



Condeco

Room Scheduling & Event Services Software

End Users Training



Stanford
HEALTH CARE

Training Agenda

- I. Overview
 - Current State Process
 - Future State Process
- II. Scope and User Base
- III. Condeco Features
- IV. Definitions
- V. Live Training
 - Condeco via Outlook add-in
 - Room Search
 - Booking Grid
 - Adding Services
 - Viewing Room Attributes
 - Submitting a Booking Request
 - Canceling/Editing a Reservation
 - Catering Only Requests
 - Reserving a Table at Stanford Dining
 - Enterprise Site
 - SSO for SHC Employees
 - Requesting Access (LPCH, SoM)
 - View of Bookings for the Day
 - Status of “Managed Room” Requests
 - Canceling & Editing a Reservation
- VI. Mobile Application
- VII. Questions

**Effortlessly manage
conference rooms
and services.**

Available to book via:

- Outlook add-in
- On the web
- Mobile application



• Mobile application



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Overview

Condeco will provide an easier and streamlined process for booking rooms and additional services

In current state, end users are burdened by different systems and processes for requests relating to conference room reservations, catering, AV, event services and Stanford Dining.

CURRENT STATE PROCESS:



Room Reservations

Room reservations are requested via the Facilities, Services Response Center(FSRC) by calling the 8-4400 number.



Event Services

Event Services are requested via the Stanford Dining (Bing Dining) team or Stanford University.



Catering

Catering is requested via the Catertrax website.



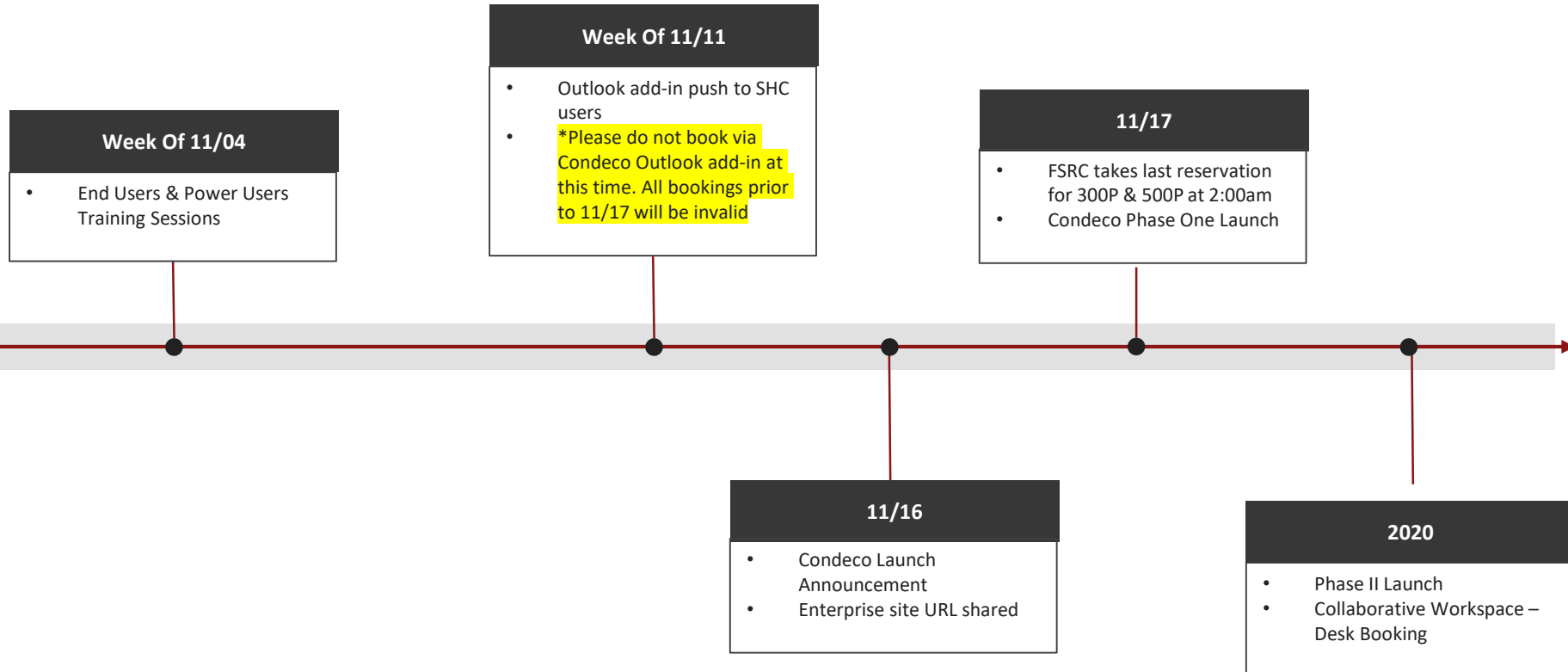
Stanford Dining Room (Previously Bing Dining):
Stanford Dining Room reservations are done via Seat Me.



AV Services

AV support service requests (for large events) are completed via Service Now.

Starting **November 17th**, Condeco will provide a streamlined process for booking rooms and adding additional services for end users – **all in one place!**



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Scope & User base

The Condeco platform will support conference room booking and Event Services in 300P, 500P and 875 BW campus

Condeco will support requests in 300P, 500P and 875 Blake Wilbur.
There will be no change in process for room booking in LPCH and offsites.

| Condeco | | |
|-------------------------------|------|-------------------------|
| Room Booking & Event Services | | |
| 300P | 500P | 875 Blake Wilbur* |

| FSRC | |
|--------------|----------|
| Room Booking | |
| LPCH | Offsites |

Who can use Condeco?

- All SHC employees via Outlook add-in, enterprise site by SSO and mobile application
- LPCH and SoM via Condeco enterprise site and mobile application

*875 Blake Wilbur launch not aligned with PD1 (November 17th) and will only apply to limited rooms

What Rooms Will Be Available via Condeco?



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PHASE I LAUNCH

| Location | Resource | Description | Managed/Self Service | Group Admin |
|----------------------------------|------------------------------|---|----------------------|----------------------|
| 300P | 3231-Bing Dining Room | Dietary (Cafeteria/Dining - reservable) | Managed | Event Services |
| | 3232-Bing Dining Room | Dietary (Cafeteria/Dining - reservable) | Managed | Event Services |
| | 3211A-Conference Room | 300P Executive Suite (West) | Managed | Event Services |
| | H1123-Conference Room | 300P Administration | Self Service | Event Services |
| | H3210-Linda Meier Board Room | Board Room | Managed | Event Services |
| | H3249F-Conference Room | 300P Executive Suite (East) | Managed | TBD |
| | HH002A-Conference Room | 300P Administration | Self Service | Event Services |
| | S033 - Conference Room | 300P Administration | Self Service | Event Services |
| | Nursing Administration Patio | Event Space | Self Service | Event Services |
| | 300P Atrium | Event Space | Managed | Event Services |
| 500P | M448-Conference Room | 500P Administration | Self Service | Event Services |
| | M548-Conference Room | 500P Administration | Self Service | Event Services |
| | M648-Conference Room | 500P Administration | Self Service | Event Services |
| | M748-Conference Room | 500P Administration | Self Service | Event Services |
| | Stanford Dining Room | Executive Dining & Event Services | Managed | Stanford Dining Room |
| PSG (Pasteur Staff Garage) | P300-Assembly Hall – Full | Full Assembly Hall | Managed | Event Services |
| | P300-Assembly Hall | Assembly Hall - A | Managed | Event Services |
| | P300-Assembly Hall | Assembly Hall - B | Managed | Event Services |
| | P352-Conference Room | Executive Suite | Managed | 500P Executive Suite |
| | P390-Board Room | Executive Suite | Managed | 500P Executive Suite |

* Phase II launch will include select dept/unit based conference rooms and 875 BW – timeline TBD

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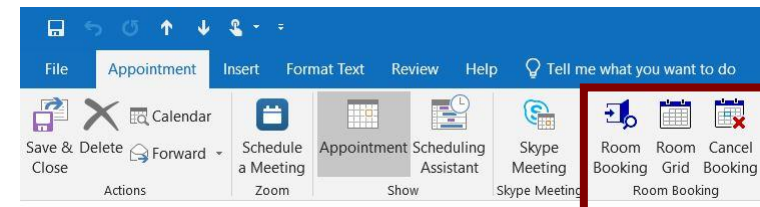
Condeco Features

End User Capabilities:

- Book conference rooms
- Visibility to room availabilities across campuses (300P, 500P, BW)
- Search a room based on capacity requirements and room attributes
- Request catering
- Request AV support (Assembly Hall only)
- Request event services (room configurations, specialized equipment, etc.)
- Reserve a table at Stanford Dining Room
- Book desks (Coming Soon in the 300P Collaborative Workspace!)

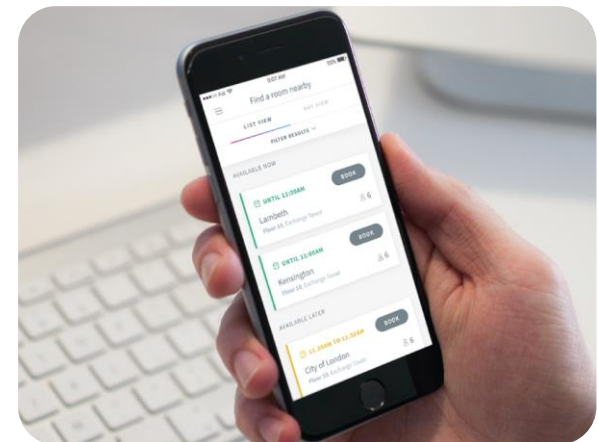
Condeco will be available via:

- Outlook add-in
- Enterprise site (SSO)
- Mobile application



Group Administrator Capabilities:

- Approve booking requests for “Managed Rooms”
- Export space and service utilization reports



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Self Service Rooms

- Conference rooms that do not require approval to book. Booking is on a first come, first serve basis.
- Example: H1123 (300P), M448 (500P), etc.

Managed Rooms

- Conference rooms that require approval prior to utilization.
- Example: Boardrooms (300P/500P), Assembly Hall (500P)

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Booking a Room via Outlook Add-In

The Condeco Outlook add-in is designed to allow you to quickly find and book a room. End users may also request catering, event services and AV support (services are contingent on the location)

5 Steps – For Booking via Outlook

- 1) Create an Outlook appointment and invite attendees
- 2) Search for an available room
- 3) Complete the booking form
- 4) Add additional services and connecting rooms
- 5) Complete the booking request

Condeco via Outlook Add-In

Step 1 – Create an Outlook appointment and invite attendees



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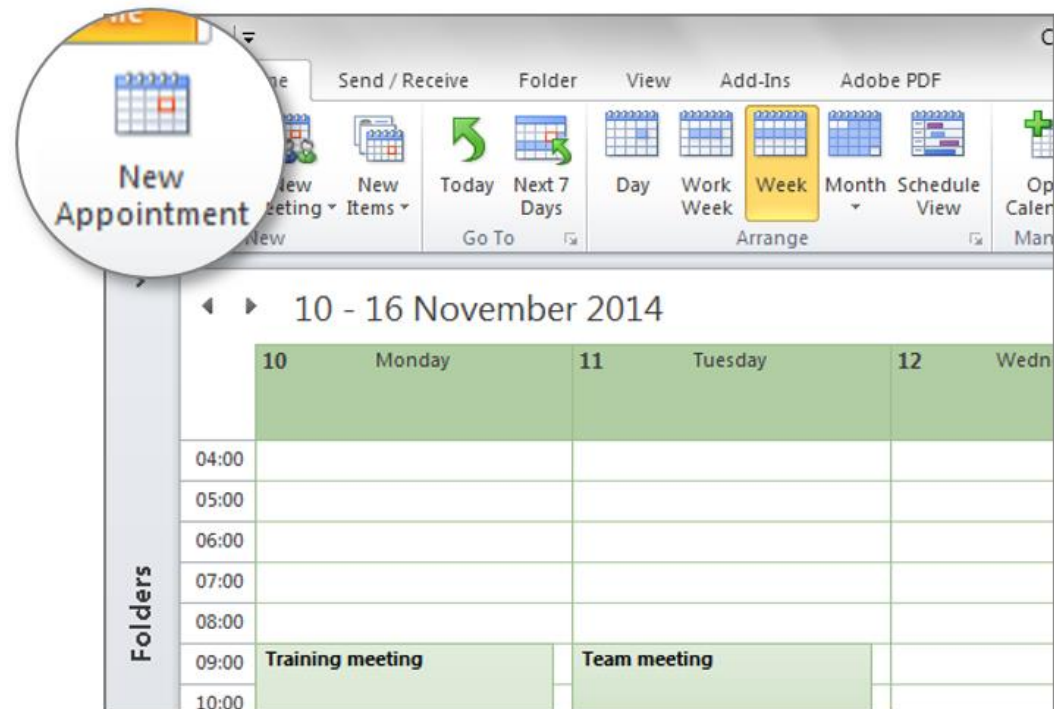


1.1 Open the Outlook calendar

1.2 Click **New Appointment**

- Once the new appointment is open, it is a personal preference whether you invite attendees at this point to inform them of the impending meeting or secure a room first using Condeco. Either option is compatible with Condeco.

*The room will be initially booked and secured, and then attendees will then be invited.



Condeco via Outlook Add-In

Step 1 – Create an Outlook appointment and invite attendees



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1.3 Fill out the meeting subject

1.4 **Leave the location field blank**

(Condeco will populate this after a search is complete)

1.5 Select the start/end date & time

1.6 Invite attendees

1.7 Click **Room Booking** to perform a search for a room

Note:

- Do **not** click **All day event**. This feature is not compatible with Condeco

▪ Recurring meetings

Select the recurring pattern *before* you click **Room Booking**. When rooms are already booked for some of the recurring dates, Condeco will display this in the search results as an 'Exclusion'

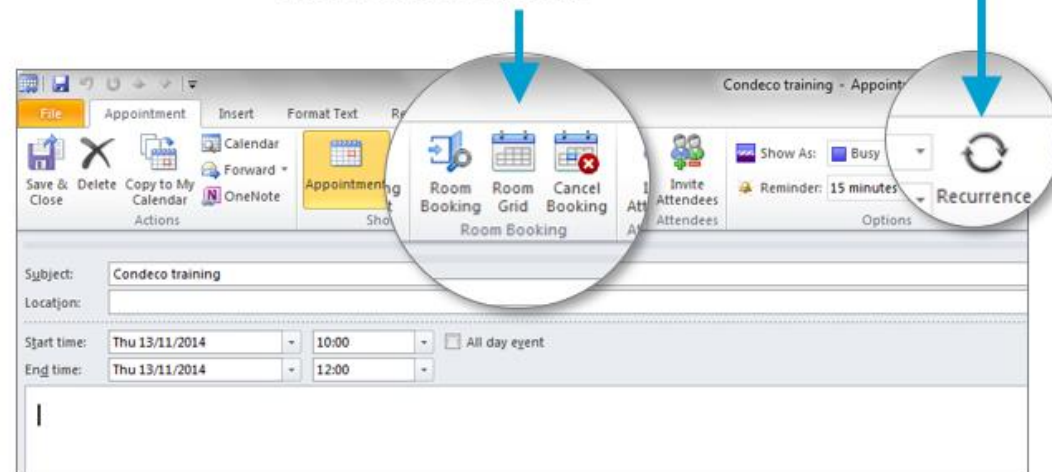
▪ Inviting Rooms with Telepresence (TP) Units

Users have the option to include TP rooms on their meeting invite. When a meeting organizer books a room and invites the corresponding TP email, their meeting details (e.g meeting title, Webex information) will automatically appear on the TP panel located within the room. This process is not required- manual dial-in is still an option.

- **See list of TP rooms/emails in the training addendum*

Utilize the Recurrence button

The 3 Condeco buttons



The 3 Condeco Buttons

Room Booking

Enter search criteria to view a list of available rooms

Room Grid

A calendared view of available rooms

Cancel Booking

Cancel the room but retain the Outlook appointment

Condeco via Outlook add-in

Step 2 -Search for an available room

Once you click **Room Booking**, you will need to fill out your search criteria

2.1 Select your desired location

2.2 Select your criteria 'How do you like your room?'

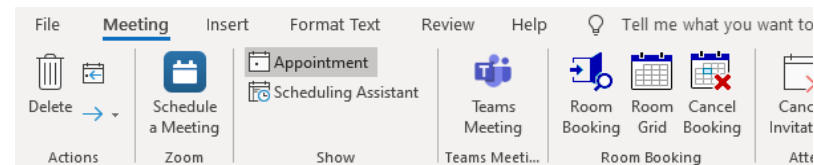
Setup: list of possible setup (layout) styles for each individual room.

****NOTE:** Unless specifically requested via Event Services (e.g. Assembly Hall), room set-up is the responsibility of the meeting organizer

2.3 Type the **number of attendees**

2.4 **Attributes:** Check the items you require in the room

2.5 Click **Find** to search for ALL available rooms.



Find a Room

To find a room please select where and when you would like to book.
Results can be refined by selecting how you would like your room configured and the attributes required.

Where do you want to book?

Country:

Location:
500 Pasteur
875 Blake Wilbur
PSG

Hold Ctrl / Cmd to select multiple.

Floor:
0
1
2
3 [Set as default](#)

Room:

How do you like your room?

Setup:

- ☐ Internet Connection (IC)
- ☐ Video Conference Unit (VCU)
- ☐ Conference Phone (CP)
- ☐ Network Outlet (NO)
- ☐ Whiteboard (WB)
- ☐ Television (TV)
- ☐ Overhead Projector (OHP)
- ☐ Flip Chart (FC)
- ☐ Telepresence (TP)

Display

☐ Include booked rooms

Find

[Start over \(clear all fields\)](#)

Condeco via Outlook add-in

Step 2 -Search for an available room

Once you have clicked “Find”, all available rooms are displayed in size order, from smallest to largest.

You may click a room name to view details about the room.

Setup: The room layout(s). The number in the brackets denote the maximum number of people in the specified room

Location: Where the room is located

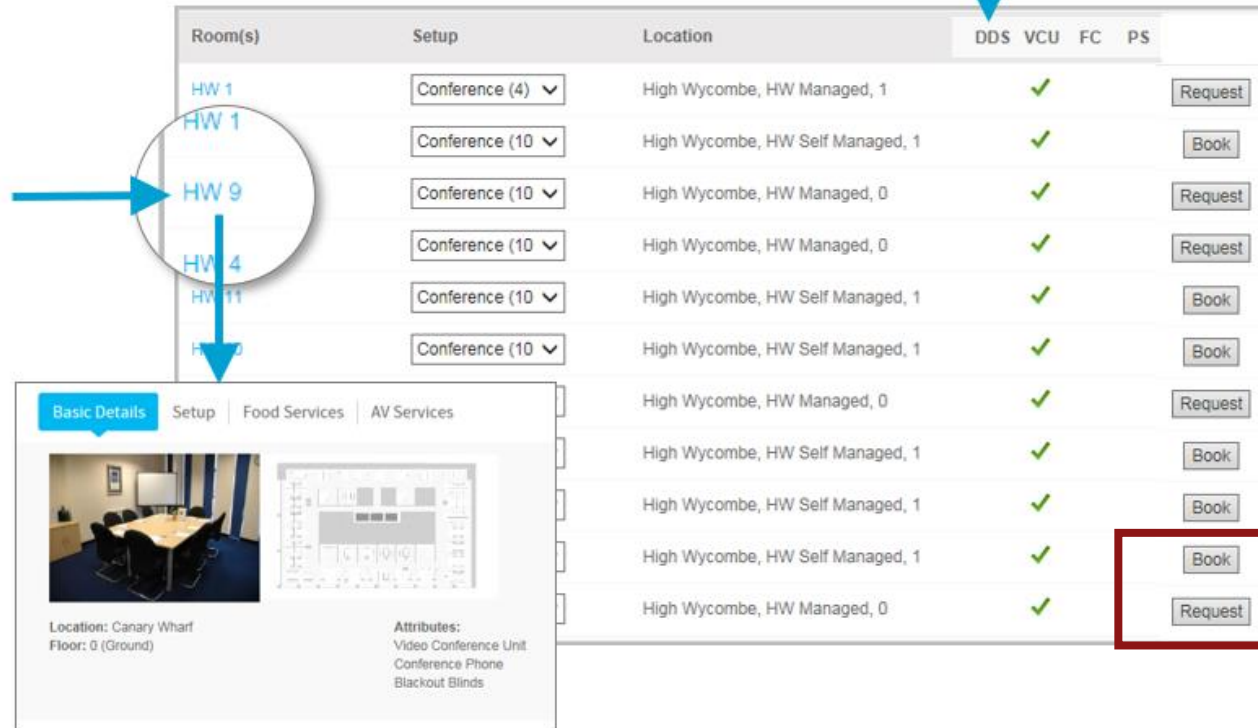
Group: Indicates the Group Administrator for the room

Floor: Floor level the room is located

Book: Indicator that the room is **self-service** (first come first served basis)


Request: Indicator that the room is **managed** by a Group Administrator. Once submitted, you will receive a ‘Booking Request’ email confirmation and approval.

Acronyms: hover your mouse on top of the initials to see the description



| Room(s) | Setup | Location | DDS | VCU | FC | PS | |
|---------|-----------------|----------------------------------|-----|-----|----|----|---------|
| HW 1 | Conference (4) | High Wycombe, HW Managed, 1 | | ✓ | | | Request |
| HW 1 | Conference (10) | High Wycombe, HW Self Managed, 1 | | ✓ | | | Book |
| HW 9 | Conference (10) | High Wycombe, HW Managed, 0 | | ✓ | | | Request |
| HW 4 | Conference (10) | High Wycombe, HW Managed, 0 | | ✓ | | | Request |
| HW 11 | Conference (10) | High Wycombe, HW Self Managed, 1 | | ✓ | | | Book |
| HW 10 | Conference (10) | High Wycombe, HW Self Managed, 1 | | ✓ | | | Book |
| | | High Wycombe, HW Managed, 0 | | ✓ | | | Request |
| | | High Wycombe, HW Self Managed, 1 | | ✓ | | | Book |
| | | High Wycombe, HW Self Managed, 1 | | ✓ | | | Book |
| | | High Wycombe, HW Self Managed, 1 | | ✓ | | | Book |
| | | High Wycombe, HW Self Managed, 1 | | ✓ | | | Book |
| | | High Wycombe, HW Managed, 0 | | ✓ | | | Request |

Basic Details | Setup | Food Services | AV Services



Location: Canary Wharf
Floor: 0 (Ground)

Attributes:
Video Conference Unit
Conference Phone
Blackout Blinds

2.6 Click **Book or Request** to be directed to the booking form

Condeco via Outlook add-in

Step 3 – Complete the booking form

This is the **Condeco Booking Form**.

Notice the tabs along the top of the screen;
General, Attendees, Food Services, Equipment and Supplies.

General

3.1 Fill out the general details:

Type: Select the meeting type from the drop down

Attending: Number of attendees, pre-populated from your search criteria

Room: Pre-populated from the room you selected

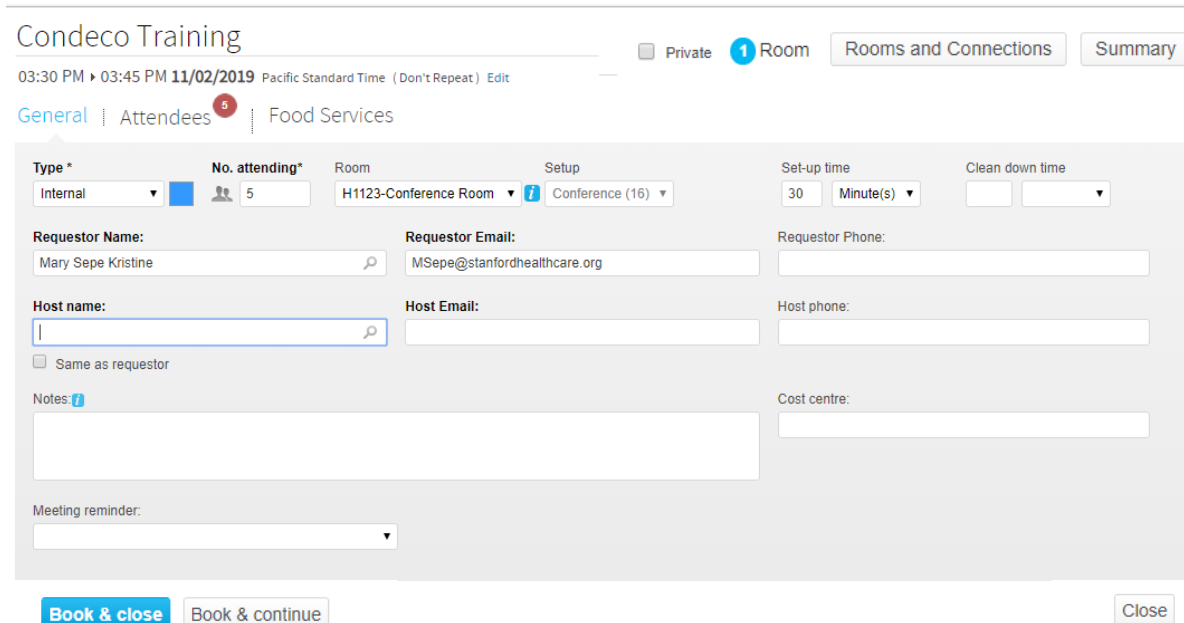
Setup: Pre-populated room layout

Requestor: The booking owner. If not yourself, click the magnifying glass to search and select the owner from the active directory.

Host: The meeting/event host

**Utilize: The magnifying glass to perform a User Lookup (active directory)*

Set-up/clean down time: Requestors may add additional time required for set-up and clean down. Only valid if room is available for the additional timeframe.



The screenshot shows the 'Condeco Training' booking form. At the top, there's a header with the time '03:30 PM' to '03:45 PM' on '11/02/2019' in 'Pacific Standard Time'. Below this are tabs for 'General', 'Attendees' (with a red circle containing the number 5), and 'Food Services'. On the right, there are buttons for 'Private', '1 Room', 'Rooms and Connections', and 'Summary'. The form fields are organized into sections: 'Type *' (Internal), 'No. attending*' (5), 'Room' (H1123-Conference Room), 'Setup' (Conference (16)), 'Set-up time' (30 Minute(s)), and 'Clean down time'. Below these are fields for 'Requestor Name' (Mary Sepe Kristine), 'Requestor Email' (MSepe@stanfordhealthcare.org), 'Requestor Phone', 'Host name', 'Host Email', 'Host phone', 'Notes' (with a magnifying glass icon), 'Cost centre', and 'Meeting reminder' (with a dropdown arrow). At the bottom, there are buttons for 'Book & close', 'Book & continue', and 'Close'.

Condeco via Outlook add-in

Step 3 – Complete the booking form

3.1 Fill out the general details (continued):

Cost Centre: if catering or other services are part of the booking, this will automatically be populated from the host details. Users will also have the option to type in their cost centre or PTA

Notes: for managed rooms, include notes you would like the approver to see when they review your booking request

3.2 Click the next tab "Attendees" to continue with additional criteria for the booking, or **Book & Close** to complete the booking.

Condeco Training

03:30 PM ▶ 03:45 PM 11/02/2019 Pacific Standard Time (Don't Repeat) Edit

General | Attendees | Food Services

Private 1 Room Rooms and Connections Summary

Type * Internal No. attending* 5 Room H1123-Conference Room Setup Conference (16) Set-up time 30 Minute(s) Clean down time

Requestor Name: Mary Sepe Kristine Requestor Email: MSepe@stanfordhealthcare.org Requestor Phone:

Host name: Host Email: Host phone:

☐ Same as requestor

Notes:

Cost centre:

Meeting reminder:

Book & close Book & continue Close

Condeco via Outlook add-in

Step 3 – Complete the booking form



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Attendees

This screen links to the Condeco Visitor Management module

Any required fields will remain red until populated.

3.3 Select the Attendee Type: **Internal** (Pulling from the Stanford Health Care active directory), or **External** to the organization.

*As you type, previous external attendees details will appear.

*Click the Globe Icon to switch first name and last name fields.

Email on arrival?: Send an email to Host/Requestor when the Attendee arrives,

Direction Email?: Send a directions email to the Attendee.

Notes: Add a note about the Attendee.

3.4 Click **Food Services tab** to continue, or **Book** to finalize the booking.

10:00 ▶ 11:30 05/12/2014 GMT Standard Time

1 Room Rooms and Connections Summary

General | Attendees | Food Services | Equipment | Supplies

Open all sections

Add another attendee

| Type | Last Name | First Name | Company | Email | Telephone | Email on arrival? | Direction Email? | Notes |
|-----------------------------------|----------------|------------|---------|-------|-----------|-------------------------------------|--------------------------|-------|
| <input type="checkbox"/> Internal | Type or search | | | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> Internal | Type or search | | | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> Internal | Type or search | | | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |

Book Search Again

Condeco via Outlook add-in

Step 4 – Add additional services and connecting rooms



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Food Services

4.1 Catering Facility: Click the drop-down and select the catering category

4.2 Item: Click the drop-down and select the catering item

Qty: Pre-populated from the number of attendees

Date: Pre-populated from the Outlook appointment

4.3 From: Click the drop-down and select an alternative time when you require the item to be delivered

To: Pre-populated from the meeting end time

Cost: Displays cost per item

Total: Displays total cost

4.4 Click **Equipment** tab to continue, or **Book** to finalize the booking.

10:00 ▶ 11:30 05/12/2014 GMT Standard Time

1 Room Rooms and Connections Summary

General | Attendees | Food Services | Equipment | Supplies

Open all sections

| Catering Facility | Item | Qty | Date | From | To | Cost | Total |
|-------------------|---------------------|-----|------------|-------|-------|------|-------|
| Breakfast | Tea Coffee Biscuits | 3 | 05/12/2014 | 10:00 | 11:30 | 0.00 | 0.00 |

Additional Item

Book Search Again



Click to view any catering descriptions or additional information



Click to add notes to the request

Tea Coffee & Biscuits

Basic Details

Cost per unit (£): 5.00
Set-up Time: 15 Minute(s)
Clean Down: 15 Minute(s)
Notification: 24 Hour(s)
Cut-Off time: 1 Hour(s)
Minimum amount: 0

Add note

Please include sweetener and a selection of fruit teas

Save Close

Condeco via Outlook add-in

Step 4 – Add additional services and connecting rooms



Equipment

4.5 **Equipment:** Click the drop-down and select from the equipment group

4.6 **Item:** Click the drop-down and select the item

4.7 **Qty:** Type the amount required

Date: Pre-populated from the Outlook appointment

4.8 **From:** Click the drop-down and select a time when you require the item delivered

To: Pre-populated from the meeting end time

Cost: Displays cost per item

Total: Displays total cost

4.9 Click **Supplies** to continue, or **Book** to finalize the booking.

The screenshot shows the Condeco Outlook add-in interface. At the top, it displays the time "10:00" and date "05/12/2014 GMT Standard Time". Below this are tabs for "Room", "Rooms and Connections", and "Summary". A navigation bar includes "General", "Attendees", "Food Services", "Equipment" (which is highlighted), and "Supplies". The main area is titled "Additional Item" and contains a table with the following columns: Equipment, Item, Qty, Date, From, To, Cost, and Total. The first row shows "Equipment (All Items)" selected in the Equipment column, "Flipchart" in the Item column, "1" in the Qty column, "05/12/2014" in the Date column, "10:00" in the From column, "11:30" in the To column, "0.00" in the Cost column, and "0.00" in the Total column. A "Book" button is located at the bottom left, and a "Search Again" link is at the bottom right.

Note: Equipment/AV Services via Condeco will only apply to the 500P Assembly Hall. If requested, Event Services will place the AV request on behalf of the requestor on Service Now.

Condeco via Outlook add-in

Step 4 – Add additional services and connecting rooms



Supplies

4.10 **Supplies:** Click the drop-down and select from the supplies group

4.11 **Item:** Click the drop-down and select the item

4.12 **Qty:** Type the amount required

Date: Pre-populated from the Outlook appointment

4.13 **From:** Click the drop-down and select an alternative time when you require the item delivered

4.14 **To:** Click the drop-down and select an alternative time when you require the item removed from room

Cost: Displays cost per item

Total: Displays total cost

4.15 Click **Rooms and Connections** to continue, or **Book** to finalize the booking.

A screenshot of the Condeco Outlook add-in interface. At the top, it shows the time "10:00" and date "05/12/2014" in GMT Standard Time. Below this is a navigation bar with tabs: "Room", "Rooms and Connections", and "Summary". The "Supplies" tab is active. Underneath, there are sub-tabs: "General", "Attendees", "Food Services", "Equipment", and "Supplies". The "Supplies" sub-tab is selected. The main area contains a table with columns: "Supply", "Item", "Qty", "Date", "From", "To", "Cost", and "Total". A single row is visible with the following values: "Supplies (All items)" in the Supply column, "extra chairs" in the Item column, "4" in the Qty column, "05/12/2014" in the Date column, "10:00" in the From column, "11:30" in the To column, "0.00" in the Cost column, and "0.00" in the Total column. There is a "Book" button at the bottom left and a "Search Again" link at the bottom right.

Condeco via Outlook add-in

Step 4 – Add additional services and connecting rooms



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Rooms and Connections

Rooms and Connections is used to request another meeting room for the same date and time for a different location

4.16 Click **Add another room**.

4.17 **Type**: Select from the drop-down

4.18 **Country**: Select from the drop-down

4.19 **Region**: Select from the drop-down

4.20 **Location**: Select from the drop-down

4.21 **Group**: Select from the drop-down

4.22 **#Att**: Enter the number of attendees for the connecting room

4.23 Press **Enter** (All available rooms are displayed)

4.24 **Room**: Select from the drop-down

4.25 Click **Done** to continue

Team Meeting

Private

1 Room

Rooms and Connections

Summary

Your rooms

| Type | Country | Region | Location | Group | #Att | Room |
|----------|---------------|------------|-------------|-------------------|------|-----------------|
| Standard | United States | California | PSG | Event Services/Se | 1 | P352-Conference |
| Standard | United States | California | 300 Pasteur | All | | |

Add a room

External rooms ?

No external room added

Add a room

Condeco via Outlook add-in

Step 4 – Add additional services and connecting rooms



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Rooms and Connections (Continued)

Additional Rooms appear as separate tabs, and can be edited separately.

4.26 Click **Book** to complete the booking.

A screenshot of the Condeco Outlook add-in interface, showing a booking form for a meeting on 05/12/2014 from 19:00 to 20:30 Tokyo Standard Time. The interface includes tabs for 'General' and 'Attendees'. The 'General' tab is active, showing fields for 'Type*' (Internal), '# Attending:*' (4), 'Room' (VC Room1), and 'Setup' (Conference (10)). Below these are fields for 'Requestor Name' (RNM Admin), 'Requestor Email' (test@condecosoftware.com), 'Host' (RNM Admin), and 'Host Email' (test@condecosoftware.com). There is also a checkbox for 'Link Details:' and a 'Notes' section.

19:00 ▶ 20:30 05/12/2014 Tokyo Standard Time

England High Wycombe HW 1(4) 3 Japan Location 1 VC Room1(10) 4 + - Rooms

General Attendees 4

Type* # Attending:* Room Setup
Internal 4 VC Room1 Conference (10)

Requestor Name Requestor Email
RNM Admin test@condecosoftware.com

Host Host Email
RNM Admin test@condecosoftware.com

☐ Link Details:

Notes

Condeco via Outlook add-in

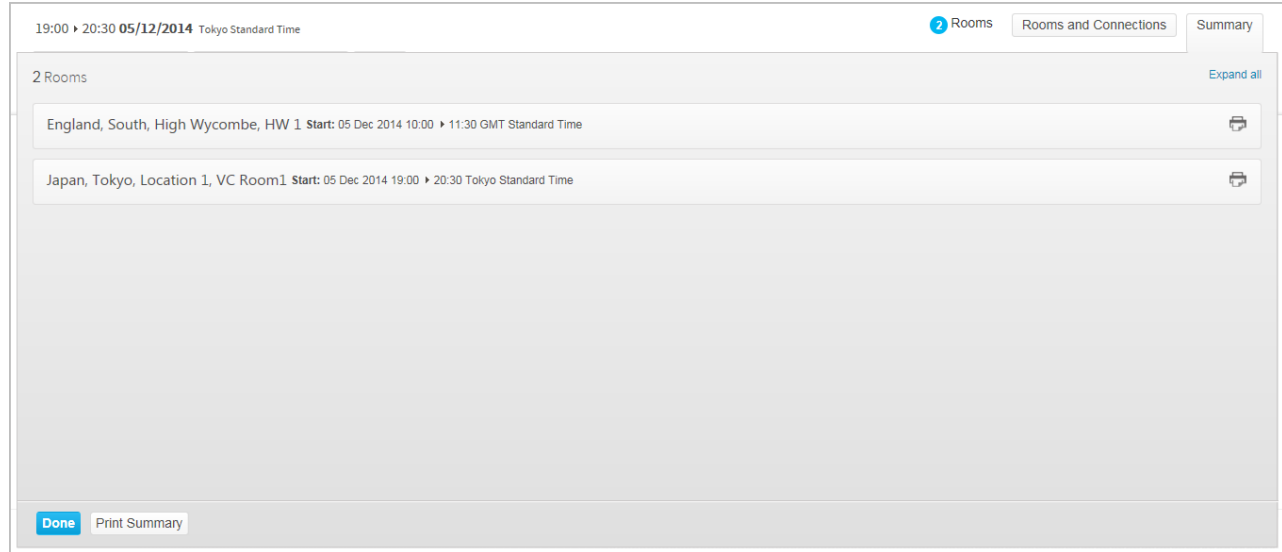
Step 5 – Complete the booking

Summary Tab

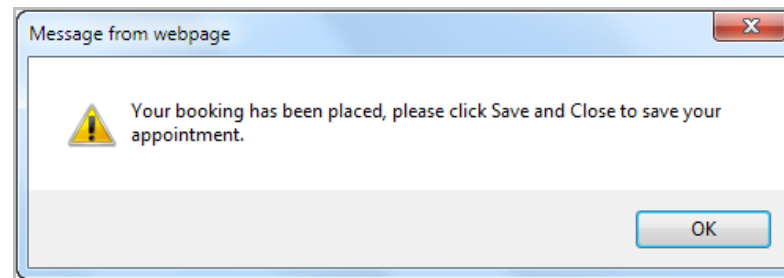
A summary to view all the booking details on one page, instead of tabbed

Print Summary: you have the option to print the summary page

5.1 Click **Done**, and then **Book** to complete the booking.



The screenshot shows the 'Summary' tab of the Condeco booking interface. At the top, it displays the time '19:00' and date '05/12/2014' in Tokyo Standard Time. Below this, there are two tabs: 'Rooms' (selected) and 'Rooms and Connections'. The main area lists '2 Rooms' with an 'Expand all' link. The first room is 'England, South, High Wycombe, HW 1' with a start time of '05 Dec 2014 10:00' and an end time of '11:30 GMT Standard Time'. The second room is 'Japan, Tokyo, Location 1, VC Room1' with a start time of '05 Dec 2014 19:00' and an end time of '20:30 Tokyo Standard Time'. At the bottom, there are two buttons: 'Done' and 'Print Summary'.

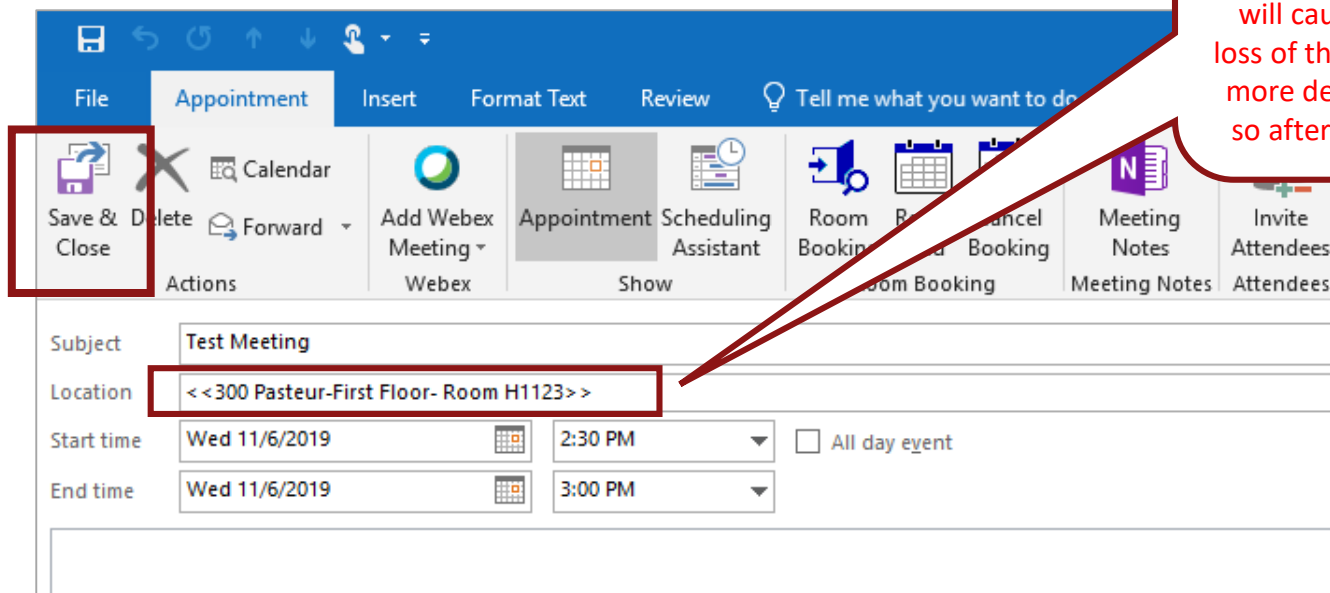


Condeco via Outlook add-in

Step 5 – Complete the booking

Don't forget to **SAVE & CLOSE** or **SEND** via Outlook

Note: do **NOT** delete or amend the details between the double headed arrows in the Location field. Doing so will cause errors and may result in loss of the booking. If you wish to add more details in the Location field do so after the double headed arrows.



The screenshot shows the Outlook interface with the Condeco add-in. The 'Appointment' tab is active. The 'Save & Close' button is highlighted with a red box. The 'Location' field is also highlighted with a red box and contains the text '< <300 Pasteur-First Floor- Room H1123> >'. A red arrow points from the note box to this field. The 'Subject' field contains 'Test Meeting'. The 'Start time' is 'Wed 11/6/2019 2:30 PM' and the 'End time' is 'Wed 11/6/2019 3:00 PM'.

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Condeco via Outlook add-in

Booking Grid

Room Grid

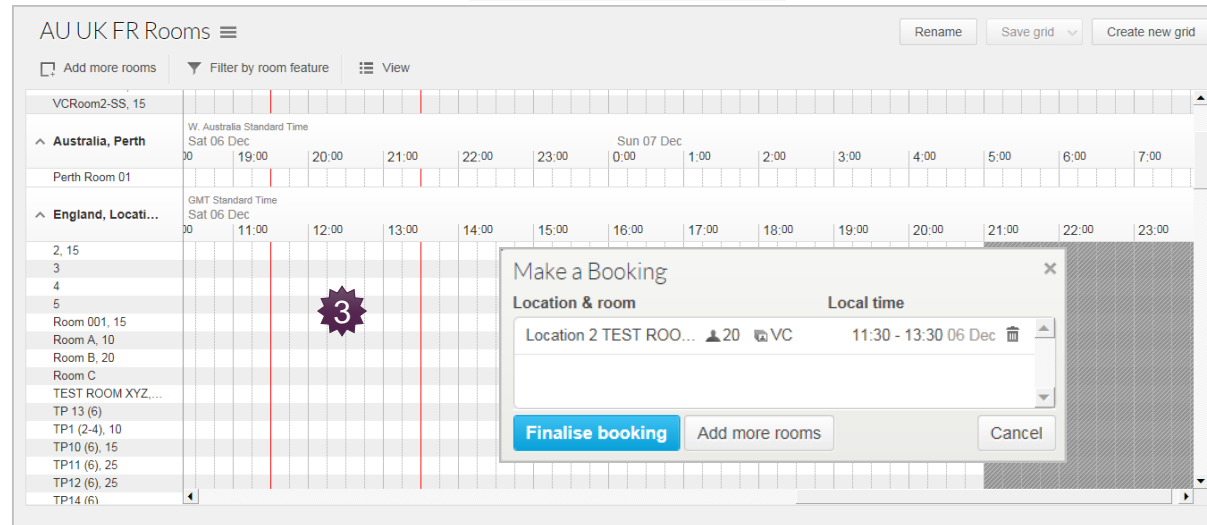
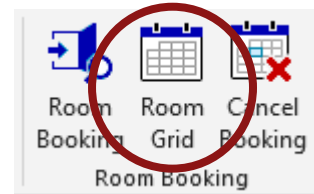
- A room grid contains a personalized view of rooms
- A grid can contain rooms from multiple Countries, Regions, Locations, Groups and Floors

Booking from Room Grid

1. In **Outlook**, create a *New Appointment*.
2. Click the **Room Grid** icon.

On the room grid the two vertical red lines represent the times you selected in Outlook.

3. Click the row with the room you would like to book.



The screenshot shows the 'AU UK FR Rooms' interface. It features a list of rooms on the left, including 'VCRoom2-SS, 15', 'Perth Room 01', and various rooms in 'England, Locati...'. The main area is a grid showing time slots for 'Sat 06 Dec' and 'Sun 07 Dec'. Two vertical red lines are drawn on the grid, indicating a selected time range. A purple star icon with the number '3' is placed on the grid. A 'Make a Booking' dialog box is open, showing the selected location and room, and the time range '11:30 - 13:30 06 Dec'. The dialog has buttons for 'Finalise booking', 'Add more rooms', and 'Cancel'.

Connecting to other rooms on the grid:


4. Click **Add more rooms**, then click other available room rows.
5. Click **Finalise booking** and complete the booking form.
6. Remember to Save & Close or Send the Outlook appointment once completed.

Condeco via Outlook add-in Booking Grid

Create a Room Grid

1. Click this icon to view and manage previously created grids, and to create new grids.

Filter by room feature

 Filter by room feature

2. You can filter the grid to show only rooms with certain room attributes.

View View

3. Adjust how the rooms and grid are displayed. For example time format, room order and room grouping.



The screenshot displays the 'India VC Rooms' interface within the Outlook add-in. It features a sidebar on the left with a list of rooms grouped by location: 'Hyderabad, Hi T...' and 'New Delhi, R. K...'. The main area shows a booking grid for 'Sat 06 Dec' with time slots from 0:00 to 13:00. The grid is currently filtered to show only rooms with the 'MINDSPACE' feature, as indicated by the 'Filter by room feature' button in the sidebar. The rooms listed are Ceph - BT, 12; Daffodil, 10; Emerald, 7; Harmony, 5; Genesis - BT, 12; IRIS, 10; Jupiter, 7; MINDSPACE, 12; and Tulip, 6. The grid shows that rooms are booked from 0:00 to 7:00. The interface includes buttons for 'Add more rooms', 'Filter by room feature', 'View', 'Rename', 'Save grid', and 'Create new grid'.

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Condeco via Outlook add-in

Canceling/Editing Reservation



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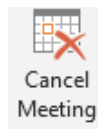


Cancel Booking

Cancel booking allows you to cancel the room booking in Condeco.

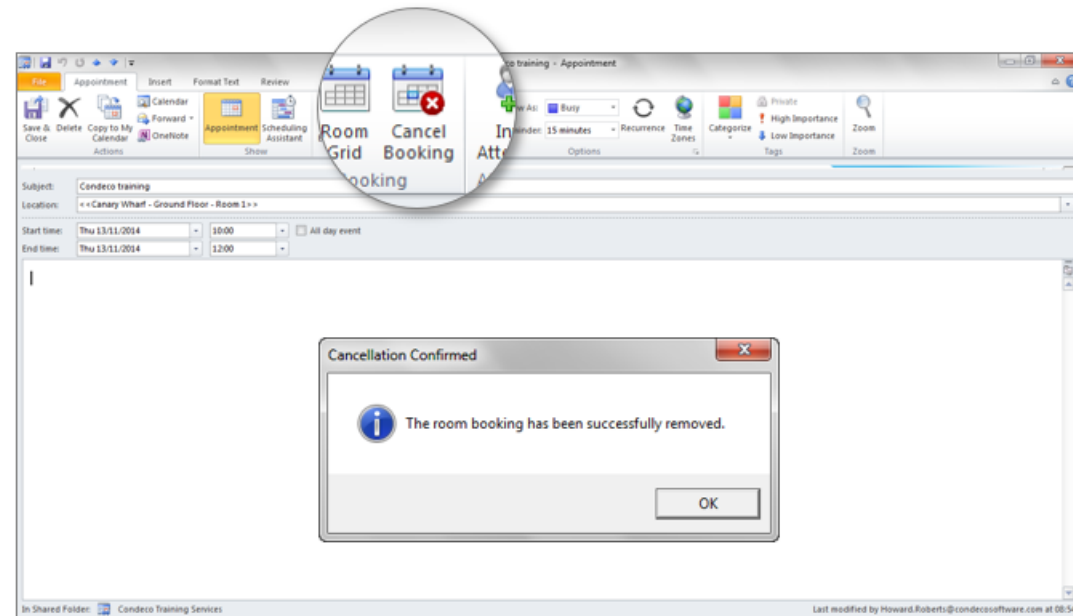
1. Click **Cancel Booking**, to cancel the room **but retain the Outlook appointment**
2. A cancellation confirmation will appear
3. A booking cancellation email is sent

The meeting will remain in the calendar.



(Cancel Meeting)

If you use **Cancel Meeting on Outlook** this will also remove the booking from Condeco and you will receive a booking cancellation email.



Delete Booking (if no attendees have been invited)

When you have a room booking without attendees, click *Delete* in the Outlook ribbon to remove the booking, freeing up the room for others

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Catering Only Requests

Applies to catering requests that do not require room booking

Catering Only Requests may be accessed under **“Delivery Point”** on the left menu panel on the Condeco enterprise site. Follow the same steps when adding food services on a room booking.

Reserving a Table at Stanford Dining Room

Users may request a table at the Stanford Dining Room under the 500 Pasteur location. Booking approval is required (managed room).

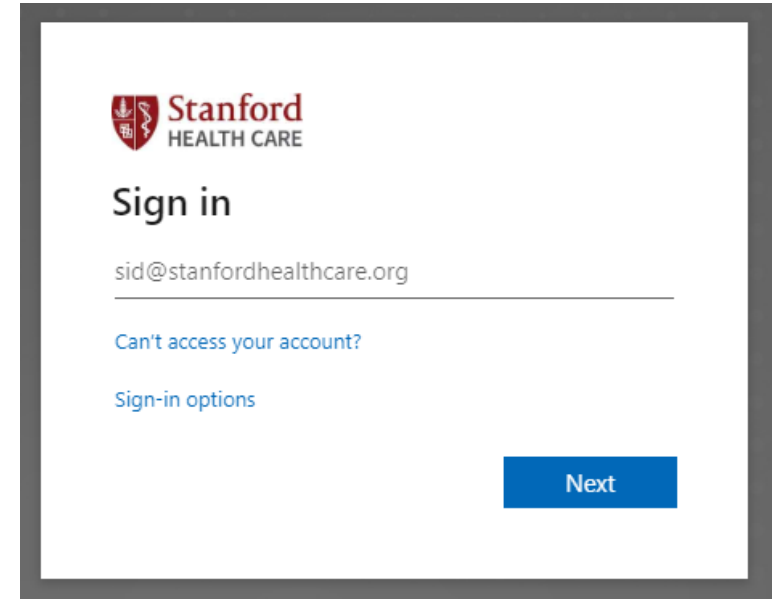


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All booking capabilities are available via the Condeco enterprise site (single sign-on)

*URL to be announced closer to Condeco launch (11/17)



The screenshot shows the Stanford Health Care Sign in page. At the top left is the Stanford Health Care logo. Below it, the text "Sign in" is displayed. Underneath is a text input field containing the email address "sid@stanfordhealthcare.org". Below the input field are two links: "Can't access your account?" and "Sign-in options". At the bottom right is a blue button labeled "Next".

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Enterprise Site

Requesting Condeco Access (For LPCH & SoM)



- An SHC SID is required to access the Condeco enterprise site
- LPCH & SoM employees may request access by filling out the Condeco Access Request Form: [Condeco Access Request Form](#)
- Event Services will submit the SID request on behalf of the requestor
- The requestor will receive a confirmation email from Technology & Digital Solutions and will be prompted to call the IT Service Desk: 650-723-3333 for a password reset
- Note: SIDs will expire in 1 year unless renewed

Date of Request *

Name of Requestor (First, Last) *

User Type *

Select

Existing LPCH or SoM email address *

Requestor Cost Center or PTA *

Requestor Department *

Requestor Phone Number *

Requestor Job Title *

Date Needed By *

Comments/Notes

☐ Send me a copy of my responses

Submit

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Training Agenda



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Enterprise Site

View of Bookings for the Day



The enterprise site welcome page will show **Today's Bookings**

- Desk and room bookings will appear on this page
- This view will allow users to perform the following actions:
 - Desk Check In (Coming Soon!)
 - Desk Release (Coming Soon!)
 - Start Meeting
 - End Meeting
 - Extend Meeting

The screenshot shows a web browser window with the URL <https://demous.condecosoftware.com/EnterpriseSite/#/app/dashboard>. The dashboard has a dark header with the CONDECO logo and a "Go to app" button. A sidebar on the left shows the date "04 OCT" and a greeting "Hello Tom. You have 2 bookings today." with an upward arrow. The main content area is divided into two columns for "NEXT ROOM BOOKING". The left column shows a booking for "Campbell-SalesRoom1" at "9:00 AM - 9:15 AM" titled "Sales Meeting" on "Floor 0, Campbell", with "Start" and "Delete" buttons. The right column shows a booking for "Alameda-EngRoom1" at "11:00 AM - 11:30 AM" titled "Test" on "Floor 0, Alameda", with a "Delete" button. Below this is a section titled "Today's Bookings" containing a table with the following data:

| TYPE | TITLE | ROOM | TIME ^ | STATUS | ACTION |
|------|---------------|---------------------|---------------------|--------|--|
| | Sales Meeting | Campbell-SalesRoom1 | 9:00 AM - 9:15 AM | Booked | <button>Start</button> <button>Delete</button> |
| | Test | Alameda-EngRoom1 | 11:00 AM - 11:30 AM | Booked | <button>Delete</button> |

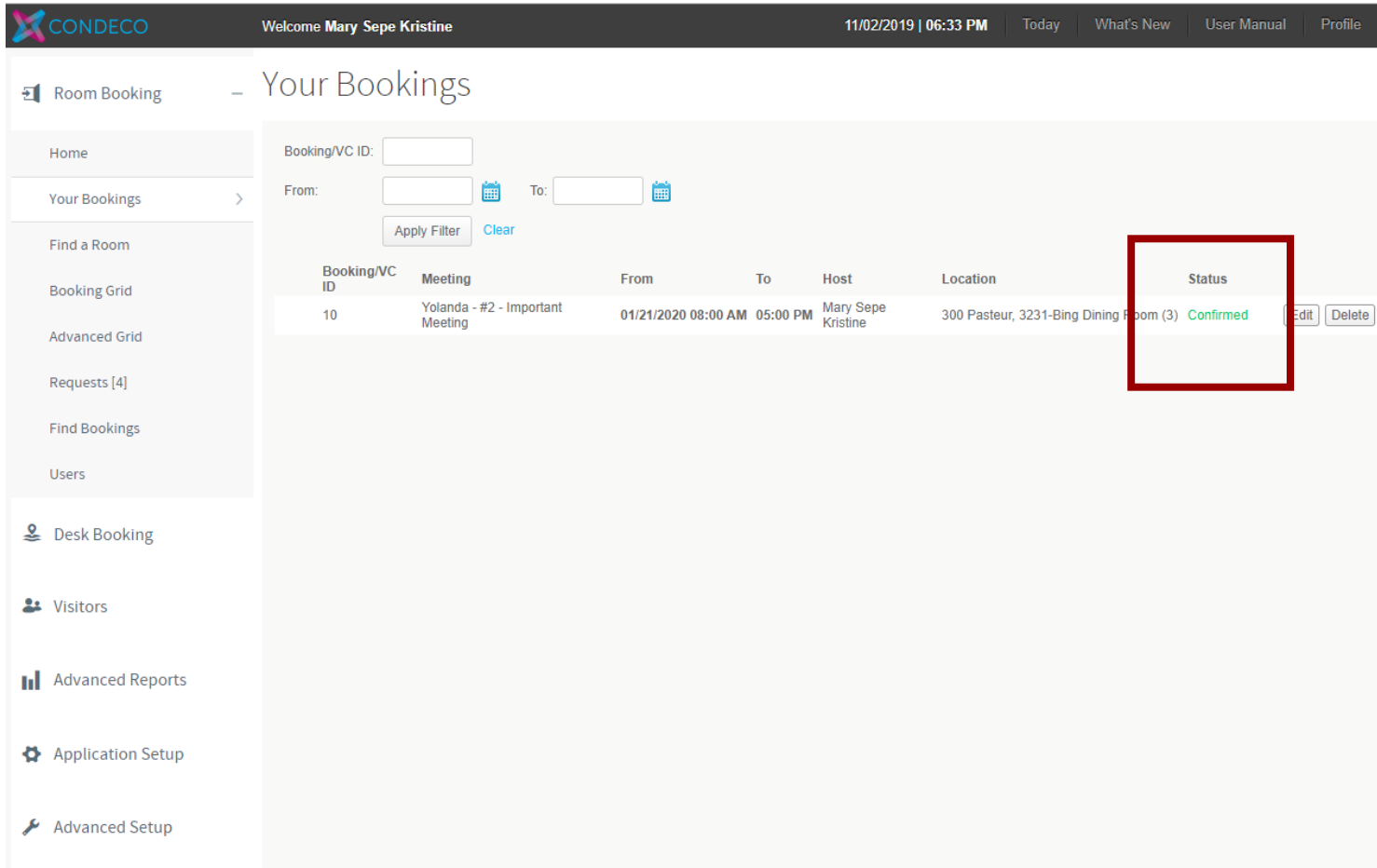
A "Go to app" button is located at the bottom right of the dashboard.

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Enterprise Site

Status of “Managed Room” Requests



CONDECO Welcome Mary Sepe Kristine 11/02/2019 | 06:33 PM Today What's New User Manual Profile

Room Booking – Your Bookings

Booking/VC ID:

From: To:

Apply Filter Clear

| Booking/VC ID | Meeting | From | To | Host | Location | Status | |
|---------------|----------------------------------|---------------------|----------|--------------------|--|-----------|-------------|
| 10 | Yolanda - #2 - Important Meeting | 01/21/2020 08:00 AM | 05:00 PM | Mary Sepe Kristine | 300 Pasteur, 3231-Bing Dining Room (3) | Confirmed | Edit Delete |

Status of Managed Room Requests

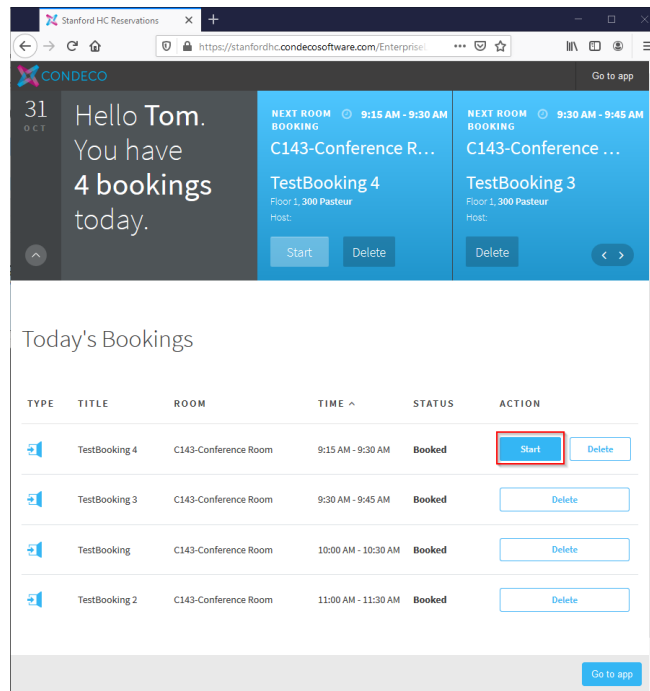
Requestors may view the status of their room requests via the enterprise site under “Your Bookings”

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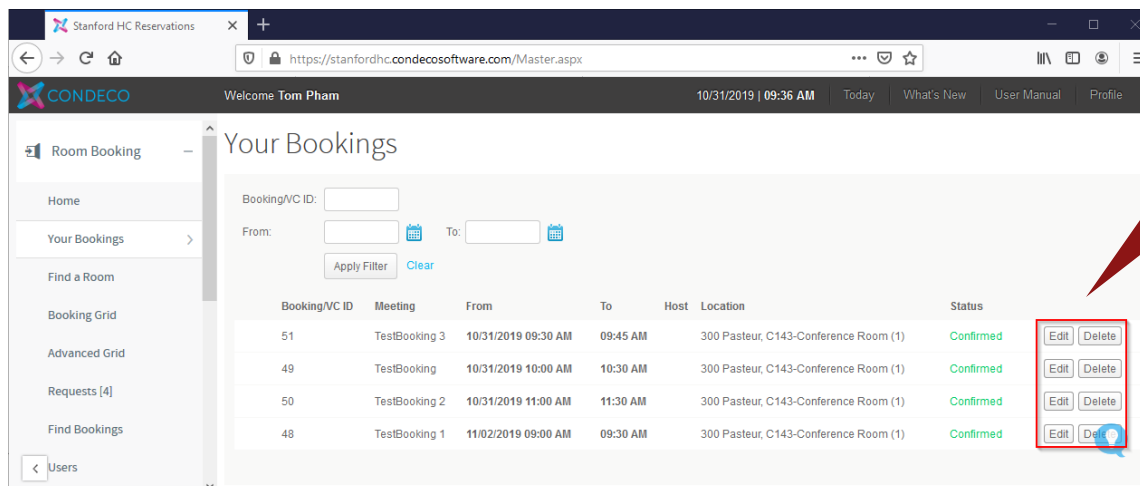
Canceling & Editing a Reservation



End users may cancel & edit reservations under:

Today Page
Your Bookings

If changes are made via the enterprise site, don't forget to go back into Outlook to refresh your room booking to sync your changes



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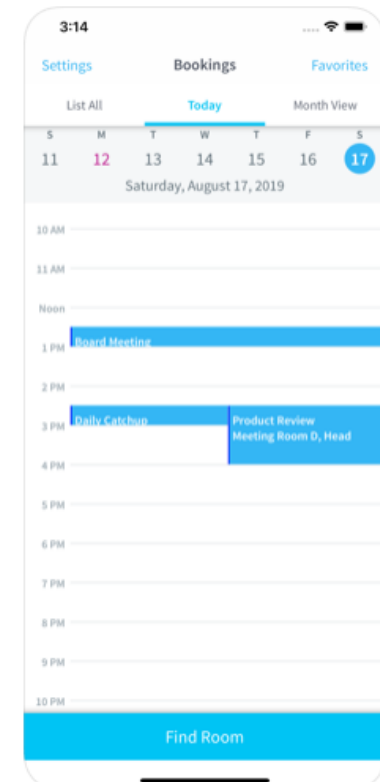
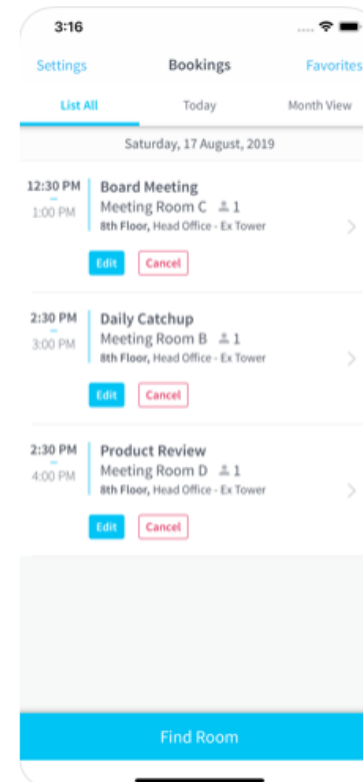
VI. Mobile Application

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Condeco Room Booking

- View Bookings
- Manage Bookings
- Search & Request Rooms
- Bookmark Favorite Rooms
- View Room Calendars
- View Room Information



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Questions



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Thank you!

Denise Salzstein – Learning Expert, Condeco
Tom Pham – Technical Consultant, Condeco

Send any additional questions to:

Event Services: EventServices@stanfordhealthcare.org

A photograph of a modern building at dusk. The building has multiple stories with large glass windows, some of which are illuminated from within, showing a warm yellow light. The building's facade is a mix of dark panels and glass. In the foreground, a large, dark green tree stands prominently. To the right, a fountain with several water jets is visible. The sky is a deep blue, and the overall scene is lit with a mix of natural and artificial light.

Addendum

Inviting Telepresence Rooms



| Resource | Telepresence Email (to invite) |
|----------------------|---|
| M448-Conference Room | TP-500Pasteur-M448-ICUConfRm@stanfordhealthcare.org |
| M548-Conference Room | TP-500Pasteur-M548-PCUConfRm@stanfordhealthcare.org |
| M648-Conference Room | TP-500Pasteur-M648-PCUConfRm@stanfordhealthcare.org |
| M748-Conference Room | TP-500Pasteur-M748-PCUConfRm@stanfordhealthcare.org |

Inviting Rooms with Telepresence (TP) Units

Users have the option to include TP rooms on their meeting invite. When a meeting organizer books a room and invites the corresponding TP email, their meeting details (e.g meeting title, Webex information) will automatically appear on the TP panel located within the room. This process is not required- manual dial-in is still an option.