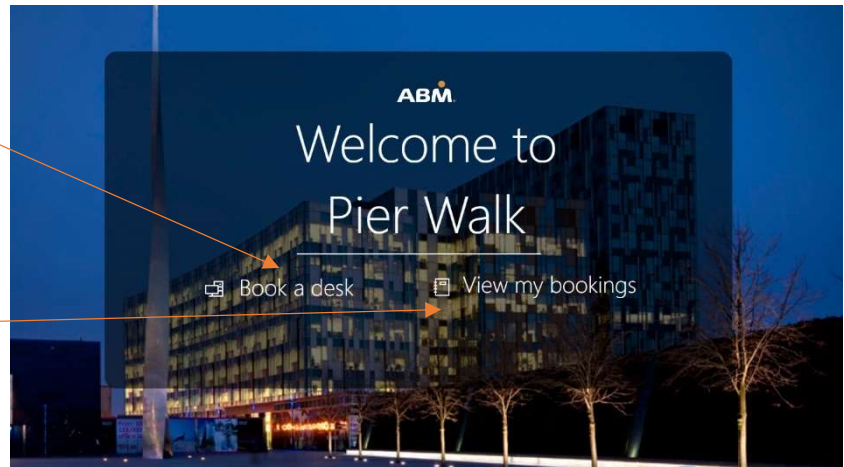


## 1. Home Screen

Click here to book a desk

Click here to view your bookings



## 2. Booking Screen

Back to Home screen.



Select a desk by clicking on it. Select if you would like an AM, PM or all day session. Click Add Booking

You booking details displayed here.

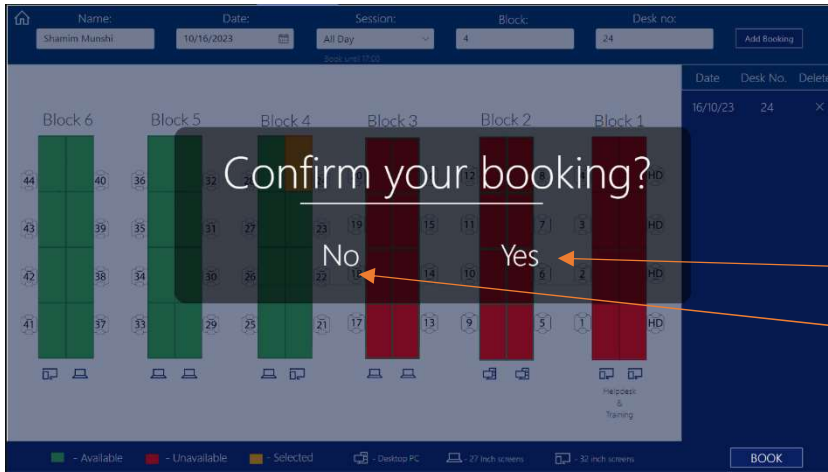
Click here to book

The desks available for you to book will be shown in green. The unavailable desks are shown in red. Your selected desk will be shown in amber

Details of the different size monitors and availability of a desktop PC displayed here

The desks in Block 1 are reserved for the Training and Helpdesk Teams

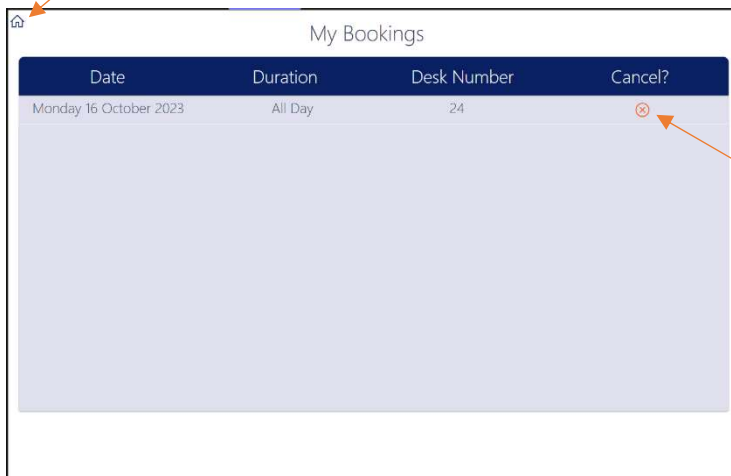
### 3. Confirm Booking



Click 'Yes' to confirm your booking or 'No' to go back

### 4. Booking Viewing Screen

Click here to go back to the Home screen.



Your bookings will be displayed here. Click here to cancel a booking

#### Important

- You must book a desk using the Desk Bookings App to use a hot desk at the ABM UK Office at 14 Pier Walk, North Greenwich.
- You can book a hot desk in advance.
- You can access the App via Teams on your device via the link [Desk Bookings](#).