

HOW TO CREATE YOUR LIVEDESK (ADDING PODS)



Introduction

LiveDesks are assembled by putting together functional “pods” to make the perfect fit digital workplace for your teams, departments and workgroups.

The screenshot shows a customised LiveDesk interface for 'The Sensee Leadership Conference'. The interface is composed of several functional pods:

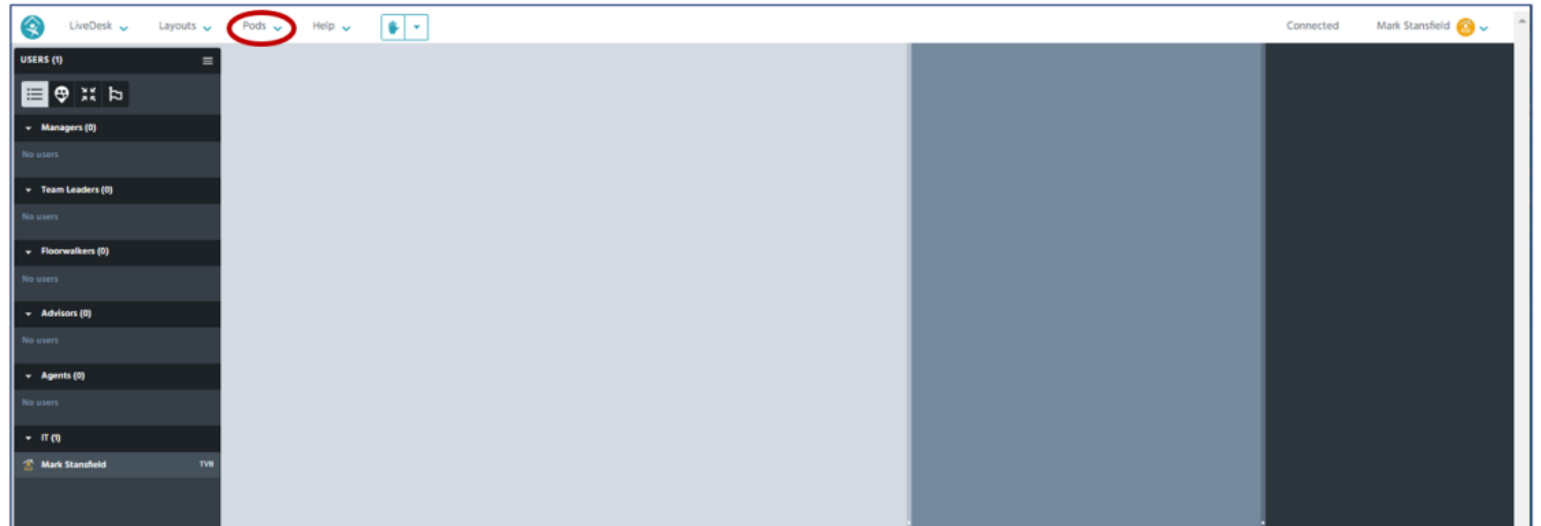
- Users (1)**: A sidebar on the left showing a list of users and their roles, including Managers (0), Team Leaders (0), Floorwalkers (0), Agents (1) (John Aytton T), and IT (2) (Kathryn Cattell, Rebecca Miller).
- Event Notes**: A central pod displaying 'The Sensee Leadership Conference' with a welcome message.
- Attendees Files**: A table listing files for attendees.
- Work Presentation Related Chat**: A chat pod for work-related discussions.
- Car Park for Questions**: A Q&A pod for attendees to ask questions.
- What Do You Want to Cover**: A poll pod asking 'What's most important for us to cover today?' with options: 1. Strategy, 2. Outlook, 3. Finance, 4. Structure.
- Preferred Session Ego**: A poll pod asking 'Which session did you prefer?' with options: Reflection / Future, Objectives, Values, Breakout 1.
- Hosts Files**: A table listing files for hosts, including 'Detailed Agenda AM.pdf', 'Detailed Agenda PM.pdf', and 'Break out Session 1.pdf'.
- Mood Meter**: A gauge pod showing 'Current Mood' and '19:45 - 20:00' with '0 Answers'.
- Social Chat**: A chat pod for general social interaction.

Callouts and annotations on the interface include:

- Add your logo**: Points to the Sensee logo in the top left.
- Add an image pod**: Points to a pod in the top navigation bar.
- Add a note pod**: Points to the Event Notes pod.
- Add a file share pod**: Points to the Attendees Files pod.
- Click on username to Log out or change your working location / department**: Points to the user profile 'Kathryn Cattell' in the top right.
- Gauge the mood of your Team with the 'Mood Meter'**: Points to the Mood Meter pod.
- Social chat pod**: Points to the bottom chat input area.
- Work chat pod**: Points to the Work Presentation Related Chat pod.
- Q&A pod**: Points to the Car Park for Questions pod.
- Create and run polls**: Points to the What Do You Want to Cover pod.
- Customise the Management Hangout area**: Points to the Hosts Files pod.
- View users and roles**: Points to the Users sidebar.

Getting Started

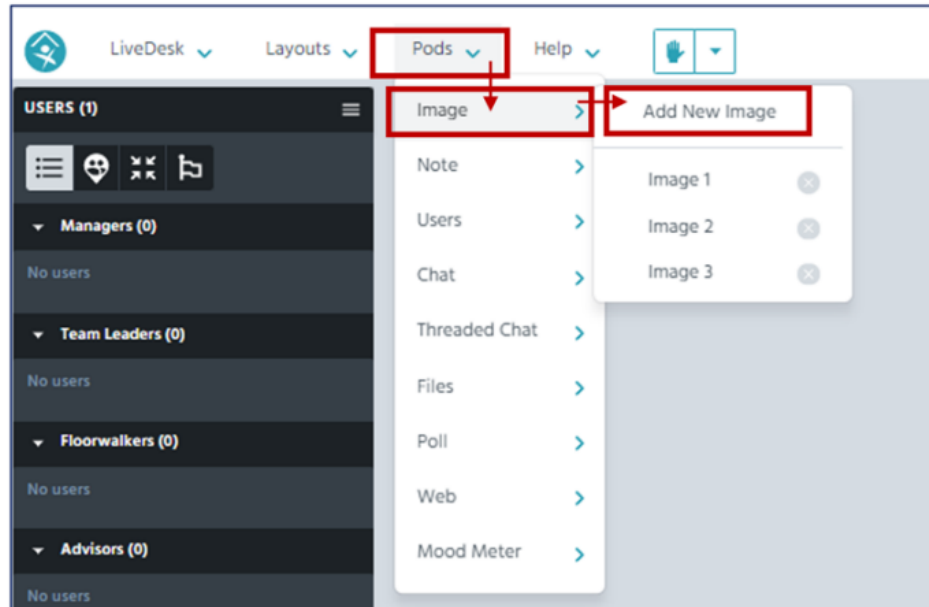
Upon arriving into your Livedesk for the first time you will be presented with a blank canvas where you can begin to add pods and create your Livedesk Layout.



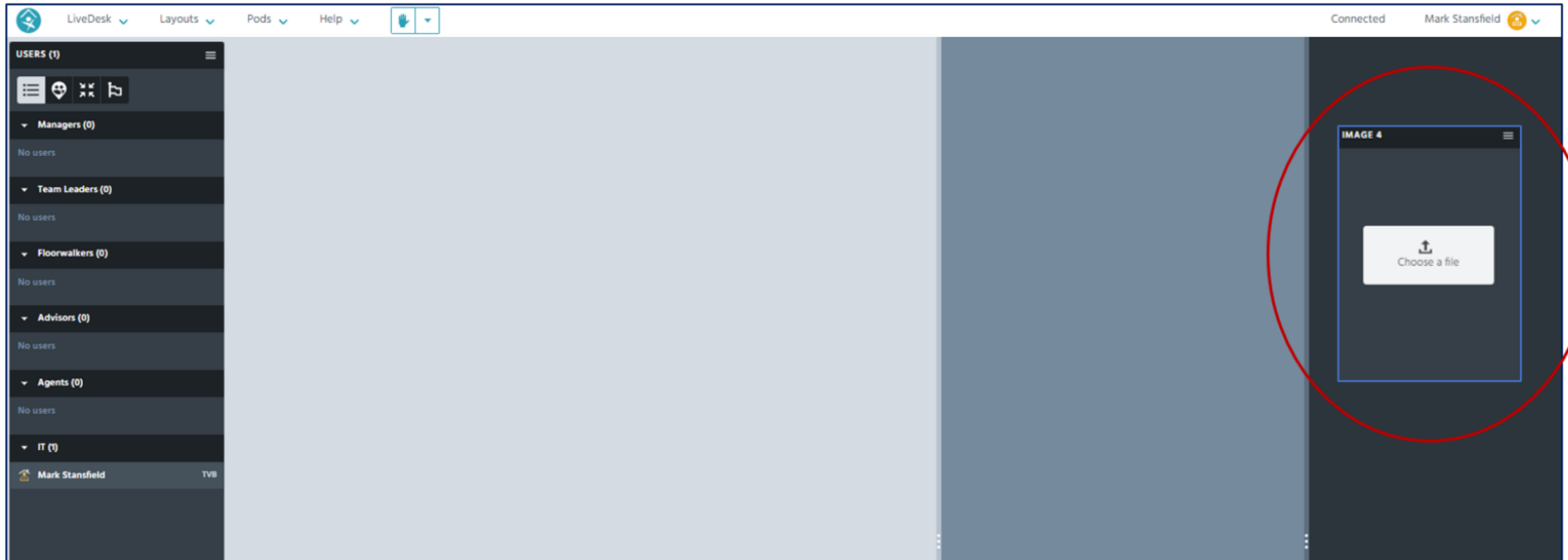
Adding Pods to LiveDesk

The Pods option is located in the top menu bar to the left (see the individual articles for each associated pod for additional detail in relation to functionality). To add a pod:

- Navigate to the pods menu at the top of the room where in the dropdown, you will see a list of different types of pods
- Hover your mouse over the type of pod you wish to add
- You will see a new menu with the option either to add a new instance of that pod, or to load a saved pod that has been created previously (the below example highlights a user that has opted to add an image pod, but the principle is the same for all pods).



Once you have selected the pod that you wish to add it will appear in the management area to edit so as not to disrupt the flow of the desk (in the below example an **Image Pod** has been added as a result of selecting **Add New Image**). Drag to the position you require within your layout in the main area of the desk:



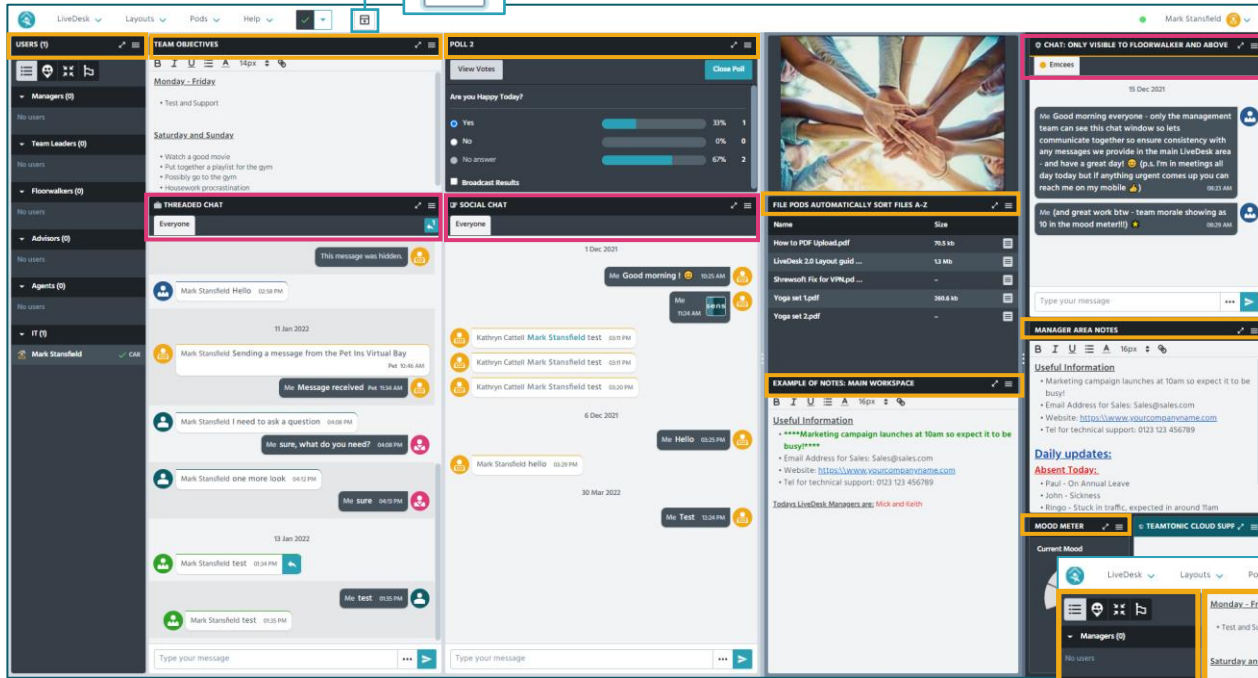
Continue to populate your LiveDesk until you have achieved the desired layout that meets your business needs:

The screenshot displays the Sensee LiveDesk interface with a dark theme. At the top, navigation tabs include 'LiveDesk', 'Layouts', 'Pods', and 'Help'. The user 'Mark Stansfield' is logged in and connected. The interface is divided into several sections:

- Left Sidebar:** A vertical menu for 'USERS (1)' with categories: Managers (0), Team Leaders (0), Floorwalkers (0), Advisors (0), Agents (0), and IT (1). The user 'Mark Stansfield' is listed under IT.
- TEAM OBJECTIVES:** A widget showing goals for 'Monday - Friday' (Test and Support) and 'Saturday and Sunday' (Watch a good movie, Put together a playlist for the gym, Possibly go to the gym, Housework procrastination).
- POLL 2:** A poll titled 'Are you Happy Today?' with options: Yes (100%, 1), No (0%, 0), and No answer (0%, 0). A 'Broadcast Results' button is at the bottom.
- Work Chat:** A chat window for 'Everyone' dated '1 Dec 2021' with a message: 'Me Good morning! 🌞 10:25 AM'.
- SOCIAL CHAT:** A chat window for 'Everyone' dated '19 Nov 2021' with two messages: 'Me 12:35 PM' and 'Me 🌞 12:36 PM'.
- IT TROUBLE SHOOTING DOCS - QUICK REFERENCE GUIDES:** A table listing documents:

Name	Size
LiveDesk 2.0 Layout guid ...	1.3 Mb
Shrewsoft Fix for VPN.pd ...	-
How to PDF Upload.pdf	70.5 kb
- CHAT:** A large chat area titled 'CHAT: ONLY VISIBLE TO FLOORWALKER AND ABOVE' with a sub-header 'Emcees' and a message input field.
- MANAGER AREA NOTES:** A widget with a text editor and 'Useful links' including a Microsoft document link.
- MOOD METER:** A gauge showing 'Current Mood' at 0, with a time range of '10h00 - 10h30' and '0 Answers'.

Headers are toggled on (click to toggle off)

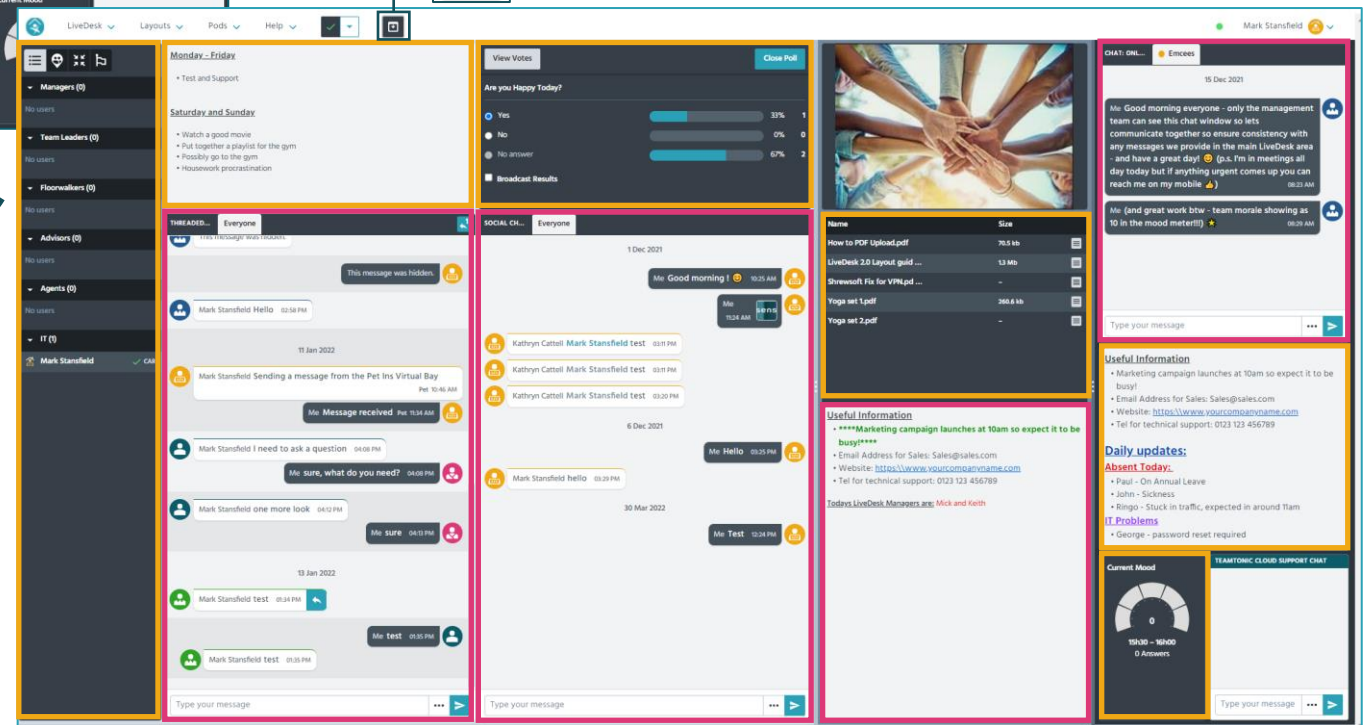


Managing Pods - Adding and Removing Headers: Pod headers can be added or removed/condensed- this can be useful if your LiveDesk is heavily populated and you require some additional space. In order to toggle your Pod headers on/off, simply click on the Livedesk Pod Header toggle button situated towards the middle of LiveDesks menu bar (click on the below image to view as a pdf in a separate tab):

Chat Pod headers are condensed to ensure the Chat Pod name remains present on the left hand side.

Non-Chat pod headers have the header removed to provide a clean look to your LiveDesk

Headers are toggled off (click to toggle to on)



Hovering your mouse cursor over the top left had side of the Pod when headers are toggled off will result in your header being revealed should you need to quickly view it without un hiding all headers:

