



MANAGING WORKSPACE BOOKING USING THE MICROSOFT OFFICE 365 PLATFORM

There are many advantages to the rapid spread of office systems that forgo permanent desks for employees, but they nonetheless have a serious downside. If a worker comes into the office unexpectedly, or a team of experts needs to have a meeting, there might not be enough workspace available for them, let alone free conference rooms. And the COVID-19 pandemic requires social distancing to be ensured between occupied tables. To solve this issue, we present the Workspace Booking Manager system on the Office 365 platform.

THE TASK

The culture of desk sharing, where the employees don't have permanent seating arrangements really took off about a decade ago. This practice saved a lot of office space and raised the level of employee interaction. The worldwide quarantine has only increased this tendency: employees that work remotely got used to only coming into the office if it's absolutely necessary, like if there is a mandatory in-person meeting. The office spaces themselves shrunk as well due to the current state of the economy. After the quarantine was lifted, and some workers have stopped working remotely, companies ran into a surprising problem: there simply wasn't enough space left for everyone. Having to comply with social distancing rules only exacerbated the issue. The only solution is to book workspaces and conference rooms in a timely manner.

THE SYSTEM

The "Workspace Booking Manager 365" system lets employees reserve a specific desk or conference room for a given date and time (within one hour) via Internet right on the office floor plan. The system monitors previous bookings and will return a warning if the user tries to book an already booked desk or conference room. When booking, we use a floor plan unique to the company that shows all available desks. The system works in Microsoft Teams and does not need any additional authorization from the users.

Advantages:

- Teams-based application.
- Accessed via the Internet, only a browser is needed.
- Visual aid: selecting the necessary desk is done using the office floor plan, with all booked desks/conference rooms shown for each day. Each entry is listed along with the time and user that did the booking. Clicking on a desk opens the booking window. The color of the desk on the floor plan shows its availability: booked for the whole day (red), booked for a part of the day (yellow), or free (green). Afterwards, the user can cancel a booking online.



Microsoft Partner
Gold Application Development
Gold Cloud Productivity
Gold Data Analytics
Gold Datacenter
Gold Small and MidMarket Cloud Solutions
Gold Windows and Devices
Silver Cloud Platform
Silver Collaboration and Content
Silver Messaging
Silver Project and Portfolio Management

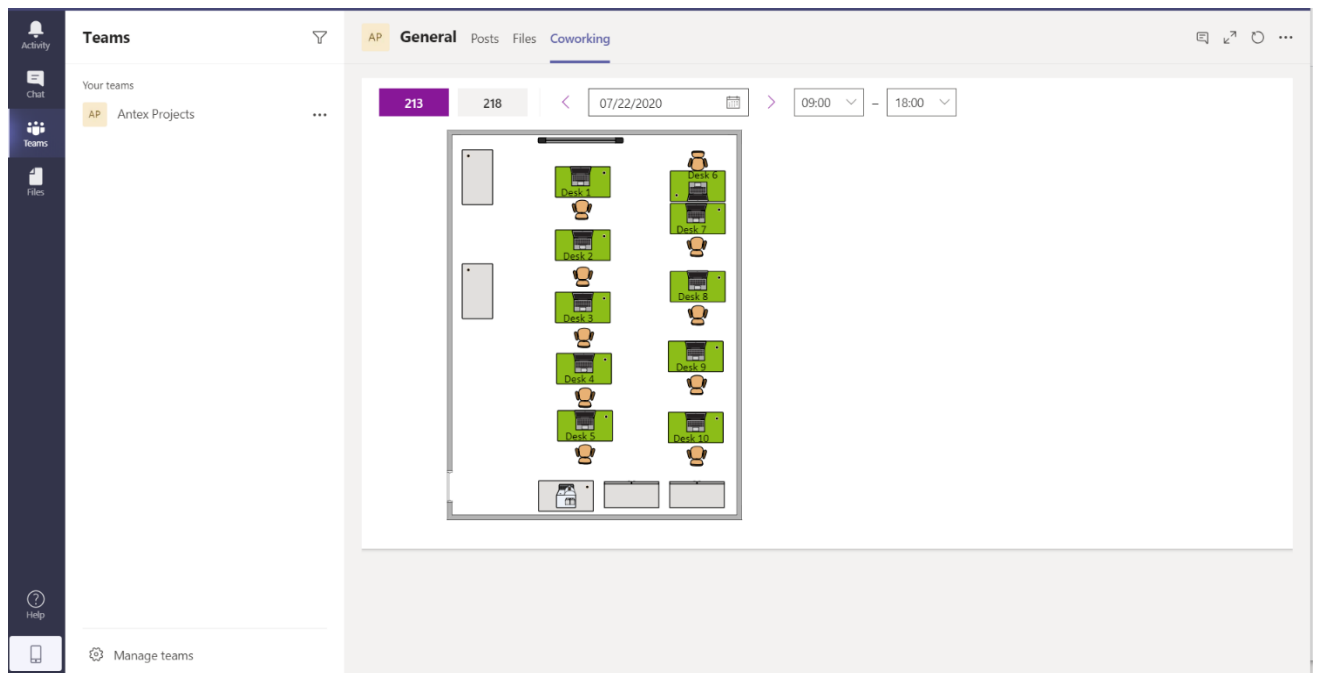
- The floor plan completely matches the physical office floor plan.
- COVID-19 mode: social distancing requirements enforced when booking. Desks within social distancing range from a booked desk are colored grey and can't be booked.
- Notifying the user with a confirmation of date, time, and desk booked, and letting them cancel the booking.

SYSTEM REQUIREMENTS

- ❖ Microsoft Office 365 edition with SharePoint Online and Microsoft Teams.
 - ❖ A browser on the user's PC compatible with SharePoint Online.
-

SOLUTION SCREENSHOTS

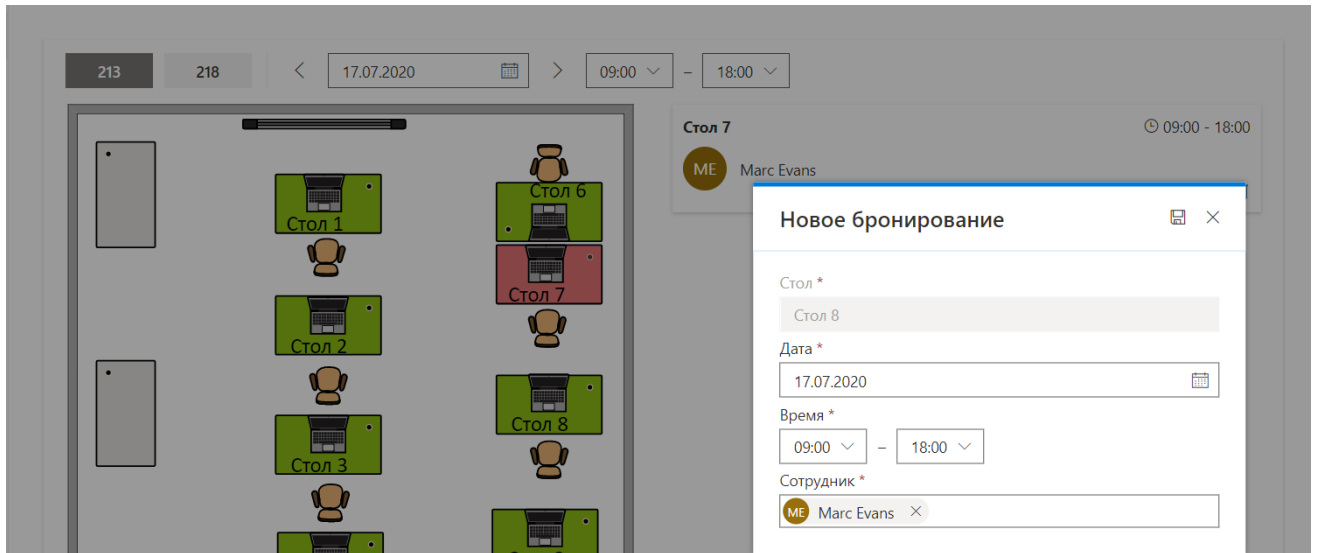
Available desks in normal mode





Microsoft Partner
Gold Application Development
Gold Cloud Productivity
Gold Data Analytics
Gold Datacenter
Gold Small and MidMarket Cloud Solutions
Gold Windows and Devices
Silver Cloud Platform
Silver Collaboration and Content
Silver Messaging
Silver Project and Portfolio Management

Selecting a desk





Microsoft Partner
Gold Application Development
Gold Cloud Productivity
Gold Data Analytics
Gold Datacenter
Gold Small and MidMarket Cloud Solutions
Gold Windows and Devices
Silver Cloud Platform
Silver Collaboration and Content
Silver Messaging
Silver Project and Portfolio Management

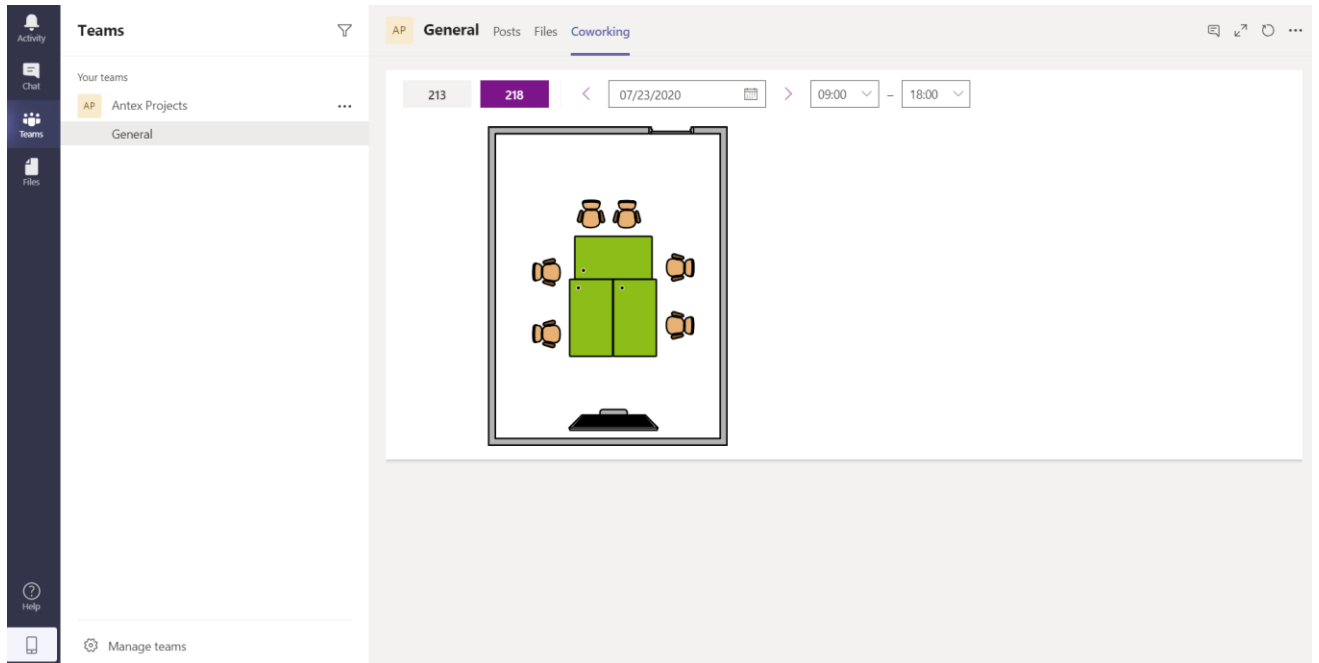
Selecting a desk in COVID-19 mode

The screenshot displays the Microsoft Teams interface in 'Coworking' mode. On the left, the 'Teams' sidebar shows 'Antex Projects' and a 'General' channel. The main area features a virtual office floor plan with 10 desks, each with a user icon. A calendar at the top shows the date 07/23/2020 and a time range from 09:00 to 18:00. On the right, a panel lists available desks: 'Desk 5' and 'Desk 8', both currently occupied by 'Sergey Savinov' (SS) with a profile picture. The interface includes navigation icons for Activity, Chat, Teams, and Files on the left, and a 'Manage teams' option at the bottom left.



Microsoft Partner
Gold Application Development
Gold Cloud Productivity
Gold Data Analytics
Gold Datacenter
Gold Small and MidMarket Cloud Solutions
Gold Windows and Devices
Silver Cloud Platform
Silver Collaboration and Content
Silver Messaging
Silver Project and Portfolio Management

Selecting a conference room





Microsoft Partner
Gold Application Development
Gold Cloud Productivity
Gold Data Analytics
Gold Datacenter
Gold Small and MidMarket Cloud Solutions
Gold Windows and Devices
Silver Cloud Platform
Silver Collaboration and Content
Silver Messaging
Silver Project and Portfolio Management

Booking a conference room

The screenshot displays the Microsoft Teams interface. On the left, the navigation pane shows 'Teams' with a list of teams: 'Antex Projects' and 'General'. The main area shows a virtual meeting room with a calendar view for '07/23/2020' and a time slot from 14:00 to 18:00. A 'New booking' dialog box is open, containing the following fields:

- Desk *
Room
- Date *
07/23/2020
- Time *
14:00 - 18:00
- Employee *
Sergey Savinov



Microsoft Partner
Gold Application Development
Gold Cloud Productivity
Gold Data Analytics
Gold Datacenter
Gold Small and MidMarket Cloud Solutions
Gold Windows and Devices
Silver Cloud Platform
Silver Collaboration and Content
Silver Messaging
Silver Project and Portfolio Management

Booking error notification

