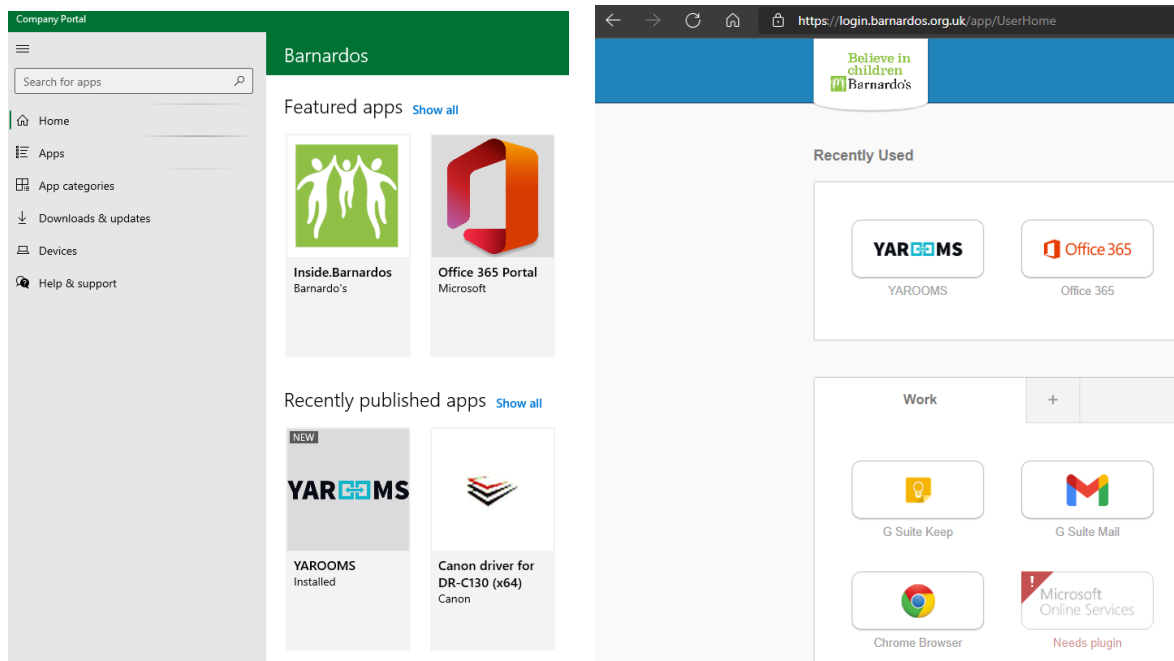# Barnardo's Room and Hotdesk Booking System (YAROOMS)

How to Access

To support the move to Working From Anywhere we have made access to the system as flexible as possible and it can be accessed a number of ways to suit individual preferences and needs.
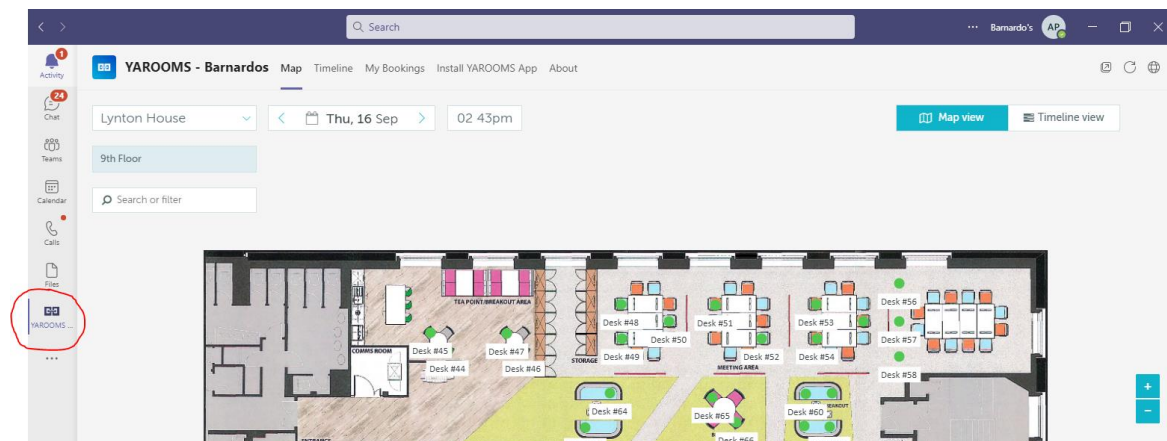
Install from Company Portal or access via OKTA

The app can be installed from Company Portal and accessed via the Start Menu (Left) and the app has been assigned to everyone via OKTA so this will show in your list of apps there (Right). Both these options will take you to the web application and will allow Single Sign on via OKTA.
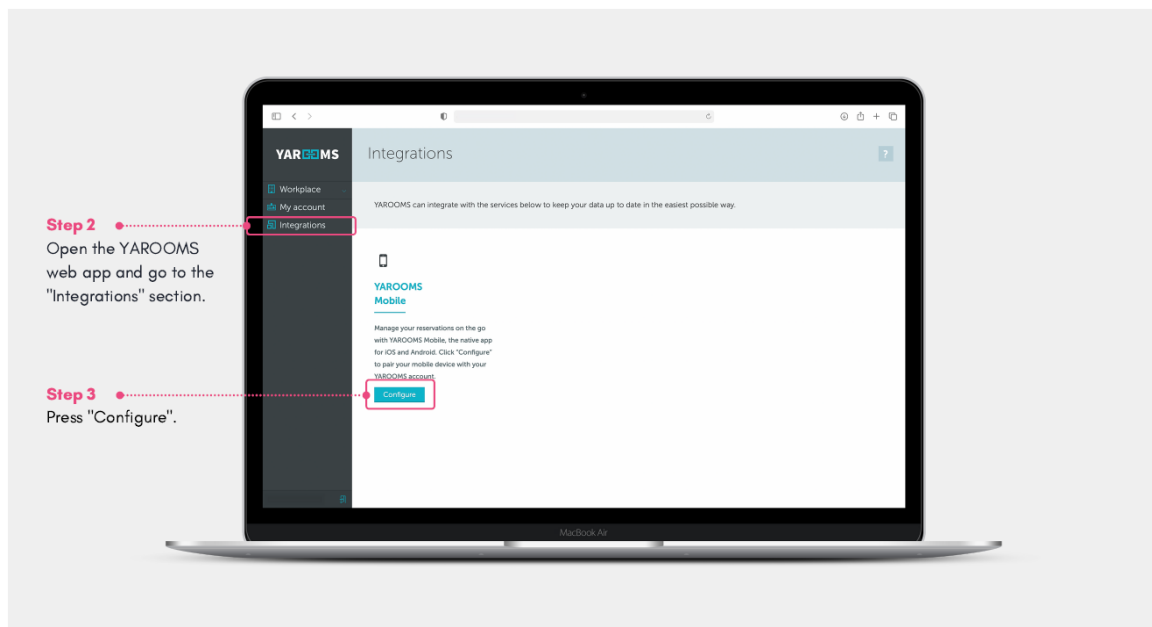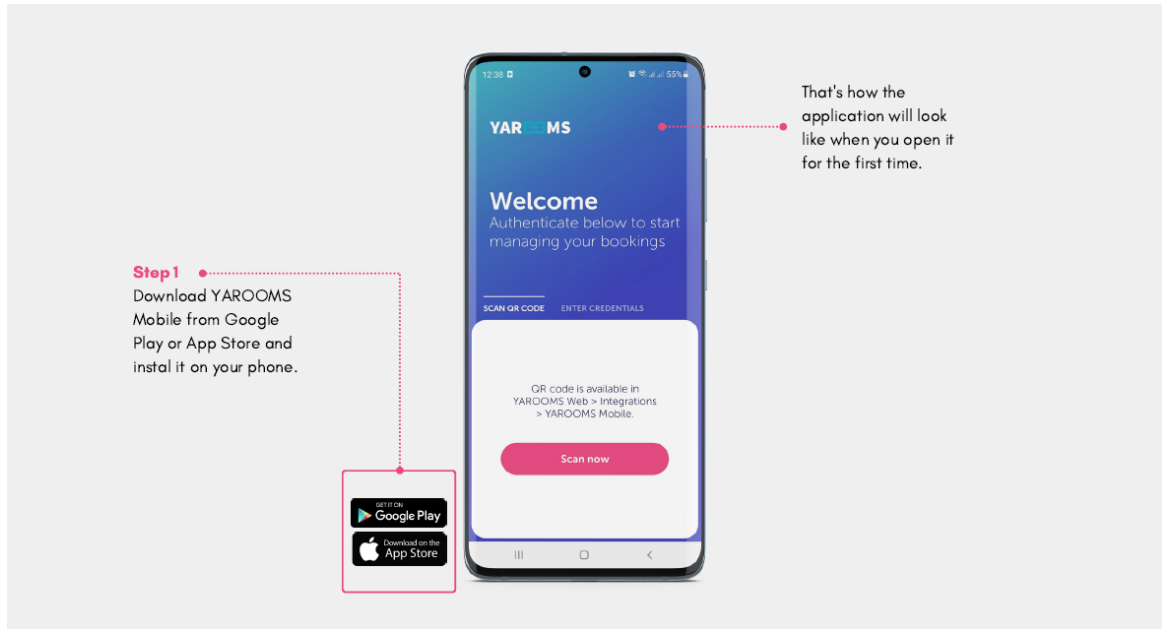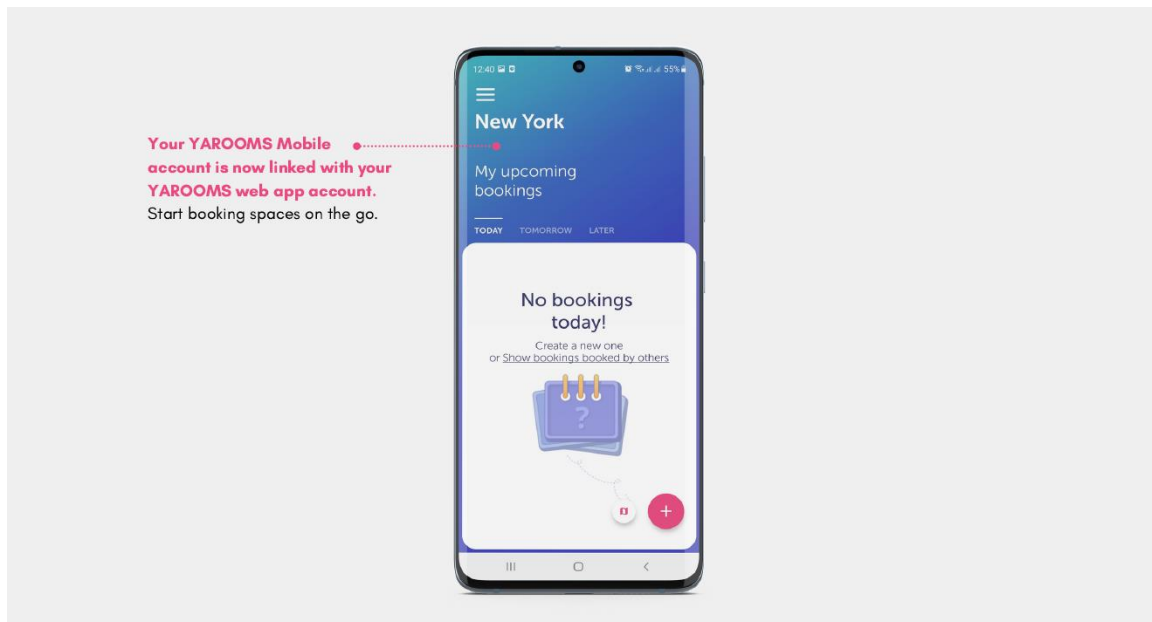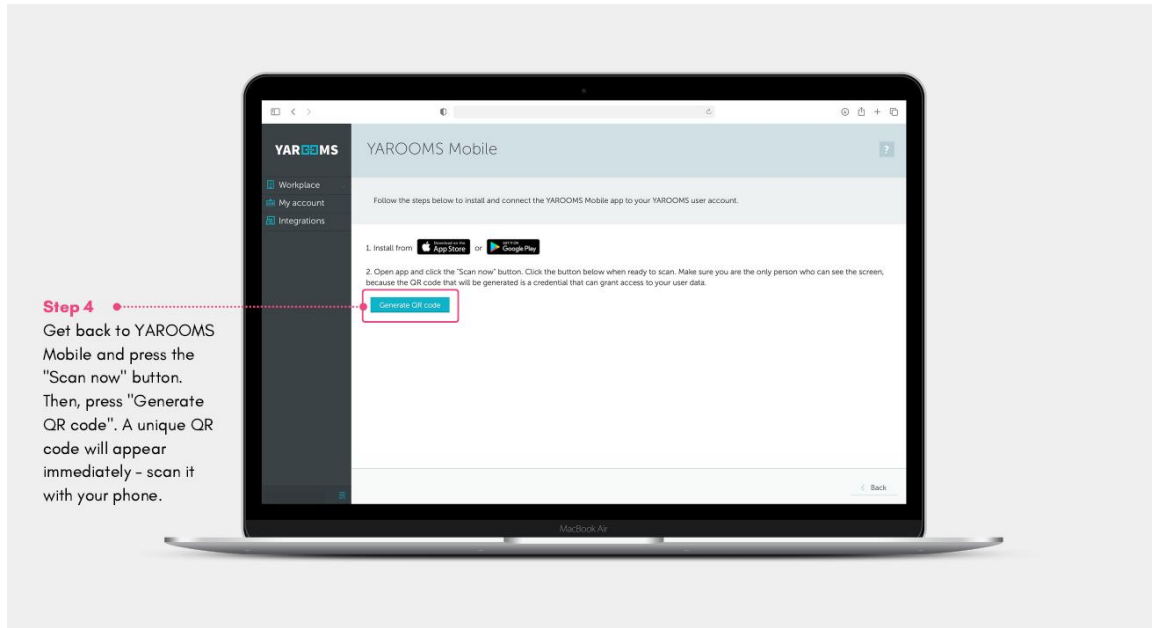

Access via Microsoft Teams

We have also made the app available within Microsoft Teams so if you are already have the Teams application open there is no need to open the YAROOMS app separately. You will see the YAROOMS Icon on the left hand menu and the app will open within the Teams environment.

Access via a Mobile Device

Finally the app is also available as a Mobile app on iPhones and Android devices allowing you to create, cancel or Check-in to bookings when on the go. The instructions on how to install this are;

Step 1
Download YAROOMS Mobile from Google Play or App Store and instal it on your phone.

That's how the application will look like when you open it for the first time.

Step 2
Open the YAROOMS web app and go to the "Integrations" section.

Step 3
Press "Configure".

Step 4
Get back to YAROOMS Mobile and press the "Scan now" button. Then, press "Generate QR code". A unique QR code will appear immediately - scan it with your phone.

Your YAROOMS Mobile account is now linked with your YAROOMS web app account. Start booking spaces on the go.

Checking In and Out

It is important that you **'Check-in'** to the resource you have booked when you start using it or the booking will be cancelled after a period of time and the resource will become available for someone else to book.

This can be done by going to 'My Bookings' or by clicking directly on the resource you have booked.

Dates				
#	Date	Time	Check-in	Check-out
1	Thursday, March 04 2021	8:00am - 8:15am	Check-in ✔	N/A

NOTE- If you finish your meeting or desk booking early, please 'Check-Out' so the resource becomes available for others to book.