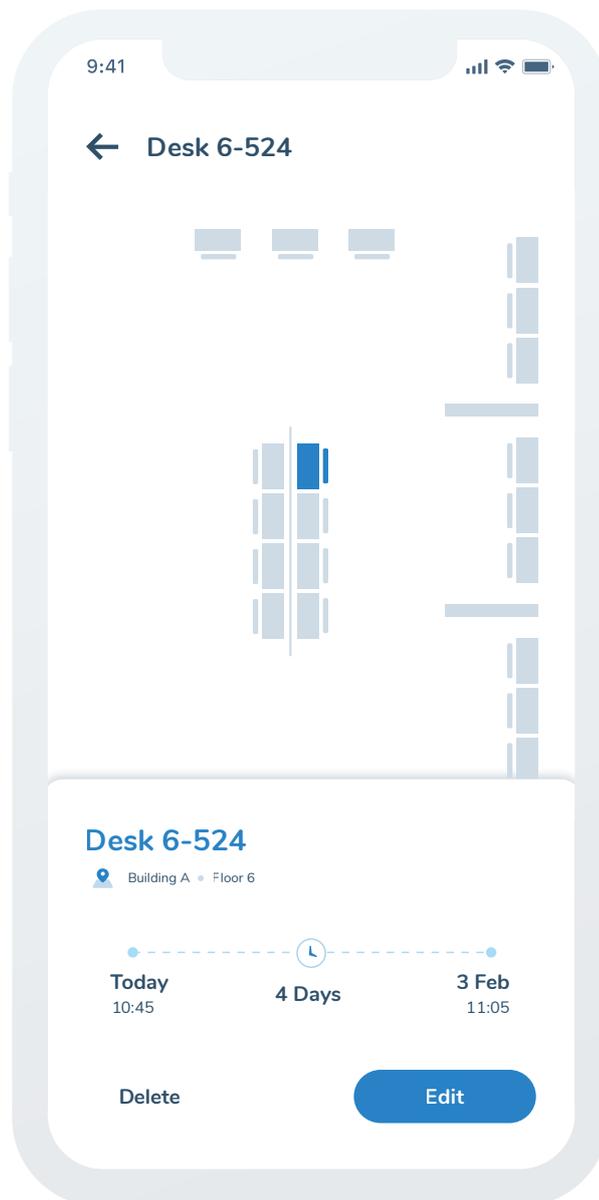




User Manual

Deskdragon v. 1.30 • Q1 '21



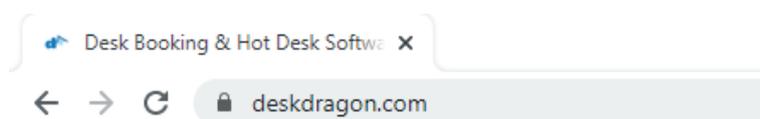


Opening Deskdragon

You can access Deskdragon on the web, or through our native apps on Android and on iOS.

Web App

Open your web browser on your phone or computer, and navigate to deskdragon.com.



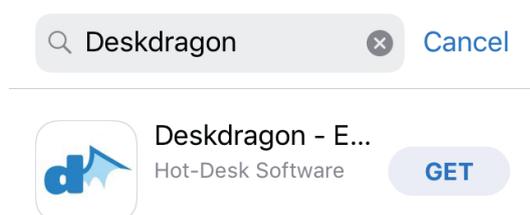
Android App

Open the Play Store, and search for “Deskdragon”. Tap on the app and install it.



iOS App

Open the App Store on your iPhone, and search for “Deskdragon”. Follow the prompts to install the app.

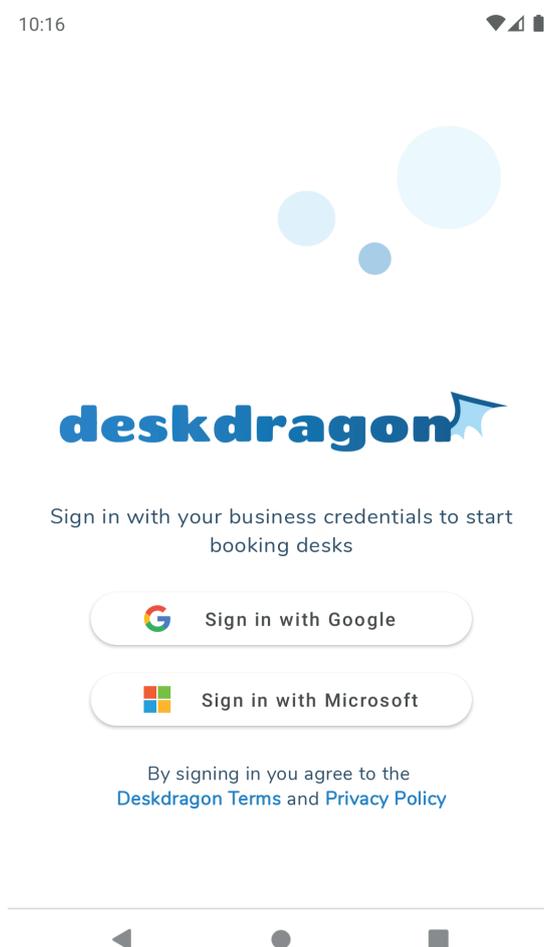




Logging in

Deskdragon works with your existing Microsoft or Google G Suite credentials. You do not need a different password, and you do not need to create an account. You can simply log in.

Tap on either the “Sign in with Google” or “Sign in with Microsoft” button, and follow the prompts to sign in with your work credentials.

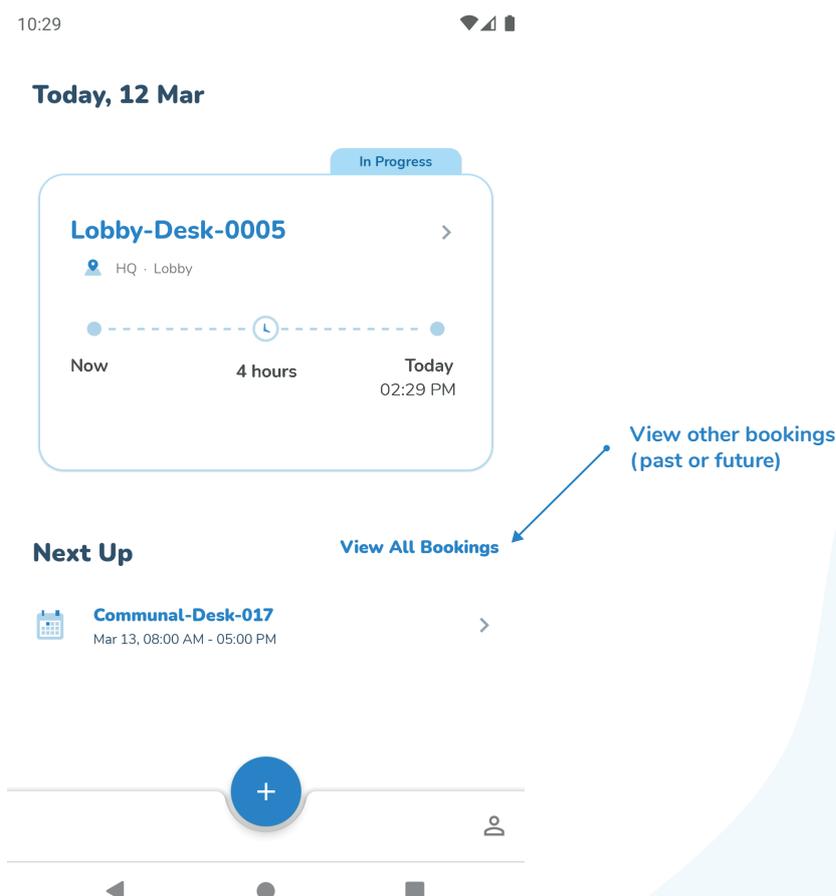




Today's bookings

When you open Deskdragon, a summary of your bookings for today will be shown. If check-in is available for your next booking, it will be indicated here. You can tap on any booking to view the location of the desk on the floorplan and to access other actions (e.g. editing the booking).

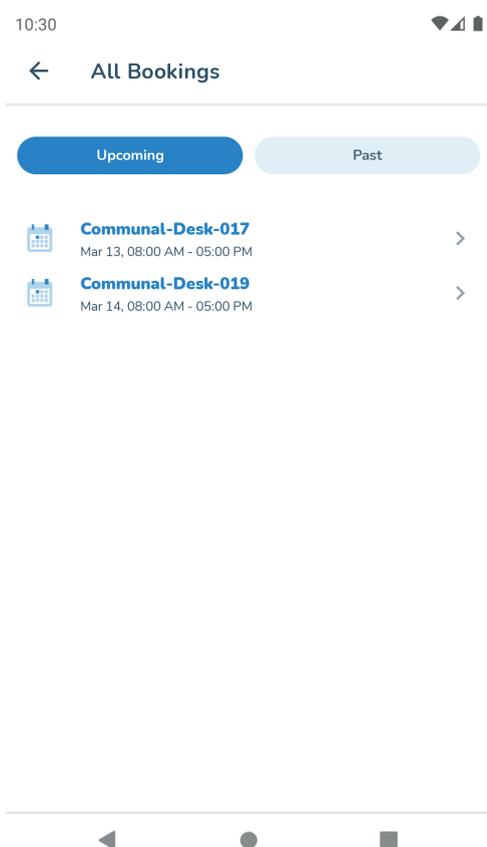
You can access other bookings (past or future) by tapping on "View All Bookings".





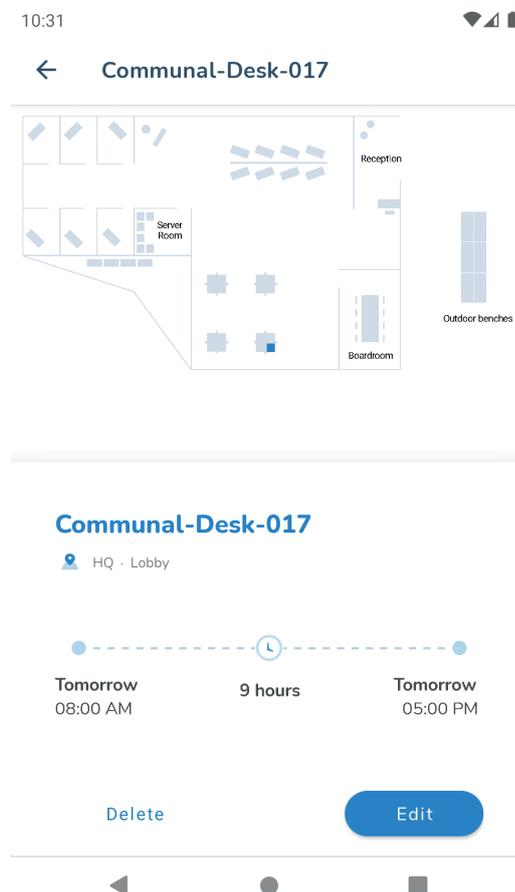
Other bookings

If you tap on “View all bookings”, a list of all upcoming bookings will be shown. You can tap on “Past” to view bookings that have already occurred, for example, to see which desks you previously booked.



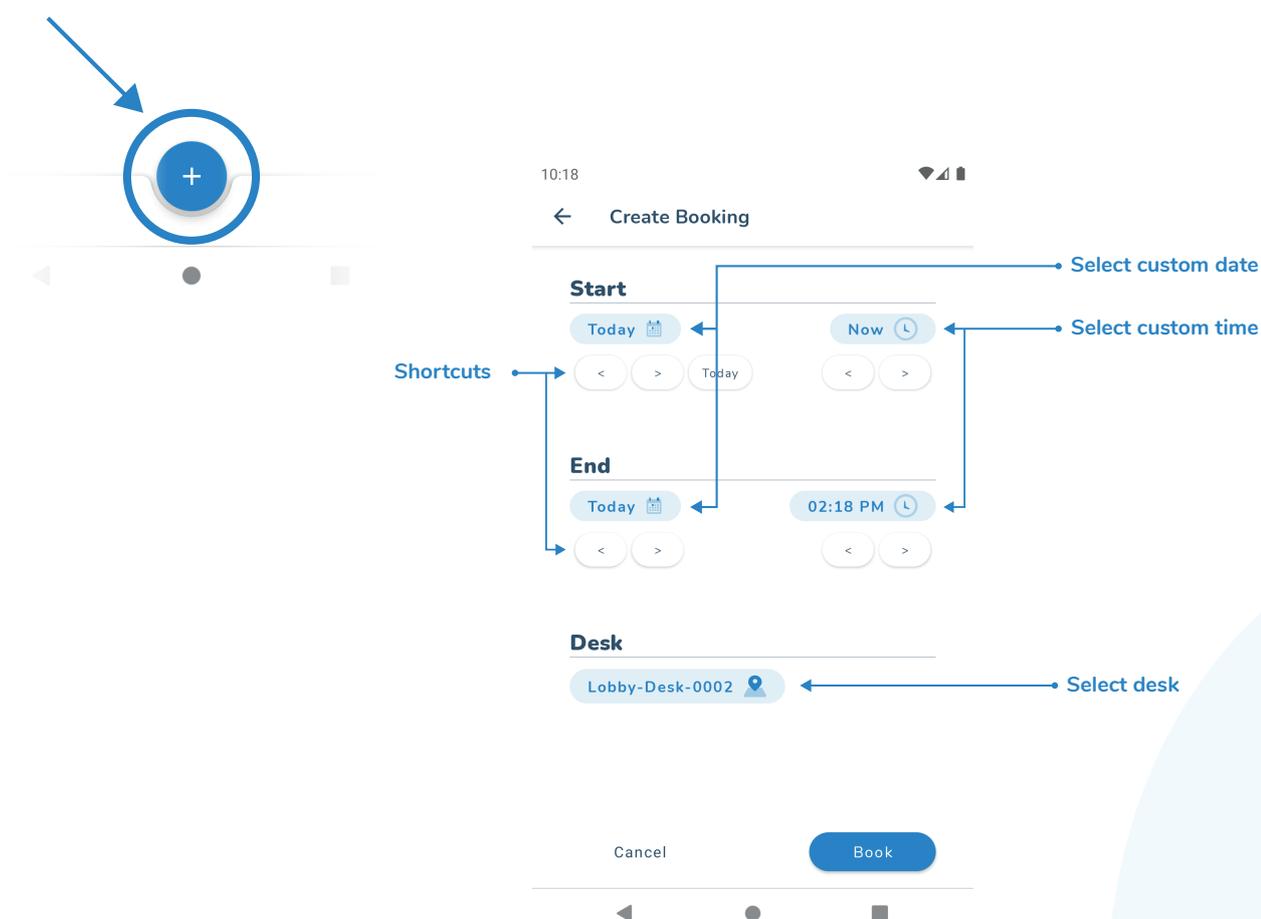
Viewing a booking

You can view more information about any booking by tapping on it. This will show you where your booking's desk is on the floorplan and also provide you the option of deleting or modifying this booking. If a booking is already in progress, you will only be able to end it.



Creating a booking

From the main screen, tap on the + circle button to create a new booking.



You need to select the start time, end time, and desk for your booking.

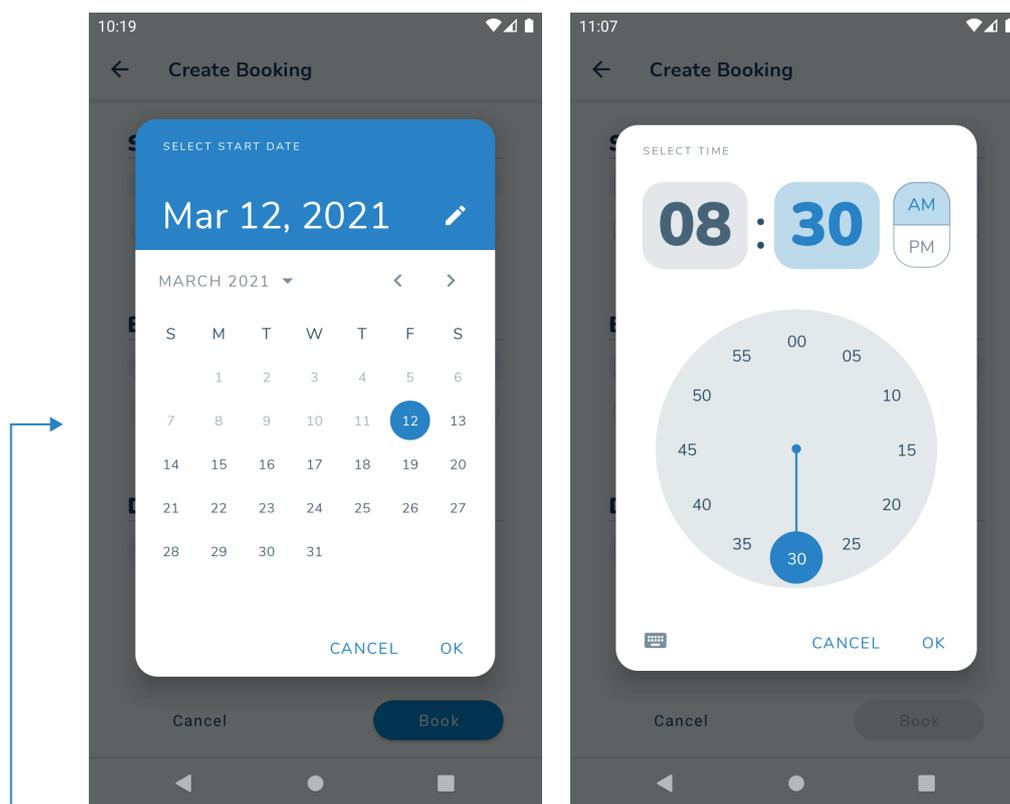
Change the date and time by either tapping the arrow shortcut buttons or tap on the calendar or clock icons to select a custom date or time.



Selecting a custom date and time

You can select a custom date or time, as long as these are within the range allowed by your company policies¹. This screen will look slightly different depending on the platform (iOS, Android, or web) that you use.

Confirm your selection by tapping on the “OK” button.



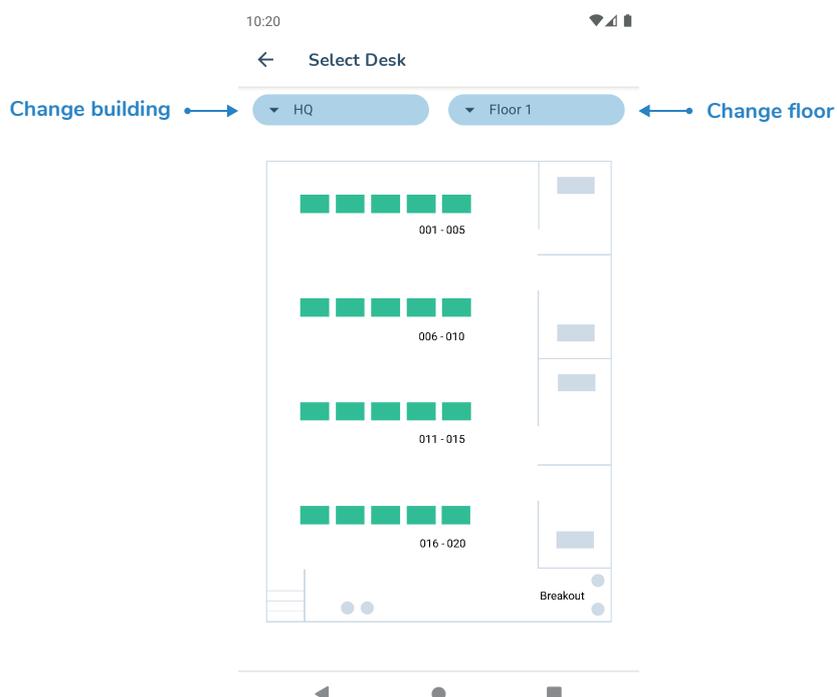
Note the allowed range. Disallowed dates are grey.

¹ This could include limiting the dates to a maximum booking duration, as well as limiting the furthest date in the future for which bookings can be made.



Selecting a desk

Tap on the “Select Desk” button. This will display the floorplan of your office.



Tap on any green desk to select it. Green indicates that the desk is available for the selected duration, while grey indicates that a desk is unavailable. Once you select a desk, it will be highlighted in blue.

If your company has multiple buildings or floors, you can change your building or floor by tapping on the dropdowns at the top of your screen.



Complete your booking

After selecting the dates and desk for your booking, tap the “Book” button. Once your booking has been confirmed, your new booking will be shown in your list of bookings, and you will receive a confirmation email.

Troubleshooting errors while creating a booking

In some cases, your booking might not be created due to an error. An error will be displayed which will provide more information. Typical errors include:

- Creating a booking when you already have a booking created for the selected time period
- Making a booking when the office has reached its maximum capacity for a particular day
- Attempting to book a desk which is already reserved.
- Selecting an invalid booking period
 - Selecting a start date after an end date, or vice versa
 - Selecting a time period which violates your company policy, such as a booking which is longer than the maximum duration or is too far in the future.
- Network related errors: in this case simply try selecting “Book” when your network connection is restored again.



Editing a booking

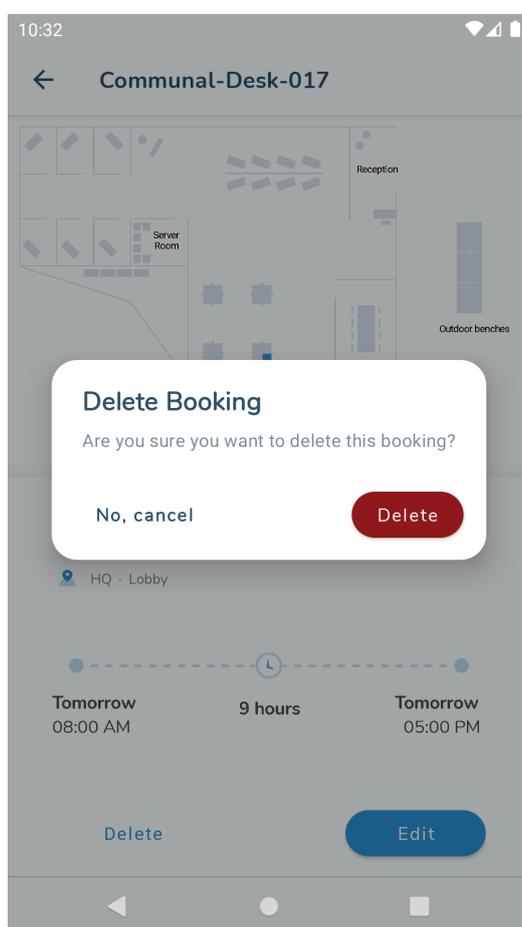
When tapping on the “Edit” button from the “View Booking” screen, you can modify your booking by changing the date, time, or desk as described in the “Create Booking” section. You will only be able to edit bookings that have not yet started.

A screenshot of a mobile application interface for editing a booking. The screen is titled "Edit Booking" with a back arrow on the left. It is divided into three sections: "Start", "End", and "Desk".
- The "Start" section shows the date "13 Mar, 2021" with a calendar icon and a "Today" button. Below the date are left and right navigation arrows. The time is set to "08:00 AM" with a clock icon and left/right navigation arrows.
- The "End" section shows the date "13 Mar, 2021" with a calendar icon and left/right navigation arrows. The time is set to "05:00 PM" with a clock icon and left/right navigation arrows.
- The "Desk" section shows the desk name "Communal-Desk-017" with a location pin icon.
At the bottom of the screen, there are two buttons: "Cancel" and "Update". The Android navigation bar is visible at the very bottom.



Deleting a booking

A booking can be deleted by tapping the “Delete” button in the “View Booking” screen. Since this action is not reversible, you will need to confirm this.

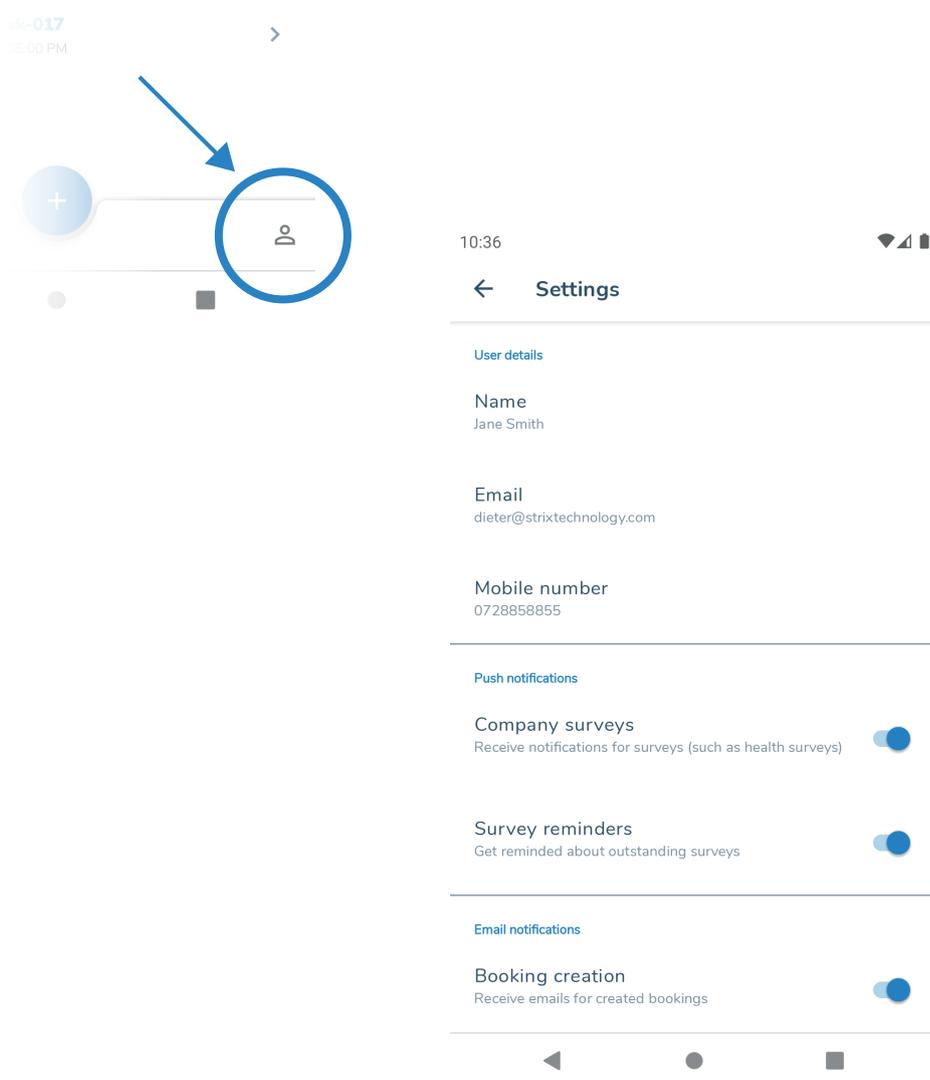




Profile Settings

Tap on the icon in the bottom right corner of the main screen to access your settings.

You can edit your name, mobile number, and notification settings. You can quickly opt-out of receiving certain emails or push notifications here.

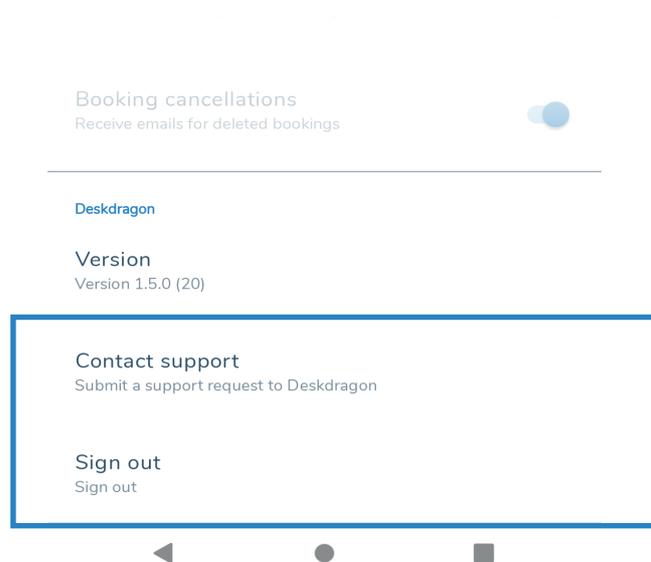




Signing out

Tap on “Sign out” on the settings page to sign out of your Deskdragon account. This will clear all information from the device and will require you to sign in again in order to use the app.

You can also tap on “Contact support” to send an email to the Deskdragon support team.





deskdragon.com