

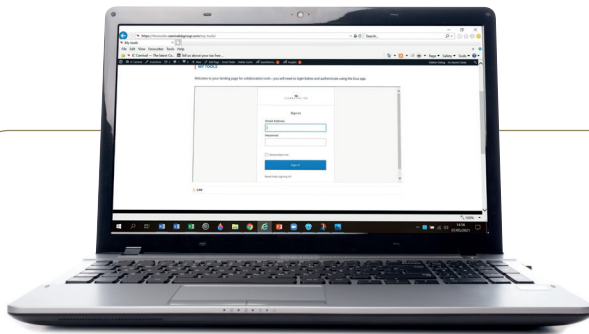
How to book a desk

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

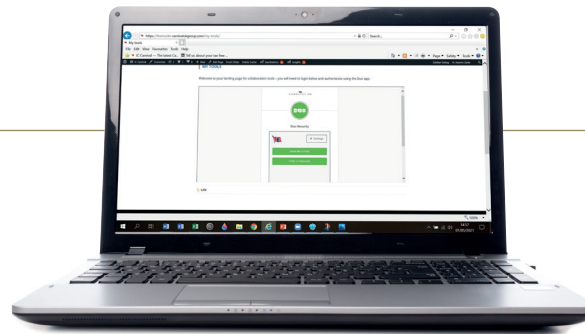


STEP 1

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

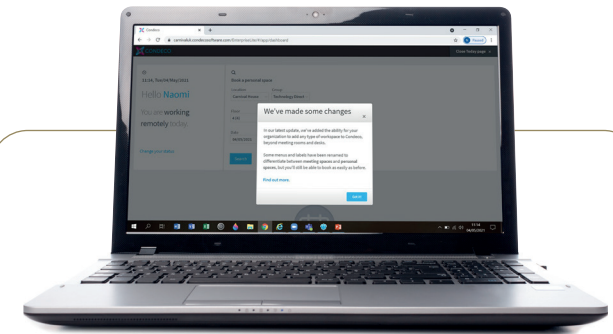
<https://carnivaluk.condecosoftware.com/>

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.

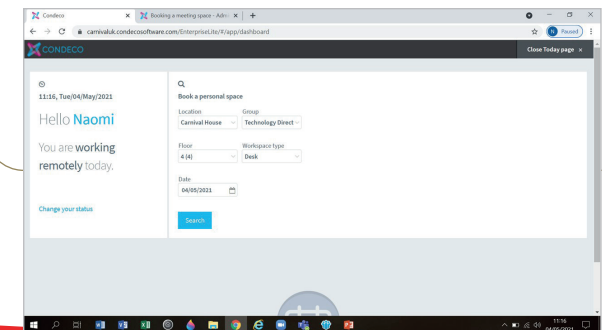
(This is the same process as when you log into the Carnival UK Network via VPN)



STEP 2

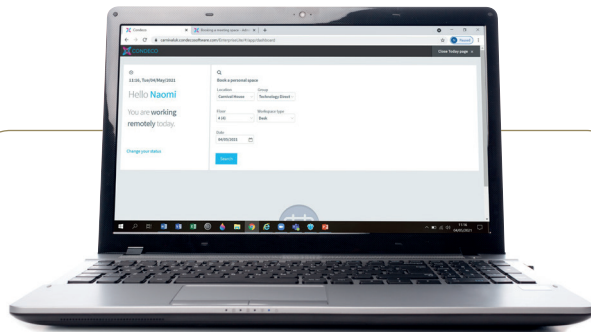
When you have logged into the Condeco booking system you'll see this screen, displaying your details and asking you to confirm your understanding of recent changes to the tool. Please click 'got it'.

Your personal details will now be visible.



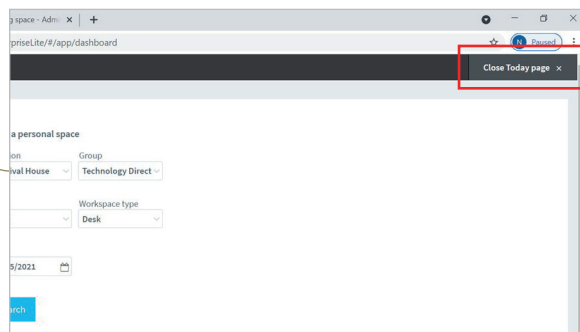
Booking a desk

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



STEP 3

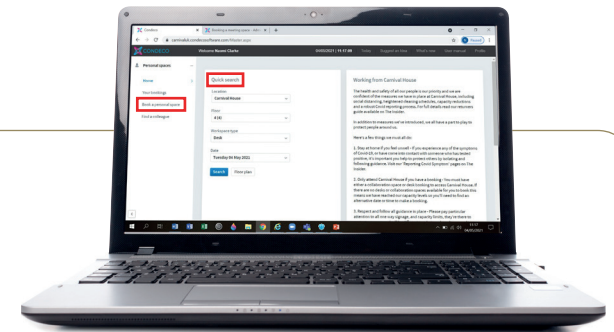
To get to the bookings page – click on close today's page- highlighted in red.



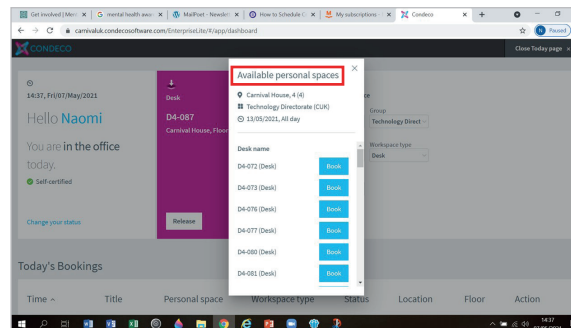
STEP 4

The page to the right will appear.

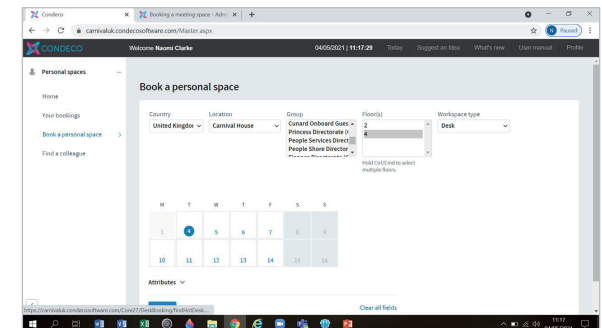
From here you can either complete the 'Quick desk search' fields to book a desk – this will show you available desks which you can select and book straight away or you can go to the left hand navigation and click on 'Book a personal space.'



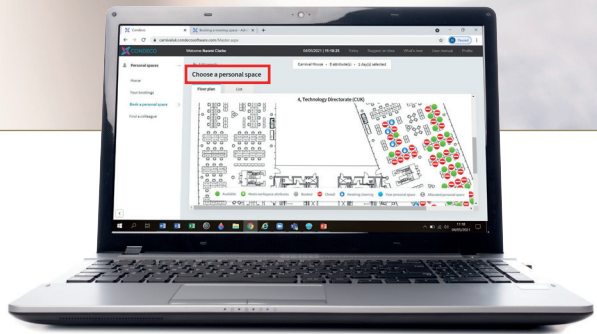
If you select the 'Quick desk search' option, available personal spaces will be displayed and you can simply choose one and book it straight away.



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.



You can book a desk up to five days per week, and see up to two 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.

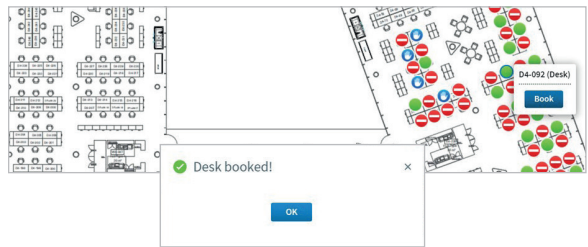


STEP 5

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

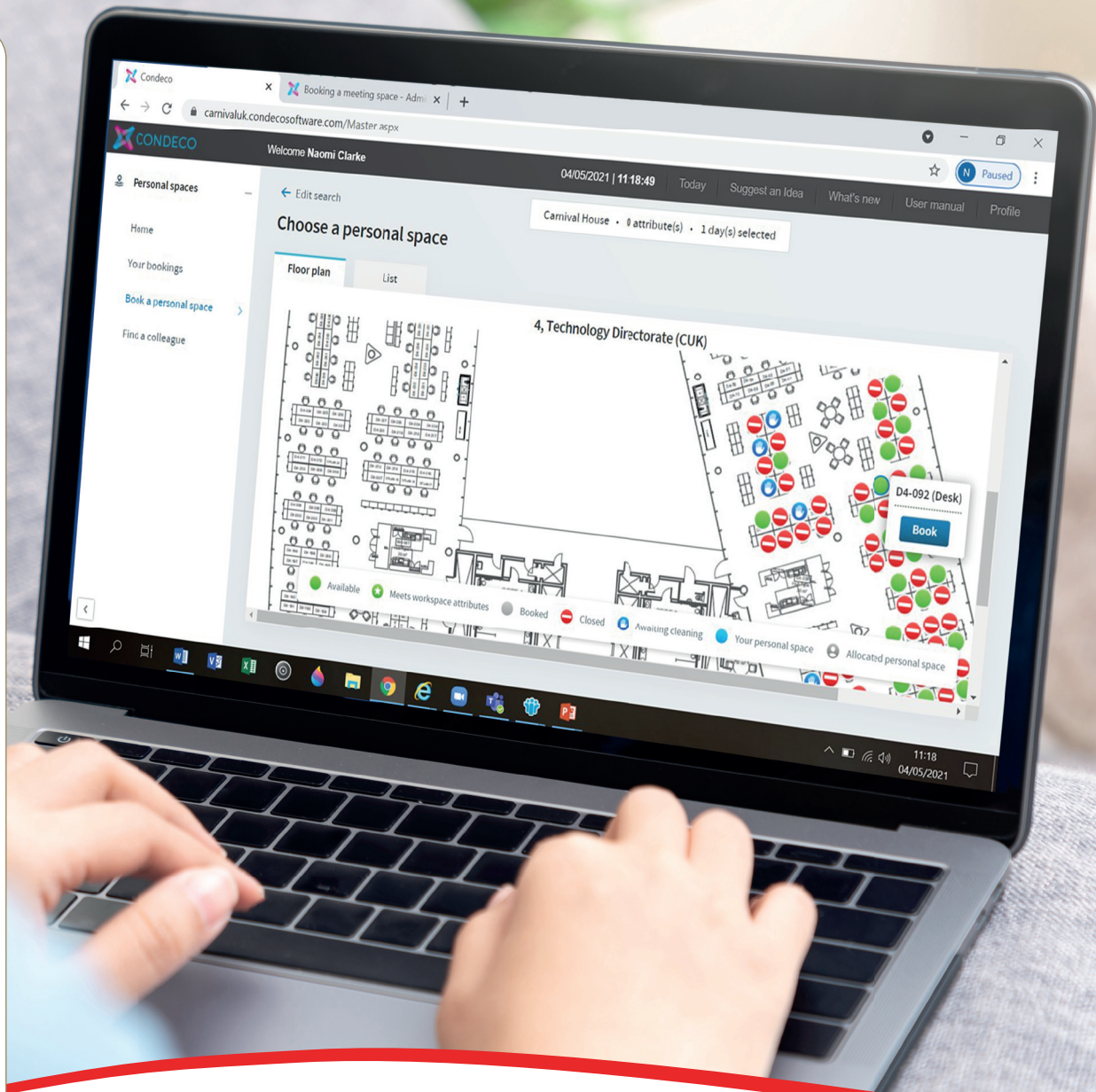
Available spaces (desks) are marked with a green circle, desks not in use as part of Covid-19 safety guidelines are marked with a red circle, (resembling a no entry symbol) desks scheduled for cleaning are displayed with a hand symbol. Desks with a green circle with a star in them indicate desks with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

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

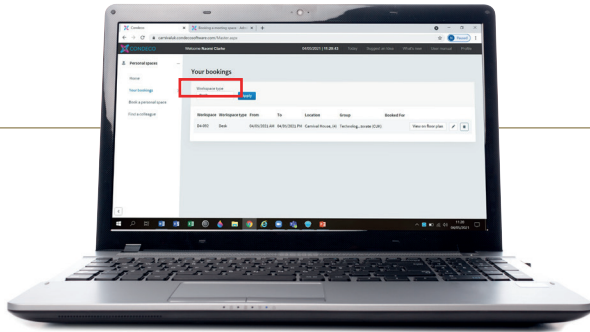


You'll receive a booking confirmation email from Condeco to confirm your booking.

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

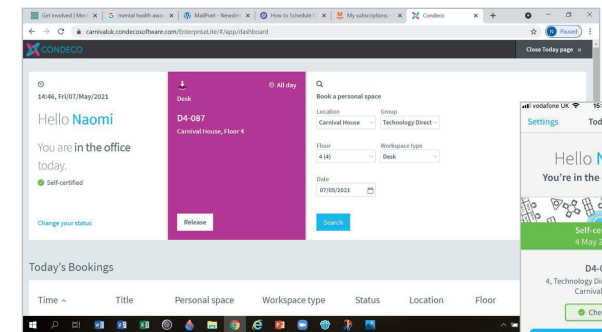
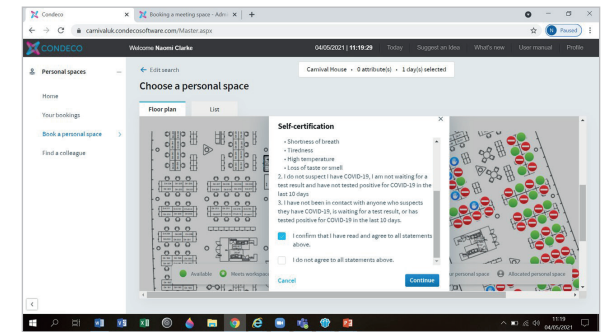
Ahead of travel to Carnival House, (on the day of your booking) it's really important you log into the booking system and check into your desk by confirming you are feeling well and not displaying any Covid-19 symptoms.

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.)

Upon arrival at Carnival House the security guard will take your temperature and ask to see evidence of your self-certification validation, which is available via the home screen of the web application and scheduling tool app.





TECHBAR
MAKING TECHNOLOGY WORK FOR YOU

How to make an appointment with the Tech Bar using Condeco

STEP 1

From meeting spaces, you can use the quick links to book an appointment with the Tech Bar.

Under the Group selector: Select Tech Bar

Under workspace type: Select Meeting Room

Under From: Search for a date & time that suits you. (Please ensure the end time is 30 minutes after the start time. All Tech Bar slots are for 30 minutes)

Click Search

Search results will appear, check availability, and click book.

STEP 2

A window will appear with your selection.

Click on book and close.

STEP 3

A Booking confirmation email will be sent to you

Please remember to add the booking to your diary. Your booking can be viewed under 'Your Bookings'.



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

