

# Yeastar Workplace Solution Kit

See how Yeastar Workplace helps adapt your office to the new reality, boost employee experience and productivity, and reduce real estate costs.



# Table of Content

---

## Hybrid Work Solution

Equip Your Office for Hybrid Work . . . . . 2

---

## Hot Desking Solution

Enable Flexible Seating and Desk Sharing . . . . . 4

---

## Return to the Office

Create a Workplace That Encourages  
Employees to Return . . . . . 6

---

## Space Management Solution

Manage Your Space in a Smarter Way . . . . . 8

---

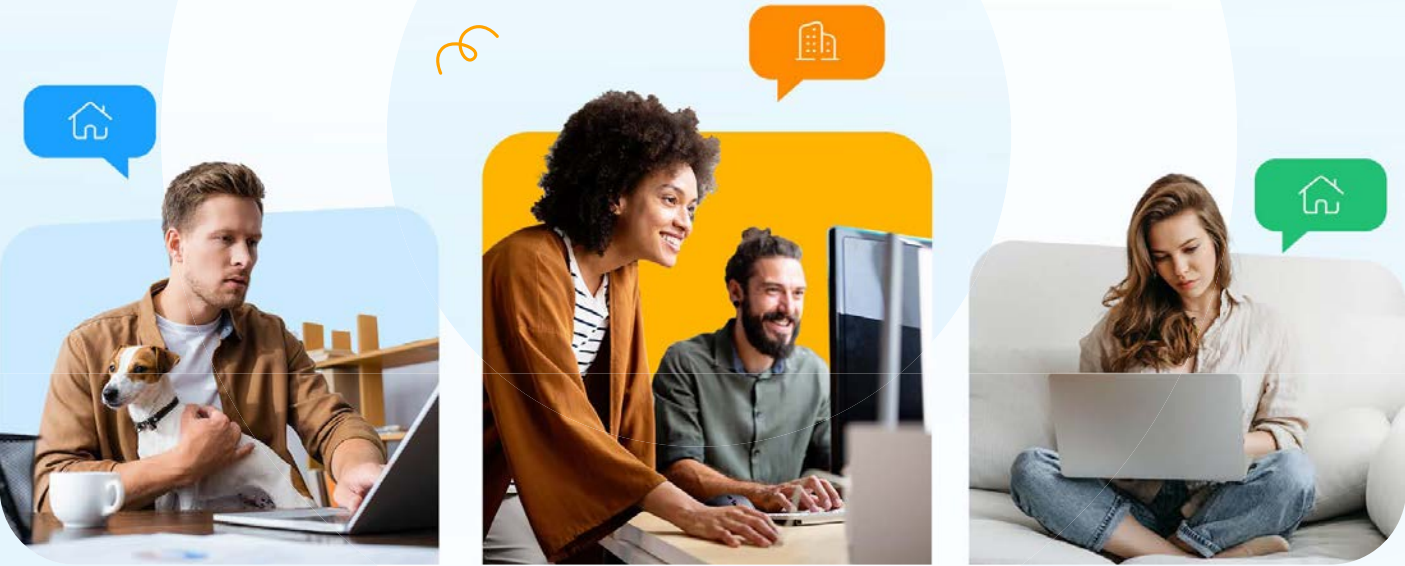
## Employee Experience

Create a Positive Workplace Experience . . . . . 10

---

# Hybrid Work Solution

## Equip Your Office for Hybrid Work



>>>>>

Managing a hybrid workplace can be challenging for that you need to coordinate schedules for both on-site and remote workers, as well as to make sure that you have the right amount of space for the number of employees who will be coming into the office each day.

Yeastar Workplace provides a central platform to simplify scheduling and optimize space utilization, removing the friction to a flexible and dynamic hybrid work environment.

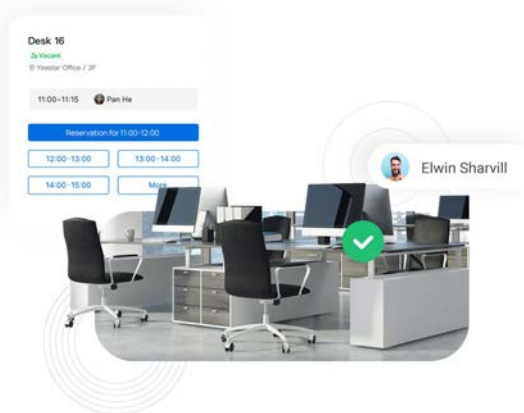


“ *73% of managers using a workplace experience platform solution reported being empowered with appropriate tools to execute their hybrid work strategy.* ”

—(Source: Wainhouse Research)

1

## Simplify Desk Booking for the Agile Workforce



If employees are only required to come into the office a few times a week, they can reserve a desk for specific days on Yeastar Workplace, rather than having a designated desk that sits unused on the other days. This allows for a more efficient use of office space and can reduce the overall cost of real estate.

- See real-time desk availability via an office map
- Browse and book the most suitable desks available
- Make reservations on your favorite calendar app
- Locate coworkers and book a desk nearby

2

## Consolidate Meeting Room Bookings Centrally

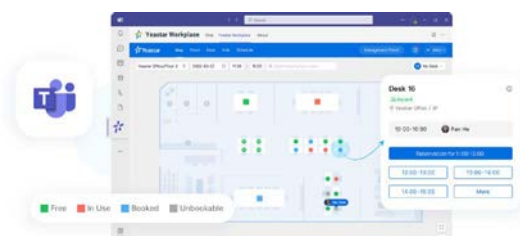


Yeastar Workplace also serves as a central platform for scheduling and managing meeting rooms efficiently, regardless of employee location. By providing visibility into real-time room availability, it helps prevent scheduling conflicts and ensure that meetings are scheduled at times that are convenient for all attendees.

- Search for rooms based on seating capacity, location, amenities, etc.
- Book rooms, invite attendees, and set up notifications altogether
- Customize booking rules and permissions to cater to specific needs
- Reduce no-show meetings with check-in and auto-release

3

## Book Personal or Collaborative Spaces on Microsoft Teams

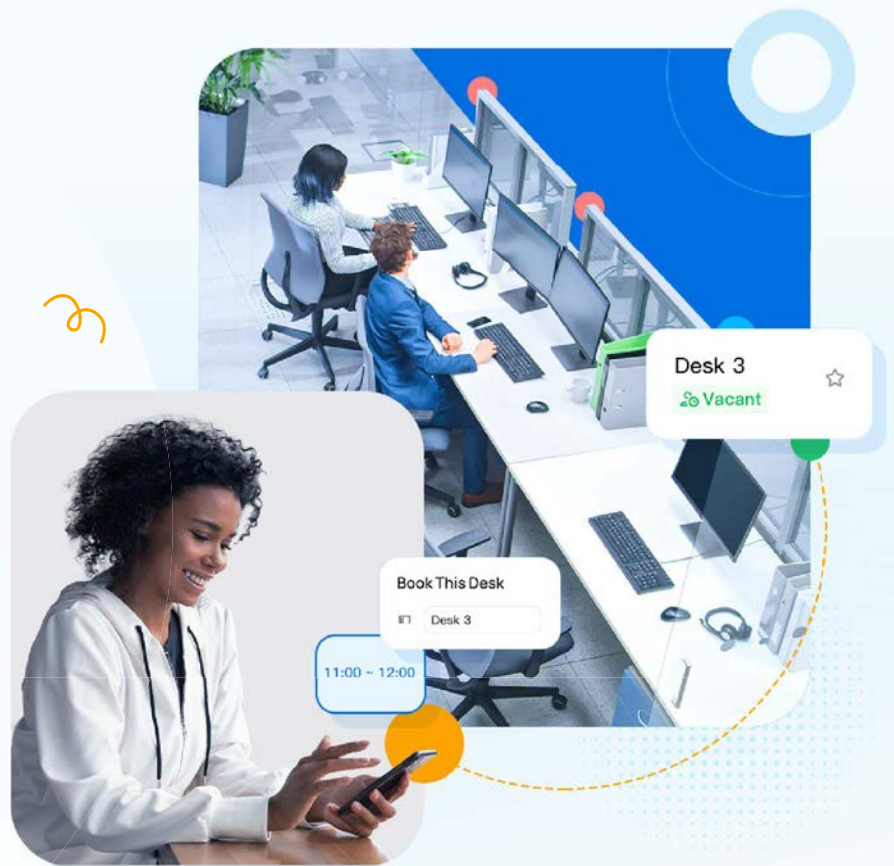


Add Yeastar Workplace as a Microsoft Teams tab, which basically means your desk and room booking experience is moved to your familiar Teams App. No more switching back and forth between different platforms.

Notifications for booking, edits, cancellation, check-in, and extension are all sent directly via Teams chat. If it is a hybrid meeting, you can also click the Teams meeting links attached to join right from the notification.

## Hot Desking Solution

# Enable Flexible Seating and Desk Sharing



>>>>>

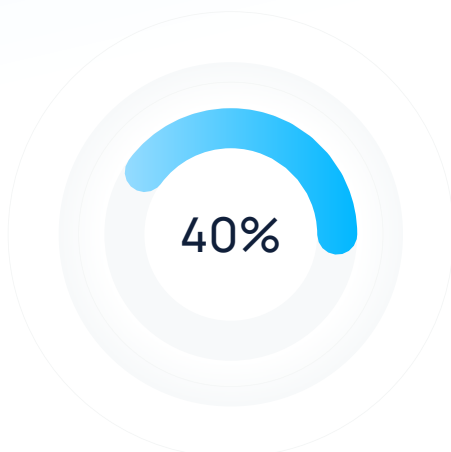
Hot desking is a workplace strategy where employees use available desks at different times on a reserved basis. It gives people the flexibility to work where they want, along with the opportunity to collaborate face-to-face with any coworkers. As businesses embrace hybrid and activity-based work, hot desking has risen to the occasion, prompting efficiency, collaboration, and cost savings for hybrid schedules.

Power-packed the full suite of desk booking features, Yeastar Workplace can fully support hot desking and desk hoteling and get your office ready to go flexible in hours.



*Hot desking removes the **40%** of dead space that most companies experience daily in the workplace. This flexibility saves dead costs from overhead costs.*

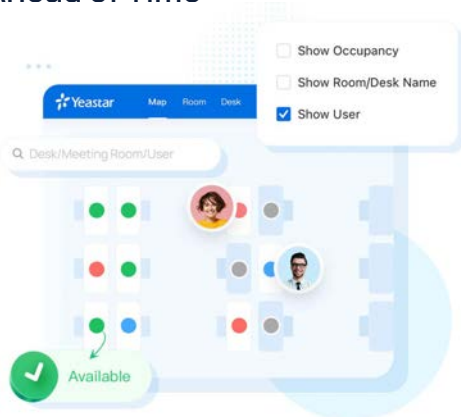
—(Source: JLL Research)





1

## Book a Desk on Demand, Ahead of Time



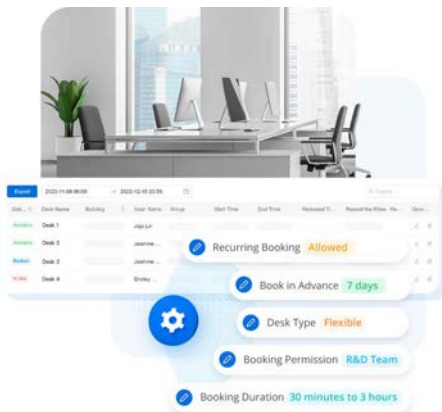
With Yeastar Workplace, employees can easily view available desks, choose the one that meets their needs, and reserve it with just a few clicks—all from a simple and intuitive interface. They can also cancel or modify their reservation if their plans change, ensuring that desks are used efficiently and effectively.

- Find and book desks on a shared view from anywhere
- Book desks for hours, a day, or multiple days flexibly
- Find colleagues with visual cues and search bar quickly
- Know desk occupancy and schedules in real-time



2

## Plan, Run, and Manage Hot Desks in One Day



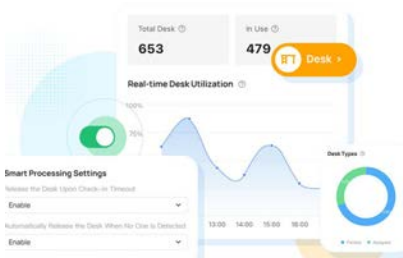
Take control of how your people will use office desks and space while tracking usage metrics for strategic planning. Yeastar Workplace breezes you through the management with tailor-made features:

- Plan layout & make desk moves directly on the floor map
- Allow both hot desks & assigned fixed desks
- Set dedicated team seats for collaboration
- Export check-ins & usage data for contact tracing
- Set rules & automation to keep everyone on the same page



3

## Optimize Your Desk Inventory and Office Layout



Require employees to check-in for their desk reservations. Deploy sensors to detect real-time desks occupancy. Unattended appointments will be canceled automatically and the space released to be bookable again.

Gain valuable insights into the usage patterns and effectiveness of your hot desking policy from the daily and historical reports on Yeastar Workplace. Tailor the office environments to better meet employees' needs.

## Return-to-the-Office Solution

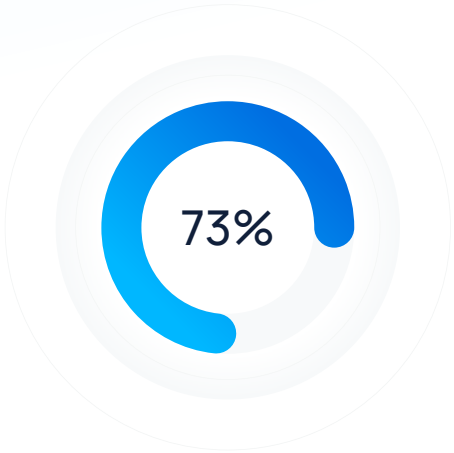
# Create a Workplace That Encourages Employees to **Return**



>>>>>

As the world is emerging from the COVID-19 pandemic, many businesses are considering or have already started bringing their employees back to the office. Workers are in a tug-of-war with executives over remote working.

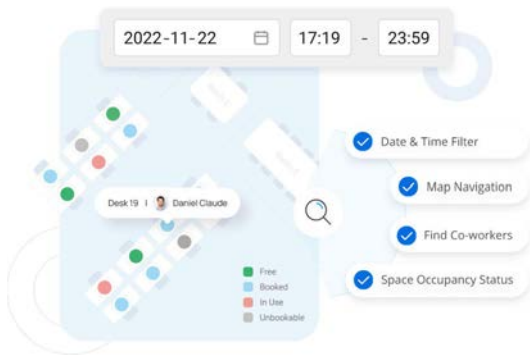
Businesses are now facing new challenges of adapting physical office spaces to a more flexible work arrangement that leads them to replace personal desks with collaboration spaces, reevaluate space demands, and get rid of as much unused square footage as possible.



*73% of employees would go to the office more frequently if they knew their "work friends" or direct team members would be there.*

---(Source: Microsoft Work Trend Index)

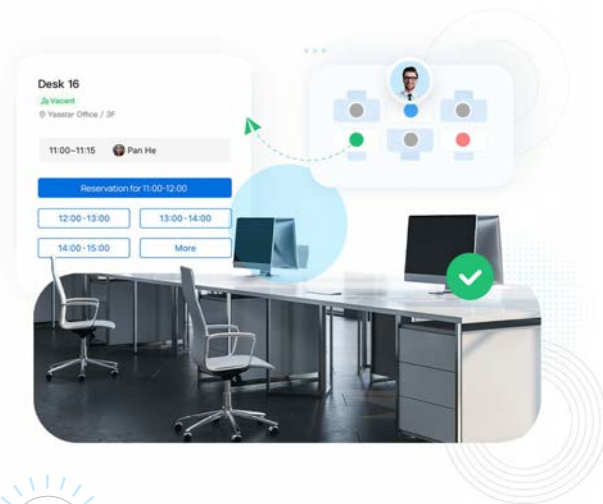
1



## Reconnect Your People for In-person Time

Use a live office map for a shared view of office activities, and let your people know who will be in the office, when, and where they sit on any given day. Together with a clear display of upcoming schedules, the simple-click space reservation on the office map puts any bookable resources—meeting rooms and desks—up for grabs for your employees, making it easier to plan a team huddle and spend the right moments together.

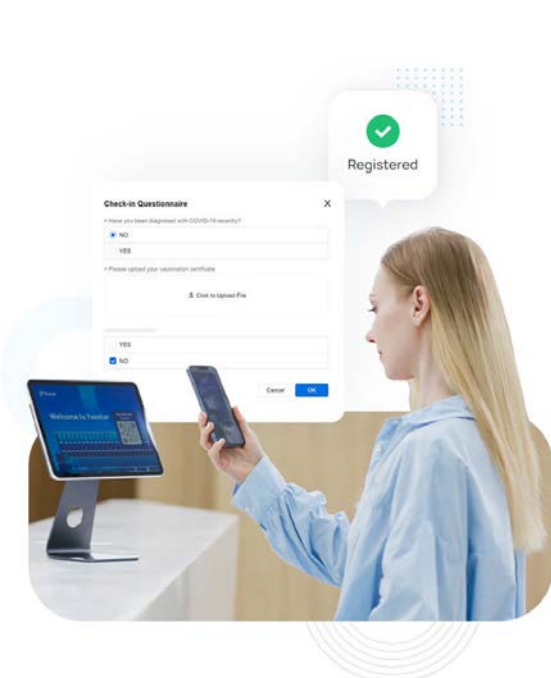
2



## Give Hybrid Employees the Flexibility to Plan Ahead

The shift toward hybrid work has greatly impacted seating arrangements in the office. Turn fixed desks into shared ones and makes sure resources are accessible to everyone. By booking a desk ahead of arrival, employees can manage their work schedules more easily and feel more prepared and organized for their workday. For better team collaboration, you can also locate coworkers and grasp a desk nearby.

3



## Get Prepared to Welcome Back Visitors

Besides space allocation, Yeastar Workplace also serves to manage visitors to your company and enhance their experience. It streamlines the visitor check-in process to reduce wait times and avoid crowded reception areas. You can increase workplace security by verifying visitor identities and ensure compliance with local regulations and guidelines.

- Set up customized screening questionnaires
- Attend your guests with touchless self-service check-in
- Notify hosts in time when their visitors arrive
- Maintain historical logs of all visitor activities in your facility



# Space Management Solution

## Manage Your Space in a Smarter Way



Desk 3 Office / 2F Vacant ★



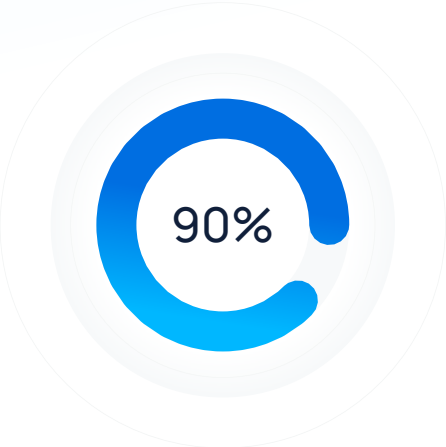
Total Hours Automatically Released

**248 hrs** 43% ▼



Modern office space management aims at providing employees with the best-fit physical space inventory and cutting down operational overhead. Effective space management software can help companies maximize every square foot through allocation, management, tracking, analysis, forecasting, and planning.

One of the drastic upgrades in office 2.0 come with smart technologies. On one hand, employees can easily find, use, and collaborate in suitable workspace. On the other hand, facility and real estate managers can leverage multiple data to assist workplace management and decision-making.



**90%** of decision-makers saw a business reason for working in a smart office and a similar number (87%) would require smart office tech in their next relocation.

—(Source: ZDNET's "How to Optimize the Smart Office")

# 1

## Use Sensors to Track Space Utilization

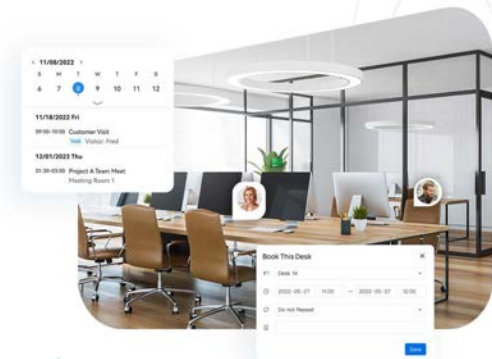


As a crucial part of smart office set-up, sensors are implemented to collect and deliver data about objects and the environment. Yeastar Workplace introduces 3 types of sensors:

- ✓ **People counting sensor:** to count meeting participants, identify booked yet abandoned and early-ended meetings, and free them up for others to book.
- ✓ **Room comfort sensor:** to measure a list of environmental data, including temperature, humidity, light, CO2 concentration, TVOC, etc.
- ✓ **Desk occupancy sensor:** to detect real-time desk occupancy status, reflect it on the office map, and auto-released vacant desks.

# 2

## Smart Meeting Room and Desk Booking



With easier and centralized way to reserve collocation space and personal workstation, employees no longer have to suffer annoying scheduling conflicts and can go back to the office more comfortably, knowing where to sit and where to find colleagues.

- Book a room on the spot or on the go
- Book a desk before visiting the office
- Find the best-fit workspace on an interactive map
- Check-in/out to secure or end your reservation

# 3

## Make Data-driven Decisions about Your Workplace



Strategic space planning involves understanding how space resources are being used and predicting future space usage. The simple-to-read analytics reports on Yeastar Workplace visualize essential metrics for workplace leaders to identify patterns and trends in usage and behavior and spot optimization opportunities.

- ✓ Room/Desk Utilization Rate
- ✓ Meeting Event Density
- ✓ Daily/Weekly Peak Utilization by Space
- ✓ Recaptured Hours from Auto-Release
- ✓ Meeting/Desk Types
- ✓ Unattended Rankings

# Employee Experience Solution

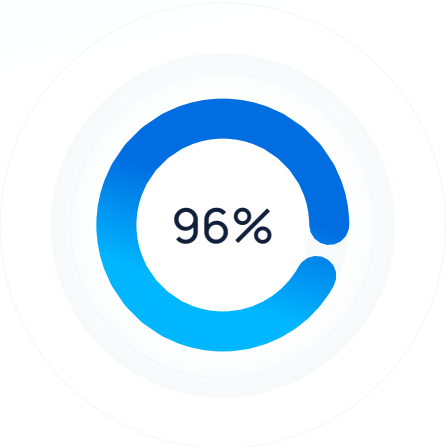
## Create a Positive Workplace Experience



>>>>>

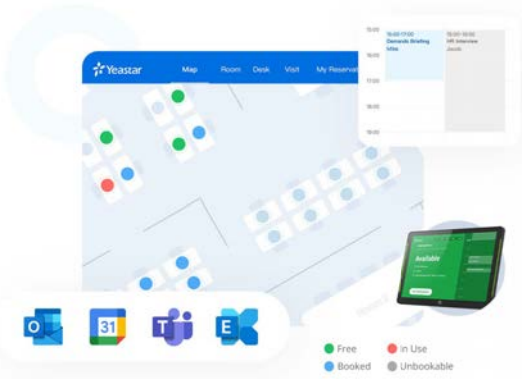
The physical office space plays a crucial role in shaping employee experience as it affects everything from comfort, safety, and productivity to collaboration, creativity, and well-being. To stay competitive in the war for talent, organizations have been adopting a people-centric approach to create a more efficient, collaborative, and welcoming environment that promotes employee engagement and satisfaction.

By centralizing the scheduling and management of different space resources, Yeastar Workplace helps optimize space utilization, reduce scheduling conflicts, improve collaboration and productivity, increase flexibility, and enhance the overall experience for everyone coming to the office.



*96% of talent professionals believe employee experience is essential for workplace productivity.*

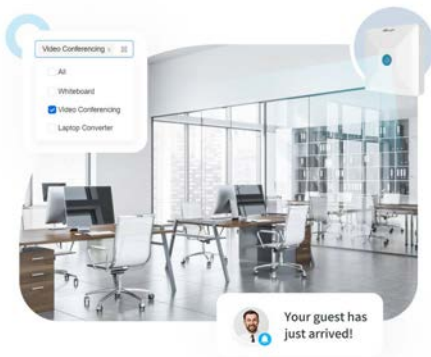
—(Source: LinkedIn)



## 1 Put Space Resources Right at Employees' Fingertips

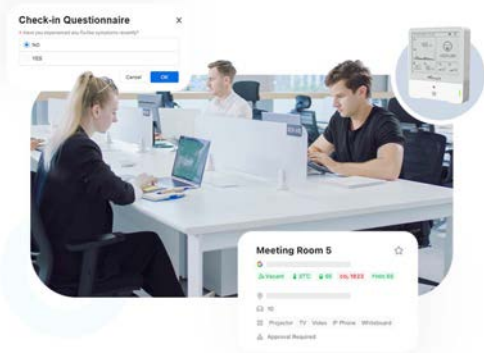
Hybrid or not, organizations need the right technology to simplify resource booking. Yeastar Workplace allows employees to view available desks, meeting rooms, and other space resources from a single platform and book the type of workspace that best suits their needs.

- View all space and bookings on a live grid
- Book straight from an interactive office map
- Connect to Microsoft Teams and calendar apps
- Tap to book rooms for instant meetings on the spot
- Keep reservations synced and updated in real-time



## 2 Less Distractions, More Productivity and Autonomy

Yeastar Workplace helps to create a one-stop and self-service workplace experience for employees and frees them from time-wasting distractions such as switching back and forth between platforms. Other workplace annoyances such as double booking and ghost meetings will be eliminated by Yeastar smart sensors. Having a space booking platform and visitor management system in one place, employees will be empowered to work with greater productivity and efficiency.



## 3 Promote Employee Well-being and Give Assurance

A healthy and comfortable work journey contributes substantially to positive workplace experiences. Yeastar Room Comfort Sensor will help you keep track of employee health by detecting the comfort level of every meeting room. Employees can even refer to the comfort indicators displayed on the booking platform and book the most comfortable room to connect and collaborate. For guests about to visit your workplace, conduct health screening pre-arrival to further protect your workplace and your team.



## 4 Know How Employees Use the Office and Improve

The built-in workplace analytics and reporting tool provide valuable insights into employee needs, preferences, and work patterns around your office, enabling you to identify bottlenecks and inefficiencies that may be hindering productivity. This information can be used to optimize office design and adjust workplace strategies. For example, workplace leaders are paying great attention on office occupancy in the hybrid work environments in particular for that they need to review real estate costs and determine the most effective way to allocate resources.

# About Yeastar



---

Trusted by over

**450,000**

customers worldwide

---

Yeastar helps businesses realize digital values by making communications and workplace solutions easily accessible from ownership and adoption to daily usage and management. Yeastar has established itself as a leading provider of UC solutions with a global partner network and over 450,000 customers worldwide. Committed to delivering the right technology to value-oriented businesses, Yeastar offers products and services for UC&C, workplace scheduling, and hybrid workplace to enable them to win in the modern digital world.

Contact us