

User guide for Planner

REMEMBER to always follow the latest version of the manual, which can be downloaded from [Agro Food Park's website](#).

Planner is the system you need to book meeting rooms and catering at Agro Food Park 13, 15 and 26. The system is web-based and can be found at:

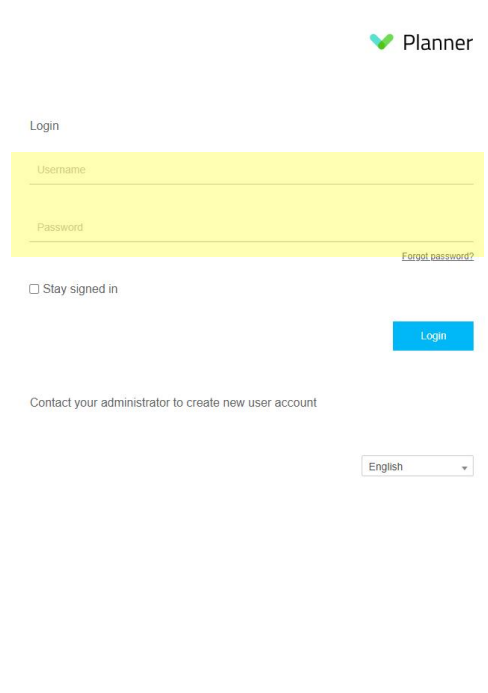
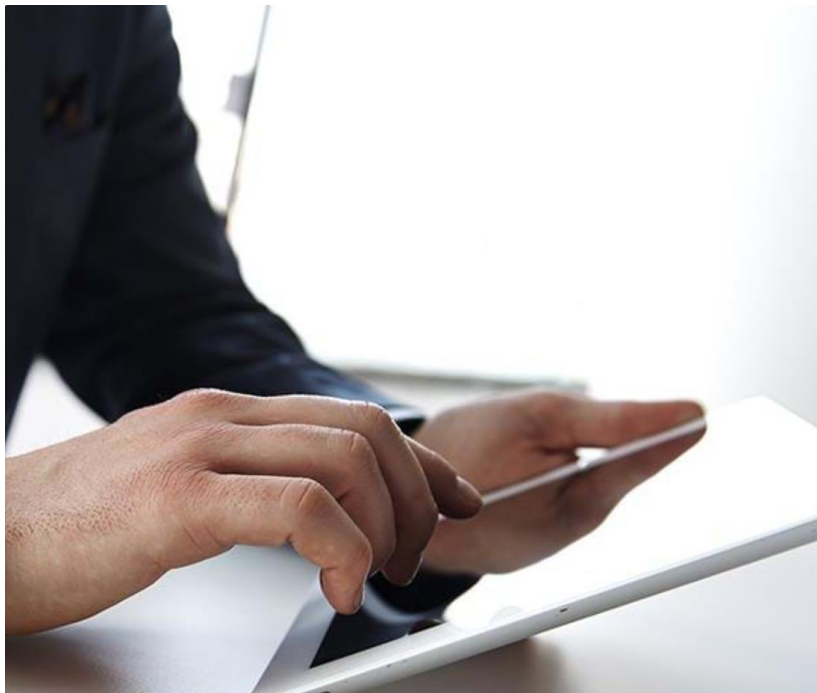
<https://lfafp.pronestor.com/Booking.NET/Login.mvc/Login?redirectUrl=%2F>

- When you place an order, the system will send you a confirmation e-mail.
- You will also receive e-mails if you edit/delete bookings.

Access to the system / personalization:

- Visit the website:
<https://lfafp.pronestor.com/Booking.NET/Login.mvc/Login?redirectUrl=%2F>

Username: your e-mail address
Password: your personal password



- Log in with the information you have received by e-mail.
- The password can be changed under "My settings" → "User settings" → Write your new password under "Password" and "Repeat password". Click on "Save" at the bottom of the page.

My settings
Log out
🔗 Need help?

<p>FRI 26-7-2024</p> <p style="text-align: right;">+ Create meeting</p> <hr/> <p style="text-align: center; color: #666;">NO SCHEDULED MEETINGS</p>
<p>SAT 27-7-2024</p> <p style="text-align: right;">+ Create meeting</p> <hr/> <p style="text-align: center; color: #666;">NO SCHEDULED MEETINGS</p>

User settings

Password

Repeat password

User data

First name *

Last name *

Mobile phone

Phone

Initials *

Email *

How to create a booking

Select the date you wish to create a meeting and then select the "Create meeting" tab.

My settings Log out ⓘ Need help?

FRI 26-7-2024 [+ Create meeting](#)

NO SCHEDULED MEETINGS

SAT 27-7-2024 [+ Create meeting](#)


NO SCHEDULED MEETINGS

- Select date and time

Start | v

End | v

- **Select location / meeting room (Agro Food Park 13, 15, or 26)**

- In the left corner (in blue) is the location you are sitting in, which is your default location.
- To change the location, click on the location name in the left corner.
- Here you can switch between the respective locations or choose to search for a room in multiple locations simultaneously (You can select Agro Food Park 13, 15, 26, or more. (Please note that the locations "Axelborg" and "Buens Mødelokaler" may not be selected.))
- When you have made your selection, click **Save**
- In the list of meeting rooms you can now click on the meeting room you wish to use – for further room information click on 

Locations

This meeting takes place at multiple locations

All locations ▲

- Agro Food Park 13
- Agro Food Park 15
- Axelborg
- Buens Mødelokaler
- Agro Food Park 26

Require a large meeting room?


- The **Mødelokale K.51** and **Mødelokale K.52** in Agro Food Park 26 can be combined into one large room, with space for 48 people in horseshoe arrangement and up to 60 people in a cinema arrangement (without tables).
- If you wish to book the combined rooms, you must book the room "**Mødelokale K.51 og K.52 sammenlagt**" for the meeting rooms in Agro Food Park 26. (Do NOT book "**Mødelokale K.51**" or "**Mødelokale K.52**" separately).
- It is **mandatory** to book **assistance fra viceværterne** under "**Catering**". The caretakers will remove the wall between the two meeting rooms, set up chairs and tables as requested, and restore the two rooms after the meeting ends.
- Caretaker assistance is charged at DKK 500,- ex. VAT per hour or part thereof. The caretakers themselves register the time spent, which you will see on your invoice.
- Caretaker assistance is available from 7:00-16:00 (Friday only until 15:30). Assistance outside these hours must be arranged separately.
- Assistance must be booked at least two working days before and before 12:00.

Equipment – choosing additional equipment in the meeting room

It is possible to book various additional equipment for your meeting, such as projectors, speakers, and more. You must arrange with the reception by writing to reception@agrofoodpark.dk.

Please note that extra equipment cannot be booked in Agro Food Park 26, as all rooms are equipped with screens set up for video conferencing.

How to order catering

- For catering to a meeting, click on the "**Catering**" tab in the top menu.
- Click on  for a more detailed description of each product, please note that the description is in Danish.
- **Please note that all prices shown in Planner are excluding VAT.**

Delivery time:

- Under "Please choose time of delivery" you can change the serving time for each item (see image below). For example, if you are organising a full-day meeting, select 8:00 for the "Formiddagsbuffet", 12:00 for lunch in the guest canteen, and 14:00 for the "Eftermiddagsbuffet". (Please note that you cannot order buffets in Agro Food Park 13).
- **Always confirm** by clicking "**Order**": Once you have selected your canteen items for a specific time, confirm this by clicking "**Order**". You can then select a new delivery time and items for the new time.

Start End

Agro Food Park 15 (1 Attendees)

Meeting room 1

Please choose time of delivery

16:00

08:00: 1. Serving: 30 Formiddagsbuffet - AFP15
 10:00: 2. Serving: 30 Kaffe og the - AFP15, 1 Assistance fra kantinen AFP15
 14:00: 3. Serving: 30 Eftermiddagsbuffet - AFP15
 16:00: 4. Serving: 30 Kage - AFP15

Drikkevarer AFP15	Price
Kildevand, 0,33 l. - AFP15	12,25 kr.
Danskvand, 0,25 l. - AFP15	21,25 kr.
Sodavand, 0,5 l. - AFP15	24,25 kr.
Kaffe og the - AFP15	22,25 kr.
Mælk - AFP15	5,25 kr.
Kaffe og the fra automat - pr. dag - AFP15	22,25 kr.
Blandede sodavand, en hel kasse - AFP15	262,75 kr.
Kildevand, 0,33 l., en hel kasse - AFP15	141,50 kr.

REMEMBER – if you have multiple locations for the same meeting, select the items that fit the current location...

Order deadline:

- **The deadline** for ordering is **12:00 noon on the previous working day.**
- Some items may have a longer delivery time, e.g. "Dagens gæsteplatte" and cakes etc. This is stated under each product.

Catering for guests:

- It is only possible to book a table for your guests in AFP 15 if you order the "Gæstefrokostbuffet", which is served in the guest canteen.
- At AFP 13 & 26, guests are welcome to use the café (AFP 13) or canteen (AFP 26) facilities for eating lunch.

ATTENTION! ATTENTION!

Ordered items are **ALWAYS** available for collection in the canteen

- Unless you have pre-ordered delivery to a meeting room or if you have ordered morning, lunch and afternoon buffets, the ordered items must always be picked up in the canteen/café of that building.
- If you wish for delivery, table setting or serving in the meeting room, you must **always** book "**Assistance fra caféen AFP13**" or "**Assistance fra kantinen AFP15**" or "**Assistance fra kantinen AFP26**". This is done under the "**Catering**" tab.
- Assistance costs DKK 8.75 ex. VAT per minute or part thereof. The canteen then registers the time used, which you will see on your invoice.
- REMEMBER – the canteen staff must approve your assistance booking before it can be considered confirmed.
- Assistance must be booked at least **two working days before 12:00**.

Requesting assistance from caretakers or canteen staff

- Assistance can be ordered under the tab "**Cantering**"
- **Caretakers** can be booked to set up tables and chairs, merge "Mødelokale K.51" & "Mødelokale K.52" and similar practical tasks in connection with your meeting.
- **Canteen staff** can be booked to deliver catering in the meeting room, to set the table, etc.
- Order "1 piece" of the desired assistance. Caretakers and canteen staff will register the realised time they spend on the task themselves.
- Always finalise your order by clicking "**Order**".

Meeting room booking – Finish / Check out:

- To finalise the order, click on the "**Check-out**" tab.
- **Enter the name of the meeting**
- **Enter the number of attendees**
- **Enter the billing note**
- **Meeting type**
Specify whether the meeting is internal or external
- **If you need additional information for the booking, click on "Show details"**.

Bookings



Unnamed meeting

Note for Facility or Catering manager



Start 29. juli 2024 08:00

End 29. juli 2024 16:00

Owner Landbrug & Fødevarer

Total cost 2.115,00 kr.

Location Agro Food Park 15



Additional attendees must be specified

- Landbrug & Fødevarer



Please enter a billing note

Faktureringsinfo: Se manual

Facilities

Meeting room 1 (08:00 - 16:00) ⚠



Catering



08:00: 1. Serving (Meeting room 1)

10 x Formiddagsbuffet - AFP15 ⚠

537,50 kr.



12:00: 2. Serving (Picked up at Food og Co nr. 15)

10 x Gæstefrokostbuffet - AFP15 ⚠

1.577,50 kr.



2.115,00 kr.

Meeting type

Complete booking

Show details

- If you do not wish for the meeting to be shown on the information screen in the lobby
 - Click + "Info screen"
 - Untick "Show meetings on info screen by default"
 - Click "Save"

The screenshot shows a 'Bookings' interface. A modal window titled 'Info screen' is open, allowing users to configure how meetings are displayed. The modal includes a checkbox for 'Show meetings on info screen by default' (which is checked), and input fields for 'Subject', 'Owner', 'Start time' (set to 10:00), and 'End time' (set to 11:00). 'Cancel' and 'Save' buttons are at the bottom right of the modal. In the background, the main booking form is visible, featuring a '+ Info screen' button, a dropdown for 'Agro Food Park 15', a 'Contact person' dropdown (set to 'Landbrug & Fødevarer'), and a 'Meeting place' dropdown (set to 'Unspecified'). Below these are fields for 'Please select a billing account for expences 0,00 kr.', 'Please enter a billing note', 'Meeting type', 'Meeting type note', and a 'Remember this' checkbox. A 'Complete booking' button is at the bottom right of the main form, and a 'Hide details' link is at the bottom left.

• Billing information

For users who are NOT employed by the Danish Agriculture & Food Council or SEGES Innovation:

In this box you can either:

- enter your own internal project number
- another reference number that you want to appear on the invoice
- or simply enter "00".

For SEGES Innovation employees who use Navision for financial management:

- It is very important that you fill in the payment information correctly for billing purposes.
- The box should always be filled in as follows:
 - **Financial account** (4 digits) which the meeting should be booked in Navision (**4110 for meetings with social content / 4158 for internal meetings with professional content 'in-house' (own premises) / 4952 for meetings with external people with professional content 'in-house' (own premises)**)
 - **Case task no.**
 - **Case no.**
- Enter the numbers like this: XXXX-XXX-XXXX.
- It is **important** that you use hyphens between the numbers and **not spaces**!

- **Assistance from “viceværter”**

If you have requested assistance from the caretakers, **please specify exactly what you want their help with**, for example: 'Table set-up for 5 groups of 5 people' (please write in the yellow-marked box) or send a sketch of your desired table set-up to services@agrofoodpark.dk.

Bookings

Assistance - Viceværter AFP15

Beskriv den ønskede bordopstilling / assistance.

Delivery information

Place of delivery Meetin... Note to delivery manager...

Apply to all bookings where applicable

Delivery time 10:00

Booking information

Quantity - 1 + Note to kitchen...

Unit price 500,00 kr.

Total cost 500,00 kr.

Billing information

Faktureringsinfo: Se manual

Apply to all bookings where applicable

Cancel
Save

- **Assistance from “canteen”**

If you have requested assistance from the canteen, **you need to specify exactly what you want their help with**, for example: “Setting up and serving in the room”.

Bookings

Assistance fra kantinen AFP15

Beskriv hvad du ønsker assistance til.

Delivery information

Place of delivery Meetin... ▾

Apply to all bookings where applicable

Delivery time 10:00 ▾

Note to delivery manager...

Booking information

Quantity	- 1 +	
Unit price	8,75 kr.	Note to kitchen...
Total cost	8,75 kr.	

Billing information

Faktureringsinfo: Se manual

Apply to all bookings where applicable

Cancel
Save

- **Change / add notes**

You can change the quantity of or add a note for an item by clicking on the pencil.
For example, a note could be "One gluten-allergic attends the meeting".

Bookings ✕

Note for Facility or Catering manager

Start 29. juli 2024 08:00
End 29. juli 2024 16:00

Owner Landbrug & Fødevarer

Total cost 2.115,00 kr.

Location Agro Food Park 15
Additional attendees must be specified

- Landbrug & Fødevarer

Please enter a billing note

Facilities

Meeting room 1 (08:00 - 16:00)

Catering

08:00: 1. Serving (Meeting room 1)

10 x Formiddagsbuffet - AFP15
537,50 kr.

12:00: 2. Serving (Picked up at Food og Co nr. 15)

10 x Gæstefrokostbuffet - AFP15
1.577,50 kr.

2.115,00 kr.

Meeting type

Complete booking

[Show details](#)

- **Extra comments**

For **your own internal notes** that cannot be seen by anyone but yourself.

Bookings

1 x Assistance fra kantinen AFP15 ▲ 8,75 kr.



Note to kitchen...

508,75 kr.

Meeting type

Meeting type note

Meeting type note

Remember this

Additional comments

Note for Facility or Catering manager

When you are done and have made sure everything is correct, click on "**Complete booking**" at the bottom of the page.

Correcting / deleting a booking

- Corrections/deletion can be made by the user who created the meeting.
- **Start by finding the meeting on the front page:**
 - Find the meeting you want to edit or delete
 - Click on "View"

July

2024

◀ ▶

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Upcoming meetings

PLANNER MANUAL

Wednesday 31-7-2024 10:00 - 13:00

View

Meeting

✕

(ID: 134980)

PLANNER MANUAL

Start 31. juli 2024 10:00

End 31. juli 2024 13:00

Owner Landbrug & Fødevarer

Agro Food Park 15

Attendees (1)
Landbrug & Fødevarer

Edit

↻ Recur

📅 Reschedule meeting

🗑️ Delete

Delete a meeting:

- If you want to delete the meeting, click "Delete" and then confirm

!Note! If the cancellation **occurs later than 12:00 noon** on the previous business day, the catering booked will **still** be invoiced.

Editing a meeting:

- If you need to edit your meeting, click "Edit".
-

Copy a meeting:

- It is possible to copy a meeting at a different time/times. The new meeting(s) will have the same characteristics as the original, just at a different time/times
- Click on "Recur"
- Follow the instructions on whether to repeat daily, weekly, monthly, etc. Then the time of day/week/month, etc. The date of the first and last meeting and the number of occurrences.

Support

If you need support for Planner, you can always contact us:

- AFP Facility, for functional issues (e.g. "the programme does not allow me to order what I want").
 - Mail: reception@agrofoodpark.dk
 - Telephone: 87 40 66 40
- Employees of the Danish Agriculture & Food Council and SEGES Innovation can also contact:
 - Your department coordinator or
 - SEGES IT-ServiceDesk for technical questions (e.g. "it's not working!" "Can I get access to see my colleague's bookings", etc.)
 - Mail: servicedesk@seges.dk
 - Telephone: 87 40 50 60