



## E-BOOK NO 2: THE **SMART** OFFICE

### MAKE YOUR OFFICE SMARTER

Smart office and agile working can cut the need for office space and provide a better understanding of how your workplace is being utilized.

# THE MODERN WORKPLACE

The modern workplace is evolving and the days of cubicles and private closed-door offices have been replaced by a variety of different office setups. Flexibility is a key concept within office management and modern businesses have to cater to a much more dynamic work environment than earlier.

Having an agile and smart workplace has many benefits and some of the cornerstones of agile and smart working is hot-desking, smart room booking and utilization analysis.

Hot-desking means that employees don't have a set workspace that is their own, but instead potentially work at various different desks the days they are present at the office.





## BENEFITS OF AGILE WORKING AND SMART OFFICES

The benefits of agile working and smart offices are numerous. Studies have shown that introducing hot-desking and the smart office concept will cut the needs for office space with up to 30%.

The smart office will provide you with useful insights about utilization rates, no-shows and bookings in general. This information can be used to make workplace decisions based on facts, rather than gut feeling.

Indoor navigation to selected points of interests and easy room and desk booking from Microsoft Outlook, booking panels and phones are also important parts of the smart office concept. These areas will save your employees for substantial and important time when booking and locating meeting rooms and desks.

## CHALLENGES FOR THE SMART OFFICE

Despite the many benefits of the agile work environment and smart office, it is a question of both company culture and of having the right software/hardware for this form of working to be a success.

Smart office and especially hot-desking is a cultural change and needs careful planning so that employees experience the benefits of this way of working rather than get frustrated about having to change location on a daily basis.

A major aspect of making the agile workspace a success is having the right system to facilitate the management of desks and rooms easily and effortlessly.

# THE SMART OFFICE

## - KEY ELEMENTS



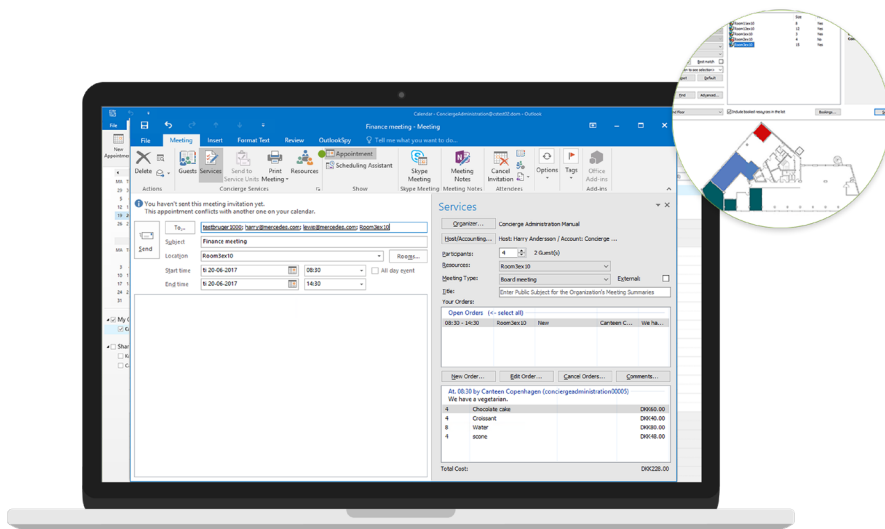


# BOOKING ELEMENTS FROM FISCHER & KERRN

The booking software from Fischer & Kern consists of a suite of software modules and hardware products that can cover all elements of the smart office. You can choose booking modules for Microsoft Outlook that will provide unique and userfriendly conference room scheduling and desk booking, or you can enable the mobile booking app which also can introduce you to indoor navigation.

Fischer & Kern Room Panels and Desk Panels will display booking information and make it easy for your users to find and book available rooms or desks. The panels even have RFID card readers used for user authentication via your organization's employee ID cards.

## BOOKING FROM OUTLOOK



## MOBILE BOOKING



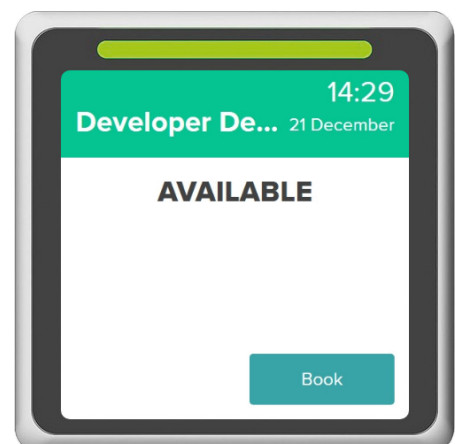
## FISCHER & KERRN ROOM PANEL

Elegant 10.1" room panel with RFID card reader and LED light



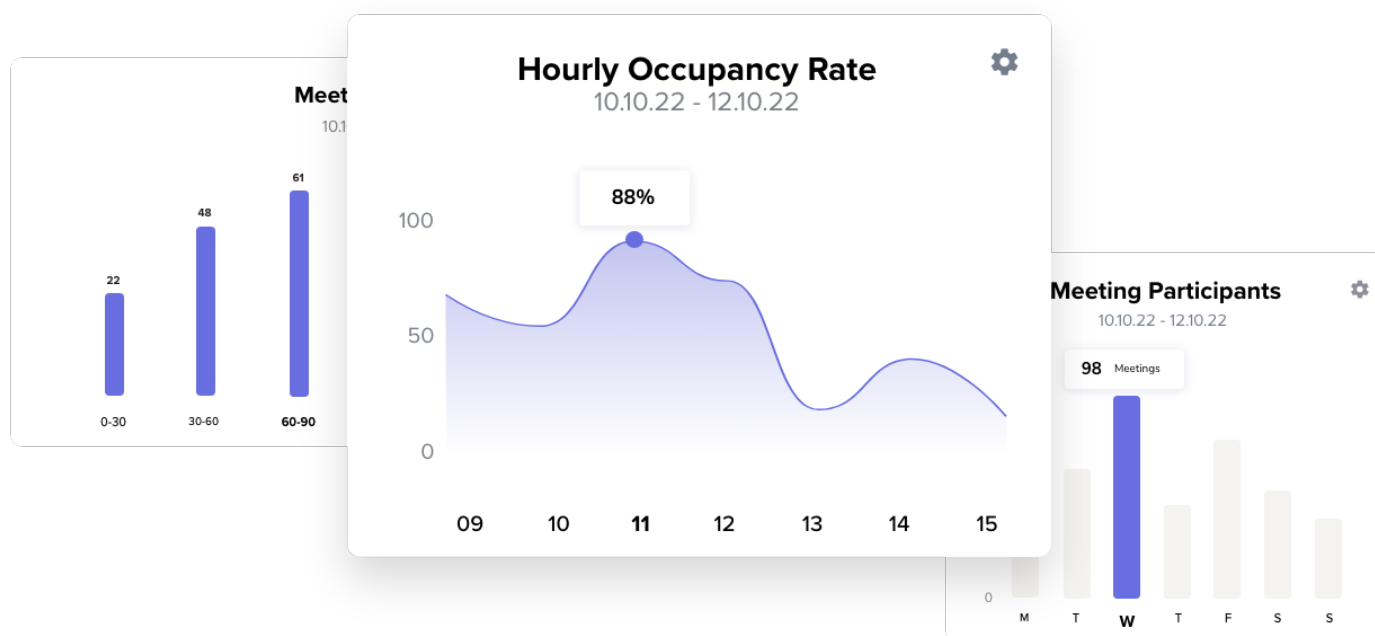
## FISCHER & KERRN DESK PANEL

Elegant and intuitive desk booking display



# REPORTING & ANALYTICS

## - UNDERSTAND YOUR OFFICE SPACE



## GET POWERFUL INSIGHTS

Basing decisions on data instead of gut feeling means you can learn exactly how your office space is being utilized and performs. Knowing which meeting rooms, desks or resources that are always booked, occupancy rates, the typical booking length or knowing which employees that never show up to their booked meetings can provide documentation for strategic decisions. Having this information means you can base decisions about your office space on tangible insights. You will be able to make precise decisions about the right number, size, location, and equipment in your meeting rooms. Furthermore, Your catering vendors will have a very powerful tool provides them with a complete overview of meetings, catering deliveries, invoicing and resource usage. They are never in doubt about anything.

# INDOOR NAVIGATION

Turn by turn navigation to indoor points of interests. Enable your employees and visitors to easily navigate to their meeting room, desk or other points of interests like for instance copy rooms, toilets, etc.

The indoor navigation system is based on Google Maps and it is available from Fischer & Kerrns mobile booking app, from touch displays or from a standalone navigation app.



“

Time is money. We are in a consultancy business and the majority of the employees are consultants. I would say that 95% of our staff is consultants. By using Concierge Booking we now have a more effective use of all resources. We save a lot of time thus saving a lot of money.

”

IT Project Manager  
WSP

# SENSORS AND BEACONS

Beacons are magnificent small high-tech sensors which allows you to track your indoor location and automate check-in features and booking processes of meeting rooms and desks. Using positioning technology such as beacons, light sources or wifi hotspots makes it possible to define your location and give you exact directions to for example your meeting room - the obvious choice for indoor navigation.

Combined with our mobile booking app for iOS and Android, a number of processes such as booking, ending and check-in can be automated based on your location. This means that you can automatically book a meeting room when you enter it and free it XX minutes after you leave it.





# 6 SMART OFFICE BENEFITS

1

## NEED FOR LESS OFFICE SPACE

Studies have shown that introducing smart office and agile working can bring down the need for office space with up to 30%.

2

## ACCURATE BOOKING INSIGHTS

Having a smart office booking system will provide you with accurate booking information about occupancy rates, information about meeting rooms best suited, length of your bookings, etc.

3

## USER-FRIENDLY BOOKING PLATFORMS

Having the right smart office booking system will provide your users with a user-friendly tool that can be accessed from Microsoft Outlook, from mobile phones and from booking displays.

4

## BRING DOWN NO-SHOWS

No-shows can be brought down considerably. You can track users that are not showing up for their bookings and take action on it.

5

## AUTOMATE BOOKING PROCESSES

With sensors, you can automate booking processes. Booking of rooms and desks can be done based on sensors and your location.

6

## FIND YOUR WAY IN THE OFFICE

Visitors and employees who are new to the office space will benefit greatly from the turn by turn indoor navigation system. Selected points of interests can easily be found and navigated to.



# CONTACT INFORMATION

## ABOUT FISCHER & KERRN

We create frictionless and unique workplaces for our customers by providing them with innovative and user-friendly software booking tools. We have been in the workplace optimization and conference room booking software business since 1999 and today we have more than 500 satisfied customers that are using **CONCIERGE BOOKING SOFTWARE**.

We have offices in Copenhagen, New York, and London. We also have a large network of partners who are ready to assist our customers.



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