#### SmartSpace

## Administration Bookings: Service Orders User Guide



#### Introduction

# Getting started with the **SmartSpace Bookings: Service Order Administration**

This guide will outline the Service Order functionality for the SmartSpace Administration application



## Service Orders



(ATR)	Services	Bookings: S	Services								
€¥	What	-									-
B	All Service Types	Frid	lay 22 January 2021								
rest a	All Organicars	Time 🌲	Order 🍦	Notes 🌲	Request 🌻	Organiser 🍦	Building 🌲	Floor ≑	Room 🍦	Status 🍦	
	Where					No outstanding	orders				
Ŕ	United Kingdom 🗙 🗸										
	Luton										
	250 The Village X										
	Ground Floor Y										
	All Rooms 🗸										
	When										
	Fri 22 January 2021										
	Search										



#### ooking Services

Bookings Tab provides access to a onological list of To Do items for the lities team.

can filter by the following:

- Service Type
- Organiser
- ocation
- Date

Service Type field is multi-select to allow to filter by a combination of service types.

can search for 'All Organisers' or filter for or more organisers.

(APA)	Services	Bookings: Se	rvices						D	ownload XLS	Th
		United Kingdo	United Kingdom - Luton								
B	What	Friday	22 January 2021								re
1.05 2.05 2.05 2.05 2.05 2.05 2.05 2.05 2	All Service Types	Time 🚖	Order 🏛	Notes 🚖	Request 🚖	Organiser 🚖	Building 🚖	Floor 🚖	Room ≜	Status 🚖	-
	All Organisers	13:15 - 13:30	Coffee/Tea x1	$\checkmark$	Set-up	Juilee Kulkarni	250, The Village	First Floor	Tauranga	To Do	Yo
	Where _	14:00 - <b>1</b> 4:15	Coffee/Tea x1	$\checkmark$	Clear down	Juilee Kulkarni	250, The Village	First Floor	Tauranga		
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	When _										•
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#### king Services

lay panel will show the associated list Jp ' and 'Clear Up' items for service s that meet the search criteria.

view the following details:

- lest Type
- niser
- tion
- IS

Do	ownload XLS
	r
Room 🍦	Status 🌲
Tauranga	To Do
Tauranga	
	Tauranga



### oking Services

tus will indicate at what stage the t is at.

Up items the status can be:

- 0
- ver
- rdue
- nplete

ar Up items the status can be:

- 0
- rdue
- nplete

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€ Se	et-Up Catering Order						Delivere	ed	t
Order Det	ails								
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When	Today	Quantity	1						· [
Set-Up	13:15 - 13:30	Notes	tauranga						
Where	United Kingdom								
	Luton								
	250, The Village First Floor								
	Tauranga								
Organiser	Juilee Kulkarni								
	???								
	Juilee.Kulkarni@smartspaceglobal.com								



#### Booking Services

You can click on an item to see the detail of the service request.

Once you have delivered you can select the 'Delivered' Icon in the corner to indicate this.

	Services	Bookings: Services United Kingdom - Luton									
B	What _	Friday	Friday 22 January 2021								lte
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	Where _	14:00 - 14:15	Coffee/Tea x1	$\checkmark$	Clear down	Juilee Kulkarni	250, The Village	First Floor	Tauranga	To Do	-
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	Luton X 🗸										10
	250, The Village 🗴 🗙 🗸										CO
	All Floors 🗸										-
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	When _										-
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#### **Booking Services**

The item will now show as complete.

Items with no status indicate that the corresponding set up action has not been completed.

You can sort the 'Time' and the 'Room' columns in order to group items together.

ATR.	Services	Bookings: Se	rvices						D	ownload XLS	Yc	
	What	United Kingdo	United Kingdom - Luton									
ß	All Service Types	<ul> <li>Friday</li> </ul>	/ 22 January 2021								-	
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	Where	13:15 - 13:30	Coffee/Tea x1	$\checkmark$	Set-up	Juilee Kulkarni	250, The Village	First Floor	Tauranga	Complete		
~		14:00 - 14:15	Coffee/Tea x1	$\checkmark$	Clear down	Juilee Kulkarni	250, The Village	First Floor	Tauranga	To Do	-	
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	When _										-	
	Fri 22 January 2021 📋										-	
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#### nload

wnload an XLS file of service further analyse and share.

