

# FastTrack Room Booking™



FastTrack 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), FastTrack Room Booking™ competes with rival software costing many times its price. Powerful, scalable and user-friendly room booking software is here.

## FastTrack Room Booking allows you to:

- Manage the booking of all your rooms.
- Manage the catering used for meetings and the pool of shared equipment.
- Reduce administration 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 room resources.

## Booking Rooms

FastTrack 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 that they can view a room and decide on its suitability before booking.

Mechanisms within FastTrack Room Booking™ help to manage the delivery of shared resources and prevent duplicate bookings. FastTrack also helps reduce the administrative workload on the facilities team, and ensures that the correct services and equipment are in place for each meeting. A series of business benefits will be realised almost immediately the system is implemented. One of the key benefits is the increased perception of service level by the users of the rooms and desks.

## Features of FastTrack Room Booking™ include:

- Individual, Block and Basket Bookings
- Booking and Management of Catering
- Booking of Ancillary Equipment
- Record Visitor Information
- Book Car Park Spaces
- Internal and External Charging Facility
- Create Invoices
- Automated Reminders (Alerts Module)
- Exchange Integration (Enterprise Module)
- Single Sign-on
- Active Directory Integration

Building	Floor	Room	Room Type	Min	Max	8	9	10	11	12	13
Campste	Ground Floor	Pkch 01	Pkch	1	8						
Campste	Ground Floor	Pkch 02	Pkch	1	8						
Campste	Ground Floor	Pkch 03	Pkch	1	8						
Campste	Ground Floor	Pkch 04	Pkch	1	8						
Campste	Ground Floor	Pkch 05	Pkch	1	8						
CTEC	Ground Floor	HARRIS	Conference	1	70						
CTEC	Ground Floor	HARRIS / LEWIS	Conference	50	150						
CTEC	Ground Floor	LEWIS	Conference	1	70						
CTEC	Ground Floor	OWN ROOM	Meeting	1	1						
CTEC	First Floor	FD4	Training	1	18						