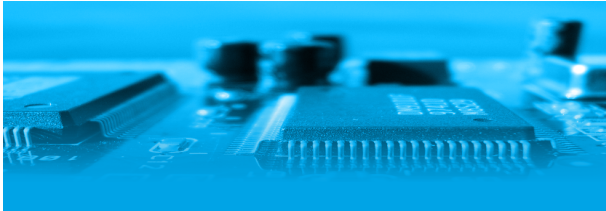# PRODUCT DATASHEETS

RESERVATION OF ROOMS AND EQUIPMENTS

Highlights

FIND THE ROOM THAT SUITS YOU

Through this application, the beneficiary of the room can search for the place that corresponds perfectly to his needs, thanks to several criteria.

He will be able to select the location of the room (in which building, on which floor), the specified dates and time, the equipments (video projector, video ...), or the capacity of the room.

EASY TO USE

The user accesses his favorite rooms via a specific tab; Just one click to book one or more rooms. Thanks to the planning, he sees at a glance the reservations already effected by others.

FOLLOW-UP OF RESERVATIONS

The application sends e-mails for confirmation, or notification, so that the user does not miss an important information.

Main features

- Intuitive web interface
- Choice of rooms according to criteria
- Reservations allocated according to access rights
- Simplicity of use thanks to the planning
- Fine management of room access by the administrator
- Important information visible instantly
- "Favorite rooms" tab for users
- Visibility of available resources
- High security: you control who is in which room

Manage your shared spaces

The management of room reservations is a software option of MICRO-SESAME. It allows to plan the occupancy of shared rooms, it also automatically give the access rights for a room to someone who has made a reservation.

This function is carried out through a dedicated web interface, which can be available on an intranet, for example.

The users of the application are automatically synchronized with the "identified" in MICRO-SESAME. Specific login credentials are created in the reservation app.

Each room is associated with a badge reader, which can be both Online and Offline. In the first case, the rights are updated in real time. In the second, the "beneficiary" must reload his rights on a terminal before accessing the rooms.

A single user who is the beneficiary of the reservation obtains the access rights on this reader.

OUR OFFERINGS

SOFTWARE	HARDWARE	SERVICES
MICRO-SESAME RESERVATION OF ROOMS AND EQUIPMENTS		

RESERVATION OF ROOMS AND EQUIPMENTS

The app

Rooms planning

Search by criteria

Search by available equipments

Statistics
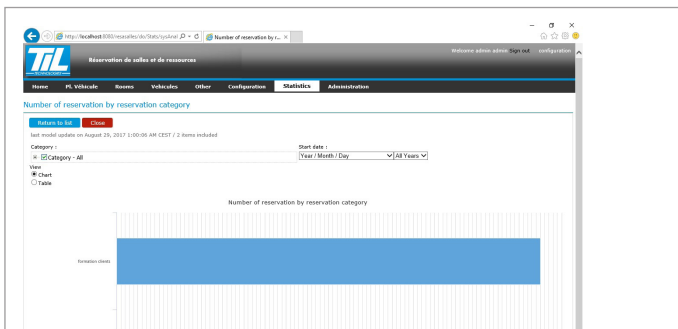
Administering rooms

An administrator is a person authorized to create rooms, with all their useful characteristics for research, associated equipments ... He also defines rules and processes affecting other users :

- **Management of privatization of rooms :** The administrator may assign rooms to designated persons; For example room no. 12 can only be used by persons from the finance department.

- **Availability management :** Possibility of defining unavailability to prevent reservations, or possibility to insert information banners on the schedule.

- **Validation management :** The validation process of a room is configurable by the administrator or defined persons. Sending automatic mail of approval or cancellation. In case of absence of the administrator, the administrator may delegate its rights to another user.

- **Management of services associated with the rooms :** Reservation costs, catalog of services priced with possibility given to the beneficiary to print a quotation.

- **Printing / exporting calendars in PDF or XLS :** For use by hostesses, who will guide participants to the correct room, or for distribution to providers, so that they plan their interventions

- **Editions of statistics :** In order to know the utilization, the filling ...

References

Web features for MICRO-SESAME
- WS-GRS10 : Management of the reservations concerning rooms and equipments - up to 10 equipments (>MS 2017.2.1)
- WS-GRS30: Management of the reservations concerning rooms and equipments - up to 30 equipments (>MS 2017.2.1)

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SECURITY SYSTEMS

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