



# Meeting Room Booking System

 FLOWSCAPE



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**The Meeting Room Booking system that takes care of the room booking process from start to finish.**

It is estimated that employees spend 15 minutes a day finding office resources, a number that looks small at a glance, but quickly adds up to many lost hours during a year. Difficulties finding, booking, or even inviting colleagues to meetings have the potential to greatly reduce the employee experience at your office. Meeting Room Booking systems is therefore an essential tool to minimize unnecessary hurdles and make the office experience smooth and frictionless.

Flowscape's state-of-the-art Meeting Room Booking system takes care of the room booking process from start to finish. Whether you want to book a room for an informal meeting, a formal meeting, send invitations to guests, or find your way to your booked room, Flowscape has you covered. The solution's scalability makes it suitable for any business size and it can also easily integrate with other solutions already in place.

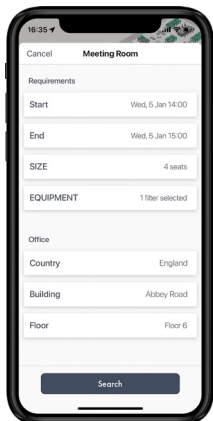
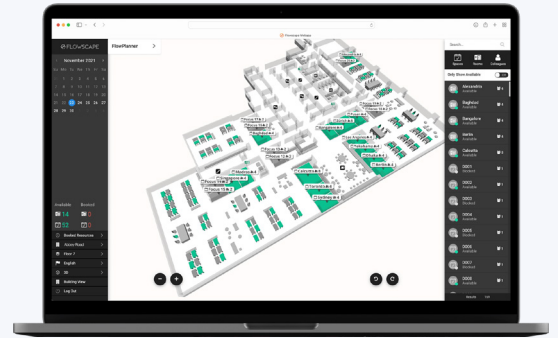
## **With Flowscape Meeting Room Booking System, you will be able to:**

- Get an overview of all meeting rooms in your office and their availability
- Book Meeting Rooms directly or in advance
- Find your booked meeting room with wayfinding
- Book Meeting Rooms via your existing calendar and invite participants
- Eliminate ghost bookings with check-in
- Show availability status for drop-in rooms with sensors and Busy Lights
- Add Room Displays for effective Room Management
- Analyze Room Utilization

# Our Meeting Room Booking system

## Clear Meeting Room Overview

The FlowMap gives you a clear overview of all meeting rooms at your office, while also giving you the ability to book one with just 2 clicks. The FlowMap displays all available meeting rooms with clear color indication, so you always know what's available. By clicking on a meeting room on the map, you can see the schedule for the day and evaluate if you can use it depending on your time frame.



## Book Meeting Rooms Directly or In Advance

Meeting rooms can be booked directly or in advance with just a few clicks by using Flowscape's mobile app, web application, Outlook Plug-in or Room Displays. By using the Room booking wizard or filter functionality, you can search for the most suitable meeting room depending on equipment needed, number of seats required and location preference.

## Find the Meeting Room Within Seconds

Flowscape's Wayfinding functionality allow employees to find Meeting Rooms within seconds. Before a meeting, a reminder will appear on all the participant's desktop and in their Flowscape mobile app with the location of the meeting room. The app and Flowscape's Kiosk screen have a built-in Wayfinder that guides you to the meeting room. Booked Meeting rooms are always easily accessible through the Flowscape app under "booked resources".



## Integrate With Your Existing Calendar System

Book Meeting rooms in the same way as you have always done. Flowscape's outlook plug-in not only helps you book a room, but it also guides you to select the optimum room using our scoring system, which prioritizes them from the best to the least suited. You just choose when you need the room and which equipment you require, the solution will then find a meeting room which matches your preferences. Invite participants to your meeting, and they will be able to find the location of the meeting room in the smartphone app or webapp with just one click.

## Eliminate Ghost Bookings with Check-in Functionality

As no-shows for a booked room creates unnecessary frustration, Flowscape's solution can require attendees to check-in before the meeting starts, either from the app, by email or by using Room Displays. You can select when the reminder is sent out and when the check-in time ends. When the check-in grace period ends without the meeting starts, the meeting room becomes available for others to book.





## Show Availability of Your Drop-in Rooms

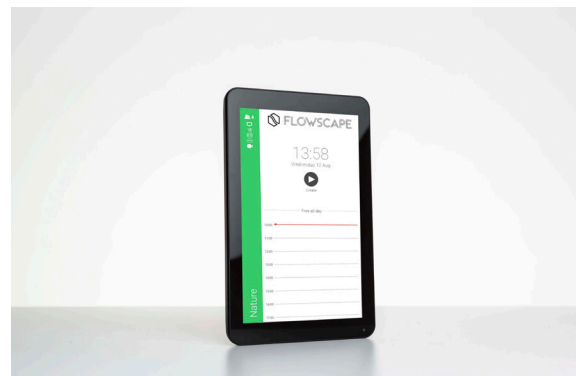
Flowscape's Meeting room booking system also includes solutions for the non-bookable rooms, which are designated for ad hoc meetings. If you install a Flowscape sensor in the room, the status is indicated on the map, so you know which rooms are available without having to walk around searching. Install our Busy Lights outside these meeting rooms so availability can be shown at a distance.

## Add Room Displays for Effective Room Management

Make the meeting rooms schedule visible for everyone and create an effective work environment. If you prefer a physical meeting room display, Flowscape's elegantly designed panels have a high-resolution touch screen and LED light which indicates the availability of the meeting room. Alternatively, Flowscape can install stand-alone busy lights outside the meeting rooms to visually indicate the room's availability.



Q-bic Panel



Philips Panel

## Request Cleaning or Report Equipment Errors

If you notice that something in the room does not work properly, you can use the Flowscape mobile app to report the problem in Flowscape's housekeeping system and the information will be sent to the nominated person. Colleagues that have booked the room afterwards will see a warning triangle that something is not working correctly, and they can decide whether to select another room. The warning triangle will appear to everyone on the Flowscape map.

## Reporting & Analytics

Flowscape's Meeting room booking system produces valuable data on how meeting rooms are booked and utilized. It shows which rooms are the most popular and which services are in-demand. If you add our presence sensors, you will obtain detailed utilization data for each meeting room, and if you opt for our people counting sensors, you will be able to compare the number of attendees against the capacity of the respective rooms for each meeting.



## Key Functionalities

**FlowMap** - Our 3D map displays all office resources with clear color indication. Flowscape is the acknowledged market leader in terms of quality, user friendliness, adaptability, and function.

**Flexible Bookings** – Meeting Rooms can be booked directly or in advance by using our Smartphone app, Webapp, Outlook plug-in, Room Displays or Kiosk Screens.

**Calendar Integration** – Integrate Flowscape's room booking solution to your existing calendar system. Flowscape's solution will automatically select the best room and rank them based on their suitability for your requirements.

**Wayfinder** - The built-in Wayfinder in the mobile app and Kiosk Screen shows the most optimal route to all office resources. Personal bookings can be easily accessed through "My Bookings" in the Flowscape app.

**Fault Reporting** - Employees can send fault reports to property managers, cleaning staff or reception directly via the app.

**Check-in** – Require check-in to validate bookings either via e-mail, push notification or Room Display



### Contact us!

To find out more about Flowscape's solution or to request a demo,  
please email [sales@flowscapecolutions.com](mailto:sales@flowscapecolutions.com)

