

Reservation Software & Office Productivity



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More than just
conference rooms

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Sharing desks, offices, conference rooms, and even parking spaces.

Whether you call it hot-desking, a virtual office, or remote-working, desk sharing among mobile workers is simple and efficient. Mobile workers, like sales representatives, consultants, auditors, and telecommuters tend to work out of the office rather than in-person. DeskFlex maximizes utilization of space by sharing fewer office resources among more people.

Shared Resources: More than just conference rooms.

A major concern among companies in today's business climate is how to better utilize resources. With greater computerization of office functions, more and more people have an "office on the go". They move from one customer site to the next without spending much time at a desk. Meanwhile, their company's office is filled with empty desks and rooms. Why pay thousands of dollars for unused space?

Businesses have shared conference rooms for years. By adding desks and offices to the mix, all these resources can be reserved and used on an as-needed basis. With DeskFlex, businesses can shrink the size of their operation and reduce expenses. They can also expand the number of employees within existing space. So, whether your industry's climate demands cost-cutting or rapid expansion to keep up with new business, DeskFlex is the right reservation software for you.

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How to share space: the good, the bad and the ugly.

So, you’ve set aside some desks, conference rooms and offices to be shared by mobile workers and some permanent staff. In the past, an office administrator would have been charged with keeping track of room and desk reservations. A spreadsheet might do the trick, but now you’ve got an overhead nightmare on your hands.

How to Share Space

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Perhaps you’d have the employees search randomly around for a vacant desk, and they could grab one near their teammate or close to the water cooler. This works fine if there are plenty of vacant desks. But the less available desks there are, the more complaints start flowing in. “Where am I supposed to work?” It’s like the parking lot at the mall during Christmas season. There may be 20 empty spaces in the lot, but it takes so long to find them that you’d rather stay home.

But if there are too many desks, offices, and conference rooms available and occupancy is low, isn’t the purpose of sharing resources negated? You bet. If you start with half your desks empty because people are out of the office and build shared spaces so that the occupancy peaks at 50 percent, what have you gained?

So rather than employing a “show-up-and-pray” philosophy, a reservation system gives businesses the ability to quickly access all available space for suitable use. DeskFlex allow users to view the entire floor or building plan that are marked with color coded dots identifying the remaining available spots. Utilizing this self-service application minimizes administrative overhead, like having personnel maintain logs, spreadsheets or other charts.

Imagine commuters making the trek to work, dealing with traffic and delays or slogging through heat or snow, only to find upon reaching the office that all the desks and rooms are taken. Having the comfort of a confirmed reservation makes their commute worth it. Through a user-friendly website, reservations can be made from anywhere with an internet connection.

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Other Desirable Features and Capabilities:

Management Reports let administrators view total occupancy by reservation type. They can decide if more offices or fewer cubes are needed. They can also identify employees that aren't showing up for their reservations. DeskFlex reports let manager track usage and optimize space based on data.

The **Locate** feature allows a receptionist to find a mobile worker's desk location. With this feature, employees can also reserve desks near their teammates to maximize productivity.

Other Desirable Features and Capabilities

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The **PBX interface** allow employees to receive important calls at their desk. The interface enables phone personalization with features like a message waiting lamp, outbound call restrictions (you can't make a call without checking in), and calling party name identification. At the end of the work day, all stations revert to unoccupied and are ready for the next day's reservations.

Class of Service hierarchies let businesses designate which workers are eligible for specific desks and rooms. Managers can enforce and audit seating controls for better efficiency. If necessary, employees can be upgraded to a higher clearance.

Web Based approach allows users to book or cancel space from any location with access to the company intranet providing more flexibility and ease of use.

Optional **Outlook Integration** allows you to create and view Desk Flex reservations on your Outlook Calendar.

Email Reminders of upcoming reservations in addition to confirmation of bookings, modifications and cancellations.

The service is fully **Customizable**, and can also be used to organize catering orders and manage parking lots.

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Conclusion:

Whether your objective is reducing your real estate footprint, improving accessibility to conference room reservations, allowing more people to comfortably occupy the existing office space, or making work life easier for mobile employees, DeskFlex can help your business run more effectively.

For more information on how Desk Flex can help you improve your office productivity, please call toll free [877-253 2356](tel:877-253-2356) or visit www.deskflex.com.

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