

Appendix 4

Booking a CADRISQ Workspace

This document explains how to book workspaces at CADRISQ centres with the Eptura Engage application.

Eptura Engage System

Eptura Engage enables you to book a workspace from your mobile phone, web browser, or Microsoft Outlook. It allows you to view available spaces on the CADRISQ floor plan, locate the space you want, and book it immediately for your desired dates.

The **Eptura Engage** mobile app is available for both Android and iOS.



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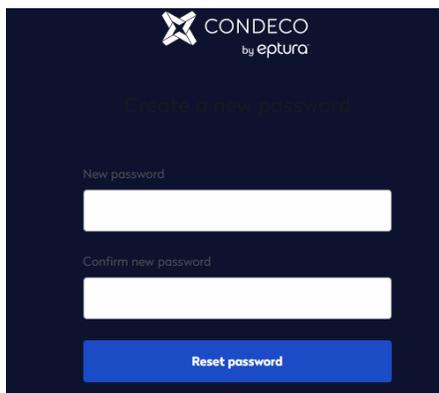
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Logging in and Booking a Workspace on a Computer

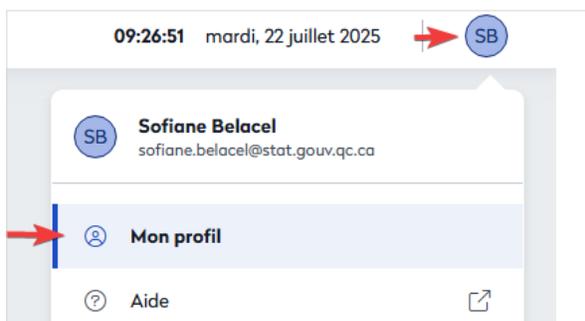
1. Once the ISQ has created your Eptura Engage account, you will receive an e-mail inviting you to click on a link.
2. Enter your login information: your username is your e-mail address.



3. You will be asked to create a new password.



4. Once your password has been created, click on your profile icon, then on *My Profile*.

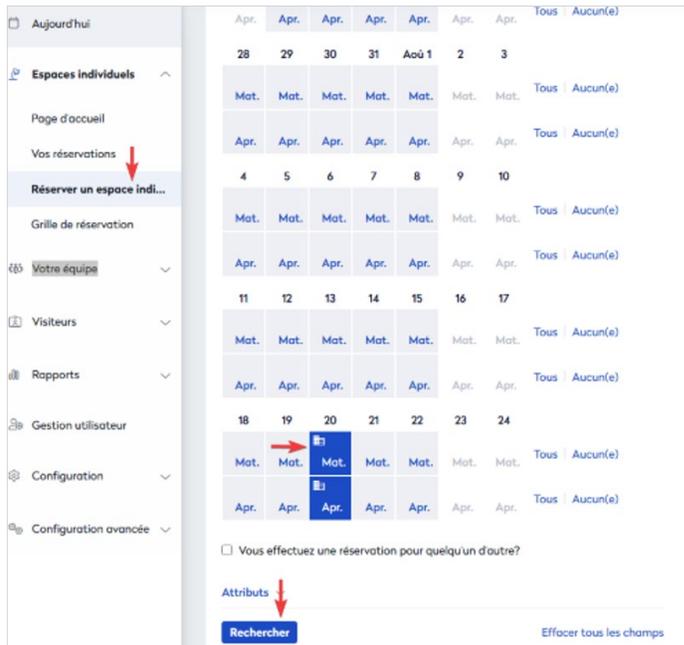


In the profile section, under *Location & language*, you can select your preferred CADRISQ centre in the *Building* field and your preferred language (if you change your preferred language, it will become effective the next time you log in).

5. To book a workspace, select *Book a personal space*.

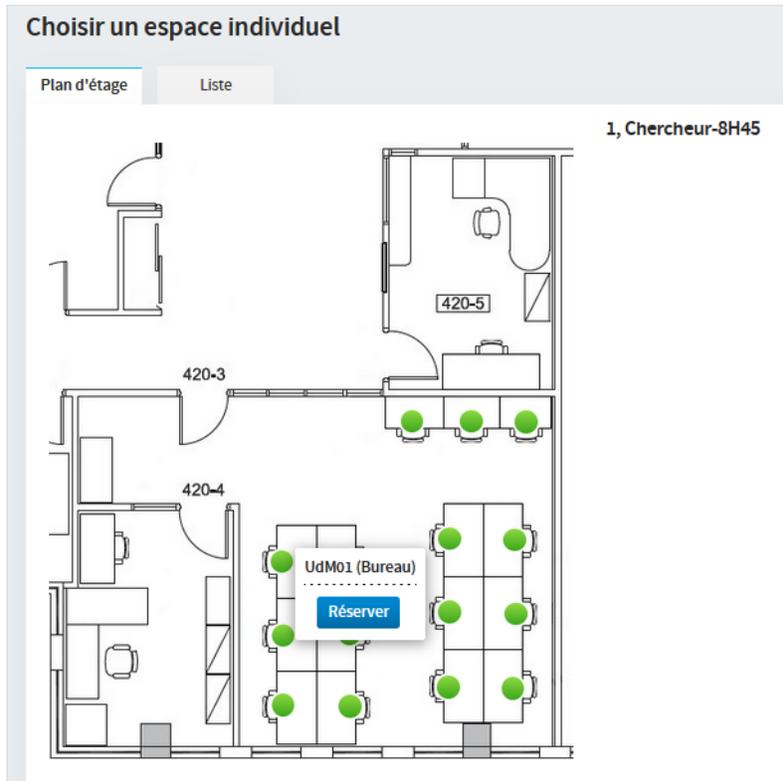
Note: Please book your space before 6 p.m. the day before to ensure that an analyst will be on site.

6. Select the date(s) you want and click on *Search*.

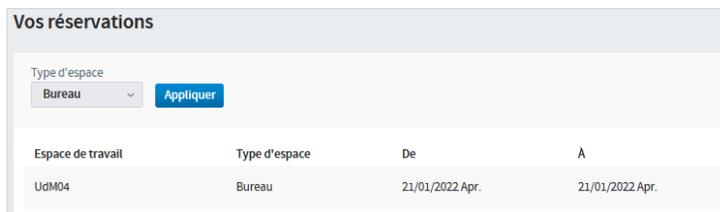


Note: The maximum number of availabilities depends on the CADRISQ location and available spaces.

7. This will bring up a floor plan with your search results. Select a space then click on *Book*.



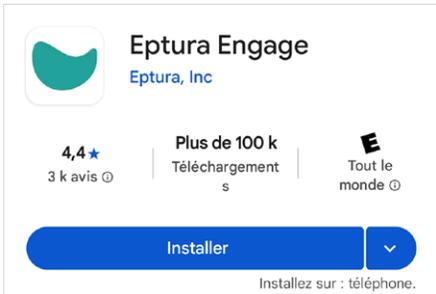
8. The *Your Bookings* menu will open and show your bookings.



Logging in and Booking a Workspace on the Mobile App

Note: You must complete steps 1 to 4 in the previous section before using the mobile app.

1. On your mobile phone, go to the Play Store or App Store and search for the Eptura Engage app.



2. The first time you open the Eptura Engage app, you will be asked to enter your Eptura Engage URL: **ISQ.condecosoftware.com**. Then, click *Continue*.

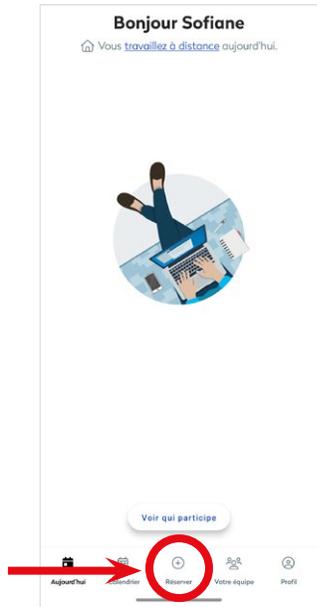


3. Enter your username and password and click *Continue*.



4. The application will request background access to your location (GPS). Click *OK*, then allow or deny access to your device's location.

5. To book a workspace, tap the  icon at the bottom of the screen.



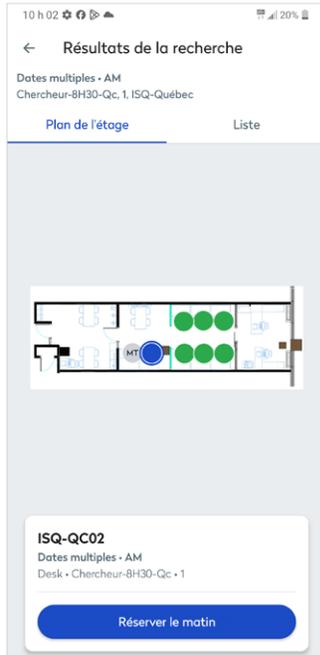
6. Tap Continue at the bottom of the *Book* screen.

7. Select the date(s) you want and tap *Search*.



Note : The maximum number of availabilities depends on the CADRISQ centre and available spaces.

8. This will bring up a floor plan with your search results. Select a space then tap *Book*.



9. A confirmation message will open and show your booking.

