

anny

Booking Guide

Step-by-step instructions for AI:AT Coworker

[Desks](#) · [Meeting Rooms](#) · [Check-in](#)

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Resources

Ressource Category		Floor	Capacity	Bookable by Coworker
Meeting Rooms				
	Leonardo	7.	7 Persons	✓
	Discoverer	7.	60 Persons	✓ requires a request
	Kitchen Ara Lobby	7.		✓ requires a request
	Jupiter	6.	12 Persons	✓
	Meluxina	6.	4 Persons	✓
	Vega	6.	4 Persons	✓
	Lumi	2.	12 Persons	✓
	MareNostrum	2.	8 Persons	✓
Workspaces				
	Coworking 6.	6.		✓
	Coworking 2.1	2.		✓
	Coworking 2.2	2.		✓

1. What is anny?

anny is a cloud-based booking platform that allows you to reserve desks, meeting rooms, and parking spaces quickly and easily — via browser or mobile app. The platform is available to both internal staff and external members.

 Web & App Available via browser and mobile app at any time	 Real-Time See live availability of all resources	 Reminders Automatic email reminders before your booking	 Overview All your bookings in one central dashboard
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2. Registration & Login

1. Open your invitation email

You will receive an invitation email from your administrator. Click the link inside to activate your account.

2. Create your account

Follow the link in the invitation email to create your account and log in.

3. Complete your profile (optional but recommended and fun)

Under *Profile*, you can add your name, customize your avatar, connect with others, and add additional details.

 **Tip:** Anny is available both via browser and as a mobile app. We recommend downloading the app for easier access and on-the-go booking.

 Explore	 Planner
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Explorer view:

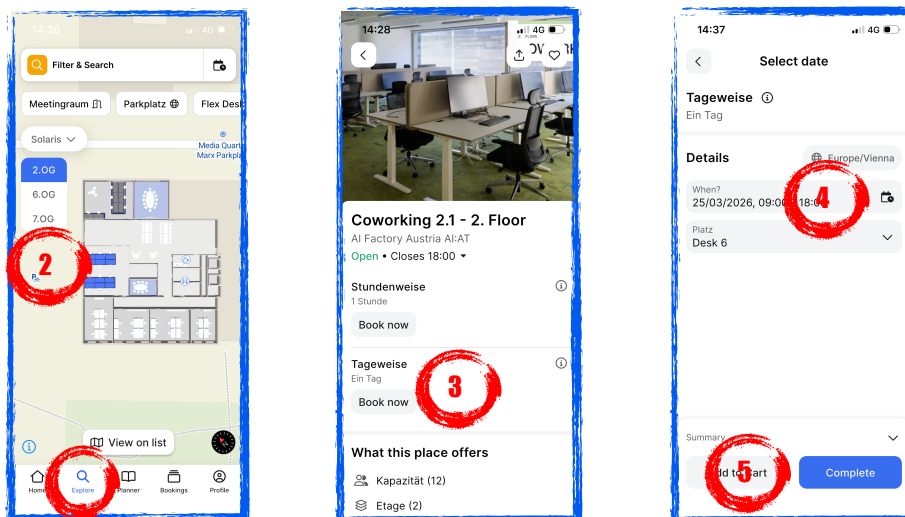
Helps users **discover** the right resource by searching and filtering (date/time + attributes) and then book it.

Planner view:

A **weekly planning** view for favorites and recurring routines, so users can book faster across multiple days.

3. Booking a Desk / Workplace in Explorer (Map view)

- 1. Open the dashboard** — Log in and click on Explore (view of all resources, you can filter by preferences)
 - Select your preferred viewing option **MAP** or **GRID** -
- 2. Select location & area** — Choose your desired resource location and then the area (e.g. floor, zone).
- 3. Set Booking option** — Choose between booking by flexible, hourly or by day
- 4. Set date & time** — Click the calendar icon and select the date, start time, and end time.
- 5. Confirm your booking** — Review the date, time, and desk. Click Book Now — you will receive a confirmation email.



✓ Tip

Do you regularly book the same desk? Save it as a favourite to book it in one click next time.

4. Booking a Meeting Room in the Planner (Grid view)

- Select your preferred viewing option **MAP** or **LIST** -

⚠ First-time setup (List view only):

When using **List view**, you need to add the resources you want to see.

Click on **Manage Resources** ⚙ and ❤ **heart** the meeting rooms you regularly use. Only these selected (hearted) rooms will appear in your **Planner list**.

💡 **Note:** In **Map view**, all available resources are visible automatically — no setup needed.

1. Select a date

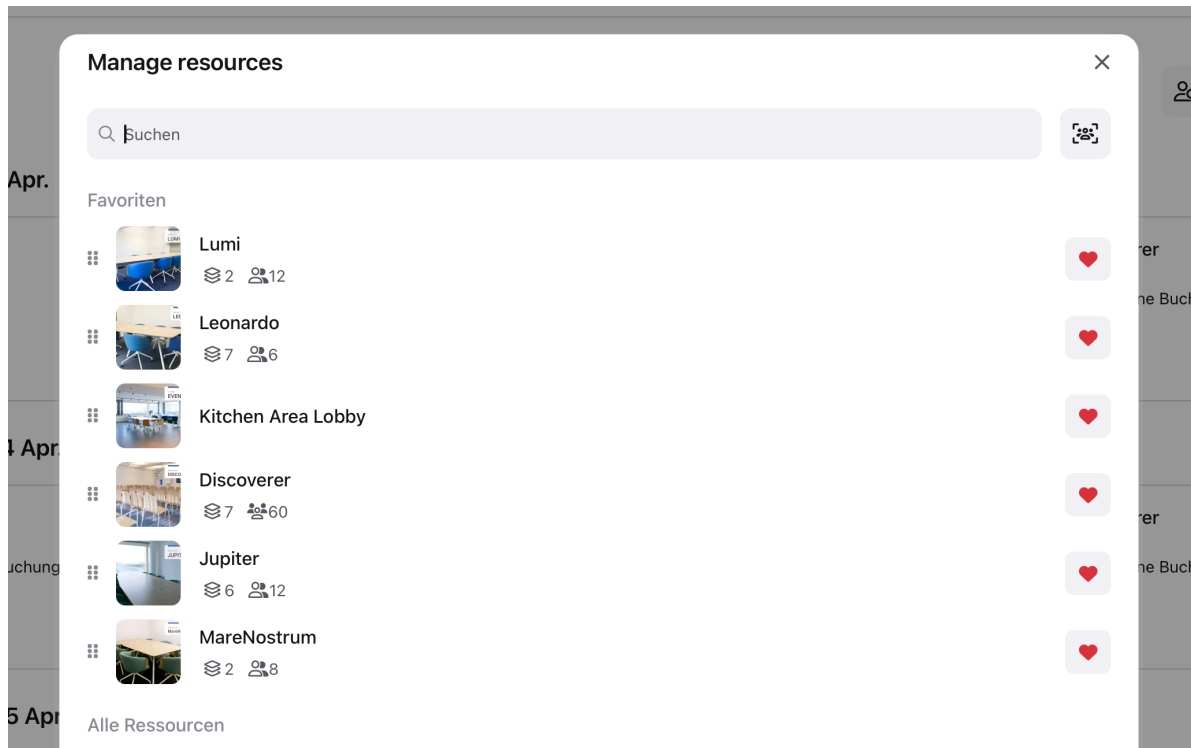
2. Add a new Resource (by clicking on Manage Resources ⚙) or select an already added one

3. Set Booking option — Choose between a flexible or hourly booking

4. Select time — Choose time slot in the room's calendar. Available time slots are shown directly.

5. Add a booking title / reason — If you would like you can add a title or reason for your booking.

The screenshot shows the AI:AT Planner interface. At the top, there is a date selector with a red circle labeled '1' around the date '14'. Below the date selector, there is a list of resources: Lumi, Leonardo, Kitchen Area Lobby, and Discoverer. Each resource has a 'Keine Buchungen' (No bookings) status. A red circle labeled '2' highlights the 'Manage Resources' button (gear icon) in the top right corner. The main area displays a grid of booking slots for the selected date (April 14, 2026). The resources are listed on the left, and the booking slots are shown in a grid format. The resources are: Lumi, Leonardo, Kitchen Area Lobby, and Discoverer. Each resource has a 'Keine Buchungen' (No bookings) status. The booking slots are shown in a grid format, with each slot having a 'Keine Buchungen' (No bookings) status.



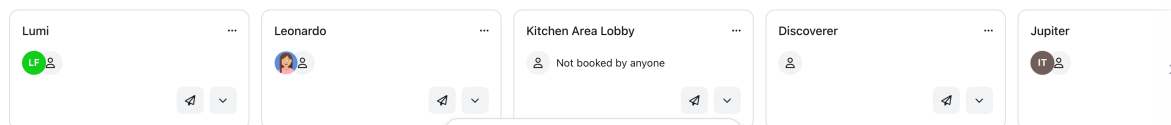
Planner

April 2026

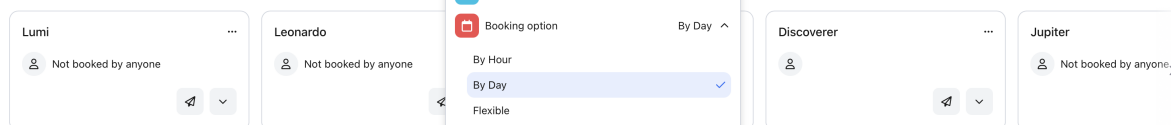
< Mon 13 Tue 14 Wed 15 Thu 16 Fri 17 Sat 18 Sun 19 >

👤 🗖️ ⚙️

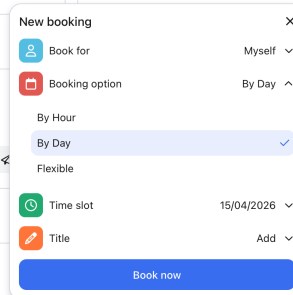
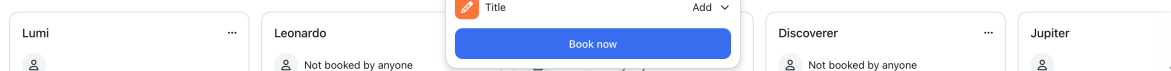
Wednesday, 15 Apr



Thursday, 16 Apr



Friday, 17 Apr



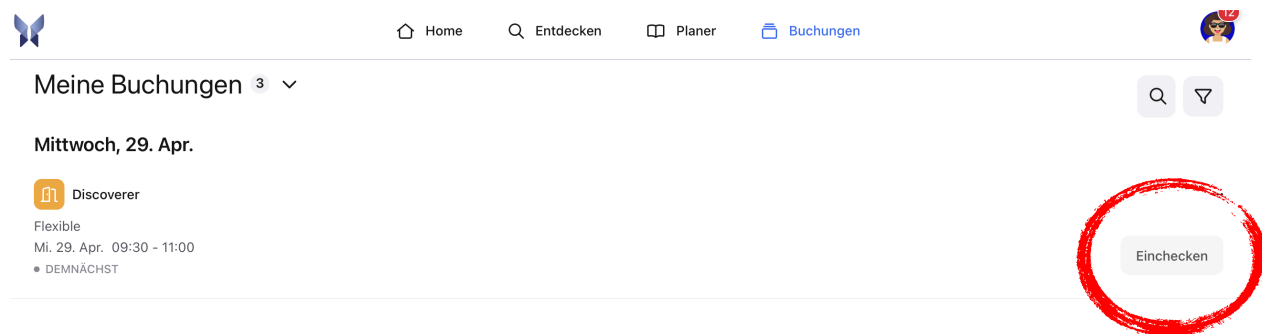
⚠️ Important

Bookings for the **Kitchen Area** and **Discoverer** require **admin approval** before they are confirmed.

5. Check-in

After booking, you must **check in on the day of use** to activate your reservation. Bookings without a check-in will be **automatically released**.

- 1. When to check in?** — You are able to check in 30 minutes in advance, and you have to check in no later than 30 minutes after your booking starts.
- 2. How to check in?** — Check in via the app or the browser under Bookings
- 3. No check-in — what happens?** — your booking will be canceled 30 minutes after the start time if no check-in is completed, and the resource will be released for other bookings.



7. Important Guidelines

Bookings are binding

Please only book a resource if you actually plan to use it.

Data Privacy

Your booking data is processed in accordance with GDPR.

Support

For technical issues, contact: reception@ai-at.eu or Mara.