



BOOKINGS ONE

BOOKINGS ONE is an essential tool in corporate environment for raising productivity by centralized room scheduling.

BOOKINGS ONE 能夠透過將房間排程集中於同一個平台，令您對公司資源運籌帷幄，促進企業的整體生產力。



Room Booking Module 會議室預約功能

Integrate all your meeting room, facility management into one user-friendly solution that gives users a better booking experience.

將您所有的會議室、設施管理整合到一個極其易用的綜合數碼平台，為用戶提供更好的預約流程。

Hot Desk Booking Module 辦公桌室預約功能

Provide a more agile office by introducing digital desk booking platform. Assist user to reserve a workspace easily via few touches on screen.

透過引入數碼辦公桌預約平台，為用戶提供一個更靈活的辦公環境。用戶只需在顯示器上輕觸幾下，就能輕鬆預約所需的工作空間。

Support & Service Module 支援與服務功能

Provide full support and service for your office that gives everyone a great smart office experience.

為您的辦公室提供全方位的服務和支援，讓每位使用者都能享受優質智能辦公體驗。

Visitor Management Module 訪客管理功能

Greet your guests with agile sign-in system on a tablet, and notify your employee for the visitor arrival.

您的客戶能夠透過Bookings ONE 的訪客系統，在接待處的顯示器上輕鬆登記到訪資料，負責同事亦能瞬間得悉客戶到訪。

Advantage 系統特點

Booking Scheduling 預約排程



The basics of room booking system rooted in the booking schedule. Bookings ONE strives to create a **concise and clear** schedule presentation and support all operations in **computers interfaces** and **mobile devices**. You can browse the latest schedule and manage room booking, wherever you happen to be, just a few clicks on your mobile phone.

房間預約系統的根本，莫過於預約時間表。Bookings ONE 力求預約時間表達致**清楚簡潔**的要求，並且支援所有**電腦界面**和**手機端**的操作。無論你在哪裡，只要打開手機，都能輕易地管理到所有房間的狀態。

Auto Free Up Unused Meetings 自動騰出未使用會議

To enforce punctuality and resource usability, Bookings ONE will help to cancel the booking if no one "check in" or confirms the meeting on time via our application. Set allow-period in Bookings ONE.

為保會議準時和節省資源，如果沒有人準時簽到或確認會議，Bookings ONE 能幫忙取消該預約。不妨在系統裡設定有效簽到期限。



Calendar Integration 連接日曆系統

With seamless integration with calendar systems including **Exchange server / Office 365**, and support **Google Calendar / Lotus Notes**, Bookings ONE synchronize bookings from these third-party system simultaneously.

Bookings ONE 能無痕連接上**Exchange server / Office 365**，同時支援**Google Calendar / Lotus Notes**，這些主要在公司會使用的日曆系統，Bookings ONE 的預約可同步到這些日曆系統內。用戶可以繼續使用他們本來一直使用的日曆系統來管理他們的預約。



3DFloor Plan 3D平面圖



Bookings ONE 3D floor plan strive to adopt a **new interface concept** and break the traditional form of managing rooms with lists and tables. With our **3D map engine and AI technology**, the **2D map will be automatically transformed into 3D floor plan**, so users can manage the rooms directly without spending time to look for a specific room in the ocean of data.

Bookings ONE 的3D平面圖功能，打破傳統用列表數據的形式，採用**全新的界面概念**去管理房間，通過自家開發的**3D地圖引擎及AI技術**，將**2D地圖自動變成3D圖**，讓用戶可以直接管理房間，毋須花費時間在數百列數據中尋找所需的房間資訊。

Real-time Analytics 實時分析

In order for the management to utilize and allocate company resources efficiently, conference rooms in particular, Bookings ONE generates graphical analytics and reports that could be exported to Excel file to facilitate readability and better understanding on information such as **utilization rate** of rooms, the length of booking and **absence rate** to use a room of respective users at different times.

通過 Bookings ONE，管理者能以圖像化的分析，理解各個時段的**會議室使用率**、各人的使用時間、因失約導致**房間空置的次數**等等，亦能匯出成為 Excel 形式的分析報告，從而讓企業更了解公司會議室有否被充分利用，從而更有效運用、分配公司的資源。



Progressive Web Application 漸進式WebApp

Reserve your rooms and manage corporate resources with Bookings ONE on your desktop and mobile in any time, any place.

透過桌面電腦和手機使用 Bookings ONE，隨時隨地預約房間、管理企業資源。



Room Booking Module 會議室預約功能

Meeting Room Scheduling 會議室預約排程

Manage your bookings on an integrated calendar, and keep aware of any meeting updates via our booking management platform.

通過完善整合的日曆管理您的房間預約，並在我們的管理平台持續跟進會議的最新進展。



Meeting Room Scheduling 支援各種平台

Search and book the room on your mobile, on the web or via digital screens and kiosks. Get a overview of available rooms on the 3D floorplan. Support both Microsoft Exchange Server and Office 365.

您可以透過手機、電腦或電子顯示器及信息裝置，搜索和預約房間，亦可在3D平面圖上了解各房間的使用概況。支援Microsoft Exchange Server和Office 365。



Floor Display 樓層顯示器

Clear overview of available rooms on a large 3D floor plan. Assist all newcomers and staffs to easily find the path to the meeting room in first sight.

在大型3D平面圖上清晰顯示各房間的使用概況，協助所有客戶和員工輕鬆找出通往會議室的路徑。

Room Display 房間顯示器

A compact device provides a clear and concise control of room booking by few taps. Easily install outside your meeting rooms to show the room availability clearly, red or green.

設計小巧，只需輕鬆一按，就能清晰、簡潔地控制房間預約程序。安裝在會議室外，就能清晰顯示房間可用狀況。

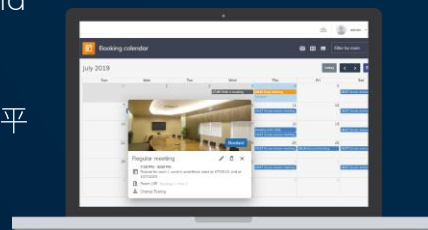


Hot Desk Booking Module 辦公桌預約功能

Hot Desk Scheduling 辦公桌預約排程

Manage your bookings on an integrated calendar, and keep aware of any meeting updates via our booking management platform.

通過完善整合的日曆管理您的辦公桌預約，並在我們的管理平台上得悉辦公桌的使用狀況。



Interactive Office Maps 互動式地圖

The workspace floorplan provide an clear, interactive overview for staffs to find and book the desk that they would like to use.

辦公室平面圖為員工提供清晰、互動的工作空間概覽，以助尋找和預約他們當前需要使用的辦公桌。

Check In Displays 報到顯示器

Our displays provide a agile tool to book and manage your desks. By installing a compact booking device onto the desk, staffs can reserve or check in the workspace by few touches and tapping in with their RFID access cards.

這些顯示器為您提供了一個靈活的辦公桌預約和管理工具。透過在桌上安裝一個小巧的預約設備，員工只需輕觸幾下，並使用他們的RFID門禁卡就能輕鬆預約、簽到。

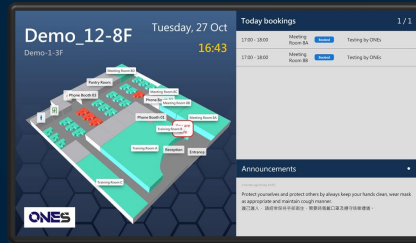
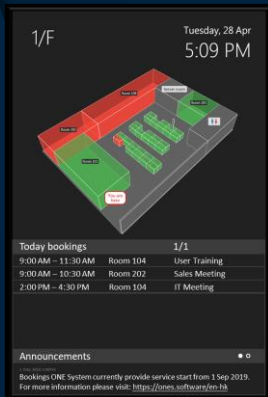


Standalone Desk Displays
獨立辦公桌顯示器



Check In Kiosk
專櫃報到顯示器

Floor Display Module 樓層顯示器功能



Interactive Office Maps 互動式地圖

The workspace floorplan provide an clear, interactive overview for staffs to find and book the desk that they would like to use.

辦公室平面圖為員工提供清晰、互動的工作空間概覽，以助尋找和預約他們當前需要使用的辦公桌。

Showed company announcement 顯示公司公告

The display not only allows employees to see announcement, but also allows company to release latest product information to visitors.

顯示器不但能讓員工從顯示器上了解公司通告，更可以向訪客展示公司近期產品資訊

Showed daily bookings 顯示每日預約狀況

Below the map, staffs can check the daily schedule of conference room usage

員工可以在地圖底下位置查看會議室使用日程，了解即日使用狀況

Other Module 其他功能

Equipment Booking Module 器材預約預約

User can reserve the Equipment upon create room and desk booking.

用戶可以在預約房間及辦公桌，同時預約器材。

Support Module 支援功能

Bookings ONE offers full workflow for office support, from reporting, handling, status tracing to data analytics.

Bookings ONE 提供辦公室支援的完整流程，從問題匯報、處理、狀態追蹤，到數據分析。

Service Module 服務功能

Bookings ONE can integrate various office service into our management system. Users can request service delivery while making their room reservations. It provides a seamless service pipeline for the booking service.

Bookings ONE 能夠將各類辦公室服務，整合到我們的管理系統中，使用者在預約房間的同時也能預約茶水服務，為預約服務提供一個無縫的服務平台。

Visitor Management Module 訪客管理功能

Greet your guests with agile sign-in system on a tablet, and notify your employee for the visitor arrival.

在平板電腦上使用敏捷的登錄系統向您的客人致意，並通知您的員工來訪者的到來。

1

Automatically sending invitation while booking a room.
預約房間的同時自動發出邀請。



2

Visitor received invitation and finished pre-registration by phone.
訪客受到邀請並透過手機完成事前登記。



6

Notify your staff when their visitor arrive.
訪客到達時通知您的員工。



3

Visitor receives QR Code.
完成後訪客接收 QR Code。



5

Printing visitor badge.
印刷訪客證件。



4

Arrived and showed QR Code and id card to receptionist.
到達並向前台職員展示證件及QR Code。



Flexible Solutions 靈活的解決方案

We provide **Cloud License** and **On-Premises License** solution for different purposes. We can also provide **integration service** for your existing systems on demand.

我們提供**雲端版本**和**伺服器版本**的解決方案以配合不同需要。

我們還可以按需求為您現有的**系統提供連接服務**。

More Features 更多功能

Central Management 集中管理

Web Based Console 網站控制台
Support Mobile Device 支援手機設備
Monitor Real-time status 監控實時狀態
Facility Setting 設施設置
Internal announcements 內部公告
Multiple theme and UI 多種主題和用戶界面

Room & Desk Management 房間和辦公桌管理

Room Policy Setting 房間規則設置
Auto Release No Show 自動放出失約預約
Amenities Setting 設備管理
3DFloor Plan 3D平面圖
Disable Out of Service 暫停服務設定

Booking Management 訂房管理

Different View Of Calendar 多種日曆檢視
User Restriction Setting 用戶權限設置
Booking Policy Setting 訂房規則設置
Single/Recurring Booking 單次/定期預約
Auto Filter Suitable Room 自動搜尋房間
Email Invite Attendee 發送邀請電郵

Display Management 顯示屏管理

Daily Booking Schedule 即日預約時間表
Logo & Wallpaper Setting 徽章及壁紙設置
QR Code Check In 二維碼登錄
Realtime Book Room 即時預約房間

Analytics/ Report 分析/ 報告

Analytics 分析報告
Booking Summary Report 訂房摘要報告
Export Excel Report 匯出Excel報告

Integration 外部連接

Card Reader 讀卡機
E-Calendar 電子行事曆
System API 軟件系統

Floor Display 樓層顯示屏

Real Time Booking Info 即時預約信息
Booking On Floor Display 直接預約

Support & Service 服務與支援

Booking Service 預約相關服務
Issue Reporting 報告問題

For Various Industries 適用於各個行業



Co-working space 共享工作空間 / Office 辦公室

Efficient room booking can greatly reduce room vacancy rate, opening up new sources of finance and cutting down expenditure with effective utilization of space resources.

透過高效的房間預約，減少房間空置率，有效利用空間資源達到開源節流的效果。

Government facility 政府設施

You can make reservation on courts/pitches, activity rooms and other government leisure facilities with a few clicks on the booking display.

用顯示器輕鬆預約球場、活動室等各種政府康樂設施。



Sport center 體育中心

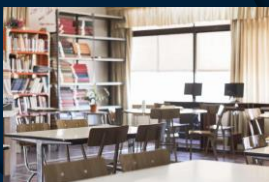
You can manage studios of multiple centers at the same time, showing clearly when and where the classes are, without confusing the cross-center users.

能夠同時管理多個地點的房間，清楚顯示各個課堂的使用時間和地點，令用戶跨地點上課也不會感到資訊混亂。

Event venue 活動場所

The system can be installed and applied in a wide range of venues from conference rooms to gaming rooms.

應用範圍廣泛，由會議室到遊戲室均可安裝使用。



Education venue 教育場所

You can reserve the venues/facilities on a recurrent basis of weekly, bi-weekly or monthly arrangement for up to a year.

可按需要以每周、每雙周、每月等形式重複預約場所設施，輕鬆管理長達一年的預約安排。

Hotel 酒店

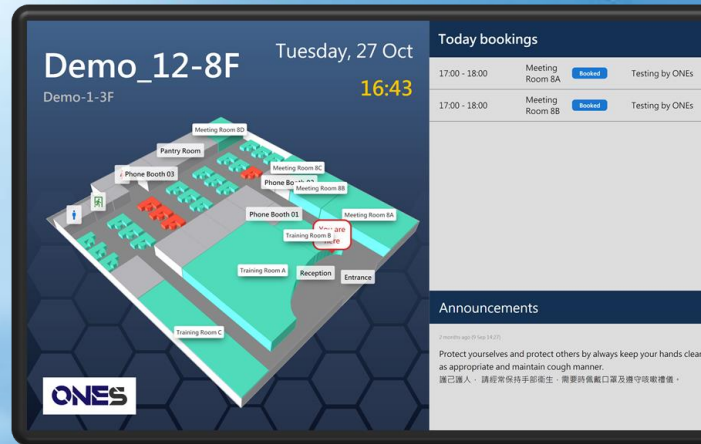
The display shows clearly all the same-day events, hotel guests can easily reach their destinations following the directions on the display.

清楚顯示所有即日活動，酒店賓客可根據顯示器的路線指引，輕鬆到達目的地。





BOOKINGS ONE



Smart Room Booking 智能房間預約

Find the room on the computer or room signage by availability, capacity and location.

按用戶要求，找出最合適的預約房間和時間段。

Multi-platform support 多平臺支援

Support Windows, MacOS, iOS and Android mobile devices.

支援Windows，MacOS等電腦平臺以及iOS和Android移動手機設備。

Intelligent 3D Floor Plan 智能3D平面圖

Easy to build up 3D floor plan, monitor the room status at once.

簡易構建3D平面圖，房間狀態一目瞭然。

Powerful Central Management System 強勁的中央管理

Room management, monitoring, analytics, etc. All you need in one Console.

一個控制介面，包含房間管理，監控以及分析等一切功能。

Tel: (852) 5538 3410
Email: hello@ones.software
<https://ones.software>

