




Your facility booking is released.

Facility Booking

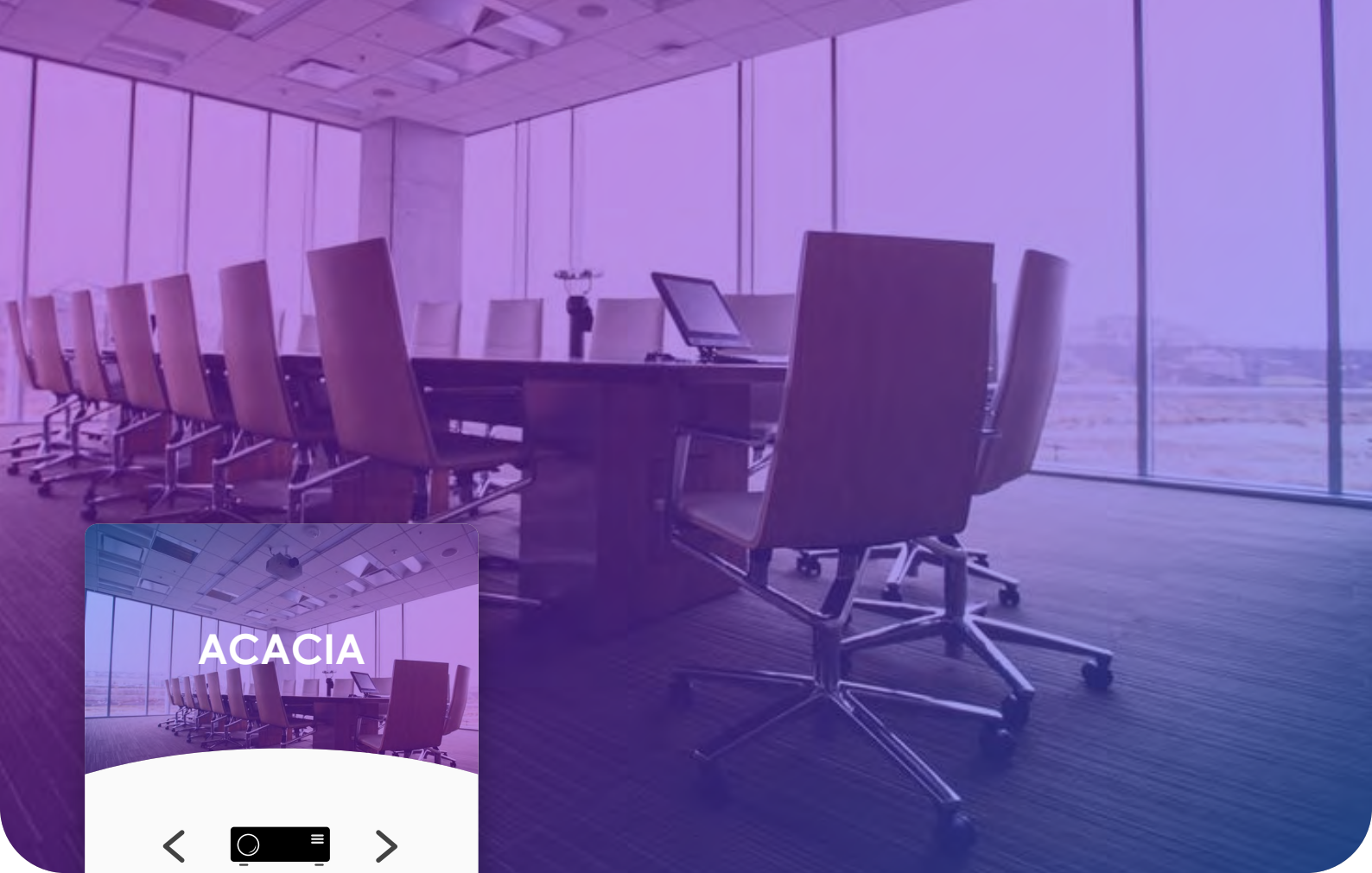
ACAICIA FACILITY BOOKED

RELEASE



Why you need iviva Facility Booking?

- Efficient utilization of bookable facilities
- Centralize management of facility reservations across a portfolio of buildings
- Effortless search and booking of a facility
- Improves office administration and staff productivity
 - allows finetuning of 'facility booking process' to organization's needs
- Saves energy by integrating with HVAC & lighting system via iviva IBMS
- Prevents disruption to meetings by integrating with iviva maintenance management
- Provide a seamless user experience for visitors integrating with visitor management



ACACIA



OCCUPANCY 6

FLOOR 1


Configuring facilities

- Attach images of your facility
- Specify if office administrator has to approve bookings made – useful for high cost facilities
- Capture hourly rate of using the facility for costing purposes
- Displays possible configurations along with seating capacity
- Add services available at the facility along with their costs and lead times
- Saves energy by integrating with HVAC & lighting system via iviva IBMS

john@iviva.com x




smith@iviva.com x


| at 10:00 Am



ACACIA



OCCUPANCY	6
FLOOR	1



SYCAMORE

OCCUPANCY	5
FLOOR	4

Search a facility

- Allows searching for a suitable facility based

Location x

Start/end time x

Type of the facility – i.e. boardroom, meeting room, auditorium etc x

Availability of services – i.e. whiteboard, projector etc x

August



1 2 3 4 5 6 7

Invitees schedule

30 Mins
2:00 PM



x



x



x



x

Book a facility

- Booking allowed via desktop and mobile app
- View booking calendar of a facility
- View layout of a facility
- Add invitees
- Select services needed
- 'One Click' booking for host's preferred facilities



Managing a booking

- View Bookings
- Edit Bookings
- Copy Bookings
- Repeat a Booking
- Reschedule a Booking
- Extend a Booking
- Cancel a Booking
- End a Booking



Weblets and analytics

- Top Booked Facilities
- Top Rated Facilities
- Upcoming Bookings
- Currently Available Facilities
- Facility Booking by Type
- Today's Facility Booking Summary



Reports

- Ability to create custom reports



Companion devices

- Meeting room console

Booking calendar overview ✕

Facility status ✕

Book facility from console ✕

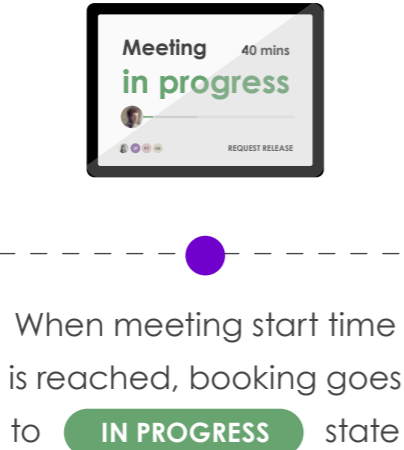
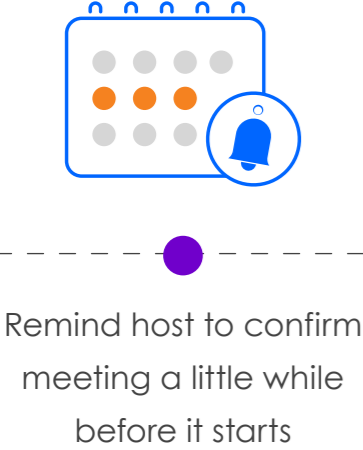
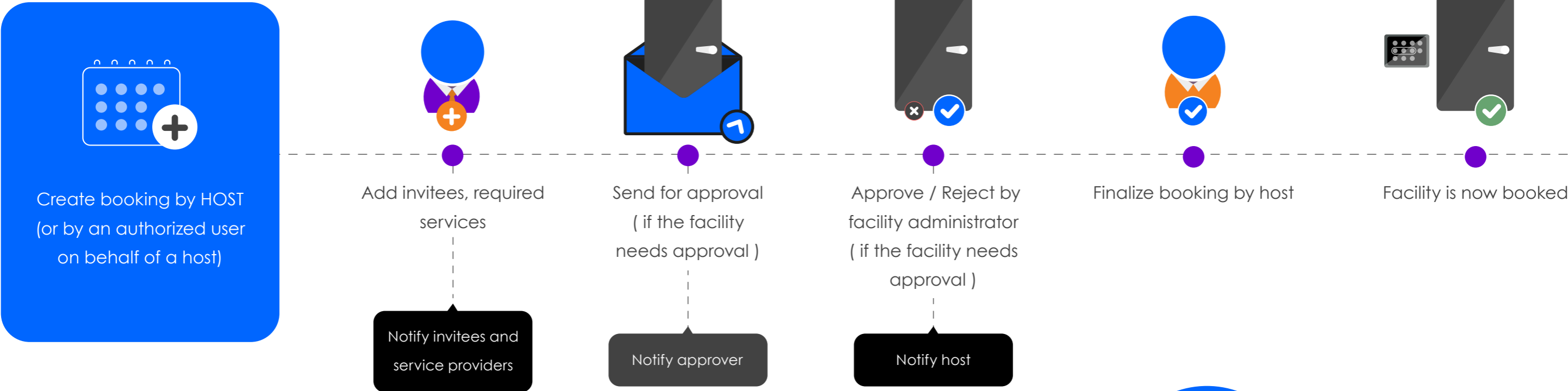
Integrates with access card ✕




Additional functionality with integrations

- Automated environment control for better user experience and energy saving
 - Need integration with HVAC and lighting control systems
- Automated counting of attendees to provide statistics with regard to planned vs actual usage of the facility
 - Need integration with Access Control System

Booking workflow





Recommended additional modules

- We recommend use of 'iviva visitor management' as it automatically integrates with 'iviva facility booking' to

Provide a seamless visitor experience ✕

Improve office administration user experience and productivity ✕

Improve staff productivity ✕

- We recommend use of 'iviva IBMS' for integrating with building control systems for energy saving and better ambience

iviva.com/SmartSpaces

Contact Eutech today to find out more about iviva Smart Spaces.



www.iviva.com



info@ecyber.com



by Eutech