

OfficeRnD for Space Management

OfficeRnD serves as a comprehensive platform designed to streamline and simplify the management of space reservations within a workspace or office environment. Its primary focus lies in optimizing the utilization of available spaces and ensuring a smooth, hassle-free booking process for users.

Purpose

Efficient Resource Management: OfficeRnD enables us to effectively manage our spaces, including meeting rooms, desks, and other communal areas. It provides a centralized system for tracking, scheduling, and utilizing these spaces efficiently.

Seamless Booking Experience: The platform offers a user-friendly interface that simplifies the reservation process. It allows users to easily check space availability, select desired time slots, and make bookings with minimal effort.

Importance

Optimizing Workspace Utilization: By efficiently managing space reservations, OfficeRnD helps organizations maximize the use of their facilities. It ensures that spaces are utilized to their full potential, reducing instances of underutilized or double-booked areas.

Enhancing Productivity: Seamless bookings through OfficeRnD contribute to a more productive work environment. Employees can quickly reserve spaces for meetings, collaborative sessions, or focused work, eliminating the time wasted in searching for available areas.

Improved Collaboration: Facilitating easy access to meeting rooms or collaborative spaces fosters better teamwork and encourages interaction among employees. This leads to enhanced communication and collaboration, ultimately boosting productivity.

Streamlined Operations: The platform streamlines administrative tasks related to space management. It automates processes like reservation confirmations, reminders, and cancellations, reducing the burden on administrative staff and ensuring smoother operations.

Table of Contents

Purpose	1
Importance.....	1
Table of Contents.....	2
User Account Setup	3
1. Welcome Email	3
2. Password Creation	4
Navigating the Platform.....	5
1. Home Page.....	5
2. Account Page	5
Booking Process	6
1. Booking a Workstation Via Office Map.....	6
1. Click on the Workstation you wish to book	6
2. Workstation Booking Options.....	7
3. Modifying or Cancelling a Workstation Booking	9
4. Schedule View	11
2. Meeting Rooms Booking.....	12
1. Meeting Rooms View	12
2. Modifying or Cancelling a Meeting Room Booking	13
3. Bookings Made on your Behalf	15
Access Control on Booking Day	16
Start of the Day.....	16
End of the Day.....	16
Troubleshooting and FAQs	17

User Account Setup

1. Welcome Email

You will receive a welcome email prompting you to accept an invite from the Emaya team to join office RND. Please click on the button that says, "Accept Invite".

 **Emaya <no_reply@officernd.com>**
To: Emaya

 Fri 11/24/2023 1:23 PM

Hi Emaya,

Jorge Huezo invited you to join Emaya in OfficeRnD Hybrid.

[Accept Invite](#)

OfficeRnD Hybrid enables you to:

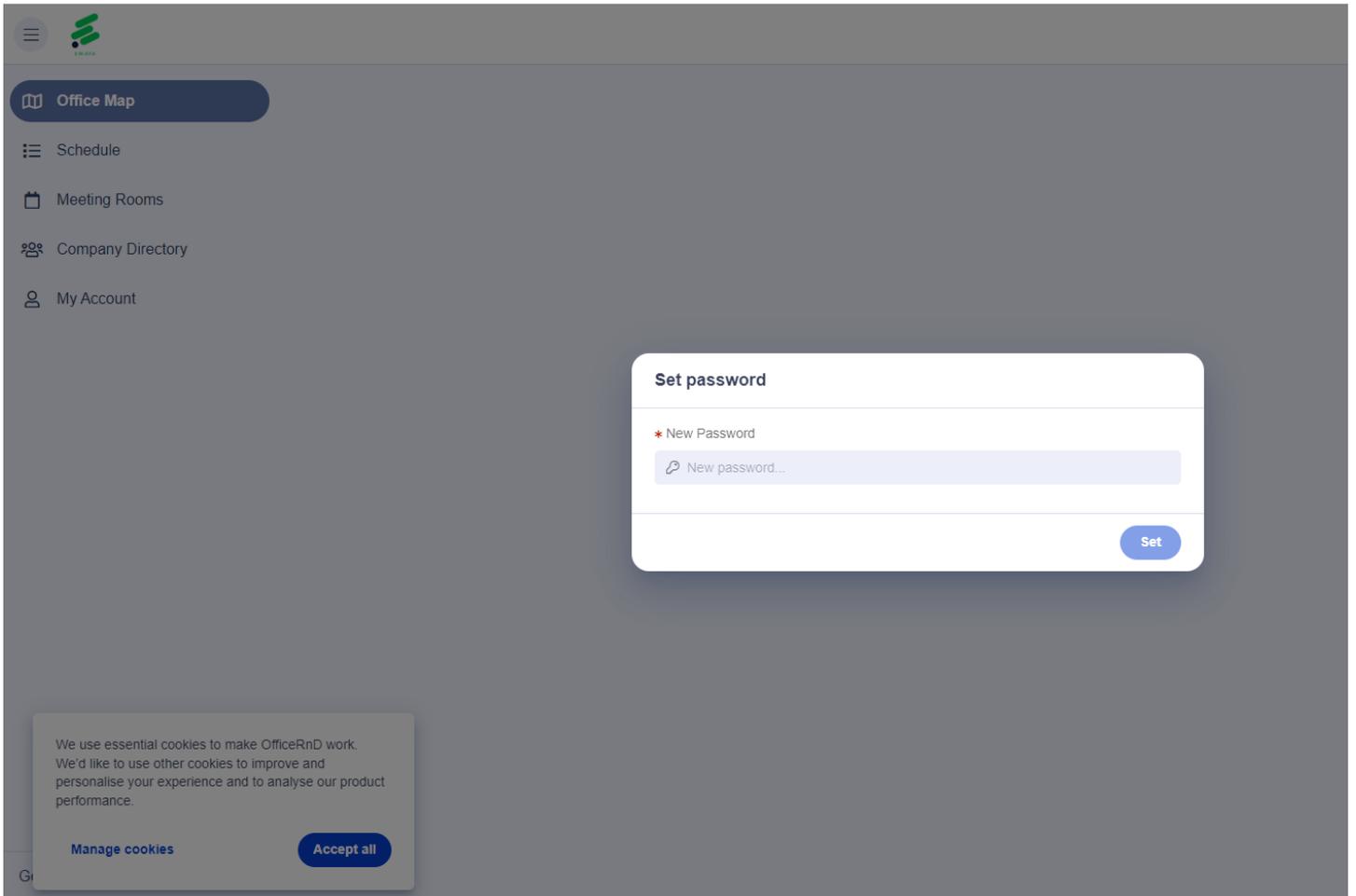
1. Book the best desk for you and find it on the office map
2. Plan your work schedule and make changes when needed
3. Find who's in the office and collaborate with them
4. Reserve the right meeting room for your event

Regards,
Emaya Team

2023 Emaya

2. Password Creation

Once you've clicked on the "Accept Invite" button you will be prompted to create a password for your account. Please create a password that meets the requirements. Be mindful that your email address is your username.

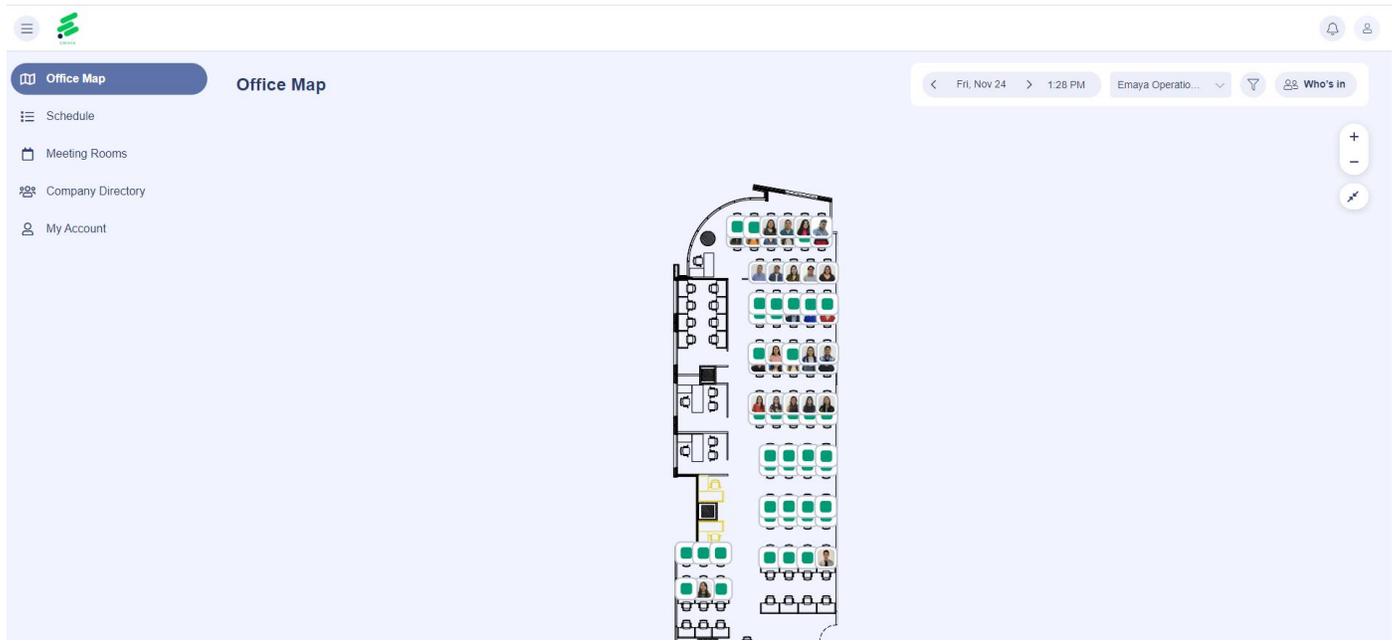


Once you have created the password, your account is now active and fully functional, you can book resources and have them booked on your behalf by your leadership.

Navigating the Platform

1. Home Page

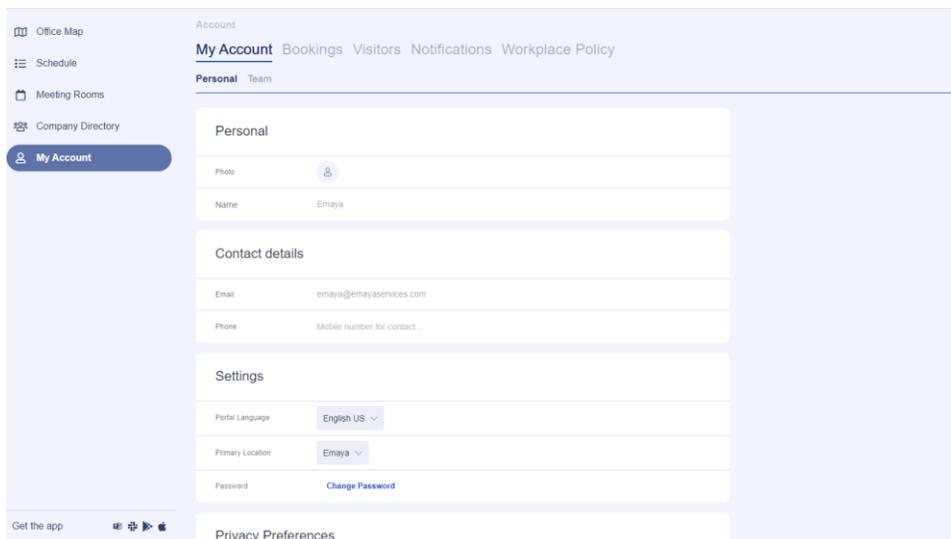
The home page will present you with an office map and the bookings for the current day. If you may wish to see the bookings for a different date you can use the date button to change it.



From the home page you may also gain access to the Schedule, Meeting Rooms, Company Directory and My account views. We will go into detail for each further down this document.

2. Account Page

From My Account page you may update your personal information, contact details, settings and privacy preferences and access Bookings and Notifications.

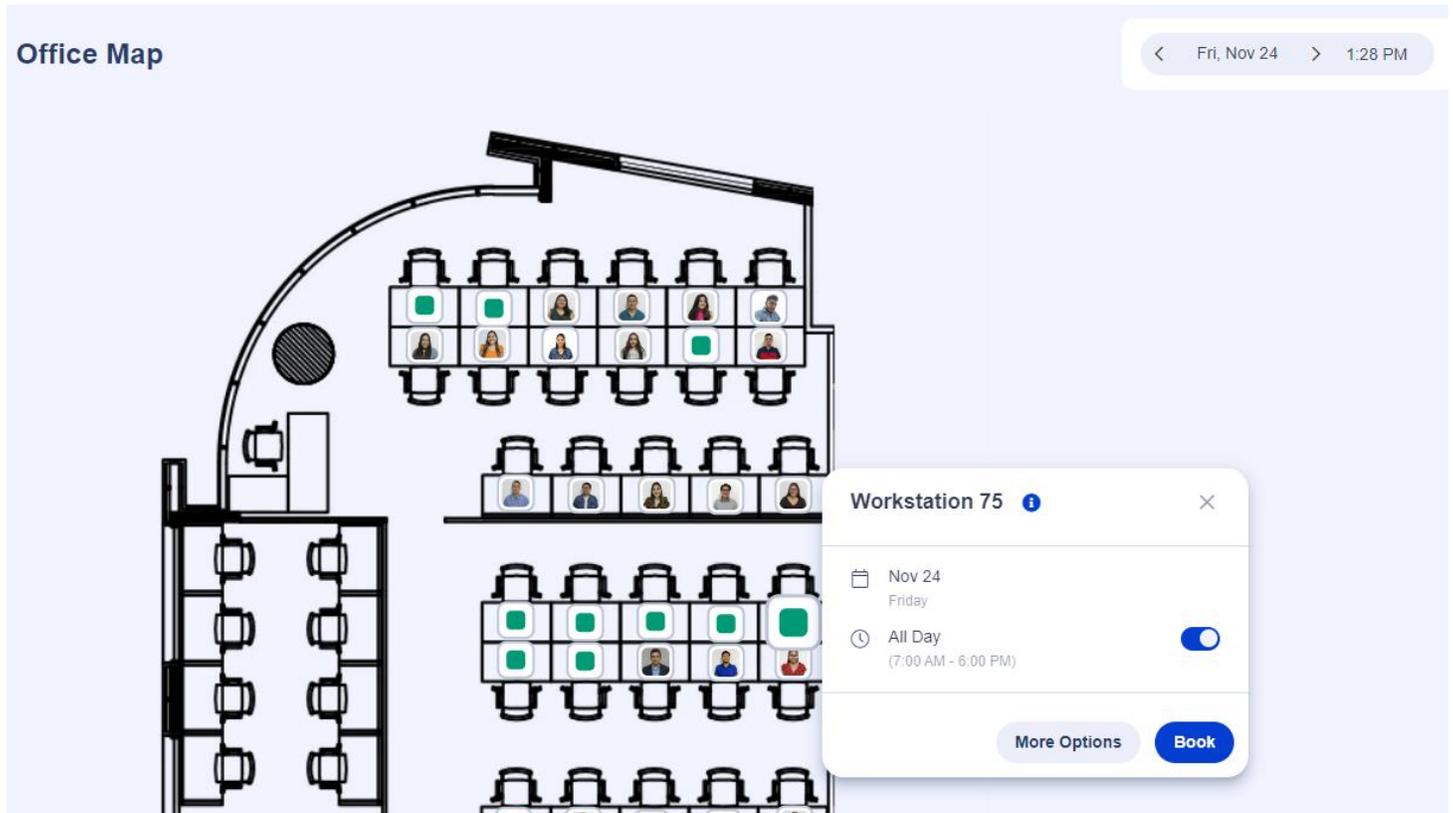


Booking Process

1. Booking a Workstation Via Office Map

The main ways to book a resource or confirm a booking will be through Office Map; here most pertinent information is displayed on the map. To book a space, it can be done as follows:

1. Click on the Workstation you wish to book



Once you have selected the workstation you may book it by clicking on the book button, this will book the workstation for the date selected at the top right.

2. Workstation Booking Options

If you wish to book on behalf of someone else, set a recurrence or add notes you may do so by clicking on “More Options”, this will display the menu below:

New Booking [X]

▼ **General**

Title
Add title...

Workstation
Workstation 75, Emaya Operations, Emaya

Duration
Nov 24
Friday
All Day (7:00 AM - 6:00 PM) [Toggle On]

Privacy
 Private

> Recurrence

> Description

[Close] [Book]

You may add a title and select the time to book the resource, if you wish to use it for the entire day it's necessary to leave the All-Day toggle on.

If you wish to set up recurrence or add a description to the booking you may do so by clicking on “Recurrence” and “Description” so the options may drop down.

▼ Recurrence

On

Repeat every

Repeat on S M T W T F S

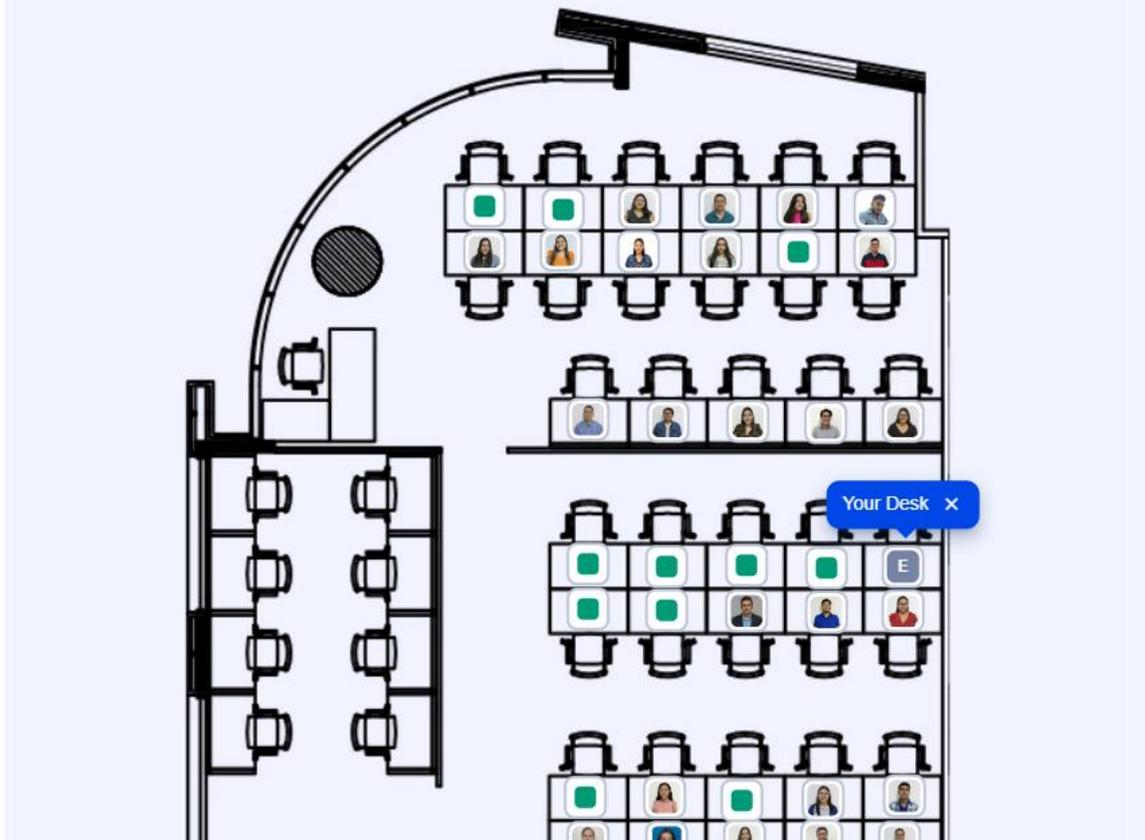
Ends On

After occurrences

▼ Description

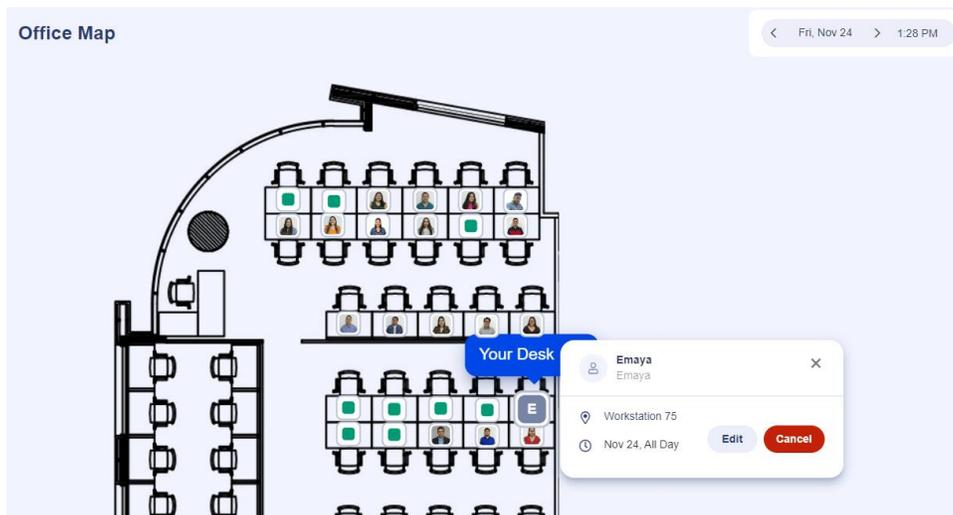
Once you have booked the resource it will display your name or picture on the map in the respective workstation.

Office Map



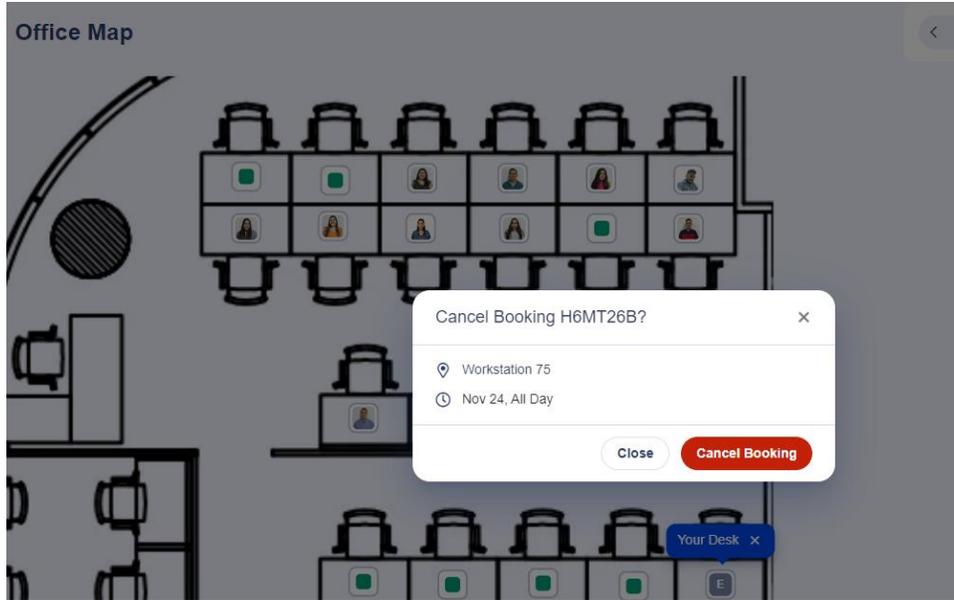
3. Modifying or Cancelling a Workstation Booking

If you wish to modify or cancel the booking you may do so from this same screen after clicking on the already booked workstation.

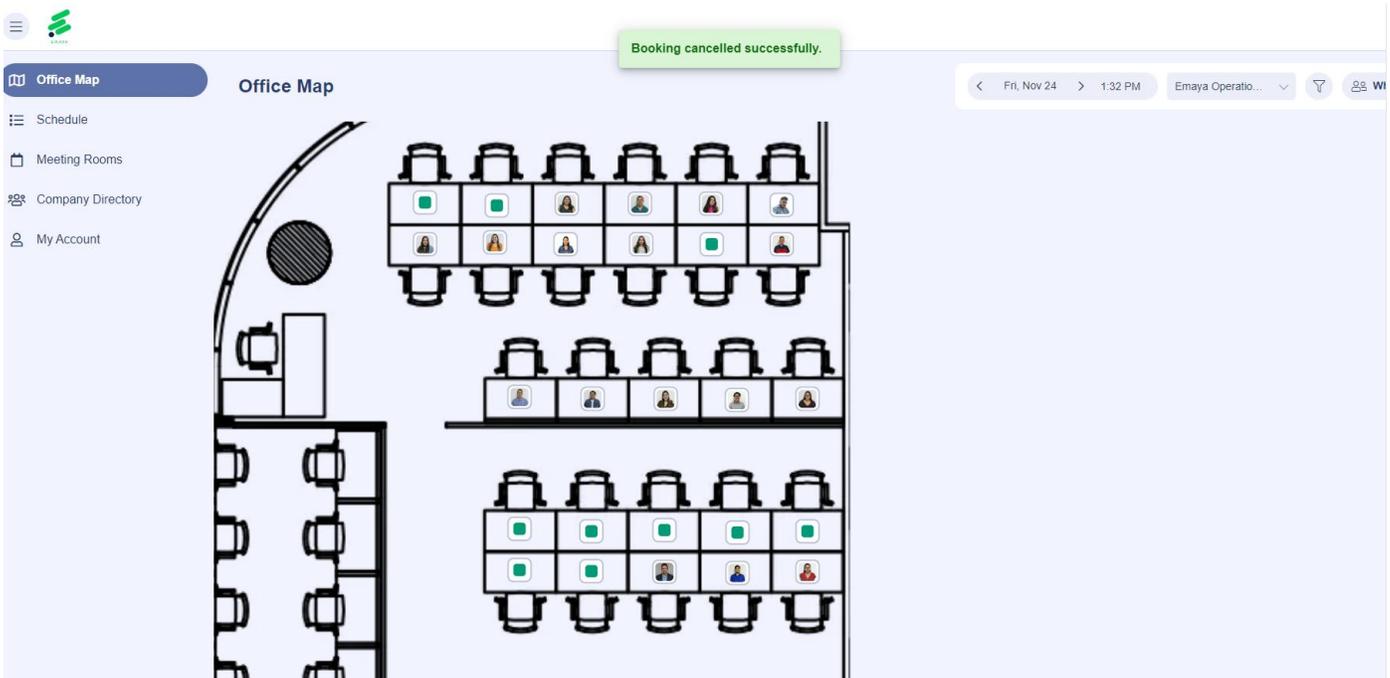


If you wish to modify details shown previously on "More Options" you may do so by clicking on Edit and saving the changes.

If you wish to cancel a booking you must click on the “Cancel” button and again confirm that you want to cancel the booking by clicking on the “Cancel Booking” button displayed below.

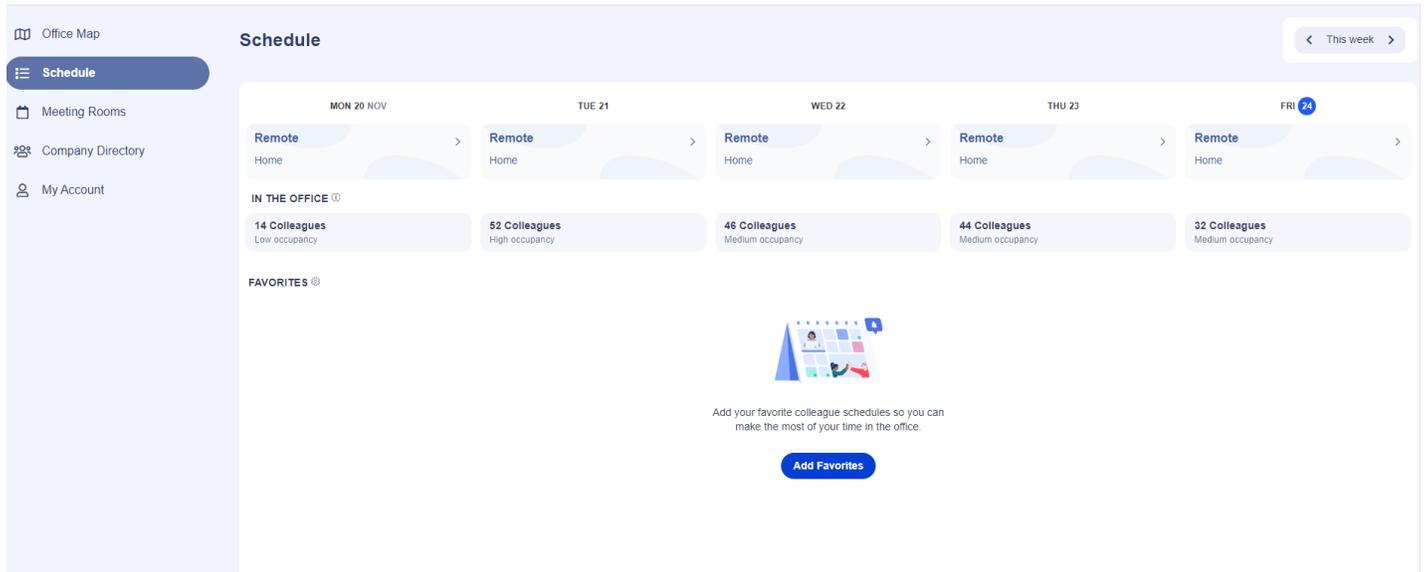


To ensure that you have successfully cancelled a booking wait until you get the “Booking cancelled successfully” notification in green.

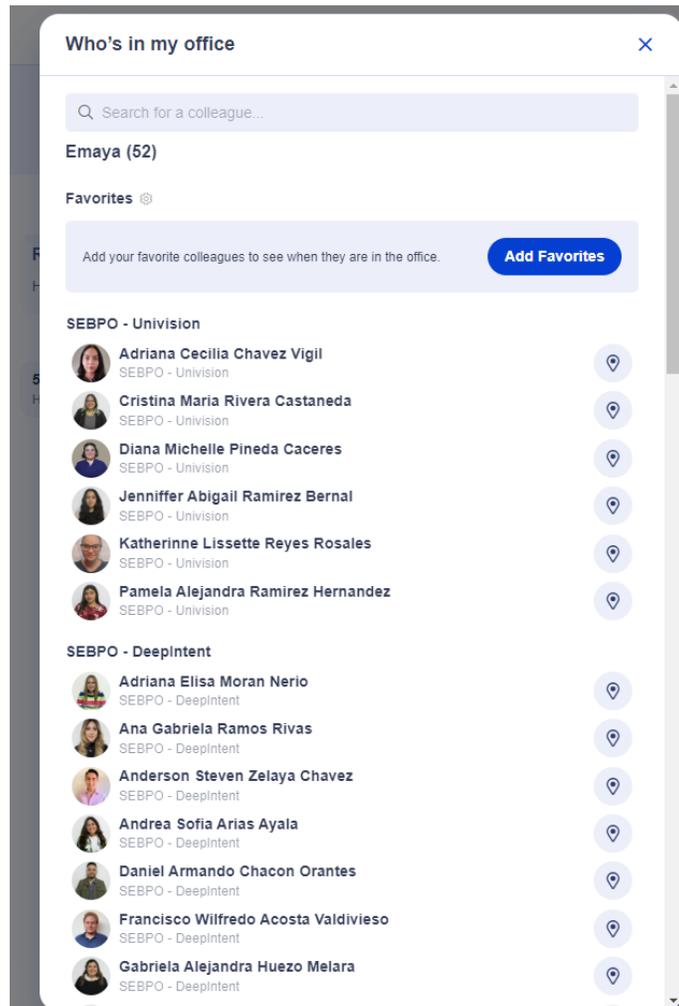


4. Schedule View

You may notice on the left side panel that there is a Schedule view too. This schedule view allows you to see who will be in the office for a specific date.



Once you can visualize the bookings for the current week you need to click on day, and it will display all the colleagues that will be attending the office that day as well.

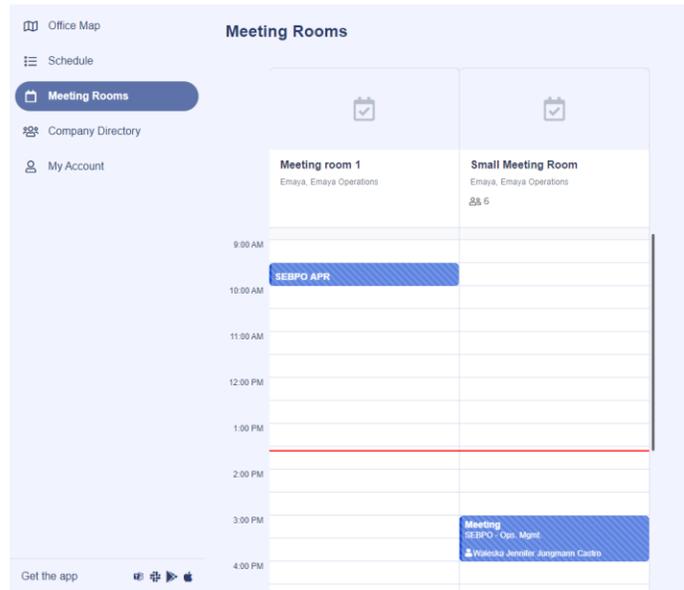


2. Meeting Rooms Booking

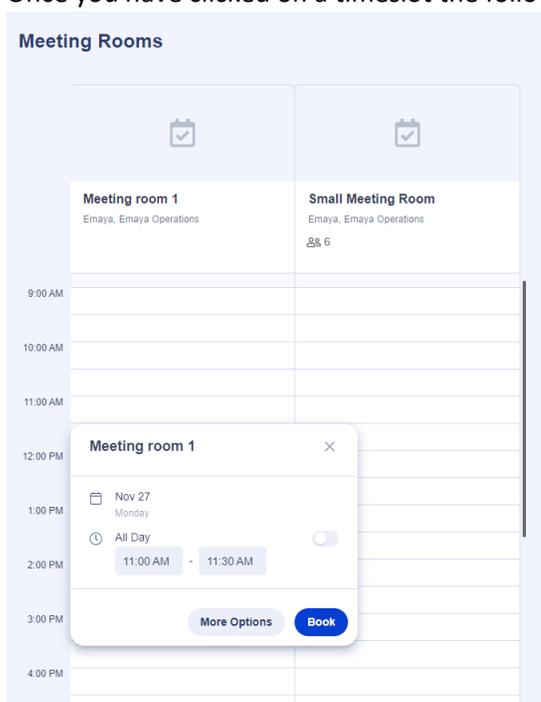
The process of booking a meeting room is very similar to booking a workstation with the difference that you must be mindful of the times as usually the meeting rooms are not booked for the full day and may be used by several people on the same day.

1. Meeting Rooms View

From the left side panel, you must click on Meeting Rooms to visualize the meeting rooms calendars as well as availability. To book a space in the meeting room you must click on the respective timeslot and add the details of your booking.

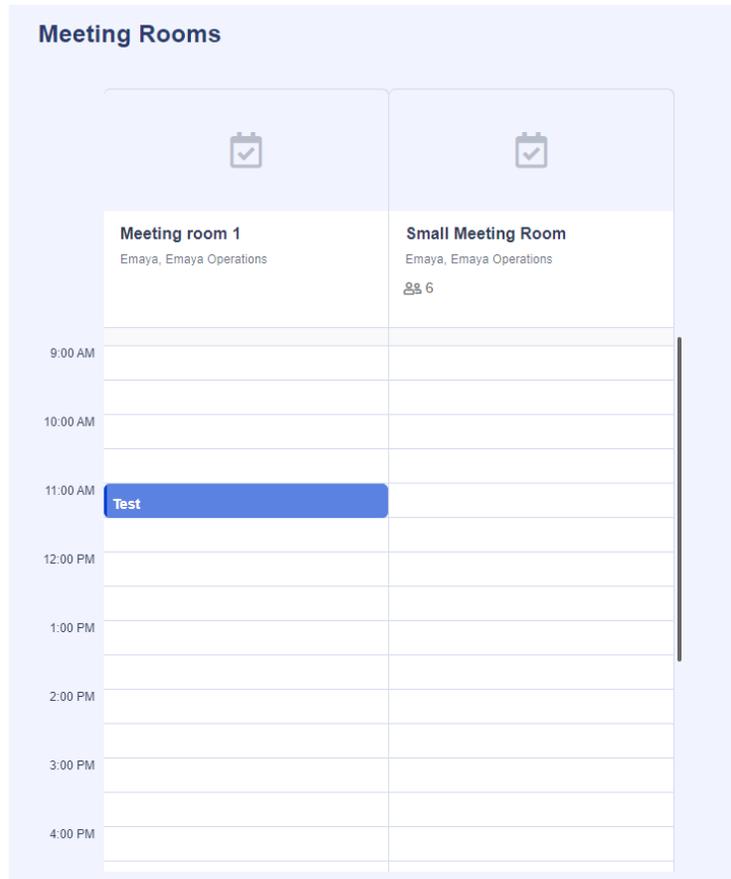


Once you have clicked on a timeslot the following options will be displayed to you:



If you wish to adjust anything you may click on “More Options” and make the necessary adjustments.

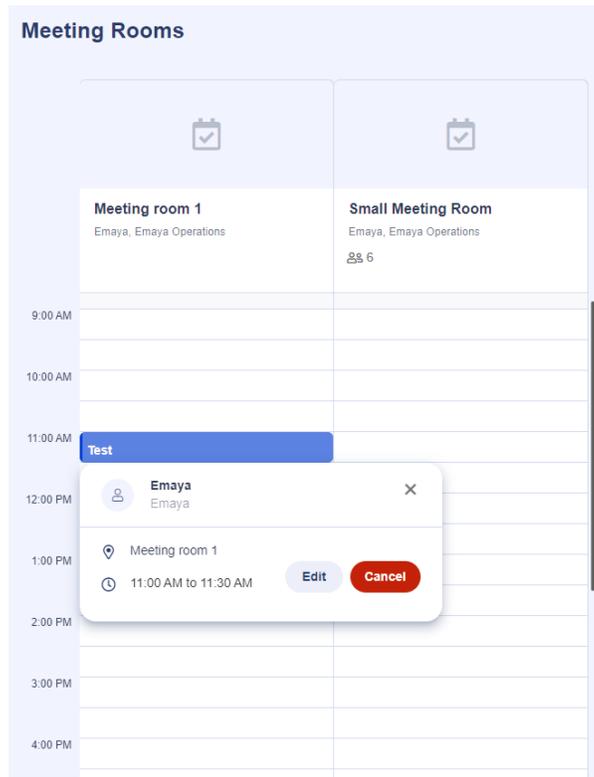
Once you have booked your space it will be displayed on the calendar on the respective timeslot:



2. Modifying or Cancelling a Meeting Room Booking

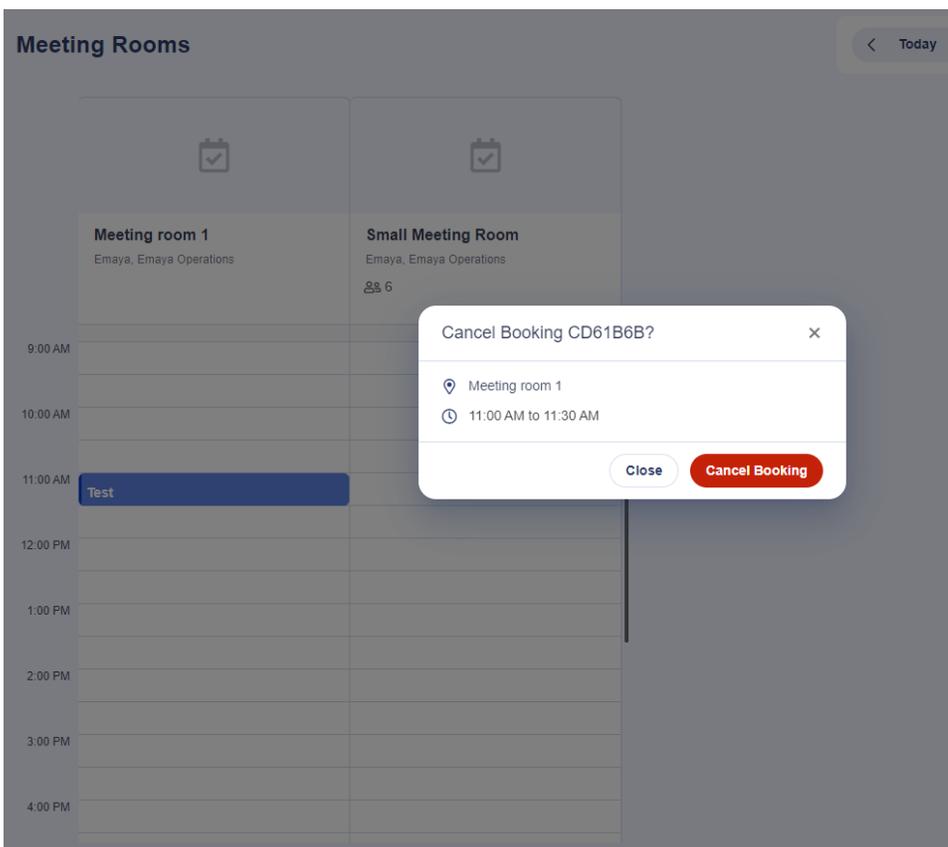
To modify or cancel a meeting room booking you need to follow a similar process to the workstation bookings.

You must click on your booking and will be prompted to either modify or cancel the booking.



If you wish to make any changes to the booking, please click on “Edit” and save the changes.

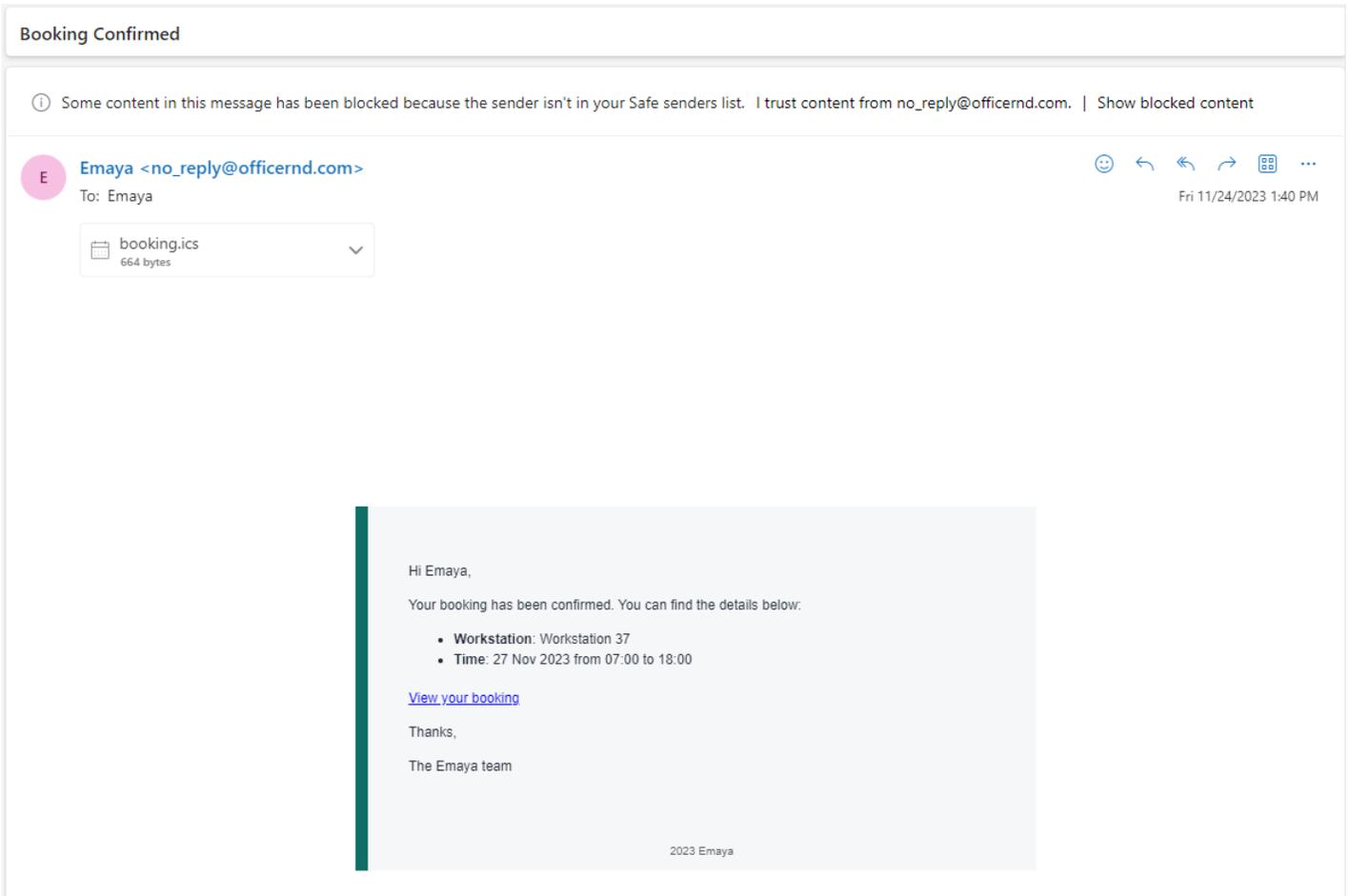
To cancel the booking simply click on “Cancel” and you will be prompted to cancel the booking.



3. Bookings Made on your Behalf

If a booking has been made by your leadership on your behalf, you will receive an email notification with the details.

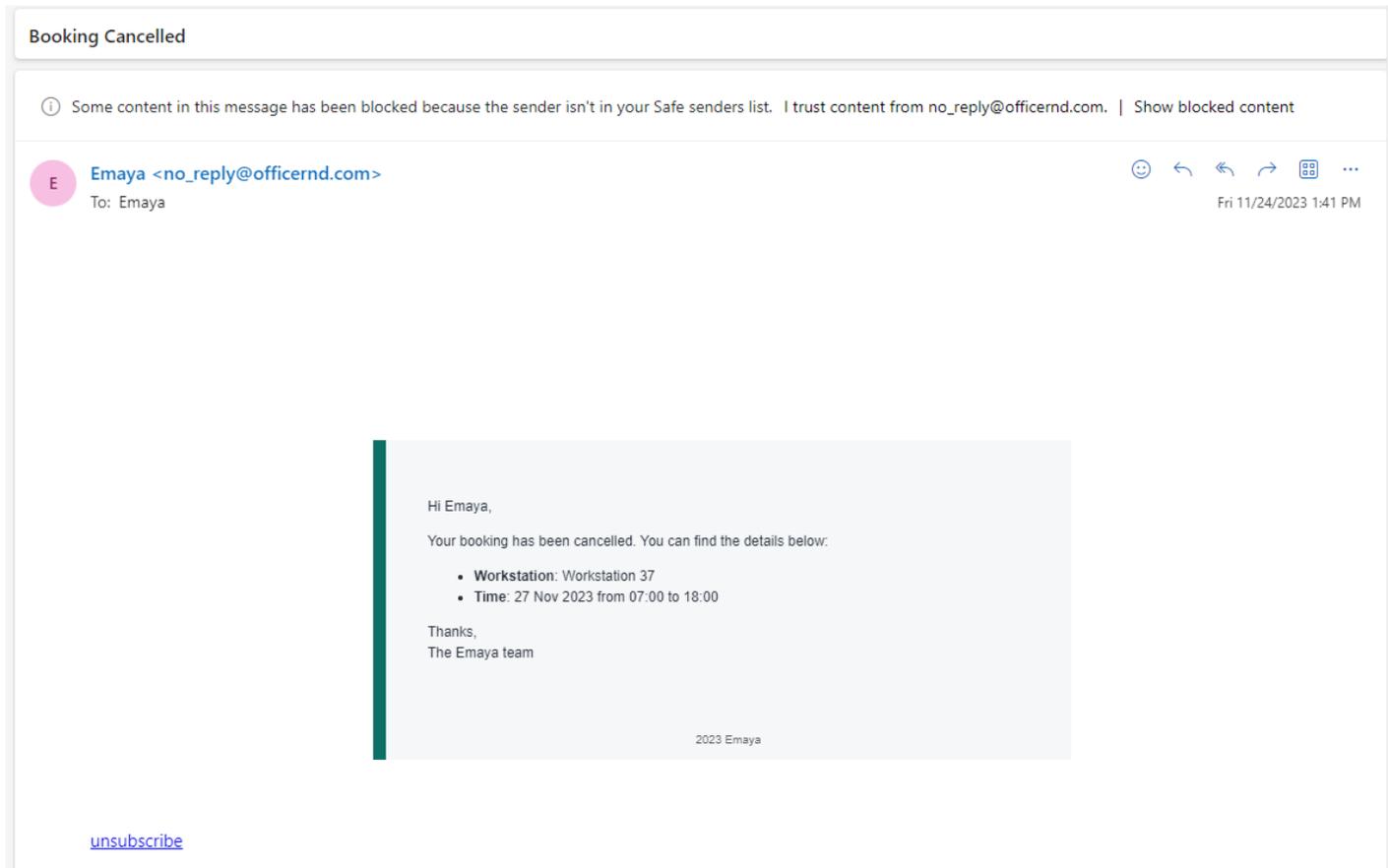
It's good to always confirm with your leadership to ensure that the booking has been made correctly and it corresponds to the day you will be showing up to work from the office.



If you click on “View your booking” you will be able to see further details on your booking.



If the booking has been cancelled, you will also receive a notification with the details.



Access Control on Booking Day

Start of the Day

To gain access to the workstation on the day it's booked for you, you need to follow these steps

1. Gain Access to Emaya's Office using your fingerprint
2. Get your Access Card and Locker Key from the front desk.
3. Store anything not work related in your locker
4. Gain access to your workstation using the access card

PLEASE NOTE: IF YOU HAVE NOT SHOWED UP BY 2 HOURS AFTER YOUR BOOKING STARTS YOU WILL BE CONSIDERED A NO-SHOW BUT YOU WILL STILL BE ABLE TO ACCESS YOUR WORKSTATION. PLEASE HAVE YOUR TEAM LEADER NOTIFY US WHENEVER THERE IS A CHANGE IN THE SCHEDULE.

End of the Day

Once you are done with your workday it's imperative you return the locker key and access card, this ensures that the person next day can gain access to their booked workstation seamlessly. At the end of the day, you need to do the following:

1. Remove any personal belonging from the locker
2. Return the access card and locker key in front desk

PLEASE NOTE: NOT RETURNING THE KEY AND ACCESS CARD WILL BE A PUNISHABLE OFFENCE.

Troubleshooting and FAQs

Non-Appearance Due to Medical Leave:

As required by attendance policies, you must notify your supervisor immediately and they will cancel the booking on your behalf.

Vacation Reservation:

Once your vacations have been approved, please ensure that your supervisor has cancelled all the bookings you had for the time you will be on vacation

Absence at Front Desk for Access and Locker Key Pickup:

There will always be a person at the front desk from 6:30 AM to 6 PM to give and receive the access card and locker key; if you cannot find anyone, please refer yourself to the ADMIN office. If you leave the access card and key at the front desk when it's unattended you will be liable.

Difficulty in Reservation Due to Platform Issues:

Please open a ticket for IT.

Late Return of Access and Locker Keys:

You are breaking access control policies and will be receiving a warning for taking the Access Card and Locker Key Home.

The first time the employee will be informed that he/she has taken the access and locker key and that he/she should not do it again.

- Twice in 30 days, a verbal warning will be issued to the Team Lead and/or Ops Manager, and Human Resources present.
- Three times in 90 days, a written warning will be issued and WFH will be revoked for 1 week.
- Four times in 6 months, revoke WFH for 2 weeks.
- Five times in 6 months, revoke WFH for 90 days.
- Six or more times in 6 months, WFH might be suspended for longer.

* If the employee is not scheduled to come the next day, they must bring the access and locker key back and finish their shift in the office.