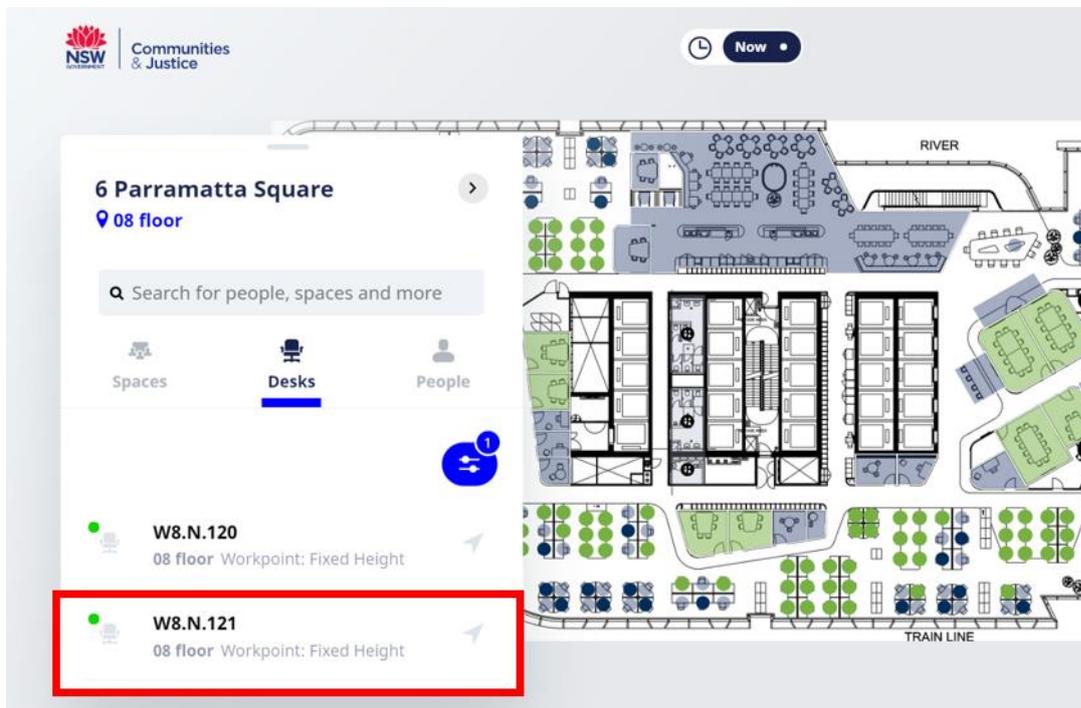


6 Select **Type** or **Equipment** to refine the search to the type of desk you want to book. There are more options than appear initially. Use the scroll wheel on your mouse to scroll down for the full list of features.

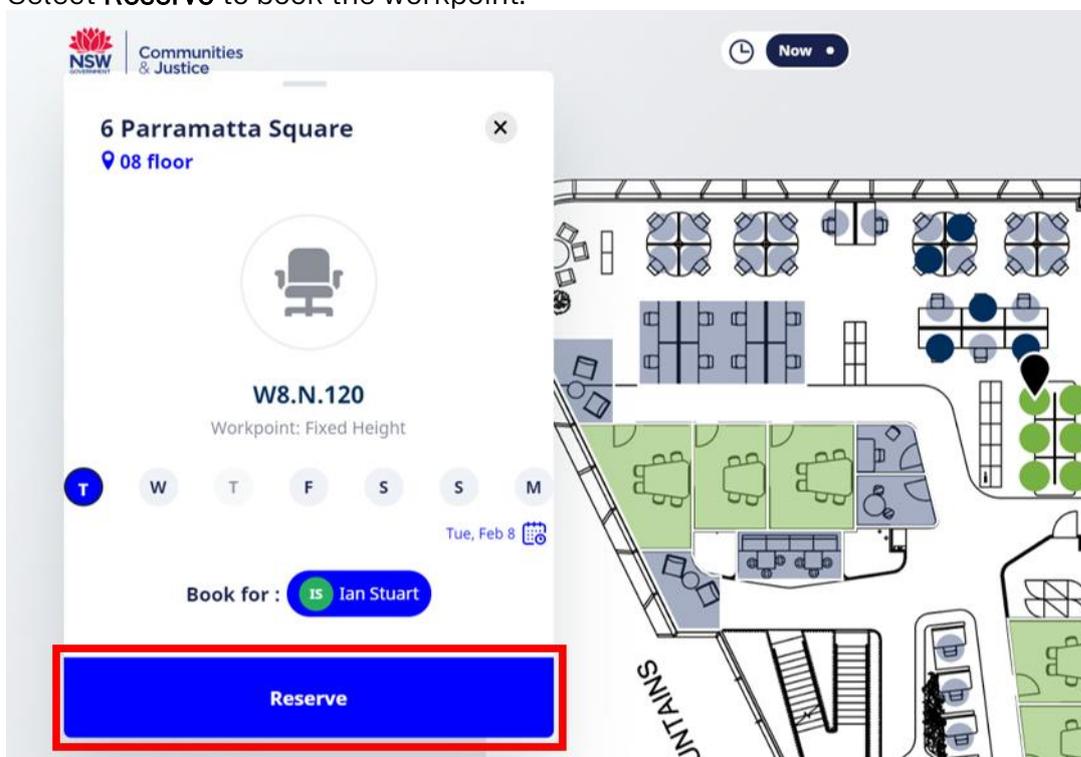
Select your options and then **Apply**.



- The refined desk list displays based on the dates and filters you have applied. Use the scroll wheel on your mouse to see the full list. Select a **desk** to see its location.



- Select **Reserve** to book the workpoint.



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