

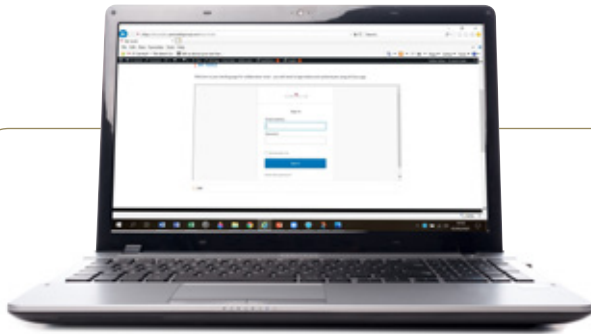
How to book a desk

Using the Carnival House booking system

We look forward to welcoming you to Carnival House soon!

Before you book your desk make sure you fully understand what to expect and the measures we have in place to keep everyone safe and well, you'll find all the information you need [here](#).

Accessing the Condeco booking system

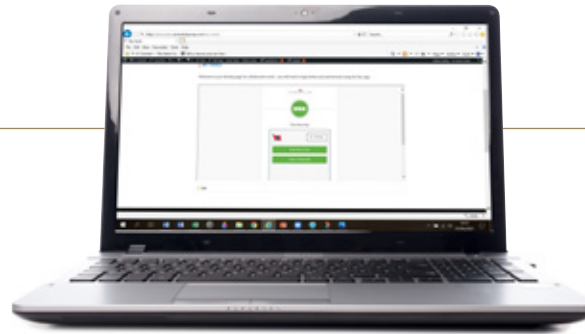


STEP 1

To access the Condeco booking system via desktop, click on this link:

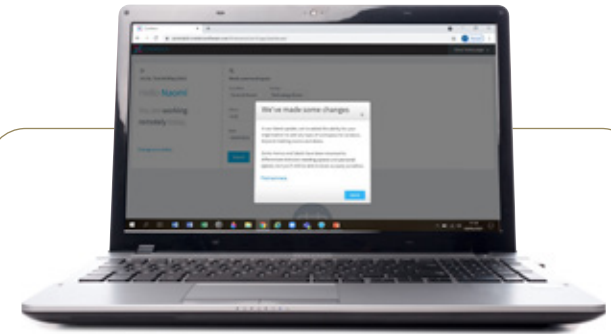
<https://carnivaluk.condecosoftware.com/>

To log in you'll need to use your primary email address, and your windows password and click on sign in.



The above Duo Security screen will appear. Either select 'send me a push' or enter a password using the Duo App on your mobile phone.

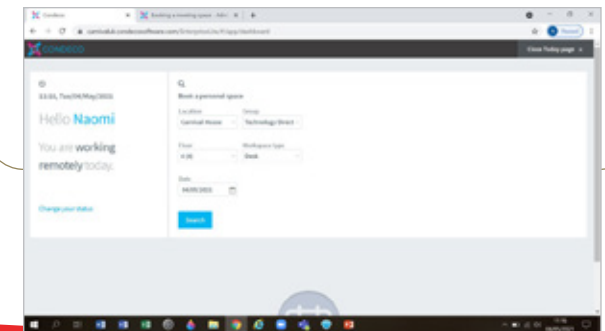
(This is the same process as when you log into the Carnival UK Network via VPN)



STEP 2

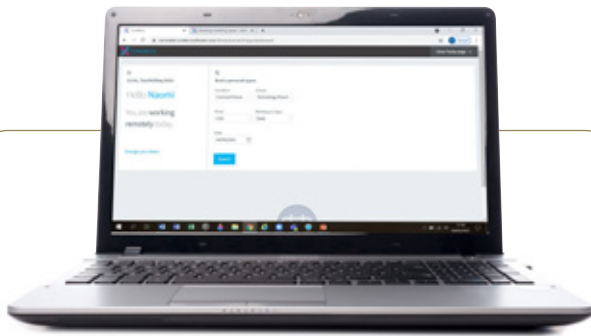
When you have logged into the Condeco booking system you'll see this screen, displaying your details and asking you to confirm your understanding of recent changes to the tool. Please click 'got it'.

Your personal details will now be visible.



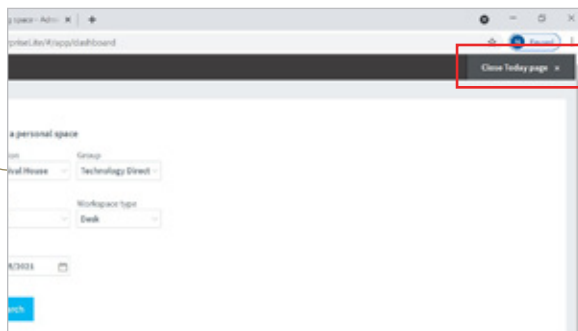
Booking a desk

Please note that desks are referred to as 'Personal spaces' on the Condeco booking system.



STEP 3

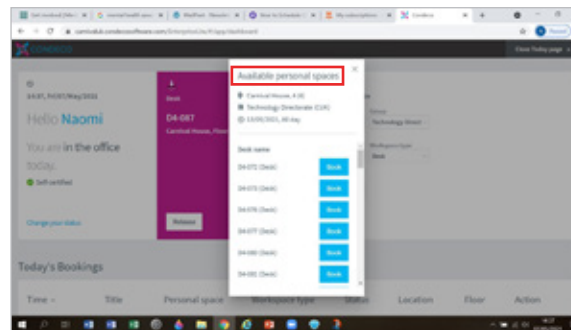
To get to the bookings page – click on close today's page- highlighted in red.



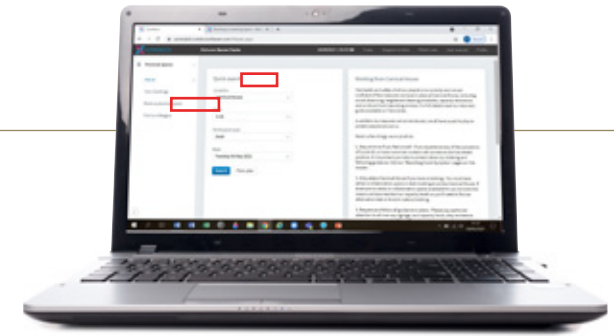
STEP 4

The page to the right will appear.

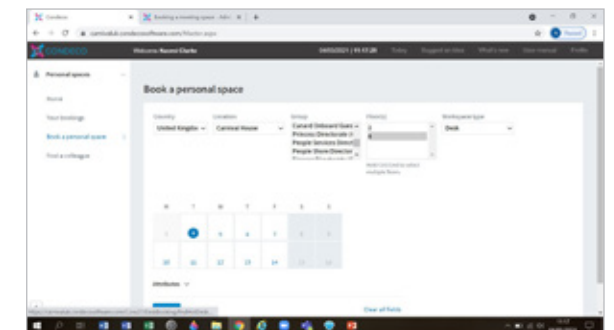
From here you can either complete the 'Quick desk search' fields to book a desk – this will show you available desks which you can select and book straight away or you can go to the left hand navigation and click on 'Book a personal space.'



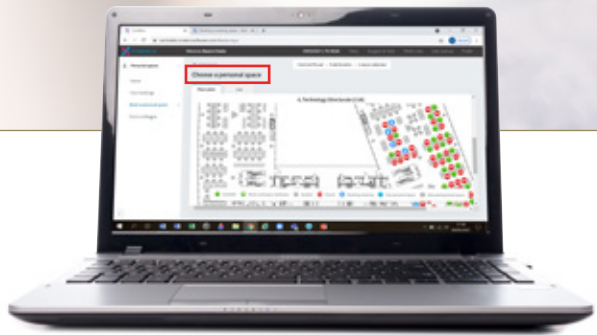
If you click on 'Book a personal space', you'll see that the Country, Location, Group and Floor fields have been automatically selected for you. Check these are correct – if not please contact your [Super User](#) to amend.



If you select the 'Quick desk search' option, available personal spaces will be displayed and you can simply choose one and book it straight away. You'll also see options to book desks with special features such as height adjustability.



You can book a desk up to five days per week, and see up to four weeks in advance. Select the date/s you require a desk, and then click on 'Find a desk'. On the day of the booking you will be required to confirm you do not have Covid-19 symptoms and check in.



STEP 5

All personal space options available to you will now appear and you will be able to search the floor map.

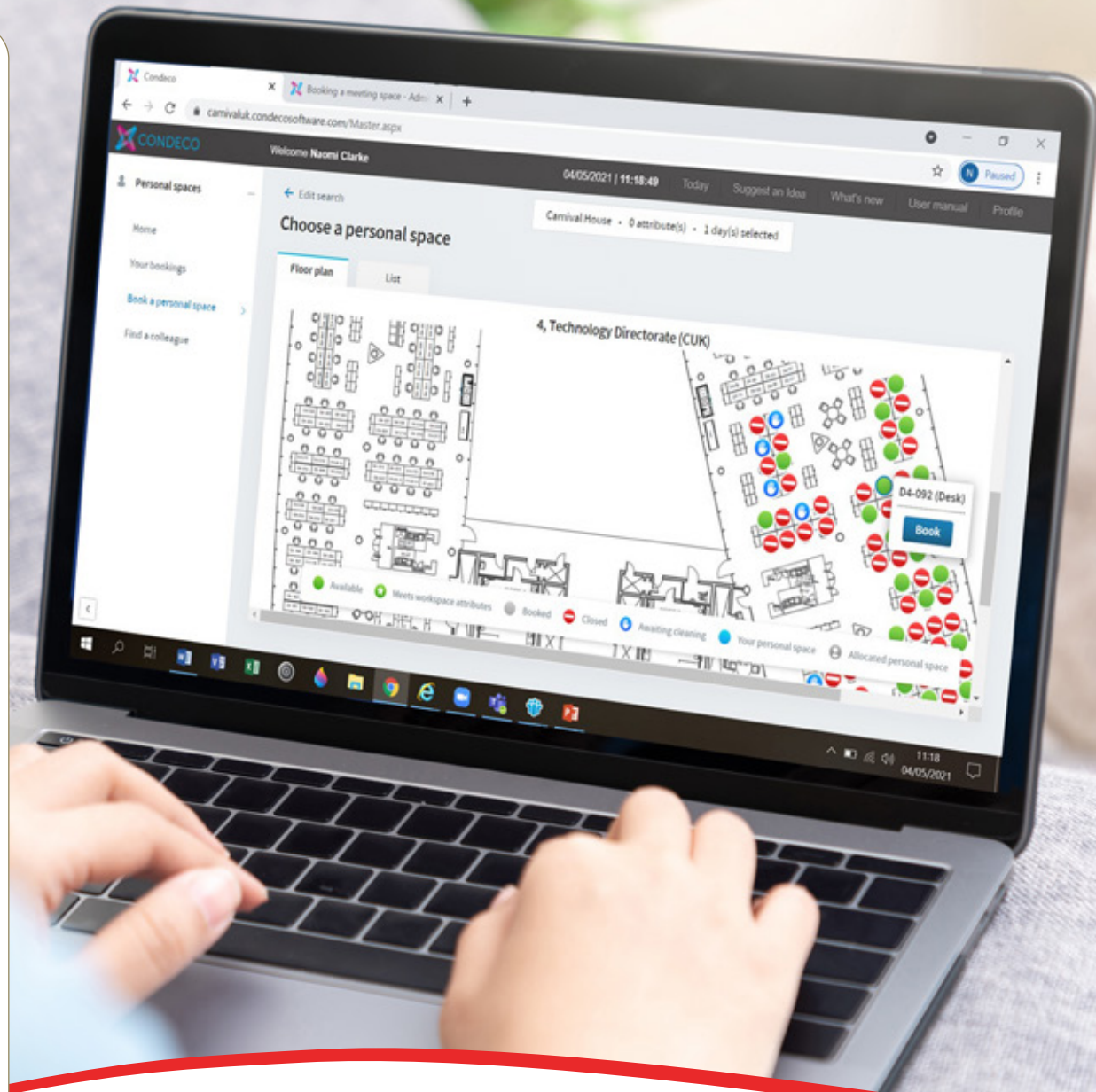
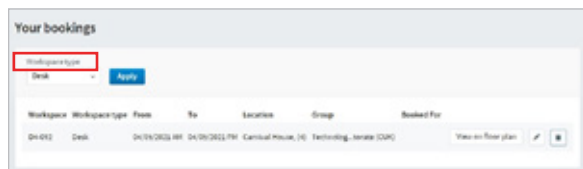
Available spaces (desks) are marked with a green circle, desks not in use as part of Covid-19 safety guidelines are marked with a red circle, (resembling a no entry symbol) desks scheduled for cleaning are displayed with a hand symbol. Desks with a green circle with a star in them indicate desks with attributes i.e height adjustability.

From here you can make your selection by clicking on a green circle and clicking book.

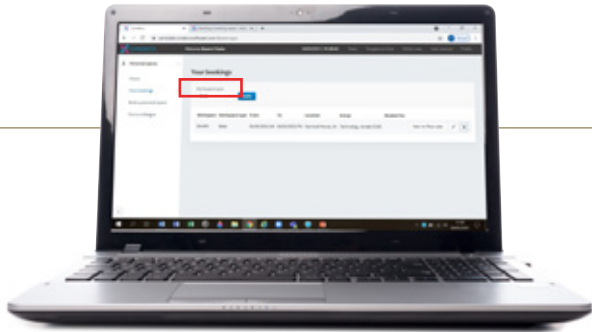


You'll receive a booking confirmation email from Condeco to confirm your booking.

Your booking will also appear in 'Your Bookings'.



Editing or cancelling a booking



If you need to make any changes to a booking, such as changing the date, you can do this from the bookings page. Simply click on the pencil icon.

You can also cancel bookings here if your plans change, by clicking on the dustbin icon and deleting your booking. You'll receive an email confirmation from Condeco if you edit or cancel a booking.

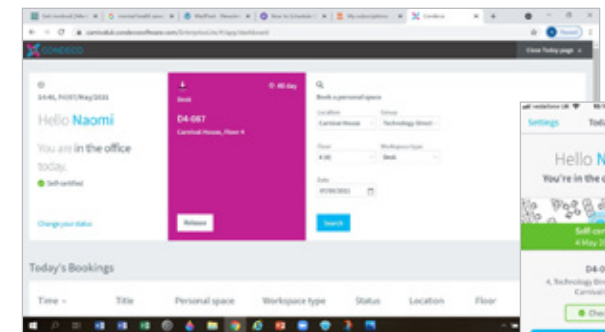
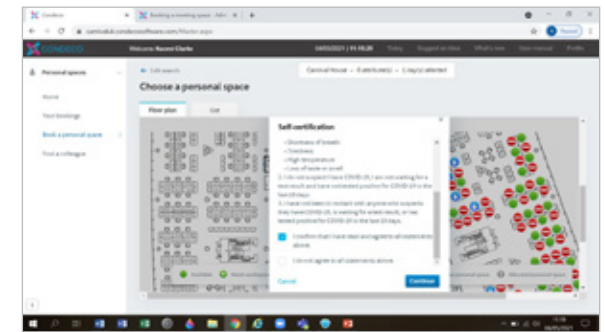
Checking into a desk

Ahead of travel to Carnival House, (on the day of your booking) it's really important you log into the booking system and check into your desk by confirming you are feeling well and not displaying any Covid-19 symptoms.

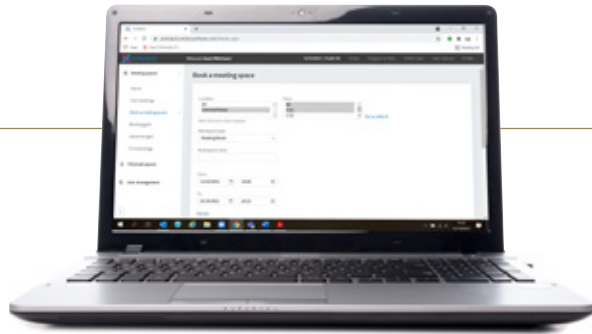
To help protect all colleagues you shouldn't come to Carnival House if you have Covid-19 symptoms and should instead release your booking for the day.

On the day of your booking, when you log into the Condeco booking system, you'll be asked to complete the following self-certification form, by clicking on box next to the statement that matches your circumstances on that day.

(Please note – you will need to complete the self-certification form every day you have a desk booked.)



How to book a meeting space using Condeco



Complete steps 1 and 2 on page 3 of this guide to access Condeco via desktop.

Then select 'Meeting spaces' from the left hand side of your screen.

Select 'book a meeting room'.

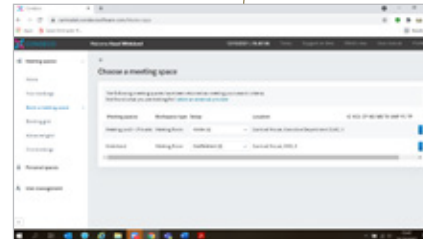
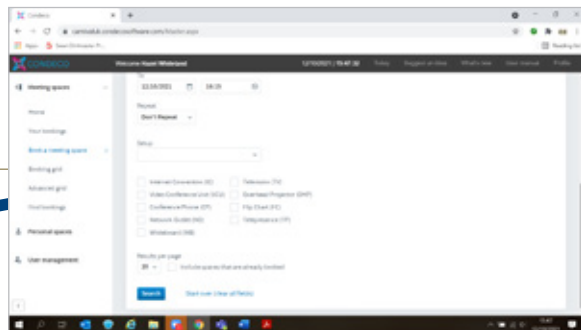
Under the Location select Carnival House and all floors (or be more specific if you need a certain floor).

Select 'Meeting Room' under the workspace type.

Search for a date & time that suits you, and repeat if necessary.

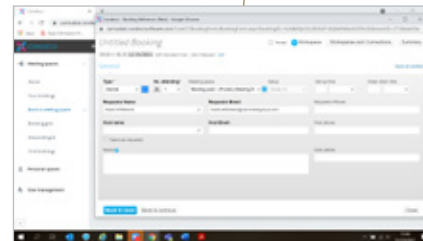
Then, select any specific equipment you need in the room, this will narrow your search significantly and may not return so many options.

Click Search

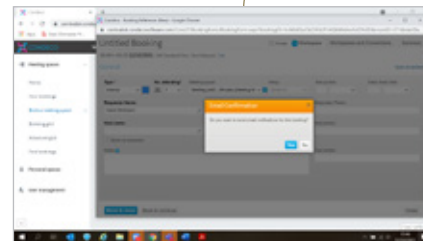


Search results will appear, you can see the rooms, the locations, and the equipment in each room.

Click the blue book button on the room you would like to book.



You then get a pop-up box that asks you to fill in some more details. You can add a meeting name and other details if you wish. If not just click 'Book & Close'.



You will then be asked if you want an email confirmation select 'Yes' and the booking will be made and confirmed by email.



TECHBAR
MAKING TECHNOLOGY WORK FOR YOU

How to make an appointment with the Tech Bar using Condeco

STEP 1

Complete steps 1 and 2 on page 3 of this guide to access Condeco via desktop. Then select 'Tech Bar' from the left hand side of your screen.

STEP 2

Close the 'Today screen'.

STEP 3

Access the 'meeting spaces' drop down on the left hand side of the screen and select 'booking grid'.

STEP 4

Select the date and time you would like by clicking on the grid. Enter your details and then select 'book'.

STEP 5

A booking confirmation email will be sent to you. Please remember to add the booking to your diary. Your booking can also be viewed under 'Your Bookings' in the left hand column of your Condeco screen (when using desktop).



The Tech Bar is located in Hamilton, on the ground floor of Carnival House, in the Corporate suite.

