

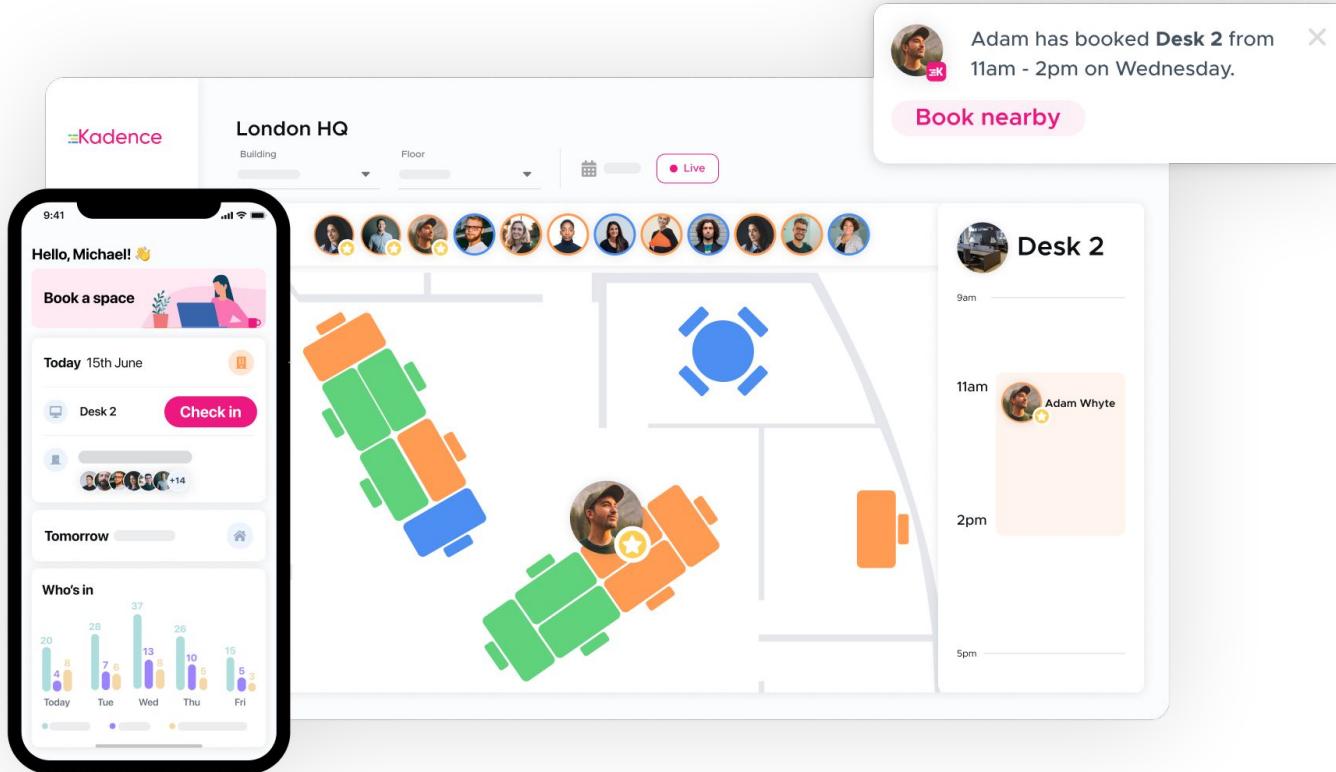


Introducing Kadence to your teams

What is Kadence?

Kadence is a Hybrid Workplace Management Software to:

- Book a hot desk, meeting room, parking space, locker or private pod
- Coordinate in-office team days
- See when your teammates plan to be in the office so you can book nearby





Why do we need Kadence?

- To quickly book the spaces you need when you're coming to the office
- To connect with your team at the right time, and in the right place by syncing with their booking schedule
- Get a better understanding of future office needs
- Improve coordination & collaboration between teams
- Get accurate data on number of employees in the office for security reasons or workplace events
- Make hybrid working work for us!

The screenshot displays the Kadence software interface. On the left, a sidebar menu includes 'New Booking', 'Home', 'Live office', 'Directory', 'Bookings', 'Buildings', 'Events', 'Help', 'Rail', and 'Organiser(s) and Participants'. The main content area shows an event titled 'All-Hands Meeting' on 'Tuesday, 25 June - 4:00 PM - 5:00 PM'. It features a photo of a large meeting room, a 'Going' button, a 'Maybe' button, and a 'Not going' button. Below this is a 'Details' section with a message from the organizer. A 'Polls' section shows a poll for snacks with three options: 'Chips n' dip' (18 votes), 'Mini sandwiches' (2 votes), and 'Veggie snacks' (4 votes). The 'Date & Time' and 'Location' sections provide the date and time (Tuesday, 25 June, 4:00 PM - 5:00 PM) and the location (Urban HQ BT1 6FB Belfast, UK). A map shows the location with a red pin. The 'Amenities' section lists Cafeterias, Accessible, Kitchen, Parking, PepsiCo Store, and Pet friendly. The 'Announcements' section includes 'Change of meeting location' (High Priority), 'Meeting push back', and 'Agenda updates'.

Build Your Profile



Making sure you set up your personal profile before starting to use **Kadence** is essential to fully coordinating with your teammates.

1. Input your work details including your name, email, and write a friendly personal bio
2. Choose your preferred office location as your default place of work so Kadence can show you space availability and office info there first
3. Select your working hours to let Kadence suggest space availability based on your hours
4. Plot your Personal Kadence so your teammates can see when you're planning on being in the office that week
5. You can edit this at any time in your personal profile

Select a preferred buildir
Why are we asking this?
Ormeau Baths
Belfast, Northern Ireland

Where are you based?
Why are we asking this?
Country
United Kingdom
City
Belfast
Use current location

Your work schedule
Tell us where you typically like to work

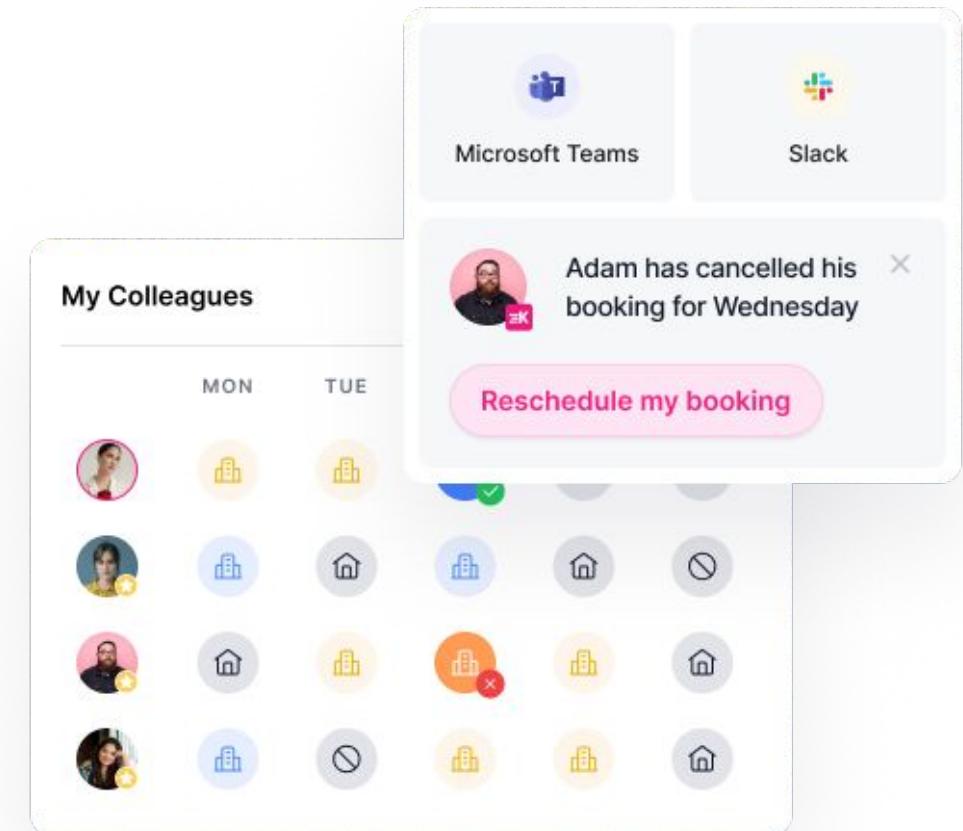
	Remote	Office	Not Working
Mon	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tue	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Wed	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Thu	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fri	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sat	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Sun	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Follow Your Teammate's Booking Schedule



The best way to know when your teammates are in the office is to follow their schedule by 'starring' them.

1. During set up Kadence will ask you to star the colleagues you wish to follow from the employee directory
2. Once you've starred your colleagues you can see whether they are working remotely, or in the office on your homepage dashboard
3. You can star new colleagues or manage existing ones at any time by going to the employee directory
4. Once a colleague has been starred Kadence will notify you every time they've made, changed, or cancelled their booking

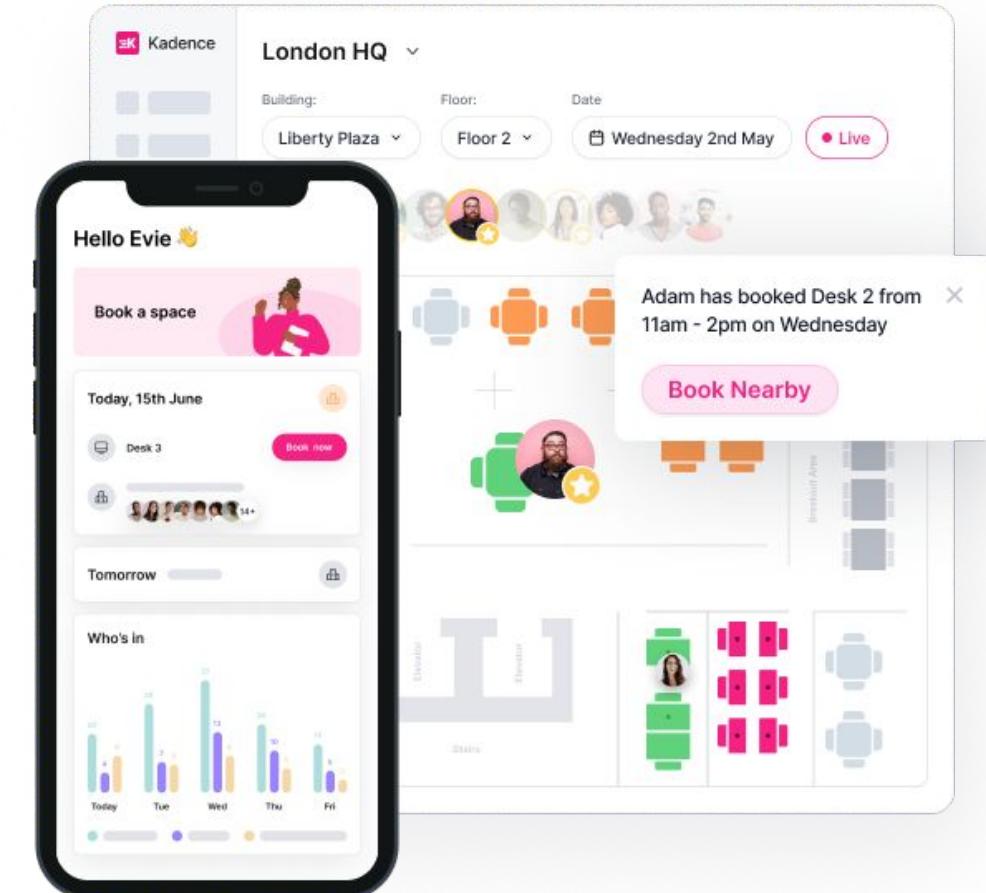


Make, Manage, and Cancel Bookings



Once you're set up, and you've starred your colleagues, it's now time to book a space in the office. Here are a few different ways to book the space you need:

1. Select the smart booking suggestion on your homepage dashboard to make a space booking for the times you need
2. Select 'New booking' on the web or mobile apps, choose a space type, a location and a time
3. Select 'Offices' and see an entire office view of what's available now or ahead of time - select a space and confirm your booking
4. You can also cancel or choose to repeat the same booking each week to save you time in the future





Compare Meeting Room Availability

Finding an available meeting room, whether it's the size or the amenities you need can take far too much time. The best way to find the room you need is to look at all of your meeting room bookings at the same time.

1. Select 'Offices' and choose the building and floor
2. Now select 'Compare rooms'
3. From here select all the rooms you want to compare side-by-side
4. You can also filter by amenities or room capacity to speed things up if you know what you're looking for

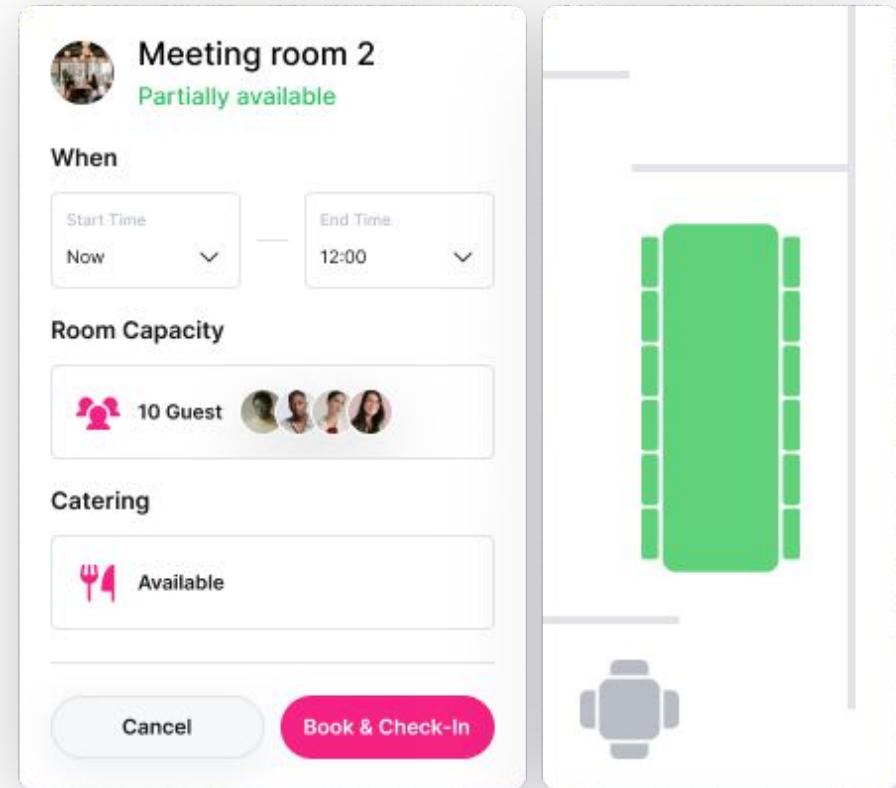
The screenshot displays the Zoho Meeting interface for comparing meeting room availability. It shows four rooms side-by-side: Conference Room Elizabeth (Floor 2), Conference Room 2 (Floor 2), Conference Room 3 (Floor 2), and Conference Room 4 (Floor 2). Each room's availability is shown as a timeline from 8am to 4pm, with specific bookings highlighted in orange boxes. The rooms have different capacities (12, 12, 12, and 12 respectively) and amenity lists. A callout box in the bottom right corner of the Elizabeth room interface says 'Click to book from 2pm'.

Room	Capacity	Bookings
Conference Room Elizabeth (Floor 2)	12	Think Tank Thursday: Vision 2025 (8am - 9am), Progress Pulse (10:30am - 10:45am), Design Chat (9am - 10am), Kickoff (9am - 10am), Mike / Susan (2pm - 2:15pm), Mike / Peter (2:15pm - 2:30pm), Mike / Hannah (2:30pm - 2:45pm), Mike / Edward (2:45pm - 3pm)
Conference Room 2 (Floor 2)	12	Coffee & Chat: Project Kickoff (9am - 10am), Marketing roundtable (10am - 10:45am), Mark / Andrew (11:45am - 12pm)
Conference Room 3 (Floor 2)	12	Unity Workshop: Harmony Horizon (8:30am - 9:30am), Sales sync (10am - 10:15am), Design Chat (11am - 11:45am), Kickoff (11:45am - 12pm), Lunch & Learn (12pm - 1:30pm)
Conference Room 4 (Floor 2)	12 (+4)	Sprint Review (8am - 9am), All Hands (9am - 10am), Strategy Summit: Project Pinnacle (11am - 2pm)

Checking In

Checking into your booking is the best way to inform your team where you're working. It also helps your Facilities or Buildings manager know how your office is used.

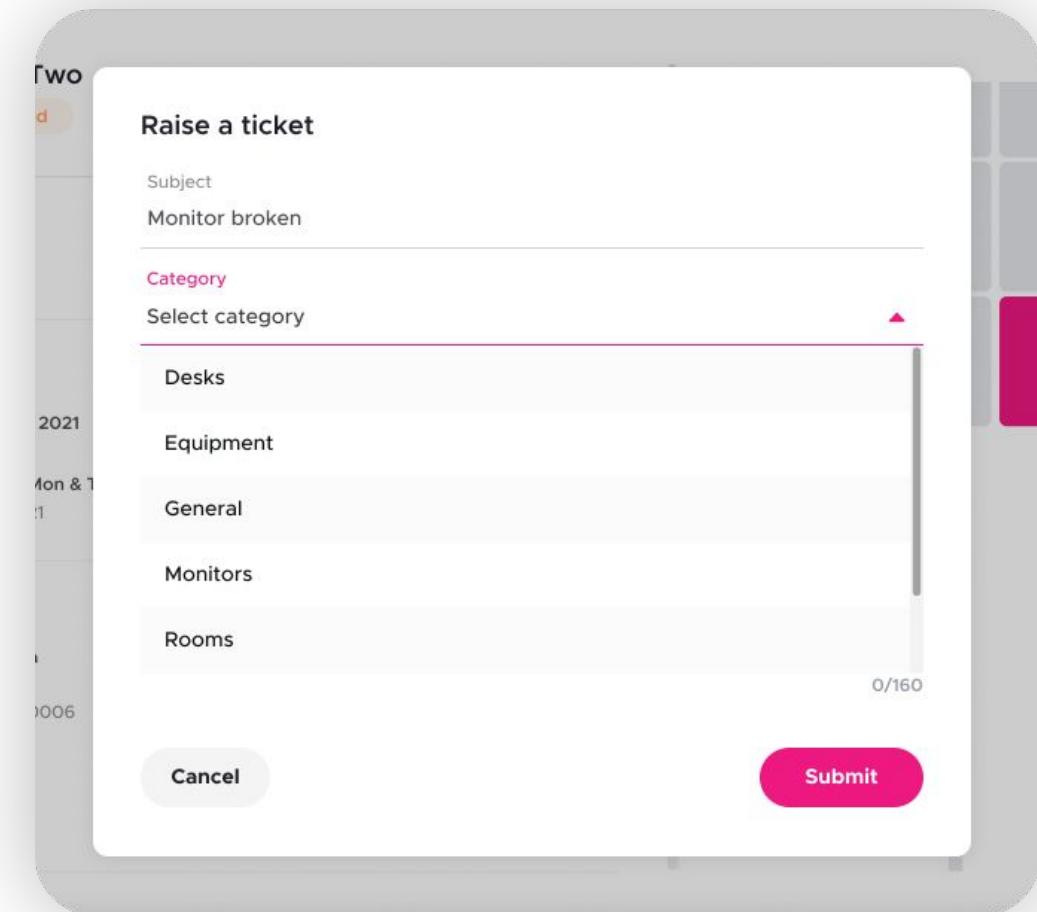
1. If you make a last-minute booking that you need to use immediately - simply book & check-in all at once
2. Once your booking commences simply check in on your mobile or web app when you get to your booking
3. You'll get early booking reminders to help you remember to check in
4. You can also set your kadence to 'Working Remotely' and check in to signal to your team that you're around to collaborate



Submitting Tickets

When something goes wrong with your booking, or you notice that your chair is broken. Perhaps your external monitor won't turn on. Kadence makes it easy for you to let the right people know by submitting a ticket.

1. In the Kadence web app select the 'Raise Ticket' tab
2. Next fill out the form by selecting a category, the location as well as the nature of the problem
3. Submit your ticket



Kadence AI



Imagine having your very own personal assistant? One that books spaces for you and your team, and lets you know who's in the office just by asking! That's exactly what Kadence AI is!

1. Book a desk, room, locker, parking spot or private pod
2. Manage and cancel bookings
3. Discover when your teammates are going to be in the office and where they're working from

