ti&m Places

Desk booking made easy

Our Desk Booking App for Microsoft Teams

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What ti&m Places offers

An overview of all features

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Available on all devices
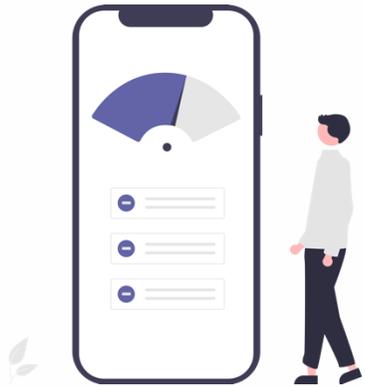
Efficient

**Book with just
a few clicks**
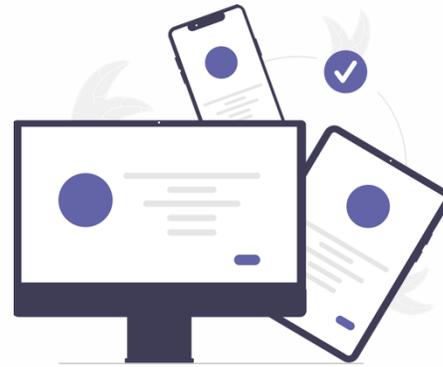
Responsive

**Available on
all devices**
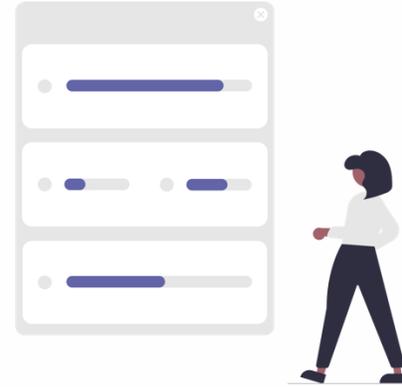
Needs-based

**Find the right
workspace**

Intuitive

**Extremely easy
to use**

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Easy booking in MS Teams

✓ **Completly integrated into MS Team**

✓ **Easy installation and setup**

✓ **Simplified access to bookings**

Booking with a few clicks

- ✓ **Book your desk, parking lot or meeting room from office map**

- ✓ **Your last search criteria will be save**

- ✓ **Book favorites directly from dashboard**

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Find What You Need

- ✓ **Select your booking option: Desk, parking lot or meeting room**

- ✓ **Declare where, when and for how long**

- ✓ **Specify your desired equipment**

Hello Jane,
What would you like to book?

⌄ **Location**

Lorem-Street, 2nd Floor, Any space

⌃ **Duration**

Date
Today, September 25

Time
Full day

⌄ **Equipment**

1x USB-C-Hub, 2x Dell Monitor,
1x Microsoft Mouse

⌃ **Equipment**

Category
Monitor

Amount
2

Model (optional)
Model (optional)

＋ Add to filter

Choosen equipment

2x Monitor

1x USB-C-Hub

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Better collaboration

✓ **Coordinate office days effortlessly within the team**

✓ **Recognize where colleagues will be seated**

✓ **Book a spot next to a colleague**

✓ **Create bookings for your coworkers**

✓ **Easier and more effective collaboration**

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Automated workplace booking

✓ **Recurring booking of the preferred workplace**

✓ **Evaluation of absence information from Outlook**

✓ **No booking during vacations or other absences**

✓ **Automatic notification in Teams**
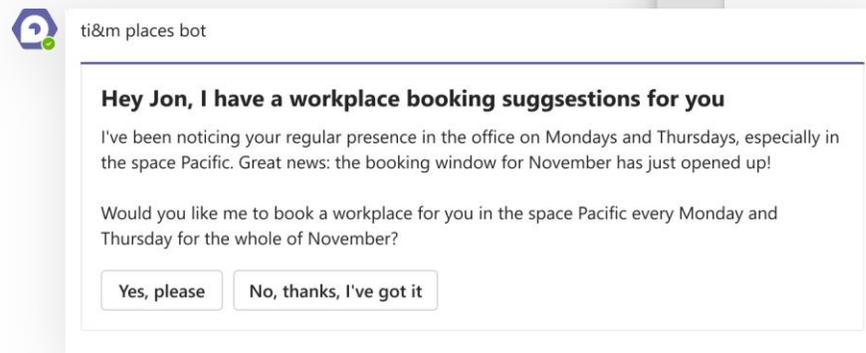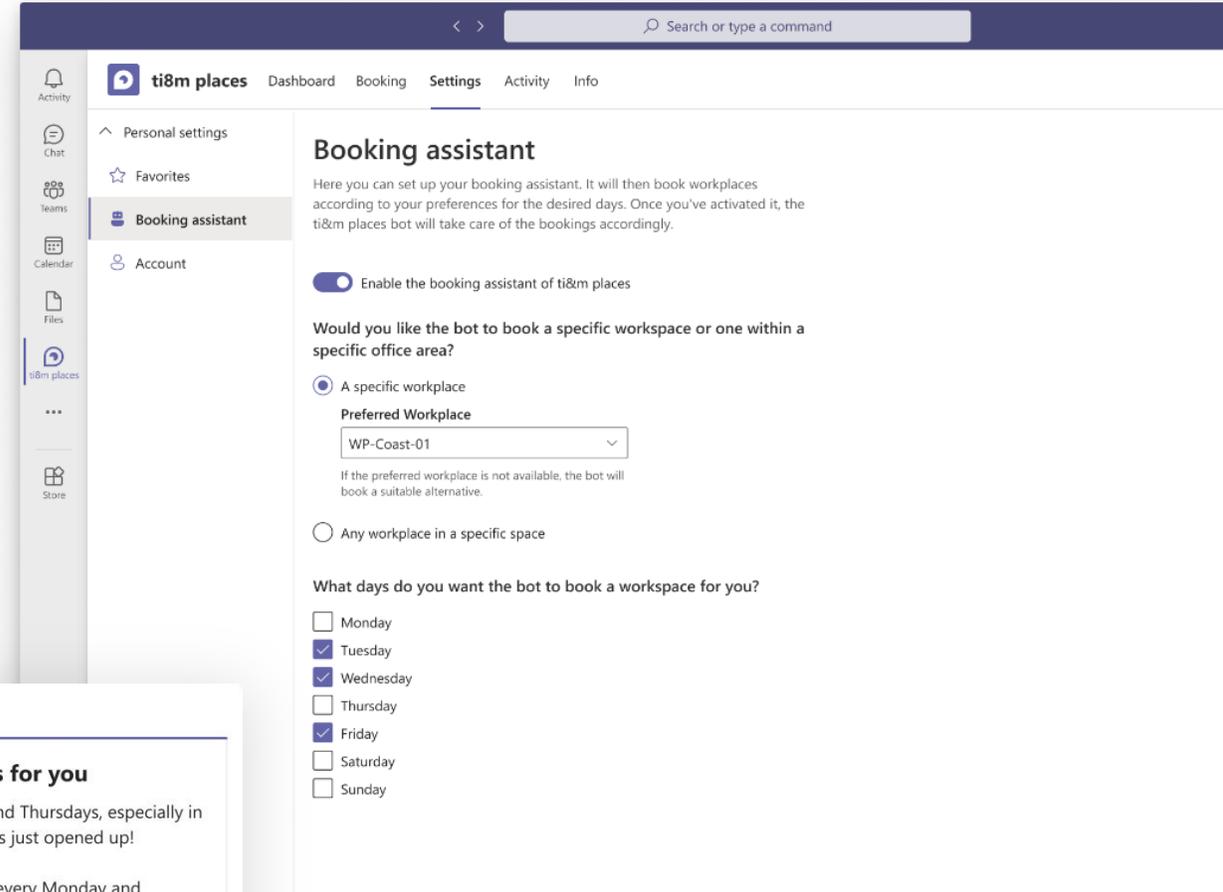
Spontaneously booking

✓ **Book workplaces via QR Code scanning**

✓ **Scan QR Code and check availability**

✓ **Book a workplace with just one click**

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Cancel reservations for unused desks

✓ **Enforce Check In**

✓ **Automatically cancel unused bookings (e. g. because of sickness of the employee)**

✓ **Automatic notification in Teams**

✓ **Get more accurate data on effective usage of your offices**

ti&m places bot

A workplace booking was canceled

Hi Andri,
I wanted to briefly inform you that one of your workplace bookings has just been cancelled by me because it was not checked in.

Workplace: WP-PAZIFIK-15
Date: Monday, August 5, 2024
Time: Full day

Booking policy

Workplaces

Description (optional)

Bookable days

Monday-Friday

Booking window
Define how far into the future users should be able to book workplaces.

○ unlimited
○ sliding booking window
● fixed booking window

Length of booking window   Time that booking is available in advance

| 1 calendar month | 10 days |

Booking slot
Define how long a workplace can be booked

● the entire work day
○ predifined (shift booking)
○ selectable by the user

Mandatory check in

🔘 Bookings that have not been checked in are automatically deleted

🗑 Delete   Cancel   Save

WP-PAZIFIK-03

Today, Full day

Pazifik II on 2nd Floor
Buckhauserstrasse 24 in Zürich

Check in   ...

Find a free meeting room quickly

- ✓ **Quickly view available meeting rooms**

- ✓ **View available time slots for an entire day**

- ✓ **Easy booking with just a few clicks**

- ✓ **Synchronization of bookings with Outlook**

- ✓ **Easier to use than outlook**

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Cross-floor and cross-location search for the perfect meeting room

✓ **Search with many different criteria**

✓ **Clearly structured list view**

✓ **Check location of the meeting room on map**

✓ **Easier than with Outlook**

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Availability indicator on your smartphone

✓ **Scan QR code on meeting room and see current availability**

✓ **Spontaneous booking with just one click**

✓ **No additional hardware required**

✓ **Synchronization of bookings with Outlook**

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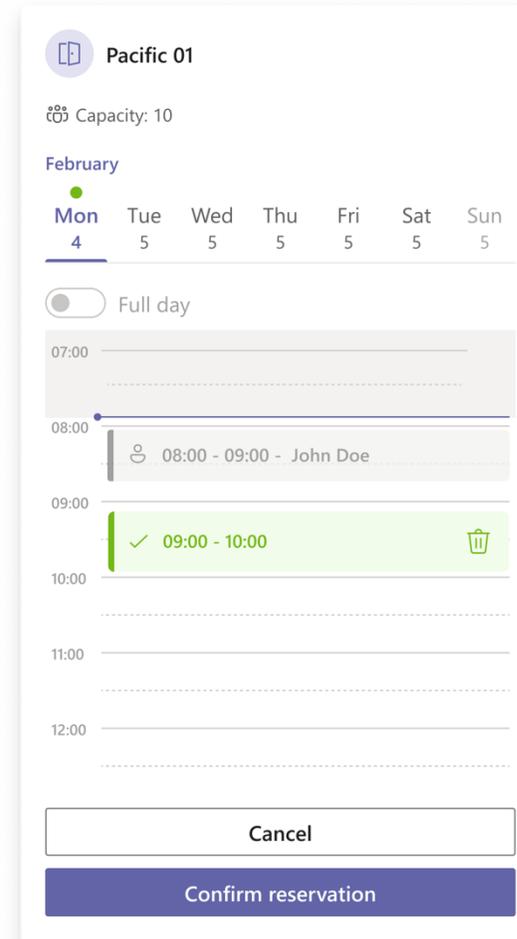
Simple office management

- ✓ **Buildings**

- ✓ **Floors**

- ✓ **Spaces**

- ✓ **Desks, parking lots and meeting rooms**

- ✓ **Equipment**

- ✓ **Booking policies**

- ✓ **Restricted areas**

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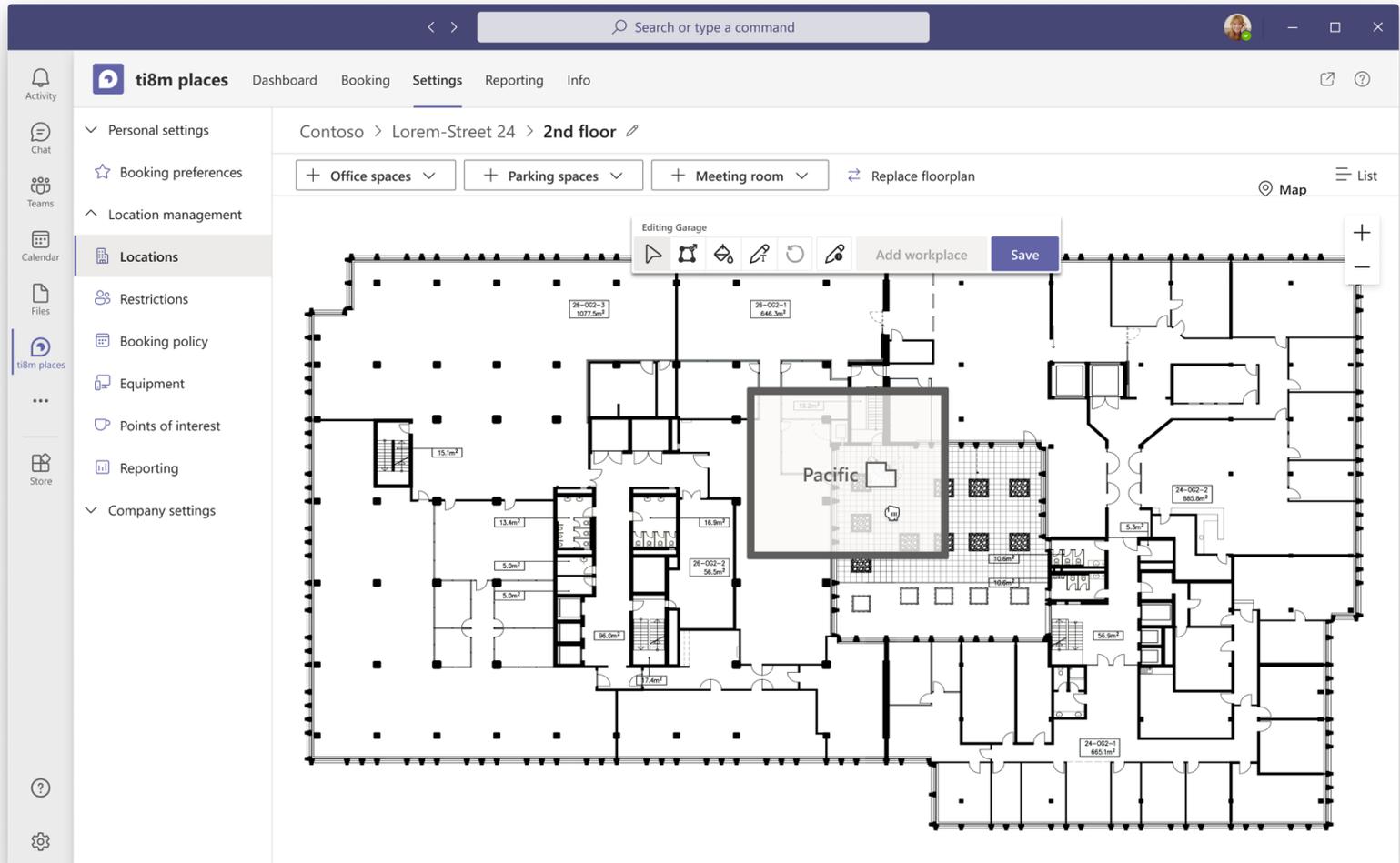
Who may book where and when

- Bookings for whole days, predefined shifts or time-based

- How many days in advance can be booked

- Fixed assignment of teams to areas

- Overriding the rules for short term bookings

Booking policy ✕

Booking window
Define how far into the future users should be able to book workplaces.

- ◯ unlimited
- ◯ sliding booking window
- ◉ fixed booking window

Length of booking window | Time that booking is available in advance
1 calendar month ⌄ | 5 days ⌄

Booking slot
Define how long a workplace can be booked.

Duration of a booking slot
◉ the entire work day

Add user restriction ✕

Space or meeting room
Choose a space or meeting room ⌄

Microsoft Teams and AD group
HR ✕   Marketing ✕
Placeholder

Loose user restriction
By loosening the user restriction you allow any user to book a workplace or parking lot within the selected space or a meeting room for a specified number of days.

⬤ Loose user restriction

Cancel   Save

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Learn how to get the most out of the offices

✓ **Comparison of usage in different areas**

✓ **Usage comparison by day of the week**

✓ **Customizable time period and level of detail**

✓ **Switch between table and chart views**

✓ **Export raw data for custom reporting**

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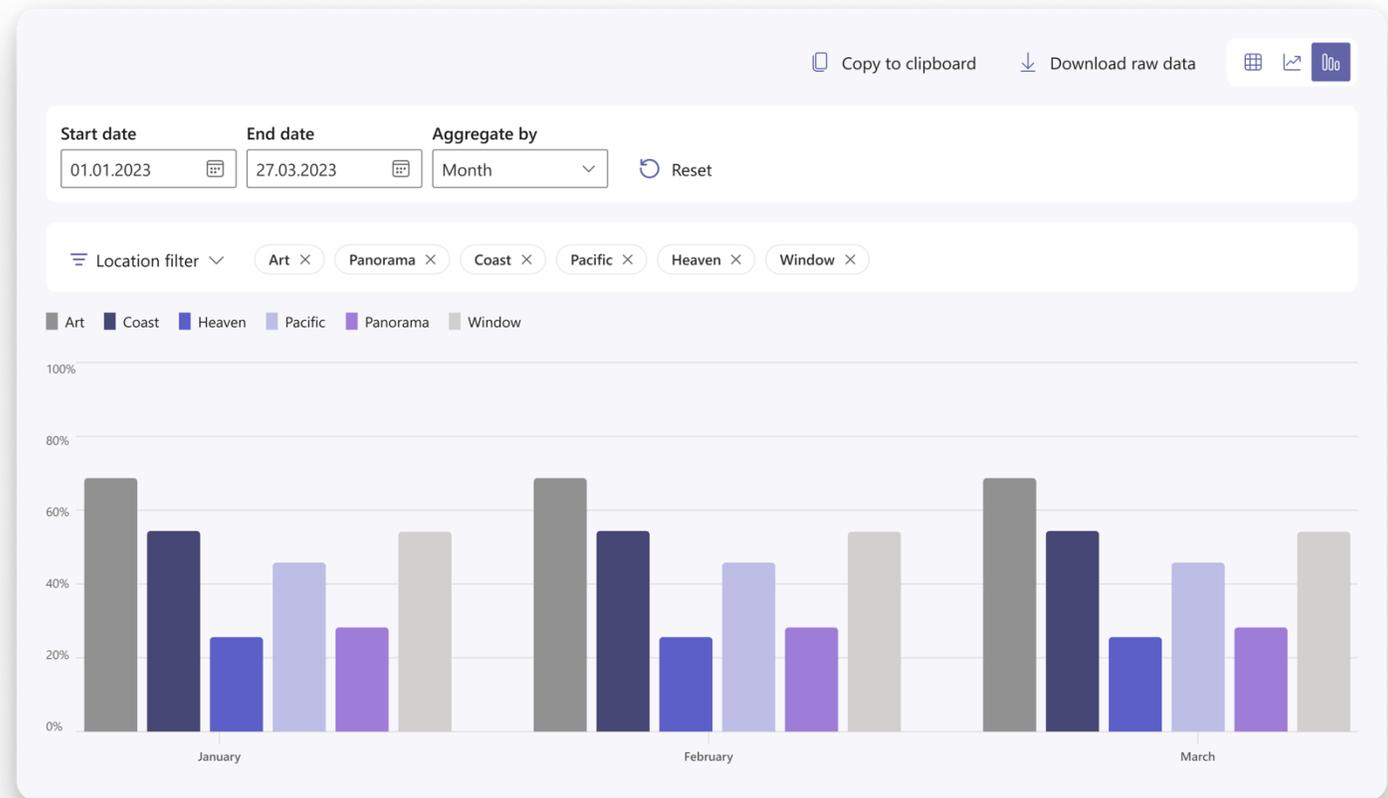
Summary

Key Features

Basic features at a glance

Easy booking

Workspaces, meeting rooms, and parking spaces can be booked and viewed in just a few clicks.

Booking policies

Company policies regarding the use of work areas, parking lots, and meeting rooms by employees.

Restrictions

Selected office areas can be made available to authorized employees only.

Reporting

Our reporting feature gives you control over how office space is used and lets you easily analyze how your employees organize themselves.

Mobile and desktop

Employees can use ti&m places on a smartphone, desktop computer, or tablet.

Simple configuration

Buildings, floors, working areas, meeting rooms, and parking spaces can easily be defined. Equipment in the workplace such as docking stations or monitors can be clearly assigned.

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Technology and security at a glance

Teams integration

Integration in Microsoft Teams makes ti&m places very easy to install and roll out across your company. There are no additional logins or other barriers to its use.

SaaS solution

The SaaS model means you don't have any operating, backup/restore, or update costs.

Scalability

The system offers ample scalability and can automatically request more resources as required. Monitoring and alerting prevent downtime.

Data protection

Our flexible settings give you maximum scope to adjust data protection and privacy. We help you stay GDPR-compliant in this area as well.

Data security

Only the most essential data is stored in an encrypted database so that it can be displayed to or processed by the user. The environment meets Microsoft's latest best practices.

Data residency

The data is stored in Microsoft data centers in Switzerland (for CH) and in Ireland (for EU) at all times. Custom data hosting locations can be defined.

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Subscriptions and Prices

Competitive pricing for all needs

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Choose your subscription

Standard Subscription Plan

### 2.50 $/ per User / Monat *)

Book workplaces

Book parking lots

Book meeting rooms

General booking policies

Usage Insights Reports

Advanced Subscription Plan

3.50 $/ per User / Monat *)

Everything from Standard Plan

Outlook Sync

Custom booking policies

User restrictions

Booking on behalf of

AI Booking Assistant

Mandatory Check In

*) With a subscription period of at least 1 year

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Advantages of purchasing via Microsoft Commercial Marketplace

☺ **Simplified billing and licensing**

☺ **No minimum order quantity**

☺ **Independent license management without waiting**

☺ **Flexible invoicing (annual or monthly)**

Buy Places now on <u>Microsoft Commerical Marketplace</u> or
<u>Azure Marketplace</u>

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ti&m Places

Let's start booking...

ti8m.com/places

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