Door James

Workspace management
and resource planning

CGI

Enable flexible working, simplify workspace booking, and improve how you manage space bookings.

Contents

Welcome to Door James!

It's time to re-unite.

We are pleased to introduce the CGI solution that supports your business in the new normal with flexible office use, home office, and remote working management. Door James helps you welcome employees and guests back to your locations securely and easily.

Jobs for the future

Door James is a workspace management and resource planning solution. We help your organization enable flexible working, simplify workspace booking, and improve how you manage space bookings. We transform your workspaces for the future.

Adapting to the new normal

The way we work and our perspective on different working models changed due to the pandemic, with majority of employers and employees moving to more flexible models. Home office has become our new normal. To accommodate this change, Door James creates the optimal connection between home and work while solving the challenge of managing fewer work stations in the office for the same number of employees.

Benefits of Door James

1 Transparency and flexibility

Door James allows you to reserve a work station via our booking platform, which can be easily downloaded as a **mobile app** by your employees.

Take advantage of the Admin Panel to track available space and how it's used. It's simple to adjust the number of employees that can be admitted to offices at the same time.

Security

Digital Member Badges make it easy for you to verify employee's identities so they can still access and use offices even if they forget their identification cards. This automatically improves security.

Overview

Door James easily tracks office capacity and adjusts it based on demand. The captured data informs you if the size of your facilities need to be increased or reduced, potentially saving you rental costs.

Flexibility

Door James allows your employees to spontaneously reserve work stations onsite at short notice, enabling optimal coordination of remote and in-office work.

2 Simplification and efficiency

Meeting rooms and tables can be reserved conveniently from home or on-the-go via interactive floor plans, so your employees know where they are seated.

Use the Admin Panel to conveniently manage space while easing the work load of your front desk staff.
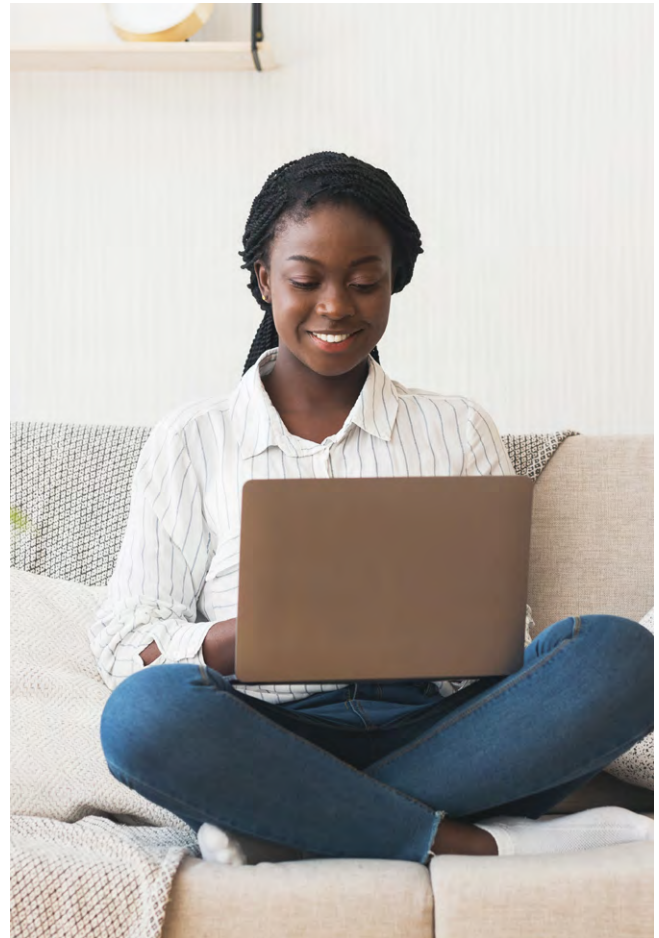
Greater efficiency

The easy-to-use Admin Panel lets you flexibly manage relevant company resources and bookings in real-time.

Workflow

Optimize your company's processes by allowing your employees to create their own tickets, which are then processed without delay.

Easy capacity adjustments

A transparent dataset enables you to make sound decisions to increase or reduce your office space, potentially generating major savings for your organization.

3 COVID-19 features

The **admin panel** gives you the ability to manage your business in terms of work station bookings, contact tracing and capacity control.

Practical features of Door James simplify contact tracing and systematic disinfection of workplaces to help ensure a safe working environment for your employees.

Tracing

Take advantage of check-in and check-out functions to regulate the number of employees that use booked resources at the same time. It's also easy to generate attendance lists, trace infection chains and if required, contact employees that may have been exposed to an infection risk.

Hygiene

Door James allows you to generate a list of all desks and meeting rooms used on a given workday and send it to your cleaning team. This way, your facilities can be quickly and efficiently sanitized without any unnecessary effort or paperwork.

Distancing

With a simple click, you can block selected workplaces to ensure compliance with distancing requirements and protect staff when they are in the office.

Features of the mobile app

The app allows your employees to book a work space for a specific time period. Available meeting rooms and desks, and how these are equipped can be viewed at a glance. These can then be conveniently reserved from home or while traveling.

Digital Member Badge

Your employees can identify themselves through personal Digital Member Badges. The app also integrates a digital business card and links to LinkedIn for quick and easy networking with customers.

Interactive floor plan

An interactive floor plan configured to accurately depict your offices gives your employees an overview of all bookings in real-time. Different colors indicate the status of each workplace: reserved, available or blocked.

Office capacity

Statistics are automatically updated daily and show each office's expected future utilization based on data from previous days. This allows your employees to identify the best times to book a table or desk.
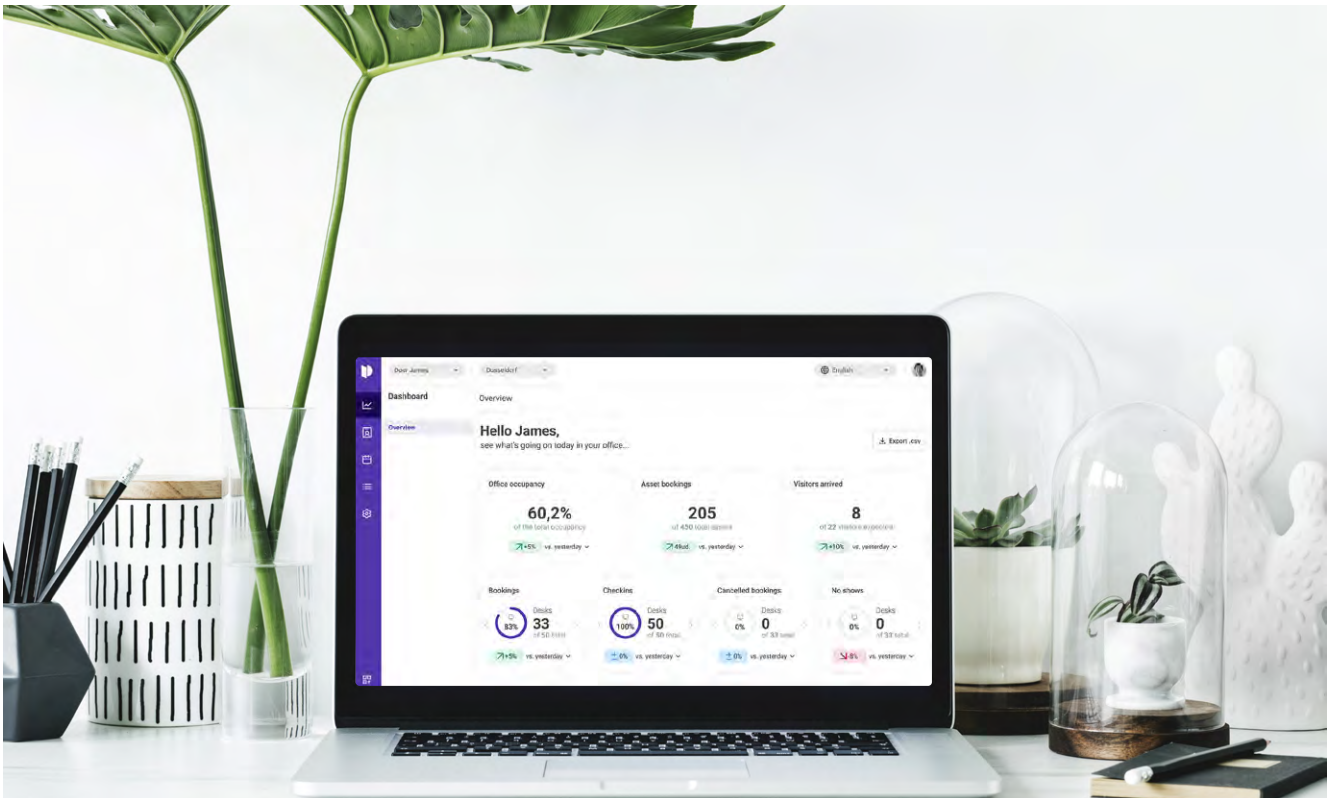
Automatic notifications

Automatic notifications about a booking, health questionnaire or possible exposure to an infected person are customizable to your organization. For example, if your employees made a booking, they can receive an automatic notification of the upcoming reservation. Sending of alerts can be scheduled at a set interval before the booking begins, depending on your preference.

Check-in via QR code

To quickly and easily check-in a reservation, your employees can scan the QR code placed in their booked table or desk using the Door James mobile app.

Employees know in advance where they will sit, making it easier to get settled.
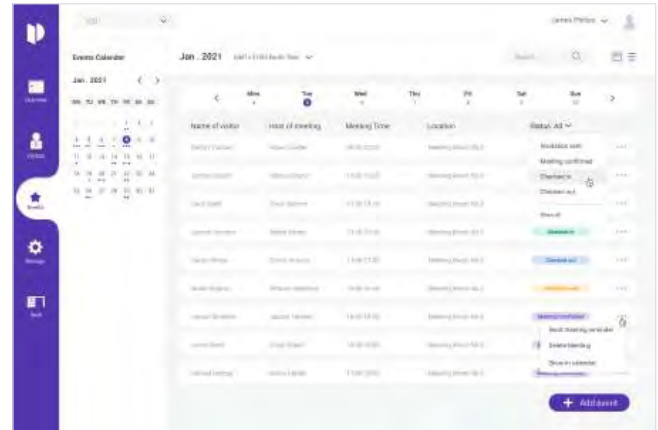
Features of the admin panel

The **admin panel** enables you to view all bookings in your company, check available capacities or block certain rooms or desks. It includes various analysis functions to help you make the best use of your facilities. These can also be adjusted to ensure your employees' safety.

COVID-19 safety measures

The admin panel includes a page that defines COVID-19 safety measures for each office. For example, you can deploy a questionnaire to increase employees' awareness or automatically and anonymously notify employees in a given time that a colleague tested positive.

Ticket system

A ticket system integrated in the app lets users report any issues, such as a defective chair, missing QR code or a wobbly table, at booked work stations with just a few clicks.
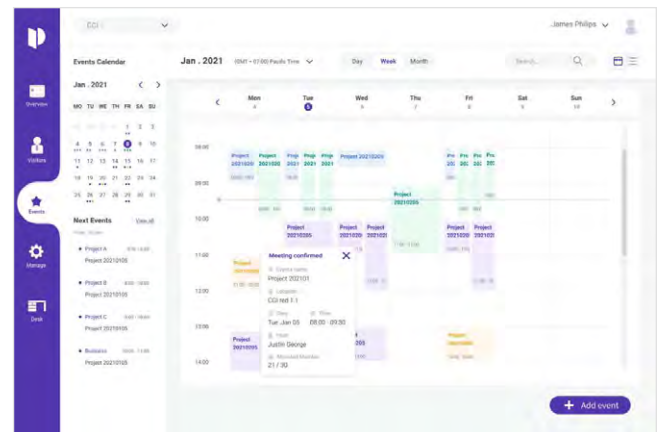

Locate employees

Pull a list or layout view of your locations to quickly locate employees. This facilitates cooperation and communication in your organization.

Office overview

The office overview function of Door James enables you and your front desk staff to keep a watchful eye on your resources.

You can choose between list and layout views. The detailed list view shows the status of each booked station, when it was used or reserved, and which employee used or reserved it.

It also displays stations that were not used despite being reserved. The layout view uses colors (red: occupied, green: available, grey: blocked) to display office use at a glance.

The digital solution for visitor management

The Door James kiosk is an intelligent visitor management tool that enables faster and easier paperless registration. Your guests simply need to register before their office visit.

The check-in kiosk app is displayed on a tablet and can be set up at your office reception. This solution gives you better overview and new ways to make visitor management a better experience for everyone.

Key advantages

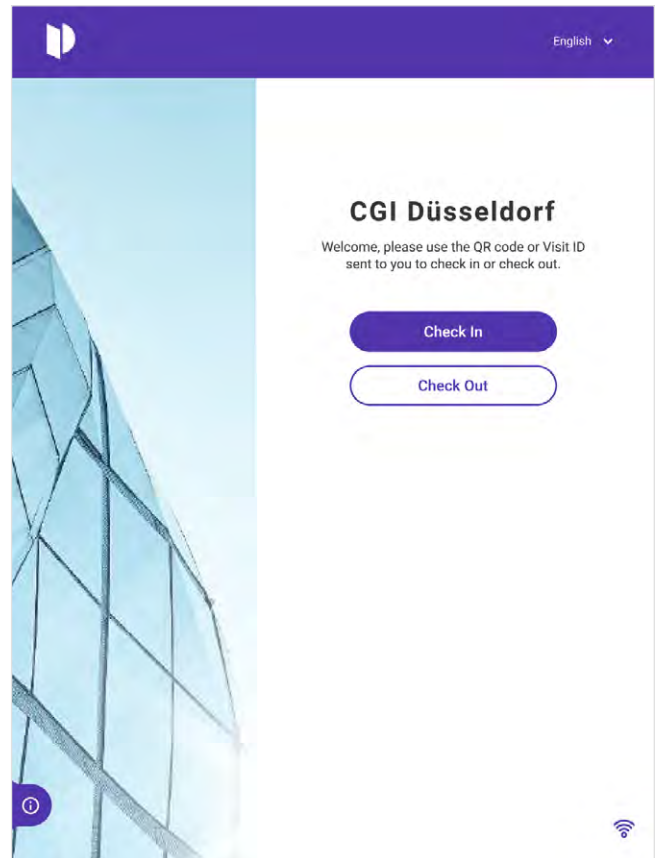|	
✓ Replaces manual visitor lists	✓ Increases protection of building security
✓ Provides an overview of guests in case of emergency	✓ Contactless and paperless
✓ Eases work for reception staff	✓ Allows shorter waiting times for guests
✓ Modern, innovative and user-friendly	

Five steps for a modern visitor experience

1 When a meeting is created, guests will receive an email with confirmation of the meeting.

2 A second email with an individual QR code or meeting ID to be used for check-in, including additional meeting information, is sent to guests 24 hours before the appointment.

3 At the office kiosk tablet, visitors can check-in or check-out. To check-in, guests must scan their QR code or input the invitation code. A questionnaire will pop up to ensure COVID-19 regulations are followed.

4 Once visitors click Next, they will receive a notification that the badge is being printed. Simultaneously, the host who created the appointment receives a notification about the arrival to welcome the visitors.

5 To conclude the meeting, guests must check-out in the same kiosk.

Features of the visitor management solution

The Door James check-in app is displayed on a tablet via a corresponding URL. It can be implemented quickly and easily at various locations. CGI delivers the Door James interface with individual corporate branding and can be further customized. A user-friendly dashboard in the admin panel gives all reception staff a simple and digital overview of expected, present, and checked-out guests.

The visitor management feature can be expanded with several functions:

Print individual visitor day passes

Include park management expansions

Remote introduction and training

Directions to meeting rooms and other office areas

Evacuation tool

Implementing Door James in your organization

Door James has been checked for compliance with security laws and regulations.

Since we developed our portal as a cloud solution, it can be implemented at any location with just a few clicks. After registration, we send a welcome package and schedule personal briefing sessions for your administrative and front desk staff.

Pricing and options

SIMPLE, EASY, FAIR	ADDITIONAL FEATURES
1€	**5€**
PER USER/MONTH	PER USER/MONTH
*SPECIAL PRICING FOR ENTERPRISE CLIENTS	*SPECIAL PRICING FOR ENTERPRISE CLIENTS

Contact us

We look forward to supporting you as you plan your new working arrangements. Let's work together to define your organization's requirements and configure the perfect Door James for you.

Please don't hesitate to reach out if you have any questions.

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About CGI

Insights you can act on

Founded in 1976, CGI is among the largest IT and business consulting services firms in the world.

We are insights-driven and outcomes-based to help accelerate returns on your investments. Across 21 industry sectors in 400 locations worldwide, our 84,000 professionals provide comprehensive, scalable and sustainable IT and business consulting services that are informed globally and delivered locally.

For more information, contact us at info.de@cgi.com or visit cgi.com

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