EVA Hot Desk Bookings

Flexible, easy to manage booking system for office desks, pods and equipment.

→ Set up individual desks or work zones/pods.

→ Use time slots or allow all-day bookings.

→ Manage capacity to meet social distancing requirements.

Bookable resources

+ Create bookable resource

Name	Default capacity	Booking enabled	Short code	
Engineering Zone	20	True		
Marketing team zone	5	True		
Product Management zone	6	True		

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Use EVA Bookings to manage all workplace bookings from a single dashboard.

Let staff choose their own desk, or allocate them automatically from a pool.

Administrators can see and manage all bookings, and easily get in touch with those booked if circumstances change – eg an emergency or lockdown.

Optionally, connect bookings to EVA Check-in to enable running late reminders and automatically release no-show capacity.

Contact hello@evacheckin.com or follow the steps overleaf to get started

EVA Bookings is an extension of EVA Check-in, a comprehensive visitor management platform trusted with more than 9 million check-ins

How to set up EVA Bookings for hot desks

1 In the EVA Bookings portal, set up your desks, zones, pods or equipment as "Bookable resources"

- Go to Bookings > Resources > Create Bookable Resource
- Create an appropriately named Bookable Resource for each desk, pod or piece of equipment – eg marketing zone, north office pod, hot desk 4, projector
- For each Bookable Resource you have created:
  - Specify the number (eg of desks) available by entering capacity
  - Select the time it can be booked eg

☑ Set bookable time range

Bookable between

1:00 PM

2:00 PM

Optional settings
- Use "Capacity by date" to override the default capacity specified above. This means you can specify additional or reduced capacity on specific days.
- If you are using bookings in conjunction with check-ins, send a reminder at a specified time if the person who's booked is late (Arrival prompting).
- Add blocked emails for known cases of booking system abuse

2 Check and modify settings

- Go to Bookings > Configuration
- Make sure "Allocate resources based on availability" is ticked if you want the system to allocate desks automatically.
- Make sure "Disable reservations" is ticked.
- Disable same day booking reservations if you want to prevent people from booking more than one desk per day.
- Select "Weekday bookings only" (unless you work weekends).
- Set the "Arrival time interval" to a sensible increment for bookings.
- Optionally, add a booking pin if you'd like to secure and limit access to your booking page.
- Use the provided link to preview your booking page.

③ Customize

- Go to Bookings > Configuration >Templates tab to modify any of the default texts and emails.
- Check everything is working as you expect by visiting the Booking page via the Booking URL provided at Bookings > Configuration
- Make a test booking
- View your test booking – go to Bookings > Resources and click the list icon:

Bookable resources

+ Create bookable

Name	Default capacity	Booking enabled	Short code	
1 pm appointment	1	True		☰

④ Invite and manage bookings

- Promote online bookings to your staff using the booking link provided at Bookings > Configuration
- View and manage bookings – go to Bookings > Resources and click the list icon to see details.

Security & validation

- Booking email addresses are checked using an advanced validation system. This checks for throwaway emails like test@test.com and common spelling mistakes like @gmial.com, improving email delivery of booking confirmation and reducing support
- Booking page is protected from bot bookings with Google's latest reCAPTCHA service (this does not require any additional input such clicking 'i'm not robot' or finding all 'images that contain trucks')
- Booking page is protected with the CloudFlare Web Application firewall which prevents common attacks including DDOS
- EVA Check-in is ISO27001 certified

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