

# TAAP DESK BOOKING

# AN ALL IN ONE DIGITAL DESK BOOKING SOLUTION



GET STARTED TODAY BY CONTACTING

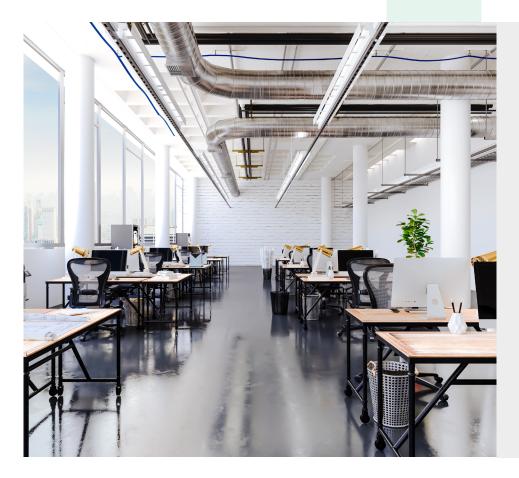


**The MPS Team**From solutions to software

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# TAAP



# **FEATURES**

- Asset and User Group Management
- **© Capacity Management**
- **Desk Management**
- **Digital Check In**
- Desk Search, Booking and Cancellation
- **Email Notifications**
- **Payourite Desks and Users**
- **ᢒ Floor Plan**
- **Reporting & Analytics**
- **Self Registration**
- **Waiting Lists**
- **⊕** Web App

With Home and Office Hybrid working and downsizing of offices, the need for a hot desk booking service is ever present.

TAAP Desk Booking is an all-in-one digital desk booking solution that provides simple desk booking as well as providing real-time analytics for management.

# WHY CHOOSE TAAP?

- Digital Transformation market leader
- Trusted by thousands of end users
- Cloud based and fully secure
- Fast and agile deployment model
- Fully cross platform

## BENEFITS

- Gain critical insights into how you currently use your space to identify areas of cost reduction, efficiency improvement or even making sure that your workforce is following safe physical distancing
- Increases process efficiency through optimised digital services and an easy to use solution to schedule and complete desk bookings
- No new hardware required as TAAP Desk booking is a web based solution available on any device
- Reduces operational and administrative costs with the elimination of paper processes
- Improves data security with a fully encrypted digital solution and enforces UK GDPR compliance



# SECURE, SMART, STREAMLINED DESK BOOKING

#### EMPOWER YOUR ORGANISATION

- ( Book desks using the quick and easy web app
- Never miss a desk with email notifications
- Ensure no overcrowding through management of desks available to book
- ✓ UK GDPR Compliant
- Real time visibility of desk availability
- Easy management of desks, floor plans and tailored desk availability based on users

#### WHY TAAP DESK BOOKING?

- ⊕ TAAP Desk Booking is quick, intuitive and 100% secure.
- ⇒ Whether you have hot desks, open workstations, conference rooms or planning to implement safer physical distancing, Desk Booking is imperative for your 📵 Reporting and analytics allows management to organisation to embrace safer return to work through management of what is available to be booked.
- Your workforce will have easy access to resource availability at their fingertips with quick "on-the-fly" desk reservations via mobile or desktop.
- (a) With uploaded static floor plans, your office admins no longer have to be the gatekeepers for desk reservations 😌 User Groups allows users to be grouped. Asset or welcoming committee for remote employees. Find anyone, anywhere quickly and easily.
- TAAP Desk Booking allows people to view which desks are available within your premises and book a desk with \$\infty\$ Favourite Users allow users to view their team's minimal fuss.

- (a) Users can create bookings, view booking details and cancel, and have ability to notify of arrival for actual occupancy.
- gain real time insight into organisation hot desk behaviours through utilisation and availability reporting.
- Automated Waiting List ensures no desks are left vacant as when cancellations are made, those on the list are notified to book the available desk.
- Groups allows desks to be grouped and then mapped to User Groups to determine what desks users then have the ability to book.
- calendars to book a desk nearby. Favourite desks allows simple booking of preferred desks.

### 6 SIMPLE STEPS TO GETTING STARTED

- 1 Simply load your list of desks via CSV file including location information, equipment, department etc
- 2 Manage your desk details by loading floor plans and other relevant information for end users
- **3** Create user groups and invite users to the system
- 4 Create asset groups to effectively group and manage desks by department, teams, etc
- 5 Map your asset groups to user groups to determine who can view and book what desks
- 6 Users simply login and book
- ⊕ We can provide optional integration with HR, joiners, movers, leavers systems and single sign on

# **TAAP**DESK BOOKING

**KEY FEATURES** 



#### FLOOR PLAN

Static Floor plan available for users to identify where their desk is.



#### **DESK BOOKING**

Users are able to book their own desks for short, medium or long periods of time depending on organisation policy.



### DESK MANAGEMENT

Manage and keep updated your locations, desks and peripherals available across your organisation.



# FAVOURITE USERS & DESKS

Quickly book your favourite desks and view where your team are sitting.



#### SELF REGISTRATION

Users can self register to book desks upon receiving an invite.



#### **USER GROUPS**

Assign employees groups to determine which desks they're able to book.



#### **ASSET GROUPS**

Asset Groups allows desks to be grouped and then mapped to User Groups to determine what desks users then have the ability to book.



# REPORTING & INSIGHTS

Real time visibility of desk availability and utilisation levels.



## CAPACITY MANAGEMENT

Organisations can track and manage the number of desks available for booking and when they're available.



# WAITING LIST

Users are added to a wait list in the event where all desks are unavailable. Once a desk becomes available, the user on the wait list will be notified of the available desk.



#### EMAIL NOTIFICATIONS

Users are alerted of their booking confirmation and cancellations with the option of adding to their outlook calendar.



#### FIRE SAFETY

In the event of an emergency, TAAP Desk Booking can provide management a list of those who have booked a desk to assist a head count.

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