WORKPLACE HUB

# WORKPLACE HUB

Easy space management and resource allocation planning
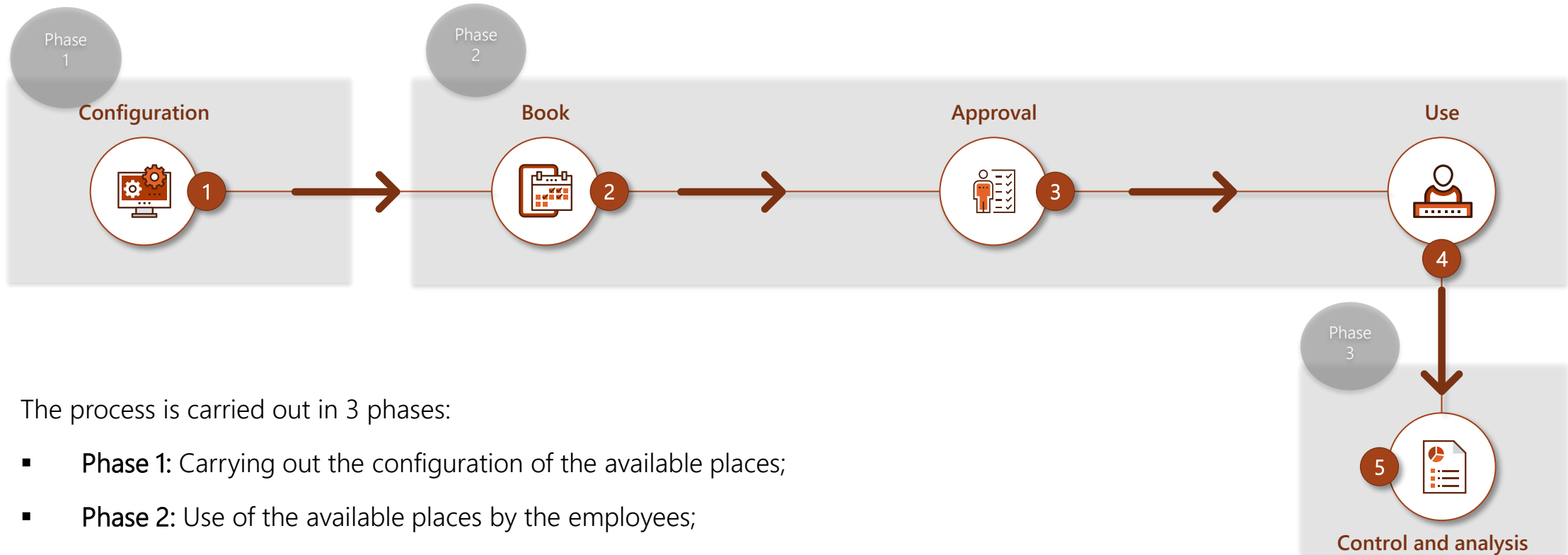
Easy process in booking seats and checkin in the building

Intelligent employee solution

Phase
1

Phase
2

**Configuration**
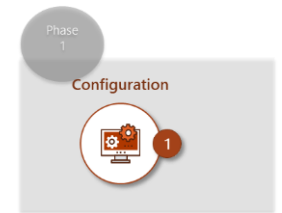
**Book**

**Approval**

**Use**

1

2

3

4

Phase
3

The process is carried out in 3 phases:

- **Phase 1:** Carrying out the configuration of the available places;

- **Phase 2:** Use of the available places by the employees;

- **Phase 3:** Control and analysis of the use;

5

**Control and analysis**

## The Process - phase 1

A BackOffice will be available and used primarily for configuration issues.

Three main features will be made available:

- **Floor configuration:** At this point it will be possible to define the existing buildings and floors, and the plan of each of these floors;

- **Signs of places**: Using the existing plans, and consequence of the configuration made in the previous point, the user will proceed to mark them:

    - *Places available for adhoc use*: In this option will be marked the places available for marking by any user;

    - *Places of fixed and individual allocation*: The places that are configured in this way are exclusively for use by the users who are associated to them;

    - For each available place it will be possible to configure the available equipment (monitor, keyboard, etc);



Localização    Edifício: Principal    Andar: 1º    Edifício ⌄    Andar ⌄

Guardar
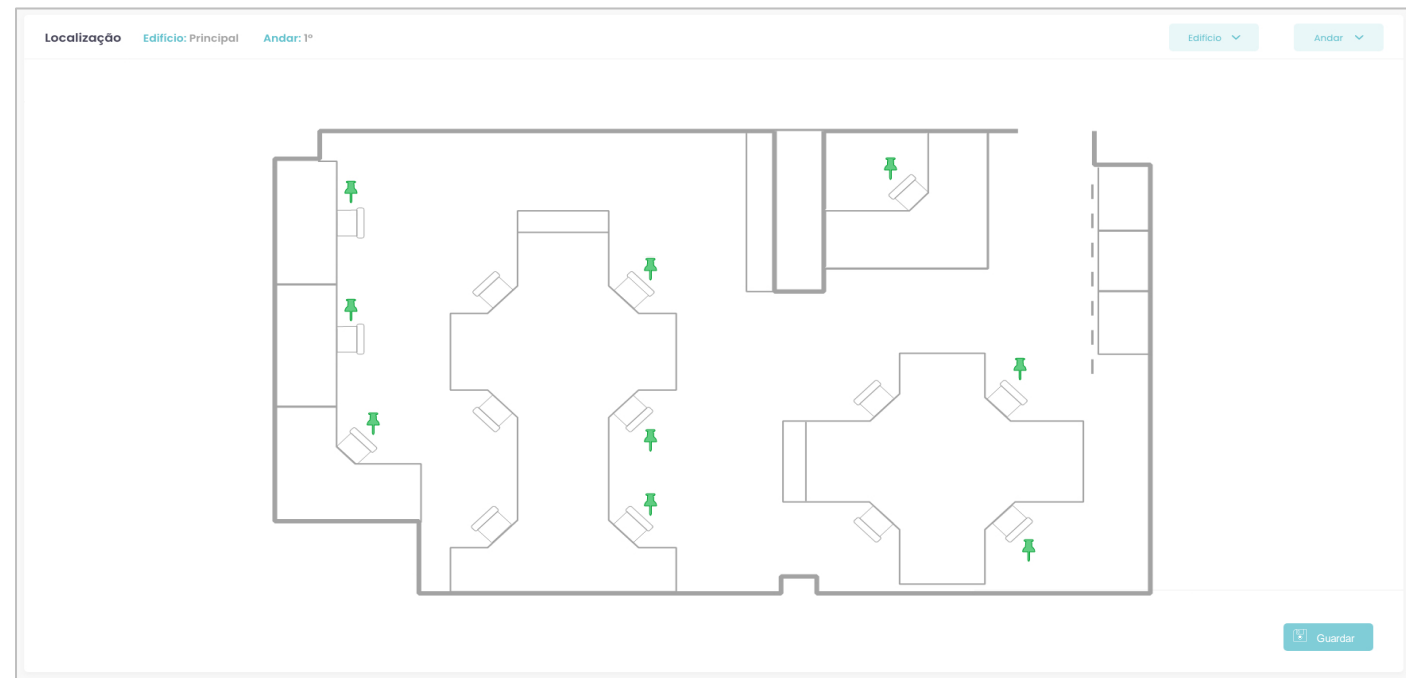
## The Process - phase 2

Phase 2 of this process encompasses the entire set of functionalities that will enable the management, allocation and use of the posts made available for use. For this purpose a Power App will be made available integrated in Teams, and therefore easily accessible to all employees of the Organization.

When the user accesses the App he will be presented with the home page. In every navigation experience there will be a menu with the following features available

- **Home**: back to home page;

- **Locations**: in this option it will be possible to view all the existing plans, organized by building, which allow you to see the availability of the various plans, as well as additional information that may have been loaded in BackOffice;

## The Process - phase 2

The Homepage will be the place of choice for interaction with the application. On this page it will be possible:

**1** Check **my location for the current day**, being possible to consult it in map form;

**2** See the list of **my reservations** for the next days, with their approval status;

**3** Make the request for a new reservation;

**4** **Checkin/checkout** through an existing QR Code in the post, so that it is possible to know, at any time of the day, which places are actually occupied and which are not.

**5** Additionally for the HR profile it will be possible to check how many requests for approval the user has pending acceptance, as well as access the list for approval. After approval of the reservation the employee will be informed; we anticipate that the approval process may be inactivated in the future in order to speed up the reservation processes.

## The Process - phase 2 (seat reservation)

The Place Reservation process will provide a wizard that will guide the employee through the entire process.

Initially the user must enter the start date and the end date of the booking he wants to do (the maximum date, in the limit, will always be the valid date set for the configuration performed in BackOffice.

After this, the user will be presented every day in order to select those for which you want to make the dialing.

In the next step the user will select the desired place (this place will be automatically blocked for a period of 5 minutes, or until the user changes the selection made), when selecting the option to finish the wizard will try to block the reserved place for all the selected days, however, if it is not possible, it will present a new selection screen for each day that it cannot.

At any time the user can cancel the process or go back.

Only after approval will the possible use of the reservation become effective.

It is also in this process of place reservation that the employee can make a request for a fixed place. This feature will be very useful for employees who want to enter continuously without having to make reservations every week.

# Locations

This area allows you to navigate through the various locations (buildings and floors) of the organization, allowing you to view the seats that are assigned to employees or the seats reserved in an ad-hoc manner.

## The Process – phase 3

The third stage of this process, and to note that this sequence is iterative, concerns the follow-up that will be carried out by the HR department for control and analysis purposes.

The menu option Reports will be accessible only to elements with the Management profile (with Backoffice management), and will give access to a page where it will be possible to search by employee and date range existing, past and future reservations.

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