

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.

Workspace can be defined individually with options (e.g. with "printer", "whiteboard", etc. including photos) that can be searched by users.

←

Edit Workplace

Number

4

Name

Separate office left

Short name

Description

User-defined fields

Building

Main building

Floor

Level 2

Room name

Additional info

Closed at 6.00 p.m.

☒ Separate office

☐ Open-plan office

☐ With printer

☐ Barrier-free access

Allocation of doors (readers) and room zones

Access weekly profile

1 - Always

Door (Reader) 1F

Room zone/range 1↓

+


108 - Conference hall (108 Conference room)

✎


🗑

Number of records: 1

Workplace images



workplace-4.jpg



workplace-plan-4.jpg

+ CHOOSE IMAGE

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.

MATRIX

My requests

Room reservations

Workplace reservations

Visitor reservations

Persons access requests

External company employee access requests

Access permissions

Booking

My person

Connections

Notification actions

Change password

Change view

Fixed reports settings

PC reader

Help

Logout

SELF SERVICE

Create reservation

Reservation period

01/30/2024 08:00

01/30/2024 09:00

Full day

Search options

Workplace

1 - Open-plan office window 1

Building

Floor

Room name

Additional info

Separate office

Open-plan office

Web printer

Barrier-free access

FIND WORKPLACE

Also display assigned workplaces

Current assignment of 'Open-plan office window 1'

Assignment

Previous

Next

Current Date

January 2024

Month

Week

Agenda

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2 Top Reserved Bottom Reserved	3	4	5	6
7	8 Bottom Reserved	9 Top Reserved Bottom Reserved	10 Top Reserved	11 Top Reserved	12 Top Reserved	13 Top Reserved
14 Top Reserved	15 Top Reserved	16 Top Reserved	17	18 Top Reserved Bottom Reserved	19 Top Reserved Bottom Reserved	20 Top Reserved Bottom Reserved
21 Top Reserved	22 Top Reserved	23 Top Reserved	24 Top Reserved	25 Top Reserved Bottom Reserved	26 Top Reserved Bottom Reserved	27 Top Reserved Bottom Reserved

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Any questions? We will be happy to assist you.