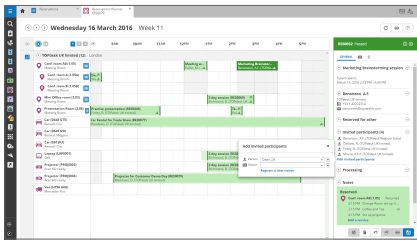


Reservations Management makes it easy to reserve rooms, assets, and services like catering. The module grants insight into the availability of your reservable company assets and rooms: from meeting rooms and divisible rooms to laptops and company cars. Your employees know exactly which tasks need to be performed to ensure that reservations are processed smoothly.



➤ View available rooms and objects in the planner

## Find the right room in no time

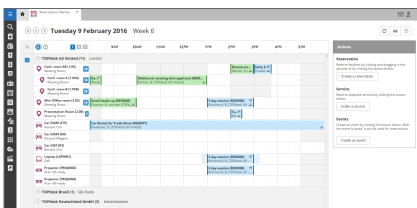
Whether you need a place to hold a private meeting or a large conference, TOPdesk makes it easy to find the room that meets your requirements.

- Use the graphical planner to reserve available rooms at your desired time
- See which facilities are already available in the room of your choice
- Prevent double-bookings with automatic detection
- Ensure your preparations are perfect by reserving services such as room preparation, catering and technical support
- Create a recurring reservation in a matter of clicks
- 

## Reserve available assets

Do you need a laptop or projector for a presentation? Reservations Management lets you request not only rooms, but assets as well.

- View reservable company assets in a graphical planner
- Easily reserve available assets
- Link assets, like a laptop and projector, to a reserved room
- Always have insight into which assets have been issued

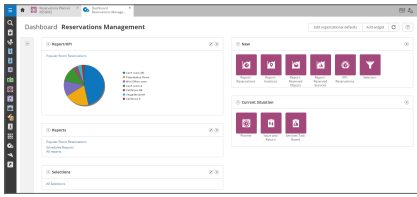


➤ Customers can use the clear Reservations planner

## Add services to a meeting

Do you need lunch at the office or need technical support during a presentation? Reservations Management lets you record and request services to make sure everyone is fully prepared, from catering to custodial.

- Register which services are offered within your organization
- Ensure everyone knows which services are offered for each room
- Create overviews for supporting departments and suppliers
- Offer order services, for example to order lunch at the office



➤ Management information at hand with the dashboard overview

## Increase customer satisfaction with the Self-Service Portal

Your organization's customer satisfaction increases when your customers are able to place their own reservations. TOPdesk makes this possible with the Self-Service Portal.

With this portal, you can:

- Make it easy for customers to reserve rooms and services
- Show customers images of the room or asset they reserve
- Enable end users to track the status of their reservations
- Grant insight into reservation costs

## Manage financial processing

With the Reservations Management module, it's easy to process the financial aspect of reservations

- Create reports about the costs of reservations and services
- Pass through costs to the reserving department or cost centre
- Use existing source files and data to prevent unnecessary work

## Communication

Excellent visitor communication can greatly improve the quality of your services.

TOPdesk lets you create custom emails in no time. For instance, you can create emails with information such as visiting hours, parking space allotment and directions to your premises.