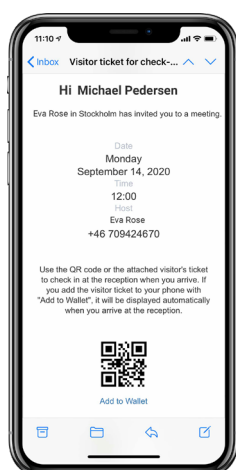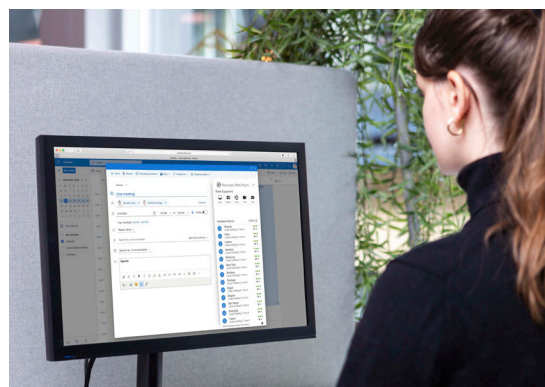# Flowscape Room Booking Solution

Flowscape Room Booking Solution

Flowscape considers a customer's meeting experience as a process involving multiple steps. With our room booking solution, we take care of the process from start to finish, from planning your meeting to finishing it. The solution's scalability makes it suitable for any business size and it can also easily integrate with other solutions already in place. Let us describe how we envision your 'meeting flow' could look like.

Meeting planning

Booking a meeting room

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, as it knows the number of seats needed and your preferred floor and building.

Inviting visitors

Flowscape's visitor management solution is an add on to the room booking solution. The solution can detect, based on email addresses, if participants do not work for the same organization, and it will suggest sending a welcome email to them. The email includes the address with Google wayfinding, the reception they should check-in at, a QR code for contactless check-in, parking information, and guest WiFi details. The guest will also automatically get pre-booked into the reception.

Ordering catering

With Flowscape's Outlook plug-in, you can order catering at the same time as booking the meeting room. Select catering options from a drop-down menu and specify the time you want the food or drinks served. Flowscape's solution can also integrate with your existing catering system.

Ad hoc meetings

The solution is also ideal for ad-hoc meetings thanks to Flowscape's mobile app. Use the app to search for the closest available room, or to get a full map overview of the building and the available meeting rooms. For a contactless booking experience, install Flowscape's innovative virtual panel outside the room. The virtual panels are small tags with a QR -code, which when scanned by a mobile device, will display the room panel interface onto the mobile's screen.

If you prefer a physical meeting room panel, Flowscape's elegantly designed panels have a high-resolution touch screen and a surrounding 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.

Non-bookable room with sensors

Flowscape's map also includes 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. You can even choose to reserve a room ten minutes before you need it, so no one else can start using the room before you get there.
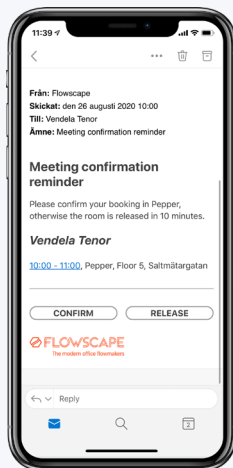
During the meeting

Checking-in

As no-shows for a booked room creates unnecessary frustration, Flowscape's solution can require attendees to check-in before the meeting starts. You can select when the reminder is sent out and when the check-in time ends. Complete the check-in via e-mail, on a mobile phone, or on the room panel. If the check-in grace period ends without the meeting starts, the meeting room becomes available for others to book.

Getting there on time

To facilitate the efficient commencement of meetings, a reminder will appear on all the participant's desktop and in their Flowscape mobile app. The app and Flowscape's Billboard screen have a built-in Wayfinder that guides you to the meeting room.
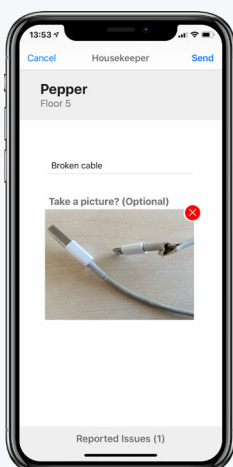
After the meeting

Housekeeping issues

If you notice that something in the room does not work properly, you can use the 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 booking solution 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

- Office 365, Exchange, G-Suite integration
- Workplace analytics portal
- Mobile app
- Kiosk screen app
- Web app
- Flowmap view
- Failure reporting
- Check-in via mobile & email
- Wayfinding
- Drop-in rooms
- Catering

Complementary Flowscape products

- Busy Light
- Virtual room panel
- Room sensor
- Zone sensor
- Counting sensor
- Indoor positioning
- Visitor management

Our solutions

| Room panel | Room booking solution | Visitor management solution | Desk management solution | Workplace analytics | Messaging solution |

FLOWSCAPE