



# GovBook | Desk & Room Booking Service.

**A Room & Desk Booking System Built For Local Gov.**

We've worked with our local government community to develop a room & desk booking system that helps councils to:

- Optimise office space & cut costs
- Provide easy access to spaces
- Improve the staff experience &
- Easily manage new ways of working

## **Learn how your office works.**

Collect actionable utilisation data that helps you reduce wasted capacity, optimise your office space & cut costs.

## **Right time, right space.**

Your team can find & book the right space — at the right time — with the right people in 60 seconds or less.

## **Built for the council workspace.**

This solution provides all the functionality you'll need. It's cost-effective & it offers councils a tried & tested method for managing new ways of working.



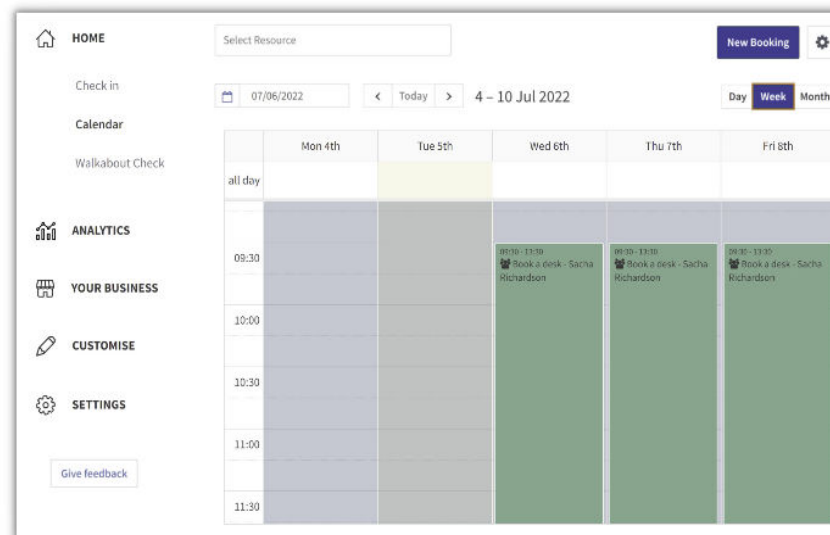
Boost efficiency & save time.

# Quick & easy admin.

## You have complete control.

You'll have complete control over your office space in our intuitive admin portal. With just a few clicks, you'll be able to:

- Manage bookings
- Edit availability
- Configure rules
- Tweak office layouts & more



## The best of both worlds.

Your staff can take control of their day with a simple self-service tool. But, if, for any reason, you do need to manually view, make, or amend a booking on someone else's behalf, you can do so with just a few clicks.

## Improve communication with staff.

Set up automated communication flows for trigger events like confirmations, cancellations, reminders & facility alert to keep your team in the loop.

## Automate your admin.

Integrate bookings with your existing calendar apps, active directory, access systems & on-site hardware to deliver a seamless staff experience & increase operational efficiency.

## Connect your workflows.

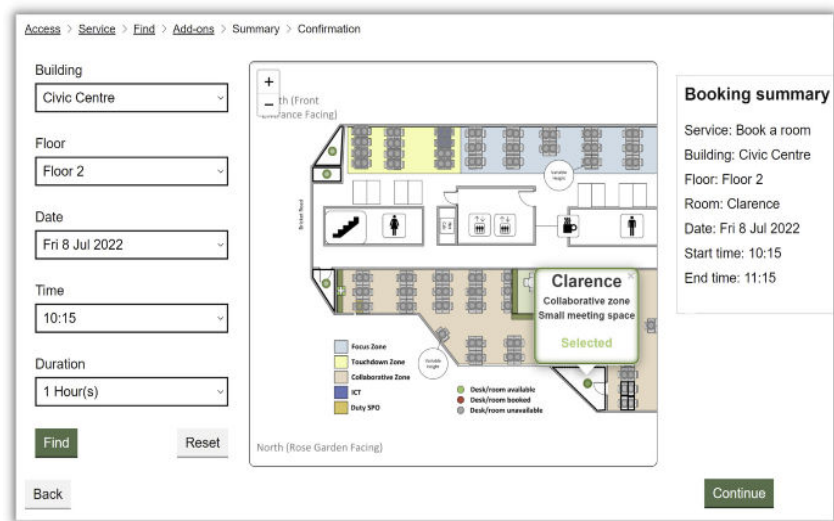
Take the stress out of coordinating people, time & space with configurable booking rules that specify when, where & what different teams can book.

The staff experience.

# Room & desk booking made easy.

With demand for council services at an all-time high, your time is precious. You can't afford to waste it co-ordinating people, time & spaces.

That's why we've developed an all-in-one solution that allows you to plan your entire working week with just a few clicks.



## Book in 60 seconds.

Book a room, desk or parking space in ~ 60 seconds using any internet-connected device & check in on-site with just two taps.

## Right time, right space.

Don't waste time filtering through spaces that don't meet your requirements. Search specifically for areas that are:

- Located close to colleagues
- Best suited to your work type, and
- Fitted with all the equipment you need

## Bring your team together.

With visualised floor plans & in-app search functionality, you can quickly locate your colleagues, see when they're free & plan your day accordingly.

## Change of plan? No problem.

Amending your booking is simple. You can do it in less than 20 seconds. Once a change has been made, attendees are automatically notified — saving you valuable time.

## Everything you need in one place.

You'll have all the information you need to plan your day in a single calendar view. Whether it's a room, desk, or car park booking — you name it, you'll see it.

Your office. Your rules.

# Learn how your office works.

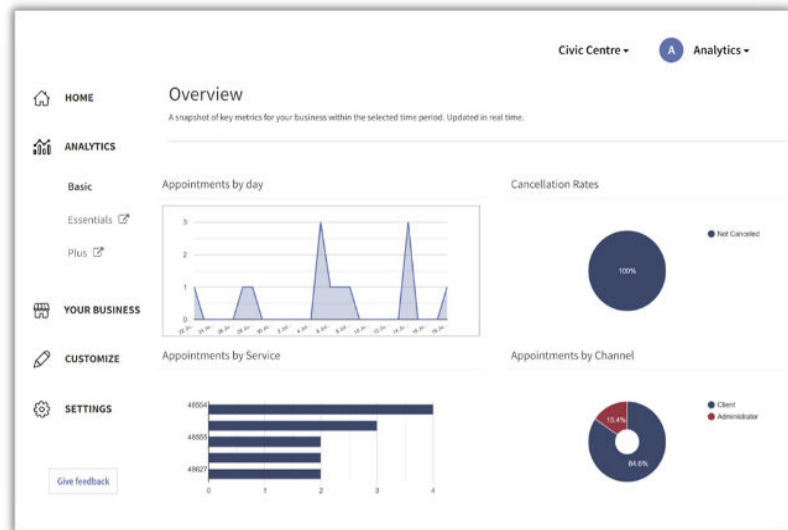
Due to financial pressures, councils must find new ways to increase the efficiency of their workspaces & reduce office-related costs. With this in mind, we've developed a system that collects & visualises all the data you'll need to identify under-utilised assets, reduce wasted capacity & get the most out of your office space.

## Identify unutilised space & cut costs.

You'll be able to track a range of utilisation metrics like:

- Avg. desk & room utilisation rates
- Avg. space density over a week/month
- & many more

This means that you can make more informed decisions on reducing, re-purposing, or renting out unused office space & equipment.



## Get the full picture.

Statistics are great for finding ways to get the most out of your space. But, they provide little insight into staff sentiment.

That's why we also offer the option of collecting qualitative data via integrated feedback forms.

The screenshot shows the 'Survey Questions' configuration interface. It includes a search bar at the top, a navigation menu with options like 'Booking text', 'Booking questions', 'Booking question groups', 'Survey questions', and 'Reasons', and a 'Create New' button. The main area is titled 'Create Model' and contains several form fields: 'Question' (with a text input), 'Question Type' (set to 'Text Field'), 'Default Value', 'Required' (checkbox), 'Important' (checkbox), 'Admin only' (checkbox), and 'Help text' (with a text area). There are also 'Conditional question' options and 'Create' and 'Cancel' buttons at the bottom.

Built for councils like yours.

# Built for the council workspace.

Councils are searching for ways to optimise their office space & cut costs. But, many don't have the budget to procure a workplace management solution built for large, private sector firms. So, we've worked with our community to build a cost-effective room & desk booking product that offers councils all the tools they need to get the most out of their workspace.



*A few members of our local government community.*

## Comprehensive & cost-effective.

You'll get all the core features you need to better manage your workspace & improve the staff experience — at a price that reflects public sector budgets.

## Make hybrid work for everyone.

Enable staff with particular ergonomic or accessibility requirements to book a room/desk that meets their needs with rules-based search functionality.

## GDS design.

Your booking journey will follow the GDS Design Principles. So, you can rest assured that your staff will get a simple, fully accessible experience from start to finish.

## Go live in 14 days.

With ever-growing backlogs, the last thing your IT department needs is a drawn-out onboarding process. That's why we aim to configure & implement your system in less than 14 days, without burdening your team.

## Bring your entire team together.

You'll be able to add Teams (or Zoom) links to your room bookings so that your colleagues can join the conversation from anywhere, at any time.

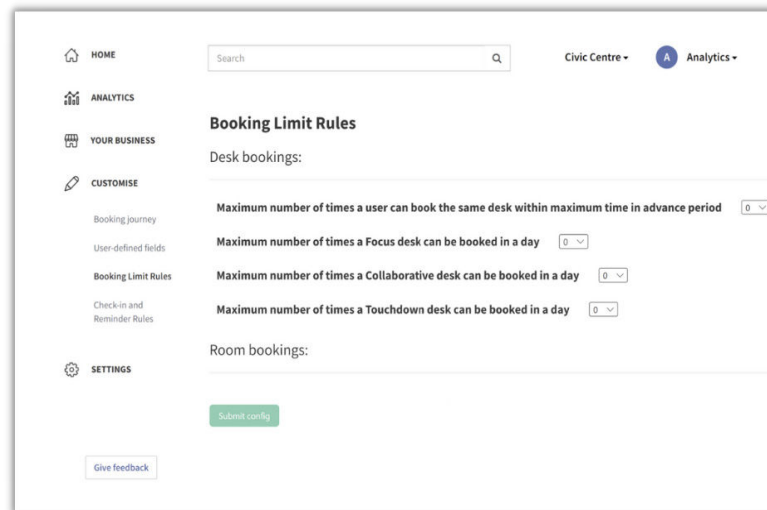
You're in control.

# Manage new ways of working.

## Your office. Your rules.

With custom booking rules & a configurable office layout, you can easily:

- Split your office into neighbourhoods, focus zones, collaboration areas & more.
- Set rules on how many times a space can be booked & how long it can be booked for.
- Set rules around who can reserve what & give priority to certain users or teams.

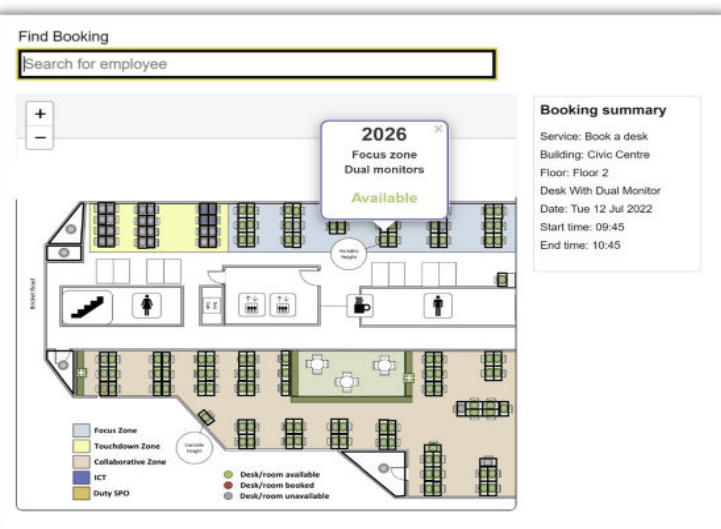


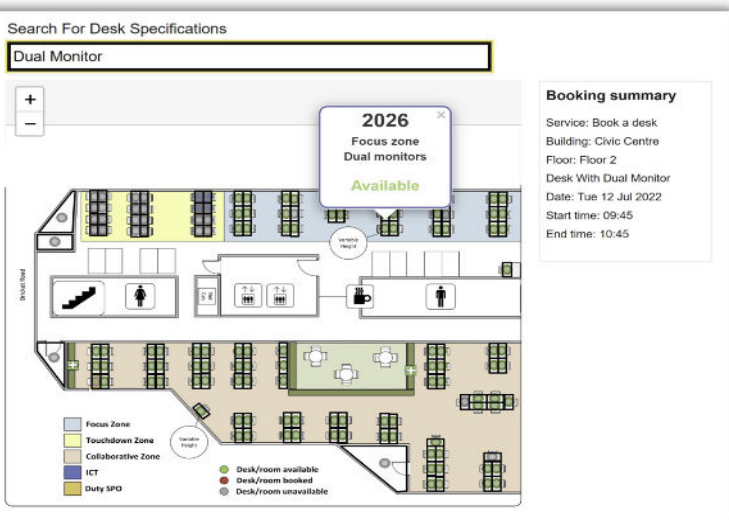
## See who's working where.

With interactive floor plans & an in-built search feature, you'll be able to:

- Check when your team are in the office
- See where they're working, and
- View when they're free

Importantly, this makes it easy to find & book a mutually beneficial time & place to collaborate.





## Right space, right time.

Find your ideal space (in seconds) using our intuitive search functionality.

With this feature, you'll be able to:

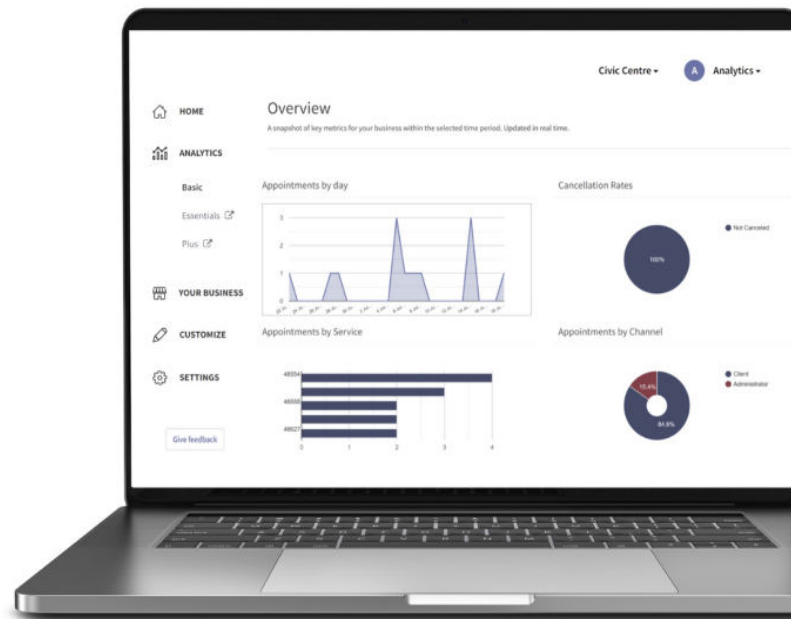
- Find desks with specific ergonomic equipment, dual monitors, adjusters & more.
- Quickly find rooms with projectors, AV equipment, presentation tools & more.

## Measure, learn & improve.

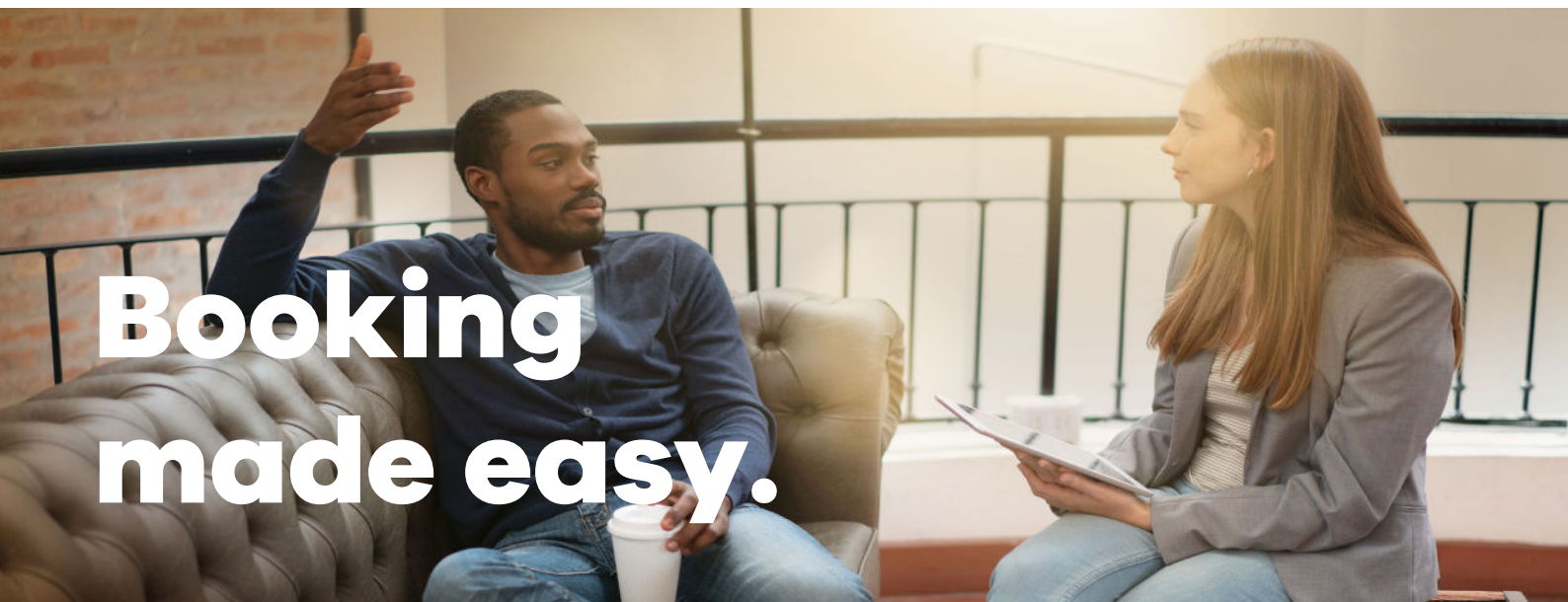
With JRNI Analytics, you can keep an eye on utilisation rates and repurpose your office space using a range of easy-to-understand statistics.

Here are a few ways we'll help you collect & visualise this all-important data:

1. Off-the-shelf utilisation reports
2. Custom utilisation reports
3. Visualised reporting dashboards
4. Integrated staff feedback forms



**Booking  
made easy.**



These are just a few of the features you'll have access to.

# System features:

Feature	Description
<b>1st Party Fob/Card Integration</b>	Ability to book or check in via our kiosk app, using the fobs or cards allocated to each user (provided by bookinglab).
<b>Add Attendees to Room Bookings</b>	Ability to add attendees to a room booking, including amending attendees on an existing booking.
<b>Book a Desk on Behalf of Someone Else</b>	Ability to book a desk on behalf of another user.
<b>Check-in/Check-out Reminder Email Notifications</b>	Users will receive reminder email notifications to check in and/or check out their bookings.
<b>Custom Floor Plans</b>	Ability to display custom floor plans to represent desks and/or rooms.
<b>Kiosk App</b>	Ability to book or check in via the kiosk app version of the booking solution (hardware not included).

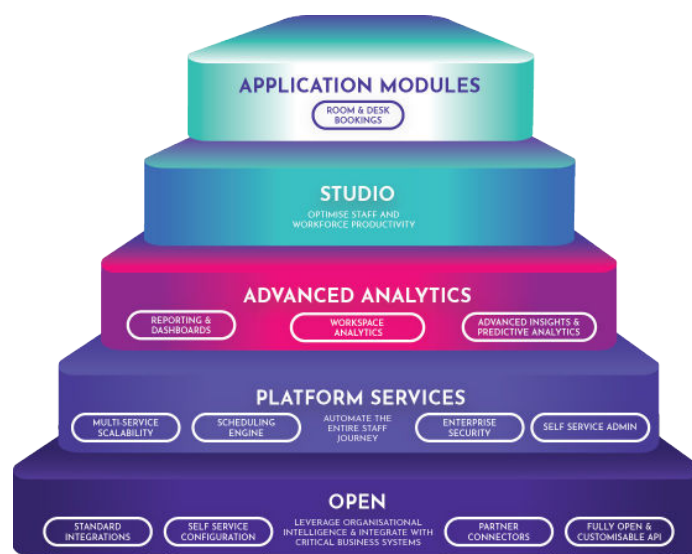


<b>Meeting Room App</b>	Ability to view and check in room bookings via our meeting room app (tablet hardware not included).
<b>My Bookings</b>	Ability to view, amend, or cancel upcoming bookings.
<b>SSO Integration</b>	Ability to log into the booking journey via your SSO (e.g., Office 365).
<b>Booking Limit Rules</b>	Ability to limit the number or type of desks a user can book.
<b>Configurable Check-in Rules</b>	Ability to configure the check-in time and reminder rules for desks and/or rooms.
<b>Custom CSV Reporting</b>	Providing custom CSV reports for pulling specific user and/or booking data.
<b>Facilities Management Report</b>	Ability to view a daily report of current booked desks and/or rooms and their current statuses.
<b># of Desks</b>	125 desks are included as standard
<b># of Rooms</b>	5 rooms are included as standard
<b>Gov Notify Integration (Add-on)</b>	Ability to send email and SMS notifications via your GOV Notify account.

<b>Other SSO Integration (Add-on)</b>	Ability to log into the booking journey via a different client SSO.
<b>RFID Card Integration (Add-on)</b>	Dynamic pricing for schools, organisations and charities.
<b>Additional Desks (Add-on)</b>	Ability to add more desks to the system if required.
<b>Additional Rooms (Add-on)</b>	Ability to add more rooms to the system if required.

Connect your workflows.

# Integrations & add-ons.



Platform Architecture

We've worked with our local government community to develop a range of off-the-shelf integrations that help councils increase the efficiency of their workspace.

## Check-in kiosk.

With on-site kiosks, you can check-in & view your upcoming bookings in 20 seconds or less. You can also amend & make bookings with just a few taps.

## Meeting room screen.

With integrated meeting room screens, you can check into pre-booked spaces, check the status of a room & book into a workspace that isn't being used.

## MS Teams & Zoom.

Bring your entire team together. Simply add this option to your room booking & your team can join the meeting from wherever they are (with just two clicks).

## Outlook & G-suite.

You'll get real-time updates straight to your inbox. You'll also be able to associate bookings with meetings & any space you book will be added to your chosen calendar..

Since 2019, we've facilitated ~20 million bookings & helped ~60 council departments improve the user experience, increase efficiency & cut costs with easy-to-use booking tech.

To find out more, check out our listing on **G-Cloud**.

**Lets connect:**

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 [www.bookinglab.co.uk](http://www.bookinglab.co.uk)

 [@bookinglab](https://twitter.com/bookinglab)

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