



SiQ Training Course Outline

Lesson 4

This lesson provides a high-level overview of the SiQ Projections and Stacking features for people interested in strategic planning, then focuses on the broader topic of hoteling and using the web and mobile apps for desk bookings.

SiQ Projections & Stacking

- High-level demonstration of Projections and Stacking features*

Introduction to Desk Booking**

- Set up and configuration options for desk bookings
- User Roles and the booking experience

How to book desks using SiQ

- Create and edit bookings using the SiQ Mobile App
- Create and edit bookings using the SiQ Web App

Manage Bookings

- Review and manage Bookings using the Bookings page
- Report on Bookings - Hotel Desk Report and Hotel Desk Bookings Report

SiQ Support

- Q&A
- Review related SiQ online documentation

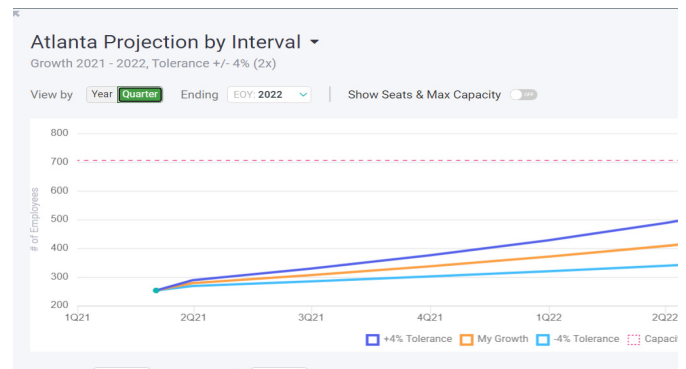
*Premium Feature

**Premium/Add on – Desk Booking

Reimagine your workplace™

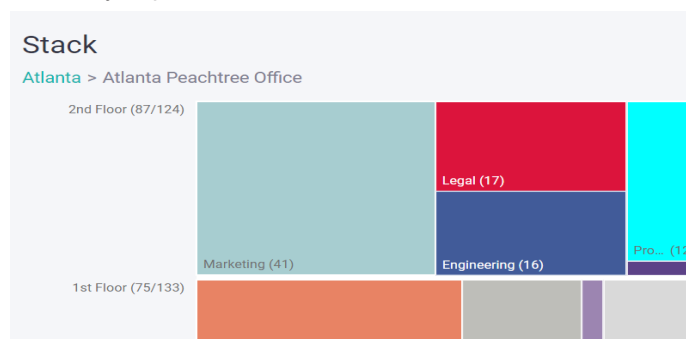
PROJECTIONS

These charts give a dynamic look into the expected growth rates, quarterly or yearly. They incorporate percentages or numbers to display head count and seat demand information, paired with real estate capacities and seat caps.



STACKING

The stack view visualizes your portfolio organized into department blocks and building capacities. Scenario plans can be quickly created to visualize floor moves or new floors by departments.

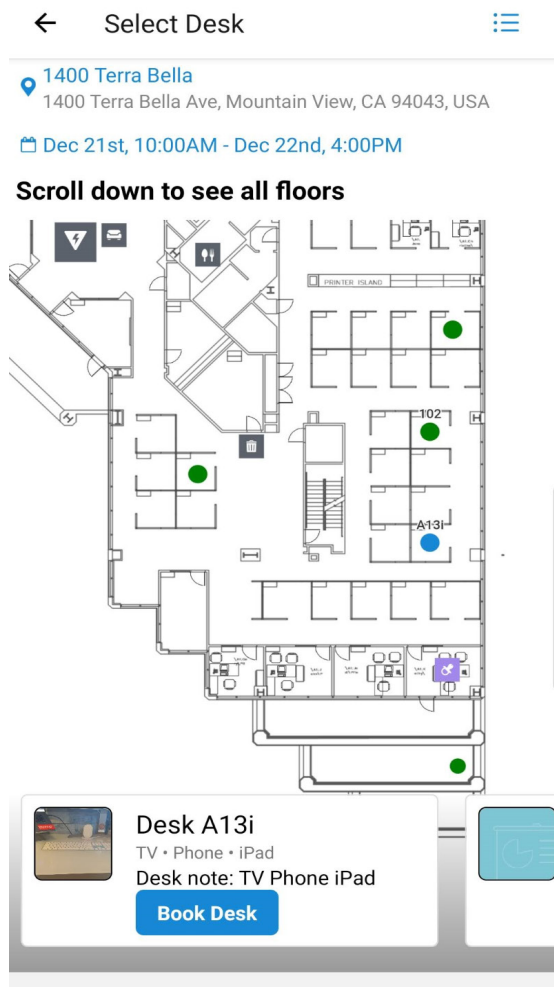


HOTELING & RETURN TO WORK

Return employees to the office in a safe way using Hoteling, where employees can book desks via the SiQ Mobile app or the SiQ Web app.

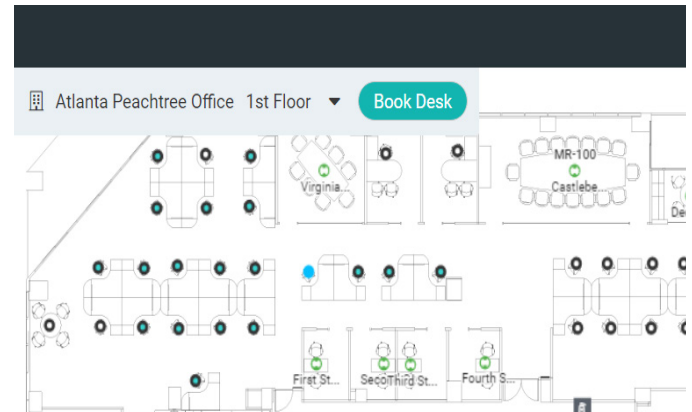
BOOK A HOTEL DESK USING SIQ MOBILE APP

When you log in to the SiQ Mobile App you can quickly book hotel desks and when the booking is ready you can check-in to the desk or if you no longer need the booking it can be canceled.



BOOK A HOTEL DESK USING SIQ WEB APP

When you log in as an employee (viewer), in the SiQ Web App you can book a hotel desk from the Book Desk icon or the Floor Map. When your booking is ready you can check-in to the desk or if you no longer need the booking it can be canceled.



MANAGE BOOKINGS

Admins can manage Hotel Desk Bookings on behalf of Departments and Workplace groups. They have the ability to canle a Hotel Desk Booking on behalf of someone. Also, they can bulk import Hotel Desk Bookings into SiQ.

For Details Visit spaceiq.com/resources/services-training/

