



Workplace Management Solutions

Hybrid and remote work have gained significant traction over the last decade, but COVID-19 has dramatically accelerated the shift to flexible work for companies of all sizes.

As organizations transition to distributed models and flexible office operations, Proximity can streamline the way you manage your workspace.

Proximity helps you create a great workplace experience for your hybrid teams.



The workplace will no longer be a single location but an ecosystem of a variety of locations and experiences to support convenience, functionality and well-being.

Cushman & Wakefield

Proximity Software

Track and manage your flexible workspace from a single platform



80% of full-time workers expect to work from home at least three times per week after COVID-19 guidelines are lifted and companies and workspaces are able to re-open.

OwlLabs State of Remote Work Report, 2020



+ Enable hoteling and flexible booking for desks and meeting rooms



Building Access

Provide customized building and office access via mobile devices



Desk Reservations

Enable employees to book workspace using customized permissions



Meeting Room Management

Allow employees to reserve meeting rooms in advance or onsite



Arrival Check-In

Prompt employees and guests to check in onsite and track visits



Guest Management

Send text messages to employees when their guests arrive onsite



Visual Floor Plans

Create a digital map of your office and display reservable workspace



Network Access

Create employee Wi-Fi networks and temporary, unique guest networks



Delivery Notifications

Send texts to employees when packages or food deliveries arrive



Utilization Reporting

View workspace utilization and track when users are onsite

Reservation Management



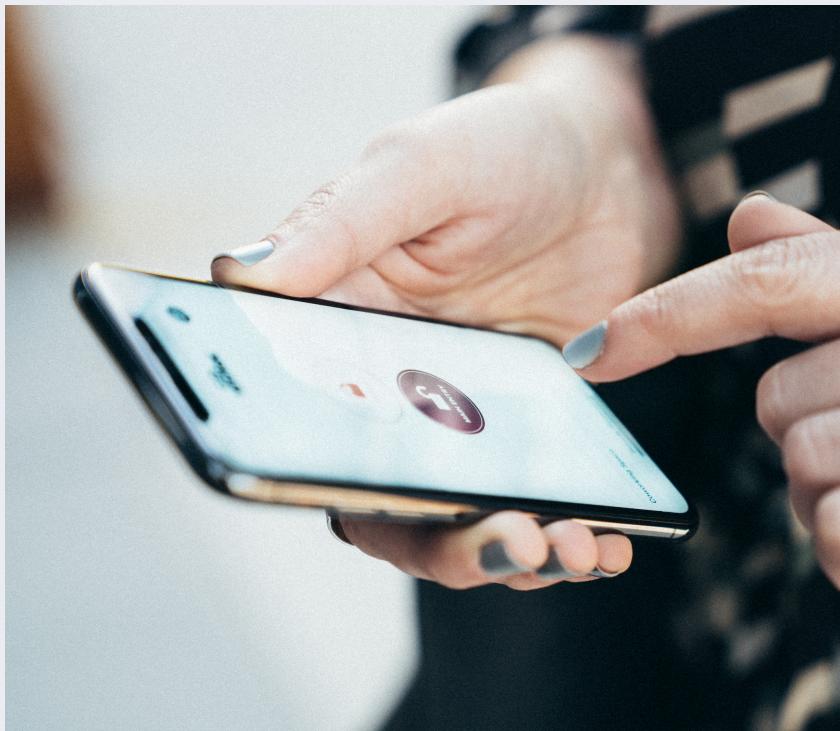
Desk, office and
meeting room
reservations for
your flexible
workplace



Workspace Reservations for Hybrid Teams

- Reserve desks for individuals and teams on a drop-in, daily, weekly or monthly basis
- Reserve meeting rooms and invite internal or external guests to meetings
- Prompt attendees to check in for their meetings and remind them when their reserved time is almost over
- Automatically cancel no-show reservations
- Allow members and guests to extend reservation time during a meeting or end a reservation early
- Display upcoming reservations via tablet outside of meeting rooms
- Display guest Wi-Fi networks inside of meeting rooms

Workplace Access Control



Digital keys via
iOS and Android
mobile apps



Building Access and Digital Keys

- Provide employees with secure digital keys via iOS and Android mobile apps
- Assign unlocking permissions to employees and groups
- Record a check-in when anyone unlocks a door to your workplace
- Schedule times for doors to automatically lock and match these permissions with groups or individual members managed on your Proximity site
- Allow digital key access to users only when they're in close proximity to your workplace
- Lock or unlock doors remotely from any location as a manager
- Revoke key access automatically when an employee is no longer active with your company
- Use a wide range of compatible lock types including electric strike or maglock
- Integrate **SALTO** or **Brivo** access systems with customized user permissions in the Proximity platform

Check-Ins and Guest Management



Greeting system
for employees
and guests



Onsite Tracking and Notifications

- Display your workplace health guidelines and prompt employees and guests to accept these guidelines upon onsite arrival
- Record manual check-ins or enable automatic check-ins
- Understand who is onsite, when and at which location
- Send text message notifications to employees when guests or clients arrive onsite
- Send notifications to employees when packages or food deliveries arrive

Network Access and Wi-Fi Management



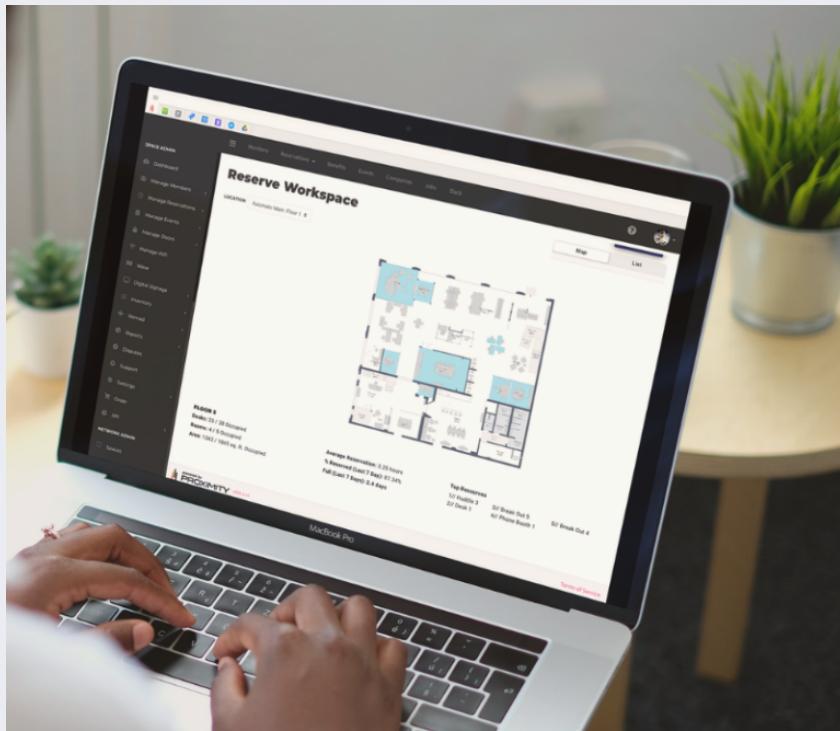
Secure networks
for employees
with location
flexibility



Wi-Fi Management for Employee and Guest Networks

- Use Proximity's Meraki or RADIUS integrations to connect Wi-Fi access to customized employee permissions
- Allow network access only for active status employees
- Create unique, temporary networks to grant Wi-Fi access to guests
- Spin up and tear down temporary networks with unique SSID names and passwords
- Display temporary Wi-Fi networks in meeting rooms
- Provide temporary Wi-Fi access for the duration of a desk or meeting room reservation
- Prevent returning guests from having long-term access to your network

Floor Plans and Space Utilization



Visual maps for
workspace
planning and
reservations



Digital Floor Plans for Workspace Availability

- Upload your office floor plans and create a digital map of workspaces
- Reserve or assign workspace to teams and individuals
- View total desk occupancy and identify available workspaces
- Track space utilization per user, team, workspace or location
- Identify under-utilized workspaces and most-utilized resources



**Learn more about streamlined solutions
to manage your hybrid workplace**

Request a Demo

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