

# How to book a desk

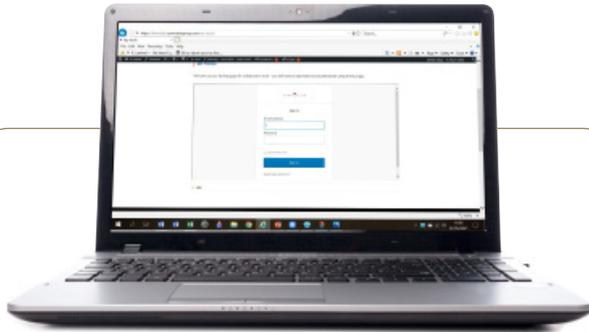
Using the Carnival House booking system

# We look forward to welcoming you to Carnival House soon!

For information about working from the office [here](#).



# Accessing the Condeco booking system

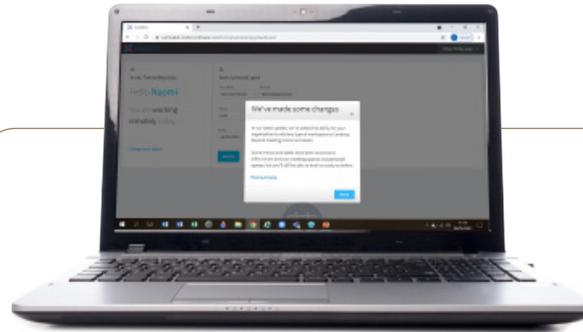


## STEP 1

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

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

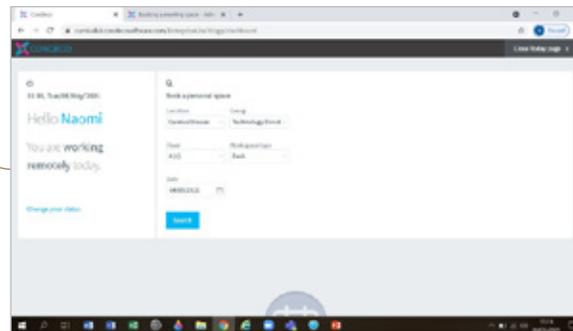
To log in you'll need to use your primary email address, and your windows password and click on sign in.



## STEP 2

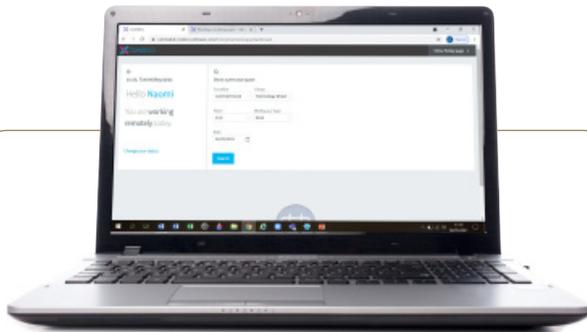
When you have logged into the Condeco booking system you'll see this screen, displaying your details and asking you to confirm your understanding of recent changes to the tool. Please click 'got it'.

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

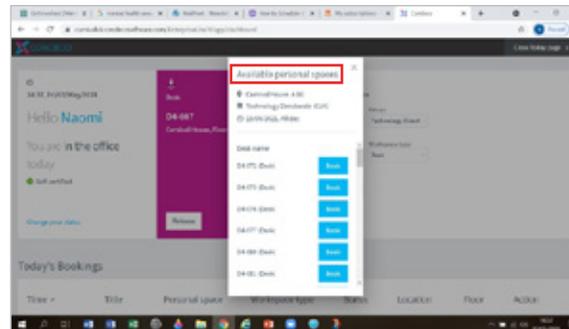
To get to the bookings page – click on close today's page - highlighted in red.



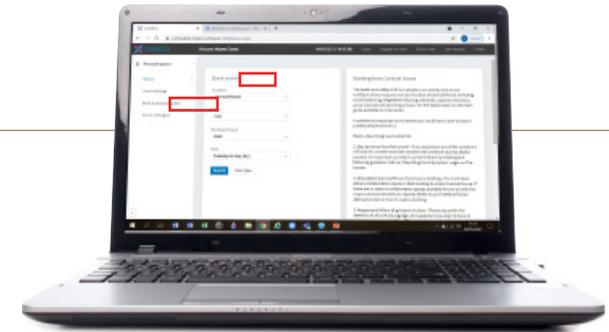
## STEP 4

The page to the right will appear.

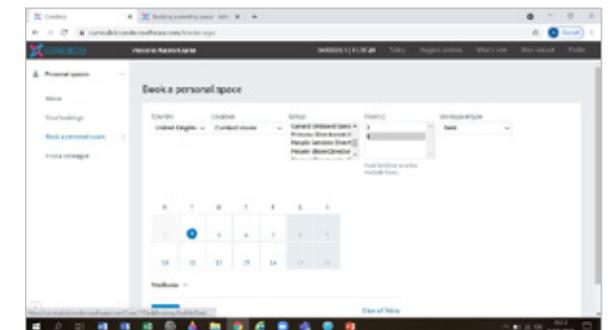
From here you can either complete the 'Quick desk search' fields to book a desk – this will show you available desks which you can select and book straight away or you can go to the left hand navigation and click on 'Book a personal space.'



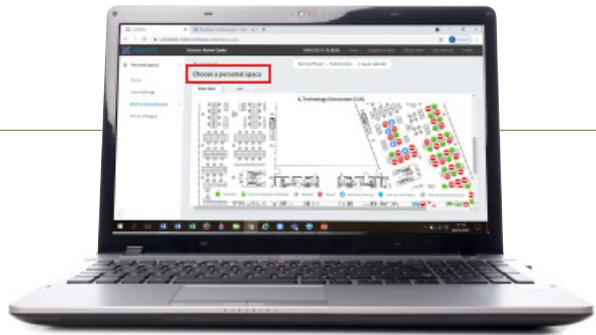
If you click on 'Book a personal space', you'll see that the Country, Location, Group and Floor fields have been automatically selected for you. Check these are correct – if not please contact your departments PA or EA.



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 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.

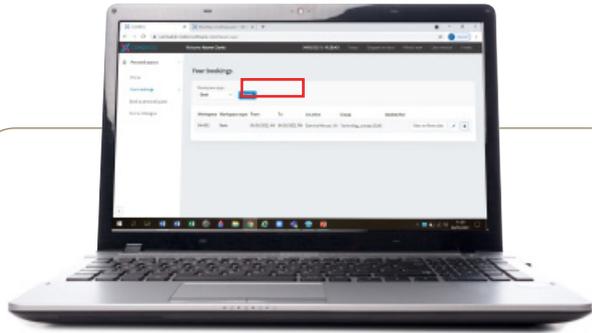


You'll receive a booking confirmation email from Condeco to confirm your booking.

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.



**TECHBAR**  
MAKING TECHNOLOGY WORK FOR YOU



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

