

# Desk Management Solution



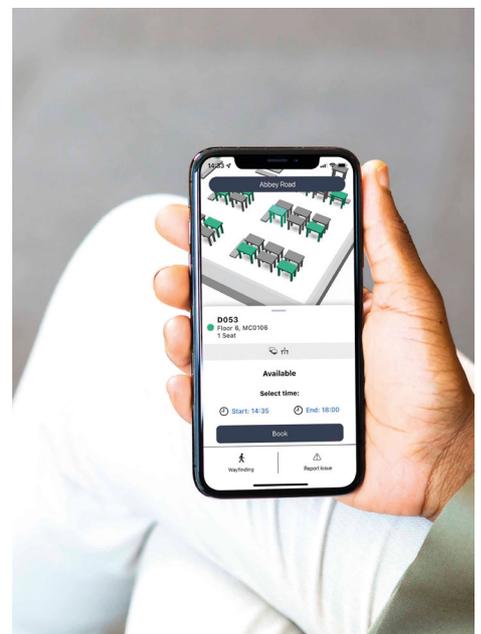
# Desk Management Solution

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 OS, Android and iOS devices.

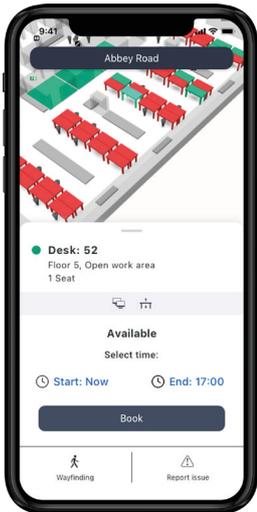
## With Flowscape's Desk Management solution, you will be able to:

- 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 and availability
- 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
- Produce cleaning reports
- 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.

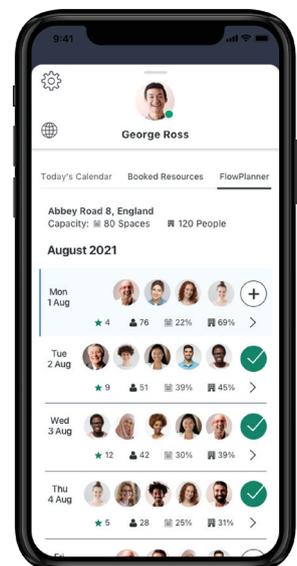
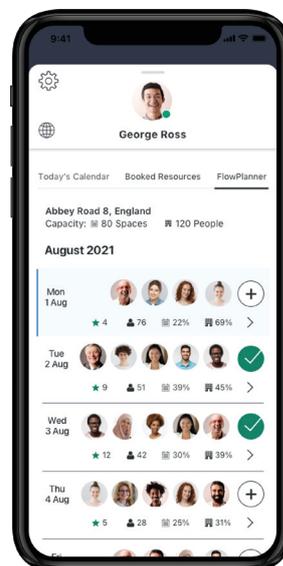
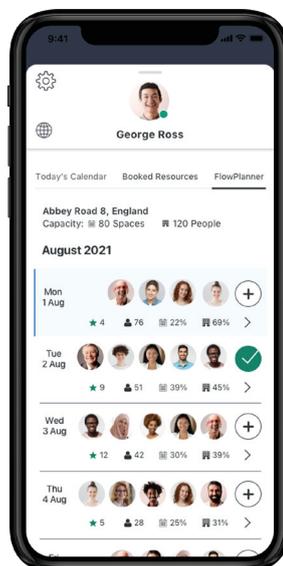
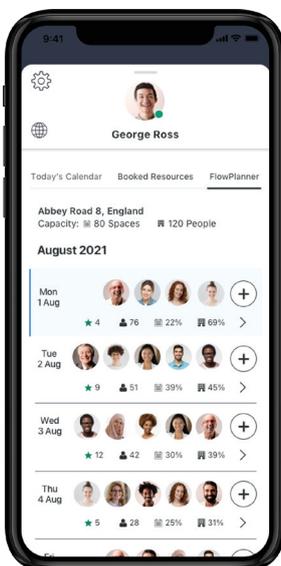
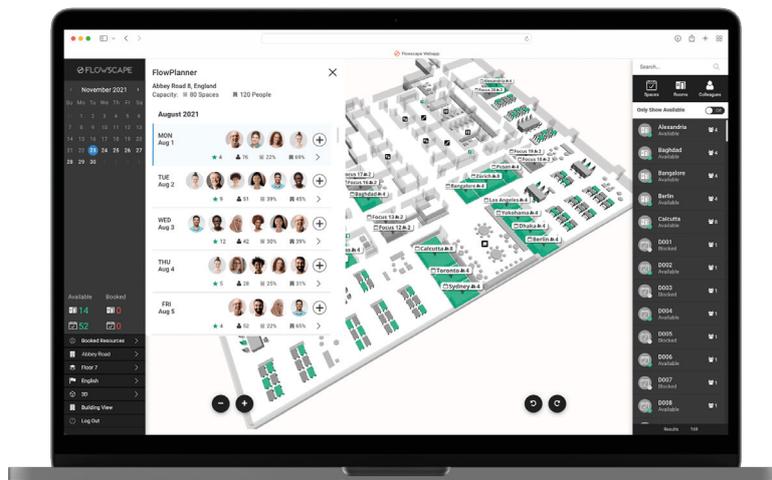


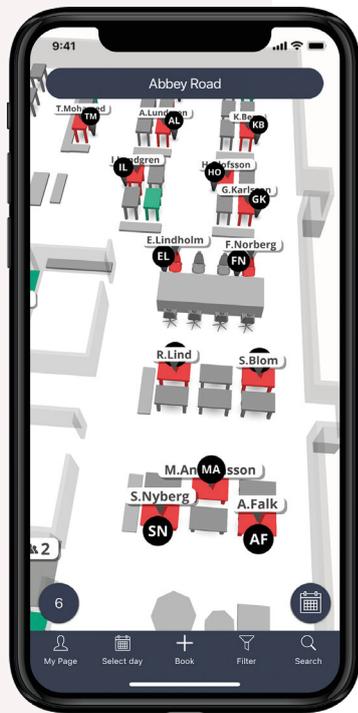
# FlowPlanner - NEW FEATURE! -

FlowPlanner is our new web application that empowers employees to efficiently plan their attendance in the office. Flowplanner enables staff to tag specific colleagues in order to view when they will be in the office, so that they can then book the same days if they need to collaborate on project work. Employees can set up a 'colleagues list' to scan all of their future office attendances with just one click. And with one further click a desk or workspace can be booked. Flowplanner is also a useful application for Building Managers to monitor office attendance and to ensure that it never exceeds the building capacity. If the maximum capacity is reached for a certain day, the employee will be guided to book a space on another day. Building Managers can also view an attendance report for any specific day.

## With FlowPlanner you can:

- Plan in advance which days you should go to the office
- View colleagues' planned office attendance
- Add team members to your selected 'colleague list'
- View desk availability to determine if a desk needs to be pre-booked
- Limit attendance at the office based on office capacity
- Report office attendance on specific days



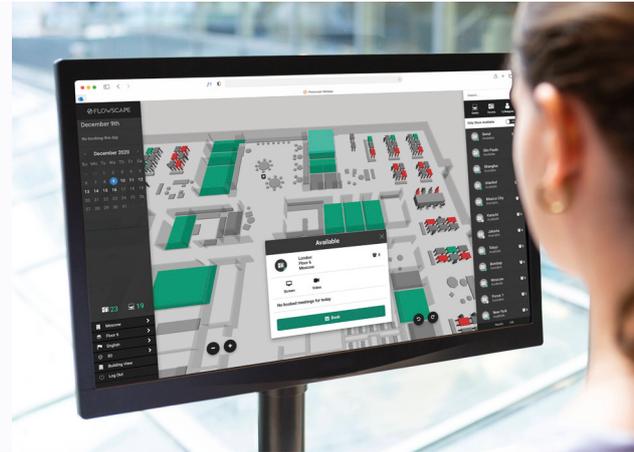


## Fixed desk environment

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.

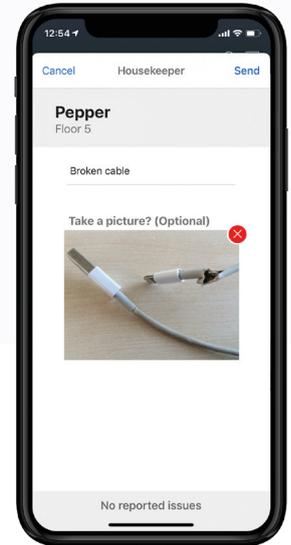
## Team Collaborator

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.



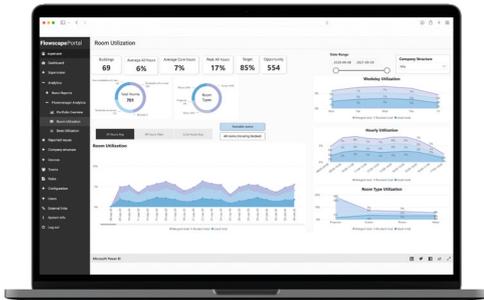
## Fault Reporting

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 Fault reporting.



### Contact us!

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