

Optimus BT Room Reservation Solution Information



Redefine

The way you manage
your workplace

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Take the Hassle out of Room Reservation

Problems finding unoccupied meeting rooms and making reservations are often the result of unclear procedures or difficult technology. Optimus BT's Room Reservation solution ensures that room booking is clear and visible for everybody.

Optimus BT's Room Reservation is a business-ready collaborative, self-service driven reservation management solution supported on both SharePoint 2007 and SharePoint 2010 platforms. With Room Reservation, you can bring together a collaborative workspace on managing the workspaces and conference room booking and approvals with creation of reports in a centralized solution.

Benefits

- Centrally manage rooms, spaces, and facilities which can be reserved
- Select the room, space, or facility that is right for your needs using profiles & detail pages
- Comment, rate, discuss, collaborate and provide feedback on rooms, spaces, and facilities
- Reserve rooms, spaces, and facilities in a self-service manner
- Get a complete view of reservation status with reservation reports

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Features

- **Advanced Search**

The advance search features gives end users the ability to search for facilities, spaces, and rooms using various keywords and parameters- providing the right type of filtered results instantly. There is also the ability to customize the search feature to filter rooms by available facilities

- **Double Scheduling and Conflicts Validations**

Room scheduling software automatically takes care of double-bookings and conflicts, sending notifications to the users. It also provides efficiency by checking for and verifying double-bookings automatically.

- **Floor Plan, Calendar, & Profile- based Scheduling**

The scheduling system provides the ability to reserve spaces right from floor plans, the scheduling calendar, or profile pages – making it fast and easy for end users to reserve spaces without the need to navigate to multiple pages.

- **Recurring Scheduling**

Our room reservation application allows users to reserve spaces on a recurring basis with a variety of options including start date, end date, number of recurrences and days of recurrence

- **Floor Plan / Space Management**

The floor plan administration application allows administrators to upload floor plans for multiple locations, tag, and map the reservable spaces straight from the floor plans. The mapped spaces are centrally stored within the facilities database and made available for reservations by end users

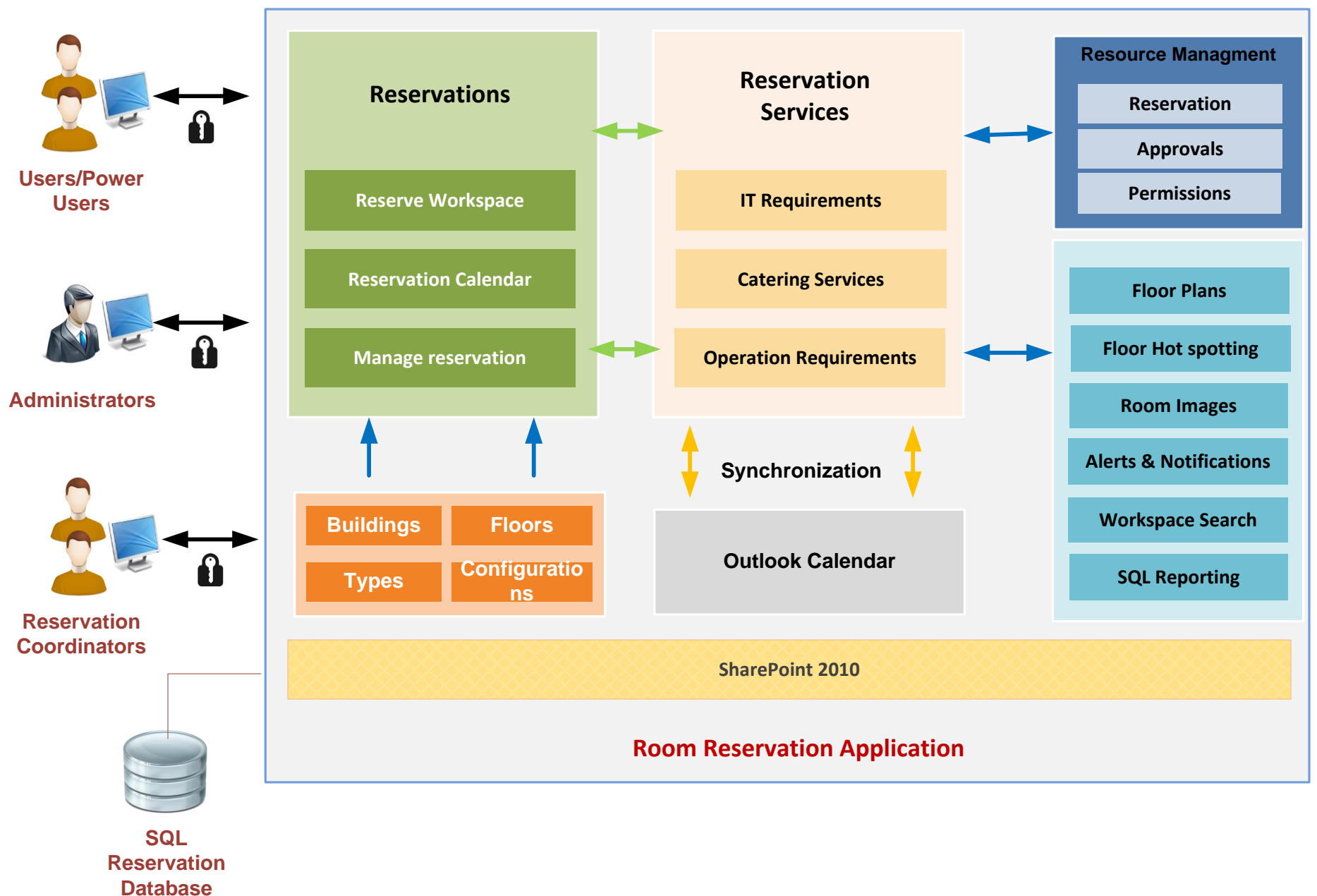
- **Easy Administration**

An administrative dashboard enables managers and administrators to create spaces, block/unblock, remove, and deactivate spaces in a centralized manner. The administration screens also allow for users, groups, and security management of the application.

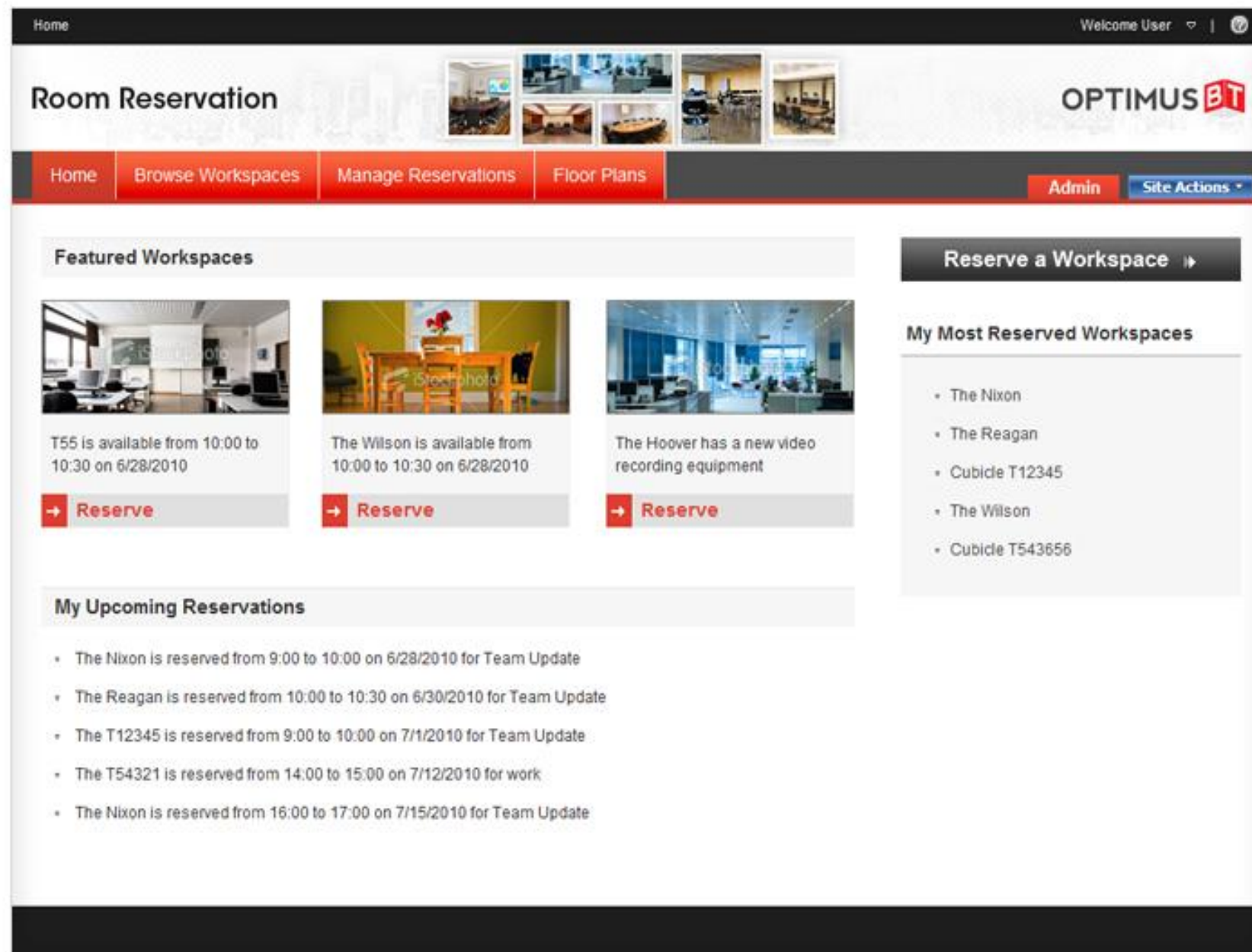


Optimus BT Room Reservation Solution Information

Functional Architecture

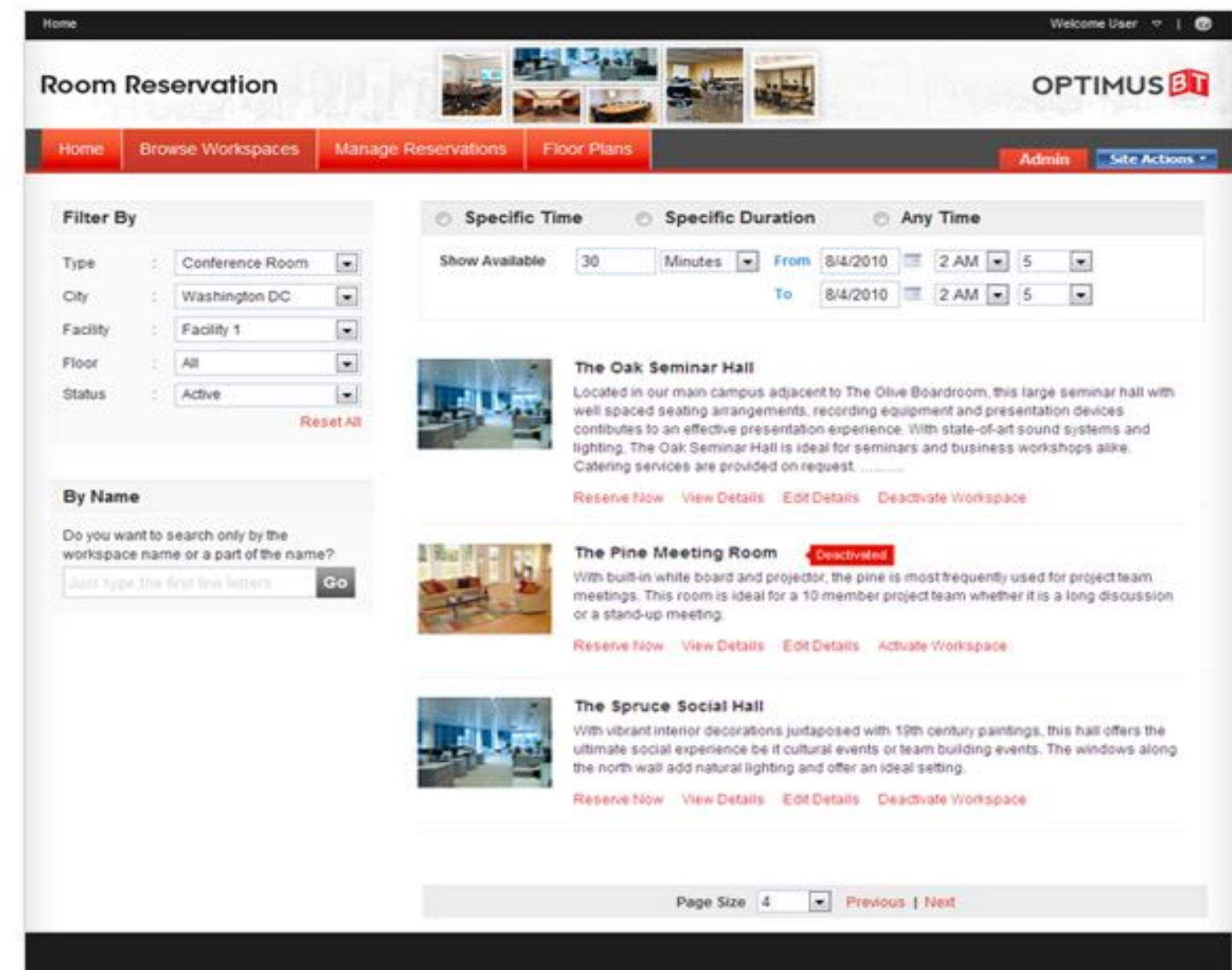


Optimus BT Room Reservation Solution Information



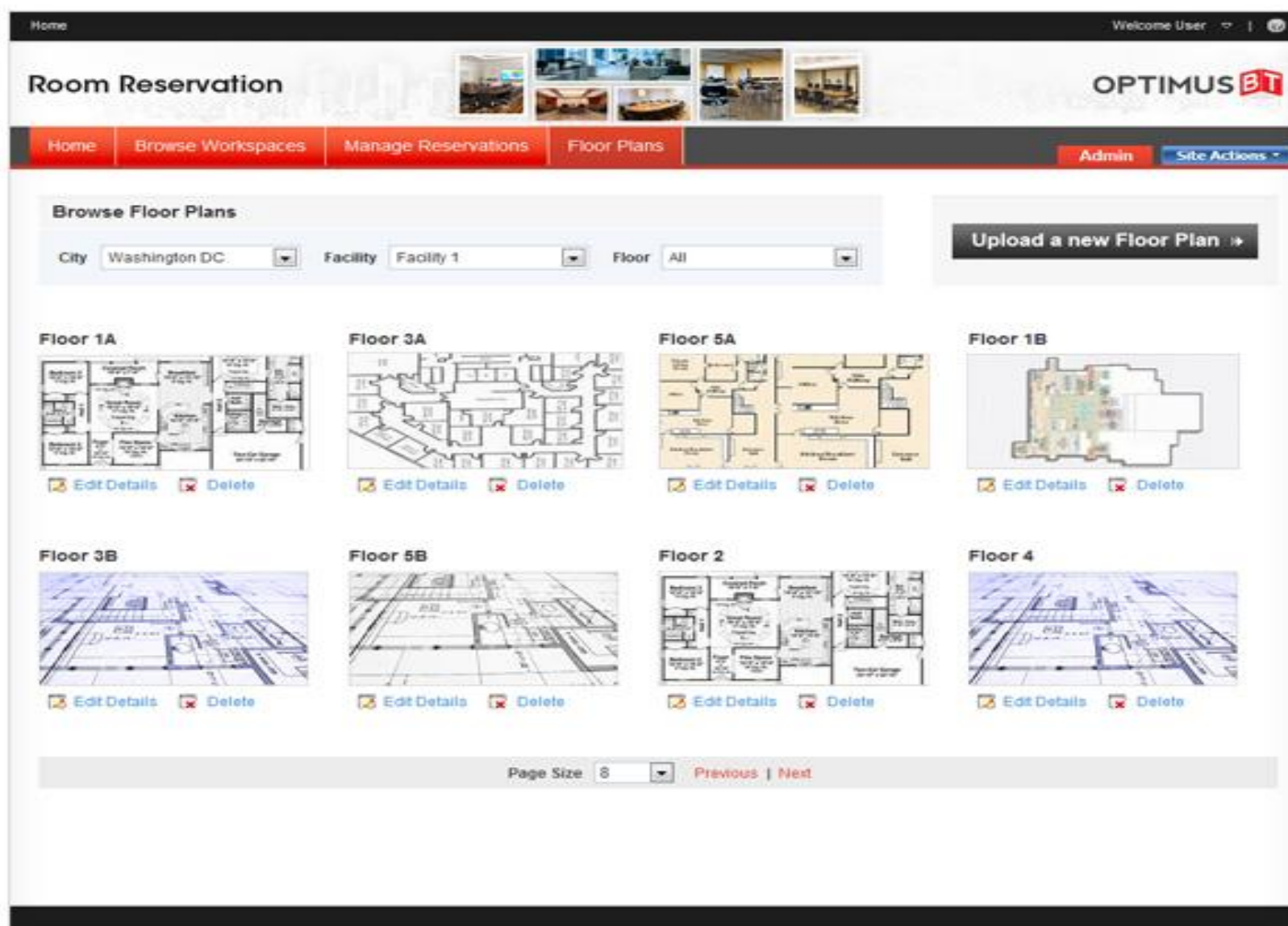
The Dashboard

The dashboard provides a contextual view of all the rooms and facilities, as well as a summary of upcoming reservations.



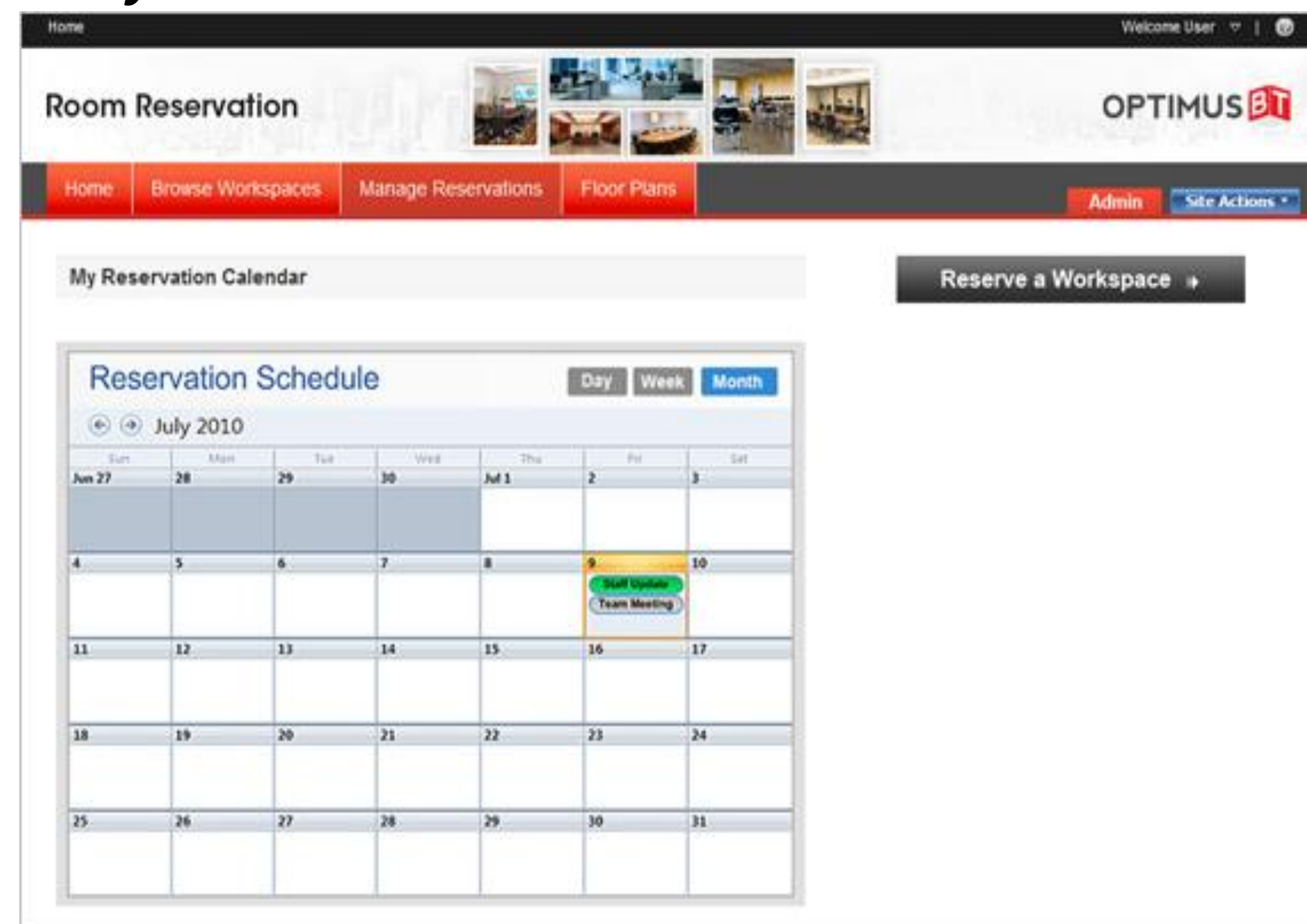
Browse

The browse capability provides a host of filters and search mechanisms to help you find spaces in a fast and easy manner.



Floor Plans Dashboard

Allows you to view various floor plans and the available spaces within them. You can also upload floor plans in a self-service manner.



Reservation Calendar

A centrally managed, secure calendar that provides a calendar view of all your reservations.

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The screenshot shows the 'New Reservation Form' interface. It includes a navigation bar with 'Home', 'Browse Workspaces', 'Manage Reservations', and 'Floor Plans'. The form fields are: Title (text input), Start Time (time picker), End Time (time picker), Type (dropdown menu), City (dropdown menu), Facility (dropdown menu), Floor (dropdown menu), Workspace (dropdown menu), and Description (text area). There are radio buttons for 'Make this a repeating reservation' and options for 'Daily', 'Weekly', 'Monthly', and 'Yearly'. A 'Patterns' section includes 'Every 1 day(s)' and 'Every Weekday'. A 'Date Range' section includes 'Start Date' (time picker), 'No End Date', 'End after 5 occurrences', and 'End Date' (time picker). At the bottom, there are 'Reserve' and 'Cancel' buttons.

New Reservation

A simple, easy-to-use reservation screen that provides various options for you to setup your reservation. Automatic validations run in the background when you reserve a room to eliminate double bookings

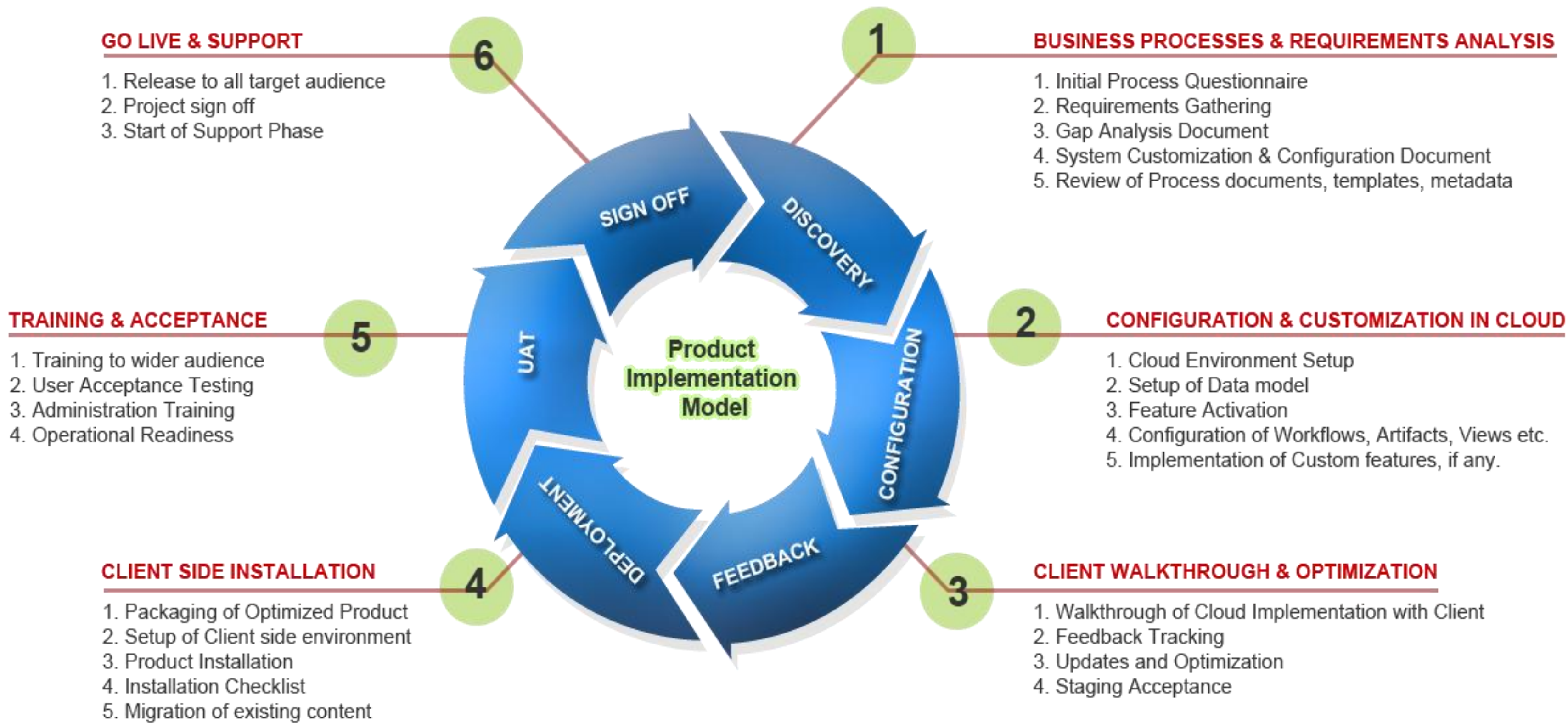
The screenshot shows the 'Workspace Hot Spotting' interface. It is divided into two main sections: '1. Upload Floor Plan Image' and '2. Mark Workspaces'. The '1. Upload Floor Plan Image' section includes a 'Browse' button and dropdown menus for 'City*' (Washington DC), 'Facility*' (Facility 1), and 'Floor*' (All). There are 'Upload' and 'Cancel' buttons. The '2. Mark Workspaces' section includes a note: 'Please note that you can only add existing workspaces to a floor plan.' Below this is a floor plan image with several rooms highlighted in red and green. At the bottom, there is a 'Select Workspace' dropdown menu with 'The Nixon' selected and an 'Add' button.

Workspace Hot Spotting

Allows you to Hotspot workspaces within the floor plans and initiate bookings directly from hotspot workspace area with easy, contextual menus. Also, the system graphically shows availability of rooms by red or green coloring based on the selected time

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Implementation Methodology



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System Requirements

Hardware Requirements

SharePoint Server 2010 or SharePoint Foundation 2010 are 64-bit applications and can only run on a 64-bit edition of the Windows Server 2008 operating system. You must have hardware that supports the use of a 64-bit operating system and 64-bit SQL Server.

Component	Minimum requirement
Processor	64-bit, four cores
RAM	4 GB for developer or evaluation use
	8 GB for production use in a single server or multiple server farm
Hard disk	80 GB for system drive
	You must have sufficient space for the base installation and sufficient space for diagnostics such as logging, debugging, creating memory dumps, and so on. For production use, you also need additional free disk space for day-to-day operations. Maintain twice as much free space as you have RAM for production environments.

Operating System Requirements

“Windows Server 2008 or Windows Server 2008 R2”. SharePoint Server 2010 and SharePoint Foundation 2010 must be run on a 64-bit edition of Windows Server 2008 with Service Pack 2 or Windows Server 2008 R2.

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System Requirements

Database Requirements

64-bit SQL Server 2005 SP2 or 64-bit SQL Server 2008. For server farm installations of SharePoint Server 2010 and SharePoint Foundation 2010, you must be running 64-bit versions of Microsoft SQL Server® 2005 or Microsoft SQL Server 2008 (each with the appropriate service packs and updates) on your database servers.

The below Hardware Requirement for the Database server recommended by Microsoft

Component	Minimum requirement
Processor	64-bit, four cores for small deployments, 64-bit, eight cores for medium deployments
RAM	8 GB for small deployments
	16 GB for medium deployments
Hard disk	80 GB for system drive Hard disk space is dependent on the size of your SharePoint content.

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Contact Details

If you have any questions or need additional assistance, please feel free to contact us.

Contact Information

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