

DESK BOOKING SYSTEM VIA PHONE APP: CONDECO

DOWNLOAD THE APP AND SIGN IN



Condeco mobile app

The Condeco mobile app is only available through the Apple App store and the Google Play store.

DOWNLOAD

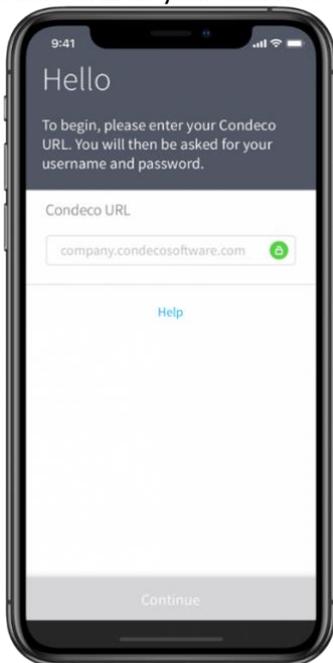
Tap the appropriate link below from your mobile device or search for 'Condeco' in either the Play Store or App Store to find the Condeco app:

[Condeco mobile app for Android from the Play Store](#)

[Condeco mobile app for iOS \(iPhone only\) from the Apple App Store](#)

FIRST-TIME LOGIN

1. The first time you launch the Condeco mobile app, you are prompted to enter your **Condeco URL**. This is the same URL as your Condeco webpage and is in the format ***wsustaffdropin.condecsoftware.com***.



2. Tap **Continue**.
3. You will be diverted to WSU page

Sign in

StaffNumber@westernsydney.edu.au

[Can't access your account?](#)

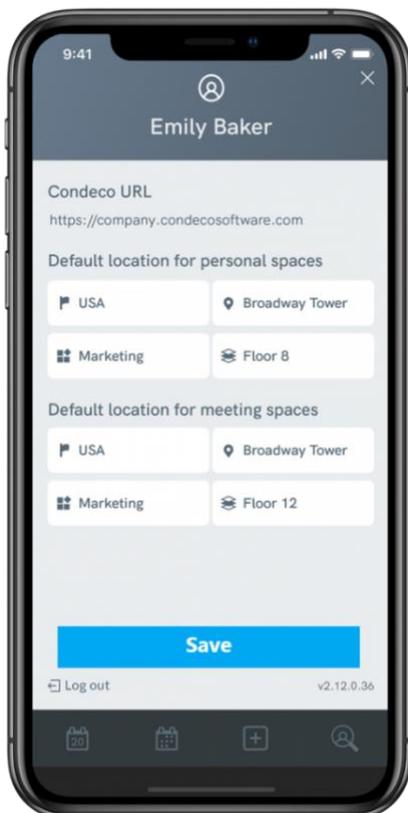
Next

How to Login: Enter your StaffNumber@westernsydney.edu.au and your WesternAccount Password. If unsuccessful please contact us: MyIT: <https://uws.service-now.com/Portal> or Phone: (02) 9852 5111 or Email:ITServiceDesk@westernsydney.edu.a
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 Sign-in options

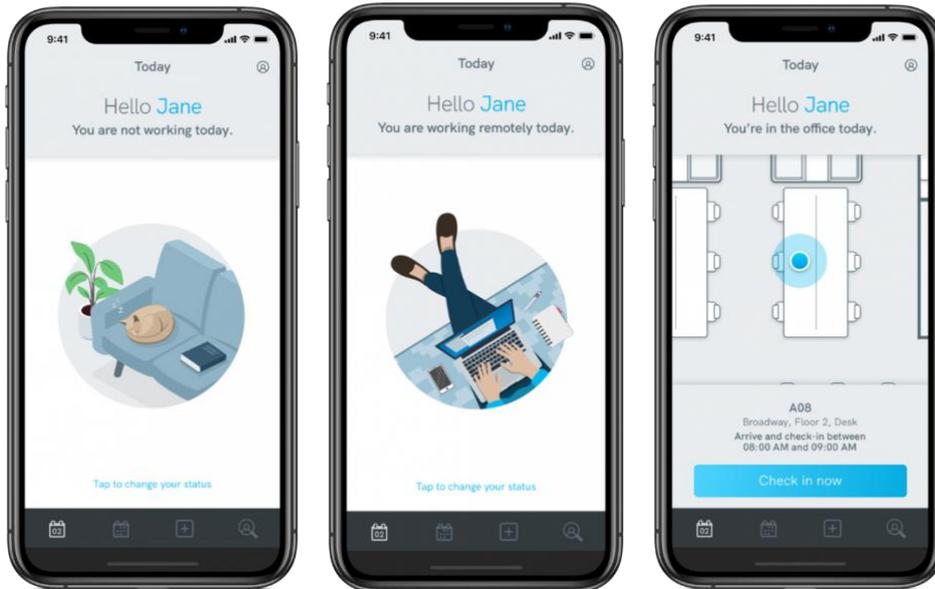
Enter your sign in details and press Next and follow WSU user authentication.

4. If your default location and group are not already set in your Condeco user profile, you are prompted to set them now. Tap each field to select the default search location(s) and group(s) for personal spaces and/or meeting spaces. Tap **Save** when done.



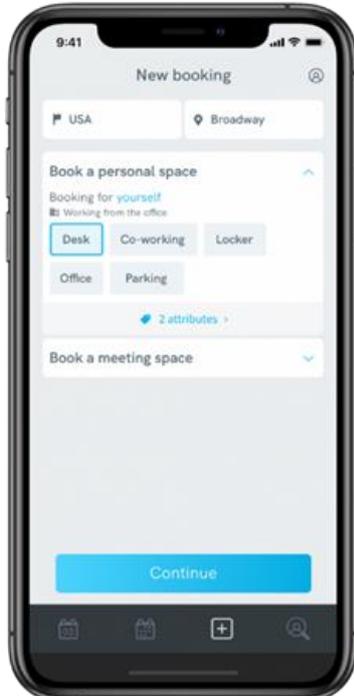
5. Once signed in and location/group defaults are set, the [Today](#) screen is displayed.

TODAY SCREEN

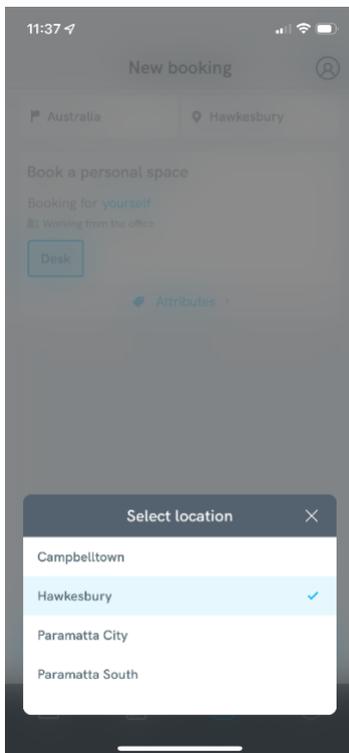


BOOK A PERSONAL SPACE

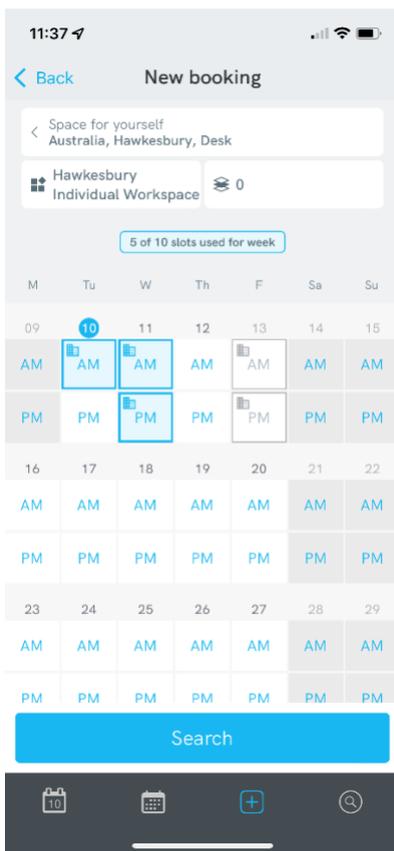
1. To make a new booking, tap the + icon at the bottom of the screen.



2. On the *New booking* screen, select an alternative location if required. The page will show your home location (First time setup)

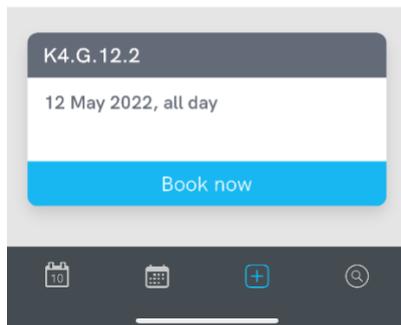
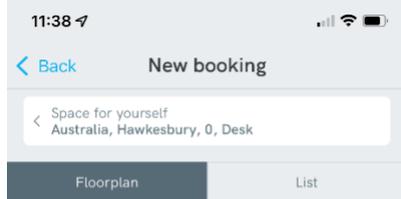


Tap **Continue** to display the new booking page / calendar view

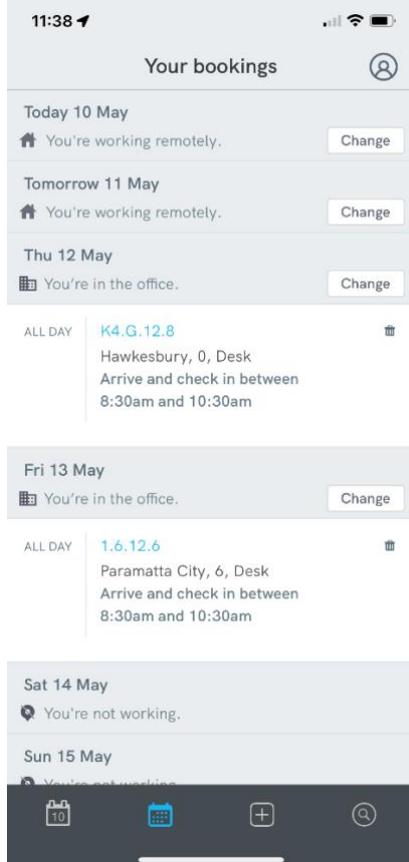


Tap the date(s) you wish to book (tap again to deselect). Tap **Search**.

3. Tap a desk from the search results on either the floor plan or list then tap **Book now**.



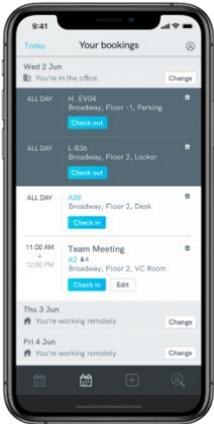
4. The Bookings screen opens and displays your booking(s).



YOUR BOOKINGS

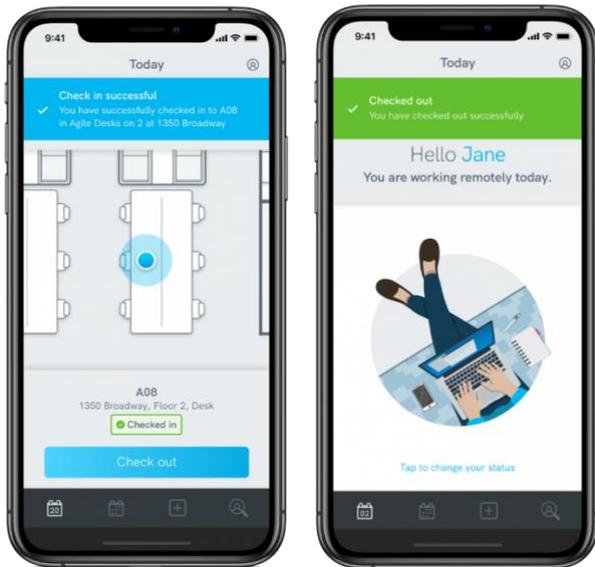
Check-in

If you have a booking for the current day and the current time is within the allowed check-in period, tap **Check-in** to check in to the personal space. If you do not check in within the check-in period defined by the group, the booking is cancelled.



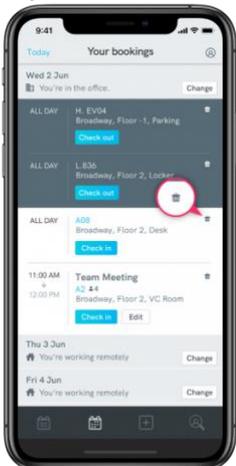
Check out

If you are checked in but want to finish your booking early, you can check out from either the *Today* or *Bookings* screens. Checking out of a personal space set as a *workspace* changes your working status to *Working remotely*.



Cancel a booking

Tap the **bin** icon to cancel a booking and click **I'm sure** to confirm the cancelation.



Tap <https://www.condecsoftware.com/help/condeco-mobile-apps/live/en/topic/download-the-app-one> for more info