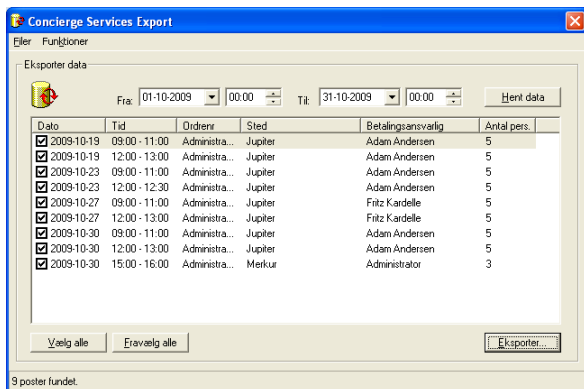




## CONCIERGE EXPORT

CONCIERGE EXPORT MAKES IT SIMPLE TO PERFORM THE IMPORTANT TRANSFER OF ECONOMIC DATA FROM CONCIERGE SERVICES IN TO THE ERP APPLICATION.

With CONCIERGE EXPORT it is possible for a service unit to export data to be used e.g. for the settlement of service unit costs in connection with meetings. In this way, CONCIERGE SERVICES may be integrated to the organization's ERP application, e.g. SAP, Microsoft Dynamics AX and Microsoft Dynamics NAV, etc.



CONCIERGE SERVICES – Eksport of data to the ERP Application.

### DATA

For the individual order in CONCIERGE SERVICES, the organisation's users may enter the necessary data for the transfer to Finance. Data on the person responsible for payments may be entered stating the person's name, phone number, department, company and an account number. However, these fields are extremely flexible and can be set up for the individual organization's need, with e.g. drop down lists or other field names. The system is very flexible.

### CONCIERGE SERVICES MODULES

In addition to CONCIERGE EXPORT, CONCIERGE SERVICES consists of the following products:

- **CONCIERGE CATERING** – Makes the booking of services such as catering for the next meeting, table arrangements and meeting supplies fast and easy. The order is automatically sent to the service units, such as the kitchen.
- **CONCIERGE RESOURCES** – Makes it easy to book all sorts of resources such as conference rooms, cars, audiovisual equipment, etc through the meeting request. The module will for instance automatically find available and suited rooms, based on the employee's criteria, such as room size, equipment, and location.
- **CONCIERGE RECEPTION** – Enables the reception to register and check out guests. The module also gives the reception an overview of meetings and guest and the reception can print labels for the guests.
- **CONCIERGE DISPLAY** – Increases the service level and shows relevant meeting information to guests and employees on monitors outside the conference rooms or in the reception area. The module does not require additional CONCIERGE SERVICES modules, as it is also able to run independently.
- **CONCIERGE BOOKINGCENTER** – Makes it possible for a department or selected employees to move other users meetings or bookings. The module optimizes the resource utilization and provides a complete overview over all bookings.





## FUNCTIONS IN CONCIERGE EXPORT

- A service unit selects the time interval for which orders are to be included and thus settled. Only orders that have been fulfilled will be included. Thus, future orders will not be included as these are assumed not to be delivered/fulfilled yet.
- The service unit will get an overview of all orders ready for transfer.
- The overview makes it possible for the service unit to get an overall view and check the orders prior to approval.
- The service unit may correct the list and in this way review the individual orders and decide which orders to transfer.

## TECHNOLOGY

CONCIERGE EXPORT will create a file with XML data and the user will be able to name a location to save the file so that it can be imported to the customer's ERP application. Please note that it is the responsibility of the customer to import the file to the customer's ERP system!

Via XSLT, CONCIERGE EXPORT can convert the exported XML data to the required XML format or to other file formats, e.g. HTML, CSV (comma separated text file) or XLS (MS Excel 2003).

CONCIERGE EXPORT also supports electronically invoicing and OIO XML format.

## SYSTEM DEMANDS

CONCIERGE EXPORT requires:

- **Client:** Microsoft Outlook XP/2002 or newer. Citrix and Terminal services are supported.
- CONCIERGE SERVICES.

## COMPANY PROFILE

Fischer & Kern A/S is Microsoft Gold Certified Partner with more than ten years of experience in the development of products and solutions for Microsoft Outlook and Microsoft Exchange. Our consultants deliver technical consultancy together with development and integration of administrative IT solutions for private company as well as governmental enterprises.

Our experience from Microsoft Outlook and Microsoft Exchange has resulted in a wide range of products, which in their own way improves the administrative working processes of the company.

Our vision is to develop and market high quality administrative IT solutions with a long lifetime. The products should furthermore support the leading technologies on the market and make the working processes of the individual organization more effective.

## CONTACT INFORMATION

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