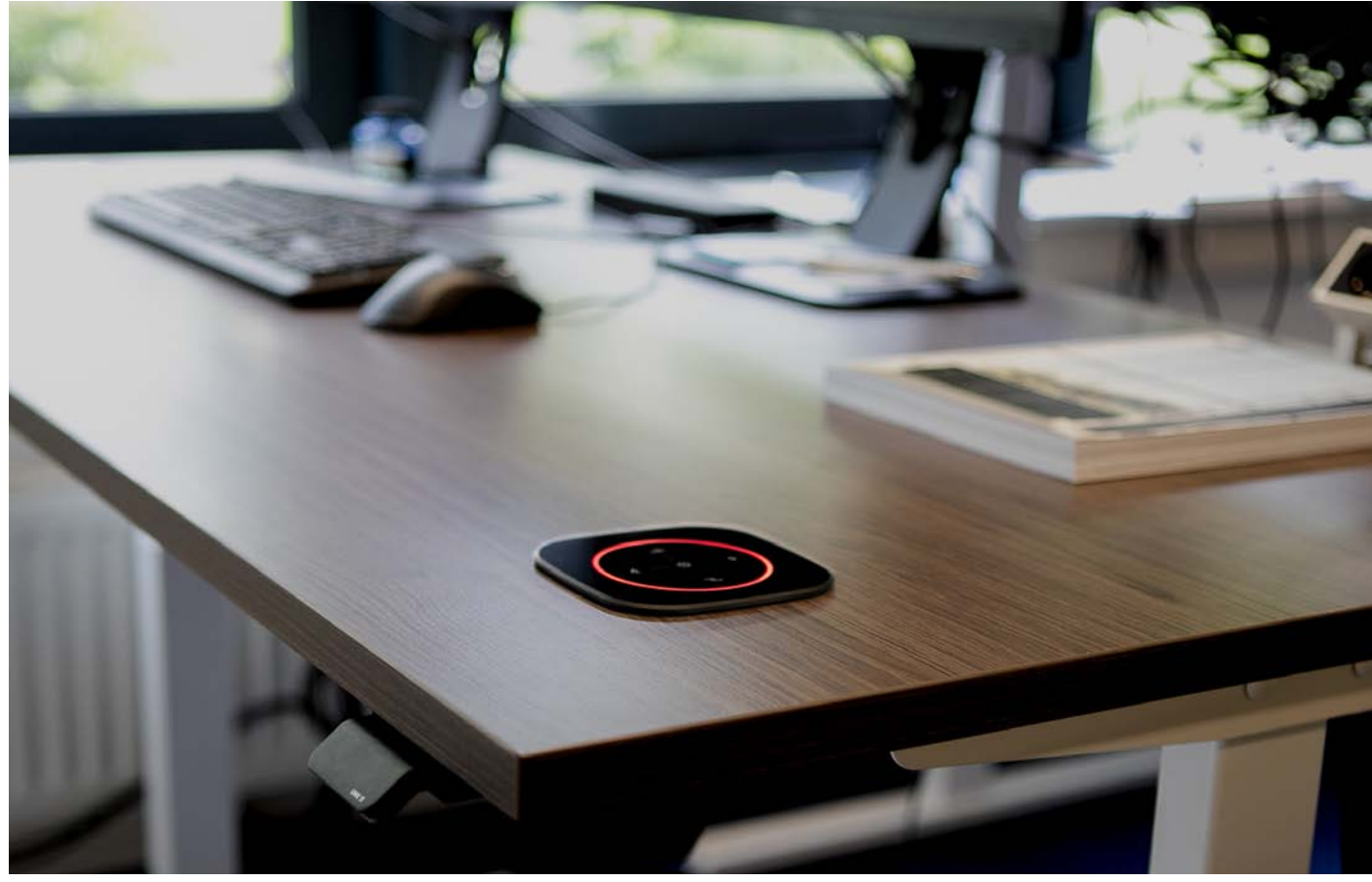




GoBright  
Creating availability

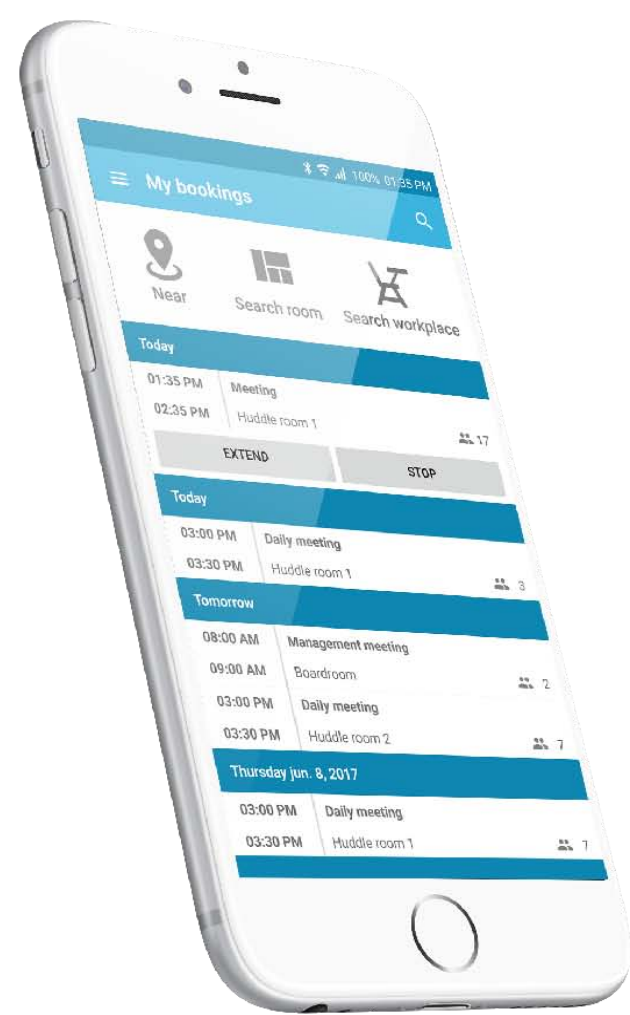
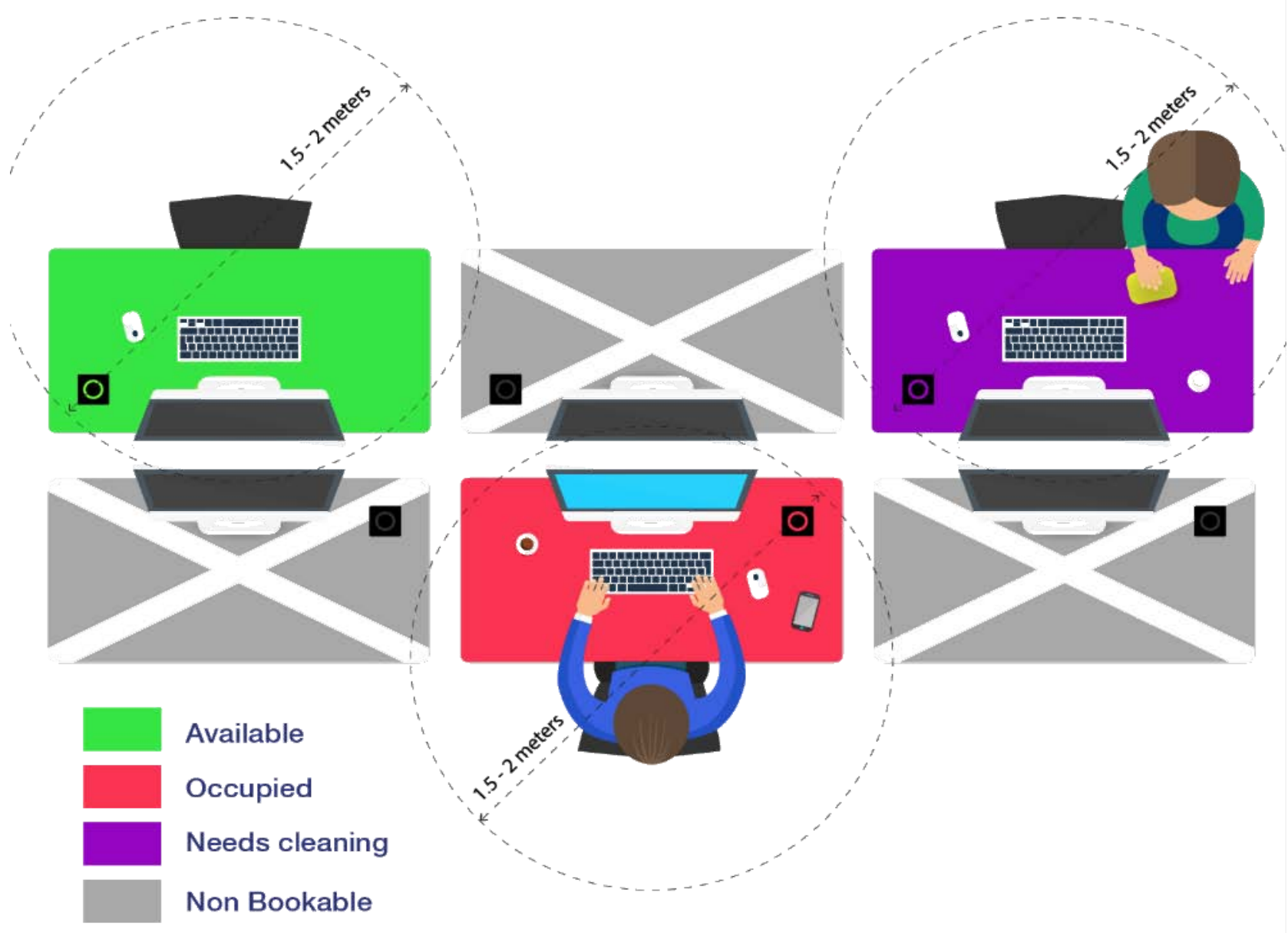
# MEET | WORK | VISIT

Working safely during COVID-19



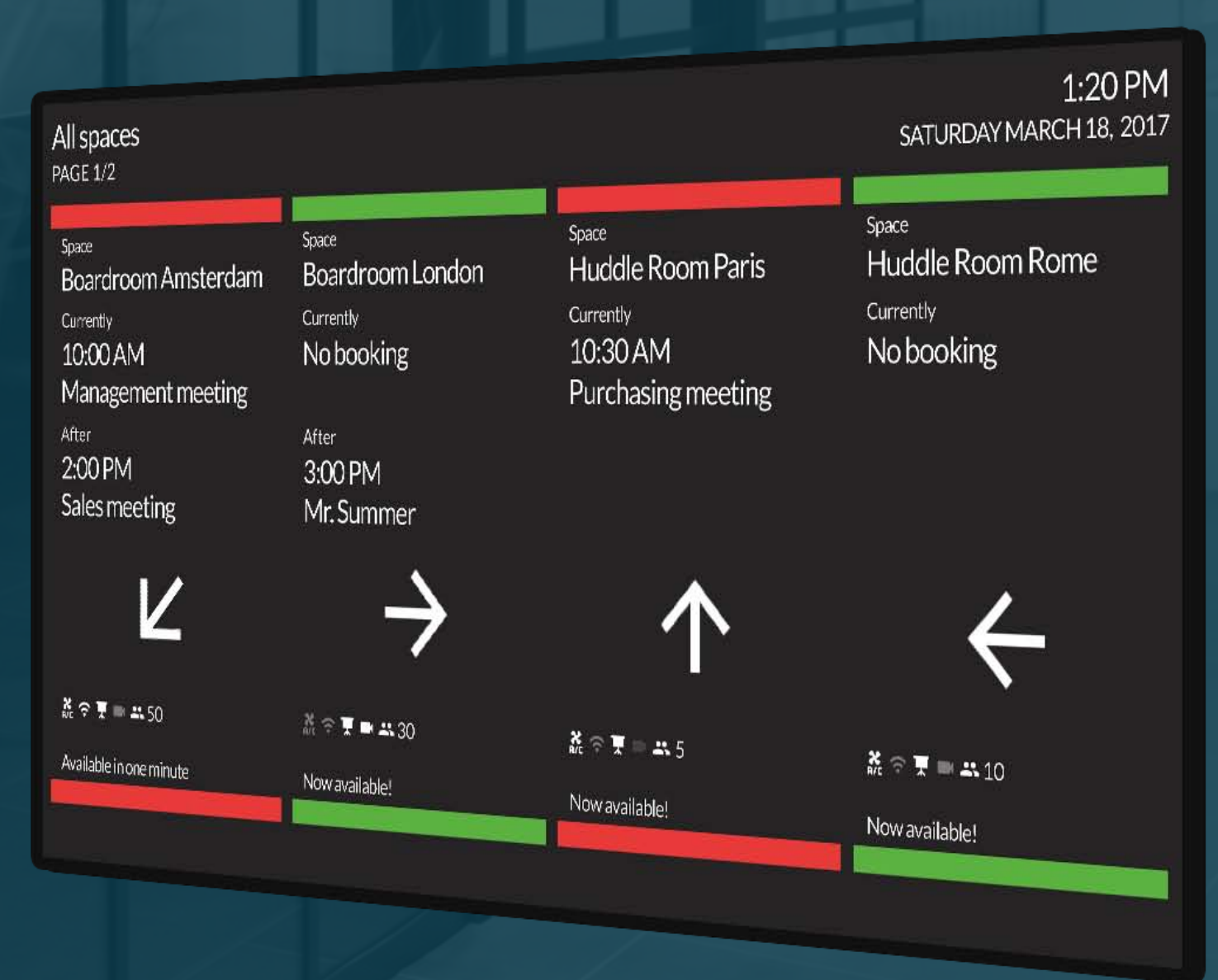
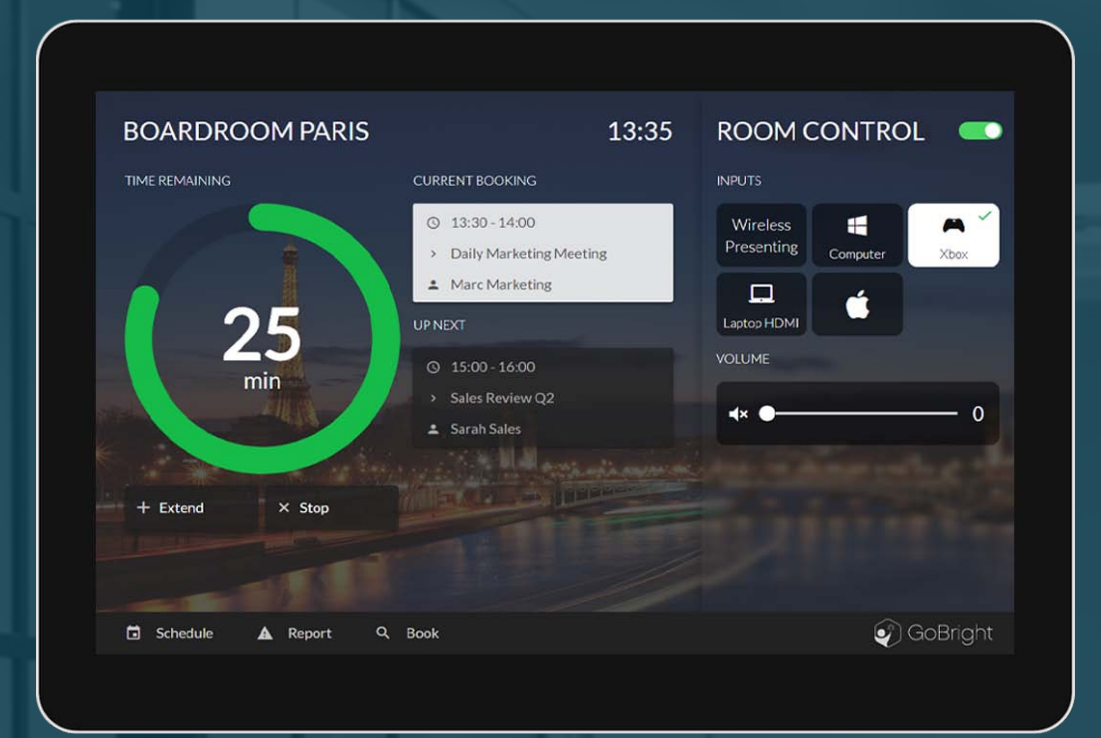
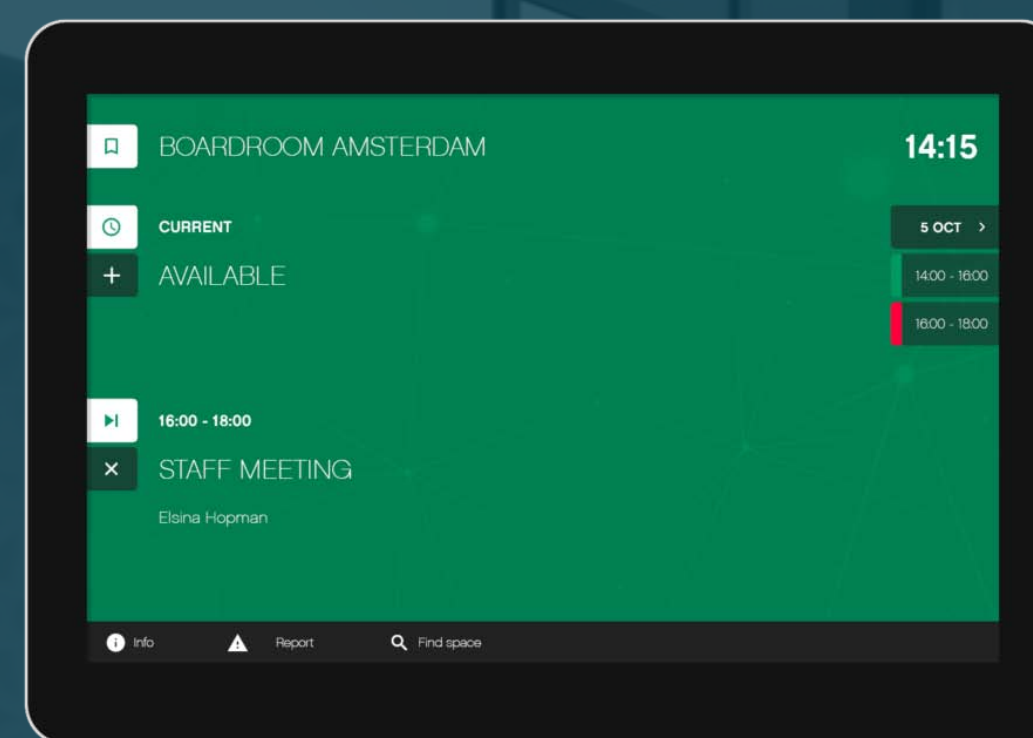
## - Desk Booking -

- Book a desk before travelling to office – via mobile app or GoBright web portal
- Check into a desk contactlessly via RFID card, or desk sensor
- Desk requires cleaning status - Purple light automatically appears after desk use, indicating cleaning required. Cleaner can set status back to 'available, once cleaned. Maintains strict desk hygiene between desk uses, allowing continued safe hot desking use. (Feature available in upcoming software update)
- Specific desks can be set as non-bookable temporarily to enforce 2m social distancing guidelines, and ensuring office overcrowding is avoided. These are invisible in search results to minimise confusion (see diagram)
- GoBright analytics provides facility managers visibility of desk/room usage trends either globally or in specific building areas/times of day. This information can be used to plan staggered start/end times for employee groups, or respond with changes to office design
- Data can be used to monitor and respond to changing usage as required

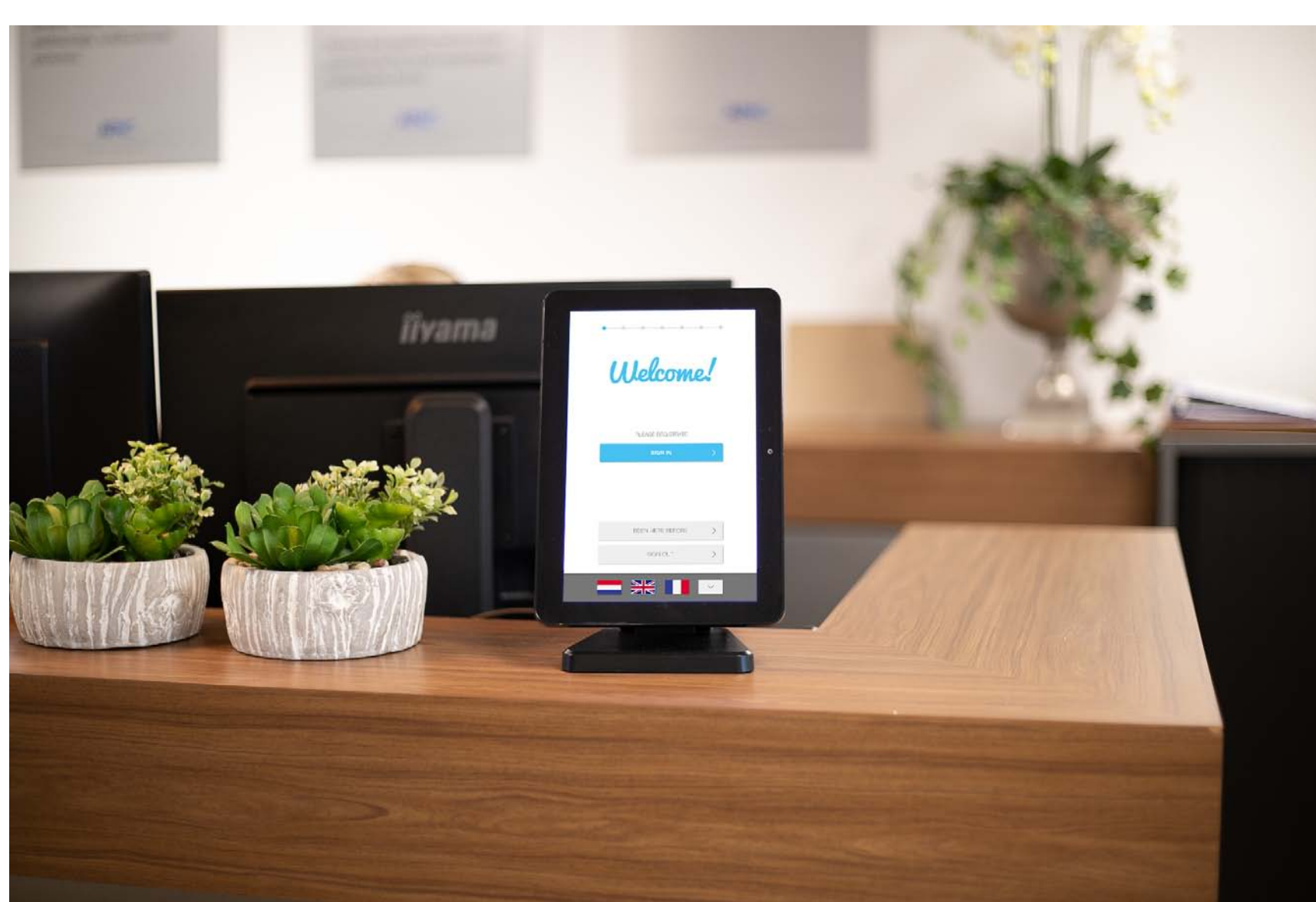


## - Room Booking -

- Adjust the capacity of a meeting room, to make it simple to find a meeting space that can support your meeting safely
- Wayfinder helps direct people via a safe route to the meeting room
- Meeting rooms can be closed to bookings temporarily, in line with any social distancing policies
- Check in/out of a room contactlessly via room sensor
- AV room control ensures automation of certain tasks when meeting room is checked into – TV on, AV input selected etc. This helps minimise contact with common surfaces (power switch, remote control etc)



## - Visitor Management -



- Pre-registration reduces queue time in reception areas, as visitors details are already pre-recorded before visit
- Visitors can scan a QR code on arrival for vastly reduced touch contact (for unmanned receptions)
- Reception staff can also check in pre-registered visitors quickly via the Visitor page in the GoBright portal, for a fully contactless, and quick sign-in experience



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