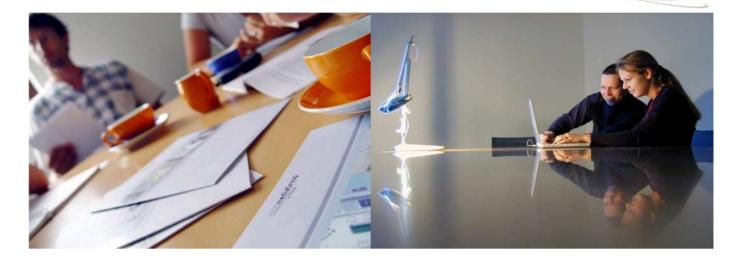
FastTrack Room Booking™ fmdirect



FastTrack Room Booking[™] has a low entry cost, but is a fullyfeatured 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 or 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

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9.5	Campste	Ground Floor	Pitch 02	U	Pitch	1	8						
4	Campsile	Ground Floor	Pitch 03	U	Pitch	1	8						
94	Campsite	Ground Floor	Pitch 04	U	Pitch	1	8						
94	Campste	Ground Fleer	Pitch 05	U	Pitch	+	6						
49	CTEC	Ground Floor	HARRIS	U	Conference	1	70						
8	CTEC	Ground Floor	HARRIS / LEWIS	U	Conference	50	150						
94	CTEC	Ground Fleer	LEWIS	U	Conference	+	70						
94	CTEC	Ground Finor	OWN ROOM	U	Weeting		4						
9.0	CTEC	First Floor	F04	U	Training	1	38						