10 Key Considerations
When Selecting a Workplace Reservation System

What functionality should you expect from room and desk booking software?

⏻ Employee

1. Hassle-Free Booking
◇ Easy booking through a range of touchpoints
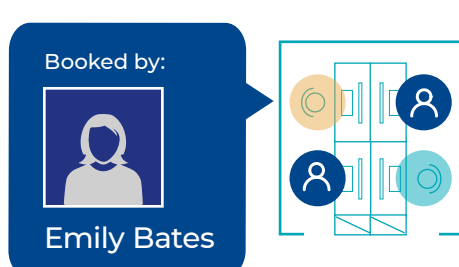◇ Web | Mobile app | Outlook & Google Sync
  Kiosks | Room panels | QR codes

2. One-Stop Shop
◇ Book anything: meeting rooms, desks, services, parking spaces
◇ Book all you need in one go

3. Find a Colleague
◇ See when your favorite colleagues will be in the office
◇ Book a seat next to them

Booked by:
Emily Bates

4. All Info at Your Fingertips
◇ Color-coded digital floor plans
◇ Multiple filters to refine search criteria

⏻ Facility Manager

5. Facilitate Collaboration
◇ Enable group space bookings
◇ Let teams work in close proximity

6. IWMS Integration
◇ Full integration with work orders, stock management, and reception services
◇ Streamline visitors' check-in process

IA
IoT

7. Sensor Data Integration (Optional)
◇ Networked sensors provide live information
◇ Real-time occupancy, comfort & indoor air quality

8. Set Brain Rules
◇ Auto-cancel reservations if spaces or desks stay empty
◇ Receive notifications (upcoming meeting, comfort levels, and more)

9. Leverage Occupancy Intelligence
◇ Objective insight into occupancy and utilization
◇ Analyze trends & predict evolutions

10. Optimize Office Space for Hybrid Work
◇ Optimize space types and configuration
◇ Right-size the office footprint

Workplace
SPACEWELL

| Workplace Experience | Workplace Analytics | Workplace Management |

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