



Web-Based Room Scheduling

The Cadapult FM web-based Room Scheduler is a flexible enterprise-wide web-based Room Scheduling Reservation System that allows users to search for and schedule meeting facilities to accommodate specific requirements, such as capacity, availability, presentation equipment, and supplies required for group meetings and presentations.

Meeting rooms are easily selected through a listed directory that matches the meeting requirements. The system is enhanced with comprehensive views of Floor Plans and requests for Room Setup and Audio Visual Coordination if desired. Forms for Catering and other special needs can be included & Room setups can automatically be integrated with the Cadapult FM Maintenance Maintenance Manager allowing for a complete meeting planning solution.

August 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Building	Floor	Room	Set Meeting	Seats	Room Desc	Proj Screen	Video Conf
Phila 1901	45	45A	SCHEDULE	12	General Conf Rm		Y
Phila 1901	45	45C	RESERVE	10	Conference	Y	Y
Phila 1901	45	45C/45D Combined Conference	SCHEDULE	20	Conference Combined	Y	Y

Comprehensive Functionality: Searching, Scheduling, Viewing & Reporting

- Multiple Search Capabilities with user-definable fields for data tracking.
- Daily & Recurring reservations can be scheduled in real time to eliminate scheduling conflicts.
- Meetings can be Scheduled and Viewed by the entire Staff or designated Meeting Coordinators.
- Automated emailing and Outlook Integration.
- View & Print Meeting Calendars in Daily, Weekly, and Monthly Views.
- View and Print Detail and Summary Reports.
- View Conference Room images, equipment, and furniture.
- Integrated Building Floor Plan viewing allows easy mapping and selecting Meeting Rooms.
- Workflow Processes are automated to allow for proper notification of necessary staff
- Room Layout setup & breakdown times are automatically assigned and easily adjusted
- Integration with the Cadapult FM Maintenance Manager allows for automated maintenance staff notification when room layout changes are requested.

Schedule Meeting For Athens Conf Room On January 21, 2005

Start Time: 9:00am End Time: 11:00am Meeting Organizer: David Scolari Description: Move Meeting

Recurrence Type: ☐ No Recurrence ☒ Daily ☐ Weekly ☐ Monthly

End Date: 03/16/2005 No End Date: ☐ Note: One year limit on all meet

Weekly Recurrence: Recurs Every: 1 week(s) on: Sunday Monday Tuesday Wednesday Thursday Friday Saturday

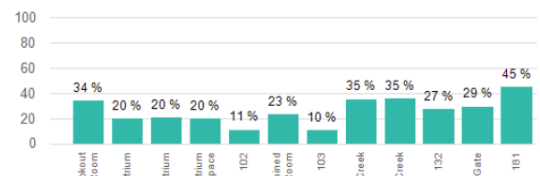
Set Meeting Today is Fri, 21 Jan 2005

Select the desired room setup for this meeting.

Layout1 (Default Setup) Layout4

Analysis Reports providing Historical Room Usage and Capacity Utilization

Meeting Rooms Occupancy Score



Location	No of Meetings	Capacity Utilization
001 GOVERNMENT CENTER CAMPUS	1632	5%
01CAB - ADMIN COURTS BUILDING	907	8.05%
0075 Lookout Mountain Room	103	17.14%
1000L Atrium	27	10.83%