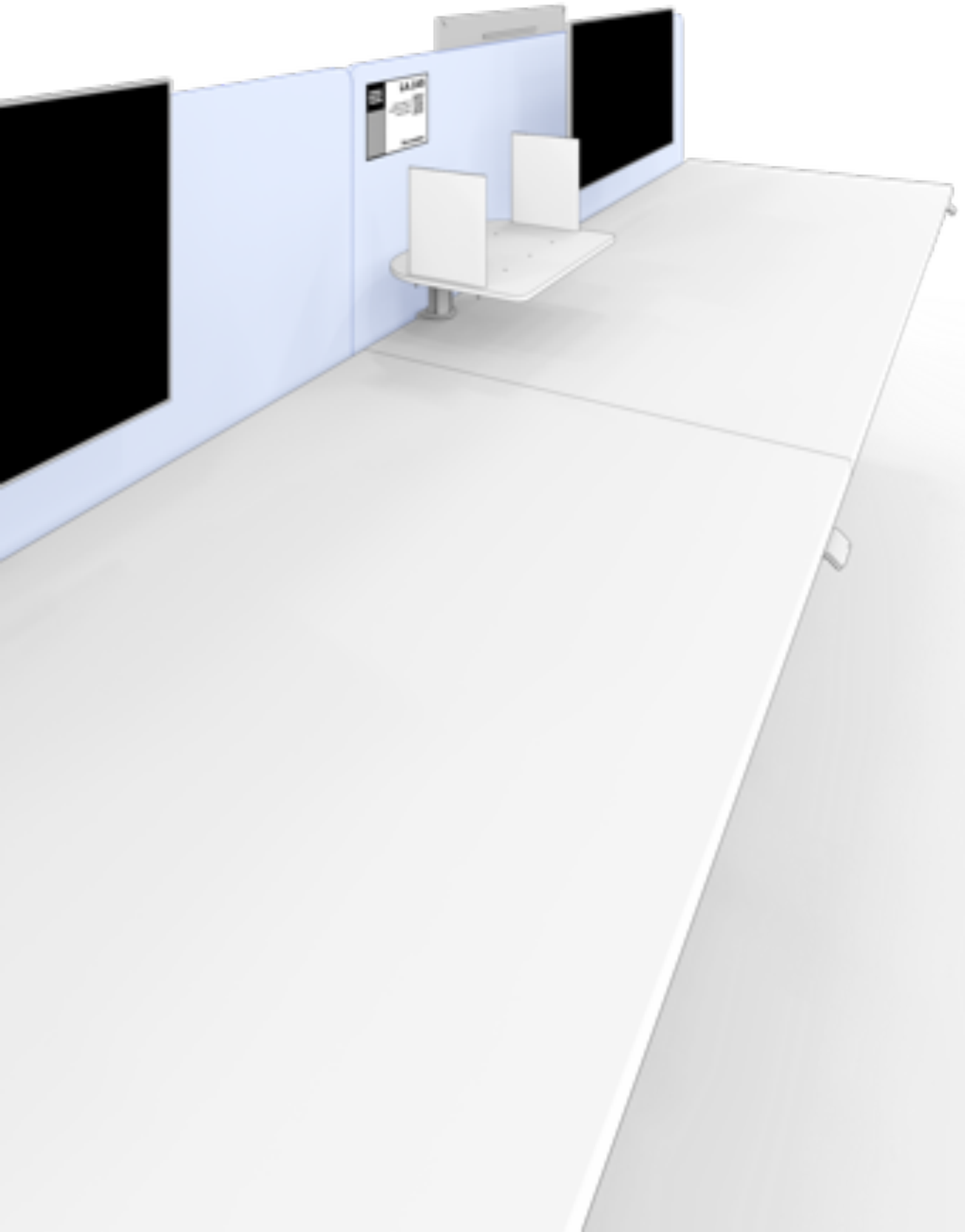


# Floorsight Virtual

End user manual



# You will need:



A computer with access to internet and emails

A Smartphone



An internet connection

# 1. Check your email

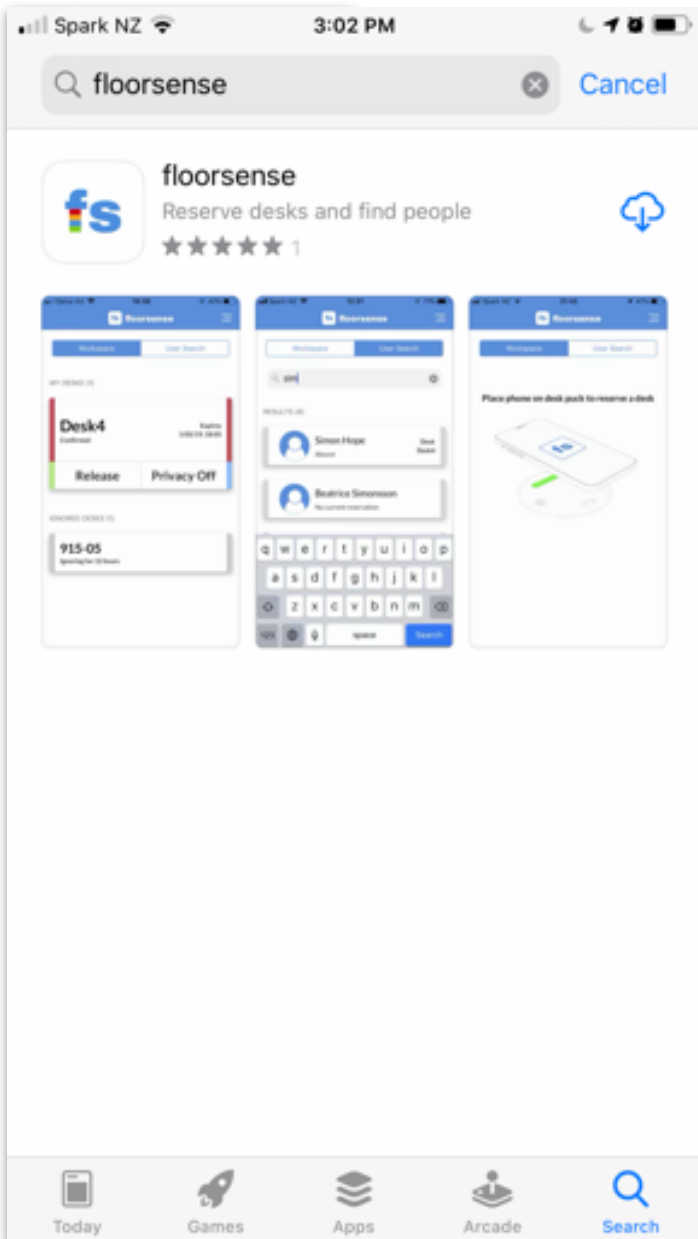
<p>▼ <b>Inbox</b></p> <p><b>Hamish</b> Wireless charging! The future is officially he...</p> <p><b>Smartalock Admin</b> Floorsense registraion link</p> <p><b>Belinda</b> Request for leave denied</p> <p><b>Jack</b> Have you tried the new lockers?! So cool!</p> <p><b>Simon</b> Meeting roundup - Wash your hands.</p>	<p><b>From:</b> Smartalock Admin</p> <p><b>Subject:</b> Floorsense registration Link</p> <p>Click the link below to get started with Floorsense:</p> <p><a href="https://my.smartalock.com/setup?code=cz1wd2Nha2wmcD1mOTRhN2hQazdzZGZnZEZEJnU9OTEZNDMTYmdD1iNGNmYWI0MQW1NjYyMJkyZTAzNDU4mju5yJk0NjQxZg">https://my.smartalock.com/setup?code=cz1wd2Nha2wmcD1mOTRhN2hQazdzZGZnZEZEJnU9OTEZNDMTYmdD1iNGNmYWI0MQW1NjYyMJkyZTAzNDU4mju5yJk0NjQxZg</a></p> <p>This will create you an account to use with your desks and lockers at your workplace.</p>
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# 2. Register

Fill in your details, with your company email, choose a password, and click "Submit"

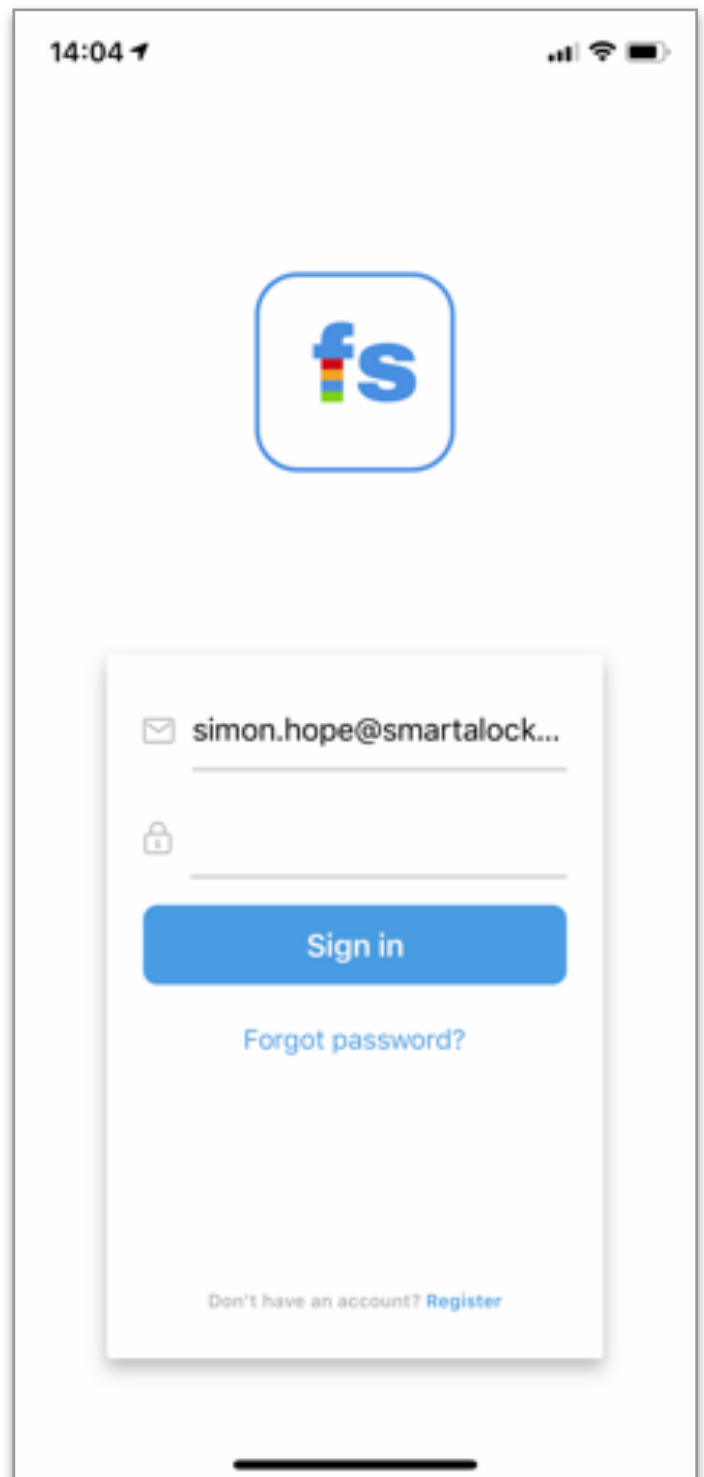
<b>New account register</b>	
Name	<input type="text" value="Simon Hope"/>
Email	<input type="text" value="simon.hope@smartalock.com"/>
Password	<input type="password" value="....."/>
Confirm	<input type="password" value="....."/>
<input type="submit" value="Submit"/>	

### 3. Get the phone app



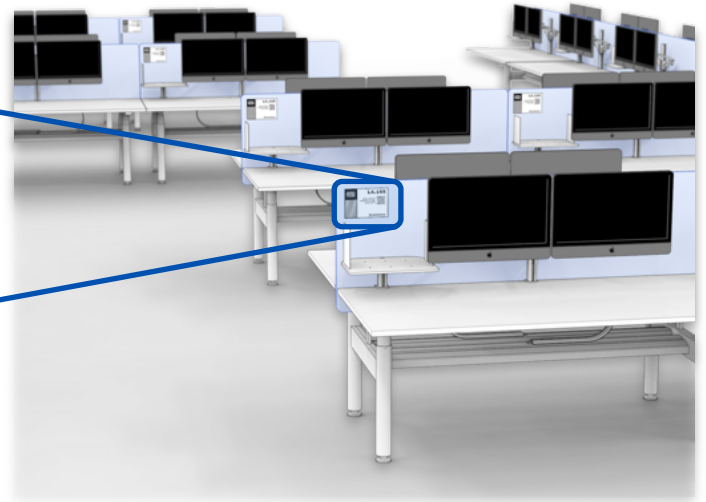
Sign in using email and password set in the previous step.

On your smartphone head to the App store or Google Play and download 'floorsense'



## 4. Scan desk QR code

Choose an unoccupied desk. Look for the QR code.

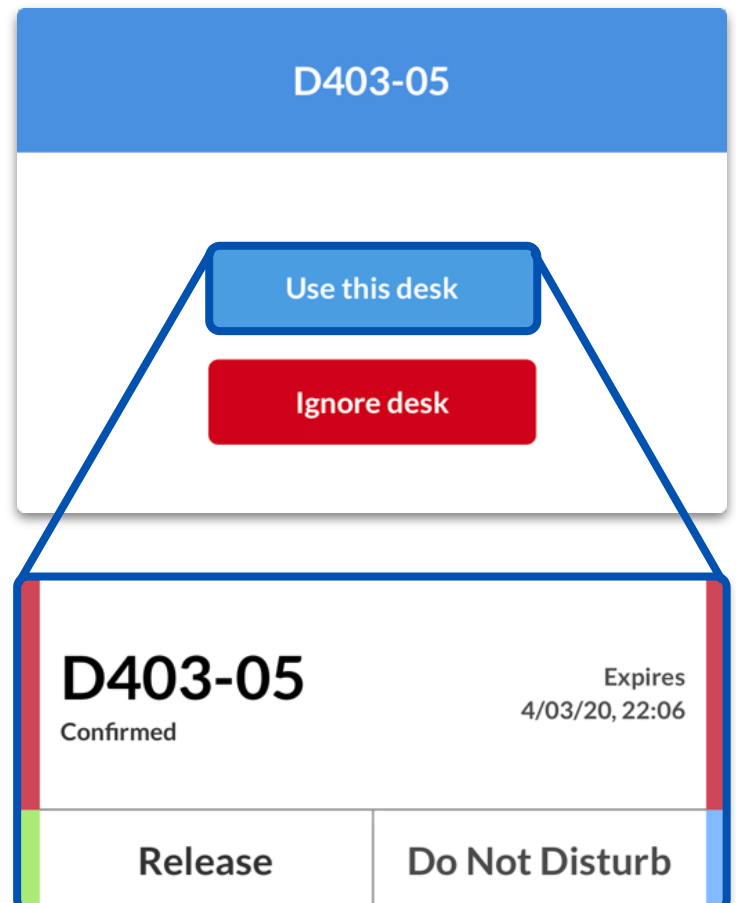


Open the Floorsight app and tap the + button next to My Desks. Point camera at the QR code on desk

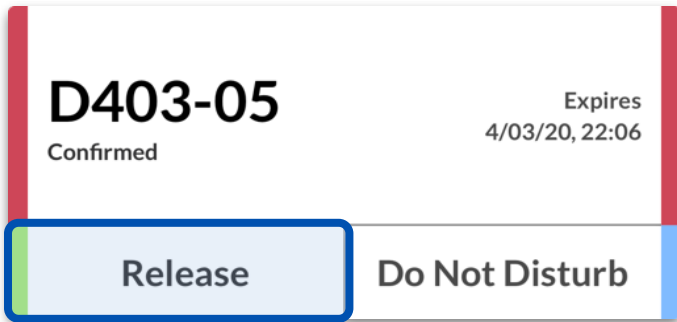
Wait for pop-up. Then select 'Use this desk'

The pop up will show confirmed.

The desk is reserved to you until the end of the day, or until you repeat this step at another desk

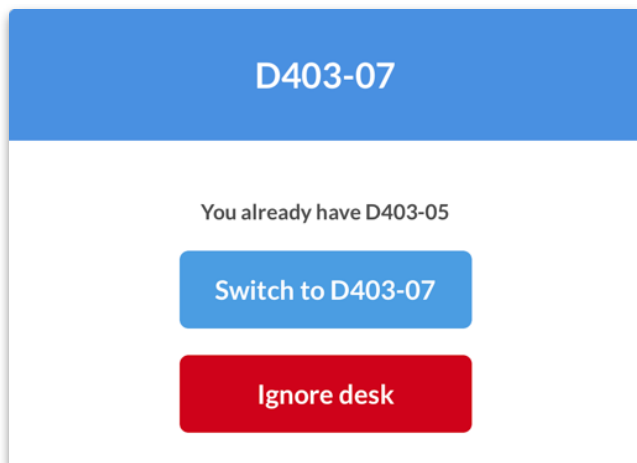


## 5. Release your desk



Tap the “Release” button on the Floorsense smartphone app

or

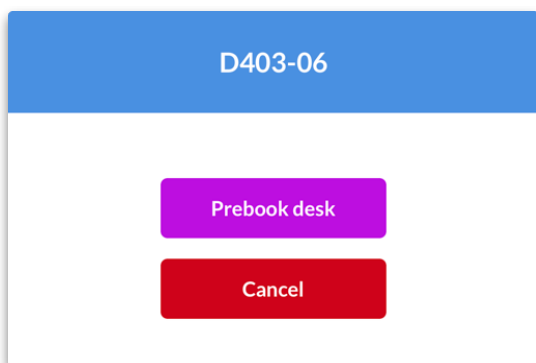
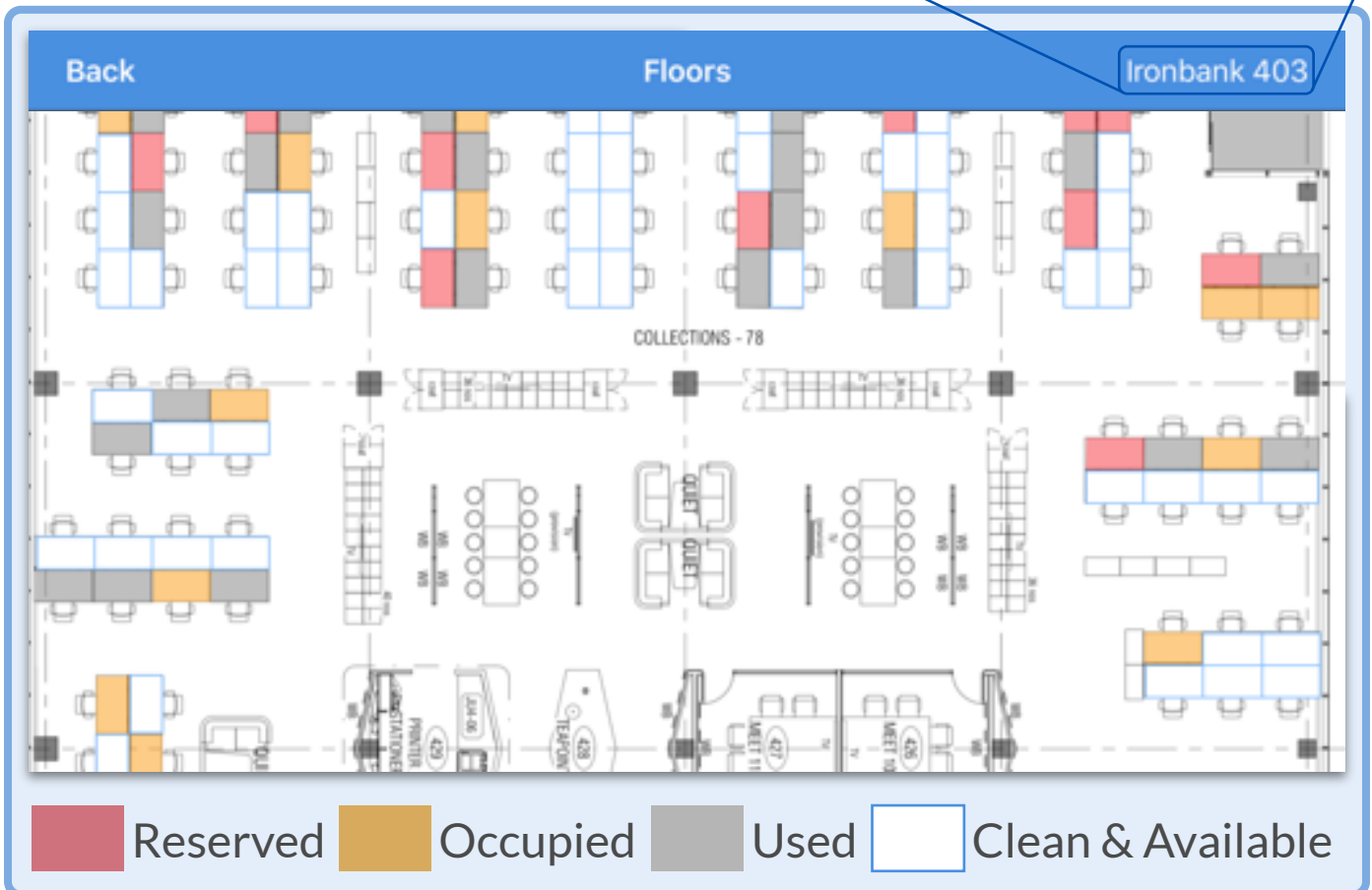


If you feel like a change in scenery. Simply scan another another desk and the original desk will be automatically released.

## 6. Pre-booking a Clean Workspace

On the smartphone app, tap the 'Map' button on the top left of the screen. A floor plan will appear

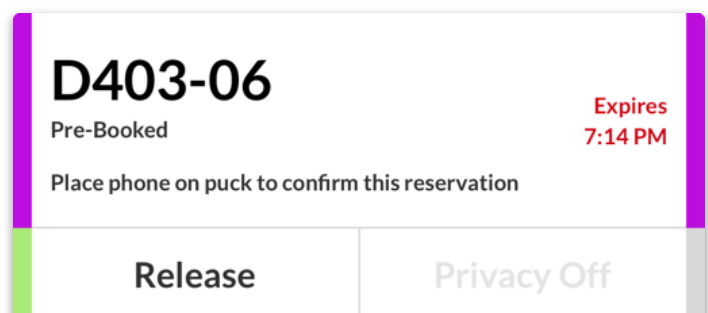
Select you building/ floor on the top right of screen.



Tap any available desk on which you would like to sit.

Tap 'Prebook desk'. The desk will be held for you for 15 minutes.

To confirm booking, scan QR code at desk as step 4 instructs.

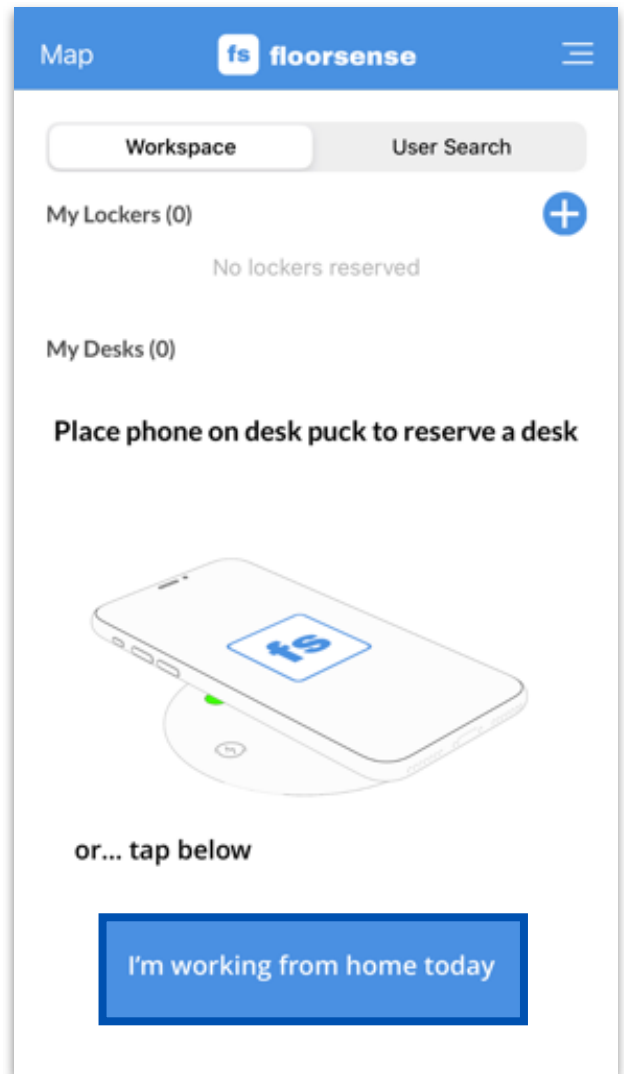
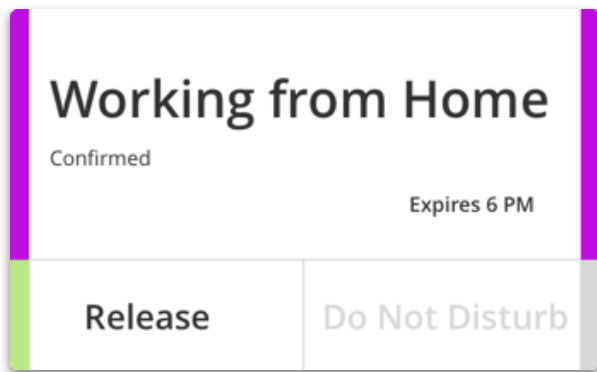


## 7. Working from home?

If you plan to work from home, let your employer know via the smartphone app

Just tap 'I'm working from home today'

The below pop-up will confirm your selection. Simply tap release if it was a mistake

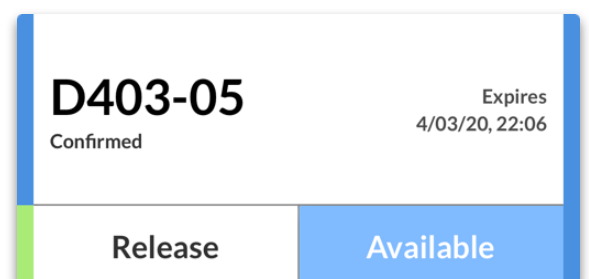
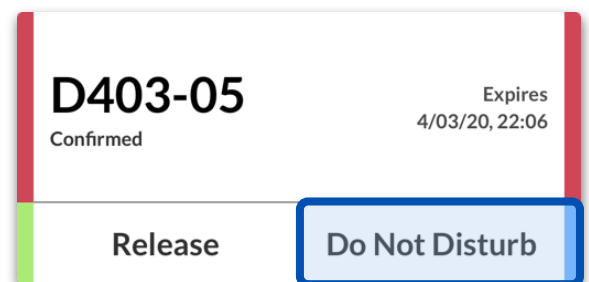


## 8. Do Not Disturb mode

On your smartphone app, tap the 'Do Not Disturb' button.

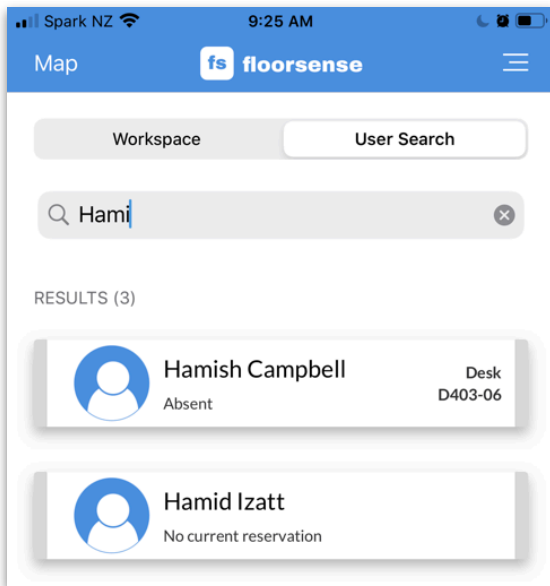
The light will go blue. Your location will be hidden from colleagues.

Tap 'Available' to turn mode off





## 9. Locating others in the workplace

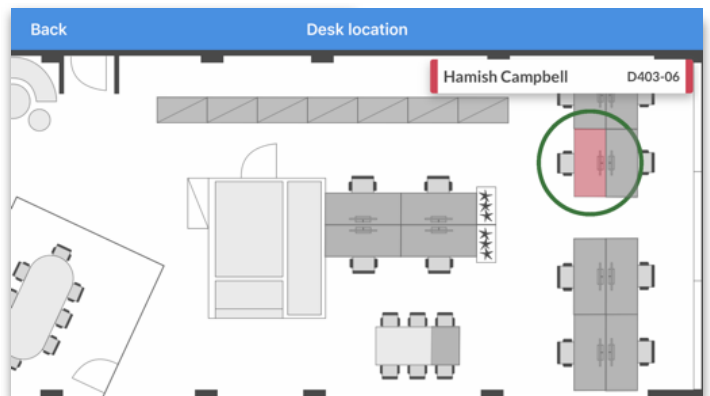


On the smartphone app, tap 'User Search'

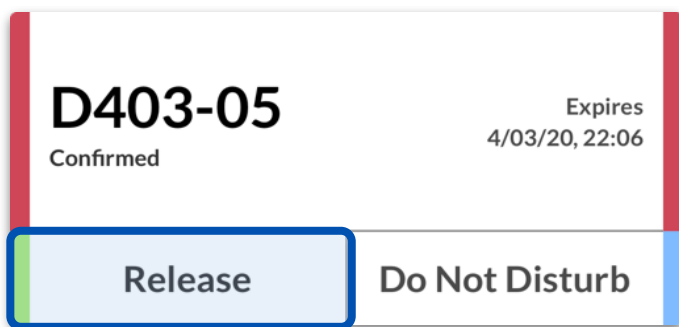
Enter the name of the colleague you are looking for in the search bar.

They will appear below. Tap the tile with their name.

Their desk location and desk number will appear on the floor plan.

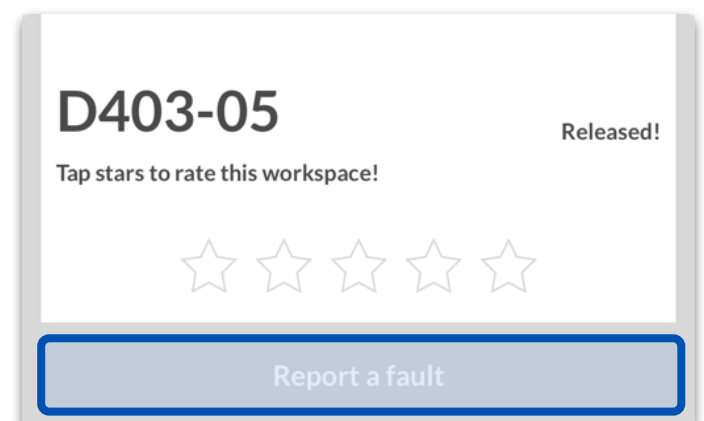


## 10. Something wrong with your workstation?



When you release a desk with your phone, there will be a pop-up asking for a rating for the desk (you can turn this feature off in settings. See step 12).

If there is something wrong with the desk, tap 'report a fault'. Facilities will be notified via an email including the desk number and location.

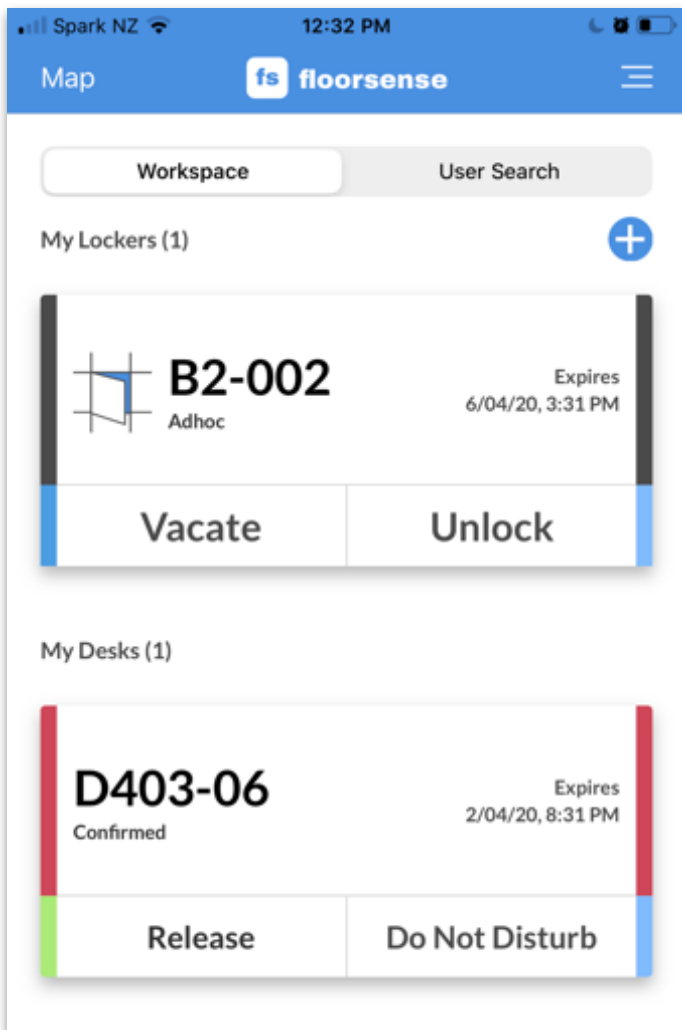
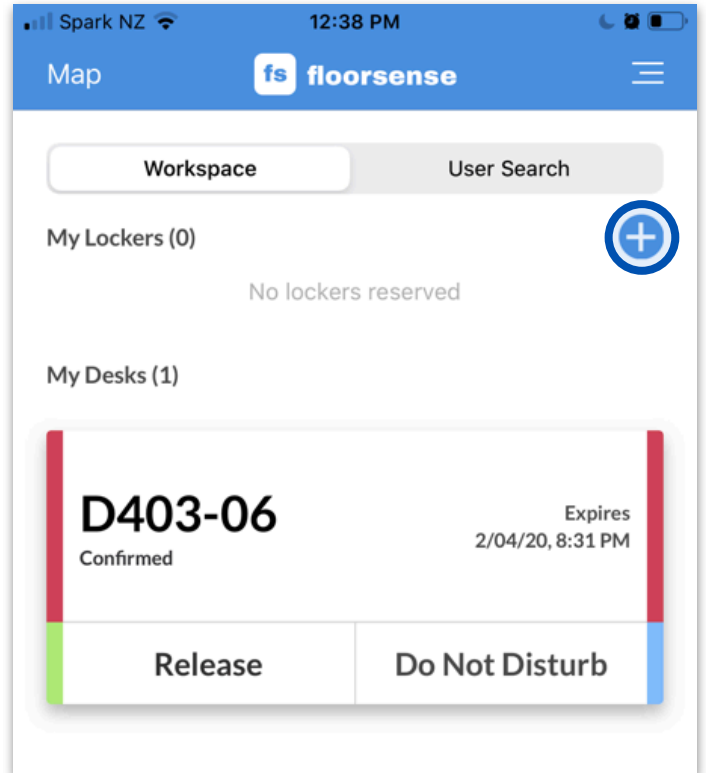


# 11. Manage your Locker

If your *Smartalock*® locker system supports on-demand lockers, you can reserve and manage lockers with the same floorsense app.

Tap the  icon next to 'My Lockers'.

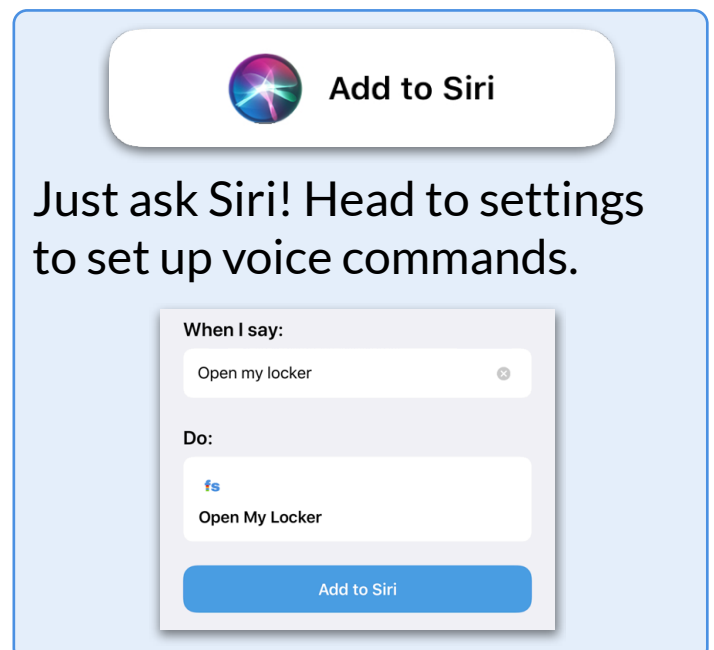
Select the building, floor, and bank where you would like a locker.



You have now been allocated a locker.

You can open your locker by tapping 'Unlock'

Or



Release your locker when you no longer need it. Simply tap 'Vacate'.

## 12. Settings

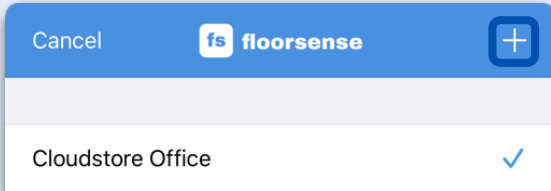


### Manage Sites

Scan QR code to add additional site

Manage

Tap the '+' icon (top right) to add a new office to your account.



### Disable ratings

No longer prompt for desk ratings



You can turn off prompts for desk ratings



### Report an issue

Send message to facilities about a locker or workspace problem

Message

You can write a message to facilities if there is a problem with your desk.



### Change PIN

Change your locker's master PIN

Change

Change your access pin number to your locker

14:06



Map

fs floorsense



On the smartphone app, tap the button at the top right of screen. It will opens the settings menu



### Geofence

Remind me to release desk when I leave office

Edit

With this setting enabled, a 'Geofence' perimeter of your chosen radius will be set. When you walk out of this area, your phone will prompt you to release your desk, so other users can access

Cancel

Geofence

Save

Enabled



Distance from Geofence

300m

