Booking on behalf of others

Individuals with an admin role added to their profile in Condeco can book and check in on behalf of others.

- 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
- Below the calendar, check the box "Booking for someone else"
- Click on **Search** if the person is already in Condeco to look them up by first of last name to add them
- Check the **Is external** box if the person is external or new and not added to Condeco yet
- This will allow you to populate their First name and Last name
- Click on the blue button **Search** to bring you to the interactive floorplan and select an available workspace

NOTE: Only workspaces that are available for all of the days you selected will show up as green dots to book.
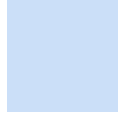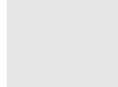
Checking in on behalf of others

Before **9:30 am**:

- Click on **Personal spaces** on the left-hand navigation panel
- Click on **Booking grid**
- This brings up an overview of all the bookings in Condeco
- Confirm the **Location** from the dropdown options
- Use vertical and horizontal scrolls bars to find the workspace and booking
- In the upper right hand corner of the person's booking for that specific day will be a check mark
- Click on the checkmark to check them in

Booking Grid Legend

🟥	Booking made by themselves
🟦	Booking made on behalf of someone else
⬜	Workspace is assigned as Flexible booking

Releasing days for Flexible spaces

Single occupancy enclosed spaces are assigned as Flexible spaces in Condeco. These spaces can be made available for other to use when it is known they are not needed by the primary user.

- Click on **Booking grid** on the left-hand navigation panel
- Click on the grey booking for the Flexible space you want to release days
- A pop-up window for releasing space will appear
- Click on the calendar icon and select the start day for the release
- Click on the calendar icon and select the end day for the release
- Click on **Release** to make that workspace available for others to book
- To undo a release, highlight the release period on the right and click on **Remove selected**
- The booking grid will update

Note: All releases have to be made in consecutive days. Example: A Monday to Tuesday and Thursday to Friday release in the same calendar week will need to be done separately.