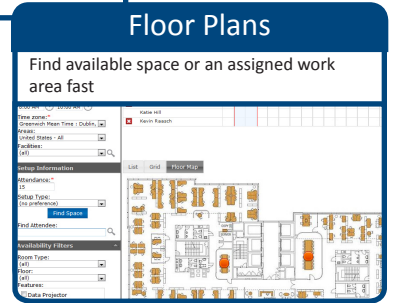
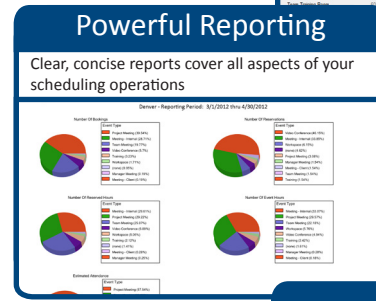
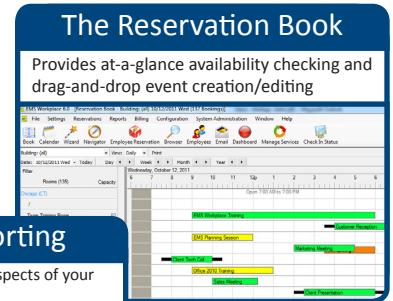




EMS Workplace™ was created to provide organizations with a powerful yet easy-to-use facility scheduling system to manage meeting rooms and services, shared workspace and videoconferencing needs.

- 
**Powerful tools for meeting and event management**  
 Book rooms and resources quickly and efficiently
- 
**Bring facilities into synch enterprise-wide**  
 System scales to regional/national/global installations
- 
**Manage billing and internal charges**  
 Easily track and report on meeting/event-related finances
- 
**Business intelligence at your fingertips**  
 Utilize your resources more effectively
- 
**Flexible and highly customizable**  
 Work in a system that mirrors your business processes and terminology
- 
**Online access**  
 Make facility and meeting/event information available 24/7




 **Powerful tools for meeting and event management**  
 Spend less time scheduling meetings and more time working on your Task list.

- Intelligent “Wizards” for finding/booking space, copying events, adding resources, etc.
- Drag-and-drop editing in the Reservation Book makes it easy to juggle events

 **Bring facilities into synch enterprise-wide**  
 “We’re on a pace for 300,000 bookings this year,” says an executive at a Fortune 100 financial services firm that uses EMS Enterprise to manage more than 2,000 rooms in over 100 buildings worldwide. Check out their story and others at [www.dea.com/resourcelibrary/casestudies.aspx](http://www.dea.com/resourcelibrary/casestudies.aspx).

Even if your operation isn’t global, you can still utilize the system’s scalability, customizable security profiles and ability to accommodate different business processes to bring multiple facilities happily into one database.

 **Manage billing and internal charges**  
 Generate invoices and track associated deposits, payments and adjustments

- Track billing reference numbers (charge code, cost center, etc.)

## Included Modules

Leverage the power of EMS Workplace with the following included modules:

### HR Integration Toolkit

Synch your EMS database with an employee data source (HR database, Active Directory, etc.)

### EMS Kiosk

Provide touch screen access to all the information visitors need the moment they walk in the door.

### Virtual EMS

Provide your customers with web browser access to facility and event information, and the ability to submit requests.

### EMS for Outlook®

Allows users to work within a familiar personal scheduling interface while having one-click access to EMS.

### IBM Lotus Domino® Integration

This integration 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.

### Floor Plan

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.

For a complete list and details on each, visit:  
[www.dea.com/OptionsWP](http://www.dea.com/OptionsWP)

- Allocate charges for bookings across multiple internal cost centers
- Produce internal billing statements

 **Business intelligence at your fingertips**

- Run analytic queries from a convenient Dashboard window
- Real estate reporting helps you forecast and plan for the future

 **Flexible and highly customizable**

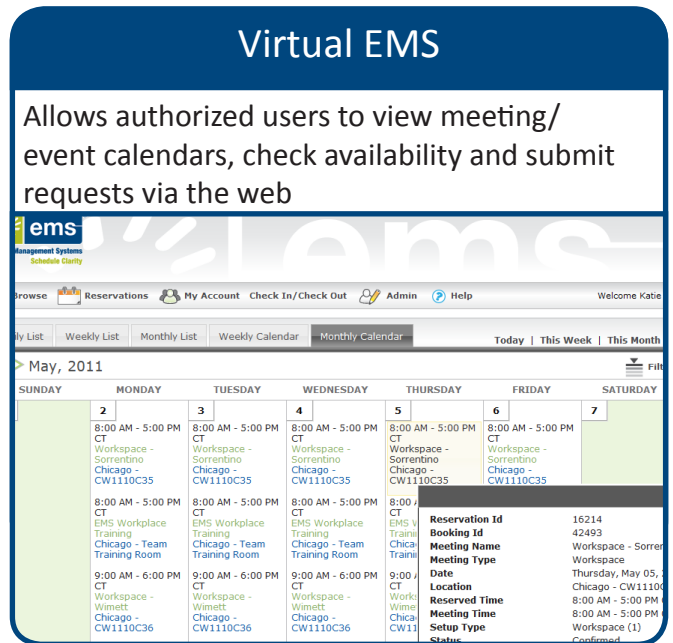
Software that conforms to your way of doing things rather than the other way around!

- Define your data (rooms, event types, user defined fields etc.) to match your scheduling practices and record the information you need
- Create customized user profiles to accommodate complex security needs

 **Online community access with Virtual EMS™**

Virtual EMS™ is the 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



**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

**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 Workplace, and a User ID for the EMS Online Support Center.

**EMS WORKPLACE™ ADDITIONAL FEATURES**

- Intuitive tools for making and editing bookings
- Locate reservations via powerful browsers
- Replicate entire events with the Copy Reservation utility
- Integrated CRM for use by event coordinators, sales staff, etc.
- Send emails from within EMS using Microsoft Outlook® contacts
- Benchmark Metrics Report
- Export reports into PDF format
- Rapid software deployment
- Requires minimal ongoing IT support
- Compatible with Microsoft Outlook and other vCalendar devices
- Optional attendee availability confirmation
- "Best-fit" search functionality
- System-generated audit log tracks booking changes
- Optionally track meeting acceptance
- Customizable confirmations/invoices can be printed or emailed
- Reminders alert customers/staff to date-specific tasks
- World-class software support

**System Requirements**

For a complete listing of the current system requirements for EMS Workplace, visit: [www.dea.com/ReqWP](http://www.dea.com/ReqWP)

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