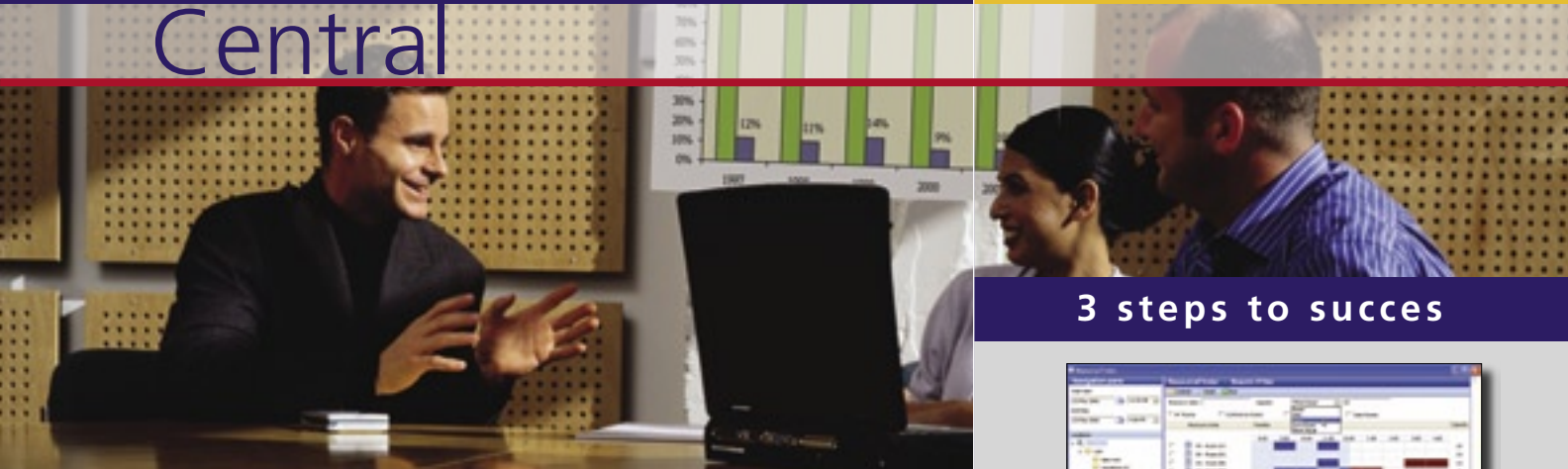


# Resource Central

About Time...



...for Outlook meetingrooms

**Need help - finding the right meeting room, organizing catering, AV-equipment etc... ?**

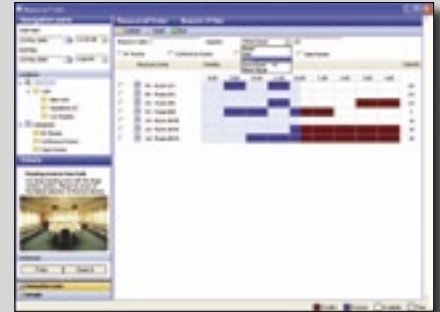
**Resource Central simplifies the process of meeting planning and organizing in Outlook.**

Managing requests for associated services, such as catering and table arrangements, usually consumes more time than desired for both users and facilities.

Resource Central is your ideal partner when planning and organizing meetings - both internal and external - because it allows you to overview and book associated services for the individual resource just by using your Microsoft Outlook.

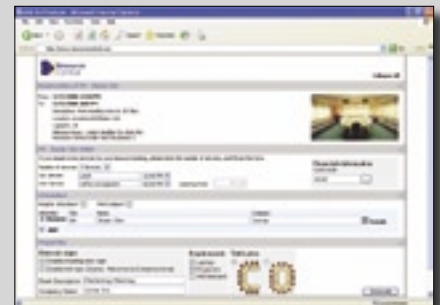
**The premium resource management solution**

## 3 steps to success



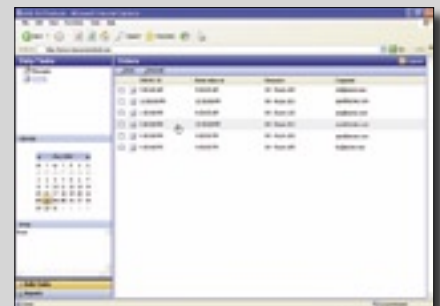
1

Search for and book available resources with ResourceFinder in your Outlook meeting request



2

Order what you need and notify all service providers automatically



3

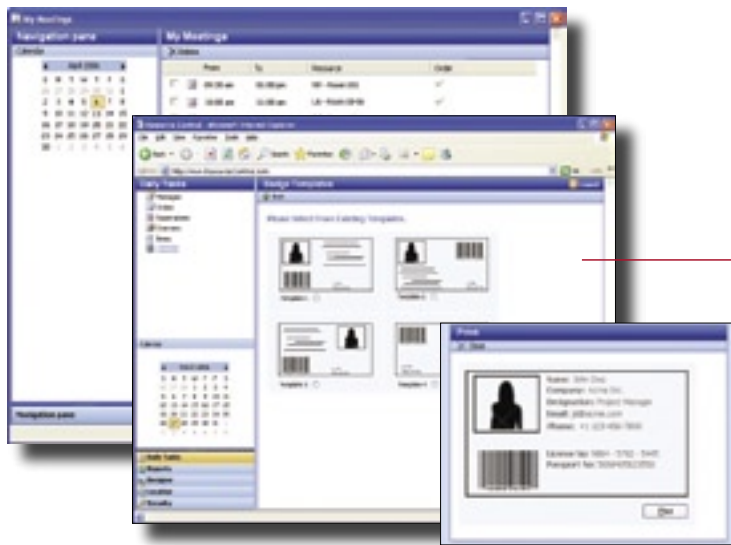
Web based admin module for service providers - view or print orders and reports

# Resource Central

## About Time...

### With Resource Central you can:

- Complete your meeting arrangements at a glance – not only finding and reserving the meeting room but booking the associated services too
- Order all extra services from one platform - including catering, audio visual, transportation, seating arrangements, car washing...
- Save time and money on internal and external meeting arrangements
- Avoid unnecessary costs and frustrations due to communication delays
- Complete the order-to-invoice process for both internal and external invoices by integrating the system with your company's financial system
- View reservations and orders in a separate service provider module
- Define custom parameters or individual services for each resource
- Distribute emails with individual information to each service provider, based on a structured service provider role definition
- Advanced & standardized reporting in various formats integrated within Resource Central
- Full integration/support for 3rd party reporting tools
- Define individual roles for each service provider – who will take care of orders in Boston and who will do what in New York etc...
- Separate admin module with login process – includes support for Active Directory login



### Reduce your meeting budget and improve your service level

Resource Central also handles all changes or cancellations and sends order receipts automatically. Communicating changes and cancellations instantly gives the meeting organizer, attendees and resource service departments time to adjust their schedule to remain efficient and cost-effective – something, which directly impacts your meeting budget.

### Become more efficient with Resource Central

Resource Central, by Add-On Products, is the first resource management software of its kind to completely integrate with Outlook and operate from the Exchange platform ensuring no delays. No more waiting for synchronization, system updates or interfacing delays!

### New modules

"My meetings" provides you with the ultimate overview of all your meetings with services associated - directly from Outlook.

The visitor module enables you to see who is present at any location at any time - print unique badges with...

...photos, barcodes using templates or design them yourself.

Use barcode scanners to register visitors by their arrival or when they leave the location / office.

**Buy one solution - get more!**

Add-On Products is a world-wide market leading provider of add-ons to the Microsoft Exchange & Outlook platform



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