

DigPacks – Asset Booker – Feature Matrix

| Asset Booker Features | Description | |
|---------------------------------|--|---|
| Book any asset type | Book any asset – desks, meeting rooms, car park spaces, specialist equipment etc. | ✓ |
| Create and book any time period | Set up assets to be booked every hour, by the morning, afternoon, you decide! | ✓ |
| MS Teams integration | Get notified of your bookings via Microsoft Teams adaptive cards | ✓ |
| Approval Assets | Configure specific assets to require an approval after booking | ✓ |
| Manage your booking | View historic and upcoming bookings from the My Bookings screen – cancellation of one or many bookings | ✓ |
| Book for visitors | Book assets on behalf of colleagues and visitors | ✓ |
| Check-in/check-out | Ability to check in | ✓ |
| Set desks aside | Temporarily stop assets from being booked – e.g. to enforce social distancing | ✓ |
| Upload your floorplan | Upload your own and bespoke floorplans into the application, allowing users to visualise what/where they are booking | ✓ |
| Interactive floorplan | Your own custom floorplans have clickable areas so your users can click the floor plan to select assets for booking. Click the floorplan to select assets for booking | ✓ |
| Search | Full search capability to search for people, their bookings, or specific properties of assets | ✓ |
| Capacity indication | Configure each asset by its maximum capacity to allow for capacity information. | ✓ |
| Mobile app | The Asset Booker will work in teams on your desktop device or a mobile phone | ✓ |
| Configurable book ahead period | Configure the number of days ahead you wish to allow bookings to be made | ✓ |
| Booking reason | Configure whether you would like to obtain reasons for booking an asset at the time of booking | ✓ |
| Site information | Upload location information against a floorplan so that users are aware of any key information about this location prior to attending | ✓ |
| Branding | Configure the application to integrate with your corporate branding | ✓ |
| Allocated users only | Allow only specific users to book specific assets | ✓ |
| Terms and conditions | Specify whether you wish users to accept your terms and conditions prior to using the application, or re-accept upon terms and conditions update | ✓ |
| Group bookings | Group assets together so that a single booking can be made against multiple assets within the group whilst optionally assigning those bookings to specific individuals | ✓ |
| Repeat booking | Select to book your asset for the same day(s) between a start and end date | ✓ |
| Multiple user types | Application administrators, group bookers, standard users | ✓ |