



Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

Trinity Teaching and Learning Hotdesking Booking System User Guide

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General Information

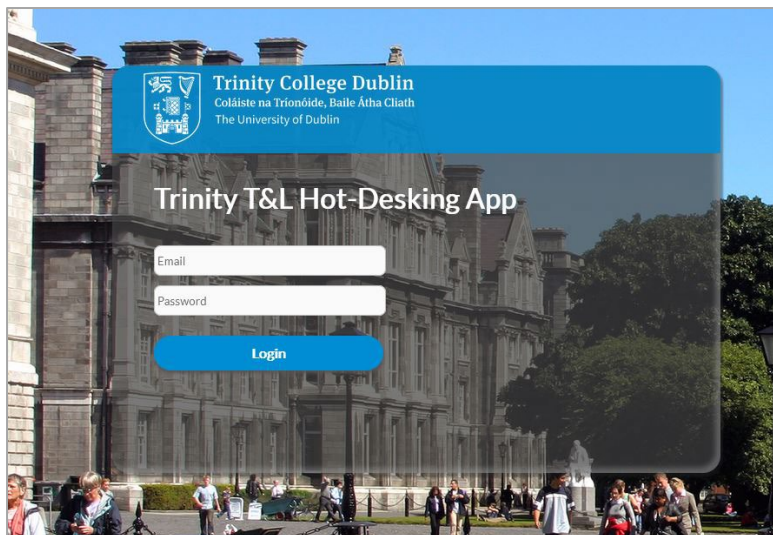
There is a dedicated webpage on the TT&L website that contains Hotdesking Pilot information: <https://www.tcd.ie/teaching-learning/hotdesk/info.php> (Local access only).

Floor plans are available for each of the offices.

Logging in for the first time & changing your password

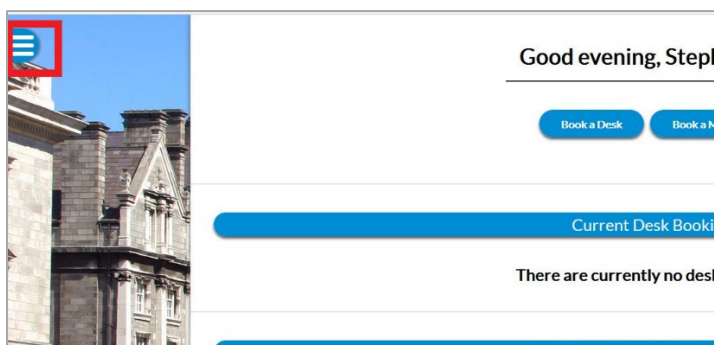
The URL for the Hotdesking Booking App is <https://ttl-hotdesking.herokuapp.com/login>

When you log in for the first time, the Email and Password will both be firstname.surname@tcd.ie. For example, stephanie.reilly@tcd.ie
For security purposes, we will not use the short version, e.g., reillys8@tcd.ie.



Once you have logged in you should immediately change your password.

On the home page, click the **three lines** in the top left corner.

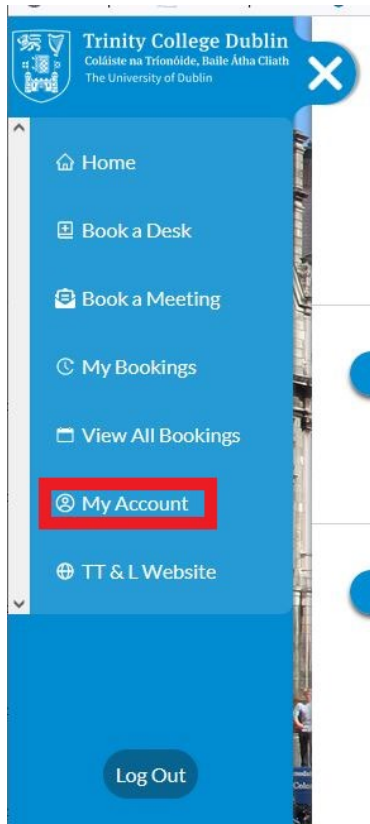


This will open the side menu. You can pin the side menu, keeping it visible as you navigate the site. Click on the **pin icon** on the bottom of the page.





Go to **My Account**.



Here you can create your new password. For your **old password**, enter your tcd.ie email address. Then enter your new password details. The next time you log in you will enter your new password. For security reasons, **do not use your current College password**.

Passwords are case sensitive.

A screenshot of a 'Change Password' form. The form has a title bar that says 'Change Password'. Below the title bar are three input fields: 'Old password', 'New password', and 'Confirm new password'. At the bottom of the form is a button labeled 'Change Password'.

Password Reset

If you forget your password at any time, contact Stephanie at reillys8@tcd.ie and request a reset. Your password will revert to the firstname.surname@tcd.ie email address. Once the reset is confirmed by Stephanie, immediately login again and follow the above steps to change your password.



Homepage

When you log in you will be brought to the Homepage. Here you will see your upcoming bookings under **Current Desk Bookings** and **Current Meeting Room Bookings**. You can also make bookings from this page by selecting the buttons at the top.

Good morning, Steph Reilly!

[Book a Desk](#)[Book a Meeting](#)

Current Desk Bookings

Status	Desk No.	Location	Date	Time
Upcoming	1	Foster Place 3.06	Fri Feb 18 2022	13:30 - 17:30

Current Meeting Room Bookings

Status	Meeting Room	Date	Time
Today	Meeting Room 1	16 Feb 2022	9:00 - 10:30
Upcoming	Meeting Room 2	24 Feb 2022	16:00 - 17:30

Notifications

cricket noises

Notifications

There is a notifications section at the bottom of the Homepage. Here the System Administrator will post any information that users should be aware of. Some examples can be seen below.

Notifications

16 Feb 2022**Desks now available in X**

Please note there are now 6 additional desks available in Office X

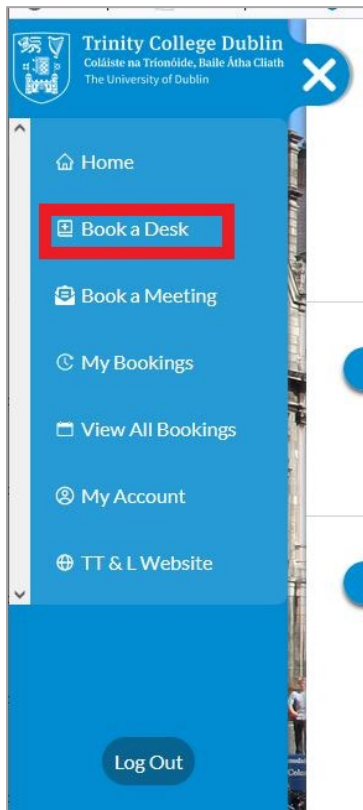
16 Feb 2022**Office 2.5 Restricted**

Please note Office 2.5 in West Theatre will be unavailable for booking on Friday 25th Feb 2022



Booking a Desk

Select **Book a Desk** on the side menu. You can also click the Book a Desk button on the Homepage.



Select the **Booking Area** in which you'd like to work.

Select a **Booking Time**.

- You can select a full day, a half day in the morning, or a half day in the afternoon.

Select the **Booking Date**.

- Desks can be booked for the upcoming two-week period.
- When the dates on the calendar are **green**, there is an available desk in that office for the required time.
- If the date is **red**, there are no desks available in that office for the required time.



Select a Booking Area

Foster Place 3.06	West Theatre 2.5	West Theatre 3.2
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Select a Booking Time

9:00 - 13:00	13:30 - 17:30	9:00 - 17:30
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Select a Booking Date

Feb 2022

Mon	Tue	Wed	Thu	Fri	Sat	Sun
3	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6
7	8	9	10	11	12	13

When you **select the date** that you want to book, you will see the available desks in that office. If a desk is already booked, it will be greyed out and you will see the email of the person who booked it.

14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 1 2 3 4 5 6
7 8 9 10 11 12 13

Select a Desk

Desks for Foster Place 3.06 on 17 Feb 2022.

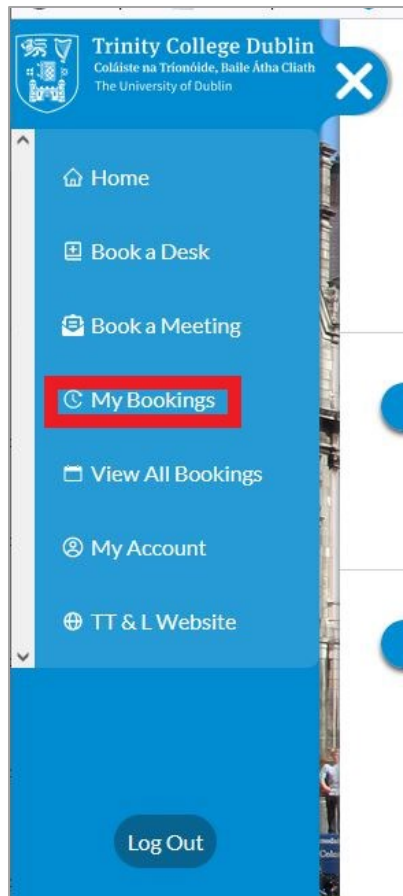
Desk 1	Desk 2 Booked by: nbyrne4@tcd.ie	Desk 3	Desk 4	Desk 5
		Desk 6		

Click on the desk you want to book and then click **Confirm**. The desk is now booked for you.



View Your Desk Bookings

To view all of your bookings, select **My Bookings** on the side menu.



You will see a list of all of your desk bookings and their current status.

My Desk Bookings				
Desk Bookings ☒ Meeting Room Bookings				
Cancel a Booking ← →				
Status	Desk No.	Location	Date	Time
Today	1	West Theatre 2.5	16 Feb 2022	09:00 - 17:30
Upcoming	4	Foster Place 3.06	17 Feb 2022	09:00 - 17:30
Upcoming	1	Foster Place 3.06	25 Feb 2022	09:00 - 17:30
Previous	1	West Theatre 2.5	15 Feb 2022	09:00 - 17:30



Cancel a Desk Booking

If you no longer require a desk you have booked, please cancel it as soon as possible so it is available to others.

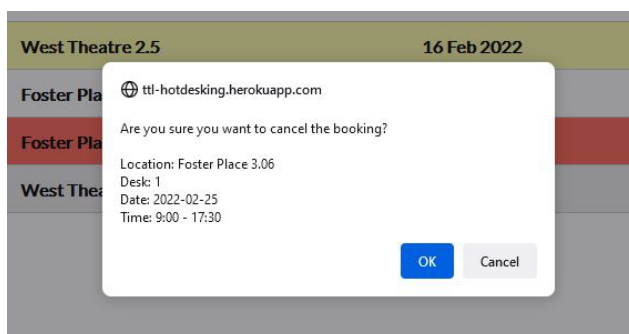
Go to **My Bookings** and select **Cancel a Booking**.

Status	Desk No.	Location	Date	Time
Today	1	West Theatre 2.5	16 Feb 2022	09:00 - 17:30
Upcoming	4	Foster Place 3.06	17 Feb 2022	09:00 - 17:30
Upcoming	1	Foster Place 3.06	25 Feb 2022	09:00 - 17:30
Previous	1	West Theatre 2.5	15 Feb 2022	09:00 - 17:30

Select the booking you wish to cancel.

Status	Desk No.	Location	Date	Time
Today	1	West Theatre 2.5	16 Feb 2022	09:00 - 17:30
Upcoming	4	Foster Place 3.06	17 Feb 2022	09:00 - 17:30
Upcoming	1	Foster Place 3.06	25 Feb 2022	09:00 - 17:30
Previous	1	West Theatre 2.5	15 Feb 2022	09:00 - 17:30

A pop up will appear asking you to confirm the cancellation.



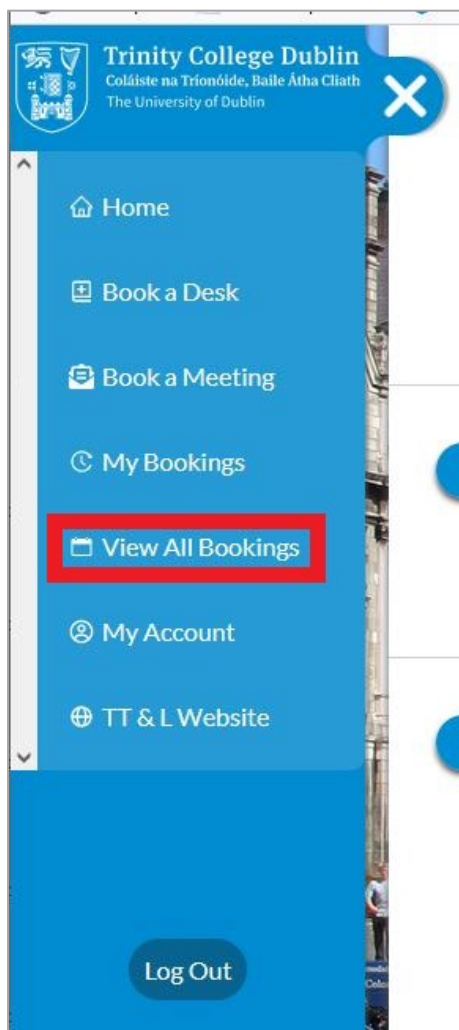


When you have cancelled the relevant bookings, click **Finish Cancelling**.

Finish Cancelling ← →				
Status	Desk No.	Location	Date	Time
Today	1	West Theatre 2.5	16 Feb 2022	09:00 - 17:30
Upcoming	4	Foster Place 3.06	17 Feb 2022	09:00 - 17:30
Previous	1	West Theatre 2.5	15 Feb 2022	09:00 - 17:30

View All Desk Bookings for All Users

If you want to view all desk bookings for all users for a particular date, go to **View All Bookings** on the side menu.





On the calendar, **select the date** you wish to view. If there are bookings on this date they will be listed below. You will be able to see who has booked what desk and in what office.

◀ ◀ Feb 2022 ▶ ▶

Mon	Tue	Wed	Thu	Fri	Sat	Sun
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6
7	8	9	10	11	12	13

Bookings on Thu Feb 17 2022

Foster Place 3.06

Desk: 2
Booked by: nbyrne4@tcd.ie
Time: 09:00 - 17:30

Desk: 4
Booked by: reillys8@tcd.ie
Time: 09:00 - 17:30

West Theatre 3.2

Desk: 3
Booked by: nbyrne4@tcd.ie
Time: 09:00 - 17:30

If a selected date shows all desks in an office booked for reillys8@tcd.ie, this means the office has been requested for a particular team on that date.

Bookings on Wed Mar 09 2022

West Theatre 2.5

Desk: 1
Booked by: reillys8@tcd.ie
Time: 09:00 - 17:30

Desk: 2
Booked by: reillys8@tcd.ie
Time: 09:00 - 17:30

Desk: 3
Booked by: reillys8@tcd.ie
Time: 09:00 - 17:30

Desk: 4
Booked by: reillys8@tcd.ie
Time: 09:00 - 17:30

Desk: 5
Booked by: reillys8@tcd.ie
Time: 09:00 - 17:30



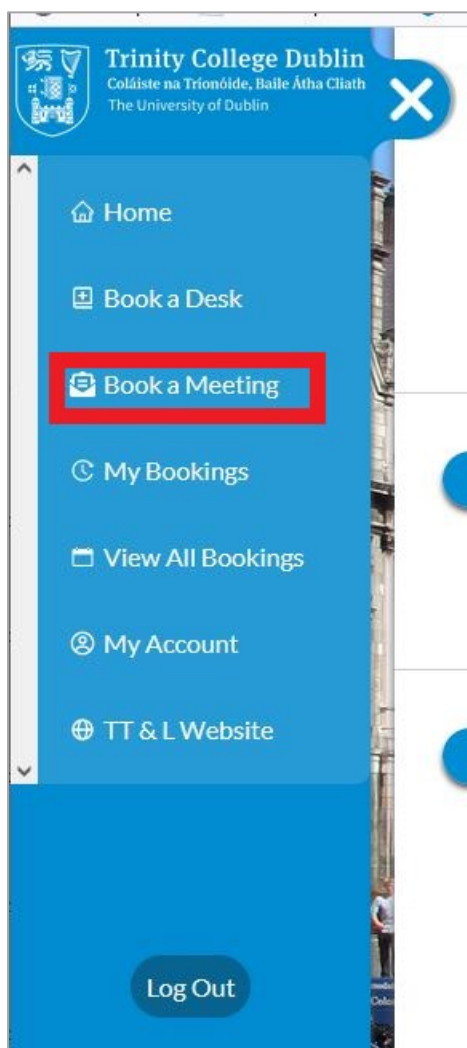
Booking a Meeting Room

NOTE: There are currently no dedicated Meeting Rooms in the Booking App. Staff wishing to book a meeting space can request the use of the existing options in College such as the West Theatre Meeting Room, the West Theatre Ante Room, the AHSS Boardroom, the East Theatre Meeting Room, etc. Bookings for these spaces should be made by contacting the relevant administrator.

It is hoped that we will be able to add Meeting Rooms to the booking system in the future when we know what additional space is available.

The process for booking is outlined below.

Go to **Book a Meeting** on the side menu.





Select the **Meeting Room** from the options listed. You will be able to see existing bookings on the calendar.

Select a Meeting Room

Meeting Room 1

Meeting Room 2

Current Bookings for Meeting Room 1

Scroll down to place your booking.

< > 13-19 FEBRUARY 2022

	Sun 13	Mon 14	Tue 15	Wed 16	Thu 17	Fri 18	Sat 19
9:30 AM				Steph Tes... 9:00 AM - 10:30 AM			
10:00 AM							
10:30 AM							
11:00 AM							
11:30 AM							
12:00 PM							
12:30 PM							
1:00 PM							
1:30 PM							

If you want to book for a **future date**, use the arrows to change the date on the calendar.

< > 13-19 FEBRUARY 2022

	Sun 13	Mon 14	Tue 15	Wed 16
				Steph

Scroll down to **select the day** of the week you want to book.

Select the Day of the Week

Day of week for the currently displayed week above.

Mon

Tue

Wed

Thu

Fri



Select the **start and end times** of the meeting. Unavailable times will be greyed out.

Select the Meeting Start Time

9:00	9:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30
			14:00	14:30	15:00	15:30	16:00	16:30	17:00

Select the Meeting End Time

9:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00
		14:30	15:00	15:30	16:00	16:30	17:00	17:30	

To complete the booking, enter the **title of the meeting** and click **confirm**.

Complete the Booking

Meeting Title (Required)

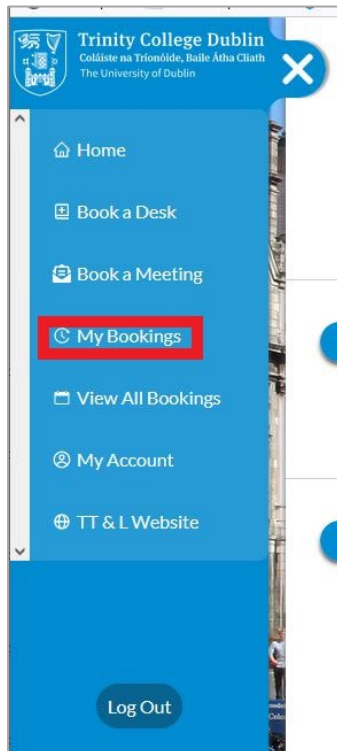
Meeting at Meeting Room 1 from 11:30 to 13:00 on Wed Feb 16 2022.

Confirm

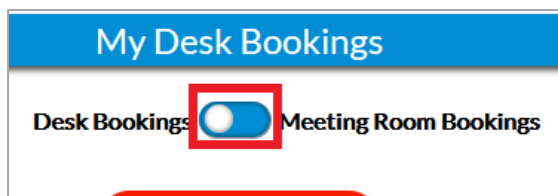


View My Meeting Room Bookings

Go to **My Bookings** on the side menu.



Click the **button** to change the view from Desk Bookings to Meeting Room Bookings.



You will see all of the meetings you have booked.

My Meeting Room Bookings			
Desk Bookings ☒ Meeting Room Bookings			
Cancel a Booking			
← →			
Status	Meeting Room	Date	Time
Today	Meeting Room 1	16 Feb 2022	9:00 - 10:30
Today	Meeting Room 1	16 Feb 2022	11:30 - 13:00
Upcoming	Meeting Room 2	24 Feb 2022	16:00 - 17:30



Cancel a Meeting Room Booking

If you no longer require a Meeting Room you have booked, please cancel it as soon as possible so it is available to others.

Go to **My Bookings**, change the view to **Meeting Room Bookings**, and select **Cancel a Booking**.

My Meeting Room Bookings

Desk Bookings ☐ Meeting Room Bookings ☒

Cancel a Booking

←

→

Status	Meeting Room	Date	Time
Today	Meeting Room 1	16 Feb 2022	9:00 - 10:30
Today	Meeting Room 1	16 Feb 2022	11:30 - 13:00
Upcoming	Meeting Room 2	24 Feb 2022	16:00 - 17:30

Select the booking you wish to cancel.

My Meeting Room Bookings

Desk Bookings ☐ Meeting Room Bookings ☒

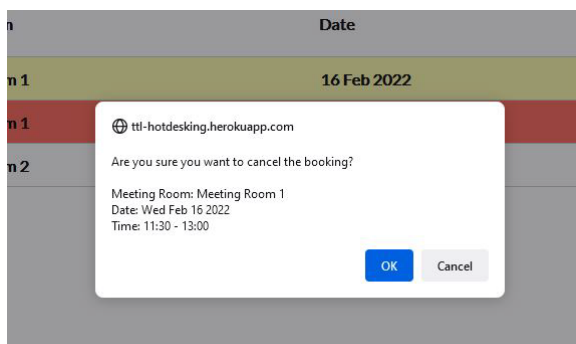
Finish Cancelling

←

→

Status	Meeting Room	Date	Time
Today	Meeting Room 1	16 Feb 2022	9:00 - 10:30
Today	Meeting Room 1	16 Feb 2022	11:30 - 13:00
Upcoming	Meeting Room 2	24 Feb 2022	16:00 - 17:30

A pop up will appear asking you to confirm the cancellation.





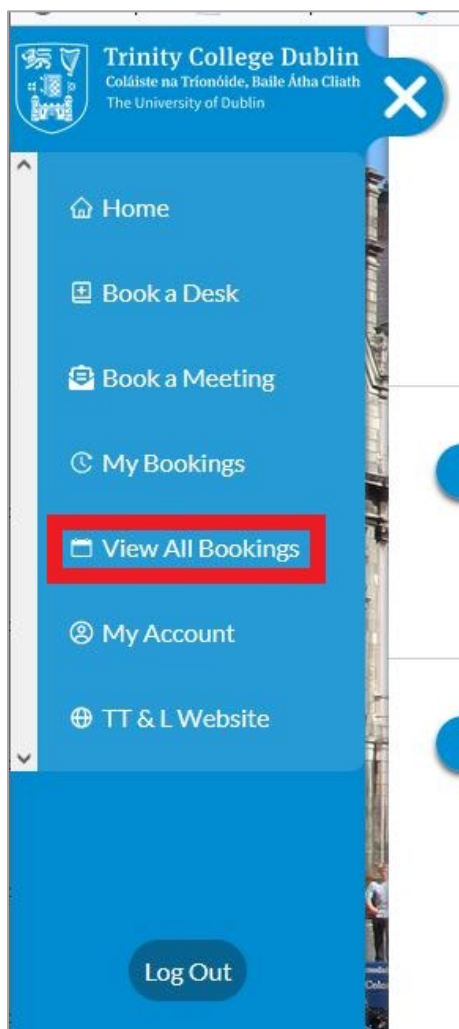
When you have cancelled the relevant bookings, click **Finish Cancelling**.

Finish Cancelling ← →			
Status	Meeting Room	Date	Time
Today	Meeting Room 1	16 Feb 2022	9:00 - 10:30
Upcoming	Meeting Room 2	24 Feb 2022	16:00 - 17:30

View All Meeting Room Bookings for All Users

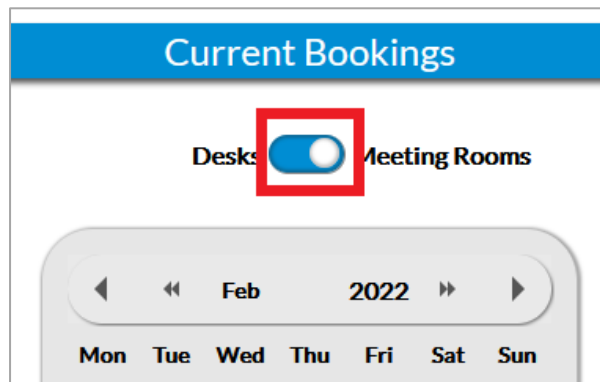
When booking a Meeting Room, you can scroll through the calendar and see the meeting bookings.

If you want to view all Meeting Room bookings for a particular date, you can also go to **View All Bookings** on the side menu.





Click the button to change the view to **Meeting Rooms**.



On the calendar, **select the date** you wish to view. If there are bookings on this date they will be listed below. You will be able to see who has booked which Meeting Room at which time.

◀ ◀ Feb 2022 ▶ ▶

Mon	Tue	Wed	Thu	Fri	Sat	Sun
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6
7	8	9	10	11	12	13

Bookings on Thu Feb 24 2022

Meeting Room 2

Meeting: Steph Test 3
Booked by: reillys8@tcd.ie
Time: 16:00 - 17:30



Requesting a Block Office Booking

If managers would like to block book all desks in an office for their team on a particular day, they should email their request to Stephanie at reillys8@tcd.ie with the preferred office and date.

A minimum of **one week's notice** is required.