



...for Outlook® meeting rooms

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

Complete meeting arrangements in less than 2 minutes

Managing requests for associated services, such as catering and table arrangements, usually consumes more time than desired for both users and facilities. With Resource Central for Microsoft Outlook® it takes less than 2 minutes:

- List and book available conference rooms
- Order individualized catering and other services
- Display electronic welcoming messages in reception area when guests arrive
- Register and print badges for external guests

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 Microsoft Outlook®

The premium resource management solution

Microsoft
GOLD CERTIFIED
Partner

A shortcut to the big picture...

3 steps to success



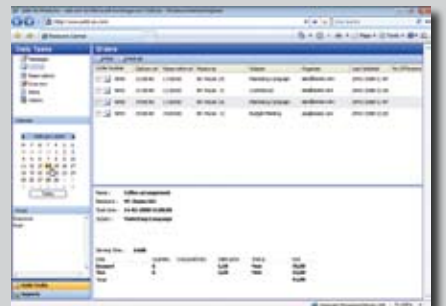
1

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

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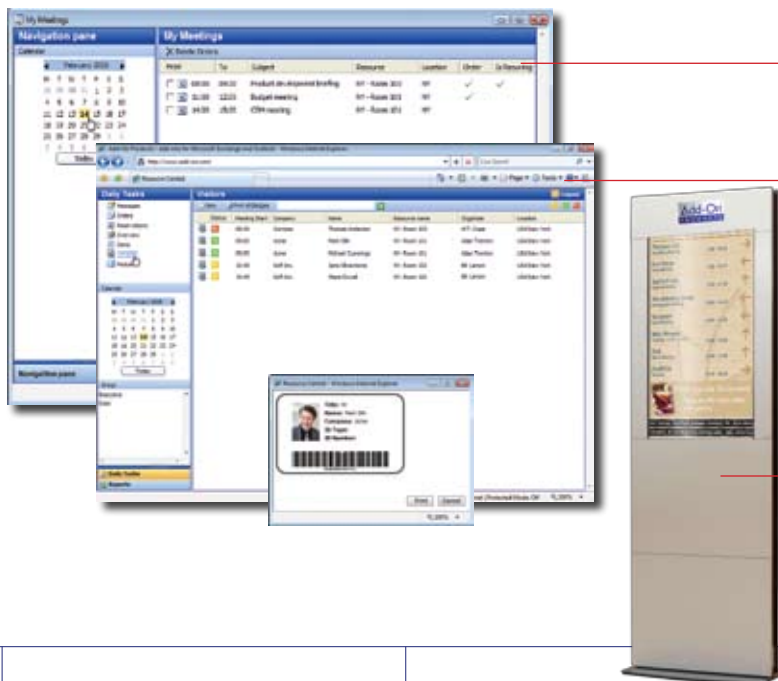
Add-On
PRODUCTS

Resource Central

About Time...

With Resource Central you can:

- Complete your meeting arrangements instantly – not only finding and reserving meeting rooms but 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, 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 reporting tools
- Define individual roles for each service provider – who will take care of orders in Boston and who will take care of orders in New York etc.
- The web-based 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 all time zones



Reduce meeting costs and improve service levels

Resource Central handles all changes or cancellations and sends order receipts automatically.

Communicating changes and cancellations instantly gives the meeting organizer, attendees and service providers time to adjust their schedule to remain efficient and cost-effective – something which directly impacts your meeting budget.

Featuring

“Buffer Time” on meetings will allow service time to clean meeting rooms before they can be booked again...

A “Flexible Service Section” in the order form will allow setup of any service that you would like to offer to your organization...

“My Meetings” provides the user with the overview and access to all meetings with services associated - directly from Outlook®...

The “Visitor Module” is a full guest registration solution. It allows an overview of current visitors at any location at any time with the ability to print customized name badges...

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...

Integration with digital signs, i.e. welcoming screens in the reception area, meeting schedules and room information...

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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