

VisionR Module

Reservations



The module "Reservations" is used to handle reservation requests for spaces, inventory or sitting places. It supports recurring reservations of spaces, sending of notification emails and tracking of status changes. There is an option to automatically generate catering orders, cleaning orders or orders for space rearrangement.

Description

The VisionR module "Reservations" provides a sophisticated subsystem for reservations of facilities and inventory. It supports recurring reservations of spaces, sending of notification emails and tracking of status changes of reservation requests. The Reservations module implements a neat calendar view denoting all active reservations in respect to spaces and inventory.

User, who have access to the application can create new reservation requests via creation wizard in an internet browser (e.g. Internet Explorer, Mozilla Firefox etc.). Creating a new reservation requires normally three steps:

- unit search (space, inventory or sitting place)
- input of reservation details for the chosen unit ("meeting subject", "description", "status" etc.)
- request confirmation with additional e-mail options

Completing a request triggers automatically generated e-mail confirmations to the user and the participants. Automatically generated orders for catering, cleaning, space rearrangement or item delivery can be sent per e-mail or sms. Status changes trigger e-mail or sms notifications.

Functional overview

- reservation requests for spaces (meeting spaces, conference halls, stadiums etc.) and inventory items
- reservation requests / administration via intranet or internet (only browser needed)
- request for other persons (e.g. over help desk or team assistant)
- special units can be requested only over the administrators for those units
- reservation details can be copied from existing reservation requests
- system checks deny reservations for the same unit at the same time
- inventory item reservation requests as subrequest for space reservation (beamer, flipchart etc.)
- space or inventory images or other documents are visible in an image gallery
- calendar overview of all reservations for a reservation unit
- editable set of searchable unit properties (has beamer?, has flip chart?, has network connection? etc.)
- auto-generated e-mail messages upon reservation or status changes
- hierarchical unit structure (for dividable spaces or group of inventory items)
- requests for recurrent and for repeating reservations
- editable list of holidays, when no reservations are allowed
- table and calendar view of the own reservations for time / status changes
- user setting for representatives to take over coordination (vacation option)
- management reports (e.g. average occupation, costs etc.)

Options

- Catering orders (drinks, snacks etc.)
- Delivery orders (beamer, flip chart etc.)
- Space rearrangement orders
- Cleaning orders
- Linking reservations with budgets and cost centers

Technical details

- all space and inventory properties can be adjusted to the customer's needs
- layout changes are possible
- automatically generated e-mail as ICS (directly readable as event in Microsoft Outlook)
- export of all reservation data as CSV, PDF, XML or HTML possible
- standard interfaces for using existing personal, space or inventory data
- complete internationalization

User roles

- **Normal user**
can search spaces and make reservation requests;
can change his own requests or requests as representative
- **Unit administrator**
can reserve special units, which are not reservable for the normal user
- **Administrator**
can edit space or inventory units;
can read and change all reservation data
- **Inhouse service (janitor)**
table or calendar views of reservation requests;
order lists for item delivery, space rearrangement, catering or cleaning
- **External contractor**
table or calendar views of reservation requests;
order lists for item delivery, space rearrangement, catering or cleaning