



## Resource Scheduling in Hoteling Environments

### What is Office Hoteling?

Resource Scheduler for Office Hoteling is a powerful tool that allows mobile employees to easily pre-reserve a workspace when traveling between facilities. It helps organizations utilize their shared workspace more efficiently resulting in lower real estate costs while providing the flexibility mobile employees need to stay productive even when they're in the office.

Resource Scheduler can help your organization:

- Reduce real estate overhead
- Improve utilization of shared workspace
- Lessen energy consumption and costs
- Implement or support your green initiative
- Promote a telecommuting environment
- Accommodate a mobile workforce
- Increase employee satisfaction and improve talent acquisition

### Who is Using Hoteling?

Hoteling is gaining momentum in large enterprises within the US and Europe. In fact, according to CoreNet Global's Research Center, 73% of Fortune 500 companies offer "hot desking" or unassigned workstations. 60% of companies will be introducing "drop in" spaces in the near future, and the popularity is expected to grow at a steady rate, where 10-25% of workstations (in the US and some European countries) are expected to be part of workspace environments by 2010.

### Kiosk and Map Integration

Along with the fully-integrated Outlook and web browser interface, Resource Scheduler has an intuitive interface that can help power your office hoteling initiative. The kiosk combines floorplan information with space availability on a computer or kiosk device. It allows you to check-in to existing workspace reservations, find nearby space, and see where other reservations and activities are taking place during the day, helping to facilitate collaboration among other users.

By utilizing a touchscreen interface, you will be providing users with an easy-to-use solution that encourages individuals to utilize your shared workspace more efficiently. As a result, you will realize a better return on the investment you've made in your office hoteling environment.



## Key Features

Resource Scheduler can help to bolster any organization's office hoteling (hot desking) environment. Along with basic functionality offered with Resource Scheduler, flexible office environments can expect to utilize these key features:

### Book Space in Advance

Using a web browser or Outlook/Exchange, find and book workspace ahead of time.

### Book Space On-Premise Using Reservation Kiosks

Users are not limited to booking in advance. Resource Scheduler can integrate with kiosk systems and maps, allowing users who arrive at the office unexpectedly to reserve shared workspace using a kiosk in addition to front desk personnel or a centralized booking agent

### Send Automated Reminders

Remind users in advance when their reservations are approaching. Reminders can be tailored to fit corporate policy, such as ensuring that users have an opportunity to cancel booked reservations more than 24 hours in advance.

### Track Favorite Locations and Spaces

Users can keep a list of their most utilized and favorite workspace, and book them quickly and easily.

### Limit Access to Secure Areas

Corporations that have secure spaces not available to all employees can limit access to those areas by authorized personnel only.

### View Space Details

With Resource Scheduler, details about each space can be listed including snapshots of the space, a listing of amenities included, phone numbers for assistance, and even maps displaying where often utilized spaces are located, such as faxes, printers, meeting rooms, eating facilities, administrators, etc.

### Locate Other Users, Rooms or Events

Using Resource Scheduler for your office hoteling environment can also promote collaboration among your staff by allowing them to find other users' reservations easily, book meeting rooms in advance or on-the-spot, and locate any events that may be taking place within the organization at the same time.

### Report on Space Utilization

Administrators can better manage existing space by tracking actual utilization. Using reports, administrators can:

- Increase the number of shared spaces available for often used areas.
- Audit the number of reservations made over a certain time period to ensure that employees follow corporate policies.
- Track and measure cost and carbon emissions savings.

## Resource Scheduler & Office Hoteling – A Proven Solution

In addition to the growing number of companies that use Resource Scheduler within their organization, the list of companies that use Resource Scheduler to help support their corporate office hoteling environments is increasing at an incredible rate. Call the PeopleCube sales team today to learn how Resource Scheduler and our Professional Services team can help your office hoteling initiative succeed.



To learn more about Resource Scheduler or any other workplace and resource management solutions from PeopleCube, visit [www.peoplecube.com](http://www.peoplecube.com).

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