

TAAP



TAAP ROOM BOOKING BOOK ROOMS ANYTIME, ANYWHERE



TAAP



FEATURES

- ⌚ Automated Wait List
- ⌚ Approval Flows
- ⌚ Booking Admin
- ⌚ Booking Notifications
- ⌚ Capacity Management
- ⌚ Email Management
- ⌚ Facilities Management
- ⌚ Multi Date Bookings
- ⌚ Reporting & Analytics
- ⌚ Self Registration
- ⌚ Single Date Bookings
- ⌚ Support
- ⌚ View Bookings

Room Booking is a digital solution that streamlines the process of booking a room through the automation of manual, excel and email processes.

Organisations require no new hardware as Room Booking is a web based app that can be used by anyone on any device.

WHY CHOOSE TAAP?

- Digital Transformation market leader
- Trusted by thousands of end users
- Cloud based and fully secure
- Fast and agile deployment model
- Fully cross platform

BENEFITS

- ✓ Gain critical insights into how you currently utilise your rooms to identify areas of efficiency improvement
- ✓ Increases process efficiency through optimised digital services and an easy to use solution to schedule and complete room bookings
- ✓ Reduces operational and administrative costs with the elimination of paper, excel and email processes
- ✓ Improves data security with a fully encrypted digital solution and enforces UK GDPR compliance

TAAP ROOM BOOKING

SECURE, SMART, STREAMLINED ROOM BOOKING

EMPOWER YOUR ORGANISATION

- ✓ Easy access for all users to make single or multi bookings
- ✓ Fully automated wait list process to remove additional admin effort
- ✓ Provides valuable insight into utilisation levels to support management decisions
- ✓ Real time visibility of room availability
- ✓ No more spreadsheets and unnecessary emails and phone calls

WHY TAAP ROOM BOOKING?

- ⌚ Room Booking is quick, intuitive and 100% secure
- ⌚ Your workforce will have easy access to room availability at their fingertips with room booking reservations via mobile or web interface
- ⌚ Management of buildings, locations and room variables that can then be used to search against when users are making their booking.
- ⌚ Allows Management of room availability and approval rules
- ⌚ Room Booking scoring system to ensure room booking based on closest match of search criteria
- ⌚ On searching for a room, users can be added to the Automated Wait List where there is no or limited availability with automatic email notifications when a room becomes available that matches the wait list criteria
- ⌚ Users can create bookings, view booking details, edit, cancel, add additional contacts against a booking who will also receive notification emails and raise support issues
- ⌚ Reporting and analytics allows management to gain real time insight into organisation hot desking behaviours

GETTING STARTED

WE CAN HELP YOU WITH YOUR INITIAL SET UP

- ⌚ Set up of Room Booking locations
- ⌚ Each room is allocated a floor within a location
- ⌚ Mapping of features against each Room (computer screens, windows, capacity)
- ⌚ Set up of administrative users
- ⌚ Email template management for Room Booking notifications
- ⌚ We can provide optional Integration with HR, joiners, movers, leavers systems and single sign on

TAAP ROOM BOOKING

KEY FEATURES



ROOM BOOKING

Users can search and book rooms for one off single bookings and recurring multiple date bookings.



VIEW BOOKINGS

Users can view, edit, cancel, raise issues and manage contacts against their bookings.



BOOKING NOTIFICATIONS

Email notifications are sent to the user for confirmation and cancellations. Emails are sent to admin for approvals and issues raised.



SUPPORT

Users can raise issues against room bookings which will notify admin for action.



SELF REGISTRATION

Users can self register to book rooms.



BOOKING ADMIN

Functionality that allows admins to search bookings and make any necessary amends.



FACILITIES MANAGEMENT

Manage buildings, locations, rooms and room features (windows, chairs, location).



REPORTING & INSIGHTS

Real time visibility of room booking activity, availability, utilisation and cancellations.



CAPACITY MANAGEMENT

Manage rooms available to be booked and declaring them servicable or unservicable if required.



WAITING LIST

Users are added to a wait list in the event where rooms are unavailable. Once a room becomes available, users on the wait list will be notified of the availability.



EMAIL MANAGEMENT

Admin can manage email template for booking notifications.



APPROVAL FLOW

Admin must approve bookings based on criteria e.g. where additional resources may be needed for a booking.