



Colleges' Administration Software Consortium

PRODUCT INFORMATION

Rooms Management System

CASC specialises in software to meet colleges' needs that are not addressed by or satisfied by commercial products.

In total 10 Colleges use RMS. Usage varies widely from use of nearly all modules to just use of packages and keys modules in the Porters' Lodge.

Summary

RMS is a secure, hosted, web-based system. Users such as college staff, students and Fellows can access the system via a web browser.

The system has been designed so that it can be used in a modular fashion. Those using all modules will have a system which addresses most College needs. Those who have other systems already in place may simply use the modules which they would find useful.

RMS can integrate with other software used for catering and conference, for example, to share room booking status.

Key features

- Room booking
- Problem reporting
- Synchronisation of student data with CamSIS
- Integration with other room booking systems e.g. Kinetics

Modules

- Student room booking and charging
Manage accommodation rooms allocated to undergraduates and graduates under a termly or continuous licence and charge appropriately.
- Student room ballot and licences
Online ballot; room choices converted to bookings later. Online viewing and acceptance of room licences.
- Student room inventory
Maintain a list of contents (e.g. chairs, beds, carpets, etc.) for each room detailing the condition of each item. Require students to agree a room's inventory before they take up occupancy of that room.
- Student data synchronised with CamSIS
Student data (e.g. name, nationality, USN, account number) is updated automatically from the CamSIS OBI (outbound interface).
Student room booking is automatically kept up-to-date on CamSIS via the CamSIS IBI (inbound interface).
- Guest room booking and charging
Allow college members to book guest rooms for their guests and an authorised group (i.e. porters) to accept external bookings. Apply various charges on a "per night", "per person" and/or "per person/night" basis. Charge different rates for different rooms and preferential rates to college members.
- Meeting room booking
Enable college members to book meeting rooms. Control when rooms are available to book, who may book them and for how long. Restrict certain groups (e.g. students) to only requesting that a room be booked.
- Event room booking
Reserve rooms for future events and later allocate those rooms to guests nearer the event.
- Check-in / check-out and room state~
Record dates of actual arrival and departure. Show current state of rooms – eg occupied/vacant dirty/vacant clean/guest ready.
- Email
Send emails to groups based on their role and location. For example, an email about a fire drill could be sent to all people within a particular building.

- Package management
Entry of packages into RMS sends automatic notification to users.
- Key management
Recording key issue and return. Automatic chasing of overdue keys.
- Problem reporting & management
Enable staff and students to report problems with buildings, floors, rooms and room contents. Issue tickets to the appropriate department/person. Track progress of tickets and produce statistics on problems. Keep people informed about the progress of their reports through automated emails.
- Meter reading
Collect meter readings using mobile devices. Calculate amount used and charge due.
- Room inspections
Carry out end-of-term and maintenance checks, PAT testing and inventory tests (eg fire alarms) using mobile devices to collect the data.
- Contractor management
Ensure contractors are suitably qualified and licenced. Keep relevant documents and papers (e.g. policies, certificates, etc.) at hand.

Costs

The Colleges' Administration Software Consortium (or "CASC") is a trading name for the Office of Intercollegiate Services Ltd.

The charge for using RMS is calculated on student numbers and the modules used, and invoiced by OIS. Please contact us for the charge applicable to your College.

Technical information

RMS is a web-based system hosted centrally by CASC. It is developed on an ASP.NET platform with Microsoft SQL Server as the back-end database.

Users log in using Cambridge SSO or an ASP.NET Forms Authentication account.