



# User Guide



# Thank You

Thank you for choosing [Wurkr](#), we really hope you enjoy it.

We recommend using 2 screens: 1 running your Wurkr app and the other screen running your productivity working space.

We are aware of some issues with certain firewalls on corporate networks, if you are struggling to log in or you cannot see your other users in the office then try using an open network to access the app to see if it is a firewall issue.

If you have any questions, [send a support ticket](#) using your registered email address.

Visit our [YouTube Channel](#) for How To videos and guides.

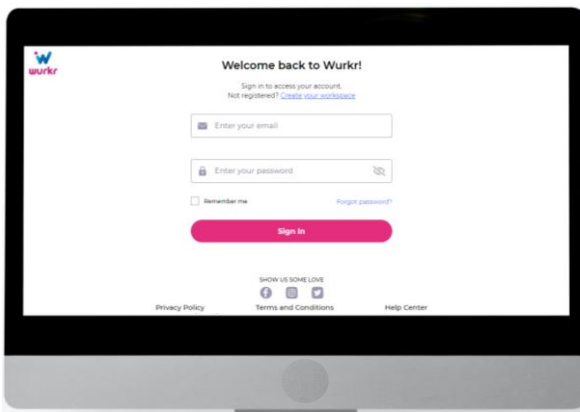
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# Logging In

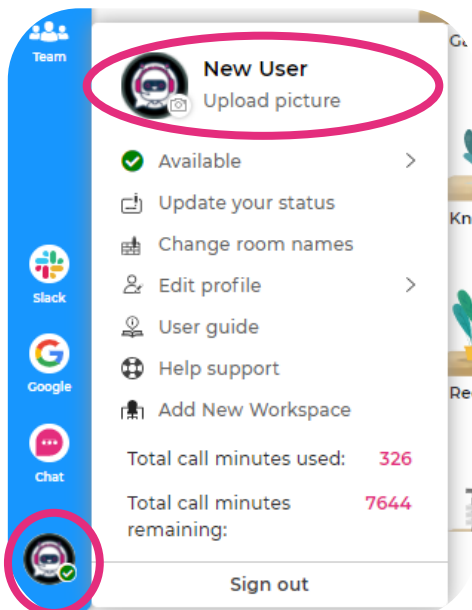
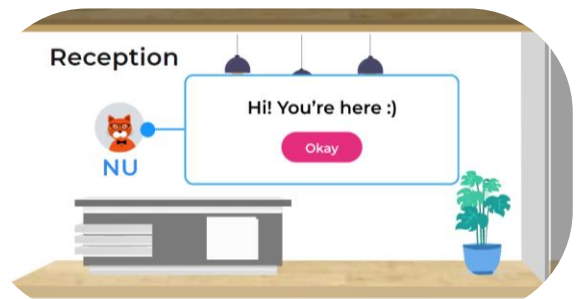
You will find your login details for your administrator in the attached email to access your Wurkr office. You will require a compatible browser on a desktop/ or laptop with camera and microphone access.

<https://app.wurkr.io/login>



**Username:** \*please see email  
**Password:** \*please see email

Once you are logged in you will appear in the Reception.



You will be prompted to take / upload a profile image, it's a great way to visually let your colleagues to know who you are.

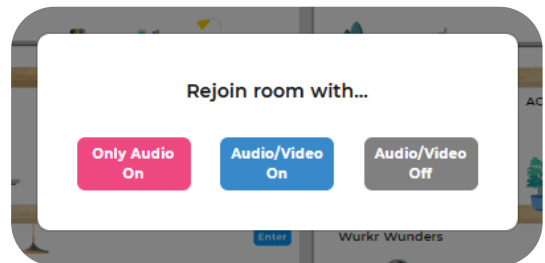
Don't worry, if you don't upload your profile image on first login, you can always add or update it as often as you like, by clicking on your avatar on the bottom left toolbar.

## Switching Audio & Video On/Off

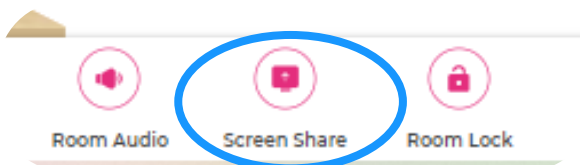


Clicking on the following buttons will allow you to switch on and switch off your media (Microphone and Camera).

You'll also be prompted to change / keep your settings each time you rejoin a room.

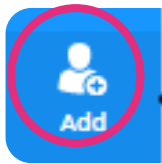


## Screen Sharing



Clicking on this button on the bottom right corner of your screen will allow you to start screen sharing.

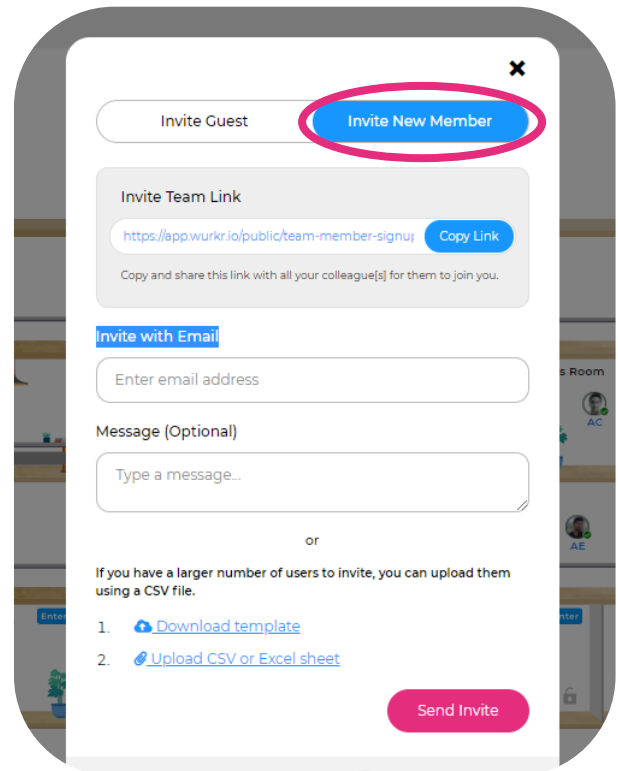
# Adding New Users



Add Guest / Member

To add a new user, simply click on the Add button on the main toolbar.

Click on Invite New Member. You will then have the option to add user(s) by sending them a link, through email or by uploading them by using CSV file.

A screenshot of the 'Invite New Member' dialog box. The dialog has a title bar with a close button (X). Below the title bar are two tabs: 'Invite Guest' and 'Invite New Member', with the latter being selected and circled in red. The 'Invite New Member' section contains an 'Invite Team Link' section with a text input field containing a URL and a 'Copy Link' button. Below this is an 'Invite with Email' section with a text input field for 'Enter email address' and a 'Message (Optional)' section with a text area for 'Type a message...'. At the bottom, there is a note about uploading CSV files and two links: 'Download template' and 'Upload CSV or Excel sheet'. A 'Send Invite' button is at the bottom right.

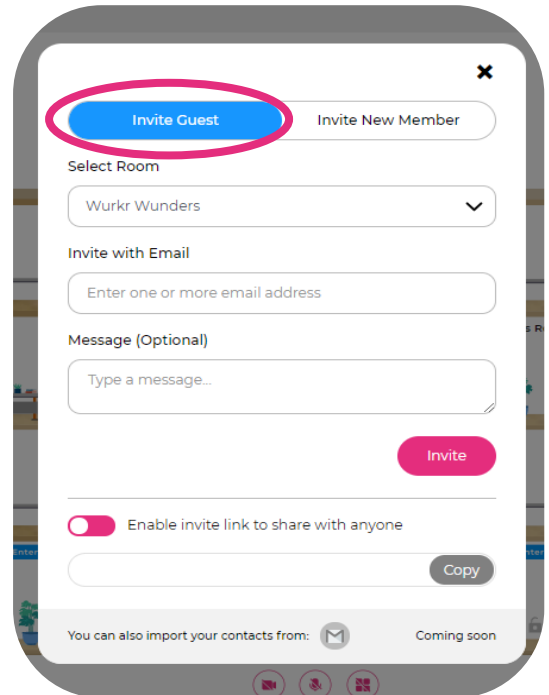
# Inviting Guests



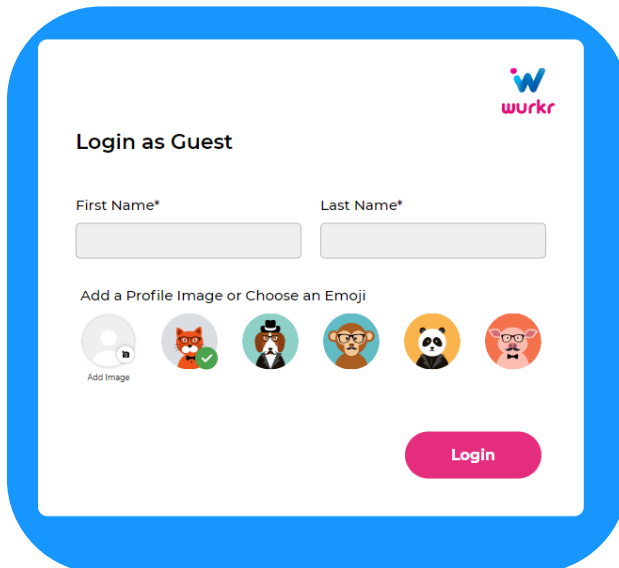
Add Guest / Member

To invite a guest, simply click on the Add button on the main toolbar.

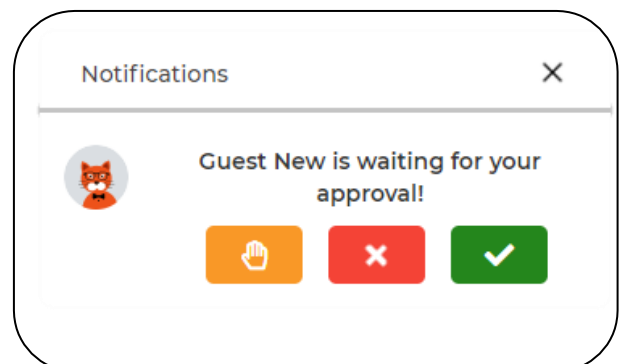
You can select which room your guest is invited to and send either a private or public link via email.

A mobile app interface showing the 'Invite Guest' dialog box. The 'Invite Guest' button is circled in red. The dialog box has a close button (X) in the top right corner. It contains a 'Select Room' dropdown menu with 'Wurkr Wunders' selected. Below this is a text input field for 'Invite with Email' with the placeholder 'Enter one or more email address'. There is also a text input field for 'Message (Optional)' with the placeholder 'Type a message...'. At the bottom right is a pink 'Invite' button. Below the 'Invite' button is a toggle switch for 'Enable invite link to share with anyone' which is currently turned on. At the bottom left is a 'Copy' button. At the very bottom, it says 'You can also import your contacts from:' followed by an email icon and 'Coming soon'.

Once clicking on the emailed link, your guest will be able to Login.

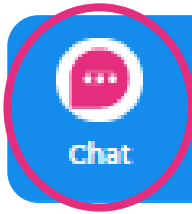
A mobile app interface showing the 'Login as Guest' screen. The screen has the 'wurkr' logo in the top right corner. It has two input fields for 'First Name\*' and 'Last Name\*'. Below these is a section titled 'Add a Profile Image or Choose an Emoji' with a row of icons: a person icon, a cat, a dog, a monkey, a panda, and a person with glasses. Below the icons is a pink 'Login' button.

You will then be able to give your guest approval, make them wait or deny them access to the room.

A mobile app interface showing the 'Notifications' screen. The screen has a close button (X) in the top right corner. It displays a notification from a cat icon: 'Guest New is waiting for your approval!'. Below the notification are three buttons: a yellow button with a hand icon, a red button with an 'X' icon, and a green button with a checkmark icon.

Guests do not have permission to move rooms but do have access to messaging, video , audio and screen sharing features.

# Messaging



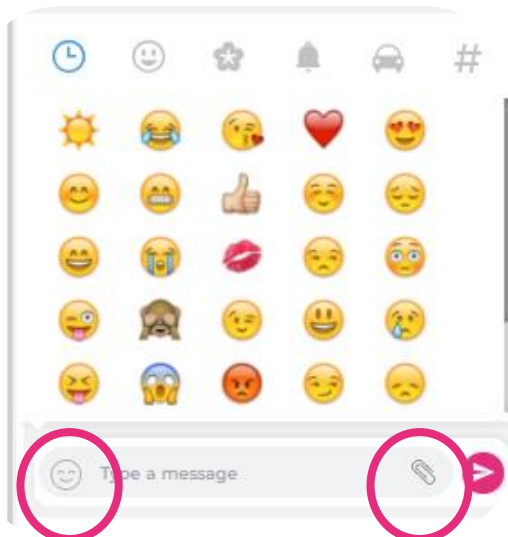
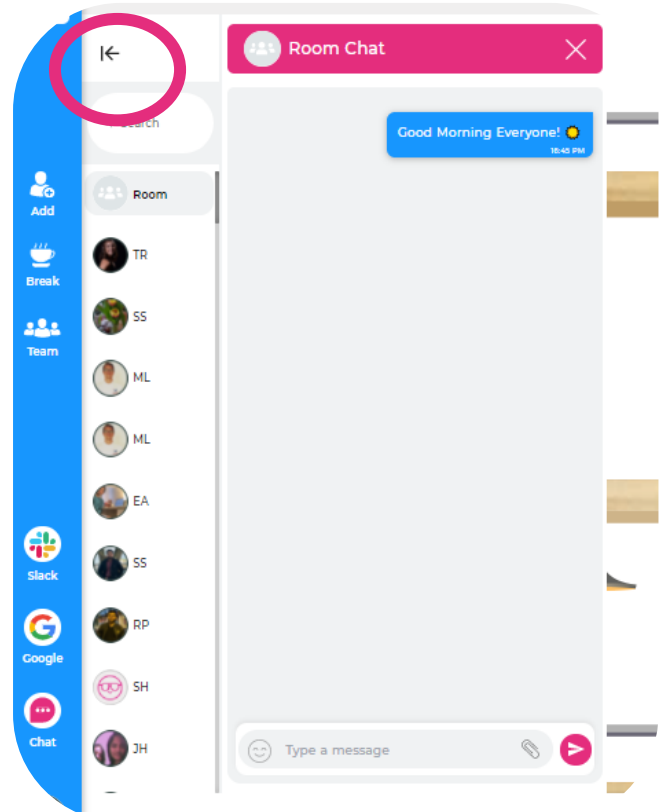
Open Chat

The messaging centre can be found on the main toolbar.

Clicking on it will show everyone logged into Wurkr.

By clicking on the expand button it will show you the names of the users logged in.

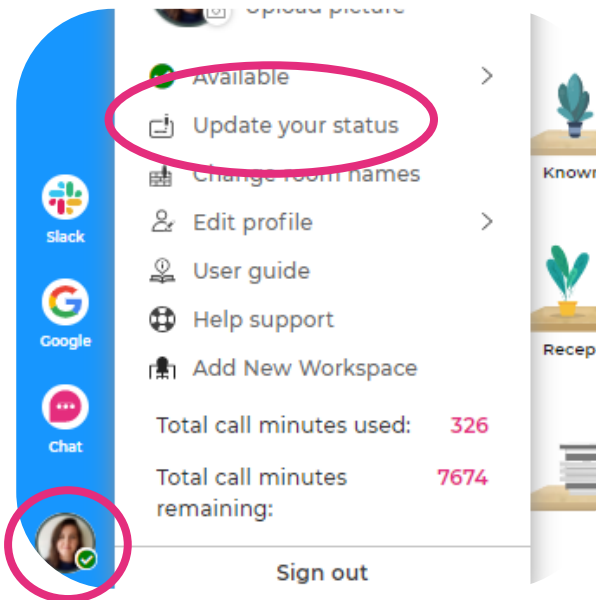
You then have the option to message your Room Chat or privately message your colleagues.



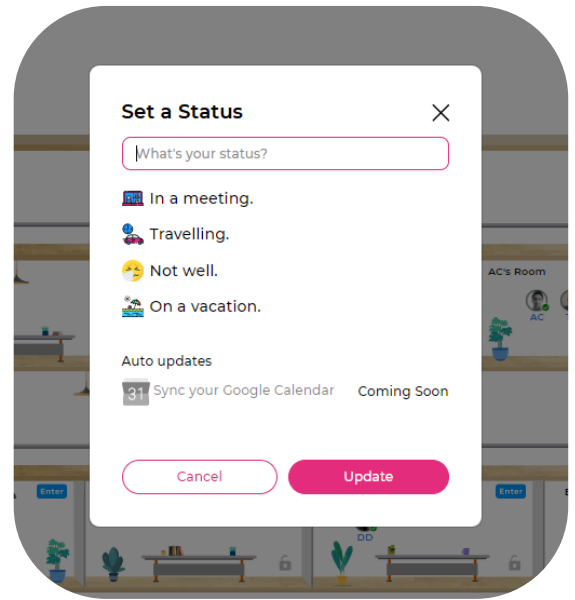
Send emojis and attach files to your messages too.



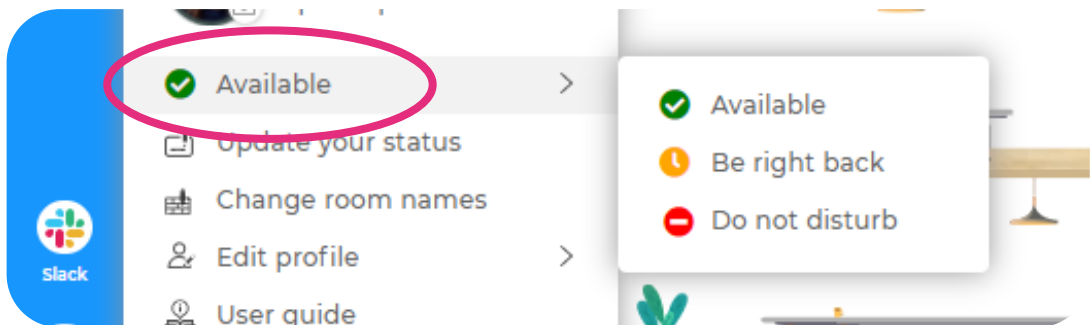
# Updating Your Status



You can update your status by selecting your avatar and clicking on Update your status.



You can then update your colleagues on what you are doing from our default status options or by writing your own.

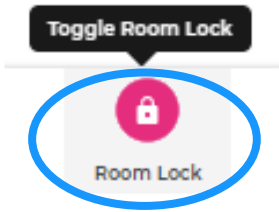


Let others know your availability by using our traffic light system.



This will then update the colour by your in-office avatar.

## Locking the Room



This icon in the bottom right corner of your screen allows you to lock and unlock the room you are currently in. If there is more than one user in the same, any user or guest may lock or unlock the room.

**Knock**

When a room is locked, anyone wishing to enter the room can “knock” to ask for permission to enter.

## Going For a Break



By clicking on this icon, it will immediately send you to the break room and switch off your media, it simply means you are about but just not at your desk or in your office.

## Help & Support



**Create Support Ticket**

Message our Support Bot, Sam, if you need any assistance.

[Create a support ticket](#) and a member of our team will be in touch.