

10 reasons to choose Space Scheduling Room & Desk Booking

MANHATTAN

TECHNOLOGY THAT

transforms

TRANSFORMING THE WAY THE WORLD WORKS

 **Trimble.**

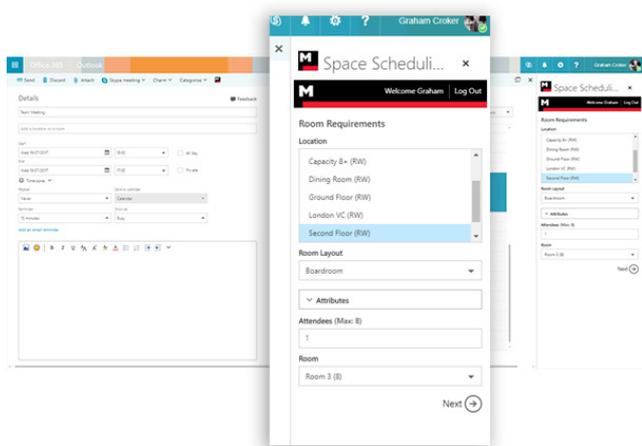
10 reasons to choose Space Scheduling Room & Desk Booking



Customers all over the world turn to Trimble to help optimize the management of their conference rooms, workspaces and associated services. Here are the 10 reasons why they choose Manhattan Space Scheduling.

1. Next Generation App for Office 365

Trimble's new Office 365 app for Space Scheduling represents a major step forwards for the space management industry. The Office 365 app enables integration with all Outlook interfaces - Outlook 2013, Outlook 2016, Outlook Web Access and even the OWA app on iOS and Android. The app allows users to book meeting rooms and services in the central system at the same time as creating an appointment in MS Outlook calendar.



Powerful two-way integration ensures the calendar appointment and room booking are kept in-sync at all times. Should the host update the appointment through any interface, such as changing the time or deleting the appointment, the room booking will be seamlessly updated or cancelled. This next generation interface sets the benchmark for room booking integration with Office 365.

2. Centralized Room Booking

Space Scheduling allows you to adopt a single standardized process for the management of workspace from a self-service or centrally managed perspective. Users can search by location, attribute, capacity or fixture. The user can have varying levels of permission, depending upon their level of access, ability or authority: such as being permitted to read only, request or directly book the room; or not being able to see the room at all. All of these settings are configurable.

3. Ease-of-Use

Easy-to-use drag and drop functionality minimizes the number of clicks and keystrokes required to make and update reservations. For example, moving a booking takes just two mouse clicks – and results in all elements of the booking, and all relevant stakeholders being updated automatically.

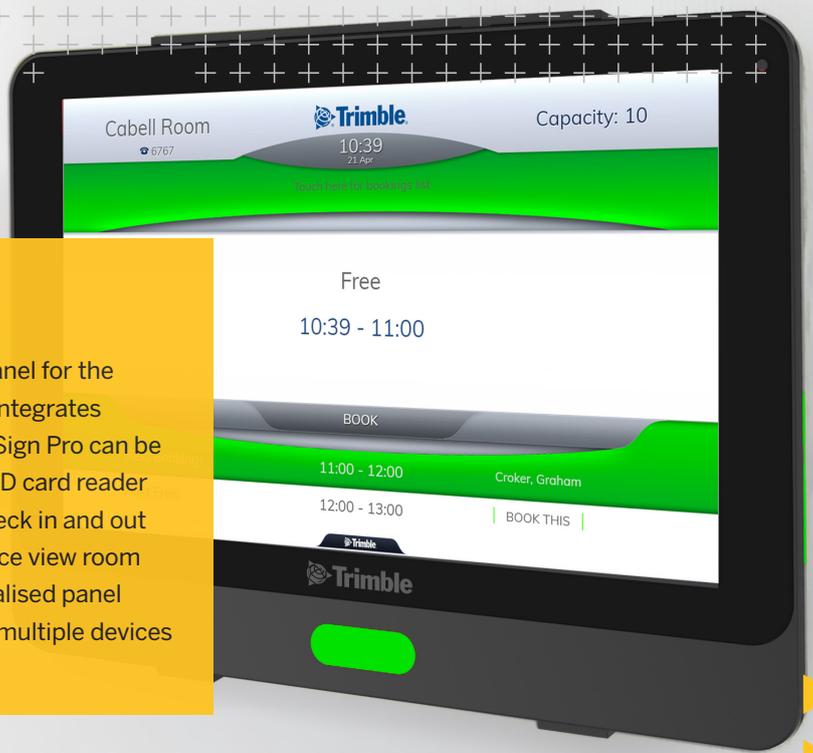
4. Flexible Working Support

Organizations are looking at flexible working strategies as a way of driving smart allocation of space, for significant return on investment. Space Scheduling offers both self-service and centrally managed interfaces. Interactive images depict floor plans showing desk availability. Users can then book a desk with a single click. Integration with our IWMS & CAFM systems provides holistic approach to space management: all space is planned, managed and scheduled in a single system.

5. Mobile Bookings & QR Code Check-in

Users can book their space through the Space Scheduling mobile scheduling interface. This allows them to book their own meeting rooms or desks when out of the office, edit any existing meetings or desk bookings, or cancel these bookings.

QR codes allow users to check into and book spaces, enabling all the functionality of a touch screen at a fraction of the cost. The functionality enables the business to identify where no show meetings are occurring. QR codes serve to reduce no shows with automatic 'kick out' rules when a user has not checked in. This is a cost effective alternative to purchasing touch screens, allowing end users interaction with the booking system, and providing real estate teams with space utilization trend data over time.



6. Touch Panel Integration

Trimble have released a new meeting room touch panel for the enterprise - LiveSign Pro. This leading touch panel integrates seamlessly with Manhattan Space Scheduling. LiveSign Pro can be securely located right outside the room with the RFID card reader allowing users to quickly schedule meetings and check in and out of meetings. The bright LED lights display at-a-glance view room availability. LiveSign Pro also features unique centralised panel management for managing, controlling and setting multiple devices anywhere at any time.

7. Five-Star Visitor Management

Visitor experience impacts the brand and perception of the organisation. It is imperative that the experience is efficient at all times. Space Scheduling provides complete visitor management, with full visitor tracking from arrival to departure. Trimble's new bulk upload tool enables users to upload up to 1,000 meeting attendees in a single import. Uploads are available for single bookings, block bookings and even non-room visitor bookings.

A unique mobile receptionist tablet app streamlines times of the day where large numbers of visitors and guests are expected during peak times.

8. Centralized Services and Global Video Conference Management

Easily manage vendors and associated resources and services for meetings, such as catering, refreshments and audio-visual equipment. With the Service Notification Screen, these service teams can stay up to date with last minute changes to room bookings. This enables service providers to respond to last minute changes.

The system also provides functionality for the scheduling of global videoconference and multipoint events, through viewing available space across borders, locations and time zones and schedule global multipoint event in seconds. AV and service teams are kept up to date with reports, schedules, email updates and the Service Notification Screen.

Any changes made to their tasks, such as a change in date or time, will notify the team with an email and a notification on the Service Provider dashboard.

9. Powerful Reporting

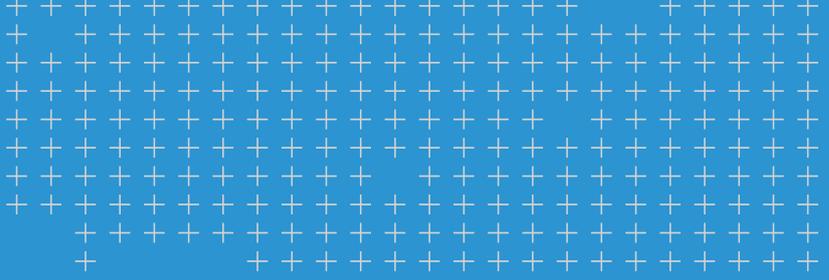
Space Scheduling has 80 standard reports out of the box, and a brand new reporting applet enables power users to generate pivot style data reports using drag and drop field selection. These include utilization and occupancy statistics, trends analysis, services used, costs by departments and materials used.

The system builds analytics which assist in identifying peaks and troughs for space, helps in the management of teams and resources helping facilities and service partners to provide materials and services driven by the culture and dynamic of the business which is being served.

10. Tried and Tested Solution

With over 20 years' experience in room booking we've helped businesses all over the world transform the way they manage global meeting rooms and workspaces. By enhancing the leading 'Hospitality Suite' technology originally developed by Datacraft Design Ltd in 1994, you benefit from a world leading, tried and tested solution.

Contact us to book a demo to see how we can help you optimize the management of your conference rooms, workspaces and associated services.



Real Estate & Workplace Solutions

Founded in 1978, Trimble (NASDAQ: TRMB) is a global leader in technology solutions that help businesses significantly improve efficiency and productivity. Trimble Real Estate & Workplace Solutions, a segment of Trimble's Buildings group, is committed to transforming the way real estate, people and facilities are managed and optimised, wherever they are located.

As a specialist in the real estate industry, we deliver advanced, intuitive technologies and scalable enterprise software solutions that provide deep functionality and help streamline communication and collaboration throughout the real estate management lifecycle. Our Manhattan, CenterStone

and Space Scheduling software applications assist in reducing costs, increasing performance, enabling visibility and maximising utilisation. Solutions include Integrated Workplace Management, Lease Administration & Accounting, Space Planning & Management, Operations & Maintenance Management, Room & Desk Booking, and Real Estate Investment Management.

With offices around the world, Trimble Real Estate & Workplace Solutions employs dedicated professionals and supports clients in over 140 countries.

Learn more at realestate.trimble.com



If you would like to learn more about Trimble's real estate and workplace management solutions, please visit realestate.trimble.com to contact our team on:

Americas **+1 800 850 2660**

Europe **+44 20 7269 8500**

Australia **+61 2 8059 6700**