

What's new in Resource Central 4.0 Service release 3

This version includes a lot of new functionality. The following will give a short introduction.

More detailed information can be found in the different user guides for Resource Central.

Assistant Organizer

It is now possible to book a meeting in a colleague's or manager's calendar, and set yourself up as 'Assistant Organizer'. This will enable the 'Assistant Organizer' to receive the emails from Resource Central and to make orders on behalf of the colleague/manager.

The feature's purpose is to support the work process of roles like secretaries and personal assistants.

The email flow can be configured, so the original organizer does not receive any emails from RC.

The screenshot shows the 'Order Form' interface. On the left, there is a sidebar with 'Reservation' details: Resource: One Park Meeting Room 2, Location: Locations\One Park Avenue, and Subject: Demo meeting 1. The main area is titled 'MEETING ORGANIZER' and contains the following fields:

Organizer	Lars Sommer Add-On Products
Assistant organizer	<input checked="" type="checkbox"/> Søren Skau Add-On Products
Email to	<input type="checkbox"/> Organizer <input checked="" type="checkbox"/> Assistant organizer

In this example, only the 'Assistant Organizer' will receive the emails from RC.

In My Meetings you can see your own meetings and the meetings where you are the 'Assistant Organizer'.

The screenshot shows the 'My Meetings' interface. On the left, there is a calendar view for December 2017. The main area is titled 'My Meetings' and contains a table of meetings:

From	To	Subject	Resource
07-12-2017 09:00	07-12-2017 10:00	Meeting in my own calendar.	100TestRoom
Lars Sommer Add-On Products			
From	To	Subject	Resource
07-12-2017 10:00	07-12-2017 11:00	Demo meeting 1	One Park Meeting Room 2

New 'Tasks' standard report

There is a new standard report, listing the Tasks.

Tasks are used when the use of Shared Order Form is enabled. Typically, the Shared Order Form is used to order video conferencing.

Resource location details

You can now add extra information about the specific location of the resource. You can add an image and a text.

The feature provides information to the service provider of where to deliver the orders and if any special conditions apply to that location.

^ Resource Properties

* Resource Mail
TestResource8@add-on.com

* Name
100TestRoom

Description
Test Room i Andkær

* Light Resource
 Yes No

* Group Name
Meeting rooms

Categories

Image
Dagens møder til Kiosk.PNG

Resource location image
ResourceMap1.png

Resource location description
There is a service door on the left side of the building, where the food cart can go through.

The information is displayed when opening an order in 'Orders', under the new icon 'Resource Location':

Resource Central

Order - 6697

LIST PRINT UPDATE UPDATE AND SEND EMAIL RESOURCE LOCATION

^ DAILY TASKS

Orders

Reservations

Overview

Booking Manager

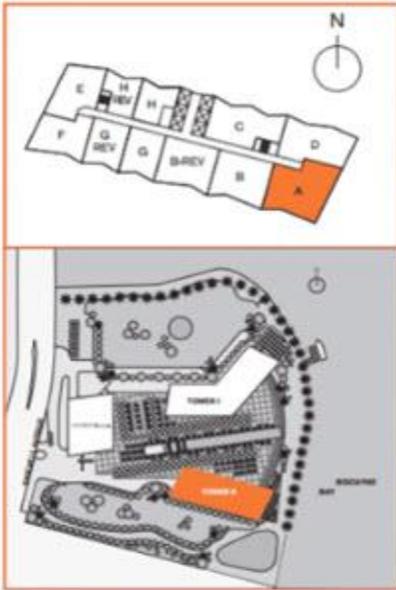
Items

Order number 6697

From: 25-Dec-2017 14:30 (Monday)

To: 25-Dec-2017 15:00 (Monday)

The Conference Room



There is a service door on the left side of the building, where the food cart can go through.

Images in folders + bulk upload

Images can now be stored in different folders and subfolders. Images can easily be moved between folders. As another new feature, images can now be bulk uploaded.

Images

 NEW FOLDER  UPLOAD IMAGES  DELETE  RENAME  MOVE  PRINT

File

<input type="checkbox"/>	Name
<input type="checkbox"/>	Item Images
<input type="checkbox"/>	Kiosk Images
<input type="checkbox"/>	RC icons
<input type="checkbox"/>	Resource Images

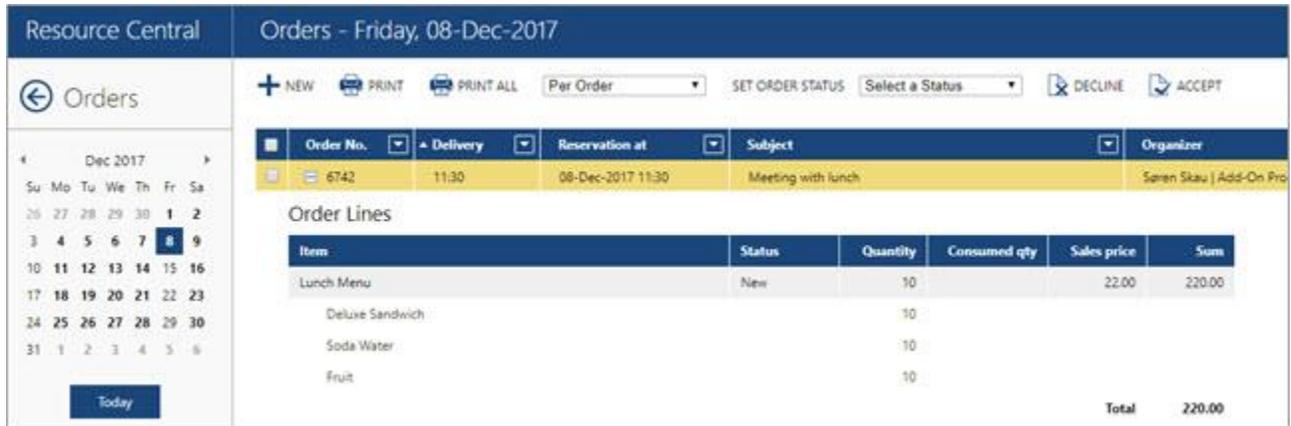
New menu functionality in Items

With this feature it is now possible for catering providers to setup their catering items in a menu structure.

Items can be grouped into menus and presented and sold as one item. I.e. you can create a 'Lunch menu' that includes soft drinks, sandwiches and fruit. The menu has its own price.

Items can both be ordered as individual items and as part of a menu.

For the caterer, the order will look like this:



Order No.	Delivery	Reservation at	Subject	Organizer
6742	11:30	08-Dec-2017 11:30	Meeting with lunch	Seren Skau Add-On Pro

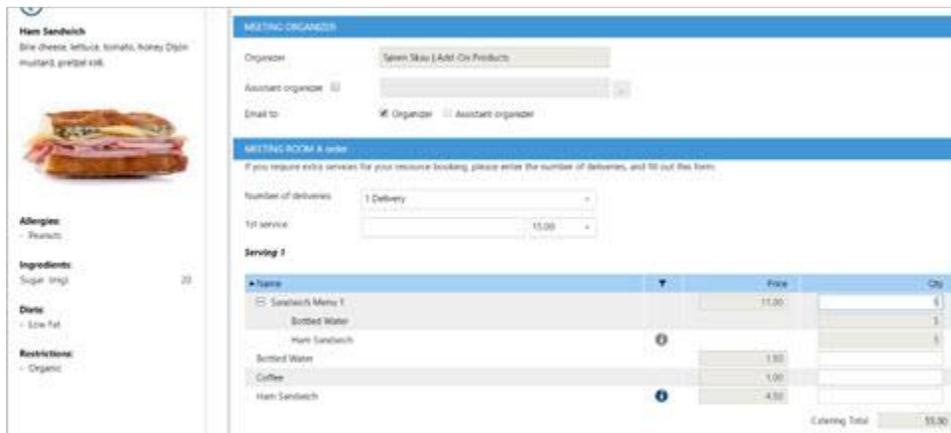
Item	Status	Quantity	Consumed qty	Sales price	Sum
Lunch Menu	New	10		22.00	220.00
Deluxe Sandwich		10			
Soda Water		10			
Fruit		10			
				Total	220.00

The menu functionality also includes an advanced feature, where the organizer can 'build' a menu from a row of optional items. I.e. pick 2 sandwiches out of 10 available, and have soda and fruit as well.

Nutrition information on Items

Customizable nutrition information can be added to each item. The information is searchable when making catering orders, I.e. enabling the organizer to search for items without specific allergens.

The information is also available when clicking on the icon by the item.



Name	Price	Qty
Sandwich Menu 1	11.00	1
Bottled Water	1.00	1
Ham Sandwich	4.00	1
Bottled Water	1.00	1
Coffee	1.00	1
Ham Sandwich	4.00	1
Catering Total		15.00

Images on Items

You can use the uploaded images on your items. The images will be available when ordering the items.

Order Items based on number of persons

Items can be ordered by typing in a number of persons and then select the required items using checkboxes.

100TESTROOM order

If you require extra services for your resource booking, please enter the number of deliveries, and fill out this form.

Number of deliveries: 1 Delivery

1st service: 15:30

Serving 7

Number of persons: 15 (Min. 0)

Name	Price	Qty
Soda Water	0.00	15
Sparkling Water	0.00	15
Still Water	0.00	
Cheese Puffs	0.00	

Order status notifications

In order to notify Service providers of change to their orders, The Order view is now color coded depending on the status.

Orders cancelled after deadline will also be listed. In this example, the first order is cancelled after deadline

SET ORDER STATUS: Select a Status [v] [DECLINE] [ACCEPT]

Subject	Organizer	Resource	Order status
dsds	Simon Foster [jh@add-on.com]	TGroom1	New
dsds	Simon Foster [jh@add-on.com]	360 PAS Conference Room B (SCP)	New
dsds	Simon Foster [jh@add-on.com]	One Park Meeting Room 3	New
test of all attendees, multiroom ordering, recurring	Simon Foster [jh@add-on.com]	One Park Meeting Room 2	Changed
test of all attendees, multiroom ordering, recurring	Simon Foster [jh@add-on.com]	1007estRoom	Confirmed

Status legends: New [yellow] Changed [orange] Confirmed [green] Declined [red] Arranged [blue] Locked [grey] Cancelled [dark red]

The colors are all customizable:

Notification Color

 SAVE

Use Notification Colors

Yes
 No

Status caption	Color code
New	<input type="text" value="#f2d774"/> 
Changed	<input type="text" value="#f39c12"/> 
Confirmed	<input type="text" value="#5fbc7d"/> 
Declined	<input type="text" value="#f0886e"/> 
Arranged	<input type="text" value="#5dade2"/> 
Locked	<input type="text" value="#b9c0cb"/> 
Cancelled	<input type="text" value="#ce4b28"/> 

Color display

The entire row
 Only order status column

Active legends

New 
 Changed 
 Confirmed 
 Declined 
 Arranged 
 Locked 
 Cancelled 

Categories can be filtered using AND/OR logic in Resource Finder

Previously the category search would always use a logical 'or'. Now you can choose between 'and' and 'or' when you search for a resource that meets your requirements.

I.e. you can search for meeting rooms that are 'Configurable' AND 'Video Conference Enabled'.

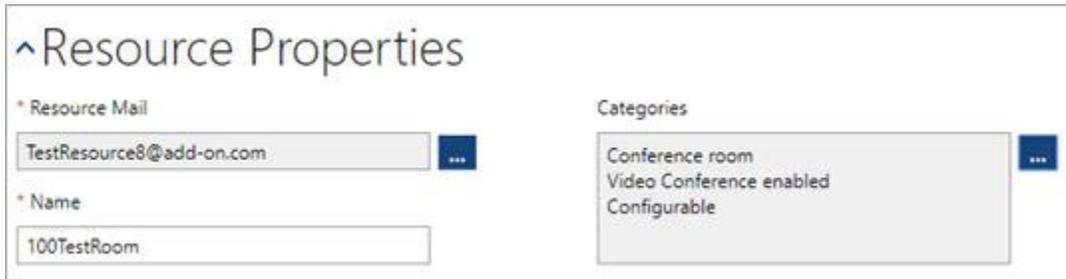
Categories

And
 Or

- Categories
 - Conference room
 - Presentation Ready
 - Conference phone
 - Video Conference enabled
 - Car
 - Configurable
 - Windowless

Unlimited number of categories per resource

The previous limit of applying up to 5 different categories to a resource, has been replaced by the possibility of applying an unlimited number of categories to a resource.



^ Resource Properties

* Resource Mail
TestResource8@add-on.com

* Name
100TestRoom

Categories
Conference room
Video Conference enabled
Configurable

Display user restrictions pop-up message + mandatory order form

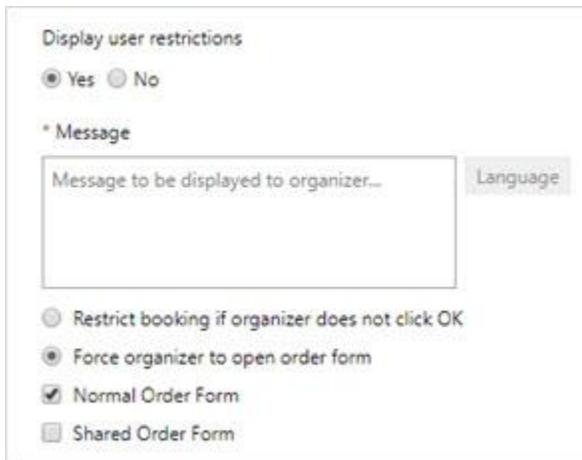
This feature is configured per resource. If applied it has 2 options:

1. Restrict booking if organizer does not click OK

If the organizer selects this resource, he has to click OK, otherwise the resource will be de-selected.

2. Force organizer to open order form

If the organizer selects this resource, he has to open the order form. This will help enforce the use of the order form, when that is required.



Display user restrictions

Yes No

* Message

Message to be displayed to organizer... Language

Restrict booking if organizer does not click OK

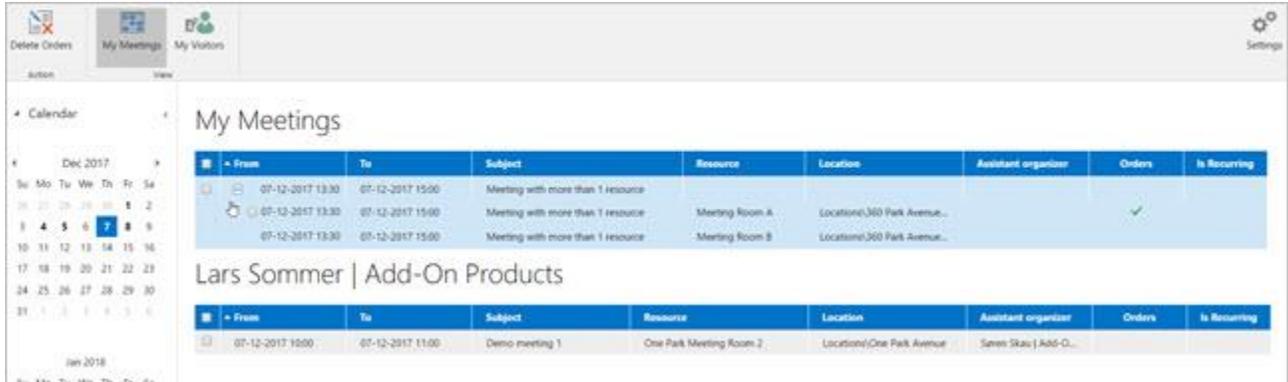
Force organizer to open order form

Normal Order Form

Shared Order Form

Changes in My Meetings

If more resources are selected for the same meeting or the resources are applied with a Shared Order Form, you will see a +. This enable you to expand the booking and make changes to the orders on each resource.



The screenshot displays the 'My Meetings' interface. On the left is a calendar for December 2017, with the 7th highlighted. The main area shows a table of meetings. Below the table is a section for 'Lars Sommer | Add-On Products' with another table of add-on products.

From	To	Subject	Resource	Location	Assistant organizer	Orders	Is Recurring
07-12-2017 13:30	07-12-2017 15:00	Meeting with more than 1 resource					
07-12-2017 13:30	07-12-2017 15:00	Meeting with more than 1 resource	Meeting Room A	Location\360 Park Avenue...		✓	
07-12-2017 13:30	07-12-2017 15:00	Meeting with more than 1 resource	Meeting Room B	Location\360 Park Avenue...			

From	To	Subject	Resource	Location	Assistant organizer	Orders	Is Recurring
07-12-2017 10:00	07-12-2017 11:00	Demo meeting 1	One Park Meeting Room 2	Location\One Park Avenue	Søren Skau Add-On...		

Furthermore, a new toolbar in My Meeting has been added to match Resource Finder layout. Here you will also find the setting option as in Resource Finder.