

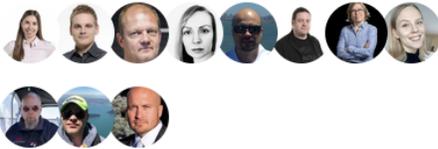
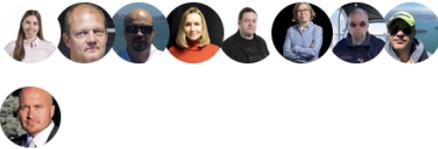
Office Days

An introduction and a quickstart guide.

Office Days helps you to communicate your office visits with ease. It gives you the visibility into who will be in the office and when, so you can select the best time to visit it - **for you and your team.**





Thu 25			Fri 26		
 Office	 Remote	 Off work	 Office	 Remote	 Off work
			C/D Oulu 		
			Book a desk		
11 persons (7%) in Oulu 			9 persons (6%) in Oulu 		
					



Collaborate even better by sharing your plans

You can mark your availability for the upcoming **2 weeks period** - whether you'll be at the office, working remotely, or taking time off.

Tapio Nissilä

Office days

15/04 - 19/04				
Mon	Tue	Wed	Today	Fri
Postitalo Helsinki	-	Postitalo Helsinki	-	-

22/04 - 26/04				
Mon	Tue	Wed	Thu	Fri
Postitalo Helsinki				



Quickstart Guide



Search for a colleague

By using the search function, you can look up a colleague of interest and see that person's next five office days directly from the search results.

anna

ALL ROOM DESK PEOPLE

All Available

Advanced options

Anna Mittler
Postitalo, 2. kerros
E-mail: anna.mittler@haltian.com

Office days	Today	Fri	Mon	Tue	Wed
	18/04	19/04	22/04	23/04	24/04

Hanna Korhonen
Oulu
E-mail: hanna.korhonen@haltian.com

Sanna Bitter
Oulu
E-mail: sanna.bitter@haltian.com

Search for the department

From the Office Days window, search for a specific department or function within your company, to see the office plans of all people from there.

It will show all users, who have the function information specified in their profile.

15/04 - 19/04 (Week 16) ▶

Mon 15

Tue 16

Wed 17

Office Remote Off work

Office Remote Off work

Office Remote Off work

A/B DEMO Oulu ▼

C/D Oulu ▼

Change EBO view location to the location you wish to book desk at.

Change EBO view location to the location you wish to book desk at.

2 persons (12%) in Helsinki ⓘ

17 persons (10%) in Oulu ⓘ

20 persons (12%) in Oulu ⓘ



marketing



	Mon 15	Tue 16	Wed 17
	Off work	Oulu C/D	Oulu C/D
	Oulu C/D	Remote	Oulu C/D
	-	Oulu C/D	Oulu C/D
	-	Oulu A/B DEMO	Oulu C/D



Check the days from the profile card

By opening the person's card, you can see their upcoming office days for the next two weeks.

Additionally, the information about their building, location, and reserved desk is available on the card.

Merry Monroe

At Helsinki Office

#homeoffice

Office days

15/04 - 19/04				
Mon	Tue	Wed	Thu	Today
-	A/B DEMO Oulu	C/D Oulu	-	Postitalo Helsinki

22/04 - 26/04				
Mon	Tue	Wed	Thu	Fri
-	Postitalo Helsinki	-	-	C/D Oulu

Contact info

Haltian/Empathic Building

Marketing Manager

Book a desk when you're coming to the office

You can access the desk booking menu, while marking your week working setup.

If you first book a desk, the system will automatically set your status for the days of booking to "Office" in the Office Days.

However, if you chose not to share your bookings information, your status won't update in the Office Days based on your bookings.

5/04 - 19/04 (Week 16) ▶



Wed 17



Office



Remote



Off work

C/D Oulu

Change EBO view location to the location you wish to book desk at.

20 persons (12%) in Oulu ⓘ



+5

Today



Office



Remote



Off work

5 persons (28%) in Helsinki ⓘ



Fri 19



Office



Remote



Off work

Postitalo Helsinki

Book a desk

5 persons (28%) in Helsinki ⓘ



for a colleague



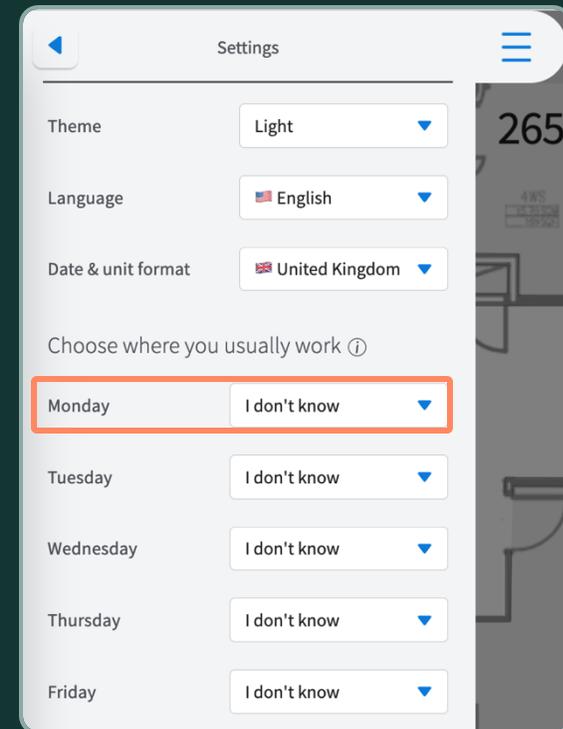
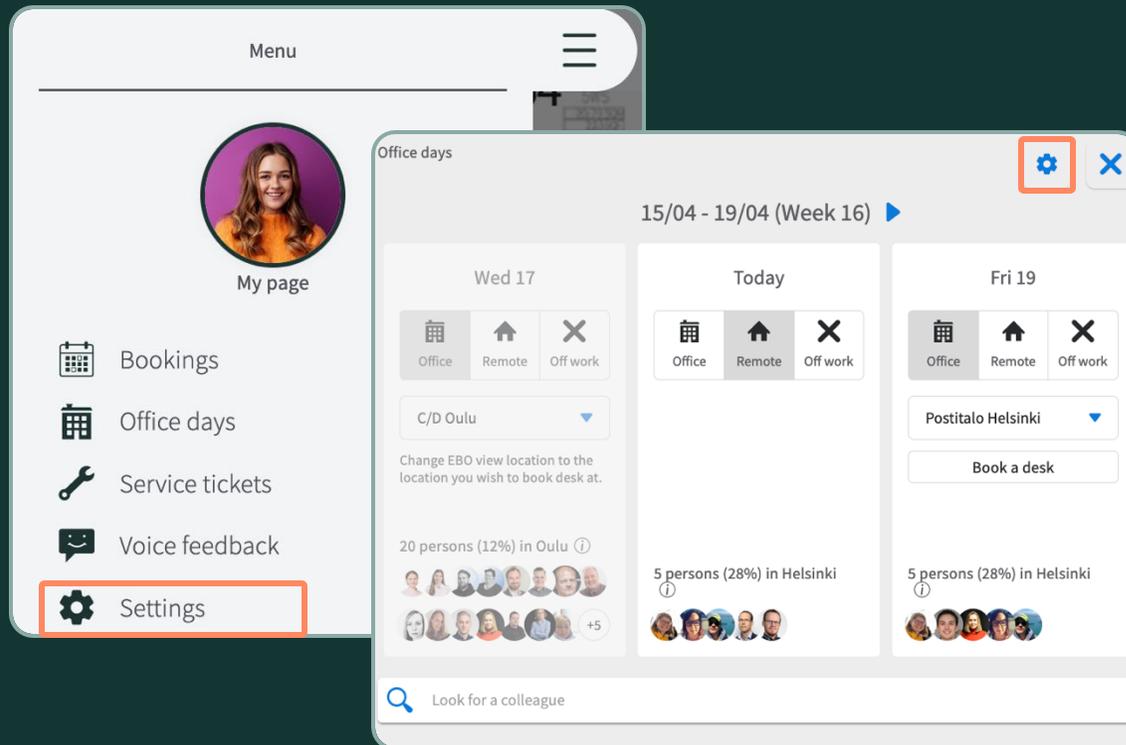
Set up your **default days** in settings

1

Open the settings from your left-side profile menu or from the Office Days.

2

Mark your usual weekly schedule that will be automatically displayed for every week.



Find your colleagues even faster with the “favourites” feature

If in your organization Empathic Building has the “favourites” feature enabled, the colleagues that you add to “favourites” will be showing first in the OfficeDays for you, when they are in the office.

22/04 - 26/04 (Week 17) ▶

Wed 24

Office Remote Off work

14 persons (9%) in Oulu ⓘ

Thu 25

Office Remote Off work

14 persons (9%) in Oulu ⓘ

The screenshot displays a calendar view for Week 17 (22/04 - 26/04). It shows two days: Wednesday 24th and Thursday 25th. For each day, there are three status options: Office (represented by a building icon), Remote (represented by a house icon), and Off work (represented by an 'X' icon). Below the status options, a list of 14 colleagues is shown for each day, with 9% of them located in Oulu. The first three colleagues in the list for both days are highlighted with a red box, indicating they are the user's favourites. Each colleague's profile picture is accompanied by a blue star icon, signifying their status as a favourite.



Check out the
[video tutorials](#) →



We hope you'll enjoy
the new feature!