



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."

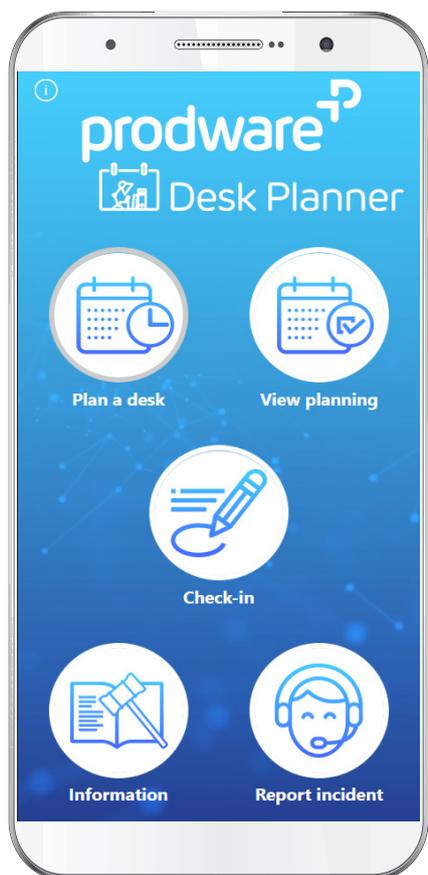
Desk Planner helps your employees safely return to the offices step by step, in an easy to use mobile app that is controlled by your company policies.

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
- **Information:** Share important information with your employees. For example, COVID-19 rules to follow in four offices
- **Report incident:** If an employee tests positive or has symptoms, they can notify the relevant contacts in their company directly through the app
- **Multi-lingual:** Desk Planner is available in English, Spanish, French, German and Dutch



Choose the right version for your organization

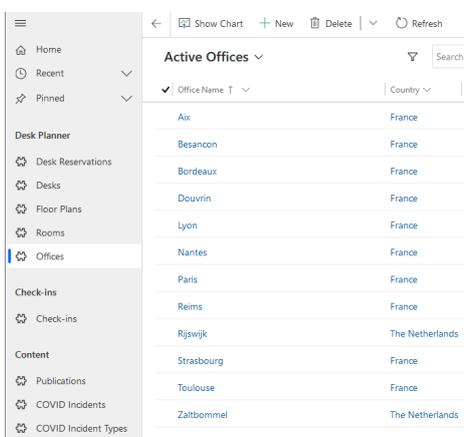
All versions deliver the full functionality of the App. Yet, when used with Power Apps licenses it unlocks advanced features for administrators and data security.

The App works based on Microsoft Dataverse. Dataverse for Teams is part of your Microsoft 365 or Office 365 licensing. When you use Microsoft Teams in your organization already, setting up the App is easy. When the advanced features are needed, the full version of Dataverse is required which may mean additional Microsoft Power Apps licenses for your users.

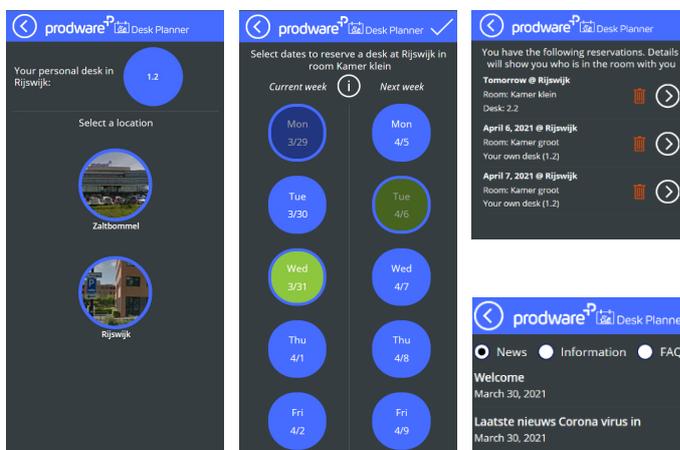
Features	Dataverse for Teams	Dataverse (full version)
Fully functional Mobile App	✓	✓
Integration with Teams	✓	✓
Mobile app Available from Power Apps App on Phone		✓
Fully featured administrator back-end		✓
Administration via Teams and specialized Apps	✓	
Support for multiple countries per installation*		✓
Data authorization		✓
Licensing		
Use Microsoft 365 / Office 365 Licenses	✓	
Power Apps license per user		✓

* Only one country is supported per Teams installation. The full Dataverse version supports multiple countries in one environment, since this is accomplished using data authorization.

Manage your environment using the Administrator back-end in Dataverse



End users can quickly select their desk, add reservations for multiple days in advance and keep updated with news.



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



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