

# UvA Spacefinder Manual

## Mobile app



Download the Officebooking app from the Google Play Store / App Store



Log in by entering your **UvA email address**. Choose "Log In" to proceed to **SurfConext UvA** or log in with your **password**

Email address

Log in

### Make your reservation

- 1 Select your location on the homepage
- 2 Select your space
- 3 Choose the date and time
- 4 Enter your reservation details
- 5 Make your reservation
- 6 You will receive a confirmation email

Check your reservation on the **Reservations** page in the menu

Booking confirmed



Menu

Filter by category

Add the space to your favorites

Switch between list view or map view

### Legend

- This workspace is blocked and cannot be reserved
- This workspace is occupied
- This workspace will soon be occupied
- This workspace is available for reservation

Need help using the Officebooking app? Visit:

<https://officebooking.com/nl/knowledge/>



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## Web app

Open the web app in your browser via **login.officebooking.net**

Log in by entering your **UvA email address**. Choose "Log In" to proceed to **SurfConext UvA** or log in with your **password**

Email address

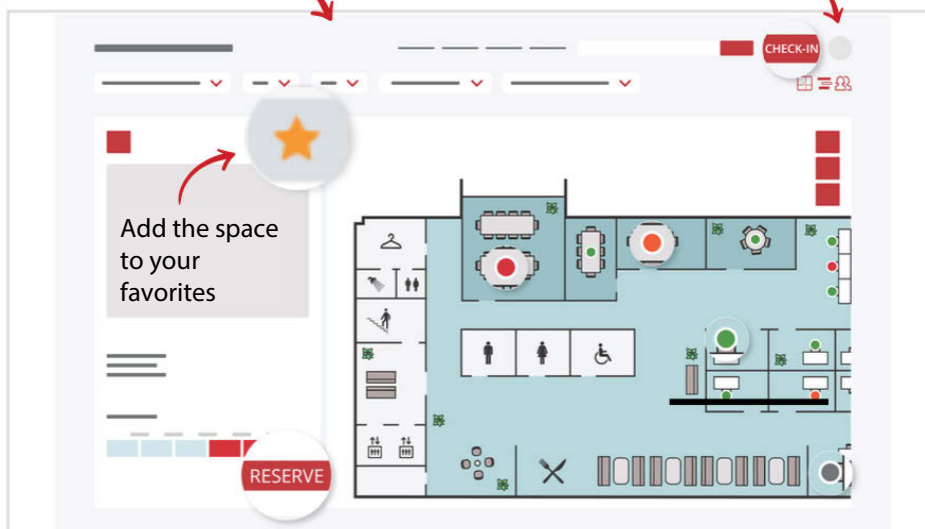
Log in

### Make your reservation

- 1 Select your location on the homepage
- 2 Select your space
- 3 Choose the date and time
- 4 Enter your reservation details
- 5 Make your reservation
- 6 You will receive a conformation email

Search a space

Menu



### Legend

- This workspace is blocked and cannot be reserved
- This workspace is occupied
- This workspace will soon be occupied
- This workspace is available for reservation

Make a reservation

Enter your reservation details and **confirm** your reservation

Check your reservation on the **Reservations** page in the menu

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