

Condeco



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Contents

- 1. An Introduction To Condeco3
- 2. Condeco Desk Booking Software4
- 3. An End-to-end Integrated Solution.....11
- 4. About Condeco.....12
- 5. Implementation Process & Training14
- 6. Appendix: Savings & Efficiencies With Condeco Solutions15

1. An Introduction To Condeco

Powering Change

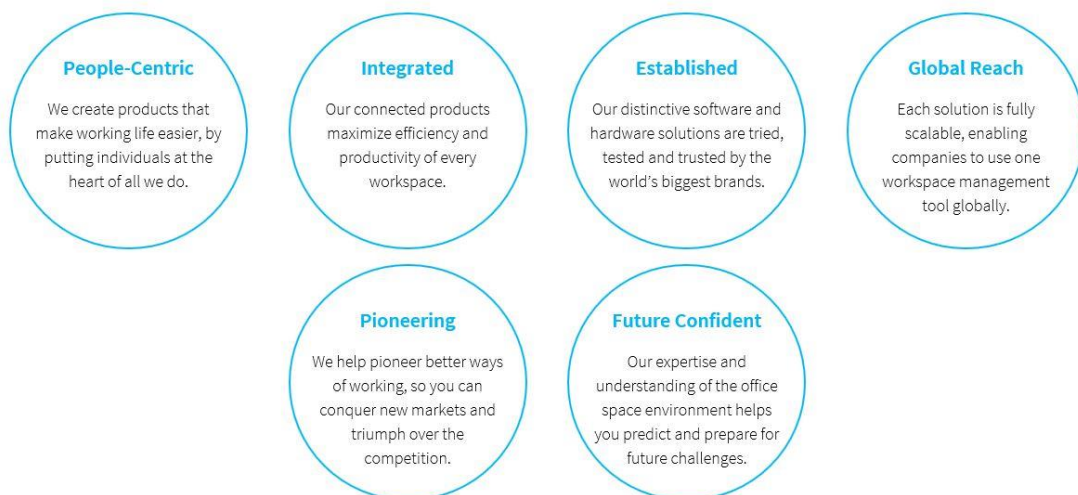
For businesses today, growth at scale depends on total management of the workplace environment. Since 2005, Condeco have shaped global business, helping the world's largest companies take control of and better manage their meeting and office spaces to increase the productivity of their workforce.

Today, our established products lead the industry and can be found, hard at work, in every market around the globe. Combining advanced software understanding with our design standards, we pioneer next generation solutions that are fully connected and simple to manage, helping organizations adapt their operations quickly, and at scale.

This is because we take the time to understand each business and challenge individually, so our clients have the tools and knowledge to shape a more sustainable and efficient future for their enterprise. Whether by connecting offices around the world, providing insights and data about working patterns, increasing control, adding workspace flexibility or simply minimizing waste, we transform the day-to-day management of their most vital assets. All of which enable over a million users to get the most from their day, and the company to perform better.

And, as change continues to accelerate, demanding ever more agility, we keep our eyes on the future, pioneering ground-breaking technology that helps businesses to predict, plan for and profit from tomorrow with increasing future confidence.

How we help you



2. Condeco Desk Booking Software

Condeco Desk Booking Software allows you to deploy flexible working throughout the organisation. The module enables users to reserve a desk or office space as and when they need it; on the intranet, in Outlook, using touch screen kiosks, on our digital desk signage or using Condeco's mobile desk booking app. The software is scalable to support the needs of one department in one building, or an entire enterprise around the world. Its advanced booking features and reporting facilities help you get the most out of your office space by raising desk utilisation and enabling flexible teamwork.



Desk booking floor plan

2.1. Key functionality

User functionality

- **Quick desk search**
- **Advanced desk search** for multiple days with desk features
- Search **results by group, desk or on floor plans**
- **Booking from interactive floor plans**
- **Booking grid**
- **Booking desks on behalf of others**
- **Find a colleague** on the floor plan
- **Desk check-in**
- Auto-bump to **release desk** if not checked in within pre-set time limit
- Ability to **release a fixed desk when not required**

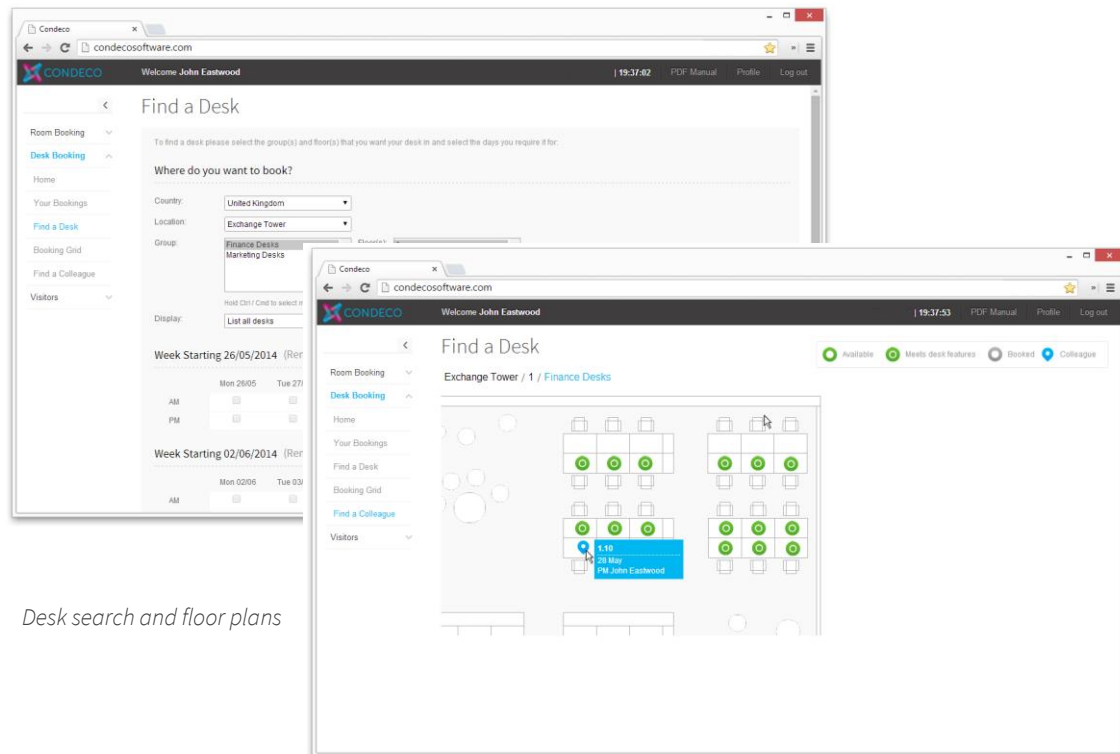
Administration

- Create groups
- Add/ remove desks as required
- Floor plan upload
- Drag and drop desk administration on floor plans
- Set up desks as:
 - Hot desks bookable by anyone with access to the group
 - Fixed to a single user where a semi-permanent desk is required
 - Flexible desk, where a desk is allocated to a single user but must be checked in to each day or else the desk is released

2.2. Interactive floor plans

Users can make bookings through interactive floor plans that show the availability of desks for a chosen location, group, floor and the selected booking periods or days. The floor plans also highlight to users which desks meet their profiled desk requirements.

2.3. Desk search



Desk search and floor plans

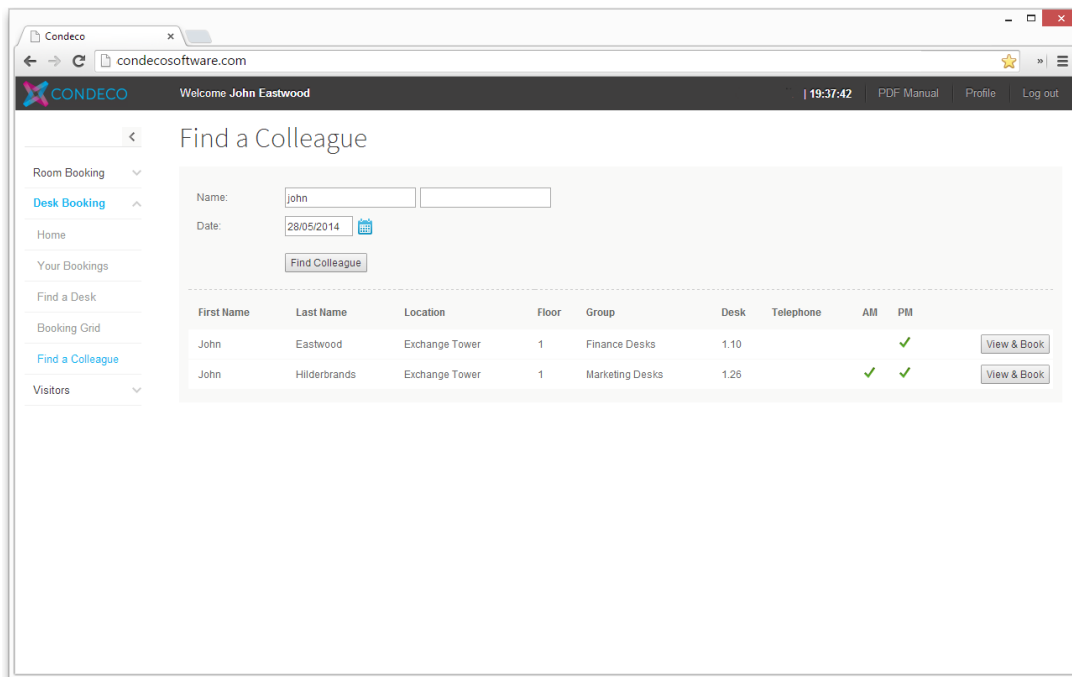
Users can use a desk search to find an available desk that meets their requirements. This search can span multiple days and allows users to locate desks in any location they have access to. If no desk is available users can modify the search to locate an available desk in a different location or with alternative attributes. Users can see the search results as a list or on the floor plan.

2.4. Booking desks for other people

The system defaults all bookings to the information of the person who is logged into the system, however Condeco also allows users to book a desk for someone else if required. This feature provides the facility to manage resources for external contractors, guests and visitors who may need to be accommodated within a location. External bookings can also be passed to the visitor management part of the system so that they are expected at reception and can have a visitor pass printed/issued on arrival.

2.5. Find a Colleague

Condeco includes a built-in search function that enables users to easily find colleagues via a name search. The floor plan shows where the colleague has booked and enables users to book a desk nearby if needed.



Find a colleague function

2.6. Desk attributes

Desks can be set up with specific attributes, for example technical features, such as a docking station, DDA requirements or level of privacy. These attributes are used on both the floor plan view as well as in the desk search and tied into a user's profile, enabling users to quickly find a desk that meets their specific needs.

2.7. Desk check-in and auto-bump

Condeco Desk Booking can be configured to require users to check-in to their desk on arrival. Users can check-in using the web application, Outlook, the desk kiosk, desk screens, or Condeco mobile app. This process works by allowing a preset time that a desk must be confirmed as in use, otherwise the booking is cancelled and the desk is released back into the pool. The system records when a desk booking has been bumped and administrators can run reports on this data.

2.8. Utilisation reports

As users reserve and check-in to their desks, Condeco collects valuable booking and utilisation data, which can help you to better manage your available real estate. These reports run in real-time and allow your organisation to make more informed decisions about how to best manage the workplace.

2.9. Administrative tools

System administrators can easily add and manage desks within the system. Desks can be set up with specific desk features and easily positioned on a floor plan, which can be uploaded.

2.10. A complete desk booking solution

Condeco Desk Booking integrates seamlessly with Condeco Desk Screens and the Condeco Desk Booking Kiosk, as well as the Condeco Desk Booking App for IOS and Android. Additionally, Condeco provides a simple way to roll out a desk booking functionality with your existing Cisco® phone infrastructure or make bookings through the Outlook Add-in. We also recommend using Condeco Sense to measure and understand your desk and office space usage prior to implementing our booking solutions.

Desk screens

Condeco Desk Booking Touch Screens can be placed on or next to a desk to offer users an instant desk booking and check-in facility. LED lights built-in to the device make it easy for staff to identify available desks and make a booking on the screen using their RFID access card or a PIN code.

Key features

- **Booking information** is displayed on the screen, making it easy for staff to find a desk or see who sits where
- **Red, amber and green lights** on the device allow staff to easily see if a particular desk is occupied, booked or available
- Staff can use their **PIN or RFID card** to instantly book an available desk they see, quickly and easily
- Staff can use the desk screen to **check-in to a desk** they have already booked by entering their PIN or swiping their RFID card



Condeco Desk Screen

Desk kiosk

Condeco Desk Booking Kiosk is a user-friendly touch screen unit that makes booking a desk upon arrival quick and easy. The device can be put in lobby areas on a stand or wall mounted, creating an attractive and cost effective booking solution.

Key features

- Staff can **log in using an RFID card** on the built-in card reader. Alternatively, users can log in with a username and password via the on-screen keyboard
- Staff can be asked to **check-in to a desk** they have already booked by swiping their RFID card or logging in
- Staff can **book desks** for the same day from a floor plan that shows availability. Desks that match the user's profiled requirements, such as docking station are highlighted
- Should a preferred area already be all booked up, users can easily **search and select other desks** they have access to in the same building and book them
- Staff can **find colleagues** for the same day and the kiosk will tell them if a colleague has a booking, is checked in and also show the location of the colleague on the floor plan
- Staff can **manage bookings** as well as **check the location** of the desks booked or **delete bookings** that are no longer required



Condeco Desk Booking Kiosk

Desk booking app

The Condeco Desk Booking App for iPhone and Android provides staff with an easy way to book desks and manage bookings whilst on the move.

Features

- Staff can **check-in to their desk** on a phone
- Staff can **book desks** for single or multiple days
- Staff can **find colleagues** for any given day and the app will show the colleagues booking for that day
- Staff can **view bookings** and delete bookings that are no longer required



Outlook Add-in

The Condeco MS Outlook Add-in allows users to do the same things they can do in the web version of Condeco from within MS Outlook. This makes booking a desk quick and convenient easily.

From the navigation bar in MS Outlook users can conveniently access the Desk Search, Find a Colleague and their desk bookings.

Features

- Staff can **check-in to their desk**
- Staff can search and **book desks** for single or multiple days and specific desk features for themselves or others
- Staff can **find colleagues** for any given day and view their position on the floor plan
- Staff can **view, edit** and **delete bookings** that are no longer required

Cisco® Phone Integration

The product enables clients to roll out desk booking functionality using their existing phone infrastructure. Users can use the Cisco® phone to book, check in, release desk bookings in a few simple steps.

2.11. Reporting

Condeco has a library of built-in reports that provide detailed information on the use of the system. Each report can be run over a specified time period, which can range from a number of minutes to an entire year. The results of the report can be exported to excel, printed or viewed on-screen.

Condeco also allows the use of the industry standard MIS reporting tools such as Crystal reports and SQL reporting, so that specific reports can be created by anyone with reporting experience.

The specific desk reports that are available are:

- Desk utilisation
- Utilisation by location/floor
- Utilisation by person
- Cancelled bookings
- Booking history
- Future bookings

Real-time reporting

The reports provide real-time data analysis on both resource usage and user behaviour, and can collate the information held to provide reports on planned bookings against actual usage. The utilisation reports provide details on specific resource items and the number being used at any given time.

Advanced Reporting

The Condeco Advanced Reporting solution is perfect for any organisation that wants to gain a detailed understanding how its space and resources are being used. This means that areas of inefficiency or underutilisation can be detected and ultimately space usage can be maximised and costs reduced.

Our advanced reporting allows you to create reports that are quick to run, hassle-free and can easily be exported into Excel or PDF, enabling you to compare utilisation at different times and spot trends. In comparison to ordinary static reports, Condeco's Advanced Reporting is customisable. Administrators are able to make the report they need and access the data they require, with no specific technical skills. Once the reports are created and defined within the system, the reporting tool provides an easy way to analyse data by simply dragging and dropping different fields to generate results.

2.12. SaaS

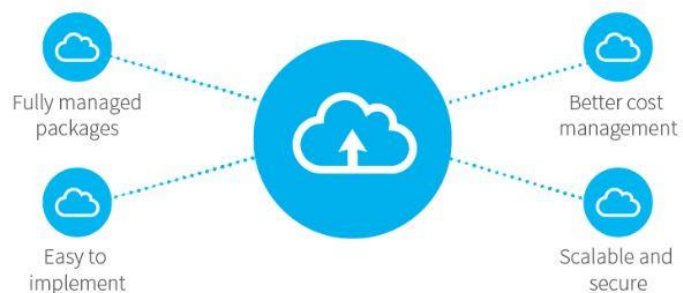
Condeco SaaS model has lower operational costs than on-premise solution and provides you with a secure, resilient solution that's designed to perform at optimal levels no matter the scale and geographic spread of your business.

Condeco will provide you with a dedicated virtual server environment on which to install and run the Condeco application. These are hosted within a high security data centre operating to the highest industry standards. The hosted solution has offsite disaster recovery, giving you peace of mind as well as top quality performance.

Condeco SaaS offers your business the flexibility to migrate to the latest release of software automatically. There's no need to lean on IT for updates and day-to-day management; Condeco will take care of all your updates and upgrades.

Annual licensing includes:

- Condeco software
- Unlimited user access



- High security hosting with 99.5% uptime
- Warranty
- 24/7 global support
- Insurance
- Workplace digital signage (optional)
- Swap and replace digital screens (optional)

More than software

Condeco's leading digital signage is also available as part of the same cost-effective service. You can change a one-time expenditure into a monthly operating cost, as well as ease the need to manage and run the system.

On-premise is still an option

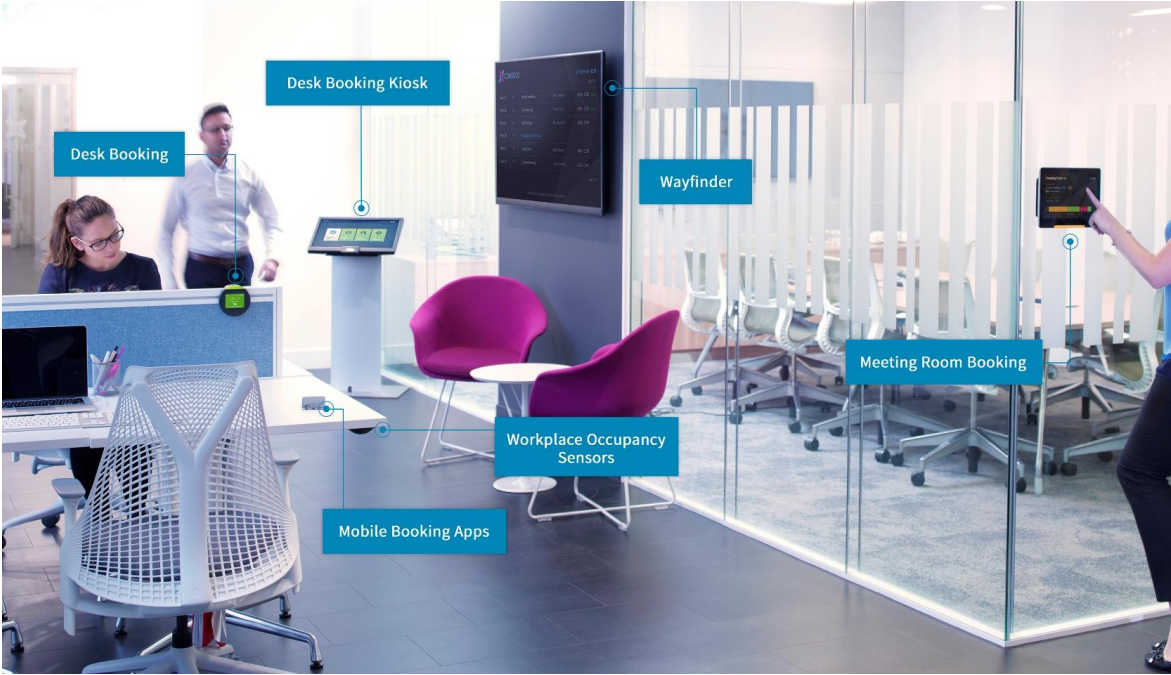
Condeco is one of the only workplace scheduling companies that offer an on-premises solution with the flexibility of a SaaS-based pricing model. We understand that however secure an off-premise hosting environment may be it is often the case that global organisations want to host their enterprise software solutions under one roof. Condeco offers you the flexibility to do this with the added benefits of annualised licensing, creating you lower, managed operational costs.

3. An End-to-end Integrated Solution

As a full service company, we are uniquely positioned to provide clients with an end-to-end solution. Put simply, we spare you the headache of having to manage multiple vendors. Our integrated departments encompass R&D and design through to delivery, support and maintenance.

Our solution unifies the management of your workspace, rooms, desks, hospitality and video conferencing across multiple locations globally, all through one web-based platform. Condeco SaaS model provides you with a secure, resilient solution that's designed to perform at optimal levels no matter the scale and geographic spread of your business.

Condeco's suite of products is designed to provide seamless integration; each Condeco product is part of a system that comprises of software and hardware solutions that help you power change in the workplace. Our technology provides powerful insight to help you better manage your workspace, develop new ways of working and significantly reduce your real estate costs.



4. About Condeco

Who We Work With

Millions of people are using Condeco worldwide, including some of the largest blue chip organisations across the globe:



Our Global Network

Condeco has offices across America, Asia, Australia, Africa, Europe and the Middle East as well as strategic partners across the world.

Awards & Recognitions

Condeco was awarded Microsoft's Gold Partnership in Application Development. The credential demonstrates our expertise in development and design, right the way through to service and support. It also distinguishes our product suite for having exceptionally designed tools that are leading the way in space utilisation technology.

Condeco's pioneering software and hardware solutions, which are fully connected and simple to manage, recently received a Queen's Award for Enterprise, the highest business award in the UK. Condeco's success came in the Innovation category, highlighting the company's ability to bring world-leading R&D to market and emphasising their importance to the wider business community.



Condeco's technology won the Connected Industry Application category in the IoT Awards and I-FM Award for Technology in FM. Our exceptional growth was recognised by the

prestigious Sunday Times Tech Track 100 as one of the fastest growing technology companies in the UK. Additionally, Condeco was also named as a Leap 100 Company by City AM, identified as one of the fastest growing, most exciting companies to watch in the UK.

5. Implementation Process & Training

Each implementation of the Condeco system is tailored to the client's needs with a clear focus on the scope and requirements of each particular project.

Following the receipt of an order, Condeco will appoint an experienced project manager to work alongside your account manager. The project manager will then immediately schedule an implementation meeting to agree the project timelines.

The primary purpose of this meeting is to:

- Outline the configuration options of the system to meet the needs of all locations
- Determine how data will be collected
- Establish how existing data can be migrated
- Set key time frames for implementation

In addition to this meeting, Condeco produces a detailed project plan to lay down key milestones and determine levels and types of involvement from relevant departments, such as IT and Facilities.

Condeco typically provides 'train the trainer' support, and then you are equipped with the skills needed to carry out your own end-user training.

However, because the Condeco system is designed to be intuitive and easy to use, most clients choose to carry out minimal end-user training. The focus is then on providing high quality communications for staff and a range of tailored training material such as quick reference guides. Condeco can work closely with a training department to ensure that any information given works within the existing process and procedures of the client.

For administrator users, training is essential and Condeco's trainers work with the client's training department to develop an in-house plan. The main objective is to focus on the management of change within the organisation; this is a key consideration when introducing a new working practice or software application.

6. Appendix: Savings & Efficiencies With Condeco Solutions

As a company, we'd like to highlight that Condeco is a solution that not only saves you time, but also offers substantial cost savings by increasing office utilisation.

6.1. Increase your desk-share ratio with Condeco Desk Booking

A traditional office typically has a desk-share ratio of 1:1 (one workspace for every office-based employee). Numerous live studies have shown that workspace ratios of 1:1 are unnecessary and that workplace occupancy levels are far lower than what would require such a ratio. By reducing the number of set desks and providing the right tools for scheduling and monitoring usage, flexible working can be introduced which will reduce workspace ratios to 1:0.8 for most organisations. In organisations with frequent "field" based activity (such as sales or professional services), we have introduced workspace ratios as low as 1:0.5.



Example

A company with approximately 1,000 employees are looking to introduce flexible working. From all employees a half (500 people) may be considered suitable for hot desking. The average workspace area per person of 10m² would equate to 5,000m² of total workspace across the hot desking user group prior to changes.

The average cost of £500 per square meter, per year for real estate, would give a total annual cost of £2.5million for the workspace area across the hot desking user group (prior to changes).

With workspace utilisation improvement of just 20% (for example moving from 1:1 to 1:0.8) the total cost saving result would be £500,000 per year.