

# Meeting and Resource Scheduling

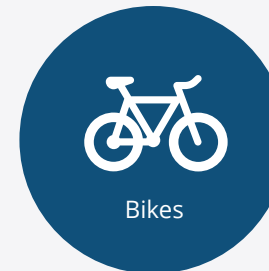
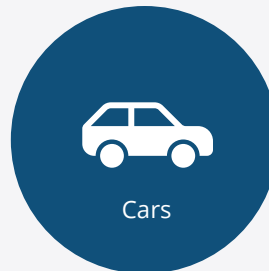
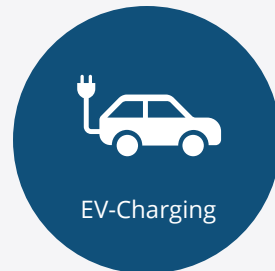
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Locate and schedule workspaces, manage invitees and order meeting services quickly and easily.

Microsoft Partner

# What can be booked?

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...and more



Add-On Products

# Resource Central

Meeting and workspace management  
tool for Microsoft 365, Outlook® and  
Exchange

Add-On<sup>®</sup>  
PRODUCTS

Microsoft Partner





# Dynamic workspace & meeting management

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**Plan, book, and manage rooms and connected services** in a single integrated workspace booking solution that adapts to your business.

- » Quickly locate and secure the meeting room or workspace you need from within your existing Microsoft applications and connected devices.
- » Book resources and order additional services at the same time.
- » Installed either on-site, in your own cloud or in Add-On Products' cloud as a [SaaS solution](#).

# All-in-one tool

**Resource Central helps you organize your meetings in a much more efficient way:**



Utilize rooms and make decisions based on data



Customize the solution to fit your company's specific needs, buildings, or locations



Make visitor management easier



Order catering and additional resources while creating meeting reservations in Microsoft Outlook®



Book laptops, projectors, parking spaces, and more in the one-step order form



Support service providers' order management with automatic workflows

**Read more about the [technical requirements](#)**

Add-On<sup>®</sup>  
PRODUCTS





## For all types of organizations

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- » Supports and streamlines workspace management for public and private organizations of any size or work model.
- » The system is configured during setup to match your organization's specific work model and needs.

Resource Central is used in offices, hospitals, schools, governmental institutions, high-security industries, and more.

# Facts & Features

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**List and book available meeting rooms, desks, equipment, cars, and more directly in Outlook®**

- » Order catering, table arrangements, and other services in one step
- » Book recurring meetings and services
- » Automatic workflows for confirmations, changes and cancellations
- » Customized catering items and menus with nutrition and allergen information
- » Manage bookings and orders on behalf of your colleagues
- » Easy overview of all meeting rooms showing availability, descriptions, and images
- » Filter on specific locations and use interactive floor plans
- » Hide or restrict selections of resources that organizers do not have permission to book
- » Generate reports, such as resource utilization reports
- » Enhanced visitor management
- » Handle sensitive data for GDPR compliance







# Microsoft Integration



Built using Microsoft's own standards, Resource Central gives you the tightest integration with your existing Microsoft platform.

- » High-level integration with Microsoft software solutions for easy implementation and use
- » Ready-to-go workspace management solution that works across Microsoft 365, Outlook®, Exchange, and Teams
- » Ensures room and resource availability is always updated and accurate

## COMBINE RESOURCE CENTRAL WITH OTHER SOLUTIONS:

- » Use BI-data to make your own customized dashboards with [Insights](#)
- » Integrate Resource Central with Add-On Products' [digital signage solution](#)
- » Get the [Workspace App](#) to book on-the-go from mobile devices





# Visitor Management Features

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Resource Central helps you automate your visitor management processes, while maintaining safety and security:

- » Pre-register visitors, print badges, scan barcodes, and receive notifications when visitors arrive
- » Quickly order different meeting services when creating a meeting in Outlook<sup>®</sup> including catering, AV equipment, and more
- » Create, manage, and book pooled resources from your personalized group resource pools
- » Automated handling of service provider changes and cancellations

See more visitor management features [here](#).





# Services & Catering Made Easy

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Streamline service management from start to finish:

- » Order catering, technical resources and room services while creating meeting reservations in Outlook®
- » Set specific nutrition and allergy rules and customize menus
- » Schedule table arrangements, assistance & room services
- » List and reserve available rooms, equipment and more
- » Automatic workflows for changes and cancellations
- » Manage bookings and orders on behalf of colleagues



# More Videos

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Workspace Management Solutions for Your Office



[Meet Add-On Products](#)



[Visitor Management with Built-in Automation](#)



[Book Catering & Services in Outlook®](#)

# More Information



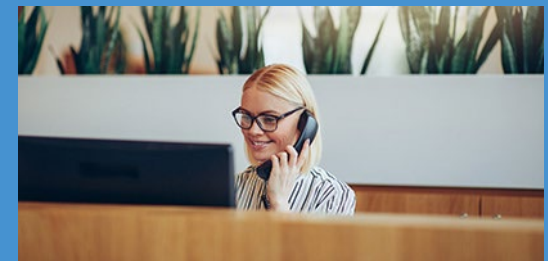
## Resource Central

Meeting room booking system



## Visitor Management

Automate your processes



## Contact

Get in touch with us

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

Our software improves work processes, communication, and information-sharing within your organization.



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# Workspace Booking App for iOS & Android

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Booking on-the-go

Microsoft Partner

# Workspace Booking

## Book rooms and desks directly from your mobile device

The Workspace App helps you manage your schedule and find the right workspace for your needs, in the office or on the go.

- » Designed to work with existing Microsoft software solutions
- » Search for available workspaces
- » See availability on color-coded floor plans
- » Find and book a desk near your team

### COMBINE THE APP WITH RESOURCE CENTRAL:

All reservations from the **Workspace App** are automatically updated in the workspace management solution **Resource Central**.

The solution comes with additional features, including visitor management and booking of catering and in-house services.







# Facts & Features

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Easily book and manage hot desks, meeting rooms and more

- » Search for & book available desks and meeting rooms
- » Book, cancel or reschedule reservations
- » Booking & check-in with QR codes possible
- » Set up “all day” or recurring reservations
- » Manage overlapping reservations
- » Customized, color-coded floor plans show workspace availability
- » Search for colleagues & book workspaces nearby
- » Allow employees to book workspaces without being required to block off their calendars or show up “busy”
- » Administrators can block desks so they cannot be booked
- » Single Sign-On (SSO) for full Microsoft integration and security

# Availability at a Glance

Always-updated color-coded floor plans and office maps provide a visual representation of your workplace and make it easier to find meeting rooms.

- » Determine availability through color coding
- » Book workspaces right off the floor plan
- » Tap the space you want to book on the floor plan and schedule away





# Desk sharing

The Workspace app is an ideal solution for hot desk management and hybrid office setups.

- » Quickly find & book available shared desks from your mobile device in advance
- » Include huddle rooms and other flexible meeting spaces at your office
- » Search for your colleagues by name to determine exactly where they're sitting



# QR code scanning

With the Workspace app, you can also add QR codes to your meeting rooms, desks, or other resources within your Microsoft infrastructure.

- » Scan the QR code with your mobile device to determine its availability
- » Book on the spot, also in advance
- » Use QR codes for easy parking space reservations
- » Add QR codes to reservable equipment





# Get the app

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Discover more about the benefits that the Workspace app can bring to your team by downloading the app today!

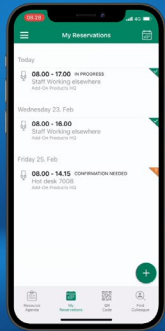


Read more about the [technical requirements](#)

# More Videos

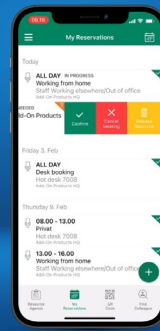
Workspace Booking App – providing seamless workspace management

Click on Find Colleague



[Find a colleague in 4 easy steps and book a desk nearby](#)

Confirm your usage  
of the charging station  
for your electric car



[Book charging stations for your electric car from anywhere - quick and easy](#)

Press + to make  
a new reservation



[Booking desks from anywhere in 4 quick and easy steps](#)



# More Information



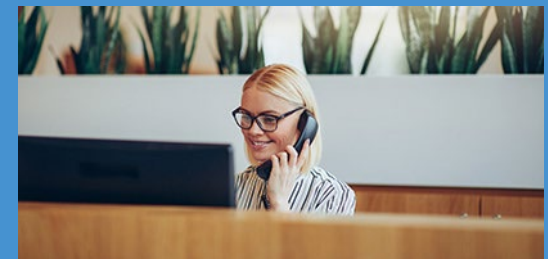
## Workspace Booking App

Schedule anywhere, anytime



## Workspace Management

Workspace booking made easy



## Contact

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