# 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.

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# 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".



## 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.

8	Office Map		
≣	Schedule		
Ö	Meeting Rooms		
<u></u>	Company Directory		
8	My Account		
		Set password	
		* New Password	
		P New password	
			Set
	We use essential cookies to make OfficeRnD work. We'd like to use other cookies to improve and personalise your experience and to analyse our product performance.		
G	Manage cookies Accept all		

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.

D Office Map	Account				
i≣ Schedule	yAccount Bookings Visitors Notifications Workplace Policy				
Meeting Rooms	- Countrie - Countries - Count				
名 Company Directory	Personal				
오 My Account	Photo 8				
	Name Emaya				
	Contact details				
	Email emaya@emayasenices.com				
	Phone Mobile number for contact				
	Settings				
	Portai Language English US $ \smallsetminus $				
	Primary Location Emaiya V				
	Password Change Password				
Get the app 🔹 🕸 🖒 💰	Privacy Preferences				

# **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 clickling on "More Options", this will display the menu below:

New Booking	×
✓ General	
Title	
Add title	
Workstation Workstation 75, Emaya Operations, Emaya	
Duration Duration Nov 24 Friday	
All Day (7:00 AM - 6:00 PM)	
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						1
Repeat every	1	week		$\sim$		1
Repeat on	S M	T (W) (1	F S			I
Ends	O On	Dec 1, 2023	3			1
	⊖ After	2	occurrences			1
✓ Description						l
Description						I
						Ŧ
				Close	Book	

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



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.

目 日 日	Office Map	Office Map	Booking cancelled successfully.	Fri, Nov 24	> 1:32 PM	Emaya Operatio	7	es wi
III 28 28 20	Schedule Meeting Rooms Company Directory My Account							

#### 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.

0 Office Map	Schedule				< This week >
i Schedule					
Meeting Rooms	MON 20 NOV	TUE 21	WED 22	THU 23	FRI 24
e Company Directory	Remote >	Remote >	Remote >	Remote >	Remote >
A My Account	IN THE OFFICE (1)				
	14 Colleagues Low occupancy	52 Colleagues High occupancy	46 Colleagues Medium occupancy	44 Colleagues Medium occupancy	32 Colleagues Medium occupancy
	FAVORITES				
			Add your favorite colleague schedules so you car make the most of your time in the office.	1	
			Add Favorites		

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.

ľ	Who	's in my office		×	
I	Q S	earch for a colleague			*
l	Emay	a (52)			
l	Favori	tes 💿			
F	Add	your favorite colleagues to see when they are in the office.	Add Favorites		
l	SEBP	D - Univision			
5	P	Adriana Cecilia Chavez Vigil SEBPO - Univision	$\odot$		
H		Cristina Maria Rivera Castaneda SEBPO - Univision	•		
l		Diana Michelle Pineda Caceres SEBPO - Univision	•		
l		Jenniffer Abigail Ramirez Bernal SEBPO - Univision	$\odot$		
l		Katherinne Lissette Reyes Rosales SEBPO - Univision	•		
l		Pamela Alejandra Ramirez Hernandez SEBPO - Univision	$\odot$		
l	SEBP	D - Deepintent			
l	4	Adriana Elisa Moran Nerio SEBPO - DeepIntent	$\odot$		
l		Ana Gabriela Ramos Rivas SEBPO - DeepIntent	$\odot$		
l	R	Anderson Steven Zelaya Chavez SEBPO - DeepIntent	$\odot$		
l	A	Andrea Sofia Arias Ayala SEBPO - DeepIntent	$\odot$		
		Daniel Armando Chacon Orantes SEBPO - DeepIntent	$\odot$		
		Francisco Wilfredo Acosta Valdivieso SEBPO - DeepIntent	•		
		Gabriela Alejandra Huezo Melara SEBPO - DeepIntent	$\odot$		
	_				7

# 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.

Office Map	Meeti	ng Rooms	
I≣ Schedule			
Meeting Rooms		히	
왕 Company Directo	ry		
은 My Account		Meeting room 1 Emaya, Emaya Operations	Small Meeting Room Emaya, Emaya Operations ଥିଲୁ 6
	9:00 AM		
	10:00 AM	SEBPO APR	
	11:00 AM		
	12:00 PM		
	1:00 PM		
	2:00 PM		
	3:00 PM		Meeting SEBPO - Ops. Mgmt.
Get the app	4:00 PM		Waleska Jennifer Jungmann Castro

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

Meetir	ng Rooms	
	Meeting room 1 Emaya, Emaya Operations	Small Meeting Room Emaya, Emaya Operations ଝୁଝ 6
9:00 AM		
10:00 AM		
11:00 AM		
12:00 PM	Meeting room 1	×
1:00 PM	Nov 27     Monday     All Day	
2:00 PM	11:00 AM - 11:30 AM	
3:00 PM	More Options	Book
4:00 PM		

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:

Meeti	ng Rooms	
	V	Ū
	Meeting room 1 Emaya, Emaya Operations	Small Meeting Room Emaya, Emaya Operations & 6
9:00 AM		
10:00 AM		
11:00 AM	Test	
12:00 PM		
1:00 PM		
2:00 PM		
3:00 PM		
4:00 PM		

## 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.

Meeti	ng Rooms	
	Ż	Ċ.
	Meeting room 1 Emaya, Emaya Operations	Small Meeting Room Emaya, Emaya Operations ଥିଛୁ 6
9:00 AM		
10:00 AM		
11:00 AM	Test	
12:00 PM	8 Emaya Emaya	×
1:00 PM	Meeting room 1     11:00 AM to 11:30 AM     Edit	Cancel
2:00 PM	G HISOAM to HISOAM	
3:00 PM		
4:00 PM		

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.

Meeting Rooms				
	Meeting room 1 Emaye, Emaya Operations	Small Meeting Room Emaya, Emaya Operations 옪요 6		
9:00 AM		Cancel Booking CD61B6B? ×		
10:00 AM		Meeting room 1     11:00 AM to 11:30 AM		
11:00 AM	Test	Close Cancel Booking		
12:00 PM				
1:00 PM				
2:00 PM				
3:00 PM				
4:00 PM				

## 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.

has been blocked because the sender isn't in your Safe senders list. I trust	t content from no_reply@officernd.com.   Show blocked content
ernd.com>	
~	
_	
Hi Emaya,	
Your booking has been confirmed. You can find the details below • Workstation: Workstation 37 Time: 27 Nov. 2003 from 97:00 to 19:00	V:
View your booking	
The Emaya team	
	Hi Emaya, Your booking has been confirmed. You can find the details below • Workstation: Workstation 37 • Time: 27 Nov 2023 from 07:00 to 18:00 View your booking Thanks, The Emaya team

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

🖽 Office Map	< Bookings		
i≡ Schedule	Booking: #CB6KC6B		Edit Booking
<ul> <li>Meeting Rooms</li> <li>온: Company Directory</li> </ul>	Workstation 37 Emaya, Emaya Operations		
A My Account	General Organizer Commons Title - Date Nov 27, All Day (7:00 AM - 6:00 PM)	Preferences	Privacy Public

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

Booking Cancelled						
<ol> <li>Some content in this message has been blocked because the sender isn't in your Safe senders list. I trust content from no_reply@officernd.com.   Show blocked content</li> </ol>						
Emaya <no_reply@officernd.com> To: Emaya HI Emaya, Vour booking has been cancelled. You can find the details below: • Workstation: Workstation 37 • Time: 27 Nov 2023 from 07:00 to 18:00 Thanks; The Emaya team</no_reply@officernd.com>	© ← ← E … Fri 11/24/2023 1:41 PM					
unsubscribe						

# 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 PUNISHABLED 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 with 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.