

Condeco Workspace Booking.

Condeco is the platform that puts you in control of your working days. You can easily find and reserve the spaces you need, and ensure that they'll be ready for you when you arrive. It's flexible working without the hassle.

Secure your space in seconds.

Search for a space that meets your needs and book it for the time you need it with just a few clicks.

Take control of your day.

Through a simple self-serve tool, you can book everything you need in moments, whether for today or weeks in advance.

Embrace flexible working.

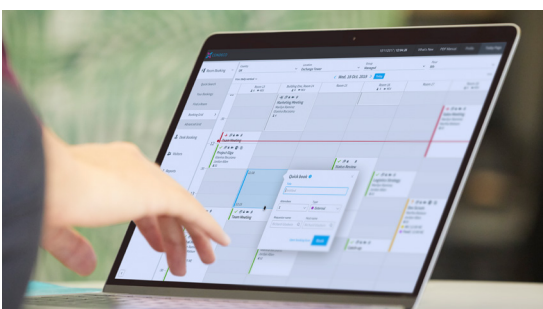
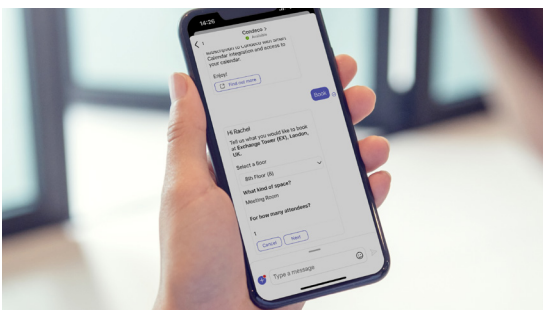
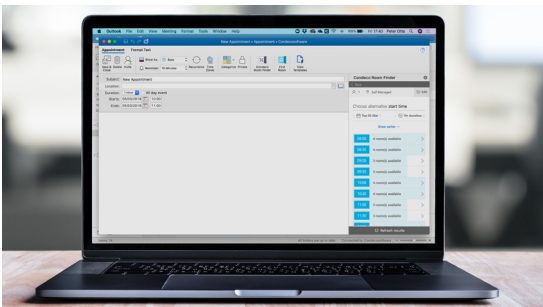
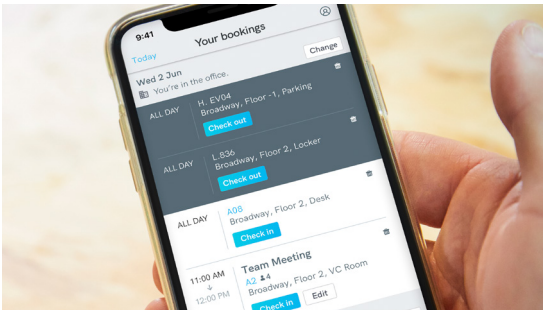
Make sure every day you visit the office is productive and stress-free.



CONDECO
by eptura™

Book in four ways.

Schedule, Book, and Manage the workspaces you need in moments.



On your mobile.

Search and book via the Condeco app for iOS and Android.



From your calendar.

Connect Condeco's capabilities to your Outlook calendar.



From the Teams App.

Create, schedule, and book a space for a team in the Teams App.



On the web.

Get a more detailed view and advanced management from the online portal.

Workspace Scheduling

Workspace booking made simple.

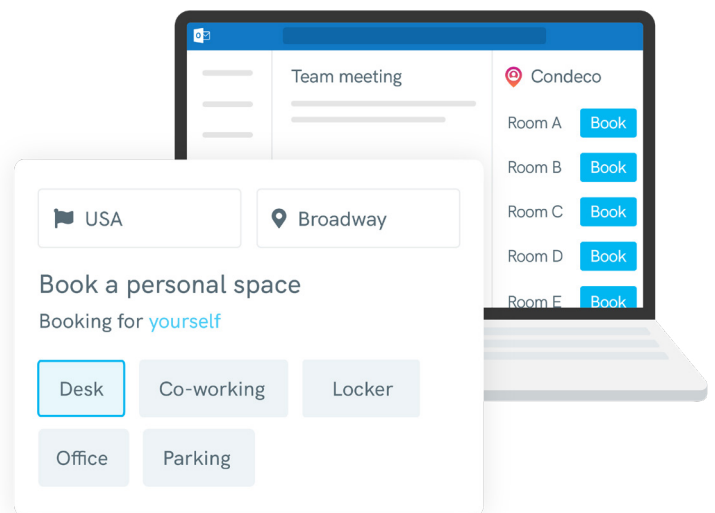
Get more from your workdays through speedy booking of the meeting and personal spaces you need. Check availability and reserve any type of workspace, from personal spaces like desks, lockers, and car parking to meeting spaces like conferencing rooms, video meetings, and informal breakout zones.

Find co-workers fast.

Search for other employees and check when they're in the office and where they're working, so you can work closer to them and collaborate more easily.

Bring people together easily.

Book the right meeting space, at the right time, with all the right equipment to make your meeting a success in a matter of moments. Pictures and floorplans show you exactly what a workspace looks like, so you can book one that's ideal for you.



Collaborate any time, anywhere.

Whether meetings are in-person, virtual, or a combination of the two, they can all be organized and started just as easily.

Show me the way.

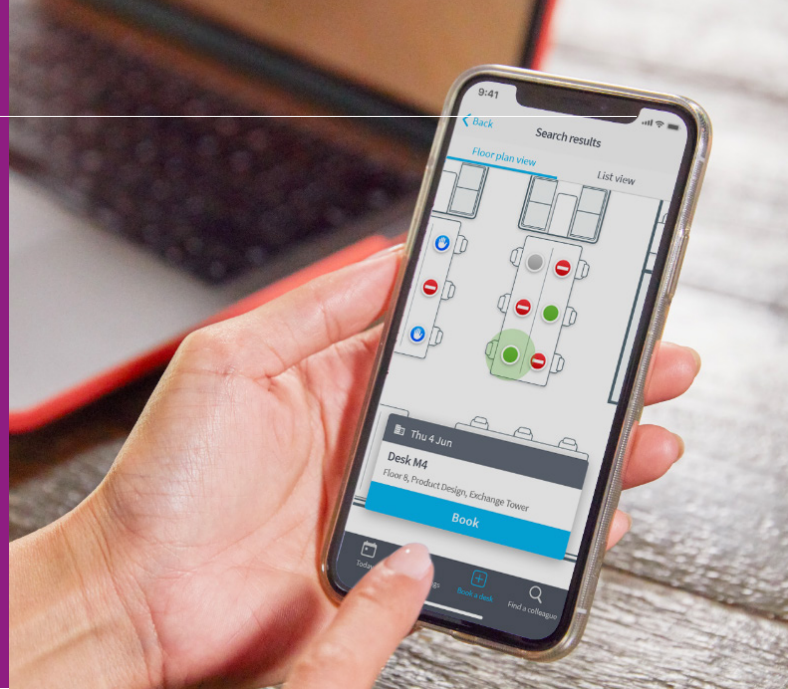
Wayfinding functionality can help you, co-workers, and visitors alike get to the right meeting room, on time, all the time.

Fully integrated.

Connect the tools you already use with our Microsoft 365 integration. Use our apps in Outlook, Microsoft Teams, and Mobile to make collaboration a dream.

Workspace booking

On your mobile.



Search and book the workspaces you need from the palm of your hand. Check availability, manage reservations, and locate colleagues through the Condeco app for iOS and Android.

Your whole day in one place.

Get all the information you need for the current day from a single-screen view, and set your status so your co-workers can find you.

Check in with ease.

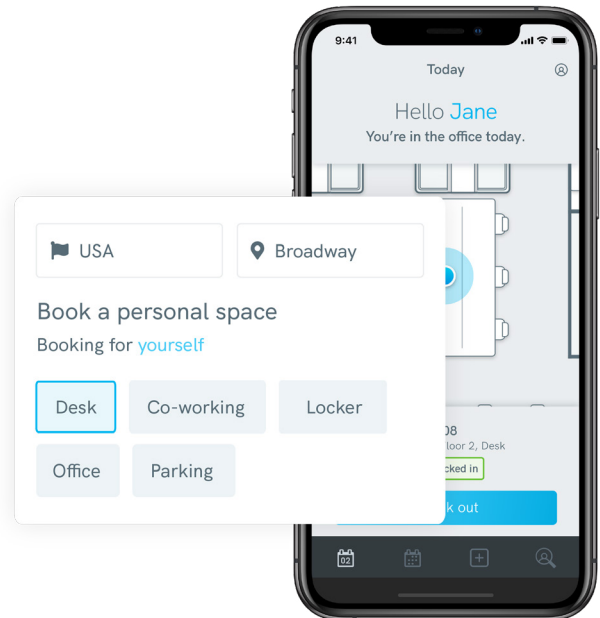
Through either a button tap, a QR code scan or automatically through location-based check-in, you can check into a workspace in moments and get straight to work.

Find your ideal space.

Search for spaces with the facilities you need, like monitors, docking stations, size of meeting space, and Teams and Zoom equipment, and find a workspace that meets your requirements exactly.

Plan your working week.

Book personal workspaces, secure collaboration areas for meetings, see all your bookings, and locate workspaces on a floor plan. You can also make changes and cancellations as needed, so the space can be used by others.



Adjust bookings instantly.

Respond to changes in your agile day. You can start, stop, and extend meeting bookings with a single tap, and at the end of the day, just tap to check out.

Ensure everyone's safety.

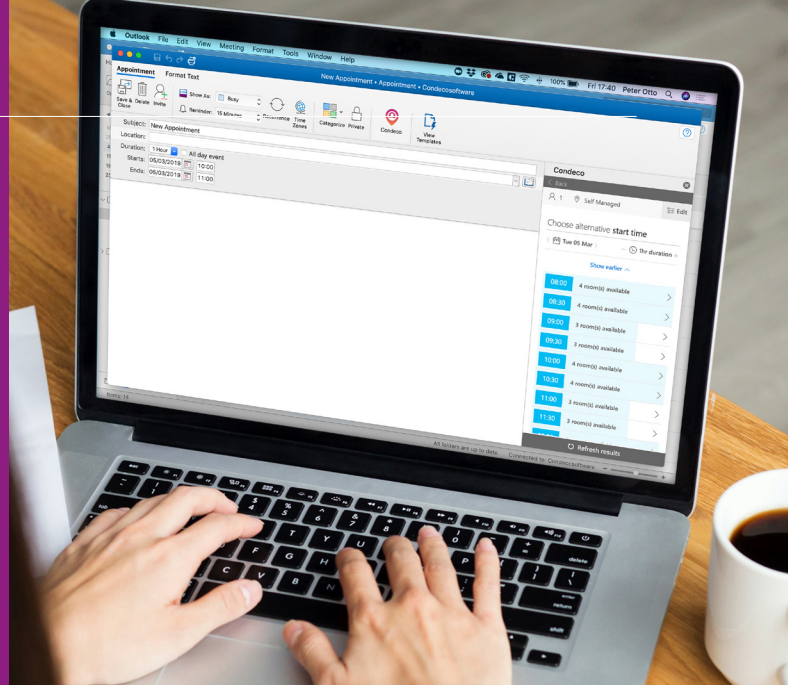
By self-certifying your health condition before you check in, you can help keep you and your co-workers safe.

Connect with co-workers.

Find where your colleagues are working in moments, then book an available space near them so you can start collaborating right away.

Workspace booking

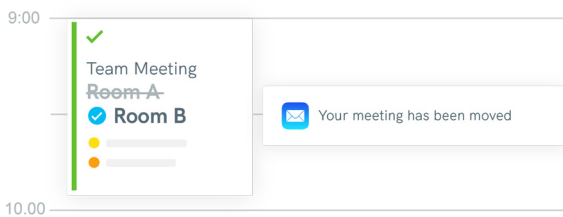
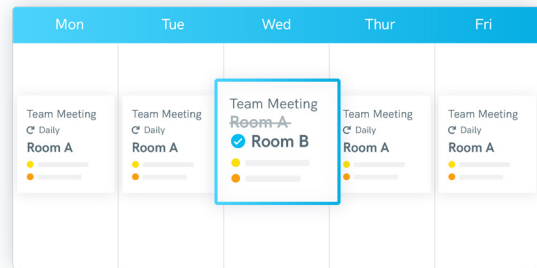
In your calendar.



Microsoft 365 integration from Condeco is the smarter way to manage your flexible workday. By seamlessly connecting Condeco's capabilities to your calendar, it's never been easier to schedule, book, and manage your hybrid workspace with confidence.

Repeat meetings taken care of.

You can always get the right space for your recurring meetings. Find and book the room you want, and if the original room is not available for every occurrence, it automatically books another that still meets all your requirements and updates everyone's calendar.

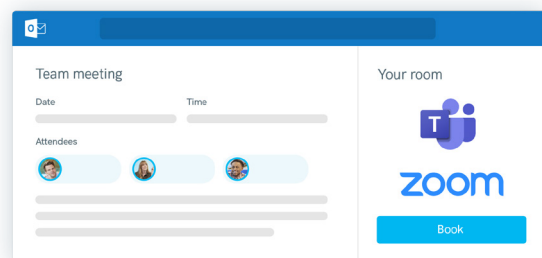


Your automated Plan B.

Change of plans? No problem. Move a meeting in Outlook and your Condeco space booking automatically updates. If your booked room isn't available for the new time, a different space that meets all your requirements is booked, and all invitees' calendars are updated with the new details.

Collaborate with anyone, anywhere.

Virtual attendees can book and access meetings just as easily as in-person attendees. Teams or Zoom calls can easily be added to your meeting space booking, rooms are automatically changed if meeting details are changed, and calls can be started with a single click.



Workspace booking

In the Teams App.



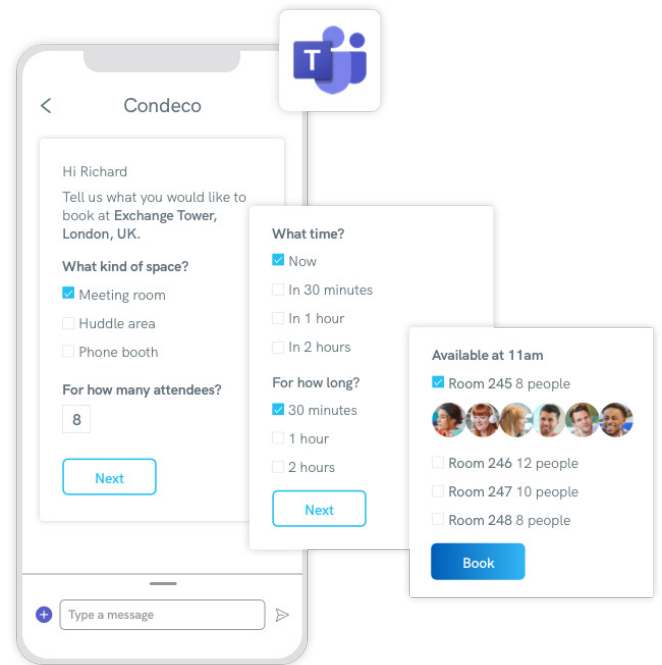
Condeco Microsoft 365 integration is even better with the addition of Teams. With the app, you can take advantage of these new features to create a team, schedule a team, and book a space for a team.

Frequent collaborators.

See your frequent collaborators in Microsoft Teams and schedule in-office days.

Your office schedule.

Choose your office schedule and share your whereabouts with your team to let them know when and where you are working from the office.



See your team's office schedule.

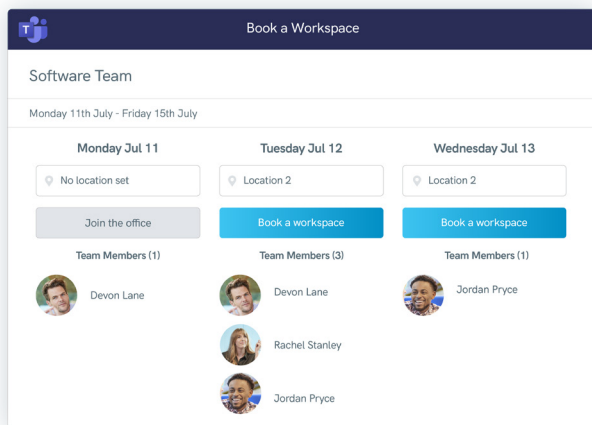
Get visibility into the in-office schedule of everyone you work with, so you can easily see who is coming to the office and know what days to join them.

Book a workspace.

Start a chat with the Condeco bot to find and book a personal workspace for scheduled office days.

Find your colleagues.

Find where your teammates are working in the office and book a space nearby to make it easier to meet and collaborate.



Workspace booking

On the web.



Condeco's web-based portal is where every aspect of workspace management comes together. You can easily see who is doing what, where and when, and check that the right services are in place, so that every workspace booking runs like clockwork.

Effortless workspace management.

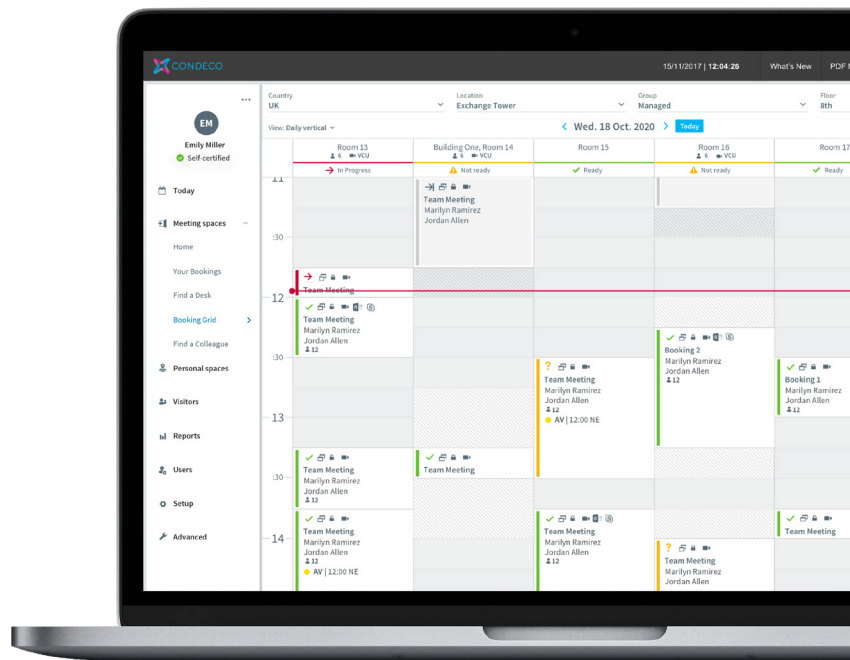
Get a bird's eye view of bookings in the grid and see all information relevant to each booking in one place.

Connect across locations and time zones.

Timings for every relevant location and time zone are displayed in the advanced booking grid, so that every attendee is in the right place at the right time, making meetings between international workers a breeze.

Guarantee service delivery.

Check the status of service bookings like catering or audio-visual equipment in real time, and make sure everyone always gets what they expect.



Adapt to change.

Move and manage meetings in a matter of clicks and keep everything running smoothly, whether you have received an urgent request or an existing meeting is running over.

Give visitors a warm welcome.

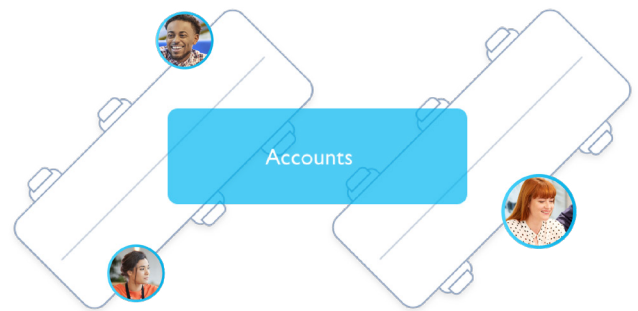
Streamline invitations, passes, and arrival notification for visitors, and make their journey to your meeting as smooth and seamless as possible.

A solution customized for you.

Configure your desk spaces with ease.

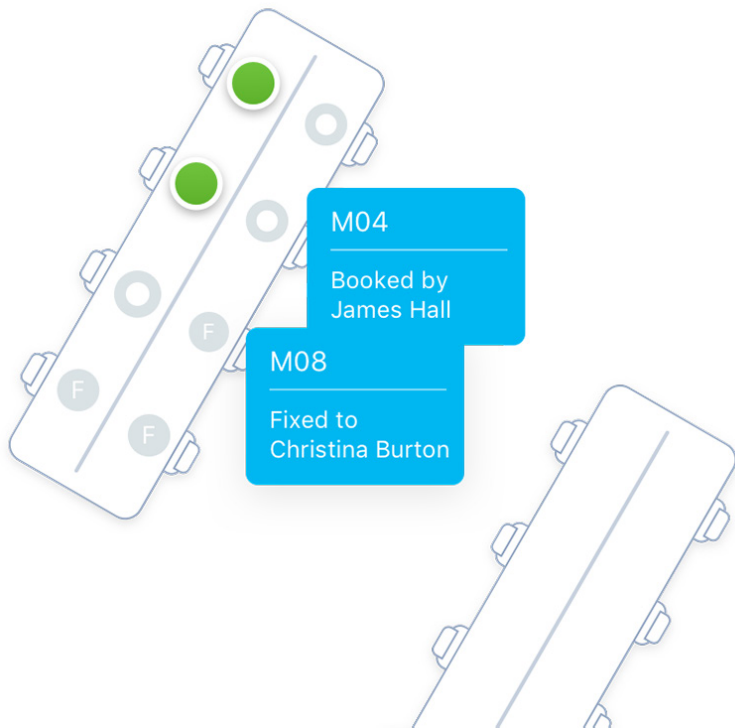
Condeco supports fixed, flexible, and bookable workspaces that suit every role and working schedule:

- **Fixed workspaces:** can be permanently assigned to an employee, but can be released for others to use if the employee is absent.
- **Flexible workspaces:** are assigned to an employee, but if that employee does not check in on time, the desk is released for others to use.
- **Bookable workspaces:** can be booked by anyone who has been given access to the space.



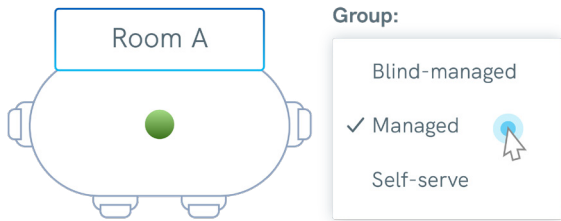
Type: Fixed Desks

Group: Accounts
 Development
 Executives
 Finance



Coordinate people, time, and spaces.

- **Neighborhoods.** If teams need to sit together, Condeco has them covered. Setting up neighborhoods means certain groups of desks can only be booked by certain employees, so they know they'll be with the right people or can keep their work private.
- **Reservation rules.** Put rules in place that ensure only the right people and teams can reserve certain spaces, and that selected users can get priority access.
- **Time limits.** Set the maximum number of days employees can reserve in a week, and whether they can reserve certain types of space.



Set up bespoke meeting spaces.

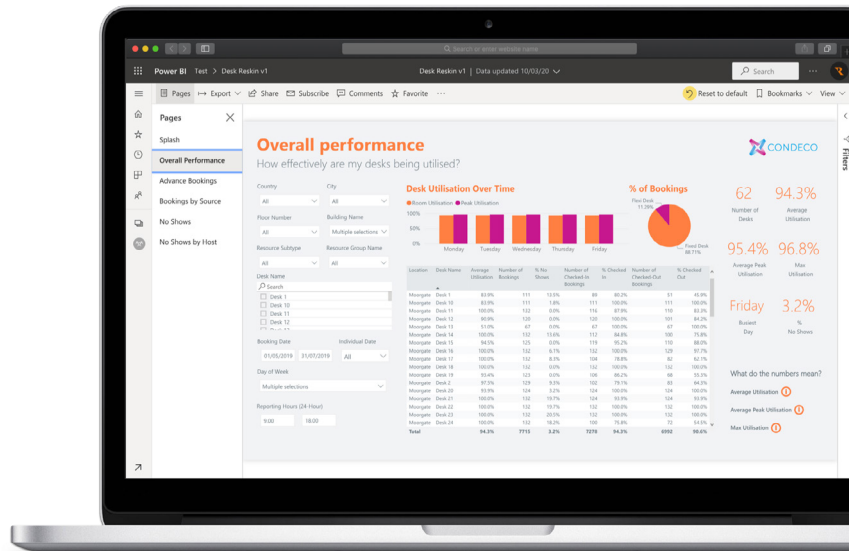
The specification of every type of space can be set up within Condeco. Spaces can be self-serve, managed, or blind-managed, so that they're always used in the right way.

- **Self-serve**, where users can directly book the room
- **Managed**, where users can request a specific room
- **Blind-managed**, where users can make a request for a room

Requests can be efficiently managed by administrators in a list, or grid view.

Learn how your office really works.

Use customizable reports that closely monitor workspace use, including who uses each space, no-show and check-in rates, and much more. Integrating with Microsoft Power BI can give you even more advanced data insights, enabling more informed decisions about how your workspaces can evolve.



Condeco is the global leader in enterprise level workspace solutions. Our software is designed to equip everyone with the tools they need for a seamless end to end experience in today's office. By giving people control over flexible work, we deliver the certainty people need, enable the collaboration teams crave, and facilitate insights on capacity that employers demand. From visitor management to workspace booking to office optimization, we are trusted by over 2000 of the world's largest companies to realize their future at work.

To learn more, visit www.condecosoftware.com



Atlanta • London • Melbourne

Brussels • Dubai • Frankfurt • Gurugram • Paris • Salt Lake City • Singapore • Winnipeg

Edition: 2.0 | 2024