

Workspace for Outlook

Enhance Your Outlook Today

Many companies have traditionally used Outlook for the scheduling of meeting rooms and resources. Here are some typical challenges:

- Double booking of resources
- Set-up and tear-down times functionality
- Approval processes for high-cost resources
- Charging and tracking of costs
- Inventory management for items like projectors
- Notification to service providers
- Utilisation and other reporting.



What is Workspace for Outlook?

Today staff spend a large amount of work time navigating the Microsoft desktop. It is often stated that people “live in Outlook”. Seamless desktop integration is one of the core areas of functionality of the Workspace platform. We have addressed Outlook 2003/2007, native Exchange 2007 connectivity and Lotus Notes integration. The Outlook functionality provides multi-resource, multi-location and multi-time-zone scheduling capability from within the Outlook Appointment form. Key elements of functionality include:



- Launched Directly from Outlook 2003/2007
- Uncluttered, efficient and user-friendly interface
- Highly configurable to meet your exact needs
- Seamless automation of meeting reminders, notifications and alerts
- Schedule multi-time zone and multi-location video conferences
- Smooth integration with Lotus Notes and Exchange server technology
- Interoperable with Firefox, Internet Explorer, Google Chrome and Safari.

See Attached Outlook Booking Workflow

NFS, The Company

With over 15 years of experience in providing scheduling solutions to small and large companies, NFS has the business experience as well as the technology background to help organisations achieve better utilization of resources, experience lower operating costs and provide a great service for staff and clients. NFS has a proven track record of stability, best of breed solutions and outstanding 24/7 customer service, with over 1000 clients worldwide.

What is Workspace Going to Cost?

Workspace Core Solution:	\$3950
• 5 Web-based Admin Users	
• 20 Resources (rooms, hot desks)	
• Outlook Clients / Exchange Integration	
• Single Property License	
Additional Web User	\$250
Additional Property	\$500
Additional 20 Resources	\$1000



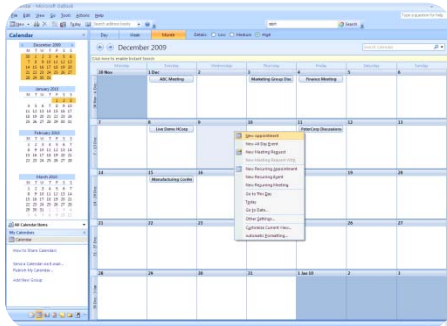
Visit our website www.myrendezvous.net to find out more and arrange a free demo
To speak to one of our expert advisors call us on (917) 210 8205



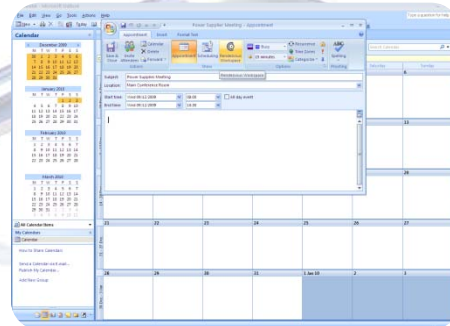
Supplied in a box so that your staff can work efficiently outside the box

Click On Images for An Enlarged View

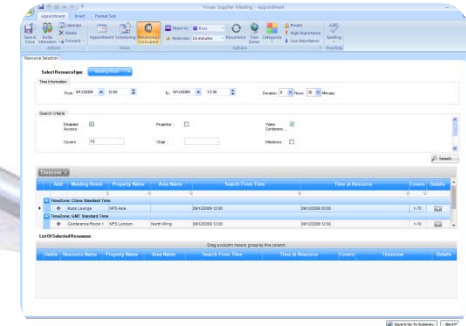
Open New Appointment Outlook Calendar



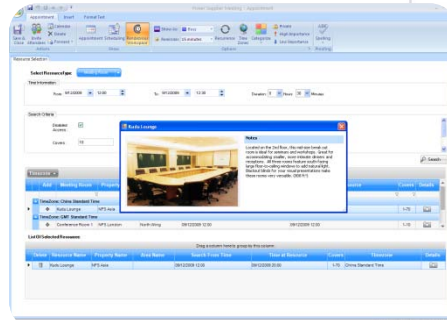
Enter Rendezvous Workspace Application



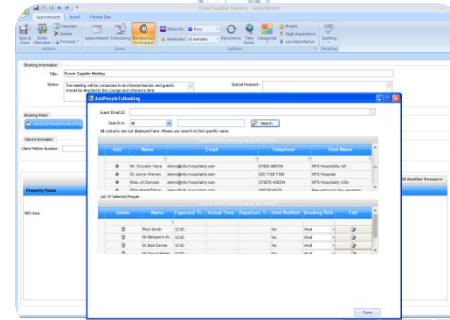
Select Resources for Event



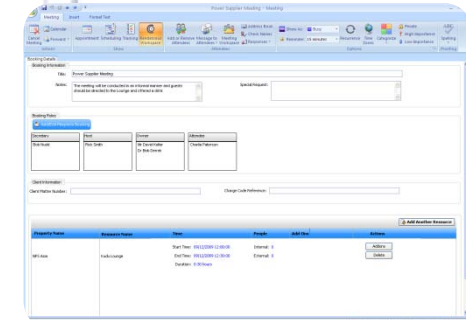
View Image and Details of Resources



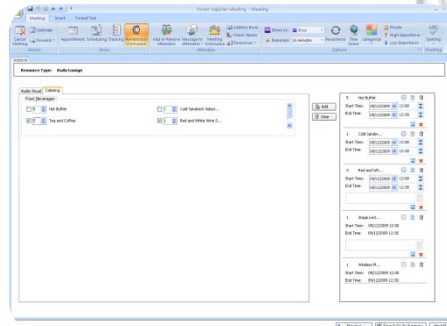
Select Participants for Event



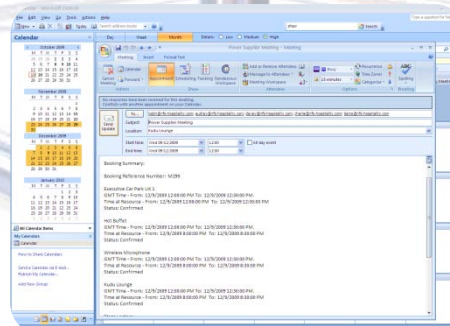
View all Information on Booking



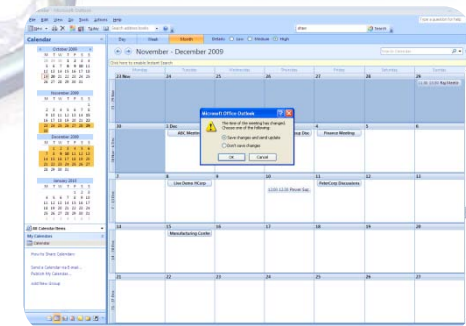
Include Add-ons with Booking



Send Updates to all Participants



Drag and Drop Appointment Changing



Open New Appointment In Outlook Calendar

RETURN ▲

The screenshot shows the Microsoft Outlook Calendar application in month view for December 2009. The interface includes a menu bar (File, Edit, View, Go, Tools, Actions, Help), a search bar, and navigation controls. The calendar grid shows appointments for various dates: 'ABC Meeting' on Dec 1, 'Marketing Group Disc' on Dec 3, 'Finance Meeting' on Dec 4, 'Live Demo HCorp' on Dec 8, and 'PeterCorp Discussions' on Dec 11. A context menu is open over the date December 8th, listing options such as 'New Appointment', 'New All Day Event', 'New Meeting Request', 'New Meeting Request With...', 'New Recurring Appointment', 'New Recurring Event', 'New Recurring Meeting', 'Go to This Day', 'Today', 'Go to Date...', 'Other Settings...', 'Customize Current View...', and 'Automatic Formatting...'. The 'New Appointment' option is highlighted. A callout bubble with the text 'Click on desired date and then New Appointment' points to the 'New Appointment' menu item. The bottom status bar indicates '6 Items'.

Enter Rendezvous Workspace Application

RETURN ▲

The screenshot shows the Microsoft Outlook interface with a calendar appointment window open. The appointment is titled "Power Supplier Meeting" and is scheduled for Wednesday, 09/12/2009, from 08:00 to 10:30. The location is "Main Conference Room". The "Rendezvous Workspace" icon in the ribbon is highlighted with a callout that says "Click on the Rendezvous Workspace Icon to open Booking Application". Another callout points to the start and end time fields, saying "Set Event Times".

Calendar - Microsoft Outlook

File Edit View Go Tools Actions Help

Power Supplier Meeting - Appointment

Appointment Insert Format Text

Save & Close Invite Attendees Forward

Appointment Scheduling Rendezvous Workspace

15 minutes

Recurrence Time Zones Categorize

Spelling Proofing

Subject: Power Supplier Meeting

Location: Main Conference Room

Start time: Wed 09/12/2009 08:00 All day event

End time: Wed 09/12/2009 10:30

Click on the Rendezvous Workspace Icon to open Booking Application

Set Event Times

Calendar

December 2009

M	T	W	T	F	S	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2010

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2010

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2010

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

All Calendar Items

My Calendars

Calendar

How to Share Calendars

Send a Calendar via E-mail...

Publish My Calendar...

Add New Group

6 Items

Select Resources for Event

RETURN ▲

Appointment - Power Supplier Meeting - Appointment

Resource Selection

Select ResourceType: Meeting Room

Time Information

From: 9/12/2009 12:00 To: 9/12/2009 12:30 Duration: 0 Hours 30 Minutes

Search Criteria

Disabled Access: Projector: Video Conferenc...:
 Covers: 10 Chair: Windows:

Search for Resources

Timezone

	Add	Meeting Room	Property Name	Area Name	Search From Time	Time at Resource	Covers	Details
Timezone: China Standard Time								
	+	Kudu Lounge	NFS Asia		09/12/2009 12:00	09/12/2009 20:00	1-70	📷
Timezone: GMT Standard Time								
	+	Conference Room 1	NFS London	North Wing	09/12/2009 12:00	09/12/2009 12:00	1-10	📷

List Of Selected Resources

Select Resources to add to Booking

Delete	Resource Name	Property Name	Area Name	Search From Time	Time at Resource	Covers	Timezone	Details

Save & Go To Summary Next

View Image and Details of Resource

RETURN ▲

Appointment | Insert | Format Text

Save & Close | Invite Attendees | Calendar | Delete | Appointment Scheduling | Rendezvous Workspace | Show As: Busy | Reminder: 15 minutes | Recurrence | Time Zones | Categorize | Private | High Importance | Low Importance | Spelling | Proofing

Resource Selection

Select ResourceType: Meeting Room

Time Information
 From: 9/12/2009 12:00 To: 9/12/2009 12:30 Duration: 0 Hours 30 Minutes

Search Criteria
 Disabled Access: Covers: 10

Timezone

View Details and Picture of Room

Kudu Lounge

Notes
 Located on the 2nd floor, this mid-size break out room is ideal for seminars and workshops. Great for accommodating smaller, more intimate dinners and receptions. All three rooms feature south-facing large floor-to-ceiling windows to add natural light. Blackout blinds for your visual presentations make these rooms very versatile. (608 ft²)

Click to view Details

List Of Selected Resources:

Drag a column here to group by this column.

Delete	Resource Name	Property Name	Area Name	Search From Time	Time at Resource	Covers	Timezone	Details
▶	Kudu Lounge	NFS Asia		09/12/2009 12:00	09/12/2009 20:00	1-70	China Standard Time	📷

Click to proceed to next part of Wizard

Save & Go To Summary | Next ▶

Select Participants for Event

RETURN ▲

Power Supplier Meeting - Appointment

Appointment Insert Format Text

Save & Close Invite Attendees Delete Appointment Scheduling Rendezvous Workspace Show As: Busy Reminder: 15 minutes Recurrence Time Zones Categorize High Importance Low Importance Spelling Proofing

Booking Information

Title: Power Supplier Meeting

Notes: The meeting will be conducted in an informal manner and guests should be directed to the Lounge and offered a drink

Special Request:

Booking Roles

Add/Edit People to Booking

Client Information

Client Matter Number:

Property Name

NFS Asia

AddPeopleToBooking

Search for People to add

Guest Email Id:

Search in: All Search

All contacts are not displayed here. Please use search to find specific name.

Add	Name	Email	Telephone	Host Name
+	Mr. Divyesh Varia	demo@nfs-hospitality.com	01920 485725	NFS Hospitality UK
+	Dr Junior Warren	demo@nfs-hospitality.com	020 7188 7188	NFS Hospital
+	Miss Jill Duncan	demo@nfs-hospitality.com	373575 436334	NFS Hospitality USA
+	Miss Annie Farou	demo@nfs-hospitality.com	00876545678	Reservebook the travellers

List Of Selected People :

Delete	Name	Expected TI...	Actual Time	Departure T...	Host Notified	Booking Role	Edit
🗑	Rick Smith	12:00			No	Host	✎
🗑	Mr Benjamin W...	12:00			No	Host	✎
🗑	Dr Bob Derrek	12:00			No	Host	✎
🗑	Mr David Keller	12:00			No	Host	✎

Save

Cancel Booking Save & Exit Exit

Click to add Person to Booking

Search for People to add

Change Role of People in Booking

Click to save new People

View all Information on Booking

RETURN ▲

The screenshot shows a software interface for managing a meeting booking. The window title is "Power Supplier Meeting - Meeting". The interface includes a menu bar (Meeting, Insert, Format Text) and a ribbon with various options like Calendar, Appointment Scheduling, Tracking, Rendezvous Workspace, Add or Remove Attendees, Message to Attendees, Meeting Workspace, Address Book, Check Names, Responses, Show As (Busy), Reminder (15 minutes), Recurrence, Time Zones, Categorize, Private, High Importance, Low Importance, Spelling, and Proofing.

Booking Details

Booking Information

Title: Power Supplier Meeting

Notes: The meeting will be conducted in an informal manner and guests should be directed to the Lounge and offered a drink

Special Request:

Booking Roles

Add/Edit People to Booking

Secretary	Host	Owner	Attendee
Bob Nudd	Rick Smith	Mr David Keller Dr Bob Derrek	Charlie Paterson

Client Information

Client Matter Number:

Charge Code Reference:

Resources

Click to add more Resources to Event

Property Name	Resource Name	Time	People	Add-Ons	Actions
NFS Asia	Kudu Lounge	Start Time: 09/12/2009 12:00:00 End Time: 09/12/2009 12:30:00 Duration: 0:30 hours	Internal: 0 External: 0		<input type="button" value="Addons"/> <input type="button" value="Delete"/>

Click to add Add-ons to

Click to save Booking

Include Add-ons with Booking

RETURN ▲

Power Supplier Meeting - Meeting

Meeting Insert Format Text

Cancel Meeting Calendar Appointment Scheduling Tracking Rendezvous Workspace Add or Remove Attendees Message to Attendees Meeting Workspace Address Book Check Names Responses Show As: Busy Reminder: 15 minutes Recurrence Time Zones Categorize Private High Importance Low Importance Spelling Proofing

Addons

Resource Type: Kudu Lounge

Audio Visual Catering

Food_Beverages

Hot Buffet 5

Tea and Coffee 5

Cold Sandwich Select... 1

Red and White Wine S... 1

Add Clear

5 Hot Buffet Start Time: 09/12/2009 12:00 End Time: 09/12/2009 12:30

1 Cold Sandw... Start Time: 09/12/2009 12:00 End Time: 09/12/2009 12:30

3 Red and Wh... Start Time: 09/12/2009 12:00 End Time: 09/12/2009 12:30

1 Stage Lect... Start Time: 09/12/2009 12:00 End Time: 09/12/2009 12:30

1 Wireless M... Start Time: 09/12/2009 12:00 End Time: 09/12/2009 12:30

Previous Save & Go To Summary Next

Select number of Add-ons to include

Click to add new Add-ons

Select times Add-ons are required

Add notes on Add-ons

Click to save new Add-ons

Send Updates to All Participants

RETURN ▲

The screenshot shows the Microsoft Outlook calendar interface. The main window displays a meeting titled "Power Supplier Meeting - Meeting" for Wednesday, September 12, 2009, from 12:00 to 12:30 PM at Kudu Lounge. The meeting details include a list of attendees: bobn@nfs-hospitality.com, audrey@nfs-hospitality.com, davey@nfs-hospitality.com, charlie@nfs-hospitality.com, and demo@nfs-hospitality.com. The meeting is confirmed, and the booking summary lists several resources: Executive Car Park UK 1, Hot Buffet, Wireless Microphone, and Kudu Lounge, all with confirmed status. The interface includes a calendar view on the left, a meeting details pane on the right, and a "Send Update" button. Three callouts highlight key features: "Click to confirm and send Update" points to the "Send Update" button; "Invitation for all Attendees chosen" points to the "To..." field; and "Info on all Resources and Add-ons booked" points to the booking summary section.

Calendar - Microsoft Outlook

File Edit View Go Tools Actions Help

Calendar

Day Week Month Details: Low Medium High

Power Supplier Meeting - Meeting

Meeting Insert Format Text

Cancel Meeting Forward Appointment Scheduling Tracking Rendezvous Workspace

Add or Remove Attendees Message to Attendees Meeting Workspace

Busy Recurrence Time Zones 15 minutes Categorize Spelling Proofing

No responses have been received for this meeting. Conflicts with another appointment on your Calendar.

Send Update

To... bobn@nfs-hospitality.com; audrey@nfs-hospitality.com; davey@nfs-hospitality.com; charlie@nfs-hospitality.com; demo@nfs-hospitality.com

Subject: Power Supplier Meeting

Location: Kudu Lounge

Start time: Wed 09/12/2009 12:00 All day event

End time: Wed 09/12/2009 12:30

Booking Summary:

Booking Reference Number: M299

Executive Car Park UK 1
GMT Time - From: 12/9/2009 12:00:00 PM To: 12/9/2009 12:30:00 PM
Time at Resource - From: 12/9/2009 12:00:00 PM To: 12/9/2009 12:30:00 PM
Status: Confirmed

Hot Buffet
GMT Time - From: 12/9/2009 12:00:00 PM To: 12/9/2009 12:30:00 PM.
Time at Resource - From: 12/9/2009 8:00:00 PM To: 12/9/2009 8:30:00 PM
Status: Confirmed

Wireless Microphone
GMT Time - From: 12/9/2009 12:00:00 PM To: 12/9/2009 12:30:00 PM.
Time at Resource - From: 12/9/2009 8:00:00 PM To: 12/9/2009 8:30:00 PM
Status: Confirmed

Kudu Lounge
GMT Time - From: 12/9/2009 12:00:00 PM To: 12/9/2009 12:30:00 PM.
Time at Resource - From: 12/9/2009 8:00:00 PM To: 12/9/2009 8:30:00 PM
Status: Confirmed

Click to confirm and send Update

Invitation for all Attendees chosen

Info on all Resources and Add-ons booked

9 Items

Drag and Drop Appointment Changing

RETURN ▲

The screenshot displays the Microsoft Outlook calendar interface. The main calendar view is set to 'Month' for November and December 2009. A meeting titled 'ABC Meeting' is being dragged from its original time slot to a new one. A dialog box titled 'Microsoft Office Outlook' is open, displaying a warning icon and the message: 'The time of the meeting has changed. Choose one of the following:'. The dialog offers two options: 'Save changes and send update' (selected) and 'Don't save changes'. Below the options are 'OK' and 'Cancel' buttons. Two callout boxes provide instructions: one points to the 'OK' button with the text 'Click OK to confirm changes to booking in Workspace and Outlook', and another points to the 'Save changes and send update' option with the text 'Change date and time of Booking in Outlook Calendar'. The calendar shows various appointments such as 'Raj Meetir', 'Finance Meeting', 'Live Demo HCorp', 'Power Sup.', and 'Manufacturing Confer'.