



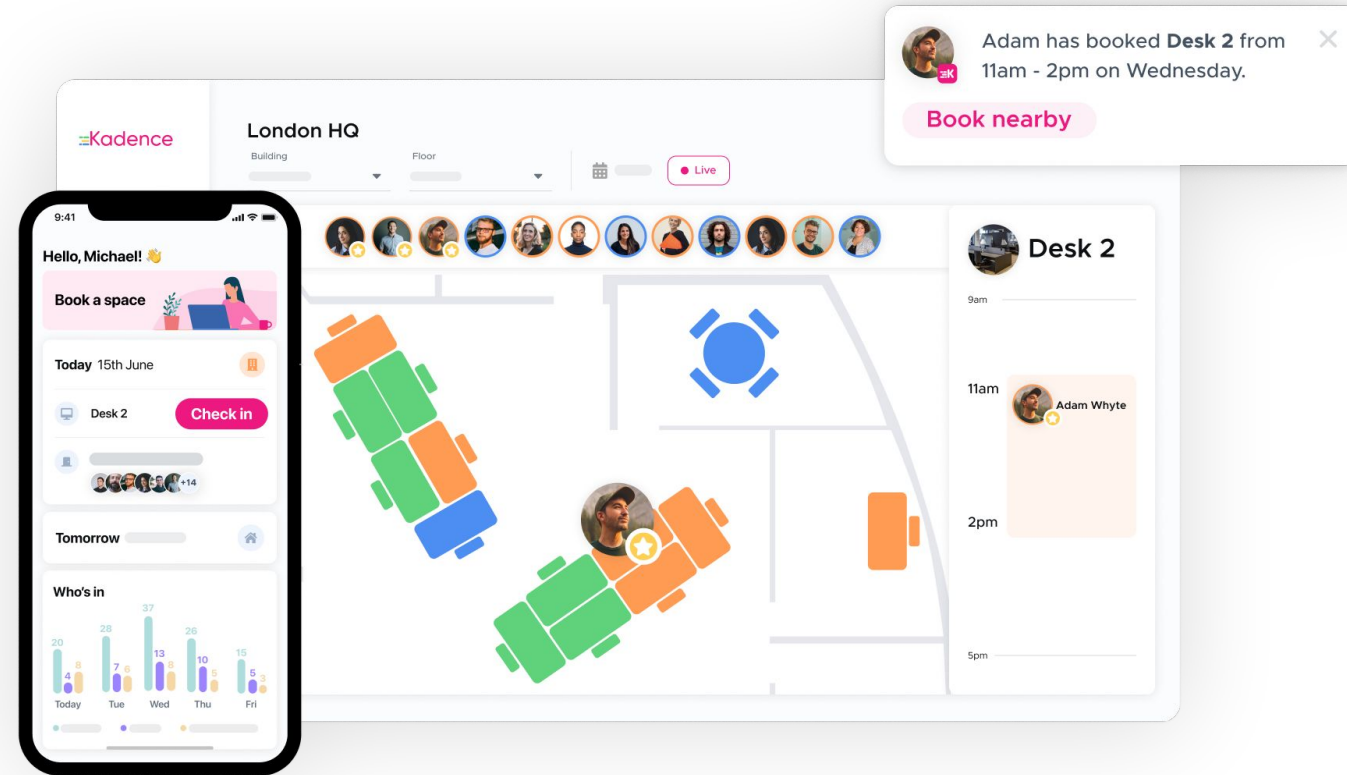
# **Introducing Kadence to your teams**

# 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 app interface for an 'All-Hands Meeting' event. The event is scheduled for Tuesday, 25 June, from 4:00 PM to 5:00 PM. The main content area features a photo of a meeting in progress, a 'Details' section with a description, and a 'Date & Time' section with a map of the location (Urban HQ BT1 6FB Belfast, UK). A 'Polls' section is visible on the right, asking 'What snacks should we bring to the meeting?' with options: Chips n' dip (18 votes), Mini sandwiches (2 votes), and Veggie snacks (4 votes). A 'New Booking' button is at the top left, and a 'Details' section is at the bottom left. A 'Polls' section is on the right, and an 'Announcements' section is at the bottom right.

**Kadence**

**All-Hands Meeting**  
Tuesday, 25 June - 4:00 PM - 5:00 PM

**New Booking**

Home  
Live office  
Directory  
Bookings  
Buildings  
Events

**Details**  
Join us for our upcoming all-hands meeting! This is a great opportunity for everyone in the company to get together, hear updates on how we're doing, learn about exciting new projects, and get a glimpse of what's coming next. Our leadership team will share insights on our progress, upcoming initiatives, and key milestones. We'll also have time for your questions and feedback, so feel free to bring any thoughts or ideas you'd like to discuss. Let's celebrate our successes, align on our goals, and strengthen our team spirit. Light refreshments will be provided. See you there!

**Date & Time**  
Add to calendar

**Location**  
Urban HQ BT1 6FB Belfast, UK

**Map**  
Map showing the location of Urban HQ and surrounding areas.

**Amenities**  
Cafeterias, Accessible, Kitchen, Parking, PepsiCo Store, Pet friendly

**Announcements**  
Change of meeting location (High Priority)  
Meeting push back  
Agenda updates

**Organiser(s) and Participants**  
+21

# 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 building**

Why are we asking this?

- Ormeau Baths  
Belfast, Northern Ireland
- Belfast Office  
Belfast, Northern Ireland
- 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**

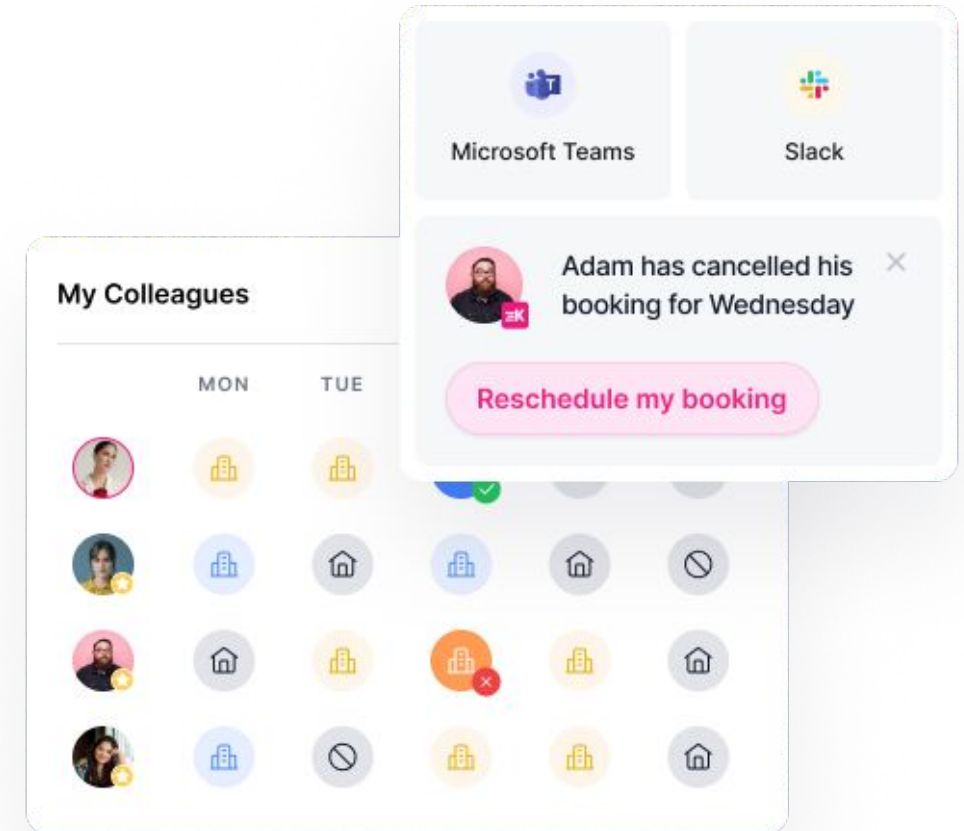
Tell us where you typically like to work

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

# 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

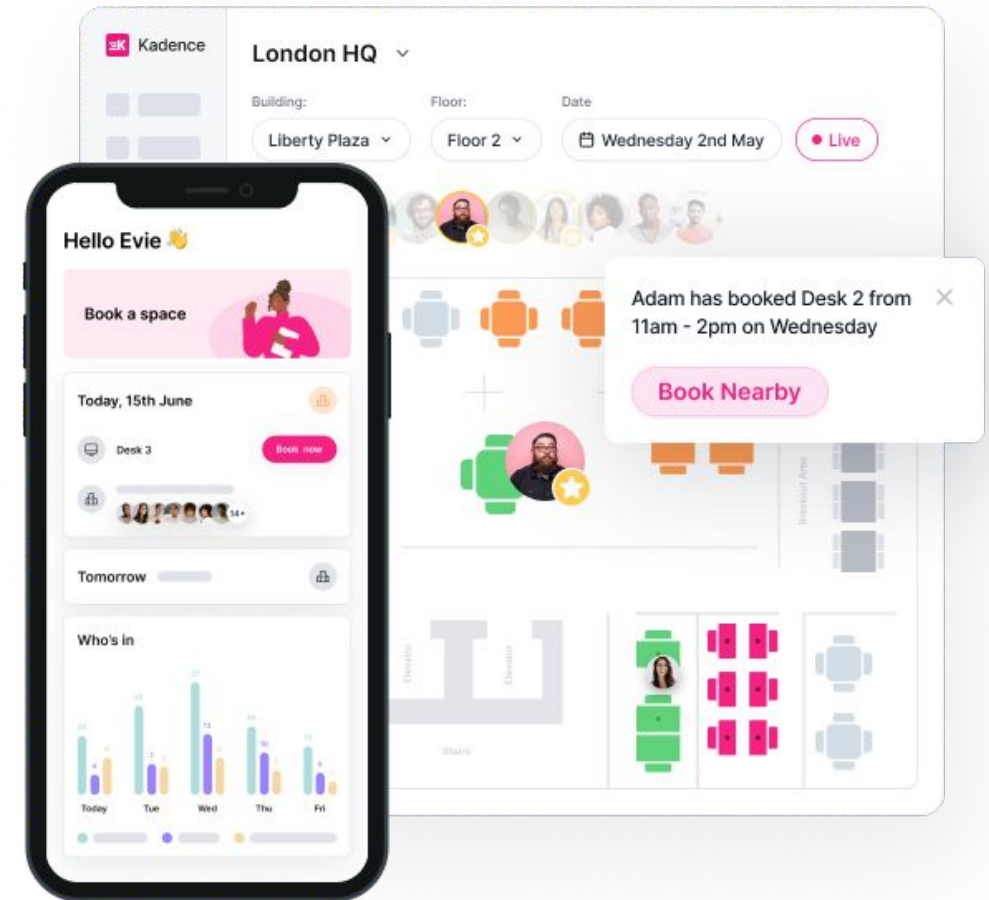


# Make, Manage, and Cancel Bookings



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



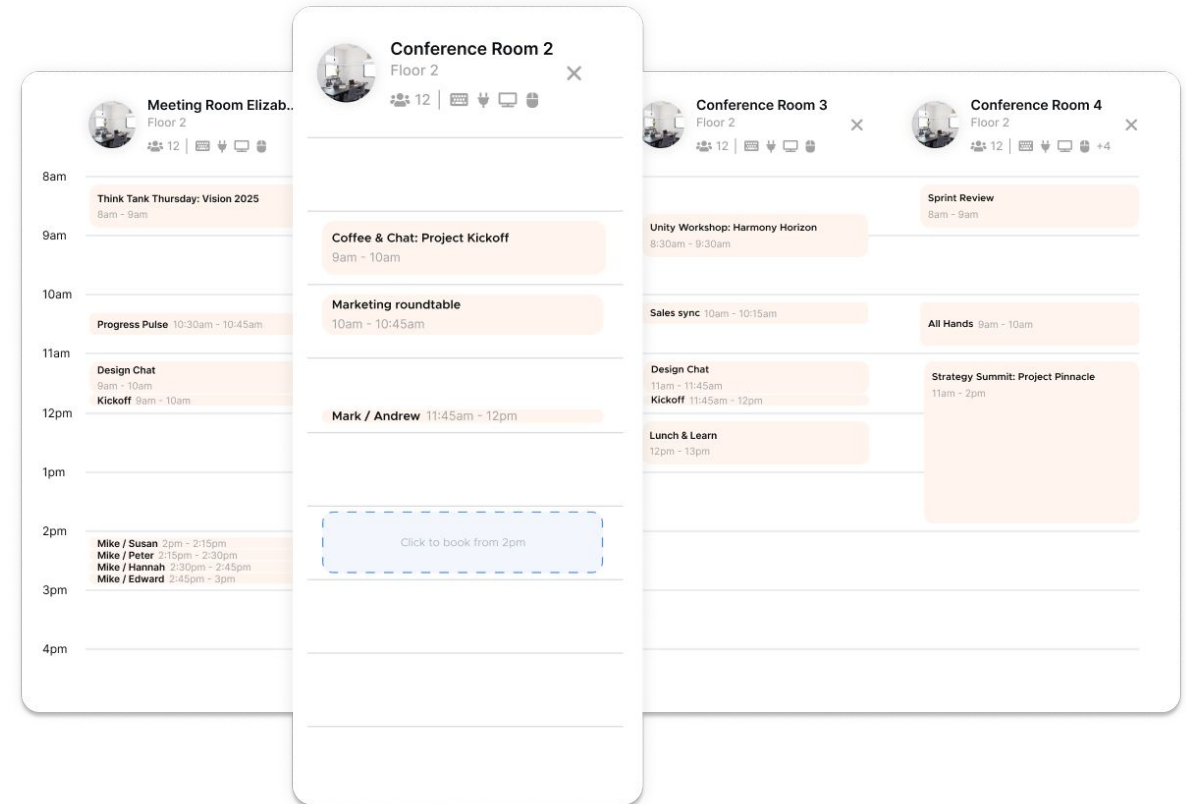


# Compare Meeting Room Availability



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

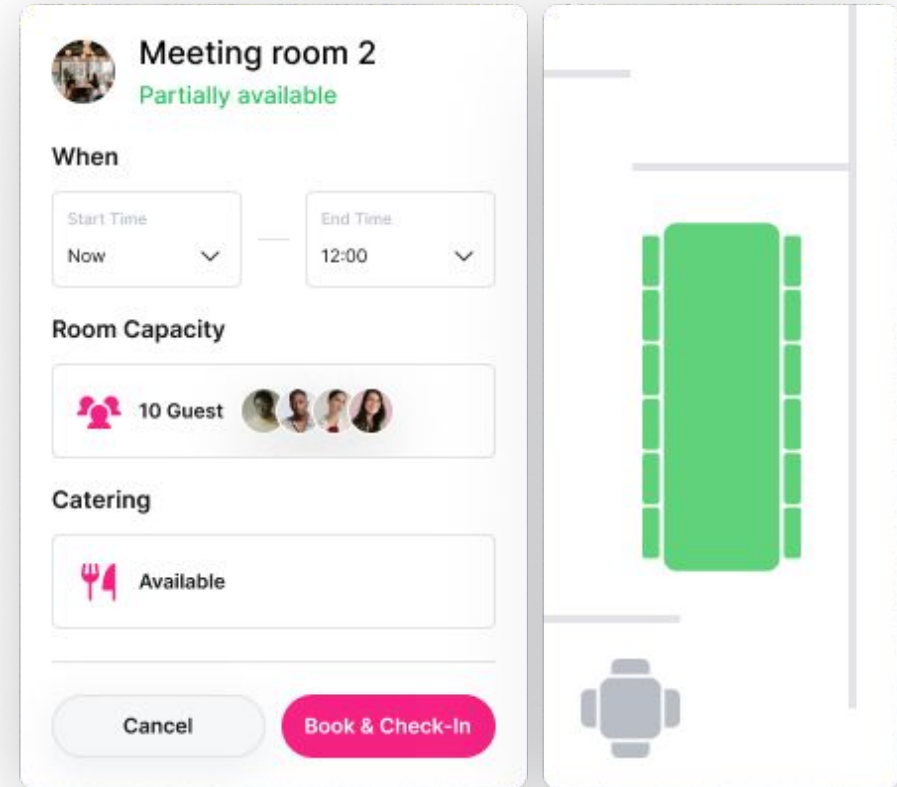


# Checking In



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

A screenshot of the 'Raise a ticket' form in the Kadence web app. The form is displayed on a tablet-like device. It has a white background with a pink border. The title 'Raise a ticket' is at the top. Below it, there is a 'Subject' field with the text 'Monitor broken'. Underneath is a 'Category' section with a pink header and a list of options: 'Desks', 'Equipment', 'General', 'Monitors', and 'Rooms'. A pink arrow points to the 'Select category' text. At the bottom right of the category list is a counter '0/160'. At the bottom of the form are two buttons: 'Cancel' and 'Submit'.

# 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

