A photograph of the University of Luxembourg building, a modern structure with a prominent tall, dark, grid-like tower and a lower, lighter-colored base. The building is set against a blue sky with light clouds. In the background, industrial structures and smokestacks are visible.

University of Luxembourg

HOTELING – FLEXDESK RESERVATION CONSOLE

FLEXDESK RESERVATION CONSOLE USER MANUAL ON ARCHIBUS

Michel GUSTIN

Application home screen



HOTELING – ACCESS & HOME SCREEN


ARCHIBUS
Maison du Savoir


Workplace

Welcome, Nourah
My account


Jan 29
Wednesday

My workspace

 Search people and places
Find people and places using your building floor plan.

 Book workspaces
Locate available workspaces and book for today or the future.

Click here to access the flexdesk reservation console.



<https://archibus.uni.lux/archibus/schema/ab-products/essential/workplace/?taskInfo=%7B%22activityId%22%3A%22AbBldgOpsHelpDesk%22%2C%22processId%22%3A%22Client%22%2C%22taskId%22%3A%22Workplace%22%7D>

HOTELING – Flexdesk Reservation

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HOTELING – AFFICHAGE DES BATIMENTS

Workspace booking
Maison du Savoir

Available rooms: 7 of 100, available spaces: 7 of 58 ⓘ

Buildings

- E00 Floor
- E01 Floor
- E02 Floor
- E03 Floor
- E04 Floor
- E05 Floor
- E06 Floor
- E07 Floor
- E08 Floor
- E09 Floor
- E10 Floor
- E11 Floor
- E12 Floor
- E13 Floor
- E14 Floor
- E15 Floor**
- E16 Floor

Click here to view the list of buildings

Indicates the number of flexdesks available on a floor

Search workspaces

Recurrence pattern
None

Start date
2025-01-29

Time
Full day 7:00 AM - 7:00 PM
Morning 7:00 AM - 1:00 PM
Afternoon 1:00 PM - 7:00 PM

Room type
Any

Show department
Any

Find employee

HOTELING – BUILDING SELECTION

Workspace booking

Maison du Savoir

E04 Floor

E05 Floor

E06 Floor

E07 Floor

E08 Floor

E09 Floor

E10 Floor

E11 Floor

E12 Floor

E13 Floor

E14 Floor

E15 Floor

E16 Floor

E17 Floor

E18 Floor


S01 Floor


S02 Floor


S03 Floor

Buildings

Search buildings

 Biotech II (BT2)
BELVAUX, LU
Available spaces: 2

 Maison du Savoir (MSA)
ESCHVALLETTE, LU
Available spaces: 5

 Weicker (WEI)
LUXEMBOURG, LU
Available spaces: 0

Close

Select the desired building

HOTELING – DRAWING DISPLAY & BOOKING OPTIONS

The screenshot displays the Archibus workspace booking interface. On the left, a vertical list of floors from E04 to S03 is shown, with E15 selected. The main area shows a floor plan of Maison du Savoir. Available flexdesks are marked with blue squares. Three green boxes highlight specific areas: a vertical column of three blue squares in the top left, a single blue square in the bottom left, and a vertical column of three blue squares in the bottom right. A green arrow points from the text annotation to the single blue square. Another green arrow points from the text annotation to the column of three blue squares in the bottom right. On the right, a 'Search workspaces' sidebar is visible, enclosed in a red box. It includes filters for Recurrence pattern (None), Start date (2025-01-30), Time (Full day, Morning, Afternoon), Room type (Any), Show department (Any), and Find employee. A pink arrow points from the text annotation to this sidebar.

Workspace booking
Maison du Savoir

Available rooms: 7 of 100, available spaces: 7 of 58

Available Flexdesks are displayed in blue. The display is based on the reservation options.

Search workspaces

Recurrence pattern
None

Start date
2025-01-30

Time
Full day 7:00 AM - 7:00 PM
Morning 7:00 AM - 1:00 PM
Afternoon 1:00 PM - 7:00 PM

Room type
Any

Show department
Any

Find employee

Various options for booking a flexdesk (recurrence, date, time slot, etc.)

HOTELING - FLEXDESK RESERVATION

Workspace booking

Maison du Savoir

Available rooms: 7 of 100, available spaces: 7 of 58 ⓘ

E04 Floor
E05 Floor
E06 Floor
E07 Floor
E08 Floor
E09 Floor
E10 Floor
E11 Floor
E12 Floor
E13 Floor
E14 Floor
E15 Floor
E16 Floor
E17 Floor
E18 Floor
S01 Floor
S02 Floor
S03 Floor

FLEXDESK 15-03 - 1522090-03
Available seats: 1

Book

Select the desired flexdesk and confirm by clicking on "Book."

Search workspaces

Recurrence pattern
None

Start date
2025-01-30

Time
Full day 7:00 AM - 7:00 PM
Morning 7:00 AM - 1:00 PM
Afternoon 1:00 PM - 7:00 PM

Room type
Any

Show department
Any

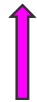
Find employee

HOTELING – RESERVATION & CONFIRMATION

Booking space for:

Myself

Another person



You can make a reservation for yourself or someone else

Booking for

GUSTIN, Michel 6457
Building Technical Specialist michel.gustin@uni.lu

Date:
January 30, 2025

Time:
Full day

BOOK

Reservation summary



Reservation confirmation

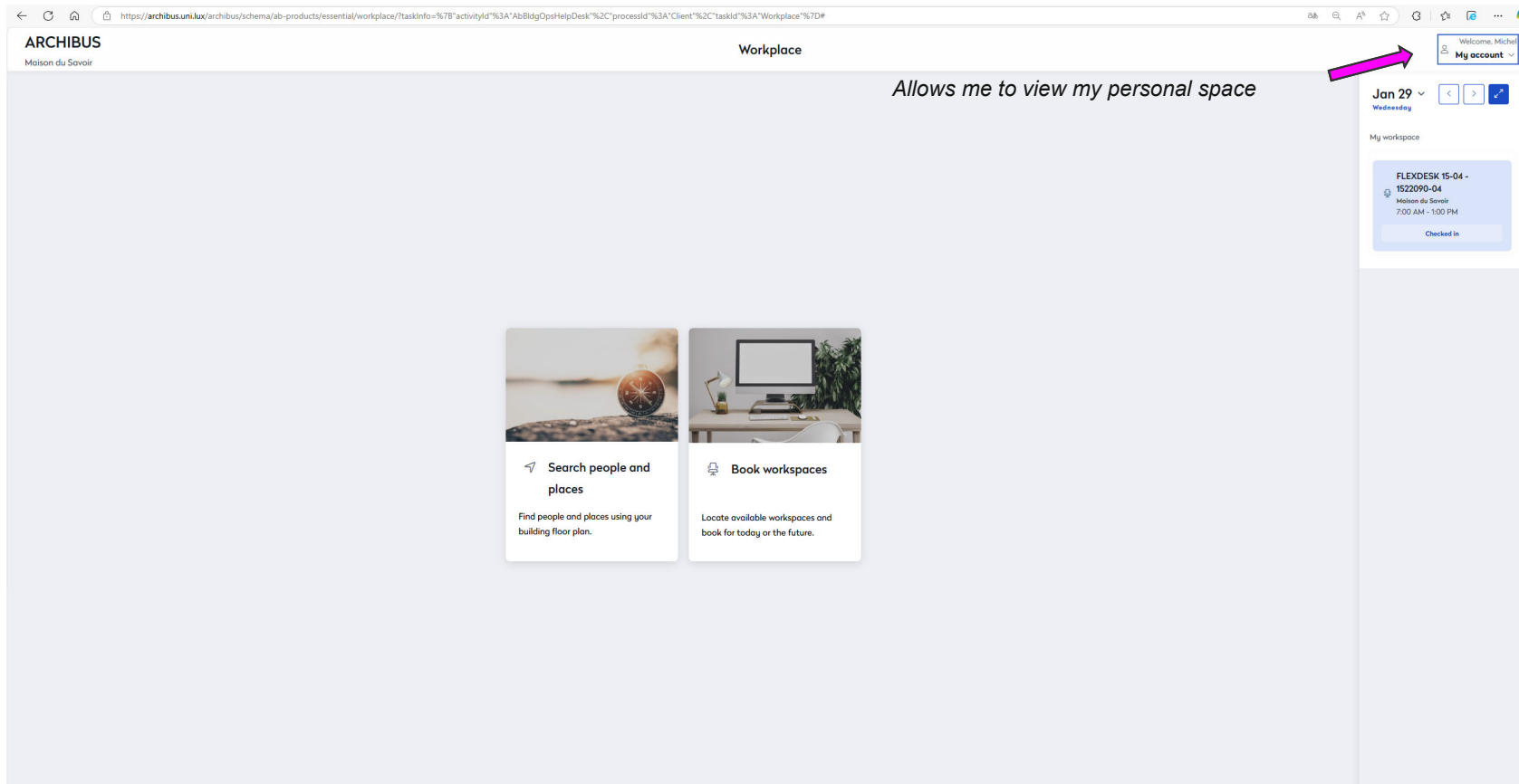


✓ Workspace is successfully booked!

Confirmation was sent to your email

Go to main

HOTELING – MY ACCOUNT



The screenshot displays the ARCHIBUS Workplace interface. The top navigation bar includes the ARCHIBUS logo, the text 'Maison du Savoir', and the title 'Workplace'. A pink arrow points to the 'My account' dropdown menu in the top right corner, which is labeled 'Welcome, Michel' and 'My account'. Below the main header, the text 'Allows me to view my personal space' is visible. The main content area features two cards: 'Search people and places' and 'Book workspaces'. The 'Search people and places' card includes the text 'Find people and places using your building floor plan.' The 'Book workspaces' card includes the text 'Locate available workspaces and book for today or the future.' On the right side, a sidebar shows the date 'Jan 29 Wednesday' and a section titled 'My workspace' containing a card for 'FLEXDESK 15-04 - 1522090-04' with the text 'Maison du Savoir' and '7:00 AM - 1:00 PM', and a 'Checked in' button.

HOTELING – CALENDAR & WORKSPACE BOOKING

Welcome, Michel
My account

Register Kiosk

Calendar

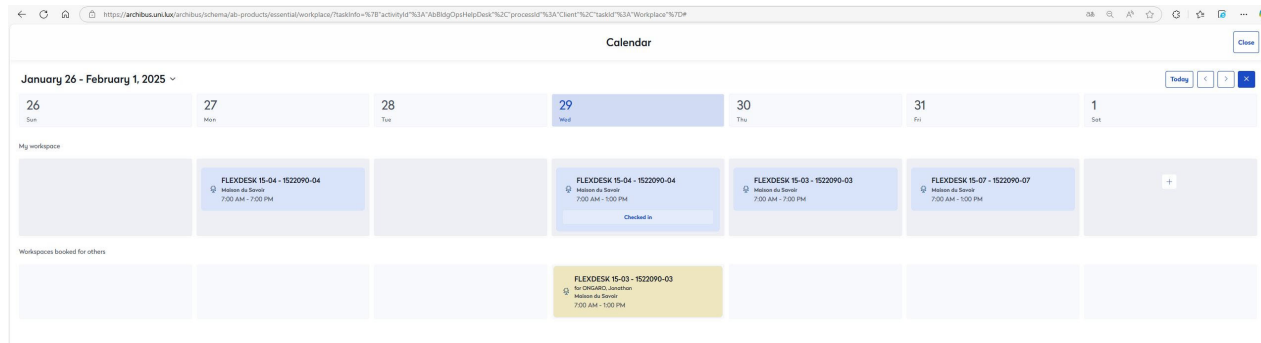
Workspace Bookings

Log Out

Display a calendar view of
your reservations



Displaying your reservation list





Workspace bookings


FLEXDESK 15-04 - 1522090-04 Maison du Savoir - Floor E15	For: MICHEL.GUSTIN	Date: 2025-01-29	Checked in
FLEXDESK 15-03 - 1522090-03 Maison du Savoir - Floor E15	For: MICHEL.GUSTIN	Date: 2025-01-30	
FLEXDESK 15-07 - 1522090-07 Maison du Savoir - Floor E15	For: MICHEL.GUSTIN	Date: 2025-01-31	

HOTELING – CONFIRMATION EMAIL

Regular Booking: [98677] Starting on: [2025-01-30]

 sil-helpdesk@uni.lu
À  Michel GUSTIN

 98677_MSA-E15-1522090-03_created.ics
1 KB

 *Un fichier ics est généré pour ajout dans votre calendrier outlook*

A Hotel booking has been created. Below are the booking details :

The booking ID is : 98677
The employee is : MICHEL.GUSTIN
The location is : MSA-E15-1522090-03

Start date : 2025-01-30
End date : 2025-01-30
Day part : Full Day
Status : Requested

<https://archibus.uni.lux/archibus/ab-ht-booking-review.axvw>

 *Lien qui permet de revoir la réservation*

HOTELING – NOTES

- The system is configured to check in on reservations with an email reminder system every 15 minutes. The check-in will be displayed on the application and also available via email from ufm-helpdesk@uni.lu.

- The Workplace mobile app is available for Apple devices via the link <https://apps.apple.com/be/app/archibus-workplace/id1560401343?l=fr-FR>



- The Workplace mobile app is available for Android devices via the link <https://play.google.com/store/apps/details?id=com.archibus.workplace&hl=en>



- **Attention:** The booking interface only works if the device used to make the booking is connected to the UNI VPN □ more info via the link https://service.uni.lu/sp?id=sc_cat_item&sys_id=ca3fa0c0db863410ca534540399619bb&sysparm_category=f0474e09db5f10502fa838aa7c961930

- .

HOTELING – Configuring the Workplace mobile app

3

HOTELING – CONFIGURATION APPLICATION WORKPLACE (Apple / Android)

- *Coming soon*

- .