

Get the most out of valuable office  
space & resources  
by building on Microsoft Outlook® & Office 365®

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# The Challenge



Empty meeting room  
Syndrome...wasted  
catering!



Too much time  
scheduling resources

Getting a solution that  
is used...consistently.



Making it super easy  
& convenient



# Today's Goals

Resource booking scenarios supported by practical solutions that build on Exchange/Office 365

In advance

On the day

# Services – What Do Staff Need To Arrange?

Meeting rooms

Services

Resources

Materials



Catering

Hot-desks  
Flexible work spaces



Seating layouts



AV-equipment

Cost Code Allocation

Visitor badges



Teleconferencing

Wi-Fi

Parking

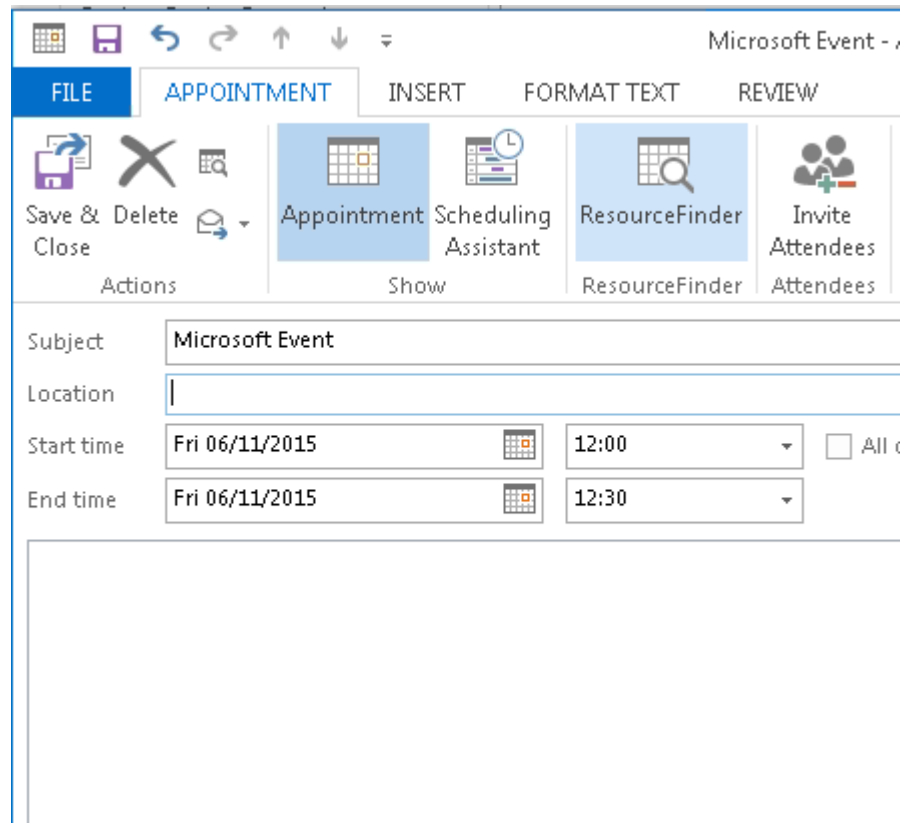
Client-specific requests



Booking in Advance

# Create Appointment in Outlook

Create appointments in Outlook



Microsoft Event - /

FILE APPOINTMENT INSERT FORMAT TEXT REVIEW

Save & Close Delete Actions Appointment Show Scheduling Assistant ResourceFinder Invite Attendees Attendees

Subject: Microsoft Event

Location:

Start time: Fri 06/11/2015 12:00 ☐ All day

End time: Fri 06/11/2015 12:30





# Find the Ideal Workspace

**Locations**

- Locations
  - Bristol Office
  - London Office
    - Ground Floor
    - 1st Floor
    - 2nd Floor
  - New York
  - Madrid

**Search and Filter**

**Search**

Resource:

Capacity:

**Filter**

- ☒ Capacity 21+
- ☒ Laptop
- ☒ Projector

**Resources**

**Overview**

Resource	Capacity	8	9	10	11	12	13	14	15
Culture Theatre	0								
Video Room 1	0								

## Filtering

E.g. by country, city, department or floor

## Categories

E.g. board rooms, video conference rooms or hot desks

## Details

E.g. pictures, hyperlinks, and deadlines for catering orders

## Advanced search

E.g. room for 14 persons with video conference equipment

# Book Additional Services

Name	Price	Qty
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**Room Layout**

Please select the required room layout for your meeting  
(The default layout is displayed in the room description and some examples are below)

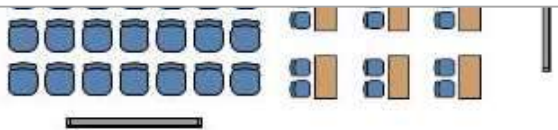
**Attendee Registration**

Register attendees? ☒

Attendee	Title	Name
<input type="button" value="X Remove"/>	Mr	Dave Coplin
<input type="button" value="X Remove"/>	Mr	Allan MacDougal
<input type="button" value="+ Add"/>		

Please specify any dietary requirements: If in any doubt, please ask your guest!

Please note



**Refreshments**

## Equipment

Wifi, AV, VC, Sound, Flip Chart  
Etc.

## Catering

E.g. ordering 8 x coffee at  
10:00 and 12 x lunch at 12:00

## Seating layouts

## Visitor requests

Registration, badges, parking,  
special requests.



# Get confirmations & make amendments



Order Number 7310

If you want to change something in the order then please [Click here](#)

The resource **Coast Room** has been reserved on the following date by **Tom Brady [tomb@demo.local]**

From: **06/11/2015 12:30 (Friday)**

To: **06/11/2015 13:00 (Friday)**

Subject: **Planning Meeting**

## Detailed information about your booking:

### Attendees

Title	Name	Company	Email	Cell. / mobile nu
Mr	Dave Coplin		<a href="mailto:david.coplin@Microsoft.com">david.coplin@Microsoft.com</a>	
Mr	Allan MacDougall			

### Properties

Cost Code	2.03
Reception Kiosk	Please display meeting details on kiosk
Whiteboard and Pens	Whiteboard Needed
Wi-Fi Code Required	on

### Order Details

#### Brunch at 12:30

Name	Qty	Consumed qty	Price
Cold Fork Buffet	6		14.00

## Confirmations

Wifi, AV, VC, Sound, Flip Chart  
Etc.

## Amendments

E.g. ordering 8 x coffee at  
10:00 and 12 x lunch at 12:00

## Reminders

# Route requests to the relevant staff



Catering

- Menu choices
- Service times
- Allergies
- Cost codes
- Real time updates



Reception

- Vistors
- Print name badges
- Report; print guest list
- Send e-mail upon visitor arrival



IT Department

- Technical services
- View/print daily orders
- Report; print all orders



Facilities

- Seating layouts
- Cleaning schedules
- Approval requests



On the day



# On the day



Service Providers

Request lists &  
Service times  
Cleanup schedules



Reception Services

Visitor badges  
Security register  
Special instructions  
Parking  
Self-service arrival



# On the day



'On the move'

- Reminders
- Check-in/check out
- Check availability
- Book



Kiosks

- Find booked room/desk
- Locate a colleague
- Check-in/check out
- See current status & book
- Windows/PIN/Card authentication



Room Screens

- See current status
- Check-in/check out
- Check availability
- Book
- Windows/PIN/Card authentication



Desk Devices

- See current status
- On-device booking
- Check-in/check out

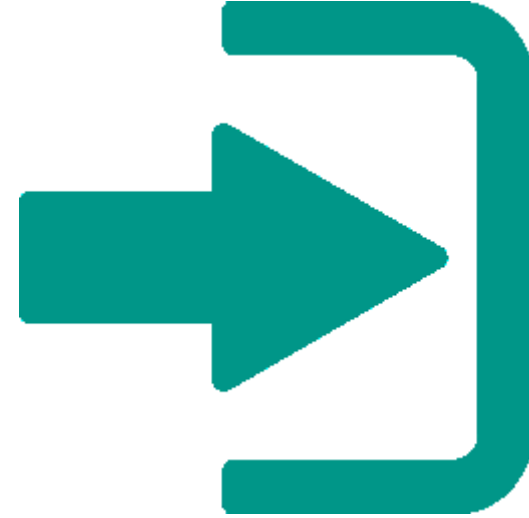
# Utilisation & Visibility





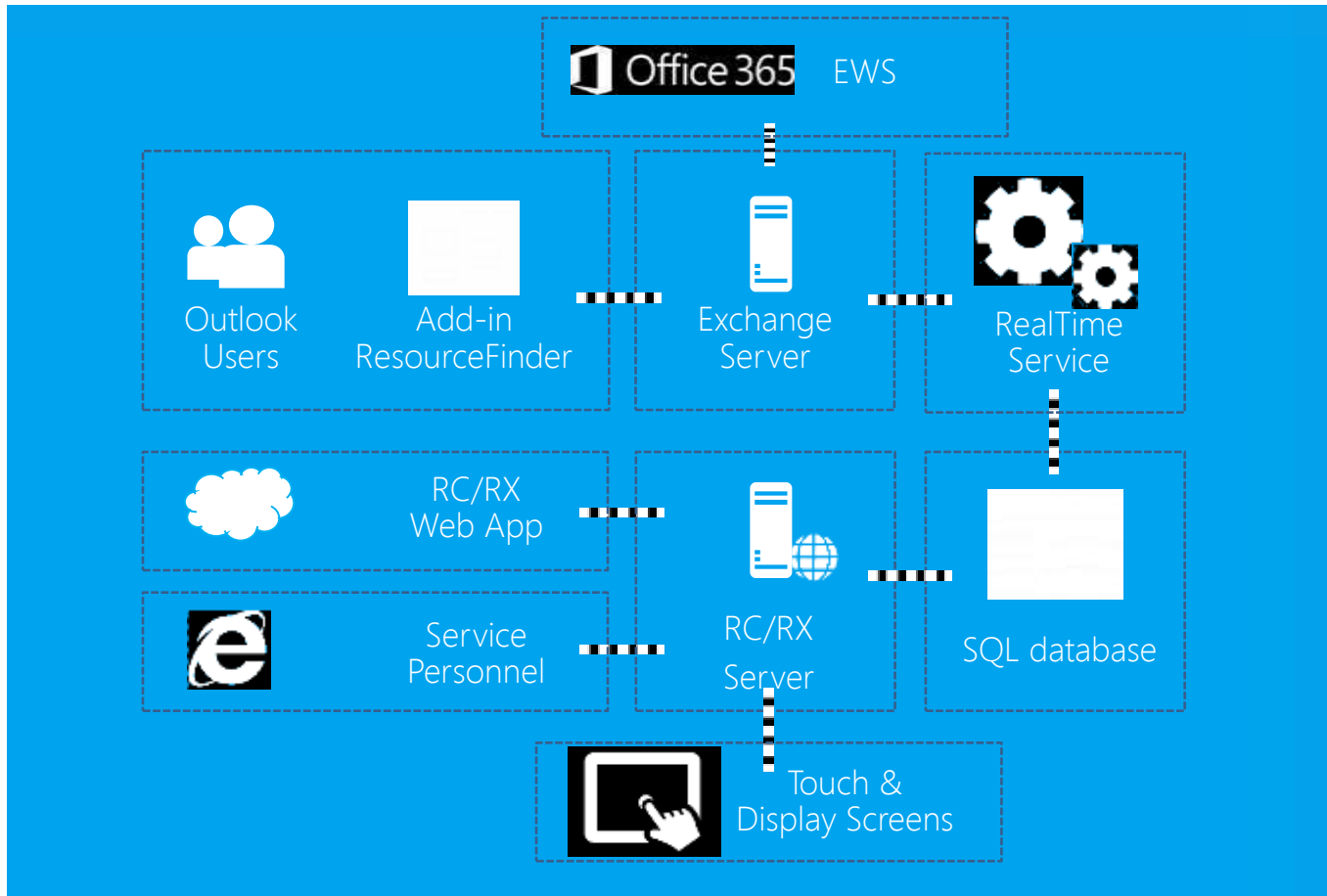
# Check-in/Check Out is Vital

- Shows ACTUAL usage
- Simple or Authenticated
- Enables re-use in event of no-show
- Sophisticated functionality
- Accurate reports
- Make business decisions



# Build on Exchange & Office 365

Take advantage existing Microsoft Outlook® & Exchange/Office 365 investment to achieve optimal user and support experience, performance, scalability and avoid double-bookings.



**Outlook®**  
2010 and 2013, 2016

**EWS Integration**  
No software installation on the Exchange Server

**Exchange**  
2010 and 2013

**Office 365**  
Full support for Office 365

2008 R2 and 2012 (Full)

**Small setup <50 resources**  
CPU 2 cores, 2 GHz  
RAM 4 GB, HDD 1 GB

**SQL Server**  
2008 R2 and 2012 (Full)

**Medium setup <500 resources**  
CPU 4 cores, 2-3 GHz  
RAM 8 GB, HDD 1 GB

**Mainstream Support**  
Compliant with Microsoft Mainstream Support

**Large setup >500 resources**  
CPU 8 cores, 2-3 GHz  
RAM 12 GB+, HDD 1 GB +

# Tangible outcomes



“In 30 days there were 240 no shows that were automatically cancelled and made available for use.”



“On average 3 meetings a day finished earlier than originally scheduled..”

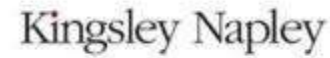
“Measured demand shows us that we can easily turn 2 meeting rooms into shared workspaces.”



“We’ve been able to rollout our desk sharing scheme & now have a desk to staff ratio of 2:4.”



# Our Customers







Questions & Demos