



## How to book a Desk or Meeting Room via Matrix Booking



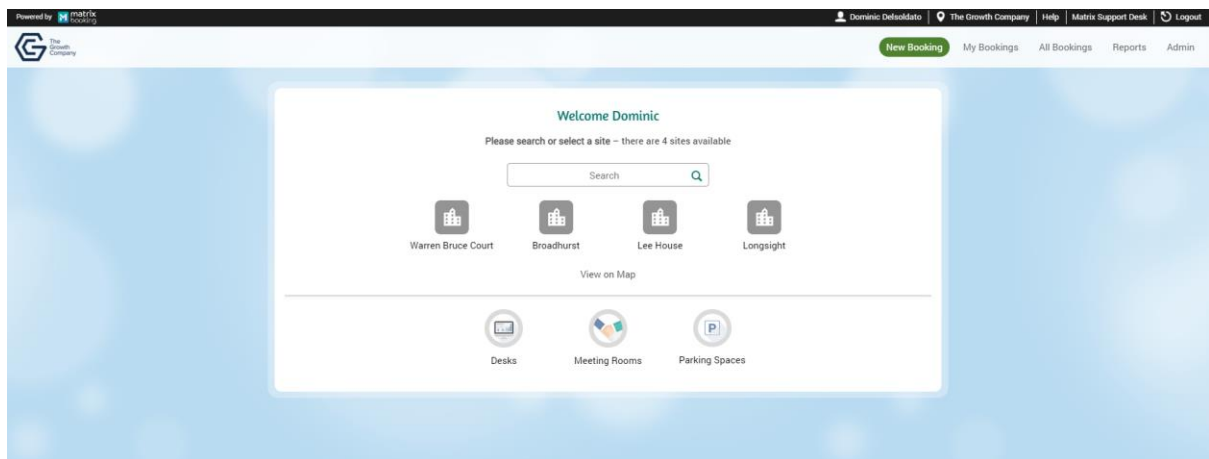
To log in to Matrix Booking from your web browser, use the matrix booking icon located on <https://myapps.growthco.uk>.

**Desks can be booked up to four weeks in advance, and meeting rooms up to 12 months.**

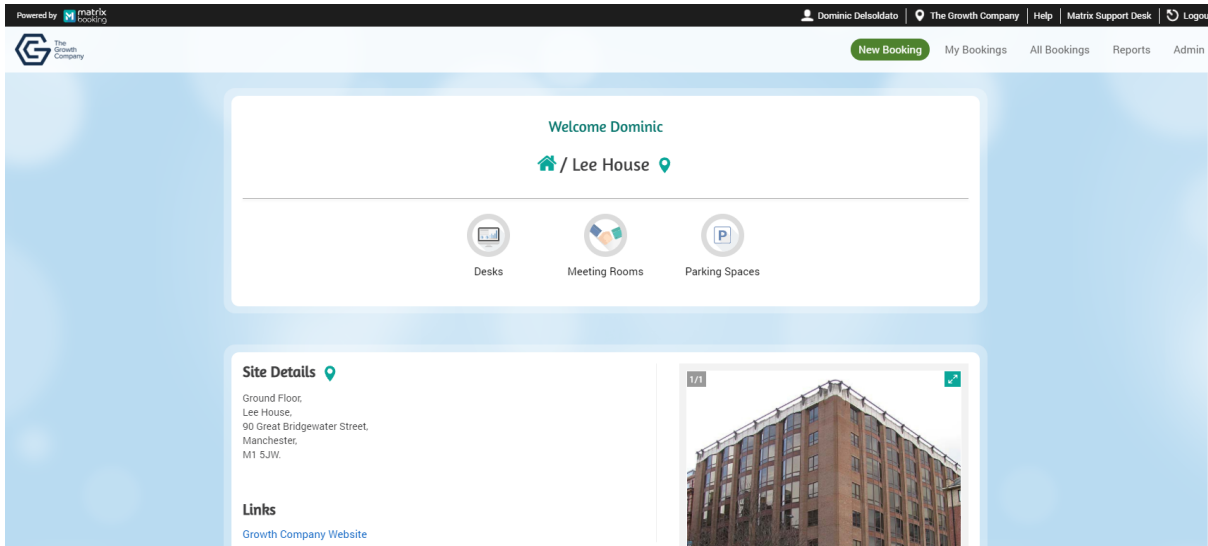
**You will need to check in for desks and meeting room within 15 minutes of your booking. If you fail to check in, the booking will be automatically cancelled.**

**If you have any issues using the Matrix Booking system, please contact the IT Help Desk via the [Self Service portal](#).**

## Make a New Booking

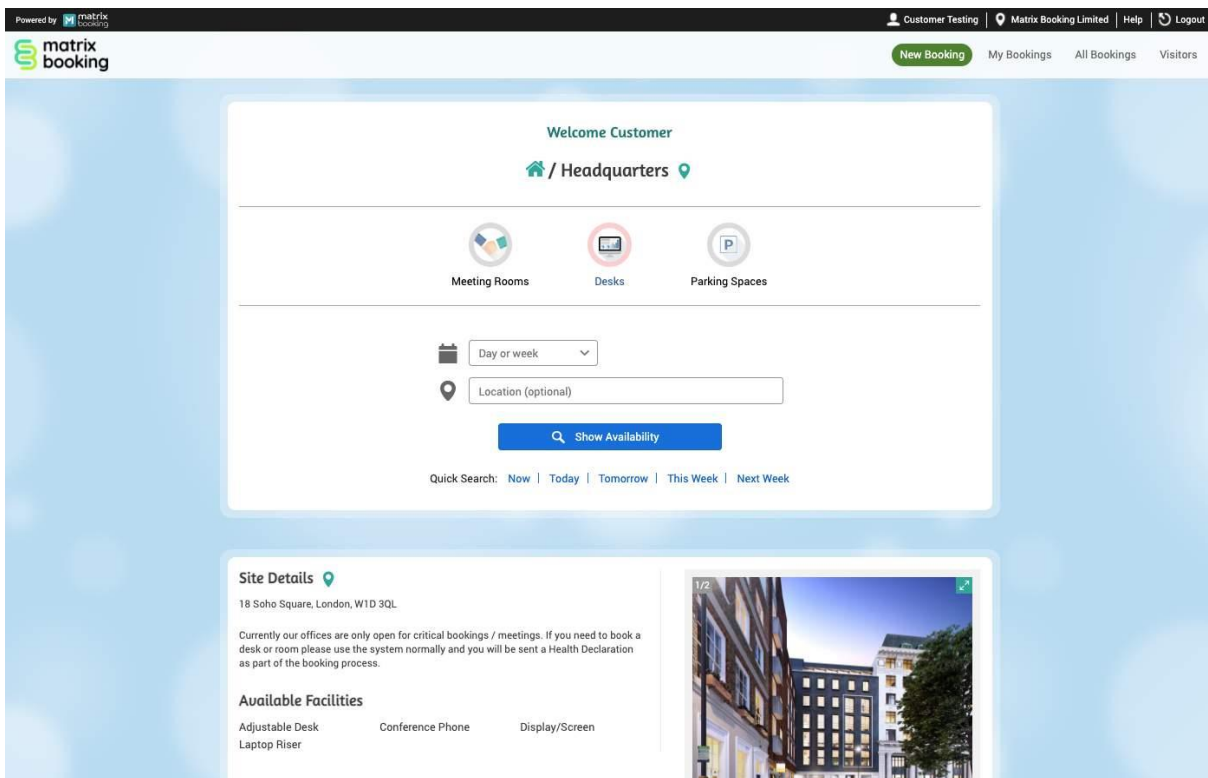


- Click 'New Booking' at the top right of your screen to begin the process.
- Find the building or location where you would like to book a desk or meeting room. If you have access to more than one building scroll through the building icons.  
**Note:** You can use the Search field to narrow options quickly. Start typing the building name into this field until the building name appears
- Click the required building icon

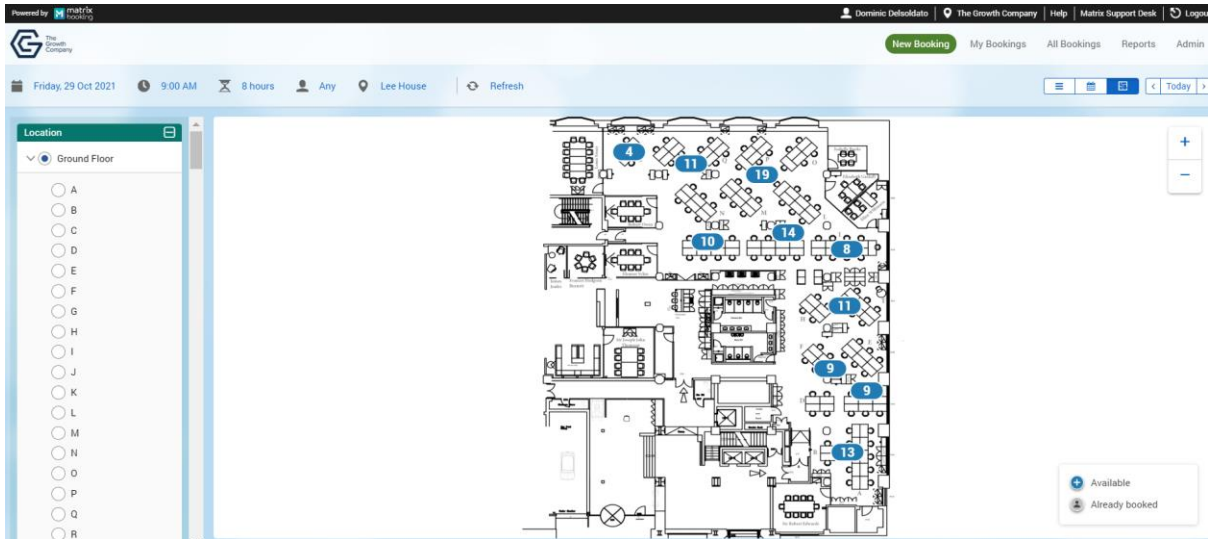


- Click the icon of the resource you wish to book.
- Enter further details to narrow your search (e.g date, location).

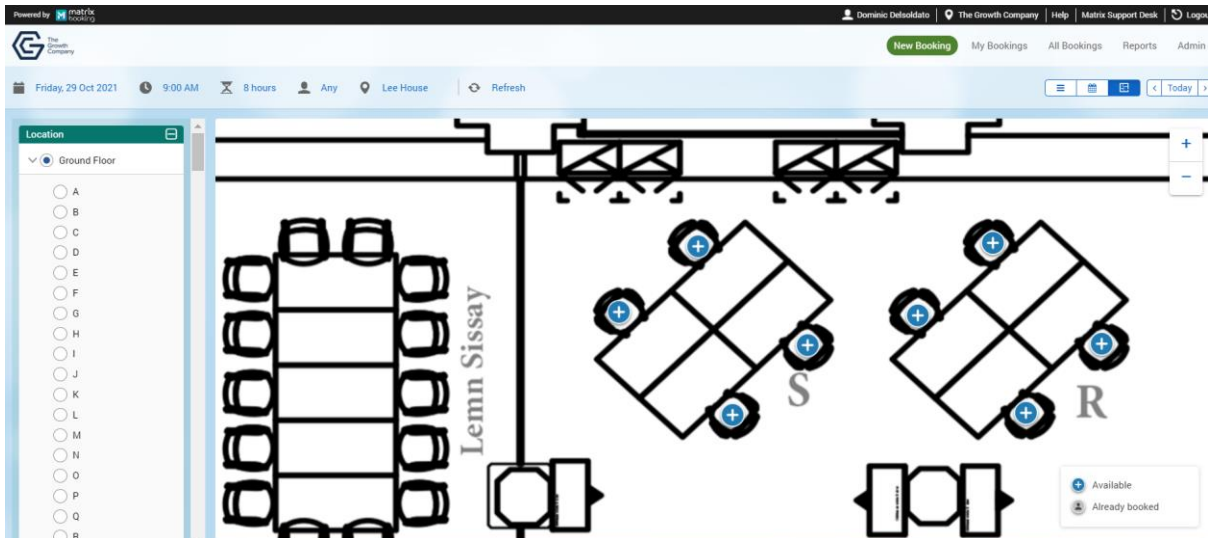
**Note:** You must enter a start date



- Once you have added your search criteria, click 'Show Availability'.
- A floor plan will now appear showing the layout of the office/floor and the location of the available desks and meeting rooms.



- You can click on any of the 'clusters' and the floorplan will immediately expand and zoom in, giving you more detail.
- You can also manually zoom in and out using the + and – symbols on the right of the screen. You can also click and drag the floorplan to move to a different area.
- Clicking a cluster will give the display below, showing detail of each desk or room. Any desks or rooms that have messages or alerts attached to them will be shown with an exclamation mark – please check these before proceeding with your booking.



- Clicking the desk or room will open the booking panel to start the booking process and it will also show you any alerts attached to it:

Book desk ✕

**D108** [Floor Plan](#)

S, Ground Floor, Lee House

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Desk Info **Booking** Attendees

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[Dominic Delsoldato](#)

29/10/2021 ▼

9:00 AM - 5:00 PM 8 hours

[Repeat...](#)

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Title (optional)

Personal notes

[Who can see this?](#)

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[Book](#) [Cancel](#)

- Once you have decided on a desk or room you will need to add some details to the booking.

Book desk ✕

**Desk A2** [Floor Plan](#)

1st Floor, Macquarie House

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Desk Info **Booking** Attendees

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28/02/2020 ▼

9:00 AM - 5:00 PM 8 hours

[Repeat...](#)

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Sam Hill's Desk

Personal notes

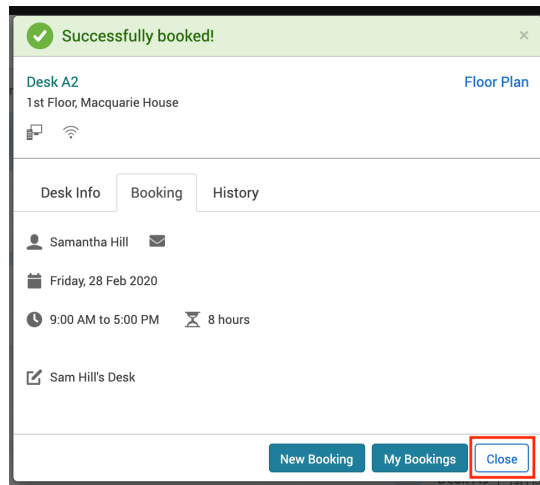
[Who can see this?](#)

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[Book](#) [Cancel](#)

- The timing of your booking will default to normal office hours - if you need to amend this, highlight the field and overtype e.g. 5:00 PM or 17:00
- Add your name to your booking using the 'Title' field - this will make it easier for people to search the bookings to see if their colleagues are in the office and which desks/rooms they are using.
- Enter any notes in the 'Personal notes' field – for example, if you are booking as part of a group, or will be leaving the desk to attend a meeting.

- To save changes, click the Book button. The screen below will show you that your booking has been successful.

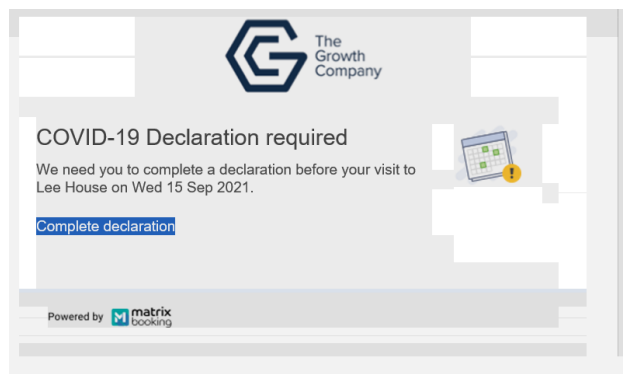


Once successfully booked:

- Click close to return to the desk booking list. Alternatively, 'New Bookings' takes you to the welcome page and 'My Bookings' takes you to view your bookings.
- Once you have booked your resource you will receive several emails to your company email address:
  - Booking confirmation
  - Covid19 declaration (to be completed within the 24 hours before attendance)
  - QR checking code

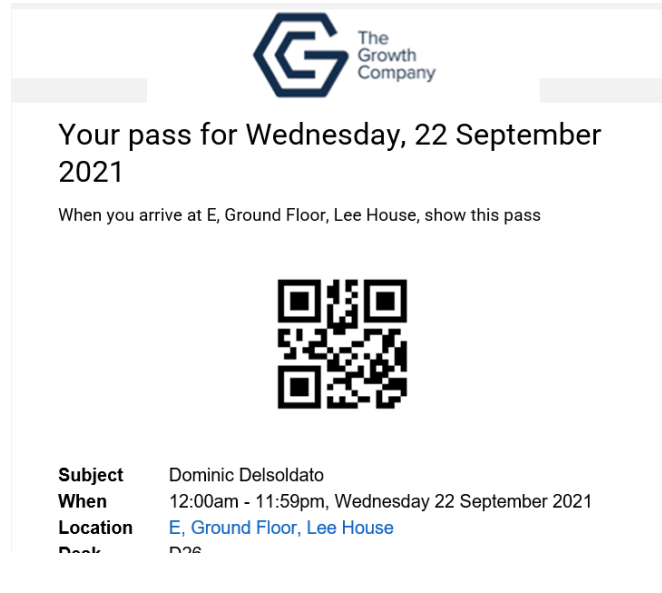
## Covid-19 declaration

You will receive an Covid-19 email declaration form to your email after you book a resource. Please ensure you have completed your COVID-19 symptoms declaration form prior to arriving at the office. This is to check that you are not currently displaying any known symptoms of Covid-19.



## QR booking code/Checking in

Following your desk booking you will also receive an email with a QR code.



- The QR pass will be required on entry to the office in order to check in to your desk using the screens located near each external entry door.
- *For those with company provided mobiles* – You will be able to use the QR email located on your phone to check in
- *For those who do not have a company mobile* – To make entry quicker and easier, we would advise you to take a photo of the QR code on your personal mobile phone to use for check in

## Viewing My Booking

- To view your current bookings, click My Bookings (either at the top right of the screen in the navigation section or at the bottom of the booking pop up straight after making the booking). A list of all your bookings will appear.
- Either scroll through the list, use the filters (left-hand side) or navigation icons (top right) to find your booking
- **Note:** this page is capped, so if you have more than 100 bookings then you will only see the first 100. To see the rest (or all of them together) simply go to All Bookings (top right). Enter your name in the search field at the top and add the date range - this will pull up to 5000 bookings.
- Bookings can be edited and cancelled from this page. If you are unable to attend your booked resource, please make sure you cancel via the Matrix Booking app so it can be made available to other colleagues who wish to book.

Powered by matrix booking

Customer Testing | Matrix Booking Limited | Help | Logout

New Booking | My Bookings | All Bookings | Visitors

Refresh

Day | Week | Month | Today

Thursday, 19 May 2022

7 IT Team, 1st Floor, Headquarters  
8:00 AM – 6:00 PM  
Customer Testing (you)

10 IT Team, 1st Floor, Headquarters  
8:00 AM – 6:00 PM  
Customer Testing (you)

Thursday, 26 May 2022

4 IT Team, 1st Floor, Headquarters  
8:00 AM – 6:00 PM  
Customer Testing (you)  
⚠ This desk is directly under the air conditioning unit so will feel colder than surrounding desks.

Friday, 27 May 2022

1 IT Team, 1st Floor, Headquarters  
8:00 AM – 6:00 PM  
Customer Testing (you)

Type to filter

Location

> 1st Floor

Desks

- 1 IT Team, 1st Floor, Headquarters
- 4 IT Team, 1st Floor, Headquarters
- 7 IT Team, 1st Floor, Headquarters
- 10 IT Team, 1st Floor, Headquarters

Edit Booking | Cancel Booking