

INTRODUCTION TO THE SMARTWAY2 SOLUTION

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INTRODUCTION

Thank you for registering for a trial of Smartway2.

This document will provide you with an overview of the offerings available within the Smartway2 Solution. Links to more detailed documentation are provided for each of the modules.

You have full, unlimited access to our Support Team during your trial and their contact details are at the end of this document, along with the contact details for our Sales Team, should you wish to discuss pricing or arrange a demonstration of the full capabilities of our solution.

PRODUCT OVERVIEW

Smartway2 will revolutionise how you book your Meeting Rooms and Desks in your workplace.

A brand new solution meticulously designed by industry professionals, Smartway2 exploits the very latest in Cloud and Smartphone technology. This highly innovative, practical and easy-to-use solution offers users a simple and intuitive way to manage resource requirements whilst on the move. It is fully scalable, supporting multiple locations, currencies, languages and time zones making this a solution suitable for the Small, Medium and Large corporate market sectors.

TRIAL DATA

Your trial database will consist of 7 locations around the world, using major airports as a reference. This allows you to start making bookings using the web, Outlook and mobile clients. If you wish to include a location of your own choosing, you can do so using the web client, or better still, a tablet with the Meeting Room Display app.

APPLICATION DATA

USERS

Users can be categorised into three groups within Smartway2.

Administrators have control of the system settings and configuration;

Schedulers have management of all reservations;

Users can create and manage their own bookings.

Administrators can manage users through the Scheduler.

LOCATIONS

A location in Smartway2 parlance is any bookable resource, be that a meeting room, hot desk or touch-down space. A location has a physical address and provides the interface to Google Maps that is used by a number of Smartway2 modules, in particular the Mobile app.

Administrators can manage locations through the Scheduler.

NOTIFICATIONS

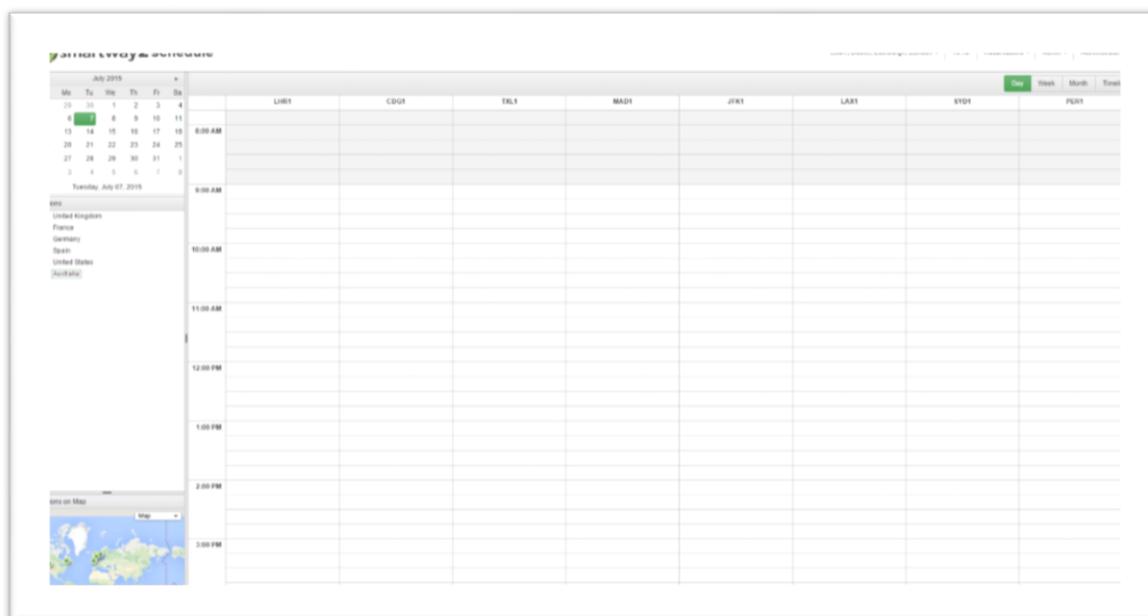
There are two types of notifications, in-app and email. In-app notifications are sent to users through the mobile app on their device, Email notifications are sent to the user's registered email address.

Administrators can configure, enable and disable notifications as required.

APPLICATION MODULES

The Smartway2 Solution consists of a number of modules allowing users to make bookings through mobiles, web browser, Outlook, or tablets. A brief introduction to each of these modules now follows.

SCHEDULER

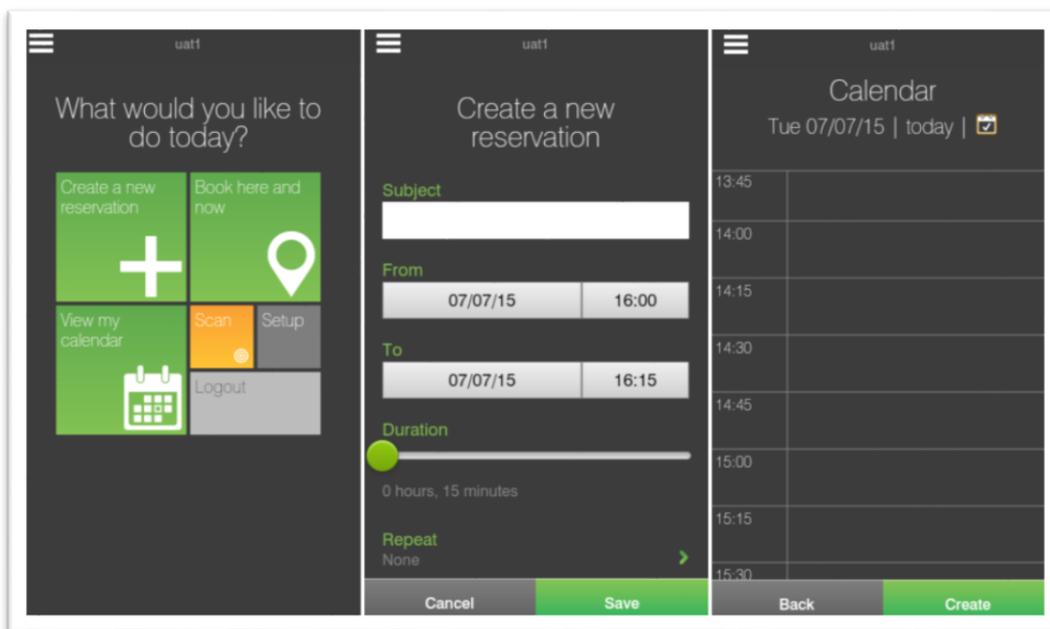


The scheduler, or web client, is typically the Administrator's overview of the bookings. They have the ability to manage those bookings, moving them to different locations, change the start time and even check-in other people's reservations. The web interface is best suited for this type of management.

The Administrator's guide for the scheduler is available to download by [clicking here](#).

Of course, end users are able to make use of this interface as well. They can create and manage their own bookings through a web browser on any machine connected to the internet.

MOBILE

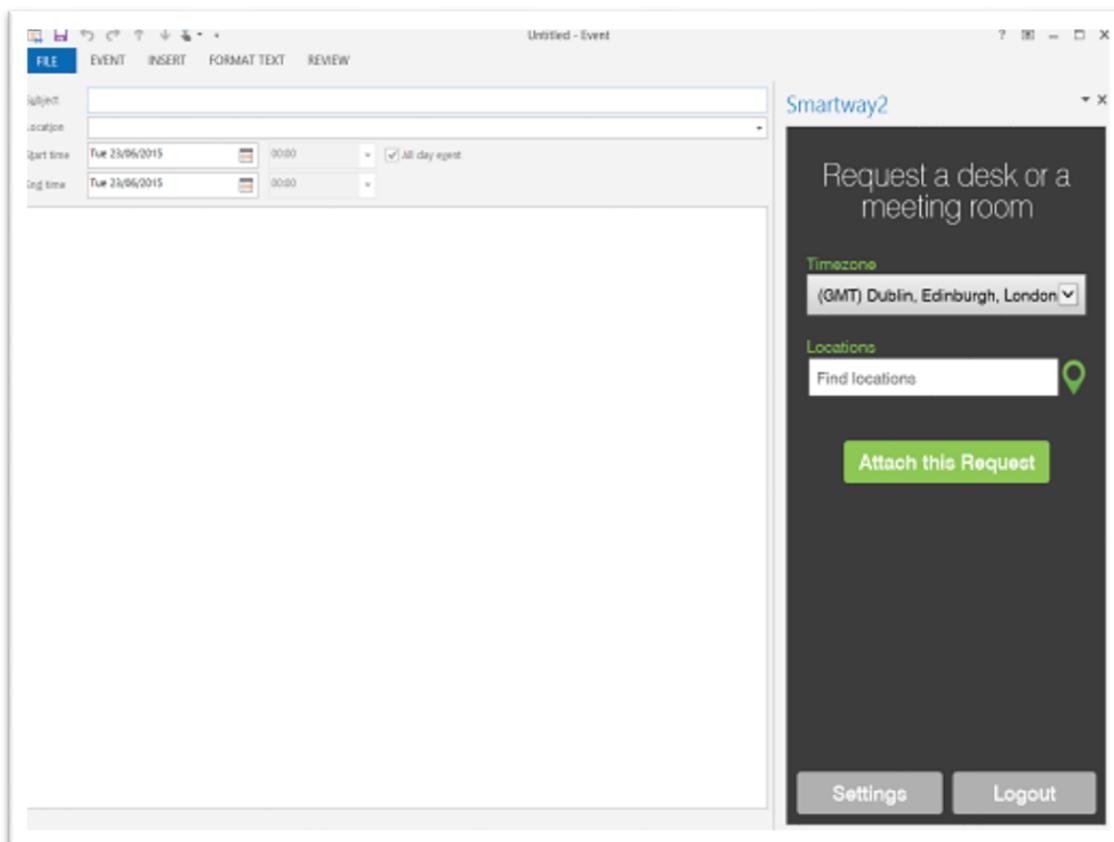


The Smartway2 Mobile app provides end users with the ability to create and manage their bookings through their mobile device. The app allows appointments on the phone's calendar to be shown alongside the user's Smartway2 bookings so that the user is able to see their availability in one place.

There are mobile apps for both iOS and Android devices. For iOS, go to the Apple app store and search for Smartway2. Android users will find the Smartway2 app in the Google Play store.

The User Guide for the mobile app can be downloaded from [this link](#).

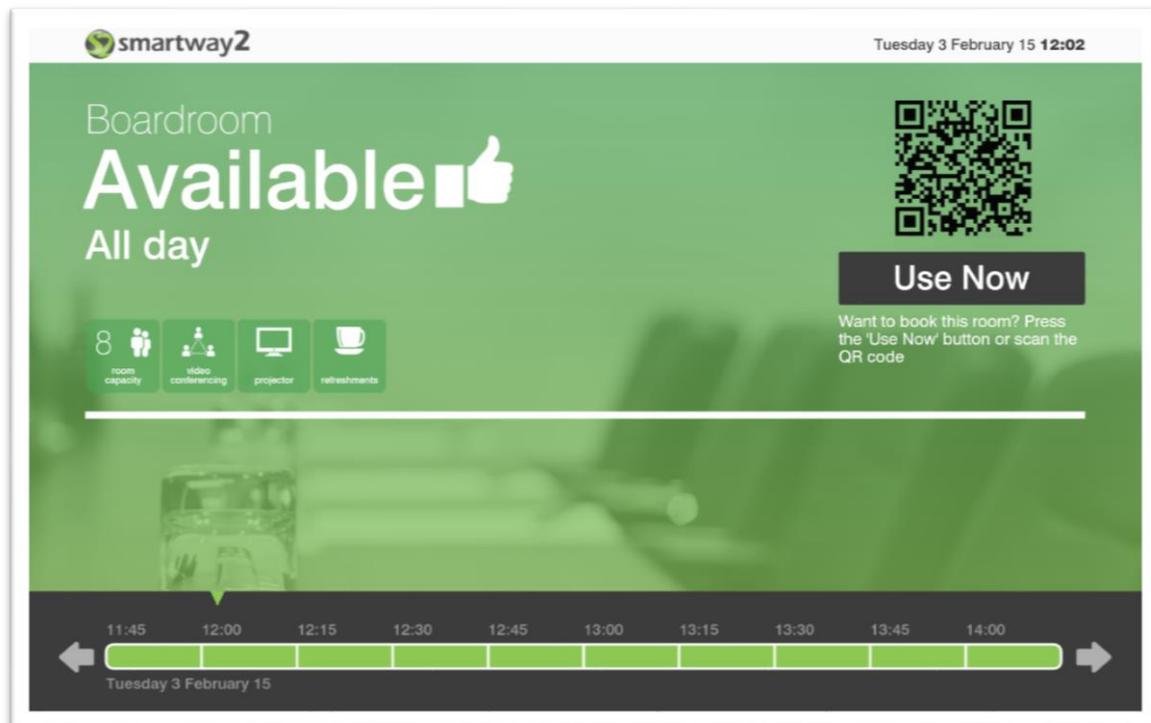
OUTLOOK



The Smartway2 Outlook add-in performs a true two-way synchronisation between the user's Outlook calendar and their Smartway2 account. Employing the latest Microsoft Apps for Office technology, a user's Smartway2 booking created in any of the available modules will appear in the user's Outlook calendar. Equally, an Outlook appointment that is linked to a Smartway2 location will appear in all Smartway2 modules. Any module can be used to modify a booking, regardless of the source of that booking.

The Installation and User Guide can be downloaded from [this link](#).

MEETING ROOM DISPLAY



The Meeting Room Display is a tablet based app that provides visibility of the current day's bookings at a specific location. It provides interaction with users, either directly or via their Smartway2 Mobile app, to allow them to create a new reservation, check-in to an existing reservation and extend or end a current reservation.

Like the Mobile app, there are iOS and Android versions available in the respective app stores. Search for Smartway2 on your tablet device and install the Room Panel app.

The Panel App Configuration Guide is available to download [from here](#), and the User guide [is here](#).

INTEGRATION

The Smartway2 application provides an API to allow an external application to access reservation data, for example Digital Signage.

We also provide Professional Services to integrate with complimentary systems such as Video Conferencing or Visitor Management.

For more details on services available, please contact our Sales Team with your requirements.

SUPPORT

During your trial, you will have unlimited access to our Support Team. The team can be contacted between 9am and 5:30pm (UK), Monday to Friday. Contact methods are as follows:

Email – support@smartway2.com

Phone – 01494 230036

Twitter – @SW2Support

If you wish to contact our Sales team to discuss pricing or to arrange a demonstration of Smartway2, please use the following contact details

Email – sales@smartway2.com

Phone – 01494 230036