






EMS Lite™ is user-friendly room scheduling software for managing the meetings and events that take place in your facility.

 **Streamline meeting scheduling and facility operations**
Simplify the scheduling process, both for staff and visitors

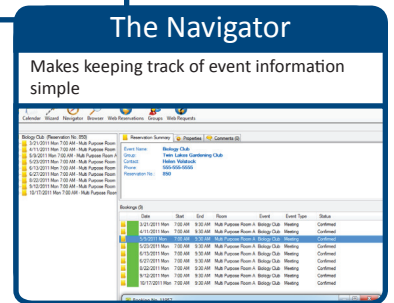
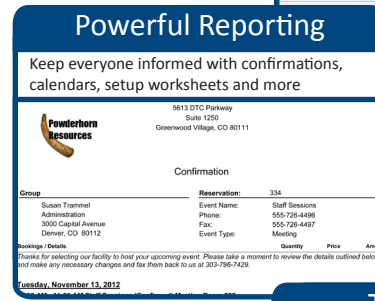
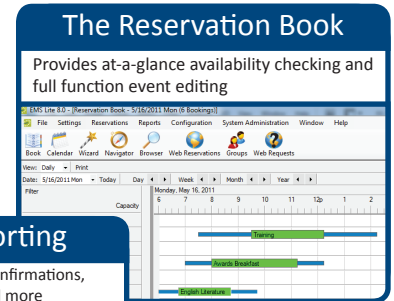
 **Eliminate manual and paper processes**
Work more efficiently while using fewer resources

 **Seamless communication between departments**
Centralized database removes communication barriers

 **Save time and eliminate hassles**
Powerful scheduling, editing and calendaring tools

 **Flexible and highly customizable**
Work in a system that mirrors your business processes and terminology

 **Online community access with Virtual EMS™**
Make facility and event information available 24/7



 **Streamline meeting scheduling and facility operations**

Work more efficiently and use the time you save to tend to your visitors, knock more things off your To Do list or relax with a cup of coffee!

- Incorporates all departments into one communication system
- Prevents double-bookings; provides automatic conflict resolution
- Drag-and-drop editing in The Reservation Book makes it easy to juggle events

 **Eliminate manual and paper processes**

Can an organization move to a computerized facility scheduling system and an essentially “paperless” reservation process while at the same time dealing with a doubling in event volume? Most people would say “No”; EMS users at First Baptist Church of Woodstock (GA) say “Yes!”

Check out their story, and the stories of other organizations, at www.dea.com/ResourceLibrary/CaseStudies.aspx.

 **Seamless communication between departments**

Say goodbye to phone tag, email threads and sticky notes.

- Convenient, centralized source of detailed meeting and event information

Optional Modules for All-In-One Integration

Below are some of the more commonly used optional modules.

Resources Module

Define, group and track the inventory of meeting and event resources such as A/V equipment, food, etc.

Billing Module

Be well-informed about event-related charges, set room and resource pricing, and generate concise invoices.

Virtual Requests/Reservations

Allow authorized web users to submit online requests or enter self-service reservations.

Integrated Authentication

Streamline web account maintenance and enable single sign-on

For a complete list and details on each, visit:

www.dea.com/OptionsLite

- A variety of calendars, event schedules, operational and statistical reports
- Enables schedulers to respond immediately to customer inquiries on availability

 **Save Time and Eliminate Hassles**

Checking availability for a complex series of dates? Trying to reserve equipment and other resources? Needing to type up a detailed event confirmation? Let the system do the work for you!

- Quickly create single-day, multi-day and recurring bookings with the Reservation Wizard
- Powerful browsers locate reservations using any known piece of information

 **Flexible and Highly Customizable**

Software that conforms to your way of doing things rather than the other way around!

- Define your data (rooms, event types, etc.) to match your scheduling practices
- Leverage the power of Microsoft Office® by sharing data with Word, Excel, etc.

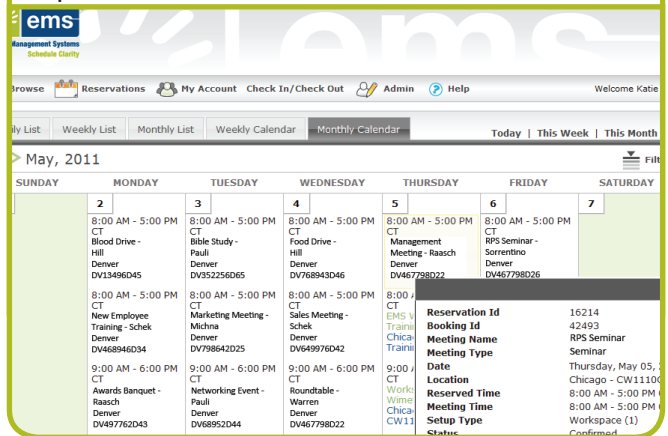
 **Online Community Access with Virtual EMS™**

Virtual EMS™ is the optional (but highly recommended) customer-facing web application that makes room availability and event information accessible online.

- Authorized users can submit requests or create room reservations and schedule meeting-related services online
- Use Virtual EMS from the web browser on your computer or from mobile devices

Virtual EMS

Allows authorized users to view meeting/event calendars, check availability and submit requests via the web



Professional Services

From system configuration to software training, we have the experience and the resources you can call on to get your project off to a flying start.

“I just wanted to take a few moments to let you know how phenomenal your support team is. I have worked in the IT industry for over 10 years and have never encountered such a professional support format. They should be the model for all IT organizations.”

Ryan S., Senior Specialist, IT Support, Texas Hospital Association

Annual Service Agreement

The Annual Service Agreement (ASA) provides toll-free access to our knowledgeable Denver-based Customer Support team, free software updates and new versions of EMS Lite, and a User ID for the EMS Online Support Center.

EMS LITE™ ADDITIONAL FEATURES

- Adjustable setup and teardown times
- Copy booking event requirements
- Helpful step-by-step Wizards
- Replicate entire events with the Copy Reservation Utility
- Print customizable calendars
- Send emails from within EMS using Microsoft Outlook® contacts
- Benchmark Metrics Report
- Define or import holidays
- Export reports into PDF format
- Rapid software deployment
- Minimizes ongoing IT support
- World-class software support
- Compatible with Microsoft Outlook and other vCalendar devices
- Optional track meeting acceptance
- Optional attendee availability confirmation
- Email confirmations
- Define Calendar Styles
- Customizable confirmations/invoices
- Definable event types
- “Best Fit” functionality
- Filtering tool shows available, reserved bookings, or both

System Requirements

For a complete listing of the current system requirements for EMS Lite, visit: www.dea.com/ReqLite

Copyright © 2011 Dean Evans & Associates, Inc.



Windows and the Windows logo are trademarks of the Microsoft group of companies.