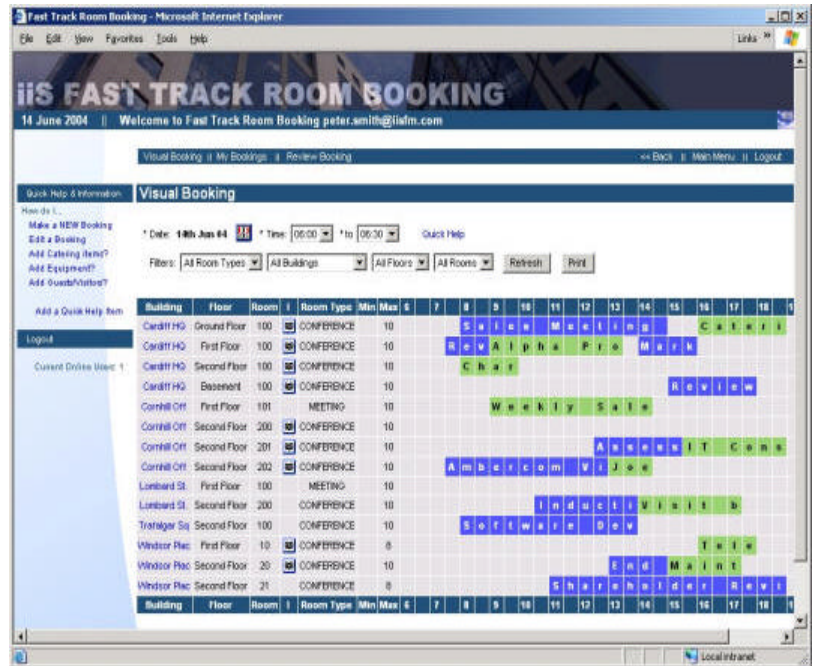


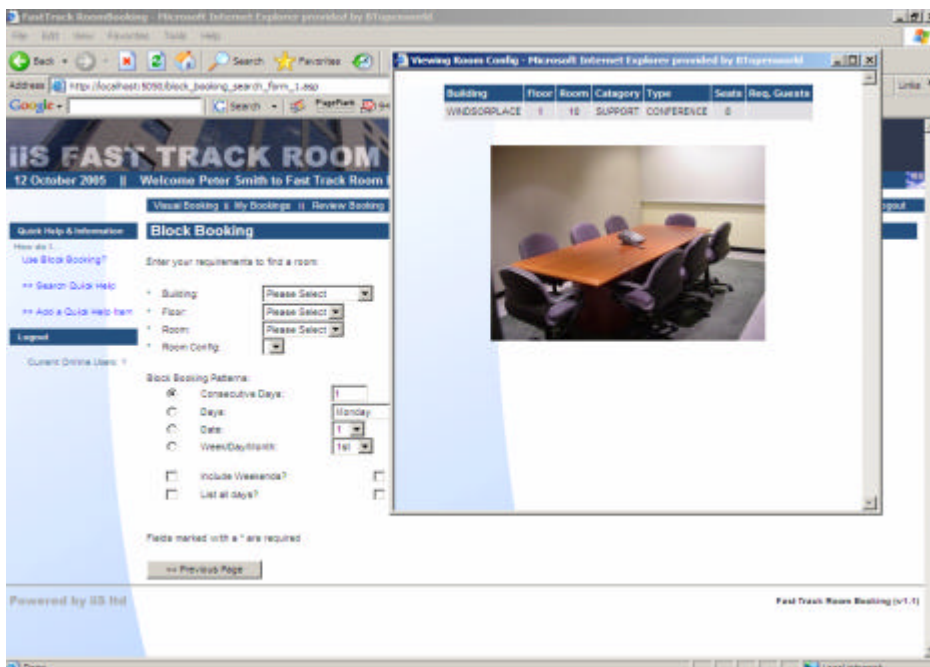
# Fast Track Room Booking

After carefully listening to the requirements of our customers, and constantly searching for additional automation benefits, we believe we have the most powerful Space & Room Booking system available.

Fast Track Room Booking software 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 very easy to use.



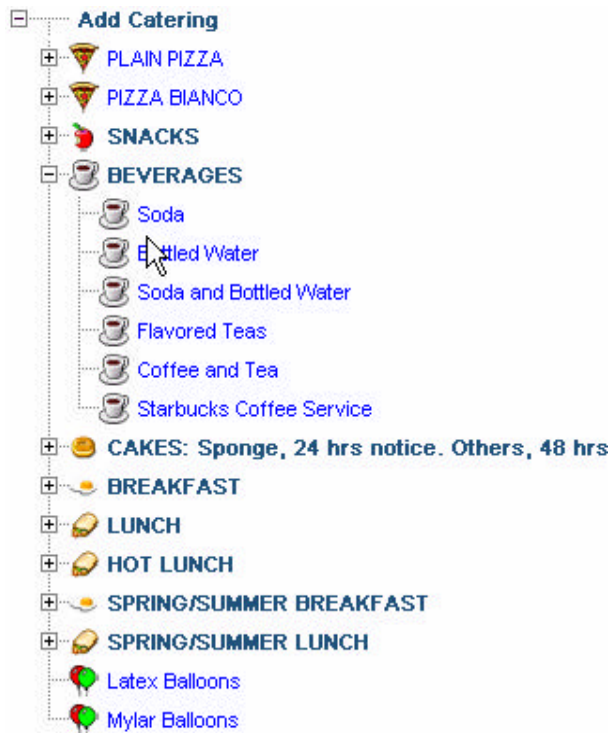
A graphic view of room bookings is provided which shows the half-hour breakdown of booked and available rooms. Photographs and images can be presented to users so they can view a room and decide on its suitability before committing themselves to it.



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# Fast Track Room Booking

## Catering and Equipment Booking



Catering items are chosen from a user-defined point-and-click 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

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.

## BUSINESS BENEFITS

- Manage the booking of all your rooms
- Manage the catering used for meetings and the pool of shared equipment
- Save costs and reduce the time staff spend making bookings
- Provide a faster delivery of service
- 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 room resources

### Charging Bookings and invoicing

Costs can be added on either a per hour or per booking basis. Costs can be assigned to the catering, the equipment and even the rooms themselves. Printable invoices can quickly be issued from the reporting function inside the software.

### Active Directory Integration

Our software uses your corporate personnel contact data. When a staff member is to be assigned a project it copies details to the Active Directory allowing easy user management and the ability to import multiple user details in seconds.

\* Requires Enterprise Module

### Visitor Information

Visitors details can be monitored giving you the confidence that your guests will be greeted by a receptionist who knows who they are, who they are meeting and where in the building they are going. You can even ensure they have parking spaces available and waiting for them on their arrival.