



## FM Facts Resource booking

effective management  
of company resources  
from conference rooms  
to pool cars

The FM Facts Resource Booking module is a fully intranet-enabled tool for the efficient management of company resources including conference rooms, car parking spaces and shared resources like pool cars. The solution supports more informed strategic planning, reductions in costs in key areas and the ability to deliver a more efficient service to your internal customers.

### strategic benefits

- ▶▶ Two-way integration with Outlook/Exchange Calendar
  - ▶ Bookings synchronised between FM back office and users' Calendars
  - ▶ Familiar interface for customers, minimising training
  - ▶ Enhanced customer service
- ▶▶ Intranet-enabled as an alternative to using Outlook/Exchange integration.
- ▶▶ Customer service is enhanced with reduced costs and improved efficiency through better use of resources.
- ▶▶ Management and control of resources is made easier and better information is available for business planning and budgeting.
- ▶▶ Allow requesters to book, amend and manage their own bookings reducing administration time needed by the operators.



## tactical benefits

- ▶▶ Process driven to deliver predictable results.
- ▶▶ Flexible and automated communication processes save time as operators' workloads are reduced.
- ▶▶ Increases the profile of the department and raises the level of customer service provided.

## operational benefits

- ▶▶ Two-way integration with Outlook/Exchange Calendar.
- ▶▶ Easier booking for customers, fewer calls to FM department.
- ▶▶ Automatic checking of resource availability.
- ▶▶ Automated email communication with meeting attendees.
- ▶▶ Harnesses time-saving features of Outlook.
- ▶▶ Easy to use and intuitive system with a simple graphical diary interface.
- ▶▶ Requesters can view rooms, layout and catering options to assist with their booking reducing incoming calls to the FM department.
- ▶▶ Branded to existing company intranet to enhance the user experience.

## integration with Microsoft Outlook/Exchange calendar

Unique two-way integration with Outlook/Exchange calendars gives internal customers high powered booking functionality through a familiar Outlook interface. Easier booking, uses the timesaving features of Outlook, no training in new software and fewer calls to the FM department.

## fully intranet enabled giving more access choices

For those not using Microsoft Outlook/Exchange, Resource/Room Booking is fully intranet enabled so that customers can check availability and book resources through your organisation's intranet. Fully customisable to your corporate branding.

## integration with other modules

Causeway provides a modular suite of automated management tools, providing comprehensive business solutions for all sizes of business. Our solutions can be expanded to meet business requirements, with full integration between modules, and are supported by a range of services delivered by a highly experienced and dedicated team. applications via a PC, web browser and an internet connection. The SaaS service will reduce implementation and running costs and eliminate IT issues associated with installing the software in-house.

## system administration and reporting

Report creation and administration modules are provided for in-depth reporting and customising information to meet clients' needs and processes.

## resource booking via SaaS

SaaS is a method of outsourcing facilities management applications via a PC, web browser and an internet connection. The SaaS service will reduce implementation and running costs and eliminate IT issues associated with installing the software in-house.

For more information

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