



## GETTING STARTED GUIDE

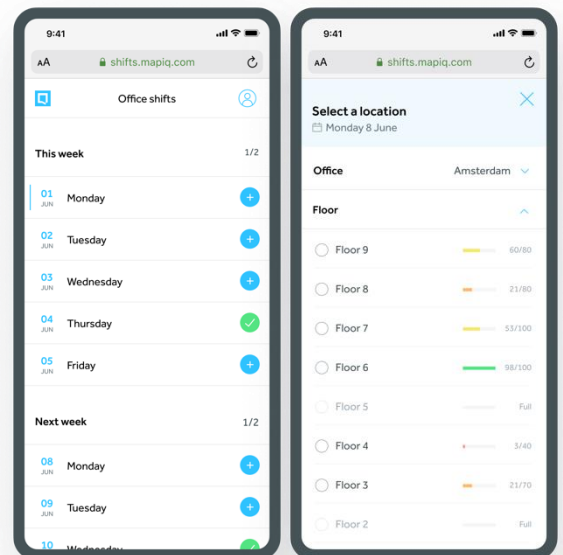
# Using Mapiq's Office Shifts

Mapiq's Office Shifts will be an important part of your return to the office experience. It's also an essential tool for us, as we need to ensure our workplace is a safe environment, especially given current government guidelines. Office Shifts will allow you the freedom and flexibility to book shifts on a day, and in a building that suit you and your team best.

1. Go to [shifts.mapiq.com](https://shifts.mapiq.com) to access Mapiq's Office Shifts on your phone or computer browser.
2. Enter your work email address. You will either be directed to the login page, or you will need to create a new account, depending on your situation.
3. When you've logged in successfully, you will see a quota of shifts/days that are available for you to book per week. At this point you can also set a preferred location as your first choice. The quota and preferred location can be found on your profile page.
4. Now you're ready to book your first shift. Start by selecting the day(s) you want to come to the office. You can only select days that aren't yet full.
5. You may also want to change the preferred building and floor for your shift. The amount of shifts available per building and floor is clearly visible. When you do come to the office, you can only go to the location you've selected.

That's it! Now feel free to book more shifts. You can book shifts up to 21 days in advance.

If your plans change, be sure to delete your shifts beforehand. This will give more colleagues the chance to book a shift. Delete your shift by tapping on a date you've booked (indicated with a green checkmark) and tapping 'Delete shift'.



Add the website to your bookmarks or to your home screen for quick access.