

MICROSOFT TEAMS: DESK RESERVATION

Intro



Enable everyone to quickly find and book workspace on the go. Our mobile booking app makes it easy to find space, locate colleagues and manage desk bookings.



Give your employees more choice in the workplace by enabling them to reserve a workspace that meets their needs



Great addition to your workspace, clearly showing which spaces are free and which ones are in use.



Pre-Bookings allowed to book on the previous days for better management.



Role based access to book the desks in their respective floors/branches/Buildings



One person one booking ensures Your members have always got a desk waiting for them

Solution Overview



SharePoint to save and read data from a SharePoint list



Office 365 Users to read user profile information



Microsoft Teams



Power Apps



power automate to trigger the confirmation once the booking is done

Business Need or Pain Areas Addressed



Book with a few quick taps



Optimize & organize workspace. Admins manages the desk (add, remove)



Favorite desk is available by booking ahead of time



Team tracking for quickly finding colleagues

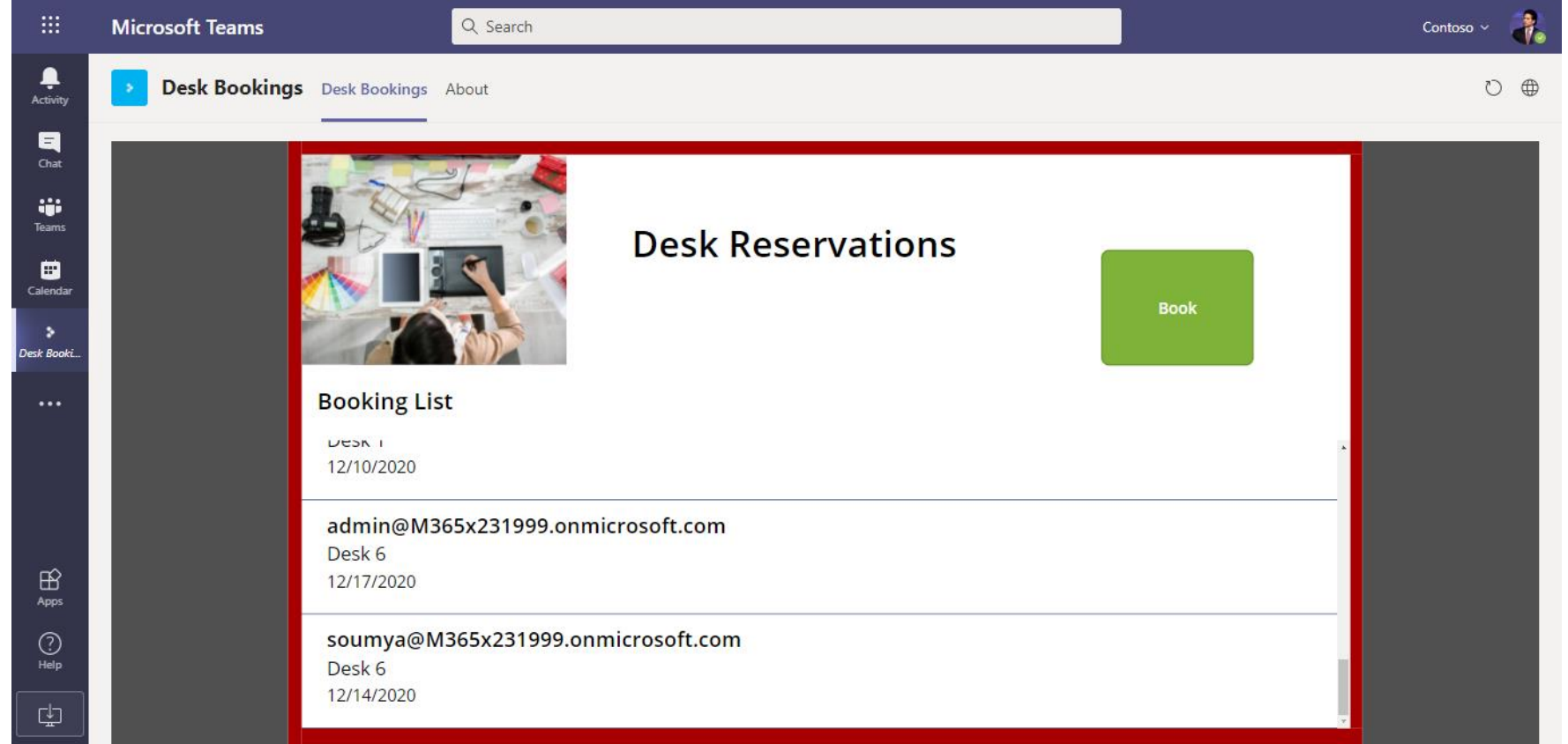


Accurately measure utilization, trace employee presence



Integration of related additional features in the single app

App Usability: Home Page



- 1. Bookings List:** Employee's will be able to look into the desks reserved by list of employees on particular date & book accordingly.
- 2. To Book:** To pre book the desk for the next day or other days other than on the present day for the management of desks & prior knowledge.

App Usability: Bookings with Details

The screenshot shows a Microsoft Teams interface with a sidebar on the left containing icons for Activity, Chat, Teams, Calendar, Desk Bookings, and a menu. The main content area displays a 'Reserve your Desk' form. The form has a title bar with a close button (X) and a search bar. The form fields are as follows:

- Name:** MOD Administrator
- * Check In:** 12/11/2020
- * Buildings/Branches:** Building A (dropdown menu)
- * Building.office.desk:** 2 (dropdown menu showing Desk 2)
- * Parking Slot:** ☐ yes, ☐ No
- Email:** admin@M365x231999.onmicrosoft.com

At the bottom of the form is a 'Submit' button and a link to www.google.com.

1. **Name:** Displays the user name , from the office 365 users.
2. **Date :** will be able to book the desk for the upcoming future dates , pre-bookings allowed. On spot desk reservation is disabled for better utilization & management of space.
3. **Desks:** Employee can reserve the favorite desk first ,among the available choices which are not already booked.
4. **Email:** Register with the particular mail ID , with added feature one person, one desk per day basis.



Thank You.