

# ARCHIBUS Datasheet - Reservations

Simplify scheduling and management of shared use space to increase efficiency and optimise utilisation

How well an organisation 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. It gives 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 requirements.

## Benefits

- Simplifies securing shared space and associated resources with self-service Web forms to avoid double-bookings and facilitate productive meetings
- Improves organisational productivity by streamlining invitations, scheduling, and reminders to participants via integration with Microsoft Outlook™, Lotus Notes™ and Google Calendars™
- Organises and expedites reservations provision, tracking, service provider coordination, and reporting to optimise resource utilisation

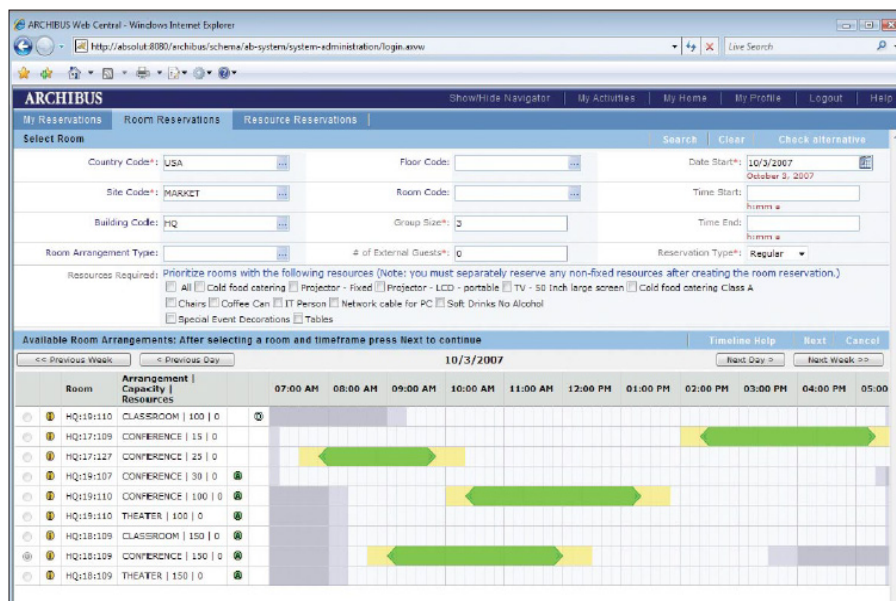
## Activities and Reports include:

### Operational:

- Single/recurring reservations and resources
- Copy, cancel, edit reservations and resources
- Auto-validated and validated reservations
- Room arrangements
- Attendee list (external and internal)
- Service provider work requests
- Daily service provider task management
- Visual timeline scheduling control

### 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/utilisation
  - Chargeback by division/department
- Plus many more...



ARCHIBUS Reservations guides users through the process of reserving a room, adding resources such as catering and teleconferencing, and inviting colleagues and visitors

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## Simplify the Entire Reservation Process

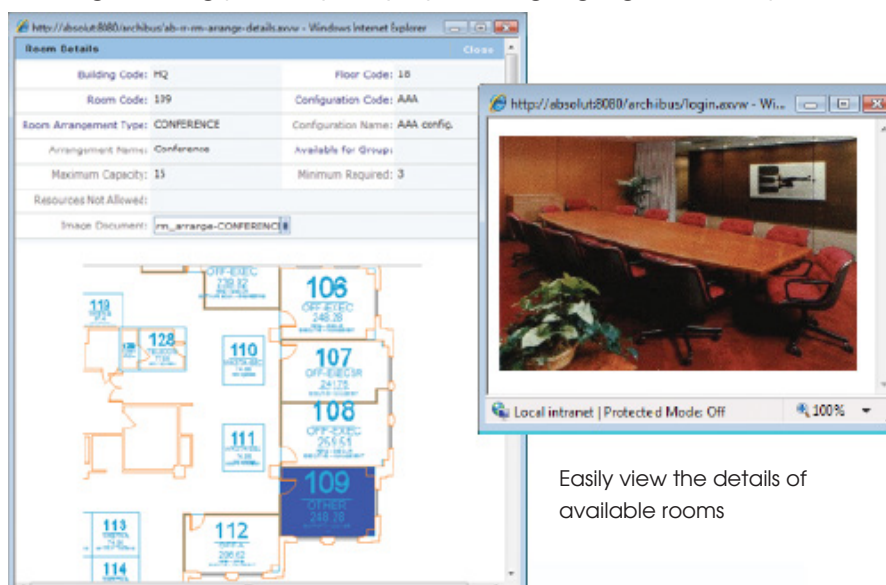
ARCHIBUS Reservations provides a wide range of self-service options that simplify and expedite the scheduling of "right-sized" rooms with the appropriate amenities. The application's Web forms help minimise administrative overhead by letting associates reserve shared space and associated services with confidence - virtually eliminating the likelihood of double-booked space or miscommunication with internal or external service providers.

- Schedule, confirm, edit or cancel single or recurring reservations with ease, eliminating the need for follow-up calls or emails
- Streamline the room approval process by using the auto-validation function to authorise reservations based by user or group profile
- Use the Reservations Wizard's visual timeline feature to quickly find the right space with all needed amenities or to check alternatives if no available room meets your current criteria or time frame
- Manage all pending reservations easily from a single, tabbed form
- 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 catalogue

## Coordinate Scheduling Automatically

Coordinating meeting invitations and reminders effectively expresses an organisation'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 and reminders to both internal and external attendees through seamless integration with Microsoft Outlook™, Lotus Notes™ and Google Calendars™
- Eliminate the need for a centralised 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



Easily view the details of available rooms

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## Optimise Resource Utilisation

ARCHIBUS Reservations organises and streamlines reservations scheduling, tracking, and service provider coordination, to help optimise your organisation's resource utilisation. The application's extensive management reporting enables high-level visibility of the organisation'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 and resources.

- 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
- Reduce wasted resources by using chargeback features to encourage staff to request and use only those resources for which they are willing to pay
- 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