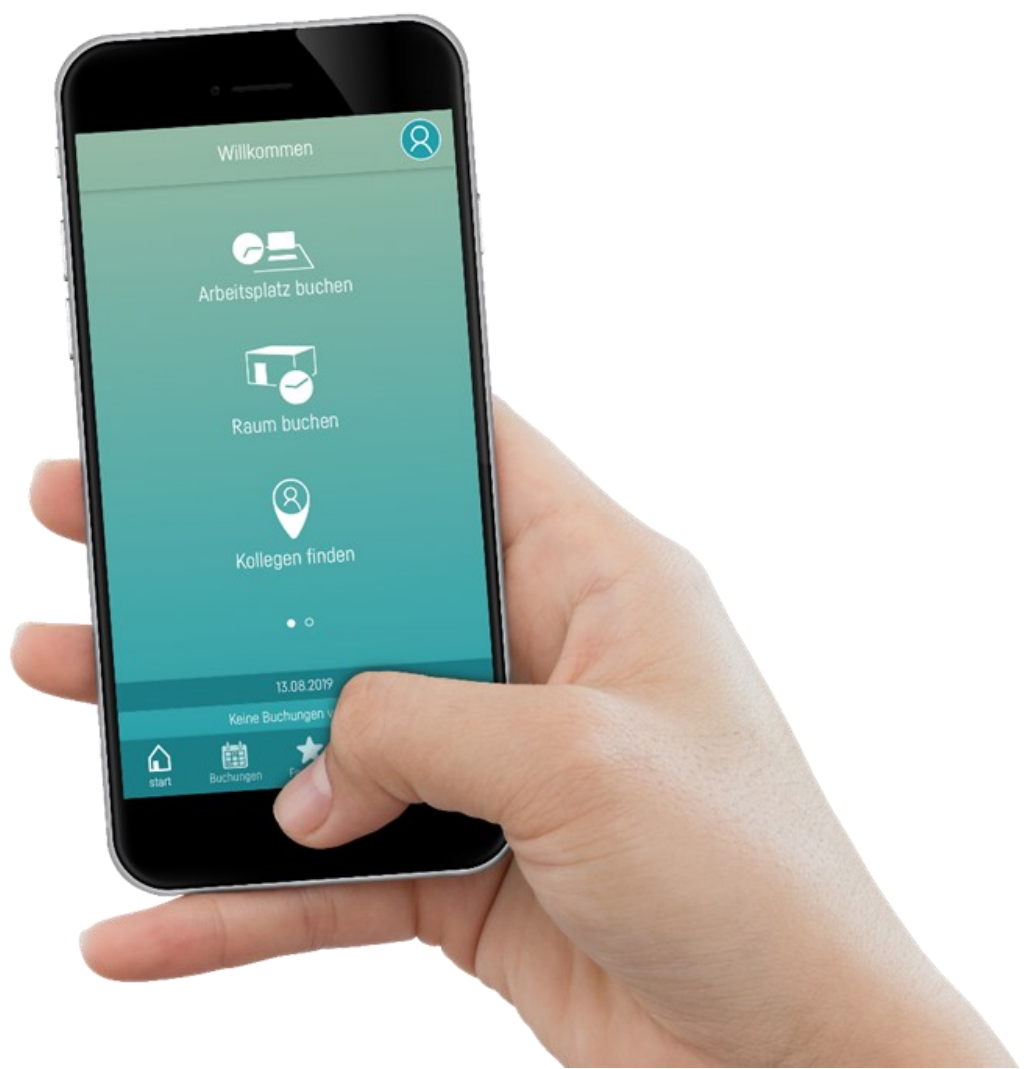


# How To



## App and Web application



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# se:connects

## **MORE FLEXIBLE, MORE PRODUCTIVE, MORE EFFICIENT:**

se: connects is an intelligent solution for the use and management of workplaces in smart working environments. Each employee can easily find and book a vacant workstation or reserve meeting rooms that match their current work tasks via smartphone or other end devices. Facility management can then use the occupancy data to optimize the working environment.

Source: <https://www.sedus.com/de/loesungen/seconnects/seconnects/> 28.09.2020

Translated from German by google

# Start se:connects


## se:connects on PC und MAC

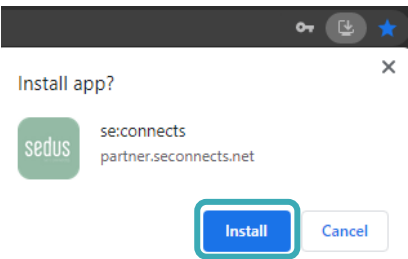
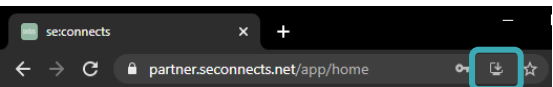
Entering the URL: <https://CUSTOMERNAME.seconnects.net/login> in the address bar of the browser on the PC or MAC takes you to the se:connects login.

After logging in, se:connects can either be used directly via the browser or via an app that can be downloaded via the browser.




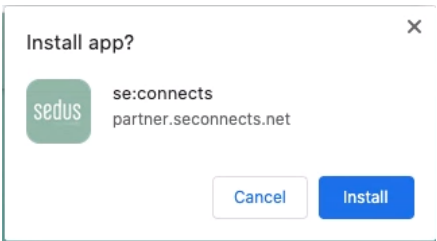
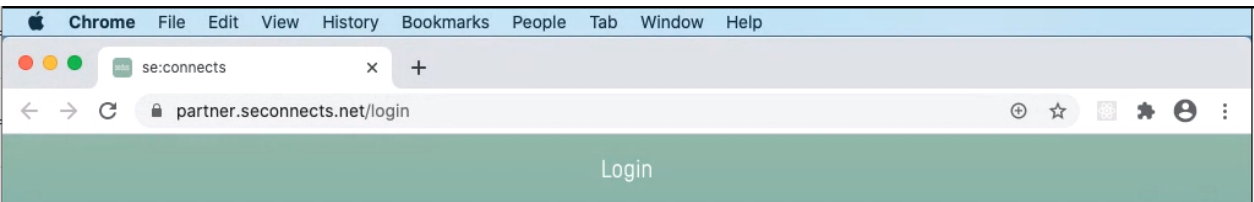
### Download se:connects app on the PC:

- 01 Enter the URL: <https://CUSTOMERNAME.seconnects.net/login> in the address bar of the browser.
- 02 The app can be installed with the icon  displayed next to the address line. So se:connects can be used easily and conveniently on your PC.



### Download se:connects app on MAC:

- 01 Enter the URL: <https://CUSTOMERNAME.seconnects.net/login> in the address bar of the browser.
- 02 The app can be installed with the icon  displayed next to the address line. So se:connects can be used easily and conveniently on your MAC.



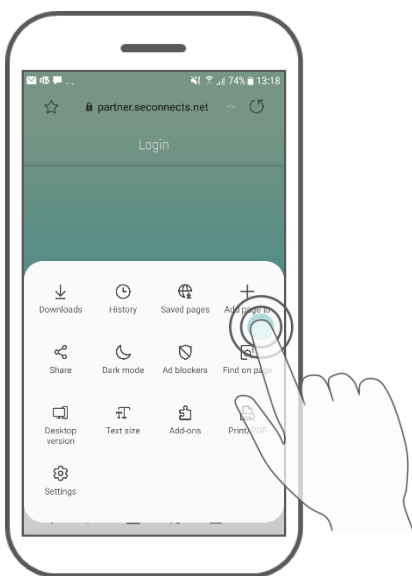
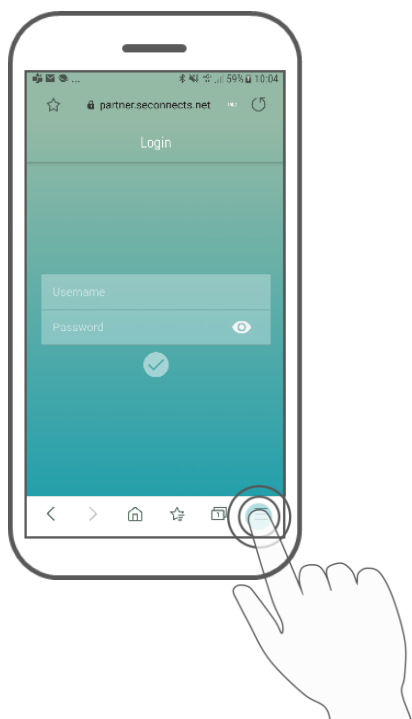
# Install se:connects on Android and iOS smartphone

Enter the URL: <https://CUSTOMERNAME.seconnects.net/login> in the address bar of the smartphone browser to access the se:connects login. After logging in, se: connects can either be used directly via the browser or via an app that can be downloaded to the smartphone.

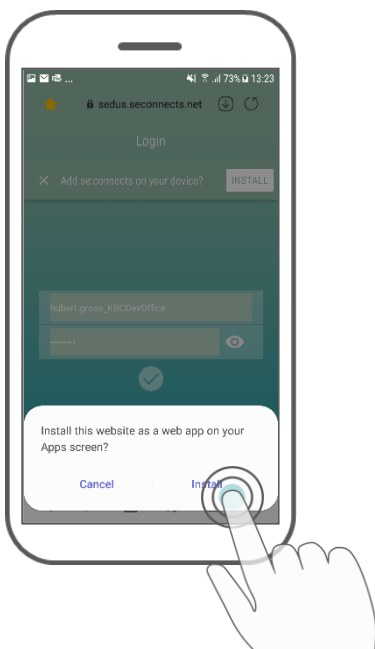
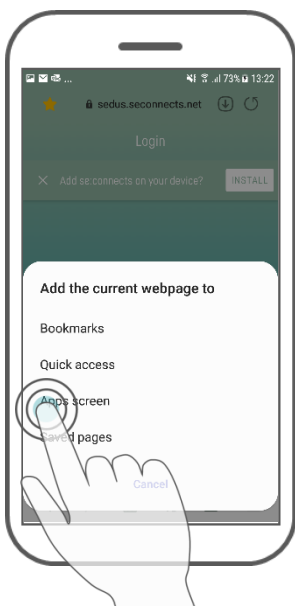


## Download se:connects app on Android:

- 01 Enter the URL: <https://CUSTOMERNAME.seconnects.net/login> in the address bar of the smartphone browser.
- 02 Select the extended selection.
- 03 Select the **+Add page to**.



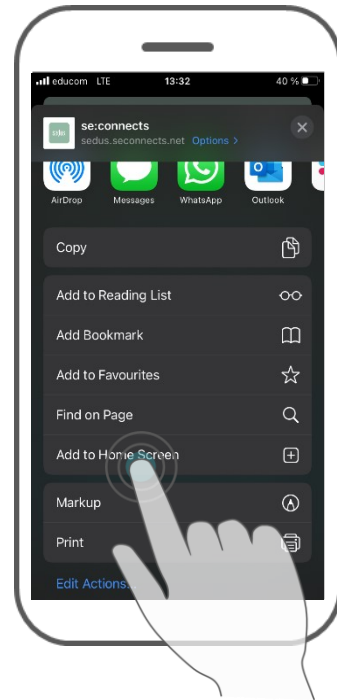
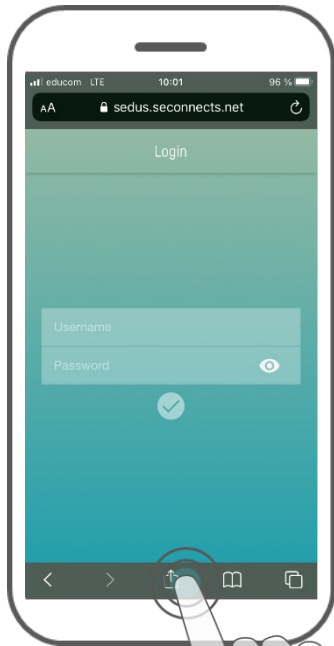
- 04 Proceed with **Apps screen**.
- 05 With **Install** the app is installed on the smartphone.



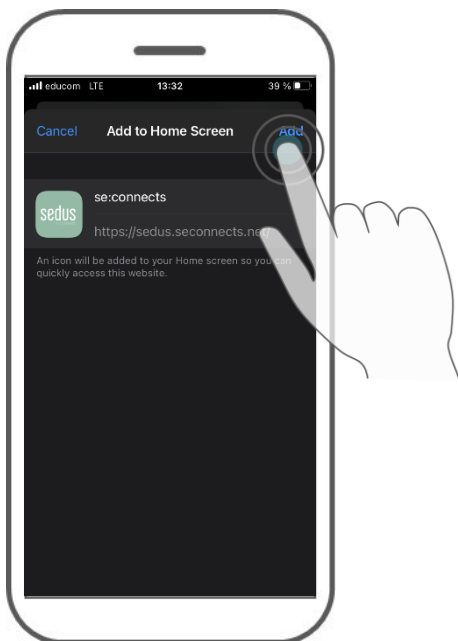


## Download se:connects app on iOS:

- 01 Enter the URL: <https://CUSTOMERNAME.seconnects.net/login> in the address bar of the smartphone browser.
- 02 Select **Forward**.
- 03 Select **Add to home screen**.

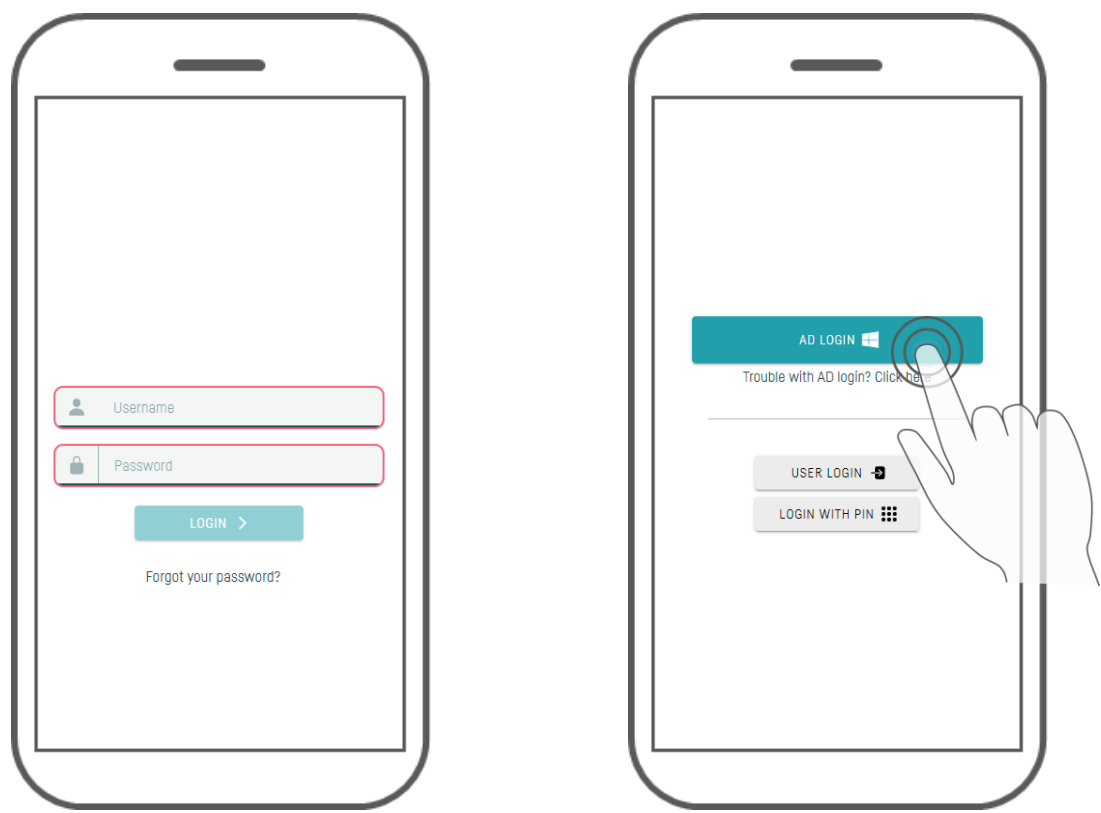


- 04 With **Add** the app is installed on the smartphone.

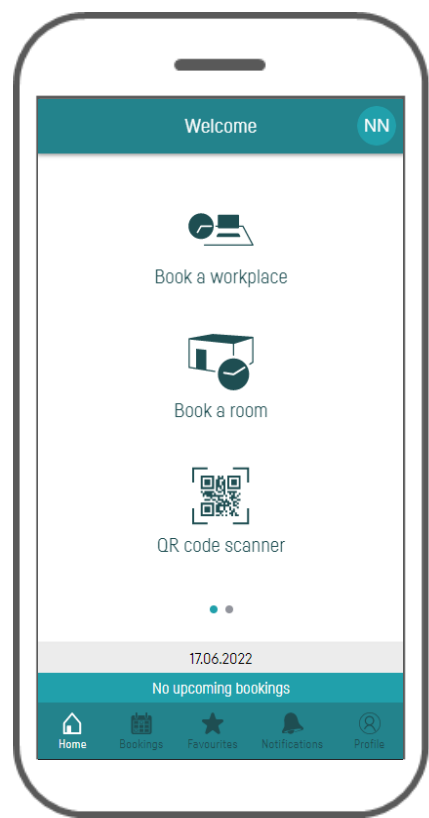


# se:connects login

- 1 Login with the domain: <https://CUSTOMER NAME.seconnects.net/login> or in the app with the credentials provided by K-Businesscom or via Active Directory if this option has been requested.



- 02 After logging in successfully, the start page of se:connects appears.

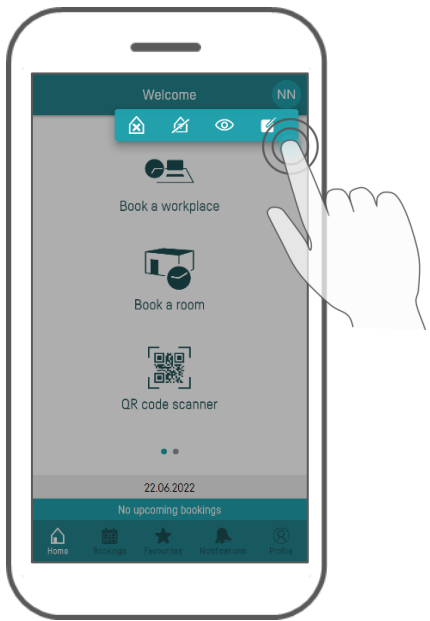
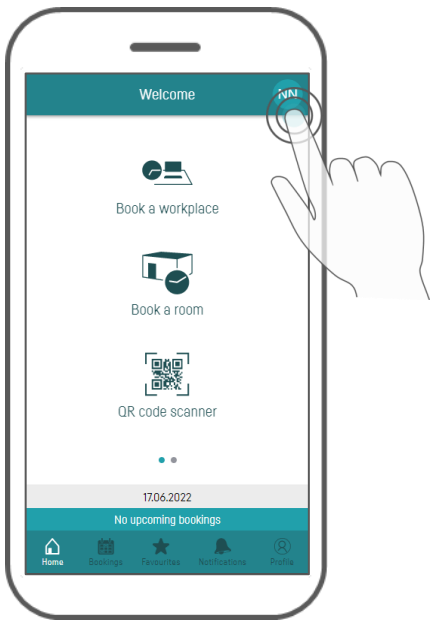


# Change initial password

01.

To be able to change your personal password, click on your "Avatar" in the top right corner.
02.

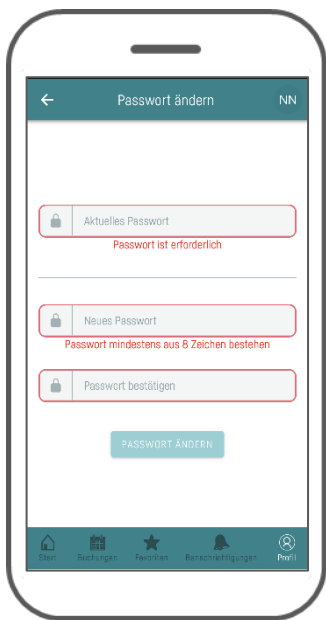
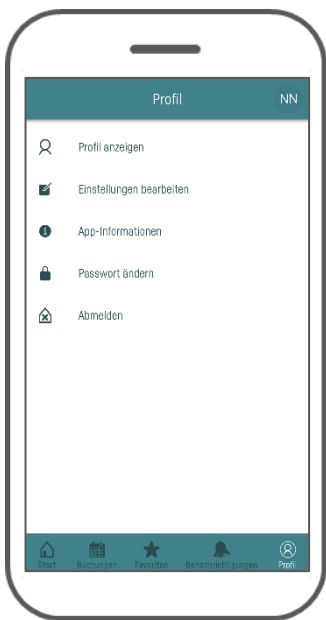
A menu will appear. The pencil icon takes you to the profile.



03.

Now click on the "lock symbol" to change the password.
04.

A new password can be set under "Change password".

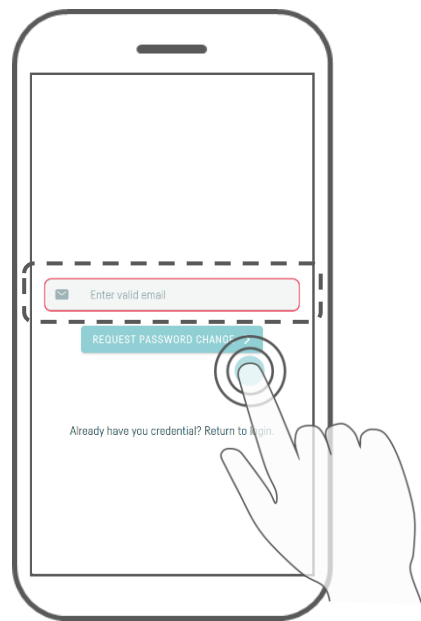
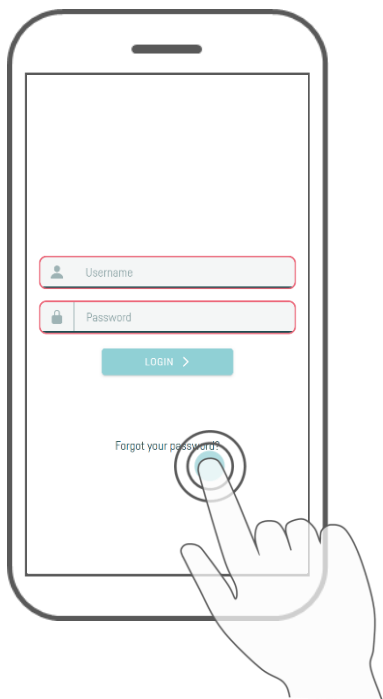




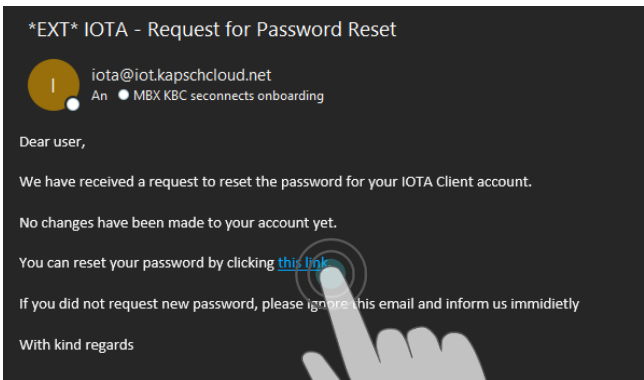
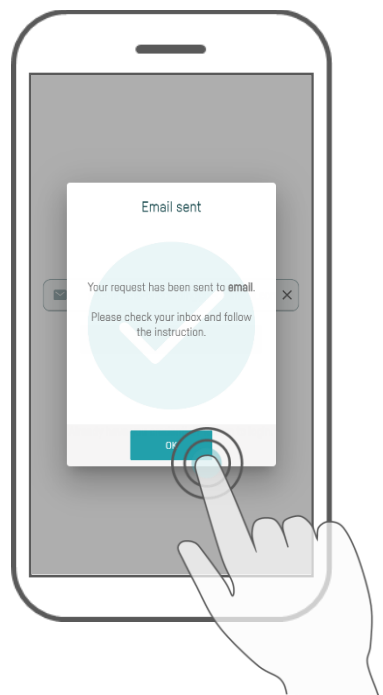
# Forgot password

If you forgot your login password, you can change it using the following procedure.

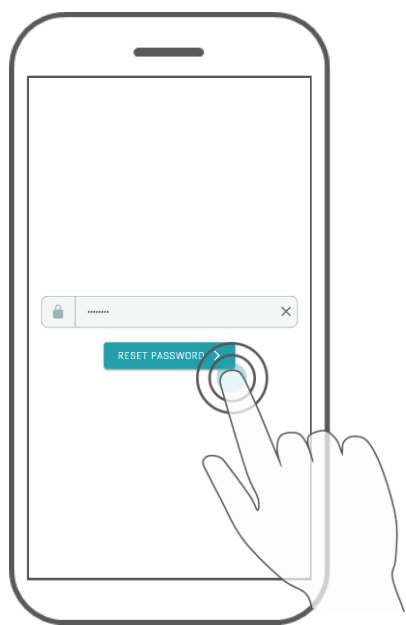
05. Select "Forgot your password?" on the login page.
06. Enter the e-mail address of the user and click on "REQUEST PASSWORD CHANGE"



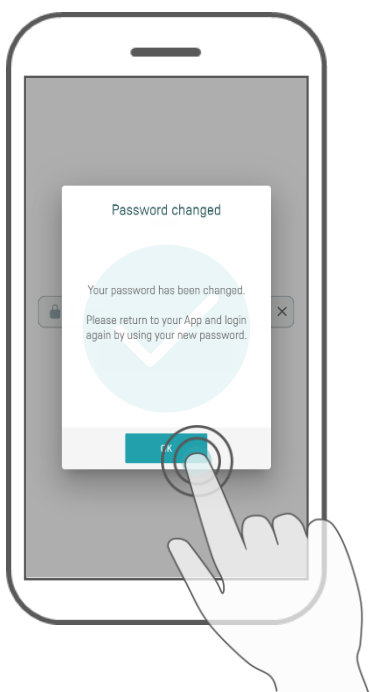
07. You will receive a message that a change request has been sent to the email address you entered.
08. You will then receive the following email. It may take a few minutes for email to be delivered.  
If you click on the link in the e-mail, you will be taken to a page where you can set the new password.



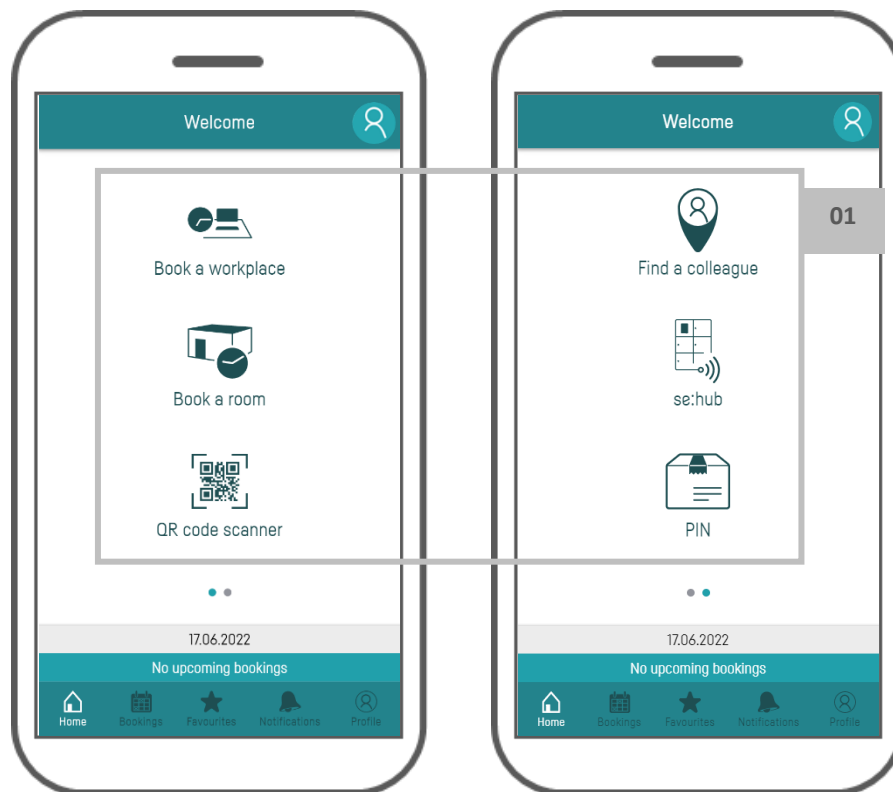
09. Enter the new password in the input field and select "RESET PASSWORD"



10. A message confirms that the password has been changed. Now you can log into se:connects with your new password.



# se:connects functions



## Main applications



With **BOOK A WORKPLACE** you have the option of booking a workstation for a specific time and period



With **BOOK ROOM** you can book a room for a specific time and period.



With **FIND COLLEAGUES** you have the opportunity to find colleagues if they have booked a room or a workplace.

## Optional applications



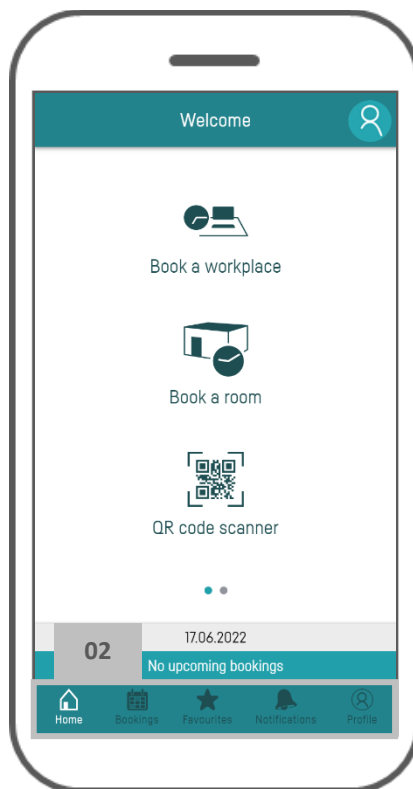
With **QR CODE SCANNER** you have the option of booking a workstation for a specific period of time.



The se:hub is a locker solution from Sedus, which can be managed with the **se:hub** application in the se:connects app.



Codes can be generated with the **PIN** application. This means that external people, e.g. delivery services, can also use the locker system to store shipments.



## Navigation menu



With HOME you can return to the start page from any window.



With MY BOOKINGS you get an overview of your bookings and you have the opportunity to cancel them.



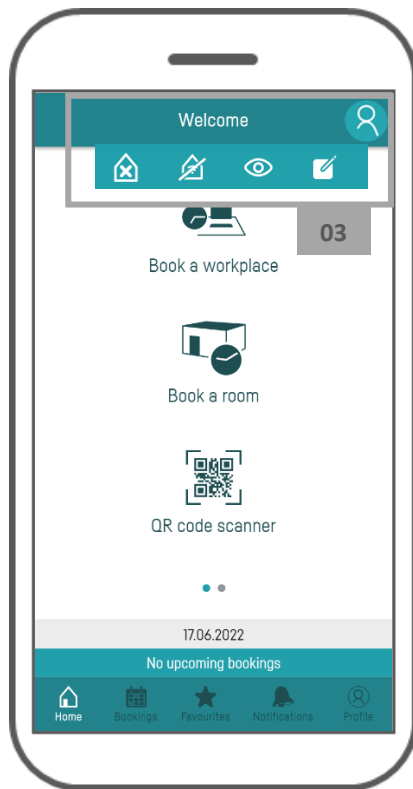
In FAVORITES frequently used contacts can be added.



Messages such as Invitations to meetings are displayed under NOTIFICATIONS.



With PROFIL you get to the profile settings in which information about the profile and the app are displayed and search preferences can be set.



## User-status



By selecting the user icon, a drop-down menu bar is displayed through which the user status can be changed.



This function takes you to the profile settings, in which information about the profile and the app are displayed and search preferences for rooms and workplaces can be set. Logout is also possible here.



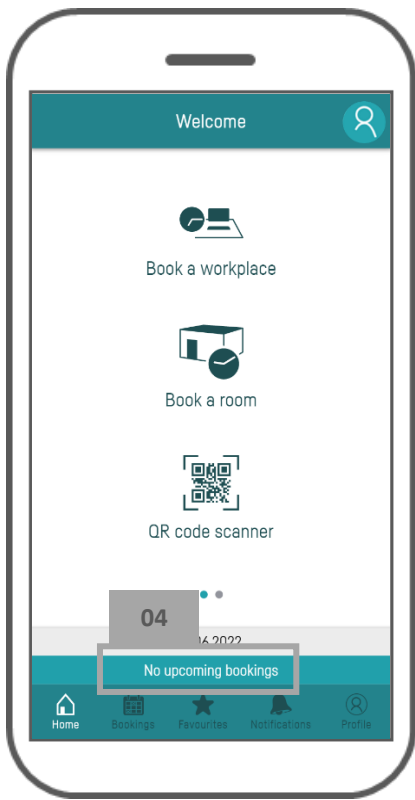
This function can be used to activate or deactivate the visibility of personal bookings for other users.



With this function, the home office status can be activated or deactivated.



Logout - with this function you log out the user and return to the login page.



## Display next event

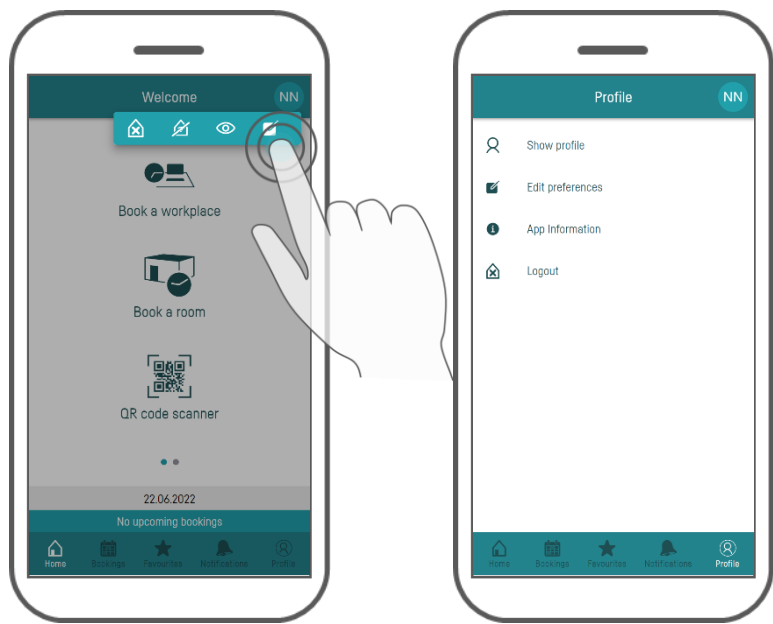
Information on the next pending event is displayed in this area.

Date	
time-field	Description of the upcoming event and information about the room and workplace

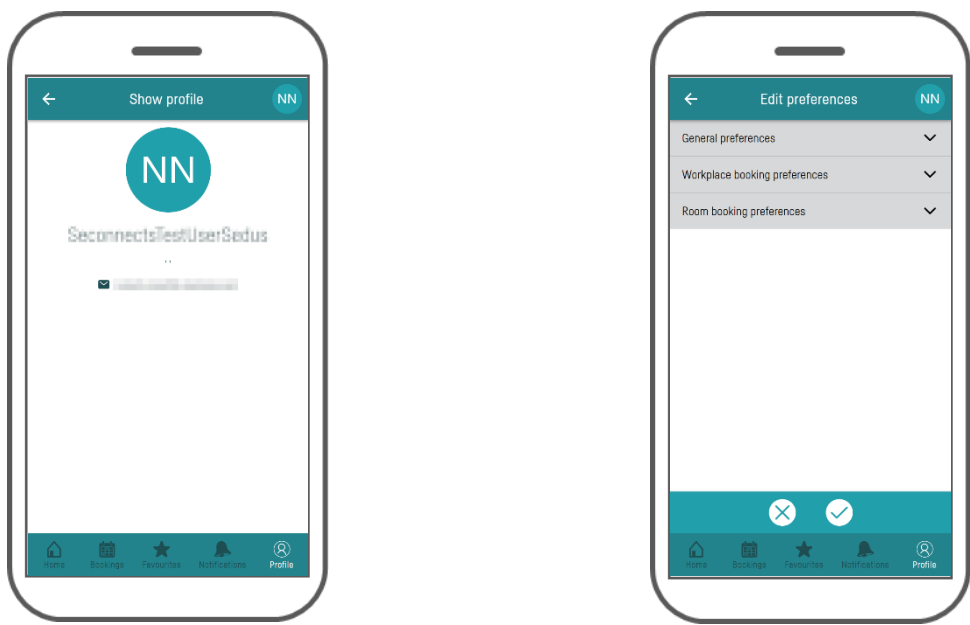
# Adjust user profile

In the user profile, default settings can be adjusted with regard to the personal needs of the booking function and information about the user and the app can be retrieved. The setting options are presented below.

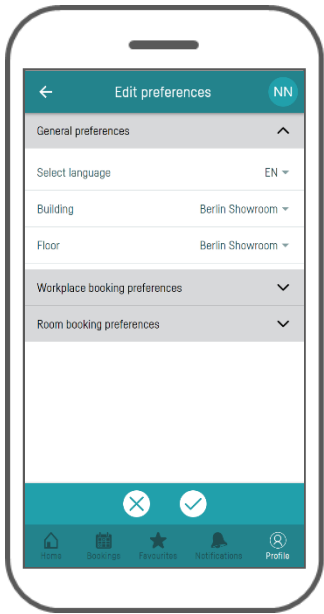
- 01. By selecting the profile symbol on the start page, a submenu opens. The pencil icon takes you to the profile settings.



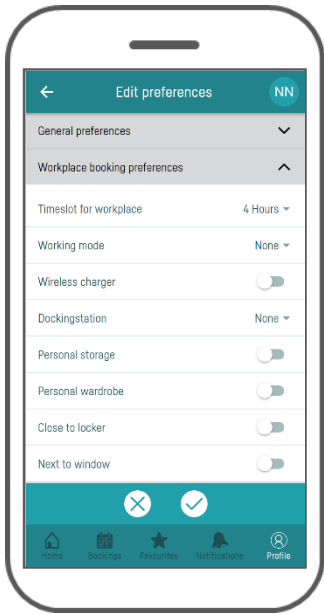
- 02. With **Show profile** you can view your username and E-mail address.
- 03. Under **Edit preferences**, the default settings can be made for the se:connects application.



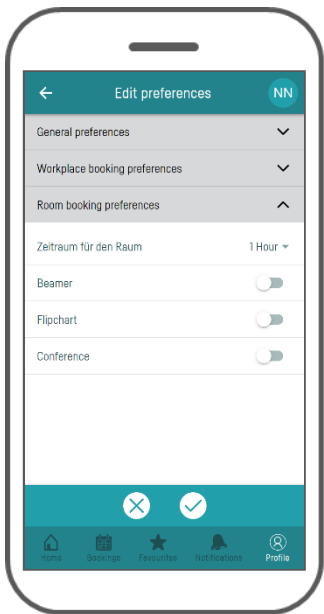
04. In **General preferences**, the language setting can be adjusted and the building and floor favorite can be specified. When opening the booking function, these objects are then displayed by default.



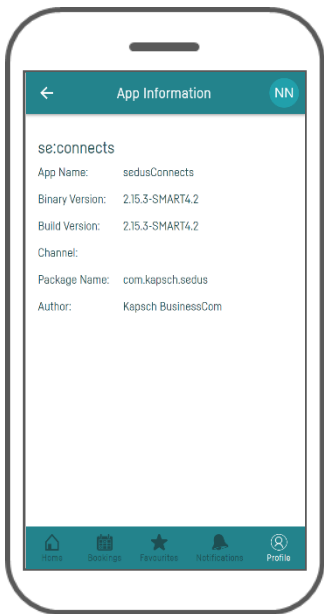
05. In the **Workplace booking preferences**, the default booking duration and filter options for workplace bookings can be set. Only those filter options that have been set by the administrator are available.



06. In **Room booking preferences** the standard booking duration and filter options for room bookings can be set. Only those filter options that have been set by the administrator are always available.



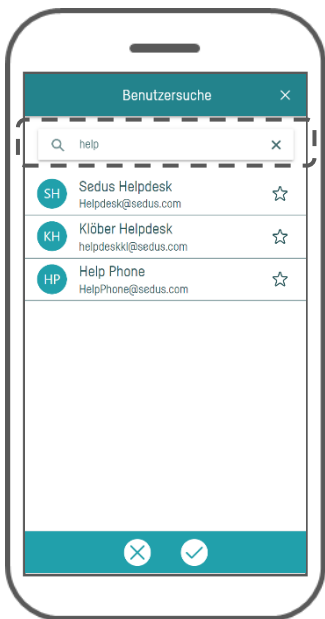
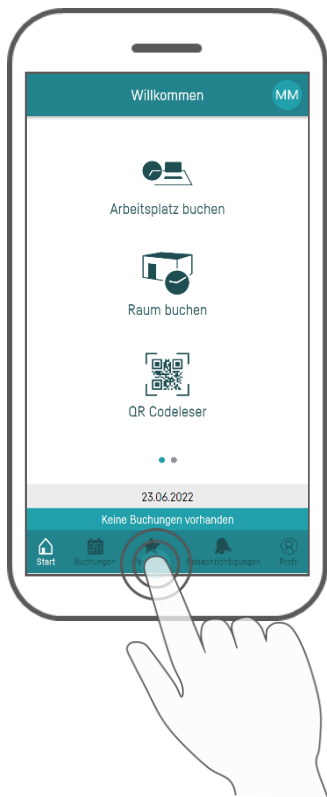
07. The current software information, such as the app version, can be called up under **App information**.



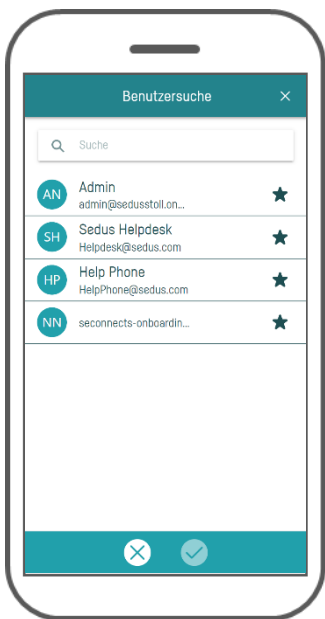
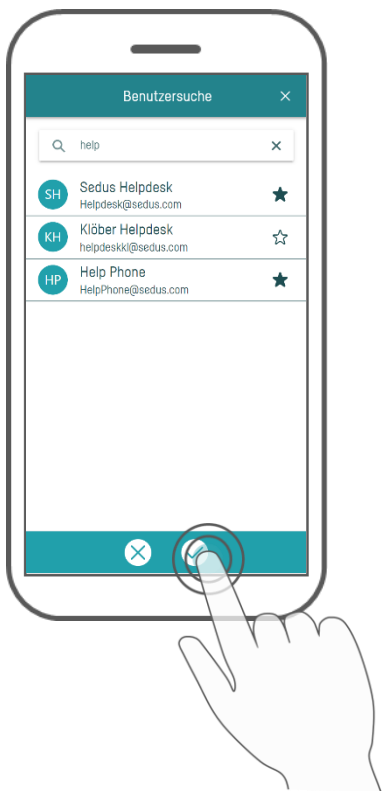


# Manage favorites

01. Open the **Favorites** in the footer of the app.
02. Search for the contacts you want to add as favorites.

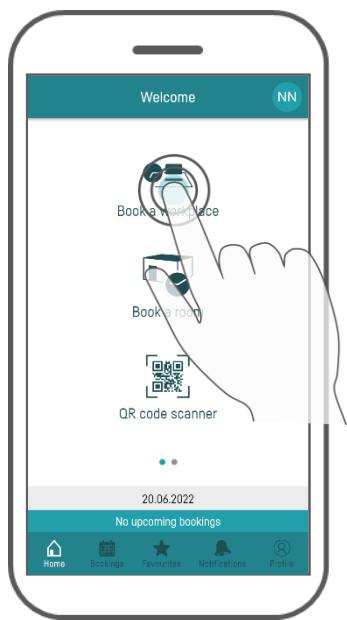


03. Activate the favorites symbol of the corresponding users who are to be created as favorites and confirm your selection with a tick.
04. If you now search for users, e.g. when organizing meetings, these users are always displayed in the search view.

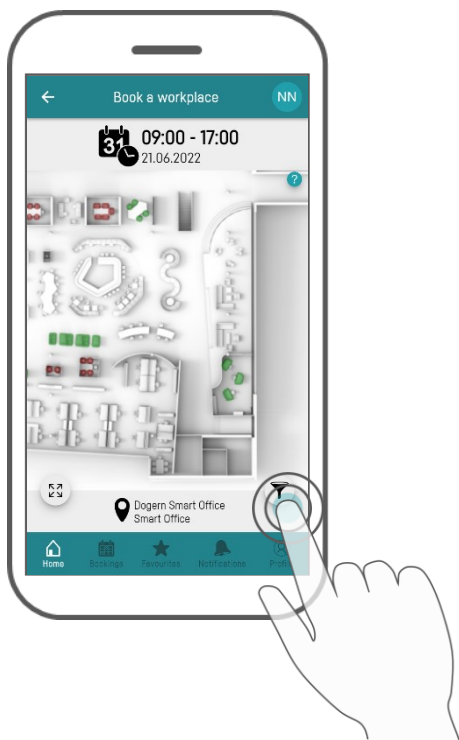
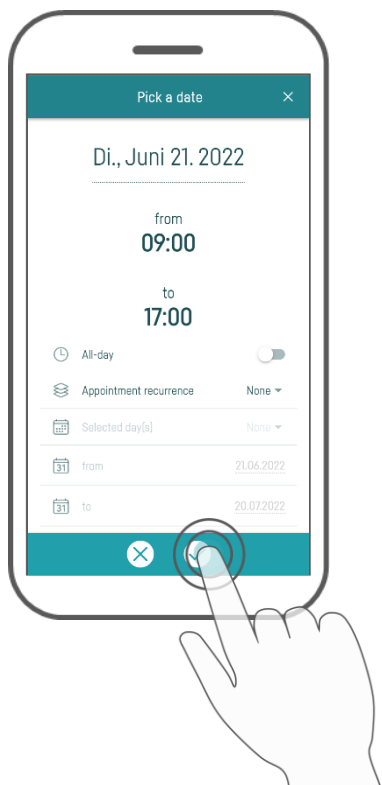


# Book a workplace

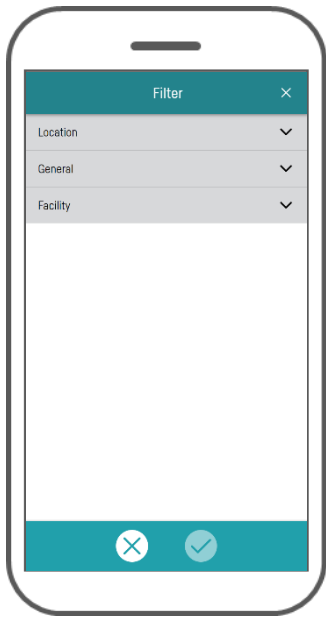
01. Select **Book a workplace**.
02. Define time range for that the workplace is needed.



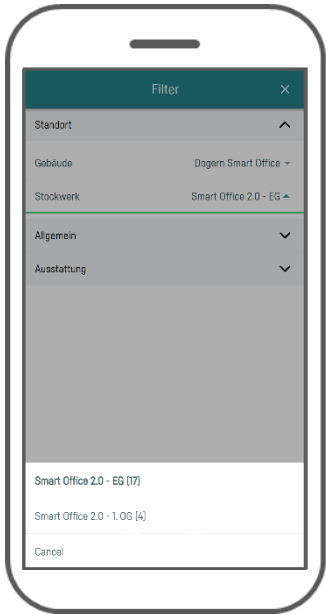
03. Set time range and confirm with tick. The X takes you back to the previous view.
04. The work area and its equipment can be defined with the filter.



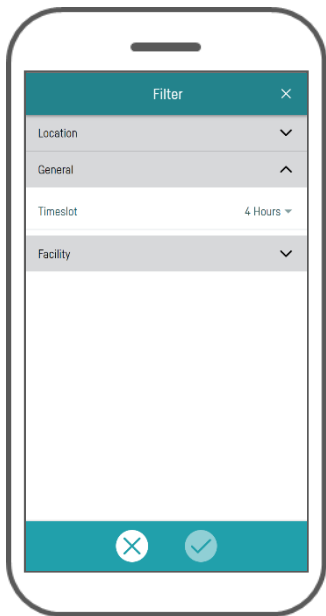
05. It can be filtered in three categories.



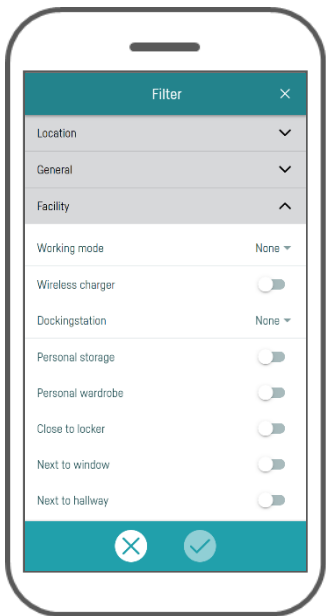
06. The **building** and **floor** can be specified under **location**. When selecting a floor the number of available workplaces is shown in brackets.




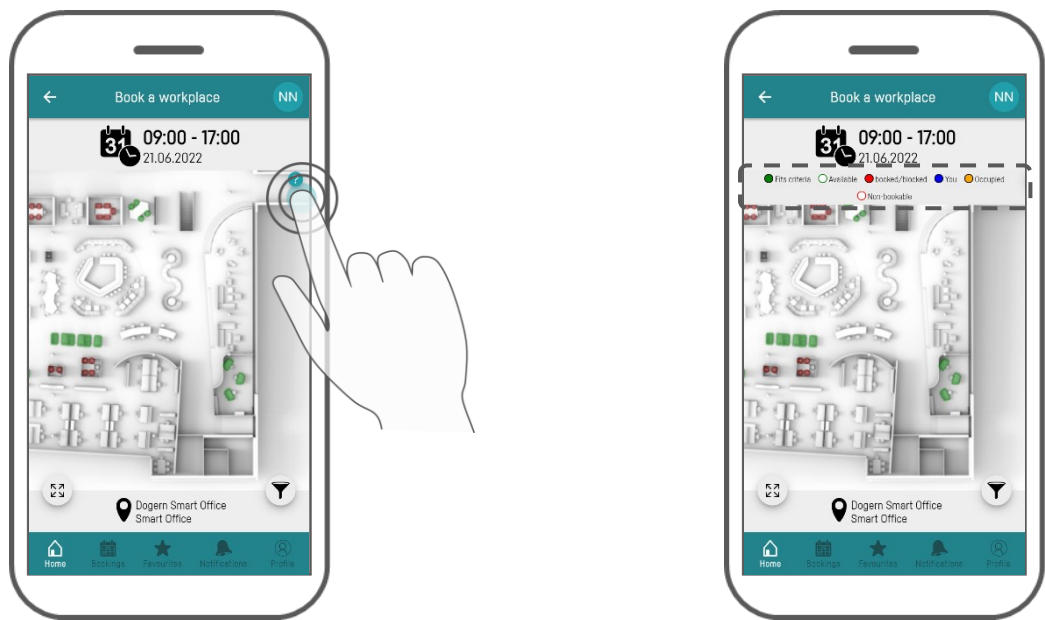
07. In **General**, the time span for bookings can be set as criteria for the workplace search. The X takes you back to the previous view.



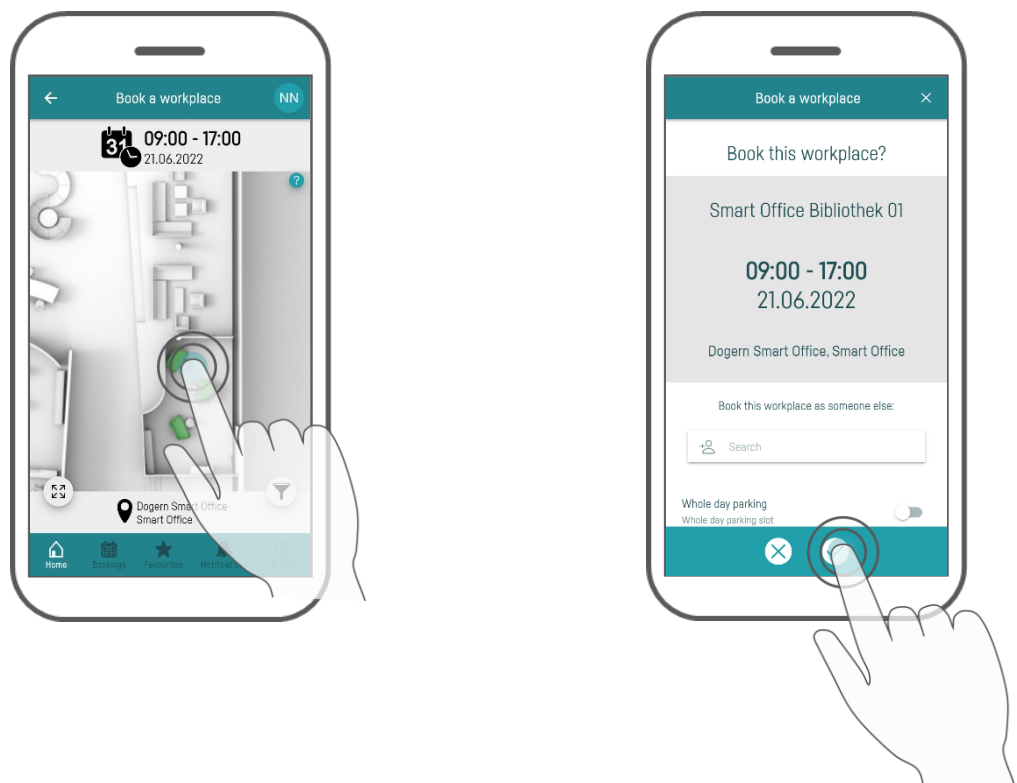
08. Conditions and required equipment can be set as criteria for workplace search under **Facility**. The settings must be confirmed with a tick. The X takes you back to the previous view.



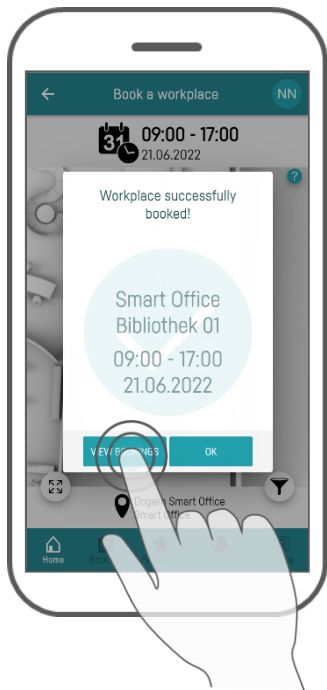
09. In correspondence of the filter settings a workplace is suggested and become displayed in blue color. But also other workplaces than the suggested can be booked, these may not correspond to the filter settings. The legend shows up with the  in the right upper corner and provides information about the meaning of the colored markings.



10. The workplace that should be booked must be selected.
11. A summarized overview of the intended booking appears. This must be confirmed with the tick. The X takes you back to the previous view.



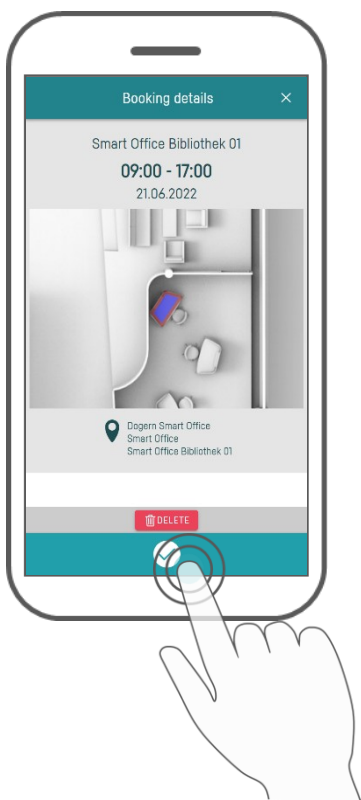
12. A booking confirmation follows, which can be confirmed with **OK** or displayed in the booking overview with **VIEW BOOKING**.



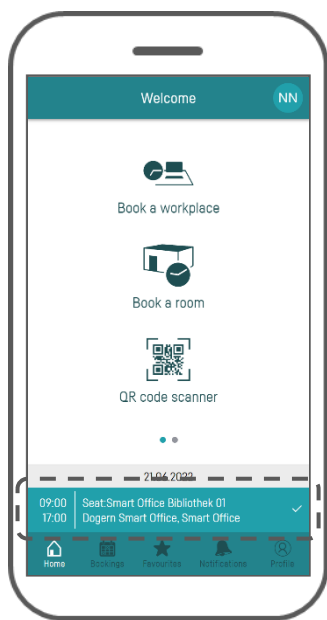
13. You get to the booking overview where you can select the booking and get to the detailed view.



14. The booked workplace is shown with an user symbol and with a red frame. This workplace then is blocked for other users and can no longer be booked for this period..



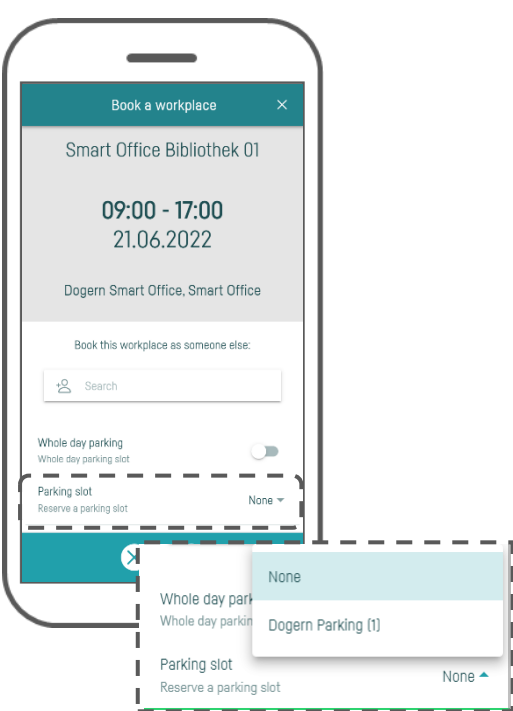
15. The next booking is always displayed on the start page. You get more information about the booking and the workplace is shown on a map. by clicking on it.



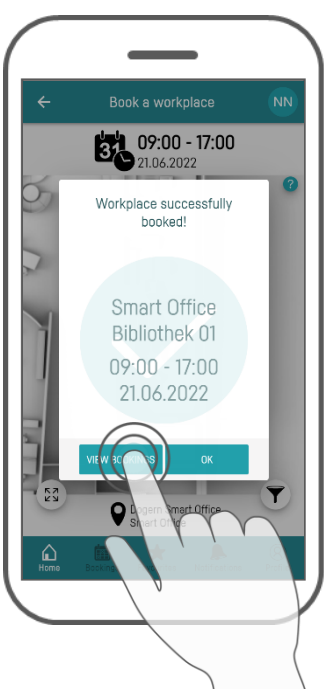
# Add parking space to workplace booking

The optional additional function "parking management light" allows you to add a parking space to the workplace booking.  
If this option is active, the appointment series function is available in the calendar view.

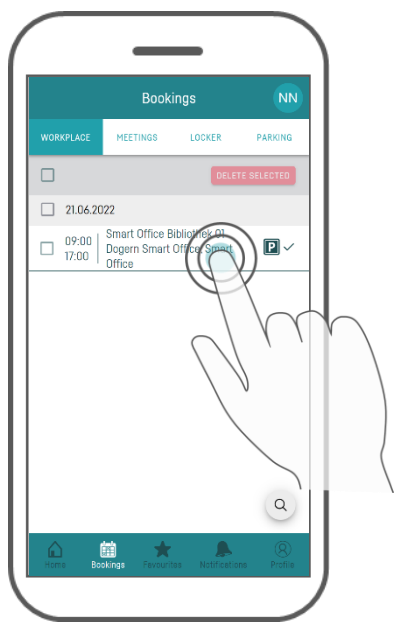
01. Select the workplace to be booked.
02. Choose a parking space. The number of available parking spaces is shown in brackets.  
If a parking space is to be booked for the whole day, the corresponding option must be activated.



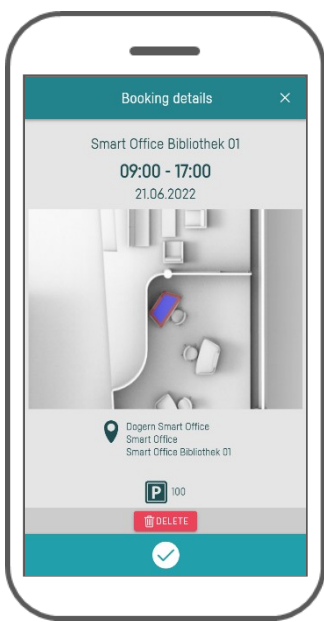
03. Confirm the setting with a tick.
04. A booking confirmation follows, which can be confirmed with **OK** or displayed with **VIEW BOOKING** in the booking overview.



- 05. In the booking overview, an additional symbol refers to the parking space booking.  
If you select the booking, you get to the detailed view.

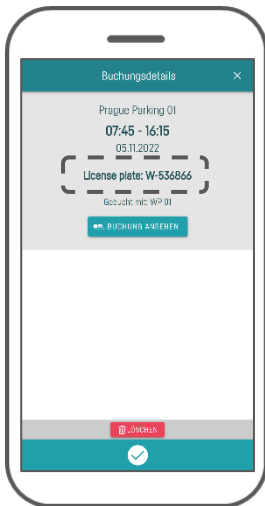
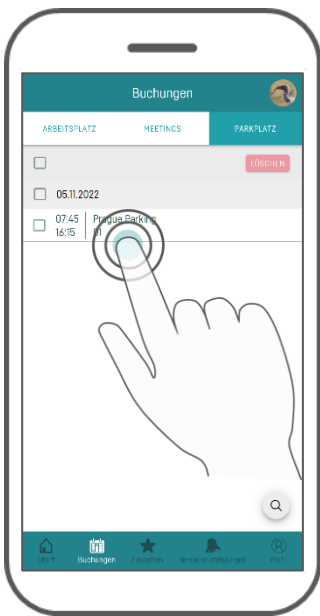
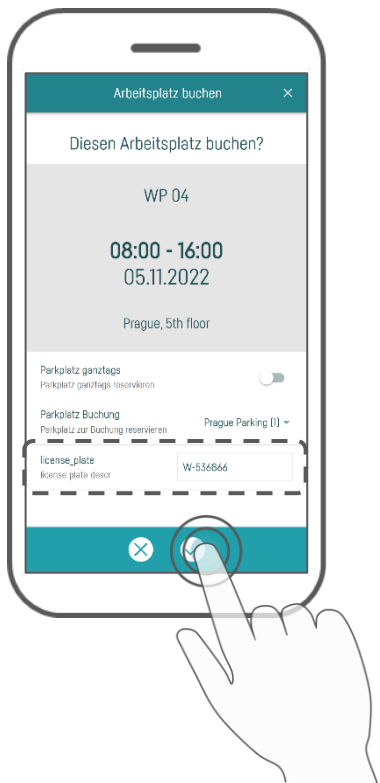


- 06. In the detail view you get more details about the booked workplace and parking space.



If the optional additional function " License plate" has been activated for booking a parking place, the license plate number of the vehicle must also be entered when booking a parking place.  
This function can be used to check parking authorization.

- 11. When selecting the parking place option when booking a workplace, you also have the option of entering the license plate number.
- 12. The license plate number can be displayed in the parking place booking overview.



# Confirmation of the workplace booking via QR code or sensor

If the "Booking confirmation required" option has been set for workplaces (this setting is usually made by the administrator in the object management) seat bookings must be confirmed within a certain period of time after the start of the booking. The period is also defined by the administrator in the object management.

The **booking confirmation when using occupancy sensors** takes place automatically as soon as the workplace is occupied in the specified period.

The **booking confirmation via QR code** is described below.

If there is no booking confirmation, the booking will be discarded after the specified period has expired and the workplace will be available for bookings again.

01.

Open the QR code function.
02.

Scan the QR code attached to the workplace.  
A message follows that the booking has been confirmed.  
If the booking is not confirmed, make sure that the workplace is the workplace that was actually booked.





# Confirmation of the workplace booking using the check-in function

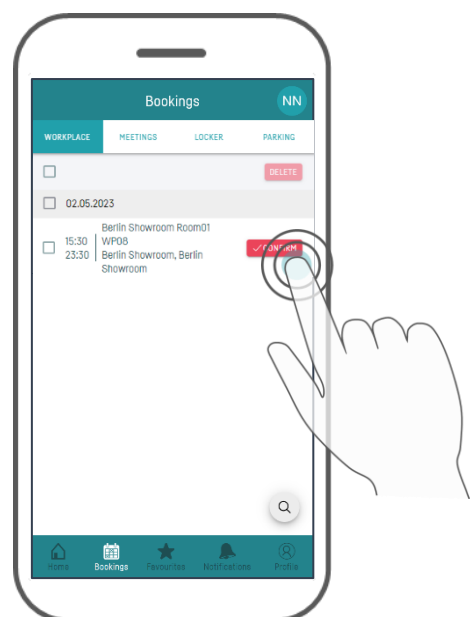
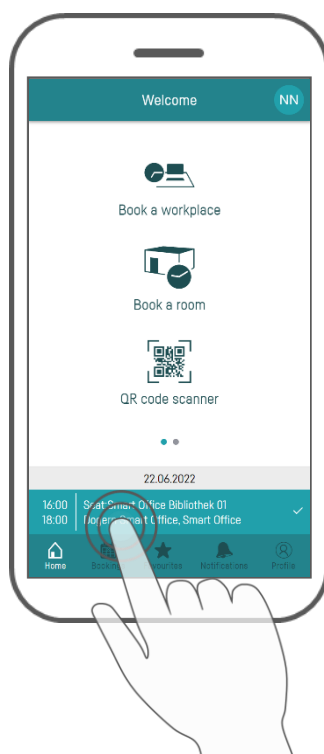
If the "Booking confirmation required" option has been set for workplaces (this setting is usually made by the administrator in the object management) seat bookings must be confirmed within a certain period of time after the start of the booking. The period is also defined by the administrator in the object management.

The **booking confirmation using the check-in function** is described below.

If there is no booking confirmation, the booking will be discarded after the specified period and the workplace will be available again for bookings.

01. Open your booking.

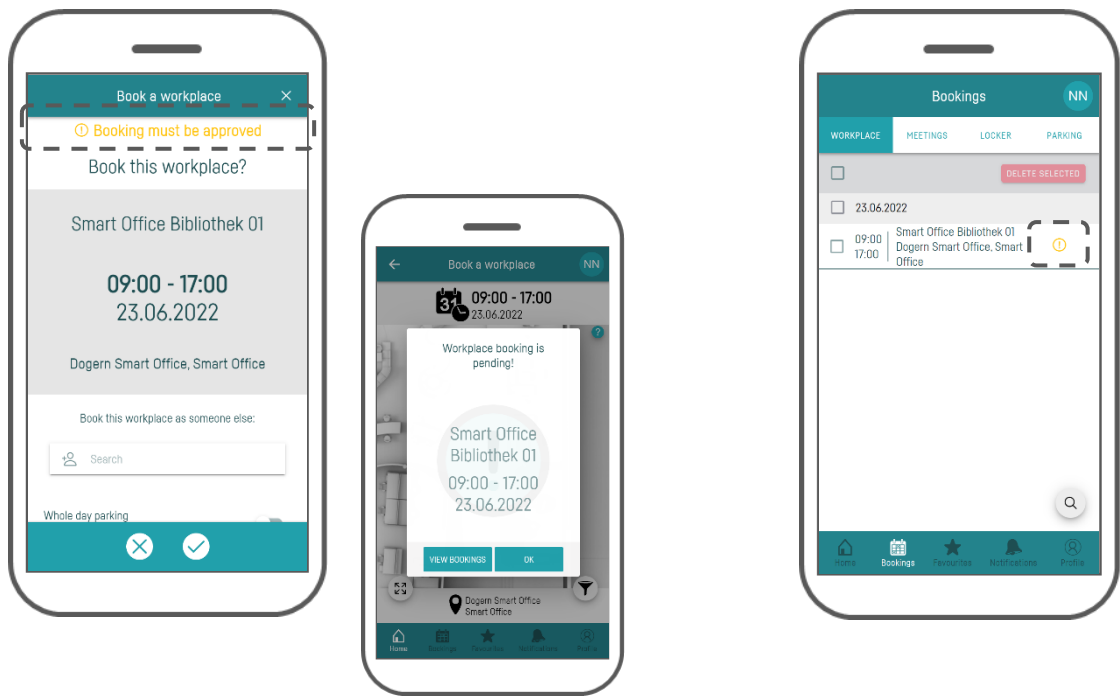
02. Click on the button to the right of your booking to confirm the workplace.  
A message follows that the booking has been confirmed.



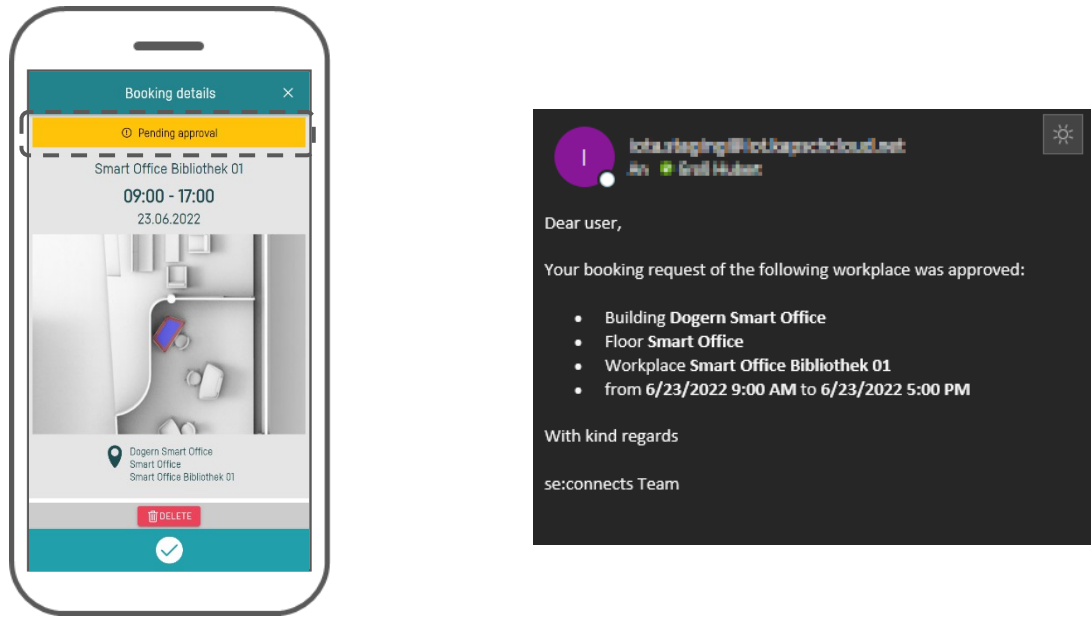
# Approval of workplace bookings

If the "Approval required" option has been set for workstations (this setting is usually made by the administrator in object management), approval from a person authorized for approval is required.

01. Whether a workplace booking needs to be approved can be seen from the message displayed when booking a workplace. Additionally you will be informed after booking that the request has been sent.
02. As long as the booking isn't approved, an notification symbol is attached to the booking in the booking overview.



03. The booking details also indicate that approval is pending.
04. If the booking has been approved, you will receive an information email and the notification symbol will disappear.



05. If the booking is rejected, you will also be informed via email and the booking will be removed from the booking overview.

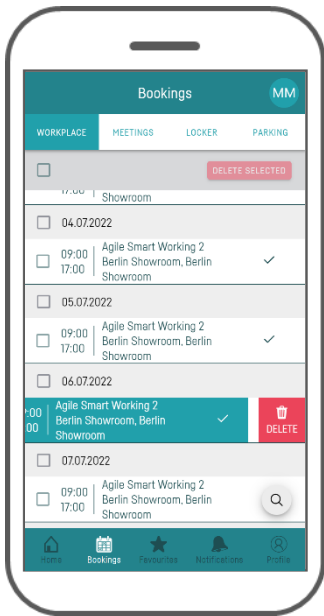
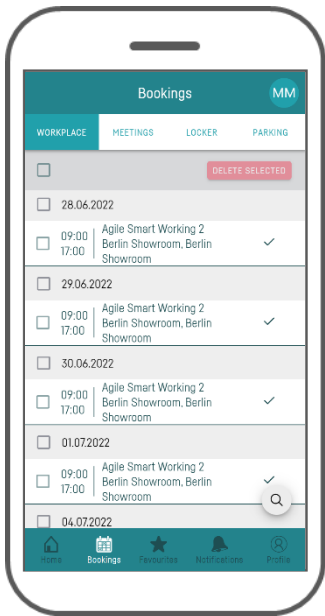
# Auto seat booking for assigned person

This is an optional function when Active Directory is implemented, which enables to book workplaces automatically for assigned people at defined working times.  
How automatically generated workplace bookings can be deleted and how workplaces that are not required can be released for others is described below.

01.

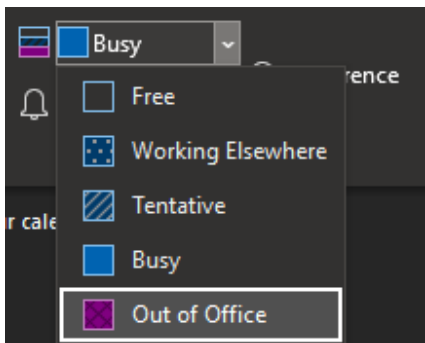
The working hours are set via the administrator in the function.  
During these periods, the workplace for the assigned person is booked. These are displayed in the booking overview.
02.

If the owner of the workplace wants to delete a booking, he can do this manually in the booking overview. The booking will not be automatically recreated.



03.

If the person assigned to the workplace has set "Working elsewhere" or "Away from home" in their Outlook, the booking in the app will be automatically deleted for this period.

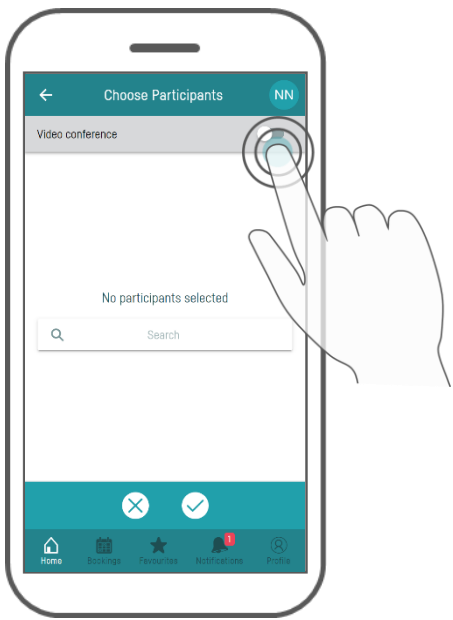
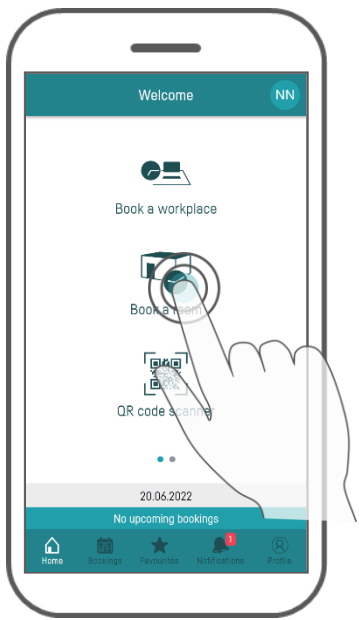


If a different workplace than the one assigned is booked in the same period, the workplace booking created on the basis of the assignment will be automatically deleted.

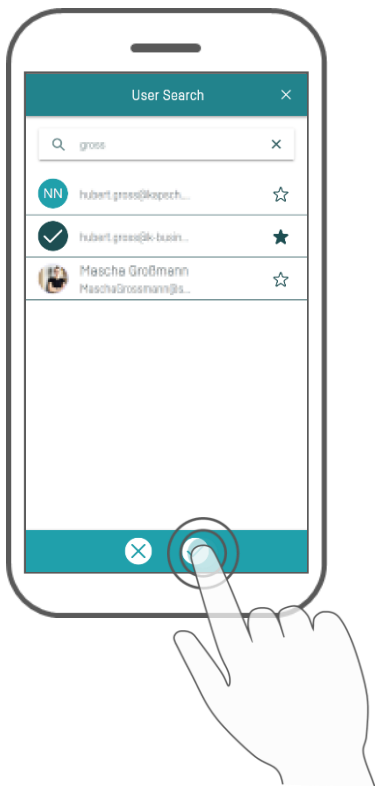
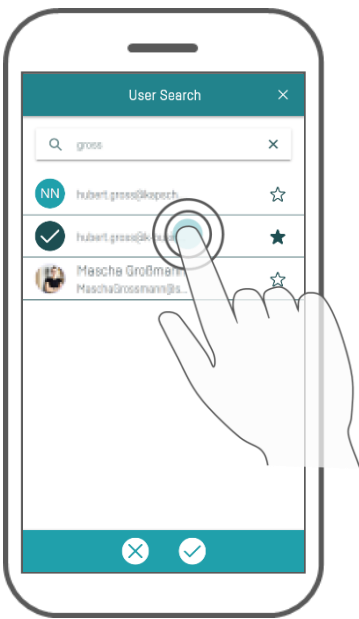


# Book a room

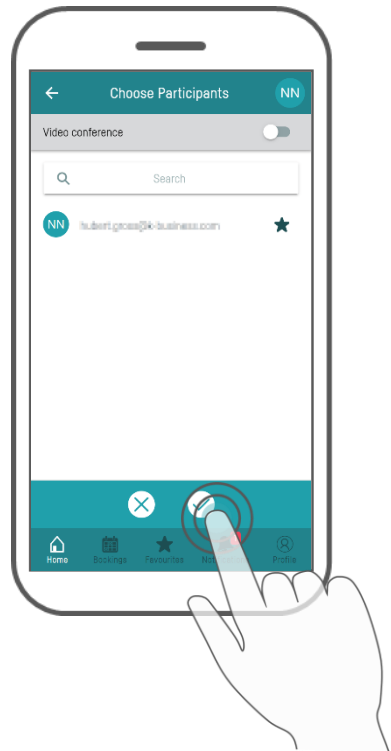
01. Select **Book a room**.
02. A search bar appears that can be used to add participants for meeting. If it is a **video conference**, this option can be selected by the slide switch.



03. Select the participant\* required for the event.  
\*se:connects user
04. Confirm user selection by clicking on the tick.



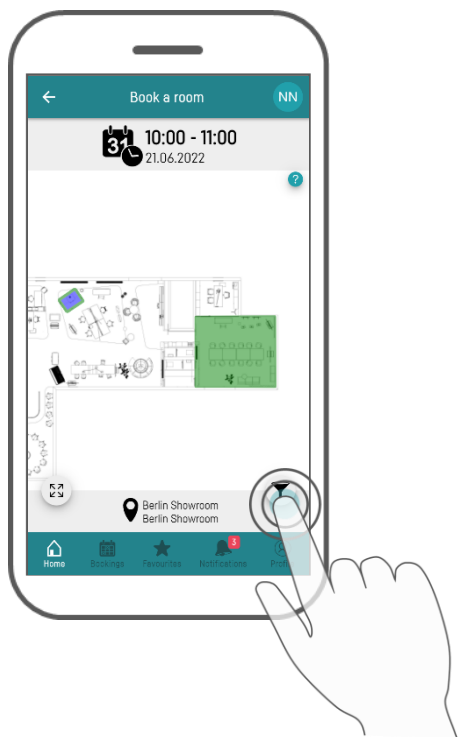
05. The selection must be confirmed again with the tick.  
The X takes you back to the previous view.



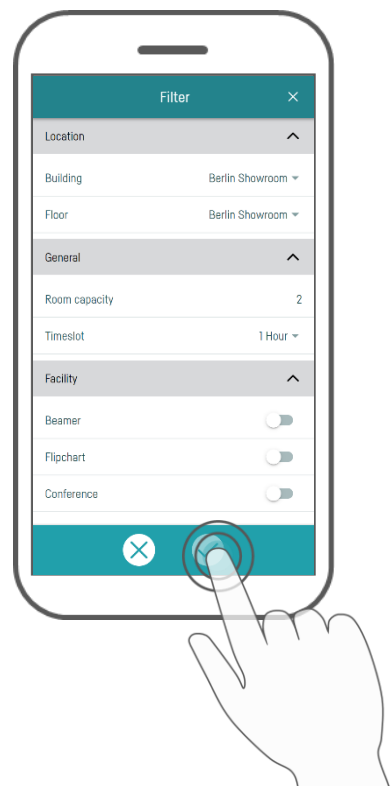
06. Define the time range for which the room is to be booked.




07. The work area and its equipment can be specified with the filter.



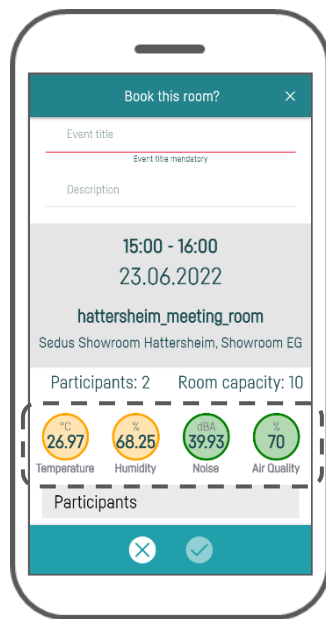
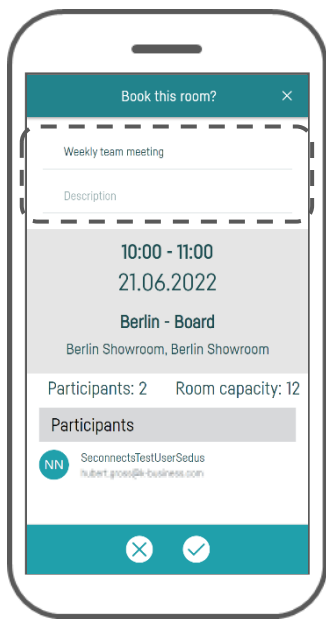
08. With **location**, the **building** and **floor** as well as the equipment of the room can be specified.  
**Conference facility** is automatically selected if you have previously selected the **video conference** option.  
Finally confirm the filter with the tick.



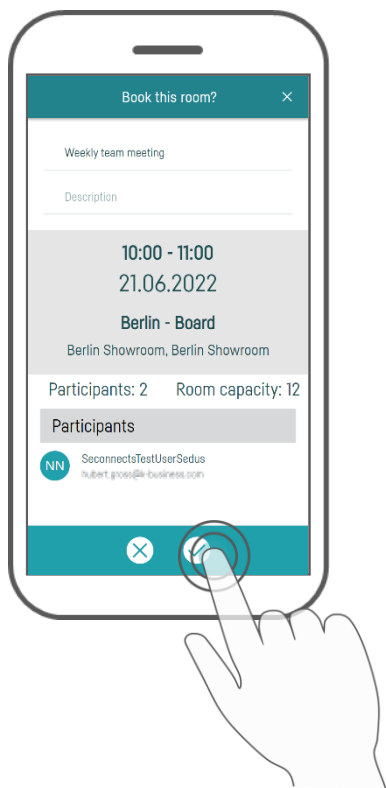
09. According to the filter setting, a room is suggested which is displayed in blue color. Rooms other than suggested can be booked also. However, these may not correspond to the filter settings.
- The legend shows up with the  in the right upper corner and provides information about the meaning of the colored markings.



10. On the following page, a title \* and a description for the booking can be added. Additionally details about the members and the room capacity will be displayed.
- \* mandatory field
11. Complete the booking with the tick. The X takes you back to the previous view.



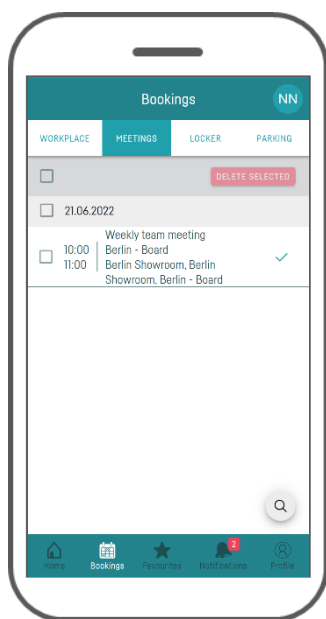
12. Complete the booking with the tick.  
The X takes you back to the previous view.




13. A booking confirmation follows, which can be confirmed with **OK** or displayed in the booking overview with **VIEW BOOKING**.



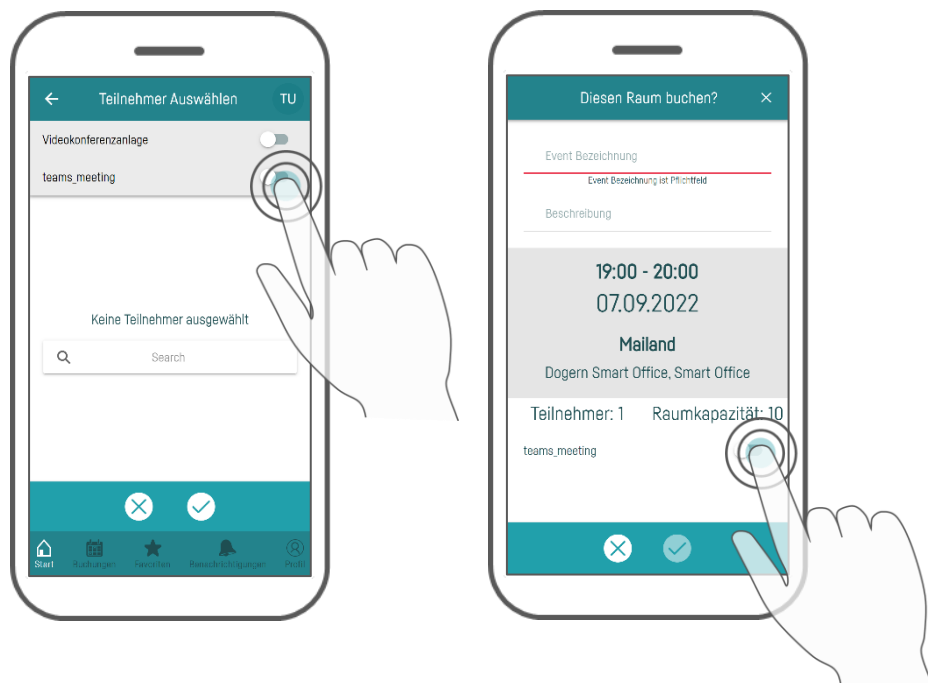
14. The booked rooms are displayed under **BOOKINGS** in the **MEETINGS** tab.



 It is also possible to book more than one room at the same time.

# Add MS Teams event to room booking

01. In order to add an MS Teams event to a room booking, the option must be activated during room booking.  
There are two ways to activate this.



02. The team session can be opened by clicking on the link in the booking details.





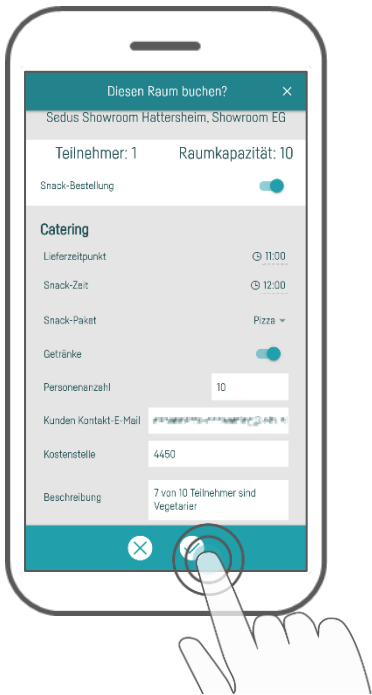
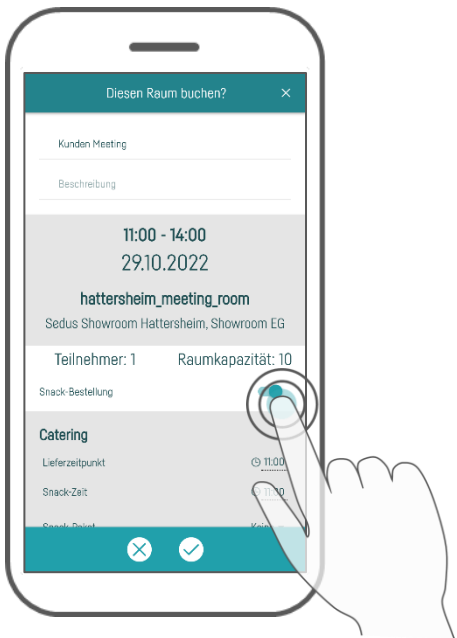
# Add catering order to room booking

With the optional catering function, it is possible to organize a "snack order" when booking the room.

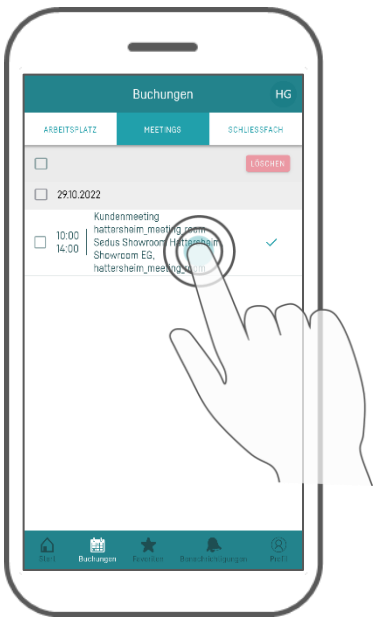
In order to be able to use this function, the corresponding authorization is required.

In order to place an order in the course of room booking, the following steps must be carried out:

01. Activation of the "snack order" in the booking detail view as part of the room expansion.
02. Enter the details of the order and complete the booking and thus the order with a tick.



03. If the booking was successfully completed, the room booking can be called up with the order details in the booking overview.
04. The deposited organizer of the catering as well as the entered contact person will be informed about the order by e-mail.



If a meeting with an active snack order is postponed or cancelled, the organizer of the catering service must be informed via email.

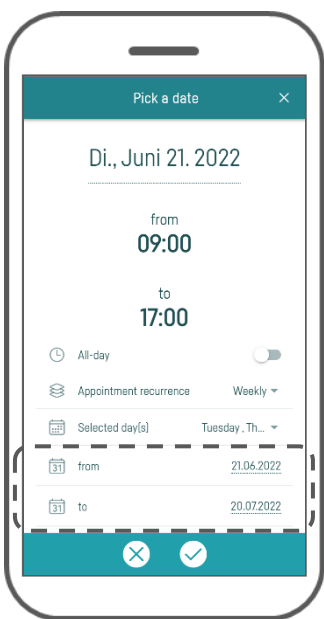
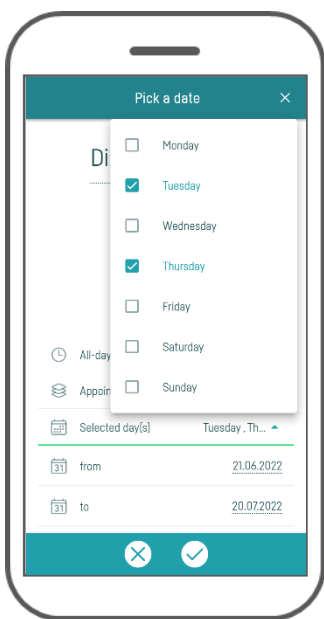
# Serial booking function

This optional function enables series bookings.  
If this option is active, the appointment series function is available in the calendar view.

01. Set the booking period in the calendar view.
02. The selected booking period can be converted into a daily or weekly serial appointment.



03. In the weekly appointment series, the days of the week can be selected for which the booking should be used.
04. The period of the series booking can be set in the marked area.  
The limit of possible future booking is set by the administrator.



05. The selected appointment series is displayed again in the booking overview and only those objects are available for selection that are available in the corresponding period.

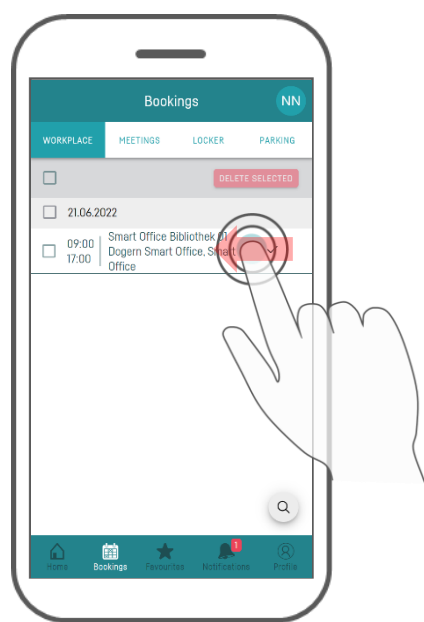
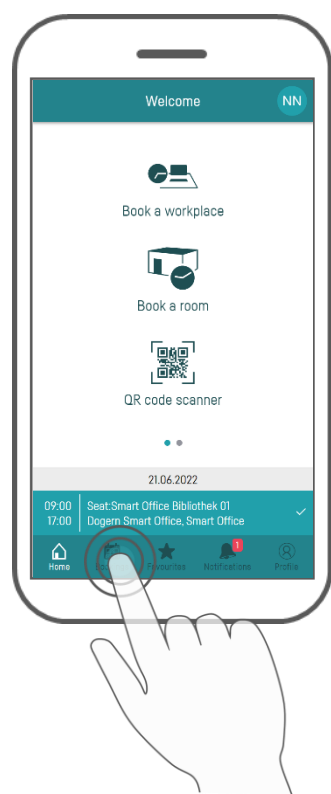


# Cancel booking

01.

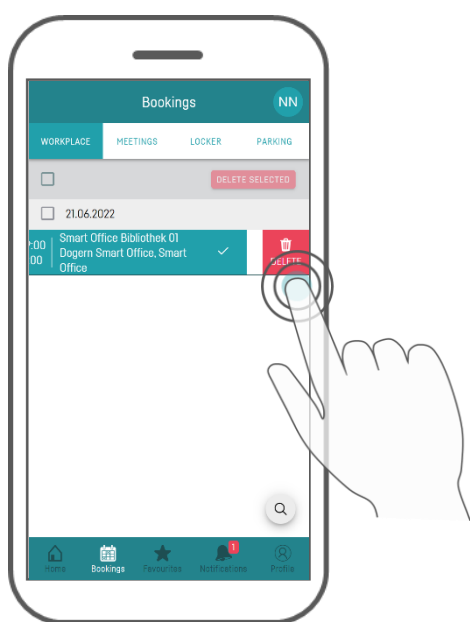
**Bookings** takes you to the booking overview.
02.

The booking that is to be canceled must be tapped and dragged to the left, whereupon a field appears with which the booking can be deleted.



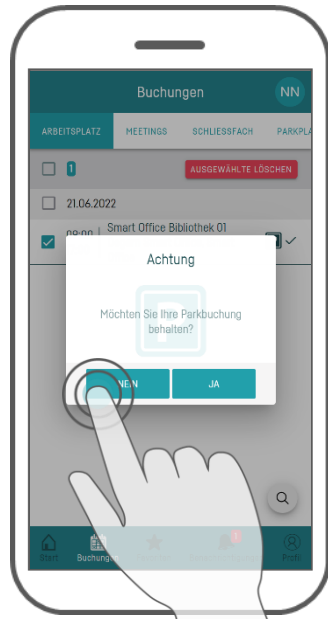
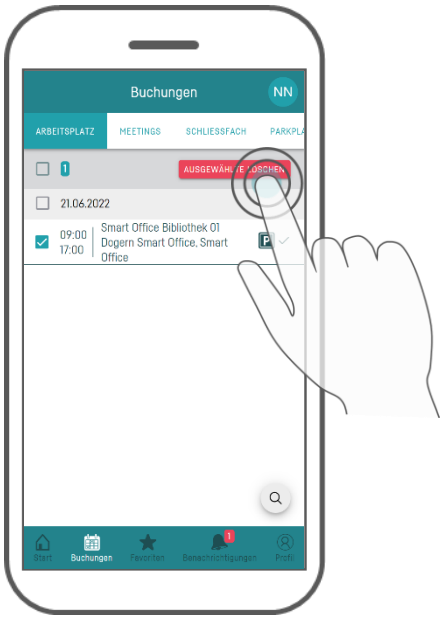
03.

By pressing **DELETE**, the booking is deleted directly.
- If you use the selection tool to delete multiple bookings at the same time, you have to confirm the process again at the end.

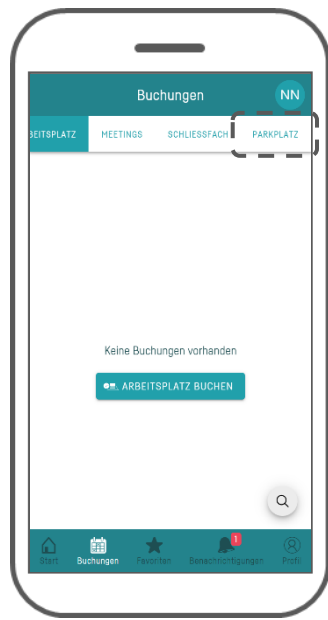
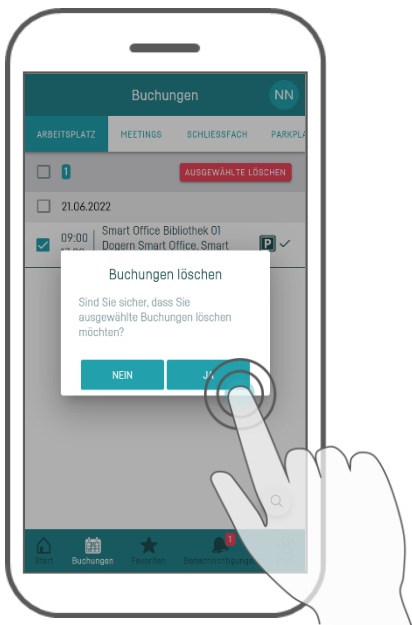


If a workplace was booked together with a parking space, the following steps apply.


04. Mark the booking to be deleted and select "DELETE SELECTION"
05. You will be asked if you want to keep the parking space booking. If this is not the case, the message must be acknowledged with "NO".



06. The deletion must be confirmed with "YES".
07. If you later decide to delete the parking space booking, you can do this in the parking space booking overview in the same way as you did with the workplace release.



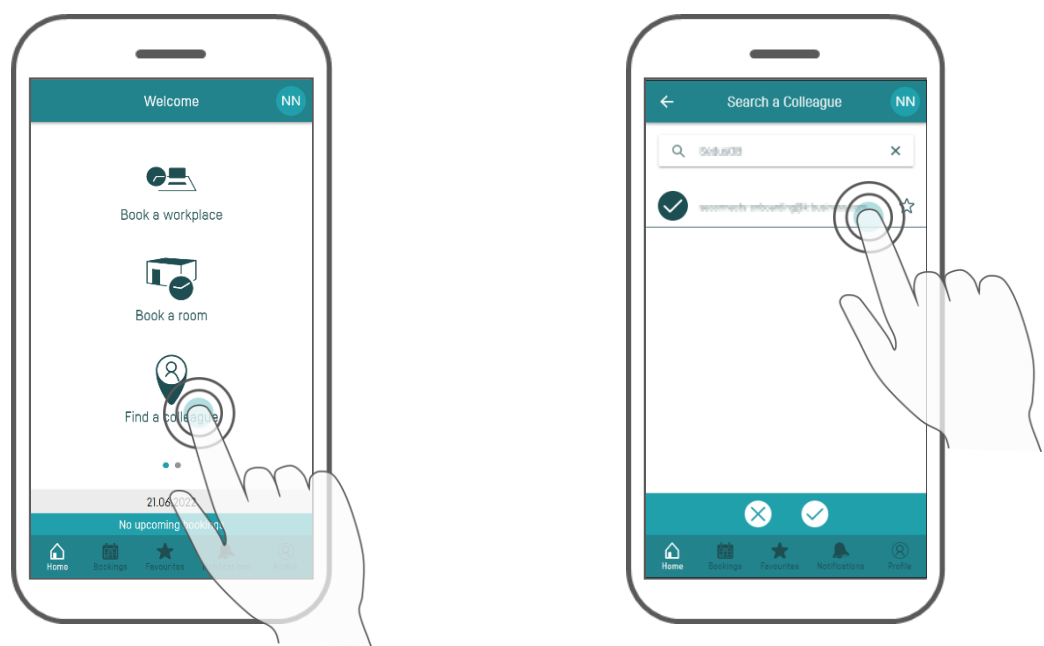
# Find colleagues

The prerequisite for using the **FIND A COLLEAGUE** function is that visibility  is active in the profile of the person you are looking for and that this person has booked a workplace or a room.

- 01

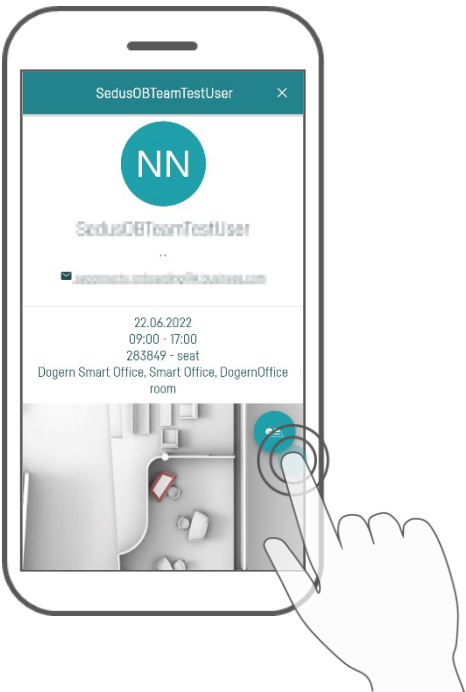
Select **FIND A COLLEAGUE** to start the search.
- 02

Enter the name of the person you are looking for in the search field, select and confirm with a tick.  
The X takes you back to the previous view.



- 03

The current workplace or room booking of the searched person is displayed on the app. The workplace icon on the maps leads directly to the workplace booking on the same preset time as the colleague you have been looking for.

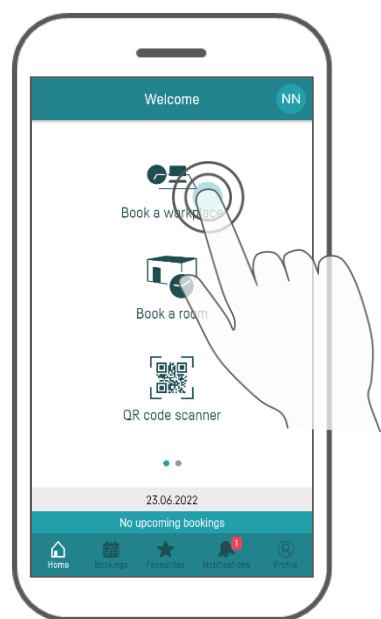


# Display details of third-party bookings

- 01

Open the **Book workplace or Book a room** function.
- 02

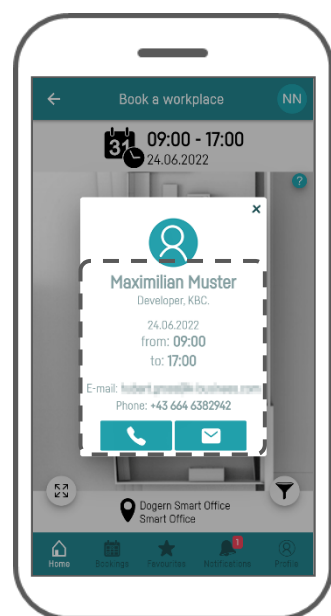
The map shows the booking and occupancy status in the selected area for the set period.



- 03

To find out details about an existing booking made by another person, click on the user icon for the respective workplace.
- 04

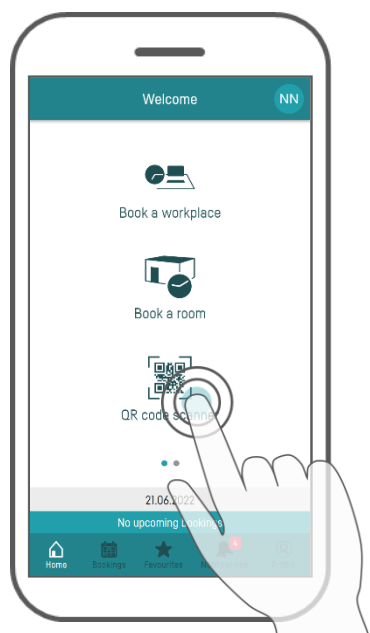
04 This will give you the booking details and contact details of the person who booked the pitch  
It is also possible to contact the person directly via the app by calling or emailing them by clicking on the respective symbol.



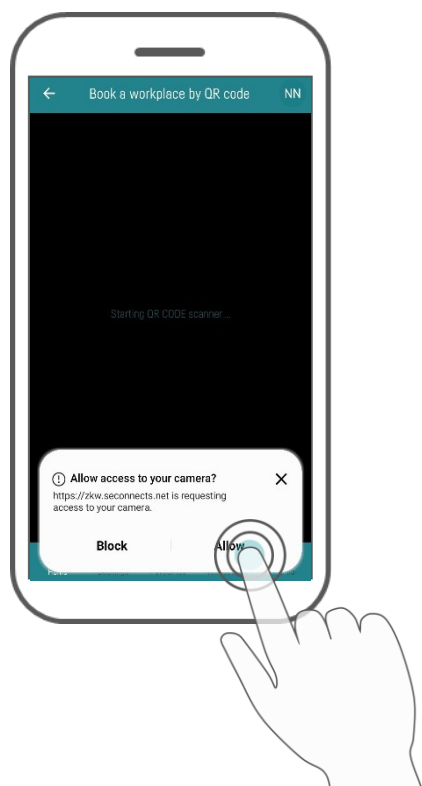
Details about the person can only be displayed if it has enabled the visibility of its profile.  
Otherwise, only details of the booking period are displayed.

# Book a workplace with a QR code (in the App)

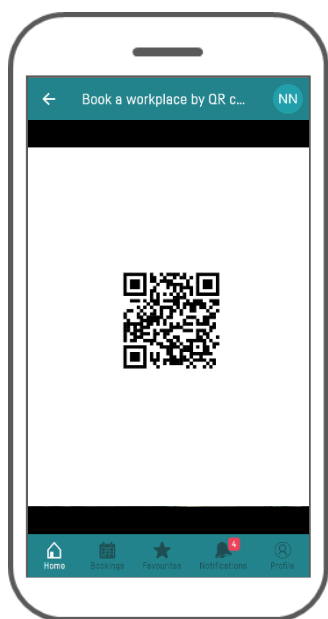
01. Select QR code scanner.



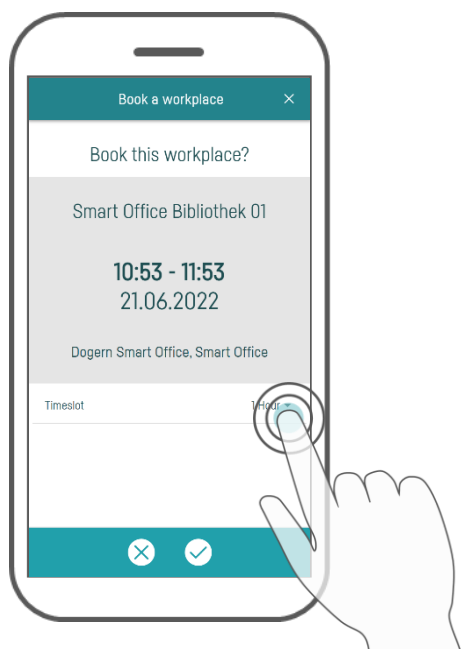
02. Allow camera function for the app.



03. Scan the QR code attached to the workplace.

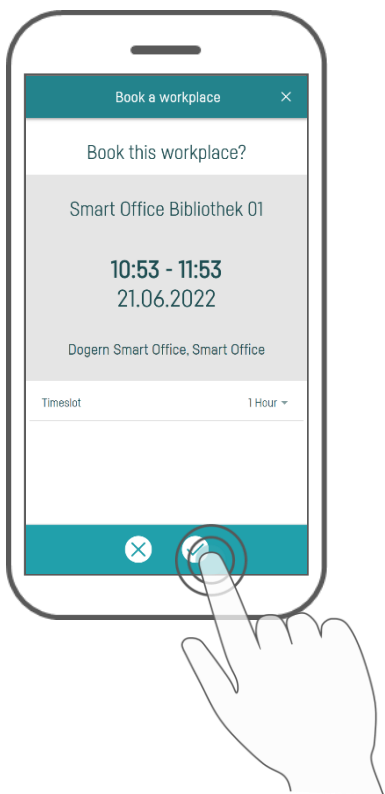


04. After the workplace has been recognized, the period of time for which the workplace is to be booked can be selected.

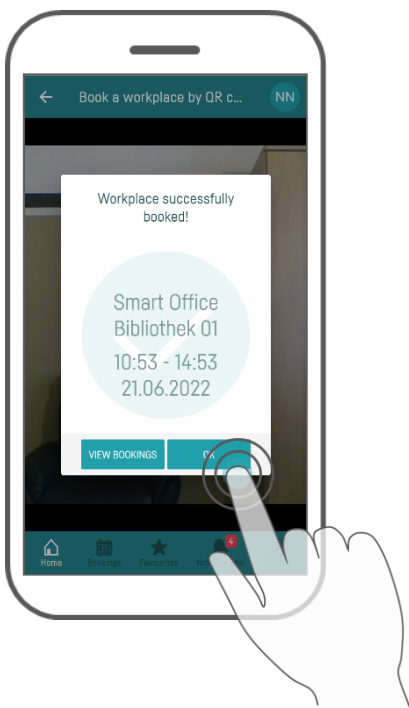




05. The booking must be confirmed with the tick.

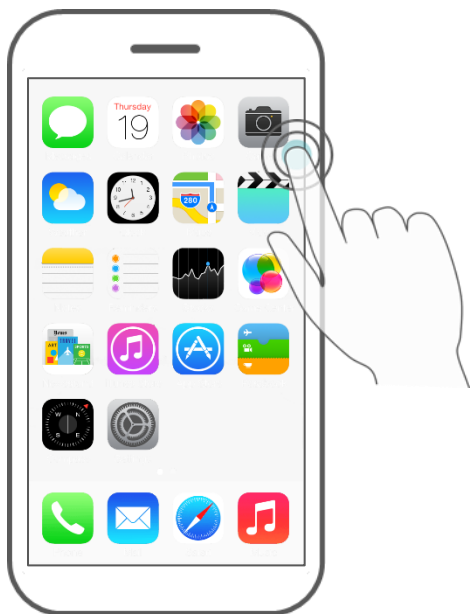


06. A booking confirmation follows, which can be confirmed with **OK** or displayed with **VIEW BOOKINGS** in the booking overview.

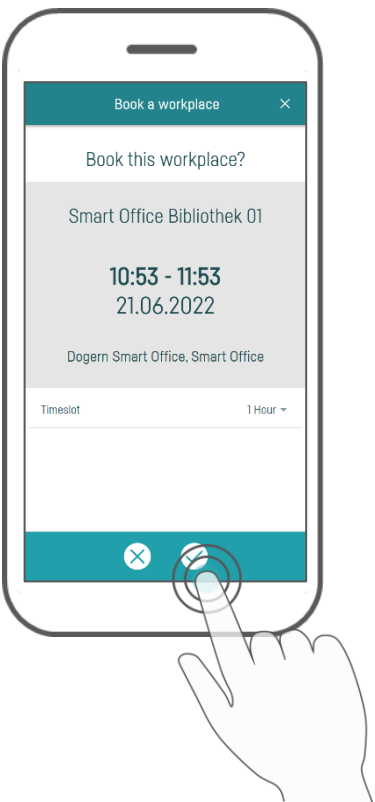
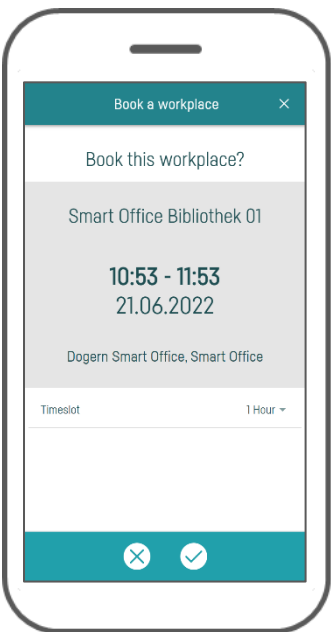


# Book workplace with QR code (without app)

01. Open the camera app on your smartphone.
02. Scan the QR code attached to the workplace. se:connects opens.



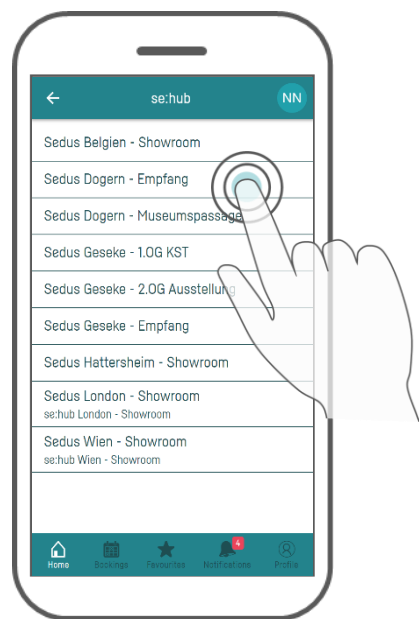
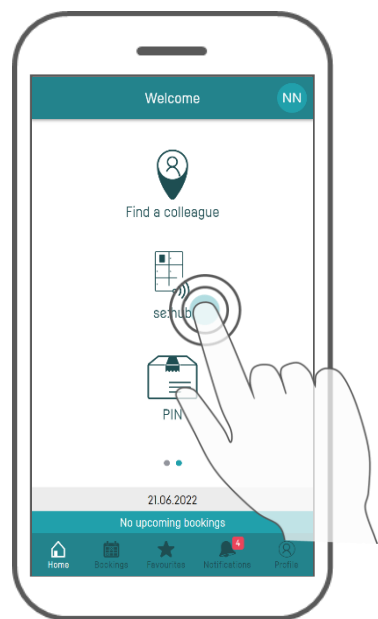
03. After the workplace has been recognized, the period of time for which the workplace is to be booked can be selected.
04. The booking must be confirmed with the tick.



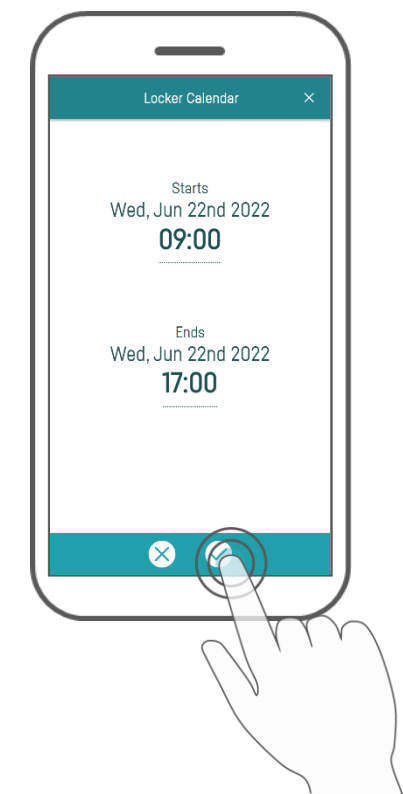
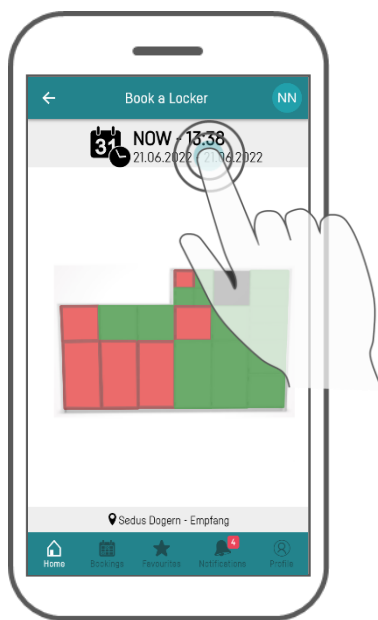
# Book a se:hub locker

Se:hub is a locker solution from Sedus, which can be managed with the se:connects app.

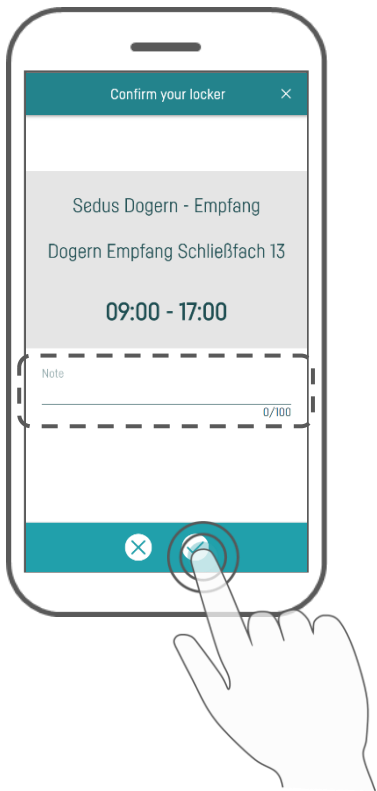
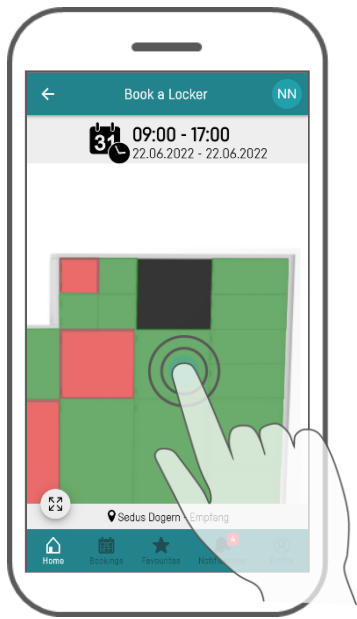
01. The se:hub icon takes you to the locker overview.
02. The se:hub in which a locker is to be booked must be selected.



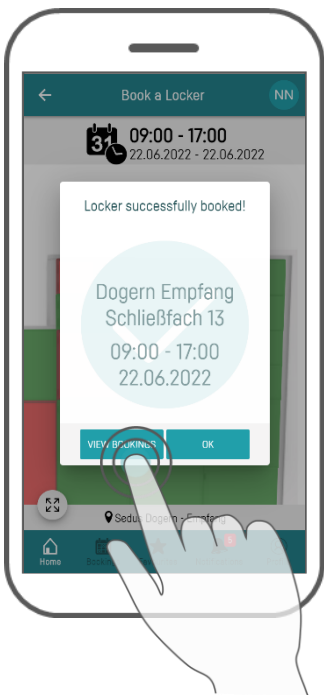
03. The period for which the locker is to be booked must be selected.
04. A period of time must be selected for which the locker should be booked. Proceed with the tick.



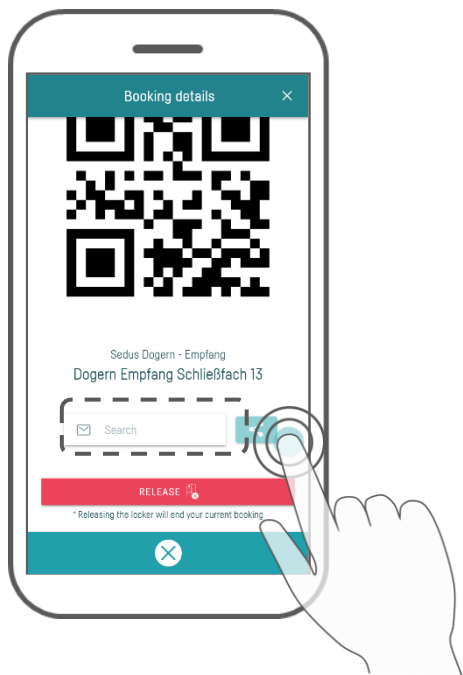
05. The locker to be booked must be selected.
06. It is possible to add a note to the booking. The booking is completed by clicking on the tick.



07. The booking is confirmed. With "Show booking" you get to the booking overview.
08. The QR code for opening the locker can be called up by selecting the booking in the booking overview.



09. This code can also be shared with other se:connects users.  
To do this, a user name must be entered in the search field. If this is created in se:connects, it can be selected and the code can be shared with it.



# Release a se:hub locker

In order not to occupy lockers unnecessarily, lockers can be released again before the selected booking period is even reached.

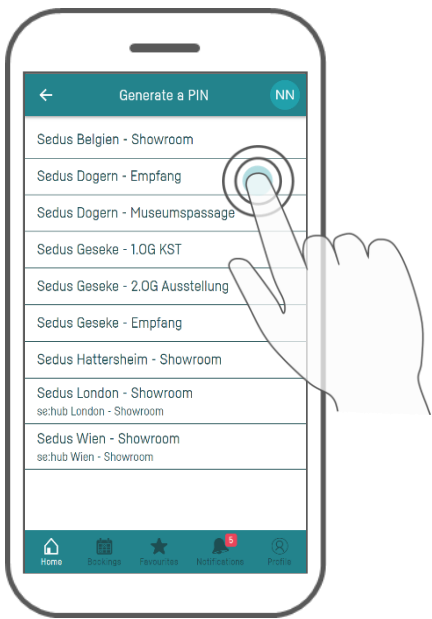
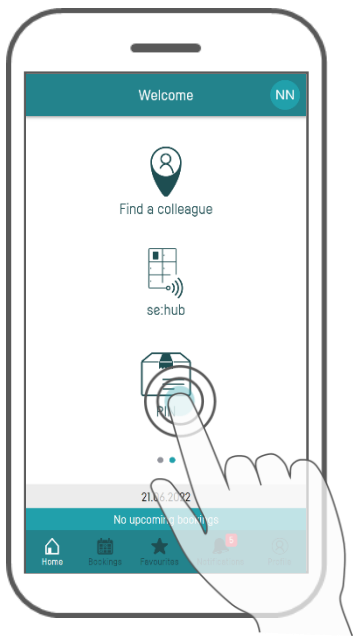
01. With "Release" a booked locker can be released again and is thus ready for booking again.



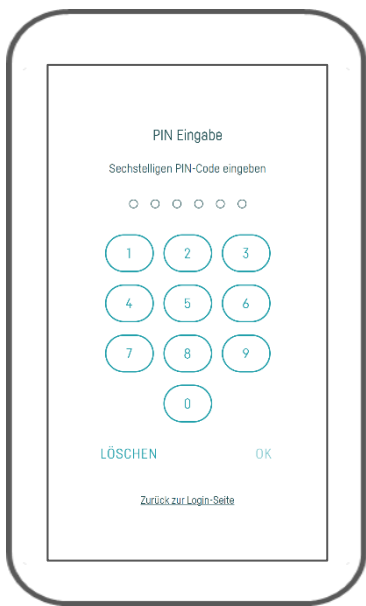
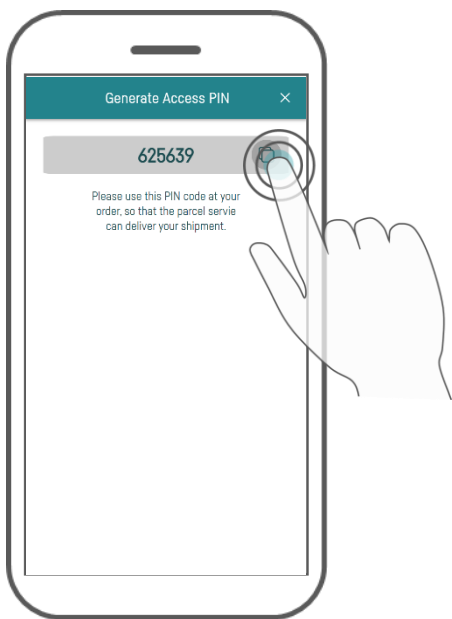
# Generate PIN

Even people who are not created as users can use the se:hub, e.g. a supplier can deliver a package in an se:hub. However, this requires a PIN, which must be provided by an se:connects user.

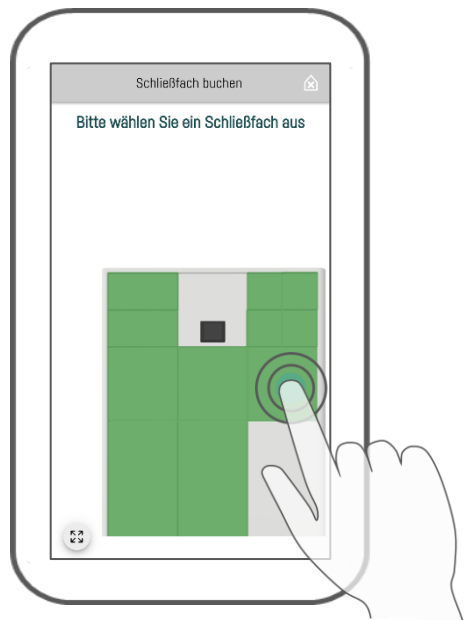
01. The PIN generation takes place via the PIN icon.
02. The location for which the PIN is to be generated is to be selected.



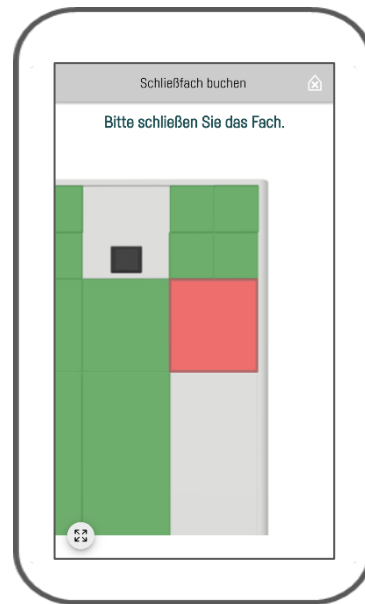
03. The PIN was generated and can be copied and forwarded to the supplier.
04. The delivery service can use the PIN to log in on the se:hub display or alternatively via the PIN login link.



05. The locker overview of the se:hub is then displayed. A locker suitable for the shipment must be selected on the display. Then this opens.



06. After the shipment has been deposited in the locker, the flap of the locker must be closed. Which also completes the handover at the same time.



07. Depending on the notification setting, the person who created the PIN code will receive a notification via push message or email that a shipment has been deposited in the corresponding locker.

# Automated notification

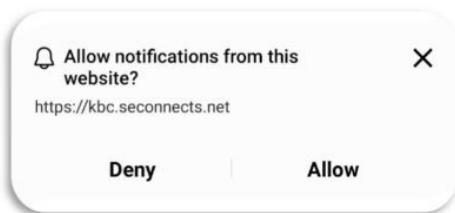
The se:connects app automatically informs you about upcoming events in the following ways.

## pop-up message\*

With a pop-up message, notifications about the following events are displayed directly on the browser and smartphone.

- Invitation to a meeting
- Cancellation of a meeting
- Booking approval (notification of approved workplace bookings)
- Rejected booking (notification of rejected workplace bookings)

To do this, however, you must first approve the notification request when opening the se:connects app.



\*This feature is currently not supported by iOS.

## e-mail

You will be notified of the events listed below via email.

- Link to change password
- Rejected booking request (notification of rejected workspace bookings)

## NOTIFICATIONS

In the notification function of the app, you will be notified of the events listed below.

- Invitation to a meeting
- Cancellation of a meeting



# Version history

Change	Date	Version
Generated	05.10.2020	V1
Change design cover sheet Book workplace with QR-Code, added	10.12.2020	V2
Language mix eliminated in the images	13.04.2021	V3
Update design and new functions added	23.06.2022	V4
Update Change initial password Book an update workstation with a QR code	08.03.2023	V5
Added check in button Update PIN function	10.07.2023	V6