

# OnTime Meeting Manager

## Let's Get a Room



### Makes your business complete...

OnTime Meeting Manager is your one-stop meeting organiser, dedicated to making the process of organising meetings quick and efficient, leaving you free to concentrate on what's central to your business.

Managing meetings and facilities can be time consuming. It involves a number of people and processes within your organisation. OnTime Meeting Manager focuses on streamlining the process of making invitations, booking meeting rooms, ordering catering and reserving resources.



#### FIND & BOOK

Identifying a time and date for your meeting, and checking if all attendees are available is simple with OnTime Meeting Manager's user-friendly interface. Using intuitive search functionality, you can book

one or multiple rooms in any of your organisation's locations, according to availability of catering and equipment, or any number of criteria entered by administrators.



#### ORGANISE CATERING

To stay fresh, energetic and to maintain attention on core tasks in meetings, food and drinks are often needed. In the past, many organisations sent paper memos to the kitchen, sometimes based on a catering database or even a pa-

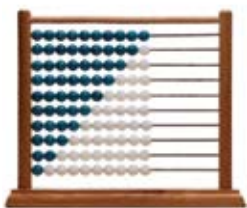
per menu plan. With Meeting Manager, uncertainty about menus, times and locations is removed. Uniquely, you can order catering in other locations too, so that all attendees will be fuelled for success and productivity.



#### ORDER FACILITIES

You need the right equipment for your meetings. Whether it's a projector and screen, a number of computers for training sessions, extra furniture, network access, pens or note-

pads, all requests can be sent effortlessly to your facilities manager well in advance. This can also be managed in multiple locations under a single meeting entry.



#### WORKFLOW & REPORTING

By implementing OnTime Meeting Manager, you will cut down the administrative burden of organising meetings. Kitchen and facilities management staff in any number of locations will have a clear work plan to

ensure preparation, meetings and clean-up are handled with efficiency and accountability.

Gaining an overview of meeting room, catering and facilities usage helps your organi-

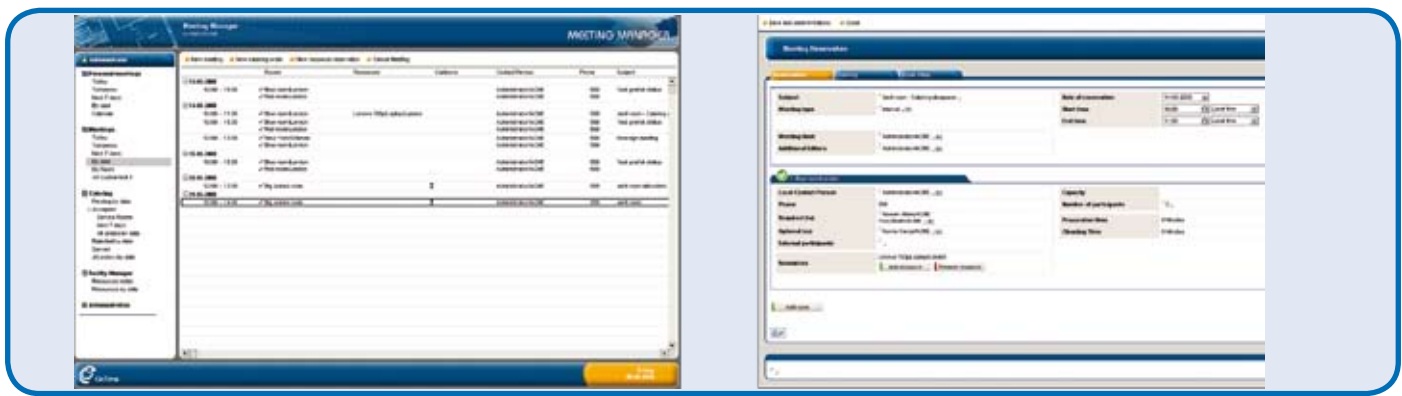


"IntraVision delivered rapid, professional and precision implementation of the calendar and meeting systems we now use to manage our time and resource applications. Post-implementation, we have enjoyed dedicated support and assistance through multiple media whenever we have needed it."

#### Download trial

To try OnTime Meeting Manager for free and without obligation, visit our homepage.

[www.ontimesuite.com](http://www.ontimesuite.com)



Features		Chair/Host	Participants	Reception	Cafeteria	Facility	Accounting
Plan Meeting	Check availability of invitees and book		✓	✓			
	Check availability of rooms and book		✓				
	Check availability of resources and book		✓				
	Select lunch menu and order		✓			✓	
	Check refreshment order status		✓		✓	✓	
Prepare	Arrange tables, chairs and other equipment						✓
	Ensure working order of booked resources						✓
	Daily / Weekly task list				✓	✓	✓
During	Print door signs	✓					✓
	Serve ordered refreshments					✓	
	Serve ordered lunch					✓	
After	Bill incurred costs to responsible department					✓	✓
	Export file with billing info and account numbers					✓	✓
	Cost analysis statistics by department	✓					✓
Views	Clean and prepare meeting room for next meeting						✓
	Reservation by Week/Date and Today	✓	✓	✓	✓	✓	✓
	Reservation of Rooms	✓	✓	✓	✓	✓	✓
	Reservation of Resources				✓	✓	
	Catering order workflow	✓				✓	
	Work rosters for Cafeteria Staff				✓	✓	
	Work rosters for Facility Managers				✓		✓

#### Requirements

- Win2000/WinXP/Vista operating system on client.
- Lotus Notes/Domino release 6.5.5 and higher.