



1- Asset booking function in access control management

1 Overview

In a building or a complex, Access control system can manage temporary access to assets (or premises) defined in software as only available on reservation.

List of door(s) and level(s) are temporary granted to users to reach asset they've been authorized to book. Asset could be a BBQ area, a meeting room, tennis court or a visitor car park for example.

In the software asset definition, manager can set parameters with accuracy :

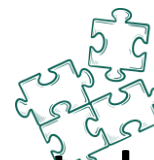
- **Who can book** an asset in user or asset properties
- **Asset properties**: How many people, time slot and max time to book, ...(10 people max in meeting room, never more than 2 hours, ...)
- **Asset access** limited to resident or visitors or mixt, limitation per period, per group (5 booking per month max, ...)
- **Action associated** with booking planning (turn ON heating 10 minutes before starting, ...)
- **Automatic or managers' validation**
- **Emailing** to notify users confirming status of their booking request(s)
- **Resident portal access** to monitor and generate asset's booking

Combination of selections and options are too important to give an exhaustive description so this application note detail 2 different asset type examples after a main description



Each question mark  in software shows up a message to give an extended description of associated item





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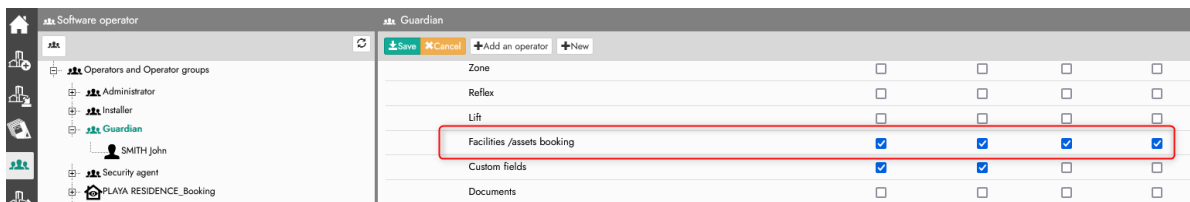
Application note

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2 Booking asset(s) management option in software

2.1 Software manager access

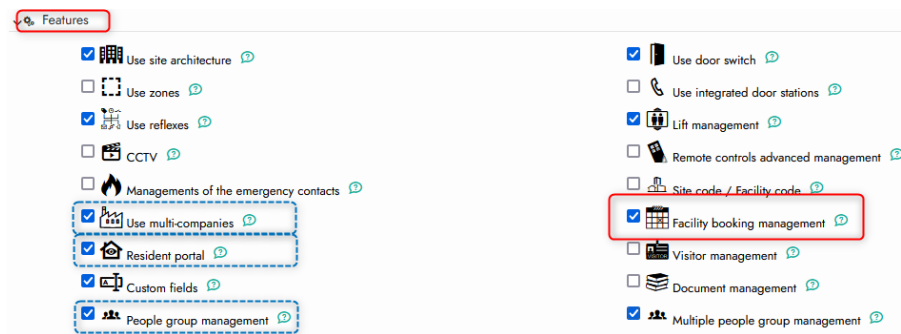
In **software operators** list, Administrators have full software accesses, but for every other in charge to manage “Facilities/Assets booking” they need to give this specific authorization “rights of the group”



Zone	Reflex	Lift	Facilities /assets booking	Custom fields	Documents
☐	☐	☐	☒	☒	☐
☐	☐	☐	☒	☒	☐
☐	☐	☐	☒	☒	☐
☐	☐	☐	☒	☒	☐
☐	☐	☐	☒	☒	☐

2.2 Facility booking management site feature selection

“Facility booking management” needs to be ticked in the **site** optional **features**.



Features

- ☒ Use site architecture
- ☐ Use zones
- ☒ Use reflexes
- ☐ CCTV
- ☐ Managements of the emergency contacts
- ☒ Use multi-companies
- ☒ Resident portal
- ☒ Custom fields
- ☒ People group management
- ☒ Use door switch
- ☐ Use integrated door stations
- ☒ Lift management
- ☐ Remote controls advanced management
- ☐ Site code / Facility code
- ☒ Facility booking management
- ☐ Visitor management
- ☐ Document management
- ☒ Multiple people group management

And Optional selection(s) according to manager needs:

- Resident portal
- Multi-companies
- People group ...

2.3 Booking activation card actuation

To generate and valid asset booking form, you must activate a “third party module” ref: xx-050-097 in “Equipment-Settings/controllers/Activate 3rd party module” menu.

See chapter “3.3.2 Activation card” in [online software manual](#) for more information

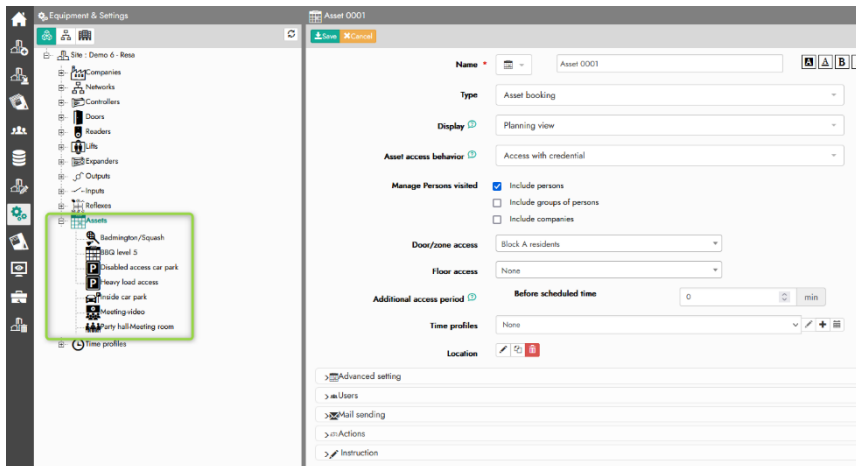
3 Asset creation

Asset to be booked and the way to use it in access control site must be defined by site admin.





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All options available to specify asset access and selection are in asset creation page

- Asset booking designs an asset a resident can book for himself, his group, his company.
- Assets could be only available on a time profile: For example, a tennis court cannot be booked at nighttime.
- Time slot is settable, so it is possible to book the asset 30 minutes slots, 2 hours ...
- An asset booking can be limited to several hours and access quantity per period.
- The number of people per booking and per asset is selectable.
- Booking can be automatically approved as soon as the resident validates the form or can only be confirmed when the Building Manager does.
- Personal email footer and SMTP can be used to customize e-mails to be sent when a booking request is done, when it is validated, etc
- Associated action to booking time scheduling can be set to turn ON & OFF heating, lightning...
- Instruction is a place where you can add information as "Leave the place clean", ...
- Etc ...

When booking feature is selected, you can click on "**Equipment-Settings/Assets**" to. Each part of the creation page helps you to define the asset and the way to use it



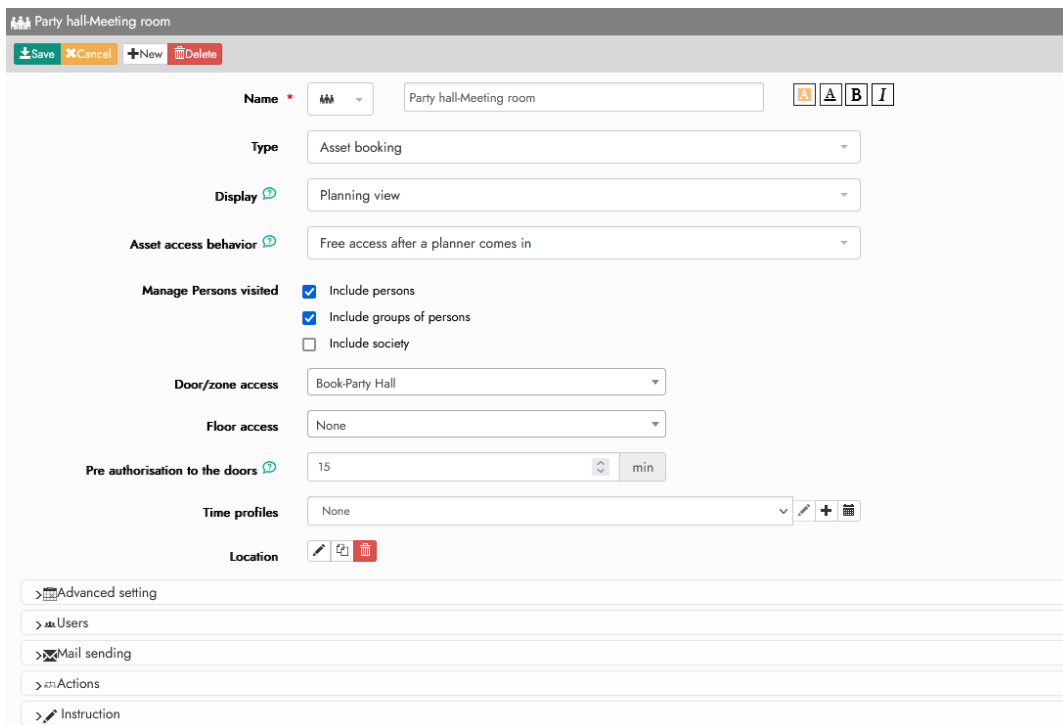


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3.1 Asset general definition and settings

Hereafter we use 2 different assets configuration in order to give an example of booking type:

- A meeting room for resident (in residence) or employee (in a company) only



Asset for resident only: access behavior selection, booking for group available



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- A car park for visitors

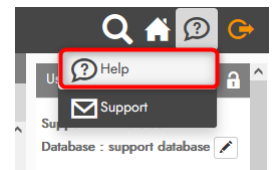
Asset dedicated for resident (employees) to invite visitor :

- no access behavior
- Visitor tab addition to select credential type



For accurate “booking” settings adjustment description and presentation, refer to online manual **Chapter n°6**

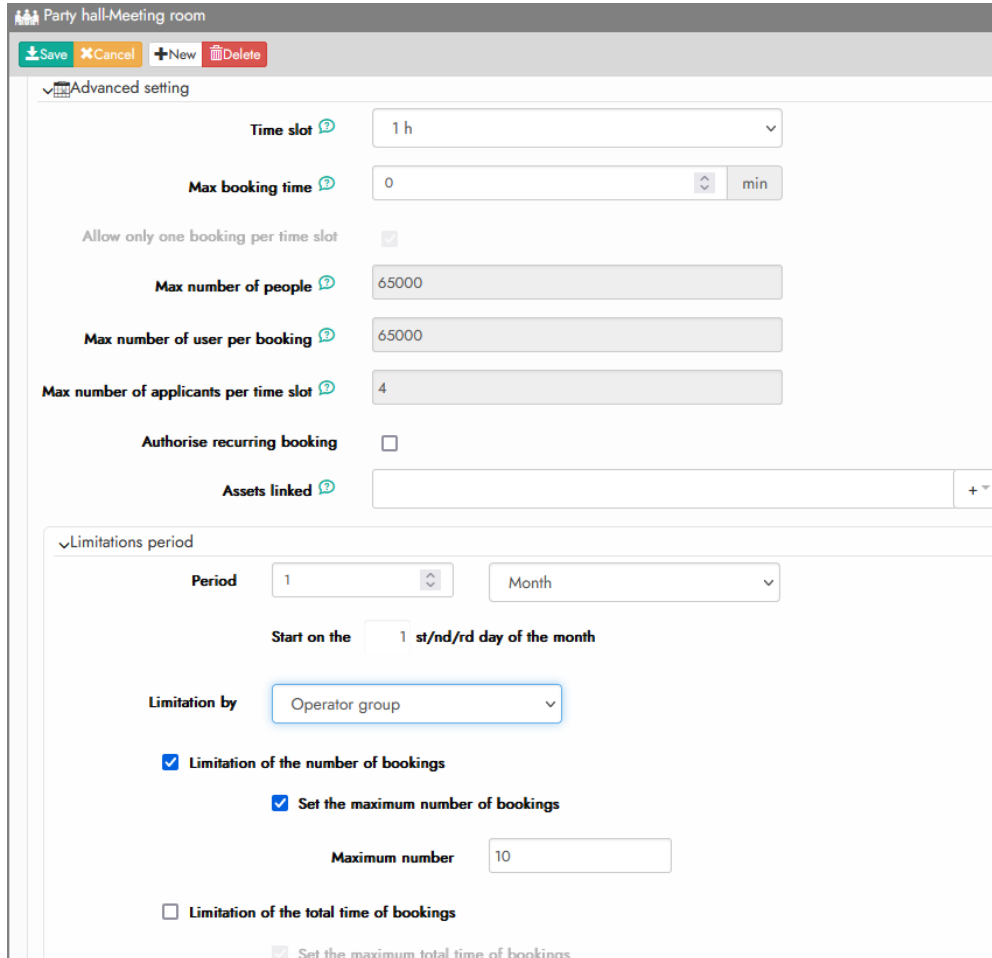
Click on “question mark” and select “help” in screen top right





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3.2 Advanced settings and limitation per period



The screenshot shows the configuration interface for a 'Party hall-Meeting room'. It includes sections for 'Advanced setting' and 'Limitations period'.

Advanced setting:

- Time slot:** 1 h
- Max booking time:** 0 min
- Allow only one booking per time slot:** ☒
- Max number of people:** 65000
- Max number of user per booking:** 65000
- Max number of applicants per time slot:** 4
- Authorise recurring booking:** ☐
- Assets linked:** (empty field with a '+' icon)

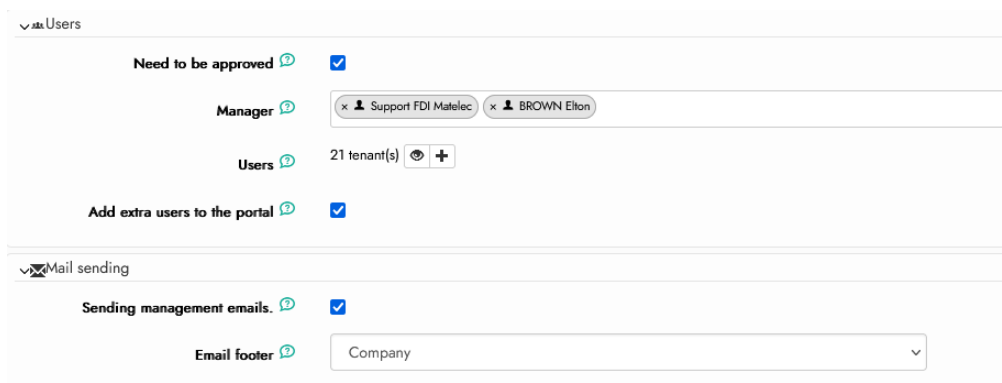
Limitations period:

- Period:** 1 Month
- Start on the:** 1 st/nd/rd day of the month
- Limitation by:** Operator group
- Limitation of the number of bookings:** ☒
 - Set the maximum number of bookings:** ☒
 - Maximum number:** 10
- Limitation of the total time of bookings:** ☐
 - Set the maximum total time of bookings:** ☒

Advanced settings define time and people limit authorized

Limitation period define the frame to manage booking quantity or time per period

3.3 E-mailing and approval management



The screenshot shows the configuration interface for 'Users' and 'Mail sending'.

Users:

- Need to be approved:** ☒
- Manager:** Support FDI Matelec, BROWN Elton
- Users:** 21 tenant(s)
- Add extra users to the portal:** ☒

Mail sending:

- Sending management emails:** ☒
- Email footer:** Company

validation can be automatic or depending on "manager's approval"

e-mailing selection and its customization





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Begin	End	Frequency	Asset	User	Visitor	Status	Approved by	Date	Actions
2022-08-24 11:00:00	2022-08-24 12:00:00	-	Bien 1-Parking visiteurs	Manis 01	Mozart Wolfgang	✓	-		✓ ✕ 🗑️
2022-08-25 15:30:00	2022-08-25 16:30:00	-	Bien 1-Parking visiteurs	Citroen André	Rinner Teddy	✓	-		✓ ✕ 🗑️

Every assets are sorted by view type :

- From **week view** select an asset in left column, then select a week (W34 in above example). Press a time slot in week planning or click on [New booking](#)

Note, orange time slot means there is already a book for this period, but facility is still available. Red means, facility is fully booked for this time slot.

- From **Planning view** select an asset or a list of compatible assets (same type and access behavior) then click in the calendar (day, week, month or year definition) or click on [New booking](#)

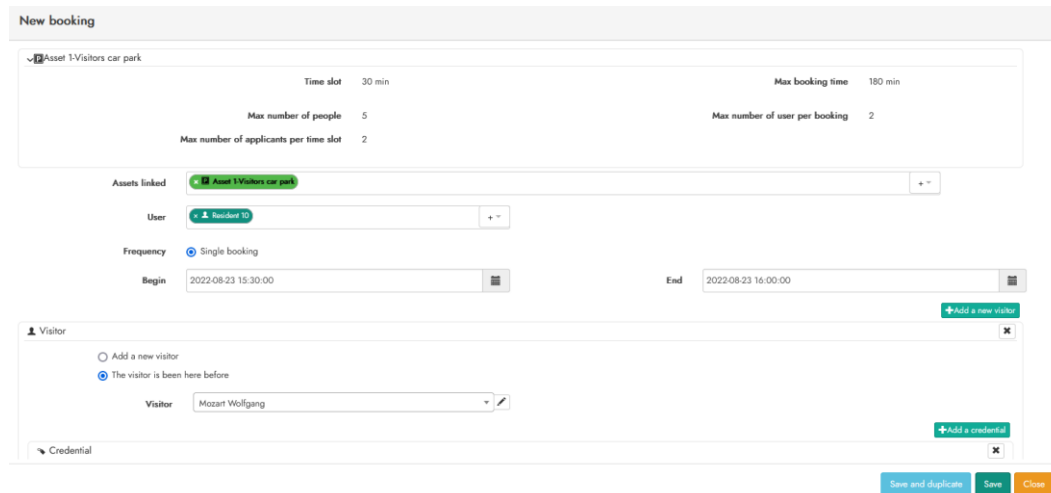




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4.1.1 “New booking” form to fill:

Mandatory information defined in the asset parameters must be completed in order to be booked.



-Time and people limit reminder

-User and booking scheduling

-Visitor tab

“*” : Maximum number of people per applicant in one slot define a limit per user to prevent abuses

Note. Asset definition can authorize more than one booking at a time. This explains why there are two number of users (max per booking and max at all)

- Select **Begin** and **End** time range, user(s) quantity or visitor(s) respecting the asset limits
- Add an “Additional information” if necessary, then press Ok.
- Visit status is attached for “administrators’ information”

4.2 Booking monitoring

Concierge, guardian or “people in charge” to manage bookings need a dashboard to monitor and valid all their assets.

In previous chapter 4.1, we ‘ve seen each asset planning in its week or planning view : pending request and validated

4.2.1 See all requests (past and upcoming)

In “**Monitoring / Booking/ All bookings-Search**”, a list of filter offer to select booking request to be displayed in a list.(52 entries found below)





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Begin	End	Frequency	Asset	User	Visitor	Planner	Status	Count	Actions
2022-07-30 10:00:00	2022-07-30 15:00:00	-	Asset 2-Inside car park	Resident 1	Rinner Teddy		✓	1	[X] [✓] [✗]
2022-07-30 11:00:00	2022-07-30 12:00:00	-	Asset 3-Gym room	Resident 1	Club des cheveux bleus	Resident 1	✓	2	[X] [✓] [✗]

Additional preset filters assist managers to a quick access or statistic (hereafter: denied booking)

Begin	End	Frequency	Asset	User	Visitor	Planner	Status	Count	Actions
2022-07-27 14:30:00	2022-07-27 15:00:00	-	Asset 2-Inside car park	Resident 10	Citroen André		✗	1	[X] [✓] [✗]
2022-07-29 12:00:00	2022-07-29 12:30:00	-	Asset 2-Inside car park	Resident 10	De Gaulle Charles		✗	1	[X] [✓] [✗]
2022-07-30 15:00:00	2022-07-30 18:00:00	-	Asset 1-Visitors car park	Resident 11	Pompidou Georges		✗	1	[X] [✓] [✗]

4.3 Check and confirm booking requests (all assets)

If “asset/Users” parameters, bookings need to be approved is selected, managers must approve to validate booking scheduling

In “Monitoring / Booking/ All booking-Search”, use status filter to select “pending request”

Managers can add “asset” selection to sort by asset(s). Press **Filter** to sort according to the different filter selection and list entries found in database.

In **Actions fields** managers must valid each booking line by a click on ✓ or reject it by a click on ✗



A click on “action” offers “multi-selection tool” to select all (or several) booking lines and apply the same action in one shot.



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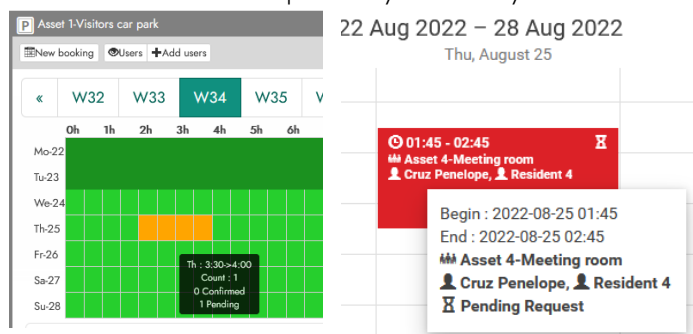


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4.3.1 Display bookings of an asset

Select an asset in “week view” list or in “planning view”

Information will show up when you move your mouse cursor on a booking.



Green area means no booking, orange area means there is at least one booking but the asset is not fully booked. Slot is red when asset is fully booked.

4.4 Use the message view

Each time a user sends a request to book an asset which has to be approved by a manager (in “equipment & settings/ asset/users” tab) a “notification” is sent to each manager involved in this asset validation.

To read the message list open “Monitoring / Message” menu, or thanks to a click in the RHS of the screen)

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software manages different types of messages not only linked to asset booking.

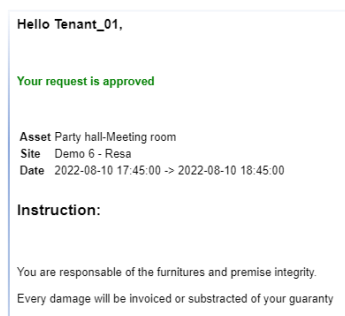
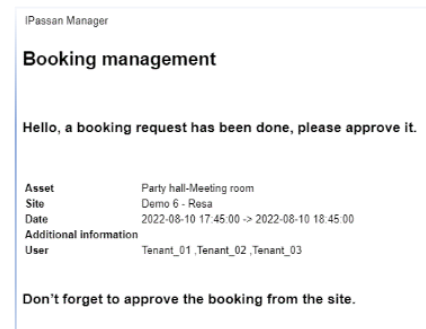
They can be set in reflex to notify software manager something to check or to know (zone limit is reached, Exhaust fan is OFF, Circuit breaker is down, ...)

In this "message view", asset booking requests can be validated or rejected straight in "action column", no need to come back in another menu

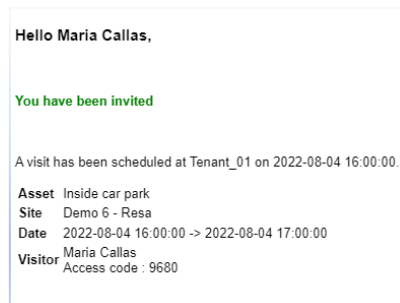
4.5 E-mailing management

When this option is selected and configured by manager, emailing is fully automatic

- When a booking is registered := Emails are sent to user(s) and manager(s) concerned
- When booking is validated or rejected := Emails are sent to user(s), invited and visitor(s) with every useful information (according to the email customizing options)



User confirmation email



Visitor confirmation email including description and credential information (Keypad code, QR code ...)

5 User's access and management

Manager can give access to user(s) to check assets planning in progress and create booking request through a web access

5.1 Create a (resident) user account

Two ways for manager:

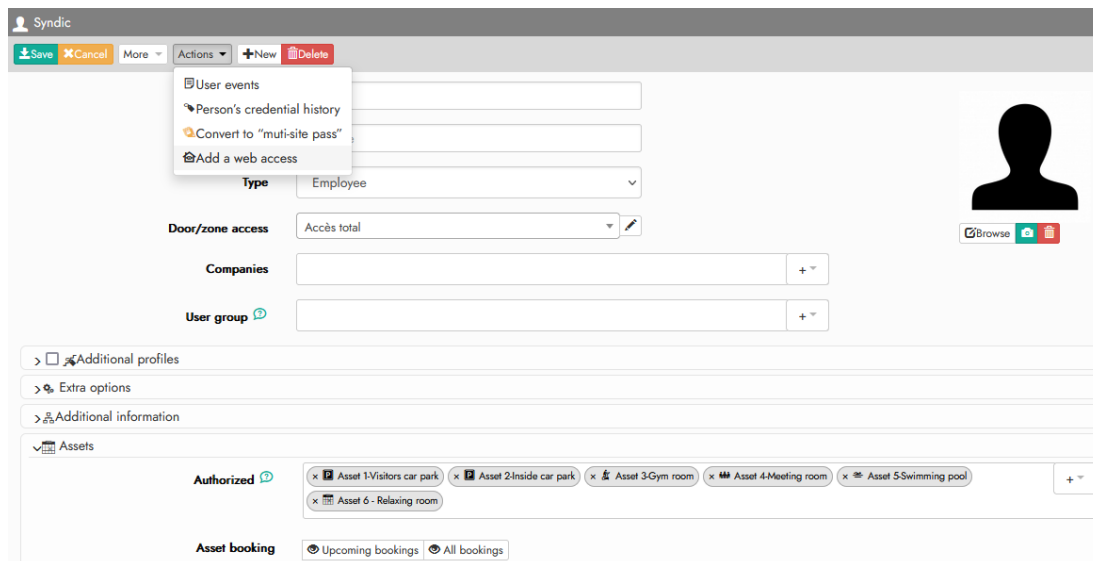
- Create the web account from the software manager user profile
- Provide an activation code to each user so he can complete is web account creation on his own

In the following screen capture (user record), manager clicks on "Add a web access" in "actions" menu then the second window appears.



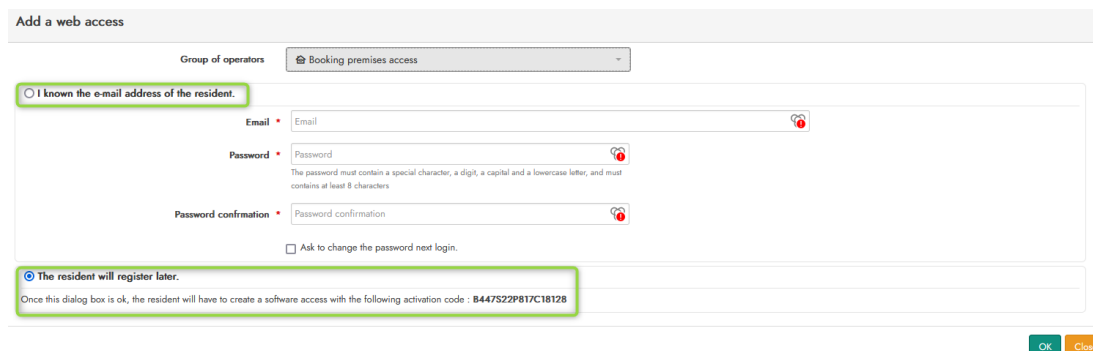


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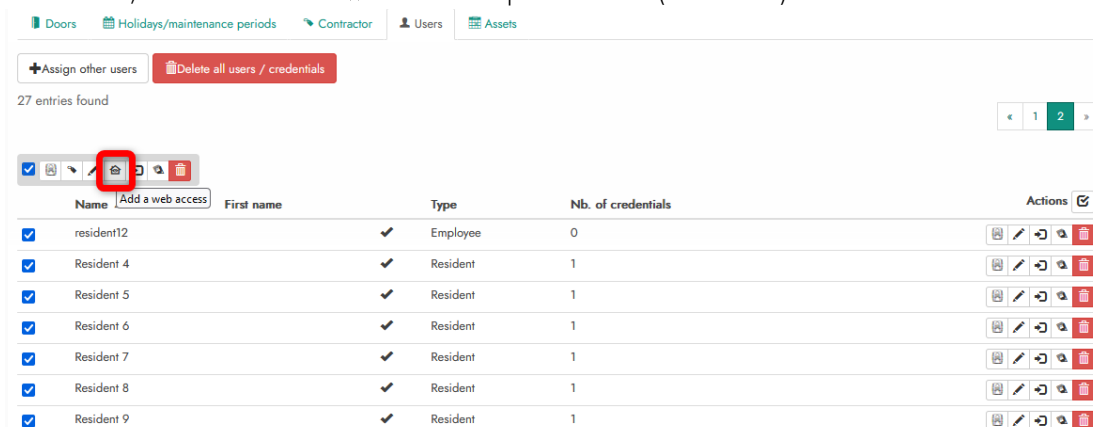
Two options are available:

- Enter the login, e mail and password for the user
- Provide to the user the activation number generated hereby




Create a web access to many users in one shot

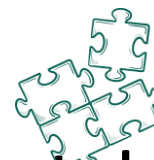
In "Users & Access profiles" menu, click on "Action" to edit "multi-edition tool and after list selection in left column, click on "Add a web access" push button (red circle)



Name	First name	Type	Nb. of credentials	Actions
resident12		Employee	0	[Edit] [Delete] [Add]
Resident 4		Resident	1	[Edit] [Delete] [Add]
Resident 5		Resident	1	[Edit] [Delete] [Add]
Resident 6		Resident	1	[Edit] [Delete] [Add]
Resident 7		Resident	1	[Edit] [Delete] [Add]
Resident 8		Resident	1	[Edit] [Delete] [Add]
Resident 9		Resident	1	[Edit] [Delete] [Add]

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Add a web access

Group of operators
Facility booking

OK
Close

Select the right "group of operator" then press Ok.

The software provides an excel sheet with activations codes to be provided to the users to generate their own web account on their own.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	List of users												
2	Last name	First name	Address	Post code	City	Phone	Email	Door access profile	Floor access profile	Group	Location	Ip/Passan Manager	USER PROFIL
3	U 1510							Access profiles 0002				Facility booking	B5S1P76
4	U 1509							Access profiles 0002				Facility booking	B5S1P75
5	U 1508							Access profiles 0002				Facility booking	B5S1P74
6	U 1507							Access profiles 0002				Facility booking	B5S1P73
7	U 1506							Access profiles 0002				Facility booking	B5S1P72

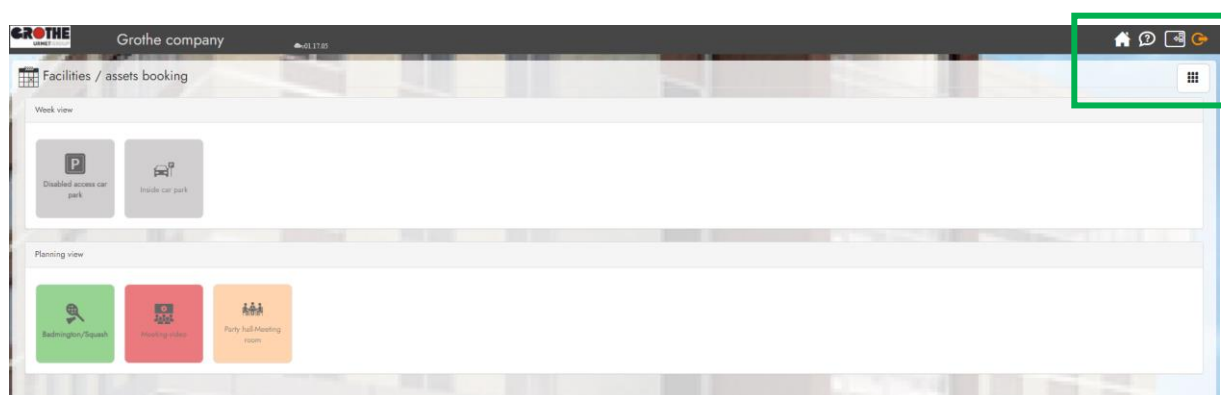
When residents create their account with their provided "activation code", access control Software automatically updates their own user's record (e mail in "additional information").

Automatically added data :

Linked to (Software access)

Tenant_06 (tenant_06@yopmail.com)

5.2 User's web access and use



Top right bar menu, permanent function: Home page, Help, and Disconnection

Feature available on the top left banner "Facilities/Asset booking" with asset(s) available list sorted by "view type".

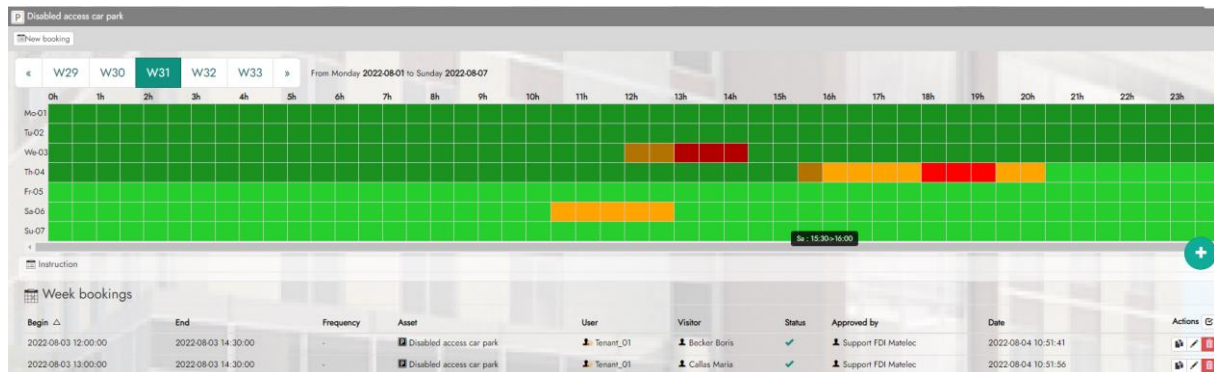
Thanks to his login and password, a registered user on a resident portal can connect to the installation to monitor generate new booking requests on every asset the manager affords him access

Click on the required asset icon to open "asset dashboard" with calendar and booking request list.





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(Dark slots are past(unavailable), present and future are clear)

Use “new booking” or  or click on the required “date and time area” in calendar to open an asset booking form to fill.

Only own user’s information and selection are available from his resident portal.

Booking request status is available in “week booking list” (week view) or in calendar (Planning view)

