



Fast and Effective Facilities Management

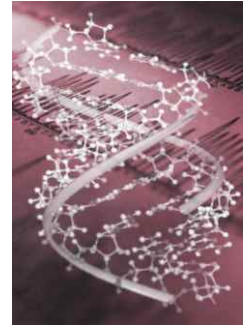


Developed in conjunction with Postgraduate Centre Managers to fulfil a wide range of operational and reporting requirements

Hicom Technology

Hicom was formed in 1986 with an aim of developing client-specific Healthcare software solutions to exacting standards using contemporary IT solutions.

With extensive experience in this field, Hicom have successfully implemented in excess of 250 different software applications for a number of diverse healthcare organisations.



FORUM: Facilities Booking

FORUM has been developed to allow you to quickly, easily and efficiently monitor and control the booking and utilisation of facilities within your organisation.

FORUM is highly flexible and has been developed in conjunction with Postgraduate Centre Managers to fulfil a wide range of operational and reporting requirements.

Bookings

FORUM manages the hiring and allocation of rooms, equipment and catering.

Facilities can be searched and selected in accordance with your needs, identifying the availability and suitability of rooms and equipment.

Bookings can be made using a variety of different methods including an interactive diary presented by room, day, week or month.



Bookings can be administered for internal and external clients, with separate charge rates and discounts applied to both. Invoices and internal billing requests can be generated with ease.

Any number of rooms can be associated to any one booking, with separate times and equipment requirements defined for each. Catering arrangement can also be made for the appropriate times and level of service.

Times	Conf	Dining	Harvey	Lounge	Seminar	Skills	Tutorial	Upper meet
09:30								
09:45								
10:00	PAS User Group							
10:15	PAS User Group							
10:30	PAS User Group		Case Conference					
10:45	PAS User Group		Case Conference					
11:00			Case Conference					
11:15			Case Conference					
11:30			Case Conference				MRCS TV	
11:45			Case Conference				MRCS TV	
12:00			Case Conference				MRCS TV	
12:15			Case Conference				MRCS TV	
12:30			Perinatal Meeting		Medical Directorate		MRCS TV	
12:45			Perinatal Meeting		Medical Directorate		MRCS TV	
13:00			Perinatal Meeting		Medical Directorate		MRCS TV	
13:15			Perinatal Meeting		Medical Directorate		MRCS TV	

Features

Many functions can be performed through a single keystroke or click of the mouse. All features have been designed to reduce the amount of input required by the user. You can easily...

- View all bookings and identify duplicate requests
- Prioritise and schedule individual and repeat bookings
- Calculate costs for room hire, equipment and catering
- Generate invoices for individual or batch bookings
- Manage bookings for internal and external clients
- Organise your Academic Calendar
- Generate booking forms, catering requests and invoices

Recurrent Bookings

Repeat bookings can be administered using the recurrence module, enabling events to be scheduled daily, weekly, monthly, annually or for specific dates.

Every booking created through the recurrence module can be retrieved individually or as part of the series.

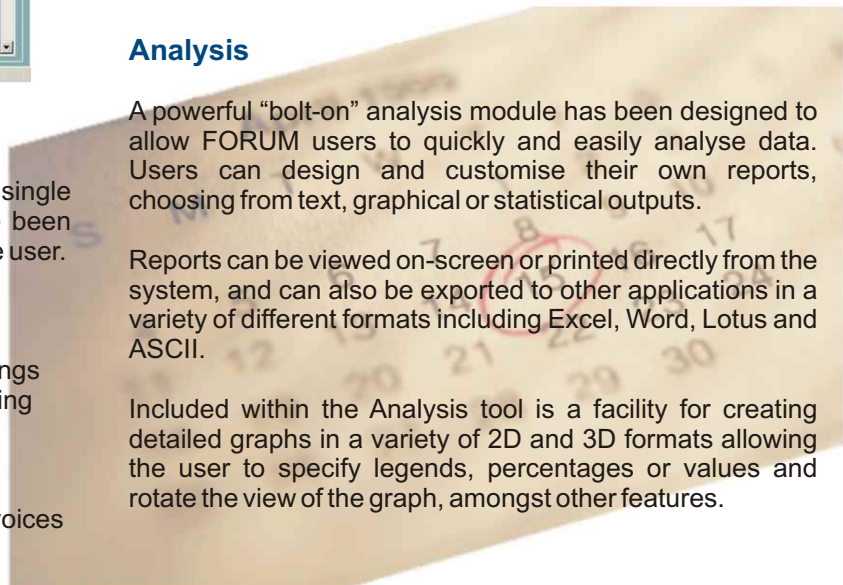
Every booking created through the recurrence module has a "tag" informing the user of the recurrence details to allow easy tracking of bookings.

Analysis

A powerful "bolt-on" analysis module has been designed to allow FORUM users to quickly and easily analyse data. Users can design and customise their own reports, choosing from text, graphical or statistical outputs.

Reports can be viewed on-screen or printed directly from the system, and can also be exported to other applications in a variety of different formats including Excel, Word, Lotus and ASCII.

Included within the Analysis tool is a facility for creating detailed graphs in a variety of 2D and 3D formats allowing the user to specify legends, percentages or values and rotate the view of the graph, amongst other features.



Electives Module

The Electives Module has been included as an option on FORUM for those Centres that have a requirement to administer the assignment of doctors to elective studies.

Consultants

Record details of your consultants that are available to take electives - name, department, number of elective spaces and history of elective students placed.

Availability

When you are contacted by an individual requesting availability dates you can very quickly assess which consultants are available or which departments have spaces for elective students.

Students

Record students' contact details and keep track of their elective studies, which consultants they have been placed with and when the placements start and finish.

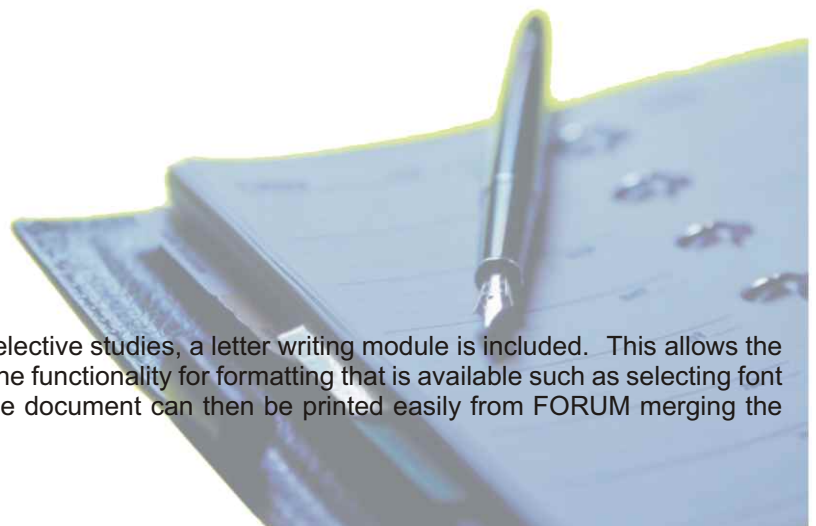
There is also a facility for recording the details of invoices sent.



- Record multiple periods of study for each student
- Record up to 6 units in one elective period
- Record each contact/action that has occurred

Merge Letter Function

To assist with contacting the students and administering elective studies, a letter writing module is included. This allows the user to create template documents in MS Word using all the functionality for formatting that is available such as selecting font size, using bold and italic functions and underlining. The document can then be printed easily from FORUM merging the individual's details with the letter at the press of a button.



Intranet Module

The Intranet Module enables colleagues throughout your Trust to search for facilities that meet their requirements and to make and administer provisional bookings.

Enquiries

Anyone with access to the Trust's intranet can check availability and utilisation of specific rooms for a specific day. Facilities are available to display all rooms for a specific day or a week's activities for a specific room.

Requests

Booking requests can be made on-line, with the administering department being notified of any new request upon submission.

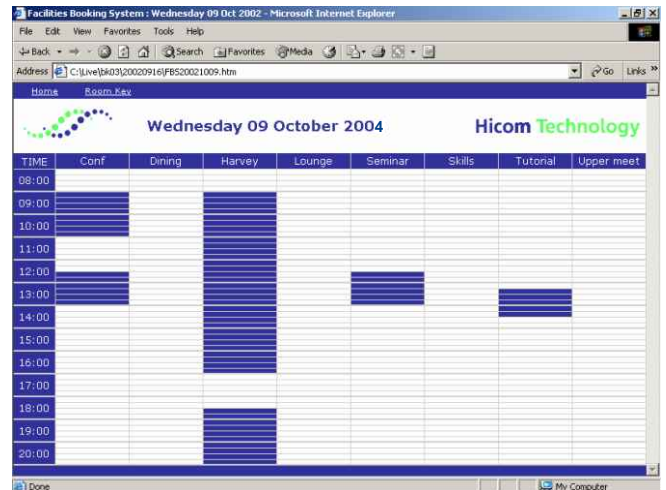
Requests made in this way are automatically added to the system subject to validation and approval.



The screenshot shows the 'Facilities Booking System - Microsoft Internet Explorer' window. The page title is 'FACILITIES BOOKING SYSTEM' and the logo is 'Hicom Technology'. Below the header, there is a search area with a 'Go!' button. A 'Booking Request' section contains the following fields:

- Your name:
- No of attendees:
- Meeting title:
- First choice room:
- Second choice room:
- Equipment required:
- Catering required:
- Booking date:
- Start time:
- Finish time:

A 'Submit Booking Request!' button is located at the bottom of the form.



The screenshot shows the 'Facilities Booking System: Wednesday 09 Oct 2002 - Microsoft Internet Explorer' window. The page title is 'Wednesday 09 October 2004' and the logo is 'Hicom Technology'. The interface displays a room key calendar with the following columns: TIME, Conf, Dining, Harvey, Lounge, Seminar, Skills, Tutorial, and Upper meet. The rows represent time slots from 08:00 to 20:00. Blue bars indicate booked rooms.

TIME	Conf	Dining	Harvey	Lounge	Seminar	Skills	Tutorial	Upper meet
08:00								
09:00								
10:00								
11:00								
12:00								
13:00								
14:00								
15:00								
16:00								
17:00								
18:00								
19:00								
20:00								

Email Booking Requests

In addition to viewing room availability and making requests on-line, booking requests can also be made via email.

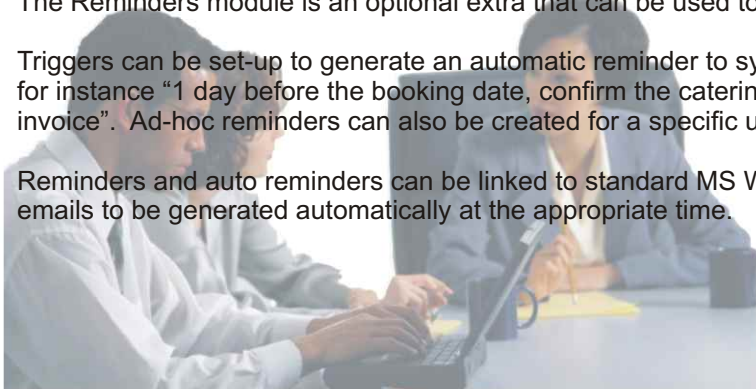


Reminders

The Reminders module is an optional extra that can be used to notify users of a specific action or event.

Triggers can be set-up to generate an automatic reminder to system users when a certain date warrants a specific action, for instance "1 day before the booking date, confirm the catering arrangements" or "1 week after the booking date, print the invoice". Ad-hoc reminders can also be created for a specific user as required.

Reminders and auto reminders can be linked to standard MS Word documents and email templates, enabling letters and emails to be generated automatically at the appropriate time.



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