ACX | DESIGN INNOVATIONS

FACILITY BOOKING SYSTEM

Integrated with Advanced Visitor Management System

ACX FACILITY BOOKING SYSTEM   10:18 AM   26 May 2020

Meeting Room 5
09:30–10:30
Marketing Team Meeting
John Smith

11:30–12:00
IT Team Meeting
Alice Li

Note: Ticker appears here, e.g. news, announcement, weather etc.
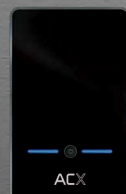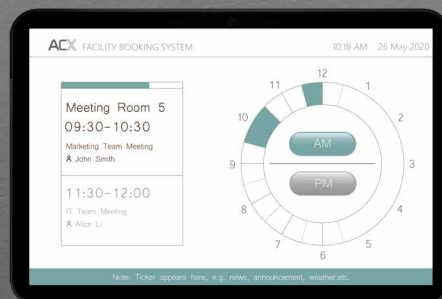
Introduction

ACX Facility Booking System was designed to be the simplest and most effortless solution for facility booking. It also integrated with ACX Visitor Management System and Facility Access. An one stop platform for user to book a room, online registering & inviting visitor, and manage the visitor access.

Whole day bookings are shown on the tablet mounting outside the venue. Available to make booking on computer via web platform. Through the tablet, people can check whether the room is occupied, and view the full day meeting schedule, to eliminate meeting interruptions and work smoothly.

Operation Flow

①
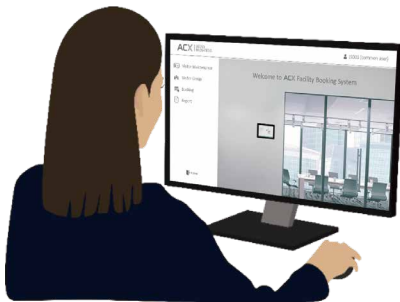
User (host) login web platform and create a booking.

②

Scramble QR Code, changes in every second

Once completed the booking, user (host) and visitor will receive a confirmation email with the meeting details and a scramble QR code.

③

On the meeting day, visitor scan the scramble QR code at reception and verify visitor's identity.
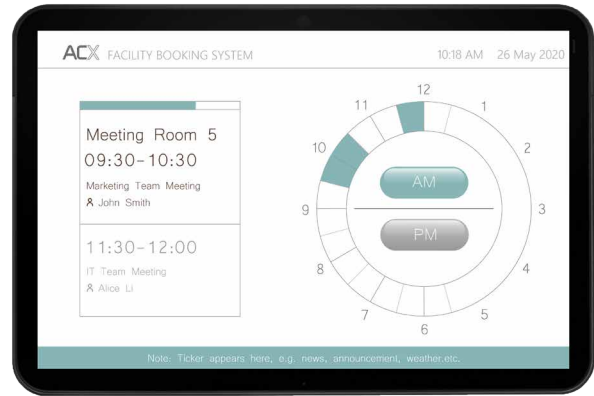
④

Use the scramble QR code to access the entrance / turnstile / lift and meeting room and start your meeting now.

Tablet Interface

Meeting information display :

- Room Name
- Room Status (Vacant / Occupied)
- Meeting Information
- Current Meeting & Next Meeting

Web Platform

Admin Main Function

1. Create User – Add your staff / tenant to use this platform
2. Create Room ID – Add facility and room door details
3. Booking Setting – Booking period setting
4. Report – View user booking record and visitor access record

User Main Function

1. Visitor Maintenance – Add your visitor information
2. Visitor Group – Classify visitors into different groups
3. Booking – Book meeting room, online register and invite visitors to the meeting, and send a QR code to visitor to access meeting room
4. Report – View booking record and visitor access record
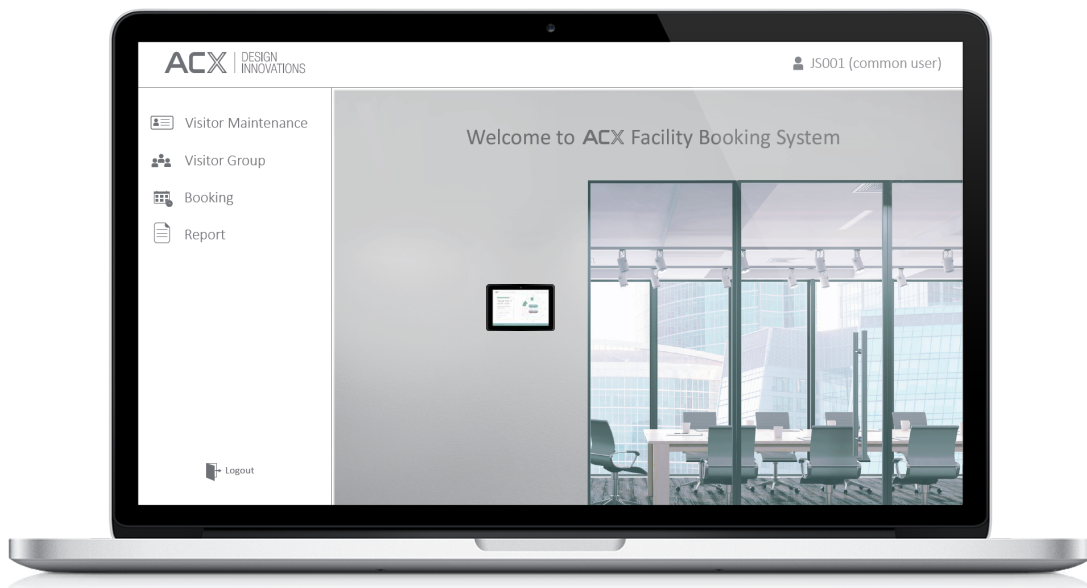
Create a Booking via Web Platform

Screen 1

ACX | DESIGN INNOVATIONS

👤 JS001 (common user)

- 📇 Visitor Maintenance
- 👥 Visitor Group
- 📅 Booking
- 📄 Report

| 1. Select Room | 2. Select Datetime | 3. Add Visitor | 4. Host & Confirmation |

Room ID	Room Details
Diamond Meeting Room	Max 20 people, projector + white board
Gold Meeting Room	Max 15 people, projector + white board
Silver Meeting Room	Max 10 people, projector + white board
Meeting Room 01	Max 6 people, TV + whiteboard
Meeting Room 02	xxxxxxxxxxxxxx

🚪 Logout

Next

Screen 2

ACX | DESIGN INNOVATIONS

👤 JS001 (common user)

- 📇 Visitor Maintenance
- 👥 Visitor Group
- 📅 Booking
- 📄 Report

| 1. Select Room | 2. Select Datetime | 3. Add Visitor | 4. Host & Confirmation |

Entrance Access	2021- 3- 19 10:00
Access Expiry	2021- 3- 19 14:00
Facility Booking	2021- 3- 19 (Friday)

| Morning (5:00-12:00) | Afternoon (12:00-20:00) | Night (20:00- 5:00) |

5:00-6:00   7:00-9:00   8:00-9:00   9:00-10:00

10:00-11:00   11:00-12:00

🚪 Logout

Back   Next

Screen 3

ACX | DESIGN INNOVATIONS

👤 JS001 (common user)

- 📇 Visitor Maintenance
- 👥 Visitor Group
- 📅 Booking
- 📄 Report

| 1. Select Room | 2. Select Datetime | 3. Add Visitor | 4. Host & Confirmation |

Individual

Group

Q   Reset

Tom Li	☑	XXXXX	☐
Amy Ho	☑	XXXXX	☐
XXXXX	☐	XXXXX	☐
XXXXX	☐	XXXXX	☐
XXXXX	☐	XXXXX	☐

⊕ Visitor Individually
⊕ Import Visitor

✓ Selected Visitor: Tom Li, Amy Ho

🚪 Logout

Back   Next

JS001 (common user)

Visitor Maintenance
Visitor Group
Booking
Report

1. Select Room   2. Select Datetime   3. Add Visitor   4. Host & Confirmation

Host Name: John Smith

Check Your Booking Details

Room ID: Diamond Meeting Room
Room Details: Max 20 people, projector + white board
Meeting Title: Project A Meeting
Facility Booking Date: 2021-3-19 (Friday)
Facility Booking Time: 11:00-12:00
Visitor Entrance Access : 2021-3-19 10:00
Visitor Access Expiry : 2021-3-19 14:00
User Name: John Smith

Visitor (👤2):
- Tom Li, xx@xxxxx.com
- Amy Ho, xx@xxxxx.com

Back   Confirm

Logout

View Record via Web Platform

ACX | DESIGN INNOVATIONS

JS001 (common user)

Visitor Maintenance
Visitor Group
Booking
Report
  Booking Record
  Access Record

Reference No.	Room ID	Booking Datetime	Host Name	Visitor	Meeting Title
001	Diamond Meeting Room	2021-03-19 11:00-12:00	John Smith	Tom Li, Amy Ho	Project A Meeting

Logout

< 1 2 3 4 5 6 … 10 >   Go to 1

ACX | DESIGN INNOVATIONS

JS001 (common user)

Visitor Maintenance
Visitor Group
Booking
Report
  Booking Record
  Access Record

Visitor Name	Company	Host Name	Meeting Title	Entrance Access	Access Expiry	Check In	Check Out
Tom Li	ABC	John Smith	Project A Meeting	2021-03-19 10:00	2021-03-19 14:00	2021-03-19 10:11	2021-03-19 13:38
Amy Ho	ABC	John Smith	Project A Meeting	2021-03-19 10:00	2021-03-19 14:00	2021-03-19 10:20	2021-03-19 13:30

Logout

< 1 2 3 4 5 6 … 10 >   Go to 1

ACX

www.acxhk.com