

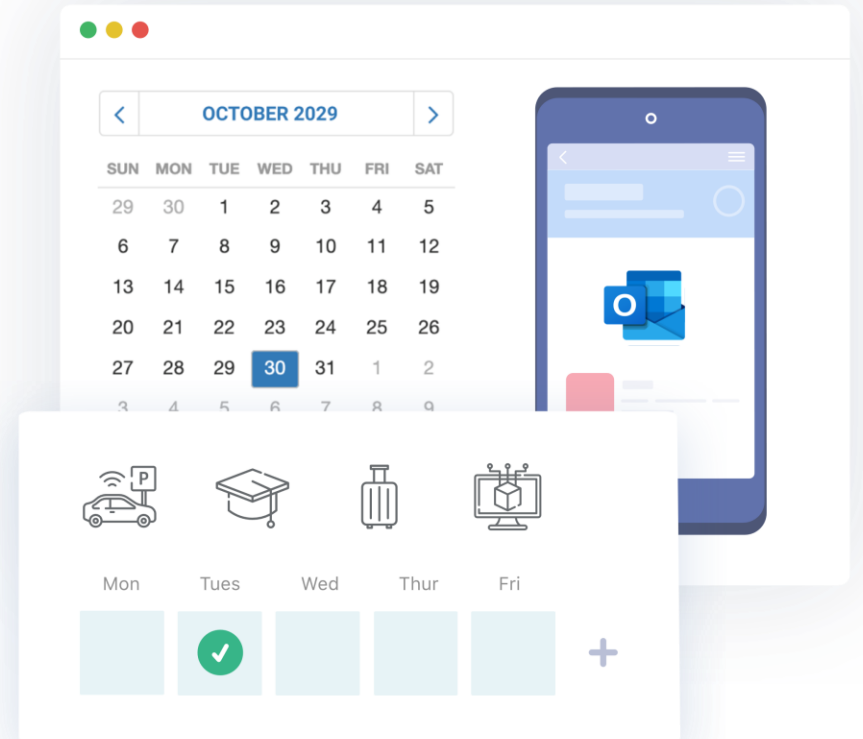
Booking System for Microsoft Office 365 and Microsoft Outlook Online

Resource sharing within the organization should be simple, quick and intuitive.

Checking the schedule or correcting the reservation shouldn't be like a puzzle game.

E-mail clients, even such a smart as Outlook, are not acceptable:

- No opportunity to display the calendar for equipment;
- Overloaded interface aimed at different solutions;
- No possibility to adapt your configurations;
- No custom booking forms.



Simple and user-friendly interface

Right on the main display you see the schedule of resources. It's not necessary to fill any forms, no extra clicks needed.

Booking

< 30 October 2029 >

	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM
Green Hall		Percy Bowman 10/30/29, 9:00 AM - 10/30/29, 10:00			
Red Hall					
Yellow Hall					

Green Hall

Title *

Starts *
10/30/2029, 9:00 AM

Ends *
10/30/2029, 10:00 AM

< OCTOBER 2029 >

SUN	MON	TUE	WED	THU	FRI	SAT
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	1	2	3
4	5	6	7	8	9	10

12

9

3

6

10

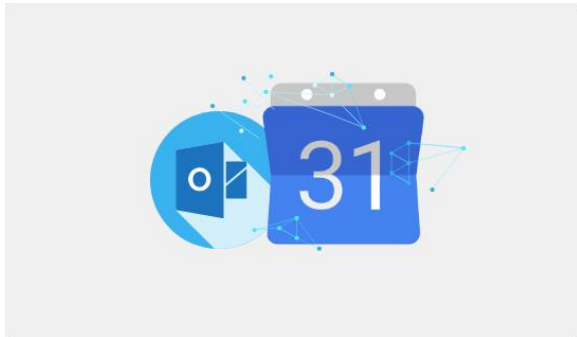
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AM

Full integration with Microsoft Office 365, Microsoft Exchange Online and Microsoft Outlook

Bi-directional integration
with Microsoft Outlook



Integration with Microsoft
Azure Active Directory
(Azure AD)



Thanks to bi-directional integration it is possible to manage bookings using personal MS Outlook calendars. Bookings of resources are stored in MS Exchange Online resource calendars. Thus, data shall remain safe even if booking system is not used any more.

All bookings remain saved in MS Exchange even on completion of use.

Staff members who have MS Exchange Online e-mail addresses shall be provided with an access to booking system automatically. No need in additional customization.

Booking form builder

Create your own booking forms.

Assign different booking forms for different resources.

Also, you can create an additional forms that will be visible only to administrators.

The screenshot displays the 'Booking admin center' interface. The main section is titled 'Conference rooms booking form'. It includes a sidebar with 'Groups' and 'Forms' options. The main content area shows the form configuration for 'Conference rooms booking form'. The form includes fields for 'Additional service', 'Broadcast on the big screen', 'Video recording', and 'Professional photographer'. There are also checkboxes for 'Required' and 'Multiple'. A '+ Add field' button is present. Below these are fields for 'Name of the person in charge *' and 'Phone of the person in charge *'. A 'Booking' modal is open, showing a calendar for '21 July 2029'. The calendar has columns for '10:00 AM' and '11:00 AM'. The 'Green Hall' row shows a booking for 'Percy Bowman' from 9:00 AM to 10:00 AM. The 'Yellow Hall' row shows a booking for 'Lecture "Effective Sales"' from 11:00 AM to 1:00 PM. The 'Room 312' row is empty. The modal also includes a form for 'Name of the person in charge *' (Corinne Hansen), 'Phone of the person in charge *' (+1-8700-667-90920), and checkboxes for 'Additional service' (Broadcast on the big screen, Video recording, Professional photographer), 'Catering' (Coffee break, Smorgasbord, Buffet, Banquet), and 'Renewal option' (Yes, No). There are also buttons for 'Save', 'Accept', 'Decline', and 'Delete'.

Booking admin center

Forms / Conference rooms booking form

Conference rooms booking form

Properties Save changes Delete

Additional service

☐ Broadcast on the big screen

☐ Video recording

☐ Professional photographer

+ Add option

☐ Required ☒ Multiple

+ Add field

Name of the person in charge *

Phone of the person in charge *

Booking

21 July 2029

	10:00 AM	11:00 AM
Green Hall	Percy Bowman 7/21/20, 9:00 AM - 7/21/20, 10:00 AM	
Red Hall		
Yellow Hall		Lecture "Effective Sales" 7/21/20, 11:00 AM - 7/21/20, 1:00 PM
Room 312		

Name of the person in charge *
Corinne Hansen

Phone of the person in charge *
+1-8700-667-90920

Additional service

☐ Broadcast on the big screen

☒ Video recording

☒ Professional photographer

Catering

☒ Coffee break

☐ Smorgasbord

☒ Buffet

☐ Banquet

Renewal option

☒ Yes

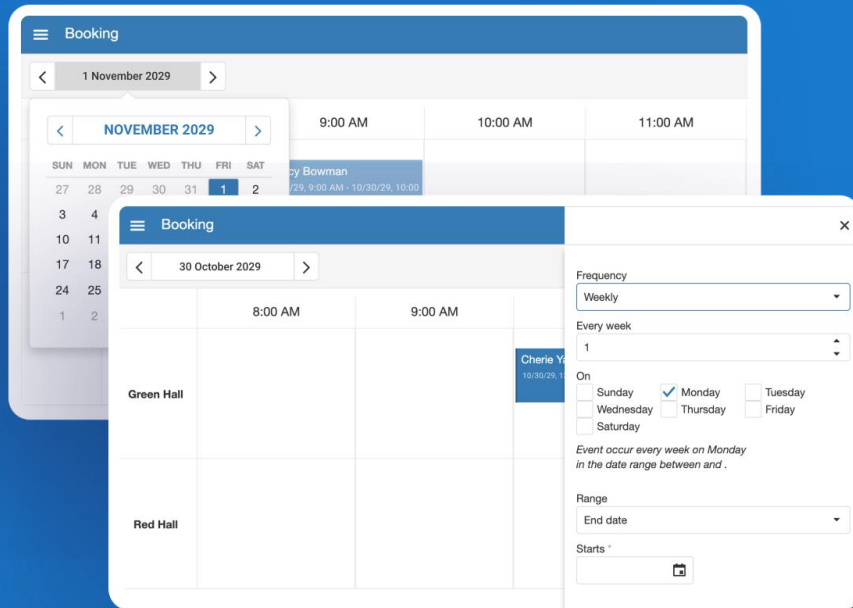
☐ No

1 2 Admin notes

Save Accept Decline Delete

Start using cloud based booking system now! No registration required. Free for first 60 days.

Even if you stop using the cloud based booking system, your data will remain intact. Your staff may continue to manage bookings using personal calendars in Outlook.



<https://get.booking365.work>



Booking form builder



Notifications sent by e-mail and in personal calendars



Works on smartphone, tablet and desktop



Control by means of MS Outlook personal calendars



Does not require installation and configuration



Possibility to assign approving persons