

WORKPLACE HUB



Easy space management and resource allocation planning



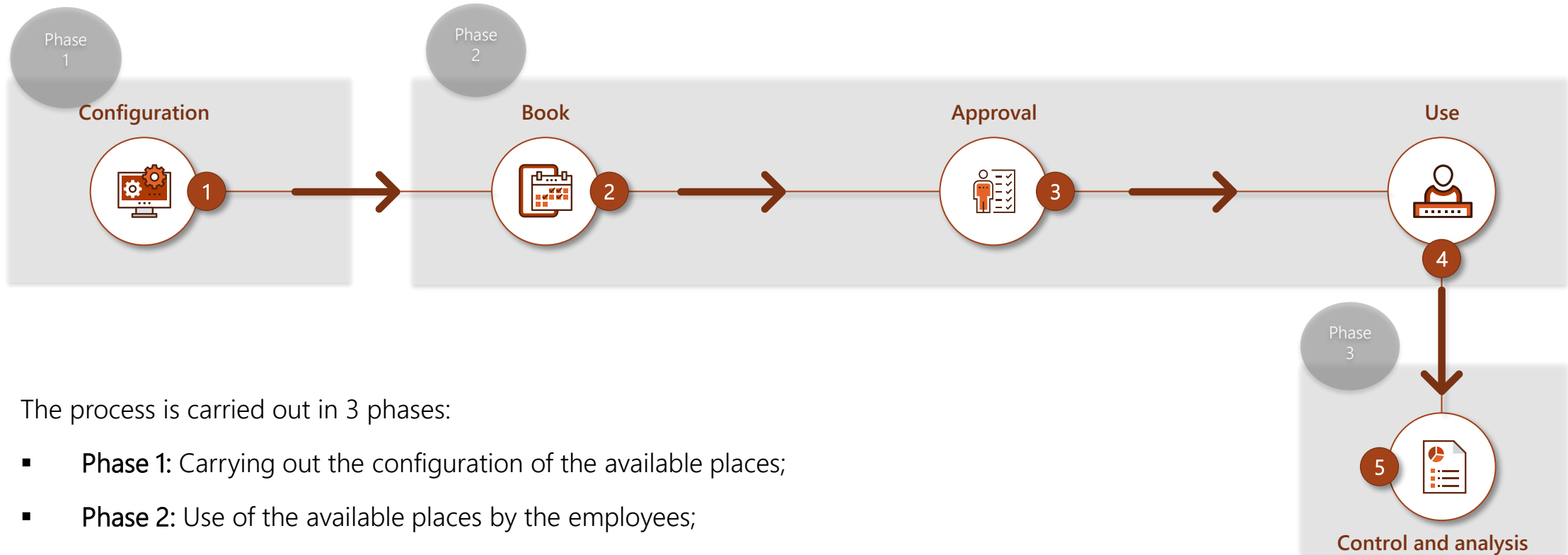
Easy process in booking seats and checkin in the building



Intelligent employee solution

The screenshot displays the Workplace Hub interface. On the left, there is a sidebar with navigation options: Home, Localizações, and Relatórios. The main content area is divided into two sections. The top section, titled 'A minha localização para hoje', shows a floor plan of 'Edifício Principal - Piso 5'. A green pin on the floor plan indicates the current location of 'Ana Dias', with a tooltip showing her name, department (Dept. Recursos Humanos), and status (Check In). Above the floor plan are buttons for 'Check out' and 'Hoje: 24 de Abril'. The bottom section, titled 'As minhas reservas', contains a table of reservations.

Edifício	Andar	Data	Status	Ações
Principal	1º	24/04/2020	Por aprovar	...
Principal	2º	25/04/2020	Ver, Editar, Remover	...
Vasco XXI	2º	27/04/2020	Aprovado	...

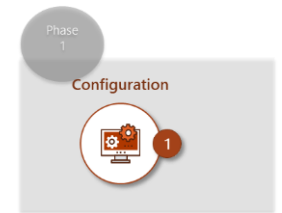


The process is carried out in 3 phases:

- **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;

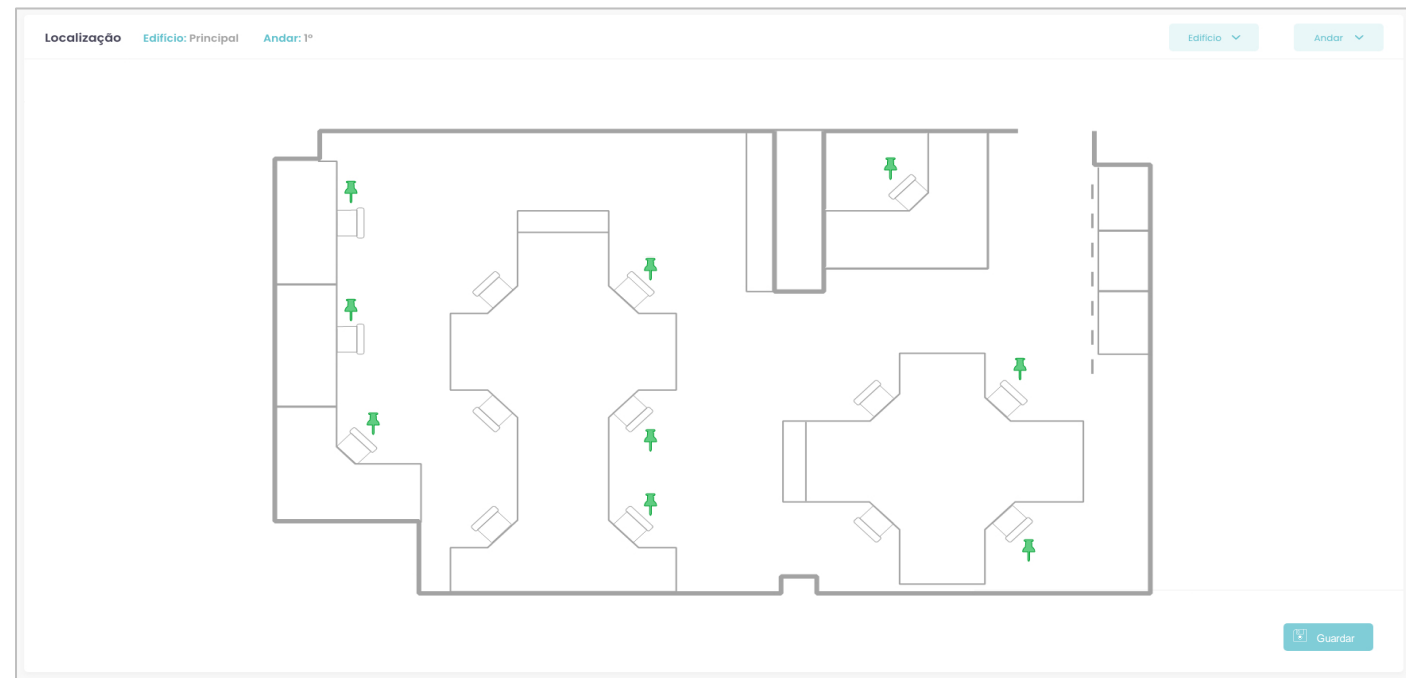
The Process - phase 1

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);



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 screenshot shows the 'workplace' application interface. At the top right, a user profile for 'Olá, Ana' is visible. The main content area is titled 'A minha localização para hoje' and shows a floor plan of 'Edifício Principal - Piso 5'. A callout '1' points to the map. A 'Check out' button and 'Hoje: 24 de Abril' are also present. On the right, a table titled 'As minhas reservas' lists reservations with columns for 'Edifício', 'Andar', 'Data', 'Status', and 'Acções'. A callout '2' points to the table. A 'Nova' button is at the top right of the table. A callout '3' points to the 'Acções' column. A callout '4' points to the 'Check out' button. A callout '5' points to the user profile at the top right.

Edifício	Andar	Data	Status	Acções
Principal	1º	24/04/2020	Por aprovar	Ver, Editar, Remover
Principal	2º	25/04/2020	Por aprovar	Ver, Editar, Remover
Vasco XXI	2º	27/04/2020	Aprovado	Ver, Editar, Remover

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 screenshot displays the 'Gestão de localizações' (Location Management) interface. On the left, a sidebar contains navigation options: 'Home', 'Localizações' (highlighted), and 'Relatórios'. The main area shows a floor plan with several desks, each marked with a pin. A tooltip for 'Manuel Girão' (Técnico Administrativo, Status: Por Aprovar) is visible over one of the desks. The top right corner features a user profile for 'Olá, Ana' (Dep. Recursos Humanos) and a notification bell. Below the title bar, there are filters for 'Colaborador', 'Hoje', 'Status', 'Edifício', and 'Andar' (Floor). A dropdown menu for 'Andar' is open, showing options from '1º Andar' to '5º Andar'.

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.

The top screenshot displays the 'Localização' (Location) view in the Workplace Hub. It shows a floor plan of the 'Principal' building on the 1st floor for the dates 24/04/2020 to 25/04/2020. A callout for 'Ana Dias' (Dep. Recursos Humanos, Status: Check in) is visible over a desk location.

The bottom screenshot displays the 'Listagem' (List) view, showing a table of reservations. The table includes columns for Colaborador, Edifício, Andar, Data, Status, and Ações.

Colaborador	Edifício	Andar	Data	Data	Status	Ações
Anabela IT Developer	Principal	1º	21/04/2020	24/04/2020	Aprovado	...
António Rodrigues Recursos Humanos	Principal	3º	25/04/2020	27/04/2020	Aprovado	...
Beatriz Gonçalves Administrativa	Principal	2º	14/04/2020	18/04/2020	Aprovado	...
Bruno Fonseca IT Developer	Vasco XXI	7º	15/04/2020	17/04/2020	Aprovado	...
Carla Andrade Consultora	Vasco XXI	1º	24/04/2020	25/04/2020	Aprovado	...
César Cardoso Mediador	Principal	5º	27/04/2020	30/04/2020	Aprovado	...
Deolinda Ribeiro IT Developer	Principal	6º	01/04/2020	15/04/2020	Aprovado	...
Diogo Pinto Recursos Humanos	Vasco XXI	2º	10/04/2020	14/04/2020	Aprovado	...
Eunice Neves Dep. Marketing	Principal	6º	16/04/2020	19/04/2020	Aprovado	...
Eurico Almeida CEO	Principal	1º	18/04/2020	30/04/2020	Aprovado	...
Filipa Almeida Directora Executiva	Vasco XXI	2º	24/04/2020	29/04/2020	Aprovado	...

Fase 3

5

Controlo e análise

ARMISGROUP

ONDE
ESTAMOS

-3 BRASIL
00.00 REINO UNIDO
GMT PORTUGAL
00.00 ANGOLA
+1 ESPANHA
+3 RÚSSIA
+8 CHINA



www.armisgroup.com
info@armisgroup.com

