



Sistemi LAB

BookingLab

BookingLab

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Remove all the complexities and difficulties associated with the use of meeting rooms, classrooms and offices.

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01. What it is

Simple meeting management

BookingLab is the system for managing and booking workstations, classrooms and offices which allows to reduce administrative times and to adopt more intelligent booking processes in the workplace.

Designed for today's workplace: dynamic, collaborative and flexible.
Intended for all facilities: public and private companies.

Integration with Microsoft and the Exchange mail server

Retrieve the availability of rooms and participants in real time thanks to the integration with Microsoft Office 365 systems and Exchange network software.



02.

What it does

Booking of offices and workstations

Monitor all aspects of your meetings and schedule any associated services.



Real-time meeting information

View information about the meeting in progress on your PC or on a tablet installed in the meeting room or workstation.



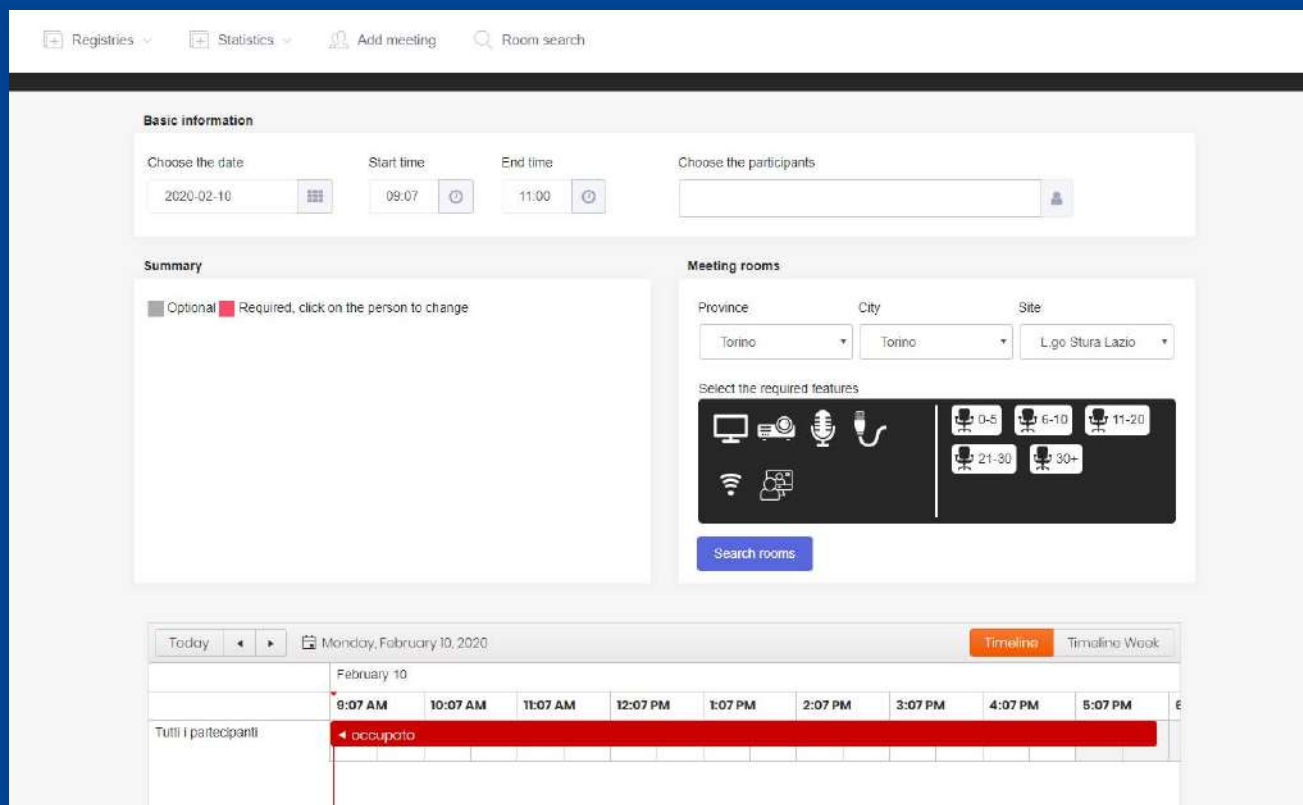
Event planning

View the next scheduled event quickly and easily.



Administrative panel

Ability to manage meeting room reservations and modify them in real time.



Meeting rooms, choose the one that suits you



Daily planning

The solution provides a function through which it is possible to manage the daily room reservation.



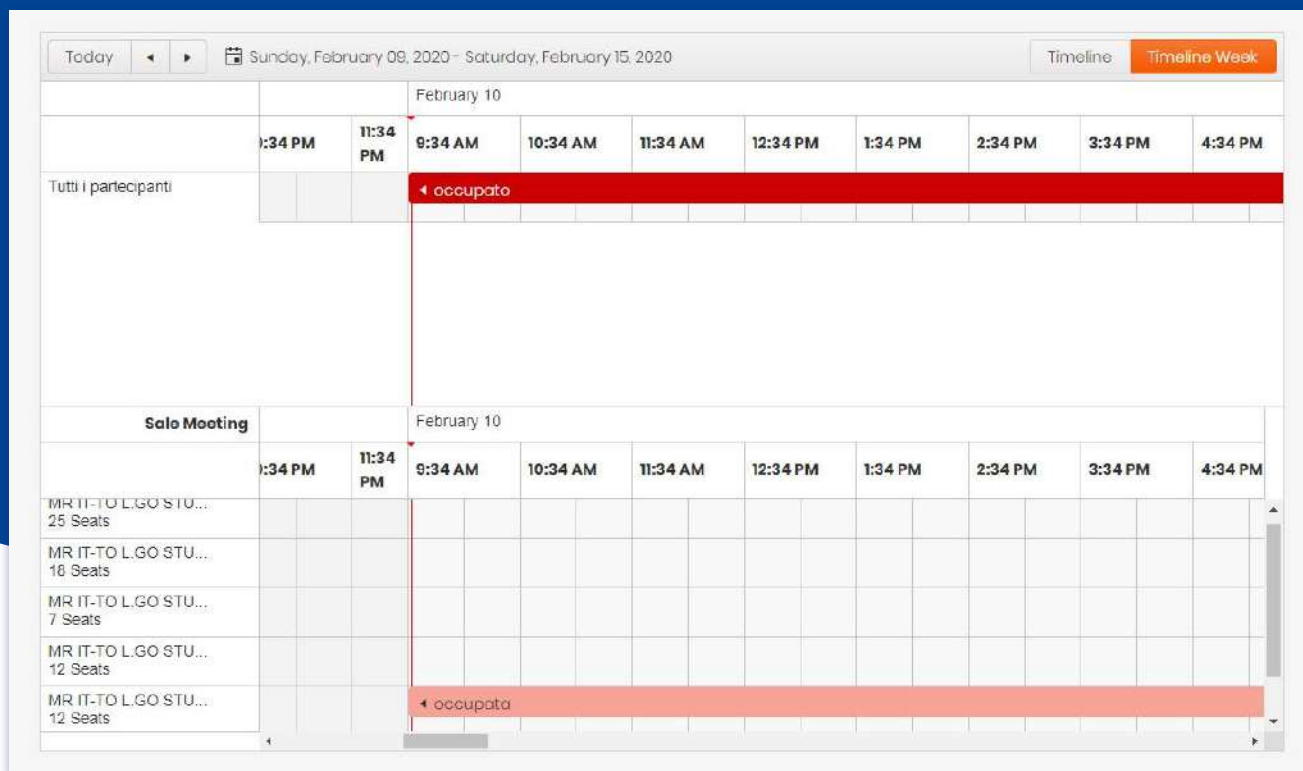
Meeting details

Planning of the equipment and set-ups necessary for the organization of the event (video projector, microphone, overhead projector, etc ...), with the ability to choose the place, name and number of participants.



Weekly view

View all meeting room bookings, with all related features, week by week via the integrated calendar.



03.

Workstations & Smart working

Simple booking of your workstation and offices

Search and easily book your workstation and the office available remotely by choosing the equipment needed for the event.

- Flexibility and autonomy in the choice of spaces, times and tools to be used
- Find an available workplace or office
- Simple remote booking





04.

Desk booking



Create and manage your agile workplace

Through our software solution you can easily search and book a workspace made to measure for you. You can also search for people in the building and manage your reservations in an easy and intuitive way.



Enable agile work

Allow your employees to reserve a workspace that meets their needs.



Gets better efficiency

Thanks to the low number of fixed workstations, the experience improves, resulting in shared spaces.



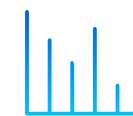
Gets better the satisfaction

More freedom and choice in the workplace. Employees can access a wide variety of spaces suitable for different activities.



Manage reservations

View which workspaces are free and which are occupied.



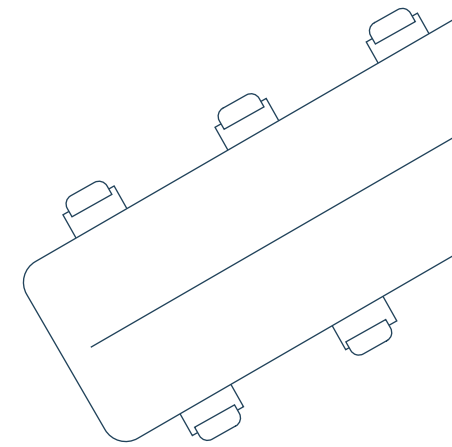
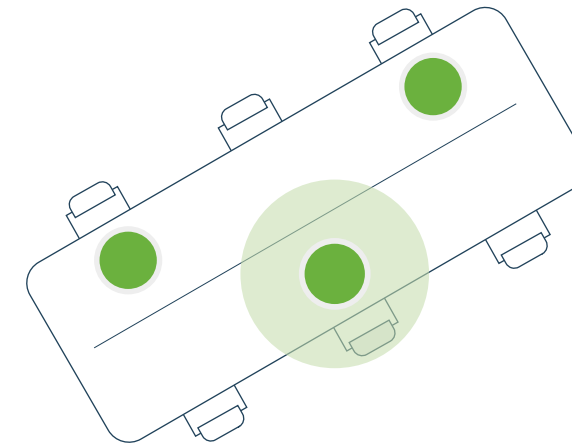
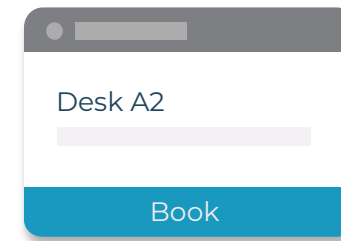
View complete reports

Plan your reservations based on comprehensive reports.

1

Search and book a workspace

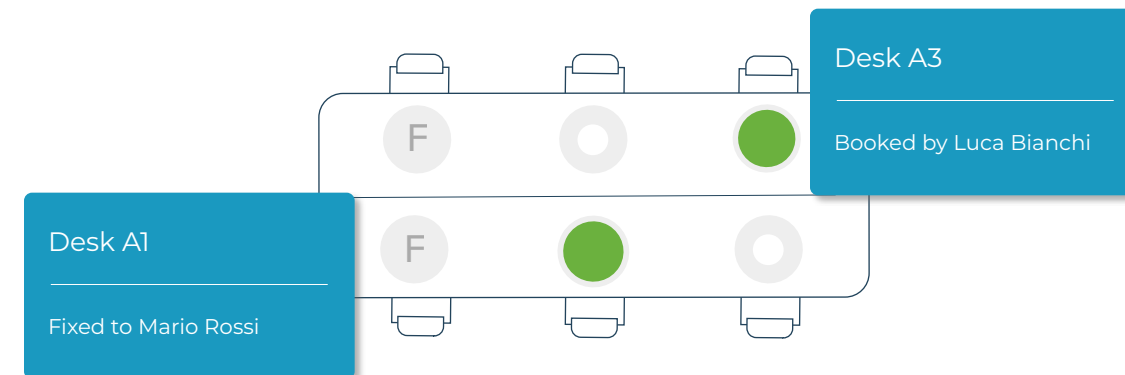
Find and book your workspace wherever you are and get a visual overview of the available spaces.



2

Types of work areas

Fixed workspaces can be permanently assigned to one person, who can release them to others at any time. To assign a workspace you need to do check-in desk.



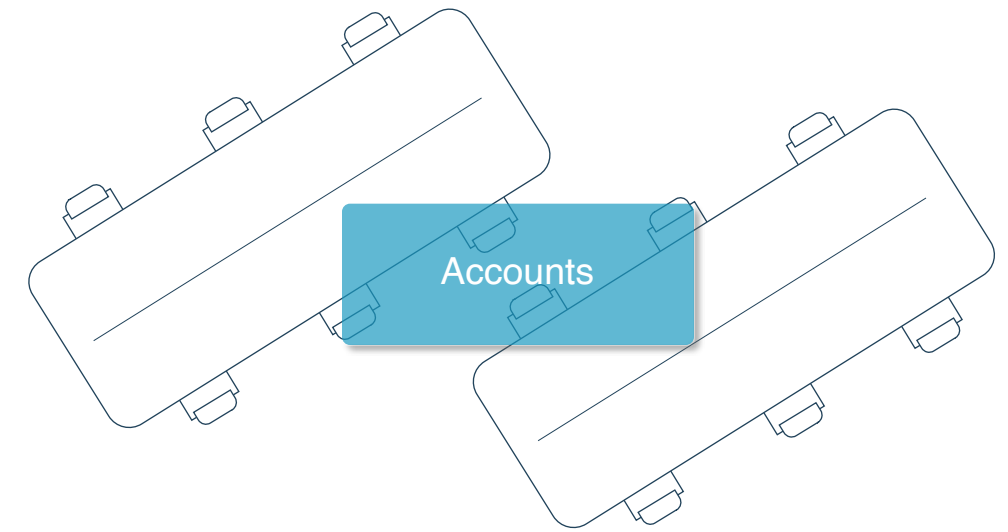
3

Types of work areas

Create user groups and assign them the ability to access specific work areas. Users can then view and book only the areas they have access to.

Type: Fixed Desks

Group: Accounts
Development
Finance



4

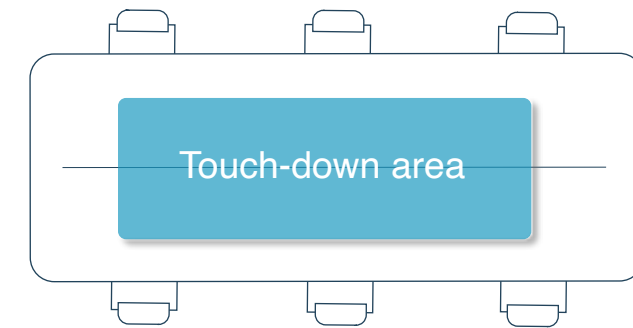
Personalized booking

Set reservation rules (for example a certain workstation can be reserved days and weeks in advance by specific users).

Users can book in advance for:

2

Week
Day



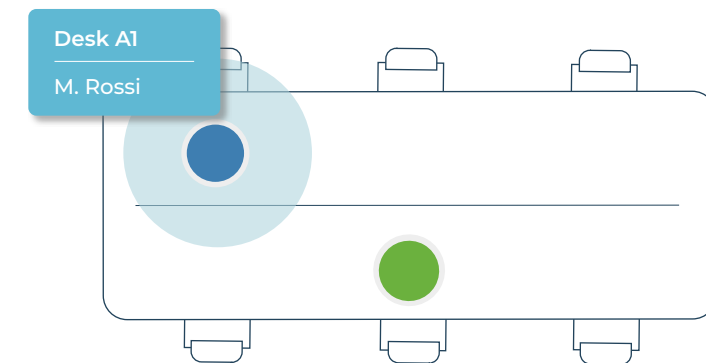
5

Find your collaborators

Easily locate your colleagues inside the building. Simply enter a name and date to view the person's bookings for the workspaces sought after.

Name: M. Rossi

Date: 04/03/2020

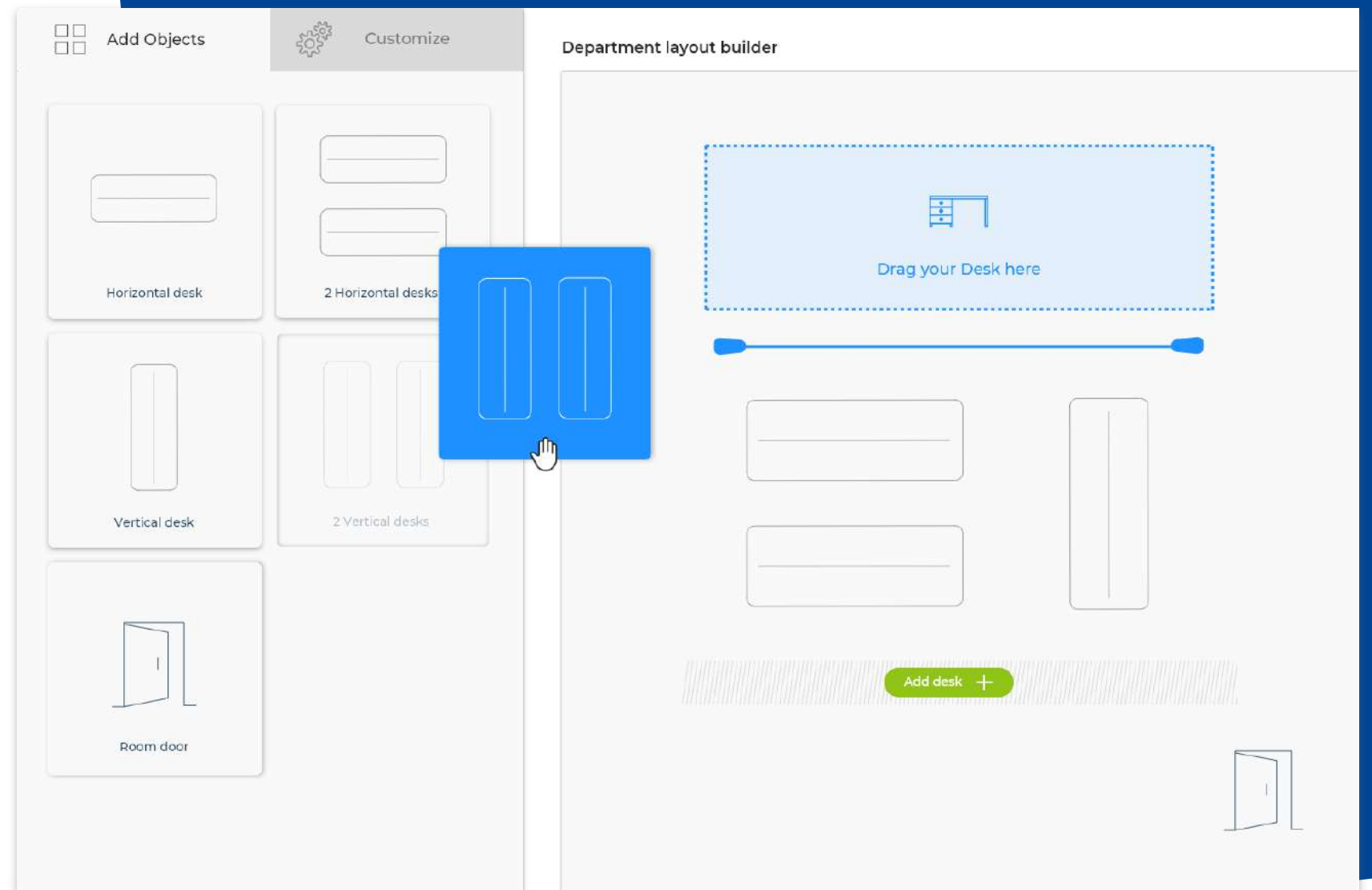


6

Create your office layout

Create, modify and customize your department or office with the Layout Builder Drag and Drop, a simple layout generator that allows to customize and arrange the desks to your liking.

The tool also provides the possibility to upload a CAD file to be used as a basis for creating the layout of your office.



7

Find your workplace or office based on the equipment of your interest

The solution includes the integration of the equipment function that allows you to search and book the workplace or office based on the equipment needed.

Choose department

Development



Choose the date

2020-05-13



Start time

9:30

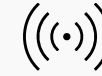


End time

18:30



Select the required features



Search seats

05.

Custom solutions

Digital lock: door opening with access code

Through the application it will be possible to open the door of the meeting rooms in different ways, including a code or the use of a badge, ensuring maximum ease of use and high security standards.



05.

Custom solutions

Totem and tablet

The solution can be used on dedicated totems that can be positioned in specific areas and have a layout specifically designed to share internal communications: list of scheduled meetings, location of rooms, space availability, meeting content.



05.

Custom solutions

Management of meeting rooms and conference rooms with tablets

Integrated solution for managing meeting rooms and appointments directly using the tablet (it can also be fixed to the wall).

Optimize meeting room management times by monitoring and consulting the scheduling and duration of scheduled appointments at any time.



06.

Benefits

1

Find the right meeting room

Using advanced search tools, it is possible to search for the meeting room with the best features and equipment based on the meeting to be planned.

2

Detailed reporting

It is possible to find information about the number of reservations made and to know how many times a specific equipment has been requested (seats, conference system and more).

3

Ease of use and fast access

The tool is of immediate use, no special training is required and it is possible to be quickly operational.

4

Marketing and technology

View the planning on an information monitor installed at the workstation combining design, technology and practicality.



THANK YOU

SISTEMI LAB SRL

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