

Room Booking & Resource Management





Room Booking & Resource Management

Just got easy!

Scalable software that meets the needs of all organisations, whether small or large.

- ☑ Automate administration and reduce cost
- ☑ Streamline booking processes
- ☑ Increase room usage and resource utilisation

Automate other time consuming activities such as catering, invoicing, repeat bookings and reporting to improve your customer service.

A seamless and fully integrated room booking solution.

Overview

Linac's room booking software is a hosted scalable web-based solution that allows you to process the most complex room bookings and schedule resources.

Through a single highly intuitive interface, users can request and reserve rooms, choose the desired room layout, pre-order catering, request additional equipment and supplies.

Existing booking processes are streamlined, including emailing booking confirmations to clients, emailing third party vendors, inviting attendees and publishing daily meeting schedules via plasma screens.

Work Smarter! Save time and money!

Cut out duplication, unnecessary administrative time and effort eliminating the risk of error. The software will enable you to:

- ✓ Automate existing processes saving time and money
- ✓ Maximise room utilisation and resource usage
- ✓ Integrate with calendar software, such as MS Outlook®
- ✓ Eradicate errors such as the risk of double bookings
- ✓ Produce automated MI reports
- ✓ Display information directly onto plasma screens

Microsoft® Partner

Working in partnership with Microsoft allows Linac to utilise many of Microsoft resources and latest technologies.

Linac is recognised as a software pioneer and users of many Microsoft technologies including the .NET Framework 4, SQL 2008, Windows Server 2008 and Sharepoint 2007. The company continues to invest in new and upcoming Microsoft technologies.



The Complete Solution

Scalable Architecture

The application is easy to modify and maintain to fit your specific business workflows and practices. Regardless of how many rooms, different types of resources or how many different locations you have the software is easily tailored.

Seamless Integration

The application will integrate seamlessly into your organisation and is able to integrate with existing applications such as Active Directory, LDAP, MS Outlook, Lotus Notes and SQL Report Services.

Complete Audit Trail

An audit trail and history of bookings and a built in set of standard reports helps you to manage and monitor trends, utilisation and usage levels, service levels and analyse costs.

Guarantee Your Investment!

We like to help you measure the impact and true benefit of your chosen software. We have extensive experience of helping organisations justify their investment and calculate their Return on Investment (ROI).

Best in Class Functionality

Automated Room Booking

You can allow end users direct access to reserve and book their own rooms and resources, or you may decide to manage all incoming bookings centrally through your team. The application can be adapted for the self-service environment or the client team.

Manage and Schedule Resources

The intuitive booking interface allows users and administrators to easily book catering, book and assign room equipment such as audio visual and other room supplies such as stationery.

Interactive Signage and Displays

The application can push booking information and schedules directly to reception screen displays, informing visitors of vital meeting information. Linac can also provide individual meeting room touch screens, enabling meeting conflicts and room utilisation to be managed in real time.

Reporting and Administration

The application can be tailored to meet your specific business needs. In addition to a set of standard reports that contain booking, utilisation, cost and user behaviour data, bespoke reports can be developed to suit your particular requirements.

Features Overview

Administration

Scheduling & Communication

- ✓ Set parameters such as maximum and minimum number of people, seating plans
- ✓ Make repeat bookings and schedules in advance
- ✓ Automate and send booking confirmations, instructions and reminders
- ✓ Automate postponement and cancellation notices
- ✓ Automate communication of changes to a booking or event
- ✓ See and manage all bookings– confirmed, provisional and any on a wait list
- ✓ Use a personalised home page to check actions
- ✓ Generate booking schedules, registers and reception sign-in sheets

Resource Management

- ✓ Manage venues, rooms and facilities and resources
- ✓ Associate resources and supplies to venues and rooms
- ✓ Automatically flag any booking conflicts
- ✓ Filter view of bookings by venues and rooms and resources
- ✓ Manage room trainer availability and utilisation
- ✓ Search for available and most appropriate room

Financial

- ✓ Manage room and resource pricing and discounts
- ✓ Track and manage resources and catering costs
- ✓ Automate invoice generation, easily edit and amend invoices
- ✓ Manage aged debtors and auto send reminders
- ✓ On line payment – ecommerce portal

Booking Management

- ✓ 24/7 on line booking access by end user or client team
- ✓ Repeat and bulk room booking functionality
- ✓ Provisionally room booking functionality
- ✓ Tailored escalation and approval processes
- ✓ Synchronisation with calendar software such as MS Outlook® and email

Evaluation Management

- ✓ Automate certification generation and printing
- ✓ Tailor and automate online evaluation forms and questionnaires

Reporting

- ✓ 24/7 real time reporting suite including utilisation reports, cancelled bookings, booking history reports, summary reports, no shows
- ✓ Drill down reporting and smart filtering report options
- ✓ Export functionality into MS Excel for personalised reporting

Customer / End User

Communication

- ☑ Real time personalised communication
- ☑ Receive automated booking reminders, notifications and confirmations
- ☑ Automated diary synchronisation and management
- ☑ Easy to use on line booking and payment options
- ☑ View and print booking schedules and summaries
- ☑ Receive key booking notifications
- ☑ Receive automated text reminders

Integration

- ☑ Data importing and sharing with existing systems
- ☑ Integration with calendar software such as MS Outlook, Lotus Notes and email
- ☑ Data download functionality into MS excel for reporting
- ☑ Integration with corporate web sites and intranets
- ☑ Branded to reflect corporate brand guidelines

Hosting

- ☑ Fully hosted solution with guaranteed performance and uptime
- ☑ Automated ticketing system for technical support
- ☑ NLB (Network Load Balancing), mirrored redundancy, and RAID array hard drives



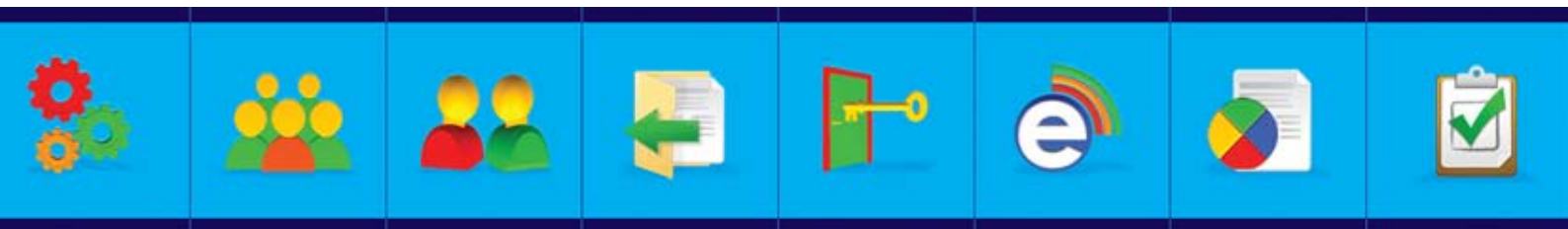


Room Booking

Effortless room booking and resource scheduling



Creative Technologies



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