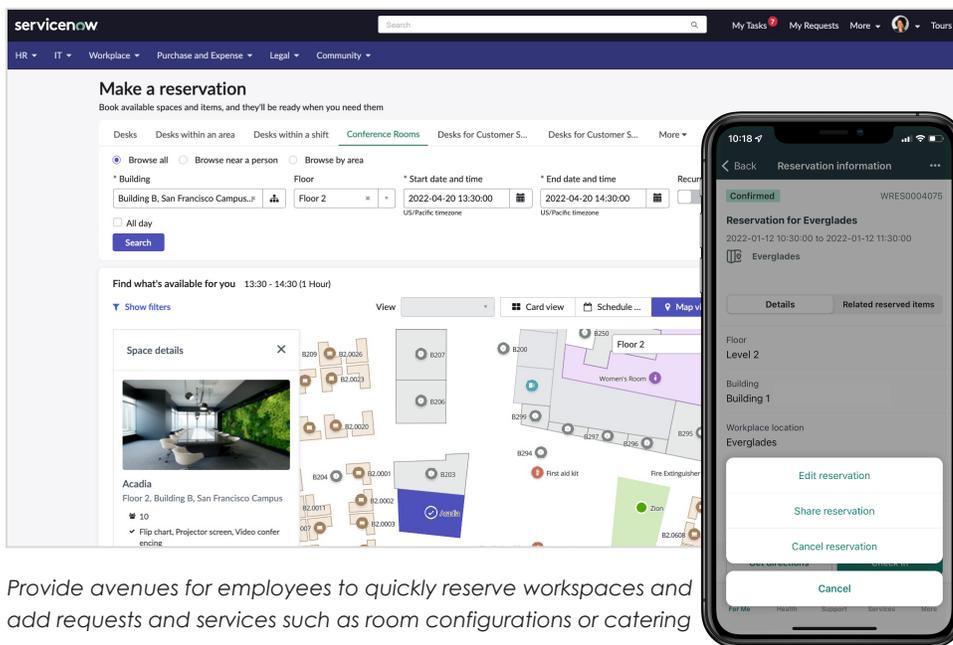


ServiceNow® Workplace Reservation Management

Simplify reservations with single-click, self-service

The world of work is evolving right before our eyes. And as we move forward, one thing is certain... we must continue to be open to adapting and changing. We've learned that employee expectations have shifted, as have their expectations around how they want to connect with the people and places that inspire them to do their best work. In the new era of distributed work, the shift has encouraged departments across the enterprise to find new ways to digitize processes and enhance employee experiences and workplace interactions.

Whether in the office or on the go, it will be important to provide easy, intuitive self-service reservations for spaces, services, and amenities available employees. Through streamlining the reservation process, businesses can boost productivity, keep their workforce connected, and increase efficiencies while delivering meaningful workplace service experiences.



Provide avenues for employees to quickly reserve workspaces and add requests and services such as room configurations or catering

ServiceNow® Workplace Reservation Management enables employees to search, reserve, modify, and check-in for any workspace they need to be productive, all from a self-service interface. With many organizations prioritizing workspace hoteling over permanent seats in the new hybrid work environment, employees need to easily make a reservation, add links for hybrid meetings such as Zoom, and add attendees or visitors to the event. Employees can sync workplace reservation details and add service requests – such as room configurations or catering – while making a reservation from Workplace Service Delivery or natively within Microsoft Outlook or Google Calendar.

As we plan for the future of our workplaces, implementing solutions to successfully curate the reservation experience and allow employees to reserve spaces near one another, share reservation itineraries, or add service requests are paramount parts of the employee workplace experience. In order to retain talent and stay ahead of the curve, we must continue to fundamentally reimagine the workplace. Employers must think about how they can empower employees to work in the ways they want to work and build a culture where they feel connected to their colleagues, their workplaces, and feel proud of the work they are contributing to.

Workplace Service Delivery Suite

Provide modern digital experiences for employees to interact with the workplace, supporting the hybrid workforce and workplace teams.

- **Safe Workplace Suite**, access applications to assess employee and workplace readiness and align safety plans for opening
- **Workplace Reservation Management**, provide self-service, single-click reservations and add services or requests like catering or room configurations
- **Workplace Indoor Mapping**, create and manage maps, view services, available spaces and navigate the workplace
- **Workplace Visitor Management**, easily register guests and off-site employees, manage daily visitor registrations, and automate communications for arrivals
- **Workplace Case Management**, standardize the process, interaction and fulfillment of inquiries, requests and case transfers across the enterprise
- **Workplace Space Management**, measure workspaces, assign cost centers, control capacity, and track utilization to optimize real estate spend
- **Workplace Move Management**, easily manage workspace move requests by automating individual, mass employee and asset space relocation