

ARCHIBUS® Workplace Services

# RESERVATIONS

Simplify scheduling and management of shared use space from desktop or mobile devices to increase efficiency and optimize resources

## Activities and Reports include:

### Operational

- Single/Recurring Reservations, Conference Calls and Resources
- Copy, Cancel, Edit Reservations and Resources
- Auto-Validated and Validated Reservations
- Room Arrangements
- Attendee List (with availability info)
- Service Provider Work Requests
- Daily Service Provider Task Management
- Visual Timeline Scheduling Control
- Verification of Room Reservations

### Management Reports (Per Day/Month):

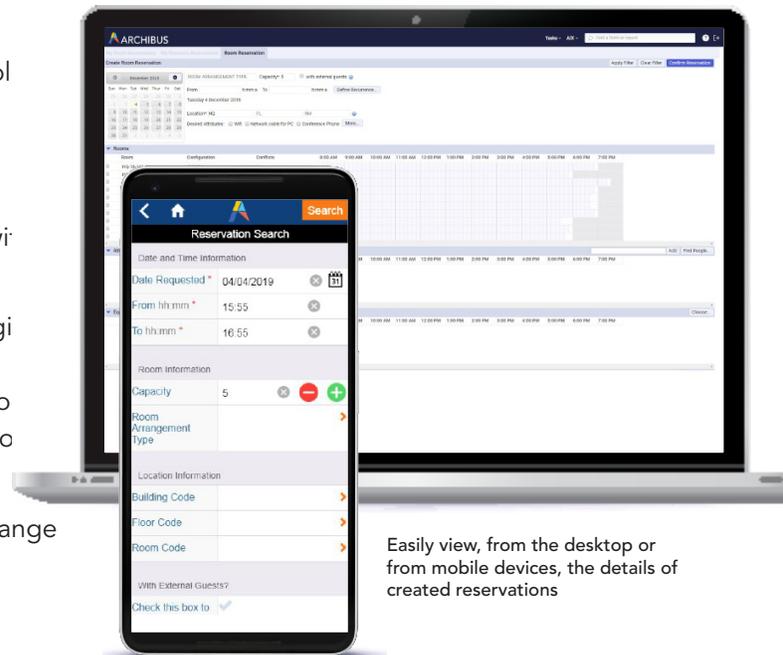
- Number of Room and Resource Reservations
- Occupancy/Usage
- Cost by Division/Department
- Canceled/Rejected Reservations
- Room Occupation/Resource Usage
- Room Capacity/Utilization
- Chargeback by Division/Department

Plus Many More...

How well an organization's people manage their time is the measure of a truly effective and collaborative environment. Eliminate embarrassing double-bookings, rooms too large or small for a meeting's purpose, and misallocation of resources with Web-based ARCHIBUS Reservations. The ARCHIBUS Reservations application provides an intuitive, integrated solution for scheduling shared space and associated amenities. Desktop and mobile reservation options give you control over all details involved in planning, scheduling, and tracking shared space, including easily coordinating internal or external providers of audio-visual, food, or other services. Integrated with Microsoft Outlook and Microsoft Exchange Server, Reservations capabilities deliver a seamless user experience by streamlining all aspects of meeting room and participant coordination. Generating and editing reservations for multiple conference call locations is now also possible, including from the Microsoft Outlook Plug-in.

## BENEFITS

- Secures shared space and resources with self-service Web forms, and avoids double bookings
- Improves productivity by streamlining invitations to participants via integration with most e-mail systems
- ARCHIBUS Reservations Plug-in for Microsoft Outlook™ lets individuals make and edit room and conference call reservations within Microsoft Outlook
- Extension for Microsoft Exchange handles all reservations and updates, with changes in Exchange Calendars flowing directly to ARCHIBUS Web Central



Easily view, from the desktop or from mobile devices, the details of created reservations

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Contract # DIR-TSO-4384



## Simplify the Entire Reservation Process

ARCHIBUS Reservations provides a wide range of self-service options that simplify and expedite the scheduling of “right-sized” rooms with the appropriate amenities and attendees. The application’s Web forms help minimize administrative overhead by letting associates reserve shared space and associated services, and include required people—virtually eliminating the likelihood of double-booked space or miscommunication with internal or external service providers.

- Present in a single screen the scheduled timelines for rooms, resources and attendees side-by-side so that staff can easily coordinate availability
- Streamline the room approval process by using the auto-validation function to authorize reservations based on user or group profile
- Use the Reservations timeline feature to quickly find the right space and check availability of all needed amenities even for recurring meetings and multi-location conference calls
- Based on your security profile, order pre-approved amenities such as catering, audio-visual support, or furniture resources within approved service time frames using the on-line catalog
- The Reservations Plugin for Microsoft Outlook and the Reservations mobile application allows booking rooms without the need to learn a new application

## Optimize Resource Utilization

ARCHIBUS Reservations organizes and streamlines reservations scheduling and service provider coordination, to help optimize your organization’s resource utilization. The application’s extensive management reporting enables high-level visibility of the organization’s usage and occupancy rates, which can help support decisions to increase or reallocate space and support resources. The chargeback functionality also helps instill prudent, disciplined use of shared space.

- Specify and enforce common use policies consistently using pre-defined, rules-based approval processes
- Provide transparent oversight into spending for internal or external resources, allowing managers to approve or reject requests instantly
- Encourage staff to request only the resources for which they are willing to pay, by applying chargeback features
- Justify additional space and/or resources using predefined occupancy reports
- Easily generate user-defined operational, control, and strategic management reports for better overall decision-making

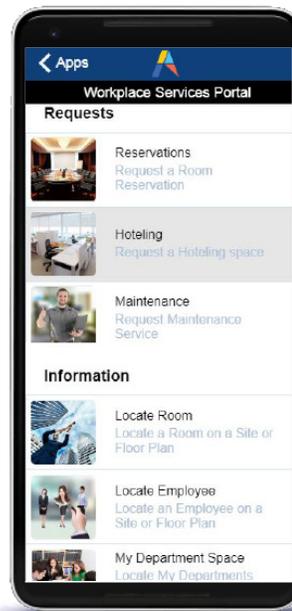
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## Coordinate Scheduling Automatically

Coordinating meeting invitations effectively expresses an organization’s professionalism and respect for its staff’s time and productivity. Having meetings that solve problems by having the right participants in attendance, on-time, promotes a high-level of collaboration and communication. To that end, ARCHIBUS Reservations offers a range of integration features to simplify scheduling and coordination of meeting participants as well as internal or external service providers who may provide supporting resources.

- Send automated e-mail invitations to internal and external attendees through integration with clients’ calendars
- With the Exchange Integration enabled, Reservations information appears directly in Outlook or OWA calendar appointments, and updates done in the Exchange Calendar flow directly to ARCHIBUS Reservations; Exchange attendees’ responses appear directly in the ARCHIBUS system
- Eliminate the need for a centralized service desk by allowing every associate to use self-service Web forms for all scheduling, confirmation, or cancellation tasks
- Improve timeliness and effectiveness of service delivery by integrating with Building Operations SLAs and coordinate service providers who deliver catering, setup/breakdown or other support activities
- Locate where a meeting is taking place quickly by viewing highlighted floor plans and reservation details



Integrated Room Reservations with Hoteling and Service Requests using the ARCHIBUS Service Desk Application.

