



# Workplace Reservation

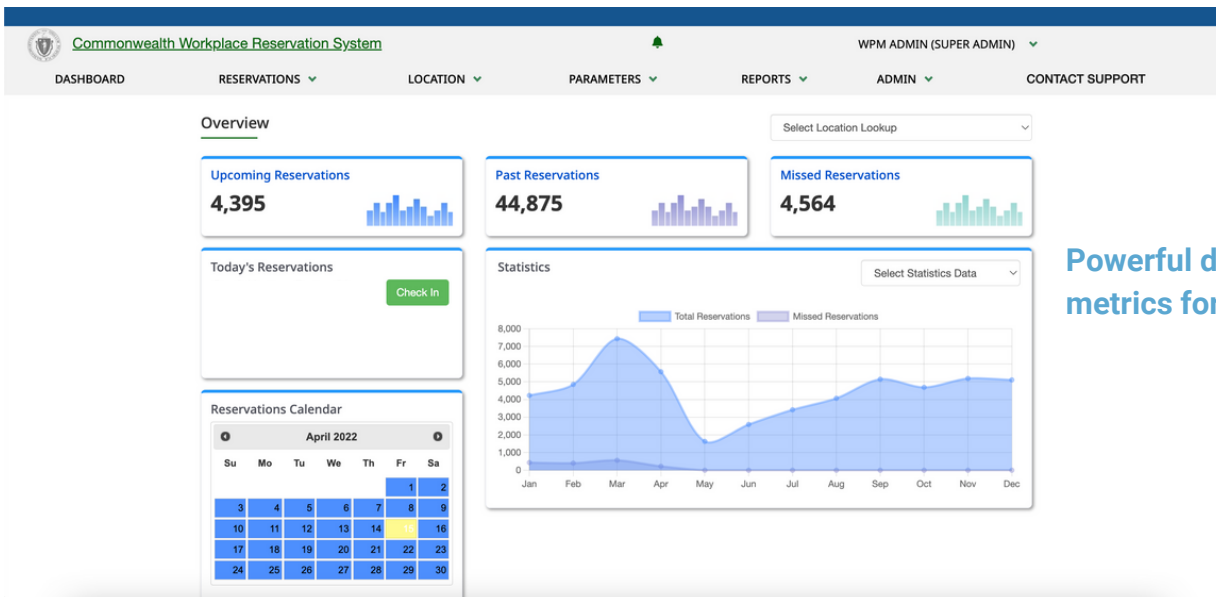
*manage the new normal and inspire your workforce in the cloud*



## Solution

The **Commonwealth Workplace Reservation** system allows your organization to manage the new normal of the workplace, and stimulate the productivity of your employees within a hybrid remote workspace environment. The comprehensive reservation and scheduling platform allows employees to reserve spaces in the workplace, gives managers the ability to set employee schedules to assigned spaces, and allows administrators to manage workspaces from large offices across hundreds of buildings down to a specific neighborhood within a floor. The Workplace Reservation system was designed to promote safety while encouraging work efficiency and team collaboration. Features include flexibility in scheduling from mobile and desktop devices, employee scheduling and time and attendance, and powerful reporting capabilities.

## Provide Workplace Reservation Capabilities



Powerful dashboard analytics and metrics for reporting

# Reservation and Scheduling

Select Location —

Please select the location for your reservation.

Building

Facility

Select Dates —

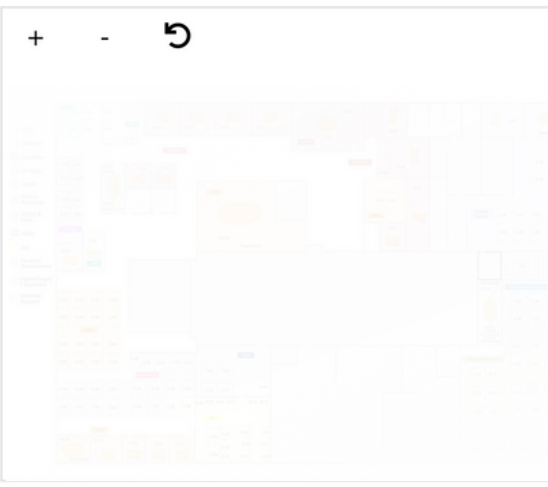
To schedule a reservation, select one or more days on the calendar.

November 2020

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Select Neighborhood and Space —

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Select Neighborhood and Space —

Date: 11/16/2020

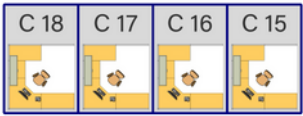
Unavailable  Reserved  Available

Neighborhood: Finance/ Procurement  
[Go to Facility Diagram](#)


CR 01




C 18 C 17 C 16 C 15



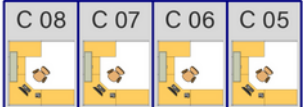
C 14 C 13



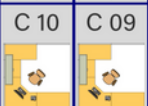
C 12 C 11



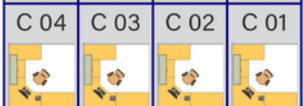
C 08 C 07 C 06 C 05




C 10 C 09



C 04 C 03 C 02 C 01



O 01 O 02 O 03 O 04 O 05



Modern mobile and web interface for reservation scheduling and management

# Reporting

## Total Reservations Report

Date: 04/01/2022 - 04/15/2022

Agency:  Building:  Location:  Neighborhood:

Space:  Status:

Export

Search:

FIRST NAME	LAST NAME	START TIME	END TIME	AGENCY	BUILDING	LOCATION	NEIGHBORHOOD	SPACE	REASON	STATUS	CHECKED IN
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## Capacity Report

Date: 04/01/2022 - 04/15/2022

Agency:  Building:  Location:  Neighborhood:

Space:

Export

Search:

DATE	AGENCY	BUILDING	LOCATION	ALLOWED CAPACITY	NEIGHBORHOOD	SPACE	NEIGHBORHOOD CAPACITY	RESERVED CAPACITY
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## Audit Log Report

Date: 04/01/2022 - 04/15/2022

User:  User Role:  Agency:

Export

Search:

DATE	ACTION	SITE PAGE	USER	USER ROLE	AGENCY
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# Administrative Management

Commonwealth Workplace Reservation System

WPM ADMIN (SUPER ADMIN)

DASHBOARD RESERVATIONS LOCATION PARAMETERS REPORTS ADMIN CONTACT SUPPORT

Select Location Review Location Details Add Location Parameters

Fields marked with an asterisk (\*) are required. [Expand All / Collapse All](#)

**Location Parameters**

Location Maximum Capacity\* Allowed Occupancy Capacity\* Hours of Operation

Location Maximum Capacity % Or # --Select-- --Select--  All Day

Start Date\* End Date  No end date

MM/DD/YYYY MM/DD/YYYY

**Neighborhood**

Neighborhood Neighborhood Occupancy Capacity

Deskside Support

Neighborhood Name\* Neighborhood Description\* Set Group

Deskside Support Deskside Support

[View Space Diagram](#)

**Conference Rooms**

Diagram Number Attributes Set Group Set Users Status\*

CR-02

**Offices**

Diagram Number Attributes Set Group Set Users Status\*

O-08

**Cubicles**

Diagram Number Attributes Set Group Set Users Status\*

C-42 C-41 C-40 C-39 C-38 C-37 C-36 C-35 C-34 C-33 C-32 C-31

Highly configurable  
cloud  
solution through  
administrative  
management

Commonwealth Workplace Reservation System

WPM ADMIN (SUPER ADMIN)

DASHBOARD RESERVATIONS LOCATION PARAMETERS REPORTS ADMIN CONTACT SUPPORT

Add Location

Location Details Create Neighborhoods

Building\* Address\* Agency\*

--Select-- Address --Select--

Location\* Location Admin\* Phone Number\*

Contact Email\*

Contact Email

+ ADD NEIGHBORHOOD

Neighborhood Name\* Neighborhood Description Action

Neighborhood Name Neighborhood Description DELETE

Fields marked with an asterisk (\*) are required.

CANCEL CONTINUE