



# Desk Management Solution





# Flowscape Desk Management Solution

The Flowscape desk management solution is a feature-rich and easy-to-use solution designed to optimize the end-to-end desk booking process in any type of office environment. Its modular design, highly customizable features and comprehensive reporting capabilities will ensure that your current and future requirements are fully addressed with little or no disruption to your business.

The solution is highly scalable and can be deployed on the cloud or on premises and it integrates with Microsoft Office 365, Microsoft Exchange and G-Suite. The end user interfaces are compatible with any Windows, Mac OSX, Android and iOS devices.

## With Flowscape's Desk Management solution, you will be able to:

- Book desks on arrival or in advance
- Book desks on behalf of others
- Create zones and neighborhoods
- Apply advanced booking rules based on zones
- Block and unblock desks at will to comply with social distancing rules
- Configure different types of desks to suit the different user requirements
- Search for suitable desks based on equipment
- Check if specific seats are available
- Use Colleague Finder to locate team members
- Track when team members will be in the office
- Report equipment errors
- Request desk sanitisation
- Generate COVID tracing reports
- Analyze desk utilization

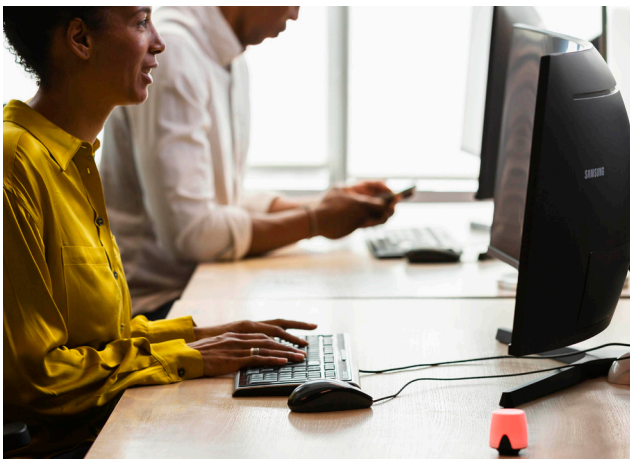
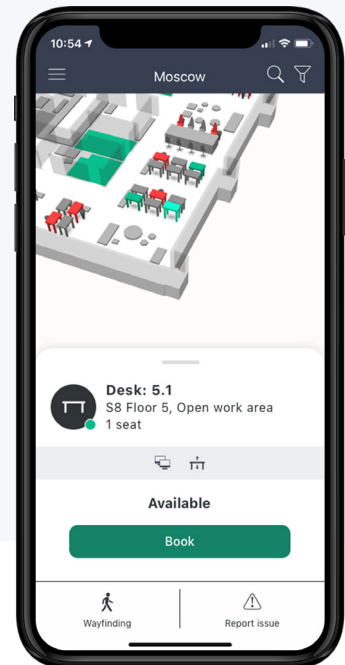


## Flexible configuration

The solution is highly scalable so that it can be adapted to your company's specific requirements. You can configure non-bookable desks, bookable desks and permanently assigned desks. Our solution is compatible with individual desk configurations or shared collaboration workbenches.

## Desk booking process

Flowmap, our interactive color 3D map, displays all the office resources and points of interest, through a PC's browser, native iOS, Android mobile apps or a kiosk screen. Desks can be booked either in advance or upon arrival in the office. Just select the date and click on your chosen desk on the Flowmap to book it. We have an easy-to-use colour scheme to show the status of desks, green for available, red for booked, and grey for non-bookable desks.

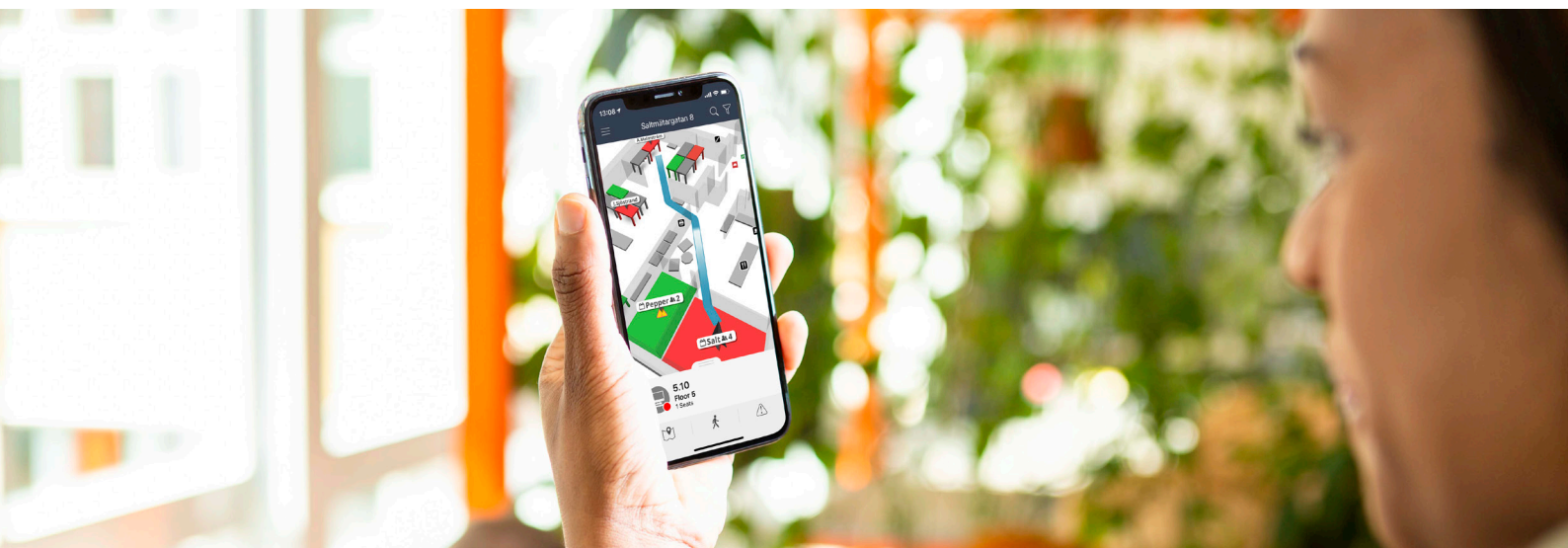


## Ad-hoc seating

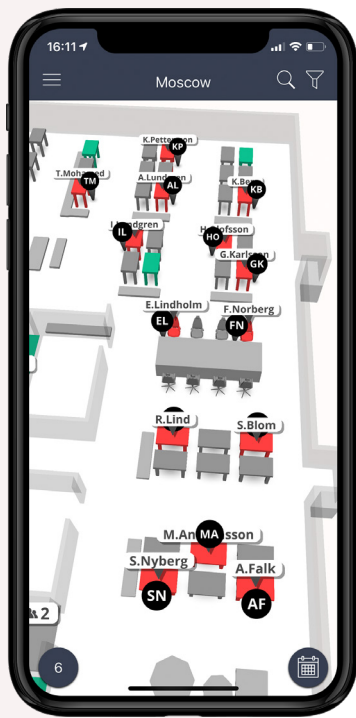
If you want to facilitate desk occupation without booking, hardware presence sensors, such as our unique USB desk dongle or wireless battery-operated PIR sensors, could be installed. If you occupy an available seat upon arrival, the desk will show as red on the Flowmap and it will change to green when you vacate the desk after a pre-defined period. If a desk dongle is installed, your name will show on the Flowmap, which facilitates colleague finding if they haven't pre-booked a desk.

## Colleague Finder

Flowscape's Desk Management solution helps employees find where colleagues have booked desks and to indicate if they are currently seated at their desk. Employees can choose if they want to be visible or invisible, and in certain communal zones, the solution can be configured to make everyone invisible.





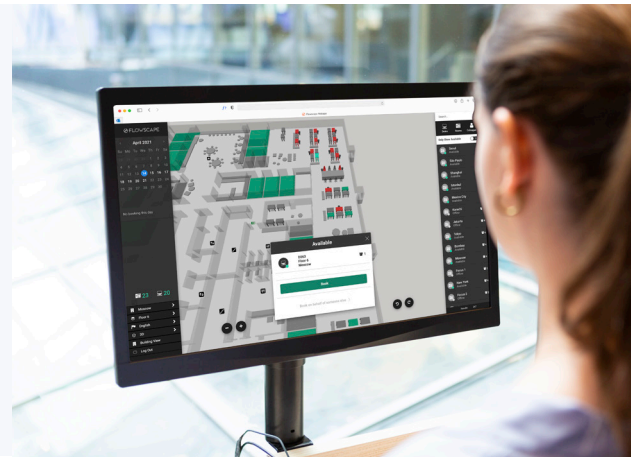


## Fixed desk environment

With our Desk Management solution you can permanently reserve a desk to a specific employee, which will show as red on the Flowmap. This is usually requested when someone has specific equipment installed at their desk or they require a particular desk set-up.

## Booking desks for others

The solution allows you to book desks on behalf of others, which is useful for arranging team collaboration sessions, for booking desks for guests, and for administrative staff to book for senior management. These booking rules can be configured in the Flowscape admin portal. You can specify which desks can be booked on behalf of others, and you can also specify who can book desks on behalf of others.



## Desk booking rules

Flowscape's desk booking rules allows you to restrict desk booking in specific zones or on any floor to defined departments or management teams, which can be configured on Flowscape's admin portal. You can also set limits to the number of bookings that can be made in a defined time period.

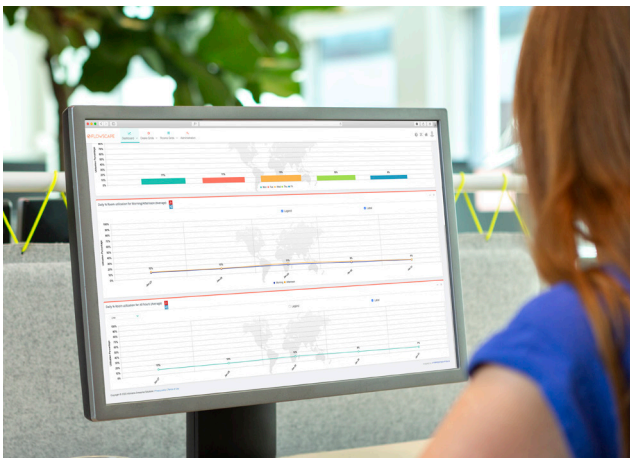
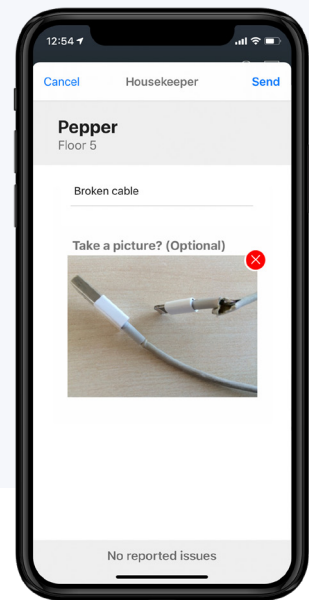
## Team Collaborator

This new feature facilitates team working by enabling you to track when specific colleagues are booked to come into the office. When you select your colleagues or project team members, the dates and desk locations of their bookings are displayed.



## Fault Reporting

You can use the fault reporting feature to instantly create support requests. Using the mobile app, you can create a fault report with a few clicks with the option to attach a picture. The report is automatically routed to your chosen destination and a visual reminder will be displayed on the map to alert other users about the issue until it is resolved.



## Trace Reporting

This report enables tracking of the seating arrangements on a particular day, which may be required if an employee tests positively for Covid. Facilities can view and print reports from admin portal to show who sat at which desk on any day.

## Sanitization Reports

Facilities can generate daily 'used desk' lists for the cleaning staff, so that they can ensure appropriate sanitization of these desks. You can also generate these reports mid-day if half-day desk bookings are permitted. Employees can also raise an ad hoc cleaning request using the Housekeeper function.







## Desk analytics

The analytics portal includes data, graphs and reports on desk bookings and desk utilization. You can analyze the statistics over any time period to make informed decisions about desk deployment in any zone or on any floor. You can also download the data in CSV format to undertake analysis offline.

## Busy Light

For visual confirmation of a desk's status, install Flowscape's busy light together with a desk sensor or dongle. The light glows green or red depending on the desk's availability, making it even easier to identify available desks if you haven't pre-booked a desk.

### Complementary Flowscape Products

- Busy Light
- Desk Presence Sensor
- Desk USB Dongle (requires docking stations or monitors with USB hubs)
- Kiosk Screen

### Flowscape's other solutions

- Room Booking
- Parking Booking
- Visitor Management
- Workplace Analytics
- Building Messaging

## Flowscape's digital workplace solution suite



Room Panel



Room Booking Solution



Visitor Management Solution



Desk Management Solution



Workplace Analytics



Building Messaging Solution

### Contact us!

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