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**PROCESS MANAGEMENT FOR  
DESK SHARING, REBOARDING & MODERN WORKING**



## DESK SHARING, REBOARDING & OPEN SPACES NEW STRATEGIES FOR DIGITAL TRANSFORMATION

The world of work is changing. Last but not least, the current pandemic has helped to change familiar structures and habits. This is forcing employers to create completely dynamic working environments within already existing structures. This is a challenge which we meet with the JAMES module "Hot Desking". With this module we offer you a concentrate from the extensive standard of the JAMES software, which was designed exactly for these new challenges.

For example, JAMES supports you in reducing costs by providing a systematic overview of the utilization of your office space or workstations. This allows you to identify unnecessary vacancies early on and release unused rental space. Different challenges such as the registration of employees and visitors, space balancing to ensure distance rules, training and reboarding, etc. can be safely met with our **Hot Desking module**.

## THE MOST IMPORTANT BUZZWORDS FOR THE MODERN WORKING WORLD



**Booking of workstations** with individual equipment according to needs or activities



**Online platform for employees** for independent registration, appointment management and booking of resources and rooms



**Web app for pre-registration** via mobile devices. Employees can log on from anywhere and from any device.



**Room and resource management** for creating and managing rooms and booking resources



**Parking space management** for easy booking of parking spaces directly to the appointment on site



**Cost savings through desk sharing** through effective utilization of the actual available workstations



**Reduction of costs** by renting unused space and more efficient use of space, e.g. through open space concepts



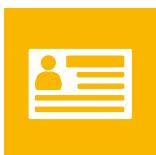
**Creation of dynamic working environments** in existing corporate structures



**Creation of dynamic working environments** in existing corporate structures



**Increasing the attractiveness** as an employer through a dynamic / flexible workplace



**Visitor badges** with connection to the access control system for autonomous or semi-autonomous access to buildings and rooms



**RGPD compliant recording** of employees and visitors to meet legal requirements



**Digital signage** for orientation and evacuation as well as information screen e.g. for notice board, canteen plan and welcome screen, etc.



**Training and reboarding** for employees and visitors at digital kiosk terminals or via the online portal



**Evacuation and assembly points** with self check-in as well as control center dashboards, information panels and emergency conferences



**Safety-related process management** including hygiene requirements and general safety standards

# PROCESS EXAMPLE: MOBILE WORKING

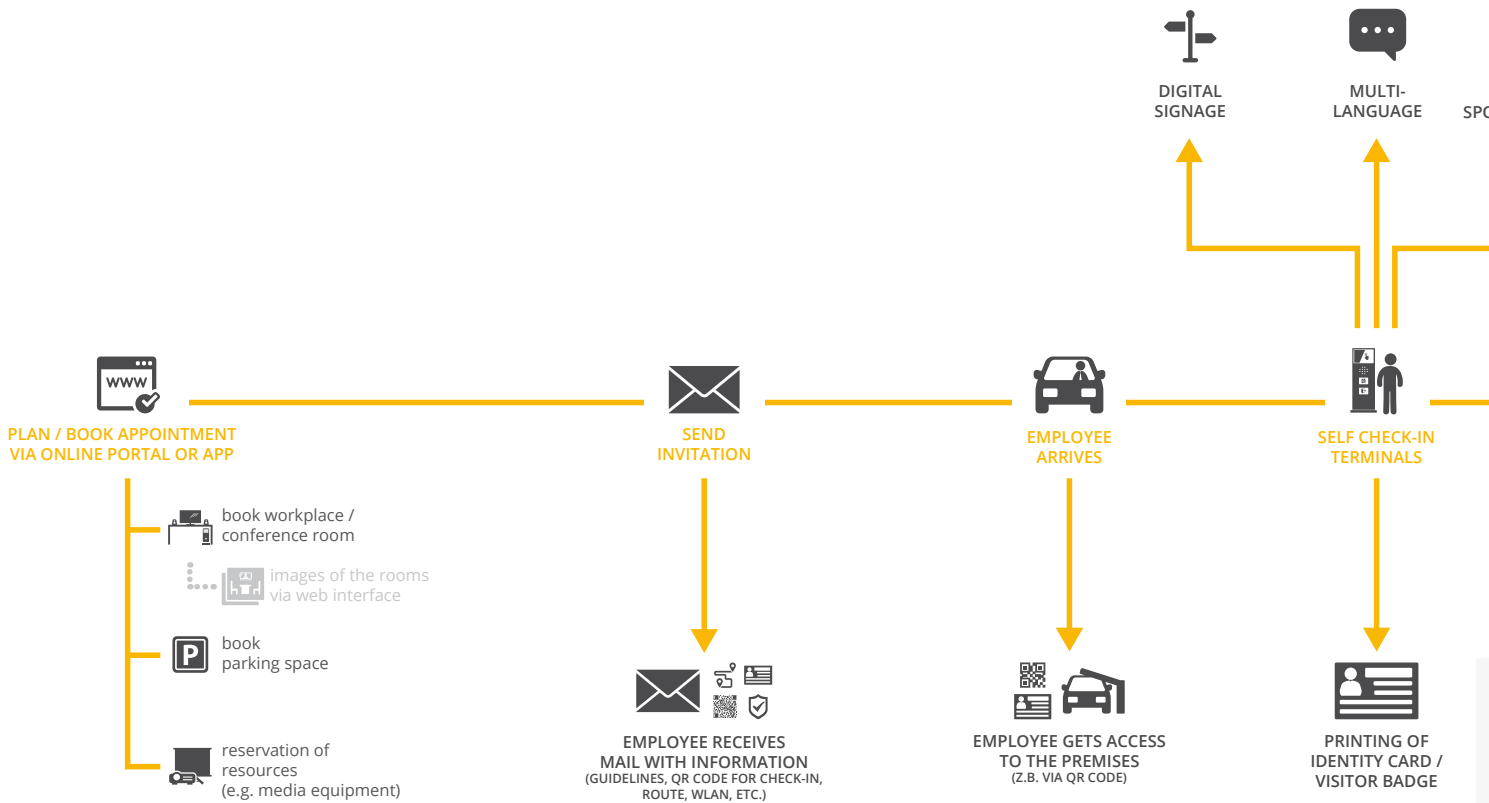
## THE EMPLOYEE AS VISITOR IN HIS OWN COMPANY

On this page you will find a timeline in which we have illustrated an exemplary visitor process.

The whole process is the result of the interaction between our visitor management software JAMES and other software solutions such as access control, etc.

An alarm or evacuation can also be supported by JAMES if necessary. Thus, in addition to the visitor process, a complete security concept can be implemented - and all this with only one software.

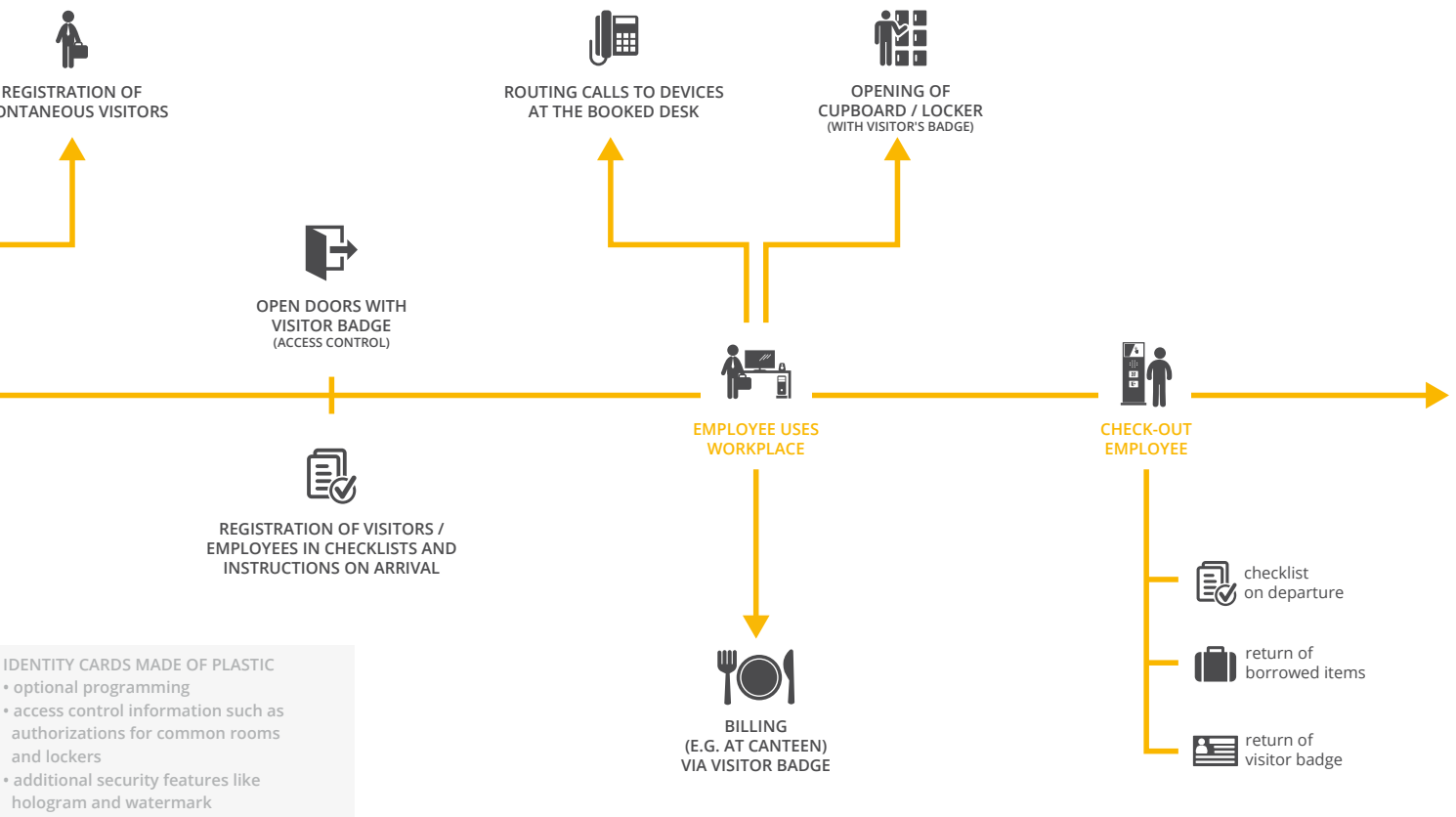
You can find more examples in the form of additional



timelines in our brochure "Simply establish processes".

this brochure, simply click on the button below on this page and download the brochure in PDF format.

Here we show different application areas in numerous process examples learned in practice - from logistics to the management of external companies. To obtain



Get an impression of the various possibilities our process management software offers you. Click on the button and discover JAMES.



## PANDEMIE PROZESSE

Learn how to get through the crisis better  
with digital processes.



## JUNIVERSE

Discover jUniverse - the configuration plat-  
form for your customized visitor, logistics  
or business process.



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