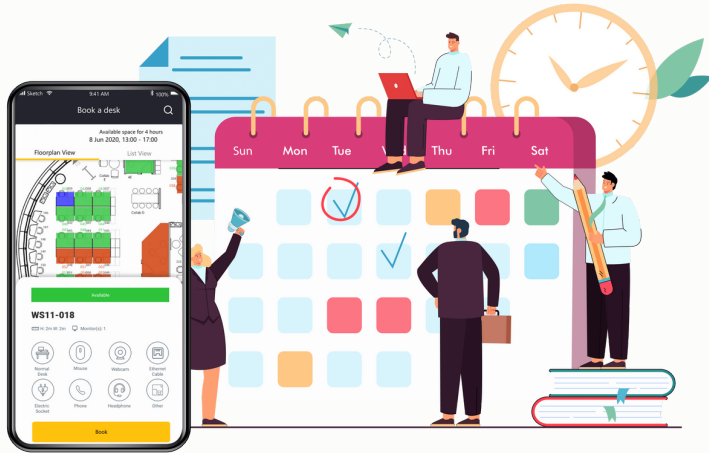




# Desk Management (Hoteling)

## Strengthening Enterprise Efficiency with Seamless Desk Booking



### Key Highlights:

- Flexible scheduling options
- Real-time availability
- Customizable booking rules
- Seamless integration
- Analytics and reporting

### Overview

The **Splan Desk Booking Solution** maximizes workplace efficiency by simplifying desk reservations and optimizing space utilization. It ensures seamless booking experiences while prioritizing safety and compliance. With features like intuitive reservation management, self-service check-in options, and real-time availability tracking, Splan enhances productivity and fosters a secure and compliant work environment.

### Features

- **Adaptable Plan:** The desk booking system provides a variety of scheduling options, allowing employees to book desks for specific hours, half-days, full days, or extended periods based on their needs and work schedules.
- **Live Accessibility:** Employees can view the status of desks, including occupied, available, or reserved, eliminating any guesswork and avoiding potential conflicts.
- **Configurable Booking:** Rules can include parameters such as the maximum number of allowed bookings per user, advance booking window, and maximum booking duration.
- **Smooth Connectivity:** Integration with calendar applications allows employees to view their desk reservations alongside their other appointments and meetings.
- **Reports and Insights:** Administrators can access data on desk utilization rates, peak booking times, and popular desk locations, enabling data-driven decisions for space planning and optimization.

### Benefits

- **Flexible Reservation Options**
- **Real-time Desk Status Updates**
- **Customizable Booking Rules**
- **Seamless Calendar Integration**
- **Data-driven Analytics and Insights**
- **Live Desk Availability**
- **Tailored Reservation Rules**
- **Admin Reports on Utilization**
- **Instant Desk Status View**

### Security and Compliance

Splan's Desk Management Solution implements robust strategies to ensure the safety of workspace utilization. It employs stringent measures to protect user privacy, verify access permissions and maintain regulatory compliance

sales@splan.com  
Phone: 510-320-3305  
www.splan.com

Splan Inc,  
5500 Stewart Ave, #102  
Fremont, CA, 94538

