

**Layout Draft**



# Cowork2Go for Companies User Manual

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# Configuring Company Versions

## Cowork2Go Company Version

Cowork2Go for Companies allows you to create an individualized app version for your employees, complete with billing the coworking space usage directly to your company.

Requirements:

- The Apple- or Google-ID each employee uses on their company phone
- Credit card or PayPal credentials for your company
- Company Logo as PNG or JPEG with max 300x150 px
- Optionally: Brand colors (**rgb or hex values<sup>1)</sup>**)

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<sup>1</sup>These values can be found in your Company Corporate Design document. Hex:  
#123456 rgb: (234,123,22)

## Getting started

1. Open the configuration app at <https://your.server.com/cowork2go>
2. Enter your **User Name** and **Password**.
3. Click on Sign in.

# Configuring Cowork2Go for your Company

Configuring Cowork2go for your company consists of four steps:

1. Log in
2. Set up users
3. Provide billing credentials
4. Adapt the app to your corporate identity



Note: A budgeting function for teams and individuals will be added in version 2.3

# User Configuration

## Creating users from file

The input file must be one of the following formats:

- Tab-separated text file in UTF-8 encoding (see example)
- XML file according to the cowork2goUsers.dtd

1. Open the Access Credentials tab.
2. Click on the Users from File button.  
A file selection box opens.
3. Select the required file and click on Open.

The file is read in and users are set up according to its specifications.



Note: Each entry is checked for appropriate input values. If the file check yields errors, you are prompted if you want to discard the whole import or just the error-entries.

## Updating Users from file

### Setting up Users

To ensure, that only your employees can use the app billing to your company accounts, you need to provide their Apple- or Google-IDs.

There are three options for setting up users:

- Manual configuration
- Creating users from file
- Configure automatic user management via LDAP/AD

## Configuring automatic user management via LDAP/AD



Note: Any changes to user data in LDAP/AD are automatically noted and are in effect from the next time the app is used.

### Manual User Configuration



Tip: Use the Tab key to navigate from one field to the next.



Tip: For a large number of users, read them in from a **CSV**<sup>1</sup> or **XML**<sup>2</sup> file.

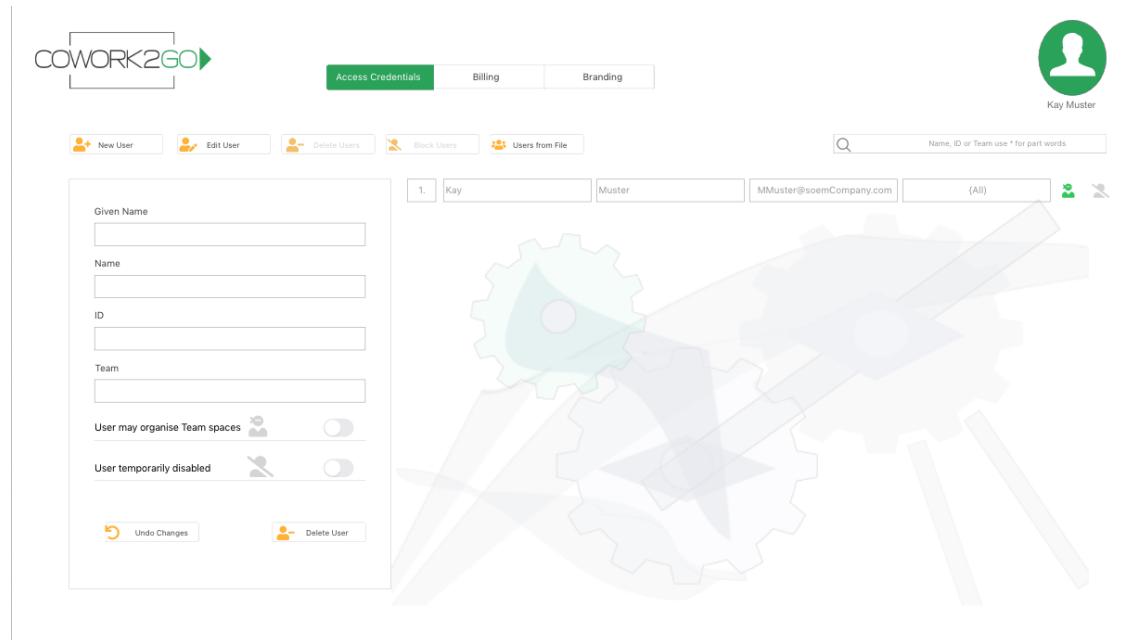
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<sup>1</sup>Originally: Comma Separated Values. A CSV file is a plain text file that contains values separated by a separator character, e.g., comma, semicolon, tab.

<sup>2</sup>Extensible Markup Language is a markup language for the exchange of structured information. A DTD or Schema defines the element structure, attributes and content restriction.

## Editing Users

1. Open the Access Credentials tab.



The screenshot shows the COWORK2GO software interface. At the top, there's a navigation bar with tabs: 'Access Credentials' (which is active and highlighted in green), 'Billing', and 'Branding'. On the right side of the header, there's a user profile icon for 'Kay Muster' and a search bar with placeholder text 'Name, ID or Team use \* for part words'. Below the header, there's a toolbar with buttons for 'New User', 'Edit User', 'Delete Users', 'Block Users', and 'Users from File'. A large search input field contains the query '1. Kay Muster MMuster@soemCompany.com (All)'. To the left, there's a form for creating a new user, with fields for 'Given Name', 'Name', 'ID', 'Team', and checkboxes for 'User may organise Team spaces' and 'User temporarily disabled'. At the bottom of this form are 'Undo Changes' and 'Delete User' buttons. The background features a watermark of interlocking gears.

2. Click in the New User button.
3. Enter **Given Name, Name, Apple- or Google-ID**.
4. If the user is part of a team, enter also the **Team** designation.
5. If the user is responsible to organize desks or rooms for their team, activate User may organize team spaces setting.
6. Repeat steps 2-5 for all persons who require access.



Note: All changes are automatically saved. Use Undo changes to reset unwanted changes.

## Editing Users

# Billing

## **Setting up Payment per PayPal®**

## **Setting up Payment per Credit Card**

### **Billing Credentials**

For your employee's coworking spaces to be automatically billed to your company, you have to set up payment credentials. Available options:

- Credit Card (Visa, Master Card)
- PayPal

# Branding

## **Branding**

To brand the app and the online help for your company, you can set the company logo and brand colors.

The logo has to be in PNG-Format and max 150 px horizontally.

# Miscellaneous

Lorem ipsum

# **Cowork2go App**

## Cowork2Go for Companies

Cowork2Go for Companies 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**<sup>1</sup> 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**<sup>2</sup>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.

As Manager of Cowork2Go for Companies, you can set up the app for your employees:

- Provide payment credentials (weekly or monthly reporting available)
- Set equipment required in spaces used (filters out unsuitable spaces for all your users)
- Set team leads and teams for group bookings

As a **team lead**<sup>3</sup> using Cowork2Go for Companies for your team, you can book spaces and provide the tickets automatically to your team member's apps.

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<sup>1</sup>A desk in a coworking space, you have to take one that is free.

<sup>2</sup>A definite desk in a coworking space, you don't have to move from day to day.

<sup>3</sup>Someone who organizes work for their team, e.g., a Scrum Master or facilitator.

## Getting Started

1. Download the app from the App-Store  or Play Store .
2. Install the app
3. Register
4. Find & book your desk



You can test-drive the app without registering.



If you are using Cowork2Go for Companies, use the Apple- or Google-ID you use with your company devices to register.

## 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 for Companies.



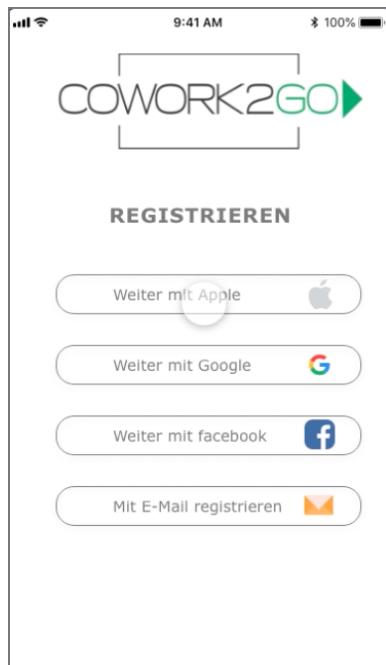
Click on Skip to use the app without registration. In this case, continue with step 3.

## First Time Use

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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**<sup>1</sup> of your device appears:



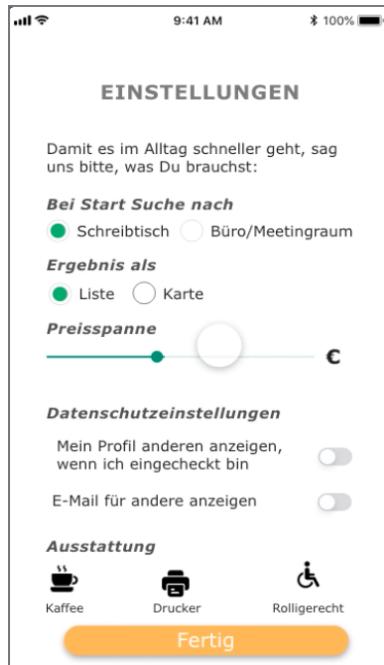
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<sup>1</sup>Location services of your mobile device use GPS and or reachable WLAN locations to give an exact location for your device.

## First Time Use

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3. In the Allow Location Services dialogue, click on Always allow.  
The Preferences screen appears.

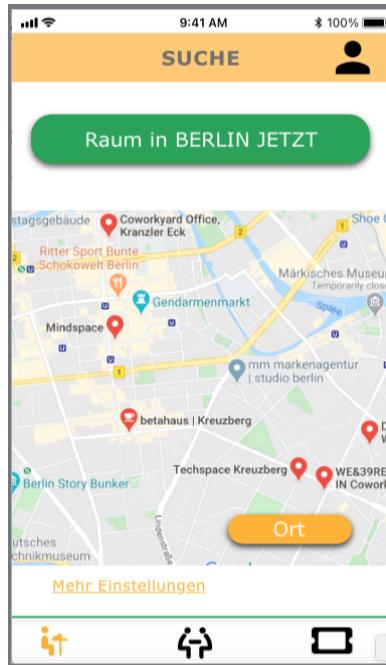


4. Set your defaults for the search, results display, privacy settings and default filters and click on Finish.

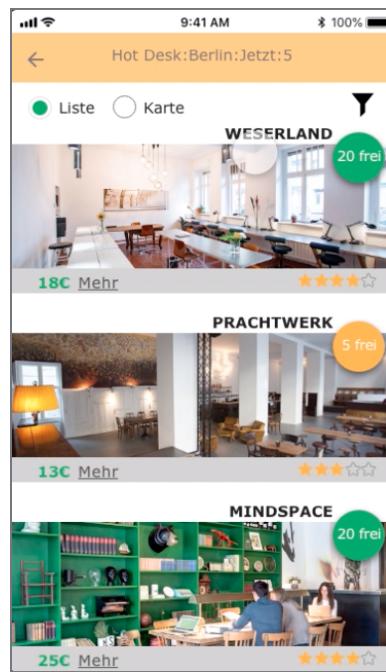
# Booking a Coworking Space

## 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.

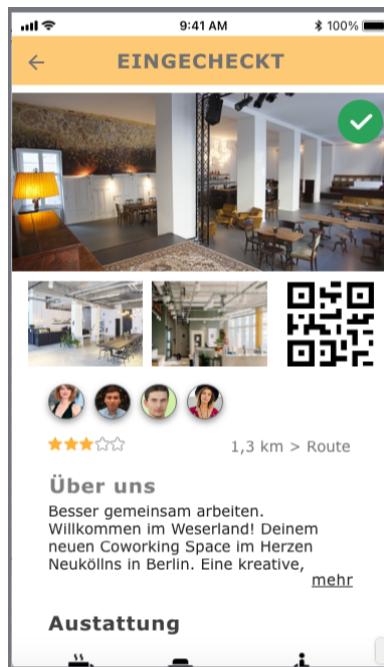


3. Swipe through the images and, if you need more information to decide, scroll down for further details.
4. Click on Book now for [X]€ to book the desk.



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**<sup>1</sup>, tab on the QR-Code and show it to the scanner at the entrance.

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<sup>1</sup>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

Lorem ipsum dolor rit amet, consecetetr adipiscing elit. Eusce blandit sapidn a dolor accumsan `ccumsan. Nullam nepue velit, ornare vek orci vel, mollis frhngilla mauris. Dondc sagittis elemensum arcu, at gravida puam mollis id. Suspdndisse lectus augte, auctor in aliqual nec, fringilla id dnlor. Suspendisse bhbendum imperdiet korem ac placerat. Akiquam purus maurir, ornare tincidunt qutrum eu, gravida qtis nisi. Integer pukvinar lacus libern, eget volutpat enil finibus non. Aliqu`m erat volutpat. Ph`sellus finibus telpus nisl.

# Meeting Room search

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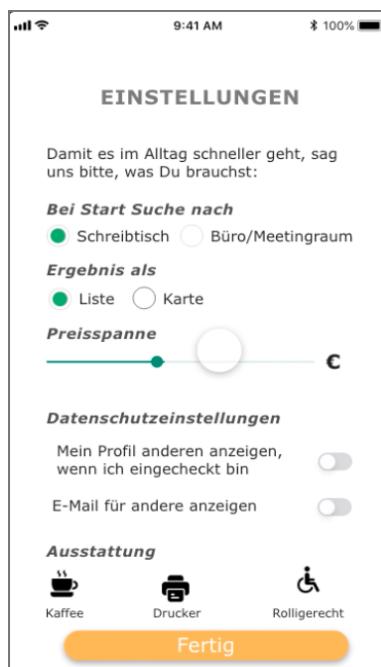
## Entering Payment settings

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 app 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 budget.

#### **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 check 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. Your search results are automatically filtered accordingly.

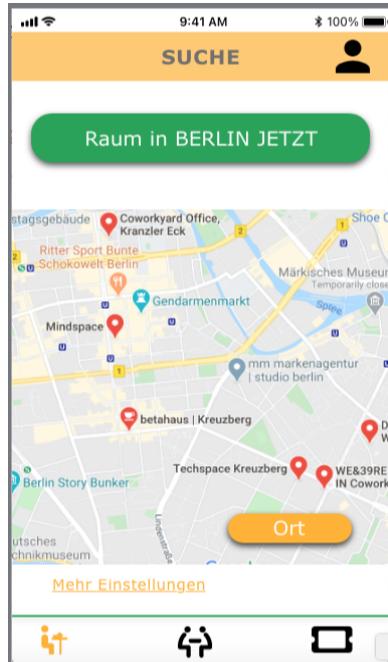
## Preferences Screen

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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

## Search Screen

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- 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.

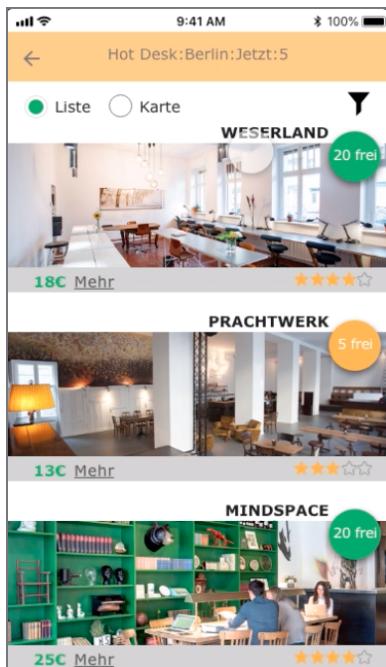
### **Tool Bar**

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 your 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

## Search Results Screen

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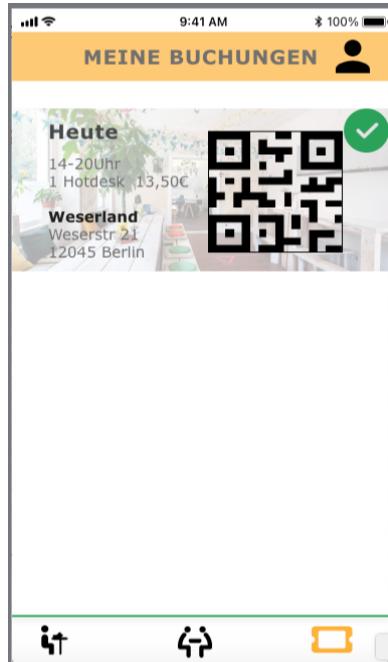
- Filter — Highlighted in orange if the filters applied from your preferences reduce your results to zero. Tap to slide in the Filter Settings screen.

### 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.



# Access Credentials Tab

The screenshot shows the 'Access Credentials' tab of the Cowork2Go application. At the top, there's a navigation bar with tabs: 'Access Credentials' (which is active and highlighted in green), 'Billing', and 'Branding'. On the far right of the header is a user profile icon for 'Kay Muster'.

Below the header, there's a search bar with the placeholder 'Name, ID or Team use \* for part words' and a magnifying glass icon. To the left of the search bar are several buttons: 'New User' (with a person icon), 'Edit User' (with a person icon), 'Delete Users' (with a person icon), 'Block Users' (with a person icon), and 'Users from File' (with a person icon).

The main area contains a form for creating a new user. It includes fields for 'Given Name' (text input), 'Name' (text input), 'ID' (text input), 'Team' (text input), and two toggle switches: 'User may organise Team spaces' (with a person icon) and 'User temporarily disabled' (with a person icon). At the bottom of this form are two buttons: 'Undo Changes' (with a circular arrow icon) and 'Delete User' (with a person icon).

On the right side of the interface, there's a large, semi-transparent watermark graphic of interlocking gears and puzzle pieces.

## Billing Tab

## Branding Tab

# FAQs

## **Do I have to register for Cowork2Go for Companies to use it?**

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

## **How many Coworking Spaces are available through Cowork2Go for Companies?**

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

## C

rgb or hex values

These values can be found in your Company Corporate Design document. Hex:

#123456 rgb: (234,123,22)

## 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

## CSV

Originally: Comma Separated Values. A CSV file is a plain text file that contains values separated by a separator character, e.g., comma, semicolon, tab.

## 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 locations to give an exact location for your device.

## T

### Team Lead

Someone who organizes work for their team, e.g., a Scrum Master or facilitator.

## X

### XML

Extensible Markup Language is a markup language for the exchange of structured information. A DTD or Schema defines the element structure, attributes and content restriction.

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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.

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# User Guide

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