



# Hoteling

**Optimize space usage, chargebacks, and moves for an increasingly mobile workforce and dynamic project teams**

Does your organization provide space for associates who spend a significant percentage of their work hours off-site or experience a high churn rate because of project-based teams? ARCHIBUS Hoteling enables organizations to more fully utilize existing space, while reducing the amount of leased/owned space your organization requires for temporary project-based activities. With Hoteling, it's simple to implement chargebacks for shared space usage as well as integrate move orders in support of dynamic work environments.

## Activities and Reports include:

- Book Single or Multiple Rooms
- Cancel Room Booking(s)
- Room Bookings for a Date Range
- Rooms Without Bookings for a Date Range
- Room Bookings by Employee
- Room Bookings by Department
- Highlight Room Bookings for a Date Range
- Calculate Chargebacks
- Link to Move Planning
- View Images of Rooms
- Plus Many More...**

## Benefits

- **Optimizes space usage by taking advantage of part-time office assignments**
- **Implements chargebacks to automate the shared costs of space usage**
- **Identifies and reserves space for flexible time frames—days, months, or years**
- **Integrates move activities to efficiently manage rapid growth, mergers, and consolidations**

The screenshot displays the ARCHIBUS software interface. The main window is titled "ARCHIBUS - [Rooms Without Bookings with Images for a Date Range]". It shows a list of rooms with details such as Building Code, Floor Code, Room Code, Room Standard, Room Category, Room Type, Room Use, Room Area, and Room Telephone. A "Show Available Rooms" dialog box is open, allowing users to filter rooms by date range, duration, and location. The dialog box includes fields for "Dates Room Needed", "Duration", "End Date", "Location Desired", and "Minimum Bldg. Vacancies".

**Rooms Without Bookings with Images for a Date Range**  
Date Range for Room Bookings: From: Wednesday, 08/28/2007 To: Friday, 09/10/2007  
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**Room Standard**

**Room Std. Layout Gr**

**Building Code:** HQ  
**Floor Code:** 17  
**Room Code:** 109  
**Room Standard:** OFF-EXECSR  
**Room Category:** SUPPORT  
**Room Type:** CONFERENCE  
**Room Use:** MULTI-PURPOSE  
**Room Area:** 218.20  
**Room Telephone:** 338-1011

**Building Code:** HQ  
**Floor Code:** 17  
**Room Code:** 110  
**Room Standard:** OFF-EXEC  
**Room Category:** PERS  
**Room Type:** OFFICE  
**Room Use:** OFFICES

**Show Available Rooms**

Dates Room Needed:  
Start Date: 08/28/2007  
Duration: 2 Weeks  
End Date: 09/10/2007

Location Desired: (Optional)  
Specify minimum number of room vacancies and/or room standard for location selection.

Minimum Bldg. Vacancies: 1  
Minimum Floor Vacancies: 1  
Room Standard: OFF-10x24

Building:   
Floor:   
Room:

Clear OK Cancel Help

*Reserve rooms for days, weeks, or even months at a time to accommodate temporary and part-time office assignments*

## Use Space More Efficiently

The ARCHIBUS Hoteling application enables organizations that are plagued by space constraints to optimize their space usage by taking advantage of temporary and part-time office assignments. These assignments or schedules may be on demand or based on changing needs.

- Book a single room for an individual employee or a number of rooms for a department
- Use search parameters to find appropriate available rooms to satisfy specific employee needs
- Specify which employees and/or departments will occupy certain rooms

## Track Time-Based Ownership and Charges

Eliminate the frustration of seeing booked space go unused. Chargeback features promote accountability among employees and departments. With Hoteling, you can schedule appropriate space for temporary or part-time employees and charge for it. Time-based ownership assignments are easily tracked, allowing you to forecast future space requirements and budget accordingly.

- Reserve space for a duration of days, months or years
- Schedule amenities, such as desks, chairs, and information technology for the employee who will be temporarily working in an office space
- Calculate accurate chargebacks based on space usage

## Manage Growth and Consolidation

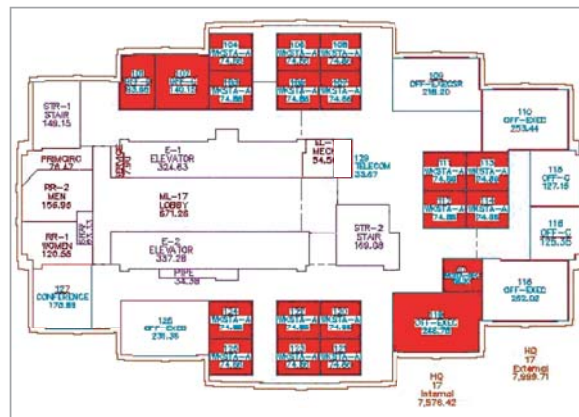
Hoteling is an effective method for scheduling people in temporary space, along with required amenities, for a limited time. Employees can be temporarily scheduled into available space during periods of fast growth, mergers, or consolidations, yet easily moved when permanent space becomes available. Equipment can be moved into a room for a specified period of time. This gives you the flexibility to perform relocations according to project requirements. Throughout the entire process, space chargeback information can be retained.

- Strategically plan for future space acquisitions or divestments
- Ensure that furniture, equipment, and supplies are always available during relocations
- Assign costs based on equipment usage



### Highlight Available Rooms

Headquarters  
17th Floor

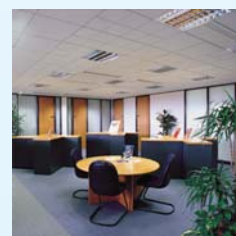


Alpha Code	Floor Code	Room Nr	Standard	Category	Type	Area
HQ	17	101	OFF-D	PERS	WRKSTATION	93.66
HQ	17	102	OFF-C	PERS	WRKSTATION	140.16
HQ	17	103	WRKSTA-A	PERS	CONFERENCE	74.80
HQ	17	104	WRKSTA-A	PERS	WRKSTATION	74.80
HQ	17	105	WRKSTA-A	PERS	WRKSTATION	74.80
HQ	17	106	WRKSTA-A	PERS	WRKSTATION	74.80
HQ	17	107	WRKSTA-A	PERS	WRKSTATION	74.80
HQ	17	108	WRKSTA-A	PERS	WRKSTATION	74.80
HQ	17	109	OFF-EXEC SR	PERS	OFFICE	74.80
HQ	17	110	OFF-EXEC	PERS	OFFICE	218.20
HQ	17	111	OFF-EXEC SR	SUPPORT	WRKSTATION	253.43
HQ	17	112	OFF-EXEC	PERS	WRKSTATION	74.80
HQ	17	113	OFF-D	PERS	WRKSTATION	74.80
HQ	17	114	OFF-C	PERS	WRKSTATION	74.80
HQ	17	115	WRKSTA-A	PERS	WRKSTATION	74.80

ARCHIBUS

Quickly identify available room types and locations based on your booking requirements

For more information, visit [archibus.com/hotel](http://archibus.com/hotel)



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