

Sub-Schedule 1.2: Consultancy Services

When you purchase one of Sign In Workspace's simpler solutions (Display or Visitor), you don't need a complicated implementation plan. Installation and configuration is quite simple and it is easy to get started. Additionally, we provide you with thorough supporting material helping with everything from configuration to user guides.

When you purchase Planner, Display, or maybe the whole Sign In Workspace Suite you as a customer will be supported by our highly skilled project managers from the Sign In Workspace Customer Success team.

The goal of our Project Managers is to efficiently assist you as a client throughout the implementation of the Sign In Workspace solutions and providing support to become self-sufficient for you as a customer.

The project managers will guide you through necessary steps you need to take within your own IT infrastructure and at the same time guide you with configuring your Sign In Workspace solutions. The aim is of course to assure, that you will configure your solution in the best way possible according to your organizational needs. The Sign In Workspace Consultancy Services do not include configuration of any other software than the Sign In Workspace solutions, nor do they include configuration of hardware needed to run the purchased Sign In Workspace software.

Our Consultancy Services cover:

- Installation
- Configuration
- Education
- Technical support

The Sign In Workspace Consultancy Team possesses in depth knowledge regarding meeting management obtained through numerous implementation projects. They will assure an optimal usage of the system through linking your business processes and digitalizing them in the best possible way through the Sign In Workspace product suite. We will secure optimal configuration, rapid user acceptance and dedicated ambassadors within your organization. Aspects that are crucial to secure your ROI.

The implementation process in steps:

1. Kick-off meeting

Milestones and deadlines for the project are set.

2. Technical support & installation

IT briefing and installation of solutions; only relevant for on-premise installations.

3. Workshop

Training of administrators, facility managers, catering managers and super users.

4. Test period

Configuration, set-up and internal testing.

5. Launch

Official transition to Sign In Workspace and training of users.

6. Evaluation and sign-off

Handover to Sign In Workspace's Helpdesk.

Prices

Business Day 8am – 17pm (CET)	€ 167
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Minimum invoicing is for 30 minutes.

Last updated: February 28, 2023