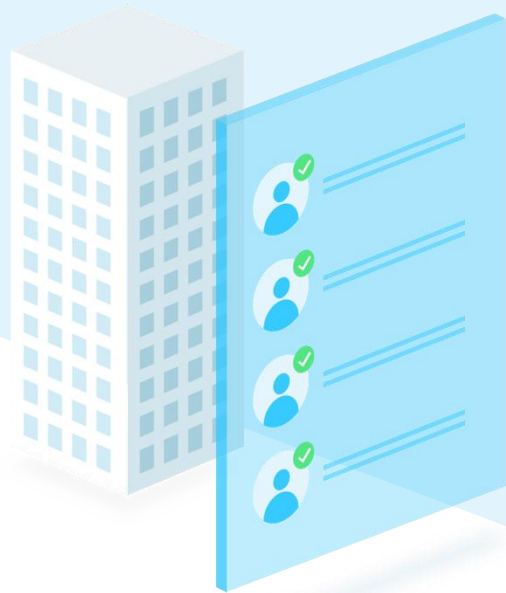
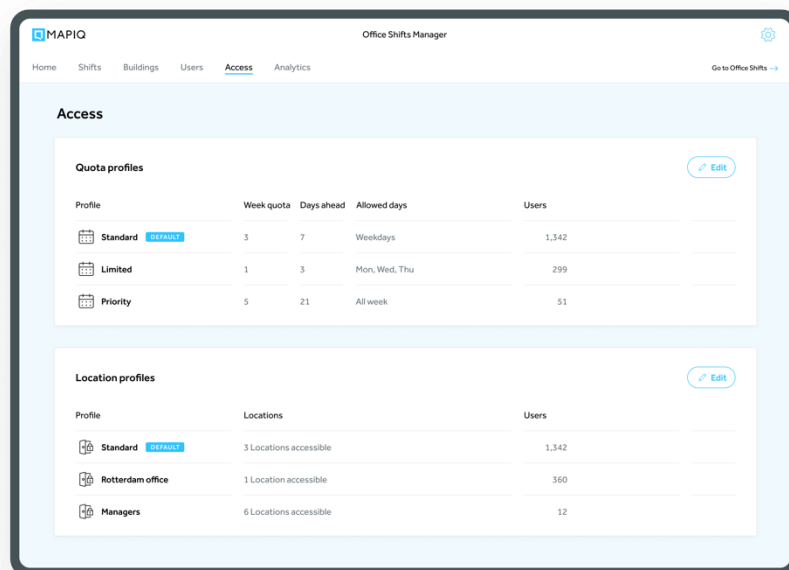


MAPIQ'S OFFICE SHIFTS GUIDE

Location profiles



With location profiles, you can match groups or individuals to a set building, floor, or area. This way, you can limit the number of choices for employees, and control the people flow within your buildings. Location profiles are easily set up.



MAPIQ Office Shifts Manager					
Access					
Quota profiles Edit					
Profile	Week quota	Days ahead	Allowed days	Users	
Standard DEFAULT	3	7	Weekdays	1,342	
Limited	1	3	Mon, Wed, Thu	299	
Priority	5	21	All week	51	
Location profiles Edit					
Profile	Locations			Users	
Standard DEFAULT	3 Locations accessible			1,342	
Rotterdam office	1 Location accessible			360	
Managers	6 Locations accessible			12	

Prepare for location profiles

To decide which location profiles you would like to set up, we advise the following steps:

- Find out the different needs within your organization when it comes to working at specific locations. Think of geographics, functions, or hierarchy.
- Create groups with different location profiles for those needs.

Next, per group, think of the following questions:

- Does this group work internationally or nationally?
- Does this group work in multiple buildings or one home base?
- Are there restricted areas or floors they can or cannot book a shift?

Lastly:

- Create .csv files with the individual email addresses for the different groups per location profile.

Setting up location profiles

You can set up your location profiles in 5 simple steps:

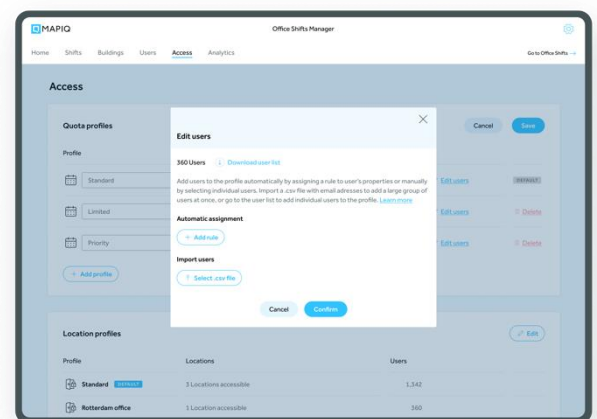
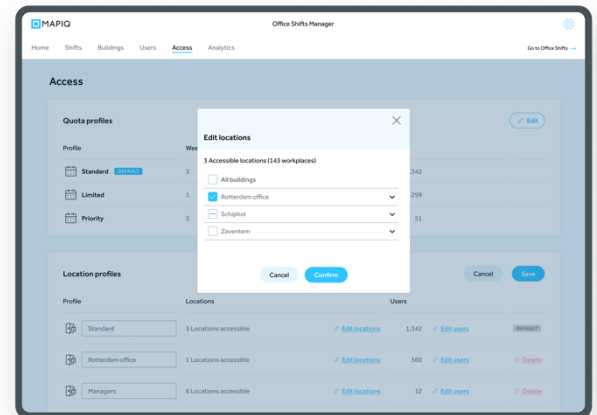
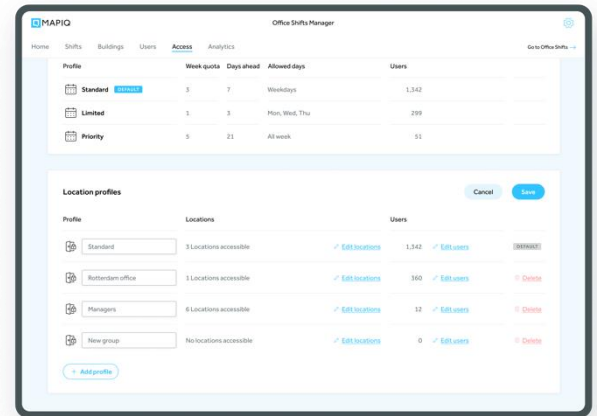
1. Go to your *access* tab in the Office Shifts administrator.
2. In the location profiles section, click *edit*.
3. Click *add profile* and give the profile a recognizable name (e.g. full access/call centers/New York office).
4. Click *add location* and select or deselect the locations you've set up.
5. Click *save* and your new location profiles are set up.

Assigning location profiles

Now that your location profiles are set up, you can assign groups of employees or individuals to those profiles in 3 simple steps.

1. In the location profile you would like to add people to, click *edit users*.
2. Import your .csv with employees or individuals to the profile.
3. Click *save*.

That's it! Your location profiles are set up.



Coming soon: Automatic profile assignment

Our next release will be an automatic profile assignment. Via your Active Directory, you can automatically assign profiles based on department, business unit, job title, home base, and/or country. When adding people to a profile (location or access) you can select automatic profile assignment. Both methods can exist next to each other.

Please contact your customer success manager if you would like to implement the new automatic profile assignment.

Tips

- Try to keep the number of groups limited, by combining as many groups as possible with similar access needs.
- Once your profiles are set up and assigned, people using Office Shifts will only see the areas they have access to. Think of ways to communicate this.
- When adding new areas in the 'building tab' keep in mind that when the parent (building is a parent to a floor) is selected, adding an underlying area (child) is automatically updated in the location profile.
- When the parent is not selected in your location profile, you need to add the new area in your location profile (access tab) as well.