TEOS Mobile App

TEOS 2.0 - Installation & User Manual - 2019
Document version 1.0

Overview

Thank you for purchasing this solution. This document will explain how to install and use TEOS Mobile app (also called TEOS Employee App).

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1. TEOS Mobile workflow

TEOS Mobile or Employee App is dedicated for the employees of a company. This app or webpage is dedicated for corporate usage. The idea is for a user to find a room in an easier way than using outlook for example, by providing filters (room capacity, room equipment, room location etc.). TEOS Mobile also allows the user to report an issue in the room, to request catering services in the room if allowed, both by directly contacting a generic email address. The user will also be able to control the devices in the meeting room and mirror their mobile content (compatible with Android and soon with IOS).

The app is not only for mobile phones, all the booking features are also available on the web browser. For that just go to **https://yourteosdomain/employeeapp**

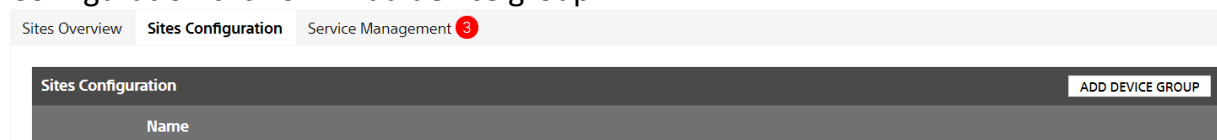# 2. Create your site within your site and manage it

TEOS Manage enables building and site management. For this usage the workflow is to create a Site Management environment.

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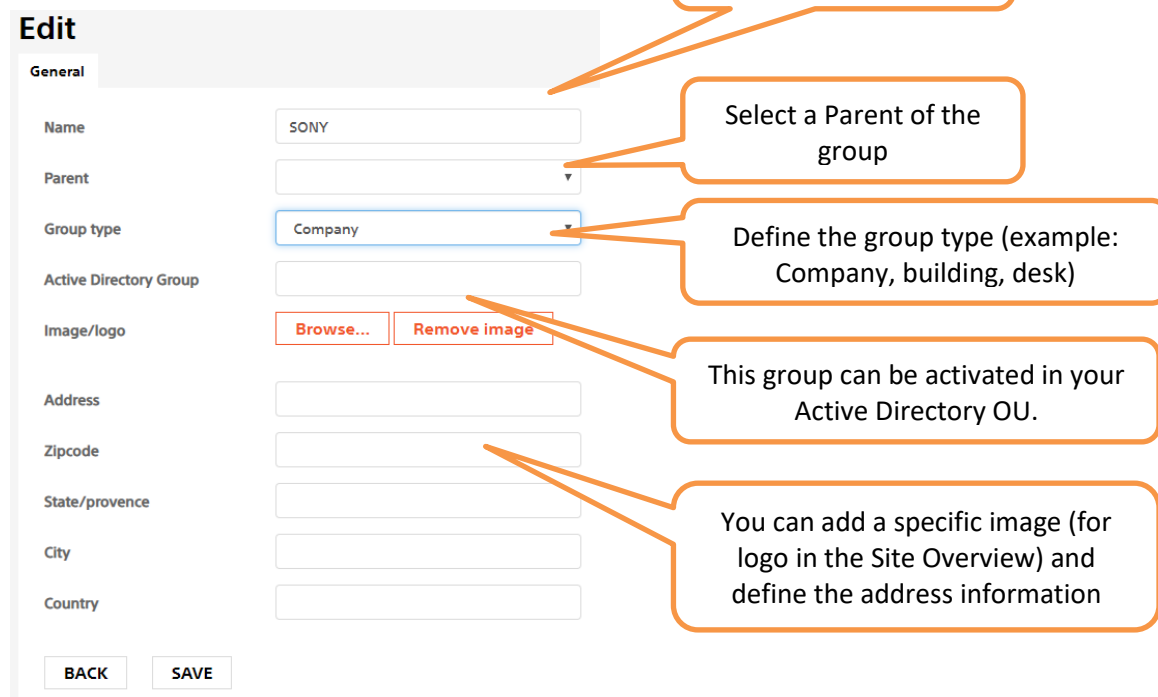TEOS takes into consideration the following spaces:
- Company (higher group level with company name)
  - o Site (which contains Buildings)
    - ▪ Building (containing floors)
      - • Floor (containing different spaces)
        - o Meeting Room (can contain, room booking, display, device control or just resource)
        - o Reception (can contain reception, Signage, device control)
        - o Restaurant (can contain Signage, device control)
        - o Open Space (can contain Signage, device control)
        - o Closed Office (can contain Signage, device control)
        - o Common Area (can contain Signage, device control)
        - o Desk (agenda management)

2.1. Create a new site environment in TEOS Manage

Go to Site Management [SITE MANAGEMENT] and Site Configuration. In Site Configuration click on " Add device group"

| Sites Overview | **Sites Configuration** | Service Management 3 |

| **Sites Configuration** | ADD DEVICE GROUP |
| **Name** | |

When adding a new device group, you can:

Define the name for the group

Edit

General

Name	SONY
Parent	▼
Group type	Company ▼
Active Directory Group	
Image/logo	Browse... Remove image
Address	
Zipcode	
State/provence	
City	
Country	

BACK   SAVE

Select a Parent of the group

Define the group type (example: Company, building, desk)

This group can be activated in your Active Directory OU.

You can add a specific image (for logo in the Site Overview) and define the address information

We recommend creating the following hierarchy as it is detailed in the example below. Of course, the hierarchy is decided by each customer depending on their needs.

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Sites Overview   Sites Configuration   Service Management

Sites Configuration

Name
- Sony
- Basingstoke
- Jays Close
- First Floor
G1
G2
G3
Reception
- Ground Floor
Closed Office
Common area
Desk
F1
F2
Meeting Room 1 - 1
Open Space
Resturant

1. Company
2. Site
3. Floor
4. Meeting Room
5. Reception
6. Common Area
7. Open Space
8. Restaurant
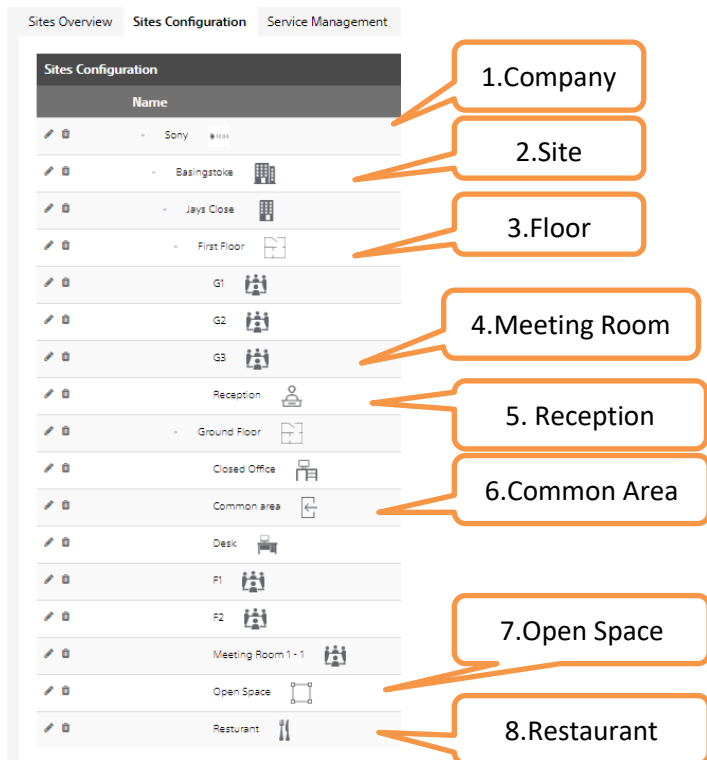
2.2.   Create Meeting rooms

When Creating a Meeting room group type In Site Configuration there is additional information that is needed for the meeting rooms to be visible in the Employee App.

Edit

General   Meeting Room

Name	TEOSM-991
Parent	Test Floor A1
Group type	Meeting Room
Active Directory Group	
Image/logo	Browse... Remove image

BACK   SAVE

Edit your meeting room and go to "Meeting Room" tab.

With this tab, you can add a description for the meeting room visible in the Employee App. You can define the room capacity, add a check-in-time before the meeting starts and cancel time for check-in after meeting starts (for room booking).

You can add an incident email address and allow special services (catering) defining the default email address to receive the request.

Add the equipments link with the meeting room (visible In Employee App filtering and resources). Equipment can be created in the administration ADMINISTRATION tab and equipment management. An image of the equipment can be added. You can also define the user groups that can see the room (by selecting the group having access to the meeting room)

The content part is linked with the Room Booking tablet, the calendar of the room (O365, Microsoft Exchange, Google Calendar, TEOS Calendar), for the calendar the domain of the calendar must be accessible from TEOS. You can link a room control

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interface and define the BRAVIA interface for the room.

2.3.   Creating a desk environment

When Creating a desk group type in Site Configuration there is some additional information that is needed for the Desk to be visible into the Employee App.

Edit your Desk group and go to "Meeting Room" tab.
With this tab, you can add a description for the Desk visible in the Employee App. You can define a check-in-time before desk usage starting and cancel time for check-in the desk in the app.

You can add an incident email address for when the user reports an issues with the desk.
Add the equipments link with the Desk (visible in Employee App filtering and resources). Equipments can be created in administration [ADMINISTRATION] tab and equipment management. An image of the equipment can be added. You can also define the user groups that can see the room (by selecting the group having access to the desk)

Content part Is linked with the calendar of the desk (O365, Microsoft Exchange, Google Calendar, TEOS Calendar), for the calendar the domain of the calendar must be

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accessible from TEOS.

3.   Using the Employee App

This section will explain how to use the Employee App after creating all the structure and defining the user and rights in TEOS Manage. The Employee App can be accessible depending on the company's network architecture and configuration. In TEOS Manage you can define a URL for an external access to the Server and to the App. For that go to server management > settings

3.1.   Using an Android device

Go to the Play store and download the TEOS Mobile Android App version 1.0.7. You can also get the Mobile apk from our website http://pro.sony.eu/teos, you will be able

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to deploy the apk via MDM or just install it manually in your smartphone using the unknown App installation.

If in the meeting room you use TEOS Connect, you can also download TEOS Connect Mobile Version.

1. Opening the TEOS App for the first time

Make sure that the device has access to the TEOS server, using the internal network (via WIFI or using mobile data, if the TEOS server has public access). When you open the app for the first time you must put the TEOS Server URL, when adding the URL, you must put a login and password defined on TEOS (in user management, via Active Directory or from TEOS Database).

Insert your Server URL

Login and password from Active Directory or TEOS database
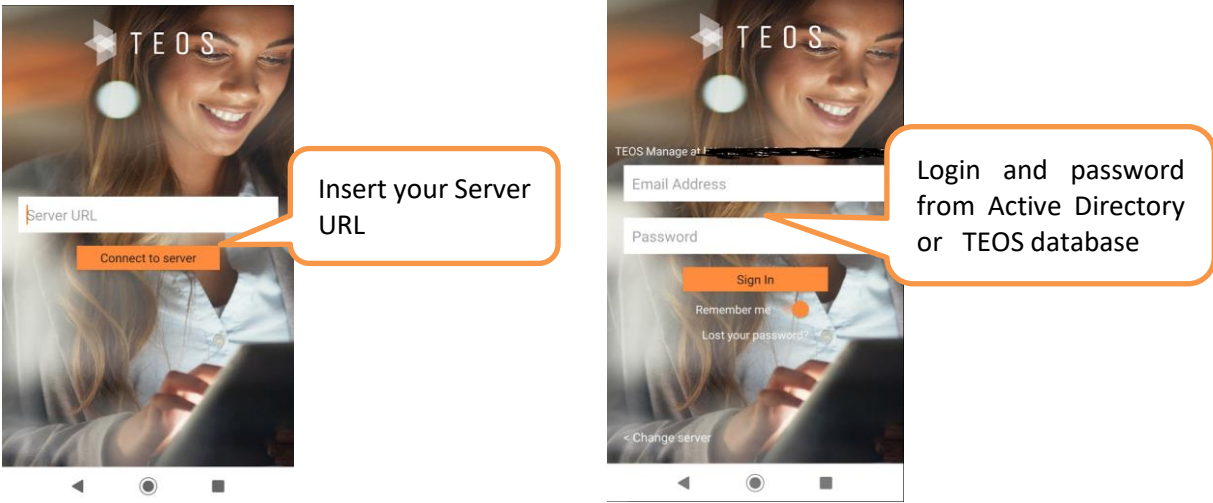
2. Synchronize with the user's agenda

After adding your login and password, you will have to synchronize your agenda from the App being to add your own meetings, invite other people etc. When your agenda is synchronized

The synchronizable agendas are:
TEOS Calendar
Google Calendar
Office 365 calendar
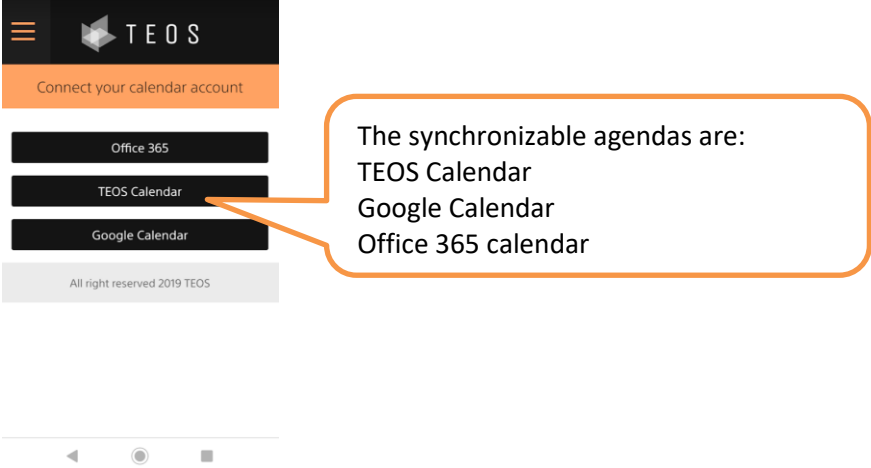
3. Booking a meeting room

When you access the app you will be able book a new meeting room. When you press "Book a meeting" you will have the possibility to apply filters to find the room you need.

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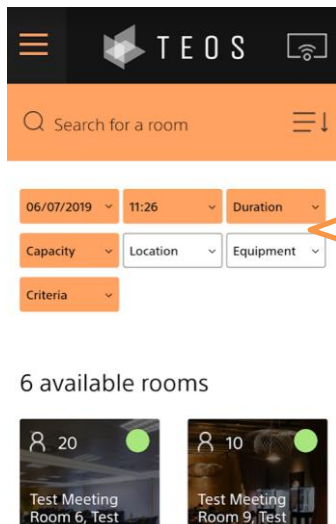
Filter by:
- Time schedule
- Duration
- Capacity
- Location
- Equipment
- Criteria
TEOS will show you the rooms based on these filters

When you select a meeting room, you will have to select in the calendar your meeting schedule. When selecting you will go automatically to the page to put the meeting name, meeting description, invite other people and attach a file to the invitation. Press "confirm" to finalize the booking.
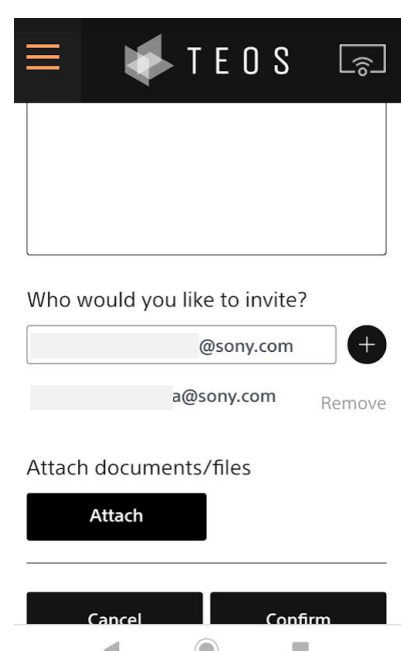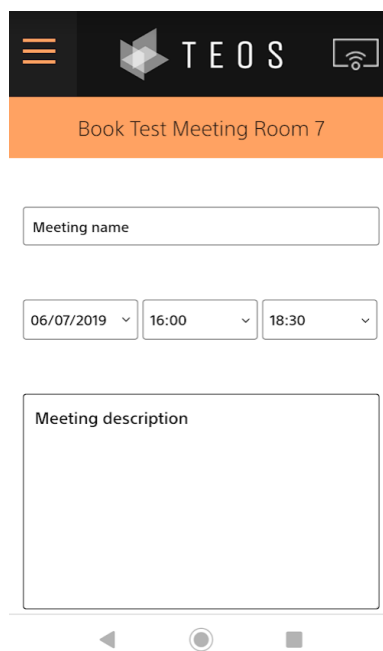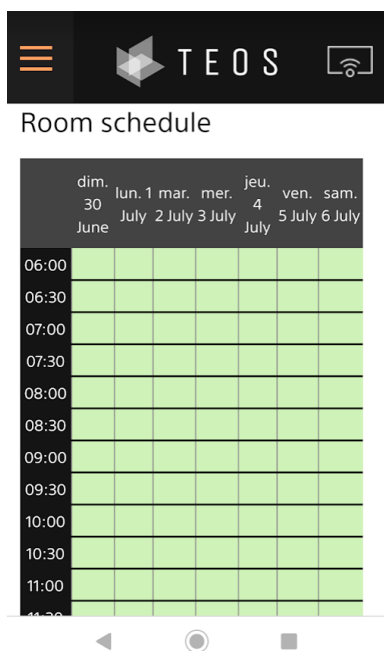

When booking is done, it can be found in upcoming meetings as well as personal booking statistics.

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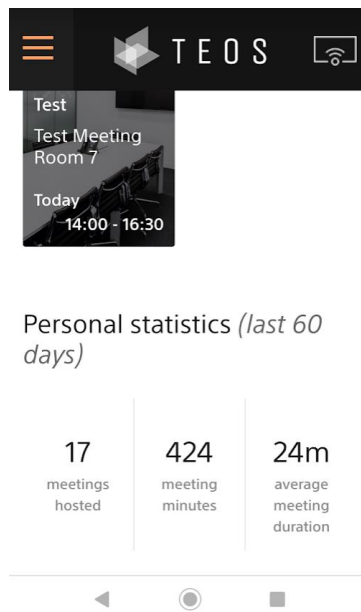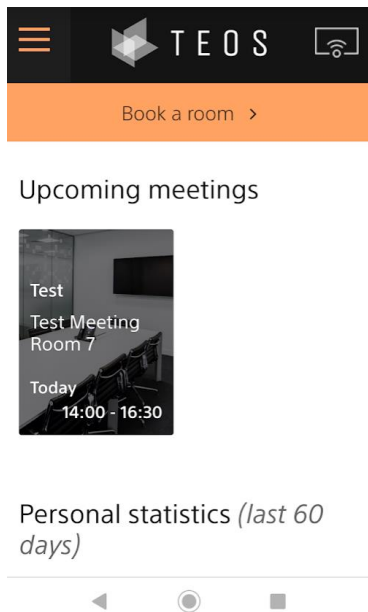
4. Control and Mirroring in the meeting room after booking

If the AV devices in your meeting room are managed by TEOS, you can virtually control them from the app. If you already have TEOS Connect installed on the display in the meeting room, you will have the possibility to mirror your smartphone as well as controlling the device.
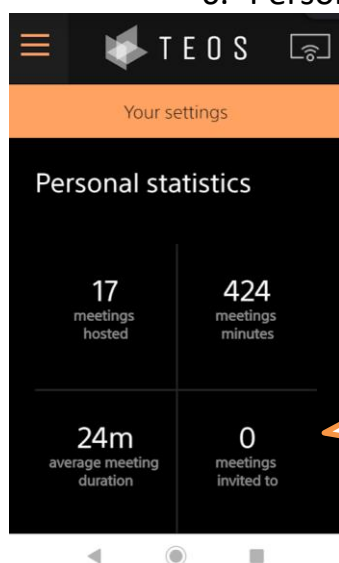
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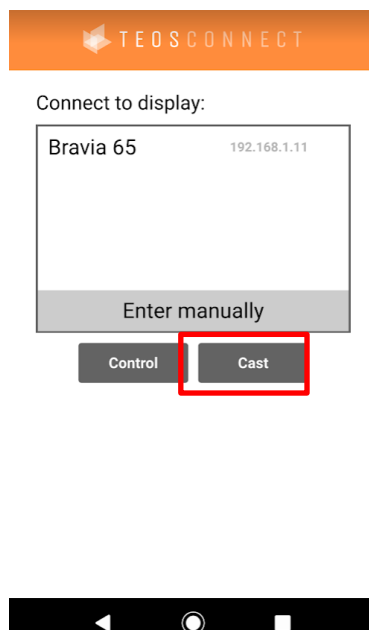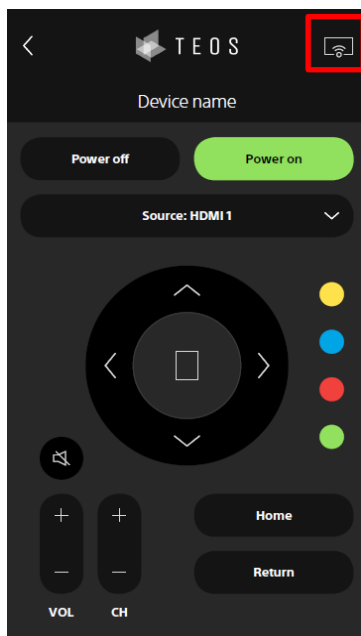
5. Booking a Desk

For the desk booking, the workflows are similar to room booking. Press on the menu and press "search for a desk". Select your desk based on the filters, select the desk and fill the desk booking name and desk booking description.
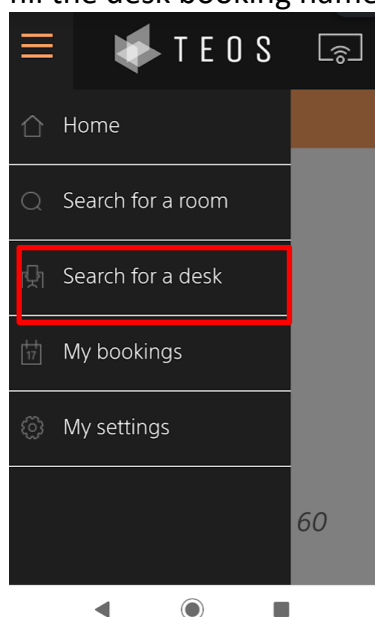

6. Personal statistics

TEOS provides statistics for users to assess their meeting activity.
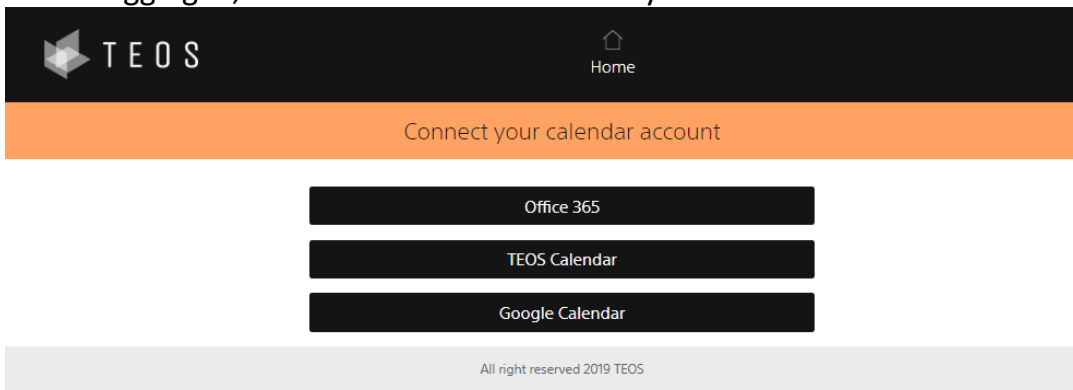For this case, the statistics are:
- Meetings hosted
- Meetings time (minutes)
- Average meeting duration
- Meetings Invitation
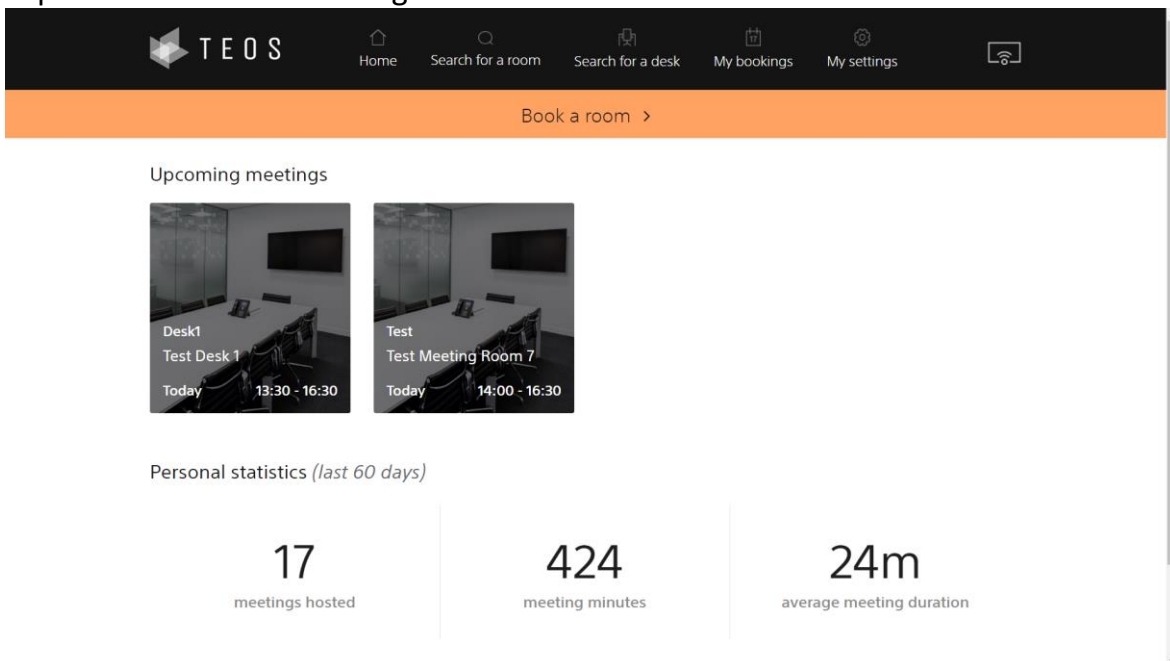
3.2. Using web browser

All the booking features presented for the mobile application are also available on the web browser. For that just go to **https://yourteosdomain/employeeapp**
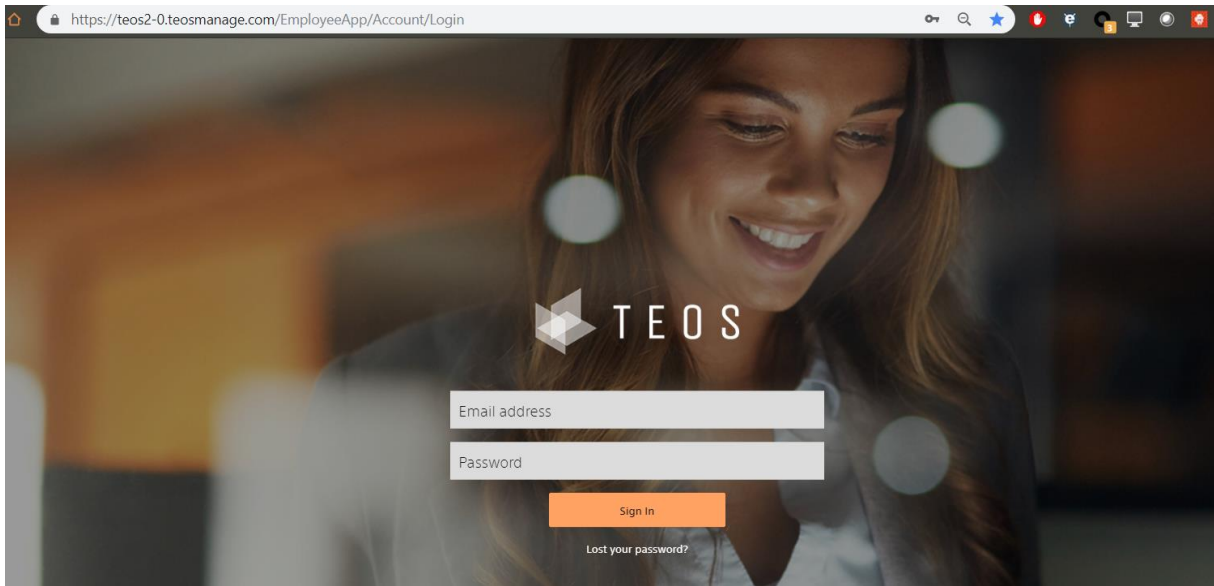
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When logging in, select the user calendar to synchronize.

When synchronizing the calendar, you can start booking the room and desk as it is explained in the mobile usage section.

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