



Wetlands Reality Capture Hoteling Application

<https://hoteling.wetlandsrc.com/richmond>

Version 1.1

#1



Click the "Login" button at the top right.

Type in your WSSI email address and no password by default.

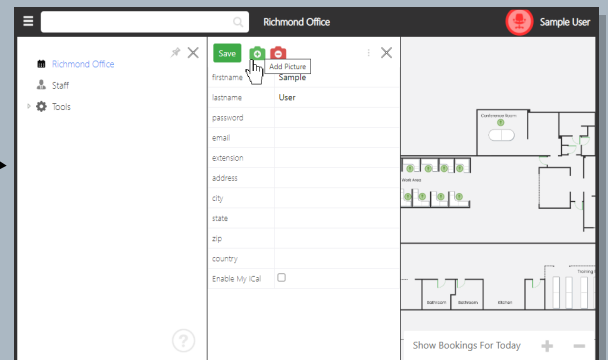
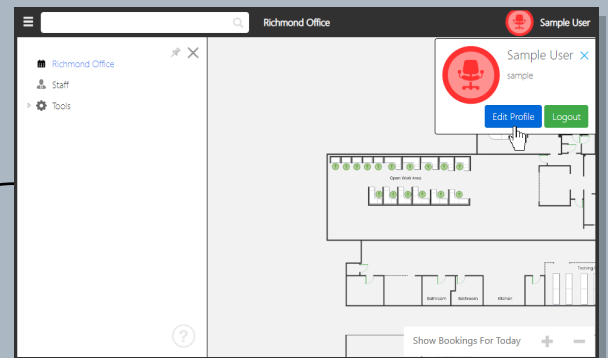
A login form titled 'Login'. It has two input fields: 'Username:' and 'Password:'. The 'Username' field contains the text 'mcummings@wetlands.com'. Below the fields is a blue button labeled 'LOGIN'.A login form titled 'Login'. It has two input fields: 'Username:' and 'Password:'. The 'Username' field contains the text 'mcummings@wetlands.com'. Below the fields is a blue button labeled 'LOGIN'.

#2

By default, you have a red desk as your icon. This can be changed in your profile settings. I would recommend changing this to see your bookings at a glance.

Click on your icon in the top right, and select "Edit Profile".

You can edit your account information in the menu that opens on the left. Select "Add Photo" at the top to upload a photo to add your own photo. This uploaded photo will show up when you reserve a desk.



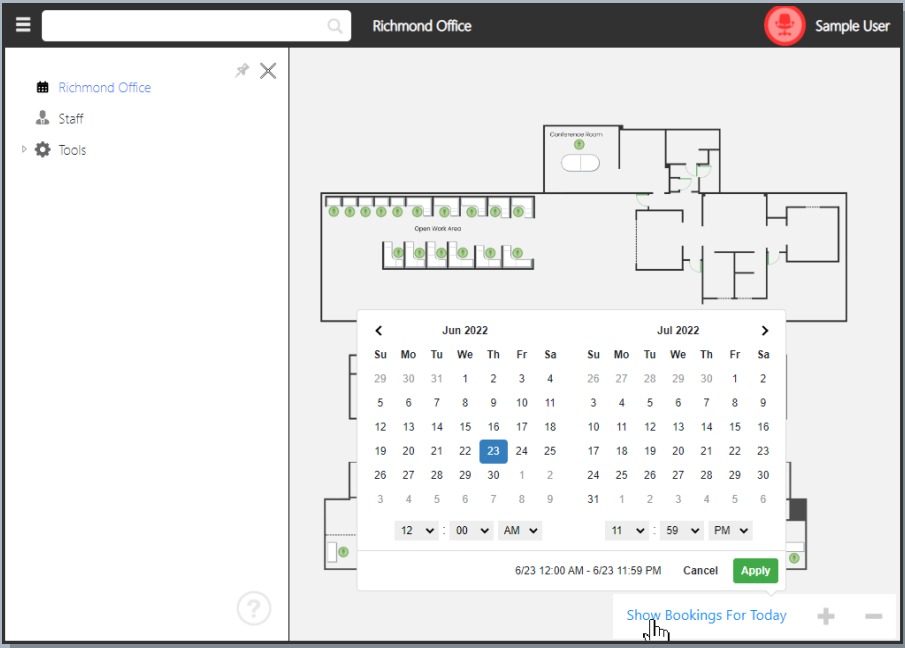
#3

To select or view a specific date, select “Show Bookings For Today” at the bottom. From here you can select a date, or date range to see available bookings.

Double-Click on a date to select one date.

Click on a date once, and select a subsequent date to select a date range.

After you select the date or range, and press “Apply”



#4

After you have logged in, click on the desk you would like to reserve. The selected desk turns blue to represent your current selection. A menu will pop up on the left.

Please take note there is a first and second floor option on the left menu.

Desk Booking

Booking For

Sample User

Desk

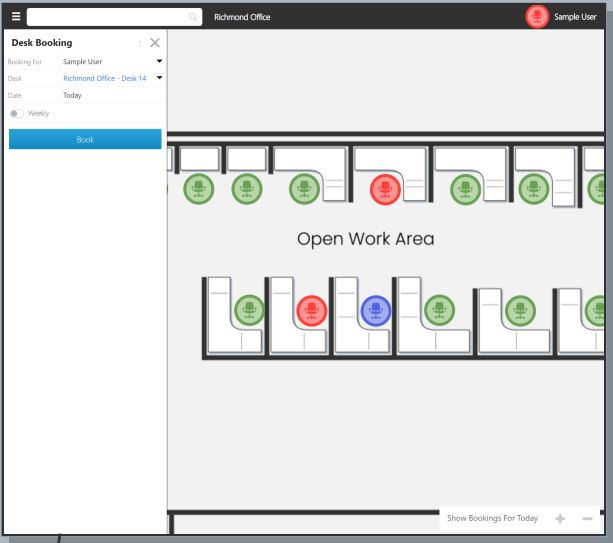
Richmond Office - Desk 14

Date

Today

☐ Weekly

Book



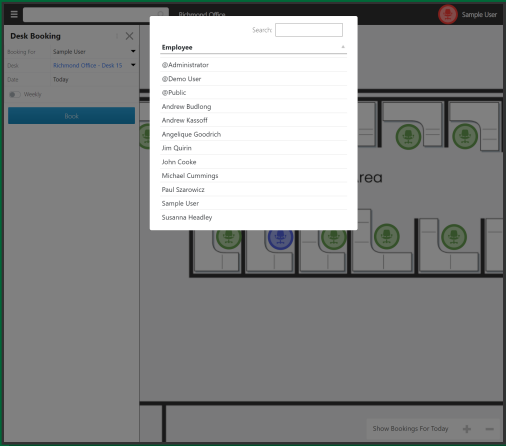
Booking For: Leave this selected as yourself. Note: You can select another employee and book for them. Click the dropdown arrow, and select the user from the popup. See the image to the right.

Desk: This is the desk you selected from the floor plan.

Date: Keep “Today” or change it to whichever days you need.

Weekly: Select a weekly reservation. For example, If you plan to have a desk booked every Monday and Tuesday for the foreseeable future.

Simply enter in the details, and click “Book”!

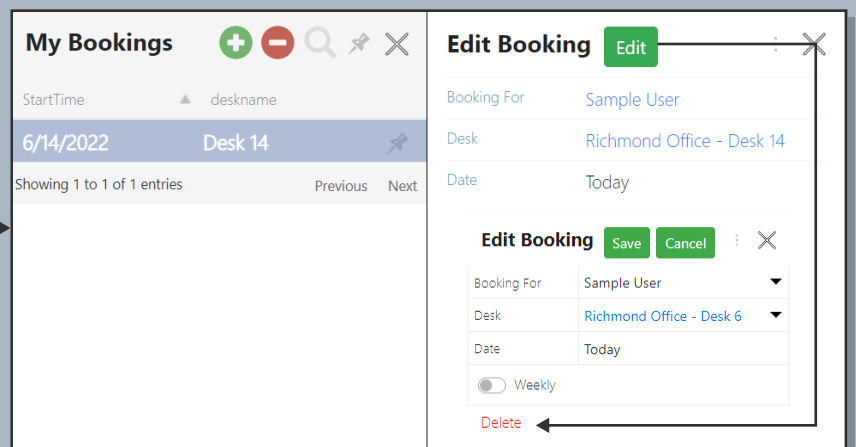
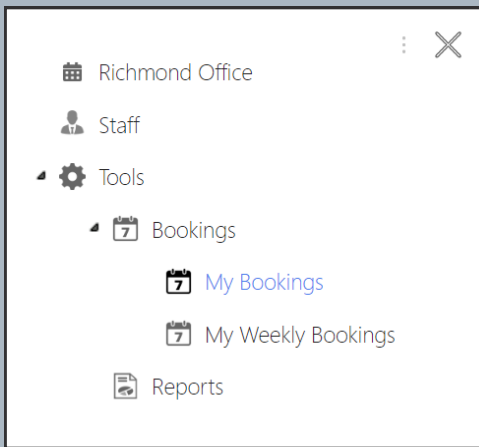
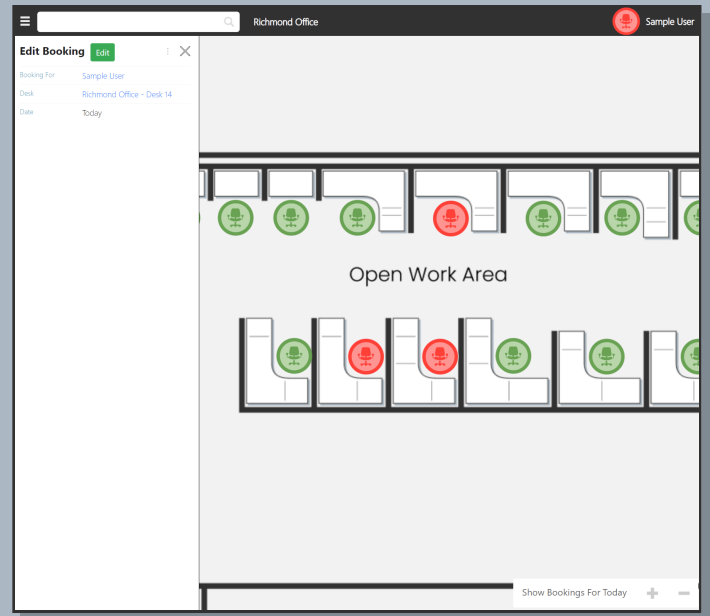


#5

After booking, you can select the desk you've reserved, and edit your booking if needed.

You can also check current bookings for yourself in the side menu.

Open the side menu on the top left (hamburger icon), and select **Tools > Bookings**. Select **My Bookings** to view your current bookings, and **My Weekly Bookings** to view any weekly reservations. To remove the booking, select "edit" and "delete".



#6

Please report any bugs to the Reality Capture team!
If you have any questions, please send us an email at:
realitycapture@wetlands.com