



Archibus®

A SpacelQ Product

User Guide: [Hoteling](#)

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Version: [v002](#)

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Document Summary

i. Revision History

Version	Date	Comments	Approval
001	4/15/2021	Initial Release	Ryan Robertson
002	4/19/2021	Update images for new homepage	Ryan Robertson

ii. Contributing Authors

- Ryan Robertson

iii. Table of Contents

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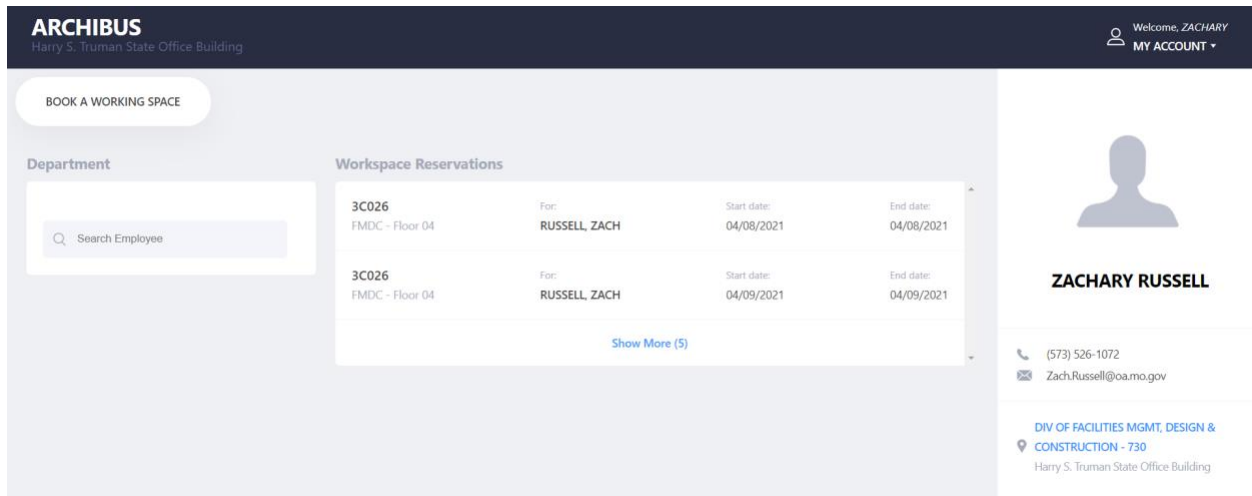
Hoteling

1. Workplace - Hoteling

Archibus Web Central organizes facilities and infrastructure management tasks in an intuitive Web browser interface. All infrastructure data is stored in a centralized repository so that authorized users from anywhere in the world can enter, edit, and monitor this data. Users can review and edit only data appropriate to their role within the company.

1.1. Create a Workspace Reservation

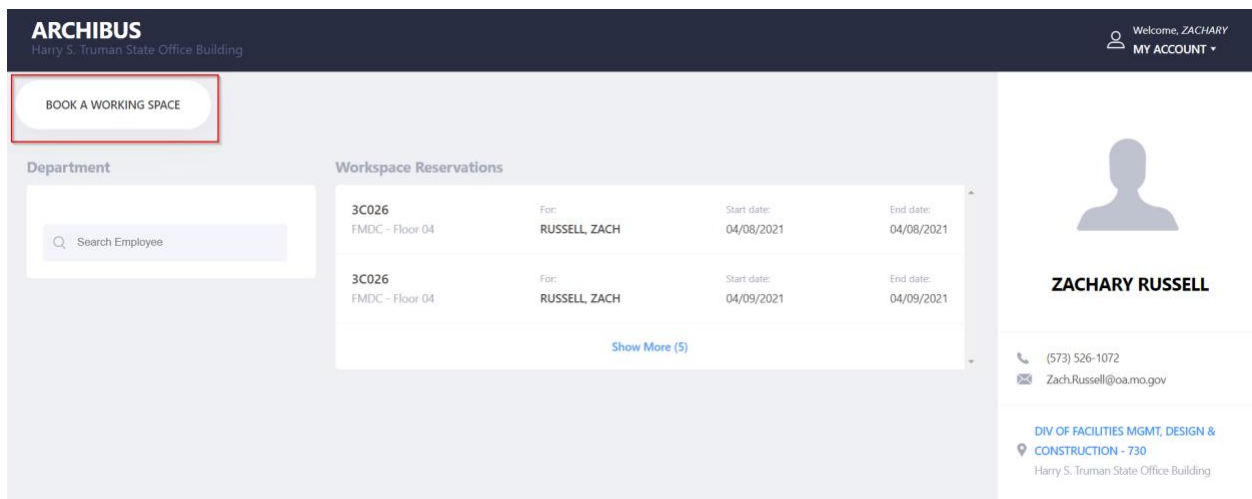
1.1.1. Log into Archibus Workplace



The screenshot shows the Archibus Workplace interface. At the top left, it says "ARCHIBUS Harry S. Truman State Office Building". At the top right, it says "Welcome, ZACHARY MY ACCOUNT". Below the header, there is a "BOOK A WORKING SPACE" button. On the left, there is a "Department" section with a "Search Employee" input field. In the center, there is a "Workspace Reservations" table with two rows of reservation data. On the right, there is a user profile for "ZACHARY RUSSELL" with contact information and department details.

Reservation ID	Location	For	Start date	End date
3C026	FMDC - Floor 04	RUSSELL, ZACH	04/08/2021	04/08/2021
3C026	FMDC - Floor 04	RUSSELL, ZACH	04/09/2021	04/09/2021

1.1.2. Select Workspace Booking button.

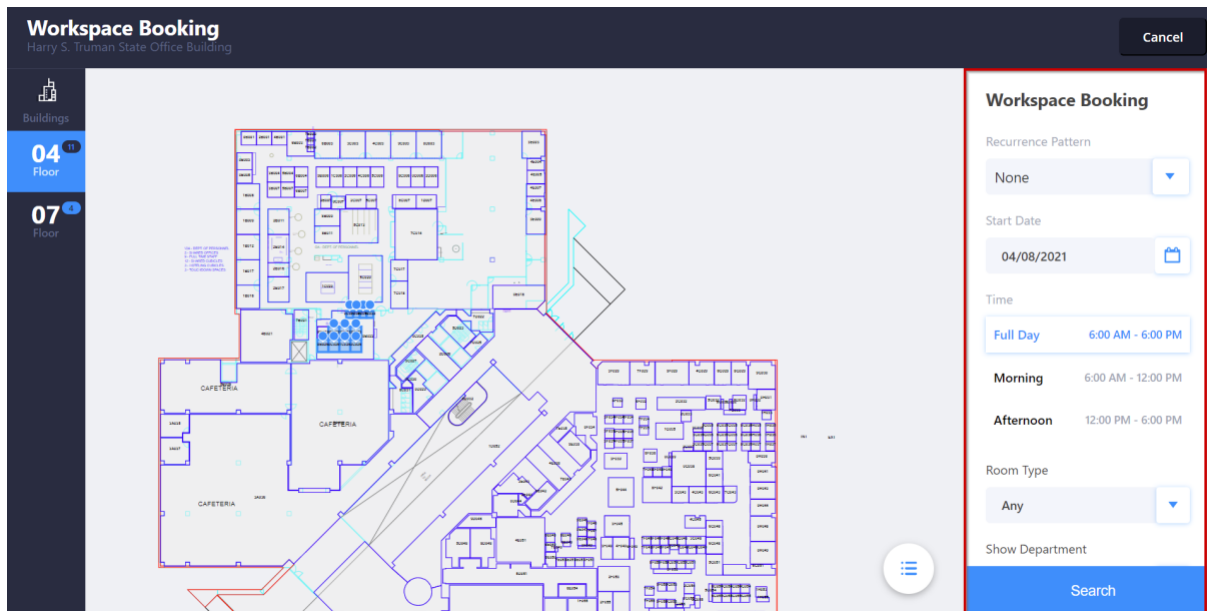


This screenshot is identical to the previous one, but the "BOOK A WORKING SPACE" button is highlighted with a red rectangular box to indicate it should be selected.

1.1.3. Select the floor to view hotel spaces available on a drawing.



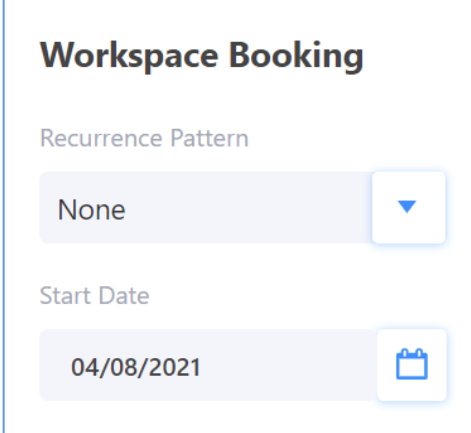
1.1.4. Define workspace booking criteria to view available rooms that match your search criteria.



1.1.5. Define the Recurrence Pattern for a single or multiple day workspace booking.

1.1.5.1. Single Day

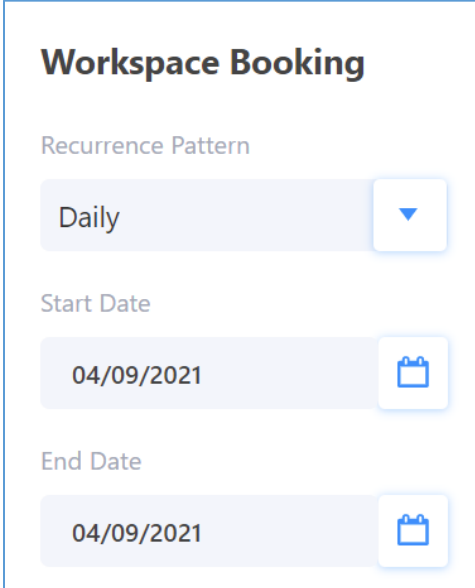
For a single day workspace booking, set the Recurrence Pattern to “None” and select the day of your booking in the “Start Date” field.



The screenshot shows a form titled "Workspace Booking". It has two main sections: "Recurrence Pattern" and "Start Date". The "Recurrence Pattern" section has a dropdown menu with "None" selected. The "Start Date" section has a text input field with "04/08/2021" and a calendar icon to its right.

1.1.5.2. Daily

For a daily workspace booking, set the Recurrence Pattern to “Daily” and select the “Start Date” and “End Date” for your booking.




The screenshot shows a form titled "Workspace Booking". It has three main sections: "Recurrence Pattern", "Start Date", and "End Date". The "Recurrence Pattern" section has a dropdown menu with "Daily" selected. The "Start Date" section has a text input field with "04/09/2021" and a calendar icon to its right. The "End Date" section has a text input field with "04/09/2021" and a calendar icon to its right.

1.1.5.3. Weekly


For a workspace booking where you wish to reserve a space for specific days of the week, set the Recurrence Pattern to “Weekly”. You will then set the “Start Date” and “End Date” for your workspace booking and select the specific days of the week to reserve a workspace.

Workspace Booking


Recurrence Pattern

Weekly 

Start Date

04/09/2021 

End Date

04/09/2021 

Days of Week

<input type="checkbox"/> Mon	<input checked="" type="checkbox"/> Tue
<input type="checkbox"/> Wed	<input type="checkbox"/> Thu
<input checked="" type="checkbox"/> Fri	<input type="checkbox"/> Sat
<input type="checkbox"/> Sun	

1.1.5.4. Monthly

For a workspace booking for a specific monthly recurrence sent the Recurrence Pattern to “Monthly”. Then set the “Start Date” and “End Date” along with the day of the week for your booking. Example, creating a workspace booking for the first Monday of every month.

Workspace Booking

Recurrence Pattern

Monthly ▼

Start Date

04/09/2021 📅

End Date

04/09/2021 📅

Every

first ▼

Monday ▼

1.1.6. Define the Time Frame for the workspace booking.

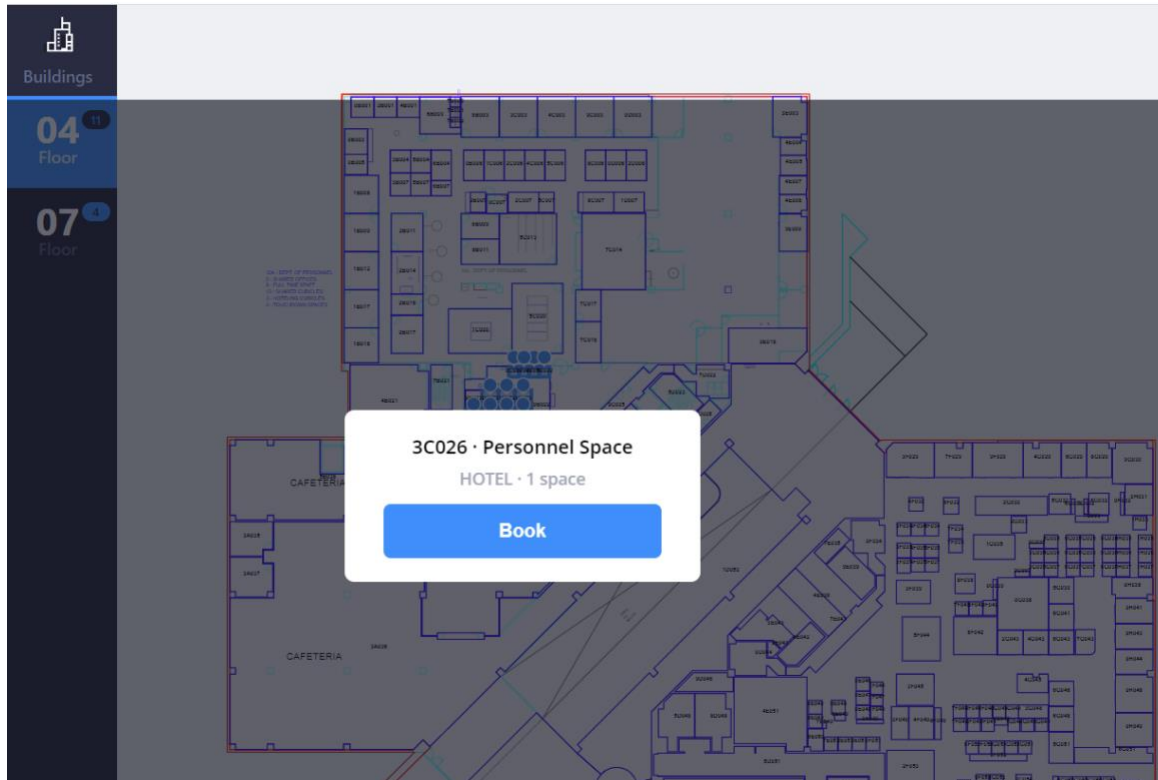
Workspace Booking allows you to select if your booking is for the “Full Day”, “Morning” or “Afternoon”. The corresponding time frames for each is defined within the selection.

Time

Full Day	6:00 AM - 6:00 PM
Morning	6:00 AM - 12:00 PM
Afternoon	12:00 PM - 6:00 PM

1.1.7. Select Workspace Seat

On the drawing, available workspaces are displayed with a blue dot. Select the workspace you wish to reserve and select the “Book” button. Double click or use the mouse scroll wheel on the drawing to zoom into specific sections of the drawing. Left click and hold to drag and pan around the drawing.



1.1.8. Identify who the workspace is for

Booking for:


Myself


Another Person

1.1.9. Confirm the booking and click “Book”

Booking for

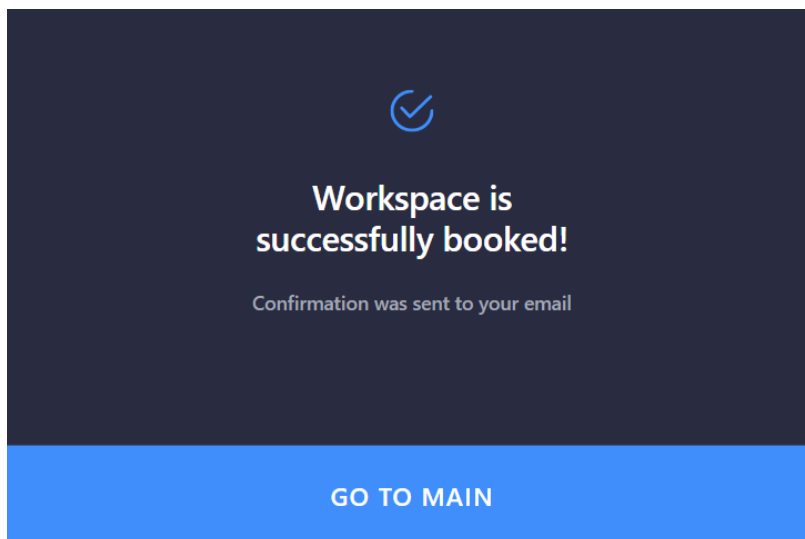
RUSSELL, ZACH (573) 526-1072
Zach.Russell@oa.mo.gov

Apr 9, 2021 

Full Day 

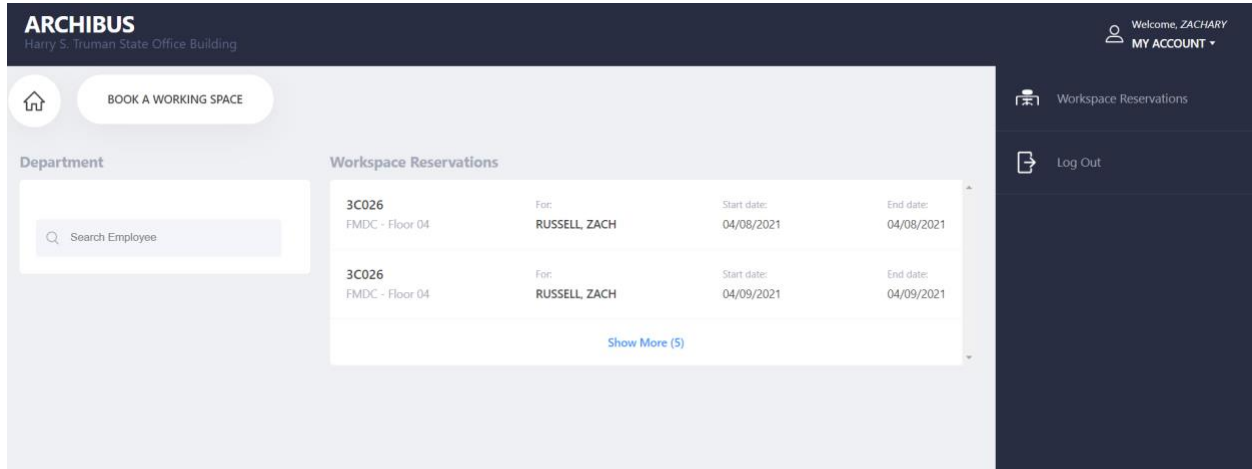
BOOK

1.1.10. Confirmation of booking



1.2. View your Workspace Reservations

From the Home Page, click on “My Account” and select “Workspace Reservations”.



ARCHIBUS
Harry S. Truman State Office Building

Welcome, ZACHARY
MY ACCOUNT ▾

BOOK A WORKING SPACE

Department

Search Employee

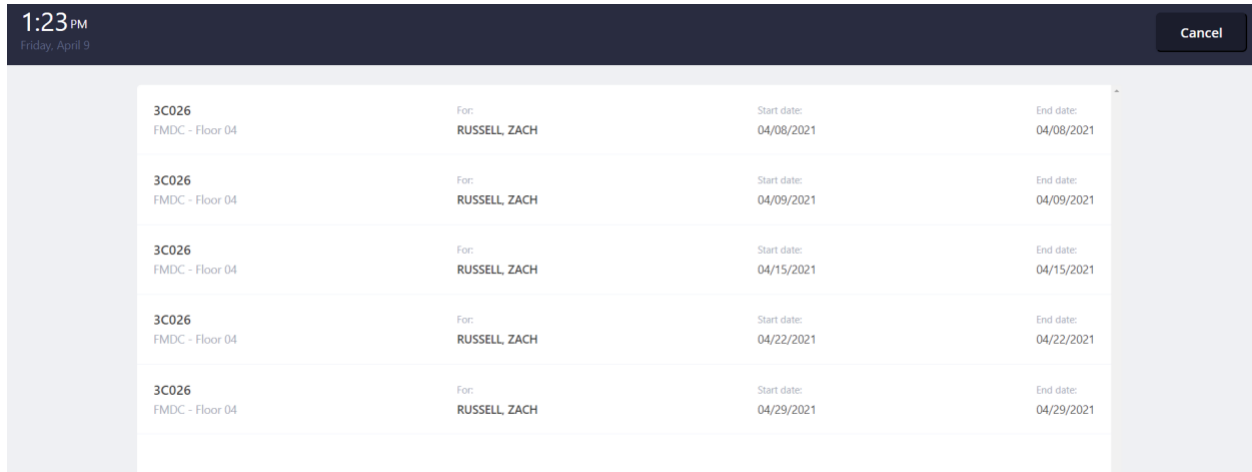
Workspace Reservations

Room	For	Start date	End date
3C026 FMDC - Floor 04	RUSSELL, ZACH	04/08/2021	04/08/2021
3C026 FMDC - Floor 04	RUSSELL, ZACH	04/09/2021	04/09/2021

Show More (5)

Workspace Reservations

Log Out



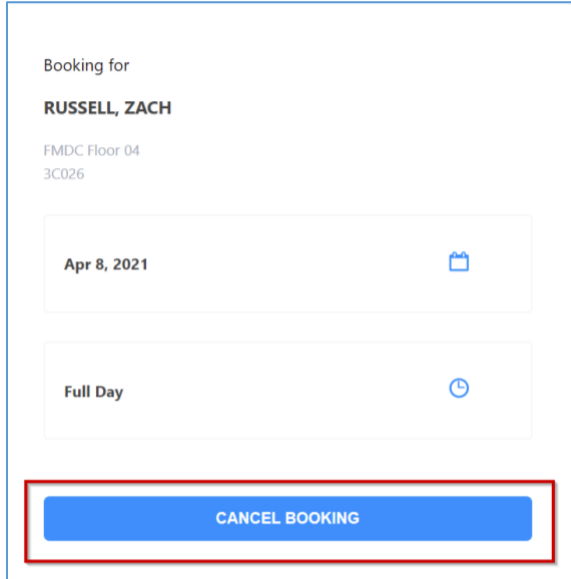
1:23 PM
Friday, April 9

Cancel

Room	For	Start date	End date
3C026 FMDC - Floor 04	RUSSELL, ZACH	04/08/2021	04/08/2021
3C026 FMDC - Floor 04	RUSSELL, ZACH	04/09/2021	04/09/2021
3C026 FMDC - Floor 04	RUSSELL, ZACH	04/15/2021	04/15/2021
3C026 FMDC - Floor 04	RUSSELL, ZACH	04/22/2021	04/22/2021
3C026 FMDC - Floor 04	RUSSELL, ZACH	04/29/2021	04/29/2021

1.3. Cancel Workspace Reservation

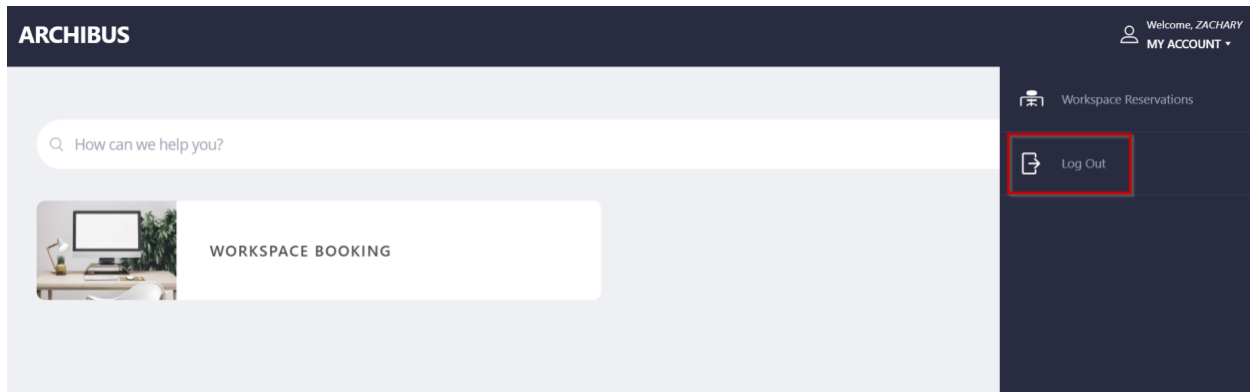
From the Home Page, click on “My Account” and select “Workspace Reservations”. Select the workspace reservation you wish to cancel and select the “Cancel” button.



1.4. Logging Out

1.4.1. Click on the User icon on the right side of the Archibus banner across the top of the page.

1.4.2. Click Log Out.



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