

speedikon® SP Conference room reservation

speedikon FM
Aktiengesellschaft



■ Conference service

Conference, meeting and training rooms are important to any company. For this reason, management and maintenance of these areas, which are highly frequented by employees and visitors, are of vital importance. Optimised management of the entire reservation process, including fixing appointments, catering and the daily cleaning, is necessary. The *speedikon*® SP Conference room reservation module supports the conference manager, the technician and the caterer with coordinating their activities.

On the basis of defined requirements, such as date and time, number of people and equipment needed, the systems selects appropriate rooms, which the user may then reserve either for a single appointment or an entire cycle of events. In addition to the rooms, the user can also book services, like the type of seating, technical equipment, furniture and catering.

■ Controlling and cost management

It is possible to differentiate user authorisations to book certain rooms, catering or equipment.

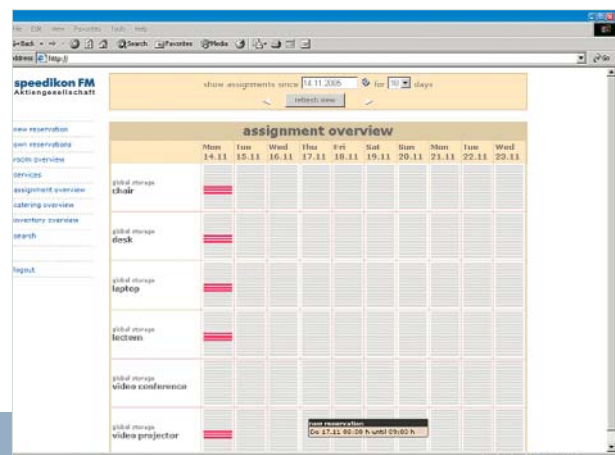
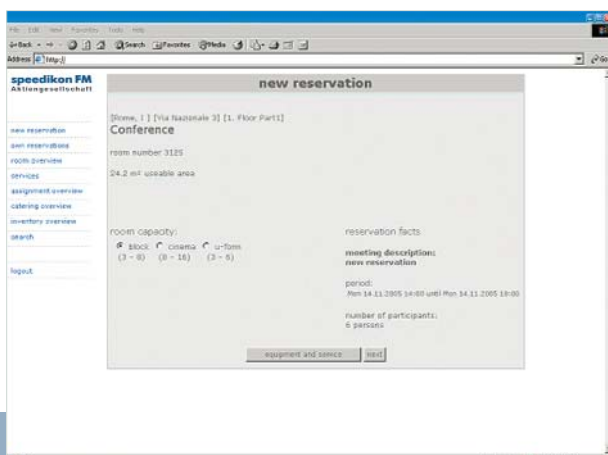
A service can come at any cost, it may also include lump sums for service personnel and room rents according to room types. The user may be shown the costs before confirming the reservation. In order to allocate the costs to individual users, the data is transferred via an interface to an accounting system, such as SAP/CO.

■ Evaluations and overviews

With the help of a graphical occupancy overview the user - if authorised - can see which room is vacant at what time or who has booked which equipment and thus, may identify when there are free capacities.

The system provides caterers and technicians with overviews, showing them exactly what has to be delivered and installed at what time and where.

The controller can identify, at a touch of a key, to what extent the rooms are used and is thus able to decide, if additional conference rooms are needed or if existing conference rooms have to be transformed into offices.





Conference room reservation

- management and reservation of conference, training and lecture rooms, etc.
- application mode and administration mode available
- administration of users, rooms, technical equipment and catering independently or complementing the CAFM system
- reservation via room search functions or via occupancy overview
- users and rooms are transferable from the CAFM system
- task profile definitions: user, administrator, caterer, local administrator, functional range defined via user profiles
- display of seating variants (transferred from CAFM, if only one seating variant is possible), the user may enter any number of variants in the administrative mode.
- automatic generation of a booking number
- definition of any time interval for bookings via calendar, possibility of cyclical reservations (daily, weekly, monthly with number of repetitions)
- search function to identify free capacities at particular points of time
- graphical visualisation of rooms and seating variants (integration of pictures and graphics in jpg-format)
- reservation of technical equipment and catering via structured lists
- information on ordering person, user and contact person
- automatic e-mails to caterer for new reservations, changes and cancellations (mail connection via smtp-mail server)
- information on accounting (room rents, equipment and catering, considering service lump sums, cost centres)
- graphical occupancy overviews
- functions to cancel or change a single reservation even in a cycle of reservations
- catering overview with freely selectable period of time and selection according to service and equipment groups
- SAP interface possible, must be ordered separately, customising is required in addition to software
- combined rooms
- rooms may be allocated to users, only these particular users are authorized to make reservations for these rooms
- before the beginning of an event, information may be e-mailed to caterer.
- reservations may be moved to other rooms