



# Book-IT

Meeting and resource manager



## Meeting and resource management software

**Book-IT enables you to manage the common resources used at your company in a simple and effective manner. No more conflicting meeting-room reservations, forgotten coffee and soft drink arrangements and even the use of projectors and teleconference/videoconference facilities can be coordinated. You can keep track of interpretation and presentation tools and even pool cars, or any other common resources used by multiple members of your staff.**

**Simple to use** – a web-based interface enables access by any authorised users from any location with an internet connection.

**Flexible scheduling** – reservations are effected immediately and even existing reservations can be amended or cancelled in a matter of seconds.

**Effective resource management** – the system administrator can add, amend, and delete resources and users quickly and simply. Usage rule templates are customisable and users have easy access to technical support.

**E-mail notification of reservations** – both the party making the reservation and the person responsible for the specific resource are automatically notified via email about the details of the reservation. This eliminates the need of separate arrangements for the necessary supplies and the setting up of the meeting room or the conference tool to be used.

**Integrated teleconferencing** – teleconference reservations made in Book-IT are instantly transferred

to and set up in the Conf-Me! teleconference system, so the teleconference system gets ready for the session automatically at the preset time. The person making the teleconference reservation receives an automatic e-mail containing the id number (PIN code) which can be circulated to participants via e-mail or otherwise, together with the starting time and the scheduled ending time of the session. The teleconference system automatically assigns the person making the reservation as the initiator of the videoconference, complete with all authorisations (e.g. the right to invite new participants).

Book-IT is a convenient tool that greatly improves the efficiency of work both for SME's and large enterprises with multiple physical locations. As much as 100 resources can be preset with all information required to their effective use (e.g. as well as the id number and the address of the meeting room, data pertaining to the session can also be included, such as the maximum suggested capacity, the method of opening and closing the session, the technical facilities available etc.).

Book-IT lets you organise and set up meetings easily and effectively – with just a few mouse-clicks.

