



ti&m Places

Desk booking made easy

Our Desk Booking App for Microsoft Teams

ti&m



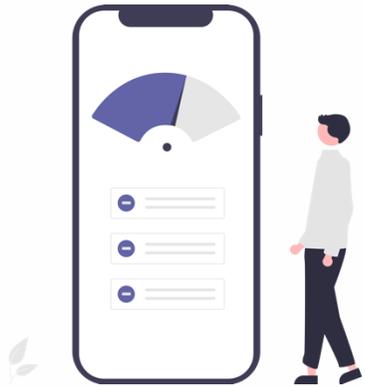
What ti&m Places offers

An overview of all features



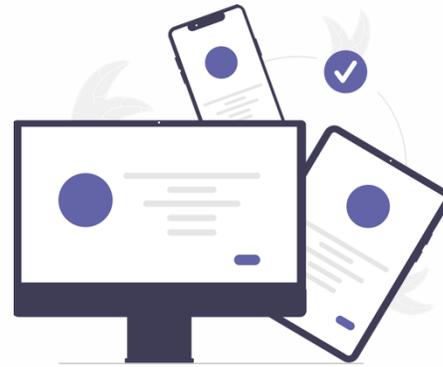
General Features

Available on all devices



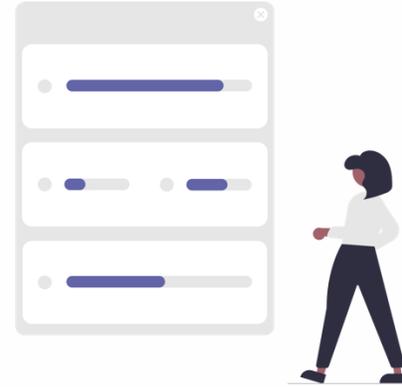
Efficient

**Book with just
a few clicks**



Responsive

**Available on
all devices**



Needs-based

**Find the right
workspace**



Intuitive

**Extremely easy
to use**



General Features

Easy booking in MS Teams

- ✓ Completely integrated into MS Team
- ✓ Easy installation and setup
- ✓ Simplified access to bookings

ti8m places Dashboard Booking Settings Reporting Info

Search or type a command

Activity Chat Teams Calendar Files ti8m places Store

This is what your day looks like today

- Pacific-01**
Today, Full day
Pacific on 2nd Floor
Lorem-Street 24 in Zurich
[Check in](#)
- Parking-03**
Today, Full day
Parking North on Ground Floor
Lorem-Street 24 in Zurich
- Gondel**
Today, 10:00 - 12:00
on 2nd Floor
Lorem-Street 24 in Zurich

Favorites and suggestions

- Pacific-01**
Pacific on 2nd Floor
Lorem-Street 24 in Zurich
BenQ PD2500Q, Apple Magic Keyboard
[Book](#)
- Parking-01**
Parking north on Ground floor
Lorem-Street 24 in Zurich
Small car
[Book](#)
- Gondel**
on 2nd Floor
Lorem-Street 24 in Zurich
Whiteboard, Big Screen, Conference Speaker
[Book](#)

Your upcoming bookings

Name	Date	Time	Equipment
Pacific-01 Lorem-Street 24, 8000 Zurich	Tomorrow	all day	BenQ PD2500Q, Apple Magic Keyboard
Parking-03 Lorem-Street 24, 8000 Zurich	Tomorrow	all day	EV-Plug
Mount Everest Lorem-Street 24, 8000 Zurich	Tomorrow	09:30 – 10:00	Conference Speaker



General Features

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

The screenshot displays a user interface for booking a desk. On the left, a sidebar contains search filters: "Hello Mike, What would you like to book?" with icons for desk, parking, and meeting room; "Map booking" and "List booking" tabs; "Location" (Lorem-Street, 2nd Floor, Any space); "Duration" (Today, September 25); "Date" (Today, September 25); "Time" (Full day); and "Equipment" (1x USB-C-Hub, 2x Dell Monitor, 1x Microsoft Mouse). The main area shows a grid of desks, some with user avatars and others with empty circles. A "Pacific" label is visible. A modal on the right shows "Pacific 01" with equipment details and a calendar for February 4th to 10th. The 10th is selected and highlighted in green. Buttons for "Cancel" and "Confirm 2 reservations" are at the bottom.



General Features

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 details:

Category	Amount
Monitor	2

Model (optional): Model (optional)

+ Add to filter

Chosen equipment

- 2x Monitor
- 1x USB-C-Hub



Workplace Features

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

See when your coworkers are in the office

My coworkers My teams Recent contacts

Coworkers

Search for coworkers by name

09.01. - 16.01.2023 < >

Bruce Parker **M** T W T F S S

Michael May **M** T W T F S S

Natalie Denmont **M** T W T F S S

full day, 02.01.2023
Coast-01
Coast on 2nd floor
Lorem-Street 24 in Zurich

Book near by

Pacific 01 ☆

BenQ PD2500Q, Apple Magic Keyboard
Restricted to: Mobile Team
Wheelchair accessible

Would you like to book for somebody else?
Mona Kane

Monday, 4th Feb Jonathan Doe

Tuesday, 5th Feb Jonathan Doe

Wednesday, 6th Feb

Thursday, 7th Feb

Friday, 8th Feb

Saturday, 9th Feb

Sunday, 10th Feb

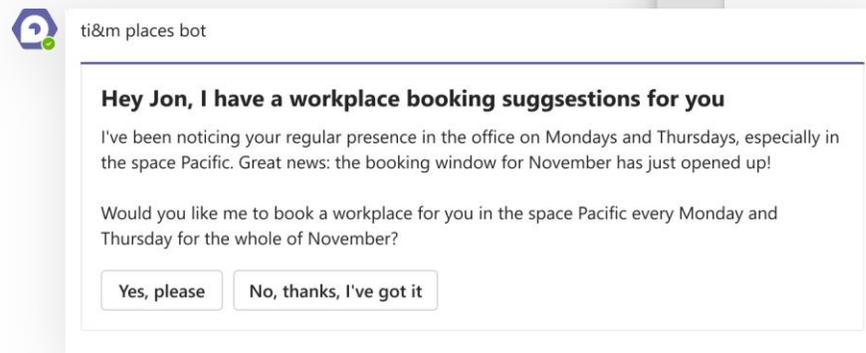
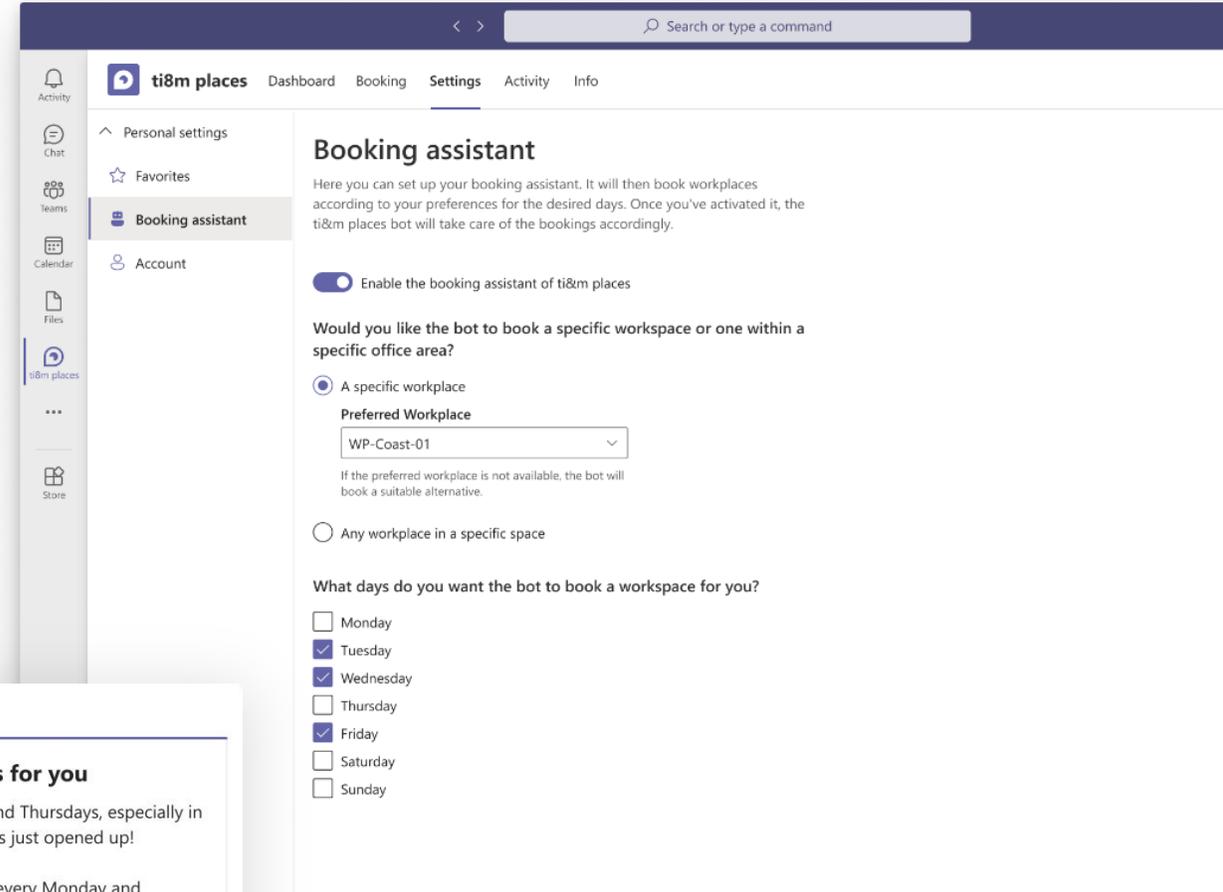
Book for Mona

Pacific-01 Booked by Kate Rose



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

 Pacific 01 

 BenQ PD2500Q, Apple Magic Keyboard
 Restricted to: Mobile Team

Monday, 4th Feb

Tuesday, 5th Feb

Wednesday, 6th Feb

Thursday, 7th Feb

Friday, 8th Feb

Saturday, 9th Feb

✓ Sunday, 10th Feb 

Cancel

Confirm 2 reservations





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

The image shows two overlapping screenshots. The background screenshot is the 'Booking policy' configuration page in the ti&m system. It includes sections for 'Workplaces', 'Description (optional)', 'Bookable days' (set to Monday-Friday), 'Booking window' (set to fixed booking window), 'Length of booking window' (set to 1 calendar month), 'Time that booking is available advance' (set to 10 days), 'Booking slot' (set to the entire work day), and 'Mandatory check in' (checked). At the bottom are 'Delete', 'Cancel', and 'Save' buttons.

The foreground screenshot is a Teams notification from the 'ti&m places bot'. The message reads: '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.' It provides details: 'Workplace: WP-PAZIFIK-15', 'Date: Monday, August 5, 2024', and 'Time: Full day'. Below the notification is a card for 'WP-PAZIFIK-03' showing 'Today, Full day' at 'Pazifik II on 2nd Floor, Buckhauerstrasse 24 in Zürich'. The card has a 'Check in' button and a three-dot menu.



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

The screenshot shows a user interface for booking meeting rooms. On the left, a search panel titled "Hello Jane, What would you like to book?" includes filters for "Location" (Lorem-Street, 2nd Floor), "Duration" (Today, September 25, Full day), and "Capacity" (Number of participants, with a "Does not matter" toggle). The center section is a room availability map showing rooms like "Bookable Saloon 20", "Busy Garage 12", "Bookable Mount Everest 12", and "Booked Fuji 6". On the right, a detailed view for "Pacific 01" (Capacity: 10) shows a calendar for February with a "Full day" toggle and a time slot grid. A specific slot from 09:00 to 10:00 is highlighted in green with a checkmark and a trash icon. At the bottom of this panel are "Cancel" and "Confirm reservation" buttons.



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

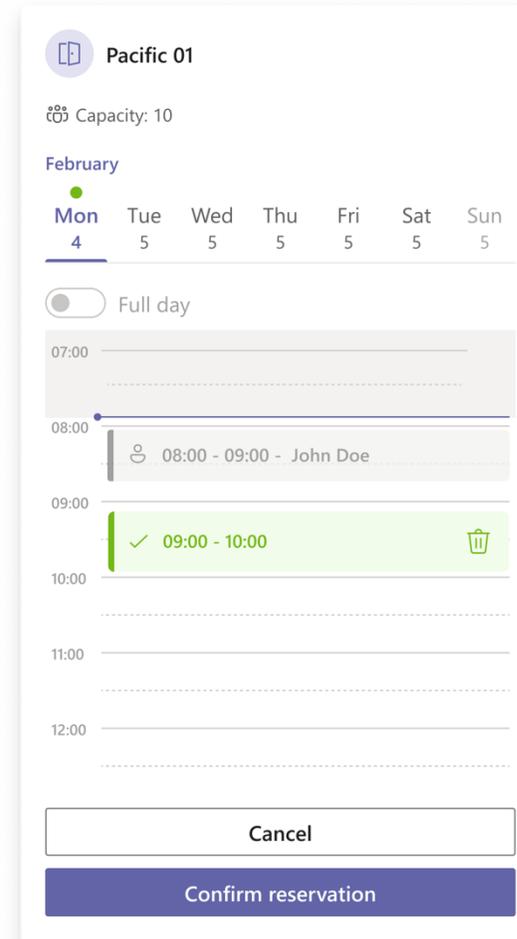
- ✓ Search with many different criteria
- ✓ Clearly structured list view
- ✓ Check location of the meeting room on map
- ✓ Easier than with Outlook

The screenshot displays a meeting room booking interface. On the left, a search panel titled "What would you like to book?" includes filters for "Where" (set to "Loremstreet 24, otherwise I am flexible"), "Duration" (set to "Friday, September 25" for "2 hours duration"), "Who" (set to "At least space for 8 people"), and "Equipment" (with a category dropdown and an amount of 1). A "Map booking" and "List booking" toggle is present, with "List booking" selected. A "Hello Jane," greeting is at the top. On the right, a notification bar states "You have successfully booked Meerestiefe". Below it, a section titled "Extend your search" offers filters for "Where" (Anywhere in Zurich), "When" (Flexible date +/- 3 days, Shorter duration), "Capacity" (Smaller room -3 participants), and "Equipment" (Any equipment). The main area, "These are the matching meeting rooms", lists several options for "Meerestiefe" on "Monday, 28 September" from "10.00 - 12.00" at "Zurich, Loremstreet 24, 2nd floor". Each listing includes details like "Capacity: 8" and "Webex Board 2x Flipchart", a floor plan icon, and a "Book" button. The first listing has a green checkmark, indicating it is the selected room.



Availability indicator on your smartphone

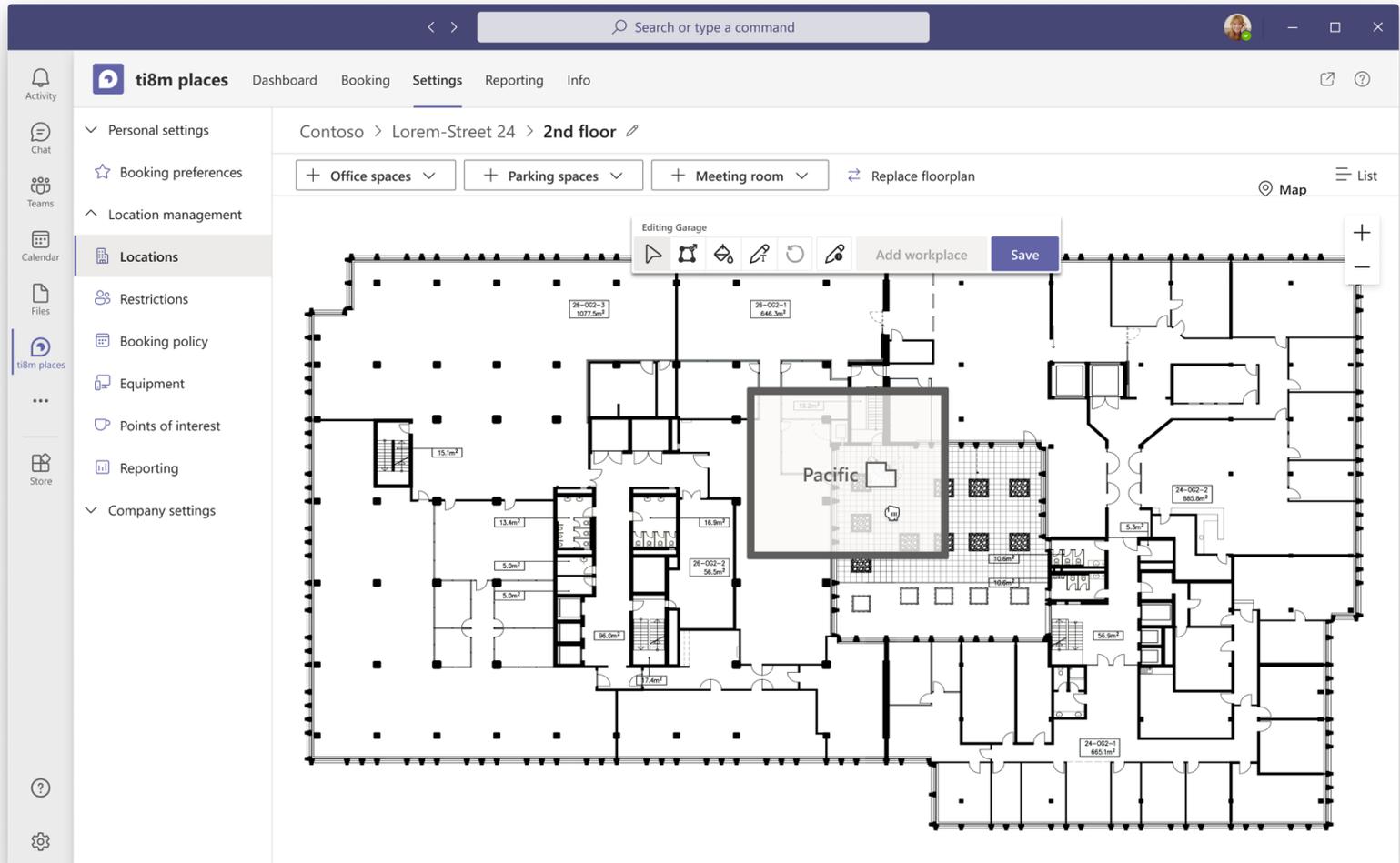
- ✓ Scan QR code on meeting room and see current availability
- ✓ Spontaneous booking with just one click
- ✓ No additional hardware required
- ✓ Synchronization of bookings with Outlook





Simple office management

- ✓ Buildings
- ✓ Floors
- ✓ Spaces
- ✓ Desks, parking lots and meeting rooms
- ✓ Equipment
- ✓ Booking policies
- ✓ Restricted areas





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: 1 calendar month
Time that booking is available in advance: 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.

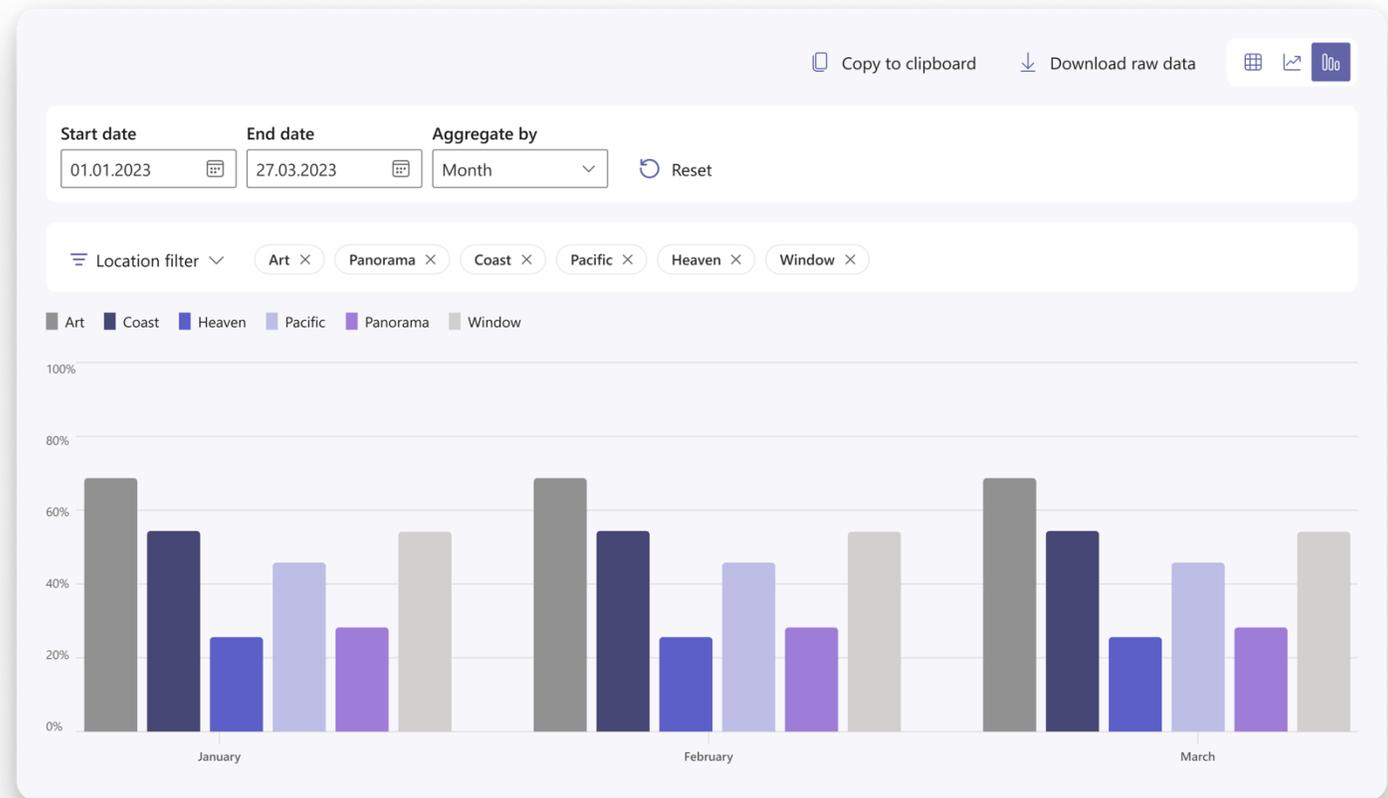
Loose user restriction

Cancel Save



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





Summary

Key Features



Summary

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.



Summary

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.



Subscriptions and Prices

Competitive pricing for all needs



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



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 [Microsoft Commercial Marketplace](#) or [Azure Marketplace](#)



ti&m Places

Let's start booking...



ti8m.com/places

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