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Desk Planner

Ensure a productive and safe environment for your employees' return to the office

If you are responsible for your organization's return to work policy following COVID-19 restrictions, or just need an easy way to manage room bookings, you will recognize these issues:

"Our employees have been remote working at home during the restrictions, now we are planning a return to the office but need processes in place to maintain safety."

"We have configured our office to ensure safe distancing is followed, now we need to control who is in the office, who is using desks and rooms etc. This will allow us to comply with regulations and provide traceability."

Desk Planner helps your employees safely return to the offices step by step, in an easy to use mobile app that is controlled by your company policies.

Fast to set up, compatible and easy to use: complementing your Microsoft 365 subscription...

Desk Planner supports office working and compliance with the following key features:
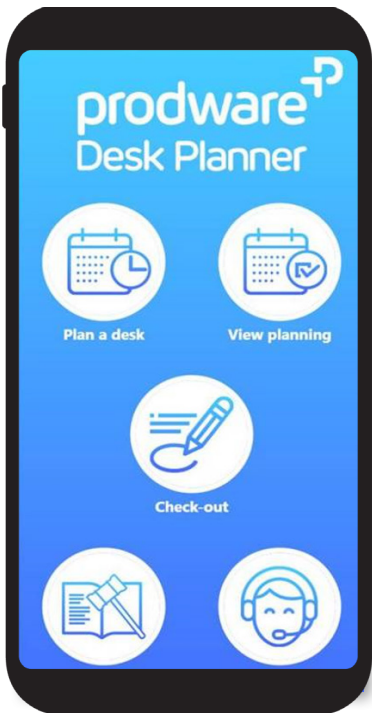
- **Plan a desk:** employees can select a location, plan the occupancy of a room or desk for one or more days in the future, and reserve a workspace in advance. Resources will be made available or unavailable according to the office safety policies

- **View planning:** Employees can see an overview of the booking calendar to view available space

- **Check-in /Check-out:** Employees can check in and out of their reserved workspaces. At check-in and check-out, the employee's details are stored with the date and time to aid traceability

- **Visibility:** Allow employees to know in advance who they will be sharing their workspace with

- **Report incident:** If an employee tests positive or has symptoms, they can notify the relevant contacts in their company directly through the app

Contact Prodware to support your return to work using leading Microsoft Power Apps and Microsoft 365 technologies.

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