

The Best features of Desk Booking

SYMBIOSY
by hbreavis

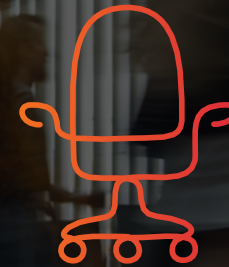
The best features of Desk Booking



**Easy
management**



**Collaborate
extensively**



**Control
the space**

**Easy
management**

Adjust the capacity any time

Did you book Wednesdays in the office for Marketing but then found out Mondays would work better? As an admin, you can always control any aspect of desk booking and adjust the default office settings.

Stay in control

- ✓ coordinate teams in the office based on their digital interaction
- ✓ manage the list of available desks
- ✓ make booking easier with desk attributes (window proximity, hardware equipment, zone name, group of desks, etc.)
- ✓ assign groups of desks to users, teams or departments
- ✓ manage access to desk booking – modify users' rights
- ✓ get an overview of how your office is used
- ✓ use an analytical and reporting tool



**Collaborate
extensively**

Work together as before

Desk booking's smart planning enables your people to create project teams and follow their members' activities in one place. Scheduling a group meeting just takes a few taps of the screen!



Team setup

Every employee selects their project teams and easily creates a team in the app.



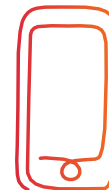
The perfect desk is ready

Everybody can choose their desk based on personal preferences. Sitting close to a window with a docking station ready? Work on the individual experience to support people's wellbeing.



The right people close by

When booking office time, people can see exactly where their colleagues are sitting. It's super easy to book a desk nearby and work together the next day.



The office at a glance

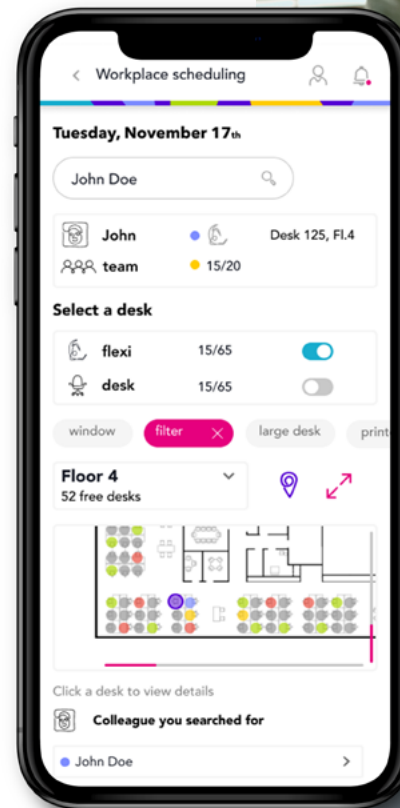
Checking what desks are available is effortless with the digital floor plan of your workspace directly in the app.

Control
the space

Manage demand and density

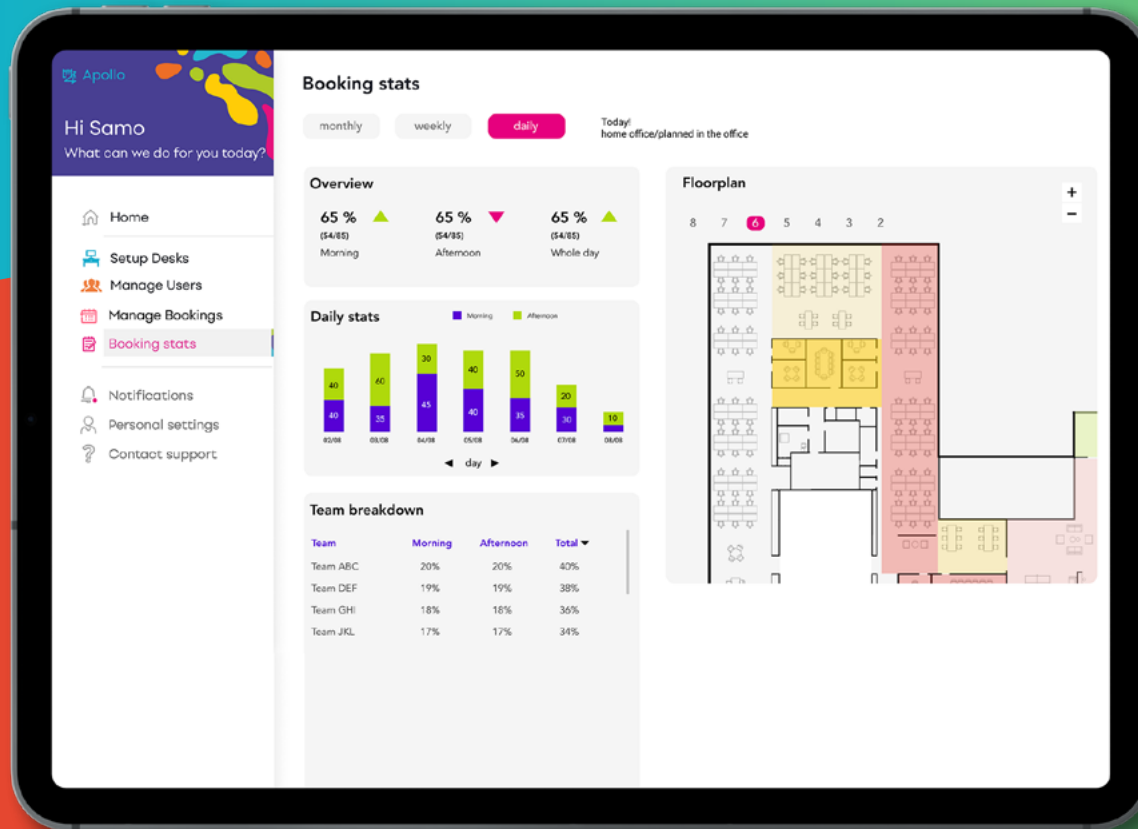
Desk booking helps you control how many people come to the office and how they use the workspace. Give people flexibility, but make sure everyone stays safe.

- ✓ allow your teams to book desks in advance on selected dates
- ✓ enable idea sharing and social interaction
- ✓ manage hybrid settings – limit office capacity any time
- ✓ gather data about office occupancy



Admin console

An admin account with 3 different levels of access gives you access to the office capacity and workspace occupancy in real time.



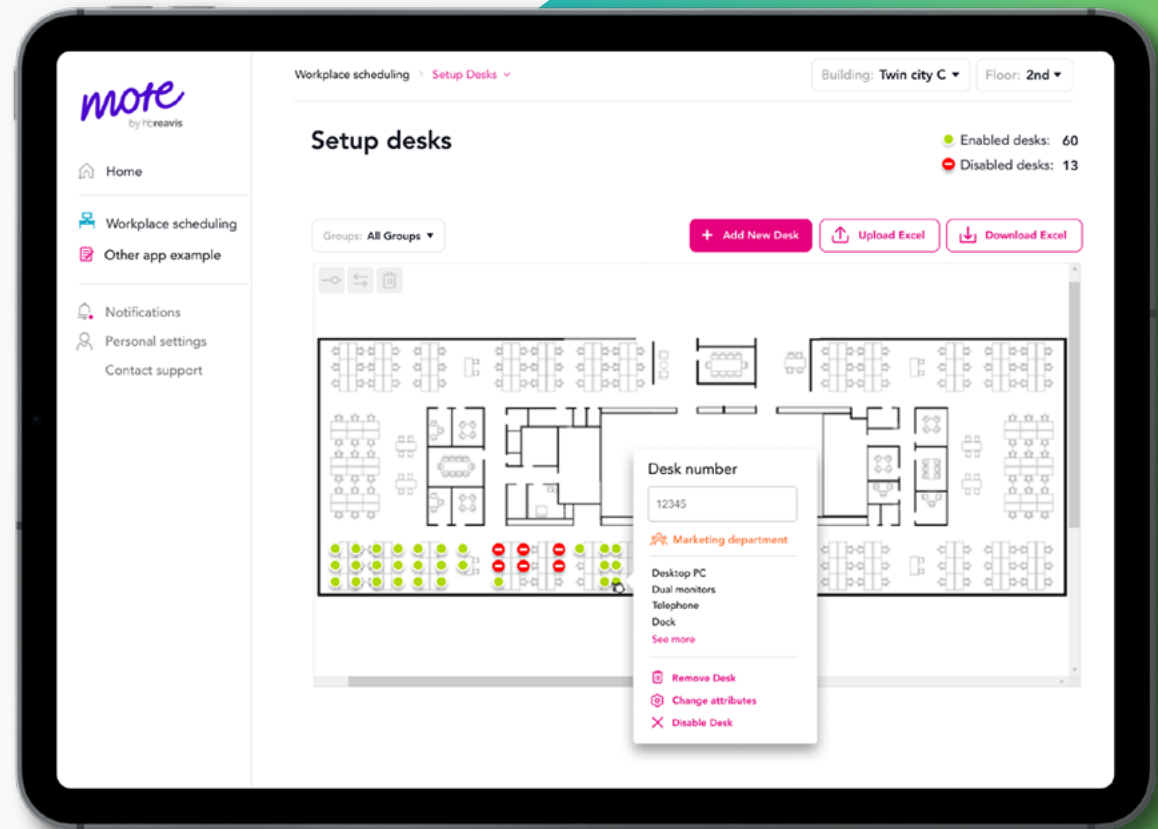
* Desk Booking by Symbiosy runs on More platform (by HB Reavis). [Click here to learn more about services by HB Reavis.](#)

Easy
management

Manage desks

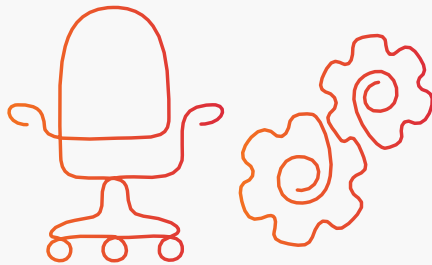


Set up your desks,
activate or deactivate
them and bring your
new workspace
strategy to life.



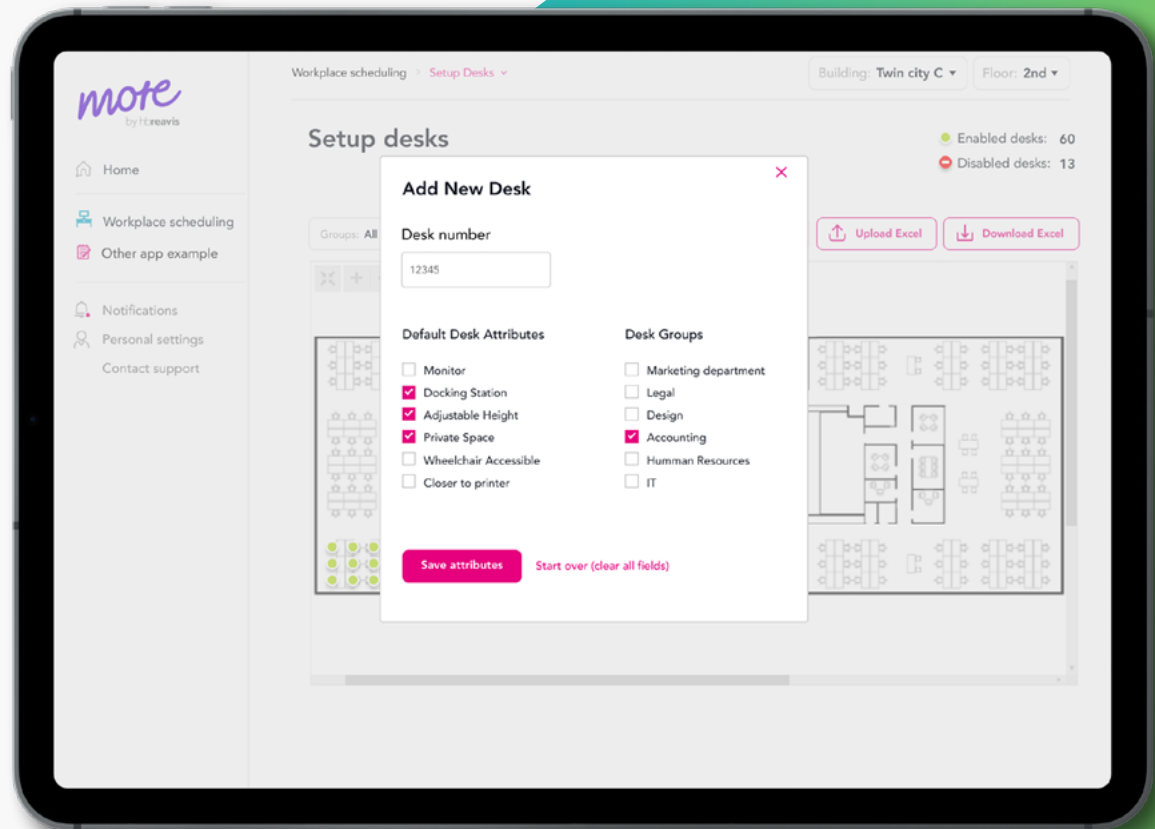
Easy
management

Desk attributes & groups



Set up desk attributes
(position, equipment, etc.)
to support the wellbeing
of your employees.

Create desk zones
to support social distancing
and enable employees
to select their workspace.




Easy
management

Manage bookings & user groups



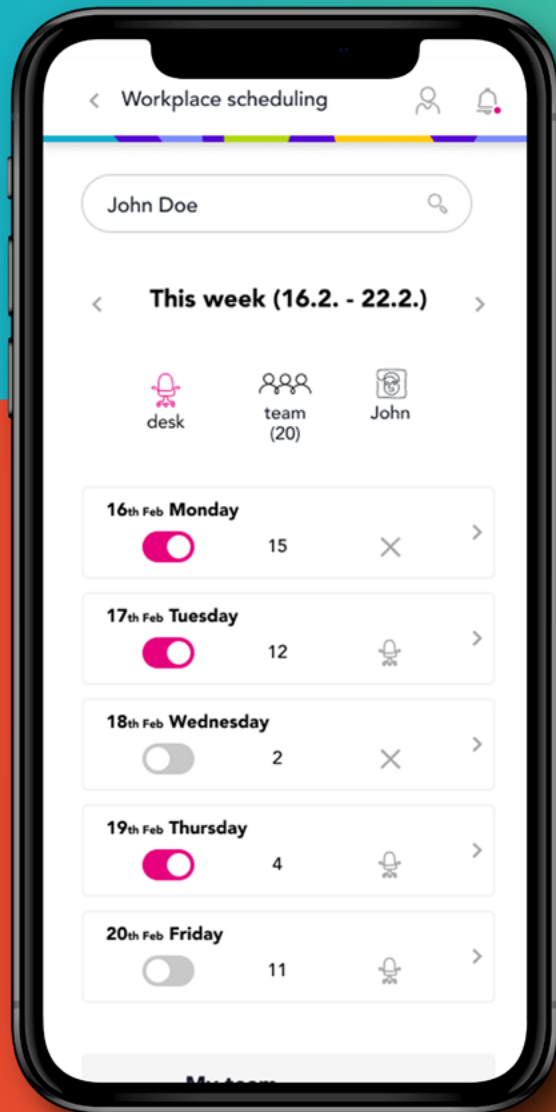
Provide users with admin rights so they can create and change bookings on the behalf of others. Assign teams to departments and align their booking options with your hybrid working strategy.





**Are you interested
in Desk Booking?**

Why choose Desk Booking?



no initial set-up costs



price per user (subscription)



manage your settings to fit your needs

What do you get with your subscription?



- ✓ Mobile app access for all employees
- ✓ Desk booking & scheduling
- ✓ Real-time office capacity and workspace occupancy
- ✓ An analytical and reporting tool
- ✓ An admin console
 - Admin account with 3 different levels of access
- ✓ Find your ideal space in the office for:
 - Workstations
 - Meeting and collaborating
 - Focusing and calling



Don't worry if you're missing anything - our delivery manager will help you.

What will you need for your own Desk Booking system?

Throughout the entire process, the client is in touch with one of Symbiosy's delivery managers, who will take the client through the process step by step.



Office layout



List of users



Confirmation of specific zones



Desk attributes

Easy steps to set up your Desk Booking

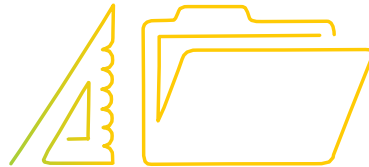
01



NDA & contract admission

Our business analyst contacts the client.

02



Exchange of materials, specification details, client implementation

Our delivery manager takes over the project.

03



Onboarding & implementation

- Admin console – self-management
- Symbiosy support



Week 3

Eager to get started? Let's meet.



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