

TAAP



TAAP DESK BOOKING

AN ALL IN ONE DIGITAL DESK BOOKING SOLUTION



POWERED BY
TAAP

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
- ⇒ Favourite Desks and Users
- ⇒ 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

TAAP DESK BOOKING

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 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.
- ⇒ With uploaded static floor plans, your office admins no longer have to be the gatekeepers for desk reservations 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 minimal fuss.
- ⇒ Users can create bookings, view booking details and cancel, and have ability to notify of arrival for actual occupancy.
- ⇒ Reporting and analytics allows management to 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.
- ⇒ User Groups allows users to be grouped. Asset Groups allows desks to be grouped and then mapped to User Groups to determine what desks users then have the ability to book.
- ⇒ Favourite Users allow users to view their team’s 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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