Flexible Spaces

Entice employees to an optimized hybrid workplace

Your partner at the Intersection of people, space, and work

Enlighted offers a comprehensive solution to transform employee experience and business performance at scale.

220K	95M	4X
Employee users	Square feet managed office space	Companies focused on employee experience are more profitable Harvard Business Review

Hybrid – the new way of work

Leaders recognize that hybrid working models of in-person mixed with remote work represent a permanent shift in the workplace. This change creates an opportunity both for improved employee experiences and optimized space management. However, understanding exactly how to achieve workspace optimization while actively managing employee needs can be complex:

- **Meeting employee needs and changing behaviors:** Even with employee surveys, it is unclear exactly how often workers will want or need in-person space.

- **Portfolio complexity:** Implementing technologies and working models across multiple buildings and geographies is challenging.

- **Lack of decisioning data:** Making rash space reduction decisions without supporting information could have serious negative consequences.

Enable employee in-office collaboration

Enlighted has identified the technology and workflows in the Flexible Spaces solution to help guide a seamless employee transition to a hybrid working model while exposing the needed data for refined business decisions. The solution's rich functions, open platform, integration partners, and consumer-grade mobile app enable rapid deployment across your organization while keeping your business flexible to the needs of the future.

- **Intuitive employee experience:** Drive safety, engagement, and productivity with a consumer-grade app.

- **Easy employee collaboration:** Empower employees to find and collaborate with coworkers in the type of spaces that fit their needs now and in the future.

- **Delegate and team booking:** Managers can designate work area for in-office activities and select and book team events in the type of space required for the team.

- **Measure and improve:** Understand employee preferences with data insights, iterate and improve the workplace experience.

- **Comprehensive usage insights:** Obtain crucial space utilization data to optimize your portfolio size and reduce operating costs.

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> **Many firms are using hybrid working as a strategy to reduce their office footprint...as firms expand their agile working strategies, they will need to make sure their staff have easy Wi-Fi access and mobile apps with tools that support agile working.**
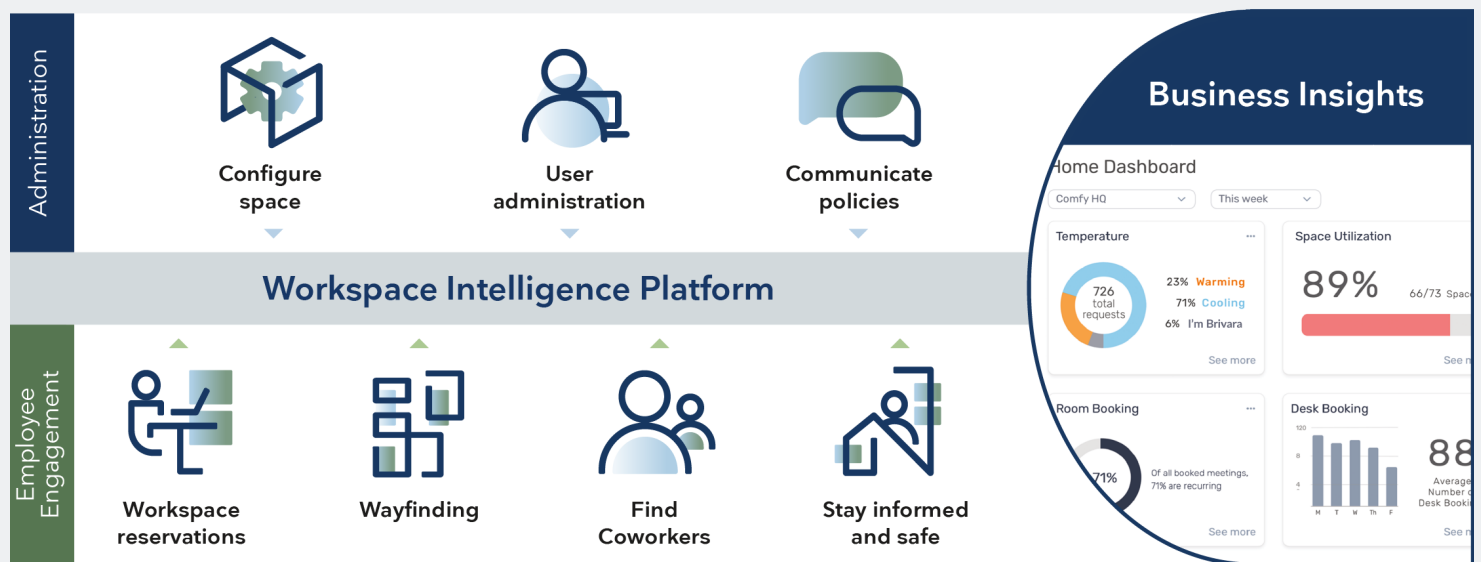> "
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> **JOY TRINQUET AND SUSAN CLARKE**
> Verdantix, Smart Innovators: Smart Workplace Technology, 2021

The intersection of employee engagement and building portfolio management

The Flexible Spaces solution integrates data from employee actions into the Workspace Intelligence Platform to provide deep business insights for facilities management.

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Flexible Spaces solution overview

The Flexible Spaces solution includes a comprehensive set of capabilities for executives, program administrators, and employees to securely implement hybrid work models while providing data for facilities rightsizing.

Administration and business functions

Function	Capabilities	Benefits
Configure Spaces	• Import floor maps and configure space • Establish desks and rooms available for booking • Create configurations to match business needs, such as social distancing and capacity limits • Configure room/desk occupancy sensors* • Group desks and spaces into neighborhoods and assign them to functional teams • Assign traits to spaces to track how employee preferences are changing over time	• Maps, the digital representation of the workplace, serve as an intuitive guide to familiarize employees with their newly configured spaces • Readily make desks and rooms visible and available for booking • Ability to view occupancy as well as booking information • Neighborhoods foster collaboration, maximize utilization, and create spaces that enable employees to do their best work • Optimize space design strategy utilizing employee preference data
User Administration	• Centralized administration console • Assign buildings, floors, rooms and/or desks to access groups • Portfolio level management	• Easy self-service administration • Employee and group level zone assignments • Secured access control
Employee Communications	• Send communications to employees or groups of employees via Card Manager • Promote employee amenities • Customize by location • Send alerting communications for new COVID regulatory rules • Track most valued interactions	• Communicate new protocols and local requirements to employees • Ease of onboarding with specific card displays • Create unified yet customized experience with distribution of portfolio-wide and local information • Add features with instant distribution
Data Insights	• Business owner console • Space utilization details by portfolio, building, floor, and workplace zones • Room- and desk-level utilization • Employee reservation data	• Understand optimal employee to building density ratio • Plan for future opening of space based on historical data • Pilot and analyze flexible working schedules as a means to reduce space requirements • Facilities planning based on building use data

*Premium add-on

Employee functions

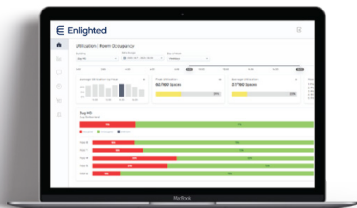| Function	Capabilities	Benefits
Workspace Reservations	• Indicates available locations for room or desk booking within neighborhoods • Provides local COVID regulation information • Calendar system integration • In-app check-in or easy onsite QR code check in* • Search available space by trait (*i.e.*, team, capacity, stand/sit)	• Intuitive, easy-to-use mobile UI • Self-service reservation for preferred workspace • Reserve for single or multiple days, or consecutive days • Updated calendars and meeting location notifications to outside entities • Automatic desk or conference room booking release when the space is not being utilized
Find Coworkers In-office Preferences	• Easily find coworkers and book a space in proximity nearby • See in-office preferences for hybrid Schedules • Empower employees with opt-in control	• Foster collaboration by easily finding coworkers in changing spaces • Make location known to colleagues or maintain privacy permanently or for selected periods
Delegate Booking Team Booking	• Book desks and collaboration spaces for coworkers • Identify activity-based zone or room location and search for and add coworkers	• Make agile workplace initiatives more successful • Identify coworker in-office preferences • Designate work area for in-office activities • Select and book team events
Employee Interactions	Interact with multiple information sources: • Facilities information • COVID policies • Office policy information • Café/food options • Public transportation	• Empowerment to navigate the workplace with ease • Alerting communications of workspace changes and other company news • Updated amenities information

Premium add-on

Actionable insights

With new working modes, there are opportunities to track usage and preferences with Enlighted technology. Corporate real estate leaders can use these insights to determine where portfolio space could most reasonably be released based on data, not conjecture.
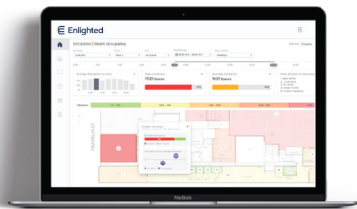

Portfolio View

- Gauge portfolio utilization, with ability to drill into each site
- Select a portfolio campus and obtain a "quick view" of utilization
- Understand most utilized buildings within portfolio or campus
- Select by date range for historic or current view

Insights Access API for workplace data

Enlighted's Insights Access data API gives your team the ability to analyze data from Flexible Spaces and combine it with other data sources utilizing your own business intelligence (BI) tools. With Insights Access, real estate leaders can make data-driven decisions about portfolio right-sizing and space design to optimize and maximize their workplace and real estate investments.

Building View

- Gain immediate view into preferred and used floors
- See average and hourly utilization to gauge overall building viability
- Determine peak use to factor into space release decisions

Floor View

- Understand room and desk occupancy levels to see preferred locations and space configurations
- Recognize clusters of use and correlate to user groups for planning purposes
- See average utilization to feed overall space planning
- Identify most and least utilized rooms for more efficient space planning
- View by tagged trait (i.e. team, capacity, amenities) to understand utilization trends and demand

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Building Robotics, Inc., **a Siemens Company**

Turn Everyday Spaces into Extraordinary Places

Wherever space, people and work meet, Enlighted empowers organizations with the technology to transform real estate spaces into regenerative places that fuel positive impact for people, portfolio, and our planet.

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