

Fast Track Room Booking v4

Version 4 of Fast Track Room Booking ("FTRB") has powerful and significant new mechanisms and modules, which increase user efficiency by saving time and booking rooms and desks in intuitive ways. A number of user interface updates provide enhanced branding and navigation.



Floor Plan Desk Booking

When deciding to choose a desk for Project or Team work, staff will need to know where other member of their Projects and Teams are sitting. FTRB's *Floor Plan Desk Booking* module shows project and team locations graphically, above desks and other key floor plan items. The Projects and Teams are given a colour code, so they can quickly be spotted.

NOW: Gold Project 15:00 - 16:00

11:45 13:30 - Centauri Team - Gary Jones
 14:00 15:00 - Silver Project - Peter Barkthwaite
 15:00 16:00 - Gold Project - David Abalone
 16:00 18:00 - Zeta Project - Amber Compton

When users hover over a desk's INFO text, details on all the bookings for the applicable day appear, showing which project/team and person is using the desk, including the project/team at the current time.

Fast Track Solutions v4

16th September 17 -- Welcome Gary Jones to Fast Track Solutions Registered to: Fast Track Automation Ltd Online Users: 1 of 10
 Visual Booking -- My Bookings -- Review Bookings << Back -- Main Menu -- Logout

How do i... >> Search Quick Help >> Add

Floor Plan FILTER VALUES: Date: **16th Sep 17** Building: **Trafalgar Square** Floor: **Seventh Floor** Filter Print

14:30 NEW BOOKING VALUES: Time: 14:00 To: 15:00 Team/Project/Title: Zeta Project

701 Alpha Project 14:00 - 15:00 702 Alpha Project 14:00 - 15:00 703 Alpha Project 14:00 - 15:00 704 Alpha Project 14:00 - 15:00 705 Altamira Project 14:00 - 15:00 706 Altamira Project 14:00 - 15:00 707 Altamira Project 14:00 - 15:00 708 Altamira Project 14:00 - 15:00 709 Centauri Team 14:00 - 15:00 710 Centauri Team 14:00 - 15:00 711 Enigma Project 14:00 - 15:00 712 Enigma Project 14:00 - 15:00

713 Beta Project 14:00 - 15:00 714 Beta Project 14:00 - 15:00 715 Mercury Project 14:00 - 15:00 716 Mercury Project 14:00 - 15:00 717 Trinity Project 14:00 - 15:00 718 Trinity Project 14:00 - 15:00 719 INFO 720 INFO

721 Beta Project 14:00 - 15:00 722 Beta Project 14:00 - 15:00 723 Peak Team 14:00 - 15:00 724 Altamira Project 14:00 - 15:00 725 Gamma Project 14:00 - 15:00 726 Gamma Project 14:00 - 15:00 727 Gold Project 14:00 - 15:00 728 Gold Project 14:00 - 15:00

729 Gamma Project 14:00 - 15:00 730 Gamma Project 14:00 - 15:00 731 Peak Team 14:00 - 15:00 732 Altamira Project 14:00 - 15:00 733 INFO 734 INFO 735 Gold Project 14:00 - 15:00 736 Gold Project 14:00 - 15:00

737 Thames Project 14:00 - 15:00 738 Thames Project 14:00 - 15:00 739 Trinity Project 14:00 - 15:00 740 Trinity Project 14:00 - 15:00 741 Zeta Project 14:00 - 15:00 742 Zeta Project 14:00 - 15:00 743 INFO 744 INFO 745 INFO 746 INFO 747 Trinity Project 14:00 - 15:00 748 Trinity Project 14:00 - 15:00

LIFT AND SERVICES

Fast Track Power
Fast Track Solutions v4 (v4.00 R1)
[Page Loaded in: 0.07]

Desks are booked by simply clicking on the desk number (or ID), and a group of four desks can be booked for a project or team in about ten seconds. Clicking a desk’s booking details opens an Edit pop up, allowing the booking to be moved to a different desk, different day, location, time, etc.

The Edit pop up also has a link to load the booking into FRTB’s main Review Booking view, so that additional booking elements can be reviewed or changed.

Edit a Booking

Change Location, Date and Times, or click Booking Ref to Review Booking:

Building: Trafalgar Square Date: 22nd Sep 17

Floor: Seventh Floor From: 11 00

Room: 724 To: 12 00

Booked By: **dbaFastTrack**

Booked For: **Peter Barkthwaite**

Meeting Title: **Purple Project**

Booking Ref: [1472-1](#)

Close Pop-Up Save Booking

Visual Booking Range

Based on one of the main views in FTRB, Visual Booking Range provides the ability to graphically review, in detail, bookings over a range of locations and dates. Booking locations, dates and times can quickly be changed using the “Edit a Booking” pop-up which is similar to the one used in Floor Plan desk Booking described above. For instance, the rooms on a floor can all be viewed for a week, and bookings moved between rooms and days to optimise. Users with elevated permissions will find changing and optimising groups of bookings much quicker, and new bookings can be made in a few seconds.

In the image below, bookings for the three CARDIFF 1st Floor rooms are shown for a FOUR DAYS range.

How do i...

Visual Booking Range FILTER VALUES: Date From: 25th Sep 17 To: 28th Sep 17 Building: CARDIFF Floor: 01 Room: Room Type: Filter Print

NEW BOOKING VALUES: Time: 12 00 To: 13 00 Meeting Title: Russia Project

Book	Building	Floor	Room	Room Type	WG	Date	8	15	30	45	9	15	30	45	10	15	30	45	11	15	30	45	12	15	30	45	13	15	30	45	14	15	30	45	15	15	30	45	16	15	30	45	17	15	30	45			
[icon]	CARDIFF	01	Hohenstaufen Room (01-100)	SUPPORT		25/09/2017									R	U	S	S	I	A	P							E	N	D	O	F	P							C	E	N	T						
[icon]	CARDIFF	01	Hohenstaufen Room (01-100)	SUPPORT		26/09/2017						R	E	V	I	E	W	O	F	L	A	S	T	A	S	S	E	S	S	M	E	N	T																
[icon]	CARDIFF	01	Hohenstaufen Room (01-100)	SUPPORT		27/09/2017									E	A	S	T	A	S	I	A	T	E	E	P	S	I																					
[icon]	CARDIFF	01	Hohenstaufen Room (01-100)	SUPPORT		28/09/2017									E	A	S	T	A	S	I	A	T	E	A	M																							
[icon]	CARDIFF	01	Tudor Room (01-101)	CONFERENCE		25/09/2017																																											
[icon]	CARDIFF	01	Tudor Room (01-101)	CONFERENCE		26/09/2017																																											
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Menu Block Text

The text that appears in the coloured menu blocks can now come directly from the main menu data in the Background Data configuration. This means that user-developed reports and report folders have a clearer and more integrated menu access path.

In the example shown here, the block for a user-defined report called “Joe Parker EXEC TEAM Key Meetings Today” is shown.



Masthead Theme Configuration

Tailored Masthead Theme by Role/User

The text, colour, font, size and background colour of the masthead or logo area at the top of the view, can be tailored in the config settings. The overall theme can be defined, and also themes can be defined by role. This

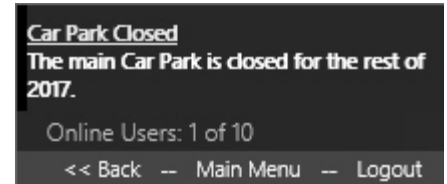


means that different teams or geographically spread out groups can use different themes.



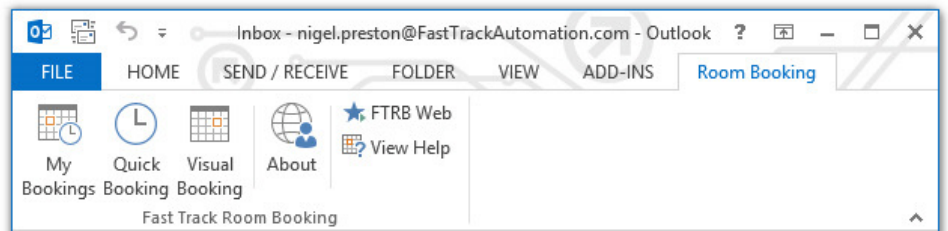
News Items

Information and news that needs to be shared with staff can be shown as rolling text in the top-right of the masthead/logo area. Users can click on the new items to pop up a fuller version of the story mentioned. This mechanism can be used to emphasise day-to-day details that impact upon room/desk booking, such as weather, access issues, partial building closures, etc., and can help external users to receive specialised information.

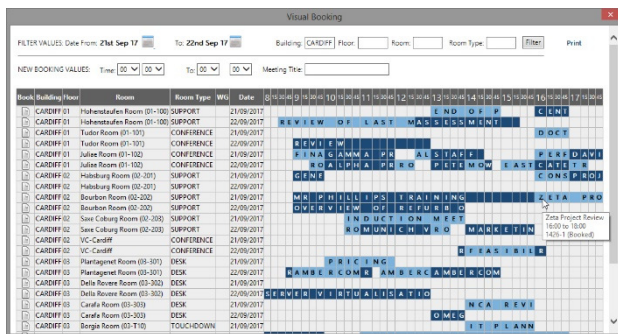
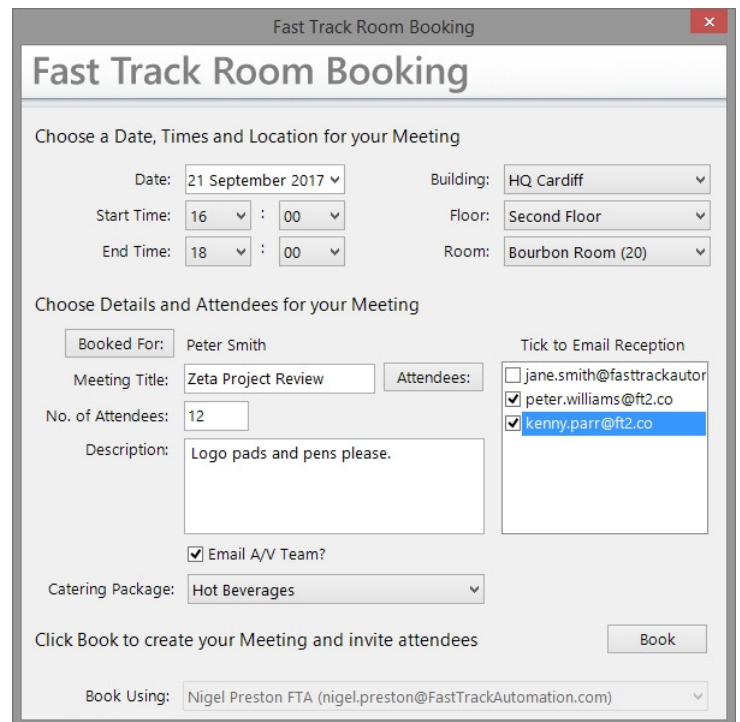


Fast Track Room Booking for Outlook

Running as part of Outlook, Fast Track Room Booking for Outlook manages room bookings and appointments at the same time, so that they become inseparable. For busy office staff managing desk and small meeting bookings, bookings, appointments and meetings can be created in a few seconds. Key add-on resources are also available, such as catering packages, A/V equipment requirements, and front-desk instructions.



Invitations are sent to participants and guests via the normal Outlook process, whereby people are looked up from address books. Fast Track Room Booking for Outlook provides a "My Bookings" quick review of pending assignments, a "Quick Booking" pop-up which allows bookings to be made very quickly, the "Visual Booking" view which is a mainstay of the web software, and also links to a help page and the web software.



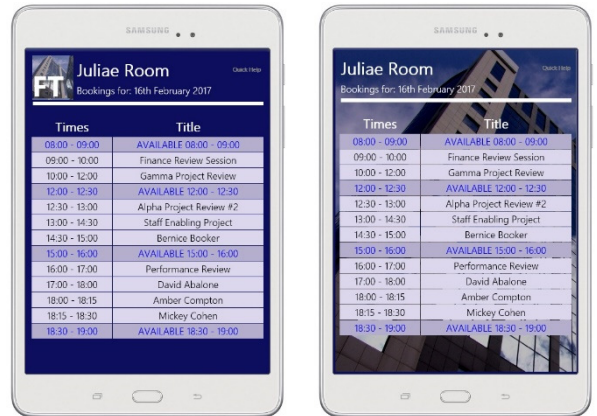
The "Floor Plan Desk Booking" (see section above) will also be added in the next Fast Track Room Booking for Outlook version. For further information about the Outlook module, please contact the Fast Track Team or an official partner, and request the brochure.

Fast Track Digital Signage

With Fast Track Digital Signage, it takes just a few seconds to:

- Review Meeting Information
- Make an Instant Booking
- Check In to a Meeting
- Cancel a Booking
- Book Later in the Day

All views self-refresh, so the data shown is completely live, with configurable refresh options.



INSTANT BOOKING 12:30 - 13:00

PIN:

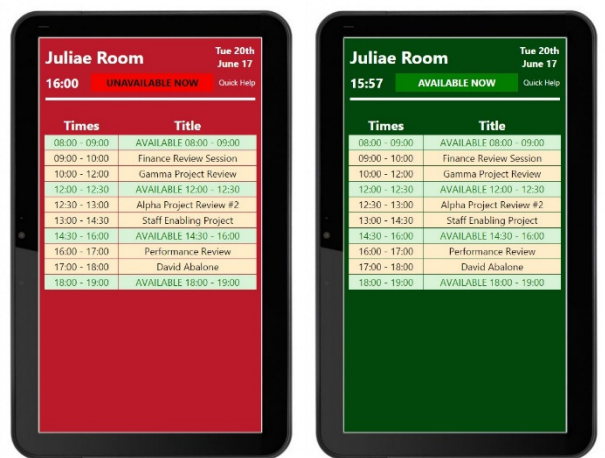
A two-click booking Guest mode is available, and auto-generated PIN codes make it simple for users to book, check-in and cancel, while at the room or desk.

Display Styles

The style of display can utilise established brand characteristics, such as logos, colours and fonts, background images, etc. One of the most effective themes is red-for-booked and green-for-available, meaning staff can see available desks and rooms before they are standing next to them.

Auto-Cancellation

When Auto-Cancellation is switched on, and no check-in occurs after a pre-set time, bookings are automatically cancelled and rooms and desks automatically become available. The typical time allowed after a booking starts and auto-cancel occurs, is 5 or 10 minutes, and can be varied by administrators.



Cost-Effectiveness

Fast Track Digital Signage optimises data for different data levels, including buildings (such as at front desks), floors (such as lift lobbies) and rooms (such as door signs). Fast Track Digital Signage provides for different form factors, being able to accommodate PC's, tablets, Plasma Screens and large-format TV's.

Investing in proprietary Digital Signage hardware can be expensive, with quite high costs for maintenance and obsolete hardware. Fast Track Digital Signage utilises a wide range of quality devices, which provide high value and low cost. Commodity pricing for Android tablets and TV screens turned into PC's (with HDMI-port dongle PC's), have meant that the costs of leveraging digital signage have tumbled.

For further information about Fast Track Digital Signage, please contact the Fast Track Team or an official partner, and request the additional brochure.

Fast Track Alerts

Fast Track Alerts is an Email Notification Agent, and does what you would do if you had time to scrutinise your data, every minute of every day.

Adding Email reminder Notifications will always result in a reduction in no-shows. With Fast Track Alerts, the content and frequency of reminder emails can be varied, and reminders are sent automatically without any admin or supervisor users having to do anything.

A typical approach is to remind bookers both 1 day and 7 days before any booking, and “suggest” that it would be good if they could cancel any unwanted bookings in a timely way, so that their colleagues can use the freed-up slots.

There are many alert permutations that will save your organisation time and money: your database holds key information relating to many business activities, departments and people. This information also relates to external service providers and other third parties.

Room Booking No Show Reduction

This alert is concerned with Room Booking No-Shows, and how not all unwanted bookings are cancelled by bookers. Alerts such as “Room Booking in 7 Days Reminder” and “Room Booking Tomorrow Reminder” send a reminder email to everyone with a room booking, 7 days before their booking and the day before their booking takes place.

Business Benefit

The Business Benefit of the “Room Booking Tomorrow Reminder” is that the number of No-Shows will be reduced, leading to a greater realised availability, increased room utilisation rates, and the associated cost savings.

Space Cost Savings

As the Room Utilisation Rate goes up, less space is needed to accommodate more staff. With fairly conservative costings, rationalising total space by one medium-sized conference room can save £70,000 a year.

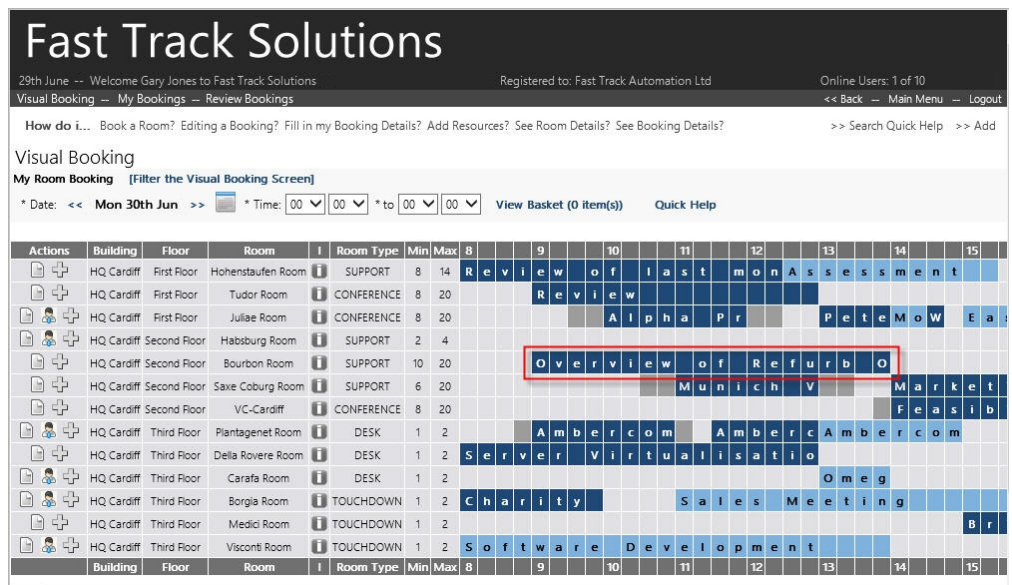
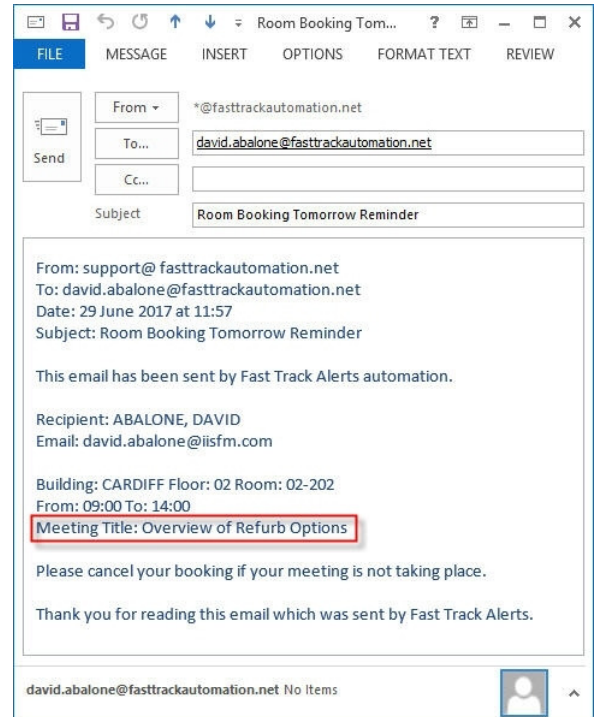
Multiple Notifications

Fast Track Alerts will send many emails if there are many bookings the next day. If there is one room booking the next day, or hundreds,

Fast Track Alerts makes sure that all sponsors are reminded. In virtually all room booking situations, when sponsors are reminded of their obligation to cancel unwanted bookings, the No-Show rate reduces.

Utilisation Increases

A log is also kept for each email that is sent, providing an audit trail inside the software. The logs can be combined with room booking cancellation data to determine No-Show improvements, and to ascertain whether there are users who ignore the cancellation requirements and reminders.



Alert Name	Alert Datetime	Alert Count
You have a Room Booking in 1 Day	29/06/2017 10:02:58	63
Service Observation Email	29/06/2017 08:46:31	1
Service Observation Email	28/06/2017 08:46:22	1
You have a Room Booking in 7 Days	27/06/2017 11:01:40	16
You have a Room Booking in 1 Day	27/06/2017 10:02:38	60
Service Observation Email	27/06/2017 08:46:12	1
You have a Room Booking in 7 Days	26/06/2017 11:01:47	29
You have a Room Booking in 1 Day	26/06/2017 10:01:36	21
You have a Room Booking in 1 Day	26/06/2017 10:01:36	21