

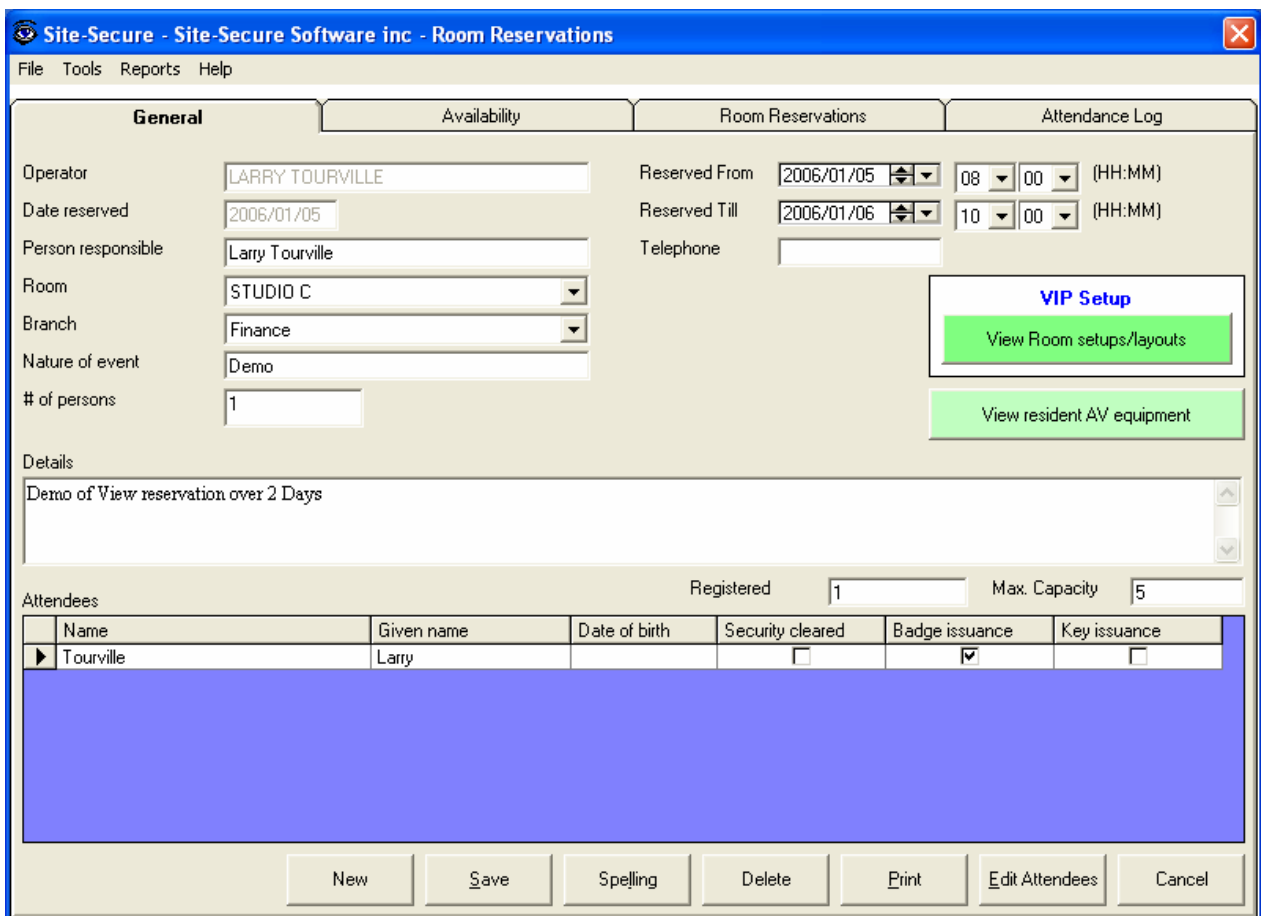


SITE SECURE

Security Management *Made Easy*

Room Reservation Module

The Room Reservation Module is a must for all facilities having multiple meeting and board-rooms. The module allows authorized persons to search for the availability of meeting rooms based upon the requirements of the meeting e.g. number of persons, audio/visual requirements, teleconferencing, kitchen facilities etc. Never again are rooms double booked, found to be under renovation or equipment upgrade, when you arrive for your appointed meeting. It is possible to view typical room layouts online and select the one that suits your requirements and e-mail the selected room to facilities and request the room be so configured. Rooms with special booking requirements can be instantly viewed with the special booking requirements and availability are displayed. If the Contractor Module is being used, then any work being performed by a contractor on your selected room, the software would advise you that it was not available until a given date. (projected contract completion date).



Site-Secure - Site-Secure Software inc - Room Reservations

File Tools Reports Help

General Availability Room Reservations Attendance Log

Operator: LARRY TOURVILLE
 Date reserved: 2006/01/05
 Person responsible: Larry Tourville
 Room: STUDIO C
 Branch: Finance
 Nature of event: Demo
 # of persons: 1

Reserved From: 2006/01/05 08:00 (HH:MM)
 Reserved Till: 2006/01/06 10:00 (HH:MM)
 Telephone:

VIP Setup
 View Room setups/layouts
 View resident AV equipment

Details
 Demo of View reservation over 2 Days

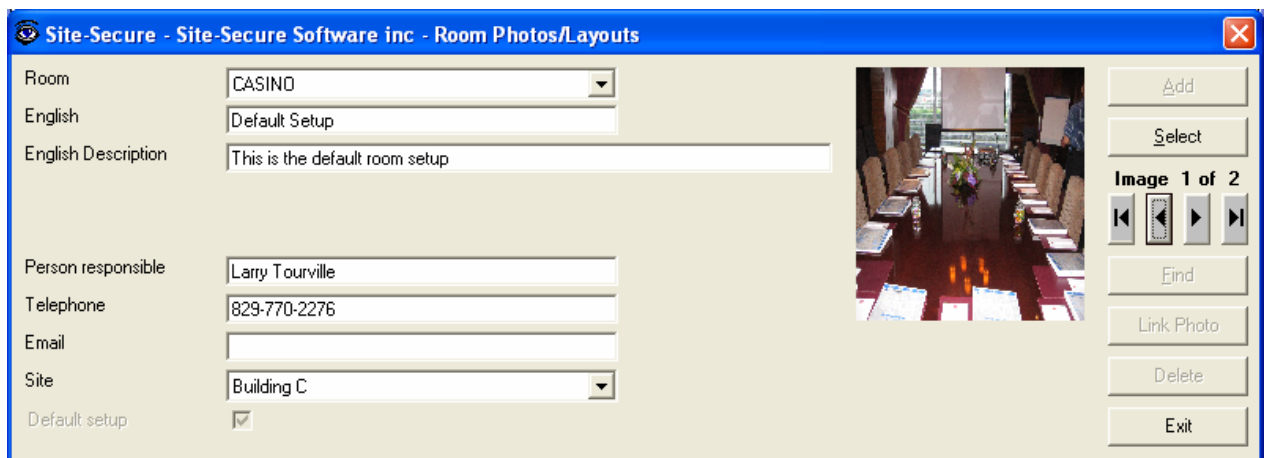
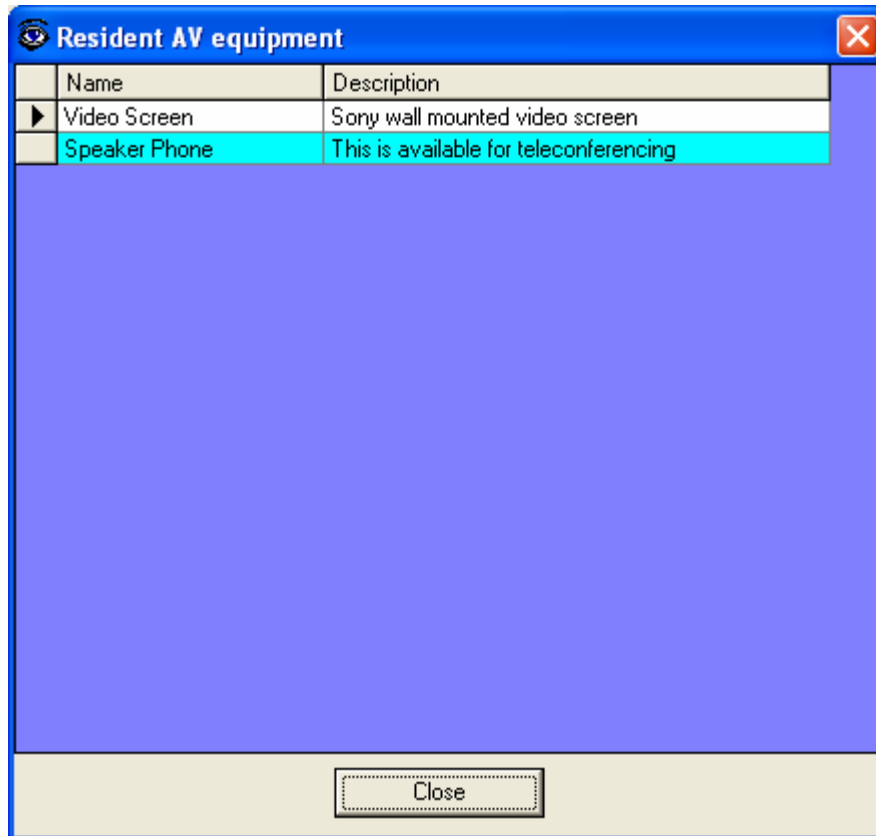
Attendees Registered: 1 Max. Capacity: 5

Name	Given name	Date of birth	Security cleared	Badge issuance	Key issuance
▶ Tourville	Larry		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

New Save Spelling Delete Print Edit Attendees Cancel

Features

- Reserve meeting rooms from anywhere on your network
- No more double booking or meeting overlaps for rooms
- Display maximum room capacity by Fire Code
- Display room features, e.g. audio/visual, teleconferencing etc
- Indication of rooms with special booking restrictions
- Advise if a room is under going maintenance or upgrade
- Prohibited items list
- Personal items list



Extensive report capabilities

- Total usage per room and number of persons per use
- List of equipment per room and detailed description
- List room(s) attached to which department
- List meeting rooms per floor

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File Tools Reports Help

Availability Room Reservations Attendance Log

Operator _____ Reserved From 2005/06/01 08:00 (HH:MM)

Date reserved _____ Reserved Till 2005/12/17 10:00 (HH:MM)

Person responsible _____ Telephone _____

Room STUDIO C

Branch Administration

Nature of event Test for Branch field

of persons 1

Details

Site-Secure room reservations module sample data entry

Registered 5 Max. Capacity 5

Name	Given name	Date of birth	Security cleared	Badge issuance	Key issuance
Leduc	Martine		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leger	Marcel		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Morin	Guy		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plouffe	Kritelle		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thomas	Norm		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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