



# **DCM Room Booking System**

# Introduction

- the system can be hosted on web/cloud server, it provides a built-in web user-interface for room search & reservation
- suitable for:
  - office meeting rooms, table/seat booking
  - hotel ball-rooms, function rooms
- support room sign-in, auto-room-release, walk-in booking, RFID/NFC reader, QR code scanner, occupancy sensor
- support advanced features:
  - combined-rooms
  - room-approval
  - floor-plan
  - digital signage video/image contents



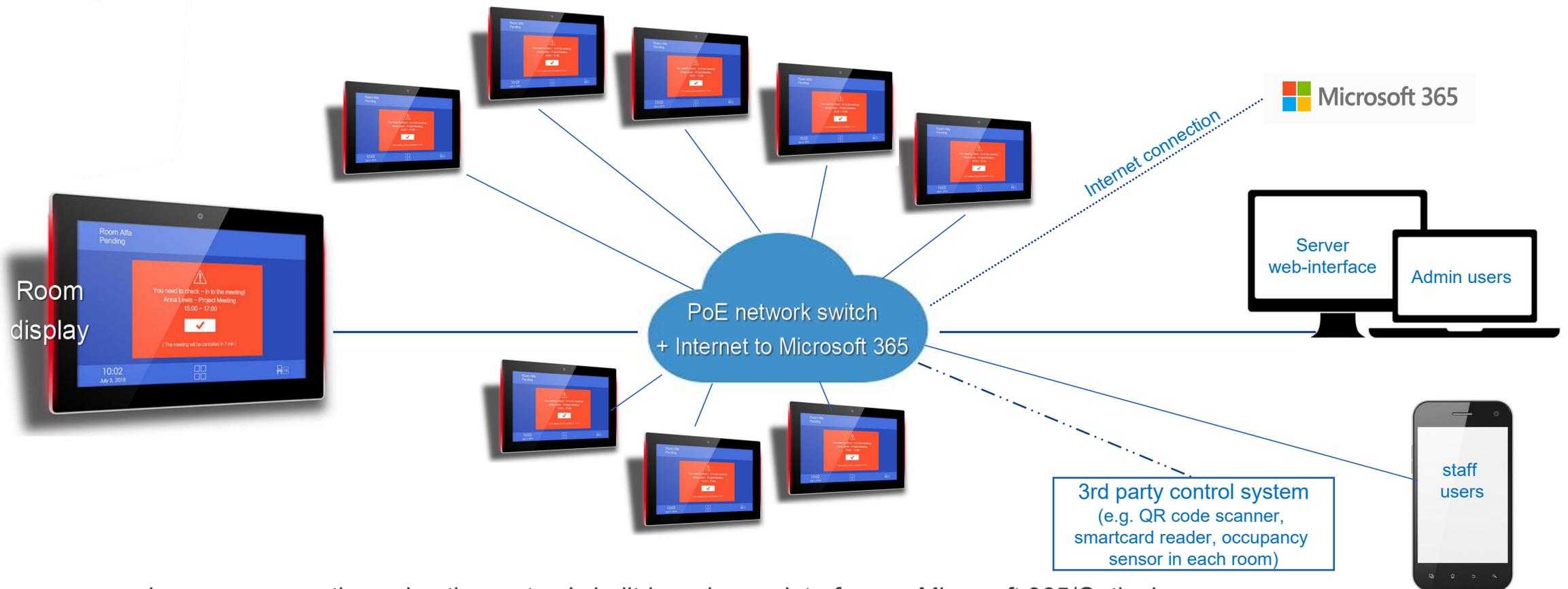
# Meeting Room Sign/Display



The system supports any third party room sign/display devices with:

- Android 5.1.1. or above
- 10.1" tempered glass touch screen (or any other sizes)
- color LED light-bars to show available/engaged status
- PoE+ or WiFi network connection
- VESA mount (or 3M Adhesive Pads Extra Strong Double Sided Heavy Duty)
- optional: built-in RFID/NFC reader (for room sign-in)
- provide custom-built screen template to meet customer needs

# System Diagram



- make room reservation using the system's built-in web user interface or Microsoft 365/Outlook
- the room display device auto captures up-to-date room & resource reservation data via computer network
- display current and next meeting descriptions & time on room display screen

# Template Design #1 (plain design)



Room display

Meeting Room 123



**AVAILABLE** until 11:30am

(available for next 1 hr 28 min)

January 31, Tuesday

10:02am

Next meeting

11:30am - 12:30pm

Light bar  
in green

- Large font size, plain background color, logo

# Template Design #1 (plain design)



Room display

Meeting Room 123



Mary Leung  
Marketing Meeting  
09:30am - 11:30am

January 31, Tuesday

10:02am

Next meeting

11:30am - 12:30pm

Light bar  
in red

- room display template can be custom-designed to meet customer need

## Template Design #2 (background image)



Meeting Room 123

AVAILABLE until 11:30am  
(available for next 1 hr 28 min)

January 31, Tuesday  
10:02am

Next meeting  
11:30am - 12:30pm

- support multiple background images auto-loop playback
  - overlay text with transparent background

## Template Design #2 (background image)



Meeting Room 123

Mary Leung  
Marketing Meeting  
09:30am - 11:30am

January 31, Tuesday  
10:02am

Next meeting  
11:30am - 12:30pm

- support multiple background images auto-loop playback
  - overlay text with transparent background

## Template Design #3 (promotion video/image)



January 31, Tuesday  
10:02am

**Room 123 Available**

Next meeting  
11:30 - 12:30

- support multiple video & images auto-loop playback
  - default contents managed by admin users

# Template Design #3 (promotion video/image)

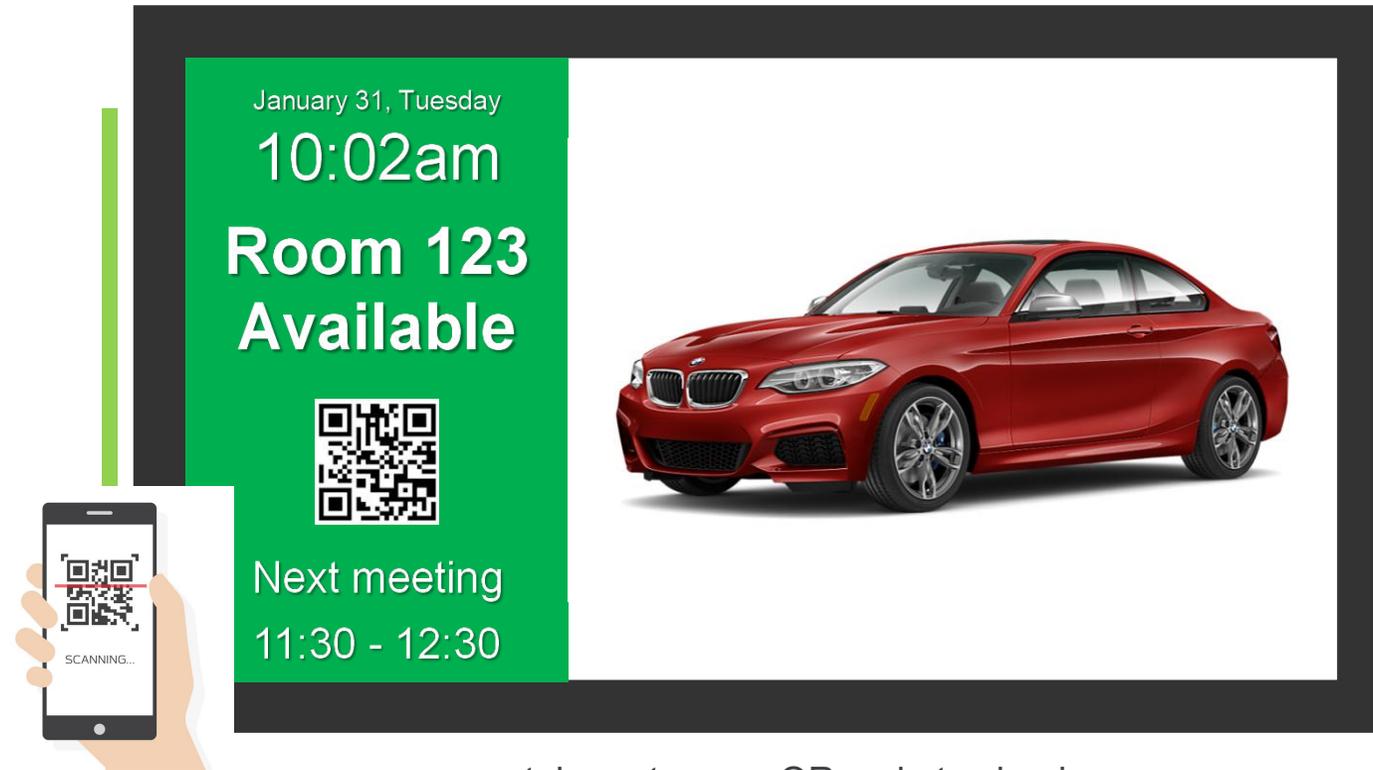


January 31, Tuesday  
10:02am  
**Room 123 Engaged**  
Next meeting  
11:30 - 12:30

VIDEO

- staff user can insert & display promotion contents during the meeting
- support different promotion contents on different room displays

# Template Design #4 (scan QR code)



- use smartphone to scan QR code to sign-in a room

# Template Design #4 (RFID/NFC card)



January 31, Tuesday  
10:02am  
**Room 123  
Engaged**



Next meeting  
11:30 - 12:30

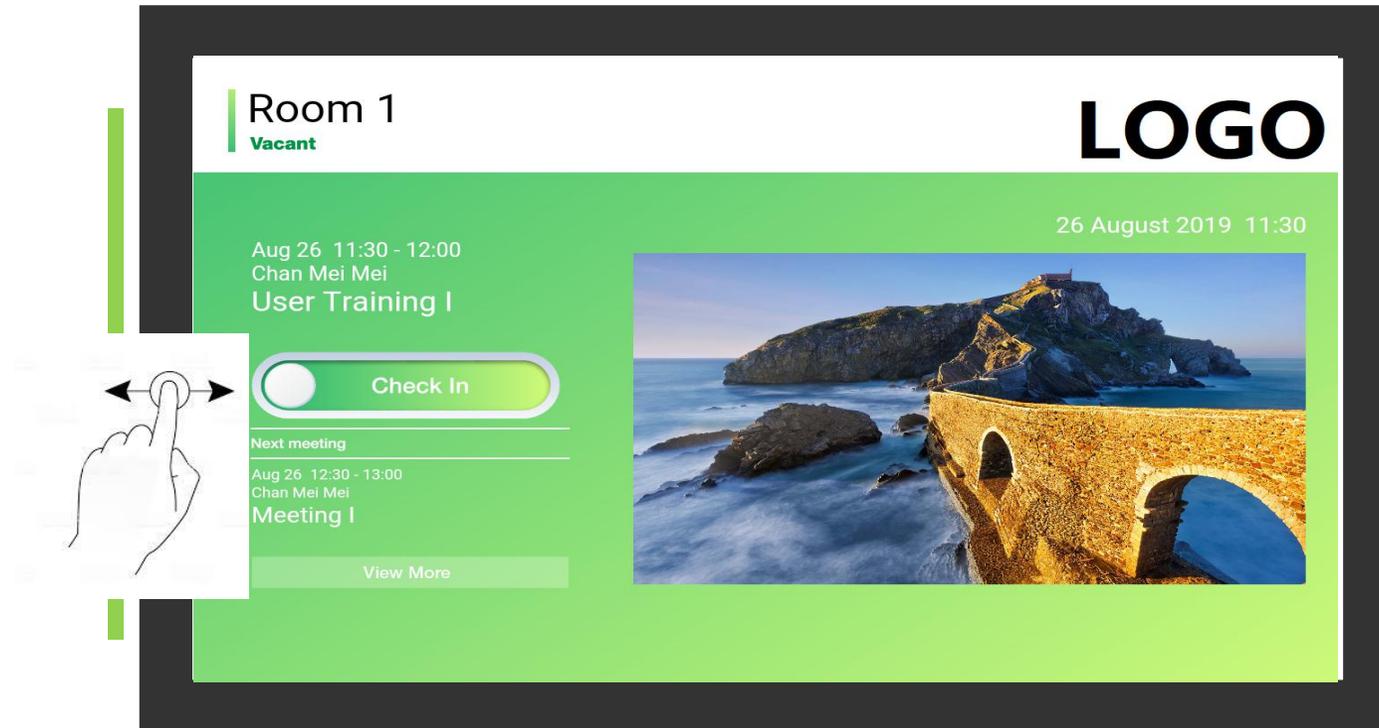
- swipe RFID/NFC card on room display to sign in a room



# Template Design #5 (slide button)



Room display

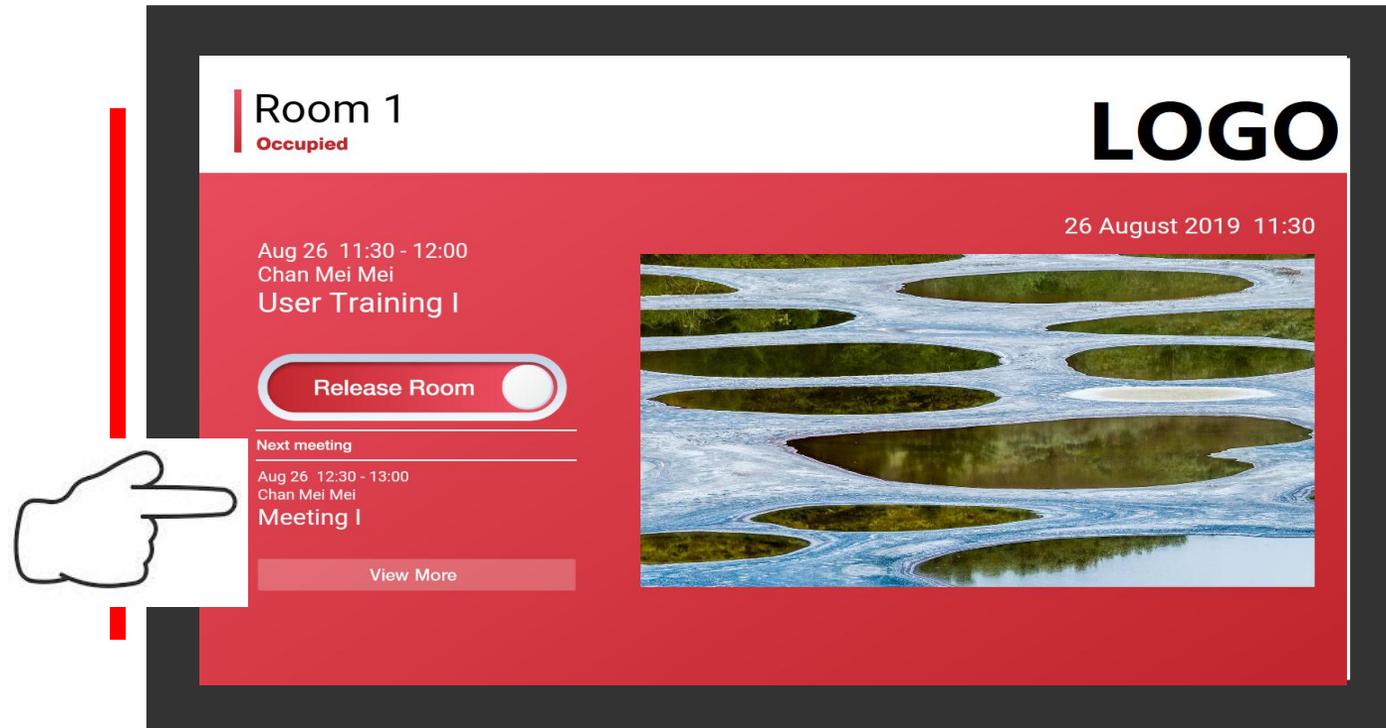


- touch and slide button to the right to sign in a room

# Template Design #5 (scroll & view)

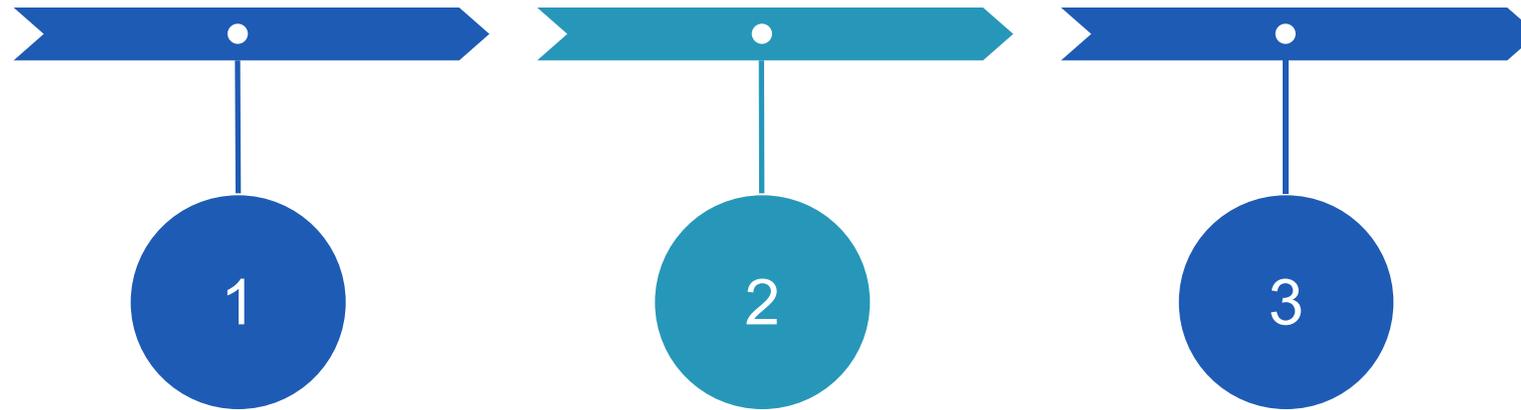


Room display



- scroll and view next meeting information

# 3 steps to reserve a meeting room



**Search & reserve a meeting room**

use Microsoft 365 Cloud, or Microsoft Outlook On-Premises, or our built-in room booking system's web user interface for PC/mobile device

**Invite colleagues & visitors by emails**

via your SMTP email server which is connected to the room booking system

**Sign-in & begin your meeting**

by finger-touch a slide-bar, or scan a QR with smartphone, or swipe a staff RFID card, on room display

# Admin user operation

## Standard features:

- 01 / Room & equipment item setup
- 02 / Room reservation calendar
- 03 / User permission setup

## Special features: (those features are not supported by Microsoft 365 or Outlook)

- 01 / Combined rooms booking
- 02 / Display room location on floor plan
- 03 / Room approval process
- 04 / Room usage & absent report
- 05 / Playback video/image contents

# Professional services

- 01 / Room display template design & production
- 02 / System installation & user training
- 03 / System maintenance & technical support

# Create a meeting in Microsoft 365

The screenshot displays the Microsoft Outlook interface for creating a meeting. The main window shows a meeting titled "Product Meeting" scheduled for June 1, 2020, from 2:30 PM to 4:30 PM. The meeting is set to repeat "Never" and has a reminder of "15 minutes before". A room with ID "1401" is selected and circled in red. The "Room finder" pane on the right is also circled in red, showing filters for room lists, capacity, floor, and room features. The room features include Audio, Display, Video, and Accessible.

**Meeting Details:**

- Title:** Product Meeting
- Date:** 6/1/2020
- Time:** 2:30 PM to 4:30 PM
- Repeat:** Never
- Reminder:** 15 minutes before
- Room:** 1401
- Room ID:** 1401

**Room Finder Settings:**

- Room lists:** Select a room list
- Capacity:** Any
- Floor:** Any
- Room features:** Select features
  - Audio
  - Display
  - Video
  - Accessible

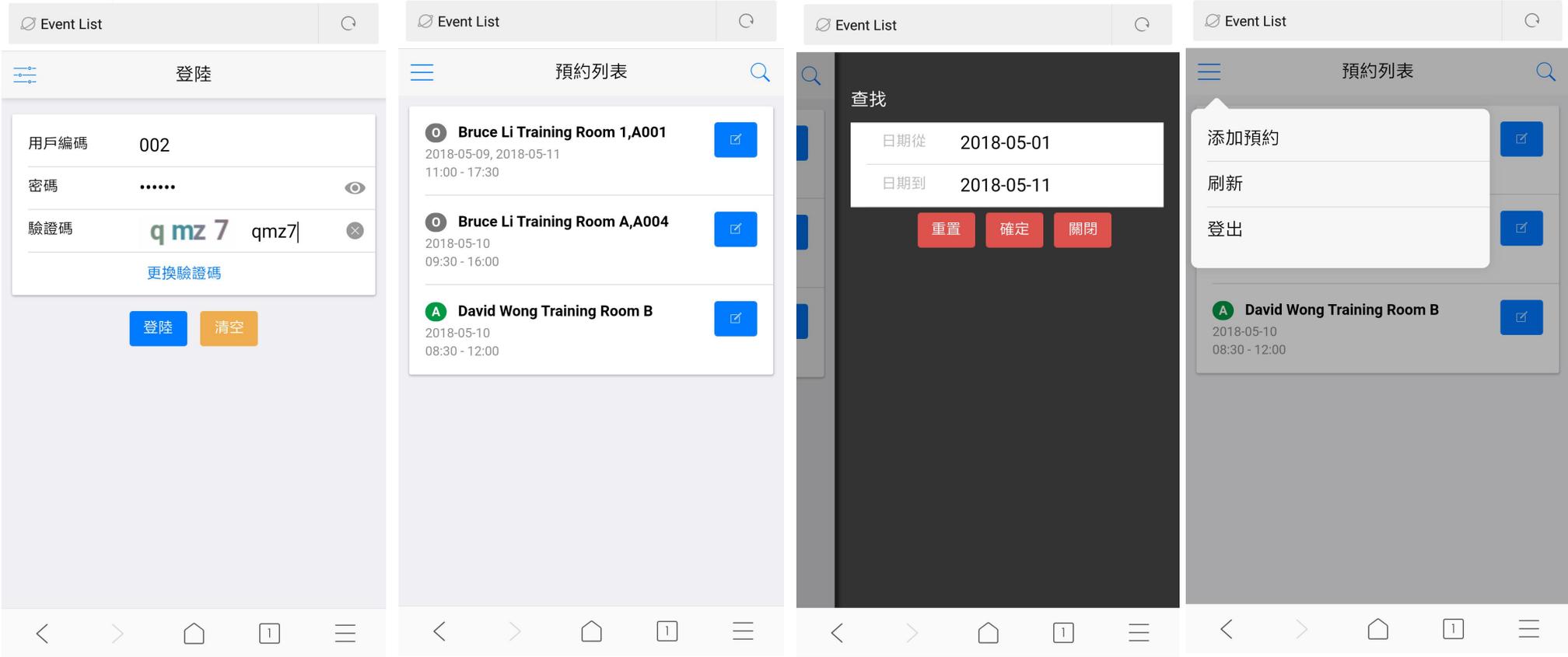
# Create room & equipment in Microsoft 365

\*this Resources master table (Rooms & equipment) will be sync into our Room booking system database.

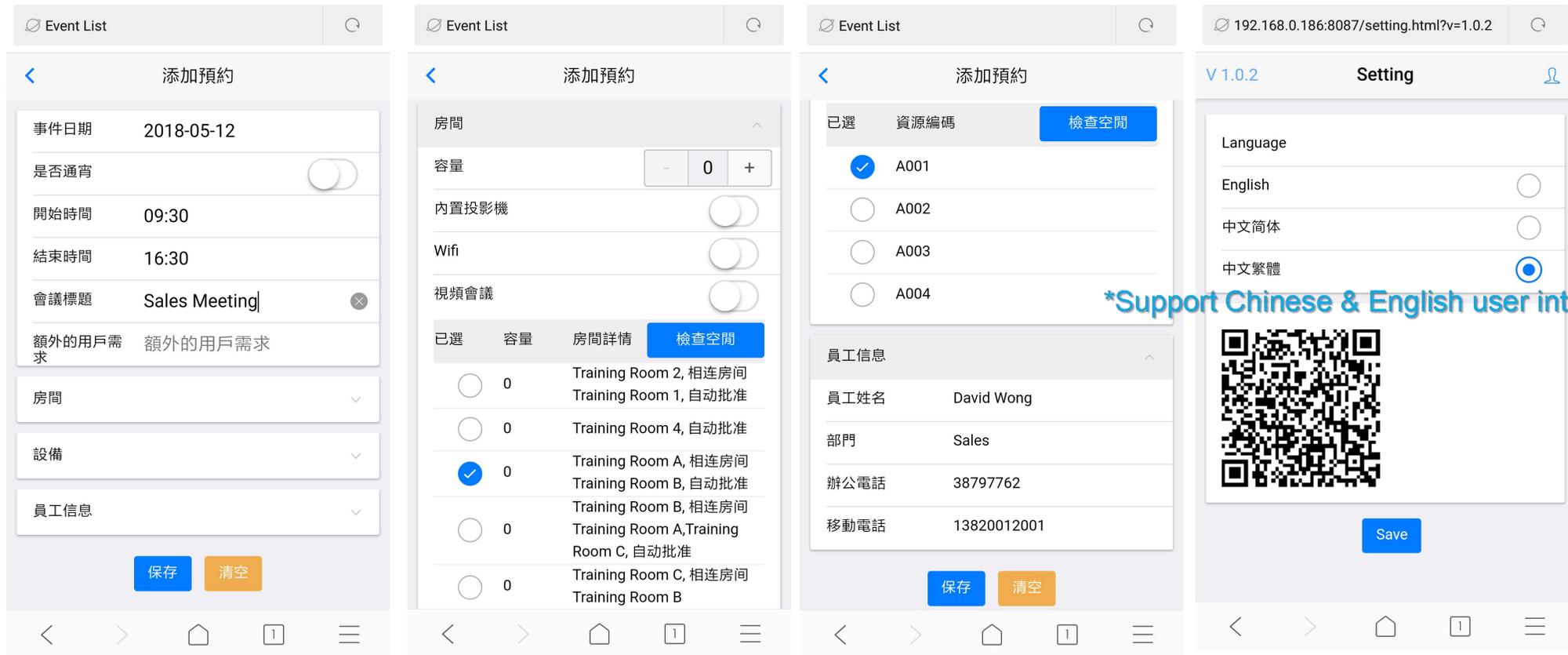
The screenshot displays the Microsoft 365 admin center interface. On the left is a navigation pane with categories like Home, Users, Groups, Roles, Resources, Sites, Billing, Support, Settings, Setup, Reports, Health, Admin centers, Security, and Compliance. The 'Resources' section is expanded, and 'Rooms & equipment' is selected, highlighted with a red oval. Below this, there is a '+ Add a resource mailbox' button and a 'Refresh' button. A table lists existing resources with columns for Name and Email. Two modal windows are overlaid on the right. The first, titled 'Room 123', has a red circle around its title and shows an 'Add' form with fields for Type (set to 'Room'), Name (Room 123), Email (room123@...), Capacity (10), Location (2/F), and Phone number. The second modal, titled 'Projector', has a red circle around its 'Add' button and shows an 'Add' form with a dropdown for Type (set to 'Equipment'), Name (Projector), Email (Projector@...), Capacity, Location, and Phone number. A blue text annotation points to the 'Equipment' dropdown: '\*admin user can create "equipment" items under the equipment type.' Another blue text annotation points to the 'Room' type in the first modal: '\*admin user can create "Room" items under the room type.'

Name	Email
1401	1401@
1515A	1515a@
1701	1701@
401	401@
402	402@
403	403@
4K TV	4kTV@
NoteBook	notebook@
Projector	Projector@

# Room reservation (web user interface on mobile device)



# Room reservation (web user interface on mobile device)



\*Support Chinese & English user interface

# Room reservation (web user interface on PC)

The screenshot displays the DCM Room Booking System web interface. At the top, there is a navigation menu with links for Booking, Staff, Profile, Administration, Change Password, Logout, and Demo Ltd. Below the menu, the main area is titled "Booking Calendar" and shows a calendar for June 2019. The calendar is a grid with columns for days of the week (Mon to Sun) and rows for dates. A "Preview" window is open over the calendar, showing details for a booking in Meeting Room 1 on June 25, 2019, from 21:00 to 21:30. The booking is titled "User Training" and is booked by Chan Mei Mei from the Admin Department. The preview window also shows fields for "Booking Time From", "Event Time From", "Recurrence" (set to Daily), "Date From", "Room", and "Meeting Title". A blue text annotation "\*Vacant room search" is overlaid on the preview window. On the left side of the calendar, there is a "Room List" with color-coded buttons for Room 1 (red), Room 1-2 (green), Room 1-3 (blue), Room 2 (orange), Room 2-3 (purple), and Room 3 (brown). The calendar shows two bookings in Meeting Room 1: one from 21:00 to 21:30 on June 25 and another from 16:30 to 21:30 on June 26.

# Room reservation (web user interface on mobile device)

The screenshot displays the DCM Room Booking System web user interface on a mobile device. The interface features a top navigation bar with links for Booking, Staff, Profile, Administration, Change Password, Logout, and Demo Ltd. Below the navigation bar is a 'Booking Calendar' section with a search bar and a 'Check In' button. The main area shows a calendar for June 2019, with a 'Preview' window open over the 24th and 25th. The 'Preview' window displays room information, including 'Prepare Time' and 'Clean Time' fields, and a floor plan with a red box highlighting a specific room location. The floor plan includes labels for 'LIFT LOBBY', 'STAIRS', and 'MEETING ROOM 1'. The reservation list shows two bookings for 'Meeting Room 1' on June 24th and 25th.

Day	Time	Room
Mon 24	21:00	Meeting Room 1
Tue 25	16:30	Meeting Room 1

# Setup resource management by admin user

(web user interface on PC)

Resource Management

Add Delete Refresh Search

	Resource No.	Resource Name
1	Meeting Room 1	Room 1
2	Meeting Room 1-2	Room 1-2
3	Meeting Room 1-3	Room 1-3
4	Meeting Room 2	Room 2
5	Meeting Room 2-3	Room 2-3
6	Meeting Room 3	Room 3

Resource Type: Room

Resource No.: Meeting Room 1

Resource Name: Room 1

Resource Desc:

Venue: 6/F

Connecting Room:

Capacity: 20

Extension:

Built-in Projector:

Wifi:

Video Conferencing:

Auto-Approved:

Open Hour From: 08:00

Open Hour To: 23:00

Clean Time: 0 (Minutes)

Prepare Time: 0 (Minutes)

Color: #10f0d6

Remark:

\*Define room/resource items by admin user

Photo

Select Photo  
Clear Photo

\*Insert floor map/ room location

Map

Select Photo  
Clear Photo

Image Duration(sec.)

8

Add Files

\*Upload video/image contents to room display

Default Play Files

File Name	Preview	Move Up	Move Down	Delete
car1.jpg		↑	↓	✖
car2.jpg		↑	↓	✖

Submit

Close

## Mapping room displays by admin user

The screenshot shows a web interface titled "Player Mapping" with a close button (X). At the top, there are three buttons: "Add", "Delete", and "Refresh". Below these is a list of items with checkboxes:

- Room
- Meeting Room 1
- Meeting Room 2

To the right of this list is a "Room" dropdown menu currently set to "Meeting Room 1". Below the list and dropdown is a "Player" list box, which is currently empty. To the right of the "Player" list is a "Selected Player" list box containing "Player 1". Between the two list boxes are four navigation buttons: ">", ">>", "<", and "<<". At the bottom center of the interface is a "Submit" button.

\*Mapping each room with a room display device

# Setup user permissions by admin user

User Permissions

- All Permissions
- Booking
  - Function
    - Player Management  Add  Cancel  Delete  Edit  Export  Import  View
    - Resource Management  Add  Cancel  Delete  Edit  Export  Import  View
    - Player Mapping  Add  Cancel  Delete  Edit  Export  Import  View
    - Lobby Display Mapping  Add  Cancel  Delete  Edit  Edit Restricted  Export  Import  View
    - Booking Calendar  Add  Cancel  Delete  Edit  Edit Restricted  Export  Import  View
    - Booking Approval  Add  Delete  Edit  Edit Restricted  Export  Import  View
    - Booking History  Add  Cancel  Delete  Edit  Edit Restricted  Export  Import  View
    - Resource Group  Add  Cancel  Delete  Edit  Edit Restricted  Export  Import  View
    - Booking Authority  Add  Cancel  Delete  Edit  Edit Restricted  Export  Import  View
    - Outlook Calendar Sync
  - Report
    - Resource Usage Report  Add  Cancel  Delete  Edit  Edit Restricted  Export  Import  View
    - User Absent Report  Add  Cancel  Delete  Edit  Edit Restricted  Export  Import  View
  - User Manual
- Staff
  - Staff Management  Add  Delete  Edit  Export  Import  View
  - Personal

\*Setup access permission for each user group

# Setup user role by admin user

Booking Staff Profile Administration Change Password Logout Demo Ltd

Role Manage

Select	Role Name	Description
<input type="checkbox"/>	Admin	Admin
<input type="checkbox"/>	Staff	Staff
<input type="checkbox"/>	Super	Super
<input type="checkbox"/>	Super Viewer	Super Viewer

Add Delete

\*Assigning user role to admin/staff users

Role Name:

Description:

User In Role

Selected User

- 0001 Staff
- 0002 Staff
- 001 Staff

Not Select User

> >> < <<

Submit

# Setup room approvers by admin user

\*Assigning approval permission to staff users

Approver

Add Delete Export Import Refresh Search

Approver Type  
 Applicant  
 Approver

Approver Type Staff

0002 Lee Man

Applicant Selected Staff

0001 Chan Mei Mei

> >> < <<

Submit

# Generate resource usage report by admin

**Main Report**

## Resource Usage Report

Company  
Report ID  
Printed By system  
Date 2018/01/18  
Page 1/1

Event Date	Start Time	End Time	Title	Venue	Room	Equipment	Remark
2017-11-23	18:00	19:00	Sales training		Room 01		
2017-11-23	19:00	20:00	Sales meeting		Room 01		
2017-11-23	20:00	21:30	Board of Director		Room 01		
2017-11-24	15:00	18:30	Sale Metting		Room 01		
2017-11-24	19:00	22:00	System Traning		Room 01		

\*\*\*End of Report\*\*\*

\*Can export report data into Excel file for sorting & filtering

Resource Usage Report

Start Date 2019-01-01  
End Date 2019-12-31  
Room Meeting Room 1

Additional Equipment  
Report Type

- Select all
- Room 1
- Room 1-2
- Room 1-3
- Room 2
- Room 2-3
- Room 3

# Generate user absent report for admin

**Main Report**

### User Absent Report

Company  
Report ID  
Printed By system  
Date 2018/01/18  
Page 1/1

StartTime	EndTime	Room	Equipment	Staff No	Status
2017-11-24 19:00	2017-11-24 22:00	Room 01		davidchan	No Show
2017-11-24 15:00	2017-11-24 18:30	Room 01		davidchan	No Show
2017-11-23 20:00	2017-11-23 21:30	Room 01		davidchan	No Show
2017-11-23 19:00	2017-11-23 20:00	Room 01		davidchan	No Show
2017-11-23 18:00	2017-11-23 19:00	Room 01		davidchan	No Show

\*\*\*End of Report\*\*\*

\*Can export report data into Excel file for sorting & filtering

User Absent Report

Start Date

End Date

Room

Additional Equipment

Attendance

Absent

Report Type  Report  Excel

