



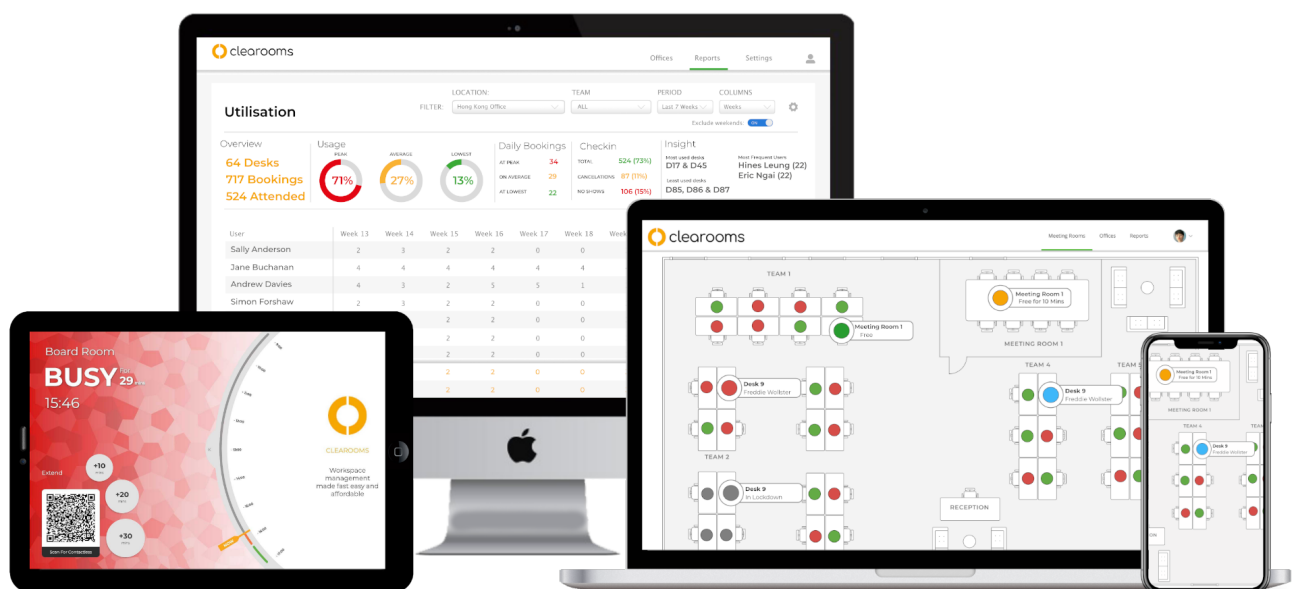
## DESK AND ROOM BOOKING

# Overview

With flexible working between home and the office becoming increasingly popular, booking desks with Clearrooms helps to ensure there's a safe space for everyone.

## Desk booking - Overview

Implementing desk booking in your office provides vital management information about how many people plan to be in the office each day and where each person is going to sit. Not only do our features help to manage social distancing and office capacities, but they also give our users the ability to make an informed decision about whether they feel comfortable to work in the office each day.



It has been designed to be very simple to set up, straightforward to use and to cover all the necessary features to facilitate desk and meeting room booking in today's office setting.



### FLOORPLANS

Interactive floorplans make it easy to see what's booked and what's free



### ANALYTICS

Run reports for insight into how your space is used so you can optimise layout



### DESK LOCK

Lock out desks for permanently assigned employees or social distancing



### SINGLE SIGN ON

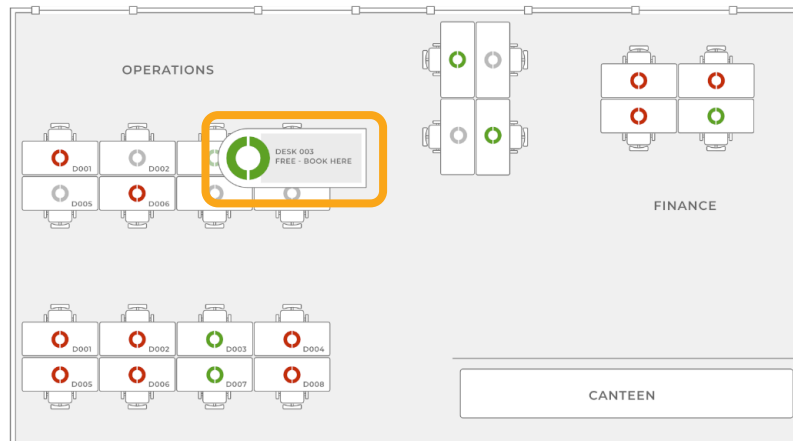
Activate SSO for seamless integration and secure use with no additional passwords

### GETTING STARTED

Clearrooms has a simple set up with an onboarding wizard to guide you through the few steps so you can be up and running in minutes. Add an office, upload a floor plan image and click to add desks.

Each desk is represented by a colour-coded circle to show the availability of the desk.

**Simply choose a green desk and click to book.**



### Main Features

#### ALLOCATIONS

- » Restrict bookings by assigned user or team
- » Assign desks to specific users or teams
- » Provide visibility of desk allocations

#### RULES

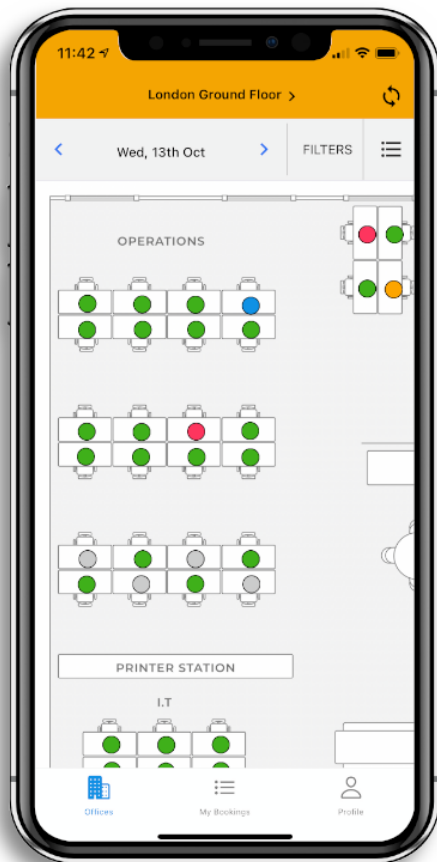
- » Choose for users to book by the hour or full-day bookings only
- » Limit the number of desks each user can book per day
- » Set rules for repeat desk bookings for more frequent office workers
- » Set buffer times for cleaning and preparation between desk bookings
- » Restrict the number of bookings per office to safely manage capacities

#### CHECK IN

- » Check in via portal or Mobile App
- » Check in reminders to users via email

#### OTHER FEATURES

- » Add a custom message to each floor plan, such as a reminder users of your policy
- » Use SSO to manage access and allow users to log in without a password
- » Book desks on behalf of other users or guests (restricted by permissions)
- » Add custom resources such as a monitors, phones etc to each desk for users to find the right desks first time
- » View who is in the office today (or any day) with a single click
- » Custom availability - create a date range and restrict access in bulk with a custom message for users



### Mobile App

Our mobile app is free to users and is available on iOS and Android. Search for "Clearrooms Desk Booking" on the App Store or Play Store

### APP FEATURES

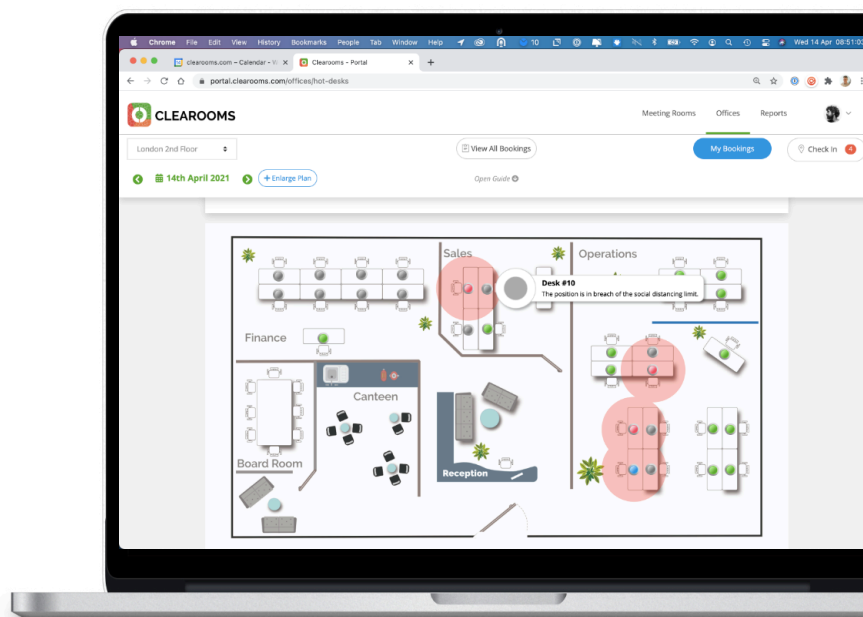
- » View availability of desks and see who has booked which desks
- » Book and cancel desks
- » Check in to same day and previous bookings
- » Filter on desk resources to find the right space
- » Update profile

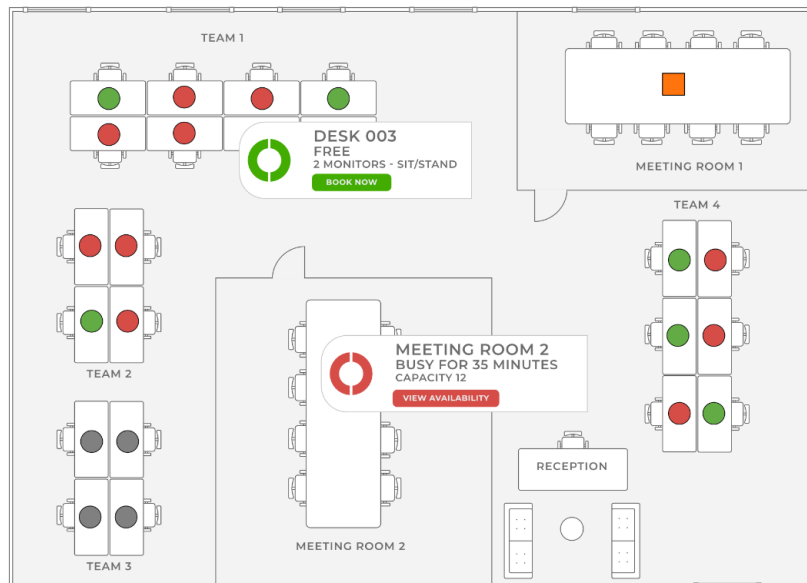
### SOCIAL DISTANCING RULES

Our plan scaling feature allows you to ensure bookings can be made within a set distance each other. Simply set a scale on your floor plan image by clicking between two points, choose social distance to maintain between bookings and Clearrooms will calculate the rest.

Each booking will then be given a distancing radius, making any other desks within this radius unavailable to book.

Distance between users is included in report data.





## SETTING DESK RESOURCES

Desk resources allows you to create attributes associated to your desks that users can search for when booking a desk.

Examples may be Monitors, Ethernet Access, Desk Phones, Docking Stations for laptops or certain types of chairs.

Resources can be created and associated to all desks in an office with a single action and then edited on the office plan desk by desk to fine tune.

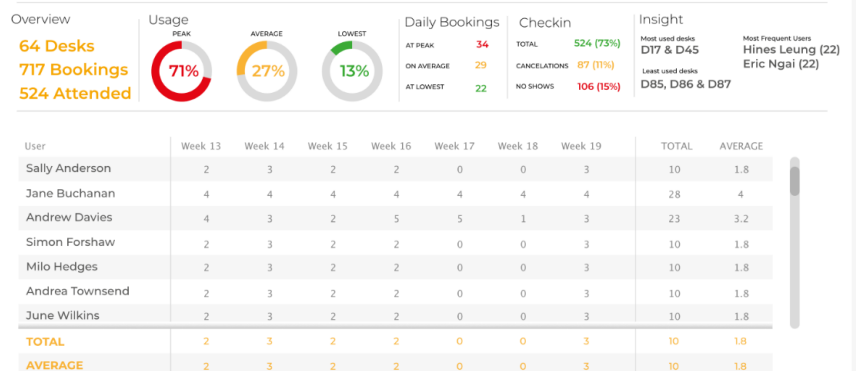
With desk resources set up your users will have much better understanding of what they can expect when arriving to the office.

## REPORTING & INSIGHTS

Build custom reports for access to information such as who's booked a desk, where and when, giving a clear overview of all desk activity. All created reports are saved within the Reports Dashboard so they can be easily run again for up-to-date information. Reports can also be scheduled to be automatically received on a set date by email. This easy access to data helps to support a COVID safe office space for you and your colleagues.

### Utilisation

LOCATION: Hong Kong Office TEAM: ALL PERIOD: Last 7 Weeks COLUMNS: Weeks



## UTILISATION DASHBAORD

In addition to bespoke reports our utilisation dashbaord gives you insights into your office usage with key statistics on many aspects of your bookings.

## Room booking - Overview

Donec rutrum ullamcorper lorem. Nunc tincidunt sagittis augue. Quisque lacinia. Phasellus sollicitudin.

Mauris purus. Donec est nunc, ornare non, aliquet non, tempus vel, dolor. Integer sapien nibh, egestas ut, cursus sit amet, faucibus a, sapien. Vestibulum purus purus, elementum ac, luctus ullamcorper, ornare vitae, massa. Nullam posuere



### Meeting rooms in Clearrooms provides you with a 360° view of your room availability

- » Sync all your meetings with Outlook or Google Calendar
- » View room availability on your office plan in a web browser
- » View on the go in the mobile app
- » Book rooms direct from Clearrooms
- » View room availability outside the room with our Room Display app



#### BATTERY WARNING

Never run out of battery. Receive Slack or email notifications when a console is running low



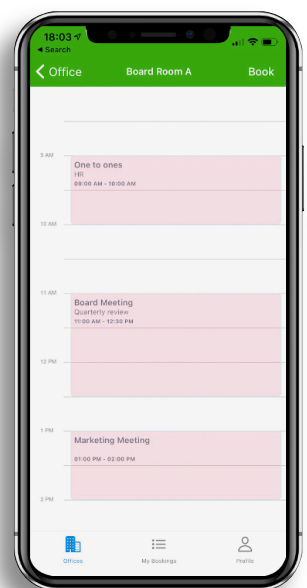
#### ECO-FRIENDLY MODE

Set your office hours in the app so your devices will only be on when needed



#### PRIVACY MODE

Meetings marked as private have limited information shown on the console display





### ROOMS IN THE PORTAL



#### GREEN

The meeting room has no bookings for the date you are viewing.



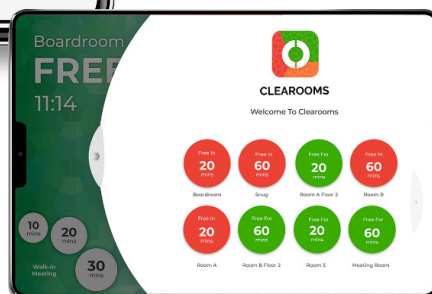
#### AMBER

The meeting room has some bookings for the date you are viewing but is currently free.



#### RED

The meeting rooms is currently unavailable as a meeting is in progress.



### CHECK AVAILABILITY ACROSS ALL ROOMS

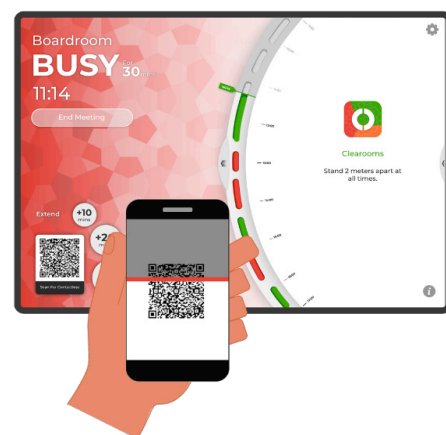
Busy room? Check all other rooms in the office from the display app to find a free room quickly .

### CONTACTLESS CHECK-IN

- » QR code onscreen for walk in meetings when rooms are free
- » 10, 20 and 30 minute quick book access
- » QR code refreshed daily means only people with access to the office that day can book walk-in meetings

### CUSTOM BRANDING

Clearrooms let you brand the app as your own, as well as branding specific meetings or rooms to make it clear who the meeting is for,



## Kiosk mode - Overview

KIOSK for Clearrooms extends the checkin feature of Clearrooms into a reception kiosk that can be used by existing staff. To check in to their booked desks

Clearrooms can be configured to force checkin via the Kiosk to ensure that checked in users did arrive in the building



### KIOSK MODE KEY FEATURES

- » Check in via portal or Mobile App
- » Check in reminders to users via email
- » Add a custom branding to your reception kiosk.
- » Restrict same day bookings.
- » Restrict checking to Kiosk only or allow checking via all options



## Clearrooms support

We don't like charging for things that you would expect as standard, here is a list of our support services (they are all free)

- » 8:00 - 18:00 Support via ticketing system accessible by Admin users
- » User Guides giving step by step instructions on the system
- » Admin User Training
- » Live Chat for Admins to talk immediately with our experts
- » Technical Support for API's, Single Sign On (SSO) and Calendar Integrations

We also offer complimentary floorplan support for paid accounts to help you get going as soon as possible.

### ADDITIONAL DOCUMENTATION

If you would like some more in depth documentation on Clearrooms the following are available by request:

- » Desk Booking User Guide
- » Desk Booking Administrator Guide
- » API Documentation (online)
- » Clearrooms Infrastructure and Security

Formal proposals are available if required to present to a wider team please contact us to request.



**30-day free trial**

**No contract, pay per month  
for just what you use**

**Charged by number of desks  
not users with no limit on  
number of users**

 @clearrooms

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 @Clearrooms.app