

APPLICATIONS

accessible from the Tenant Portal

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1. EMPLOYEE MANAGER

This feature allows your company to restrict access to certain functions by employees, according to which of the following three profiles they are assigned:

1. Administrator = access to all functions;
2. Facilities = employee access with book a room and ticketing;
3. Employee = limited access to certain functions.

There is a fourth type of profile which is the "Supervisor". This profile is reserved for site managers and can only be assigned by the EPFL Innovation Park

2. COMPANY LIST

The EPFL Innovation Park website contains a section called "Company list" in which all the companies active in the Park are listed.

Each company is presented in the system using a text they have written themselves.

The information that can be displayed is as follows:

- Name of the company
- Company logo
- Type of company
- Number of employees
- Sector of activity
- Keywords of the activity
- Description of the activity
- Video
- Product picture
- Product description
- Website address
- Contact person

This feature is reserved for Supervisors and Administrators.

3. TICKETING FOR YOUR TECHNICAL REQUESTS

This feature allows you to report any requests or problems related to technical issues.

All requests concerning technical issues must go through ticketing. Requests by telephone or email will not be taken into account.

Please note that this new feature does not concern administrative, financial or contractual requests for which you are requested to use the usual channels.

This feature is only available to Supervisors, Administrators and Facilities.

4. BOOK A ROOM

This feature allows you to view and manage the booking of conference rooms at the EPFL Innovation Park.

This feature is only available to Supervisors, Administrators and Facilities.

5. JOBS

The EPFL Innovation Park website contains a section called "Jobs" showing the vacancies that companies located in the Park will have published using this feature.

This feature is only available to Supervisors and Administrators.

6. PARKSHARE – MANAGER

This feature allows occasional booking of parking spaces for companies and employees of the EPFL Innovation Park.

Everyday, a certain number of rented parking spaces are left unused for a variety of reasons: business travel, holidays, part-time work, sick leave etc. We propose that the spaces be put to use for those who need them during these times. Visitors, delivery drivers, other Park staff etc could all benefit.

This method of parking is neither a regular nor a permanent offer. Its use is limited with a point credit system of 120 points per person per year. A half-day costs 3 points and a full day 6 points.

How does it work?

With this feature, your company can offer the available parking space(s) it rents to the whole EPFL Innovation Park community. These places can be reserved by the day or the half day by any user, on the condition that they are an employee of a company located in the Park.

The management of parking spaces is only available to Supervisors and Administrators.

7. PARKSHARE – USER

This feature allows occasional booking of parking spaces for companies and employees of the EPFL Innovation Park.

The employee connects directly to this feature to book any available parking spaces.

Please note that it is necessary to have your own Camipro card to access the car parks and that only parking spaces located in the West underground car park are currently available in ParkShare.

Parking space booking is available for all profiles, including "Employees".

8. APPROVED SUPPLIERS

This feature allows you to access a list of service providers recommended by the EPFL Innovation Park and the companies located in the Park, for the quality of their products or services. It is also possible to evaluate each service provider.

Access to the list and evaluation of service providers are possible with all profiles, including "Employees".

9. PRIVATE MOBILE APP InnoPark

On this smartphone app, you can find all the news and events concerning our community. You can also post ads, ask questions, create invitations and access the above features, including ParkShare, directly from your smartphone.

To download the app, go to [this link](#)

Access to the app is possible with all profiles, including "Employees".

10. CAMIPRO

The CAMIPRO card is a kind of EPFL identity card containing a variety of functions. It is a chargeable electronic wallet, allowing you to pay in all the campus shops without using cash. By using it you can also get a discount in selected stores outside the campus. It is also your personal access key to protected locations such as buildings or car parks and you can use it to borrow a bike.

To order a CAMIPRO card, send an e-mail to camipro@epfl-innovationpark.ch, along with:

- a photocopy of your passport or identity card
- a recent photo in jpeg format
- the [CAMIPRO form](#), duly completed and signed

11. SMART GUIDES

The Smart Guides, available on our tenant portal, are here to help you find easily summarized information on various topics. Different Smart Guides are available depending on the portal profile type you have been assigned. The Smart Guides for Services, Mobility and Sustainability are available for all portal profile types and the Real Estate Guide is only available for Supervisor, Administrator and facilities portal profile types.