



ti&m places

# Take your places: Ready, set, go! Working with ti&m places.

The workspace booking app for Microsoft Teams



Agenda

Story

Use cases

Administration

Outlook



Story





# Why you need ti&m places

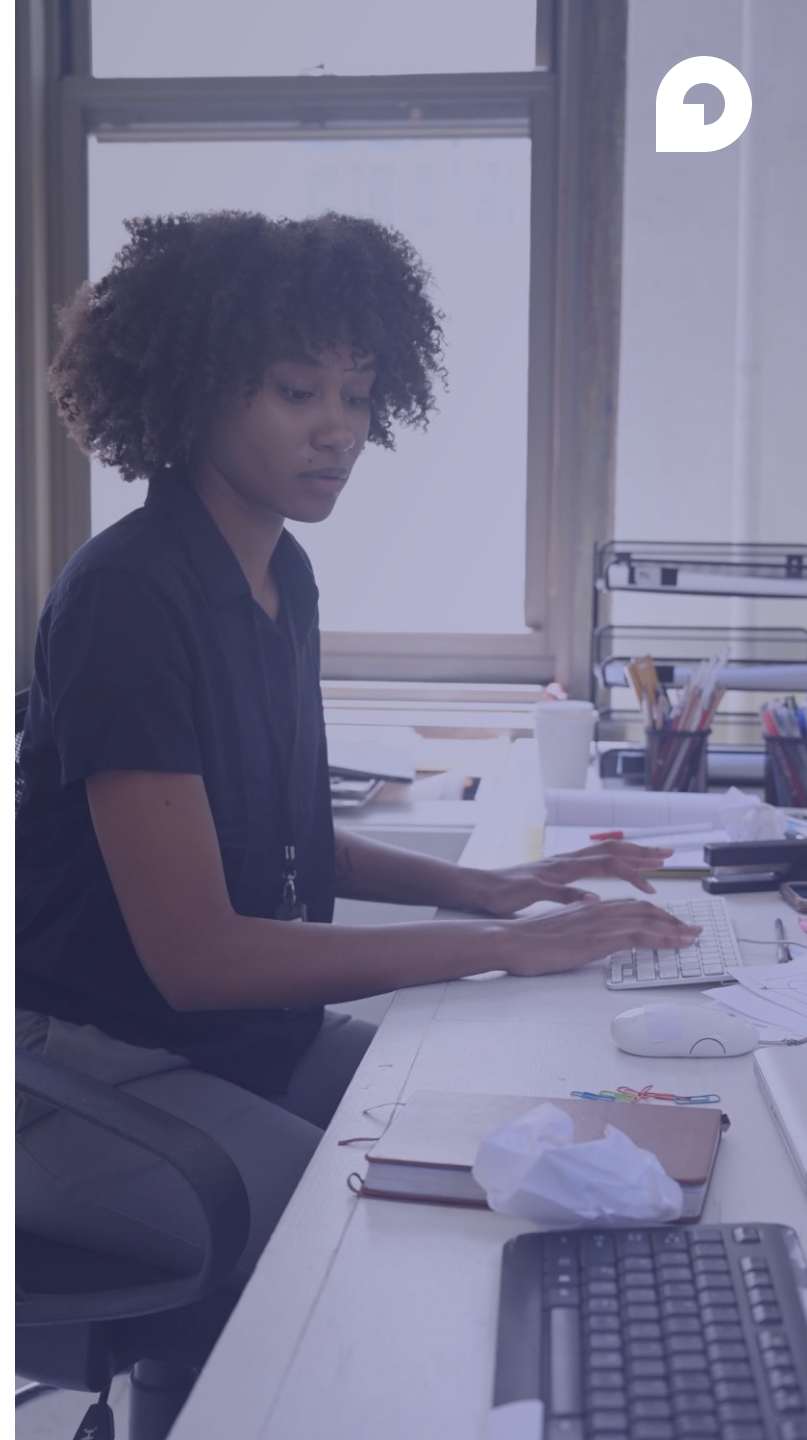


Story

# Once upon a time there was...

## The fixed workspace

-  Employees could organize their own workspace
-  Social contact and collaboration
-  High costs for companies
-  Little flexibility









Story

# Then came the pandemic

## Working from home became the new normal

-  Flexibility and “anywhere working”
-  Reduced costs for companies
-  No social contact
-  Monotonous routines





Story

# The partial return to the office

Both models have their advantages and disadvantages



Employees want the best of both worlds



Companies want motivated employees and low costs



Flexible working models are needed





Story

# And now what?

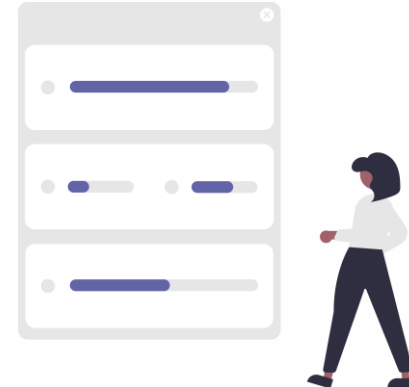
This is where ti&m places comes in



Efficient  
Book with just  
a few clicks



Responsive  
Available on  
all devices



Needs-based  
Find the right  
workspace



Intuitive  
Extremely easy  
to use



Use cases

# How employees can book their workspaces



Use cases

# Sam – the spontaneous one

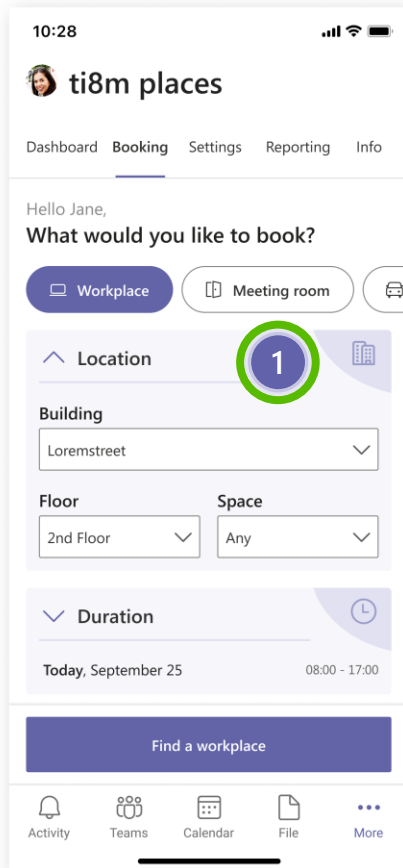
- “I want to be able to book spontaneously on the way to work”
- “I don’t care where I sit”
- “I want to find a space quickly”



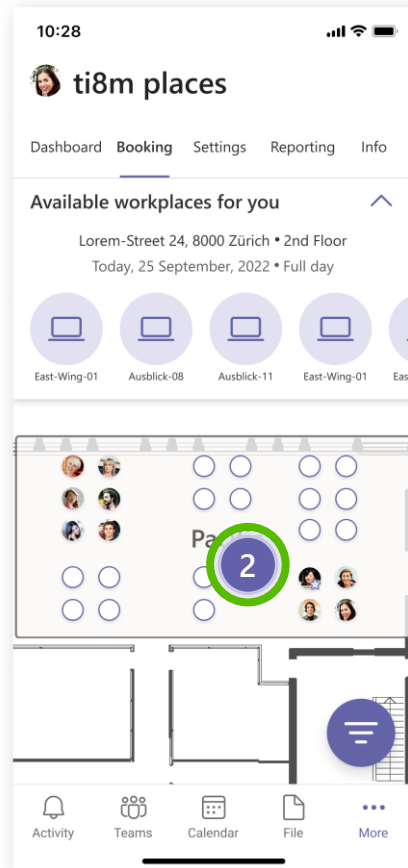
Use cases

# Sam – the spontaneous one

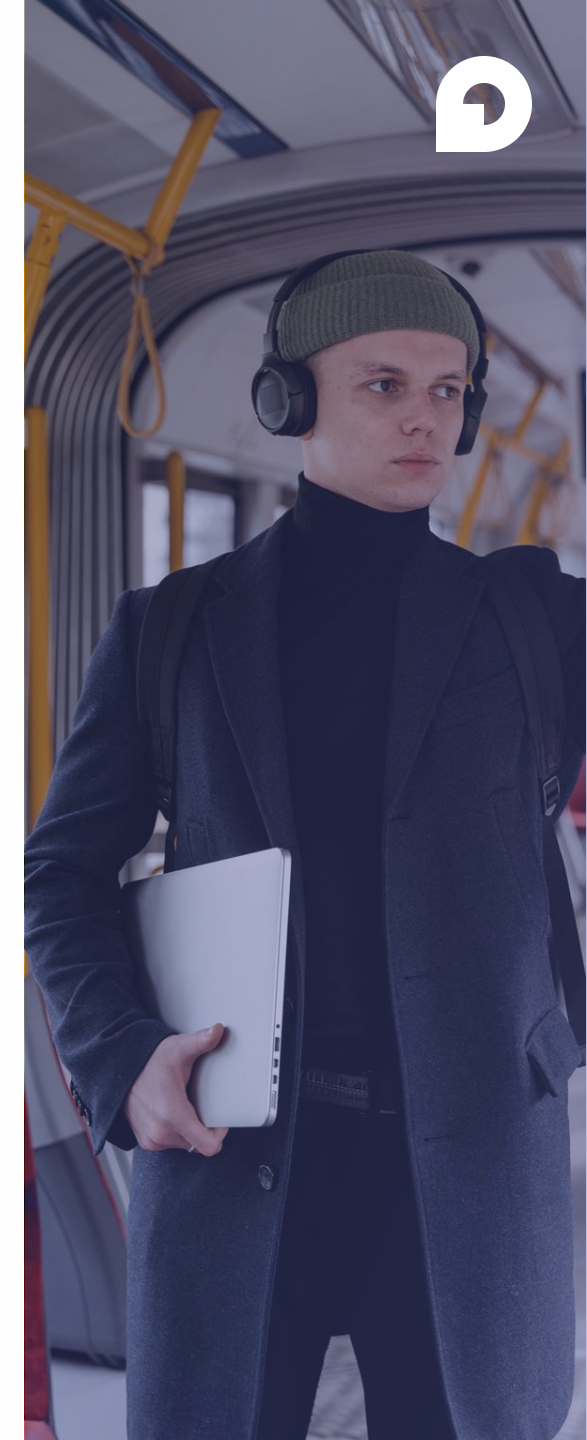
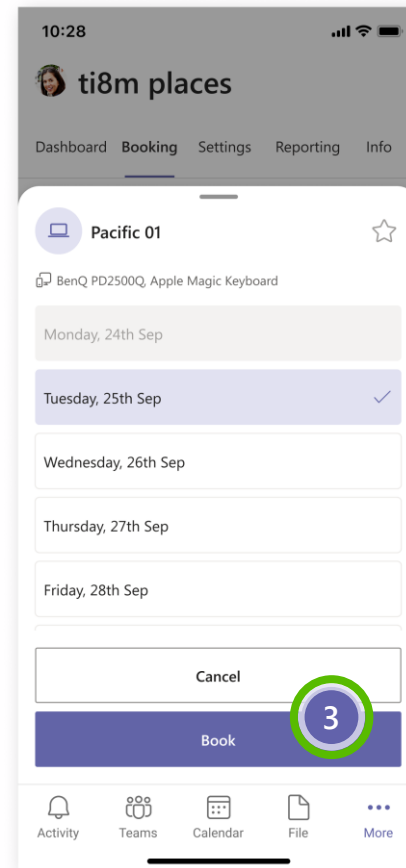
1 Set preferences



2 Select an available workspace



3 Book



Use cases

# Amy – the organized one

- “I have a busy schedule”
- “Planning is important to me”
- “I need an overview of my future bookings”





## Use cases

# Amy – the organized one



Bookings at a glance



Changes can be made quickly

### Good morning Amy

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
<b>Pacific-01</b> Lorem-Street 24, 8000 Zurich	Tomorrow	all day	BenQ PD2500Q, Apple Magic <span>★</span>
<b>Parking-03</b> Lorem-Street 24, 8000 Zurich	Tomorrow	all day	EV-Plug





Use cases

# Mike – the communicative one

- “Who I sit next to is important to me”
- “Collaborating in person is more effective”
- “Seriously – having coffee together is great”





## Use cases

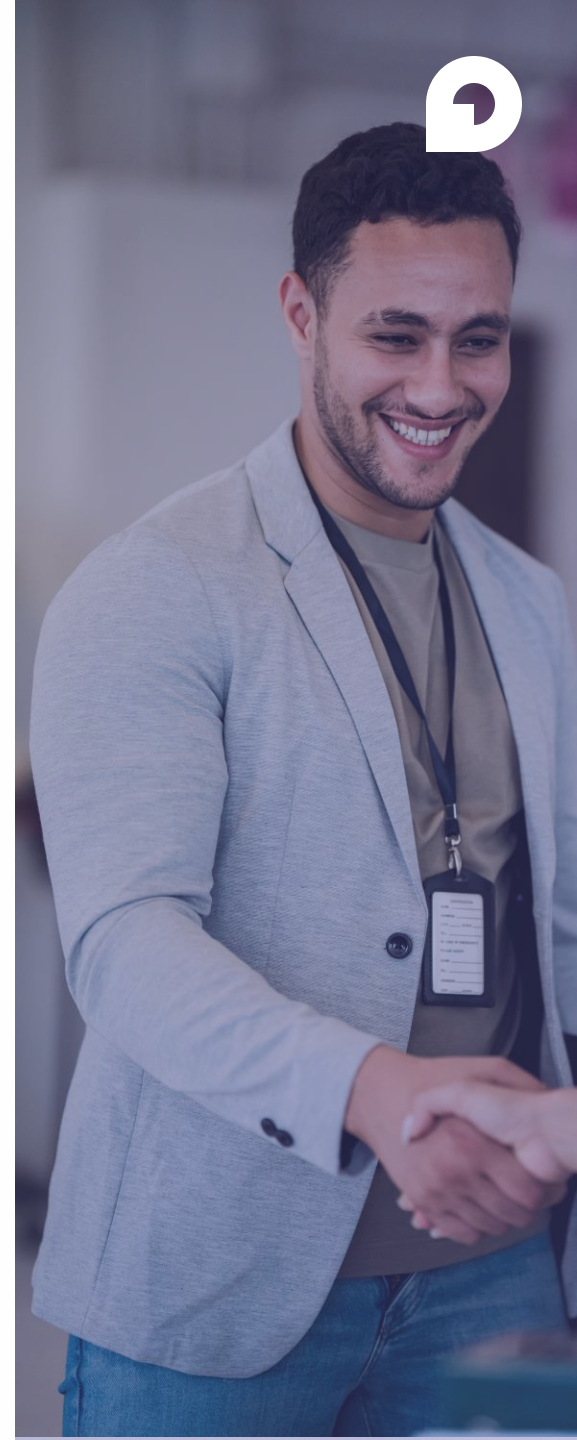
# Mike – the communicative one

- 1 Set preferences
- 2 Zoom in and see who's there
- 3 Book a space next to favorite coworkers

The screenshot displays a workspace booking application interface. On the left, a sidebar contains a form for setting preferences. The form includes sections for Location (set to 'Lorem-Street, 2nd Floor, Any space'), Duration (set to 'Today, September 25'), Time (set to 'Full day'), and Equipment (listing '1x USB-C-Hub, 2x Dell Monitor, 1x Microsoft Mouse'). A green circle with the number '1' highlights the Location section.

The main area shows a grid of coworkers represented by circular avatars. A green circle with the number '2' highlights a specific coworker's avatar.

A modal window is open, showing the details for a space named 'Pacific-01'. The modal lists the days of the week from Monday to Sunday. The 'Sunday, 30th Sep' option is selected and highlighted in green, with a green circle and the number '3' next to the 'Book' button at the bottom of the modal. A tooltip above the selected date indicates 'Pacific-01 Booked by Kate Rose'.

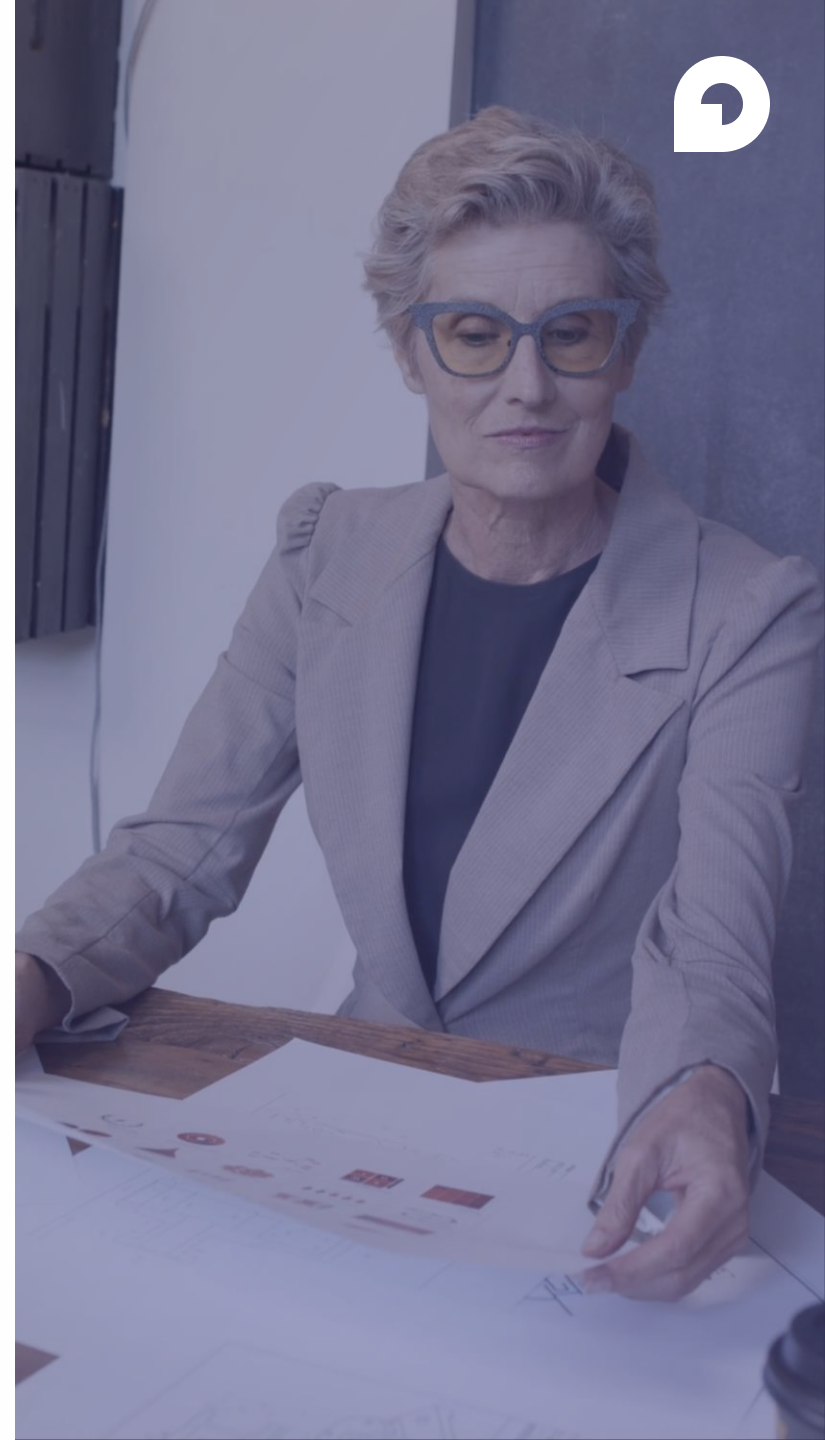




Use cases

# Lynn – the creature of habit

- “I want to find the right workspaces for me quickly”
- “I always book the same spaces”
- “I like sitting by a window”
- “I want to sit close to the printer”





## Use cases

# Lynn – the creature of habit

1 Most recent booking preferences are prefilled

2 Select a free space

3 Book

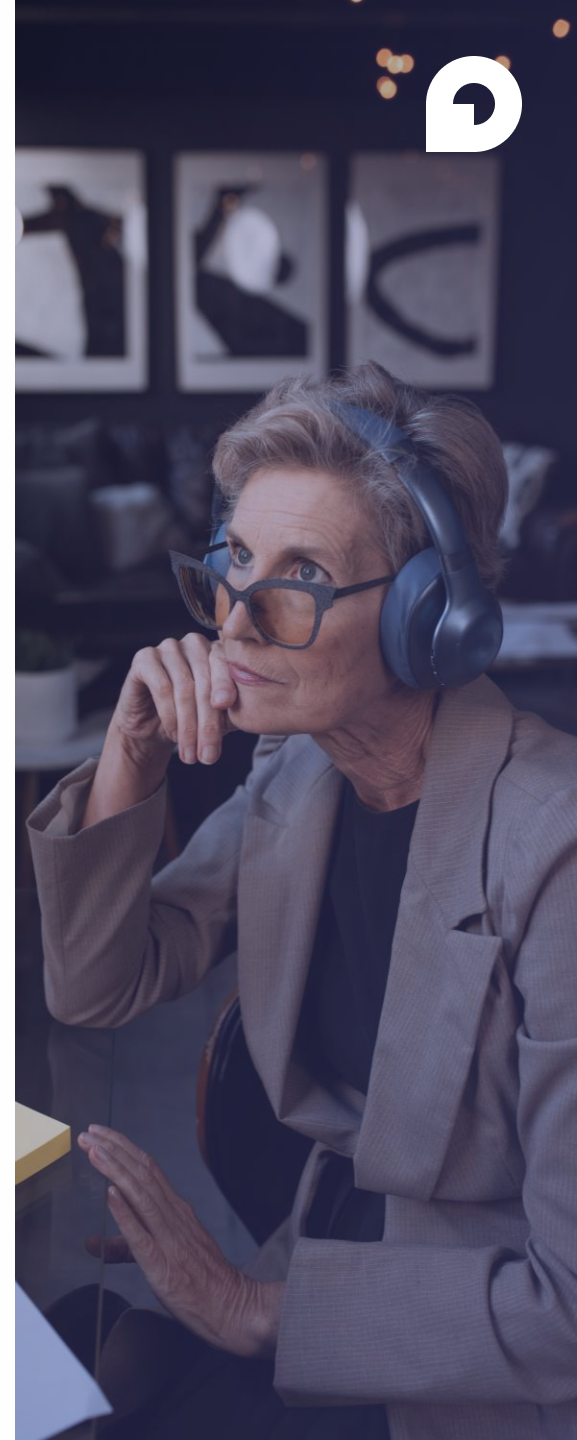
The screenshot displays a meeting booking interface. On the left, a sidebar contains the following sections:

- Hello Lynn, What would you like to book?** with icons for a meeting room, a calendar, and a car.
- Location:** A dropdown menu showing "Lorem-Street, 2nd Floor, Any space".
- Duration:** A dropdown menu.
- Date:** A date picker set to "Today, September 25".
- Time:** A toggle switch for "Full day".
- Equipment:** A list of items: "1x USB-C-Hub, 2x Dell Monitor, 1x Microsoft Mouse".

The main area shows a floor plan with several rooms: East Wing, Pacific, Trust, Cosast, Panorama, Outlook, and West Wing. A green circle with the number "2" highlights a specific room in the Pacific wing.

A booking modal is open for "Pacific-01", showing the following details:

- Room: Pacific-01
- Equipment: BenQ PD2500Q, Apple Magic Keyboard
- Available dates: Monday, 24th Sep; Tuesday, 25th Sep (checked); Wednesday, 26th Sep; Thursday, 27th Sep; Friday, 28th Sep; Saturday, 29th Sep; Sunday, 30th Sep (checked).
- Buttons: Cancel and Book (highlighted with a green circle and the number "3").







Administration

# How locations are managed



## Administration

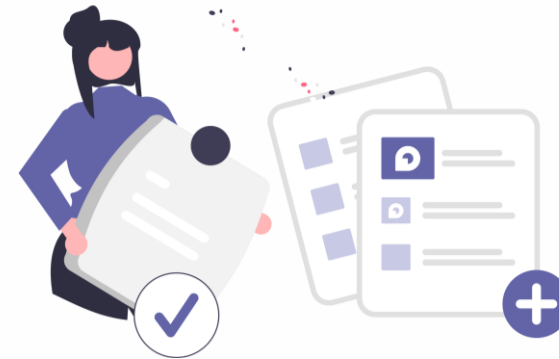
# Roles



### Locations

## Location administration

- Records and manages **buildings, floors, and spaces**
- Records and manages **workspaces, parking spaces, and meeting rooms**
- Records and manages **equipment**
- Records and manages **booking policies**
- Etc.



### Administration

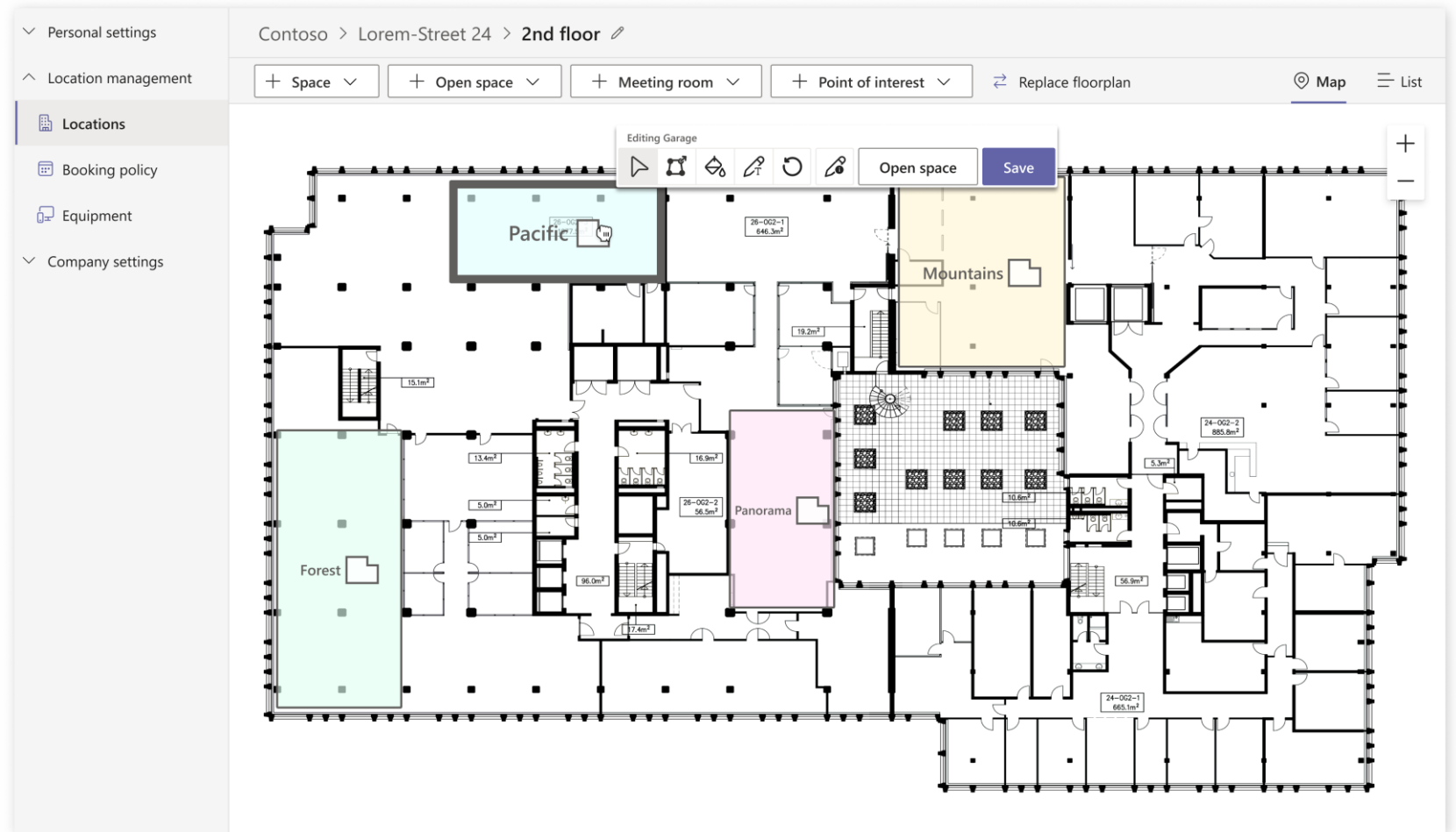
## App administration

- Acquires and manages licenses
- Sets privacy settings



# From building to bookable workspace

- ✓ Building
- ✓ Floors
- ✓ Spaces
- ✓ Workspaces, parking spaces, and meeting rooms
- ✓ Equipment
- ✓ Booking policies





New features

# New features now available



New features

# Parking spaces

## No more uncertainty about free parking spaces

- 1 Set preferences
- 2 Select a free parking space
- 3 Book

The screenshot displays the parking booking interface. On the left, a form titled "What would you like to book?" includes sections for "Find a workplace" (with icons for location, map, and car), "Location" (set to "Lorem-Street, Ground floor, Parking" and circled with a green '1'), "Duration" (with a clock icon), "Date" (set to "Today, September 25"), "Time" (with a "Full day" toggle), and "Type" (set to "Small car"). On the right, a floor plan shows various parking spots marked with "P" and "JD". One spot is circled with a green '2'. A modal window titled "Parking-01" is open, showing a calendar with "Sunday, 30th Feb" selected and circled with a green '3'. The modal also includes a "Cancel" button and a "Confirm 1 reservation" button.



New features

# Meeting rooms

No more long searches for available meeting rooms

- 1 Set preferences
- 2 Select a free meeting room
- 3 Book

The screenshot displays a meeting room booking interface. On the left, a sidebar contains filters for location, duration, date, time, and equipment. The main area shows a floor plan with rooms like Saloon, Garage, Fuji, Matterhorn, and Mount Everest. A modal for 'Pacific 01' is open, showing a calendar for Monday, 4th February, with a slot from 09:00 to 10:00 selected. The interface includes a 'Cancel' button and a 'Confirm reservation' button.

Hello Jane,  
What would you like to book?

Find a workplace    Your bookings

Location: Lorem-Street, 2nd Floor, Any s

Duration: Full day

Date: Today, September 25

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

Rooms: Saloon, Garage, Fuji, Matterhorn, Mount Everest

Pacific 01  
Whiteboard, Big Screen, Conference Speaker  
Capacity: 10  
Wheelchair accessible

Monday, 4th February

08:00 - 09:00 - John Doe

09:00 - 10:00 (Selected)

Cancel    Confirm reservation



Overview

# What ti&m places offers at a glance



# Basic features at a glance



## Easy booking

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



## 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.



## Inclusion

ti&m places is gender-neutral and supports employees with disabilities thanks to its high-contrast theme. ti&m places is available in German, English, French, Spanish, Italian, and Portuguese.



## 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.





# 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.



ti&m places

# Let's start booking...

Function

Person

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