Flexopus

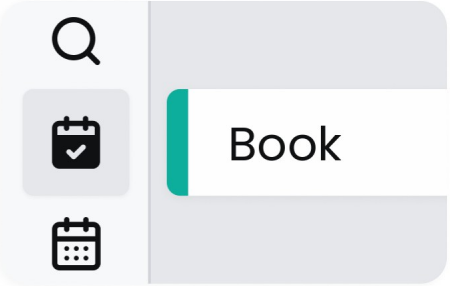
Booking resources in 4 steps

How to book your resources with Flexopus quickly and easily.

1

Open “Book”

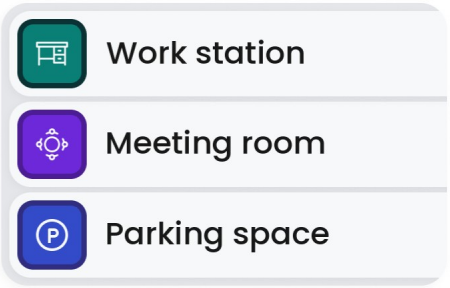
Open Flexopus and click “Book” in the menu.



2

Select the resource type

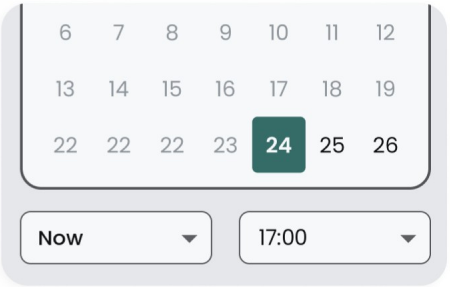
Choose “Work station”, “Meeting room” or “Parking space”.



3

Set the time period

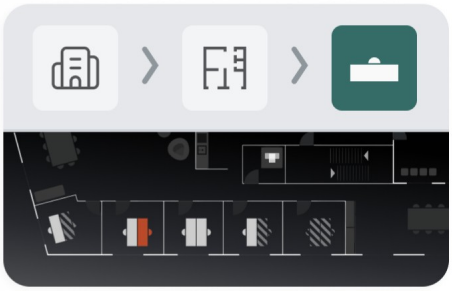
Select the date, start time and end time in the calendar.



4

Confirm your space

Select building & floor, find a free resource and confirm the booking.



Notes

- Depending on the configuration, some steps may be skipped.
- Resources can be filtered by users or equipment.
- Double bookings of the same resource type are not possible.
- Bookings can be edited afterwards.

Source: Flexopus Help Center - Booking Process