

## WORKSPACE AND PARKING SPOT BOOKING MANAGER 2.0 FOR MICROSOFT 365

*Offices where workers aren't bound to a single dedicated workspace have spread quickly throughout the corporate world. However, this mode of operation has a serious drawback: your workers don't have a guaranteed workspace/conference room/parking spot reserved for them when they need to come to the office or meet a team of specialists. On top of that, CoVID-19 pandemic restrictions demand you maintain social distancing between the occupied workspaces. To solve this issue, we present the Workspace Booking Manager 365 2.0 system built on the Microsoft 365 platform.*

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### 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 CoVID-19 pandemic has only increased this tendency: employees that work remotely got used to only coming into the office if it's absolutely necessary. The office spaces themselves have shrunk as well, due to lower demand. In order to provide a safe working environment for the workers, companies now need to effectively manage the available workspaces and parking spots. 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.

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### THE SYSTEM

The Workplace Booking Manager 2.0 system lets employees reserve a specific resource (desk, conference room, office section, or parking spot) for a given date and time (within one hour). The system monitors previous bookings and will return a warning if the user tries to book an already booked resource. When booking, we use a floor plan unique to the company that shows all available desks. The system uses Microsoft Teams and doesn't need any additional authorization from the users.

Advantages:

- Accessed via the Internet: the worker only needs a browser or a Teams client.
- 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).

- 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.
- Booking precision of down to a minute.
- Workspace booking of any shape.
- Combined workspace booking (for example, several desks, possibly in different parts of the office, as a single whole).
- Multilingual application (the user language is selected based on browser settings).
- Visual editor (uploading and marking office spaces for booking in any graphical format and of any size).
- Unlimited number of office space plans available.
- Map scaling and necessary office space section selection for greater visibility.
- Double booking management and warning (the same person cannot book several workspaces for themselves at once).

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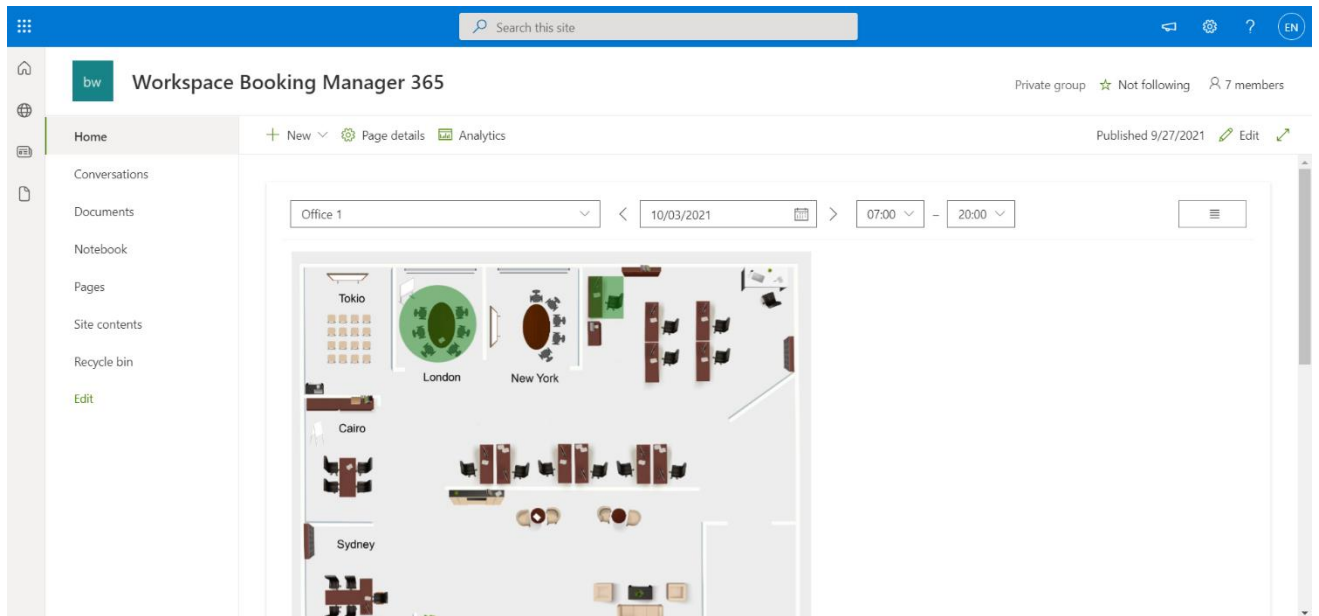
## SYSTEM REQUIREMENTS

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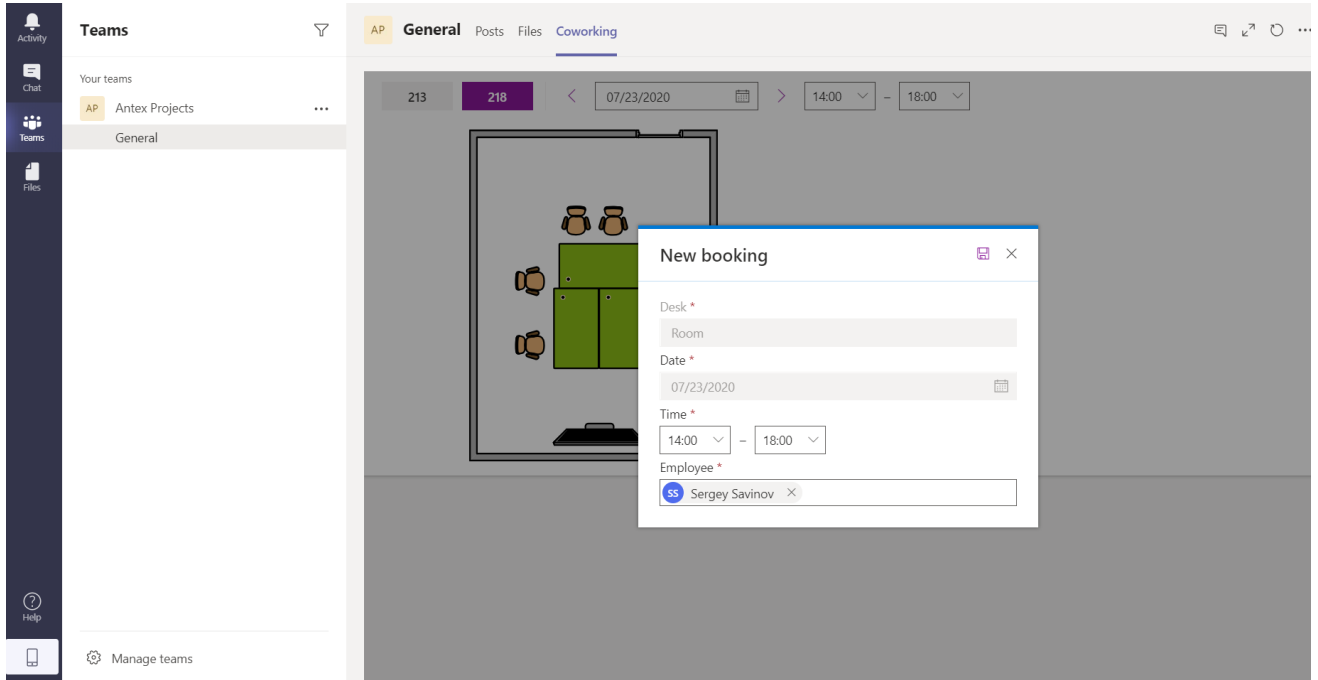
- ❖ Microsoft Office 365 edition with SharePoint Online and Microsoft Teams.
- ❖ A browser on the user's PC compatible with SharePoint Online.

## SOLUTION SCREENSHOTS

Available desks in standard mode



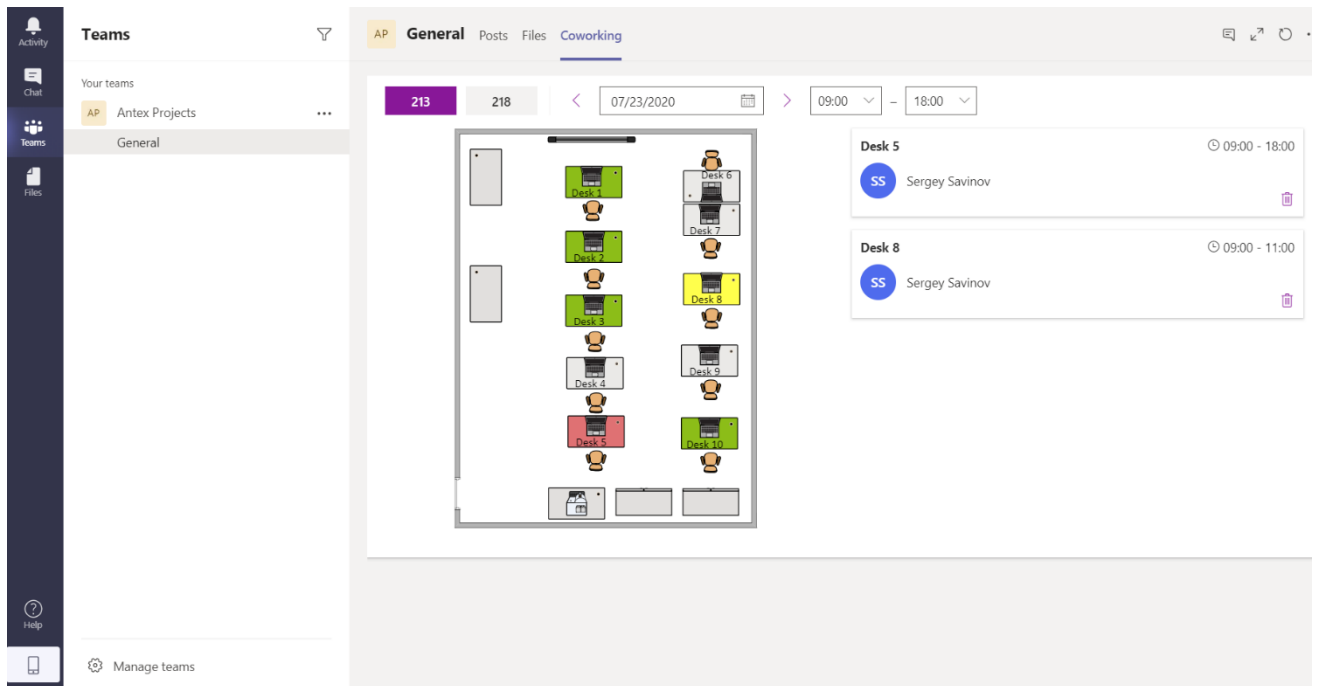
## Selecting a place/meeting room



The screenshot displays the Microsoft Teams interface. On the left, the 'Teams' sidebar shows 'Antex Projects' and 'General'. The main area shows a 'Coworking' calendar view for '07/23/2020' with 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

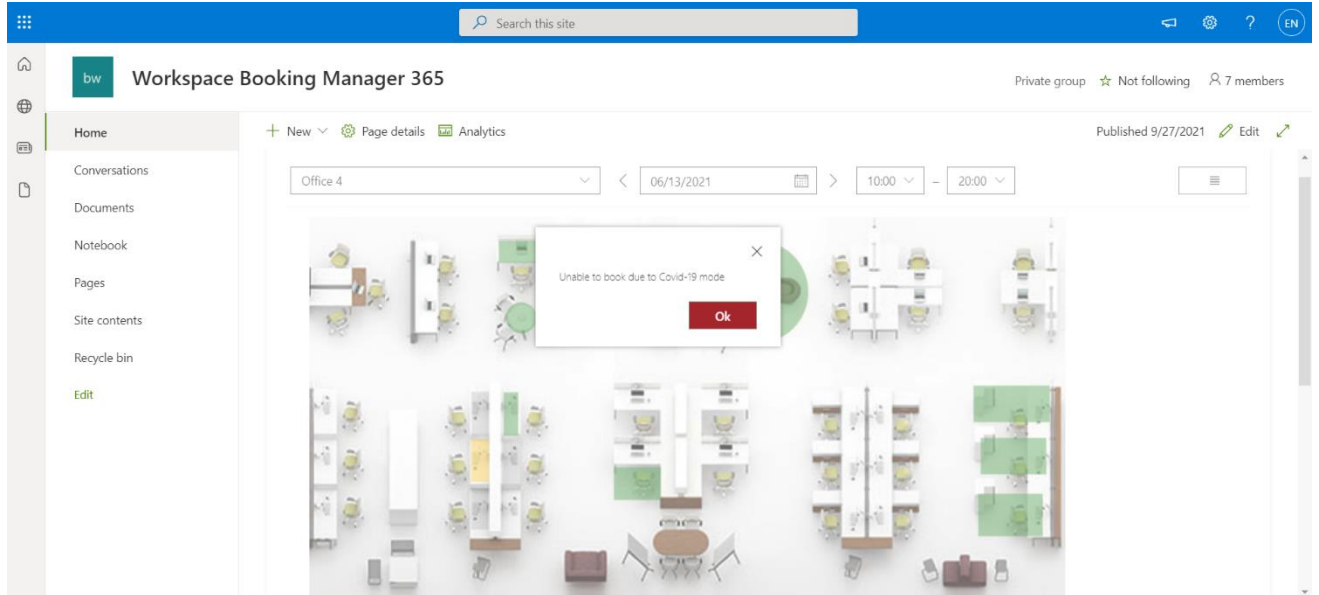
Selecting a desk in CoVID-19 mode (desks directly adjacent to booked ones are unavailable)



The screenshot displays the Microsoft Teams Coworking interface. On the left, the 'Teams' sidebar shows 'Antex Projects' and a 'General' channel. The main area is titled 'General' and includes tabs for 'Posts', 'Files', and 'Coworking'. The 'Coworking' tab is active, showing a calendar for '07/23/2020' with a time range from 09:00 to 18:00. A grid of desks is visible, with Desk 5 and Desk 8 highlighted in yellow, indicating they are booked. To the right, a list of booked desks is shown:

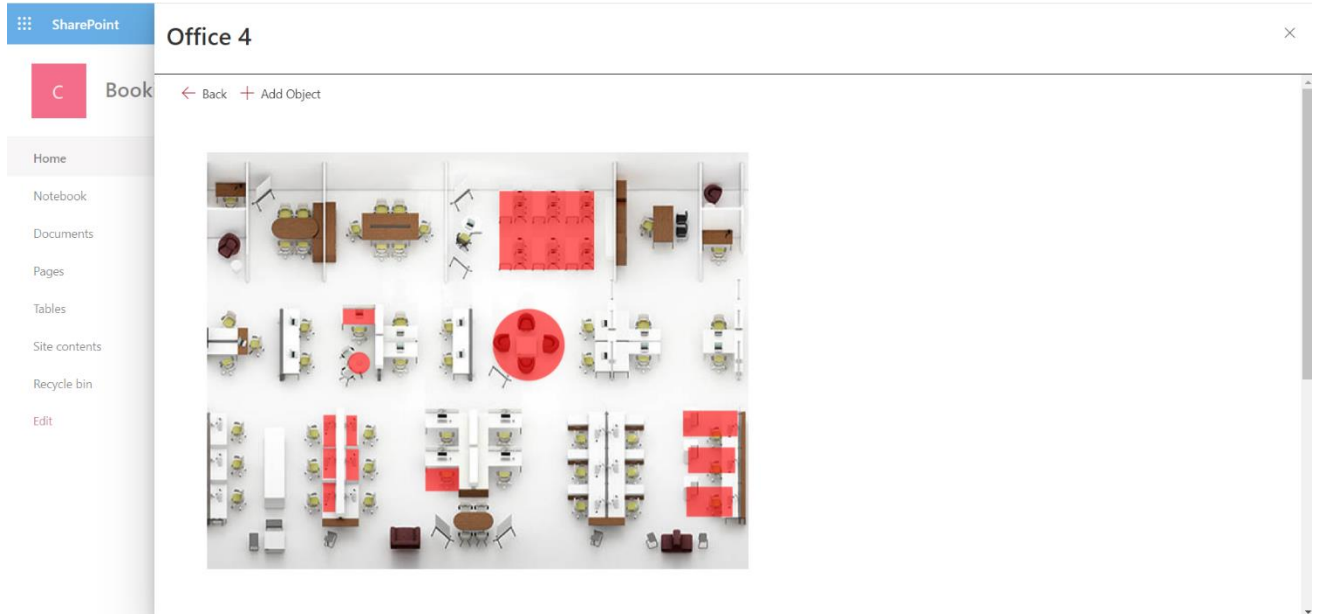
Desk	Booked By	Time Range
Desk 5	Sergey Savinov	09:00 - 18:00
Desk 8	Sergey Savinov	09:00 - 11:00

## Booking error message

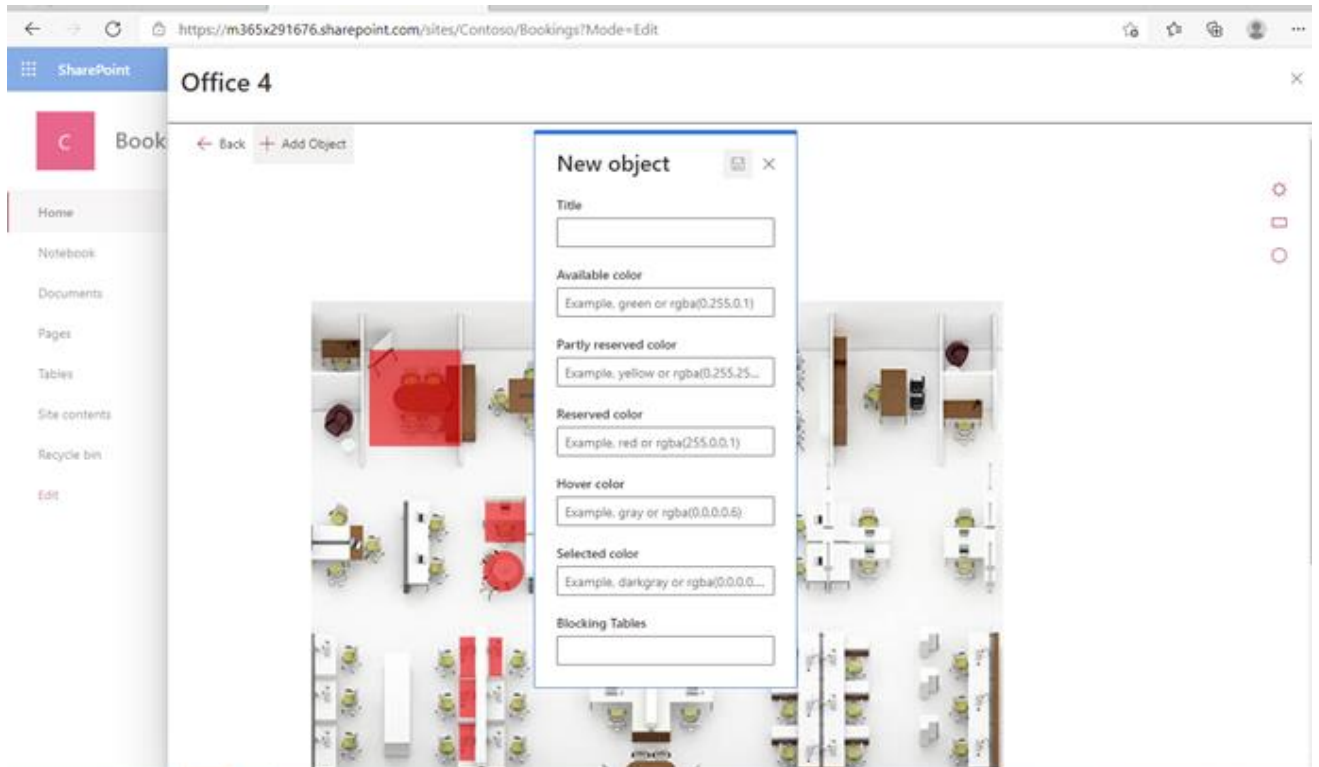


The screenshot displays the Microsoft 365 Workspace Booking Manager interface. The page title is "Workspace Booking Manager 365". The interface includes a search bar at the top, a navigation sidebar on the left with options like "Home", "Conversations", "Documents", "Notebook", "Pages", "Site contents", "Recycle bin", and "Edit", and a main content area. The main content area shows a calendar view for "Office 4" on "06/13/2021" from "10:00" to "20:00". A modal dialog box is overlaid on the calendar, displaying the message "Unable to book due to Covid-19 mode" with an "Ok" button. The interface also shows "Published 9/27/2021" and "Edit" options.

Editing the office plan (places available for booking are displayed in red)

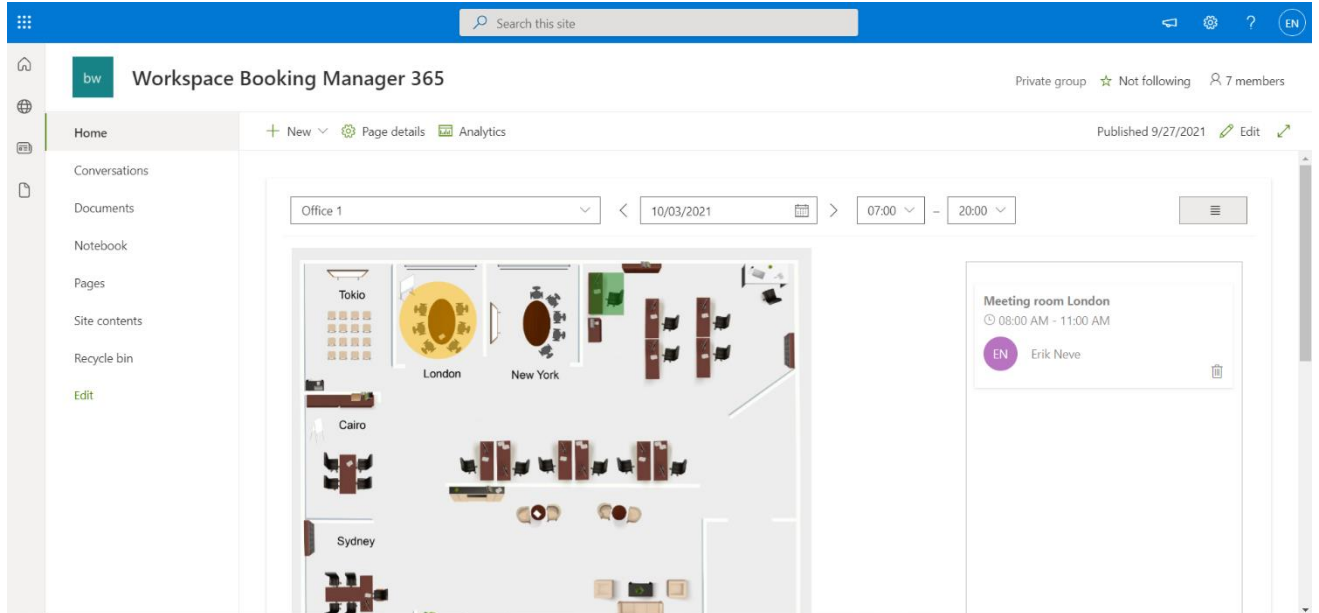


## Adding a new booking object





## List of reservations



The screenshot displays the 'Workspace Booking Manager 365' interface. The top navigation bar includes a search field and user profile options. The main content area shows a calendar view for 'Office 1' on '10/03/2021' with a time slot from '07:00' to '20:00'. A meeting room reservation is visible for 'Meeting room London' from '08:00 AM - 11:00 AM', booked by 'Erik Neve'. The interface also features a sidebar with navigation options like 'Home', 'Conversations', and 'Documents', and a top section with 'New', 'Page details', and 'Analytics' options.