DigPacks

AssetBooker

Asset booker

- 80% reduction in Team managing bookings as this is a self-service booking system
- Increased safety during pandemic through effective allocation of space
- Effective utilization and reporting of space

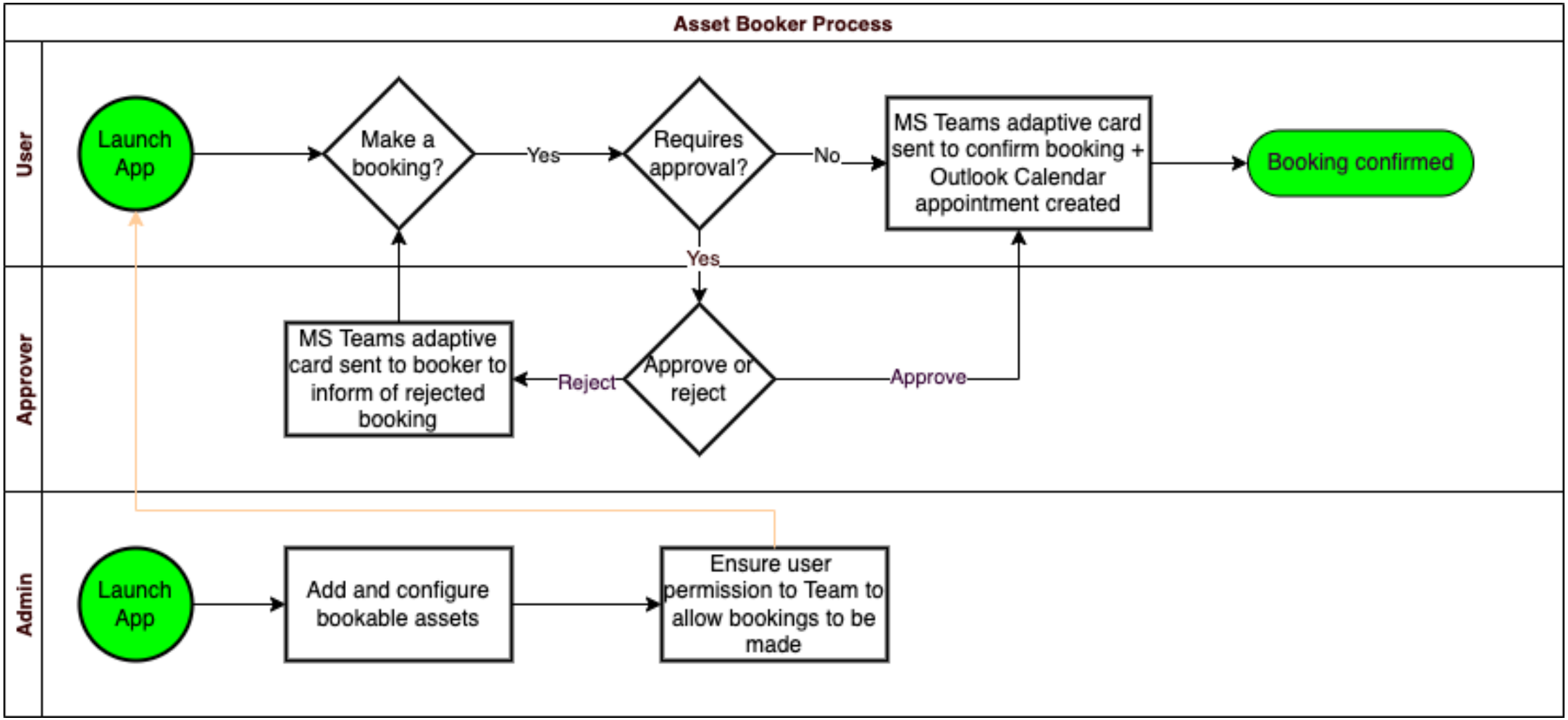
When COVID was most prevalent, we created an Asset Booker application to allow organizations to enable staff to book desks, meeting rooms and more, ready for the return to work

The problem
Unable to digitally book assets (desks, meeting rooms etc.)
Booking requests came through to a mailbox which was managed by a group of people
Bookings made were constantly missed
Desks are difficult to locate, no visual for where the asset is
Lack of utilization reporting available

The solution
Dataverse for Teams application
Creation of various role types – users, approvers etc.
Configurable assets – add any asset you want to make bookable
Upload custom floor plans so users can easily visualize where their desk is
Integrated into Microsoft Teams with the ability to cancel bookings directly from a Teams chat

Benefits
50% reduction in staff to manage bookings
Self service booking process
Enforce social distancing if required
Real-time reporting of bookings, cancellations, utilization and more.
Totally configurable bookings - hourly, 30 minutes, am/pm
Book any asset – desks, meeting rooms, showers, car park spaces etc.

Asset booker - Process flow



Asset booker – Feature Matrix

Asset booker features	Description	
Book any asset	Book desks, meeting rooms, car park spaces, specialist equipment. It's up to you!	☑
Booking times	Set up assets to be booked by the hour, every 30 minutes, by the morning, by the afternoon etc.	☑
Microsoft Teams integration	Confirmed bookings are sent to users in a Teams chat with the ability to cancel booking directly from the Teams chat.	☑
Enforce approvals on specific assets	Configure assets to require approval before confirming booking	☑
Manage bookings	Manage your upcoming asset bookings. Administrators have the ability to cancel anyones bookings	☑
Book on behalf of guests	Invite people outside of your network to receive a booking	☑
Check-in functionality	Allow people to check in to assets	☑
Set desks aside	Prevent assets from being bookable i.e. to enforce social distancing	☑
Upload custom floor plans	Upload your own floorplans to give a visual aid to your users	☑
Interactive floorplans	Click on floorplans to book asset	☑
Search for person/asset	Find out whether your colleague has booked an asset and make your own booking near by	☑
Power Bi reporting	Visual representation of booked assets, cancellations, capacity utilization and more.	☑
Configure capacity	Configure each asset by its maximum capacity to allow for capacity planning	☑
Teams – pin to left	The application can be pinned to the left allowing for quicker access	☑
Mobile app	Use the mobile version of the application to make and manage your bookings	☑
Set maximum bookings days ahead	Configure the number of days ahead you wish to allow bookings to be made	☑
Booking reasons	At the time of booking, enforce whether you wish to prompt the user to enter in the reason for their booking	☑
Site information	Upload site information i.e. where the fire escapes are, where utilities can be found etc.	☑
Brandable	Easily brand the application with your corporate colours and company logo	☑