Locatee

Product Overview

Introduction

Locatee's workplace insights empower you to strategise, optimise, and succeed.

Our ultimate mission is to enhance the workplace experience of every employee. That's why, beyond the features of Locatee Analytics, we offer add-on solutions that provide instant clarity to employees navigating the large office space. In addition, our API opens the door to unlimited potential for your company to leverage its own workplace utilisation data.

The following pages provide an overview of Locatee Analytics and its features, Locatee Admin, Smart Space, Smart Signage, and the Locatee API.

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Locatee Analytics

A powerful business intelligence tool for the web

Locatee Analytics is a web-based business intelligence tool that empowers corporate real estate and workplace experience leaders and managers. By integrating various sources of data using patented technology, our interactive dashboards visualise historic and live information on how office buildings are being used. From planning for growth to maintaining a productive and cost-efficient workspace, Locatee Analytics provides the information you need when it comes to your real estate portfolio utilisation.

Benefits

- Maintain an overview of how your entire real estate portfolio is doing
- See which areas of your buildings are most overused and underused
- Interactive filters lets you look at building utilisation at different levels of detail
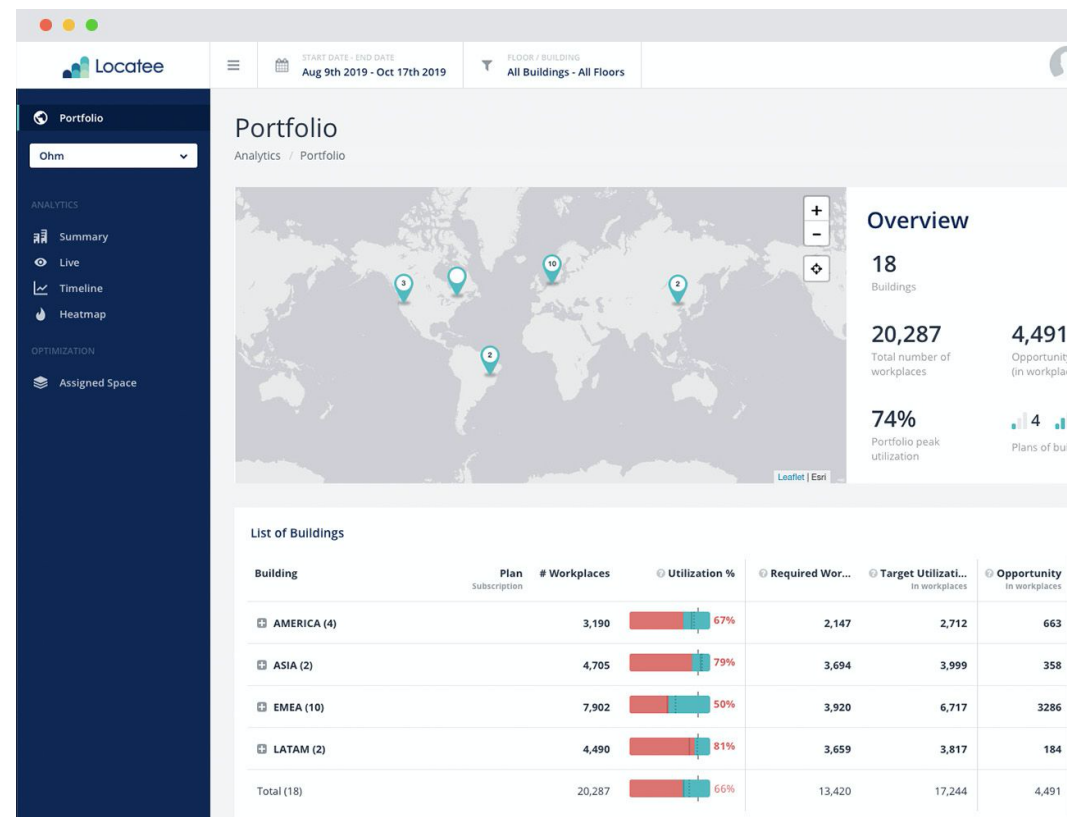- Prevent poor workspace allocation with the help of real and simulated data

Fig. Locatee Analytics' interactive reports place rich office utilisation insight right at your fingertips.
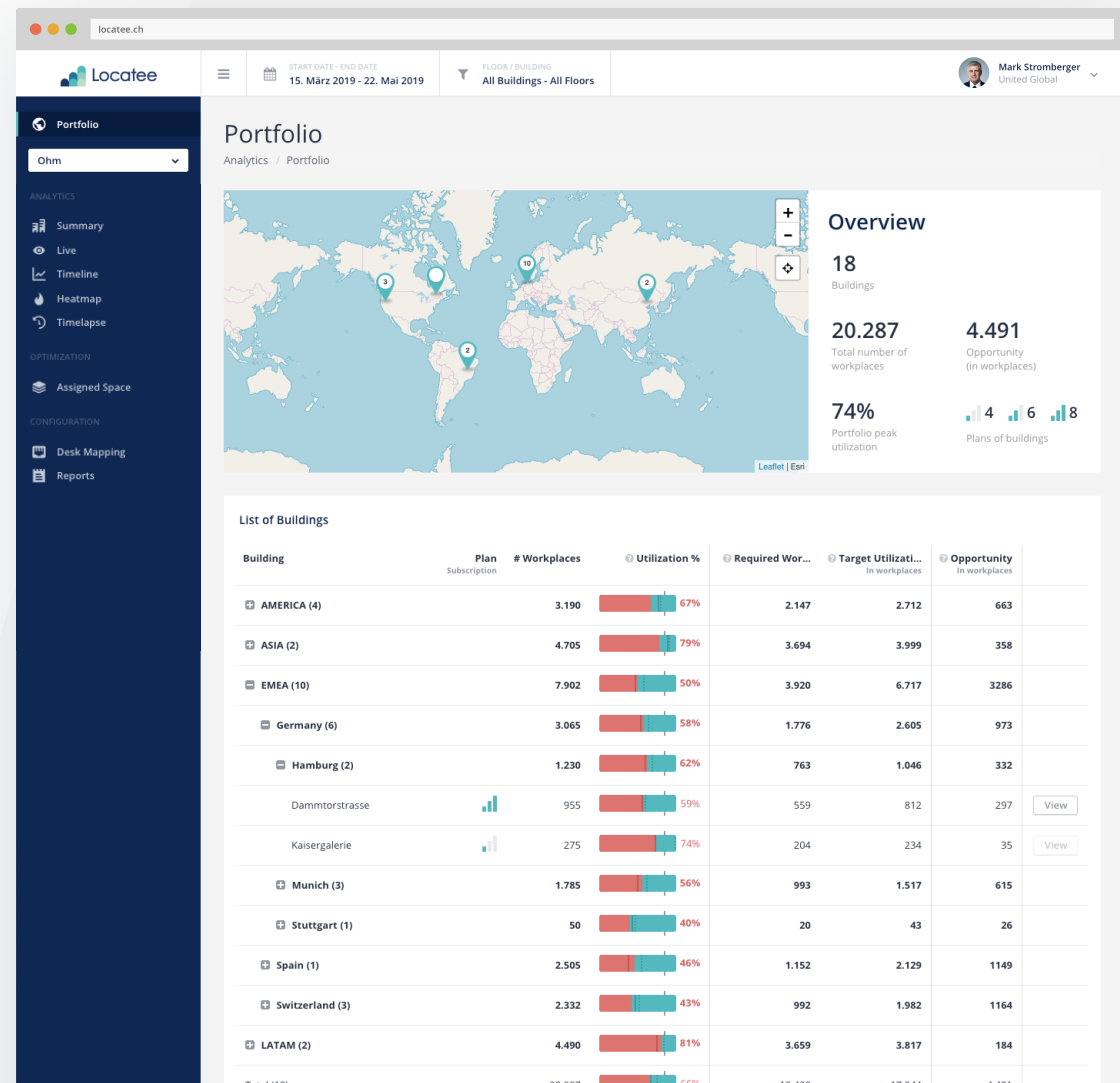
LOCATEE ANALYTICS

Portfolio Overview

The Portfolio Overview provides an overview of your entire real estate portfolio as measured by Locatee Analytics, allowing you to see at a glance the performance of your corporate buildings and identify sites with either growth or consolidation potential. This view serves as the starting point from which additional individual site information can be accessed.

Questions you can answer with this view

- What are the utilisation metrics of each region and how do they compare with each other?
- How much growth can the existing portfolio accommodate before additional space needs to be purchased?
- Does the portfolio show consolidation potential?
- What is the utilisation trend of the portfolio?

Fig. Portfolio Overview of an entire corporate real estate portfolio with expanded details for EMEA and German sites.

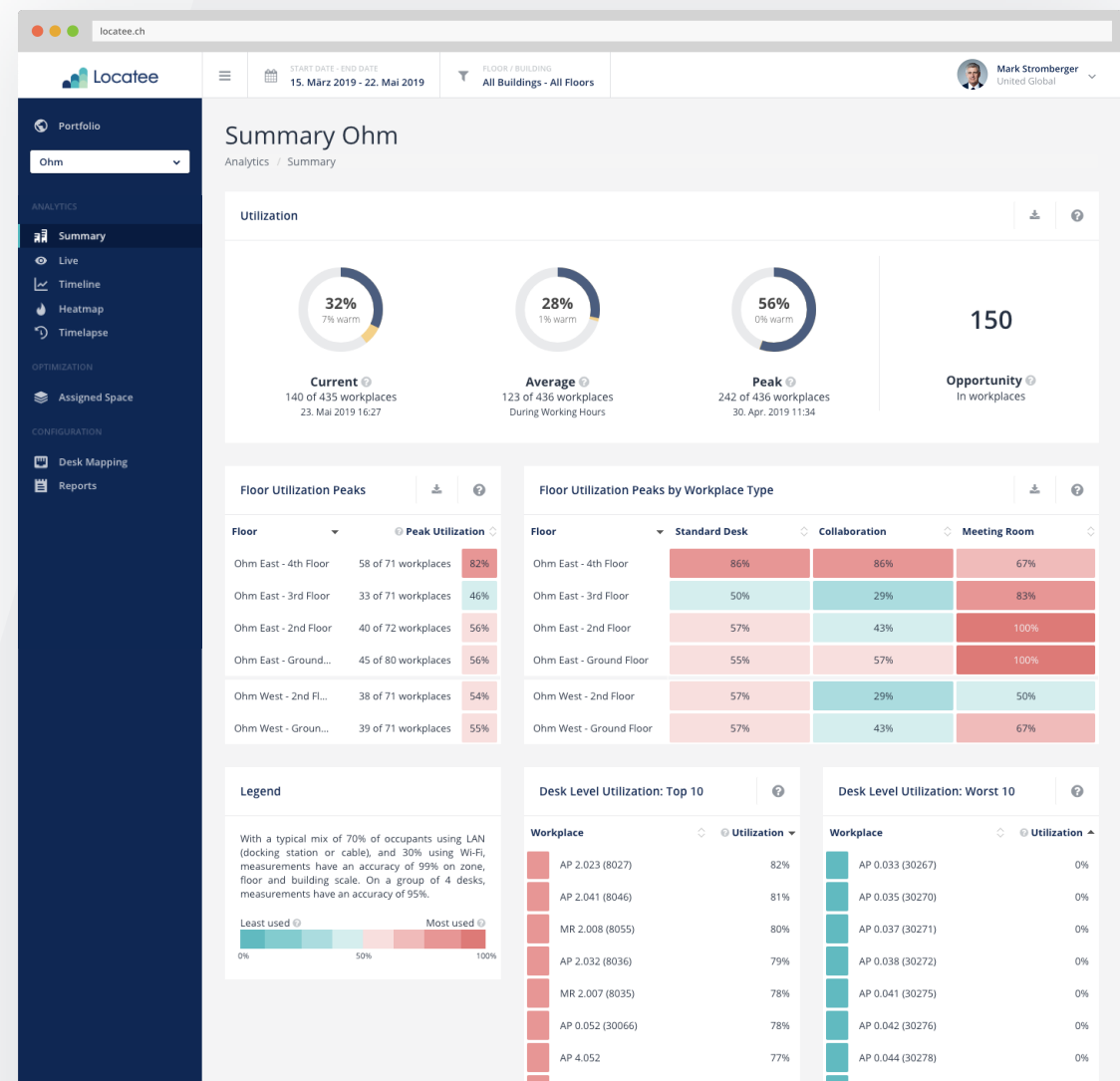| Building	Plan Subscription	# Workplaces	Utilization %	Required Wor... in workplaces	Target Utilizati... in workplaces	Opportunity in workplaces
AMERICA (4)		3.190	67%	2.147	2.712	663
ASIA (2)		4.705	79%	3.694	3.999	358
EMEA (10)		7.902	50%	3.920	6.717	3286
Germany (6)		3.065	58%	1.776	2.605	973
Hamburg (2)		1.230	62%	763	1.046	332
Dammtorstrasse		955	59%	559	812	297 View
Kaisergalerie		275	74%	204	234	35 View
Munich (3)		1.785	56%	993	1.517	615
Stuttgart (1)		50	40%	20	43	26
Spain (1)		2.505	46%	1.152	2.129	1149
Switzerland (3)		2.332	43%	992	1.982	1164
LATAM (2)		4.490	81%	3.659	3.817	184

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Site Overview

The Site Overview provides more information about a specific site in your portfolio. A site can consist of the floors of a single building or it can be an entire campus comprising multiple buildings. The Site Overview is where you can begin to really analyse the usage of specific buildings and floors to further identify any optimization or savings potential.

Questions you can answer with this view

- What is the average and peak utilisation on a floor?
- What is the current occupancy on a particular site?
- What is the growth and consolidation potential of a site?

Fig. The Site Overview shows floor- and workstation-level utilisation for individual sites In your corporate real estate portfolio.
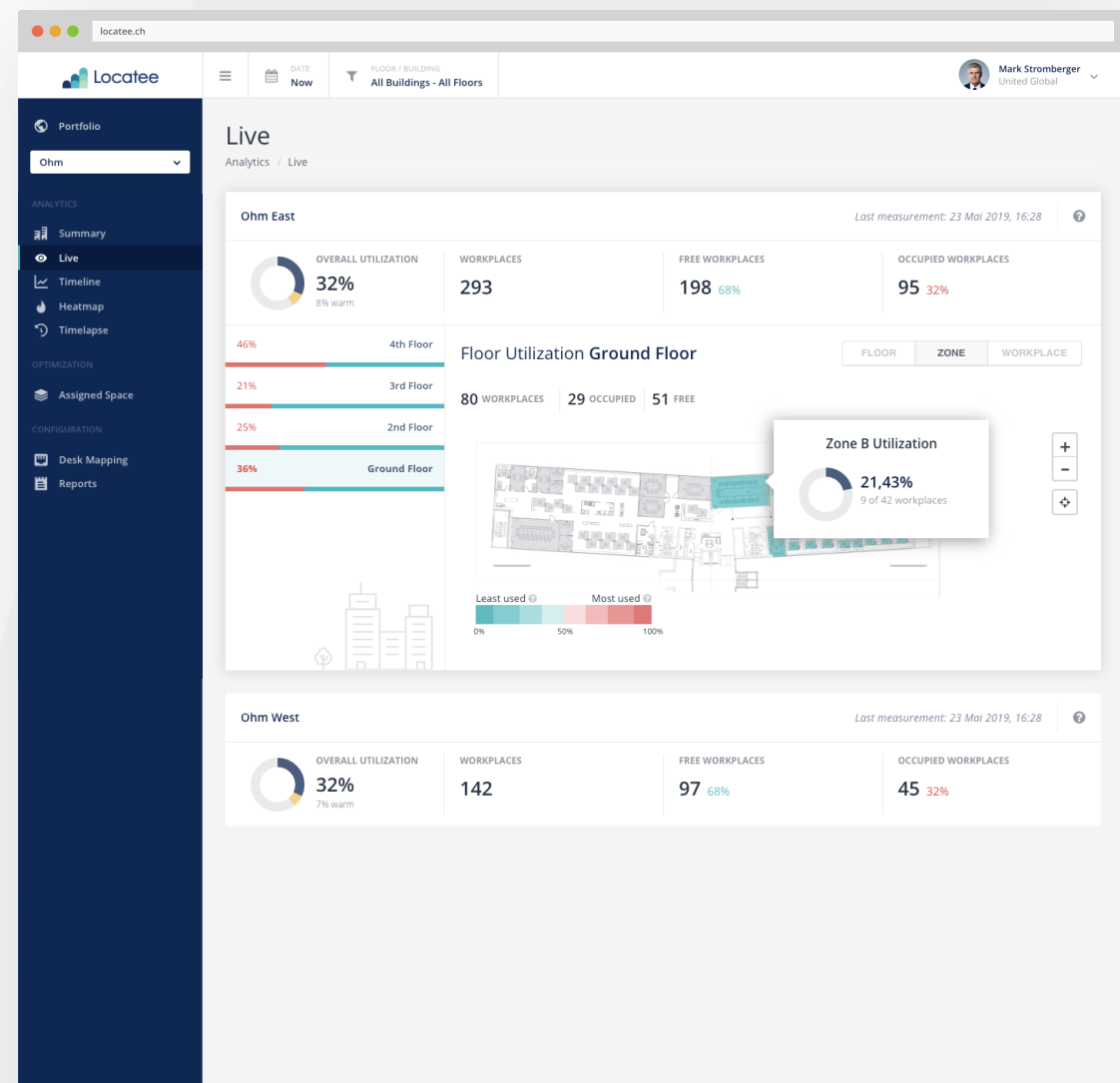
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Live

The Live view uses Locatee's unique and patented technology to give you a real-time overview of a site's occupancy. Colour-changing floor maps provide more granular insight into how your buildings are being used on a floor-level, zone-level, or even workstation-level basis: less busy areas are shown in teal while busier areas are shown in red.

Questions you can answer with this view

- How many workplaces are currently free on a floor or in a work zone?
- Which areas are currently crowded and which areas are empty?
- What does floor utilisation look like at the moment?
- Which workplaces have recently been occupied but are currently free to use?

Fig. The interactive Live view shows real-time occupancy of a site as well as information on selected floors and zones.
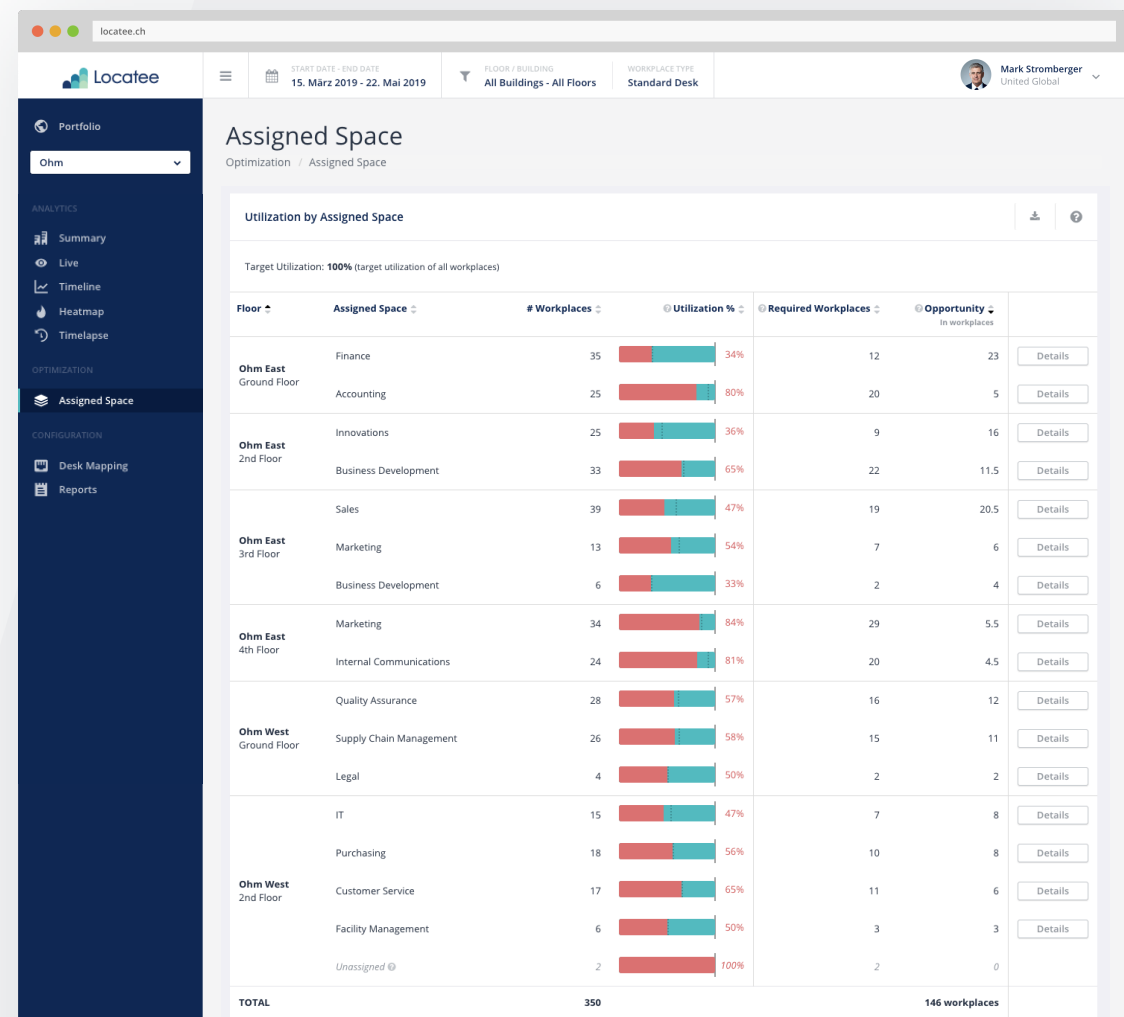
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Assigned Space

The Assigned Space view shows how different teams make use of the working space allotted to them. You'll see how many workplaces each department has available as well as how many workplaces they require. Assigned Spaces are customisable, which means you can designate working areas by department, floor, sections, or another set of categories.

Questions you can answer with this view

- On which floor can additional teams be placed without risking an occupancy overload?
- How many workplaces can be taken from a team and reassigned to another without disrupting workflows?
- Which spaces are overused and are in danger of becoming problem areas?
- Which teams are dealing with a space shortage?

Fig. The Assigned Space view shows how different teams use the space that's assigned to them.
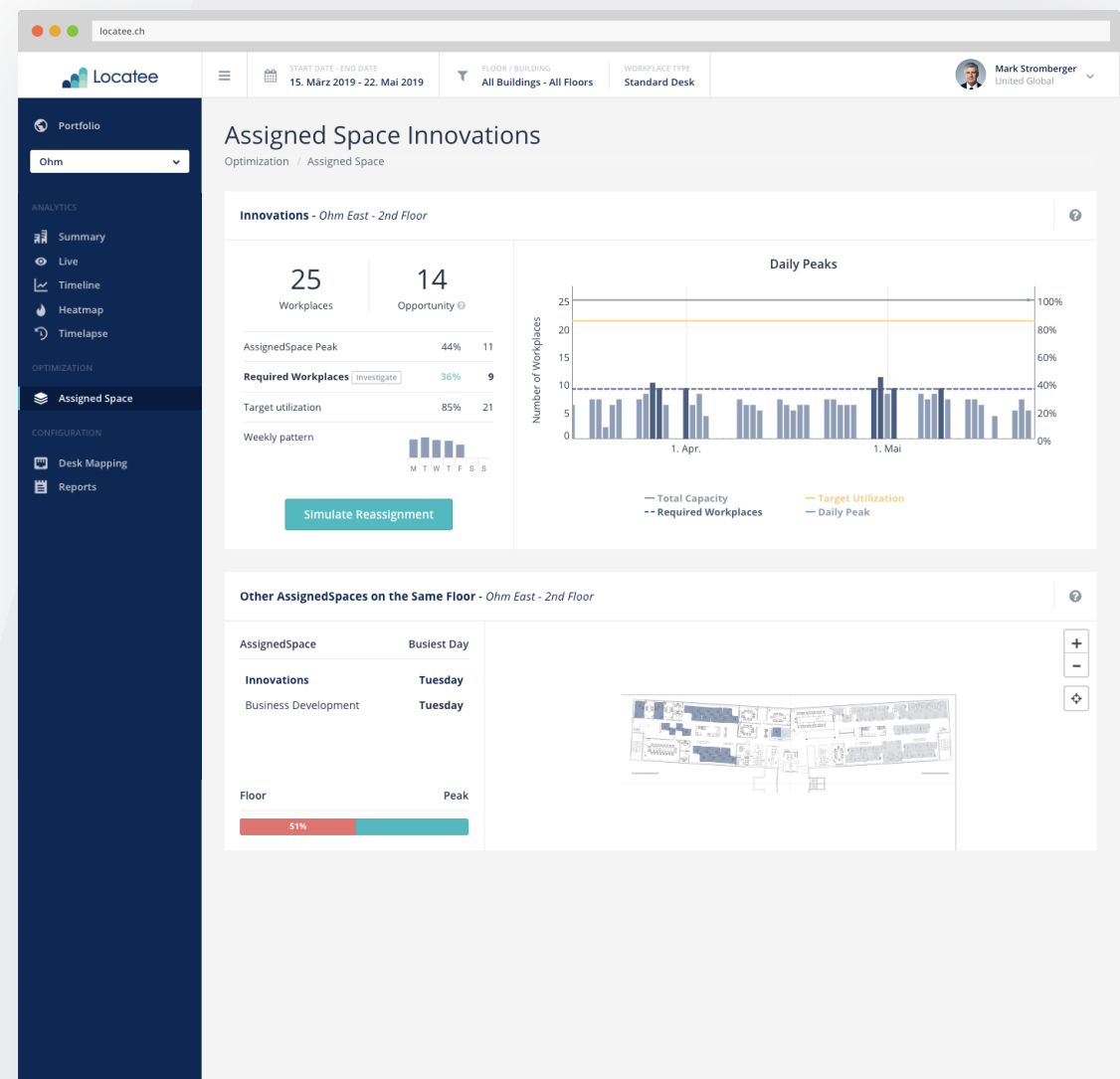
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Assigned Space Details

Assigned Space Details give you a deeper understanding of how Assigned Spaces are being used. A timeline feature lets you track team utilisation of a space over a period of time and compare it to a set target utilisation rate. With the Simulate Reassignment feature, you can virtually change the number of workplaces assigned to a team and see how it would affect the target utilisation. Hovering over a dark-colored peak in the timeline reveals more information about it, such as the duration of the peak and which workspaces were used from when to when.

Questions you can answer with this view

- Is there a weekly utilisation pattern of a particular Assigned Space?
- How much would the reallocation of one or several workspaces affect the team?
- Which zones are always busy during peak times?
- What other assigned spaces are on the same floor and what are their busiest days?

Fig. The Assigned Spaces Details view provides additional insight into an Assigned Space.
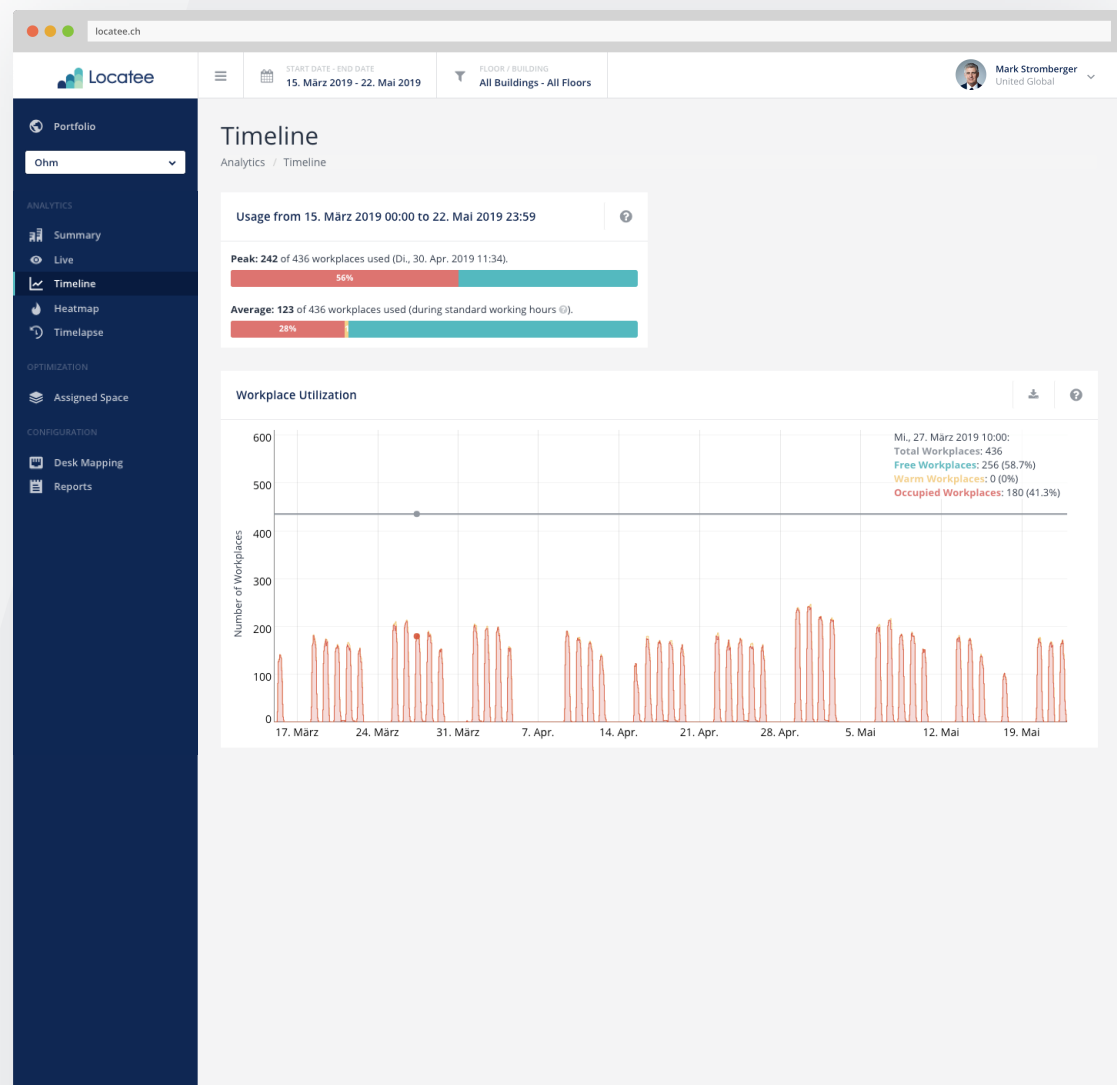
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Timeline

The Timeline view offers a chronological perspective of an entire site's utilisation. Using this view, you can see at a glance any workplace patterns happening at an early stage and act preemptively on them if needed. With the Timeline view, it's easy to forecast future real estate demands and plan for your company's growth with confidence.

Questions you can answer with this view

- Are there particular space utilisation patterns pertaining to a specific site?
- Which weekdays are the busiest and which weekdays see the lowest amount of occupants and utilisation?
- How does utilisation change throughout the course of a workday?

Fig. Using the Timeline view, it's easy to detect weekly, monthly, and quarterly office utilisation trends and patterns.

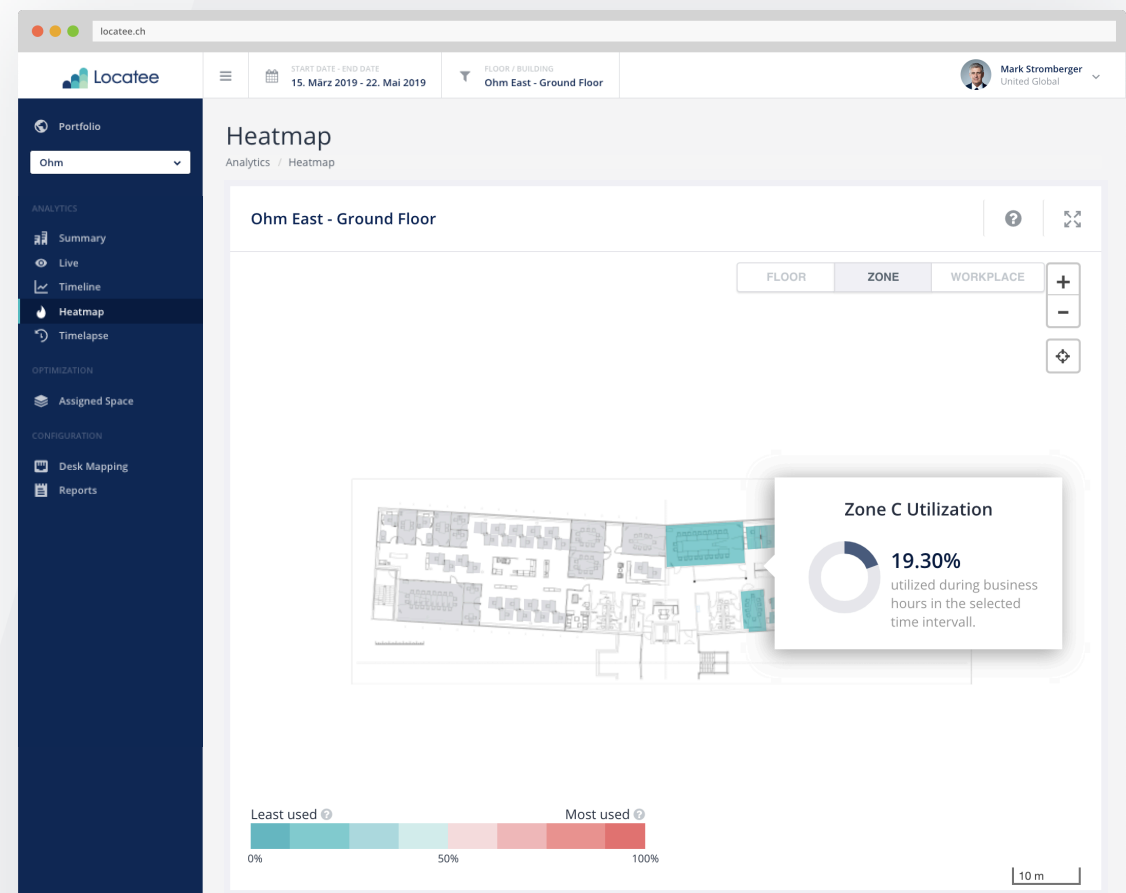**LOCATEE ANALYTICS**

Heatmap

The Heatmap view provides a clear picture of how actively workplaces on different floors and zones are being used. A color scale indicates a workplace's utilisation rate: areas that are least frequently used are shown in teal while the most frequently used workspaces are marked in red. In order to ensure data anonymity, only workplaces occupied between a company's regular office hours are considered in Locatee's measurements.

Questions you can answer with this view

- Which areas of the building are the least used and can be improved upon?
- Which are the most popular working areas in the building?
- Which are the most frequented areas in the building?

Fig. The Heatmap view shows workspace utilisation in a zone on an office floor.

Locatee Admin

The control centre for your workplace analytics

Locatee Admin is Locatee's administration console for project managers, IT solution administrators, and other designated company employees. Accessible from the web only by users with authorised access, Locatee Admin is where you can upload floor plans, customise Assigned Spaces, and define role access levels for Locatee Analytics. The admin console also contains an overview of all the network devices, switch ports, and sensors which are integrated into Locatee's data collection.

Benefits

- Maintain Locatee Analytics for your organisation
- Import floor plans, manage access points, and define the workspaces you want to measure in the form of Assigned Spaces
- Define location attributes for workspaces such as phone booths, quiet zones, and collaboration spaces
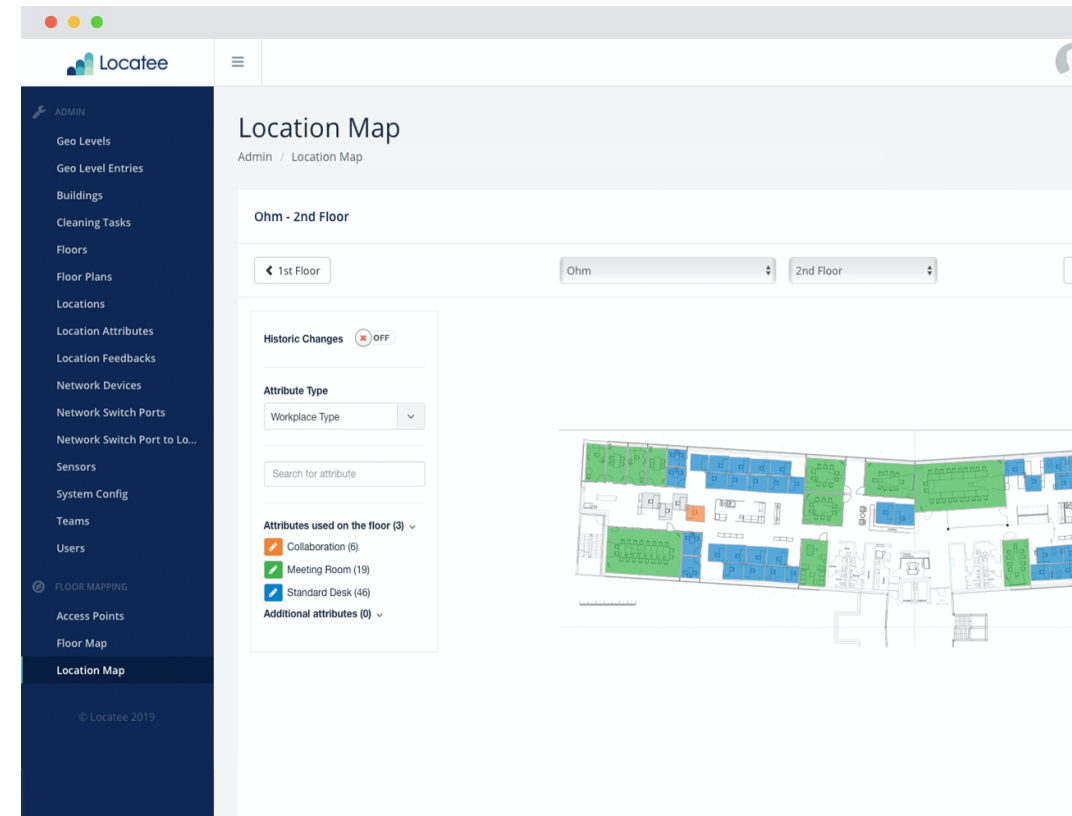

Fig. Manage the setup and configuration of Locatee Analytics for your company all in Locatee Admin.

Smart Space

A practical app for Android and iOS

Locatee's Smart Space app, available for Android and iOS, was created with employees and large office buildings in mind. With Smart Space, you can spend less time looking and more time finding. Integrated floor plans help you navigate your office building with ease, and the opt-in Colleague Finder feature lets you know where a teammate was last seen. Locating a free desk, a suitable meeting room, or a teammeate has never been so effortless.

Benefits

- See where the available workstations in your office building are
- Find a free meeting room within your building
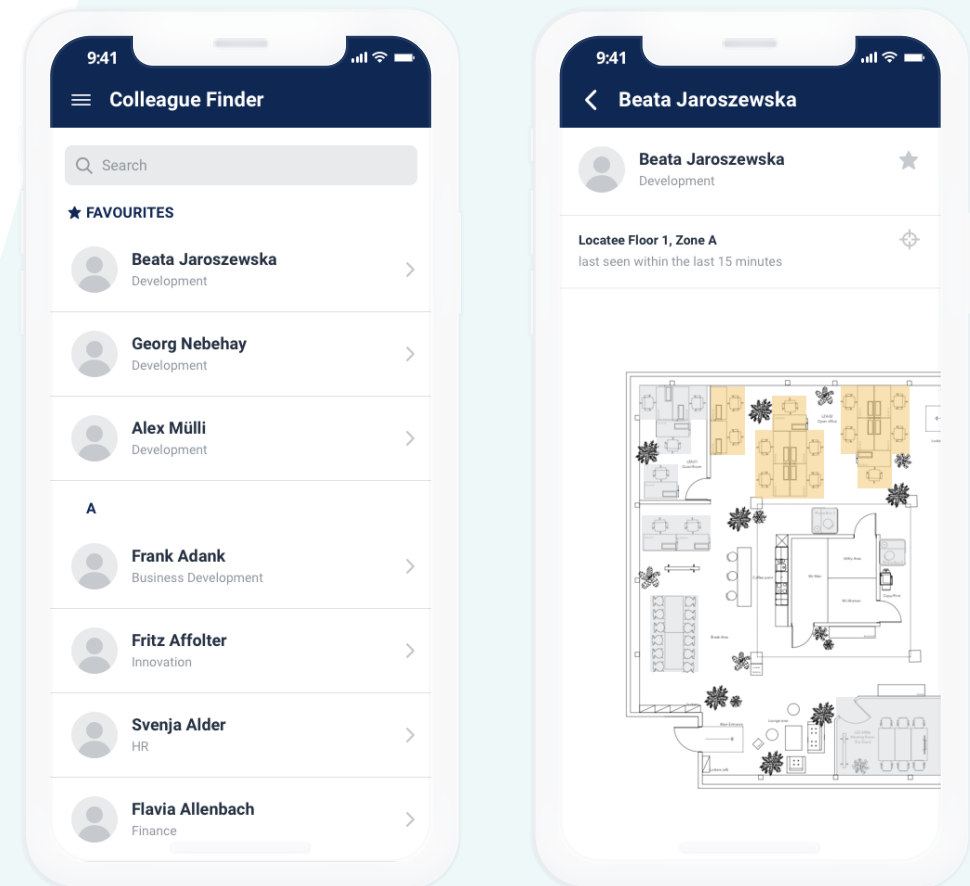- See a work colleague's most recent location (opt-in feature)

Fig. With the opt-in feature Colleague Finder, finding work colleagues in an office building becomes a breeze.

Smart Signage

An elegant solution for screens and tablets

Locatee's Smart Signage is designed for leaders, managers, and employees alike. It provides a live overview of your buildings' occupancy which can be displayed on tablets, monitors, and even larger screens, making it an ideal solution for entrances and reception areas. With Smart Signage, you can easily see the number of employees currently in a building, how busy each floor is, and where the areas with free workplaces are.

Benefits

- Get a live glimpse of each floor's free space and utilisation
- Find an available workstation via the interactive, colour-changing floorplan
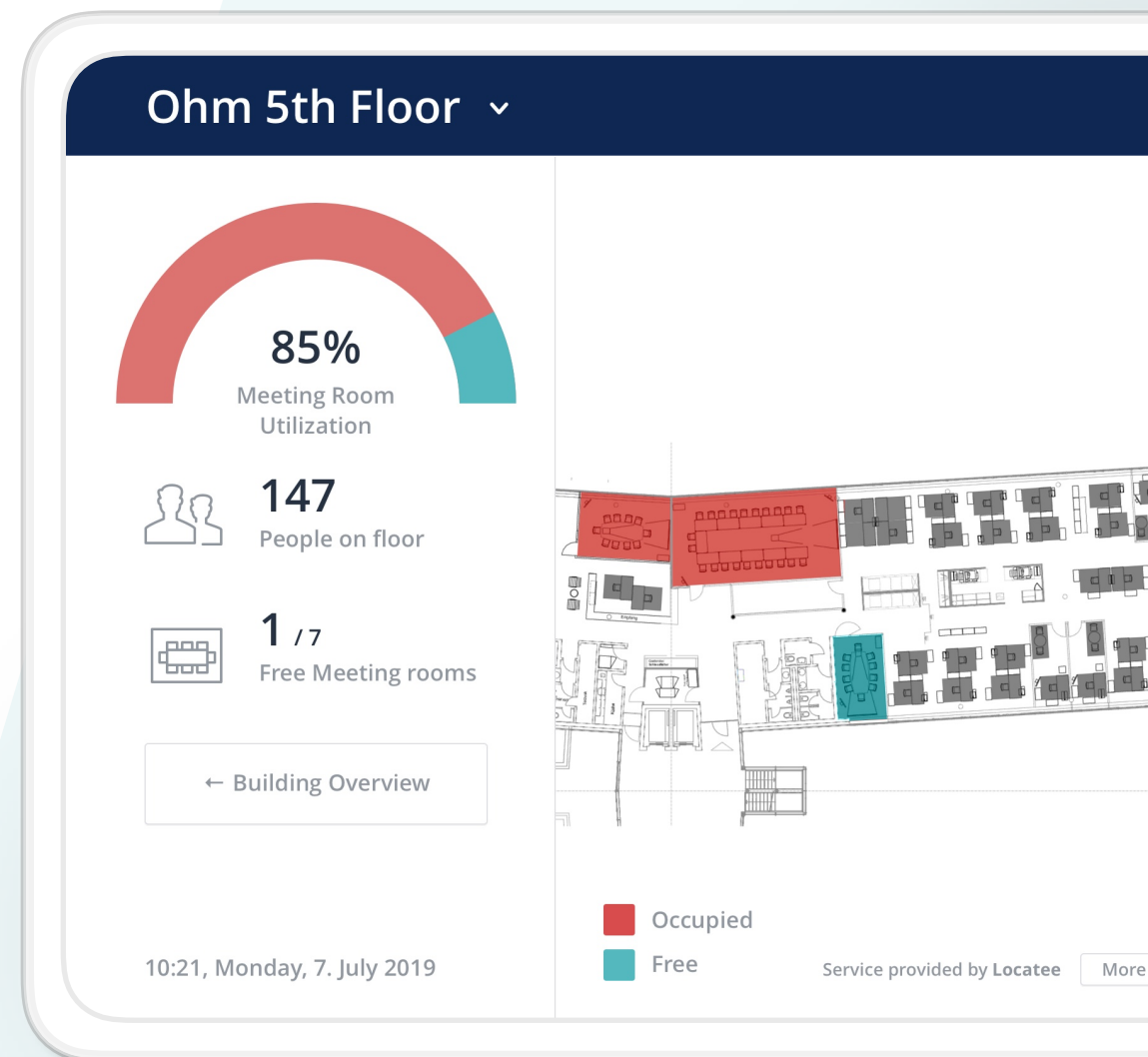- View the workplace utilisation of another building on the same campus

Ohm 5th Floor ⌄

85%
Meeting Room Utilization

147
People on floor

1 / 7
Free Meeting rooms

← Building Overview

10:21, Monday, 7. July 2019

■ Occupied
■ Free

Service provided by **Locatee**   More

Fig. Smart Signage beautifully visualises the free space and live usage of your office buildings.

Locatee API

Even more possibilities to make the most of your data

Using the Locatee API, your company's development team can leverage data and insight gathered by Locatee to build internal applications for your own proprietary use. With self-service access to our private API, there's one less need for your internal product developers and solution engineers to build things from scratch — ultimately leading to more rapid, scalable, and connected product development.

Benefits

- Open-ended possibilities to leverage and integrate collected data with internal IT and facility management systems
- Less need to build internal applications from scratch
- Reduce internal operation costs by optimising back-end applications and server resources

{ API }

Fig. Integrate data collected by Locatee into your custom application using Locatee API.