

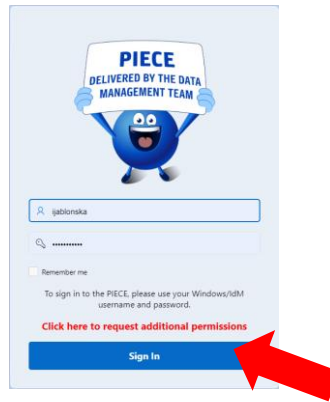
PIECE system manual – office attendance registration

1. Please log into the system

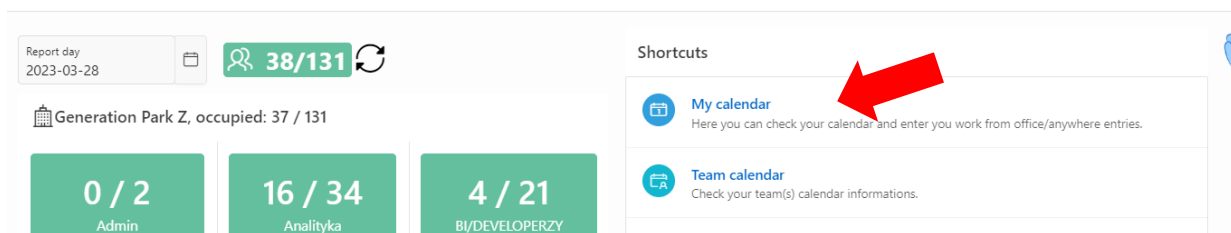
Link: [PB IT Services - Log In \(loyaltypartner.com\)](https://loyaltypartner.com)

Login and Password: *(login and password as for a computer)*

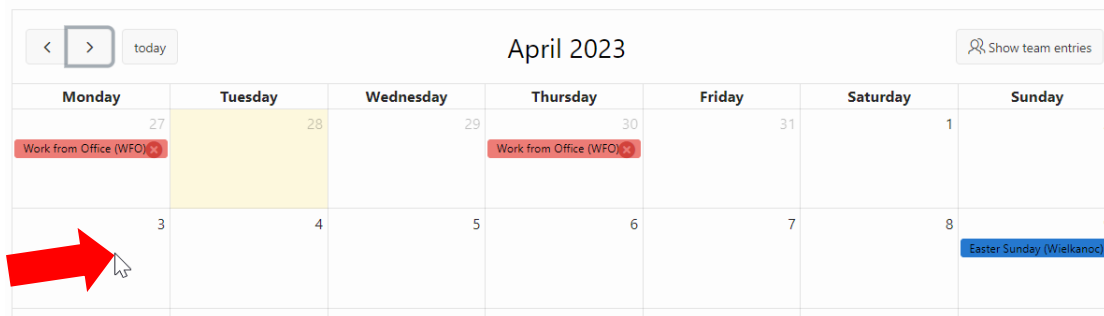
Then click **Sign In**



2. To register your attendance in the office, **choose My calendar**



3. **Click on the selected day** when you plan to be in the office



4. In the next step you will see the box with selected day. Please choose **Working from Office**

Modify calendar entry

Create entry on **(2023-04-03)**

Work from anywhere (WFA) Work from Office (WFO)

Event type
Work from Office (WFO)

Event type
Full day Morning Afternoon

Office-Location
Please select location
Please select the location you want to work from

Cancel Save

and then from the drop-down list **select the Open Space** on which you want to sit. Finally, confirm by **click on Save**. We have it - success!

Modify calendar entry

Create entry on **(2023-04-03)**

Work from anywhere (WFA) Work from Office (WFO)

Event type
Work from Office (WFO)

Event type
Full day Morning Afternoon

Office-Location
Please select location
Please select the location you want to work from

Cancel Save



Success!

Entry has been submitted!

OK

5. If your plans change you can hover over the selected day and **remove the reservation by click "X"**

