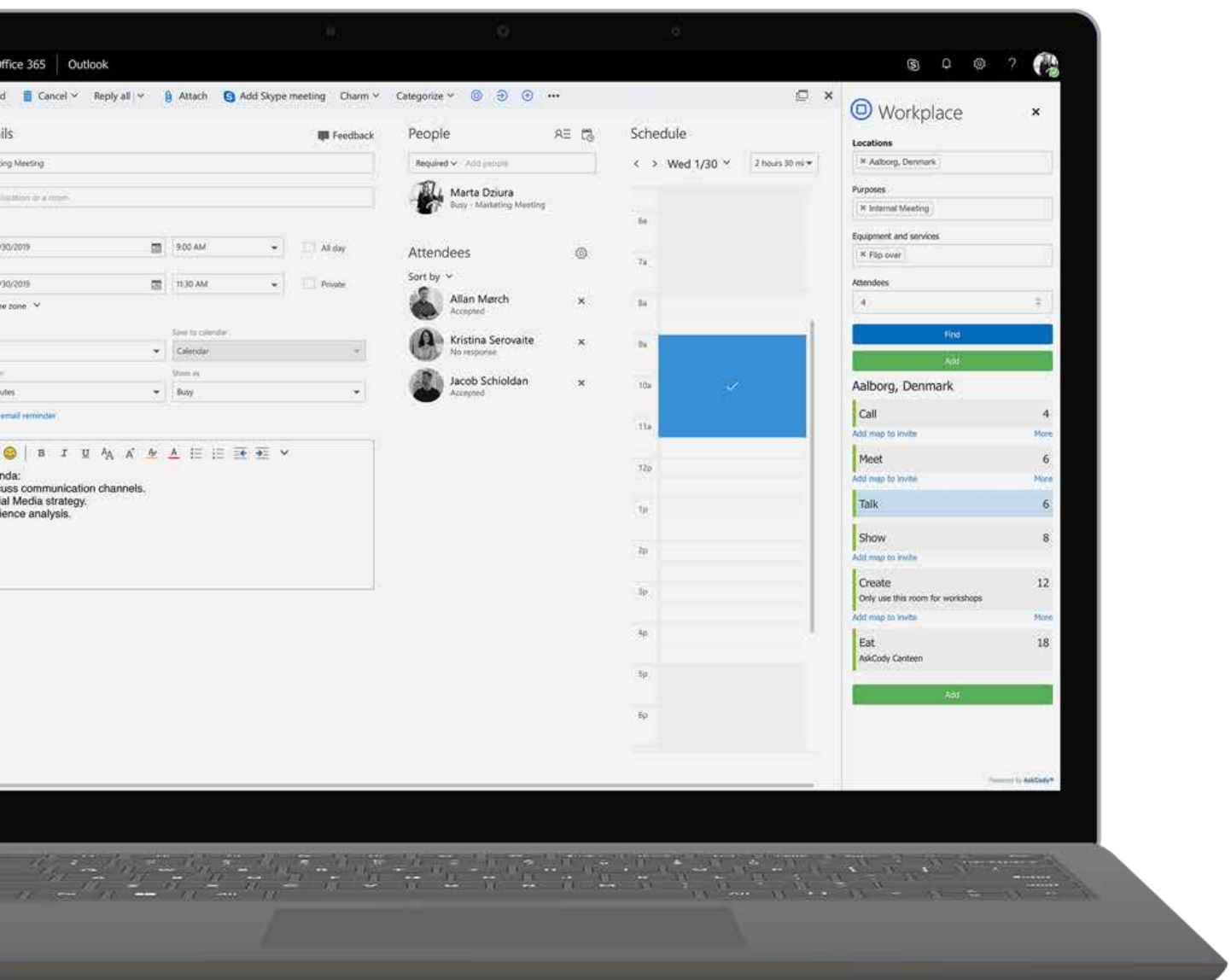


# Workplace Essentials

## Essential booking tools for any size business

Designed for businesses requiring a full-featured booking functionality of both meeting rooms, conference rooms, hot desks, workstations, and all workplace resources, while having full overview and insights into utilization with data to act on.





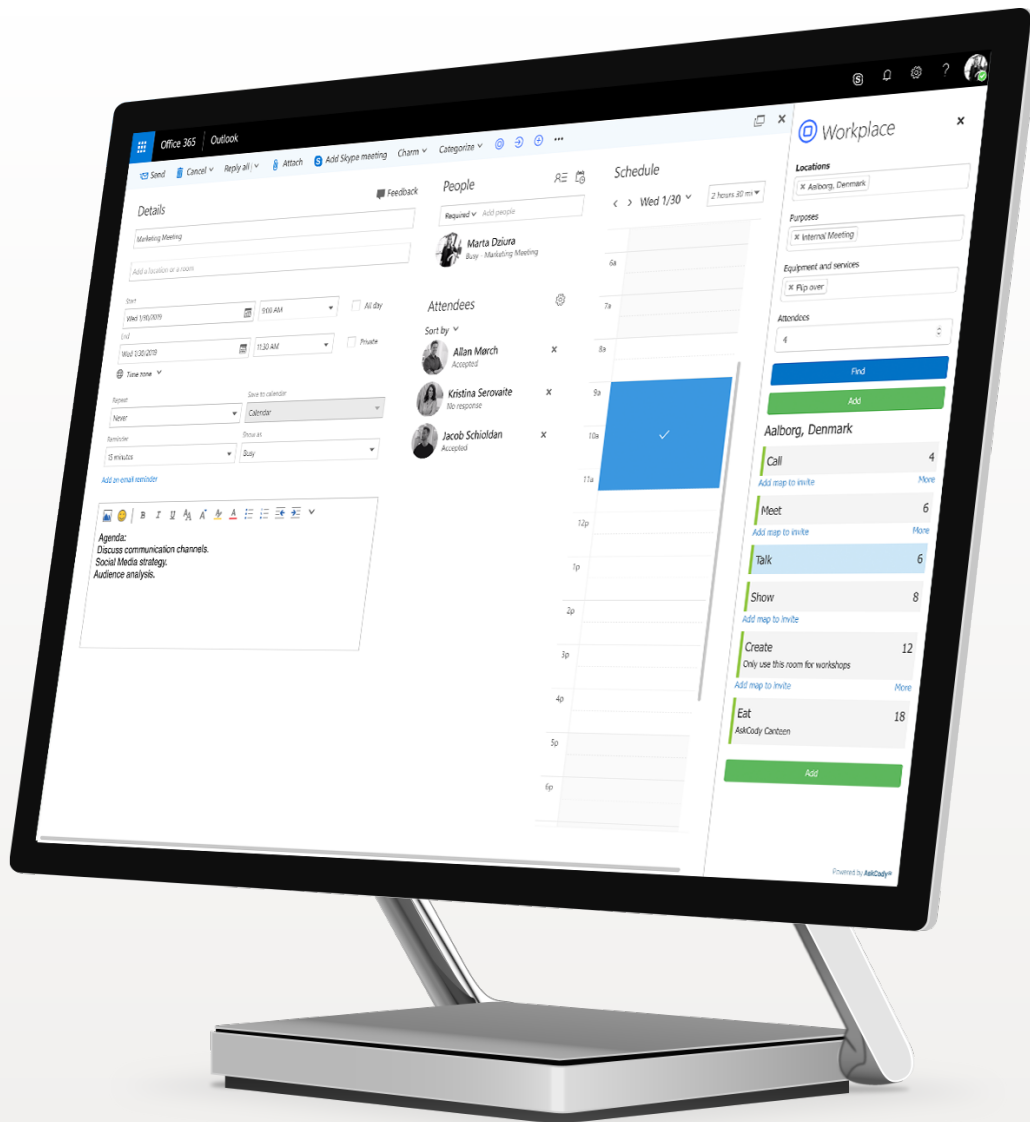
# What do you get with Workplace Essentials?

Overview, Insights and Analytics	
Includes all features in Workplace Starter	+
Room and Desk Booking	
Room and desk reservation	✓
Room/desk booking regulation and booking policies	✓
Advanced search	✓
Skype for Business, Zoom Rooms, Cisco WebEx, etc.	✓
Booking across multiple locations and timezones	✓
Instant availability overview	✓
Capacity configuration and optimization	✓
Room resource information	✓
Office Maps (Additional purchase is required)	✓
Infrastructure, integrations and Management	
Includes all features in Workplace Starter	+
InfoSec walkthrough and assessment	✓
Onboarding services	✓
Dedicated Customer Success	✓

The Plan includes the ability to search by attribute, purpose or context of a meeting room (e.g. video conference), special features, equipment, and capabilities or search for a meeting room with a guaranteed minimum capacity. Advanced room configurations are included + support for Video Conferencing



# AskCody Workplace Add-in



AskCody Workplace Add-in lets you search for all meeting rooms and hot desks across multiple locations and timezones with ease. Finding an available room has never been easier!

Boost your productivity and room utilization instantly! Give your Outlook or Office 365 Calendar the tool it needs to let you schedule meetings without worrying about finding that special room that fits your needs.



## Search for meeting rooms and desk; schedule with ease

The AskCody Workplace Add-in lets you search for all meeting rooms across multiple locations with ease. You'll instantly know the availability of the room before you try booking it or see who has booked the room if it's occupied, and when the room will be released.

You can search and sort by purpose of a meeting (e.g. video conference), that special feature (room with a white board or projector), or search for a meeting room with a guaranteed minimum capacity.

AskCody Workplace Add-in boosts your productivity and room utilization instantly.

## Need to check meeting room availability for a meeting across multiple locations?

Across multiple time zones? And with special features like video conferencing equipment? Workplace Add-in gives you just that!

Now you can add that tools you have been searching for to your Outlook or Office 365 Calendar so that you can find that specific room you need without worrying about cumbersome room lists or meaningless room names in the scheduling assistant.

Now you can find a room that actually fits

your specific need for that special meeting - even across multiple locations and across multiple time zones. You can even see if the room is available or occupied before you try to book it.

## Use Workplace Add-in together with Insights and see your workspace in full context

With Workplace Add-in and the AskCody Cloud Management Portal you can easily manage all meeting rooms, locations, meeting room equipment and services, and make it easy for all employees to search for that special room.

You will instantly enhance productivity and room utilization by controlling or regulating meeting room booking behaviour by selecting pre-selected purposes. That helps Facilities Management do their job and optimize resources and utilization of meeting spaces.

“We chose AskCody's Meeting Management and Resource Scheduling platform, and today we have a solution that very well meets our needs and makes everyday life more efficient for our employees and visitors.”



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