

**VISITOR  
MANAGEMENT** 

**SERVICE  
REQUESTS** 

**GROUP  
CALENDAR** 

**MEETING  
FINDER** 

**DESK  
SHARING** 

**ROOM  
PANEL** 

**MOBILE** 



**TIMEFLEX**   
**SOLUTIONS** 

**WE MAKE SCHEDULING AWESOME**



TimeFlex Solutions: the all-in-one solution for your company.

It was important to the TimeFlex Solutions Team to give companies the possibility to facilitate their daily work through intelligent software solutions. Our goal was to move away from isolated applications to a uniform modular system.

TimeFlex Solutions is the product of this vision. You can dynamically adapt it to the requirements of your company. Our modules can be freely combined – ONE installation for any number of locations.

Put an end to ambiguities and duplicated work in scheduling. We have a wide range of solutions within a single installation. This allows companies to be flexible to their own requirements and not have to commit at the outset.

Decide which software modules you need! If your requirements change, TimeFlex will adapt your package and add the modules you want. Keep an overview.

TimeFlex Solutions: Another step toward the smart office.  
Can also be used as an MS Outlook or MS Teams plug-in.

Your TimeFlex Solutions Team



## Key Features

- Individually configurable
- Well-structured layout
- Up to a hundred calendars at a glance
- Flexible views by hours, days, weeks and months
- Find time slots faster
- Schedule meetings worldwideCategorize views by department, job title, office, etc.
- Categorize views by department, job title, office, etc.
- Convenient use for administrators
- The powerful filter options allow you to display only relevant entries and filter out irrelevant data: vacations, projects...

## The group calendar for everyone...

People, groups, rooms, resources, and appointments – all at a glance. Based on the Microsoft Framework „Fluent UI“ – intuitive layout, no training needed.

Put an end to uncertainties, double work or confusion when planning workflows in your organization.

TIMEFLEX Group Calendar for Microsoft Outlook helps to save time when creating and managing all upcoming appointments. Thanks to the distinctive information function, it can create cross-department transparency in the availability and scheduling of people, rooms and resources.

More extensive and efficient than any on-board feature/function by Outlook/Exchange.

„Employees book desks easily and efficiently via TimeFlex Desk Sharing.“



Find a desk

Displayed Period: Di., 30.11.2021 07:00 - 16:00 Legend

Find desk for: Nils Wienands

Time: Di., 30.11.2021 07:00 to 16:00

You have booked a desk at this time

Equipment: Headset

Building: Central Management Floor: Headquarter

Desk	Available time
Desk 335	09:00 h

Desk	Available time
Desk 77	09:00 h
Desk 78	09:00 h
Desk 79	09:00 h
IT 001	09:00 h
IT 002	09:00 h
IT 003	09:00 h
"Get Together" Workplace 001	09:00 h

**Desk 335**

06:00 07:00 08:00 09:00 10:00 11:00 12:00 13:00 14:00 15:00 16:00 17:00 18:00 19:00

Equipment:

- Beamer
- Dockin Station Dell
- Headset
- Curved Wide Screen

Bookings for 30.11.2021:

07:00 - 16:00 Nils Wienands

+ Add booking

### Key Features

- Book from anywhere, at any time via web, outlook, mobile, kiosk or desk device
- Enable optional check-in by desk device (NFC/RFID), QR code or NFC sticker via mobile app or the web application itself
- Meets your needs while ensuring close collaboration with the team: find colleagues quickly and easily (rights-dependent)
- The changing office space supports dynamics at work – the office is perceived from new perspectives
- Rule management: set up groups of individually selected areas in which you can book desks or set limits on bookings
- Supports individual policy options for your company

### Increase your hidden potential...

With our desk-sharing solution, companies can optimize and increase their efficiency. We offer a solution that lets you optimally support your employees.

Based on rights-dependent attributes, locations, buildings and floors, desks can be easily allocated and reserved. The graphic user interface helps with orientation. If an employee is looking for a colleague to collaborate with, the system displays him and the closest available table. Benefit from opportunities such as cost savings, flexibility, employer branding and much more.

Our optional 3.5" desk-booking panel PC is designed to mount effortlessly on any surface without causing damage. USB power cords are specially designed to be tamper-proof and prevent vandalism to the device. The LED shows the status of the desk from a distance.



### Key Features

- Improved overview for transparency in room management
- Maximum flexibility through door signs as agile as the work processes in modern organizations
- Simple & fast: Digitization becomes really “smart” at this point through an intuitive user interface
- Various access options (NFC technology included)
- Intuitive and easy to use for your employees
- Corporate design: create your own theme based on your Corporate Identity

### Structure and overview in one design...

With TimeFlex Digital Door Signage you can visualize your MS Exchange Meeting Room bookings, simplify planning, allow better allocation of rooms and avoid “ghost meetings”.

Modernize your business with our digital touch panels. To integrate maximum agility, we also offer large format displays to ensure a complete overview of meetings, booked rooms or other office processes at the entrance.

All key information about your meeting room assignment status: from current usage and availability to current and upcoming reservations – all structured and readable from a distance on a high-resolution 10.1-inch touch screen. Intuitive and easy to use, and perfectly integrable into your corporate infrastructure. The devices are completely managed remotely by your administrator, including firmware updates.

### Key Features

- Show and edit all current scheduling polls
- Create secure scheduling polls in your Microsoft Exchange environment
- Set important or optional participants
- Set preliminary or definite scenarios
- Convert from scheduling poll to official invitation
- Integrate external participants
- Automatically notify participants about the latest changes via email workflow

### Start in less than 5 minutes...

MeetingFinder is a fully integrated module accessible through the TIMEFLEX-client. With the integrated dashboard all current scheduling polls are available for organizers and invitees.

Work securely in your local network and choose the time and date for a poll. Invite co-workers and let our algorithm do the search for free meeting slots. The meeting finder retrieves any needed information from Exchange calendars and calculates the best meeting times. It creates a list of free times and sorts from important to unimportant participants. This way you can be sure that the maximum possible number of people will attend the meeting. Also supports inviting external people.

Simply send the most suitable slots to the invitees and lean back while awaiting the results of the vote.



### Key Features

- Available for iOS, Android & Blackberry
- One app for all your licensed modules
- Allows full text search in multiple calendars
- Ability to zoom into all calendar entries up to 3 months in advance
- View all calendars (people, rooms and resources) instantly depending on your access rights
- Supports several authentication methods and integrations

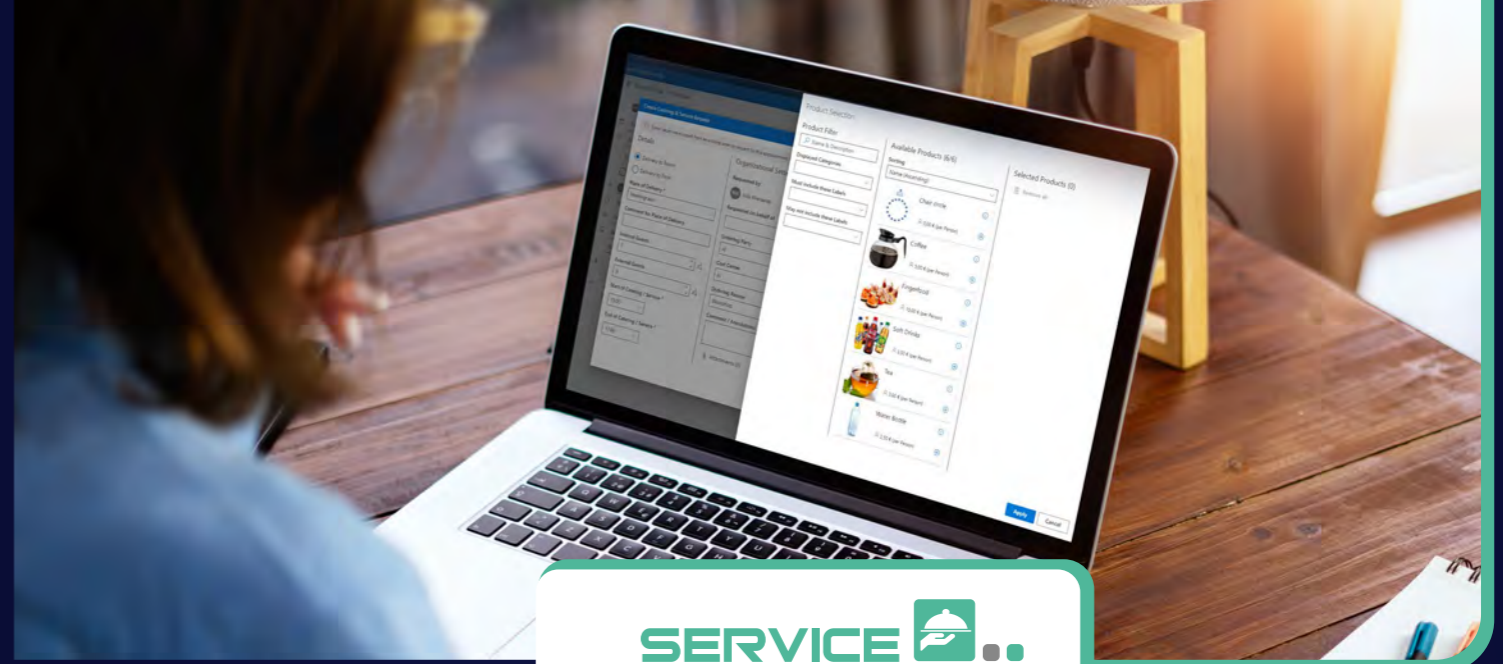
### Scheduling from everywhere...

Easy access to your group calendars, desk sharing, service requests and meeting polls through your smartphone or tablet. No matter where you are.

The TimeFlex Mobile user interface for touch screens allows you to read and edit all data while on the go.

Enjoy the automatic adjustment of the display for each feature responsively adapted to the size of the display you are using.

Be free from limitations – the best way for efficient time management.



### Key Features

- Support different locations with different caterers/service providers
- Defined access to catering & services by user and location
- Catering services notifications
- Synchronization of meeting changes with Outlook/Exchange
- Sort and display catering services by date (Dashboard)
- Archive function
- Printing of receipts and reports
- Preparation of valid receipts for business expenses directly from the app

### Whether for a team meeting or a major event...

The Service Requests module brings convenience and structure to your planning and allows you to integrate external service providers directly. Workflow and dashboard complete the system.

In addition to arranging meetings, the module allows you to communicate your needs quickly and easily to catering, interior design or other services.

The Service Request Module digitizes the whole workflow for orderings and captures appointment changes automatically.



## GROUP CALENDAR

Total Enhancement of your calendar.  
SIMPLE – FLEXIBLE – TIME-SAVING!

## DESK SHARING

Flexible Office:  
Find the best place to work.

## MOBILE

Scheduling from everywhere.

## MEETING FINDER

Find the best time slot by vote.

## SERVICE REQUESTS

Simplify your catering and  
additional services.

## ROOM PANEL

Modern and functional Touchscreens  
corresponding with your Outlook.

## VISITOR MANAGEMENT

Smooth process for visitors.

# TIMEFLEX SOLUTIONS



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