



Microsoft Outlook® Booking Solution

Resource Central

The Premium Resource Management Solution

Save time booking meetings, catering, AV-equipment and all other extra services!

Resource Central is your ideal partner when planning and organizing both internal and external meetings allowing you to overview and book associated services and for individual resources all in Microsoft Outlook®.

Complete Meeting Arrangements in Less than 2 Minutes:

Finding and reserving appropriate meeting rooms as well as managing requests for associated services, such as catering and table arrangements usually take more time than desired for both users and facilities.

With Resource Central for Microsoft Outlook® it takes less than 2 minutes to:

- List and book available meeting rooms, hot desks etc.
- Order individualized catering and any other services
- Integrate to electronic signage
- Register visitors and generate name badges
- Provide a web based overview of orders to facilities

Resource Central is your ideal partner when planning and organizing both internal and external meetings allowing you to overview and book associated services for individual resources all in Microsoft Outlook®.

3 STEPS TO SUCCESS

1 In the Outlook® meeting request: Search for and book available resources with ResourceFinder

2 'One stop' order form: Order all services in one place and notify all service providers automatically

3 Service provider overview: Service providers can view/print daily orders and reports through the web browser

With Resource Central You Can:

- Complete your meeting arrangements instantly – not only finding and reserving meeting rooms but also booking the associated services too - in less than 2 minutes
- Order all extra services from the "one stop order form"- including catering, audio visual, transportation, seating arrangements etc.
- Avoid unnecessary costs due to communication delays with catering, reception, marketing, IT-department etc.
- Complete the order-to-invoice process for both internal and external invoices by integrating the system with your company's financial system
- Utilize Resource Central through Outlook Web Access®
- Integrated advanced and standardized reporting in various formats with support for 3rd party tools eg. Microsoft Reporting Services
- Define individual roles for each service provider per location – who will take care of orders at headquarters and who will take care of orders at local branches etc.
- The webbased order module includes support for Single Sign-On
- Define deadlines for ordering catering and other services
- Time zone support - with Resource Central you are able to handle reservations across time zones

RESOURCE CENTRAL

Reduce meeting costs:

A customer's internal study found the total time spent arranging a meeting including ordering of additional services to be between 7-12 minutes.

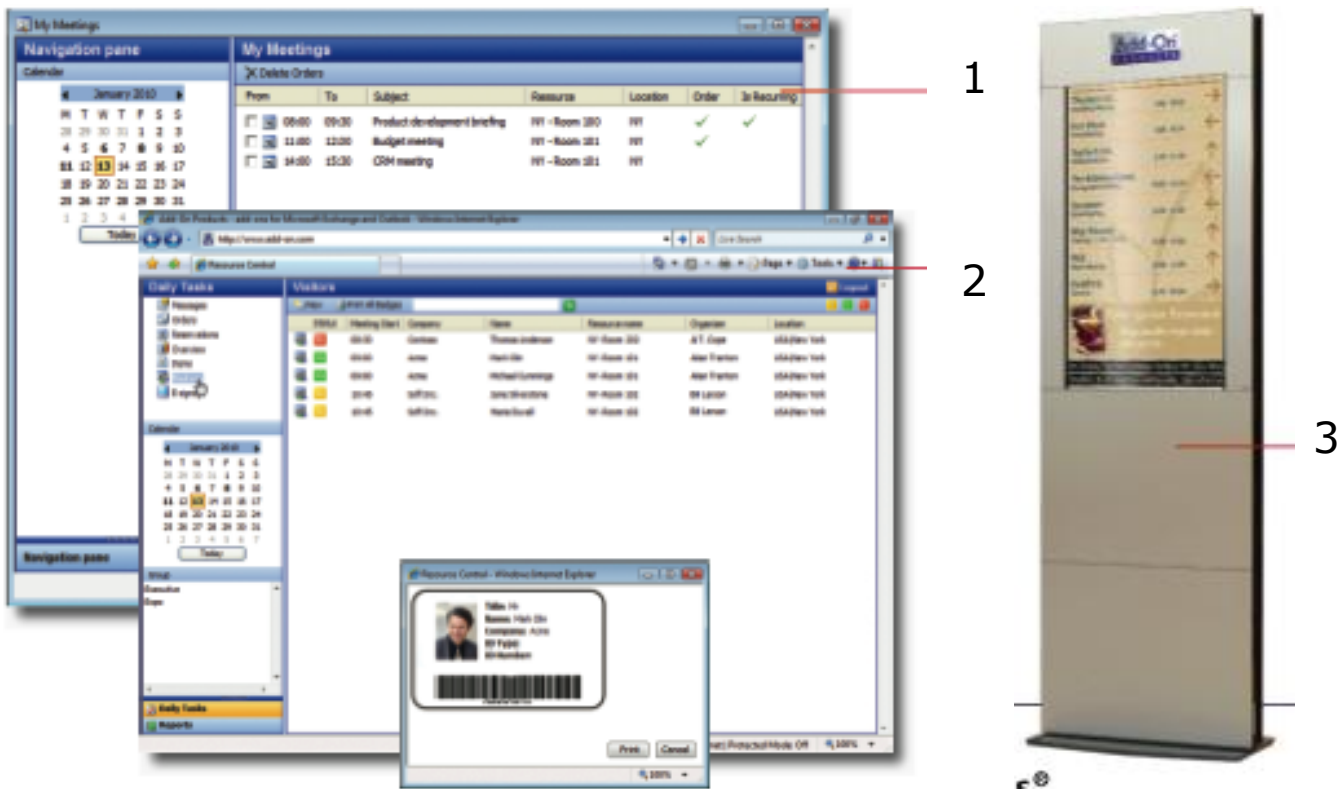
The customer afterwards implemented Resource Central to book:

- 30 resources across multiple locations
- 90 meetings a day with additional services

After implementation of Resource Central the customer saves a minimum of 5 minutes per meeting which adds up to 9 hours per day! How much are you able to save?

Featuring:

1. "Buffer Time" on meetings will allow service time to clean meeting rooms before they can be booked again
2. A "Flexible Service Section" in the order form will allow setup of any service that you would like to offer to your organization
3. "My Meetings" provides the user with the overview and access to all meetings with services associated - directly from Outlook®
4. Resource Central includes a full guest registration solution allowing an overview of current visitors at any location at any time with the ability to print customized name badges
5. With "Resource Email Notification" you can utilize your resources in the most effective way by having email reminders sent to the organizer when their meetings are approaching
6. Integration with digital signs, i.e. welcoming screens in the reception area



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