

# FAST TRACK ROOM BOOKING

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Fast Track Room Booking has a low entry cost, but is a fully-featured room scheduling solution. A system suitable for organisations of any size (from single building to multi-country), Fast Track Room Booking competes with rival software costing many times its price. Powerful, scalable and user-friendly meeting room booking is here.

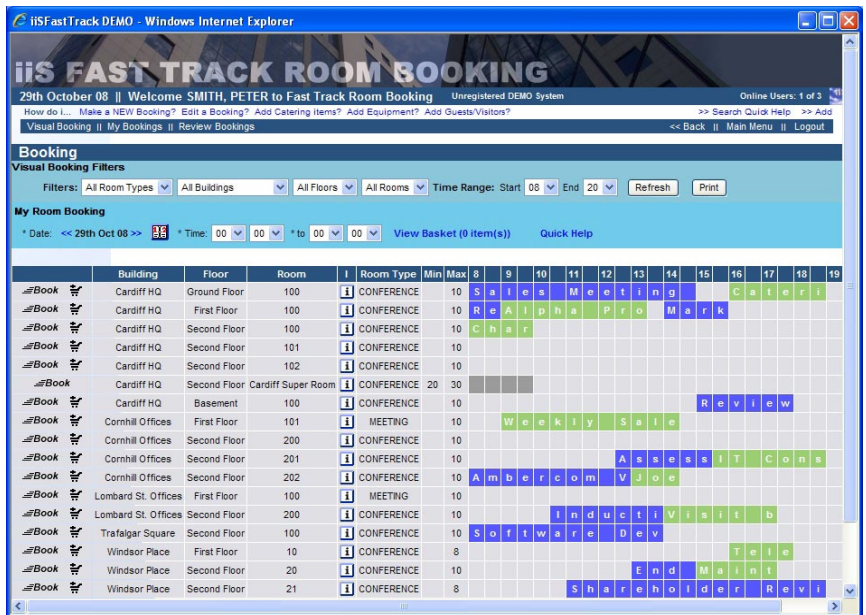
Fast Track Room Booking allows your company to:

- Manage the booking of all your rooms.
- Manage the catering used for meetings and the pool of shared equipment.
- Reduce costs and decrease the time staff spend making bookings.
- Provide a faster service delivery.
- Reduce errors throughout the entire booking process.
- Empower staff and increase levels of satisfaction.
- Use powerful reporting functions.
- Increase the utilisation of your space and rooms resources.

### Booking Rooms

Fast Track Room Booking makes the booking of rooms quick and simple. Within minutes staff can find a suitable room, reserve it for a desired time, add requests for catering and equipment and list details of who will be present. By using familiar web-based browser technology the software is user-friendly and very easy to use. A graphic view of room bookings is provided which shows the half-hour breakdown of booked and available rooms. Photographs and images can be presented to users so they can view a room and decide on its suitability before committing themselves to it.

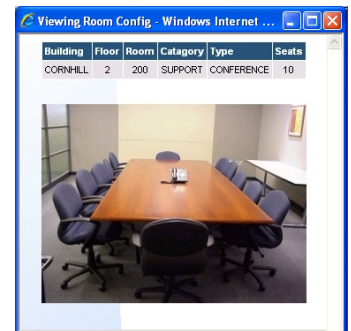
Certain rooms have the option of different setups. Users choose a setup when making the booking so that the room is prepared in either theatre or boardroom style ready for when the meeting takes place.



Visual Booking clearly shows when rooms are booked and available. Meeting titles are shown, and hovering over bookings shows details.

### Catering & Equipment Booking

Catering items are chosen from a user-defined drag-and-drop tree view which includes serving times and costs. Catering costs are stored and displayed to users as they are being booked and can be charged to different departments within the company. Equipment such as televisions and computers can be chosen from a central pool and included in the booking. Equipment items are tracked individually as assets and cannot be double booked.



Images of rooms are available in the booking screens.

## Visitor Information

Visitors expected to attend can be linked with the booking including the details of the company they are visiting from and car they will be travelling in. Be confident that your guests will be greeted by a reception who knows who they are, who they are meeting and where in the building they are going. Ensure they have parking spaces available and waiting for them on their arrival.

## Find a Room

The Room Finder function uses several methods to show available rooms based on a few key criteria. Users can input a building, room type and number of seats, and the Room Finder will find available rooms for the specified dates and times. A list of available rooms can be presented, or a single "best match" room can be proposed. Using the latter method a suitable room can be found and booked in seconds.

## Block Booking

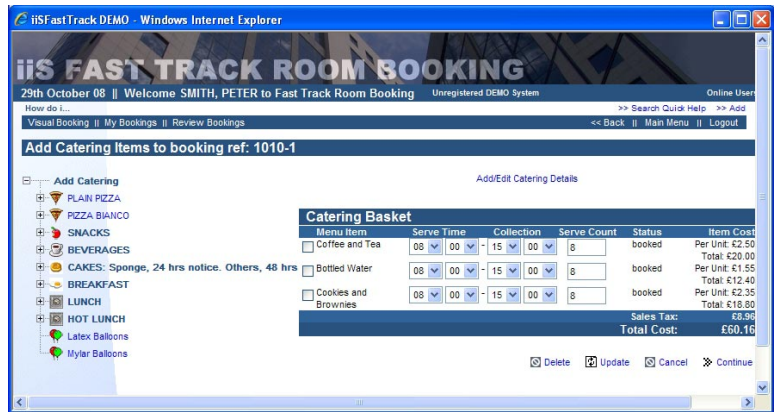
Block booking mechanisms are available for consecutive and pattern blocks. Patterns include weekdays ("for the next three Wednesdays"), dates in the month ("for each 15th of the month between now and Easter"), and weekday positions in the month ("for the last Thursday of each month between now and June"). Clashes in blocks (unavailable dates) can be saved and resolved later.

## Find a Workstation

The ever increasing demand for space utilisation and "Hot Desking" by organisations is recognised by the Find a Workstation function. By selecting what time they are coming into the office, staff are presented with a list of available desks from which they can choose to base themselves that day.

## Email

Once a room has been booked, information on catering and equipment and instructions for the porters can be automatically emailed to the relevant parties, who will receive it immediately. Emails can be 'personalised' whereby headers and footers are changed for each building enabling the Facilities Department of each

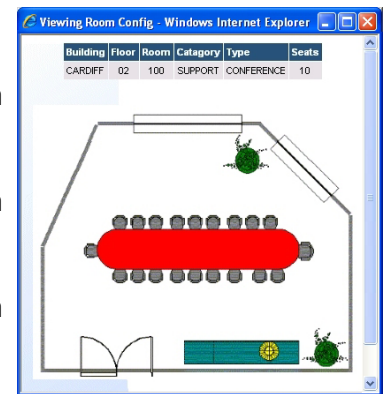


Both simple and sophisticated catering plans can be managed, including option lists (examples might be "choose 3 of these 10 buffet items", or "choose 4 pizza toppings from 12")

building to portray news items or seasonal sentiments. Using **Fast Track Alerts**, there is also the option to automatically send reminder emails to the person who made the booking, who the booking is for and anyone who requires notification that it has taken place.

## Departmental Booking

A typical restriction on bookings is that users can readily book rooms which "belong" to the same department as they do, but have to make a special request to book rooms which are not in their departments. Users can see availability of rooms not in their department, but when attempting to book these rooms, they are shown the person to contact including an email link.



Images and movies of rooms are available in the booking screens.

## Reports

Many standard reports are provided including lists of bookings by date, employee and building, a 'My Bookings' user diary showing all of their bookings they've made for themselves and for others. The software also contains powerful reporting tools which enable users to build their own reports.

Please contact **iiS** or your official agent if you need any more information.

[www.iiSFM.com](http://www.iiSFM.com)