



Professional Plan

Enterprise Plan

Workspace booking

Optimise the organization of your team

File for the administrator

Hello!

Welcome to Sesame, the software that simplifies HR management.

In this file we will explain how our “**Workspace booking**” functionality works and how you can make the most of it in Sesame. We will take you step by step, so don’t worry. We are here to help you with whatever you need!

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1. Workspace Booking

Is it normally hard to find a free meeting room in your company? With the tool for **Workspace booking** you will be able to improve your calendar's organization and planning.

Workspace booking >> Spaces






Before booking a space you need to create a space with all the available meeting areas to schedule meetings.

Click on **“Create new space”** and fill out the form with all the information about the space.

Workspace booking >> Bookings

Once you have created all workspaces, click on **“Create new booking”**. Add its title and description and invite your employees. You can also set a start and end time for the meeting and even book a space for the entire day.

You may filter by days and see the meetings' history to always be up to date about all meetings.

Bookings	Time	Description	Guests	Spaces
 Employee 1	All day	Booking description	3	 Space 1
*****	10:30 - 11:15	*****	*****	 Space 2
*****	10:15 - 11:00	*****	*****	 Space 1
*****	10:30 - 11:15	*****	*****	 Space 3

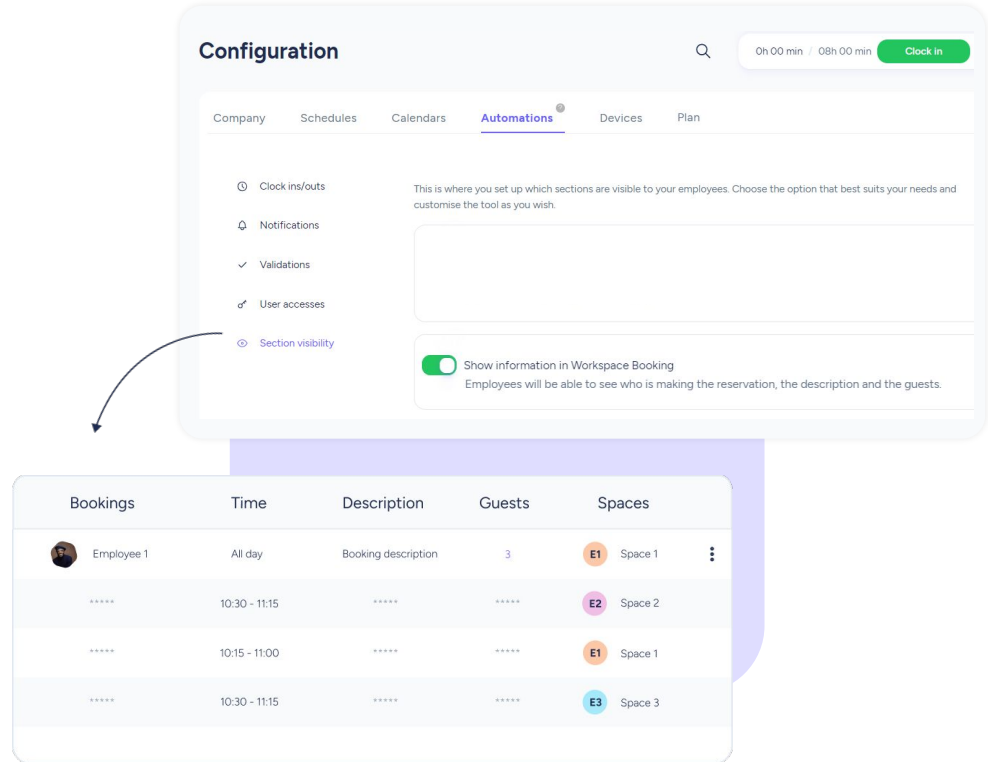
2. Configuration: Data Display

As an admin you'll be able to decide whether your employees can view their colleagues' workspace booking information by following this path **Configuration >> Automations >> Section visibility**.

If you select **"Show information in Workspace Booking"**, your employees will be able to see who booked a space, read the booking description, and see all invited guests. However, if this option is not selected, they will only be able to see the bookings they're managing.

Keep in mind that higher roles will be able to view all information regarding workspace bookings.

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The screenshot shows the 'Configuration' page with the 'Automations' tab selected. Under 'Section visibility', the 'Show information in Workspace Booking' toggle is turned on. Below this, a table displays booking information for 'Employee 1'.

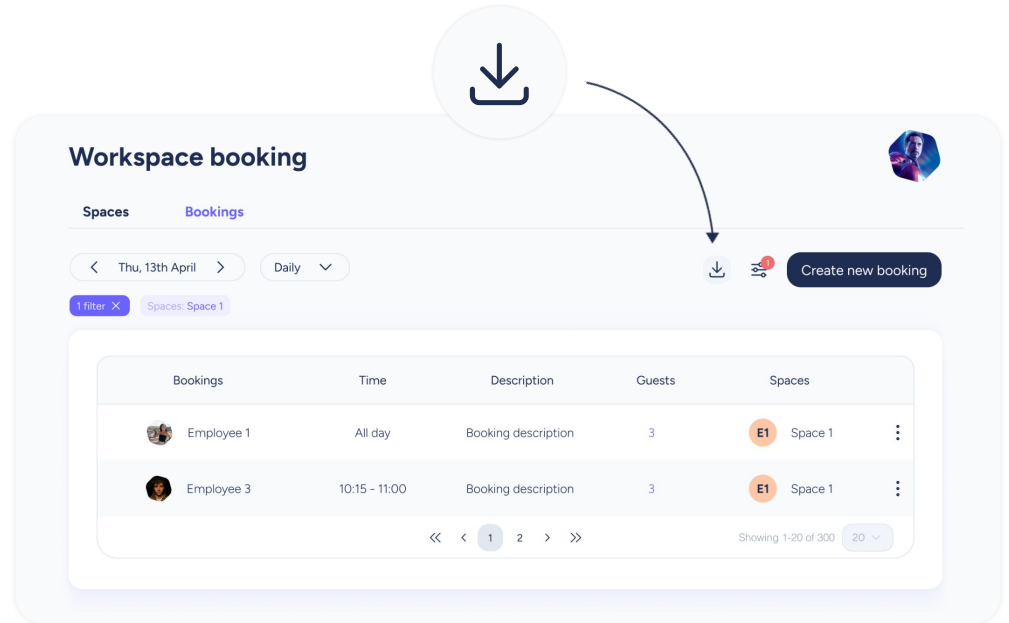
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*****	10:30 - 11:15	*****	*****	Space 3

3. Workspace Booking Report

From the Workspace Booking section, you will be able to download an **XLSX report** and see how your spaces are used by all your employees.

Click on the download date in the upper right corner and download a summary of your space usage:

- Employee who created the booking
- Name of the room booked
- Time each space was booked by each user



Grow your company. Empower your team!

Do you still have questions? In our [help centre](#) you can find many resolved queries. If that's not enough, we'd love to hear from you!

Contact us, we are just one phone call away: [+34 96 062 73 51](tel:+34960627351).

Email us, we will reply as soon as possible: soporte@sesametime.com