

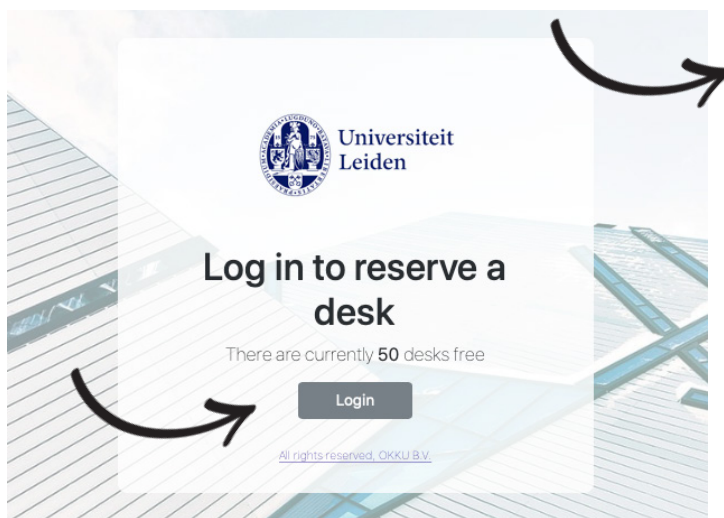
# Quickstart Guide SharedDesk

## Making desks available for booking

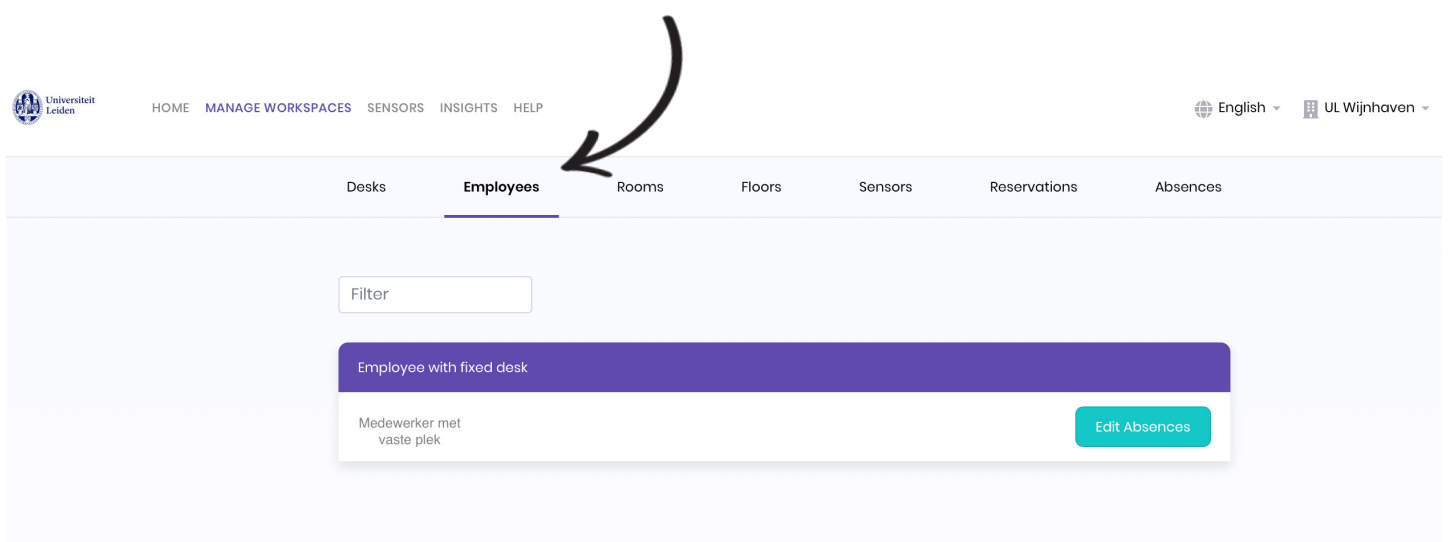
A fixed desk can be made available for booking if the employee to whom the desk belongs, is absent.

### Adding absences for your employees as a secretary

1. Go to [universiteitleiden.okku.io](https://universiteitleiden.okku.io).
2. Log in using your own Leiden University credentials.

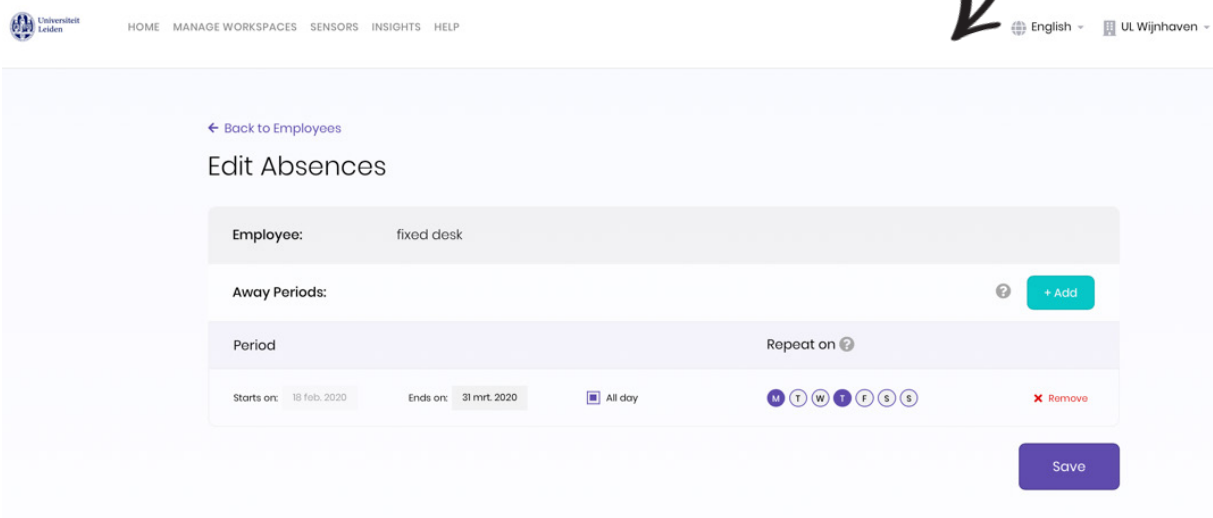


3. In the menu click on "Manage workspaces". This menu is only available if you have the proper rights.
4. Adding absences works best on a larger screen. If you are using a smaller screen, please tilt.
5. Click on the tab "Employees".



6. All employees with a fixed desk are shown.
7. Click on "Edit absences" directly next to the employee for whom you want to add absences and click on "+Add".
8. Determine if the employee is absent for a longer consecutive period, or if you would like to add an absence for recurring days in the week.
9. For a repeated absence, click on the days that the employee is absent.
10. Choose the time period, or click "All day" and make sure to add an end date.
11. 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 every Monday and Thursday (all day) until March 31.



The screenshot shows a web interface for managing absences. At the top left is the University of Leiden logo and navigation links: HOME, MANAGE WORKSPACES, SENSORS, INSIGHTS, HELP. At the top right are language and location settings: English and UL Wijnhaven. A large black arrow points from the text above to the interface. The interface has a header with a back arrow and 'Back to Employees'. Below is the title 'Edit Absences'. The main form includes: 'Employee: fixed desk'; 'Away Periods:' with a '+ Add' button; 'Period' section with 'Starts on: 18 feb. 2020', 'Ends on: 31 mrt. 2020', and an 'All day' checkbox; 'Repeat on:' section with a day selector (M, T, W, T, F, S, S) where Monday and Thursday are selected; a 'Remove' button; and a 'Save' button at the bottom right.

Please consult our [support page](#) for any further questions.