OFISPLAN SYSTEM

Map Your Employees, Meeting Rooms, Desks & Assets
Bringing Your Office Floor Plans to Life

2020 – Ankara Turkey

http://ofisplan.com

http://ofisplan.net

Email: info@ofisplan.com

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1.   Entrance

Ofisplan is an application designed to solve the simple problem of locating staff, printers, meeting rooms and whatever else you need to find within an office building. We basically create a dynamic office employee map. Ofisplan helps you keep track of who and what is where in your organization with a visual representation on an interactive map of your business locations.

Ofisplan is more than just workplace management software. It's a search engine for your workplace. It's insights that reduce real estate costs. It's a way to optimize your facility and engage employees.

2.   About Us

About OfisPlan is a privately-held corporation located on Turkey. OfisPlan is a leading vendor of web-based employee & facility management tools. Our products allow organizations to easily manage employees on your company floorplans, book shared desks, and provide a quick way for your staff to locate others within the office.

Our company focus is to provide extremely easy-to-use, feature rich, web-based solutions for creating user assistance systems for organizations of all sizes. We are committed to constantly improving the features and functionality of our products and strive to exceed expectations.

Ofisplan is building the platform, which enables everyone in buildings to manage, measure, and communicate everything about their physical space.

We help teams apply simple common sense principles to organize, control and navigate their workplaces, with software that is quick to implement and simple to use.

Our passion drives us to craft amazing products that bring a new dimension of efficiency and make an enormous impact on the built world and the people who are a part of it. We absolutely love what we do.

Learn how we can solve your space allocation and move management challenges, with a powerfully smart solution that combines agility and simplicity.

3. OfisPlan System

a) Case Studies

Ofisplan Examples

Meeting Rooms

Space scheduling and online bookings for meeting rooms, internal spaces and offices.

Coworking Spaces

Space scheduling and online bookings for coworking areas, creative spaces and hubs.

Trusted by thousands of venues around the world, Ofisplan is the smartest way to manage your space.

Community Facilities

Space scheduling and online bookings for community centers, libraries, non-profit groups, charitable groups and spiritual centers.
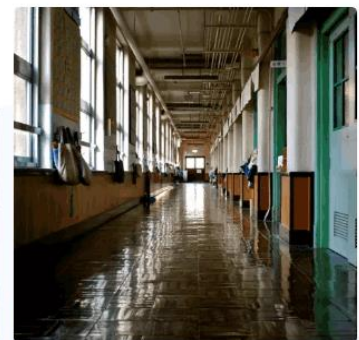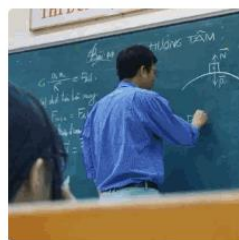

Consulting Rooms

Space scheduling and online bookings for consulting rooms, therapy rooms, private clinics and holistic centers.

School Classrooms

Space scheduling and online bookings for classrooms, labs, computer rooms, libraries and shared equipment.

Academic Labs

Space scheduling and online bookings for labs, computer rooms and shared laboratory equipment.

Education Centers

Space scheduling and online bookings for education centers, departments and campuses.
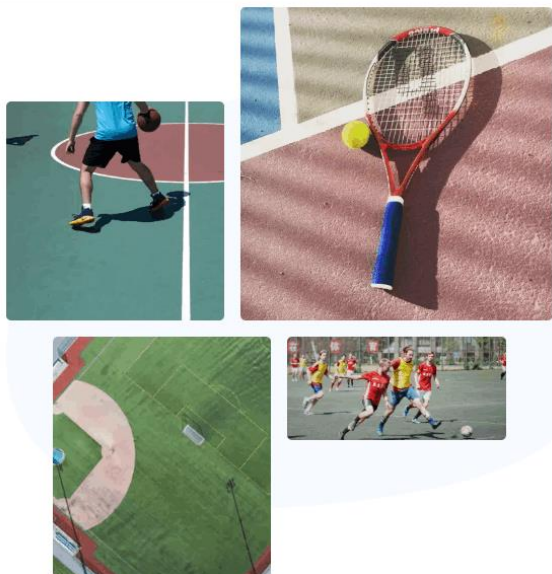
Sports Venues

Space scheduling and online bookings for sports venues and facilities.

Room Manager

Ofisplan makes it a pleasure to manage reservations and increase demand for your your rooms.

Room Scheduling

Space scheduling and online bookings for rooms.

Desk Booking

Scheduling and booking-management for desks, hot-desks, hoteling and shared desk space.

b) Industries

Business

Field service representatives, support services professionals and commercial real estate executives can all benefit from ofisplan software. Ofisplan software helps you better manage resources and space planning. Ofisplan offers solutions that meet your business needs to increase productivity, reduce costs and improve efficiency. Ofisplan software offers the perfect balance between flexible scheduling and cost efficiency.

Enterprise

Starting an enterprise takes know how and risk taking. You can take some of the risks out of your venture by having a reliable and flexible scheduling system. Ofisplan gives you streamlined and easy to use software that lets your employees reserve their own workspace. Let Ofisplan take care of space planning and reservation management so you can focus on growing your business. We offer desktop and mobile reservations to best fit your employees and your enterprise.

Government

Government groups often need to schedule meetings and provide flexible workspaces for various entities and employees.

Governments are also often under pressure to work within tight budgets and use resources effectively.

Ofisplan is both a cost effective and smart way to monitor the use of workspaces, conference rooms, and equipment.

We help you to maximize your meeting spaces and scheduling.

Education

Ofisplan helps higher education institutions to meet all of the scheduling needs of a multi-building, multi-campus environment and multi-classrooms. Colleges and universities, with the use of Ofisplan, can manage their campuses, classroom space, and dormitories. Set access levels to designate those who can make reservations, such as faculty and administration, and then share this information with other faculty or students.

Healthcare

The healthcare industry is growing and adapting to accommodate increasing patient loads because of a greater number of retirement age individuals. Medical centers need dependable and easily accessible facilities as they need to accommodate increasing patient loads. Ofisplan is customizable to meet the growing demands of healthcare centers by providing easy to use scheduling solutions to manage the use of exam rooms, operation rooms, conference rooms, private rooms and medical equipment.

Call Centers

Most small and large businesses have some employees resolving issues through direct contact with the client. It can be through phone, email, live chats or other ways. Improve productivity of your customer support staff with our workforce scheduling software. Support your sales and technical staff by identifying their particular needs with our call center monitoring software. Ofisplan software can help you achieve your goals quickly. Call us right away to learn more about Ofisplan software solutions.

c) Target Groups

Target Groups

Chief Financial Officer: Fully realize the value of your technological and human investments with improved pricing, invoicing and financial reporting.

Chief Technology Officer or IT director: Enjoy a simplified user experience, leading to easier user adoption, reduced support tickets for IT staff and improved company-wide security.

Vice President of Real Estate/Facilities: Make smarter decisions using extensive utilization data gathered seamlessly throughout the workplace.

Vice President of Human Resources: Win the battle for top talent and improve employee retention by keeping up with changing expectations.

Director of Unified Communications: Improve the meeting experience by simplifying the entire scheduling process using integrated web, audio and video conferencing technology.

Director of Conferences/Events: Simplify the meeting planning and management process using a single system of record and automated reporting and invoicing.

Workplace Strategist: Improve the office experience and increase workplace collaboration and productivity with integrated technology that supports a more mobile, flexible workplace.

Services Manager: Gain greater insight and control over required meeting services and enjoy cost savings from reduced food and inventory waste.

New Starters: Ofisplan helps new starters navigate the workplace and find the answers to common first-day questions.

Remote Workers: Ofisplan helps mobile workers communicate their availability and access the facilities in each work site.

Managers: Ofisplan helps managers make informed decisions to manage their people and resources effectively.

4.   OfisPlan Properties

a) Overview

Ofisplan is an application designed to solve the simple problem of locating staff, printers, meeting rooms and whatever else you need to find within an office building. We basically create a dynamic office employee map. Ofisplan helps you keep track of who and what is where in your organization with a visual representation on an interactive map of your business locations.

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Ofisplan is more than just workplace management software.
It's a search engine for your workplace. It's insights that reduce real estate costs. It's a way to optimize your facility and engage employees.

Mapping your employees and assets has never been easier. Transform your facility with the ultimate. Collect as much or as little data as you need with an infinite number of user defined profile fields and multiple preferences. Seating chart for all your floors and buildings to quickly find people, rooms, utilities

and desks in your office. workplace experience platform. The empowered enterprise The modern workplace needs to be optimized for efficiently, flexibility and inspiration. By valuing connectivity, collaboration and efficiency, you can provide spaces that allow your workforce to be more engaged and productive. Ofisplan can help to schedule and manage those spaces.

OfisPlan System

OFFICE DIRECTORY	MOVE MANAGEMENT	REPORTING & ANALYTICS	ROOM BOOKING
SPACE MANAGEMENT	TECHNOLOGY	SERVICE & SUPPORT	DESK BOOKING
OFFICE MAPPING	MEETING AND ROOM SCHEDULING	ANALYTICS SPACE UTILIZATION OPTIMIZATION	FIND PERSONALS

The modern workplace needs to be optimized for efficiently, flexibility and inspiration. By valuing connectivity, collaboration and efficiency, you can provide spaces that allow your workforce to be more engaged and productive. Ofisplan can help to schedule and manage those spaces.

OfisPlan Demo

Feature Demos

Browse through the demos by clicking the pages in the contents to the left. Click the 'Open in New Window' link to open the demo in a separate browser window

Sandbox

Use the OfisPlan sandbox to create your own project. Add floorplans, desks, employees, etc. Projects are cleared off every couple of days.

30 Day Trial

Download the free 30 day trial of OfisPlan. If you decide to purchase, you can enter your activation key into the trial installation to activate it.

LAYERS - Layers include employees, bookable desks, assigned desks, and assets. Create your own custom layers to display just printers, just phones, or just employees in the accounting department.

ASSET TYPES - OfisPlan now manages assets. Assets can be assigned a type such as printer, phone, projector, etc. Different fields are displayed depending on the asset type.

DESK DETAILS - Display desk information such as phone, window, computer. The quick search uses this information when searching for an available desk to book. The desk detail form is fully customizable.

SEARCH EVERYTHING - Previously, the quick search only matched on employee first and last name. The quick search now searches all employee, desk, asset and booking fields.

SVG VECTOR FLOORPLANS - The SVG format displays your floorplans in the best possible quality. The tool that was used to create your floorplans may save in SVG format, or use an online converter such as Convertio or Online-Convert.

MOVE REQUESTS - Employees can now select a desk on the floorplan and request to move to it. Administrators can choose to approve the request or deny it. The move request form is fully customizable.

MEETING ROOM BOOKING - OfisPlan can now manage and book meeting rooms. Track details about each room such as seating capacity and equipment. Staff can use the quick search to find available rooms based on requirements.

ICALENDARS - Employees can share their calendar showing desk bookings, or your company can share a calendar showing upcoming meetings. Supported calendars include Google Calendar, Outlook Calendar, iPhone Calendar and Yahoo Calendar.

ACTIVITY LOG - The activity log tracks events such as added employees, added desks, added assets, move requests, new bookings, etc. Administrators can choose to record all events or just specific events.

EMAIL NOTIFICATION - Administrators can be notified when specific events occur such as move requests, new bookings, employees moved, desks moved, employee form customized, or any other event that is recorded in the activity log.

BOOKABLE DESKS - Desks and meeting rooms can be defined as bookable or not bookable. A desk or meeting room marked as not bookable will not be listed when a user searches for available desks.

ASSIGN ASSET - Assets such as phones, computers and printers can be assigned to employees. The asset detail form shows who the asset is assigned to. Asset reports also display which asset is assigned to who.

MAP POSITIONS - You can now add multiple maps at different locations, with different zoom levels and map types. Companies may have separate maps of Germany, Australia and Canada showing remote employees.

URL PARAMETERS - The ability to pass parameters to display specific information has improved. This makes it easier to embed OfisPlan in your Intranet, website or Sharepoint. New parameters include: search, desk, asset and username.

REPORTS TO CSV & PDF - Any report can now be exported to either CSV format or PDF format. This includes both admin reports and user reports. An employee report that is exported to CSV could be used to import into another application.

IMPORT/SYNC ASSETS - Assets such as printers, projectors, phones, etc. can be imported and synced from .CSV files. If a floor name is included in the CSV file, the asset will be added to that floorplan.

IMPORT/SYNC DESKS - Desks, offices and meeting rooms can be imported and synced from .CSV files. If a floor name is included in the CSV file, the desk will be added to that floorplan.

REST API - The new API allows administrators to programmatically get employee, desk, asset and booking records, add records, edit records & delete records. This allows your company to integrate with other applications.

ANNOTATION LAYERS - Administrators can add annotations to floorplans.

SQL SERVER - Companies have a choice of database formats; SQL Server Compact Edition or the full version of SQL Server.

AZURE AD - Import or sync employee records from Azure Active Directory. Select the columns to include. If a desk is included, the employee will be automatically assigned to that desk

PART-TIME DESKS - Employees can book desks, offices or meeting rooms on a recurring weekly basis; For example an employee can book a desk every for Friday and Tuesday. When an employee search is performed, they will be found at the assigned desk.

ASSIGN TO MULTIPLE DESKS - Employees can be assigned to multiple desks, either on a fulltime or part-time basis. For example an employee may be assigned fulltime to a desk in Istanbul, and assigned part-time to desk in Ankara on Mondays and Tuesdays.

PARKING ASSIGNMENT - Employees can be assigned to a parking space on a fulltime basis, part-time basis, or only as needed.

DRAG ON MAP - Existing employees, desks and assets can be quickly added or removed from a map. Map markers can be dragged to a specific location without having to enter a specific address or geolocation.

DESK BOOKING ON MAP - Desks can be added to maps. If the bookable attribute is enabled, employees can select the desk and book it.

AVAILABLE DESKS ON MAP - The booking filter date range can be changed to show available/booked desks on a map.

ASSIGN DESK ON MAP - Similar to floorplans, employees can be permanently assigned to desks on a map. Simply drag an employee onto a desk and they will be assigned.

PANEL THEMES - Panels can be styled at the project level or by floor. Themes define what fields are displayed on employee panels, desk panels and asset panels.

EXPORT TO JPG - Floorplans can be exported to Jpeg format.

EXPORT QUALITY - When printing floorplans, exporting to jpg, or exporting to pdf, the image quality can be selected.

USE MAPS WITHOUT KEY - Maps can be used in 'development mode' without having to enter a Google Maps Key.

STYLE PANELS BY TYPE - Assets and desks can be styled by type, category or any other field value.

CUSTOM MOBILE TABS - On small screens, the employee tab, asset tab, desk tab and booking tab can be styled and customized to display specific information.

FLOORPLAN SCALE - Floorplan scale can be adjusted by moving a horizontal dial.

PANEL PIC ALIGNMENT - Picture alignment can now be changed on asset panels.

ASSIGNED ASSETS - A list of the assets that are assigned to an employee is now displayed at the bottom of the employee form.

CUSTOM PROJECT HEADING - A custom project heading can now be displayed to the left of the search box.

FORCE SIDE MENU - The side menu can be forced to open and stay open when a project is loaded.

DEFAULT VALUES - The asset form, desk form, move form & and booking form now allow default values to be defined, which are automatically populated when adding new records.

CUSTOM URL - A custom redirect URL can now be defined for assets and desks. When a custom URL is specified, the browser will redirect to the URL when the desk or asset is clicked on the map or floorplan.

FIELD ALIAS - Field label aliases can be defined for desk, asset & employee fields which will display a custom label in live mode or edit mode. The alias can include HTML.

b) OfisPlan Features

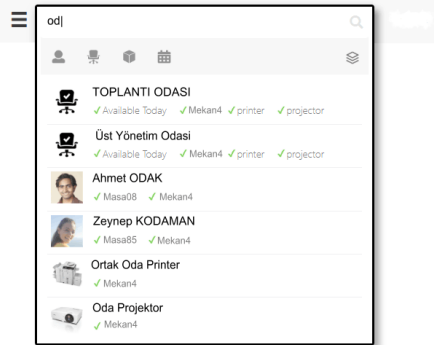| Features	Definition
Dynamic Office Floorplans	**Dynamic Office Floorplans** Track all of your employees, desks and assets on your company floorplans. Quickly locate any employee by typing in their name, extension, title, etc. OfisPlan runs in a standard browser on any device including mobile phones and tablets, allowing you to manage your floorplans from anywhere at any time. Connect with co-workers. From rooms to desks, locate and book the resources you need. OfisPlan puts interactive floor plans of your workplace at everyone's fingertips. See accurate occupancy rates and space utilization data. Optimize under-performing areas of your workplace. Forecast your space requirement needs well into the future.
Move Management	**Move Management** OfisPlan is the perfect solution for managing your employee moves and changes. Administrators can create move scenarios and then choose the best one. Employees can also select a desk on the floorplan and request to move to it. Administrators can choose to approve the request or deny it. Email notifications can alert managers when a move is requested. Simplify one-off moves and large-scale relocations. Visualize future scenarios before you shuffle anyone around. Move Manager helps you plan, schedule, and oversee every move with ease.
Desk & Room Booking	**Desk & Room Booking** Use OfisPlan to schedule all of your bookable desks and meeting rooms. Employees that are not assigned a permanent desk, can easily book an available desk as needed. Desks can be booked for an hour, a day, or any other length of time. The desk booking form and meeting booking form are fully customizable allowing administrators to add fields such as 'coffee required', "# attending', 'meeting description', etc. Make desk sharing work for everyone. From free addressing to hot desking and hoteling, tailor the way you offer shared desks across your workplace. Maximize space and keep your people happy. Easily find and book a room that suits your needs. Ofisplan helps you locate the right room with the right features using any device. Let your people submit and track requests from any device or channel, including Slack. Manage requests from one neat and tidy dashboard.
Find Everything	**Find Everything** The powerful quick search function allows anyone to quickly locate employees, available desks, booked desks, printers, assets, etc. Matches are found based on the name as well as field values such as department, position, extension, etc. To find an available desk or meeting room, enter criteria separated by commas. eg: 'oda,window,seats>4' will find all meeting rooms with more than 4 seats and windows. Make smarter decisions with real-time data Easy-to-read reports and dashboards take the guesswork out of your job. See exactly how space, desks, and resources are being used. Use meaningful insights to inform every decision.
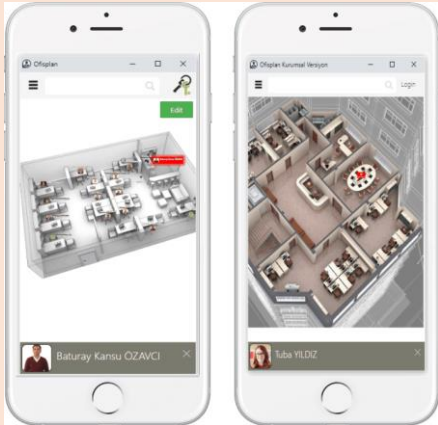
Find People and Map Workplaces

Find People and Map Workplaces

Especially when you don't already know their name.

Build detailed staff profiles that include skills, where they sit, and what days they work

Search by location, department, skills, role....or anything you can think of

Identify working days and see who is available right now

Integrate with Active Directory on-premises

To help staff see who and what is around them

Browse through physical locations, buildings and floors

See an interactive floor plan for each level

Pin the points of interest, from the board room to the water cooler

Search the people and resources at each location

Make it easy for your people to find colleagues, locate and book resources, submit facility requests, and much more.

Employees can quickly submit and track the progress of their requests via desktop, mobile browser, or on iPhone using the OfisPlan iOS or Android app.

OfisPlan puts interactive maps of your workplace on every device, making it easy for your people to access whatever and whoever they need, fast. Once you've experienced it, you'll wonder how you ever managed without it.

Dynamic Floorplans

Dynamic Floorplans

An office manager or facility manager can quickly setup a OfisPlan project to efficiently manage space in the workplace. Keep your staff floorplans up-to-date from anywhere at any time.

Allow staff to quickly locate other employees. Implement a shared desk (hotdesking) booking system to allow certain desks to be booked when needed.Plan employee desk moves as new people join the company, or seating allocation changes.

Build detailed people profiles in a office directory of your organisations' greatest asset. Sometimes, the company org chart just doesn't provide the detail needed to find the right person to get a job done. Ofisplan provides a content rich office directory that links the people, places and resources in your organisation to their physical location. Search by any criteria you need, such as skills, working days or availability.

Go beyond simple name, position and contact facts with detailed staff profiles. Navigate easily through both the organisation's department structure and its locations.Visualise search results in an interactive floor plans.

Access from Anywhere

Easily locate employees from anywhere on any device.Update your office floorplans using a standard browser on your mobile phone, tablet or desktop. Simply log in, make changes and then log out.

Screen elements are dynamically resized and adjusted based on the size of the screen. In today's workforce, 'flexibility' is becoming less of an exception, and more of the norm. Workers and employers alike have come to expect some degree of flexibility in the

Access from Anywhere

workplace in order to better accommodate family commitments, expanding customer service demands or multi-time zone operations.

Whether flexible work arrangements in your company means job-sharing, non-standard working hours or working from home, keeping the entire team productive means sharing accurate information on when and where individuals are available to work.Ofisplan helps support productivity in flexible workplaces by:
-Identifying which days each individual is scheduled to work for this week and the next-Indicating whether each team member is available to be contacted -Facilitating sharing of physical office resources that may not be 100% utilised.

**Active Directory Intergration**

Active Directory Integration
OfisPlan provides powerful integration with Microsoft Active Directory. Sync employee records with Active Directory, or import employees from Active Directory. Administrators define which fields are connected, and apply filters to sync with specific organizational units or groups.
OfisPlan also provides auto-login through Active Directory so that once your employees are logged in to the network, they will be automatically logged into OfisPlan with the same username.
Fully Integrated
Ofisplan fully integrates with the Windows Active Directory (AD). Ofisplan can display data from any AD field including the employee photo in realtime. No need to export or sync your AD data with Ofisplan.
Fully supports real time Windows Active Directory, Office 365 Azure AD, SharePoint, SQL Server, Facilities/Asset Management Systems integration.
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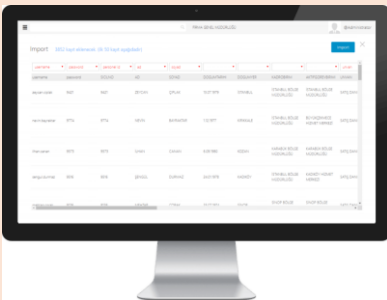
Employee Import

Employee Import
Easily import employee records from other systems. As long as the system can produce a CSV file, employees can be imported into OfisPlan. Administrators define which fields are imported.

If desk names are included in the import file, employees will automatically be positioned at the matching desk on your floorplans.
Experts agree that a strong induction program for new employees is a key factor in high retention, satisfaction and ultimately productivity.

Addressing the orientation aspect of the induction program and empowering new staff with the tools to effectively find their own way in their new role can ease the transition into a long and mutually rewarding relationship.Ofisplan supports new staff induction programs by:
-Identifying their assigned desk on the interactive floor plan
-Highlighting office amenities like emergency exits, printers, kitchens and bathroom facilities

-Facilitating a self-service approach to familiarise themselves with the work environment – such as identifying the people around them or locating specific individuals by role or function
-Illustrating the broader organisation structure and their place in it.
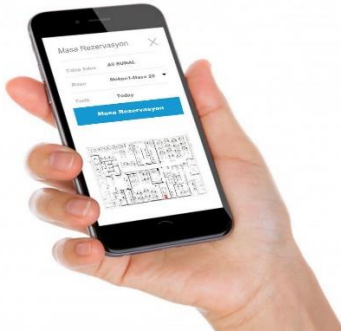
Desk Booking

Desk Booking

OfisPlan was designed to successfully facilitate coworking and shared desks (Hotdesking). Employees can choose their booking date on a calendar and then their work space on the company floorplan. Upcoming bookings are displayed on the 'My Bookings' screen.

Double bookings are eliminated, managers know exactly which desks are in use, and work space usage is optimized, reducing facility costs.Calendar integration allows you to quickly visualize desk and room availability, schedules, and, enable room and desk booking. When your employees need to move to a new desk or report a maintenance issue, they can submit the request. Submit a facility request in any channel or with the OfisPlan. Track the progress of a request in Slack.Set-up new request notifications for managers

Create a flexible workplace.Get the tools you need to implement a desk booking program that works for you and your team. From hot desking and hoteling to free addressing, OfisPlan can help you create a desk sharing strategy that suits your workplace and your people.

Search and book desks using any device. mobile, tablet, desktop, touchscreen kiosk with OfisPlan iOS or Android App. Set up bookable desks to be "self serve" or "by request" Measure adoption rates and track seating trends with real-time reports Implement desk booking in stages and optimize your space..

Move Management

Move Management

Large organizations are always in a state of change, and need to be able to increase, reorganize, or downsize their workforce to effectively compete in their industry. With OfisPlan, facility managers can effectively plan and execute employee and asset moves with minimal disruption to daily operations.

OfisPlan allows managers to create various move scenarios and then choose the one that makes the most sense. Moving to a new office location is already a disruptive experience, often requiring months of planning, and emotional negotiations.

To help everyone feel engaged in the process and get them back to peak productivity as soon as their feet are under the new desk, Operations Managers need to maintain open and informative communication from beginning to end. Ofisplan can help out when you're moving office by:
-Modelling new potential floor plans and placements for consultation during planning - Highlighting office amenities in the new location like emergency exits, printers, kitchens and bathroom facilities-Helping staff locate colleagues and facilities in the new office.

Equipment Tracking

Equipment Tracking

Manage all of your company assets including printers, computers, audio/visual equipment, shredders, coffee machines, artwork, filing cabinets, lockers, etc.

Represent shared assets on company floor plans to be booked by staff day to day. Track equipment usage and location on your floorplans or on a world map. Create floor plans from storage room, locker room, or parking space images or plans and allow staff to book and update these spaces..
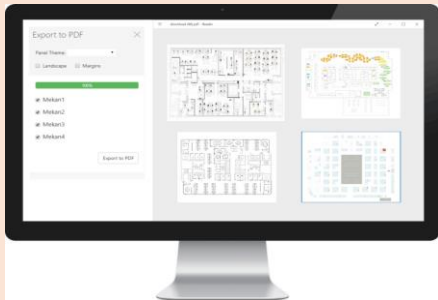
Export to PDF

Export to PDF
Export your floorplans to high quality PDF, or high resolution jpg format for easy distribution. These exported floorplans can be easily embedded in your website as thumbnails, full floorplan images, or emailed out to employees.

Select a specific layer such as printers to export an equipment floorplan showing only printers. Intranet Embeddable Seamlessly embed Ofisplan Employee Map into your Companies Intranet, SharePoint or other CMS..

Maps

Maps
OfisPlan features a powerful Google Maps integration to organize remote assets across the globe. View employees working out of the office or company assets on a fully interactive world map, accurate down to the street address.

Provide customers, clients, partners, and employees with an international facility location map. Organize remote employee details with their staff profile present on the map.

Customisable location tree suits smaller organisations with a single floor, larger organisations with offices in multiple cities right through to multi-nationals with multiple facilities across countries.Map office space by country, region, city & site Customise location types to match your business operations.
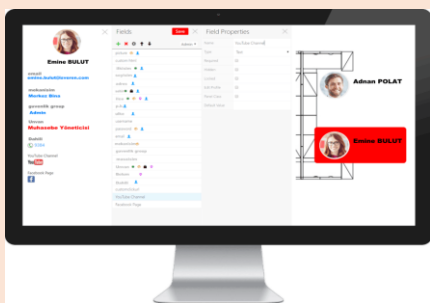
Form Customization

Form Customization
The employee form, desk form, booking form, move request form and asset form are all fully customizable to meet your company's specific requirements. Add any number of custom fields including text, memo, list, date and checkbox.

Give varying levels of access to staff details via project security groups to protect sensitive information. Set up required and optional fields or pre-fill fields with default values.

Know exactly who is working in which role on which project in the team you are joining. Know exactly whom to reach out to for support.

Ofisplan HTML5/CSS3 architecture allows for easy, quick customization. Apply your own look and feel to the employee map.
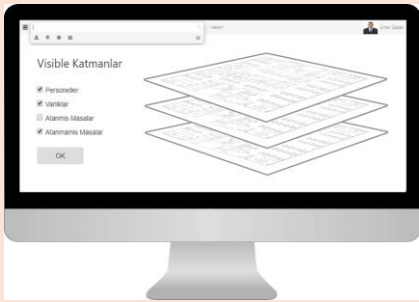
Find Employees & Assets

Find Employees & Assets

If you need to find someone in the office, OfisPlan can quickly connect you. Every staff member in the system can be searched for and located on your company floorplan. The quick search also allows you to easily find desks, assets and bookings.

Embed a OfisPlan project to your company website in an iframe or publish clear office floor plan images for staff, clients, or customers to reference.

Quickly find and manage available desks.Find all desks with no staff allocated in a building or floor.Allocate staff to desks and facilitate sharing with part-time or visiting staff. See staff availability – who is in the office, out of the office, working from home, on leave. With flexible work arrangements and part-time hours growing in popularity, Ofisplan helps you know when colleagues are available and stop wasting time trying to contact colleagues who are not available. See real availability right now – who is in the office, out of the office, working from home or on leave Identify which days staff actually work. Check when people will return from leave.

Layers

Layers

Use layers to organize all of your employees and assets. Default layers include employees, bookable desks, assigned desks, and assets. Create your own custom layers to display just printers, just phones, or just employees in the accounting department.

Layer names can be passed in the URL to only display specific layers such as employees or assets.

Move Manager

Move Manager

Take the stress out of moves Powerful. Intuitive. Easy to use. Move Manager helps you manage small and large-scale moves like a pro.

Take the stress out of moves,Move Manager helps you manage small and large-scale moves like a pro.

Next-level move management: Quickly plan and schedule moves, resolve seating conflicts, and notify everyone involved. Need to re-shuffle an entire team? Intelligent tools guide you through the entire process, making it easy to find space for every employee.

Keep everyone in the loop: Choose to automate your move notifications and make sure everyone knows when and where they're moving. You can preview and edit notifications before they're sent.

Visualize your data: OfisPlan turns your floor plan into a powerful reporting tool. Search for people, ,assets, floors, rooms and resources. Filter and visualize workplace data any way you like. Print customized views of your floor plan that highlight exactly what you need to see.

Easily plan large-scale moves Managing a big move? Create a scenario of your floor plan and play around with seating arrangements until everyone's happy. Scenarios are collaborative, so you can invite stakeholders to view and make adjustments at any time. Activate the scenario and Move Manager will set the changes into motion.

Let your people do the requesting: Prefer to let employees request their own moves? Adjust your team's permissions, and let anyone submit a move request via your floor plan. You can modify, approve, or reject requests before they're actioned, so you always have the final say.

Manage your moves in one place:Move Reports keeps all of your moves and move communication neatly organized. Modify upcoming moves. Resolve seating conflicts. Create and send move notifications. Access all of your completed moves, and see which moves are on the horizon.
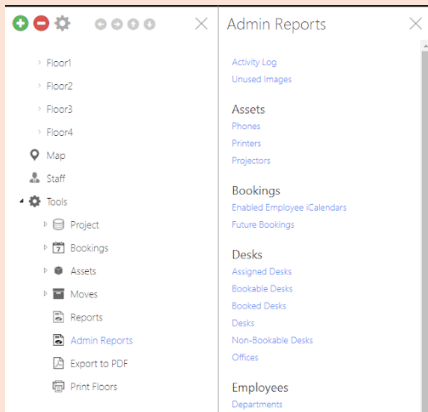

Reporting & Analytics

Reporting & Analytics

Make smarter decisions. Drive your facility management decisions with intuitive reports and real-time data. Analytical and operational reports help you make smart, informed decisions and improve your workplace over time. Managers can access real-time reports and analytics the second they need it, with the OfisPlan iOS or Android app.

Space utilization reports provide valuable insight into how your facility is being used.Operational reports streamline facility management processes and make easy work of data hygiene

Generate accurate and up-to-date asset and attribute related reports
Custom reporting capabilities help tackle your most demanding requirements.
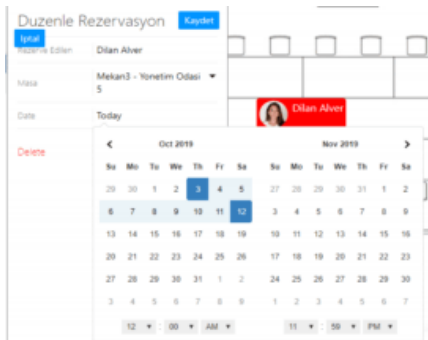
Room Booking

Room Booking

Booking rooms made easy. Find the right room, with the right features, at the right time—on any device you like.

Room Booking with OfisPlan seamlessly integrates with OfisPlan, the ultimate workplace experience tool. Easily find the right room for your needs—via your floor plan, touchscreen kiosk, or room screens—and book it on the spot.

Need a room with a conference phone and a projector? See the features available in every room before you book. Find and book available rooms directly in OfisPlan.

Ofisplan can act as your meeting room finder by:

Profiling meeting room facilities in each office floor plan;

Making meeting room profiles searchable by any criteria;

Linking meeting room profiles to booking systems; and

Providing embeddable map links that can be added to meeting notices to help participants navigate to the meeting location.


Space and Lease Management

Space and Lease Management

Maximize your real estate Space management tools to help you regain and maintain control of your office space.

Easily get a handle on your dynamic facility in one system. Track and manage your entire space, and make smarter allocation decisions that are driven by real-time views of your organization.

Visualize occupancy and space utilization on real-time floor plan views

Make informed space utilization decisions with real-time reports, customized to your needs

Leverage the power of scenarios and plan complex moves ahead in detail

	Maintain the quality of your seating data with editable management reports.
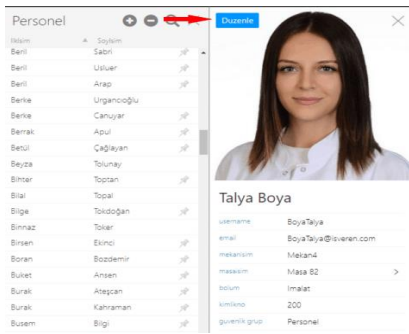
Build Detailed Staff Profiles | **Build Detailed Staff Profiles**
Go beyond a simple directory containing only name and contact details by developing rich staff profiles including specific skills and roles, such as languages, industry experience or fire warden/first aid officer status. Profiles are completely configurable to record the details that add the most value for your business and can include social media accounts.

Visual indicators of where people sit and what days they work
Record skills and duties such as first aid officers or fire wardens
Add fields to record the information important to your organisation

Find and book what you need
Help everyone stay focused and save time. Quick commands help your people search for whatever and whoever they need, and quickly book rooms with ease. |
|

Navigate Organisation | **Navigate Organisation**
Visualise how your organisation is structured, both physically and hierarchically. Browse the organisation's department structure.See who works for who and which Departments they work in. Find where staff sit, the days they work and if they are available now. With a detail rich visual directory, Ofisplan makes it easier than ever to answer questions like "Who is the first-aid officer on this floor?" Drill down by location or organisation hierarchy, apply filters for specific profile fields, or use a flexible free text search.

Quickly find staff with particular skills or attributes.List all staff on a floor, a building or a region. Sort staff by skills and attributes. |
|

Office Mapping | **Office Mapping**
Map workspaces to help staff see who and what is around them in an interactive office floor plan.
Understanding your immediate work environment is at the foundation of a safe and productive workplace – whether it's your first day on the job, or the thousand and first. Office mapping helps you visualise who and what is around you in an interactive office floor plan.
Ofisplan is where the corporate directory and facility map meet, creating an interactive floor plan of people and resources available to the whole team.

Type /find in any channel to search for anything you need
See search results directly in Slack, click to view in OfisPlan
See if someone is available and start a direct message from within OfisPlan. |
| | **Space Management**
Knowing what space your workplace has available at a given time is a powerful tool in the efficient management of your company resources. |

\n\n**Space Management**	After mapping your office spaces, the next challenge becomes identifying when specific resources (like desks and meeting rooms) are available. Ofisplan can help you tackle space management by identifying available capacity and coordinating access to shared spaces.\n\nOfisplan helps fill the gap between the calendaring system used to book meeting rooms, and all the location and facilities information you need to make informed choices.\n\nVisitors from another office, contractors and consultants can be directed to available work space quickly when the office floor plan visually identifies vacant desks.
\n\n**Staff Directory**	**Staff Directory**\nIdentifying all those resources and making them accessible to the broader organisation in a meaningful way can be more of a challenge. A staff directory that relies on the Active Directory alone often doesn't provide the level of detail necessary to search effectively. While spreadsheets, or printed phone lists are simply too cumbersome to maintain.\n\nOfisplan helps you create a global staff directory and facilitates collaboration across distributed teams by:\n\nEnabling customisation of content-rich staff profiles (without coding!) so that you can record the attributes most important to you\nSearching those profiles to identify where specific skills and expertise are located across the operation\nDisplaying local times in each office location to facilitate collaboration across multiple time-zones\nIdentifying each team member's availability to be contacted,

c) OfisPlan Technical Capabilities

Create a new way for the employees in your organization to be connected within the team, between the teams and beyond just one office floor or building. Deploy on your servers or host in the cloud.
Your data is a top priority for OfisPlan. Data is stored in a compliant center Strong encryption while data is in transit or at rest. Data is always backed up. Scalable; As you grow, we grow with you Licenses can be scaled up without additional Initial set up can be ready in hours, not months. One code base guarantees you will always have the latest features. No limitations on how or where you access OfisPlan
Device agnostic: PC, Mac, Chromebook or all three. Available through multiple web browsers.
No apps to maintain updates accross multiple devices
Access OfisPlan on any device: Compatible with all modern browsers. Ofisplan helps all staff find the people and things they need to get their job done. CXOs, office administrators and facilities managers can more effectively manage space and resources by visually bringing information on people, places and assets together in an interactive map of their office locations.

Desk Booking
✓ Reserve desks on floorplans
✓ View available desks by selected date
✓ Booked desks displays employee name and picture

Seating Planner
✓ Include permanent and shared desks on the same floorplan
✓ Plan seating arrangements for optimized work spaces
✓ Unassigned desks automatically become bookable

Move Management
✓ Create multiple employee move scenarios
✓ Export move scenarios to PDF or JPG for review
✓ Track all moves and changes with activity log

Move Requests
✓ Employees can select a desk and request to move to it

✓ A manager can approve or deny move requests
✓ Email notifications can inform managers of move requests

Equipment Booking
✓ Select & reserve equipment on floor plans
✓ Book equipment, lockers, parking spaces, etc.
✓ Track equipment usage and location in the facility

Distribute Floorplans
✓ Export floorplans to PDF or JPG, and email to staff
✓ Display floorplans on a central kiosk or touchscreen
✓ Embed your floorplans in your website or intranet

Mobile Friendly
✓ Book office space from any mobile device
✓ Edit OfisPlan projects from your mobile phone or tablet

✓ Interface automatically adjusts to smaller screen

Find Everything
✓ Use quick search to find staff, desks, bookings & assets
✓ Find printer location from serial number
✓ Find a phone from the phone number

Asset Types
✓ Default types are printer, phone and projector
✓ Define your own asset types
✓ Add custom fields for each asset type

Meeting Room Booking
✓ Use quick search to find available meeting rooms
✓ Find rooms that match seating requirements
✓ Booking form is fully customizable

iCalendar
✓ View employee calendar or project calendar
✓ Support Google calendar, Outlook calendar, iPhone, etc.
✓ Calendars updated when bookings added or changed

Activity Log
✓ Records events such as add employee, request move, etc.
✓ Over 50 different events can be enabled
✓ Create admin reports from the activity log

Email Notification
✓ Email notifications can be sent when events occurs
✓ Notify a manager when a move is requested
✓ Notify catering when lunch requested for a meeting

Asset Assignment
✓ Track which phone is assigned to what employee

✓ Run reports to see who assets are assigned to
✓ Assign desktop or notebook computers to employees

Maps
✓ View location of offices and remote workers on a map
✓ Map type, zoom & latlng can be defined for each map
✓ Display a different map for each country or region

URL Parameters
✓ Pass parameters such as employee id, username, etc.
✓ Display desks, employees, assets, bookings, maps, etc.
✓ Use parameters with iframe to embed in website

Manage Staff Parking
✓ Permanently assign parking spaces
✓ Allow parking spaces to be booked
✓ View who is assigned to each parking space

Custom Floorplan Panels
✓ By default panels include picture, firstname & lastname
✓ Create your own panel theme to display any fields
✓ Panels can be styled to display larger text, colors, etc.

Edit My Profile
✓ Employees can edit their profiles when logged in
✓ Define which fields are included on the profile form
✓ Employees can enable their own .ics calendar

Offices Map
✓ Display a map showing your company office locations

✓ Use the CustomClickURL field to link to a floor or project
✓ Show a picture of your office building on the map

Manage Staff Parking
✓ Permanently assign parking spaces
✓ Allow parking spaces to be booked
✓ View who is assigned to each parking space

Rest API
✓ Integrate with other applications
✓ programmatically add employees, desks, assets & bookings
✓ Edit or delete employees, desks, assets & bookings

Annotation Layers
✓ Add annotations to floorplans
✓ Make quick notes about upcoming moves
✓ Show emergency exits, first-aid kits, fire extinguishers, etc.

SQL Server
✓ Choose file-based database or SQL Server
✓ SQL Server provides better reporting capabilities
✓ SQL Server provides wider range of access

Part-Time Desks
✓ Employees can book desks on a recurring weekly basis
✓ Example: Assign an employee to a desk every Mon & Tues
✓ Search shows employees assigned to part-time locations

Assign to Multiple Desks
✓ Employees can be assigned to multiple desks
✓ Assign on a fulltime or part-time basis
✓ Assign to desks or offices at multiple locations

Style Panels By Type

✓ Style desks and assets by type, category, etc.
✓ Eg. Show phones as different colors based on type
✓ Eg. Show desks with different colors based on type

Track Remote Assets
✓ Track remote workers on Google maps
✓ Allow remote employees to update their address
✓ Manage remote staff by region

Employee Search
✓ Easily locate employees on your office floorplans
✓ Powerful search function with filters for specific matches
✓ Search by firstname, lastname or any other field value

Staff Details
✓ Track detailed information about each employee
✓ If enabled, include html in field values
✓ Permissions determine who can see what information

Form Customization
✓ Add new text, memo, list, checkbox fields as needed
✓ Set employee fields as required and include default values
✓ Use CSS to style the detail form as desired

Embed Floorplans
✓ Embed office floorplans in your company website
✓ OfisPlan automatically adjust to any iframe size
✓ Pass parameters to embedded floorplans in Sharepoint

Print Floorplans

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✓ Provide employees and visitors with floor plan guides
✓ Create high quality, printable images of floorplans
✓ Select theme when printing to display larger text

Track Employees
✓ Track the location of employees at all offices
✓ Record detailed information about each employee
✓ Allow employees to quickly find staff & assets

Layers
✓ Each layer displays specific employees, desks or assets
✓ Create your own layers for specific asset types
✓ Pass layer names in the URL to display one or more layers

Active Directory
✓ Sync or Import employees from active directory
✓ Filter to sync specific organizational units
✓ Sync or import employee photos

Desk Assignments
✓ Permanently assign employees to desks
✓ Track employee desk move history
✓ Auto assign employees to desks when importing

Track Desks
✓ Specify desk types such as office, desk, meeting room
✓ Track desk move or change history with activity log
✓ Record detailed information about each desk

Track Assets
✓ Map all of your printers, phones, servers, furniture, etc.
✓ Record detailed information about each asset

✓ Add custom fields to the asset forms as needed

Export to PDF & JPG
✓ Generate high quality PDF for distribution
✓ Exported floorplans can be embedded into website
✓ Layers can be selected before exporting

Admin & User Reports
✓ Several default user and admin reports included
✓ Easily create new reports as needed
✓ Staff can run user reports but not admin reports

Export Reports
✓ Export reports to PDF and CSV
✓ Use exported CSV to import data to another system
✓ Export both admin reports and user reports

Project Backups
✓ Include project folders in your nightly backups
✓ Use the backup function to manually create backups
✓ Easily transfer projects from one server to another

Security
✓ User permissions determine who can access what
✓ Each employee is assigned to a security group
✓ Define by group which items are visible in the menu

Customizable Menu
✓ Add lists, reports, floors, offices, etc. to the side menu
✓ Configure side menu in any hierarchy desired
✓ Define which menu items are visible to staff

Styles

✓ Edit project styles to customize panels, forms, etc.

✓ Use styles to show a different color for each department

✓ Link styles to the 'Panel Class' field property

Import Employees

✓ Import employees from CSV files

✓ Most employee management tools can export CSV files

✓ Match fields in CSV file with OfisPlan fields

Import Assets

✓ Import/Sync Assets from CSV files

✓ Import Assets such as printers, projectors, phones, etc.

✓ Match fields in CSV file with Ofisplan fields

Import Desks

✓ Import Desks from CSV file

✓ Sync Desks with CSV file

✓ Match fields in CSV file with Ofisplan fields

Azure AD

✓ Import/Sync employee records from Azure Active Directory

✓ Select the columns from Azure to import/sync

✓ Include desk values to assign employees directly to a desk

Custom Mobile Tabs

✓ Employee,

✓ Designed for mobile users

✓ Custom Tabs

Track Assets on a Map

✓ Track assets on Google maps

✓ Drag to a specific location on the map

✓ Search for an asset to display the map location

Track Desks on a Map

✓ Track desks and offices on Google maps

✓ If enabled, employees can book desks on a map

✓ View assigned, available & booked desks on a map

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d) Integration Solutions

Integration Solutions

Interactive Floor Plan
Zoom and pan to focus on the details you need the most.

Enterprise Single Sign-On
Integrate Ofisplan with on-premises or Azure Active Directory, Office 365, Google Suite etc.

Buildings and Floors
Create multiple floors and get an overview of all your locations around the world.

Staff Directory and Fuzzy Search
Search your complete staff directory, view faces, roles and contact information.Relevant search result for queries with spelling inaccuracies.

Rooms and Assets
Conference rooms, storage rooms, server rooms, rooms for rest and reception areas. Coffee machines, printers, device boards, medical and fire safety equipment.

Hot Desks and Spare Desks
Fully equipped desks ready for anybody to work at.Unoccupied desks ready for the work place deployment by the IT department.

Ofisplan also allows customers and partners to create their own custom integrations using Ofisplan (APIs). Popular Ofisplan integrations include:

User Management (HR) Systems

G Suite / Google Calendar

Microsoft Exchange / Outlook

Active Directory

e) Pandemic (COVID-19)

Pandemic

Manage coronavirus (COVID-19) in your workplace

In challenging times such as the recent coronavirus (COVID-19) pandemic, Ofisplan has allowed firms to adapt rapidly to ensure their workforces could operate safely and effectively in the workplace. We can rapidly provide remote working protocols, social distancing measures and contact tracing.

Remote working

Remote working: accurately plan and manage who needs to come into the office and when. Flag that you are working from home to alert your colleagues.

Social distancing

Social distancing: quickly and easily implement social distancing procedures and ensure that desks are appropriately spaced drastically reducing the risk to individual staff and your entire workforce.

Contact tracing

Contact tracing: know exactly who was at each desk and when so that you can protect your entire workforce in the event that a staff member falls ill.

Reduce workspace density

Control space and capacity

Effective workspace sanitization

Office contact tracing

5.   SELF HOSTED VERSION

If you have your own onsite servers, or if your company has policies that requires software to run within your firewall, self hosted may be the best choice.

The self hosted version provides direct integration with your active directory server where as the cloud version does not. If you want to be able to import or sync with active directory, self hosted may be the best choice.

There is a one time cost for the self hosted version. New versions are released approx. every year and a half and upgrading is optional.

	Standard	Professional	Enterprise
	$99	**$199**	**$799**
	Manage 1 Office Location	Manage 1 Office Location	Unlimited Office Locations
	1 Installation	1 Installation	Unlimited Installations
	2 Projects	Unlimited Projects	Unlimited Projects
	3 Floorplans	Unlimited Floorplans	Unlimited Floorplans
	100 Staff Profiles	400 Staff Profiles	Unlimited Staff Profiles

Use the comparison chart below to decide which edition is right for you

	Standard Edition	Professional Edition	Enterprise Edition
Staff Details Forms	✓	✓	✓
Shared Desk Booking	✓	✓	✓
Plan Moves and Changes	✓	✓	✓
Employee Searching	✓	✓	✓
Dynamic Floor Plans	✓	✓	✓
Create Office Seating Plans	✓	✓	✓
Book Equipment	✓	✓	✓
Floorplans	3	Unlimited	Unlimited
Projects	2	Unlimited	Unlimited
Employee Profiles	100	400	Unlimited
Manage Office Locations	1	1	Unlimited
Installations	1	1	Unlimited
Track Remote Staff on Google Maps		✓	✓
Publish Static Floor Plan Images		✓	✓
Email Notification			✓
Customize Staff Details Forms		✓	✓
CSV Import & Sync		✓	✓
Activity Log			✓
Active Directory Import & Sync		✓	✓

6. CLOUD VERSION

OfisPlan Cloud

Let us host your floor plans for you. Avoid the hassles of maintaining your own web server, applying service packs, and upgrading to new versions.

The cloud version does not provide integration with Active Directory, but if this isn't a requirement, the cloud version may be the best choice.

The cloud version is provided as a monthly subscription. It can be cancelled at any time. You can use your floorplan projects with the self hosted version if you ever decide to switch.
Ofisplan is available as on-premise web based application hosted entirely on your own web servers, or an online hosted (SaaS) version.Deploy on your servers or host in the cloud.

OfisPlan.net is licensed on a SaaS (software as a service) model. We offer ongoing technical support, no long term contracts and we will never nickel-and-dime you. Our pricing is based on the number of projects, floors and staff in your organization and scales based on higher volume.

ofisplan.net , was designed with ease of use in mind. An office manager or facility manager can quickly setup a OfisPlan project to efficiently manage space in the workplace. Keep your staff floorplans up-to-date from anywhere at any time.

Allow staff to quickly locate other employees. Implement a shared desk (hotdesking) booking system to allow certain desks to be booked when needed. Plan employee desk moves as new people join the company, or seating allocation changes.

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No Maintenance
✓ No service packs to install
✓ No Windows updates or maintenance
✓ Software is always up-to-date

Book a Desk
✓ Book a desk from anywhere

✓ Find available desks with your mobile phone
✓ Track your booked desks using any device

Book a Meeting Room
✓ Check meeting room availability from anywhere
✓ Book a meeting room with your phone

✓ Find available board

Dynamic Floor Plans
✓ Web-based interface. Update floorplans from anywhere
✓ Multi user simultaneous editing
✓ Employees see updates immediately when made

Mobile Friendly
✓ Book desks & office space from mobile devices.
✓ Update your seating plan from any mobile device
✓ Quickly find employees using your mobile phone

Embed Floor Plans
✓ Embed dynamic floorplans in your company website
✓ Fully customizable and resizable embedding with iframes
✓ Pass parameters to iFrame URL to display specific details

Import CSV Files
✓ Import employees from CSV file
✓ Sync project with CSV file
✓ Assign employees to desks based on CSV values

Cancel Anytime
✓ Monthly subscription
✓ No commitment. Cancel at any time.
✓ Change to different subscription level at any time

Moves and Changes
✓ Employees can request a new desk at any time
✓ Plan employee movement scenarios
✓ Manage planned moves from anywhere.

Track Remote Employees

✓ Track remote workers on Google maps
✓ Allow remote employees to update their address
✓ Manage remote staff by region

Employee Search
✓ Easily locate employees on your office floorplans
✓ Powerful search function with filters for specific matches
✓ Search by firstname, lastname or any other field value

Track Staff Details
✓ Track detailed information about each employee.
✓ If enabled, include html in field values
✓ Permissions determine who can see what information

Custom Details Forms
✓ Add new text, memo, list, checkbox fields as needed
✓ Make staff detail fields required, or include default values
✓ Use CSS to style the detail form as desired

Print Floor Plans
✓ Provide employees and visitors with floor plan guides
✓ Create high quality, printable images of floorplans instantly
✓ Print attractive and easy to understand floorplan guides

Use the comparison chart below to decide which edition is right for you

	Standard Edition	Pro Edition	Enterprise Edition
Cost Per Month	$19	$29	$49
Disk Space	75MB	100MB	400MB
Projects	2	5	10
Floorplans	3	Unlimited	Unlimited
Employee Profiles	100	400	Unlimited
Shared Desk Booking	✓	✓	✓
Create Office Seating Plans	✓	✓	✓
Plan Moves and Changes	✓	✓	✓
Book Equipment	✓	✓	✓
Dynamic Floor Plans	✓	✓	✓
Employee Searching	✓	✓	✓
Staff Details Forms	✓	✓	✓
Track Remote Staff on Google Maps		✓	✓

Customize Staff Details Forms		✓	✓
Publish Static Floor Plan Images		✓	✓
CSV Import & Sync		✓	✓
Activity Log			✓
Email Notification			✓

OFİSPLAN SİSTEMİ

Contact us for more information about Ofisplan.

Ankara Türkiye

http://ofisplan.com

http://ofisplan.net

Email: info@ofisplan.com