

COMPARE EMS PRODUCTS AND MODULES



Event Management Systems
Schedule Clarity

Click a link below to learn more about EMS facility/resource scheduling product functionality, as well as features available in additional modules.

Product Features

General Room Scheduling
Academic Scheduling (Classrooms)
Shared Workspace Management (Office Hoteling)
Customer Relationship Management (CRM)
Event Management and Meeting Services
Billing and Accounts Receivable
Reporting and Analytics

Online Reservations (with Virtual EMS Reservations)
Online Facility Information (with Virtual EMS Browsing)
Online Master Calendar
Online Registration and Surveys
General and Technical

Modules

Integration with Other Systems
Descriptions

ROOM SCHEDULING (INDUSTRY SPECIFIC)



Academic scheduling and event management in higher education settings

EMS Campus™ helps colleges and universities meet the challenge of getting all their academic classes and the wide variety of non-academic meetings and events they host into the appropriate rooms with the necessary resources.



Comprehensive room and resource scheduling for K-12 school districts

EMS District™ efficiently manages schools' rooms and resources, coordinates after-school community activities and tracks and analyzes space utilization.



Effective meeting room scheduling and resource management for law firms

EMS Legal™ helps law practices streamline their meeting and event scheduling, maximize the utilization of their rooms and other resources and improves meeting operations.



Shared Workplace management plus room and resource scheduling

EMS Workplace™ was created to provide organizations with a powerful yet easy-to-use facility scheduling system to manage even the most complex hoteling requirements.

ROOM SCHEDULING (GENERAL PURPOSE)



Comprehensive room and resource management for larger organizations

EMS Enterprise™ is designed to help organizations streamline their meeting and event scheduling, maximize the utilization of their rooms and other resources and improve their ability to communicate internally and with their customers.



Powerful functionality for room and resource scheduling

EMS Professional™ is comprehensive, full-featured facility scheduling software designed to be used in larger facilities or across multiple sites. The system tracks everything from initial contact with the customer to final settlement of their bill, and also handles the inventory and management of all event-related services and resources, including catering.



The essential tools for meeting and event booking

EMS Lite™ is user-friendly room scheduling software designed to manage the meetings and events that take place in your facility. EMS Lite is a cost-effective solution for organizations that need to schedule rooms in a single building.

EVENT CALENDAR



Campus Calendar, Corporate Calendar, Community Calendar...



























































The EMS Master Calendar™ gives everyone instant, online access to a centralized calendar of events that not only provides date, time and location, but also displays a detailed event description, directions to the venue and any other important information you choose to enter.






















REGISTRATION & SURVEYS






Register for meetings and events, survey your members, customers or visitors




EMS Regics® is flexible, easy-to-use and cost effective software for managing the online registration process for meetings and events as well as for defining and implementing web-based surveys.

MAJOR FEATURES	EMS Lite 8.0	EMS Professional 12.0	EMS Enterprise 6.0	EMS Campus 3.0	EMS District 6.0	EMS Legal 6.0	EMS Workplace 6.0	EMS Master Calendar 4.0	EMS Regics 1.1
<p> = Standard Feature</p> <p> = Includes Advanced Functionality</p> <p> = Optional Module</p>									
GENERAL ROOM SCHEDULING:									
Schedule rooms, outdoor areas and other shared resources									
Create single day, recurring and non-pattern bookings with Reservation Wizard									
Graphical Reservation Book with drag and drop scheduling									
Track holidays and facility closures									
User-definable booking statuses for workflow									
Group rooms into “Views” for searching, display in the Reservation Book and reporting									
Group buildings into “Areas” (by country, region, city, etc.) for searching, display in the Reservation Book and reporting									
Independently managed facilities can share one system (e.g. entire college campus or corporate enterprise)									
Advanced display controls in calendars, browsers and Query Builder									
Time zone support for scheduling global videoconferences									
Enhanced videoconference search capability									
Automated reservation reminders to minimize no-shows									
ACADEMIC SCHEDULING (CLASSROOMS):									
Collaborative tools to plan, publish and maintain the academic schedule									
Flexible, customizable algorithm for automated assignment of classrooms									
Provides the ability to run and compare different classroom optimization scenarios									
Automates room assignment for final exams									
Provides a two-way interface with your SIS/ERP system, including auto-synchronization for published terms									
Facilitates communication with the registrar by allowing academic departments to submit course changes online									
Tracks instructor preferences and course requirements for classroom attributes, which can be rolled term-to-term									
Supports block scheduling as well as random meeting times in different rooms									




































































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ACADEMIC SCHEDULING (CLASSROOMS) (CONT.):									
Eliminates double-bookings except as needed for cross-listed courses									
Academic Book provides graphical view of classroom and instructor schedules by day of week									
Special built-in reports for analyzing classroom utilization and seat utilization									
Scalable configuration supports multiple campuses, colleges, academic departments, subjects, etc.									
Flexible security model accommodates centralized or distributed control of academic space									
SHARED WORKSPACE MANAGEMENT (HOTELING):									
Advanced features for managing shared workspace (office hoteling or hot desking)									
Powerful booking tools for concierge and administrative use									
Convenient for employees to book offices either online, through Outlook, from a smartphone, or at a walk-up kiosk									
Supports “neighborhoods” for seating by business unit, job function, project team, etc.									
Interactive floor plans for locating colleagues, finding available space and booking an office									
Users can identify “Favorite” offices/desks to streamline future reservations									
Touch-screen kiosk software for wayfinding, making walk-up reservations, checking in/out and more									
Automated, interactive reminders provide convenient way to cancel or re-confirm reservations									
Simple check-in/out process identifies no-shows and ensures accurate utilization reports									
Variety of ways to determine “presence” and gather actual attendance data									
Keep hoteling operations smooth with room occupancy report, no-show report, visitor report, transition report and more									
Manage real estate costs with Business Intelligence from dashboard analytics and drill-down reporting									
Scales to manage office locations across the country or around the globe									






























































































































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CUSTOMER RELATIONSHIP MANAGEMENT (CRM):

Track and manage customer and prospective customer relationships whether internal (employees) or external (clients)									
View meeting and event history by account and easily replicate past reservations for future dates									
Email or print detailed customer Confirmations									
Offer online customer portal by adding Virtual EMS interface									
Produce lists of email and/or mailing addresses for marketing purposes									
Sales reporting for past performance and forecasting									
Log correspondence, set follow-ups, record comments and alerts by account									
Sales staff can generate quotes and contracts for facility rentals, track progress of potential deals									
Quickly view customer status including accounts receivable balance, outstanding invoices, deposits and more									
Automated change notifications and reminders improve customer service and streamline operations									
Detailed audit history tracks all reservation changes									
Attach documents and other files to customer accounts or specific meetings/events									





























































EVENT MANAGEMENT AND MEETING SERVICES:

Specify setup type, count and unlimited notes for operations crew									
Manage the inventory of resources like audio visual equipment									
Define your own service and resource categories									
Schedule multiple service times for things like catering or personnel									
User security by category									
Restrict categories by building for location specific services									
Ability to define resource exclusions by room									
Auto-adjustment of service order times when booking is changed									
Definable production areas and detailed food selections within Catering operations									
Service order "states" and option to mark as "Reviewed"									
Basic visitor management									
Advanced visitor management with badge printing									














































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BILLING AND ACCOUNTS RECEIVABLE:									
Pricing and Invoicing									
Track deposits and payments; print Ageing Report and Statements									
Offers various Pricing Methods (Unit, Hourly, Minimum Charge, etc.)									
Define multiple Pricing Plans									
Automatically calculates taxes, services charges, discounts, etc.									
Multiple billing departments									
Half Day / Fully Day Pricing Methods									
Allocate charges across multiple cost centers									
Transactions Browser to quickly retrieve invoices, payments, etc.									
Provides lookup and validation of billing reference data like charge code, cost center, project number, client matter number, etc.									
REPORTING AND ANALYTICS:									
Number of built-in reports	45	140	170	200	170	170	200		10
Calendars, event schedules, operational and statistical reports									
Export reports to Excel, Word, .PDF or more									
Benchmark Metrics report									
Sales reporting for past performance and forecasting									
Resource schedules									
Query Builder for ad-hoc reporting; reusable report definitions									
User Defined Fields (UDFs) available in Query Builder									
Grant execute rights to specific Query Builder reports									
Business analytics (charting, graphing) capabilities in Query Builder									
Data drill-down, column sorting/grouping/adding/deleting in Sales and Statistical reports									
Memorize multiple report settings for later reuse									
Banquet Event Orders (BEOs)									




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ONLINE RESERVATIONS (WITH VIRTUAL EMS RESERVATIONS):















































































































Offer online requests or self-service reservations									
Customizable help text that can be maintained online									
Mobile device specific interface included									
Schedule services like catering and resources like A/V equipment									
Customize your request form with user-definable questions									
Display customer-specific pricing for rooms, services and resources									
Define multiple Web request forms for user groups with different request/reserve privileges									
Service Only requests (no need to book a room)									
Display multiple resource images (A/V equipment, catering items, etc.)									
View availability and book rooms via interactive floor plans									




ONLINE FACILITY INFORMATION (WITH VIRTUAL EMS BROWSING):

End users can browse and filter your facility schedule in list or calendar format									
Visitors can browse your facilities to see room images, capacity by setup type, and additional attributes									
If enabled, users can access a grid view of room use and availability									
Incorporate images (pictures, room layouts, floor plans, etc.)									
Meetings and events can include additional notes and instructions									
Administrators can create links to filtered views of the facility schedule									
Interactive floor plans for wayfinding by room, event, meeting host or colleague									

































































































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ONLINE MASTER CALENDAR:									
A centralized online calendaring system, containing sub-calendars (by dept, division, school, etc.), that improves communication throughout an organization									
Supports both public calendars for publicizing events online and private calendars for internal use by your organization									
Web calendar management can be centralized or distributed with workflow for approving event submissions									
Enter one-time or recurring events in seconds; supports untimed, timed and all-day events									
Events can be posted to one or more calendars at the same time; post now or on a specified future date									
Make events “stand out” by including pictures and using color-coding									
Extensive security through pre-defined roles (Viewer, Requester, Calendar Manager, etc.) and customizable permissions templates									
Administrators can define public or private RSS feeds to publish real-time information to other places									
End users can view calendars individually, combined, or search/filter across calendars									
Users can subscribe to individual events or entire calendars to receive email reminders and change notifications									
System-wide “announcement” feature ensures important messages get maximum exposure									
Visitors can easily share event information via social networking sites (Facebook®, Twitter®, etc.) or by using “Email a Friend”									
“Add to Personal Calendar” functionality lets you easily add events to a variety of calendars including Microsoft Outlook®, Google Calendar®, Yahoo Calendar® and more									
System can import data from an ever-increasing number of sources, file types and information formats									
Optional LDAP integration to pull user information from your network									














































































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ONLINE REGISTRATION AND SURVEYS:									
Design, test and launch any number of customized registration and survey forms									
Create unlimited questions/fields of different types, and group them into sections you define									
Streamline form entry with “dependent” questions that only appear when applicable									
User defined questions/fields can include pricing, be date dependent, have inventory limits, and more									
Create new forms quickly and easily by copying an existing form, copying individual questions, and using drag-and-drop editing									
Ability to manage “by invitation only” events									
Event capacity limits and wait list functionality help you hit your ideal attendance									
Automated notifications streamline communications with both participants and staff									
Participants can return to an incomplete form and pick up where they left off									
Administrators can register on behalf of an attendee, or edit existing registrations as needed									
Automated reminders promote higher attendance at events									
Extensive built-in reporting plus a Query Builder for creating custom reports									
Provide secure credit card processing through integration with hosted payment page(s)									
GENERAL AND TECHNICAL:									
Desktop Client software for managers / administrators									
Web Client for managers / administrators									
Web interface for end users / customers									
Web interfaces compatible with smartphones and tablets such as iPhone® and iPad®									
Customer facing web interface can be branded and customized									
Supports localized date, time and paper formats									
Detailed audit history; maintains log of changes									
API (Application Programming Interface)									
Data import utilities									
Granular user security and system scalability									
Designed with accessibility in mind									
Database engine	SQL Express	SQL Server 2008 / 2005							

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OPTIONAL MODULES SUMMARY:

Resources Module									
Billing Module									
Virtual EMS (Web Requests/Reservations, Facility Browsing)									
Integrated Authentication									
Microsoft® Exchange Integration									
RoomWizard Interface									
Video Display Interface									
Language Translation Module									
Advanced API (Application Programming Interface)									
Academic Import Utility									
Business Intelligence									
EMS AttendanceTracker									
EMS for Outlook®									
HR Integration Toolkit									
Interactive Floor Plans									
EMS Kiosk									
IBM Lotus Domino® Integration									
Advanced Visitor Management with Badge Printing									
EMS/Cisco or EMS/TANDBERG Integration									
FM Integration Toolkit									
Data Connector Module (includes Import Capability)									
Credit Card Processing									

INTEGRATION WITH OTHER SYSTEMS:

Digital Signage and Visual Communications									
Building Automation and Heating, Ventilation & Air Conditioning Systems (BAS/HVAC)									
Room Diagramming Software									
Automated People Counting (APC)									
Interactive Touch-Screens as Room Signs									
Accounting and Financial Systems									
Student Information Systems and Enterprise Resource Planning (SIS/ERP)									
Kiosk Hardware and Technologies									
Video Conference and Telepresence Systems									
Integrated Workplace Management and Facility Management Systems (IWMS/FM)									
Payment Gateway Solutions									

Academic Import Utility

If you're looking for a way to manage meeting and event scheduling campus-wide, including the ability to book academic space when it's not in use for classes, then the Academic Import Utility may be just what you're looking for.

Colleges and universities typically maintain their academic schedule and classroom assignments in a Student Information System (SIS). Once a particular term is in session, other campus entities are generally allowed to use academic space for meetings and events as long as their use doesn't conflict with the class schedule. EMS's Academic Import Utility is a plug-in module for EMS that imports the academic schedule from your SIS, allowing you to book space around classes, while never conflicting with them.

If you're looking for an even more sophisticated solution that offers a bi-directional interface with your SIS, helps facilitate the creation and maintenance of your academic schedule and automates the assignment and optimized use of classroom space, then please check out EMS Campus.

Advanced Visitor Management

Advanced visitor management not only allows users to add visitors through the desktop application or Virtual EMS, to review entries on a Browse window and to print a Visitor Management report, but also provides tools for the easy entry of walk-up visitors, visitor list import and badge printing from a default template.

API (Application Programming Interface)

The Application Programming Interface allows developers to write applications that interact with an EMS database through a well-documented, well-maintained interface.

Billing Module

This powerful, optional module for EMS Lite allows you to define standard pricing for rooms and resources (requires the Resources Module), extends and prints a grand total of charges on the Confirmation, and provides a printed Invoice for your customers. A Billing Reference field makes it easy to track charge codes on each reservation while the Sales by Billing Reference report facilitates the processing of charge-backs.

If you need multiple pricing plans, automatic calculations or complete accounts receivable (including deposit and payment tracking, ageing report and statements), you should look at either EMS Professional or EMS Enterprise.

Business Intelligence

Business intelligence functionality like utilization reporting and analysis helps organizations optimize the use of their valuable rooms and resources, and maximize their bottom line.

EMS AttendanceTracker

EMS AttendanceTracker allows automated people counting devices (which you purchase from a vendor such as SenSource) to be integrated with EMS. Through the integration, the Actual Attendance field for EMS bookings is automatically populated with data gathered by the sensors.

EMS for Outlook®

EMS for Outlook integration lets users work within a familiar personal scheduling interface while having one-click access to all the tools necessary for scheduling anything from a simple meeting to a complex, multi-point video conference.

EMS Kiosk™

The EMS Kiosk is software that turns a touch-screen display unit (purchased from any of a number of manufacturers) into a powerful yet easy to use digital room sign and interactive tool for reviewing room availability, booking space, searching for a meeting location and more. Mount the unit outside a room and/or make an EMS Kiosk available in a lobby or entryway. Pair with the optional Floor Plan module and give users an added measure of convenience as they see reserved/available space on a facility diagram, making it even easier to find a meeting or a place to hold one.

EMS Language Translation Module

This optional module enables language localization for the web version of the EMS client, Virtual EMS and the EMS Kiosk. Choose from language packs that other customers have contributed to our library or work with us by translating a list of standard labels and having us compile a language pack for you.

EMS/Cisco or EMS/TANDBERG Integration

With EMS/Cisco or EMS/TANDBERG Integration, video conferences or telepresence meetings scheduled in EMS are automatically replicated in the video conference system, streamlining the process of coordinating them. Time zone awareness, time conversion and a user-friendly interface make this a tool that every organization using EMS and Cisco or TANDBERG should take advantage of.

Floor Plan Module

Adding the Floor Plan module gives Virtual EMS users (and EMS Kiosk users, if applicable) an even more visual way to locate, evaluate and book the reservable space in your facility. Floor Plans also provide a means of wayfinding to see exactly where a meeting or event is taking place.

FM Integration Toolkit

The EMS FM Integration Toolkit simplifies the maintenance of facilities information within EMS by keeping it in synch with data in your Facility Management (FM) System, such as FM:Systems, ARCHIBUS, and TRIRIGA. The toolkit takes records that you transfer to a staging database and updates the appropriate tables in EMS.

HR Integration Toolkit

This behind-the-scenes utility keeps contact information in EMS up-to-date, synchronizing it with another system that contains employee data (HR database, Active Directory, etc.). This module can automate the maintenance of contact names, email addresses, billing information, web accounts and more including additions, changes and inactivations. The toolkit includes up to one day of remote consulting to configure and fine tune the integration for your environment.

IBM Lotus Domino® Integration

Like Microsoft Exchange Integration, this optional functionality (through the “Plan-a-Meeting” module) for Virtual EMS allows the person coordinating a meeting to view the availability of meeting rooms and attendees, send Lotus Notes®-compatible meeting invitations, and arrange for resources (equipment, food service, etc.), all from the same interface.

Integrated Authentication

This optional module establishes the tightest integration possible between the web version of the EMS client, Virtual EMS, EMS Master Calendar and the EMS Kiosk. Integrated authentication works with Microsoft Active Directory or your custom web portal to streamline web account maintenance for administrators and enable single-sign on for web users.

Microsoft® Exchange Integration

Virtual EMS can be integrated with Microsoft Exchange to streamline the process of arranging meetings. With this optional “Plan-a-Meeting” module, meeting planners can view the availability of both meeting rooms and attendees, send Microsoft Outlook®-compatible meeting invitations, and order any necessary equipment, catering services, etc. - all from a single, easy-to-use interface.

Resource Module

This optional module for EMS Lite allows you to define, group and track resources such as audio visual equipment, furniture, food, etc. When a user selects inventoried resources for a booking, the system assesses availability and issues a warning if the item will be overbooked. Resource requirements are printed on Confirmations, the Setup Worksheet and a Resource Schedule report.

If you need to manage separate pools of inventory, multiple service times within a booking or outside service providers, you should consider EMS Professional or EMS Enterprise, both of which include more sophisticated functionality for services and additional options for delineating resource inventories.

RoomWizard Interface

EMS can be interfaced with Steelcase's RoomWizard™ units, which serve as electronic room cards and allow walk-up reservations. With this integration, users have the option of booking a room either through EMS or from the RoomWizard touch-screen display mounted outside a conference room. The RoomWizard always shows the current schedule and a convenient red or green light indicates whether the room is occupied or available. By combining advance reservations in EMS with on-the-spot bookings from RoomWizard, organizations can eliminate scheduling conflicts, optimize room utilization, and track impromptu usage.

Video Display Interface

Imagine the convenience of automatically displaying your EMS schedule of events on digital signage throughout your facility.

By adding the Video Display Interface (VDI) to your EMS system, and using it to interface with one of many popular digital signage systems on the market today (refer to <http://www.dea.com/Company/Partners.aspx>), you can do exactly that. There is even an option to export scheduling data into XML, Microsoft Excel® and Microsoft Powerpoint® formats.

Although we do not sell digital signage hardware, we would be happy to discuss your needs and point you in the right direction. Please consult with your digital signage vendor of choice to verify compatibility with your version of EMS software, and to confirm their method of integration as some vendors do not require the VDI module for integration.

Virtual EMS™ (web requests/reservations, facility information)

Leverage the power of the internet with this module for EMS. Authorized users (employees in your organization, meeting organizers, facility staff, your customers, etc.) can, depending on the level of access granted, submit room requests or create self-service reservations directly from the web through a secure, user-friendly interface. Other website visitors can browse your building schedule in list or calendar form, get familiar with your facility (see room diagrams or photos, get details on room capacities and attributes, etc.), and more.

Other Integrations

BAS & HVAC Integration - HVAC Integration allows you to use room occupancy information to automate and regulate the heating and cooling of your reserved space.

Room Control Integration - This integration allows you to make real-time updates to your reservation information using room control panels.

Digital Signage & Touch Screen Integration - Organizations publish meeting/event information to digital signs and give staff and visitors the ability to check room availability, search for a meeting location or book space through this integration.

Video Conference Integration - With this integration, video conferences scheduled in EMS are automatically replicated in the organization's video conference system.