

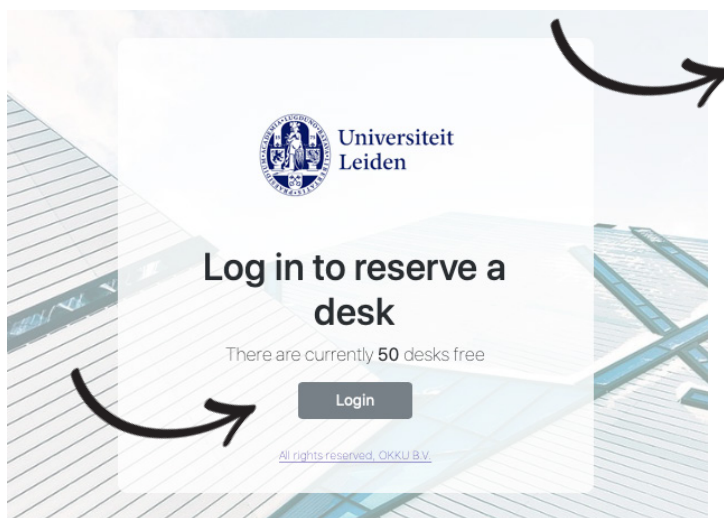
Quickstart Guide SharedDesk

Making desks available for booking

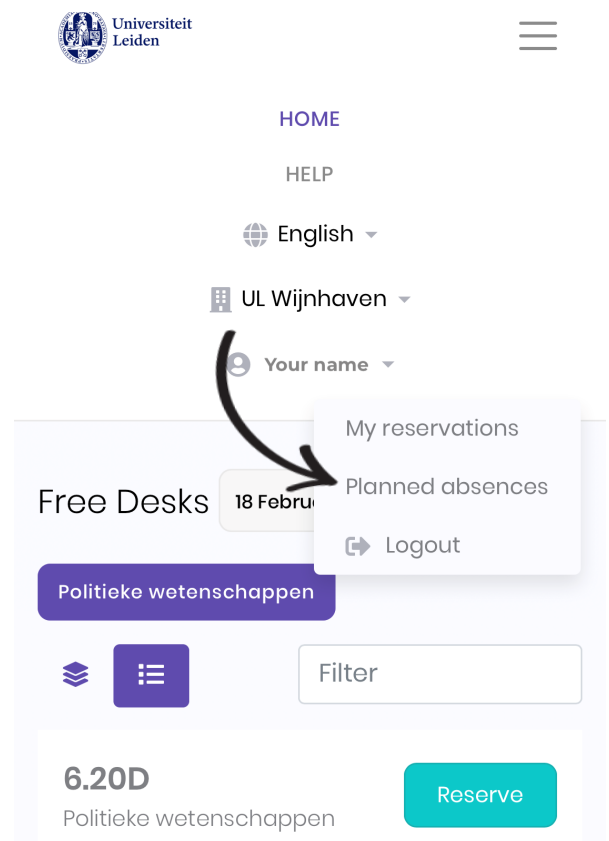
A fixed desk can be made available for booking if the employee to whom the desk belongs, is absent.

Adding absences to your own desk

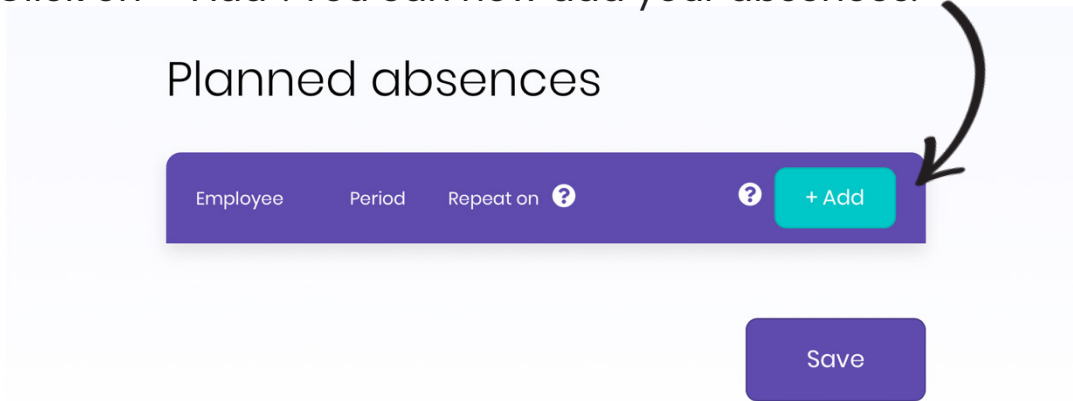
1. Go to universiteitleiden.okku.io.
2. Log in using your own Leiden University credentials.



3. In the menu click on [your name].
4. Click on "Planned absences".
5. Adding absences works best on a larger screen. If you are using a smaller screen, please tilt.



6. Click on "+Add". You can now add your absences.



7. Determine if you are absent for a longer consecutive period, or if you would like to add an absence for recurring days in the week.

8. For a repeated absence, click on the days that you are absent.

9. Choose the time period, or click "All day" and make sure to add an end date.

10. Click on "Save". The desk is now available for reservations.

You can add as many absences as you want.

In the example below the employee is absent on February 18 from 8.00 until 18.00.

