

# Cowork Center Automation Platform



## CLOUD BASED SOLUTION

Comprehensive tool to easily build and manage coworking spaces, executive suites and business centers.

Everything you need in one toolkit!

**WHITE LABELED:** Set to your branding and website

**NEW MEMBER SIGNUPS:** By staff or client from any device

**RESERVATIONS:** Interactive, realtime scheduling by staff or clients

**INVENTORY:** Customizable, responsive, with automatic usage tracking

**BILLING:** Recurring and one-time

**REPORTS:** Everything you need to run your business in real time!

**COMMUNICATIONS:** To all or any groups

## Look at the BEST Cowork/Executive Suite management software out there!

...giving you automated financial control, member/client self-sufficiency and communication, scalability to grow easily, and one-view calendaring

**The Reality...** You're running a center because you love to connect people and build community. In reality, though, the detail and daily tasks can be tedious... reducing revenue, member retention, and room to create a sustainable business.

**The Solution...** Deskworks lets you do what you love by helping you build a profitable and sustainable workspace center. It's our comprehensive, integrated, cloud-based software solution to seamlessly manage your center.

## To get started...

Your subscription to Deskworks workspace management software includes everything to run your center. No extra charges for additional staff, no extra charges for increasing your prices, no extra charges for standard features. The subscription gets you the full reservation system, accounting system, reporting system, new member registration, member management and communication, online and mobile use for all your members.



## Use Satellite Deskworks to easily manage and build coworking spaces, executive suites and business centers. Everything you need in one toolkit!

**White labeled**  
Setup to match  
your website,  
logo

**Simple API**  
Connect easily  
to other software

**Mobile**  
responsive,  
cloud-based

**Access**  
from any device  
or platform

**Easily**  
customizable  
new reports,  
features built  
quickly

**Add a link** to any  
other URL  
directly onto the  
Menu Bar!

### Satellite Deskworks

3110 Main St. The Annex  
Santa Monica, CA 90405

888-379-2865

contact@satellitedeskworks.com

### Empower Member/Client/Staff

- **Simple online self-registration**, with contract agreement, notice to staff
- **Staff registration** for real world flexibility
- **Member online privileges** include viewing usage, pulling statements, editing profile and adding billing information
- Reservations and calendar view by members in real time — frees up staff time
- **Member Communicator** lets members interact, post jobs and challenges, and let others see them — through any platform you choose!
- **Instant Reports!** Simple, real-time, customizable reports: Income, Membership, A/R, Items Sold, Recurring Billings, Mail handling, and more
- Deposit Reports to reconcile bank-downloaded income
- Multiple site selection for any date range — on screen, PDF or .csv

### Automatic Network Check-in (optional)

- See who's at your center from any device
- Charges automatically created from check-in!
- Guest passes and day passes created and/or sold online.

### Reservation Calendar System

- Online! By member, non-member and staff
- Interactive, real-time selectable time slots
- Repeat reservations by day, week, month
- Notifications 'pushed' to Center Coordinator
- Space and equipment can be added and removed with one click!
- Automatic integration with other online calendaring systems

### Simple Automated Billing Features

- Automatic Recurring Billing by credit card, ACH or email — on any schedule, while you sleep!
- Pre-set invoices and statements pulled and sent in seconds for one-off needs
- Custom charges and payments can be posted, viewed or processed any time
- "As Needed Plans" automatically renew and charge credit cards when empty
- Simple refunds, discounts, payments by check, cash, ACH or credit card
- Automated email notice for receipts, incomplete charges and expired credit cards
- Full Quick Books integration

### Flexible Automated Inventory System

- **Simple setup** of plans, spaces and services — add passes/credits, bill on any schedule
- Reservations and usage **automatically post and "sweep"** to monthly invoice
- Multiple items can be **grouped** into packages
- **Unlimited price lists** enable different prices for the same items, based on client plan
- Specials, discount codes and billing time periods selectable
- Integration with any standard accounting program through a 5-minute monthly process

### Scalability

- Immediate setup for new sites
- Growth managed easily
- New products/plans added instantly — used across all sites
- Unlimited price lists for each site
- One-click reporting for individual or all sites
- Multi-site activation for members/clients

[satellitedeskworks.com](http://satellitedeskworks.com)