Suggested name: Øfficed

The wind of change is blowing towards management of your working day!

To make your working process even more convenient and well-organized we would like to introduce a new app to all our employees. This mind-blowing tool helps you to deal with numerous little scheduling and management tasks that can occur during the working day. It is like a combination of Booking and Google Maps created especially for Ørsted and its valuable employees.

Imagine a workday that is perfectly organized to the smallest detail. You know exactly where your space is in the parking lot, you know exactly the room and desk you are going to work on. And most importantly, YOU are the one who chooses the option that suits you best! As soon as you enter the conference room, you immediately receive a booking confirmation, so you always know that it available and reserved for you.

To keep you safe and healthy during COVID-19 pandemic this app keeps track of logs who has been booking the desk before you at what date and time. Moreover, we understand that how hard it is to keep all rules in mind, that’s why the app can easily remind you about current local safety instructions.

Once you spot a place you like, the app will show you the way to the right place from your current location. Do you think that’s all? We have something more to offer! While choosing where to go the office application can show your location specific information. For example, if you are heading to canteen, it will show what is on the menu. If you like discovering new places and enjoy eating out at your lunch the app will guide you to the taxi, bus and your favorite restaurant.

Now when you know more about the app we kindly ask you to answer one question.

|  |
| --- |
| Would you like to try this app? |
| Yes |
| No |
| I haven’t decided yet |

Thank you.

Actually, you’ve just got acquainted with one more feature of the app. With the help of this tool you can also take polls and have surveys. Everything you need in one app.

We really take care of your privacy, so be sure that the app **doesn’t** track or save your location and your timeframe at work, **doesn’t** monitor where you move around at office or outside and **doesn’t** register calls or other communication on your device.

The pilot users’ group of enthusiasts has already been testing and investigating all the advantages of the app to make your user experience as pleasant, efficient and convenient as possible. We would like to aware you that not all the features will be activated in a first place, so you will be able to get used to the app gradually.

We are planning the launch of the app in the first quarter of January 2021 and hope that you will love your new helper.

And always remember. Love your app. Love your job. Love your home.