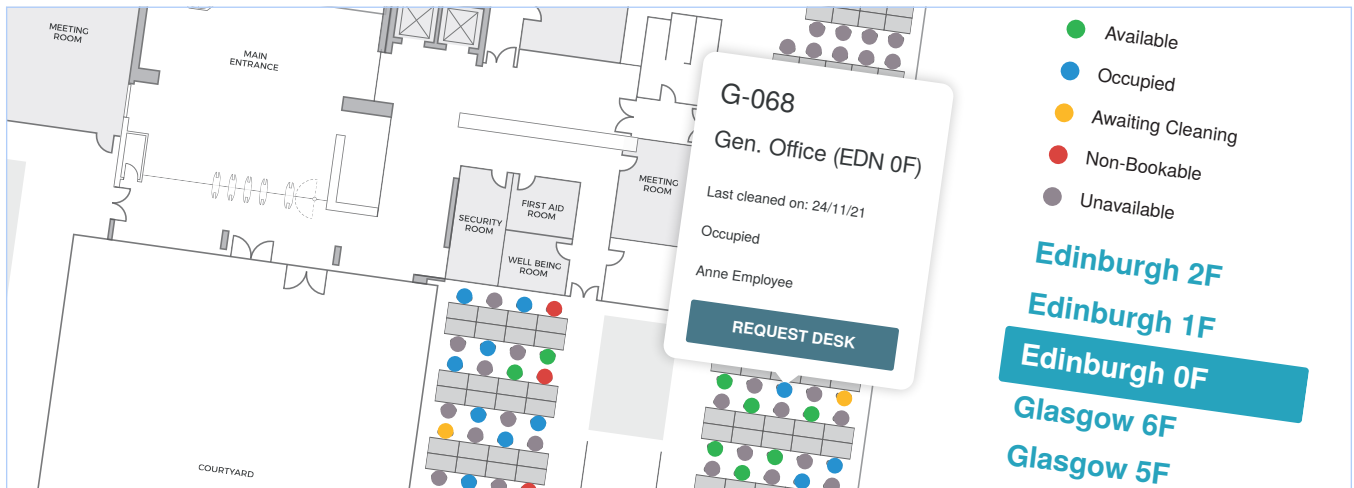


## DESK BOOKING AND WORKSPACE MANAGEMENT

Support flexible working, control workplace capacity and occupancy



### YOUR HYBRID WORKPLACE STRATEGY

- Protect your workforce and business
- Support desk sanitisation programs
- Workplace Track&Trace reporting with comms
- Branded SMS/email comms

### FLEXIBLE DESK BOOKING

- Book from calendar or floor plans
- Book desks for multiple days
- View desk availability and occupants
- Easily identify own/colleague's desk
- Search by desk attributes
- Outlook, gCal, iCal integration

### MONITOR AND CONTROL OCCUPANCY

- Allow free booking or allocate desks to users
- Restrict employees to floors or zones
- Monitor occupancy density and manage desk availability in real-time

Seamlessly integrate your desk booking system with all or any Visitor.Express modules:

- Visitor Management
- Meeting Room Booking
- Parking and Car Park Management
- Online Payments

The Visitor.Express Desk Booking app enables employees to book a desk quickly and easily on any device, efficiently self-managing their in-office and work from home routines.

Administrators retain full control of the workplace effortlessly, managing desk availability, density and occupancy in real-time if needed – instantly setting and monitoring building, floor and zone capacity in line with demand and internal policy. Choose to restrict users and depts to specific floors/zones or to permanently/temporarily allocate desks to employees, backed up by analytics and bespoke utilisation reporting.



### Support Hybrid Work Routines

Empower and support employees to plan their work routine and book a desk or workspace whenever and wherever they are. Simple 2-click hot-desking by calendar form, desk view or floor plans.

Let employees search for colleagues, find specific desk-types and book the workspace they need to encourage collaboration, increase productivity and enhance their workplace experience within the rules you have set.

### Deliver an Agile, Flexible Workplace

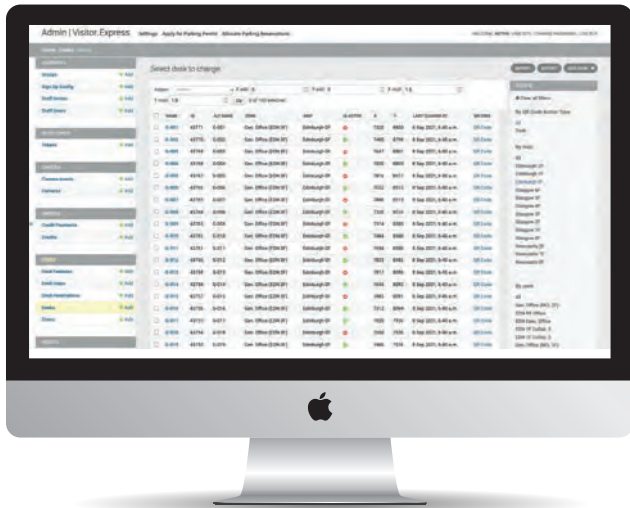
Choose to passively monitor occupancy or actively micro-manage capacity across multiple sites, buildings, floors and workspaces. Set and receive SMS/email admin building capacity alerts. Open and restrict desks and workspace at the touch of a button to maximise resources and protect your workforce.

Choose to allocate desks to individual users to match shift patterns or on a permanent basis. Locate individuals on site or identify occupants within any area and communicate with them instantly.

## Ultimate Control with Minimal Admin

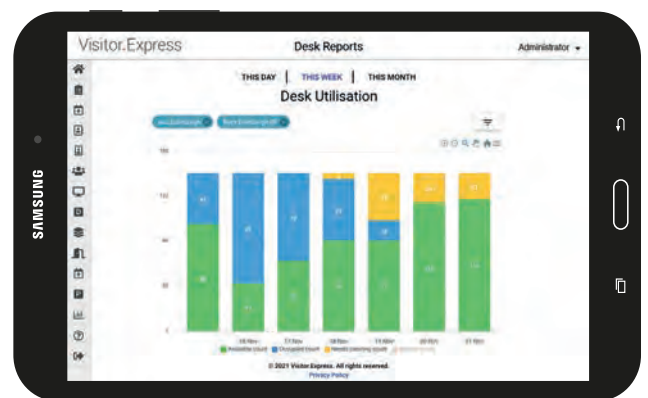
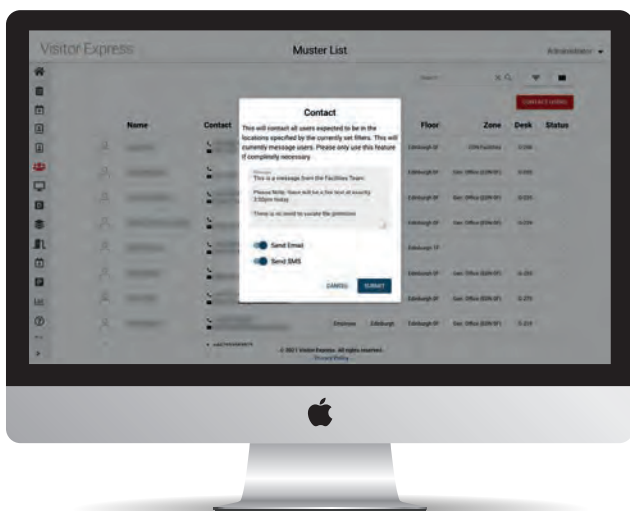
Visitor.Express gives your Admin, HR, Facilities and Security departments ultimate control of the workplace, managing desk availability with real-time occupancy management, analytics and utilisation reporting:

- Allow free-booking or allocate and restrict desks and workspace to specific users
- Control and release bookable desks and work zones to meet demand
- Monitor and manage occupancy across multiple floors and buildings in real-time
- Support social distancing, integrate sanitisation schedules and deliver confidence in a safe working environment



## Integrated Comms with Bespoke Reporting

- Branded SMS/email comms – alerts, booking confirmations, scheduled reminders and ad-hoc user messaging
- Search and locate current employees on site and message single/multiple/all employees
- Real-time and historical reporting for attendance/WFH, bookings, utilisation and workplace Track&Trace
- Measure desk booking and review occupancy to predict and meet demand
- Filter, view and download bespoke analytics and graphical reports



NetFM is a trusted UK-based software company

