



# MATRIX

## Room management

**The MATRIX room management option facilitates the effective management of rooms used by various employees within the company, such as meeting or training rooms.**

The rooms to be managed are created via MATRIX room management. Various doors or room zones can be assigned to each room to be managed.

Rooms can be reserved for future use via the reservation function. This also checks whether a reservation has already been made for the required room and time. If this is the case, MATRIX notifies the user accordingly.

A responsible person is defined for every reservation so that even the administrative office, for example, can organise meetings for other people. Other participants can easily be added to the reservation from the staff list. As soon as the reservation has been saved in MATRIX, all participants automatically also gain access

authorisations for the reserved room for the duration of the appointment.

All room reservations are displayed clearly in a list so that reception, for example, can see at a glance which rooms are currently hosting meetings.

MATRIX room management is a room organisation solution designed to help save time and protect spaces against unauthorised access. It allows a room to remain locked at all times, with access authorisations only provided to employees as required.

### Advantages at a glance

#### Efficient organisation

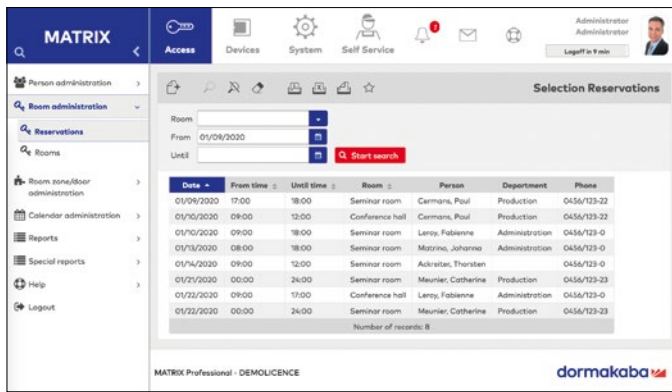
- Can be used by different employees
- Can be used across several locations
- Overview of reserved rooms

#### Simple, intuitive operation:

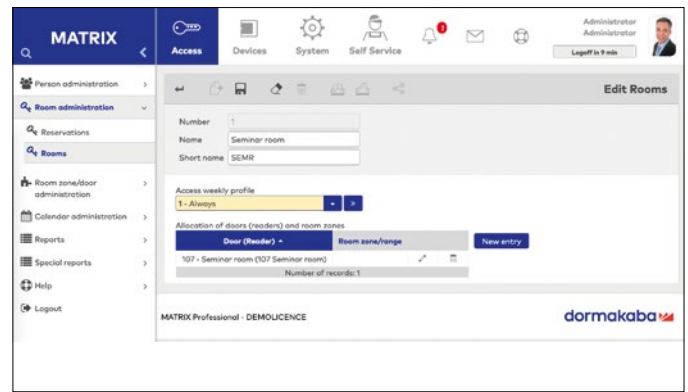
- Only takes a short time to become familiar with
- Intuitive processes

#### Increase safety

- Protect rooms against unauthorised access
- Individual allocation of access authorisation



List of room reservations



Processing the reservation

## Administration

### Rooms

999 rooms with designation and abbreviation; the rooms are defined by doors (readers) and/or room zones

### Weekly access schedule

Definition of possible access intervals in the case of a reservation

### Users

All persons with corresponding rights

## Functions

### Room reservation

For entering and modifying room reservations including messages in the case of double bookings; persons can be selected from a list

### Overview

List of all room reservations with sorting function

### Access authorisations

All invited participants automatically gain access authorisation for the reserved room for the duration of the reservation.

## Technical specifications

- The MATRIX software can be installed on any up-to-date Windows computer. The scope of delivery includes the H2 databases and SQL Server Express.
- An SQL server or Oracle is purchased and installed by the customer.
- Further details can be found in the system requirements.

**Any questions? We would be happy to answer any questions you may have.**