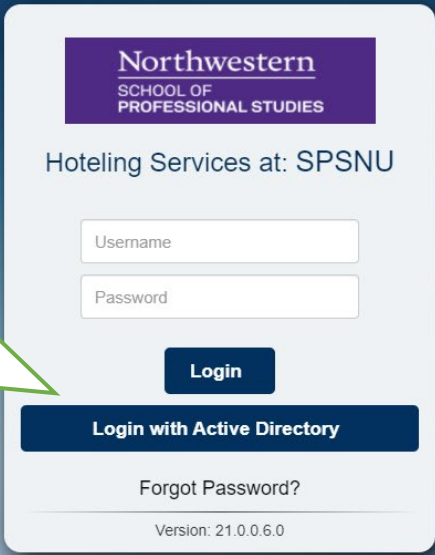


DeskFlex - QuickStart Guide

Reservations

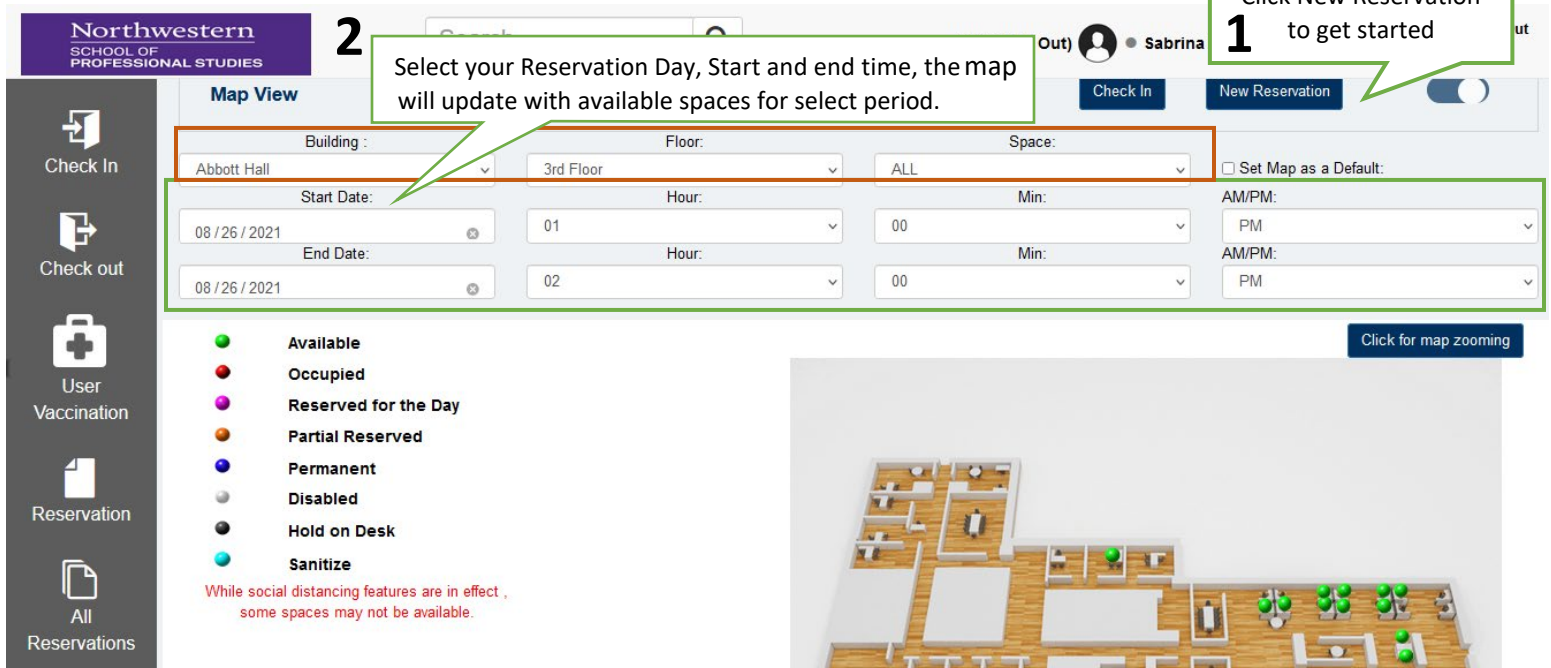
Go to:
<https://spsnu.deskflex.com>

Select **Login with Active Directory**. Enter your northwestern email address, Next. You will be taken to the **Northwestern Online Passport** to sign in.



2 Select your Reservation Day, Start and end time, the map will update with available spaces for select period.

1 Click New Reservation to get started



- Available
- Occupied
- Reserved for the Day
- Partial Reserved
- Permanent
- Disabled
- Hold on Desk
- Sanitize

While social distancing features are in effect, some spaces may not be available.

- Available
- Occupied
- Reserved for the Day
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Click for map zooming



While social distancing features are in effect, some spaces may not be available.

Once your reservation period has been selected, select a green dot to reserve a workspace. Refer to the Dot key to the left to see what spaces are available or reserved. **Hover over a dot to view the room number.**



New Reservation Detail

Location: SPSNU-Wieboldt Hall

Start Time

End Time

Floor: 6th-floor

Space: WBT611 E

08/26/2021 01:00 PM

08/26/2021 02:00 PM

Capacity: 1

Attachments

No files selected.

Notes

Invitation Subject

Invitation Guests

- Ashley Ryan Cook
- Austin Roslyn
- Baker Caitlin
- Bakker Douglas

Once you select a workspace, you can add reservation notes, or invite your colleagues to be notified of your reservation. **Press to Confirm** button to complete reservation

- User Dashboard
- Check In
- Check out
- User Vaccination
- Reservation**
- All Reservations
- Swap Desks



New

Click the 'New' button to make a date based **New Reservation**



Conference

Click the 'Conference' button to make a new Conference Room Reservation



Recurring

Click the 'Recurring' button to make a new **Recurring Reservation**

Show 10 Entries

Start Date & Time	End Date & Time	Location	Desk	Type of Space	Status	Reservation Type	Action
Nothing found - sorry							

No records available

Reservations can be viewed on the Reservation page