



**RESOURCE CENTRAL – STREAMLINING THE OUTLOOK CONFERENCE ROOM BOOKING PROCESS**

*Book conference rooms and services in the same Outlook transaction as inviting meeting participants*

*Manage “Hoteling” workstations for traveling users*

*Builds on existing Outlook & Microsoft Exchange profiles & permissions*

*Order multiple services; including catering, audio visual, transportation, seating arrangements, car washing...*

*Complete the order-to-invoice process for both internal and external invoices by integrating the system with your company's accounting system*

*Service Providers such as Catering can view reservations and orders*

*Use from a remote work station or via Outlook Web Access*

*“With Resource Central, scheduling is available 24/7 via a web-based interface with automated message confirmations and back-end workflow. This new system will greatly increase customer satisfaction with the scheduling process and the reporting and auditing functions will provide mechanisms for system optimization over time.”*  
**Maria Eisenberg, CTO, Calgary Health Region**

Resource Central is an Outlook-integrated conference room scheduling and meeting room booking system for organizations of any size. Resource Central allows a user to:

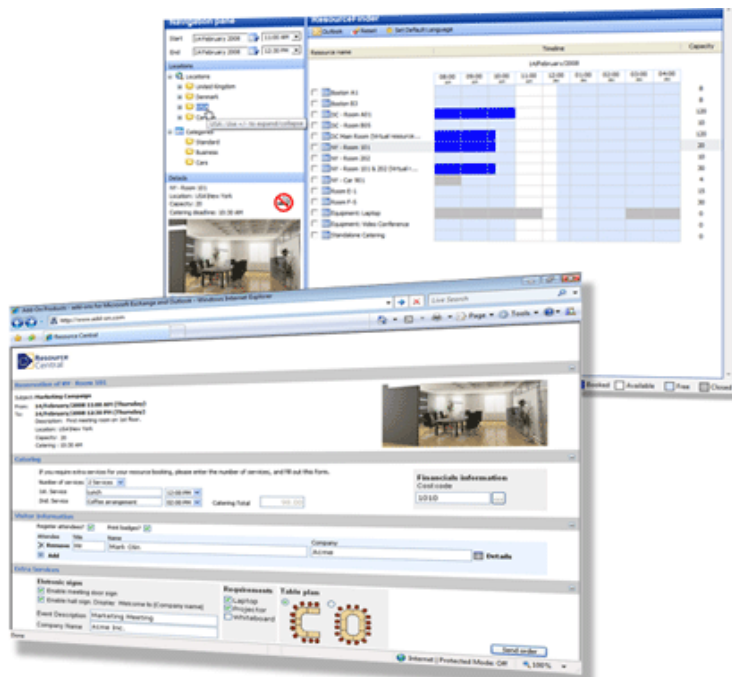
- book a conference room as part of the same transaction as the meeting participants are invited
- manage the availability of "hoteling" or shared workspaces for employees requiring deskpace at different locations
- book other shared assets such as company cars
- co-ordinate requests for associated services for specific conference room or meeting room bookings, such as:
  - catering
  - projectors
  - seating arrangements
  - AV equipment
  - Security/Visitors Badges

**Builds on Microsoft Outlook/Exchange**

Resource Central is engineered as an extension to your existing Outlook email system. All appointment information remains in Outlook and Outlook Web Access using the look and feel with which you are familiar and access permissions are built on those you already have established.

**Order anything from Coffee or Lunch to Visitors Badges to Company Cars.**

Managing the requests for associated services such as catering, video-conferencing or table plans usually consumes more time than booking the Conference room. Resource Central has this capability built into the Meeting setup.



**More Information:**  
[www.re-soft.com/rc](http://www.re-soft.com/rc)

**Customers Include:**

- Shell Oil
- Rockwell
- Rolls Royce
- Litton Industries
- Rexam
- Ameriserve
- VISA

**System Requirements:**

*Operating system*

- Windows 2000 SP4
  - Windows 2003 SP 1
- Exchange server*
- Exchange 2000
  - Exchange 2003

*Webserver - :Microsoft IIS 5.1 or higher*

*Database server (optional)*

- Microsoft SQL 2000 SP2 or higher
- Microsoft MSDE or SQL Express

*Client*

- Windows 2000 or higher
- IE 6.0 or above
- MS Outlook 2000/2002/2003

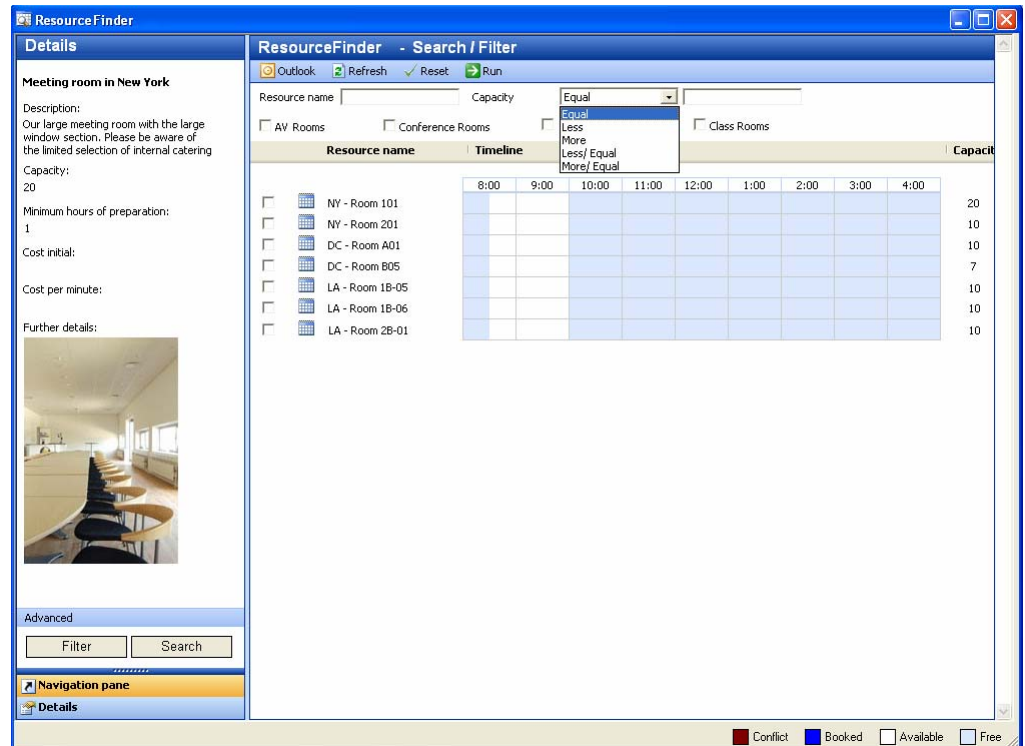
*Hardware*

- 600-MHz Pentium III-class processor
- 512 MB of RAM or higher
- 1 GB of storage space

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**Alert all services providers when you you create, change or cancel your Meeting.**

Integrating with Microsoft Outlook and the Exchange Server, Resource Central offers you the opportunity to order all associated services for your meetings. Resource Central handles all changes or cancellations and sends order receipts and change alerts to the appropriate group (eg: Catering, Audio/Visual, Badge production, LED signage etc.) automatically.



**Reduce your meeting costs for both internal and external meetings**

If you need a projector and lunch for four in Conference Room A or a company car with samples from the latest collection for visiting a client, it can all be ordered through Resource Central. With Resource Central you can:

- Deliver conference room scheduling and meeting room booking solutions through Microsoft Outlook and Exchange
- Handle all associated services for meeting room booking and resource scheduling It's customizable: Supports existing company order forms to avoid altering established processes
- Complete the order-to-invoice process for both internal and external invoices such as catering by integrating the system with your financial system
- Handle all changes/cancellations when booking services automatically
- Run on all versions of Microsoft Exchange
- Fully compatible with OWA (Outlook Web Access)
- Separate Service Provider modules for viewing Conference Room or Meeting Room reservations and orders.
- Comply with Exchange and Outlook permissions
- Support both internal and external (outsourced) ordering of services

**RealTime Conference Room Booking not Outlook Free/Busy**

Resource Central is the first resource management software of its kind to completely integrate and operate from the same system platform to ensure no delays. No more waiting for synchronization, system updates or interfacing delays.