



Resource Central

Complete meeting and conference-planning tool for Microsoft Outlook®, Exchange & Office 365

Save time booking desks, meeting rooms, catering, and all other extra services!

Complete meeting arrangements with additional services

Finding and reserving appropriate meeting rooms as well as managing requests for associated services, such as catering and table arrangements, usually consumes more time than desired for both users and facilities.

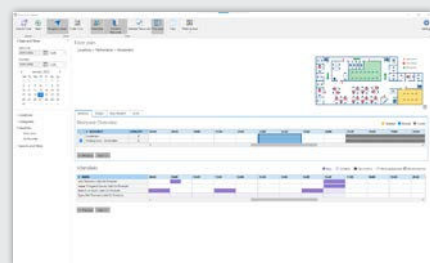
With our booking solution Resource Central, you can:

- » List and book available meeting rooms, hot desks etc.
- » Group desks, parking spaces, etc. as pooled resources
- » Order catering, add cost center information and more
- » Filter menu items based on nutritional info
- » Order extra services (e.g. table arrangements, WiFi passwords)
- » Provide a web based overview of all orders to facilities
- » Register visitors and generate name badges
- » Integrate with video conferencing and finance systems
- » Utilize the cross-platform support (Windows, Mac, and web)
- » Integrate with digital signage

Resource Central is your ideal partner when planning and organizing meetings allowing you to overview and book associated services for individual resources - all in Microsoft Outlook®.

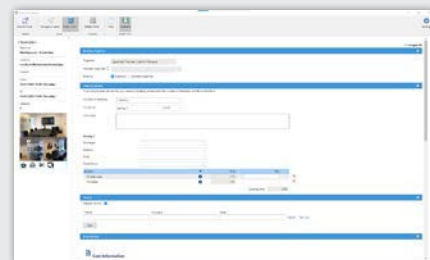
Learn more about Resource Centrals key features on www.add-on.com.

3 steps to success



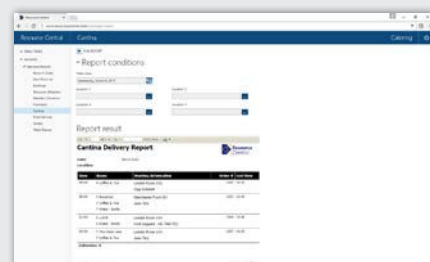
1

In the Outlook® meeting request:
Search for and book available resources with ResourceFinder



2

"One stop" order form:
Order all services in one place and notify all service providers automatically



3

Service provider overview:
Service providers can view/process/print orders and reports through the web browser



Add-On Products

Resource Central



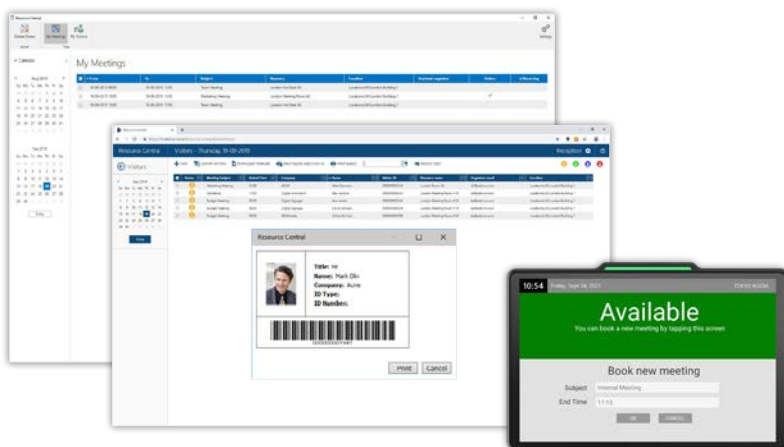
Gold Application Integration
Gold Application Development
Silver Datacenter
Silver Cloud Platform

www.add-on.com

Desk & Meeting Room Booking

Quickly organize complete meetings with additional services

- » Complete your meeting arrangements instantly – list and book meeting rooms and at the same time order associated services
- » Collect resources such as desks and parking spaces in pools defined by location, department, etc. Choose any available desk/parking space in your pool when you arrive
- » Order all extra services from the “one stop order form” including catering, audio visual, tickets, seating arrangements, WiFi passwords etc. in one step
- » Avoid unnecessary costs due to communication delays with catering, reception, marketing, IT-department etc.
- » Complete the order-to-invoice process for both internal and external invoices by integrating Resource Central with your company’s financial system
- » Book meetings anytime and anywhere with the Resource Central Web App - independent of browser, device, and Microsoft Outlook®
- » Outlook® add-in with cross-platform support - Resource Finder is available for companies that use Outlook®, Outlook® for Mac, or Outlook® on the web (OWA)
- » Access advanced and standardized reporting in various formats with RC Insights and support for 3rd party reporting tools
- » Define individual roles for each service provider per location - who will take care of orders at the headquarters and who will take care of orders at local branches
- » Define deadlines for ordering catering and other services
- » Time zone support - handle bookings and reservations across time zones
- » Booking Manager - key personnel can ‘drag and drop’ bookings between meeting rooms or resources
- » Assisting Organizer - manage bookings and orders on behalf of your colleagues
- » Book rooms and resources with interactive floor plans in Microsoft Outlook®
- » Supports 16 languages
- » Supports Office 365™ / Exchange Online / Microsoft Teams



Add-On Products® is a world-wide market leading provider of add-ons to Microsoft Outlook®, Exchange & 365.

Add-On Products®
Roms Hule 8, 7100 Vejle, Denmark

Europe
Phone: +45 7944 7000
Fax: +45 7944 7001
Email: info@add-on.com

North America
Phone: +1 (905) 655-9262
Email: info@add-on.com

Reduce meeting cost

A customer’s internal study found the total time spent arranging a meeting including ordering of additional services to be between 7-12 minutes.

The customer afterwards implemented Resource Central to book:

- » 30 resources across multiple locations
- » 90 meetings a day with additional services

After implementation of Resource Central the customer saves a minimum of 5 minutes per meeting which adds up to 8 hours per day!

How much are you able to save?

Read more about this case study and other customer experiences on www.add-on.com.

Featuring

Buffer Time allowing service providers time to setup / clean meeting rooms in between meetings

Set up any service that you would like to offer your organization in our flexible **order form**

My Meetings provides the user with an overview and access directly from Outlook® to all his / her meetings with associated services

Resource Central includes a **Visitor Management** feature providing an overview of visitors at any location at any time with the ability to print customized name badges, and a self-registration kiosk feature for speedy check-in

With **Resource Email Notification** you can utilize your resources in the most effective way by having reminders sent to the organizers when their meeting is approaching

Integration with **digital signage**, e.g. displays by the meeting room and welcoming displays in the reception area

Buy one solution - get more!



www.add-on.com