



DIGPACKS ASSET BOOKER

Benefits and features guide

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1. Who are DigPacks

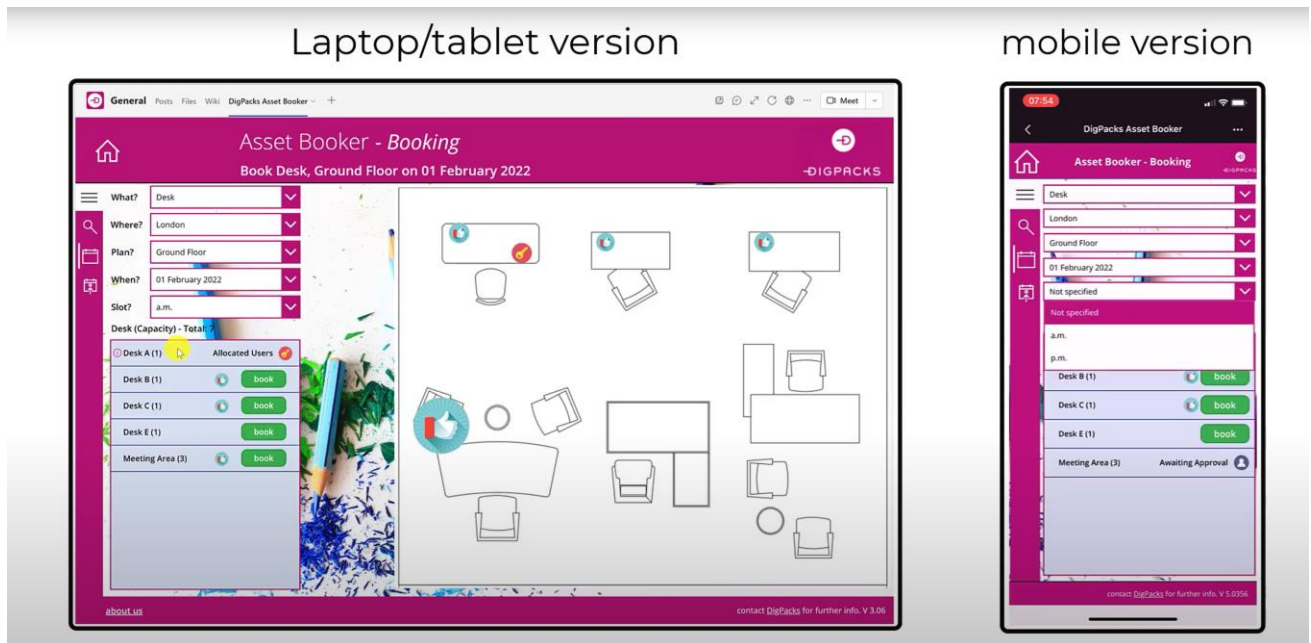
DigPacks are a Microsoft Gold Partner in Application Development.

We are a UK based PowerApps and Software Automation (RPA) consultancy. We work a lot with the UKs National Health Service trusts and Local Councils, but we also work with commercial customers from a number of different industry sectors.

- Check out our website <https://www.DigPacks.co.uk>
- Email us on admin@DigPacks.co.uk
- Give us a call on +44 **0203 5760089**



2. Asset Booker Overview



Asset Booker is a PowerApps for TEAMS application that allows users within an organisation book a configured asset for a time period that is also configured.

An example of this would be to book 'Desk A' for 'All Day' on 'Floor 1' of the 'London Office'.

What is an Asset?

An asset can be anything your business decides it wants to be 'bookable'. Examples of this:

- Desks
- Meeting Rooms
- Car Parking
- Visitor Parking
- Company Vehicles

But the choice is yours.. it is all configurable.

When can I book an asset for?

An Asset can be booked for any time period the administrative user decides. Examples of this:

- Desks to be booked for a.m. and p.m.
- Meeting rooms to be booked on an hourly basis.
- Company cars to be booked for days at a time.

3. Pre-Requisites

To run the Asset Booker application you will need to have a standard Microsoft Office E3 or E5 licence. PowerApps is a free feature with that Office 365 licence.

4. Licencing Costs

ZERO - free.

With a standard Microsoft Office E3 or E5 licence, PowerApps is a free feature. Data for Asset Booker is stored in Dataverse for TEAMS, this is also a free storage data location for TEAMS applications.

In summary, there are NO ADDITIONAL licence costs with your standard E3 or E5 Microsoft subscription.

5. Annual Costs

ZERO – free.

The price for the Asset Booker application is a one-off cost. Once paid, there are no additional annual software costs or costs per user.

6. Installation

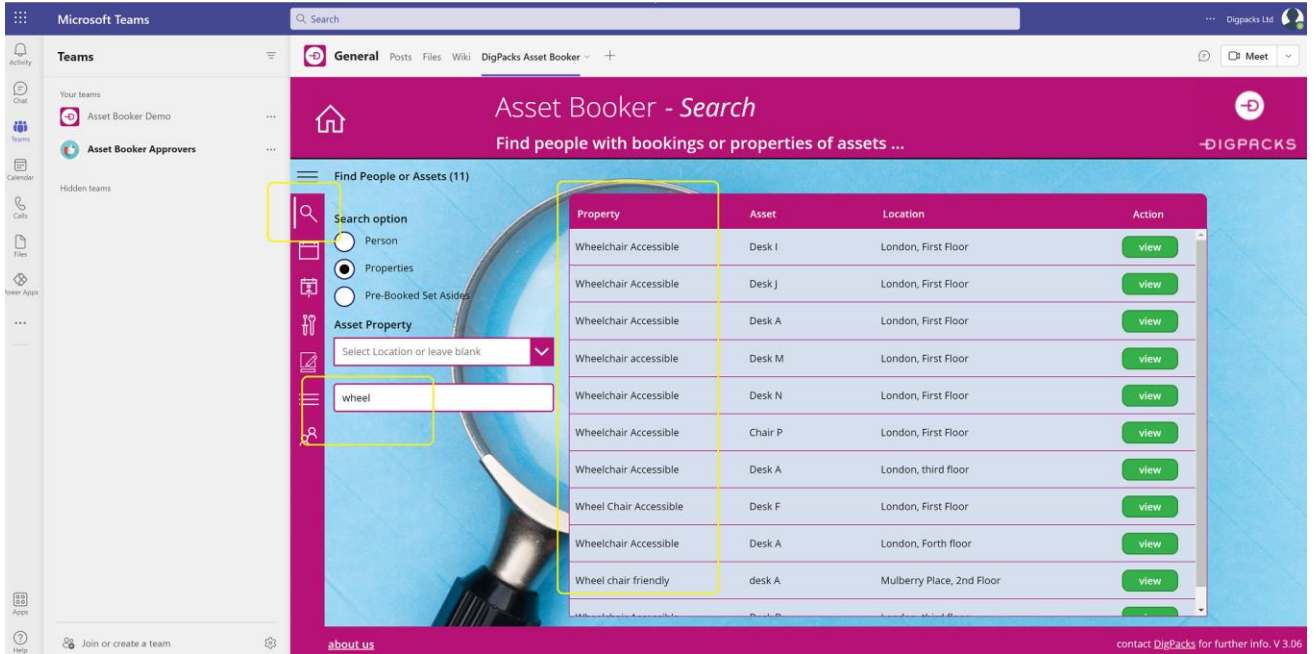
DigPacks will install the application for you in the first instance, a user from your organisation can be present during all of this and take notes. We will also leave you with an instruction manual so that you can install other instances of the application throughout your organisation.

7. Features

There are a number of features of the Asset Booker to go through, and here we will touch on some of the core features that are available. The most common use for AssetBooker is as an organisations 'Desk Booking' application. For the purpose of simplicity, we will use 'desk booking' as the example application when explaining to following features, but please note, Asset Booker is capable of booking more than just desks.

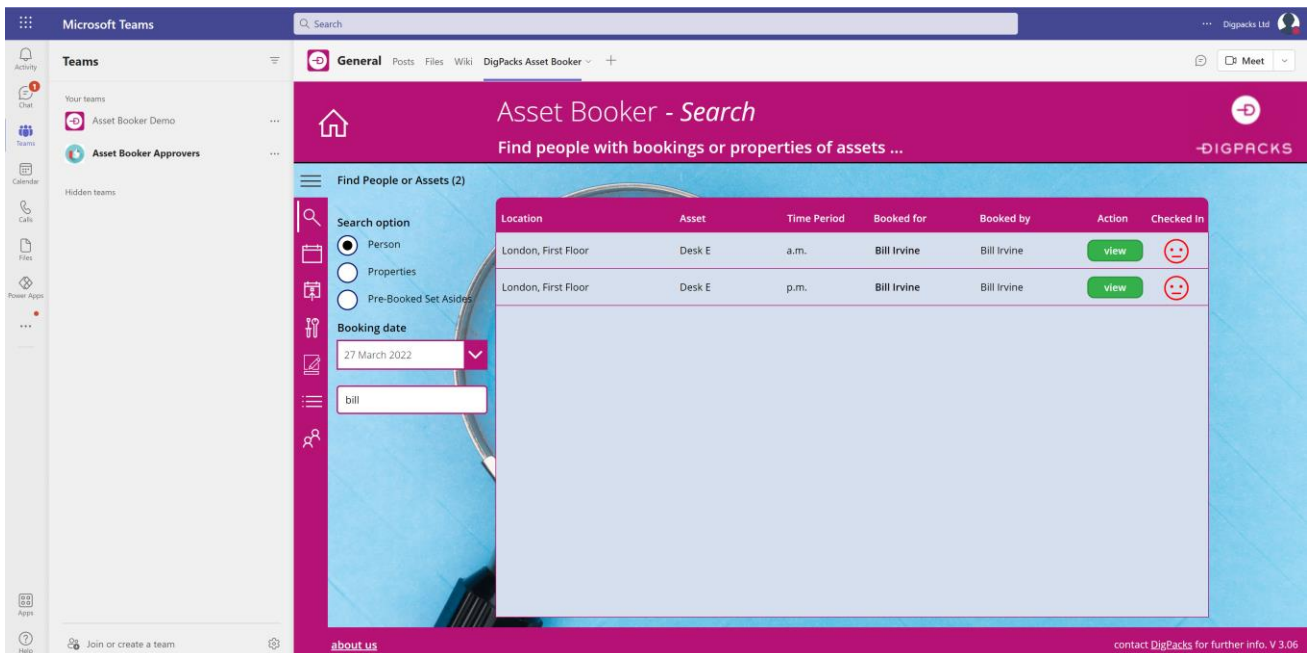


Search Asset Properties



An administrative user can configure multiple Asset ‘properties’ for an Asset. These properties are searchable by any user. The user can find an Asset with the properties that they are looking for, click the ‘view’ button, then be taken to that Asset to book.

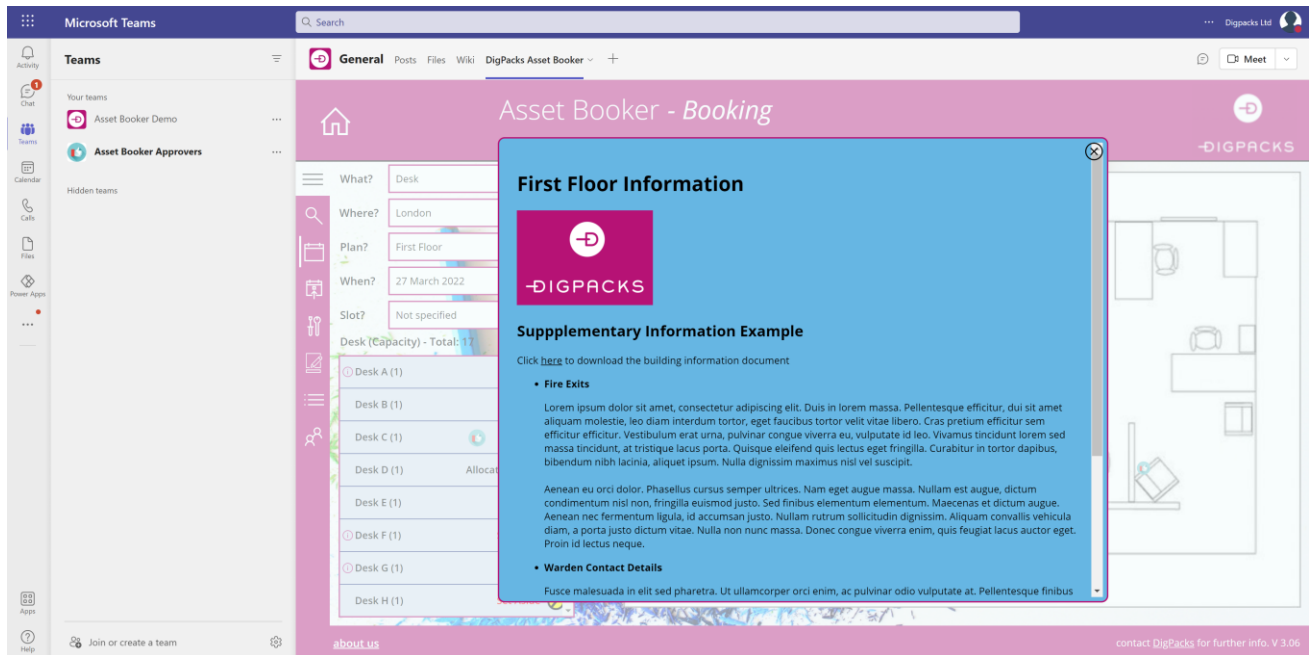
Booked Users



Users bookings can be searched by any user of the system. Once a user’s booking is found, a colleague can click the ‘view’ button and be taken to the location of that users booking so that they can book a desk nearby in order that they can collaborate on a project for example.



Floor Plan Information

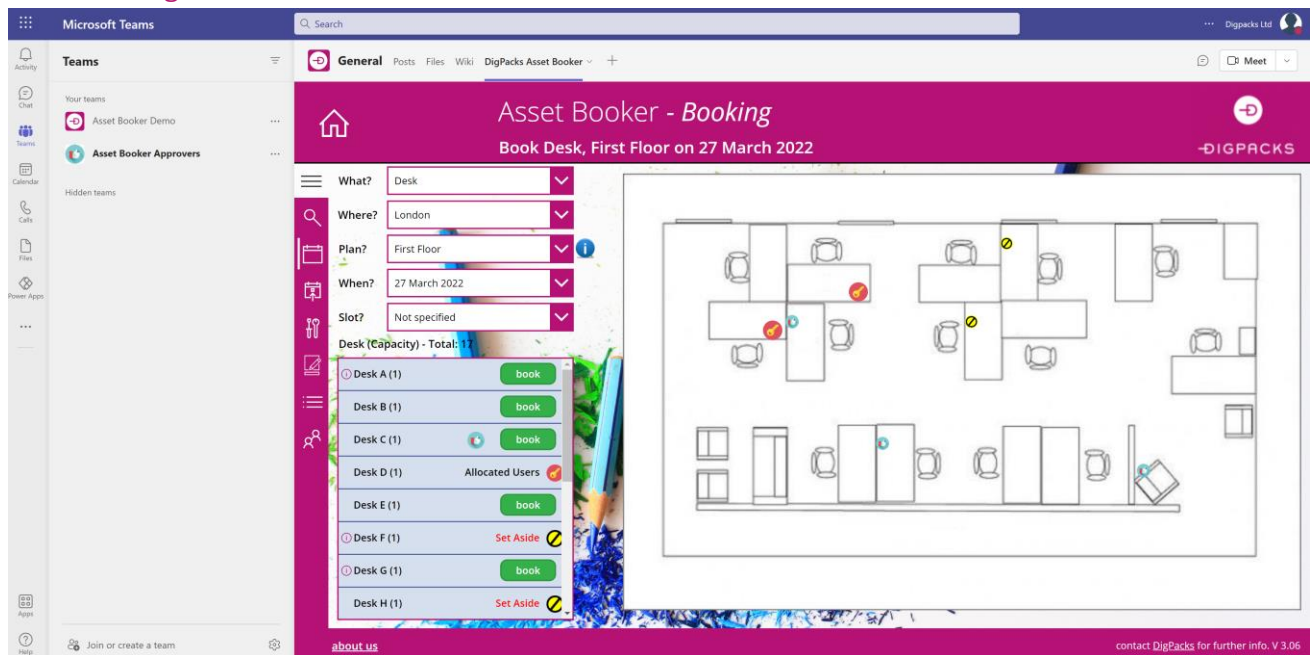


If there is specific information to be made available to users when booking a specific location, this can be added by administrative users.

Examples of this floor plan information may be fire evacuation procedures and muster points as well as points of contact in case of emergency.



Asset Configurations



Pre-Allocated Users

Pre-Allocated users allows for only a specific, pre-set number of users to be able to book any asset.



indicates an Asset that is only available to pre-allocated users. Allocated users are selected from the TEAM users the application is deployed to.

Requires Booking Approval

Approval can be configured for each asset. If approval is required, a user will be able to book, the approvers will receive an 'adaptive card' notification in teams and are then able to approve or decline the booking.

Note* Approval is by default, so if an approver takes no action, the users booking will be able to go ahead.

Approvers are selected from any TEAM within the organisation.



indicates an Asset that is set up for approval after booking.

Set Aside

There may be times when an Asset should not be able to be booked, this could for example be to enforce social distancing, or to allow for maintenance to take place in that area.

Administrative users are able to 'set aside' an asset with immediate effect. This will then stop that Asset from being able to be booked.



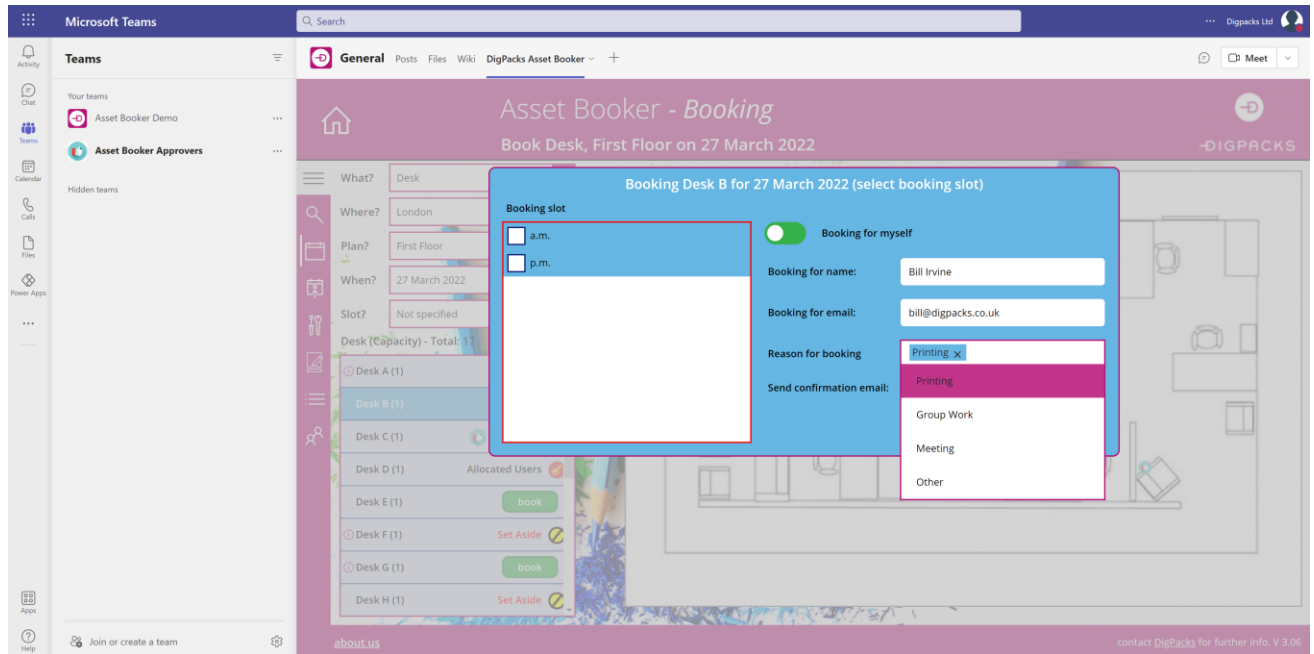
indicates an Asset that has been set aside.



Booking Reasons

It may be that you want to enforce a 'Booking Reason' when booking an Asset. If this is the case, booking reasons can be setup, and when a user books that specific Asset, a 'Booking Reason' will be required.

The booking reasons list is configurable and available to be added by an administrator of the system.



Book-Ahead Period

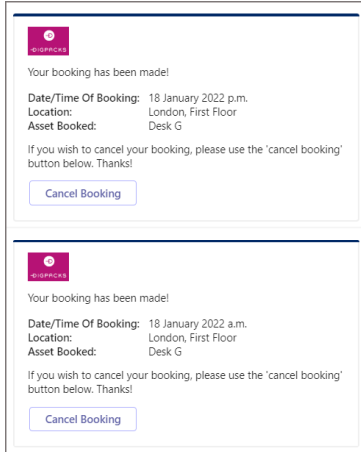
You may want desks to be able to be booked between now and 28 days ahead, but car parking spaces between now and 7 days ahead. This is configurable by an administration user.



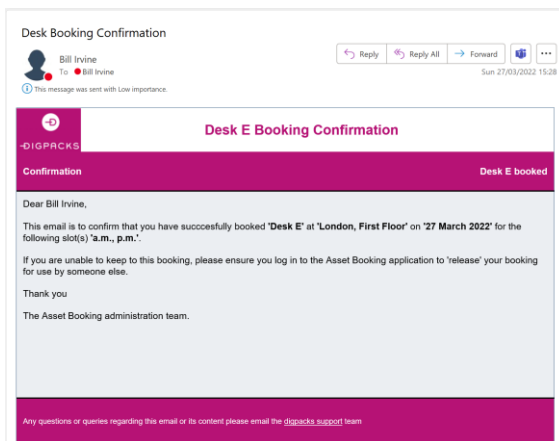
Booking notifications

When a user books an asset they are notified by:

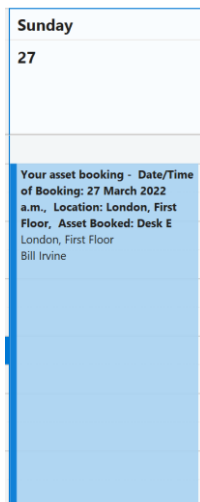
- TEAMS Adaptive card



- Email



- Outlook Calendar





8. Application and Email Branding

The application colour and logo can be set at installation time or at any time after that.

Emails are also able to be branded by modification of the provided HTML email template.

9. Feature Enhancements and Customisation

If you want the Asset Booker to do something that it is currently not doing ... let us know. We will happily develop custom features for you.

Email us on admin@DigPacks.co.uk or give us a call on +44 0203 5760089

10. PowerApps and Software Automation(RPA)

If you want a custom PowerApp developed, or want to automate any of your internal processes, get in touch, we would love to hear from you.

Email us on admin@DigPacks.co.uk or give us a call on +44 0203 5760089

11. Source Code

If you want to have the source code for Asset Booker, this is also available, get in touch with us to discuss this.

Email us on admin@DigPacks.co.uk or give us a call on +44 0203 5760089

12. Questions

Any questions, queries or other reasons to chat – please just get in touch, we would love to hear from you.

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