

FACILITY BOOKING SYSTEM

Integrated with Advanced Visitor Management System



Introduction

ACX Facility Booking System is meticulously designed to be the simplest and most effortless solution for facility booking. It integrates seamlessly with ACX Visitor Management System and Facility Access and is an one-stop platform for users to make room reservations, online registrations, visitor invitations, and visitor management.

A tablet is mounted just outside the venue, displaying the entire day's bookings. Bookings are made via a web platform. Users can check real-time facility availability and view the complete schedule of meetings of the day through the tablet. This prevents any potential interruptions during meetings and ensures a smooth workflow.

Operation Flow

1



User (host) logs into the web platform and create a booking.

2



Scramble QR Code, changes in every second



Once the booking is completed, user (host) and visitor will receive a confirmation email with the meeting details and a Scramble QR Code.

3



(Optional) On the meeting day, visitor can scan the Scramble QR Code at reception to verify visitor's identity.

4



Use the Scramble QR Code to access the entrance / turnstile / lift and meeting room and start the meeting now.

Tablet Interface

Meeting Information on Display

- Room name
- Room status (vacant / occupied)
- Meeting information
- Current meeting & next meeting



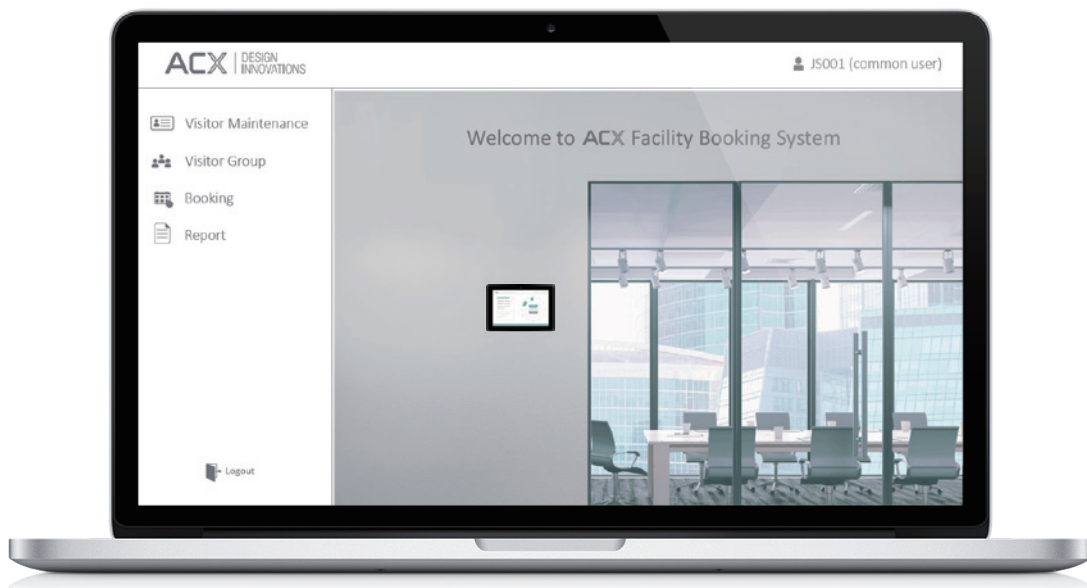
Web Platform

Admin Main Function

1. Create users – add your staff / tenants to use the platform
2. Create room ID – add facility and room details
3. Booking setting – booking period setting
4. Report – view user booking records and visitor access records

User Main Function

1. Visitor maintenance – add your visitor information
2. Visitor grouping – divide visitors into different groups
3. Booking – room reservations, online registrations and visitor invitations to a meeting, with a QR code for visitors to access the meeting room
4. Report – view booking records and visitor access records



Create a Booking via Web Platform

ACX DESIGN INNOVATIONS JS001 (common user)

Visitor Maintenance
Visitor Group
Booking
Report

Logout

1. Select Room 2. Select Datetime 3. Add Visitor 4. Host & Confirmation

Room ID	Room Details
Diamond Meeting Room	Max 20 people, projector + white board
Gold Meeting Room	Max 15 people, projector + white board
Silver Meeting Room	Max 10 people, projector + white board
Meeting Room 01	Max 6 people, TV + whiteboard
Meeting Room 02	xxxxxxxxxxxxxxxx

Next

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Entrance Access: 2021- 3- 19 10:00
Access Expiry: 2021- 3- 19 14:00
Facility Booking: 2021- 3- 19 (Friday)

Morning (5:00-12:00) Afternoon (12:00-20:00) Night (20:00- 5:00)

5:00-6:00 7:00-8:00 8:00-9:00 9:00-10:00
10:00-11:00 11:00-12:00

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1. Select Room 2. Select Datetime 3. Add Visitor 4. Host & Confirmation

Individual
Group

+ Visitor Individually
+ Import Visitor

Name	Selected	Access	Confirm
Tom Li	<input checked="" type="checkbox"/>	XXXXX	<input type="checkbox"/>
Amy Ho	<input checked="" type="checkbox"/>	XXXXX	<input type="checkbox"/>
XXXXX	<input type="checkbox"/>	XXXXX	<input type="checkbox"/>
XXXXX	<input type="checkbox"/>	XXXXX	<input type="checkbox"/>
XXXXX	<input type="checkbox"/>	XXXXX	<input type="checkbox"/>

Selected Visitor: Tom Li, Amy Ho

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- Report

Logout

1. Select Room
2. Select Datetime
3. Add Visitor
4. Host & Confirmation
✕

Host Name:

Check Your Booking Details

Room ID: Diamond Meeting Room
 Room Details: Max 20 people, projector + white board
 Meeting Title: Project A Meeting
 Facility Booking Date: 2021-3-19 (Friday)
 Facility Booking Time: 11:00- 12:00
 Visitor Entrance Access : 2021-3-19 10:00
 Visitor Access Expiry : 2021-3-19 14:00
 User Name: John Smith

Visitor (2):

- Tom Li, xx@xxxx.com
- Amy Ho, xx@xxxx.com

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Confirm

View Records via Web Platform

ACX DESIGN INNOVATIONS JS001 (common user)

- Visitor Maintenance
- Visitor Group
- Booking
- Report
- Booking Record
- Access Record

Logout

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Reference No.	Room ID	Booking Datetime	Host Name	Visitor	Meeting Title
001	Diamond Meeting Room	2021-03-19 11:00-12:00	John Smith	Tom Li, Amy Ho	Project A Meeting

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ACX DESIGN INNOVATIONS JS001 (common user)

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Logout

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Visitor Name	Company	Host Name	Meeting Title	Entrance Access	Access Expiry	Check In	Check Out
Tom Li	ABC	John Smith	Project A Meeting	2021-03-19 10:00	2021-03-19 14:00	2021-03-19 10:11	2021-03-19 13:38
Amy Ho	ABC	John Smith	Project A Meeting	2021-03-19 10:00	2021-03-19 14:00	2021-03-19 10:20	2021-03-19 13:30

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ACX

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