SmartSpace

Administration
Bookings: Service Orders
User Guide

SMARTSPACE
SOFTWARE

February 2021

Introduction

Getting started with the

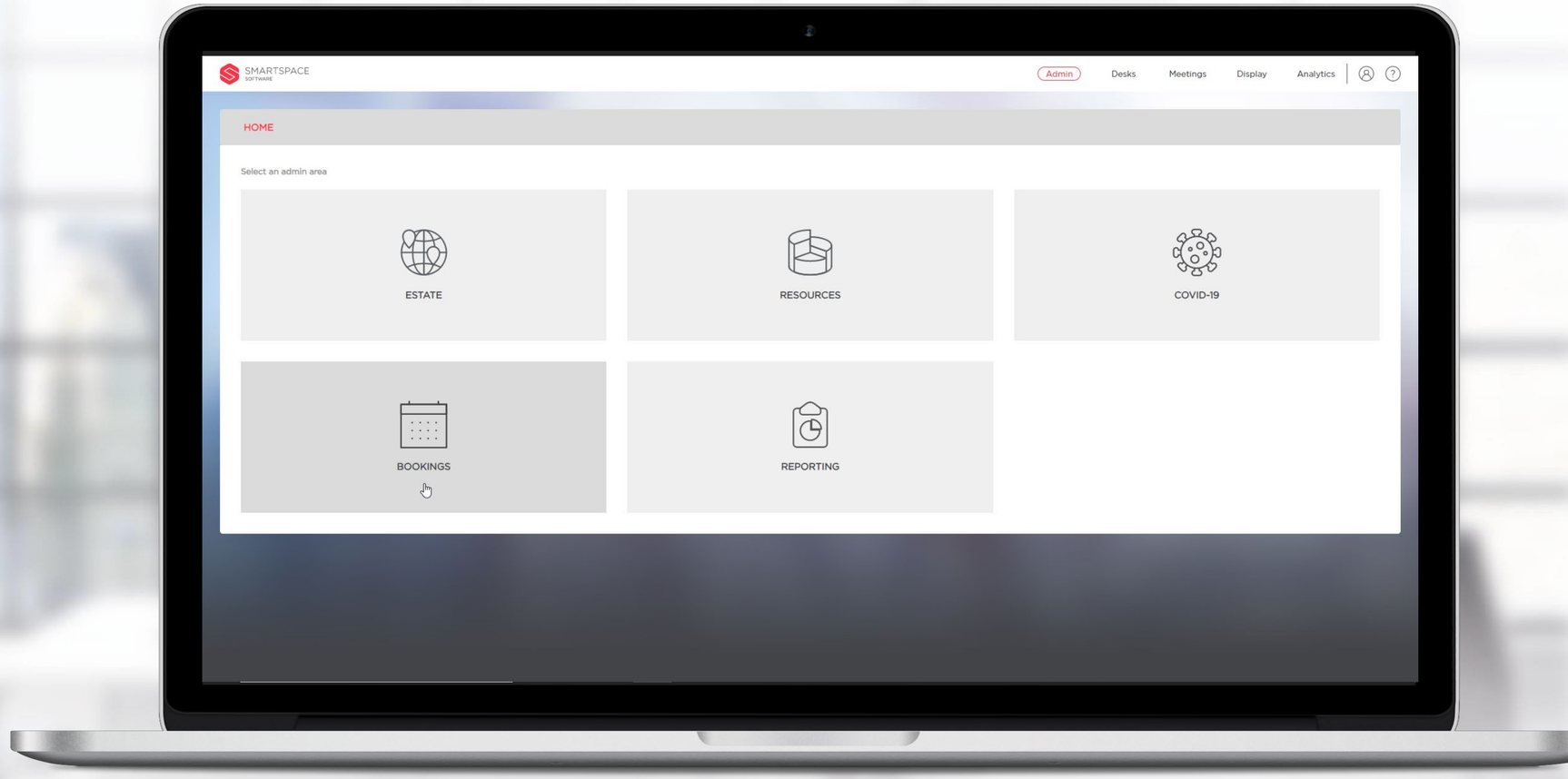
SmartSpace Bookings: Service Order Administration

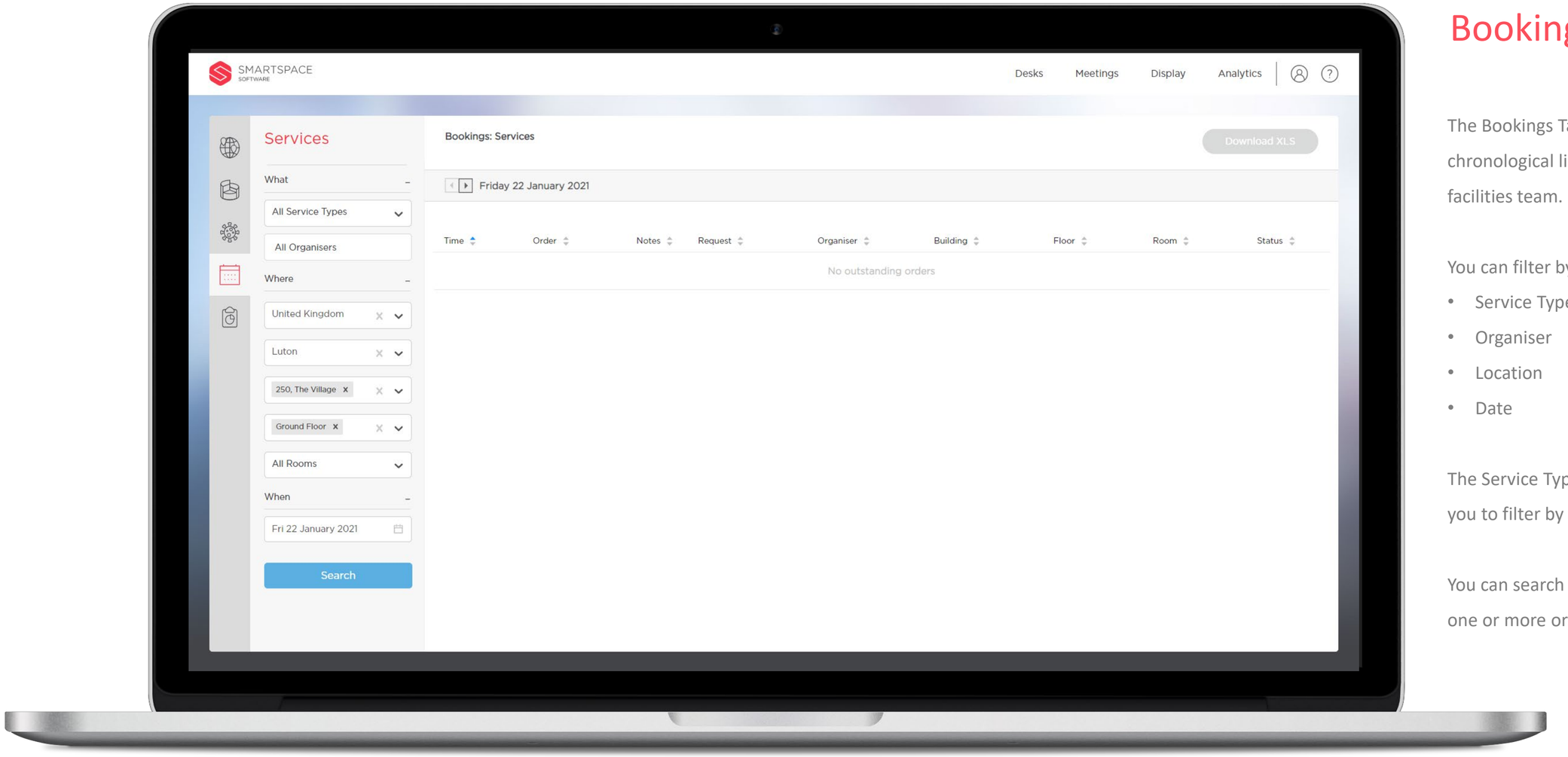
This guide will outline the Service Order functionality for the SmartSpace Administration application

SMARTSPACE
SOFTWARE

Commercial in confidence

Service Orders





Booking Services

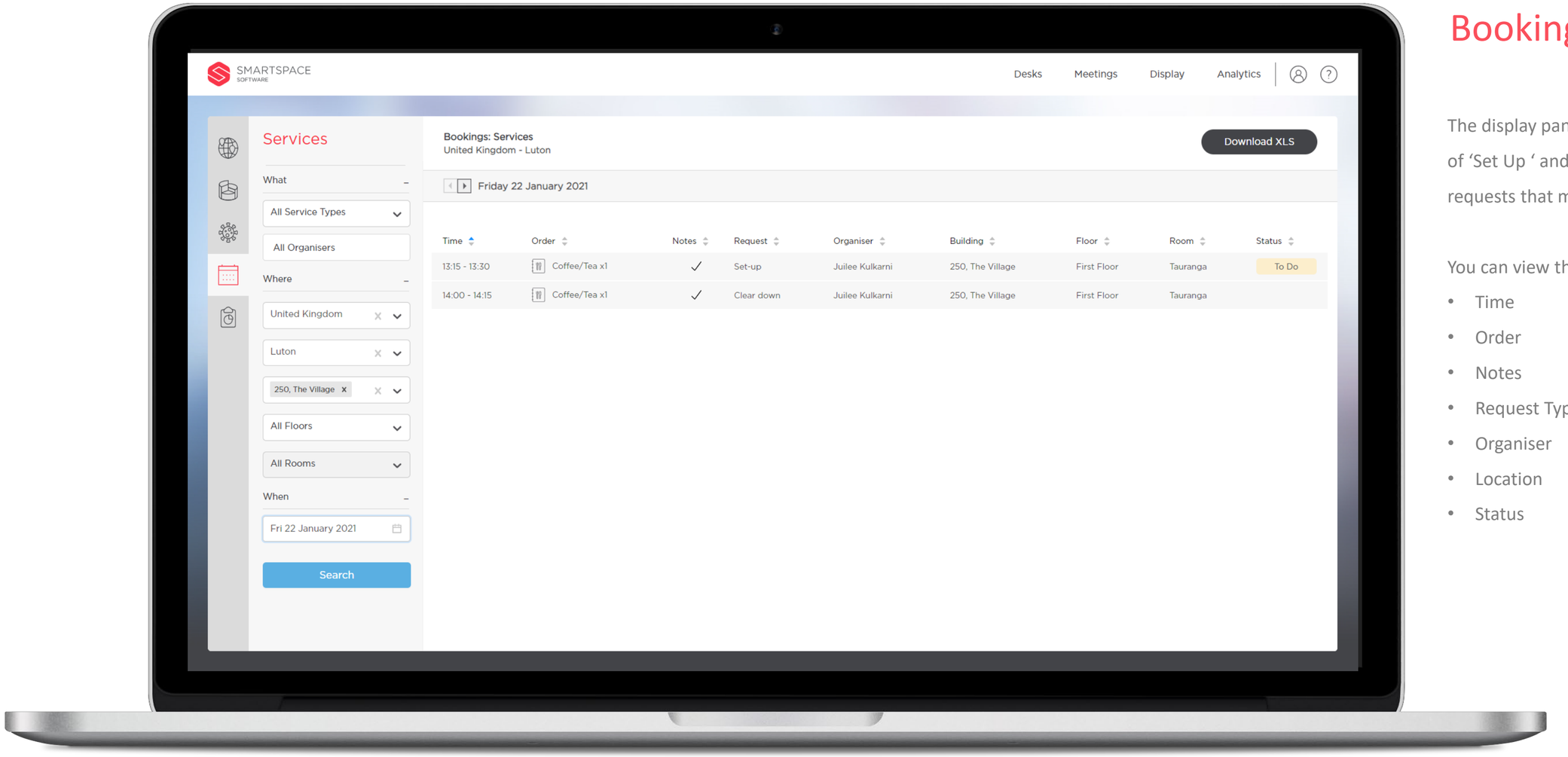
The Bookings Tab provides access to a chronological list of To Do items for the facilities team.

You can filter by the following:

- Service Type
- Organiser
- Location
- Date

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

You can search for ‘All Organisers’ or filter for one or more organisers.



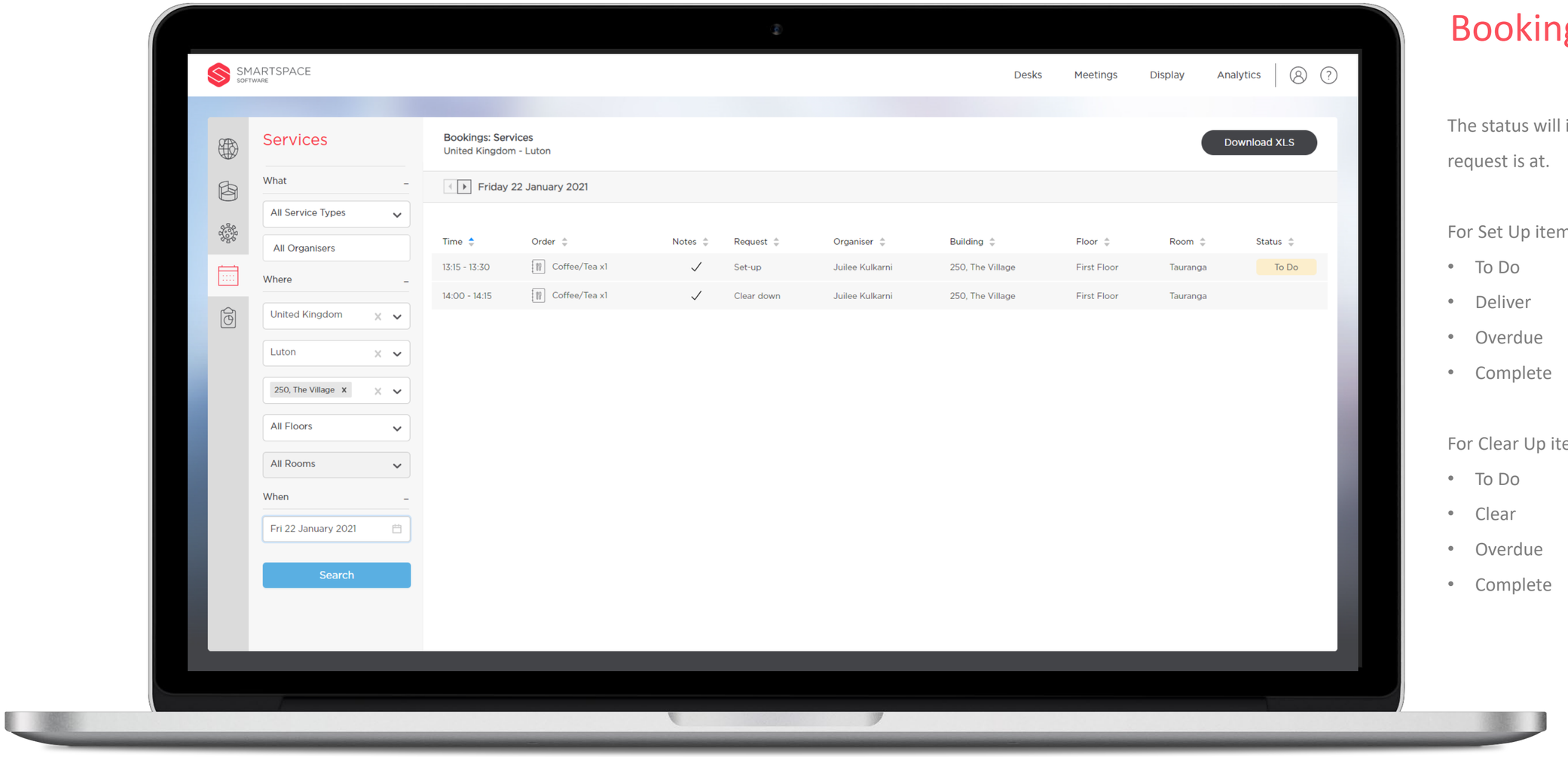
Booking Services

The display panel will show the associated list of ‘Set Up ‘ and ‘Clear Up’ items for service requests that meet the search criteria.

You can view the following details:

- Time
- Order
- Notes
- Request Type
- Organiser
- Location
- Status

Commercial in confidence



Booking Services

The status will indicate at what stage the request is at.

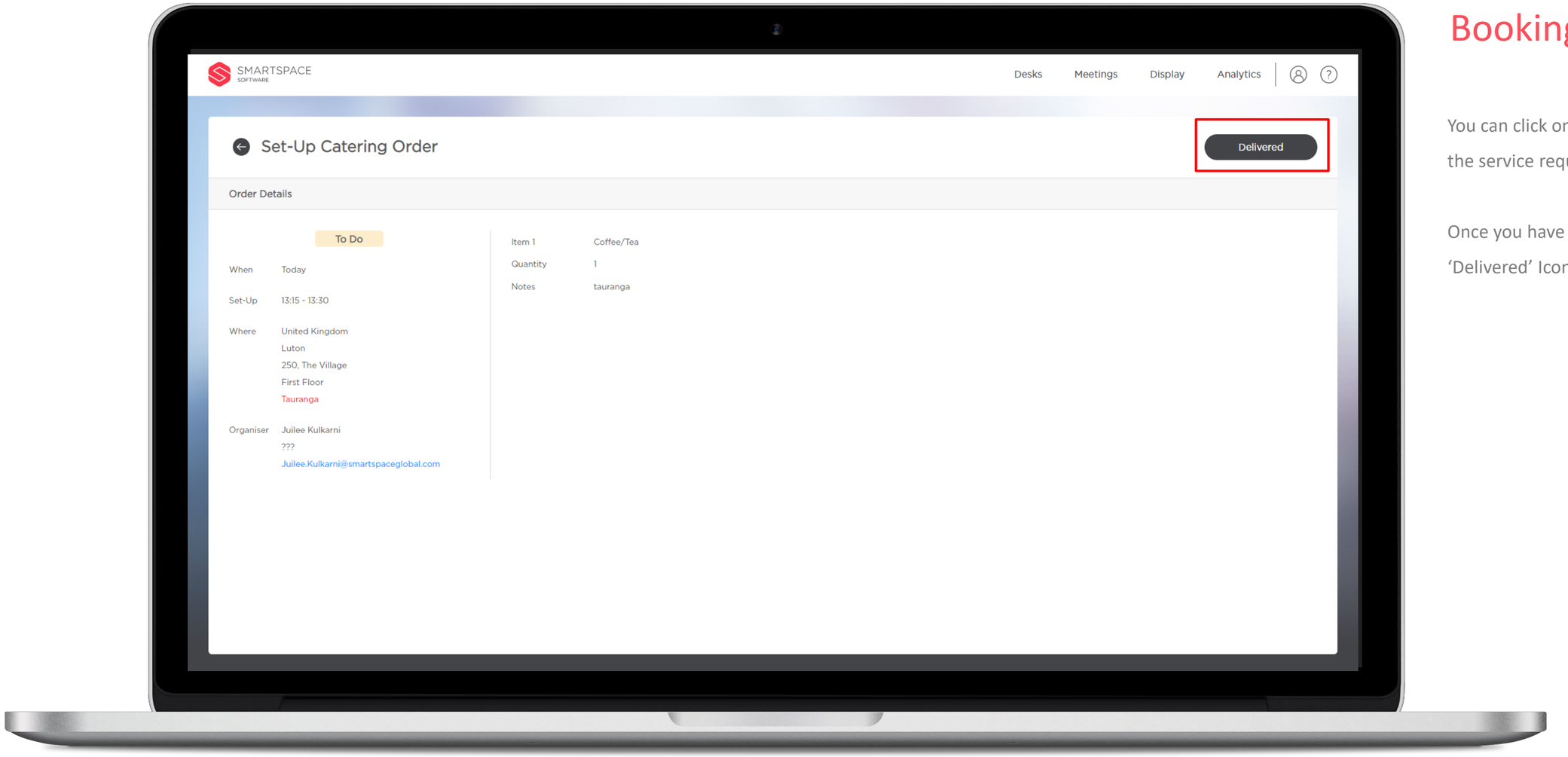
For Set Up items the status can be:

- To Do
- Deliver
- Overdue
- Complete

For Clear Up items the status can be:

- To Do
- Clear
- Overdue
- Complete

Commercial in confidence

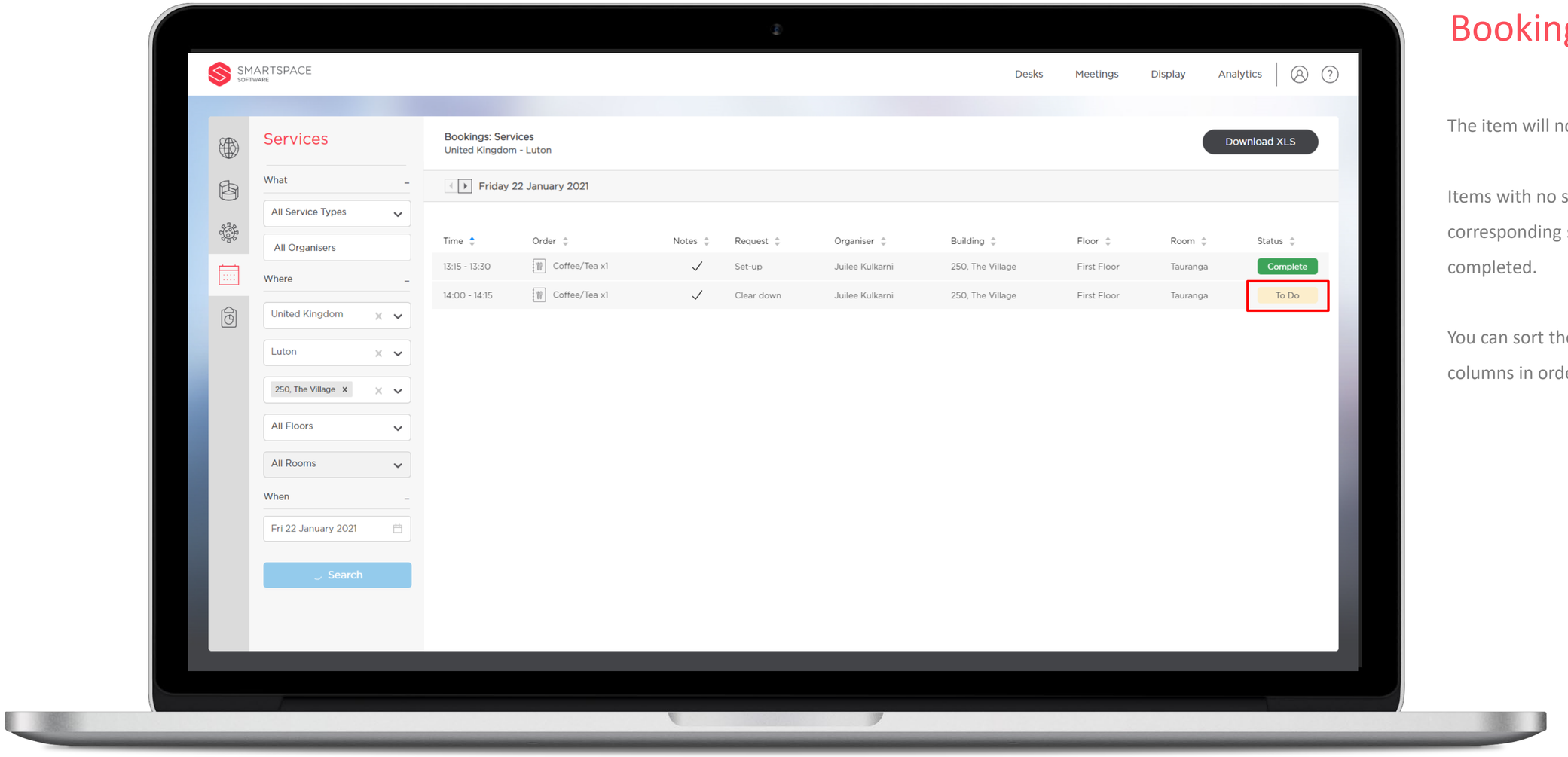


Booking Services

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.

Commercial in confidence

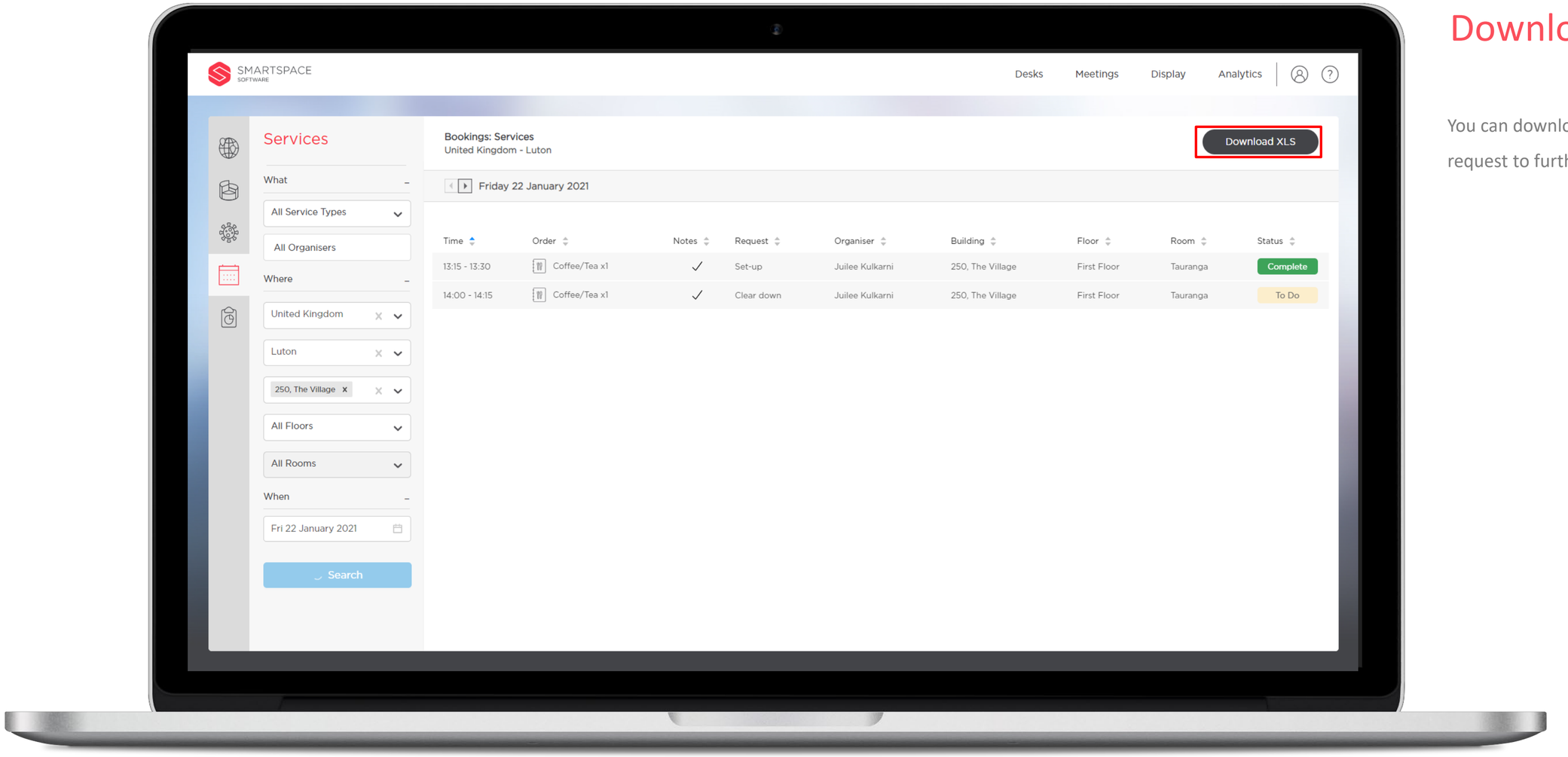


Booking Services

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.



Download

You can download an XLS file of service request to further analyse and share.

Commercial in confidence

February 2021