

# Condeco Training Guide

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Logging in



Booking your workspace



Booking a workspace for multiple days



Managing your booking



Checking in



Finding your friends/colleagues



[Additional Resources](#)

## Key Points

- Bookings can be made up to **4 weeks** in advance
- Remember to check-in by **9:30 am**
- Check-in remotely if you start after 9:30am
- **Release** your bookings if your plans change
- Book for 1 day even if you only need for part of the day - Condeco allows for full day bookings only.





# Logging in

- Open up a browser on your computer
- Go to [ubc.condecosoftware.com](http://ubc.condecosoftware.com)
- When prompted enter in your CWL login information
- Once authenticated, you'll land on the greeting page
- Click on **Personal spaces** on the left-hand navigation panel
- If this is your first time logging-in, you'll be prompted to confirm your profile and set your primary location.

THE UNIVERSITY OF BRITISH COLUMBIA

### CWL Authentication

Login to continue to Condeco

Login Name  
Password  
Login

Recover your CWL login or Reset your CWL password via Email

- ✓ If you have a non-UBC email address associated with your CWL account, you can either:
  - ✓ Request your CWL Login Name
  - ✓ Email your CWL Password

Protect Your CWL account:

- ✓ Watch out for sites or emails that look like UBC, but aren't for your CWL login name and password
- ✓ PLEASE DON'T SHARE YOURS OR OTHERS' CWL login name and password.
- ✓ LOGOUT when you're in shared work devices.

[Learn about the CWL Terms of Use](#)

Today

- Personal spaces
- Find a colleague
- Reports
- User management
- Application setup

15:28, Fri/10/Nov/2023

## Hello Stephen

You are working remotely today.

[Change your status](#)

### Book a personal space

Location: Woodward (IRC) | Group: Faculty of Medicine

Floor: 3 | Workspace type: Desk

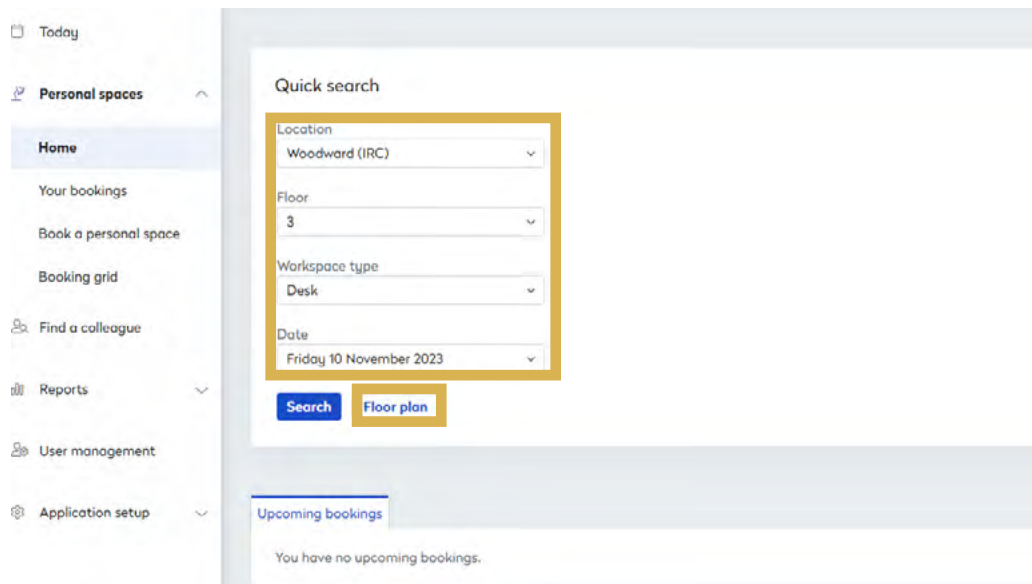
Date: 10/11/2023

Search

You have no bookings today.

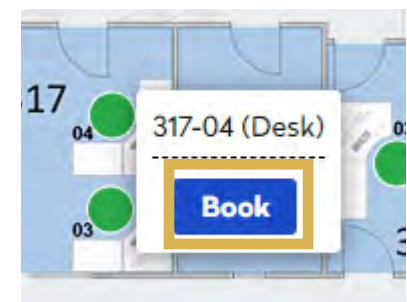
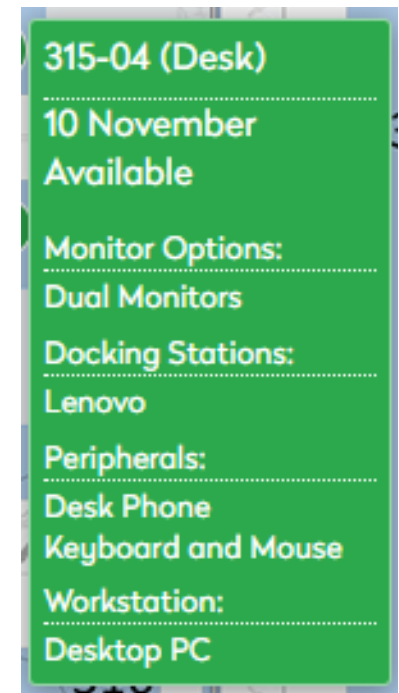
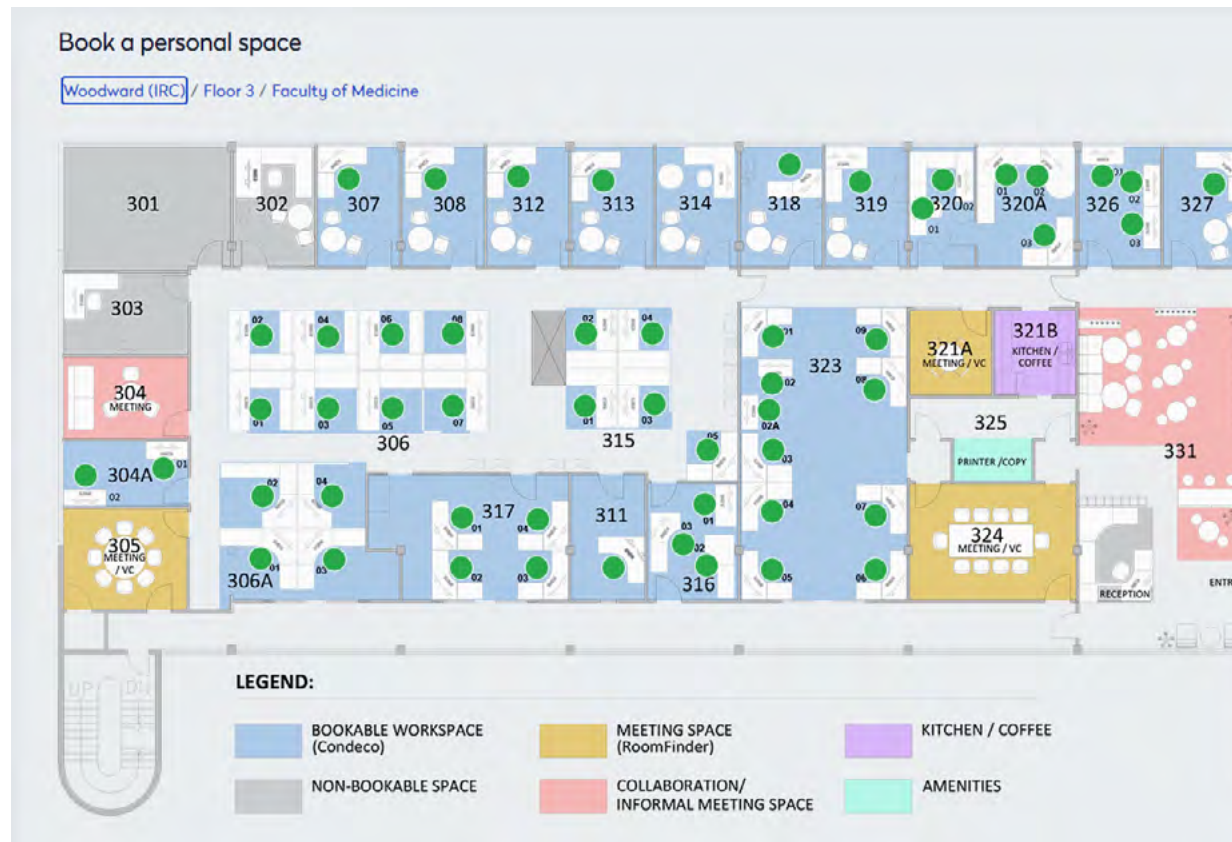
# Booking your workspace

- Click on **Personal spaces** on the left-hand navigation panel
- This will bring up the **Quick search** option
- Confirm the **Location, Floor, Workspace type** and **Date** from the dropdown options
- Note: bookings can be made up to 4 weeks in advance
- Click on **Floor plan**
- This will bring up a floorplan of the space
- Click on the **blue box** in the middle of the floorplan
- This will bring you to the interactive floorplan where you can select your workspace



# Booking your workspace

- Use the scroll bars on the bottom and right to find the space you want
- A green dot indicates the workspace is available
- A grey dot indicates the workspace is booked and unavailable
- Hover your mouse over a green dot and a pop-up description will list the equipment specific to that workspace
- Left-click on the green dot for the workspace you'd like to book
- Click on **Book** to book your workspace
- A pop up will tell you your workspace is booked and a confirmation email will be sent to your Outlook



# Booking a workspace for multiple days

- Click on **Personal spaces** on the left-hand navigation panel
- Click on **Book a personal space**
- Confirm the **Location** from the dropdown options
- Click on the days you would like to book
- Note: bookings can be made up to 4 weeks in advance
- Click on **Search**
- This will bring you back to the interactive floorplan
- Select a workspace and left-click on the green dot to book

**NOTE:** Only workspaces that are available for all of the days you selected will show up as green dots to book.

The screenshot displays the 'Book a personal space' interface. On the left is a navigation menu with options: Today, Personal spaces, Home, Your bookings, **Book a personal space**, Booking grid, Find a colleague, Reports, User management, and Application setup. The main area is titled 'Book a personal space' and contains several dropdown menus: Country (Canada), Location (Woodward (IRC)), Group (Faculty of Medicine), and Floor(s) (3). A 'Search' button is located at the bottom left. Below the filters is a calendar grid for the week of Dec 10-16. A blue box highlights the dates 10, 17, and 24. A notification above the calendar states '1 of 5 days used for this week.' To the right of the calendar, there are columns for 'All' and 'None' for each row of dates.

M	T	W	T	F	S	S	
6	7	8	9	10	11	12	All   None
13	14	15	16	17	18	19	All   None
20	21	22	23	24	25	26	All   None
27	28	29	30	Dec 1	2	3	All   None
4	5	6	7	8	9	10	All   None

# Managing your bookings

To make changes to your bookings click on **Your bookings** under **Personal spaces** on the left-hand navigation. Here you can manage your bookings, including editing or canceling.

To delete or release a booking:

- Click on **Your bookings**
- Find the trash can icon on the left-hand side
- Click on the trash can icon

Today

Personal spaces

Home

**Your bookings**

Book a personal space

Booking grid

Find a colleague

Reports

User management

Application setup

## Your bookings

### Booked spaces

Workspace type  
Desk

Workspace	Type	From	To	Location	Group	Booked For	Actions
317-04	Desk	10/11/2023 PM	10/11/2023 PM	Woodward (IRC),Floor 3	Faculty of Medicine		<a href="#">View on floor plan</a>

### Team days

You don't have any team days yet! Create one with Condeco mobile.

# Checking in

You must check-in to your workspace **before** 9:30 am or your workspace will be released and available for booking.

An automated email reminder to check in will be sent before 9:30 am.

To check in:

- Using a desktop browser, sign in to [ubc.condecOSOFTWARE.COM](https://ubc.condecOSOFTWARE.COM)
- Click **Check In**

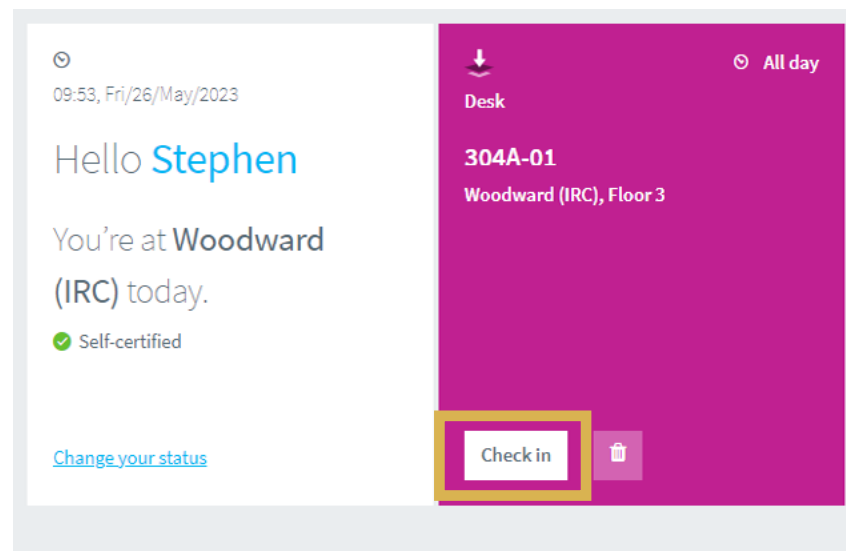
or

- Open up the Condeco App on your mobile device
- Click **Check In**

Your workspace is now confirmed for the day.

## Half-Day Bookings

- Condeco does not allow for half-day bookings.
- If you need a workspace for the afternoon only, book a workspace like you typically would and check-in remotely to hold your workspaces for when you come in.
- If you need a workspace for the morning only, book a workspace like you typically would and release the workspace when you leave for the day.



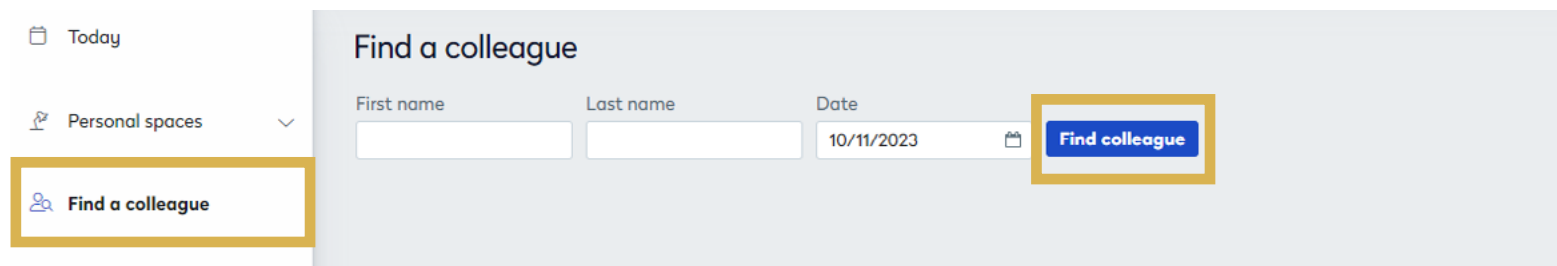
# Finding your friends/colleagues

Condeco comes with a nice feature that lets you search where your friends or colleagues may be working on a specific day.

- Click on **Find a colleague** on the left-hand navigation panel
- Fill in the First Name, Last Name, and Date to search
- Click on the **Find colleague** blue button
- If someone has booked a workspace that day, it will show their location and status
- Click on **View** to find them on a floorplan
- Hover your mouse over the neighbouring bookings to see who has seats nearby

Note:

Working remotely is the default if someone has not yet booked a workspace for that specific day.



Today

Personal spaces

Find a colleague

Find a colleague

Find a colleague

First name

Last name

Date

10/11/2023

Find colleague

Workspace type	Telephone	AM	PM	Work status	View
Desk		✓	✓	In the office	View

