Flexwhere User Manual

November 2024
Version 1.0

Your guide to making the most of Flexwhere—simplifying hybrid work, desk bookings, and workplace navigation.

Introduction

Welcome to Flexwhere!

Your organisation is using Flexwhere to:
- Book desks, meeting rooms, and other resources with ease.
- See where your colleagues are working and connect.

Flexwhere is designed to make hybrid work simple and stress-free. Whether you're at the office or on the go, we've got you covered with our mobile app, web app, and desktop version. Let's get started!

Quick Start Checklist

In this document we'll help you to:

✅ Download the app (mobile or desktop).
✅ Log in with your work email.
✅ Familiarise yourself with the floor plan.
✅ Book your first desk or meeting room.
✅ Find your colleagues.

How to Log In / Access Flexwhere

We have a few ways in which you can access the Flexwhere application. They are:

The Mobile App

1. Download the app from the App Store or Google Play Store

iOS

Android

2. Log in with your **work** email*. You'll receive a confirmation link via email.
3. Click on the link and choose your office location and start booking. Note: your email does not need to come into an email inbox on your mobile device. You can click on the link in the email on any device, and you will be logged into your mobile device.

* If you receive an error message that says "User was not found", please check with the Flexwhere Admin in your office.

The Web App

1. Visit your organisation's Flexwhere URL (your Flexwhere admin will need to give this to you).
2. Log in with your **work** email*. You'll receive a confirmation link via email.
3. Click on the link and choose your office location and start booking.

* If you receive an error message that says "User was not found", please check with the Flexwhere Admin in your office.

The Desktop App

If your organisation has not installed Flexwhere on your computer, you can follow these steps:

1. Download the desktop app from our support site [here](#) (for Windows) or [here](#) (for Mac).
2. Install the application on your device.
3. Open the Flexwhere App.
4. And choose your office location and start booking.

If Flexwhere is already installed on your Windows machine, you can launch it by looking for the Flexwhere Icon by clicking on the UP arrow on your Task bar and double click on the F icon.

How to Book a Resource

Quickly and easily book the resource you need in the Flexwhere app. Here's how:

Booking a Desk/Workstation

1. Open the Flexwhere app (mobile, desktop, or web).
2. Navigate to the premises that you want to work from.
3. Take a look at your floor plan view to see available desks:

     = **Available**

     = **Occupied**

     = **Booked** or **Locked** (someone is using this resource, but is not currently at the desk)
4. Select the desk and choose your desired time slot.
5. Confirm your booking.

Booking a Meeting Room

1. Go to the Meeting Rooms section in the app.
2. Check availability for your preferred time.
3. Select a room and complete the booking.
   - For ad-hoc use, select 15, 30, 45, or 60 minutes to book immediately.

*Your company may not offer the ability to book meeting rooms using Flexwhere.

Booking a Parking Space or a Pool Car*

1. Navigate to the parking section in the app.
2. Select the date and resource.
3. Confirm your time slot.
4. Confirm your booking.

*Your company may not offer the ability to book parking spaces or pool cars with Flexwhere.

You can book your resources in advance. How far in advance will depend on the settings your organisation has in place.

How to Find a Colleague

With Flexwhere, you can quickly and easily find out if your colleagues are in the office or working remotely. If they're in the office, you can find where they're sitting (or have booked to sit). To do this follow these steps:

1. Use the Search Bar at the top of the app.
2. Type in a colleague's name.
3. View their location and status:
   In the office: Your colleague is in the office, and Flexwhere can show you the desk or meeting room they're using.
   Booked: Your colleague has reserved a desk and is likely to be in the office that day. Flexwhere can show you the desk that they have reserved.
   Remote: Your colleague is working but not in the office.
   Not available: Flexwhere cannot determine where your colleague is working from.

Tip: Use the search to find specialists like first-aiders or team leads quickly.

You can also view the full list of your colleagues in the Web App or Desktop app by clicking on the Users tab on the left hand side of the application.

How to find your Bookings

If you'd like to see an overview of all the bookings you have made, follow these steps:

1. Open the Flexwhere app
2. Click on the "Bookings" icon in your app
3. You should now be able to see all the future bookings that you have made.

Need Help? How We Support You

We're here to help you every step of the way:

1. We have an online support site available [here](#).
2. Or you can contact us on:
    Phone: +44 (0)20 3868 1867
    Email: support@flexwhere.com
    Hours: Mon–Fri, 7 AM – 4 PM UTC

Happy Booking!

Your Fans from Flexwhere

Flexwhere | Empowering teams to connect and collaborate