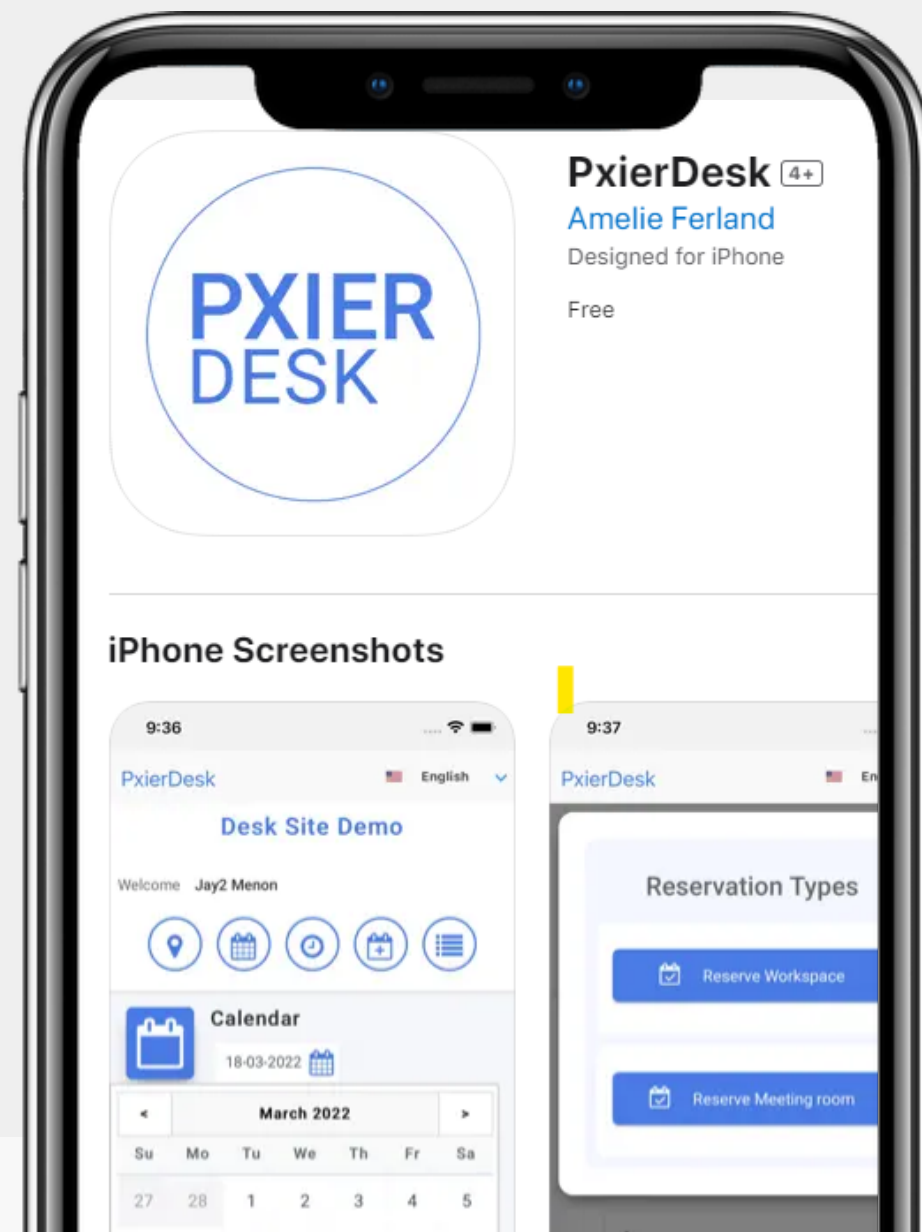


Pxier Mobile App

A Quickstart guide to book your equipment on-the-go using Pxier mobile app

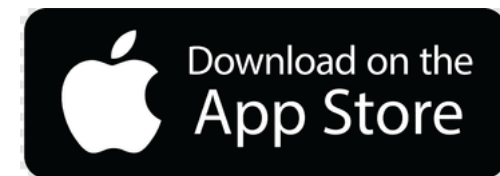


In this Quickstart guide you will find how to:

- Log into Pxier Desk mobile app
- Find an equipment
- Book a piece of equipment
- View all your bookings using the Calendar View
- View your colleagues' bookings
- Optional/if opted in: Know you're at the right workstation

Download the Pxier Mobile App

Scan the QR code on your appropriate device (Apple or Android).



<https://apps.apple.com/lk/app/pxierdesk/id1604562978>



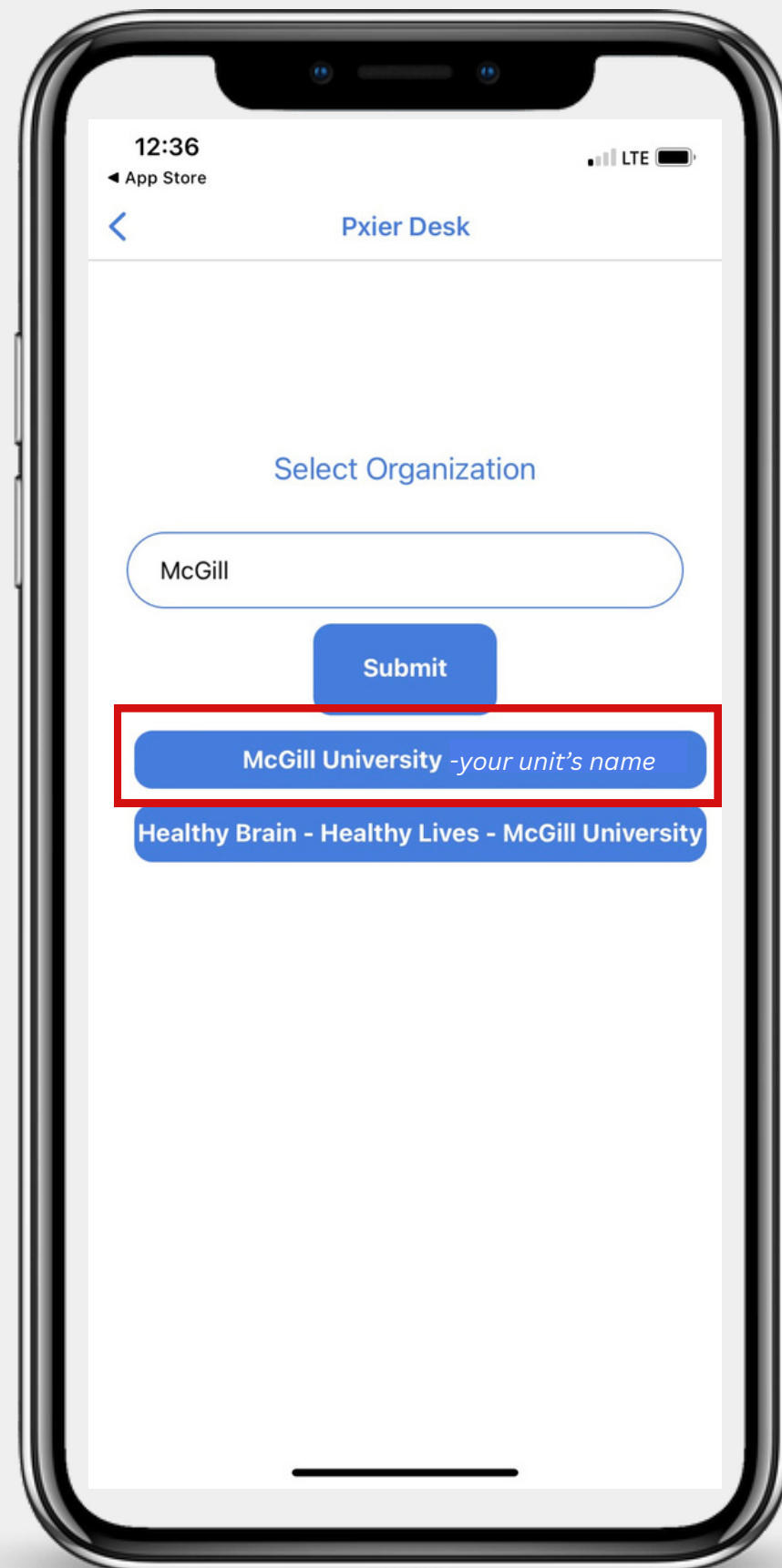
<https://play.google.com/store/apps/details?id=com.pxierbooking&hl=en&gl=US>

Logging in

STEP 1

If it is your **first time** using the Pxier Desk mobile app:

- Enter "McGill"
- Then select your unit's name - Institute of Parasitology



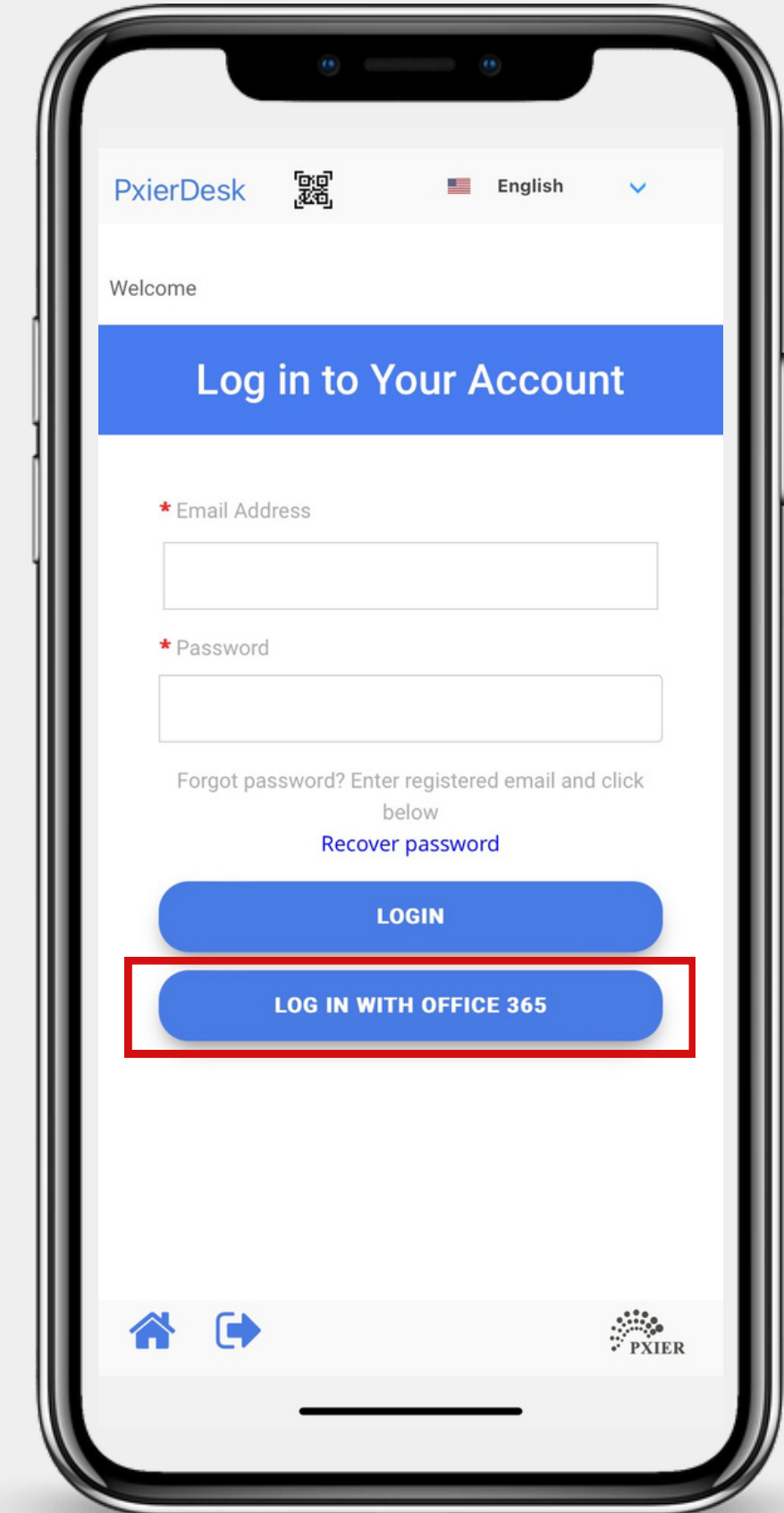
STEP 2

Select "Log in with Office 365"

Note: You do not need to enter your email address and password.

STEP 3

Your screen will appear blank. Please wait for Amanda to link your account to your lab. Once completed, you will be able to find and book equipment.



Finding equipment

Using Map View (recommended)

1 Make sure to **select the correct floor** by clicking "Locations".

2 Set the **date and time** you would like to book to see availabilities.

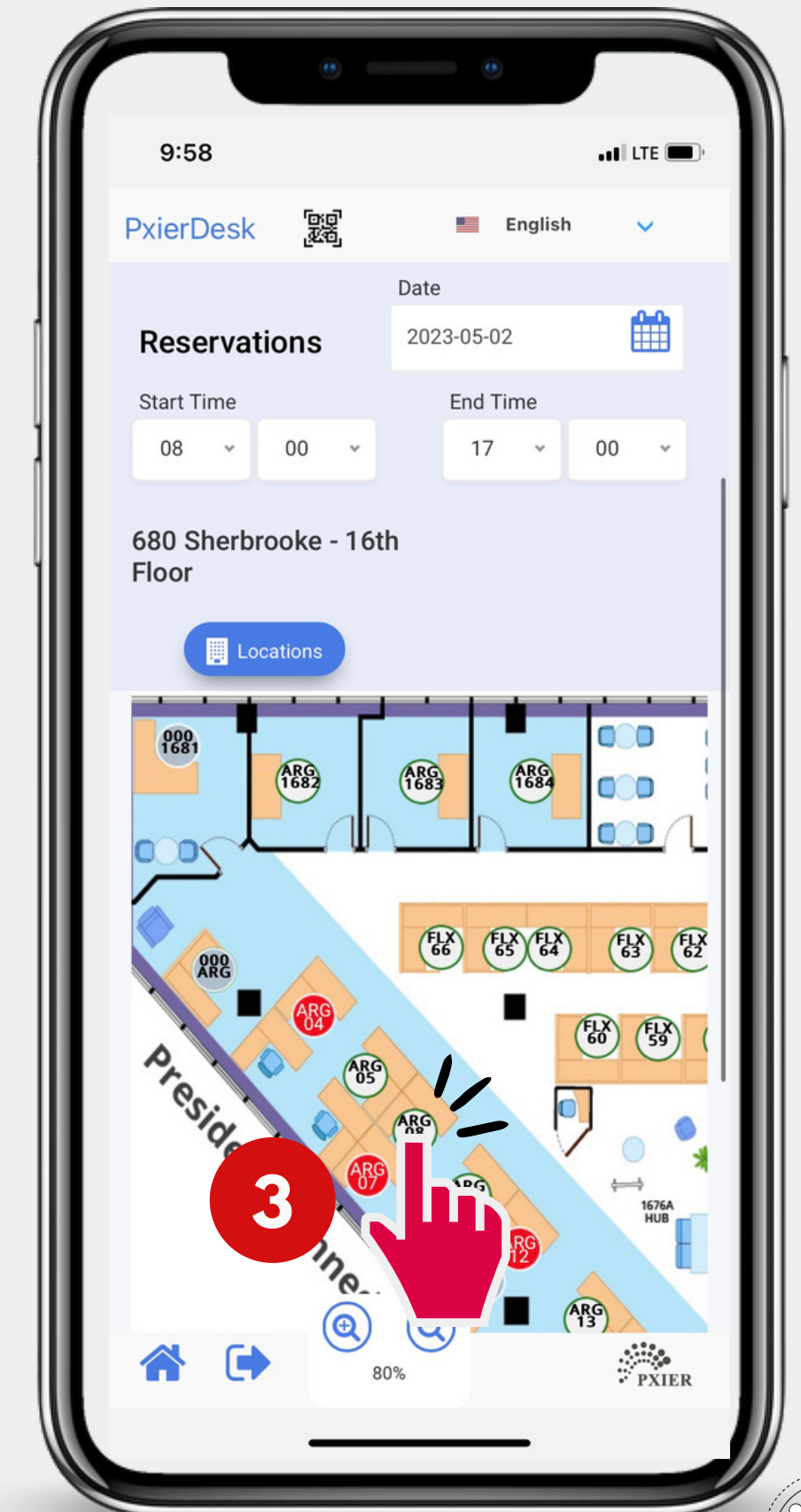
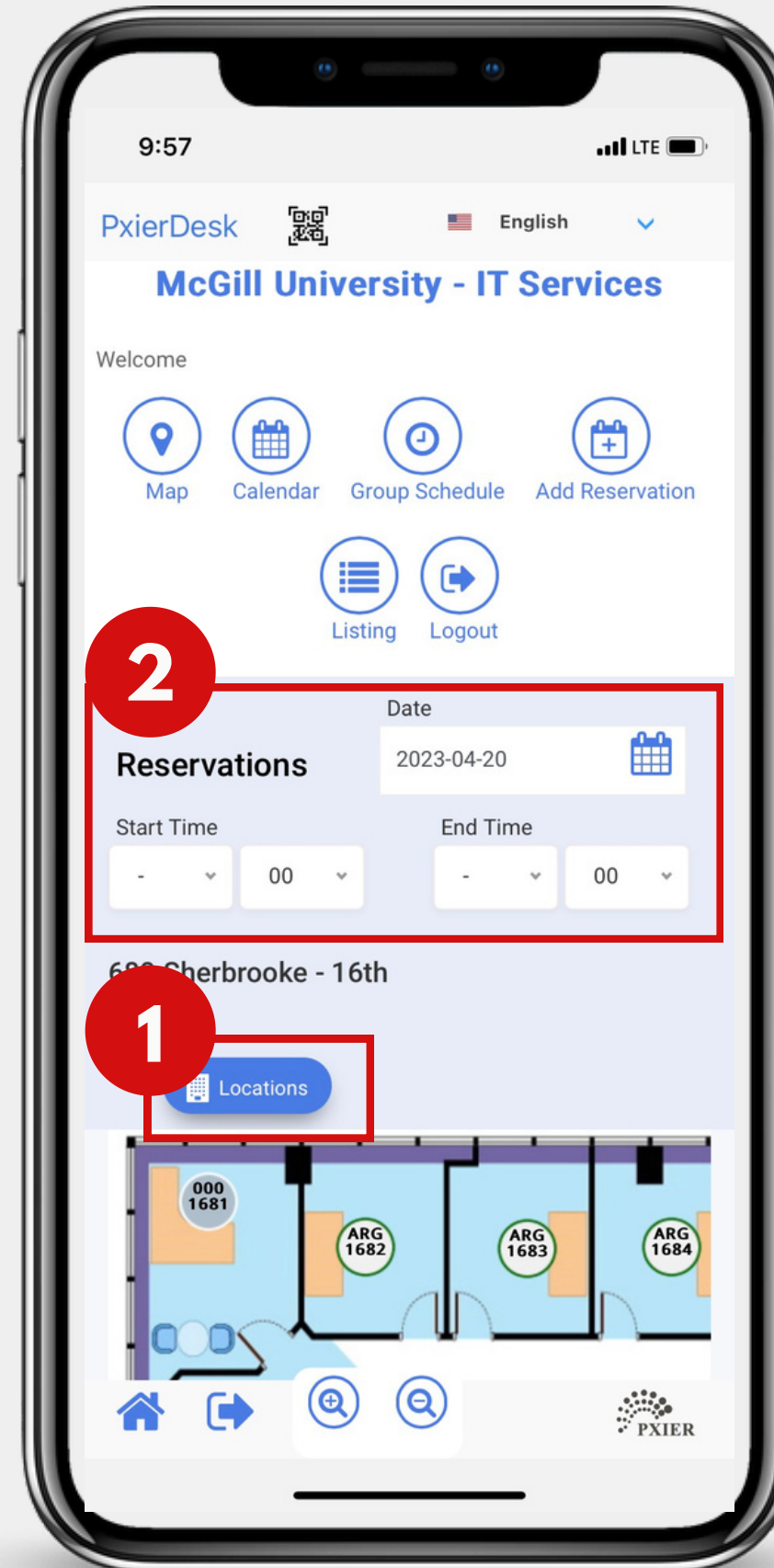
By default, the map will show today's date, but on the booking screen, it will change to the following day.

3 Click on an equipment to open the booking pop-up.

○ White icons = *available*

● Red icons = *NOT available* (booked by someone else)

● Grey icon = *Dedicated space and NOT available to book*



Booking equipment

1 Select **ONE** of the options:

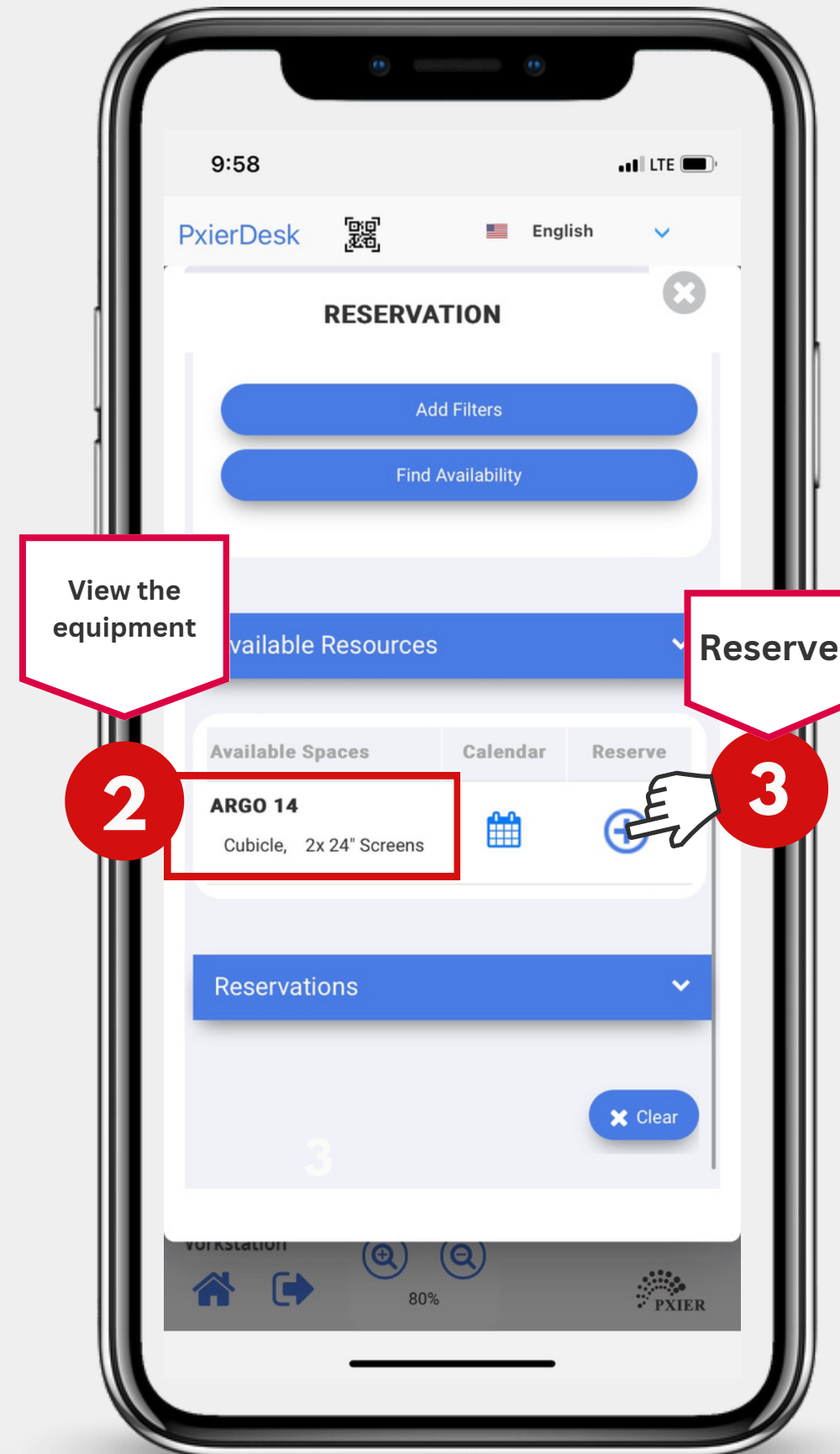
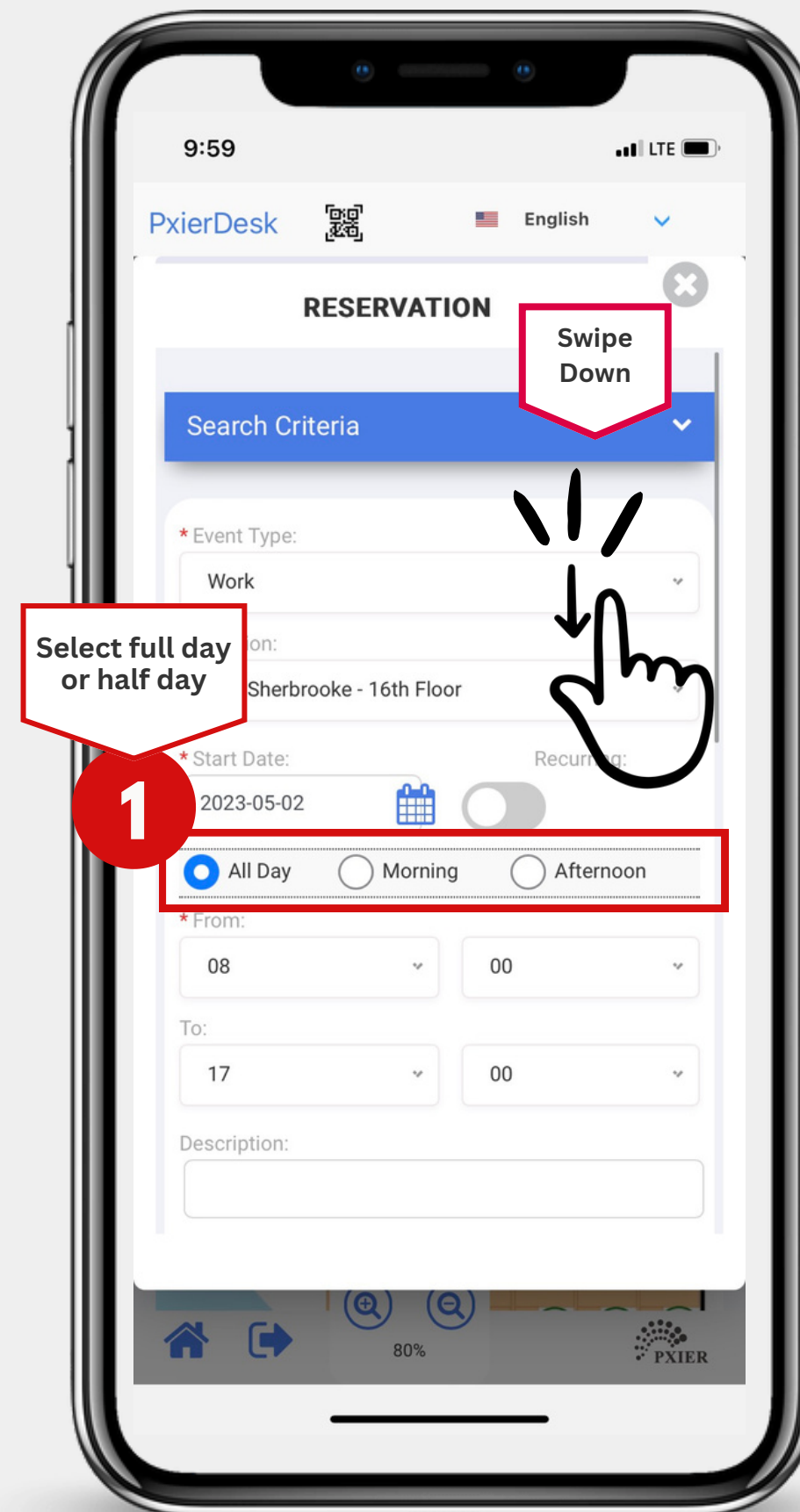
- All day
- Morning
- Afternoon
- Or enter specific times

2 Scroll down

When you scroll down to the **Available Resources** section, you can view:

- Equipment provided for that specific workstation.

3 Click the "+" to reserve.



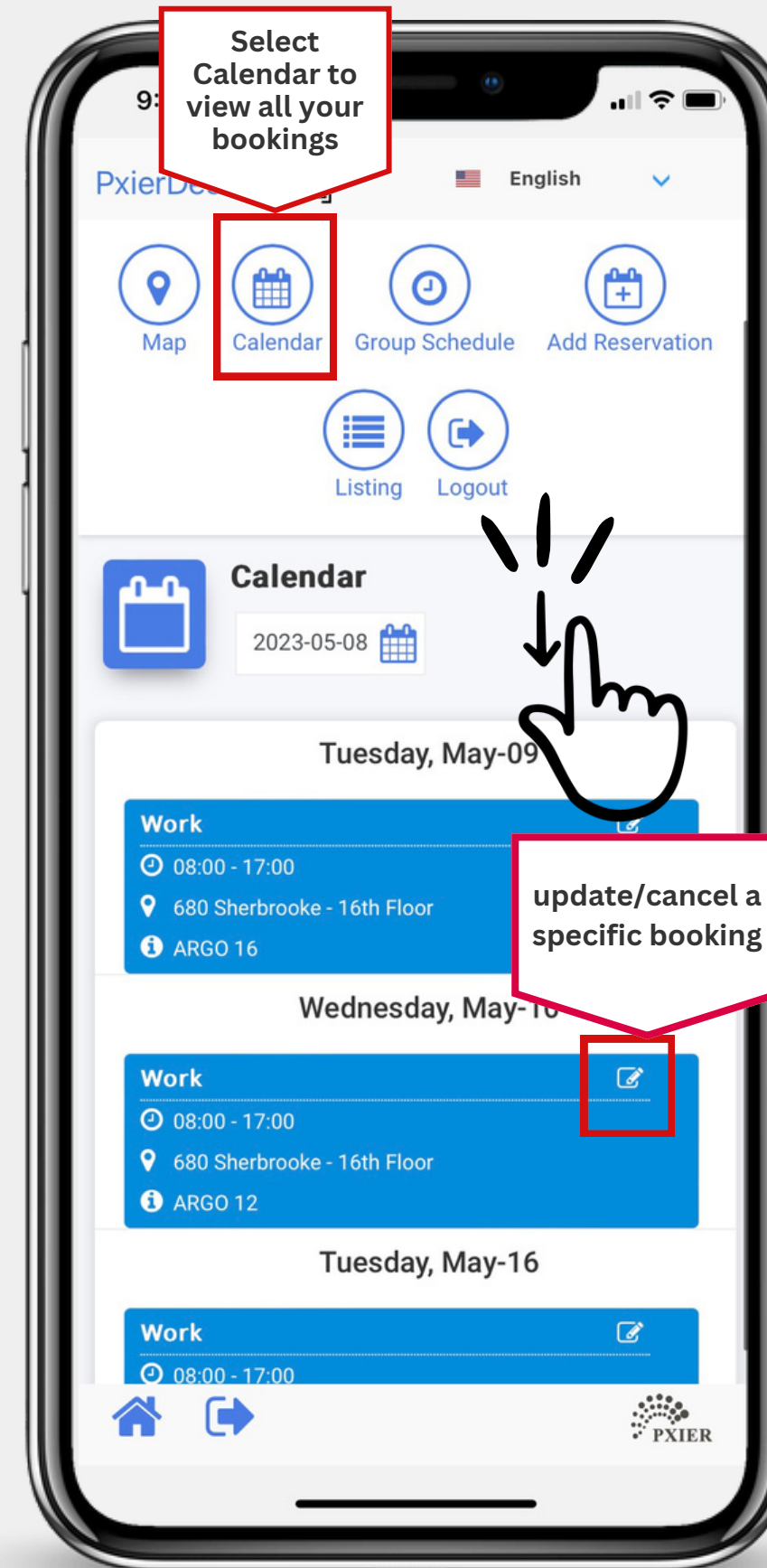
Calendar View

Select "**Calendar**" on the top.

This view will **show all your bookings**; simply swipe down.

NOTE:

You can also update/cancel your booking by clicking the edit icon on the top right of a specific equipment.



View your colleagues' bookings

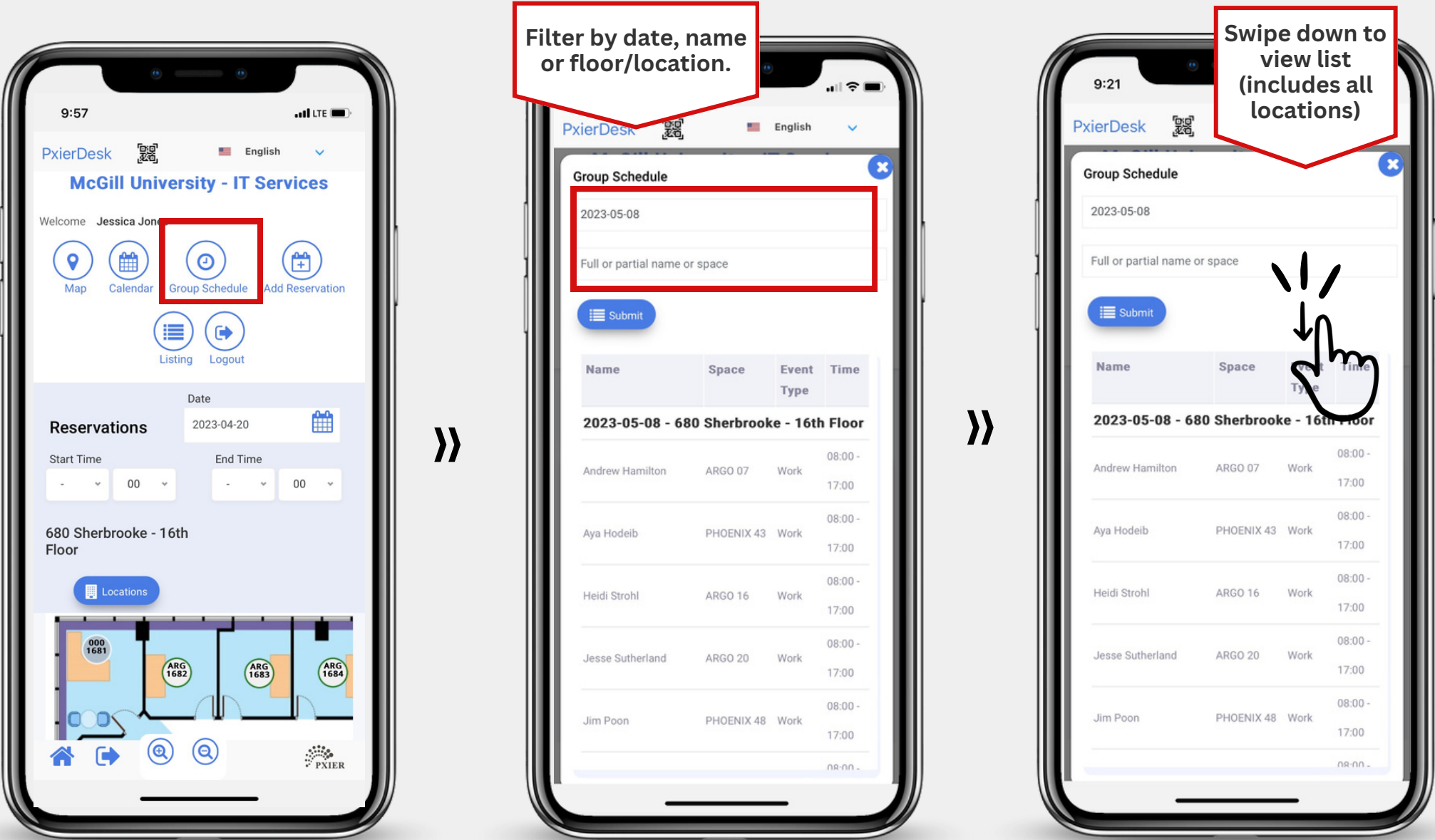
You can check your colleagues' schedule to find out who will be using the equipment and when.

Click "Group Schedule"

You can filter by date, name, or floor/location.

Group Schedule list will include:

- Name
- Equipment
- Time
- Floor/Location



For units booking via QR codes

How to know you're at the right equipment?

Option 1

To confirm you are at the correct equipment, check the sticker located on the equipment.

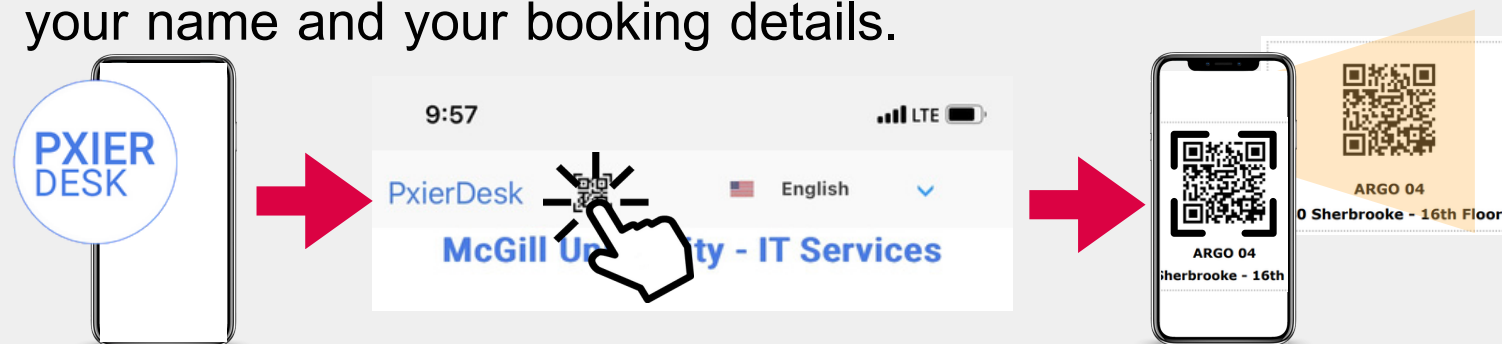
example:



Option 2

Open Pxier Desk mobile app from your phone and scan the Pxier QR code that's labelled on the equipment.

A pop-up window will prompt open with the equipment's details. If it is the equipment you booked, you will see your name and your booking details.



If your unit is using QR codes, each equipment will be labelled with a sticker that will include:

- Equipment name
- QR code (scan QR code using Pxier Desk mobile app)

NOTE: Pxier Desk app requires access to your phone's camera to use the QR code feature.

example

