UNIVERSITEIT VAN AMSTERDAM

Manual UvA Spacefinder

Supporting systems and devices

UvA Spacefinder operates from 'the cloud'. This means access to the Officebooking platform is obtained via the Internet. You always need a working Internet connection on any device or access method you use.

The Officebooking mobile app can be used on both Android and Apple phones. You can find our app in the App Store (Apple) or Play Store (Android) by searching for 'Officebooking'. We support all Android phones with version 11 or higher. For Apple phones, we support iOS 13 or higher.

The web app is designed for use on a desktop or laptop. You can also view the web app on a tablet. We support all modern browsers such as Chrome, Firefox, and Microsoft Edge. Using UvA Spacefinder in Microsoft Explorer is not recommended.

The Outlook Add-In can be used on desktop versions of Outlook for Mac (Office 16 and higher) and Windows (Office 16 and higher) as well as the web version (OWA and Web). Microsoft Outlook is supported by most modern browsers. You can find an overview of all browsers supported by Microsoft here:
https://support.microsoft.com/en-us/office/supported-browsers-for-outlook-on-the-web-and-outlook-com-ca350265-6284-4682-9abd-85fc2bd37934

Mobile app Overview

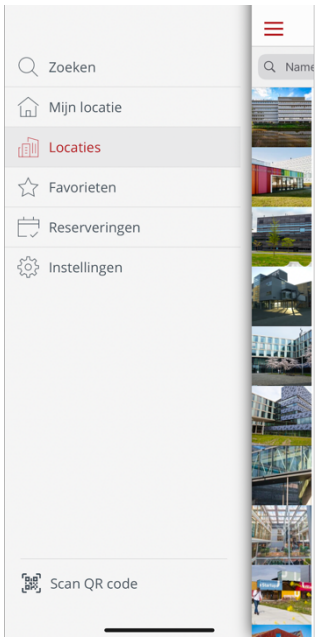
In all descriptions, we assume you are logged in with a UvA email address.

Menu
Click on the UvA logo in the top left of the screen and the app menu will appear.

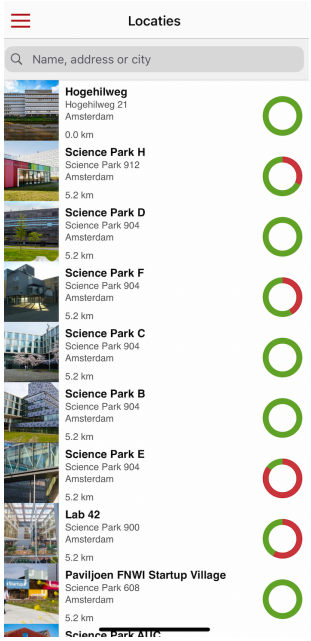
Locations
Click on **Locations** in the menu to get an overview of all locations available within the UvA. The circle behind the location shows how busy a location is. Select a location to navigate to the specific location.

My location
Click on the menu item **My location** to navigate directly to your favorite location and find an available space. In the **Settings** item in the menu, you can set your default location.

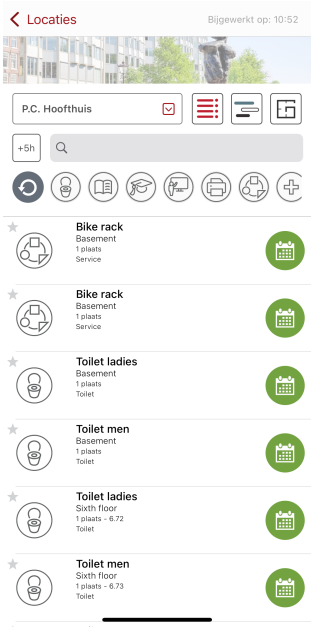
Location overview
At a location, you can choose between the list, planner, or map view. Within the list view or map view, you can filter by category or search for a specific workspace or room. In settings, you can specify your preferred view, and the app will open with your location by default.



Menu



Locations



My locations

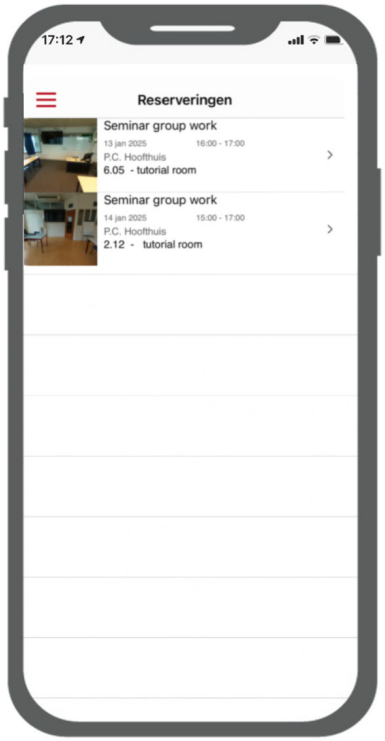
Favorites
Within this screen are the workspaces or rooms that you have selected as your **Favorites**. You do this by selecting your regular workspace and giving it a star. This way, the workspace can always be quickly found directly from the menu.

Reservations
In this screen, you have a clear overview of all your made reservations. You can click on the reservation to view the reservation details, modify the reservation, or cancel it. If your reservation has already started, you can also stop it here.

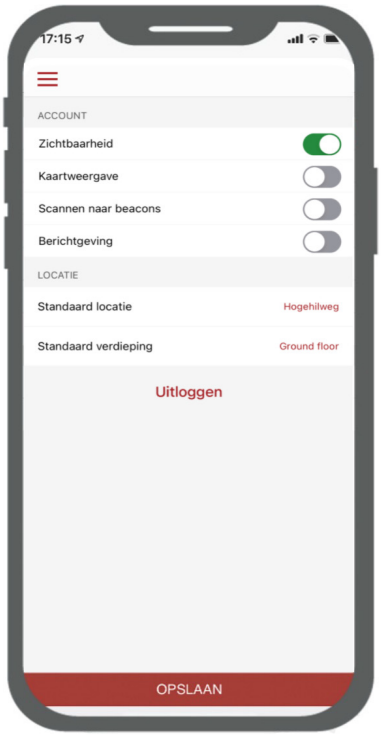
Settings
Set up the app according to your preferences.

- **Visibility:** here you can set whether your profile is visible to other users in the app.
- **Map view:** set here whether you want the map view or list view as the default view.
- **Scanning for beacons:** only applicable if your organization uses this feature.
- **Notifications:** set whether you want to receive notifications from the app or not.
- **Account:** here you can see which account you are logged in with. Changing your email address or login name can only be done by an admin user in OfficeAdmin.
- **Default location:** choose your default location (base location), which the app will open to by default after logging in. This location will also appear under the 'My location' screen.
- **Default floor:** choose your default floor, which the app will open to by default after logging in.

The app is displayed in the language in which your mobile phone is set.



Reservations



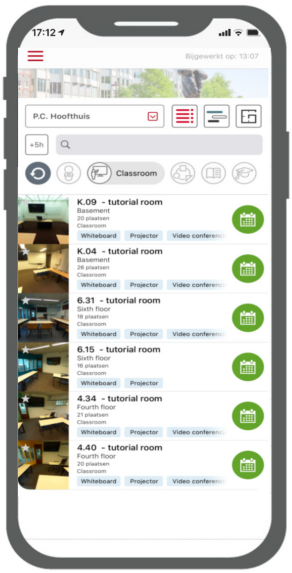
Settings

Mobile app Making a reservation

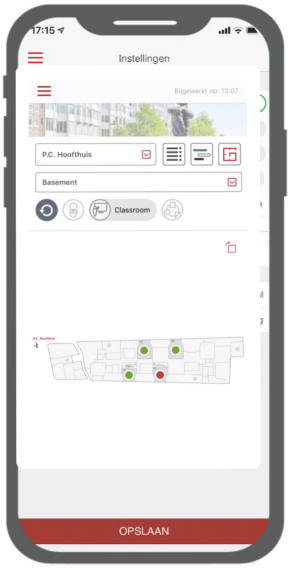
Follow the steps below to start making a reservation.

1 Select your location
When you open the app, you will automatically be directed to the location you have set as your default location. The same applies to the floor of that location. If you want to select a different location, you can also go to the Locations section in the menu and select the location you want to view.

TIP Do you prefer to search directly for your regular workspace? Then set in the Settings that you are automatically directed to the map view in the app. This way, you have a good overview of the building and can find your own workspace the fastest. If you don't have a designated workspace and are looking for a specific workspace category or room, then the list view might work better for you.



List view



Calender view

2 Search for the workspace/room you want to reserve

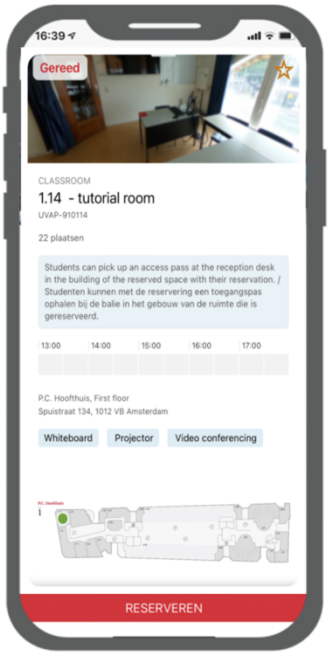
In the list or map, search for a room you want to reserve. By default, we show all spaces and workstations that are currently available. It is also possible to search for an available space by selecting 'Search' in the main menu. Clicking on the 'dot' in the map or the item in the list will show the detail page of the selected workspace or room. Choose reserve to make a reservation directly.

3 Choose the time and date of your reservation

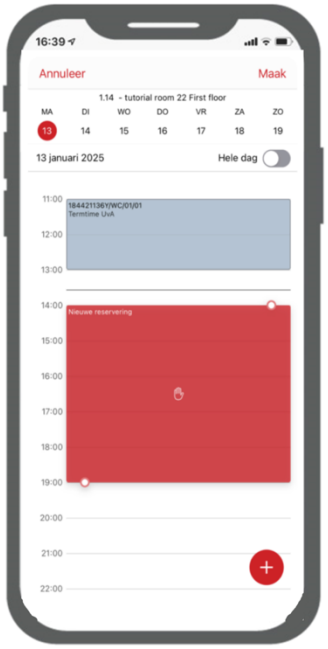
In the calendar view, select a date or time slot. You can also click directly on the 'plus' to complete the reservation.

4 Fill in your reservation details

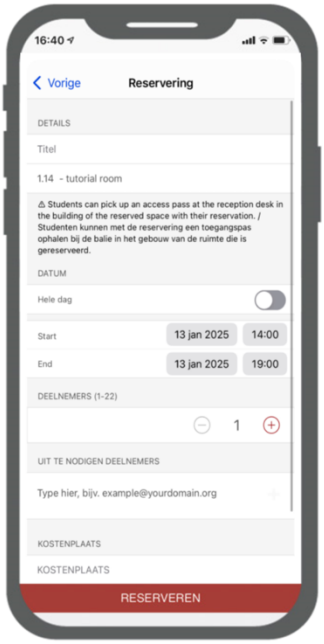
In the final step, fill in your reservation details. You only need to give your reservation a title and, for example, select the number of guests within this reservation. Now click the **Reserve** button again, and your workspace/room will be successfully reserved.



Select workspace



Select time and date



Fill in reservation details

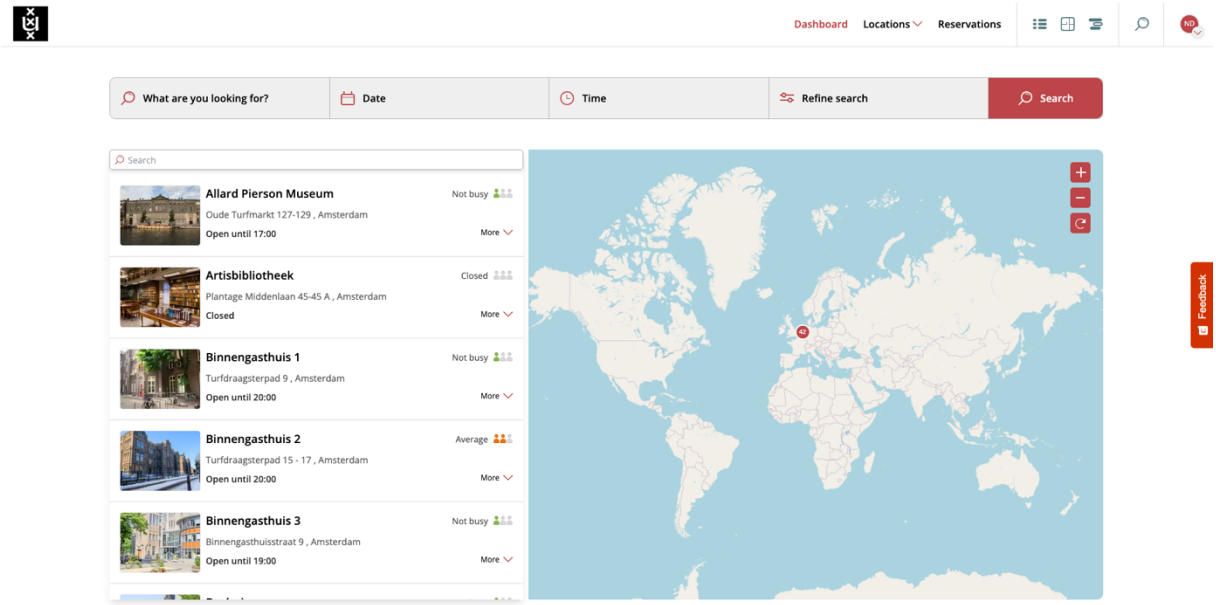
5 You will receive a confirmation email

After making your reservation, you will receive an email with the confirmation of your reservation.

Web app What can you do with the web app?

Homepage - Locations

When you are logged in, you will land on the homepage and see an overview of all locations within the UvA.



Click on the three dots in the top right to expand the menu.

In locations, the busyness of the location is shown by default, and you have the option to navigate directly to the list, map, or planner view of the respective location.

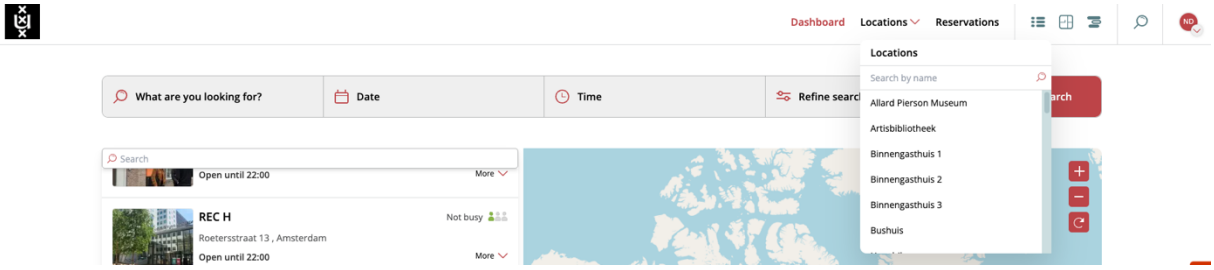
Under the locations, different 'blocks' are displayed: your reservations, your favorite assets (workspaces/rooms).

In the **Reservations** block, you will see a calendar with an indication of the reservations you have made for each day.

In the **Favorites** block, you will see which workspaces/rooms you have added to your Favorites. You add a workspace to your Favorites by selecting the star on the detail page. The star will turn yellow, and the workspace will now appear in the list on your dashboard. The yellow star will also be visible next to the workspace in the list view.

My location
Your preferred location or base location will always be displayed first. In Settings, you can set your location (base). By clicking on the image, the location page will open.
From the dashboard, you can also directly go to a specific view by selecting one of the icons.

Navigation bar



Through the navigation bar at the top, you can navigate to different locations, Reservations, or your Visitors. By clicking on your profile picture, the main menu will also be displayed, along with the option to navigate to settings and the admin environment.

Reservations

This screen gives you an overview of all your made reservations. By selecting a reservation, the details of your reservation will be displayed on the right side. Select the 'pencil' to edit the reservation.

My profile

Set up the app according to your preferences.

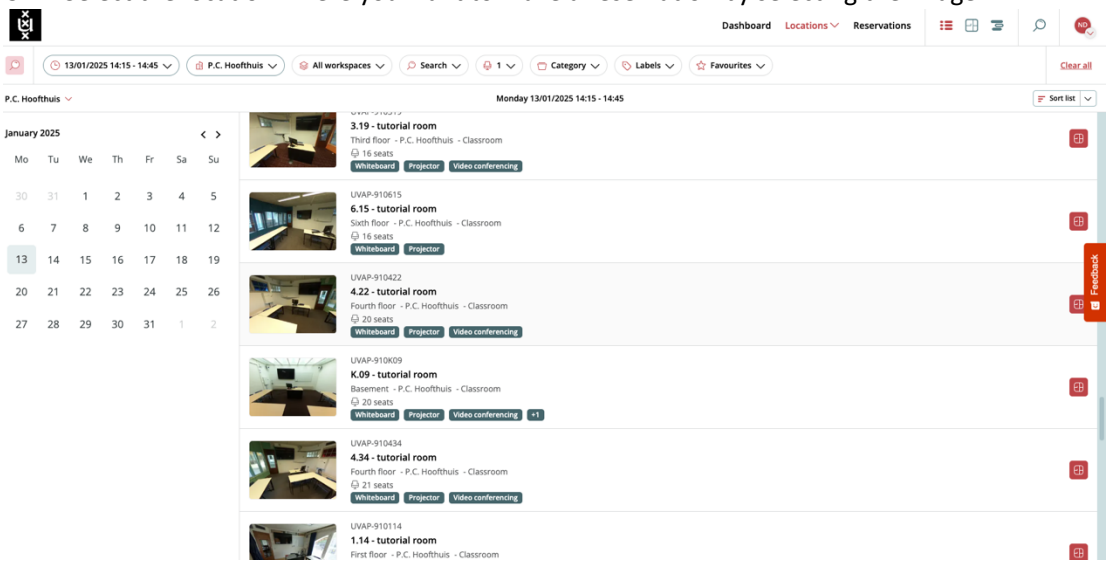
- **Visibility:** here you can set whether your profile is visible to other users in the app.
- **Upload image:** add a profile picture and make your profile personal. This photo will be visible in the Who's at Work list and will make it easier for your colleagues to recognize you.
- **Language:** unlike the mobile app, you can choose which language you want to use the app in on the web app.
- **Base location:** choose your default location (base), which the app will open to by default when selecting the My Location screen.
- **Preferred view:** set here whether you want the map view or list view as the default view.

Web app Making a Reservation

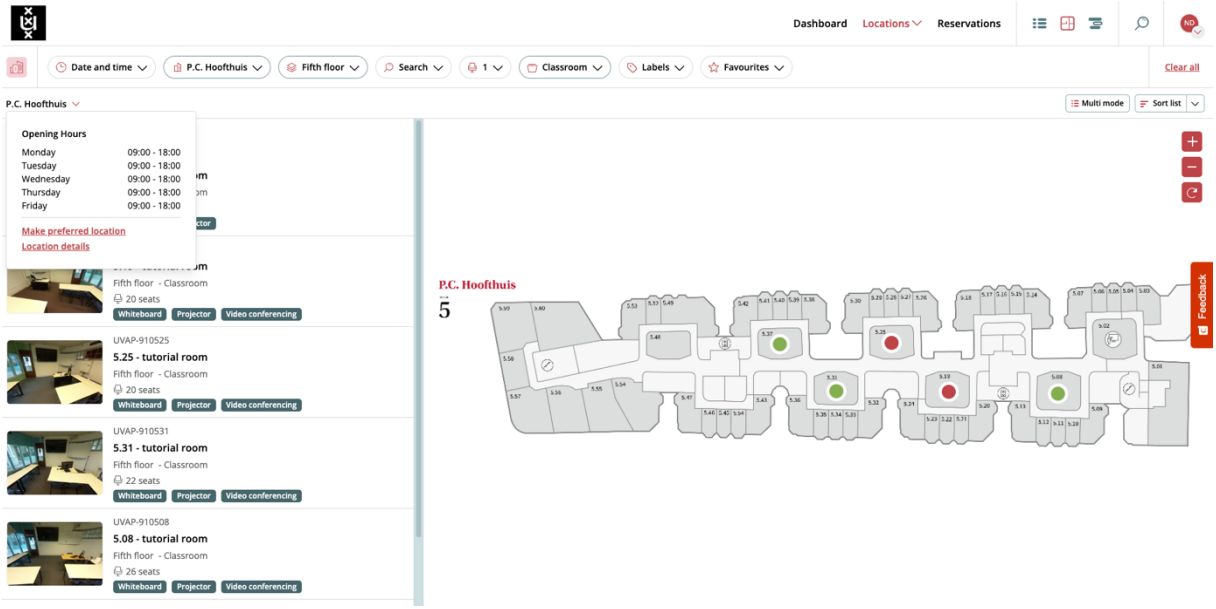
Volg onderstaande stappen en start met het maken van een reservering.

1 Navigate to a location

When you are logged in, you will arrive on the homepage and see an overview of all locations within the UvA. Select the location where you want to make a reservation by selecting the image.



By selecting the icon in the top navigation, you can switch views, such as to the map view.

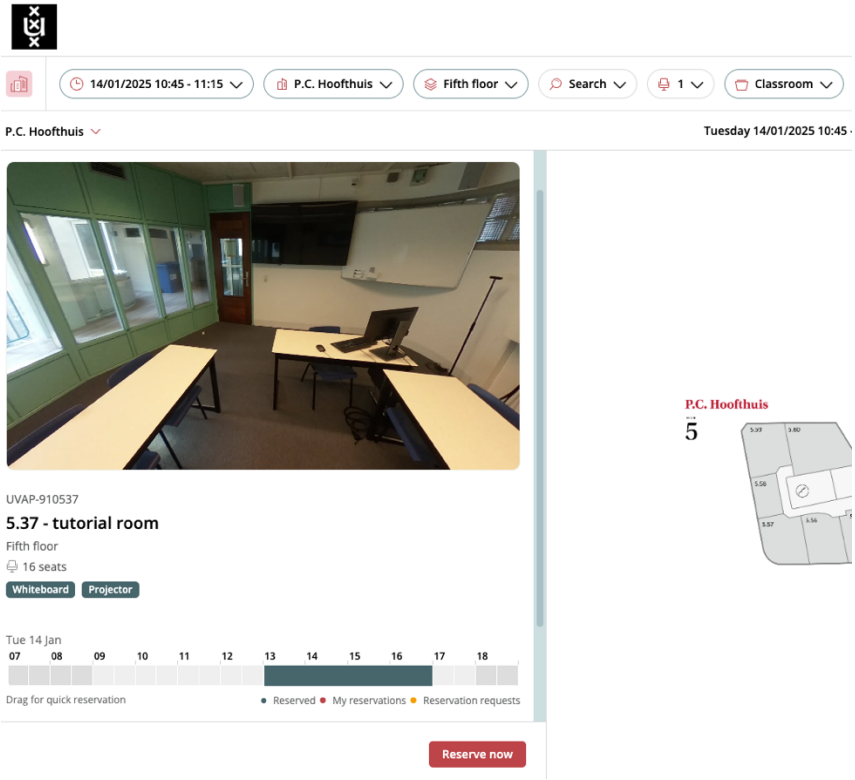


2 Find the workspance you would like to reserve

Within the list or map, search for the asset (workspace/room) you would like to reserve, and select this workspace. When searching, you can use the search field or filter by date, time, capacity (number of spots), and/or category.

List view: in the list view, you select the workspace.

Map view: In the map view, you can navigate through the floor plans using the drop-down menu above the map. Here, you can switch between locations and floors. You select an asset (workspace/room) by clicking the colored dot on the map or by selecting the workspace/room from the list on the left side of the screen. Then click the red "Reserve" button to proceed with making your reservation.



In the room details, select the ‘Reserve’ button.

3 Choose the date and time of your reservation

After selecting the 'Reserve Now' button, the reservation screen will open. You can now add a title, create a recurring reservation if needed, enter the number of participants, and optionally fill in a cost center. By clicking 'Invite Participants,' you can directly invite your colleagues. The chosen date and time will default to the next available time slot. You can adjust this by selecting the pencil icon.

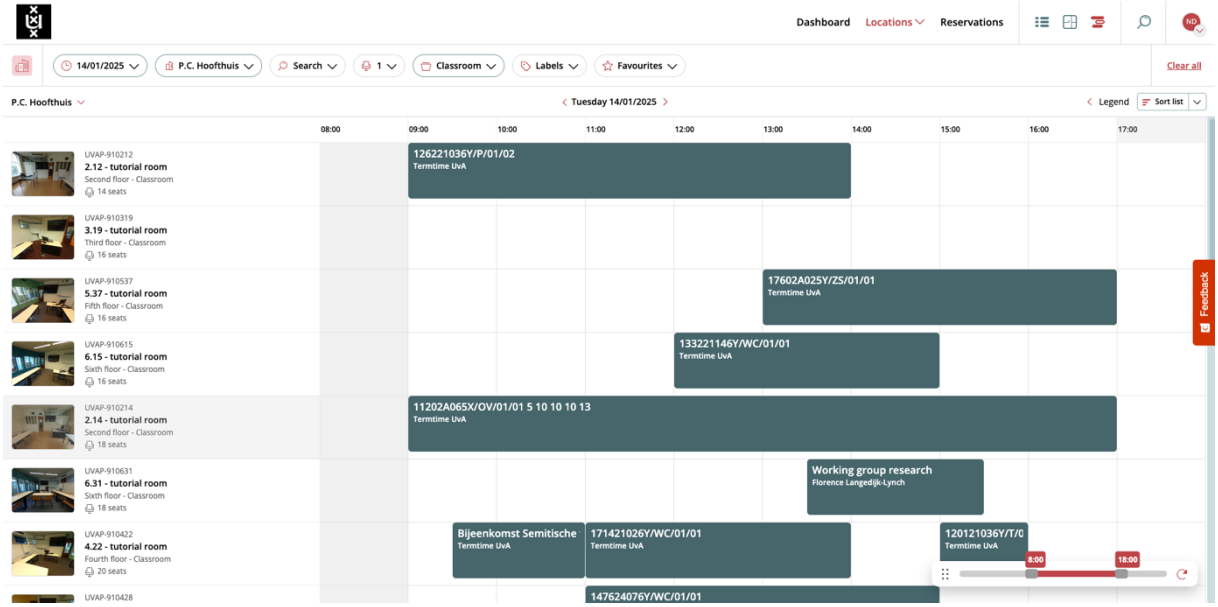
Would you like to make another reservation with the same details, for example, for a week later? Before saving, check the box "Make another reservation."

4 You will receive a confirmation email.

After saving your reservation, you can choose to make another reservation immediately, go to your reservations, or view the planner overview. You will receive an email with a reservation confirmation.

Web app Planner

One of the views is the Planner. The planner provides an overview of all reservations per location. Blue reservations belong to others, while red reservations are your own. By default, a user is only allowed to edit their own reservations.



By selecting a free time slot in the planner (dragging or clicking), you can also create a reservation. You can choose to make a quick reservation or proceed to the reservation form.

Troubleshooting

Problems with logging in

If you are having trouble logging in, check if you are using the correct account details. Your account name is always an UvA email address.

Problems with reservations

Unable to find an available workspace? Always check the reservation conditions on the UvA website. Some rooms are set to 'managed' and cannot be reserved. Also check the calendar of the respective room to quickly see if a reservation has already been made.