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MATRIX
Workspace Management

Advantages at a glance:

- The Workspace Management is available within the MATRIX Professional Access Option Room and Workspace Management
- Enables a cost effective management of rooms or conference areas, hot desks, private offices, and any other areas in the office space that are not permanently assigned, in order to offer "shared offices" as a service
- Multilingual, flexible, and seamless management of the shared office
- Allows access control for different areas to be managed securely as the access is assigned only to the authorized users for their given area(s)
- Simple and intuitive operation
- Tenants' authorization is updated in real time

As the way we interact with work has changed, so has the physical space we work within. Unlike a traditional office, a shared office offers an interesting collaborative work environment. At the same time, however, it presents challenges in managing access control as the set-up involves multiple users with different needs. With the Workspace Management, you can easily manage your shared office space smoothly and securely.

Whether reserving desks for the day, or designating any specific areas or floors at the shared office for future use, it can be seamlessly managed through the reservation function of the Workspace Management.

Once the system administrator has defined the workspace areas to be used as shared office, then users can book the requested workspace themselves through the Self Service function. Coworkers who have been granted permission can also make a reservation on behalf of others and organize meetings for other people.

As soon as the reservation is made, all users will automatically gain a time-specific access only to the workspace booked. Thus, it also helps to securely protect working space against unauthorized visitors as the access is assigned only to the approved users for their given area (s).

The Workspace Management has a "Responsive Design" layout which allows users to conveniently make and view all their reservations through any devices, including their smartphones.

Factsheet

Workspace can be defined individually with options (e.g. with "printer", "whiteboard", etc. including photos) that can be searched by users.
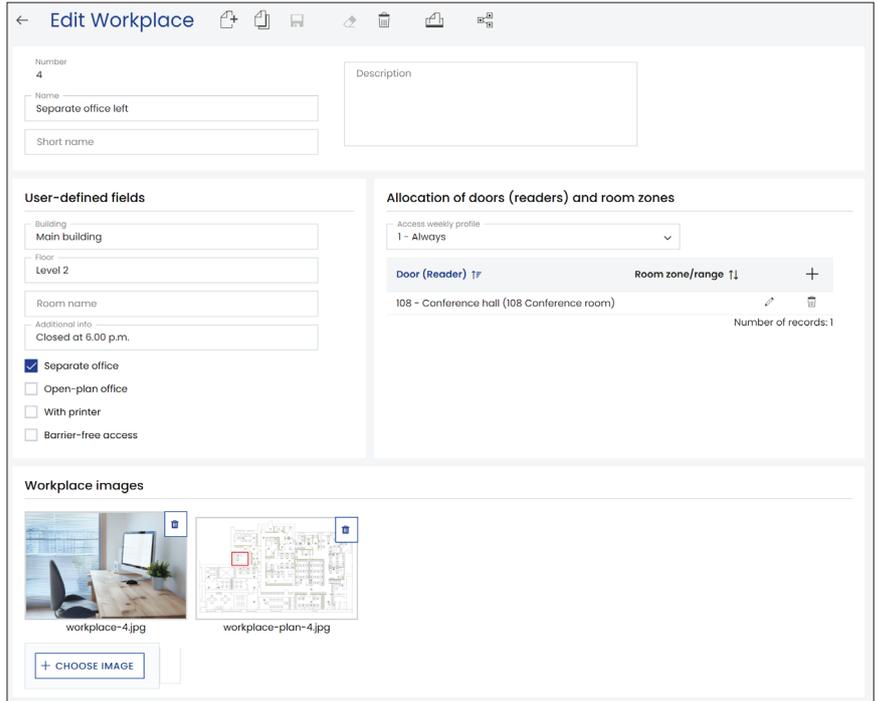
There are 3 simple steps to make a reservation:

1. Search for an available office or workspace/desk in the Self Service:
In the Self Service, the desired workspace can be searched based on date/time and other preference criteria. A list of different possibilities will be shown.

2. Choose from the result list and reserve:
The user can then simply select and reserve a workspace from the list. Additionally, coworkers who have been granted permission can also make a reservation on behalf of others.

3. Get the access credential:
The user will receive the needed access credential for the reserved room/workspace/desk for the desired time slot.
All workspace reservations are displayed in a list, so that the user can easily manage the reservation in case adjustment is needed.
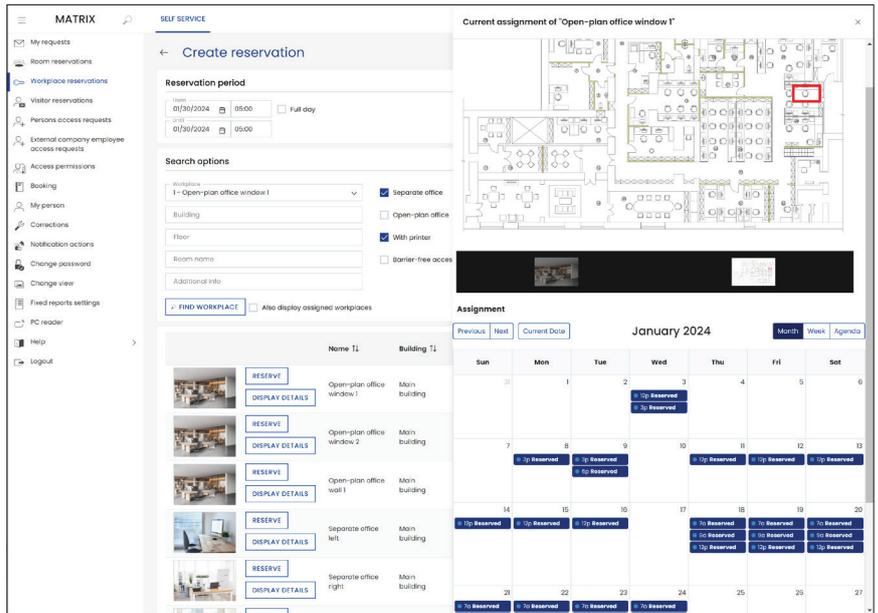
Any questions? We will be happy to assist you.
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