

Modern Workplace Resource Booking

Office Resource Management for Microsoft 365

In the wake of COVID-19 we are all adjusting to new ways of working and new challenges. Where and how we work. Increased workplace safety. Efficient use of office space. Employee productivity, wherever they are working.

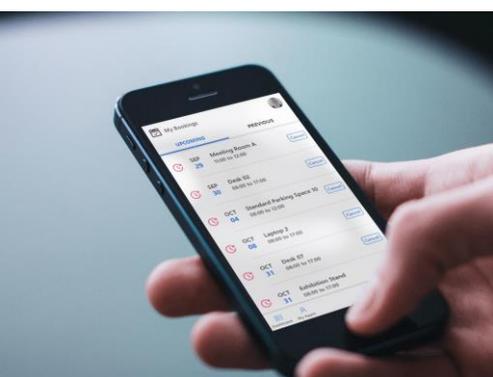
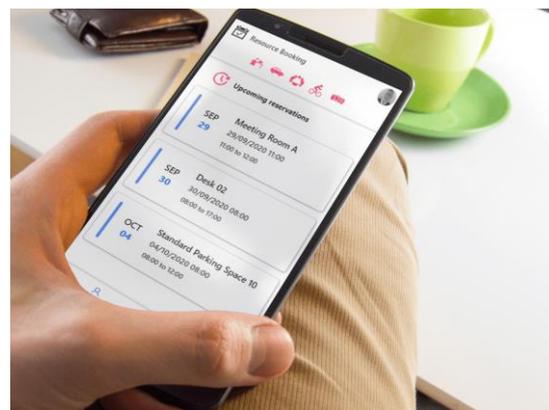
The way we think about our workplace has changed permanently.

Businesses are now rationalising their office space to optimise safety and drive efficiencies. They are looking for better ways to empower their employees with flexible working, both from home and in the office. *Work From Anywhere* (WFA) is fast becoming the new normal.

Modern Workplace Resource Booking

To support this change, your business needs to optimise the use of its scarce resources and your employees need the right tools at their finger-tips.

MW Resource Booking is a complete resource management solution that enables you to easily manage your company's resources, including desks, meeting rooms, parking spaces, bike lockers, bookable equipment, or any other resources that are shared by your employees.



Accessible, secure and simple to use

Designed to work within your secure Microsoft 365 environment, MW Resource Booking is a **mobile-first** solution that gives your staff immediate access to an easy-to-use mobile app for booking resources. They can see their own upcoming bookings and can easily create or cancel bookings, based on office location, time slot and the type of resource.

- ✓ Enable a safe return to work
- ✓ Create a flexible, agile workplace
- ✓ Support *Work From Anywhere* flexibility
- ✓ Optimise resource utilisation
- ✓ Avoid clashes and double booking
- ✓ Rationalise overheads, do more with less

Modern Resource Management for the Modern Workplace



MW Resource Booking uses Microsoft 365 technology to provide a modern user experience that is simple and easy to use. The service is available on any device from any location and users are automatically signed in securely with their normal Microsoft 365 credentials.

You can be up and running quickly and can easily manage and update your resource information - including locations, images, desk plans, office / carpark layouts, and other information about the resource. MW Resource Booking comes with its own standard resource categories, but we can extend these for you if needed. The service also features email alerts to confirm bookings and a morning reminder email for each user with open bookings summarising their daily reservations.

Desk Sharing and Booking

Allow staff to book free **desk space** before they come into the office. They can review details about each desk and its location and choose their preference. Helps to support your COVID-safe and remote working policies and maximises the flexibility and utilisation of your office space.

Meeting Room Scheduling

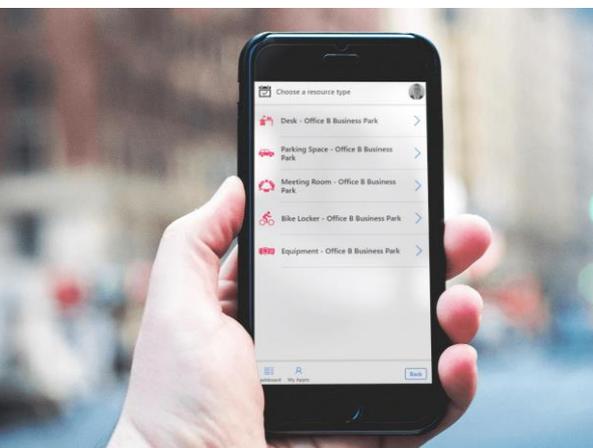
Enable staff to easily find and book free **meeting room** space across all your office locations. They can review available room facilities before booking and find their preferred room location from your office plan. Helps to maximise the use of your facilities and avoids clashes and double booking.

Parking and Bike Space Booking

Staff can see which **parking spaces** and **bike locker** spaces are free, find their locations, and easily reserve them before travel. They can cancel a reservation at the click of a button if their plans change, freeing up the space for others. Helps to make the most of your space outside and avoids unnecessary clashes.

Equipment Booking (and more)

Staff can see when your **bookable equipment** is free for each of your locations and can then easily reserve what they need. You can maintain and provide details of any equipment, such as whiteboards, flipcharts, displays and other IT equipment. And if you want to add new resource types, that is possible too.



Feature Highlights

- Book **free resources** from any location
- Review your **reservations** – immediate, upcoming and previous
- **Cancel** a prior booking with the click of a button
- Supports single and **multiple** office / business **locations**
- Automatically find locations on **Google Maps**
- View resource **images** and detailed descriptions
- Show resources on **desk plans** and office / carpark layouts
- **Email alerts** with Outlook calendar integration
- Resource booking **analytics** with interactive custom reports

Contact us now to book a demo or to find out more about MW Resource Booking