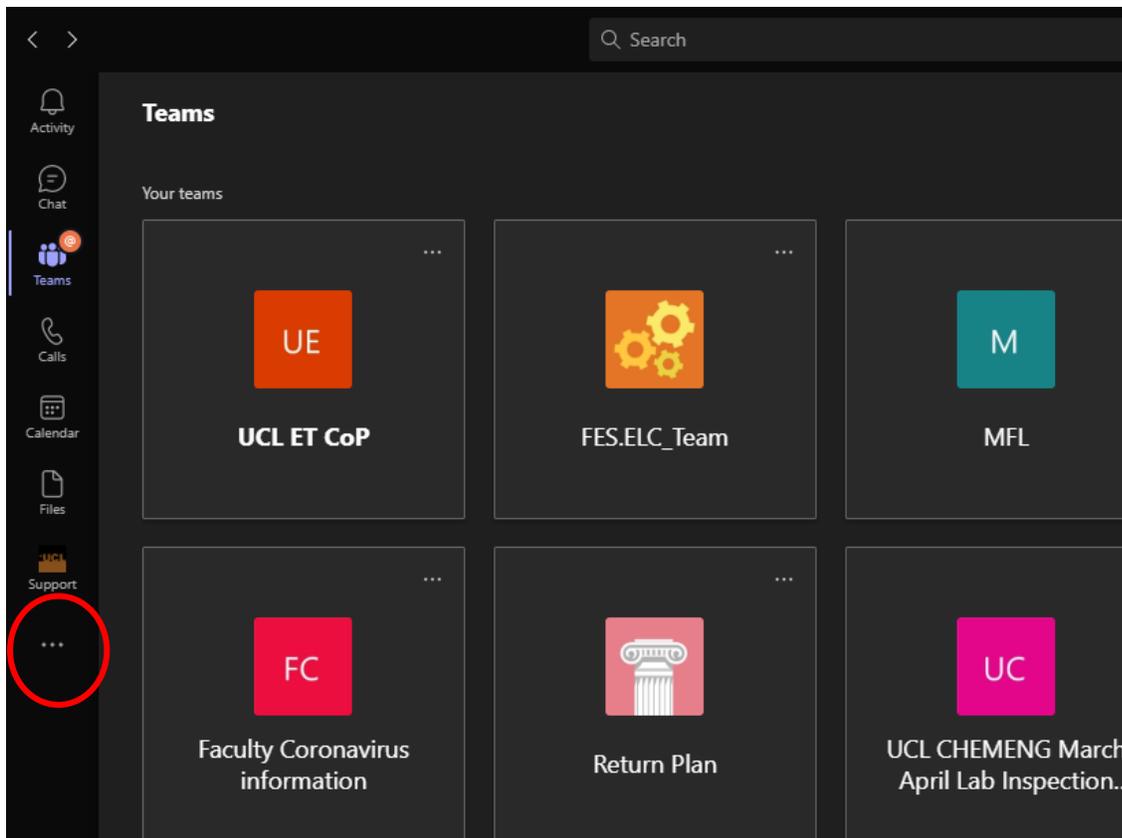
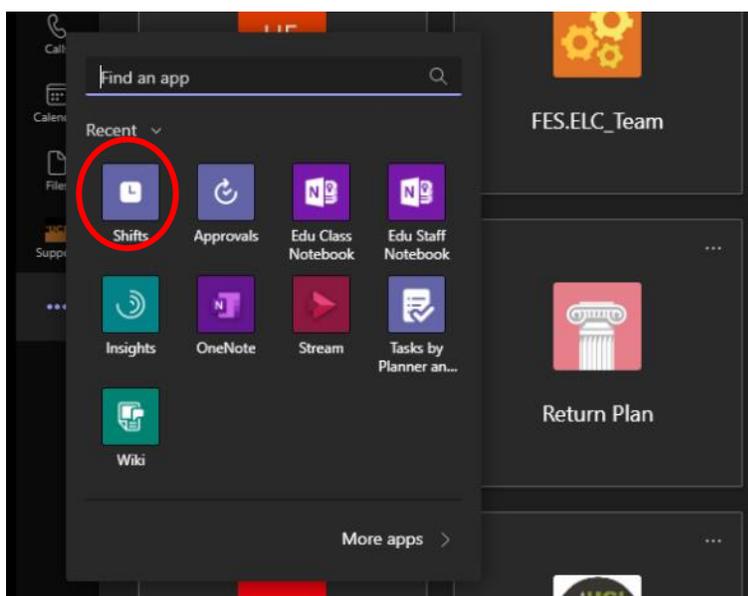


Chemical Engineering Team Desk Booking Guide

The Shifts app in MS Teams is used to reserve desks in research offices. This can be accessed in the left hand bar in Teams. Click on the '...' button to open the find apps window:



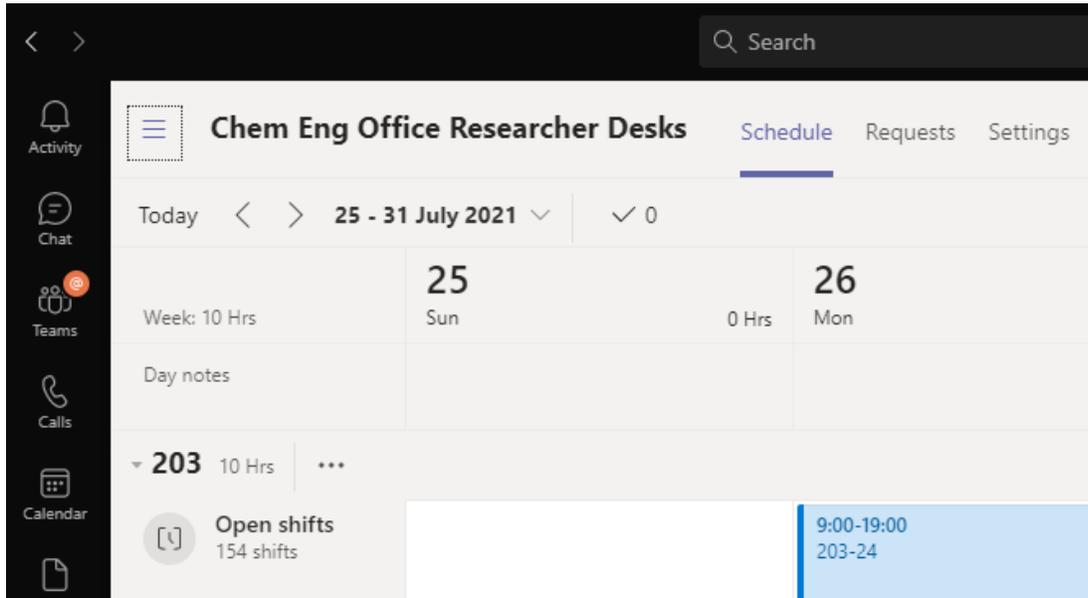
Click on Shifts:



You can also right click on the Shifts icon and select 'pin' to pin it to the left bar.

Each Shift schedule is associated with a particular team. Once Shifts is open, to change between

schedules, click on this button towards the top left:

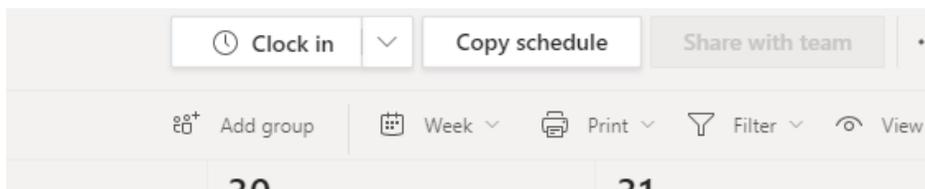


Currently there are two schedules for desk booking, "Chem Eng Office Researcher Desks" and "Chem Eng Labs Researcher Desks". You will be assigned to one or other Team/Shift Schedule depending on the main type of work your PI is associated with.

Use the 'Today' and arrow buttons to move to the day you want to book a desk:



The 'Week' drop-down in the top right can be used to switch the view between week, month and day to make it easier to see desk availability:



Each desk-day slot is indicated by a colored rectangle. Every desk is numbered in a similar form. For example desk 203A-1 is the first desk on the left in room 203A. Layout diagrams will be available in the files section of the Team which the shift is associated with, but generally the desks are numbered in a clockwise direction in each room. In the offices each desk also has a number tag on it.

Week: 10 Hrs	25 Sun	26 Mon	27 Tue	28 Wed	29 Thu	30 Fri	31 Sat
Day notes							
203 10 Hrs							
Open shifts 154 seats							
9:00-19:00 203-24	x1	9:00-19:00 203-14	x1	9:00-19:00 203-6	x1	9:00-19:00 203-5	x1
9:00-19:00 203-1	x1	9:00-19:00 203-20	x1	9:00-19:00 203-25	x1	9:00-19:00 203-8	x1
9:00-19:00 203-27	x1	9:00-19:00 203-6	x1	9:00-19:00 203-2	x1	9:00-19:00 203-11	x1
9:00-19:00	x1	9:00-19:00	x1	9:00-19:00	x1	9:00-19:00	x1

Click on a desk/shift and select 'request' to book it for that day.

You will be able to see all your current bookings against your name. To release a desk if you no longer need it you will need to contact the system administrator (currently s.barrass@ucl.ac.uk).

Please release a desk booking if you no longer need it as failure to do so may mean you are preventing another researcher from booking a desk in their preferred room, or working in the department at all on a particular day.

Please only book one desk per day.