Cowork2Go
User Manual

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Introduction

Cowork2Go

Cowork2Go is your friendly booking app for coworking spaces when and where you need them. Tickets are provided as QR-Codes within the app.

You can book the following:

- **Hot Desk**[1] based on your current location for right now
- Hot Desk based on your current location or a map selection for a given date
- **Dedicated Desk**[2]s for any location and time frame
- Offices, Meeting and Workshop rooms

You can store your payment credentials in the app, if you want to.

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[1]A desk in a coworking space, you have to take one that is free.

[2]A definite desk in a coworking space, you don't have to move from day to day.

Getting Started

1. Download the app from the App-Store ![App Store] or Play Store ![Google Play].

2. Install the app

3. [Register](#)

4. [Find & book your desk](#)

> You can test-drive the app without registering.

First Time Use
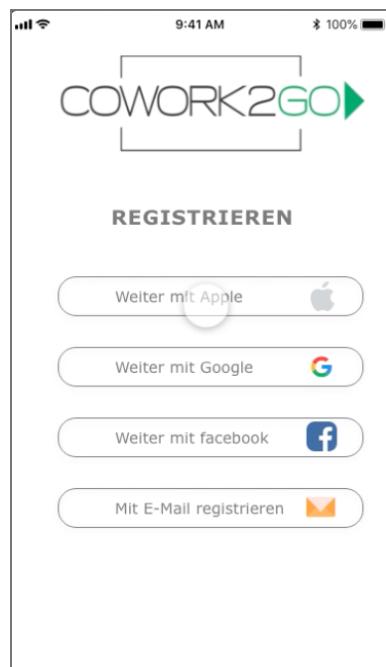
When you start the app for the first time, the first introduction screen appears. You can swipe through the introduction screens to get more information on Cowork2Go.

Click on Skip to use the app without registration. In this case, continue with step 3.

1. Click on Register.

   The registration screen opens.

2. Decide how to register. You can use the following:

   - Apple

   - Google

   - Facebook

   - E-Mail Registration
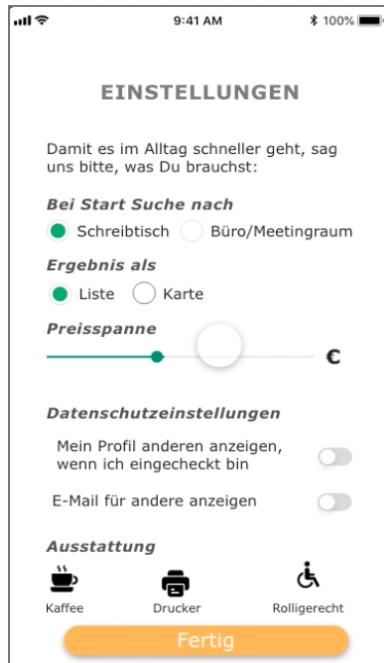
Once you are registered, the request for using the **location service**[1] of your device appears:


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[1]Location services of your mobile device use GPS and or reachable WLAN locatiosn to give an exact location for your device.
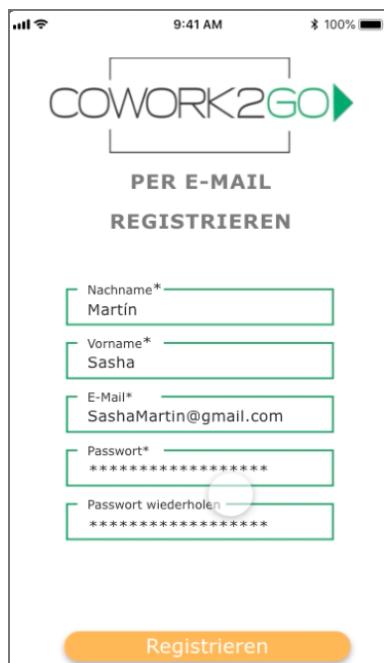
3. In the Allow Location Services dialogue, click on Always allow.
   The Preferences screen appears.

4. Set your defaults for the search, results display, privacy settings and default filters and click on Finish.

Registering with E-Mail

Once you clicked on the Register with E-Mail button, the E-Mail Registration screen appears.
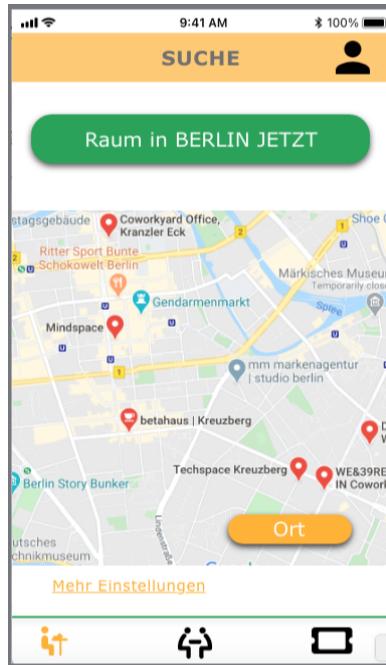
1. Enter the required data in each field and move to the next field:

    - **Last Name**

    - **First Name**

    - **E-Mail Address**

    - **Password** and **Repeat Password**

2. To set up your account, click on Register.
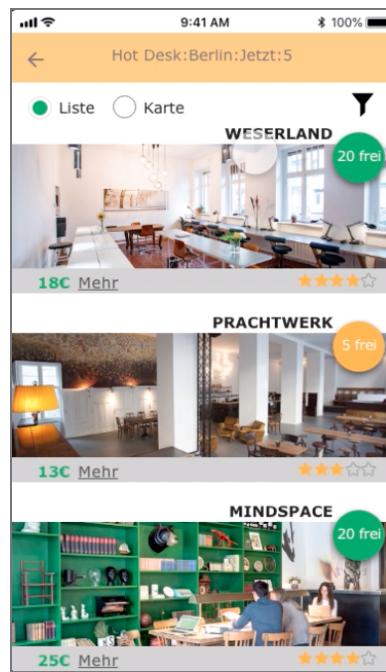
Booking a Coworking Space

Hot Desk search

1. On the start screen, click on Desk in [Location] Now.
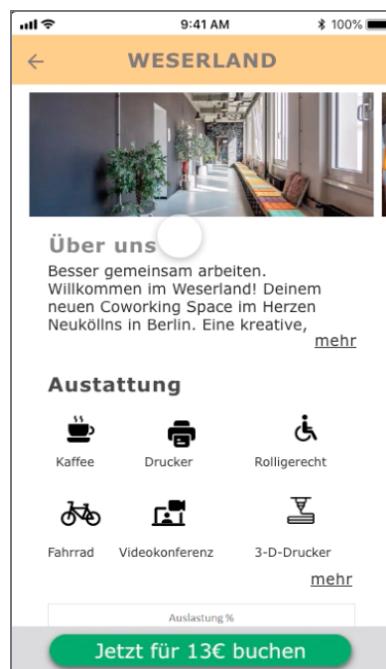
The Search Results appear.

2. Tap on the space you want to book.

   The Space Details screen appears.

3. Swipe through the images and, if you need more information to decide, scroll down for further details.

4. Click on Book now for [X]€ to book the desk.

> If you are using the app for the first time, you need to enter your payment data, see Entering your Payment settings.

As soon as payment has gone through, the **Checked-In** screen appears.

5. To enter the **coworking space**[1], tab on the QR-Code and show it to the scanner at the entrance.

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[1]Coworking is an innovative, relatively new way of working that puts an independent yet community-oriented spin on the traditional office space. At its broadest point, coworking is simply the practice of multiple businesses and/or freelancers from unrelated companies or fields sharing a workspace and its amenities. Source:Techspace

Office Search

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Meeting Room search

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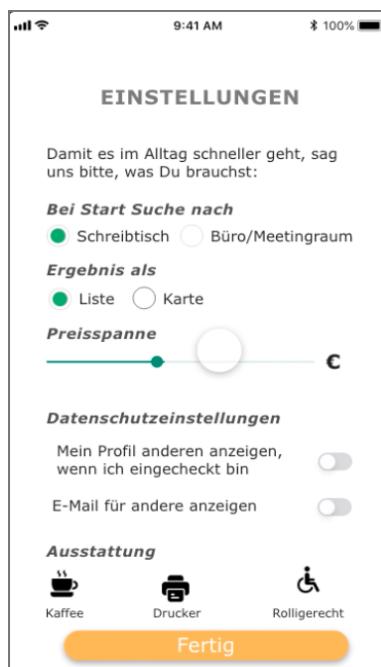
Entering Payment settings

Usually, you only need to enter your payment credentials when you book for the first time.

Reference

Preferences Screen

The Settings screen allows you to set parameters so your search for a desk or meeting room yields the best results. **Privacy settings** for sharing your avatar or personal information with others checked into the same coworking space are also found here.

On Start, search for

> This sets the default for the search function. On start, the apps shows the appropriate search screen
>
> - Desk – On start, the desk search screen appears. Defaults are location-based search for now. Just hit Find desk now to find your desk for today.

- Office/Meeting Room – On start, the Office/Meeting Room search screen appears. You need to fill in some details before you start your search.

Results as

- List – Results are returned as list
- Map – Results are shown on the map

Price range

Move the slider to define the maximum price (Hot Desk per day) to only show results matching your budged.

Privacy Settings

To make networking easier, coworking spaces show your profile image, profile text and contact information to other people checked-in at the same place you are.

- Show my profile to others – Once you checked in to a space, your profile appears in the list of people currently at that space.
- Show my E-Mail – Your contact E-Mail is also shown in your profile.

Equipment and Amenities
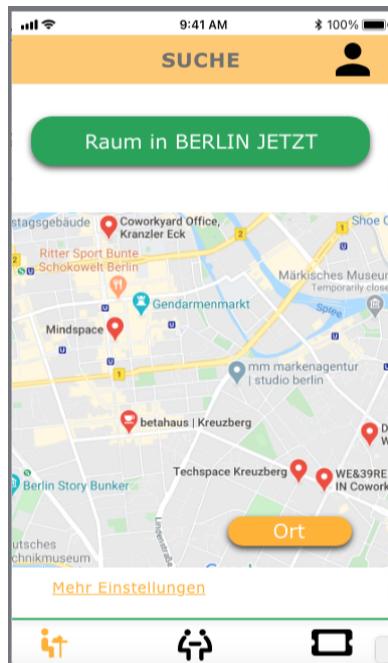
If you need special equipment or amenities, e.g., a 3-D printer or a dog-friendly place, choose them in the icon list. You search results are automatically filtered accordingly.

To choose, tap on the icon. Chosen items are shown in green.

Search Screen

The Search Screen differs, depending on your settings:

Navigation Bar

- "Breadcrumb" - Where are you

- Profile menu

Search Screen

Desk Search

- Search button — shows current settings for location and date

- Map — centered on your currently set location

- Location button — tab to enter location manually

- More Options button — slides in the advanced settings for desk number, desk time, and date (range)

Office/Meeting Room Search

This screen automatically fills in the details you used last, except the date fields.

- Search button

- Location — tab to enter location manually

- Room Type selection list— choose room type Office or Meeting Room

- Seats — enter number of seats required

- Start Date — choose date you need the room or start date for weekly, monthly or longer bookings.

- End date — leave empty if you are not booking for more than one day

- Equipment — slides in the equipment screen.
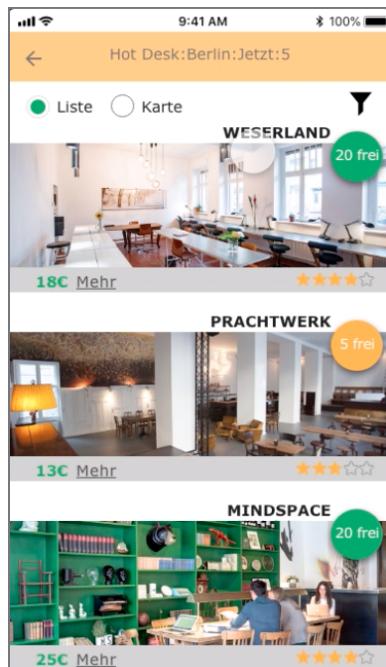
Tool Bar

The icon of the currently active function is highlighted in orange.

- Desk Search — tab to switch to Desk Search

- Office/Meeting Room Search— tab to switch to Desk Search

- Ticket list — tab to show your pre-booked space tickets

Search Results Screen

The Search Results screen shows all hits matching your search parameters. Filters from you preferences are automatically applied. If your preferences are the reason your search yields no results, the Filter icon is highlighted in orange.

Navigation bar

- Back to search

- "Breadcrumb" - What did you search for

Function bar

- List — Results are returned as list

- Map — Results are shown on the map
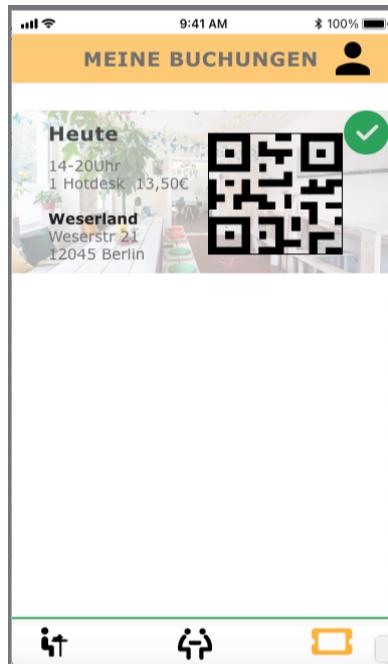
- Filter — Highlighted in orange if the filters applied from your preferences reduce your results to zero. Tap to slide in the Filter Settings screen.

Space summary

- Space name
- Image gallery — swipe to see more images
- Currently available desk at this space.
- Price
- Details — opens the Space Details screen
- Community Rating

Ticket Screen

The Ticket screen gives you quick access to all your tickets. To view a ticket, tap on it.

FAQs

Do I have to register forCowork2Go to use it?

No, you can use the app without registering. Booking requires a credit card.

How many Coworking Spaces are available through Cowork2Go?

We are ever expanding our partner base. As of March 2021, we have 400 partners worldwide with 2.500 spaces.

What is Coworking?

Coworking is the use of a collaborative workspace that offers an alternative way to work. In coworking spaces, people work independently or in groups to complete projects. Coworking is popular because it provides a sense of community and a conducive working atmosphere. Corporate bodies, especially growth-stage startups, also often rely on the flexibility and cost-effectiveness of coworking. It allows them to reduce the expenses of office space and other amenities that increase overhead. Meanwhile, employees gravitate toward it because it offers a productive environment without the stuffiness of the typical corporate office. Source:https://www.indeed.com/career-advice/starting-new-job/-what-is-coworking

Glossary

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Coworking space
Coworking is an innovative, relatively new way of working that puts an independent yet community-oriented spin on the traditional office space. At its broadest point, coworking is simply the practice of multiple businesses and/or freelancers from unrelated companies or fields sharing a workspace and its amenities. Source:Tech-space
D
Dedicated Desk
A definite desk in a coworking space, you don't have to move from day to day.
H
Hot Desk
A desk in a coworking space, you have to take one that is free.
L
Location Service
Location services of your mobile device use GPS and or reachable WLAN locatiosn to give an exact location for your device.

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Cowork2Go Credits

The concept for the cowork2Go app was developed in June 2020 at BTA. An XD prototype is available here; the concept presentation can be found here (both in German).

Concept, design and prototype by:

- Silvia Cunningham
- Ulyana Fidan
- Herbert Sonnenschein

Thanks to Stephanie Abendt, Thomas Lehnen und Eva Schabedoth at BTA.

This manual was written and designed by Silvia Cunningham using Madcap Flare 2020 Evaluation Version. Thanks to Petra Thiemann for output on a licensed version.

User Guide