



Feature:

1. Office area/shared workspace reservation:

- (1) Support corporate users and individual users to make office area and shared workspace reservations through the Web terminal and WeChat terminal;
- (2) The user selects the office area by screening the number of workspace and regional equipment, and then selects the office area and selects the scheduled date to reserve the area;
- (3) The user selects the shared workspace (in the region) by screening the regional equipment, first selects the region and then selects the shared workspace in the region, and can reserve the workspace after selecting the scheduled date;

2. Reservation reminder: After the initiator initiates the reservation, the reservation information will be sent to the initiator through SMS notification;

3. Reservation record:

- (1) Enterprise users can filter (start and end time of reservation order) and query (area/workspace name, booker) through the Web terminal and WeChat terminal, and view the user's own office area and shared workspace reservation records;
- (2) The administrator can screen the reservation record status to view and manage the reservation records and management of all office areas and shared workspace through the Web terminal and WeChat terminal;

4. Order management:

- (1) Individual users can query (name of office area) through the Web terminal and WeChat terminal and view the reservation orders of the user's own office area and shared workspace;
- (2) The administrator can filter the order status to view and manage the scheduled orders and management of all office areas and shared workspace through the Web terminal and WeChat terminal;

5. Device management: the administrator can associate and bind the office area or the area where the shared workspace is located to the entrance screen device. If the entrance screen device is bound to a single or multiple office areas, the bound area will be displayed on the entrance screen. If the entrance screen device is bound to the area where the shared workspace is located, the entrance screen will display the reservation record of the area where the shared workspace is located and the occupancy reservation of the workspace on a certain day;

6. WeChat carousel: the administrator can add, delete, modify and check the carousel on WeChat.