Cloud-Based Meeting Room & Workspace Management and Optimization

As companies continue to drive towards greater workplace efficiency and utilization—and better collaboration between staff—they increasingly want a system that will give them tighter control over the sharing and usage of meeting rooms and flexible workspaces. **Trimble Space Scheduling** optimizes the reservation, utilization and management of all conference rooms, workspaces and associated client services.

Solution

Space Scheduling
Room and Desk Booking Software

⬢ Trimble.

OPTIMIZE MEETING ROOM AND WORKPLACE EXPERIENCES

Trimble offers a feature-rich, room and desk booking solution that has been used by leading blue chip organizations, law firms and financial institutions all over the world for over 20 years. Trimble's Space Scheduling optimizes meeting room and workplace experiences with a fully featured cloud-based software solution that encompasses the reservation, utilization and management of all conference rooms, workspaces and associated client services. Space Scheduling is an evolution from the technology of Datacraft Hospitality Suite, which has been the pre-eminent room booking system in the market since 1994.

MAIN SPACE SCHEDULING MODULES FOR YOUR WORKSPACE MANAGEMENT CHALLENGES

Room Booking
Management of workspaces offering both self-service and centrally managed workflows with highly configurable operational rules

Office 365 & Outlook Integration
Consolidate your room booking through seamless two-way integration with Office 365 and Outlook calendars

Mobile Room & Desk Booking
Simple and intuitive, space scheduling mobile apps provide room and desk floor plan reservations on the go

Trimble LiveSign Pro
View live room availability, book and check-in, and free up no show meetings, all from outside the room (Includes RFID card swipe functionality)

Space Utilization
Review booking trends by individuals or business units, and leverage the integration with Trimble Basis to capture actual utilization to optimize your real estate portfolio
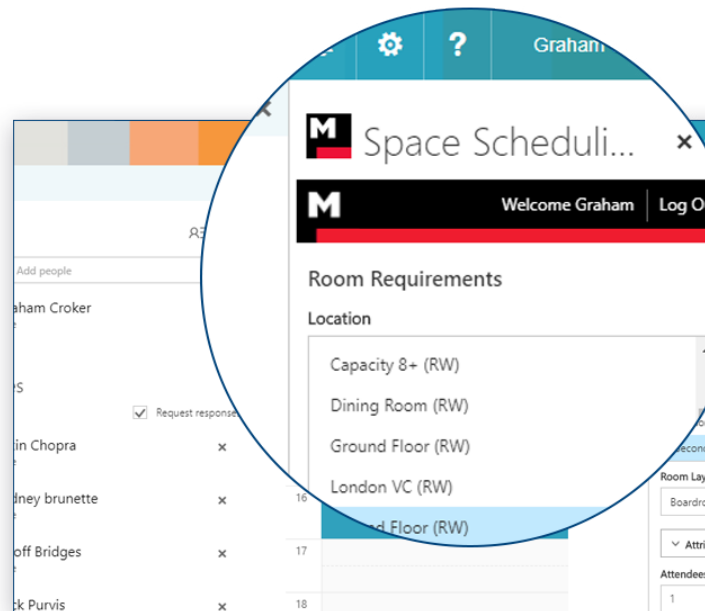
Desk Booking
Book and manage flexible workspaces via mobile apps, kiosks, or a web interface

Service Management
Manage and track service providers, and associated resources/services for meetings, including catering/refreshments/AV. Communicate changes to providers automatically

Video Conferencing
True one-stop global video conference booking process for scheduling multipoint events across multiple locations and time zones

Visitor Management
Complete visitor management including badge printing, alongside an app to support a mobile receptionist with arriving and departing expected guests

Reporting & Analysis
Powerful reporting applet and out-of-the box reporting including utilization statistics, trends, services used, and more

Stay in sync with dedicated Office 365 and Outlook integration

Space Scheduling provides full two-way integration with calendar applications such as Microsoft Outlook and Office 365, so that personal assistants and other staff can book rooms as part of calendar appointments.
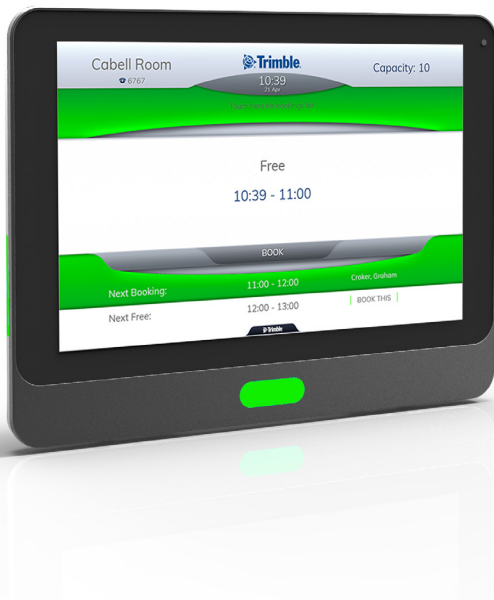
Crucially the two way integration ensures that both systems are kept in in sync at all times - a must have requirement for keeping up with any busy organization. Outlook integration provides users a centralized place to manage meetings: create appointments, invite attendees and book rooms and services.

Take digital room signage to the next level

Trimble LiveSign Pro is our own brand of meeting room touch screens. LiveSign Pro can be securely located right outside the room allowing users to schedule meetings, check-in, check-out, and at-a-glance view room availability via bright red, amber and green LED lights.
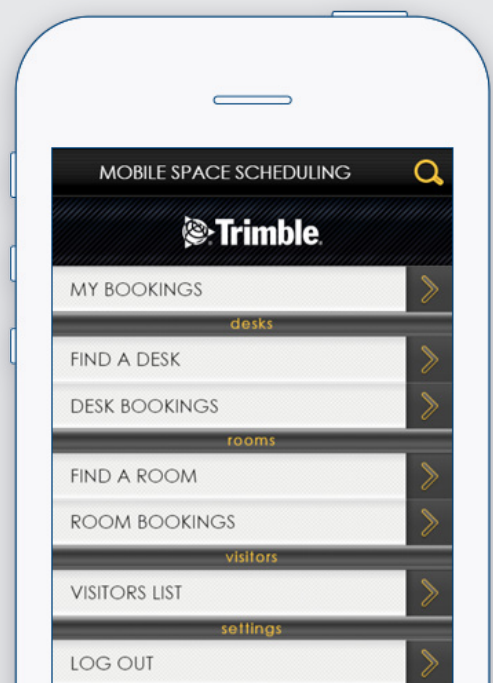
Users can book available rooms on the fly using their RFID card to authenticate with the panel. IT teams can manage and control multiple devices anywhere at any time, including remotely managing firmware updates and scheduled device on/off times - a must-have requirement for global enterprises.

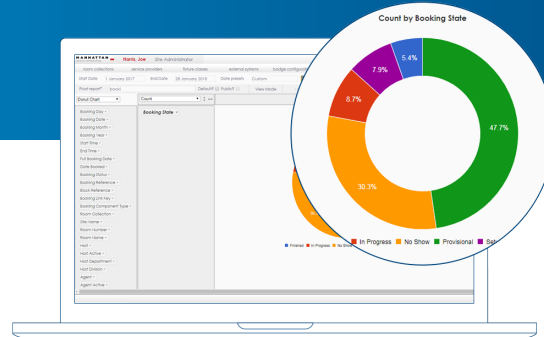## Enhance employee experience with sleek mobile scheduling

An intuitive mobile app provides employees fingertip access to their existing room and desk bookings on the floor plan, with search functions to quickly find an available space that meets their requirements - from last minute meeting bookings, through to booking a desk as a touchdown space.

Front-of-House teams can easily arrive and depart guests as they enter and leave the building on the Visitor Management app. Mobile teams can use Space Scheduling to update the status of a meeting room to 'In Progress' or 'No Show' when patrolling the meeting room floor.

We understand the importance of business intelligence

Space Scheduling enables you to capture and analyze the room and workspace data you need to make the right decisions and create a positive impact on your organization's bottom line. Featuring standard, custom and pivot reporting, Space Scheduling allows you to generate pivot reports using drag-and-drop field selection including key stats around space utilization and occupancy statistics, trends analysis, services used, costs by departments and materials used.

SPACE SCHEDULING BENEFITS

Ease-To-Use & Intuitive
Intuitive 'drag and drop' functionality minimizes the number of clicks and keystrokes required to make and update reservations

Support Activity Based Agile Working
Achieve improved person to desk ratios and increase utilization of costly workspace through powerful desk scheduling tools including touch-screen kiosks and mobile apps

Empower The Workforce
Next generation Office 365 and Outlook integration empowers the workforce through scheduling meeting rooms and desks within the Outlook calendar

Five-Star Client Experiences
All encompassing suite of apps for Client Services, Reception, Catering and other Service Providers to consistently manage perfectly orchestrated client meeting experiences

Streamline Global Meetings
Collaborate across borders by streamlining the booking and management of complex global video conferences across multiple sites

Configured To Your Organization
Leverage easy to use workflow tools to manage visitors, catering, AV services and meeting room setups

Assign User Roles
Robust user role based permissions, request approvals and configurable business rules allow you to define the room booking process with over 100 rules and permissions

Complete Space Management
Track utilization, including financial charge-backs, and make floorplan changes through integration with Trimble's Space Management modules to understand and act on how you utilize your workspace

CONTACT US

If you would like to learn more about our solutions, please contact us via **realestate.trimble.com** or call us on:

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