



Feature:

1. Meeting reservation:

- (1) Support corporate users and individual users to make meeting reservations through the Web terminal and WeChat terminal;
- (2) Users can filter and select the conference room, fill in the conference subject, scheduled date, scheduled time, booker, contact information, remarks, participants, number of participants or custom participants, conference room rental items, conference room rental equipment, and then initiate a conference reservation;

- (3) **Meeting reminder:** After the initiator initiates the meeting, the meeting information will be sent to the initiator and participants via SMS notification;

3. Rental order:

- (1) Users can filter through the Web terminal and WeChat terminal (meeting room classification, meeting room location, meeting room type, meeting room fee, capacity, meeting room equipment) and view their own meeting room rental order;

- (2) The administrator can view and manage all individual meeting room reservation orders and corporate meeting room reservation orders through the Web terminal and WeChat terminal;

- (3) **Conference room logistics items:** the administrator supports the addition, deletion, modification, inspection and management of the logistical items required by the conference room, and provides logistical item services for the rental of the conference room;

- (4) **Conference room rental equipment:** the administrator supports the addition, deletion, modification, inspection and management of conference room rental equipment, and provides rental equipment services for conference room rental;

6. SMS recharge

- (1) It mainly includes services such as the consumption of short messages by enterprise users and the recharge of the number of short messages.
- (2) Data overview: support data display: today's SMS notification, cumulative SMS notification, cumulative recharge amount (yuan), annual SMS notification statistics, convenient for administrators to view.
- (3) Recharge Center: the administrator can choose a recharge package; it supports Alipay or WeChat payment.
- (4) Recharge records: the administrator can view all recharge records (successful/failed recharge), recharge record start and end date, and support batch export.
- (5) Invoice management: the administrator can apply for an invoice for a recharge order that has been successfully recharged, select a single or multiple orders and fill in the relevant invoice information to apply for an invoice, and can check the invoice delivery status in real time; start and end dates, Invoice Details, To Be Invoiced, Invoiced.
- (6) SMS settings: the administrator needs to configure the user ID, service provider domain name and mobile phone number before performing recharge and payment related operations.
- (7) Insufficient balance reminder: When the company's short message balance is insufficient (500 pieces), the administrator will be automatically notified by SMS through the web terminal, and the administrator can recharge and record the number of short messages.