

DIRECT SPACES REFERENCE GUIDE

The Direct Spaces mobile app is designed to assist Everyday Users who are on the go. Users can create a new Reservation, manage an existing Reservation, Browse Locations, and check-in to spaces using the app, which guides users through a series of questions designed to accomplish each action.

Direct Spaces offers the following functionality:

- Create new reservations for unmanaged spaces
- Request new reservations for managed spaces
- Book from a Floor Plan
- Browse locations to view a daily schedule of events.
- Cancel Reservation
- Update meeting times or locations

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Download The Mobile App

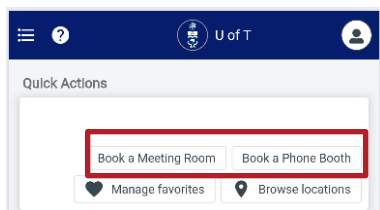
Users can download the Direct Spaces mobile app directly from the Apple or Android App Stores by following these simple steps. All users need to login is their email address.

1. Visit your respective App Store
2. Download the **Direct Spaces** mobile app
3. Open the app and enter your email address
4. Select Login
5. Login with your company credentials
6. Your Booking Assistant will be ready to use
 - a. If you booking Assistant is not there, click on the person icon in the top right corner.
 - b. Open Assistants
 - c. Click on the Blue Plus Sign and add an assistant
 - d. Type in `ems_utorontobooking`

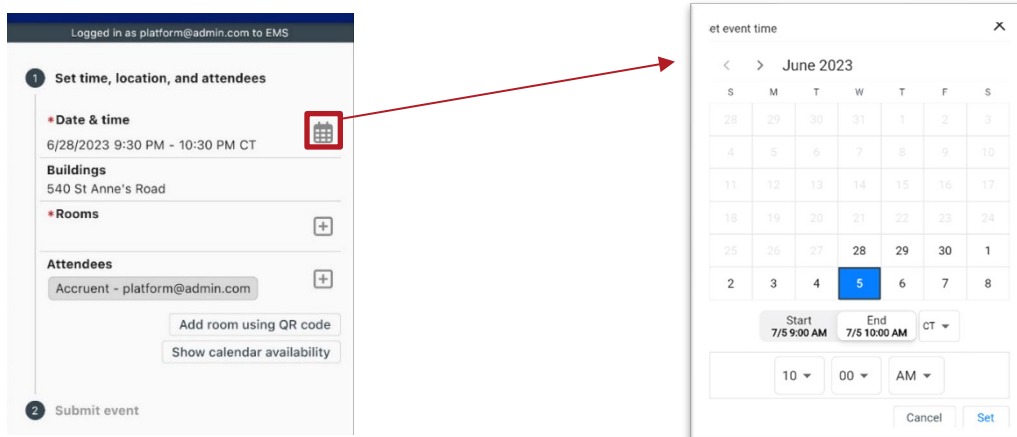
Create A New Reservation

Users can create a new reservation directly in the app by selecting an available space from a list. To create a new reservation, follow these steps:

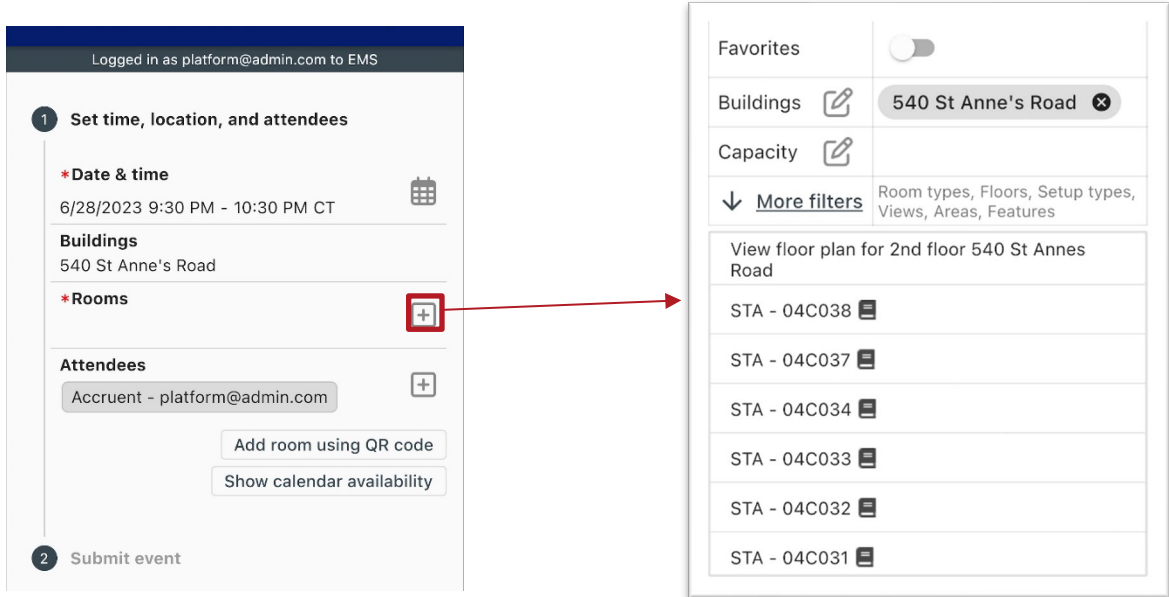
1. Select the Booking Assistant icon in the bottom right corner of the screen
2. Select **Book a Meeting Room** or **Book a Phone Booth**



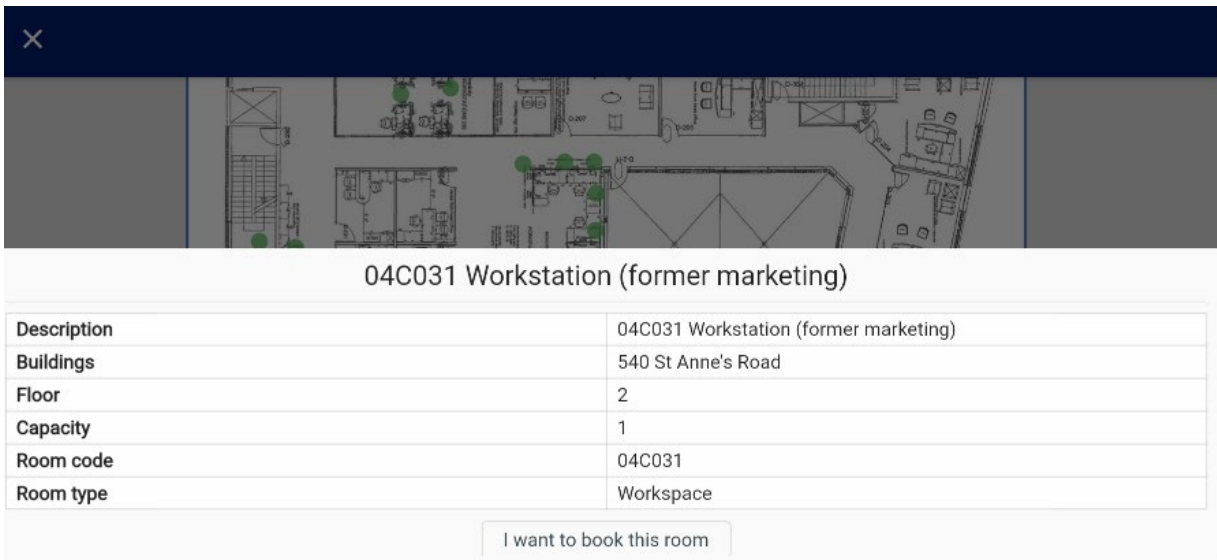
3. Select **time, location, and attendees** to find an available space from a list
 - a. Update time & date by clicking on the calendar icon



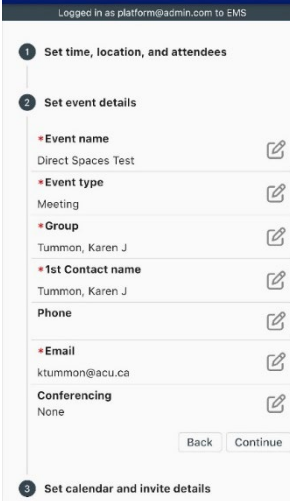
- b. Choose Room, filtering options are available. Floor plans are also an option to select a room. After selecting a room choose **Continue**



- i. You can also book from a floor plan, by selecting the green indicator next to the location. Click **I want to book this room**.



4. Select **CONTINUE** and update any required reservation details.

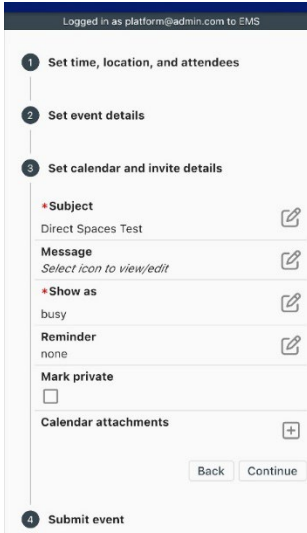


Logged in as platform@admin.com to EMS

- 1 Set time, location, and attendees
- 2 Set event details
 - * Event name: Direct Spaces Test
 - * Event type: Meeting
 - * Group: Tummon, Karen J
 - * 1st Contact name: Tummon, Karen J
 - Phone
 - * Email: ktummon@acu.ca
 - Conferencing: None
- 3 Set calendar and invite details

Back Continue

5. Select **CONTINUE** and update any required calendar and invite details

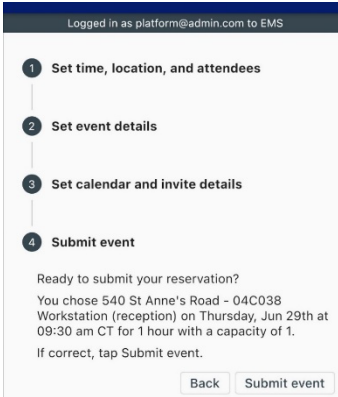


Logged in as platform@admin.com to EMS

- 1 Set time, location, and attendees
- 2 Set event details
- 3 Set calendar and invite details
 - * Subject: Direct Spaces Test
 - Message: Select icon to view/edit
 - * Show as: busy
 - Reminder: none
 - Mark private:
 - Calendar attachments: +
- 4 Submit event

Back Continue

6. Select **Submit**



Logged in as platform@admin.com to EMS

- 1 Set time, location, and attendees
- 2 Set event details
- 3 Set calendar and invite details
- 4 Submit event

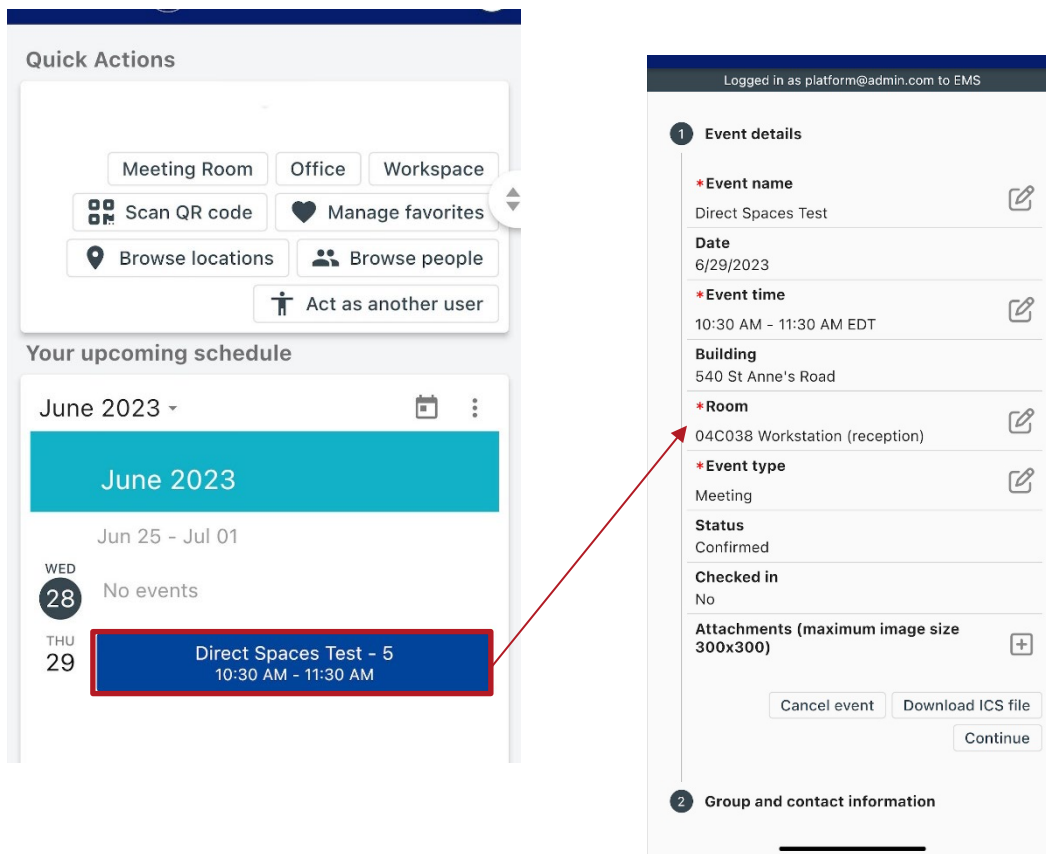
Ready to submit your reservation?
 You chose 540 St Anne's Road - 04C038
 Workstation (reception) on Thursday, Jun 29th at
 09:30 am CT for 1 hour with a capacity of 1.
 If correct, tap Submit event.

Back Submit event

Manage Existing Reservations

Users can edit existing reservations directly in the app to update a space, time, date, etc. To manage an existing reservation, follow these steps:

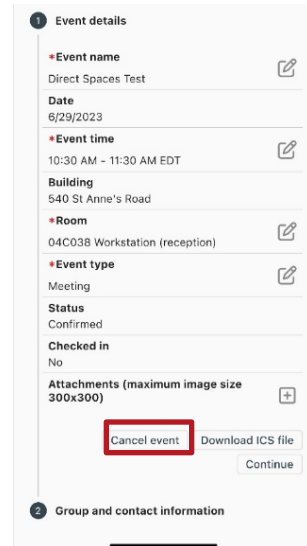
1. Your upcoming schedule is listed on the home page
2. Select the month to change the date you are viewing
3. Select the booking you wish to edit
4. Select **any of the fields** to update specific details for this booking
5. Select **continue and save** to submit your changes



Cancel a Reservation

Users can easily cancel existing reservations if no longer needed to free that space to be used by others. To cancel a reservation, follow these steps:

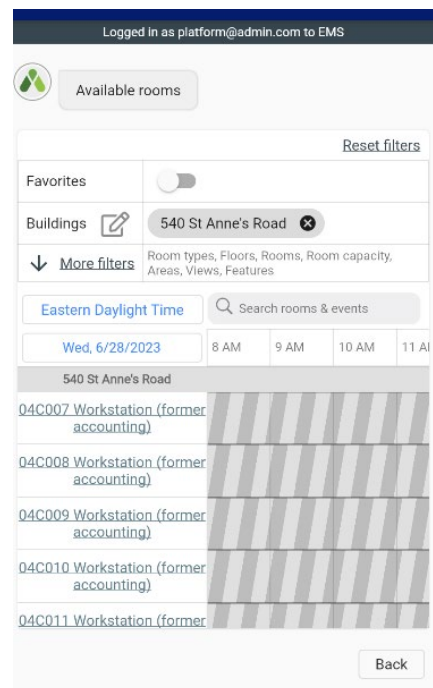
1. Locate the reservation in the upcoming schedule screen
2. Select the booking you wish to cancel
3. Select **Cancel event**
4. Select Yes
5. Select the check mark in the bottom right corner to return to the Home Screen



Browse Locations

Users can browse locations to see existing meetings and find an available space. To browse locations, follow these steps:

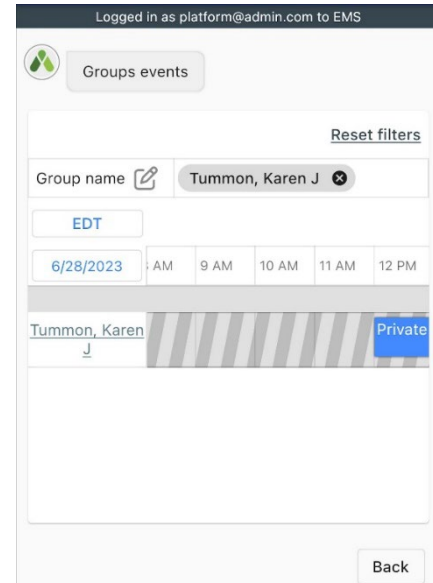
1. Select **Browse Locations**
2. To filter what spaces will show in your list, select the pencil icon(s) and update filters
3. Select the date you wish to view
4. Select a blue square to see details for existing reservations
 - a. Note: The level of details shown is defined by your user permissions
5. Select the check mark in the bottom right corner to return to the main menu



Browse People

Users can browse people to locate space near a colleague with a workspace reservation. To browse people, follow these steps:

1. Select **Browse People**
2. To filter what people will show in your list, select the pencil icon(s) and select Group/Host Names
3. Select the date you wish to view
4. Select a blue square to see details for existing reservations
 - a. Note: The level of details shown is defined by your user permissions
5. Select the check mark in the bottom right corner to return to the main menu



Manage Favorites

To add a favorite:

1. Select an Intent to manage favorite rooms
2. Search for rooms to add as a favorite to this intent.
3. Tap one or more rooms.
 - A check mark appears on the right of your selection.
4. To confirm your selections, tap the check mark at the lower right.
5. Tap Close Conversation when finish

To manage favorites:

1. On the Home screen, tap Manage Favorites.
 - Your Current Favorites displays.
2. Do one of the following:
 - To delete a favorite, tap the x on the right of the favorite.
 - To add a favorite, tap Add a Favorite.
 - Tap Close Conversation when done