



Reservations

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

How well an organization manages the time of its most valuable and costly resource – its people – 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 service providers who support audio-visual, catering, or other off-the-shelf integration with Microsoft Outlook and Microsoft Exchange Server provide a seamless user experience with email and calendar scheduling.

Activities and Reports include:

Operational:

- Single/Recurring Reservations 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
 - Cancelled/Rejected Reservations
 - Room Occupation/Resource Usage
 - Room Capacity/Utilization
 - Chargeback by Division/Department
- Plus Many More...**

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 email clients
- ARCHIBUS Reservations Plugin for Microsoft Outlook™ lets individuals make room reservations within the Outlook client
- Extension for Microsoft Exchange handles all reservations and updates. Also, changes in Exchange Calendars flow directly to Web Central

Room Reservation

Reservation Details

Reservation Code: 3 Date Start: 02/21/2014 Time Start: 1:00 PM Time End: 3:00 PM
 Requested For: AI Requestor's Email: a@tgd.com Requestor's Phone #: 227-2508 Status of Reservation: Confirmed
 Cost of Reservation: \$435.00 Division for Chargeback: ELECTRONIC SYS. Dept. for Chargeback: ENGINEERING
 Reservation Name: Update the Principals on the Craig Account
 Comments:

Reserved Room

Building Code: HQ Floor Code: 17 Room Code: 127 Configuration Code: CONF-BIG-A Room Arrangement Type: CONFERENCE
 Room Name: Munich Room Room Area m²: 16.34 Room Category: MEETING Room Type: CONF Room Standard: CONFERENCE

Attendees

Name	Email	Response
ADAMS, CHRIS	adams@tgd.com	Unknown
ADKINS, SPENCER	sadkins@tgd.com	Unknown

Reserved Resources

Resource Name	Resource Standard	Requested Quantity	Time Start	Time End
Meeting Chairs	CHAIRS	5	13:00	15:00
IT Support	IT-SUPPORT	1	13:00	15:00
Coffee Service	COFFEE	5	13:00	15:00

HQ-17-127

Easily view from the desktop and from mobile devices the details of created reservations



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, associated services and include required people with confidence —virtually eliminating the likelihood of double-booked space or miscommunication with internal or external service providers.

- Present in a single screen the schedule 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 by user or group profile
- Use the Reservations timeline feature to quickly find the right space with all needed amenities for attendees, and check their availability
- Order, based on your security profile, 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 allows booking rooms without the need to learn a new application

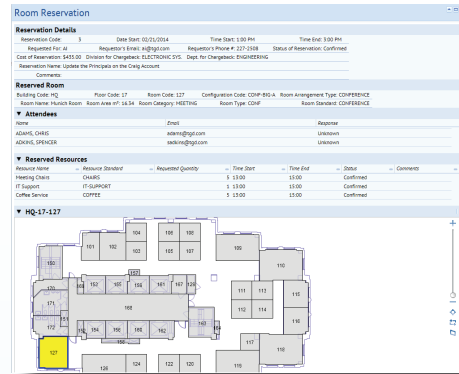
Coordinate Scheduling Automatically

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 email invitations to internal and external attendees through integration with email 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 or resource 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 providing access to secure screens that inform 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



Easily view the details of available rooms

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 pre-defined occupancy reports
- Generate user-defined operational, control, and strategic management reports easily for better overall decision-making

For more information, visit www.archibus.com/res

