



CONCIERGE RESOURCES

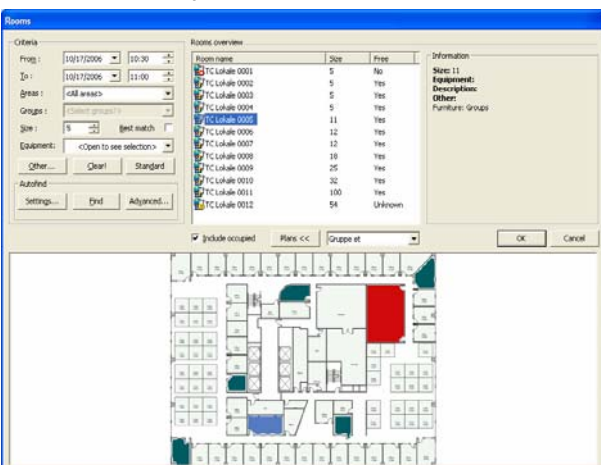
BOOK CONFERENCE ROOMS AND OTHER RESOURCES EASY THROUGH THE MEETING REQUEST IN MICROSOFT OUTLOOK. IT WILL OPTIMIZE THE MEETING PLANNING.

Booking a conference room and other resources is often associated with frustrations and manual work processes. At the same time there is a great risk of error, such as double bookings and forgetting to cancel a resource if the meeting is cancelled.

CONCIERGE RESOURCES is a tool, which makes finding the right resource, such as conference rooms, cars and audiovisual equipment much easier – in addition, it is also easy to make changes as you go along, should it be necessary.

CONCIERGE RESOURCES uses the resources that are set up in Active Directory, and all bookings are performed directly through the meeting request in Microsoft Outlook.

CONCIERGE RESOURCES expands the functionality in Microsoft Outlook's meeting request with a resource selector that provides a complete overview and makes it easy to book all resources.



CONCIERGE SERVICES – booking of conference room.

CONCIERGE SERVICES MODULES

In addition to CONCIERGE RESOURCES, 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 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 EXPORT** - Automatic withdrawal of data/orders from Microsoft Outlook and CONCIERGE SERVICES. The data are exported as comma separated files and XML data, and the costs posting will occur automatically on the correct accounts in the organization's ERP application.
- **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 RESOURCES

CONCIERGE RESOURCES gives you the following opportunities:

- Overview of rooms that fulfill the search criteria and which is available at the scheduled time.
- Booking of one or more conference rooms on the basis of the number of participants, equipment selection, location and time.
- View a conference room plan where available rooms are marked with green and occupied rooms are marked with red.
- Limit conference rooms or other resources to a certain group or locality (for instance, view and book rooms and resources from the employees' own locality or other localities).
- Book car parking spaces for guests or for one self.
- Book shared hot desk with the right facilities (i.e. silent zone, headset, group table etc.).
- Book the right resources, e.g. equipment used for meetings but also equipment not related to conference rooms, such as cars, GPS, etc.
- Book on behalf of someone else – For instance, the secretary will be able to book meetings on behalf of her boss.
- The function "Autofind" finds the first available conference room within the time period (or later) where the participants are also available.
- Add a description to each resource.
- Possible to add limited booking where selected resources can have a responsible person who must accept all booking requests from users. Suitable for e.g. manager offices with conference facilities included and company cars.

ADVANTAGES AND TECHNOLOGY

Some of the advantages with CONCIERGE RESOURCES are:

- The tool is an add-in for Microsoft Outlook with extends the functionality. Thus, the cost of implementation is minimal.
- CONCIERGE SERVICES does not require any installation on the Exchange server and no database is required.
- CONCIERGE SERVICES is controlled through Microsoft Outlook security settings.
- The employee only needs basic knowledge of Microsoft Outlook to use the system.
- Since the tools are developed in Microsoft Outlook it can easily be configured to fit the individual organization.
- CONCIERGE RESOURCES is intuitive to use and the module will save the organization from unnecessary work and waste of time.
- With the tool you will not only be able to find the best conference rooms, you can also order the right supplies.

VISIBLE IMPROVEMENTS

Along with CONCIERGE RESOURCES are a series of improvements such as:

- Fewer costs when planning a meeting.
- Increased flexibility when changes occur.
- Thorough overview of the conference rooms' properties.
- Increased systematic and thus, increased clarity in the planning process.
- Overview over the availability and placement of all resources.



PRICES

The price on CONCIERGE RESOURCES is based on the number of conference rooms. We will be happy to send you a pricelist or prepare an offer based on the individual customer's needs.

BASIS PACKAGE

Contains five conference rooms.

À LA CARTE

Contains the right to set up additional conference rooms based on the customer's needs. If the customer sets up more rooms, the license prices are regulated accordingly for use of CONCIERGE RESOURCES.

SERVICE AGREEMENT

The service agreement provides the customer with phone support for CONCIERGE RESOURCES and the right to new versions of CONCIERGE RESOURCES free of charge. The service agreement is 18 percent of the license prices annually.

SYSTEM DEMANDS

CONCIERGE RESOURCES supports the following platforms:

- **Client:** Microsoft Outlook XP or newer.
System language: Danish and English.
- **Server:** Microsoft Exchange server 5.5 or newer.
Citrix and Terminal services are supported.
- **Service packs:** Windows 2000 SP 4, Windows XP SP 2. Microsoft Office 2003 SP 1.

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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