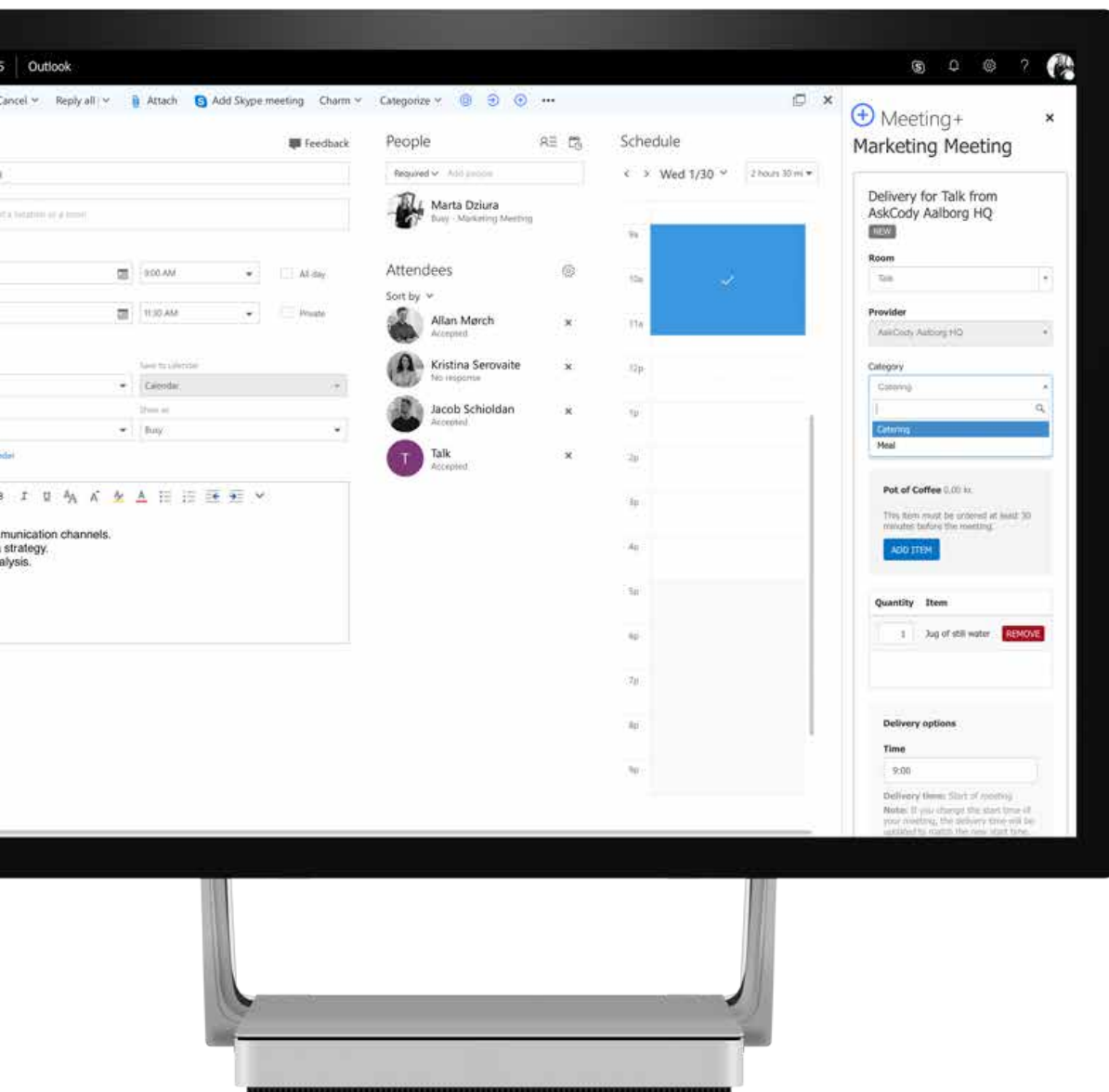


# Workplace Advanced

## Advanced service vendor management

Maximize your success and extends it across the entire organization and enterprise. Do more with Workplace Advanced and automate business processes using service vendor workflows and business rules.



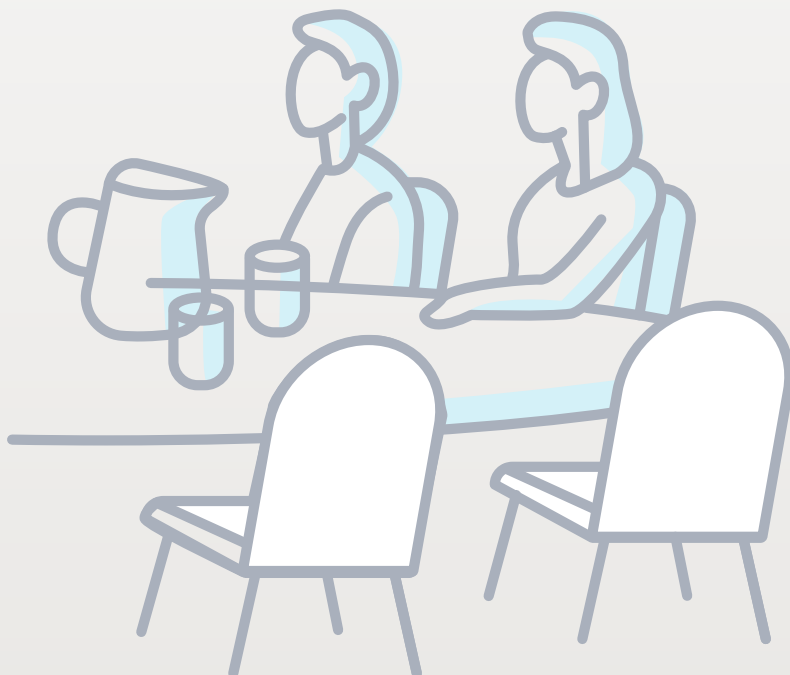


# The AskCody Workplace Advanced

Workplace Advanced meets the needs of larger or more complex business and enterprises. Gives you advanced features, like the ability to order services from Service Vendors like Catering, Facility Services or Facilities Management right in Outlooks familiar interface, while supporting Vendors with a management console with comprehensive management capabilities.

Cost center management, billing tracking, and export of data are included, as with extensive, built-in reporting capabilities. Includes intelligent deadline management for meeting services and Service Vendor Notifications.

Includes all features in Workplace Essentials



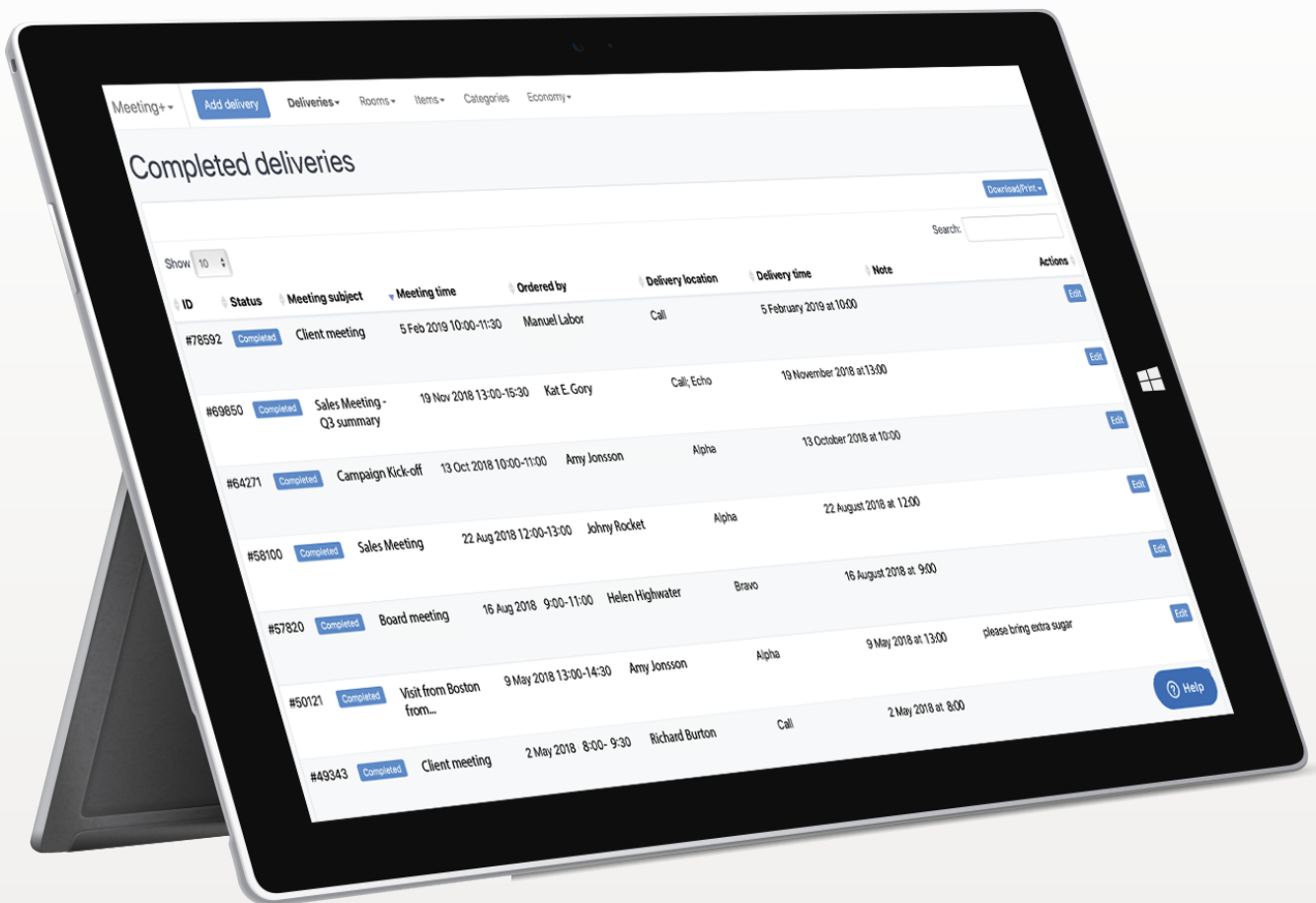


# What do you get with Workplace Advanced?

Overview, Insights and Analytics	
Includes all features in Workplace Essentials	+
Room and Desk Booking	
Includes all features in Workplace Essentials	+
Service Vendor Management	
Service vendor booking (refreshments, food, AV)	✓
Vendor and workflow Management (Kitchen, FM, IT)	✓
Advanced and customized vendor configuration	✓
Follow the meeting intelligence	✓
Clean up times	✓
Table arrangement management	✓
Buffer time management	✓
Detailed service menus from Outlook	✓
Deadline management	✓
Service provider notifications	✓
Reporting and Finance	
Cost center management and billing tracking	✓
Reporting capabilities for service vendors	✓
Data export	✓
API access	✓
Infrastructure, integrations and Management	
Includes all features in Workplace Essentials	+



# Service Vendor Management



Gain an integrated booking experience for both employees and resource providers. Meeting+, available in the Workplace Advanced Plan, is integrated into Outlook as a modern Add-in, making usage and deployment easier than ever. Moreover, all additional resources follow your meeting which you can easily rearrange or relocate without worrying. Also, the provider is instantly notified.

Manage all your additional meeting resources yourself such as menus, workstations, vehicles, refreshments. It's all up to you.



Book meetings and catering in a few easy steps! Save time. Plan more effectively. Reschedule or cancel without worrying. Meeting+ is taking the booking experience to a whole new level. All integrated into Outlook.

The old way of ordering refreshments or additional meeting room equipment like AV or workstations for a meeting is cumbersome, time-consuming, difficult to administer, and error-prone. With Meeting+, available in the Workplace Advanced Plan, you simply book what you want from Outlook on your desktop, laptop, tablet, or phone, and the kitchen and canteen management, the AV provider, or facility management knows exactly what, when, and where you need it.

## Integrated across all Outlook platforms

Outlook for Windows and Mac, Office 365 and OWA for Devices. The Meeting+ Add-in works seamlessly across all platforms, making it easy for you to book meeting and meeting resources just the way you want. Now you only need one interface to handle all services related to meetings.

## Additional resources follow your meeting

Meetings are cancelled, rescheduled, postponed, or relocated all the time. That's why all the assigned resources like catering, AV and telepresence, meeting room equipment, table arrangement and more,

follow the meeting if it is rescheduled. And if a meeting is cancelled, the assigned resources will be released automatically. The kitchen or the AV provider will also be notified immediately. We call this *follow the meeting* intelligence.

## The data you need, when you need it

Your IT department will love the ease-of-use associated with the data export in the AskCody Management Portal. Data is simply exported to incorporate with accounting, databases, and ERP systems.

## Powerful Service Vendor Management

Use the AskCody Service Vendor Management module to manage additional resources, workflows, items, bookings of corporate kitchens and canteens, and accept or reject bookings. Kitchen and facility managers can tell at a glance what they need and how many people need meeting service, as well as the location of the service.

Now they have an instant one-stop interface with a updated overview in real time.

“Everything is integrated with Office 365, and all employees can with Outlook and AskCody seamlessly find available meeting rooms and book services for their meetings”



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KOMMUNE

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