

## Room Booking



The Room Booker application is an excellent tool for booking rooms and related equipment and catering requirements and it has an outlook style view on both rooms and bookings. The unique wizard facilitates the easy management of bookings and reoccurrences and has automatic generation of work orders into the main Help Desk application. The Room Booker can also cater for partitioned meeting rooms, detect clashed bookings and allow for room set up and clean down times.

### **Key features include:**

- Generation and tracking of unique booking references.
- Ability for Ad-hoc booking process for long term bookings.
- Easy to use booking process for single or multiple occurrence meetings.
- Real time availability checking to eliminate double bookings.
- Integrated web product available for creating on-line bookings.
- Attendee invitation and update facility for internal and external people.
- Automated email notification, update and reminder services.
- Booking search, retrieval and Gantt chart view.
- Instant distribution of associated documents, meeting notes and location maps.
- Automatic Work Order issue for tasks associated to bookings.
- Creation of Ad-hoc rooms to book out long term.
- Ability to assign and associate booking charges.
- Ability to select services or catering requirements form customised menus.
- Manage and book car parking spaces with standard booking reports providing vital information to reception to security staff.

The screenshot shows the 'Room Booker' interface in CAFM Explorer. The top menu includes 'File', 'View', 'Go', 'Tools', 'Actions', and 'Help'. Below the menu is a toolbar with icons for 'Open Selected Item', 'Delete Selected Item', 'Refresh', 'Reset Filters', 'Bookings View', 'Room View', 'List', 'Day', 'Week', and 'Month'. The main area is divided into a search section and a calendar grid.

**Search Section:**

- Location: (All)
- Booking Description: \*
- Booking Reference: \*
- Bookable Equipment: (none)
- Attendee: \*
- Standard Work Order: (none)
- Booking Type: (none)
- Hosted By: (none)
- For Locality: (none)
- Created By: \*
- Booked By: \*
- Booked From: 26/07/2011 To: 26/08/2011
- Include Deleted Room Bookings
- Ending Within Booked From/To
- Retrieve

**Calendar Grid:**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
27 Jun	28	29	30	1 Jul	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Bookings listed for July 1st:

- 8:30am Development
- 11:30am IT Systems
- 2:00pm Team meetin
- 3:00pm Weekly Trade

Bookings listed for July 4th:

- 8:30am Development
- 10:00am Sales Review
- 3:00pm Weekly Maint

Bookings listed for July 6th:

- 10:00am Sales Meeti
- 12:30pm [Provisional]
- 12:00pm Forecasting
- 1:30pm Training Vle
- 1:30pm Directors me
- 2:00pm Admin Meetin

Bookings listed for July 8th:

- 8:30am Development
- 12:00pm Forecasting
- 3:00pm Weekly Trade

Bookings listed for July 11th:

- 8:30am Development
- 10:00am Sales Review
- 3:00pm Weekly Maint

Bookings listed for July 13th:

- 1:30pm Training Vle

Bookings listed for July 15th:

- 10:00am Sales Review
- 12:00pm Forecasting
- 3:00pm Weekly Trade

Bookings listed for July 18th:

- 8:30am Development
- 10:00am Sales Review
- 3:00pm Weekly Maint

Bookings listed for July 20th:

- 1:30pm Training Vle
- 3:00pm Weekly Maint

Bookings listed for July 22nd:

- 11:30am IT Systems
- 3:00pm Weekly Trade

Bookings listed for July 25th:

- 3:00pm Weekly Maint

Bookings listed for July 27th:

- 11:30am IT Systems
- 1:30pm Training Vle
- 3:00pm Weekly Maint

Bookings listed for July 29th:

- 11:30am IT Systems
- 3:00pm Weekly Trade

Bottom status: 6 Item(s) found

The screenshot shows the 'Room Booker' interface in CAFM Explorer, specifically the 'Room View' tab. The top menu and toolbar are the same as in the previous screenshot.

**Search Section:**

- In Locality: (none)
- Room Description: \*
- Room Reference: \*
- Room Layout: (none)
- Search For:  All Rooms,  Available Rooms Only,  Bookings
- Capacity From: 0 To: 0
- Room Facilities:  Has Whiteboard,  Has Fixed Projector,  Has Video Conferencing Facilities
- Between: 26/07/2011, 10:00, And: 11:00
- Booking Reference: \*
- Retrieve

**Options:**

- Show Deleted:
- Show Modified:
- Show Only Last Occurrences:
- Show Provisional:
- Show Preparation:
- Show Graphics:
- View: Clashes
- Go To: 26/07/2011
- Navigation: << >>

**Room Availability Grid:**

Description	Reference	Capacity	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Boardroom	Boardroom	10							
Conference Room 1	Classroom	50							
Conference Room 2	Theatre	30							
Conference Room 3	U Shape	40							
Elixion Room	Elixion Room	10							
Meeting Room 1	Boardroom	30							
Meeting Room 1.1	Round Table	10							
Meeting Room 1.2	Round Table	20							
Meeting Room 2	Boardroom	20							
Meeting Room 3	U Shape	20							
Training Room	Classroom	25							

Bottom status: Ready

If you would like to book a one-to-one product demonstration with one of our Account Managers, please email us or telephone using the details below. If you would like to take a quick tour of CAFM Explorer, please visit our website and click watch a demo, alternatively you may also register to watch one of our webinars which covers various topics of CAFM Explorer. Reserve your seat on our website.