

Room Reservations

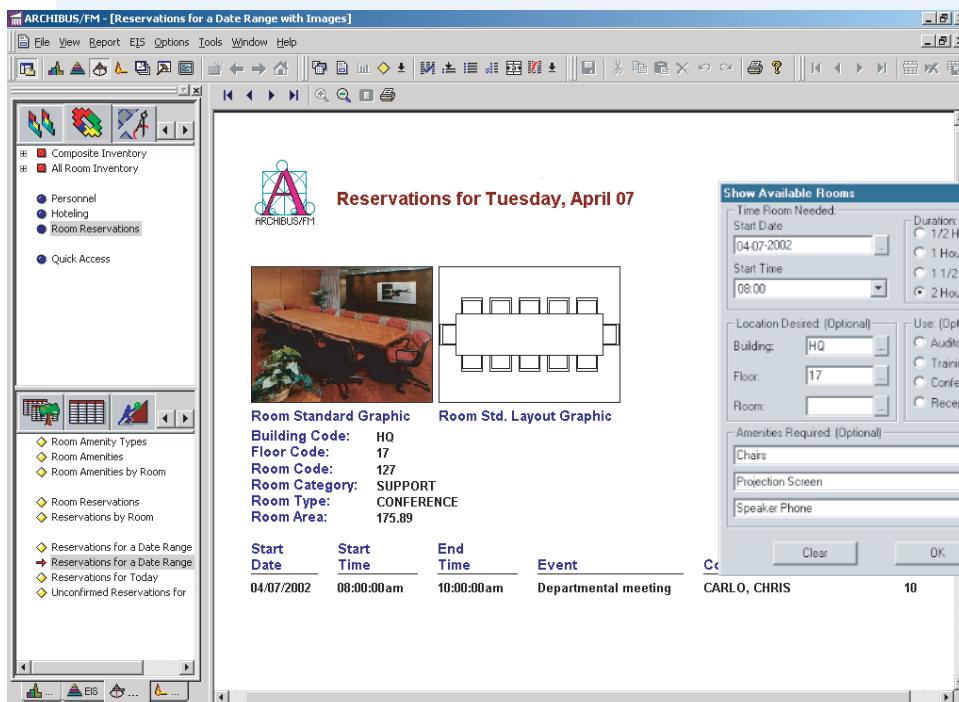
How many times have you reserved a common-purpose room for a meeting only to find it already occupied when you arrive, leaving someone to make a hasty retreat? Imagine always having the right room—including the appropriate amenities—available to accommodate your needs. The ARCHIBUS/FM Room Reservations application allows you to find available rooms best suited for your activity based on capacity, amenities, and availability. Room Reservations works in conjunction with the ARCHIBUS/FM Space Management application, matching existing room, cost, and chargeback information to available or reserved rooms.

Benefits

- **Expedites the process of reserving common-purpose rooms**
- **Improves staff productivity by minimizing double-booked rooms and the subsequent search for available space**
- **Ensures that required room amenities are available to avoid unproductive meetings**

Features include:

- Show available rooms
- Create room reservation
- Cancel room reservation
- Highlight reserved rooms
- Show reserved room-by date range
- Show available amenities
- Plus Many More...**



Quickly view details on a reserved room



Make Better Use of Your Time

The Room Reservations application significantly increases productivity as staff members spend less time searching for available space and resources. If you share room access with other departments, you can determine when these rooms will be available, avoiding expensive miscommunication and the frustration of participants wandering the facility in search of an available room.

- Reserve an available room for a desired time period based on capacity and amenities
- Confirm or cancel a room reservation with ease
- Quickly set up new rooms, assign amenities, and indicate occupancies

Match the Accommodations to the Occasion

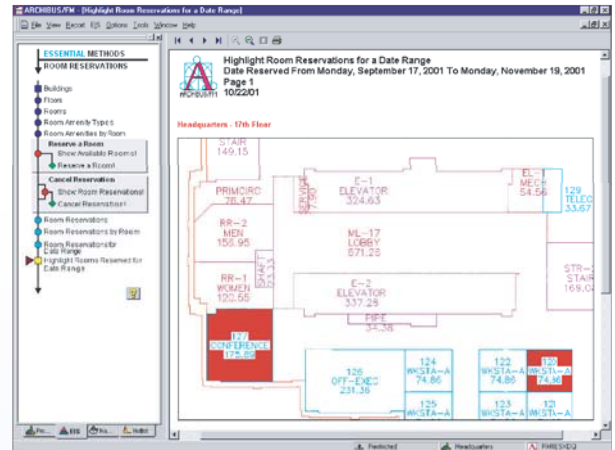
Avoid last-minute scrambling by reserving the rooms that are equipped to accommodate your needs. Room characteristics are built into the application and automatic restrictions will only show available rooms that satisfy your specific requirements.

- Review all the relevant details about a room before reserving it, including size, capacity, and associated amenities
- Select the intended use for the room from among several possible options and indicate the number of people expected
- Select only those rooms that have certain amenities—such as projection systems or video conferencing capabilities—permanently assigned to them

Stay Connected

Because it is intuitive and easy-to-use, the Room Reservations application will smooth the reservation process for everyone involved—from scheduler to meeting attendee. Even novice users can take advantage of the application, thanks to its easy-to-understand visual reservation process.

- Locate where a meeting is taking place by reviewing highlighted floor plans
- Assign meeting equipment, support, and services needs
- Convene spontaneous meetings in free rooms without interfering with scheduled groups
- Determine future shared room needs



Easily view the locations of available rooms

