



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



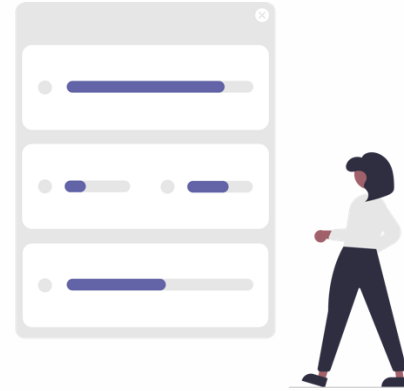
### Efficient

**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

Activity

Chat

Teams

Calendar

Files

ti8m places

...

Store

?

Settings

ti8m places

Dashboard

Booking

Settings

Reporting

Info

Search or type a command

ti8m places

Dashboard

Booking

Settings

Reporting

Info

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
<div>Pacific-01</div> <div>Lorem-Street 24, 8000 Zurich</div>	Tomorrow	all day	BenQ PD2500Q, Apple Magic
<div>Parking-03</div> <div>Lorem-Street 24, 8000 Zurich</div>	Tomorrow	all day	EV-Plug
<div>Mount Everest</div> <div>Lorem-Street 24, 8000 Zurich</div>	Tomorrow	09:30 – 10:00	Conference Speaker

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ti&m



## 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

Hello Mike,  
What would you like to book?

Map booking List booking

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

Pacific

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



## 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

Category	Amount
Monitor	2

Model (optional)  
Model (optional) ▼

+ Add to filter

Chosen equipment

2x Monitor

1x USB-C-Hub

# 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 < > Clear all

**Bruce Parker** 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

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

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

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



ti&m places bot

## Hey Jon, I have a workplace booking suggestions for you

I've been noticing your regular presence in the office on Mondays and Thursdays, especially in the space Pacific. Great news: the booking window for November has just opened up!

Would you like me to book a workplace for you in the space Pacific every Monday and Thursday for the whole of November?

Yes, please

No, thanks, I've got it

ti&m places | Dashboard | Booking | Settings | Activity | Info

Search or type a command

Personal settings

- Favorites
- Booking assistant
- Account

### Booking assistant

Here you can set up your booking assistant. It will then book workplaces according to your preferences for the desired days. Once you've activated it, the ti&m places bot will take care of the bookings accordingly.

☒ Enable the booking assistant of ti&m places

Would you like the bot to book a specific workspace or one within a specific office area?

☒ A specific workplace

Preferred Workplace

WP-Coast-01

If the preferred workplace is not available, the bot will book a suitable alternative.

☐ Any workplace in a specific space

What days do you want the bot to book a workspace for you?

☐ Monday

☒ Tuesday

☒ Wednesday

☐ Thursday

☒ Friday

☐ Saturday

☐ Sunday








## Workplace Features


# 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 from the ti&m Workplace system. The background screenshot is the 'Booking policy' configuration page, and the foreground screenshot is a Teams notification.

**Booking policy configuration page:**

- Workplaces:** (Section header)
- Description (optional):** (Text input field)
- Bookable days:** (Text input field with 'Monday-Friday' selected)
- 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:** (Dropdown menu with '1 calendar month' selected)
- Time that booking is available advance:** (Text input field with '10 days' entered)
- Booking slot:** Define how long a workplace can be booked.
  - ☒ the entire work day
  - ☐ predefined (shift booking)
  - ☐ selectable by the user
- Mandatory check in:** ☒ Bookings that have not been checked in are automatically deleted
- Buttons:** Delete (trash icon), Cancel, Save

**ti&m places bot Teams notification:**

- Header:** ti&m places bot
- Message:** A workplace booking was canceled
- Text:** 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.
- Details:**
  - Workplace:** WP-PAZIFIK-15
  - Date:** Monday, August 5, 2024
  - Time:** Full day
- Bottom Card:**
  - WP-PAZIFIK-03**
  - Today, Full day**
  - Pazifik II on 2nd Floor
  - Buckhauserstrasse 24 in Zürich
  - Check in** button
  - More options (three dots)



## Meeting Room Features

# 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

Hello Jane,  
What would you like to book?

☐ Map booking ☒ List booking ☐ Car

**Map booking** List booking

**Location**

**Duration**

**Capacity**

☒ Number of participants ☐ Does not matter

**Bookable Saloon** 20

**Busy Garage** 12

**Booked Fuji** 6

**Busy Matterhorn** 12

**Bookable Mount Everest** 12

**Pacific 01**

Capacity: 10

February

Mon	Tue	Wed	Thu	Fri	Sat	Sun
4	5	5	5	5	5	5

☐ Full day

07:00

08:00

08:00 - 09:00 - John Doe

09:00

✓ 09:00 - 10:00

10:00

11:00

12:00

Cancel

Confirm reservation




## Meeting Room Features


# 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


Hello Jane,  
What would you like to book?

Map booking **List booking**

**Where**   
Loremstreet 24, otherwise I am flexible

**Duration**   
Friday, September 25 2 hours duration

**Who**   
At least space for 8 people

**Equipment** 

Category  Amount

Model (optional)

+ Add to filter











✓ You have successfully booked Meerestiefe

Not found what your looking for  
Extend your search

Where ☐ Anywhere in Zurich When ☒ Flexible date (+/- 3 days) ☐ Shorter duration Capacity ☐ Smaller room (- 3 participants) Equipment ☐ Any equipment

These are the matching meeting rooms ↑↓ Sort by Location

Zurich, Loremstreet 24, 2nd Floor

Meerestiefe Monday, 28 September 10.00 - 12.00 Choose another time slot	Zurich Loremstreet 24 2nd floor	Capacity: 8	Webex Board 2x Flipchart		
Meerestiefe Monday, 28 September 10.00 - 12.00 Choose another time slot	Zurich Loremstreet 24 2nd floor	Capacity: 8	Webex Board 2x Flipchart		
Meerestiefe Monday, 28 September 10.00 - 12.00 Choose another time slot	Zurich Loremstreet 24 2nd floor	Capacity: 8	Webex Board 2x Flipchart		
Meerestiefe Monday, 28 September 10.00 - 12.00 Choose another time slot	Zurich Loremstreet 24 2nd floor	Capacity: 8	Webex Board 2x Flipchart		
Meerestiefe Monday, 28 September	Zurich		Webex Board		



## Meeting Room Features

# 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

Pacific 01

Capacity: 10

February

Mon

Tue

Wed

Thu

Fri

Sat

Sun

4

5

5

5

5

5

5

Full day

07:00

08:00

09:00

10:00

11:00

12:00

08:00 - 09:00 - John Doe

✓ 09:00 - 10:00

Cancel

Confirm reservation

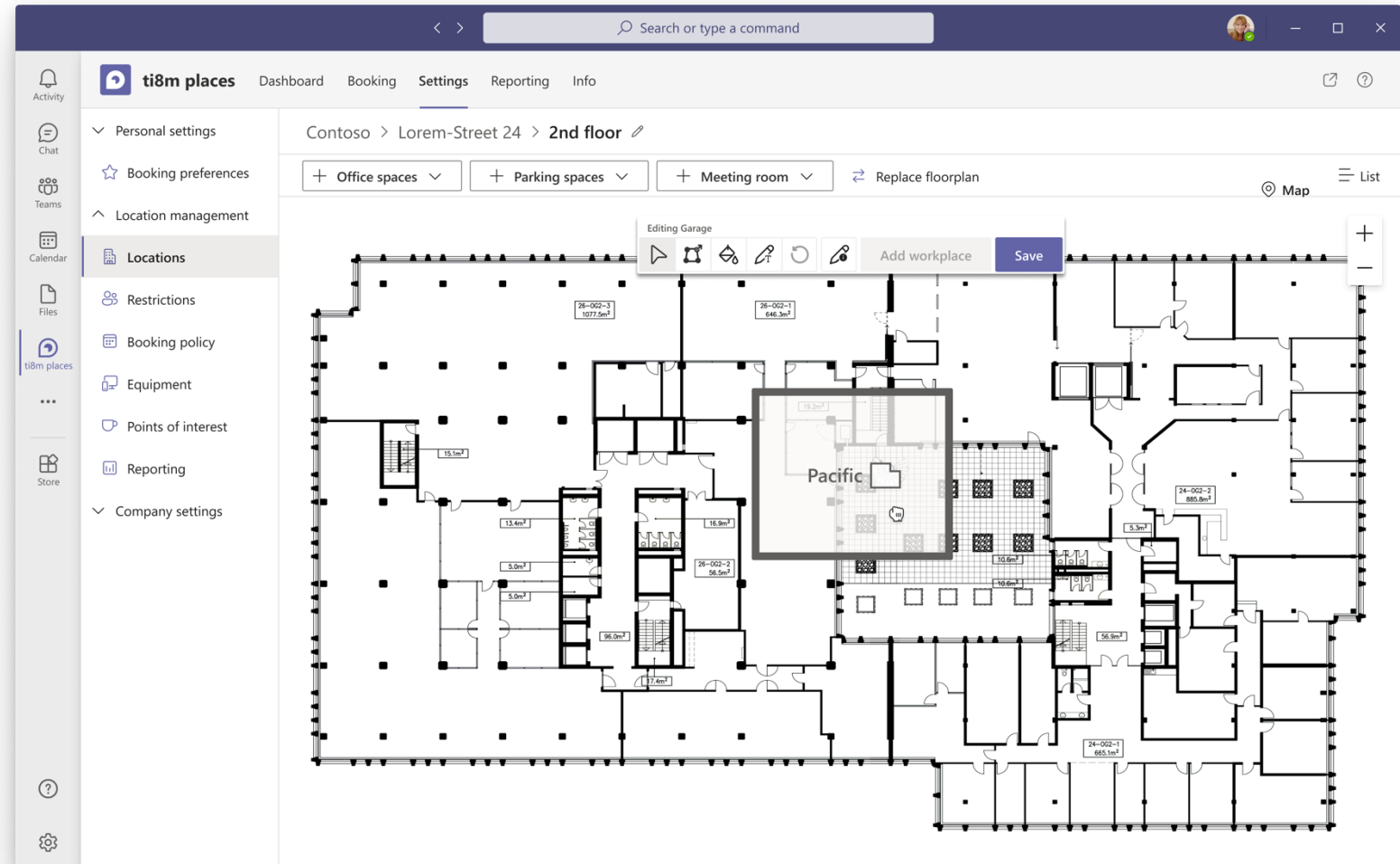




## Office Management Features

# 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

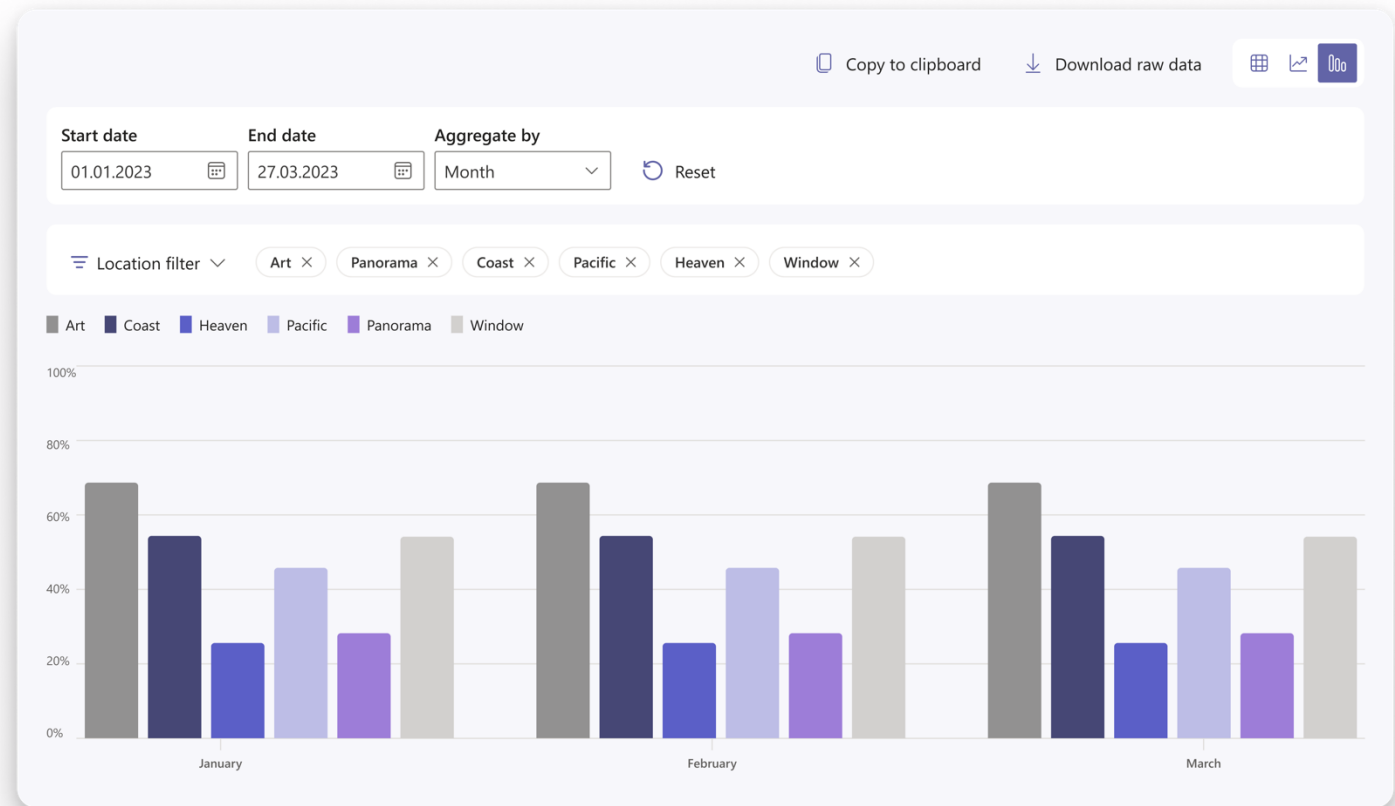
Cancel

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

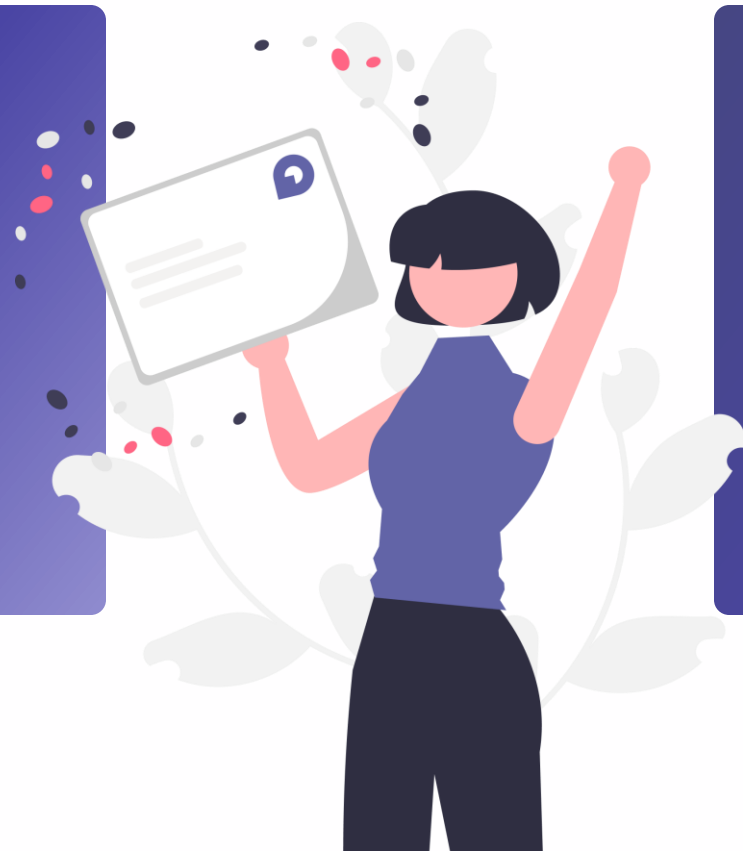
2.50 \$/ per User / Monat \*)

- 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](https://ti8m.com/places)



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