

# Fast Track v5

## Fast Track Solutions

29th March 19 -- Welcome Linda List to Fast Track Solutions Registered to: Fast Track Automation Online Users: 3 of 20  
Visual Booking -- My Bookings -- Review Bookings -- Submit Job -- Review Job -- Work Monitor << Back -- Main Menu -- Logout  
How do I... Make a Room Booking? See TODAY's Bookings? See ANY DAY's Bookings? Review Bookings by Week? Check Room Availability? >> Search Quick Help >> Add  
Main Menu

## Menu Options

Effective menu schemes are available for configuration by admin users, and can be applied globally, by role or by user.

Layouts, menu structures, colour schemes and permissions are all configurable.

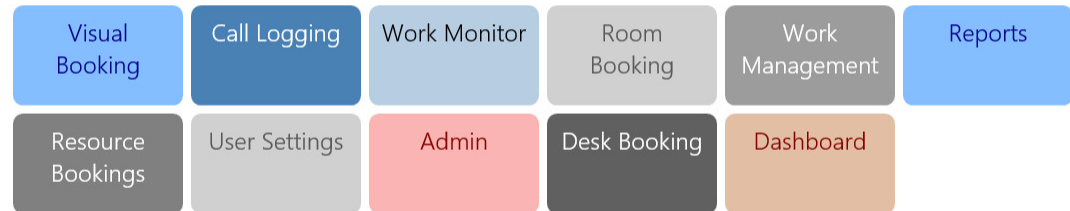
### How do i...

- Make a Room Booking?
- See TODAY's Bookings?
- See ANY DAY's Bookings?
- Review Bookings by Week?
- Check Room Availability?

- Visual Booking
- Room Booking
- Work Management
- Reports
- Resource Bookings
- User Settings
- Admin
- Operator Tasks
- Desk Booking
- Dashboard
- Vis Booking Range

## Fast Track Solutions

29th March 19 -- Welcome Maintenance User to Fast Track Solutions Registered to: Fast Track Automation Online Users: 1 of 20  
Visual Booking -- My Bookings -- Review Bookings -- Submit Job -- Review Job -- Work Monitor << Back -- Main Menu -- Logout  
How do I... Make a Room Booking? See TODAY's Bookings? See ANY DAY's Bookings? Review Bookings by Week? Check Room Availability? >> Search Quick Help >> Add  
Main Menu



Fast Track Power

## Organisational Branding

Using different logos, header wording and colour schemes, the apps can be branded for different divisions and groups within the organisation. Additionally, external teams from customers and service providers can benefit from branded portals.

Fast Track Power

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### Timeliness

The streamlined Timeliness SLA scheme means that jobs can all be categorised by one of four Timeliness Flags, which are:

- Planned
- Overdue
- Completed on Time
- Completed Late

Within the Timeliness Flagging, jobs are broken down into Planned and Reactive, by building, and by Service Provider.

Complete By	Completion Date	Timeliness
31/03/2019 16:33:10	27/03/2019 09:41:59	COMPLETED ON TIME
31/03/2019 16:33:26		OVERDUE
31/03/2019 16:46:45	27/03/2019 09:13:59	COMPLETED ON TIME
02/04/2019 18:05:10	02/04/2019 12:00:59	COMPLETED ON TIME
03/04/2019 10:33:49		PLANNED
03/04/2019 12:27:54	02/04/2019 13:04:59	COMPLETED ON TIME

### Dashboard

The dashboard shows key metrics at-a-glance, including the Timeliness flags.

## Fast Track Solutions

28th March 19 -- Welcome dbaFastTrack to Fast Track Solutions Registered to: Fast Track Automation    Online Users: 2 of 20

[Visual Booking](#) -- [My Bookings](#) -- [Review Bookings](#) -- [Submit Job](#) -- [Review Job](#) -- [Work Monitor](#)

[<< Back](#) -- [Main Menu](#) -- [Logout](#)

How do I... >> Search Quick Help >> Add

#### Incomplete Jobs by Contractor Status Counts Print

Contractor	Requested	Issued	Responded to	On Hold	Contained	Total
ACMEAIRCOND	205	0	0	0	0	205
ADVANCEDAC	27	0	0	0	0	27
AIRHANDLERS	38	0	0	0	0	38
CARDIFF CLEANING LTD	8	0	0	0	0	8
CENTRAL-IT	133	0	0	0	0	133
CLEANIT	125	0	0	0	0	125
ELECTROBEST	122	0	0	0	0	122
INTERNAL	77	0	0	0	0	77
MAINTAINEX	28	0	0	0	0	28
PINE ELECTRICAL	49	0	0	0	0	49
PRISTINECLEAN	36	0	0	0	0	36

#### Contractor Reactive Timeliness Last 30 Days Print

Contractor	Comp On Time	Comp Late	Overdue	Planned	Total
ACMEAIRCOND	24	0	0	0	24
ADVANCEDAC	45	0	0	0	45
AIRHANDLERS	1	0	0	0	1
CARDIFF CLEANING LTD	4	0	0	0	4
CENTRAL-IT	1	0	0	0	1
CLEANIT	38	0	0	0	38
ELECTROBEST	34	0	0	0	34
INTERNAL	25	0	0	0	25
MAINTAINEX	1	0	0	0	1
PINE ELECTRICAL	21	0	0	0	21
PRISTINECLEAN	9	0	0	0	9

#### Building Reactive Timeliness Last 30 Days Print

Building	Comp On Time	Comp Late	Overdue	Planned	Total
100 Lothian Road	5	0	0	0	5
Berkeley Square	16	0	0	0	16
Bristol Satellite	13	0	0	0	13
Bristol Satellite Office	20	0	0	0	20
Cardiff HQ in Central Cardiff	51	0	0	0	51
Cork St	1	0	0	0	1
Cornhill	2	0	0	0	2
HQ Cardiff	37	0	0	0	37
HQ in Central Cardiff	1	0	0	0	1
Leeds HQ	8	0	0	0	8
Piccadilly Office	1	0	0	0	1
Royal Free Hospital	1	0	0	0	1
Spirella House	2	0	0	0	2
Swindon HQ	21	0	0	0	21
Trafalgar Square	24	0	0	0	24
Windsor Place	2	0	0	0	2

#### Building PPM Timeliness Last 30 Days Print

Building	Comp On Time	Comp Late	Overdue	Planned	Total
Berkeley Square	44	0	0	0	44
Bristol Satellite Office	6	0	0	0	6
Cardiff HQ in Central Cardiff	2	0	0	0	2
Cork St	3	0	0	0	3
HQ Cardiff	3	0	0	0	3
Trafalgar Square	41	0	0	0	41

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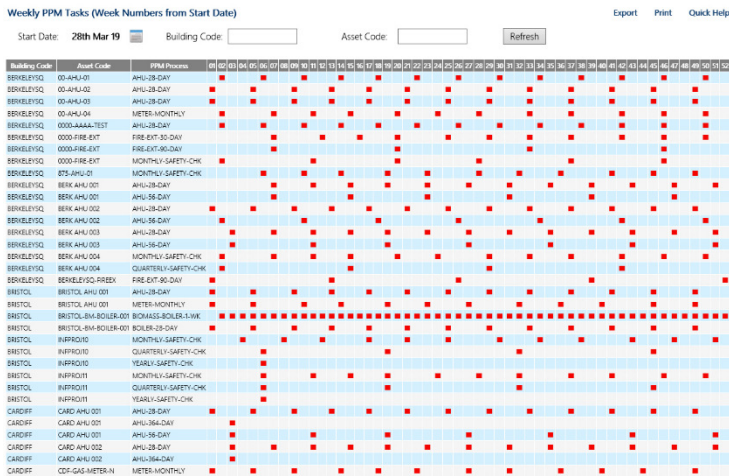
### Automated PPM

PPM Job and Forecast generation are fully automatic, meaning they are always up to date. Jobs can also be automatically distributed to service providers by email. Once the PPM Plan has been set up, for service, inspection and risk-based procedures, aside from periodic review, the system can substantially run itself, with service providers being able to update jobs in real time using [Fast Track Mobile](#).



### PPM Weekly

The PPM Weekly view shows work dates based on week numbers, rather than actual dates.



## Fast Track Solutions

28th March 19 -- Welcome dbaFastTrack to Fast Track Solutions Registered to: Fast Track Automation Online Users: 1 of 20  
Visual Booking -- My Bookings -- Review Bookings -- Submit Job -- Review Job -- Work Monitor << Back -- Main Menu -- Logout

How do I... >> Search Quick Help >> Add PPM Graphic Dates Print

From Date: 28th Mar 19 To Date: 25th Apr 19 Building: [ ] Asset: [ ] Process: [ ] Refresh

Building Code	Asset Code	PPM Process	Thu 28 Mar 19	Fri 29 Mar 19	Sat 30 Mar 19	Sun 31 Mar 19	Mon 01 Apr 19	Tue 02 Apr 19	Wed 03 Apr 19	Thu 04 Apr 19	Fri 05 Apr 19	Sat 06 Apr 19	Sun 07 Apr 19	Mon 08 Apr 19	Tue 09 Apr 19	Wed 10 Apr 19	Thu 11 Apr 19	Fri 12 Apr 19	Sat 13 Apr 19	Sun 14 Apr 19	Mon 15 Apr 19	Tue 16 Apr 19	Wed 17 Apr 19	Thu 18 Apr 19	Fri 19 Apr 19	Sat 20 Apr 19	Sun 21 Apr 19	Mon 22 Apr 19	Tue 23 Apr 19	Wed 24 Apr 19	Thu 25 Apr 19
BERKELEYSQ	00-AHU-01	AHU-28-DAY																													
	00-AHU-02	AHU-28-DAY																													
	00-AHU-03	AHU-28-DAY																													
	00-AHU-04	METER-MONTHLY																													
	0000-AAAA-TEST	AHU-28-DAY																													
	0000-FIRE-EXT	MONTHLY-SAFETY-CHK																													
	BERK AHU 002	AHU-28-DAY																													
		AHU-56-DAY																													
	BERK AHU 003	AHU-28-DAY																													
		AHU-56-DAY																													
	BERK AHU 004	MONTHLY-SAFETY-CHK																													
		QUARTERLY-SAFETY-CHK																													
	BERKELEYSQ-FIREEX	FIRE-EXT-90-DAY																													
BRISTOL	BRISTOL AHU 001	AHU-28-DAY																													
		METER-MONTHLY																													
	BRISTOL-BM-BOILER-001	BIOMASS-BOILER-1-WK																													
		BOILER-28-DAY																													
	INFPROJ10	MONTHLY-SAFETY-CHK																													
CARDIFF	CARD AHU 001	AHU-28-DAY																													
		AHU-364-DAY																													
		AHU-56-DAY																													
	CARD AHU 002	AHU-28-DAY																													
		AHU-364-DAY																													
	CDF-GAS-METER-N	METER-MONTHLY																													
	INFPROJ01	MONTHLY-SAFETY-CHK																													
		QUARTERLY-SAFETY-CHK																													
		YEARLY-SAFETY-CHK																													
	INFPROJ02	MONTHLY-SAFETY-CHK																													
	INFPROJ05	MONTHLY-SAFETY-CHK																													
	SONYPROJ001	MONTHLY-SAFETY-CHK																													
	SONYPROJ002	MONTHLY-SAFETY-CHK																													
	SONYPROJ003	MONTHLY-SAFETY-CHK																													
CORKST	CORK AHU 001	AHU-28-DAY																													
	CORK AHU 002	AHU-28-DAY																													

PPM Task Date Details - Internet Explorer

**PPM Task Date Details**

Asset Code:	BRISTOL-BM-BOILER-001
PPM Process:	BIOMASS-BOILER-1-WK
PPM Task Date:	05/04/2019 (Friday)
Job Code:	[Job Code not yet Assigned]
Building Code:	BRISTOL (Bristol Satellite Office)
Asset Type:	Herz Biomatic 500
Contractor:	MAINTAINEX
Details:	Maintainex Services (Gary Bentwich) 02920 396305
Email:	<a href="mailto:maintainex@iisfm.net">maintainex@iisfm.net</a>

Close Popup

## Call Logging

### Optional Fields

The Main Call Logging view has up to nine optional fields which can be configured by admins. Each of the optional fields can be a free text field, or a drop-down, with a series of tables provided to whole the drop-down's list of values.

In the example on the right, the optional fields are those starting with "Certificate", and ending with "Service Report".

The "Region" column is configured as a drop-down, with values NORTH, SOUTH, EAST and WEST.

This means that admins can add business-specific fields, control what users can record in them, and report on them later, even if the Fast Track team is unaware of the values that need to be tracked.

# Fast Track Solutions

28th March 19 -- Welcome dbaFastTrack to Fast Track Solutions

Registered to: Fast Track Automation

Visual Booking -- My Bookings -- Review Bookings -- Submit Job -- Review Job -- Work Monitor

How do i... [Submit a Job Request?](#) [Pick a Common Problem?](#)

Edit a Job: 33716

### Job Info

Customer:	<input type="text" value="Ambercom plc"/>	Job Category:	<input type="text" value="NORMAL"/>	Date/Time:	<input type="text" value="29th Mar 19 14:03"/>
* Building:	<input type="text" value="HQ Cardiff"/>	Floor:	<input type="text" value="First Floor"/>	Room:	<input type="text" value="Hohenstaufen Room [14]"/>
* Work Type:	<input type="text" value="AIRCOND"/>	Location:	<input type="text" value="West Wall"/>	Equip. Code:	<input type="text"/>
Estimated Cost:	<input type="text" value="250.00"/>	Certificate:	<input type="text" value="NO"/>	Our PO Ref:	<input type="text" value="10020034"/>
Region:	<input type="text" value="SOUTH"/>	Cust PO Ref:	<input type="text"/>	Risk Level:	<input type="text" value="LOW"/>
External Ref:	<input type="text" value="TCK569180"/>	External Category:	<input type="text" value="A/C"/>	Budget Code:	<input type="text" value="B-2019-00012"/>
Service Report:	<input type="text" value="NO"/>				
* Description:	<input type="text" value="The temperature in the room will not stay steady because the thermostat is faulty. Room users have said that the thermostat is likely broken."/>				

### Requestor Info

* Requestor:	<input type="text" value="Gary Jones"/>	* Phone:	<input type="text" value="02920 333222"/>	Email:	<input type="text" value="gary.jones@FastTrackAutoma"/>
Division:	<input type="text" value="Facilities"/>	Department:	<input type="text" value="Planning"/>	Send Email?	<input type="checkbox"/>

### SLA Info

Priority:	<input type="text" value="2"/>	Contractor:	<input type="text" value="ADVANCEDAC"/>	Labour:	<input type="text"/>
Respond:	<input type="text" value="1.5"/>	Contain:	<input type="text" value="2.5"/>	Complete:	<input type="text" value="3.5"/>

Cancel

Submit

Fields marked with a \* are required

Fast Track Power

### User Prompts

When User Prompts are turned on, users are automatically reminded of pertinent information relating to buildings, customers, contractors, work types, etc., and combinations of these.

In the example on the right, a user has chosen customer “Kelvin Carriers” and a prompt message about late door opening. This is followed by choosing building “Bristol Satellite Office”, and a prompt for car park closure, and finally when contractor “Maintainex” is chosen”, a prompt reminder appears about their staff not parking in disabled bays.

### Quick Help

Information for Quick Help can be tied to specific views inside the Fast Track app, and can also link to PDF’s and other documents, and other websites, such as explanatory pages on the organisations intranet.

In the example images, there are Quick Help items for “Submit a Job Request” and “Pick a Common Problem”.

### Lite Call Logging Form for Self-Service

By simple configuration, cut-down versions of the Call Logging page can be provided for simple call logging, and use by self-service users.

The idea is that users with virtually no training can log calls, with all the key values validated and captured, ready for more elevated users to evaluate before issue.

In the example on the right, users record various location details, the type of work and a description.

**Fast Track Solutions**  
28th March 19 -- Welcome Bernice Booker to Fast Track Solutions  
Visual Booking -- My Bookings -- Review Bookings

How do i... [Submit a Job Request?](#) [Pick a Common Problem?](#)

Submit a Job Request

**Job Info**

User Prompts: **Please remind the Maintainex staff to not park in the disabled parking bays. Kelvin Carriers has stated that they cannot unlock the main doors to their premises after 5 pm. The car park for the BRISTOL building is closed this month.**

**Job Info**

Customer: Kelvin Carriers Job Category: NORMAL Date/Time: 28th Mar 19 13:48

\* Building: Bristol Satellite Office Floor: All Floors Room: All Rooms

**Fast Track SELF-SERVICE**  
28th March 19 -- Welcome Stan Darduser to Fast Track Solutions Registered to: Fast Track Automation Online Users: 1 of 20  
Visual Booking -- My Bookings -- Review Bookings -- Submit Job -- Review Job -- Work Monitor << Back -- Main Menu -- Logout

How do i... [Submit a Job Request?](#) [Pick a Common Problem?](#) >> Search Quick Help

Submit a Job Request

**Job Info**

\* Building: HQ Cardiff Floor: First Floor Room: Tudor Room [20]

\* Work Type: PESTCONTROL Location:

\* Description: There is a wasps nest or nests in the area. They seem to be attacking the waste paper baskets!

Cancel Submit

Fields marked with a \* are required

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## Work Monitor

The Work Monitor shows work in progress, and colour-codes various statuses, indicating to users which jobs are proceeding normally or require scrutiny. SLA columns can be highlighted in red and orange colours to indicate pending and actual expiration (sometimes call escalation and Jeopardy).

## User Segregation

Admins can configure users so that they are limited to the jobs they can see by building, contractor and customer, or any combination of these three key values.

When User Segregation is in use, some or all of the first row of Work Monitor filters are "locked".

# Fast Track Solutions

28th March 19 -- Welcome dbaFastTrack to Fast Track Solutions
Registered to: Fast Track Automation    Online Users: 1 of 20

Visual Booking -- My Bookings -- Review Bookings -- Submit Job -- Review Job -- Work Monitor
<< Back -- Main Menu -- Logout

How do I... Update a Job? Work Monitor Functionality? 33434 has all Resources? 33579 has all Documents?
>> Search Quick Help    >> Add

### Work Monitor

Contractor:

Priority:

Building:

Job Status:

Customer:

Work Type:

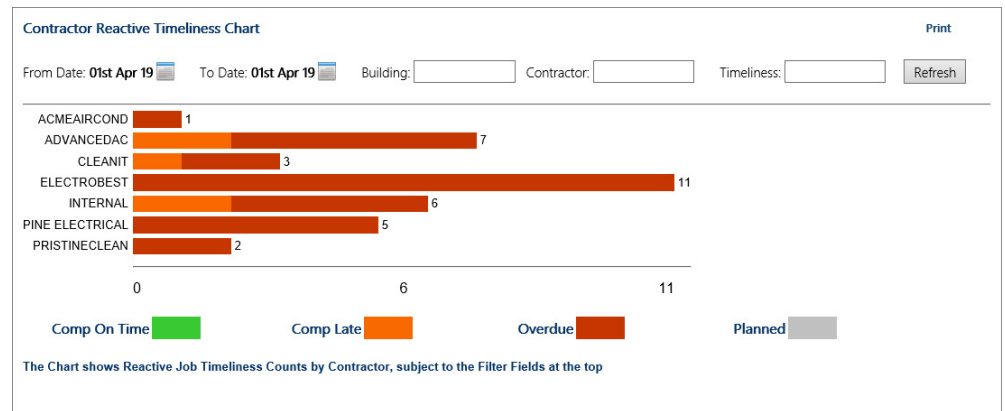
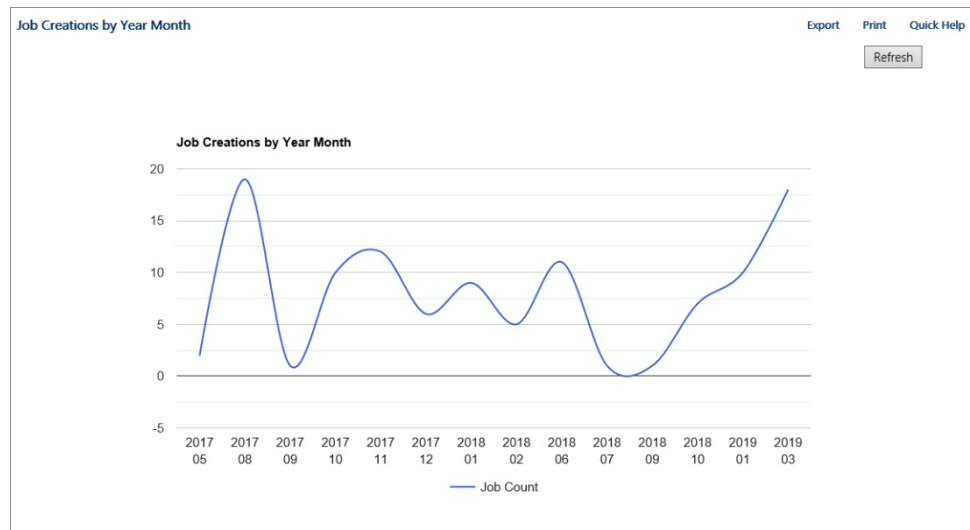
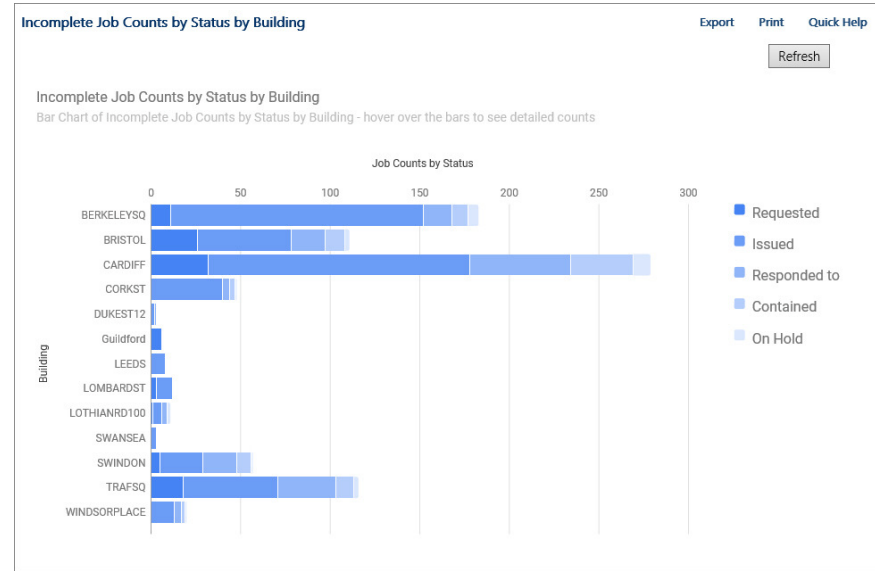
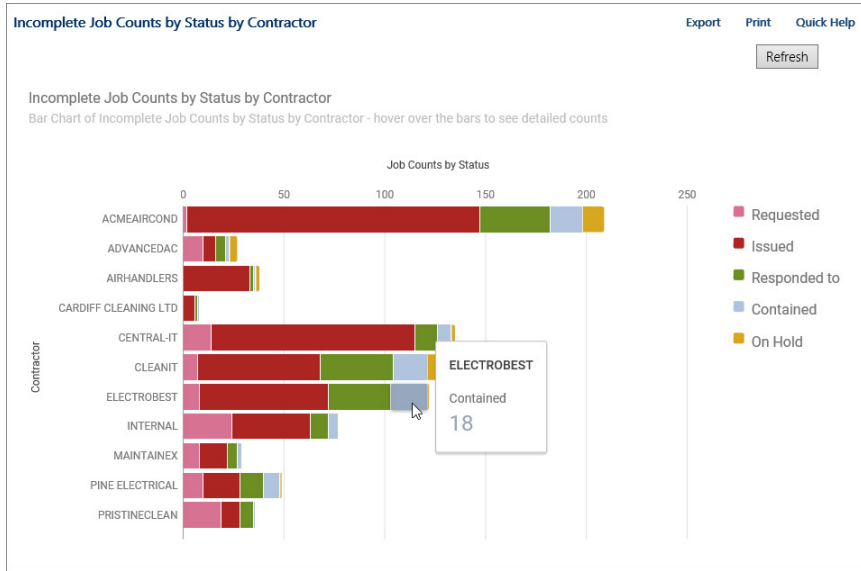
Page 1 of 58    Jump 2 Page:  
<< Back    Next >>
Reorder Work Monitor

Job Code	Date Created	Time Created	Customer ID	Job Type	Asset Code	PPM Process	Job Status	Work Type	Requested By	Requested Phone	Priority	Contractor	Building Name
33717	28th Mar 19	14:03	AMBERCOM	HELPDESK			Requested	PESTCONTROL	Stan Darduser	07801 790207		PRISTINECLEAN	HQ Cardiff
33716	26th Mar 19	14:06	AMBERCOM	HELPDESK			Requested	AIRCOND	Gary Jones	02920 333222	2	ADVANCEDAC	HQ Cardiff
33715	08th Mar 19	11:25	AMBERCOM	PPM	CDF-GAS-METER-N	METER-MONTHLY	Requested	METERUSE	PPM Generated	N/A		MAINTAINEX	HQ Cardiff
33714	08th Mar 19	11:25	AMBERCOM	PPM	INFPROJ30	YEARLY-SAFETY-CHK	Requested	SAFETY	PPM Generated	N/A		CENTRAL-IT	Trafalgar Square
33712	08th Mar 19	11:25	AMBERCOM	PPM	INFPROJ30	MONTHLY-SAFETY-CHK	Requested	SAFETY	PPM Generated	N/A		CENTRAL-IT	Trafalgar Square
33711	08th Mar 19	11:25	XENON SERVICES	PPM	BERKELEYSQ-FIREEX	FIRE-EXT-90-DAY	Requested	FIRE SAFETY	PPM Generated	N/A		INTERNAL	Berkeley Square
33710	08th Mar 19	11:25	AMBERCOM	PPM	BRISTOL-BM-BOILER-001	BOILER-28-DAY	Contained	PPM	PPM Generated	N/A		MAINTAINEX	Bristol Satellite Office
33709	08th Mar 19	11:25	AMBERCOM	PPM	CDF-GAS-METER-N	METER-MONTHLY	Responded to	METERUSE	PPM Generated	N/A		MAINTAINEX	HQ Cardiff
33708	08th Mar 19	11:25	AMBERCOM	PPM	CDF-GAS-METER-N	METER-MONTHLY	Issued	METERUSE	PPM Generated	N/A		MAINTAINEX	HQ Cardiff
33707	08th Mar 19	11:25	AMBERCOM	PPM	CDF-GAS-METER-N	METER-MONTHLY	Issued	METERUSE	PPM Generated	N/A		MAINTAINEX	HQ Cardiff
33706	08th Mar 19	11:25	AMBERCOM	PPM	CDF-GAS-METER-N	METER-MONTHLY	Requested	METERUSE	PPM Generated	N/A		MAINTAINEX	HQ Cardiff
33705	08th Mar 19	11:25	AMBERCOM	PPM	CDF-GAS-METER-N	METER-MONTHLY	Requested	METERUSE	PPM Generated	N/A		MAINTAINEX	HQ Cardiff
33704	08th Mar 19	11:25	AMBERCOM	PPM	CDF-GAS-METER-N	METER-MONTHLY	Requested	METERUSE	PPM Generated	N/A		MAINTAINEX	HQ Cardiff
33703	06th Mar 19	13:58	AMBERCOM	HELPDESK			Issued	AIRCOND	Maintenance User	07801 790207	2	ADVANCEDAC	HQ Cardiff
33702	06th Mar 19	13:31	AMBERCOM	HELPDESK			Responded to	AIRCOND	Maintenance User	07801 790207	2	ADVANCEDAC	HQ Cardiff

Fast Track Power
Fast Track Solutions (v5.00 R2)  
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## Charts

Various Chart tools are in use, including the Fast Track charts, and those by Google and Flot. As there are likely to be more charts in the Fast Track library than are actually useful to any single end-user organisation, the optimal set will be provided, and can be controlled by admins by global, role and user settings.



## Fast Track Mobile

The Fast Track Mobile app provides a sub-set of the main Fast Track software mechanisms, allowing staff to create and update important data in Real Time. Key interaction points are engineers and operatives automatically receiving work instructions, and updating their statuses on site, so that back-office/control-centre staff see response phase changed immediately. On-site status updates include “Responded to”, to indicate arrival at work location, and “Completed” to indicate that the work has been done.

## Communication Logs

These are also called “comms logs”, and represent collaborative communication between back office staff, mobile operatives, managers, and optionally customers. Unlike the flexible but uncontrolled communications facilitated by emails about a job, comms logs maintain a single strand of conversation, all captured and available in one place.

## Job Documents and Service Reports

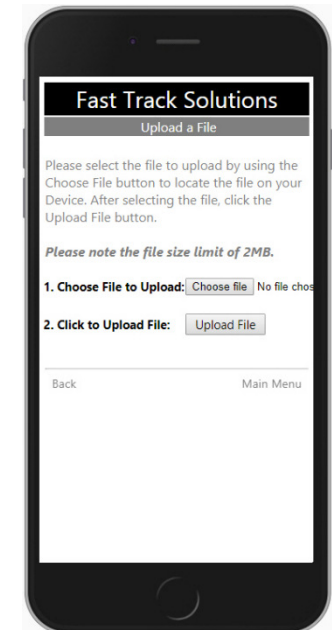
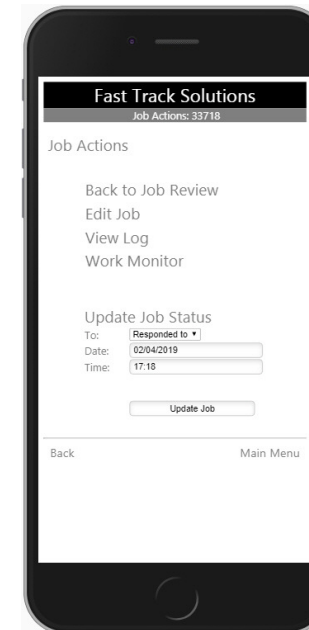
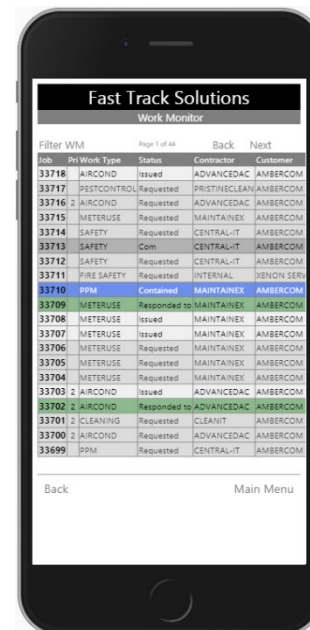
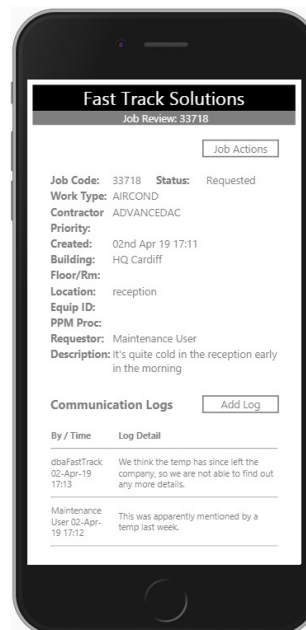
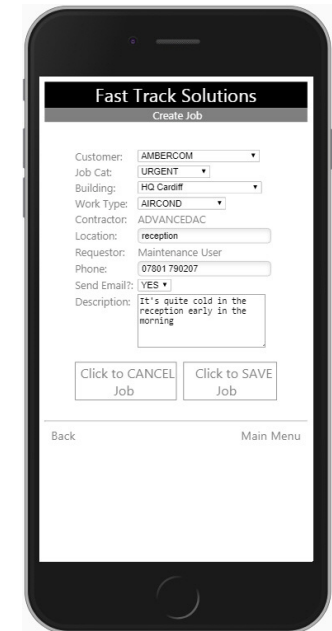
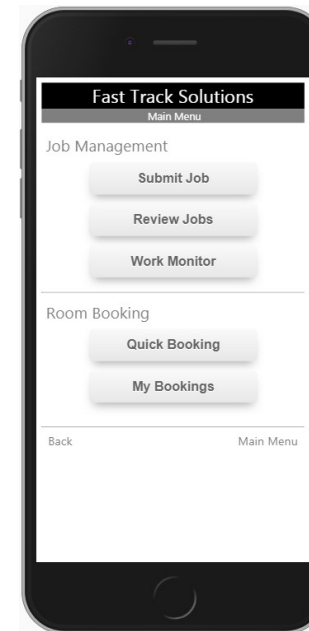
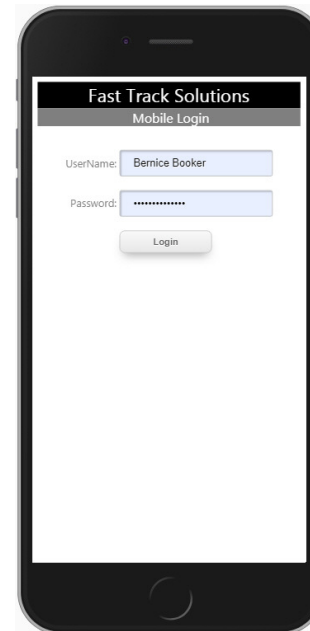
Documents such as O&M manual extracts and layout plans can be delivered with the job by Fast Track, and operatives can update documents, photographs and service reports on-site, and add them to the job detail, which will immediately be available to the back office staff.

## On-Site Job Creation

Engineers and Operatives can create jobs at site, when surveys are being carried out of unexpected faults appear. Using Fast Track Mobile on Smartphones means that photographs can easily be taken and attached to jobs (both new and existing) while at site.

## Job Filtering

App configuration provides for automatic filtering, so users only see their own jobs, or their organisation’s.

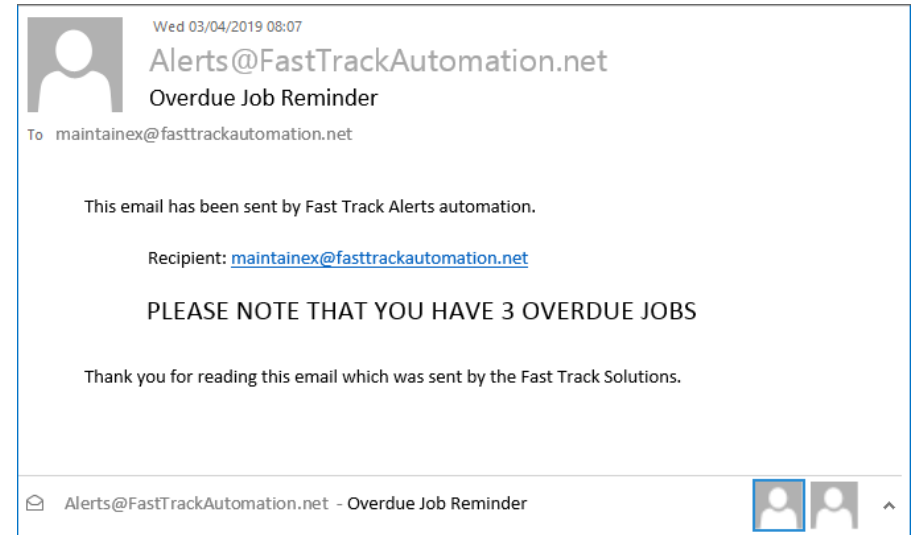




## Alerts

Fast Track Alerts is an email reminder service that can be configured to remind anyone about any key circumstance. Pre-configured alerts remind service providers about open or overdue jobs, and staff about coming bookings, so that they can be cancelled in a timely way if not needed. Lease expirations, job counts, escalation & jeopardy of jobs, etc., can all lead to automatic email alerts.

Once configured, Fast Track Alerts runs autonomously, continuously reviewing data, and automatically emailing alerts when data conditions match alerts. The example on the right shows an email sent to a service provider, to remind them that 3 of their jobs are overdue.



### Life-Cycle Data Values

- Asset Code
- Asset Type
- Building Code
- Condition
- Purchase Date
- Purchase Price
- Asset System
- Asset Group
- Installation Date
- Life Cycle Years
- Life Cycle Months
- End of Life Date
- Replacement Cost Estimate
- Warranty Status
- Warranty Info
- Warranty Expiration
- Reactive Cost Estimate
- PPM Cost Estimate
- Total Cost Estimate

## Asset Life Cycle Analysis

Key asset Life-Cycle data is recorded as an extension of the main asset data, and is used to forecast coming decisions based on end of life and replacement costs.

Reactive and Planned maintenance costs can be calculated to provide cost estimates from the current data to each asset's end-of-life.

Asset Code	Asset Type	Building Code	Condition	Purchase Date	Purchase Price	Installation Date	End Of Life Date	Repl Cost Est	Total Job Cost Est
00-AHU-01	Carrier AHU 1200	BERKELEYSQ	Good	21st Aug 13	10050	04th Sep 13	03rd Sep 18	12562.5	403
00-AHU-02	Carrier AHU 1200	BERKELEYSQ	Good	09th Sep 13	11000	23rd Sep 13	22nd Sep 18	13750	425
00-AHU-03	Carrier AHU 1200	BERKELEYSQ	Good	19th Sep 13	11500	03rd Oct 13	02nd Oct 18	14375	282.2
00-AHU-04	Carrier Air Handling Unit	BERKELEYSQ	Good	19th Sep 13	11500	03rd Oct 13	02nd Oct 18	14375	654
00-AHU-05	Carrier Air Handling Unit	BERKELEYSQ	Good	22nd Aug 13	10100	05th Sep 13	04th Sep 18	12625	490
00-AHU-06	Carrier AHU 1200	BRISTOL	Good	09th Sep 13	11000	23rd Sep 13	22nd Sep 18	13750	492
0000-FIRE-EXT	GENERAL	BERKELEYSQ	Older	23rd Aug 14	135	06th Sep 14	05th Sep 19	168.75	343
000AAA	Carrier AHU 1200	BERKELEYSQ	Good	09th Sep 14	11000	23rd Sep 14	22nd Sep 19	13750	560
875-AHU-01	Carrier Air Handling Unit	BERKELEYSQ	Good	25th Aug 13	10250	08th Sep 13	07th Sep 18	12812.5	713

## Lease Data

Recording, management and analysis of Lease Data, including Option reminders if provided for.

### Lease Options

[Export](#) [Print](#) [Quick Help](#)

Lease Code:

Lease Code	Lease Name	Option 1 Date	Option 1 Details	Days To Option	Days To Option Warning	Option 2 Date	Option 2 Details	Cost Basic	Cost Deposit	Cost Insurance	Cost Taxes	Cost Other
BRISTOL100	Bristol Lease Number 100	03rd Jan 20	Option to renew for an additional 2 years. Further options may be discussed.	275				24000	2000	1204	0	0
CARDIFF100	Cardiff Lease Number 100	01st May 19	Additional 1 Year	28	28			19000	1000	1010	0	0
SWINDON100	Swindon Lease Number 100	21st Apr 19	Option to renew for ONE MORE YEAR.	18	18			12000	1000	1432	0	0
WESTEND100	London West End Lease Number 100	02nd Jan 20	Additional 1 Year	274				36000	5000	2453	0	0



## Request Bookings


Request Bookings are typically created by users without permission to create fully-confirmed bookings, or by normal users (who can make full bookings) when their preferred slot is either unavailable, or is part of a Workgroup that the user does not belong to. Request bookings do not occupy time in rooms or at desks, but can be converted to either provisional or full bookings in the Request Bookings console, which is usually available to elevated users in the “Operator Tasks” menu section.

By role or user configuration, different users can be allowed to make only provisional or request bookings. Request bookings can also be made directly from the Visual Booking Range view (see above) by filtering, setting times, and then clicking on the “R?” notation in the left-most “Book” column.

## Converting Bookings



























Request Bookings can be converted to Provisional or Booked, or can be cancelled with a single click. The detail image on the right shows the right-most columns of the main “Requested Room Bookings” view above. All pertinent booking details that elevated users need to process request bookings are shown in the main grid, and the icons in the right-most columns provide the mechanisms. The “Availability” column is important, and it determines whether request bookings can be converted. The bookings with an availability flag of “AVAILABLE” can be converted to booked or provisional just by clicking the applicable icon (such as booking 1314-1 in the smaller detail image), whereas the other availability flags show where request bookings have availability issues with the start, end or both. Requested bookings that “don’t fit” their preferences, so are not available, can be loaded into the **Room Finder** by clicking the “Booking Ref” link in the left-most column.

### Requested Room Bookings













Requestor:   Building:  Start Date:  End Date:  Meeting Title:

Click on a Booking Ref to load the Booking into the FINDER

Click an Icon to Update Status to:

Booking Ref	Building	Floor	Room	Requestor	Event Date	Starts	Ends	Meeting Title	Guests	External Ref	Availability	Booked	Provisional	Cancelled
1046-1	HQ Cardiff	First Floor	Juliae Room	TERRY, JAMES	03rd Apr 19	12:00	15:00	Alpha Project Review	10		START UNAVAILABLE			✗
1173-1	HQ Cardiff	First Floor	Tudor Room	Nigel	03rd Apr 19	15:30	17:30	Team Review	8		START UNAVAILABLE			✗
1312-1	HQ Cardiff	Third Floor	Plantagenet Room	Bernice Booker	03rd Apr 19	15:00	17:00	Bernice Booker	1		AVAILABLE			✗
1313-1	HQ Cardiff	Third Floor	Visconti Room	Bernice Booker	03rd Apr 19	15:00	17:00	Bernice Booker	1		UNAVAILABLE			✗
1301-1	HQ Cardiff	Third Floor	Plantagenet Room	Ronnie Requestor	03rd Apr 19	16:00	17:00	Ronnie Requestor	1		AVAILABLE			✗
1443-1	HQ Cardiff	Second Floor	Habsburg Room	AMANDA PRESTON	03rd Apr 19	11:15	11:30	AMANDA PRESTON	2		AVAILABLE			✗
1311-1	HQ Cardiff	First Floor	Hohenstaufen Room	Ronnie Requestor	04th Apr 19	16:00	18:00	Ronnie Meeting	6		AVAILABLE			✗
1314-1	Bristol Satellite Office	Floor 1	1-12	Stan Darduser	04th Apr 19	15:00	17:00	Stan Darduser	2		AVAILABLE			✗
1315-1	Bristol Satellite Office	Floor 2	2-20	Stan Darduser	04th Apr 19	15:00	17:00	Stan Darduser	2		AVAILABLE			✗
1290-1	HQ Cardiff	First Floor	Hohenstaufen Room	SMITH, PETER	04th Apr 19	19:00	20:00	Project Review	4		AVAILABLE			✗
1045-1	HQ Cardiff	Third Floor	Medici Room	COLLINSWORTH, RAY	04th Apr 19	15:00	16:00	Benefits Review	8		AVAILABLE			✗
1144-1	Bristol Satellite Office	Floor 2	Boardroom	Nigel	04th Apr 19	16:00	17:00	Undertakings Review	30		AVAILABLE			✗
1316-1	Bristol Satellite Office	Floor 1	1-12	Stan Darduser	05th Apr 19	15:00	17:00	Stan Darduser	2		AVAILABLE			✗
1087-1	Westminster	Floor 1	Disraeli	JONES, BILLY	06th Apr 19	11:00	15:00	Armed Forces Bill Committee	44	201538	AVAILABLE			✗
1072-1	Bristol Satellite Office	Floor 2	2-21	BAGLEY, CHRISTINE	06th Apr 19	12:30	15:30	Environmental Audit Committee	8	C0002-B	END UNAVAILABLE			✗
1080-1	Westminster	Floor 1	Gladstone	JONES, BILLY	06th Apr 19	10:00	14:00	Education Committee	44	201542	AVAILABLE			✗
1082-1	Westminster	Floor 1	Thatcher	JONES, BILLY	06th Apr 19	11:00	15:00	Culture Media and Sport Committee	44	201544	AVAILABLE			✗
1081-1	Westminster	Floor 1	Disraeli	JONES, BILLY	07th Apr 19	11:00	15:00	Armed Forces Bill Committee	50					✗

Click an Icon to Update Status to:

Availability	Booked	Provisional	Cancelled
START UNAVAILABLE			✗
START UNAVAILABLE			✗
AVAILABLE			✗
UNAVAILABLE			✗
AVAILABLE			✗
AVAILA			✗
AVAILA			✗
AVAILABLE			✗
AVAILABLE			✗

Update 1314-1 to BOOKED

## Desk Booking

The Desk Booking module uses background images generated from CAD floor plans, or floors can be modelled using the desk, wall and door symbols provided with Fast Track Solutions. Users can review availability at any time on any date by using filters, and see at-a-glance when desks are available, and where they are on the floor, especially in relation to colleagues in related projects and teams. After setting a preferred slot with date and times, desks can be booked with a single click.

## Querying Desks

In the example on the right, a user is hovering above a desk's current booking details, and a box showing details of all the bookings for the day has appeared. In this case, the user can see that the desk has four bookings, and is only available after 5 pm.

## Configuration

Admins can configure desks, symbols and spaces by using Dev Mode (development mode), directly from the Desk Booking view.

**Fast Track Solutions**

03rd April 19 -- Welcome dbaFastTrack to Fast Track Solutions Registered to: Fast Track Automation Online Users: 1 of 20  
 Visual Booking -- My Bookings -- Review Bookings -- Submit Job -- Review Job -- Work Monitor << Back -- Main Menu -- Logout

How do I... Book a Desk? >> Search Quick Help -- Add

**Desk Booking** Date: 03rd Apr 19 FILTER VALUES: Time: 08:30 Building: Cambridge - Charter House Floor: 3rd Filter Print  
 NEW BOOKING VALUES: Starts: 08:00 Ends: 10:00 Team/Project/Title: Thames Project Dev Mode (OFF)

**NOW: Thames Project 08:00 - 10:00 (2170-1)**

08:00 10:00 - Thames Project - dbaFastTrack  
 10:00 12:00 - Peak Team - dbaFastTrack  
 12:00 15:00 - Omega Project - dbaFastTrack  
 15:00 17:00 - Altamira Project - Gary Jones

22 Sales Alpha Project 07:00 - 17:00 19 Sales Alpha Project 07:00 - 17:00  
 23 Sales Alpha Project 07:00 - 17:00 20 Sales Alpha Project 07:00 - 17:00  
 24 Sales INFO 21 Sales INFO  
 28 Accts Zeta Project 07:00 - 17:00 25 Accts Zeta Project 07:00 - 17:00  
 Desk 29 Trinity Project 07:00 - 17:00 Desk 26 Trinity Project 07:00 - 17:00  
 Desk 30 Trinity Project 07:00 - 17:00 Desk 27 INFO  
 16 Bridge Zeta Project 07:00 - 17:00 13 Bridge Zeta Project 07:00 - 17:00  
 17 Bridge Gold Project 07:00 - 17:00 14 Bridge Gold Project 07:00 - 17:00  
 15 Bridge Gold Project 07:00 - 17:00 18 Bridge Gold Project 07:00 - 17:00  
 Desk 06 Bristol Team 07:00 - 17:00 Desk 04 Bristol Team 07:00 - 17:00 Desk 05 Beta Project 07:00 - 17:00  
 Desk 03 Bristol Team 07:00 - 17:00 Desk 02 Beta Project 07:00 - 17:00 Desk 01 Beta Project 07:00 - 17:00  
 Desk 34 INFO Desk 31 INFO  
 Desk 35 Epsilon Project 07:00 - 17:00 Desk 32 Epsilon Project 07:00 - 17:00  
 Desk 36 Epigma Project 07:00 - 17:00 Desk 33 Epigma Project 07:00 - 17:00

Fast Track Power Fast Track Solutions (v5.00 R2) (Page Loaded in: 0.22)

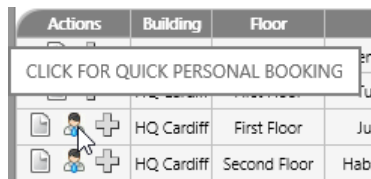
### Visual Booking

The Visual Booking view is the view for all users to booked slots and the availabilities between them. By filter, Visual Booking shows all the bookings for a day, and is typically also filtered by building, such as when the user's Favourite Building is used (a favourite floor can also be set). Users review days and locations, set times, and click the left-most "Book Now" page icon to move to the booking details page.

### Hide Meeting Titles

The meeting titles of bookings for rooms with Workgroups that the current user does not belong to can be hidden, as shown in the image to the left (rooms have dark shaded backgrounds).

### Quick Personal Booking



Once the start and end times are set, users can create "quick personal bookings" simply by clicking the person icon in the Actions column. The user's name is used for the meeting title, and this can be adjusted at any time. Bookings can be made in a few seconds.

### Site Filter

The site filter can be used to display groups of buildings in the Visual Booking view.

## Fast Track Solutions

03rd April 19 -- Welcome dbaFastTrack to Fast Track Solutions Registered to: Fast Track Automation    Online Users: 1 of 20

Visual Booking -- My Bookings -- Review Bookings -- Submit Job -- Review Job -- Work Monitor << Back -- Main Menu -- Logout

How do I... Book a Room? Editing a Booking? Add Resources? See Room Details? See Booking Details? Manage Requests? >> Search Quick Help    >> Add

### Visual Booking

My Room Booking [\[Filter the Visual Booking Screen\]](#)

\* Date: << Thu 04th Apr 19 >> \* Time: 00:00 to 00:00 [View Basket \(0 item\(s\)\)](#) [Quick Help](#)

Actions	Building	Floor	Room	I	Room Type	Min	Max	8	9	10	11	12	13	14	15	16	17	18	19					
	HQ Cardiff	First Floor	Hohenstaufen Room		SUPPORT	8	14		Review of last Assessment															
	HQ Cardiff	First Floor	Tudor Room		CONFERENCE	8	20		G											G G G G U E S G				
	HQ Cardiff	First Floor	Juliae Room		CONFERENCE	8	20			Alpha Pr				AG PetemoW		East CateTr								
	HQ Cardiff	Second Floor	Habsburg Room		SUPPORT	2	4								Qual									
	HQ Cardiff	Second Floor	Bourbon Room		SUPPORT	10	20		Overview of Refurb O										Xeno					
	HQ Cardiff	Second Floor	Saxe Coburg Room		SUPPORT	6	20			Munich V			Marketing											
	HQ Cardiff	Second Floor	VC-Cardiff		VCROOM	8	20						Feasibil											
	HQ Cardiff	Third Floor	Plantagenet Room		DESK	1	2		[Dark shaded background]															
	HQ Cardiff	Third Floor	Della Rovere Room		DESK	1	2		[Dark shaded background]															
	HQ Cardiff	Third Floor	Carafa Room		DESK	1	2																	
	HQ Cardiff	Third Floor	Borgia Room		TOUCHDOWN	1	2		Charity		Sales Meeting													
	HQ Cardiff	Third Floor	Medici Room		TOUCHDOWN	1	2																	
	HQ Cardiff	Third Floor	Visconti Room		TOUCHDOWN	1	2		Software Development															
	HQ Cardiff	Roof Void Area	ROOF-EAST		CORE	2	4																	
	HQ Cardiff	Roof Void Area	ROOF-WEST		CORE	2	4																	
	Building	Floor	Room	I	Room Type	Min	Max	8	9	10	11	12	13	14	15	16	17	18	19					

Fast Track Power Fast Track Solutions (v5.00 R2) [Page Loaded in: 1.81]

## Digital Signage

Fast Track Digital Signage allows low-cost deployment of room-based door pads, which are based on tablets, such as those with Android and Apple systems. The digital signs are always up to date for the current day, so paper door signs are no longer needed. Various colour and logo schemes can be used, with the standard colours being green for available and red for booked. In the images below, the Juliae room is booked and unavailable at 16:14, but available to be booked at 16:34.

The photograph of the door pad outside the “Cambridge” room, shows a real door pad in use in a corporate HQ building.

## PIN Codes

Users are provided with PIN Codes for ID, which are automatically generated when they join the organisation.

## Book At-Room

To book a room when standing outside the door, users simply tap an available slot and pick from booking length options; the process takes just a few seconds.

## Check-In

To check in, users tap their booking, provide their PIN Code, and choose the check in option; all within a few seconds.

## Cancel

Cancellation is as easy as tapping a booking, providing a PIN Code, and tapping Cancel.

## Auto-Cancel

The optional Auto-Cancel mechanism cancels bookings when no timely check-in is provided, such as 5 or 10 minutes after meeting start.



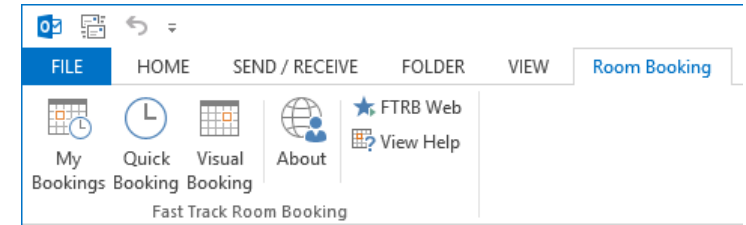
## Outlook

Fast Track Room Booking for Outlook is an app that functions inside Outlook (versions from 2010 onwards). The app manages Fast Track bookings and Outlook appointments at the same time. The Outlook app is typically aimed at Enterprise groups of users, who are busy staff working around many meetings, whereas users with more involved, multi-resource booking requirements use the web app.

The functionality of Fast Track Room Booking for Outlook is essentially a sub-set of the main Fast Track web software, which is optimised for staff who rely on being able to quickly book meeting rooms as part of the daily routine.

The main views are “My Bookings”, “Quick Booking” and “Visual Booking”. The **My Bookings** pop-up shows all bookings for the current user starting from the current date, and users can select a booking and edit or cancel it in this view. The **Quick Booking** pop-up is where users create bookings, and can add attendees from the Outlook contact lists, contact reception about visitors, choose catering packages, and email the A/V team with an optional description. When the user sets the date and start/end times, only available rooms/desks are shown in the selectable list. The **Visual Booking** view is similar to the web software, whereby users set a date range (defaults to today), filter on location, set start/end times and click the “Book” icon on the left of the chosen room’s grid row.

A single-page cribsheet for users is provided (the “FTRB Help” link), and typically this is the only instruction needed.



Ref	Building	Floor	Room	Date	Start	End	Title	Booked By	Booked For	Catering	Attendees
1958-1	Bristol Satellite Office	Floor 2	2-21	03/04/2019	09:00	10:00	Project Nigel Preston	Nigel Preston	Gary Jones		6
1959-1	Bristol Satellite Office	Floor 2	2-21	03/04/2019	11:00	13:00	Training Review	Nigel Preston	Nigel Preston		6
1960-1	Bristol Satellite Office	Floor 2	2-21	03/04/2019	14:00	15:00	Training Review	Gary Jones	Nigel Preston		6
1445-1	Bristol Satellite Office	Floor 1	Redcliffe	03/04/2019	15:00	16:00	Rio Intro	Gary Jones	Nigel Preston	Multiple Catering Items	4
1248-1	Bristol Satellite Office	Floor 1	Redcliffe	03/04/2019	17:00	18:00	Attachment Test	Gary Jones	Nigel Preston		4
2074-1	HQ Cardiff	First Floor	Juliae Room	03/04/2019	17:00	18:00	Nigel Preston	Nigel Preston	Nigel Preston		2
1259-1	HQ Cardiff	Second Floor	Saxe Coburg Ro...	03/04/2019	17:00	18:00	David Abalone	Nigel Preston	ABALONE, ...		4
1970-1	HQ Cardiff	Third Floor	Plantagenet Room	03/04/2019	17:00	18:00	Universe Project	Nigel Preston	Nigel Preston		2
1971-1	HQ Cardiff	Third Floor	Carafa Room	03/04/2019	17:00	18:00	Nigel Preston	Nigel Preston	Nigel Preston		2
1249-1	Bristol Satellite Office	Floor 1	Redcliffe	03/04/2019	18:00	18:30	Attach 2	Gary Jones	Nigel Preston		4
1972-1	HQ Cardiff	Third Floor	Visconti Room	03/04/2019	18:00	19:30	Nigel Preston	Nigel Preston	Nigel Preston		2
1973-1	HQ Cardiff	Third Floor	Plantagenet Room	03/04/2019	18:00	19:45	Nigel Preston	Nigel Preston	Nigel Preston		2

### Fast Track Room Booking

Choose a Date, Times and Location for your Meeting

Date: 21 September 2019 Building: HQ Cardiff  
 Start Time: 16 : 00 Floor: Second Floor  
 End Time: 18 : 00 Room: Bourbon Room (20)

Choose Details and Attendees for your Meeting

Booked For: Peter Smith Meeting Title: Zeta Project Review Attendees:  jane.smith@fasttrackautor  peter.williams@ft2.co  kenny.parr@ft2.co  
 No. of Attendees: 12 Description: Logo pads and pens please.  
 Email A/V Team? Catering Package: Hot Beverages

Click Book to create your Meeting and invite attendees Book

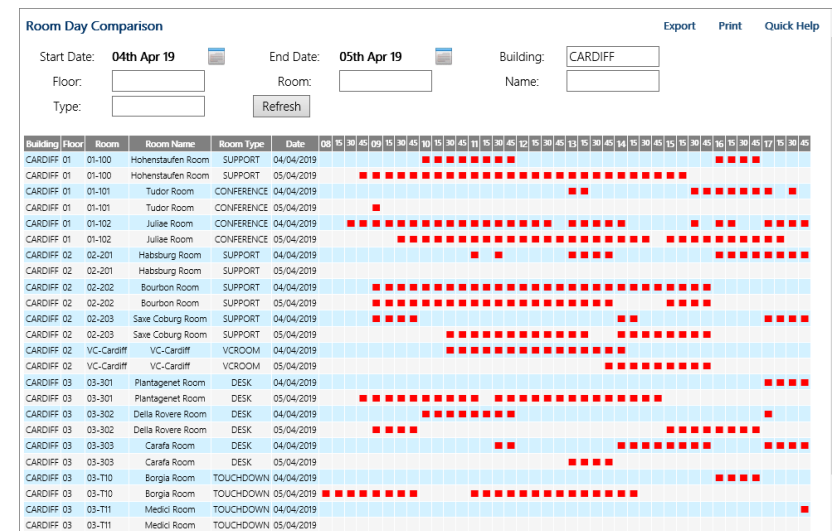
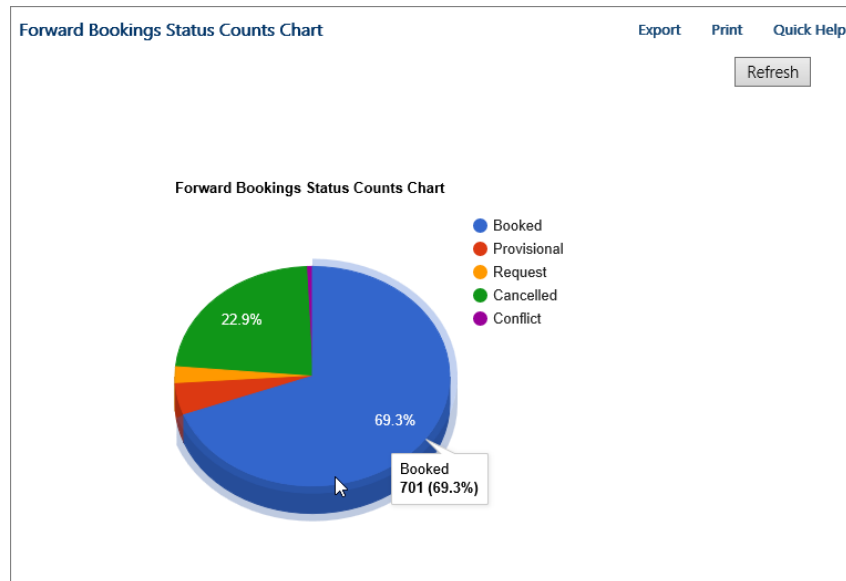
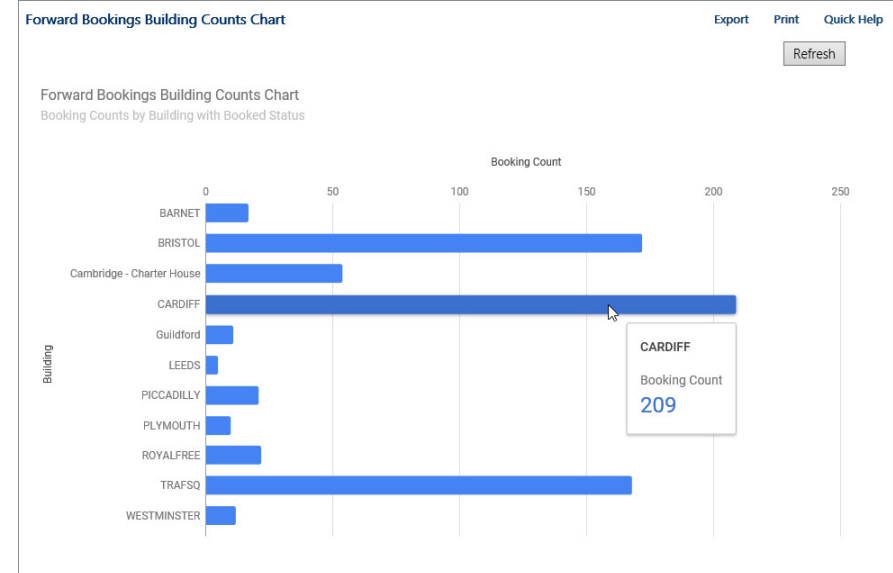
FILTER VALUES: Date From: 03rd Apr 19 To: 03rd Apr 19 Building: CARDIFF Floor: Room: Room Type: Filter Print

NEW BOOKING VALUES: Time: 00 : 00 To: 00 : 00 Meeting Title:

Book	Building	Floor	Room	Room Type	WG	Date	8	9	10	11	12	13	14	15	16	17
<input type="checkbox"/>	CARDIFF	01	Hohenstaufen Room (01-100)	SUPPORT		03/04/2019			R	U	S	S	I	A	P	
<input type="checkbox"/>	CARDIFF	01	Tudor Room (01-101)	CONFERENCE		03/04/2019						E	N	D	O	F
<input type="checkbox"/>	CARDIFF	01	Juliae Room (01-102)	CONFERENCE		03/04/2019	F	I	A	F	A	R	E	A	S	T
<input type="checkbox"/>	CARDIFF	02	Habsburg Room (02-201)	SUPPORT		03/04/2019			G	A		M	A	I	N	
<input type="checkbox"/>	CARDIFF	02	Bourbon Room (02-202)	SUPPORT		03/04/2019	M	R	P	H	I	L	L	I	P	S
<input type="checkbox"/>	CARDIFF	02	Saxe Coburg Room (02-203)	SUPPORT		03/04/2019										
<input type="checkbox"/>	CARDIFF	02	VC-Cardiff	VCROOM		03/04/2019										
<input type="checkbox"/>	CARDIFF	03	Plantagenet Room (03-301)	DESK		03/04/2019										
<input type="checkbox"/>	CARDIFF	03	Della Rovere Room (03-302)	DESK		03/04/2019										
<input type="checkbox"/>	CARDIFF	03	Carafa Room (03-303)	DESK		03/04/2019										
<input type="checkbox"/>	CARDIFF	03	Borgia Room (03-T10)	TOUCHDOWN		03/04/2019										
<input type="checkbox"/>	CARDIFF	03	Medici Room (03-T11)	TOUCHDOWN		03/04/2019										
<input type="checkbox"/>	CARDIFF	03	Visconti Room (03-T12)	TOUCHDOWN		03/04/2019										

### Charts

Various Chart tools are in use, including the Fast Track charts, and those by Google and Flot. As there are likely to be more charts in the Fast Track library than are actually useful to any single end-user organisation, the optimal set will be provided, and can be controlled by admins by global, role and user settings.





## Mobile

Fast Track Mobile provide the easy-to-use tools for users to create, edit and cancel their room and desk bookings from their smartphone or tablet.

After logging in, users see the Main Menu, which may have Work Management options, Room Booking options, or both (see the previous section for details on the Fast Track Mobile Work Management details).

### My Bookings

The My Bookings options shows users

their list of bookings from the current day, with the key data for each booking being displayed (building/floor/room or desk location, date, start/end times and meeting title). The list is scrollable, and tapping a booking ref link loads it into the edit view, for further review or changing the details.

### Quick Booking

The Quick Booking view allows users to create new bookings by choosing a date, setting the start and end times, then picking a building, floor and room/desk from the drop-down lists.



## Alerts

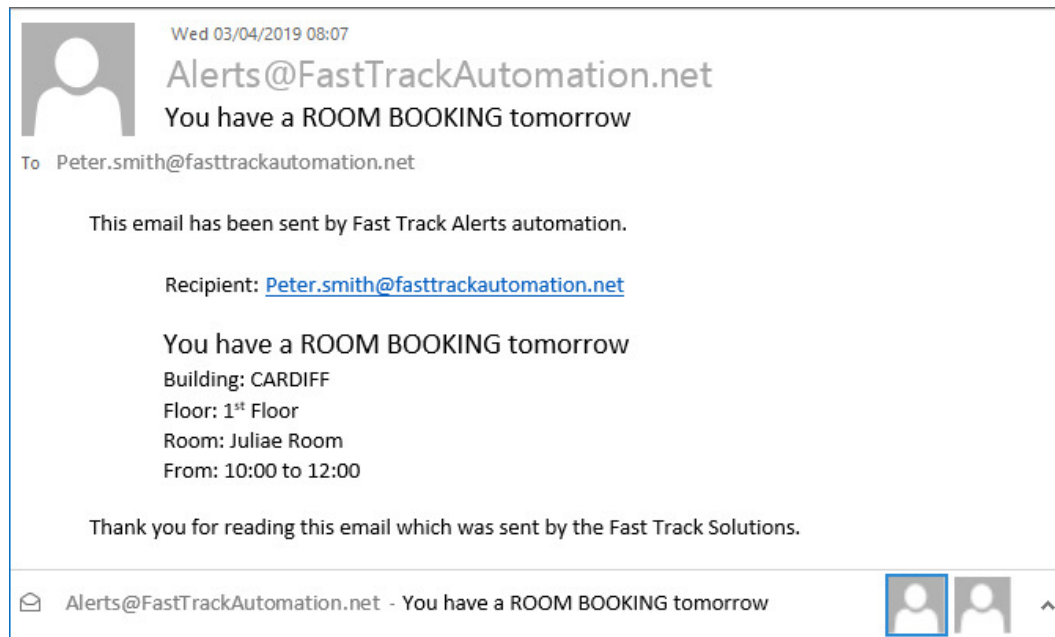
Fast Track Alerts is an email reminder service that can be configured to remind anyone about any key circumstance. Pre-configured alerts remind service providers about open or overdue jobs, and staff about coming bookings, so that they can be cancelled in a timely way if not needed. Lease expirations, job counts, escalation & jeopardy of jobs, etc., can all lead to automatic email alerts.

Once configured, Fast Track Alerts runs autonomously, continuously reviewing data, and automatically emailing alerts when data conditions match alerts.

The upper example on the right shows a basic “You have a Room Booking tomorrow” email sent to a member of staff, to remind them generally that they have a booking, but also that they should cancel any unwanted bookings to make them available for colleagues (the wording in the alert emails is configurable by admins).

The lower example on the right is similar, but comes from an environment where catering costs are important, meaning that the room booking and catering teams want to emphasise to bookers that they have ordered catering items.

A common configuration is that the room booking team sets up email reminders 1 week in advance of bookings and also 1 day in advance of bookings.



Wed 03/04/2019 08:07

**Alerts@FastTrackAutomation.net**  
You have a ROOM BOOKING tomorrow

To Peter.smith@fasttrackautomation.net

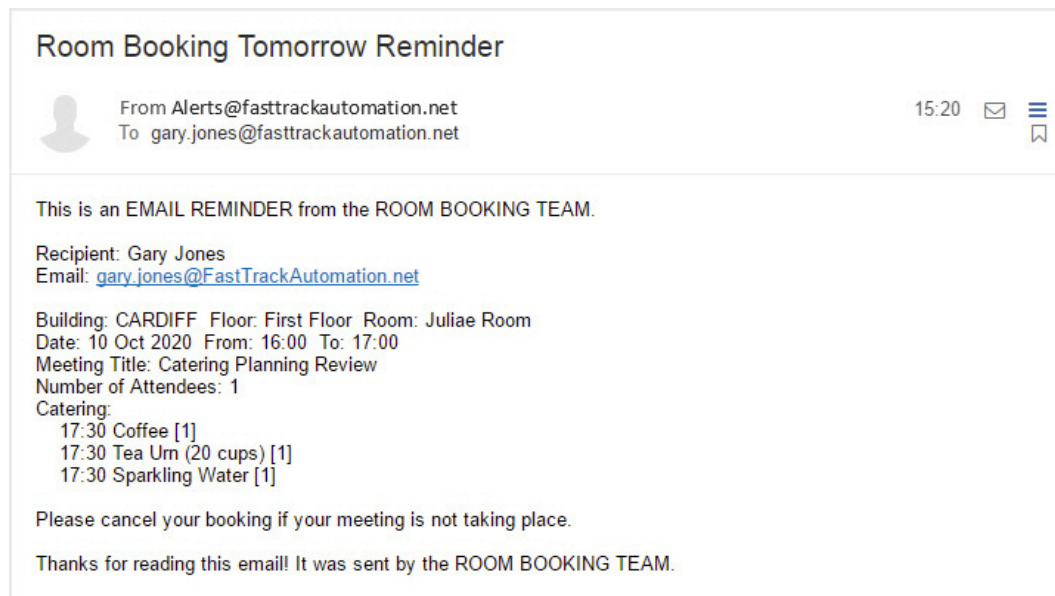
This email has been sent by Fast Track Alerts automation.

Recipient: [Peter.smith@fasttrackautomation.net](mailto:Peter.smith@fasttrackautomation.net)

You have a ROOM BOOKING tomorrow  
Building: CARDIFF  
Floor: 1<sup>st</sup> Floor  
Room: Juliae Room  
From: 10:00 to 12:00

Thank you for reading this email which was sent by the Fast Track Solutions.

Alerts@FastTrackAutomation.net - You have a ROOM BOOKING tomorrow



**Room Booking Tomorrow Reminder**

From Alerts@fasttrackautomation.net  
To gary.jones@fasttrackautomation.net

15:20

This is an EMAIL REMINDER from the ROOM BOOKING TEAM.

Recipient: Gary Jones  
Email: [gary.jones@FastTrackAutomation.net](mailto:gary.jones@FastTrackAutomation.net)

Building: CARDIFF Floor: First Floor Room: Juliae Room  
Date: 10 Oct 2020 From: 16:00 To: 17:00  
Meeting Title: Catering Planning Review  
Number of Attendees: 1  
Catering:  
17:30 Coffee [1]  
17:30 Tea Um (20 cups) [1]  
17:30 Sparkling Water [1]

Please cancel your booking if your meeting is not taking place.

Thanks for reading this email! It was sent by the ROOM BOOKING TEAM.

## GDPR Module

The Fast Track GDPR data treatment module is configured to match the customer's operational requirements and necessities. The considered approach is to periodically remove any personally identifiable data, but leave general transactional data intact, for the purposes of analysis, decision support and statistics.

For instance, information about members of the public may be contained in job descriptions, and people/location data may be held in meeting titles, booked by's and booked for's. The GDPR module can be configured to replace these data values with "Removed for GDPR" every 30, 60 or 90 days. The meeting data example can be seen in the image below.

The GDPR module is typically configured to automatically run out-of-hours, such as ay 4 am.

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Start Date: **12th Oct 18**  End Date: **11th Nov 18**

Day Booked	Start Time	End Time	Bk Ref	Sub Ref	Building Code	Floor Code	Room Code	Booked By	Booked For	Hours	Attendees	Meeting Title
05th Nov 18	08:30	12:00	2120	1	CARDIFF	02	02-202	Removed for GDPR	Removed for GDPR	3.5	10	Removed for GDPR
05th Nov 18	10:00	13:00	2102	1	CARDIFF	01	01-102	Removed for GDPR	Removed for GDPR	3	8	Removed for GDPR
05th Nov 18	10:00	13:00	2106	1	CARDIFF	02	02-203	Removed for GDPR	Removed for GDPR	3	6	Removed for GDPR
05th Nov 18	10:00	13:00	2108	1	CARDIFF	03	03-T12	Removed for GDPR	Removed for GDPR	3	1	Removed for GDPR
05th Nov 18	13:30	17:00	2126	1	CARDIFF	02	02-201	Removed for GDPR	Removed for GDPR	3.5	2	Removed for GDPR
05th Nov 18	13:30	17:00	2130	1	CARDIFF	02	02-202	Removed for GDPR	Removed for GDPR	3.5	10	Removed for GDPR
05th Nov 18	13:30	17:00	2127	1	CARDIFF	03	03-T12	Removed for GDPR	Removed for GDPR	3.5	1	Removed for GDPR
05th Nov 18	15:30	16:30	2141	1	CARDIFF	02	02-203	Removed for GDPR	Removed for GDPR	1	6	Removed for GDPR
06th Nov 18	08:30	12:00	2117	1	CARDIFF	01	01-102	Removed for GDPR	Removed for GDPR	3.5	8	Removed for GDPR
06th Nov 18	08:30	12:00	2119	1	CARDIFF	02	02-201	Removed for GDPR	Removed for GDPR	3.5	2	Removed for GDPR
06th Nov 18	11:00	15:00	2113	1	CARDIFF	02	02-202	Removed for GDPR	Removed for GDPR	4	10	Removed for GDPR
06th Nov 18	11:00	15:00	2112	1	CARDIFF	02	02-203	Removed for GDPR	Removed for GDPR	4	6	Removed for GDPR