

TRIRIGA Reserve

Reserve offers a fully integrated solution that gives your organization access to shared resources.



The increasing pace and mobility of business make time management and resource availability more important than ever to successful workplace operations. Synchronizing the schedules of the people, spaces, equipment and support services needed for critical meetings and events can mean the difference between smooth operations and a business fraught with delays, confusion and miscommunication. In addition, sharing of necessary but intermittently utilized resources can help to keep workplace costs down. That's where TRIRIGA Reserve comes into play.

Backed by years of industry experience, customer feedback and the most advanced technology on the market, Reserve offers organizations a fully integrated, comprehensive reservation solution that gives your entire organization access to common use resources, and provides an effective way to monitor assets and services, reduce costs through increased utilization and efficient billing processes, and gain direct access to accurate information used to facilitate future decisions.

TRIRIGA Reserve is an easy-to-use, web-based solution that allows your organization to:

- **Identify Resources**

Determine which of your company's resources can be shared and reserved - such as meeting spaces, work spaces, equipment, and vehicles; provide identifiable information - photos, floor plans, directions, descriptions, etc. - for each reservable resource to help users select the most appropriate resource; utilize Gantt charts to view and the availability of resources.

- **Customize & Control Reservations**

Define the type of reservation as onetime or recurring; create custom options for specific resources, such as check in and check out; allow users and administrators

to place on-behalf-of reservations for other people; determine the levels of authority, access rights and functionality available to each department or individual.



- **Provide & Manage Associated Services**

Allow users to request services - room layout, food services, audio/visual equipment, etc. - with the Reservation in one process; automatically generate and manage the necessary work tasks, request for services and purchase orders; track the cost of services and bill responsible parties through cost centers or credit card information.

- **Empower Employees**

Enable your employees to independently search for and reserve equipment, meeting rooms, hoteling work spaces, common areas, vehicles, or any other designated resource; allow users to simultaneously request services associated with their reservation; provide complete calendar integration that gives your employees daily and monthly views of their reservations



and available resources; automatically generate e-mail notifications - reminders, invoices, welcome packages, etc. - to users.

▪ **Accommodate Mobile Workers**

Provide your mobile workforce with the space, equipment and services they require when visiting your facilities; identify offices and workstations that can be reserved by traveling employees, consultants or third-party visitors; create rules that allow users to reserve only the resources that they are permitted to request.



▪ **Establish Optional Concierge Staff**

Route all reservations through a dedicated group of concierge staff; enable these users to accept reservations from individuals outside of the boundaries of their facility and organizations, including business partners, visiting speakers and external sales staff.

▪ **Monitor & Manage Visitors**

Automatically notify reception and security personnel of visitors scheduled to attend meetings at their location; utilize an on-line visitor form that collects significant data - time-in and time-out, badge number, location visited, person visited, etc.; maintain a detailed history of all visitors to your facilities.

▪ **Maximize Resource Usage**

Maximize the utilization rates and efficiency of all of your organization's resources - from meeting spaces to projectors; know the exact demand and availability of equipment to accurately facilitate future planned maintenance and purchasing decisions; monitor all associated costs of a resource, including initial purchase, upkeep, disposal, and replacement.

▪ **Employ Robust Reporting Tools**

Create both detailed and summary level reports for all resources and services; sort, filter and search requested data, such as usage statistics, financial information,

status reports, maintenance plans, and invoices; customize reports to meet the exact needs of your organization.

TRIRIGA's solutions give you the unprecedented flexibility to install and utilize Reserve in three different ways, meeting the specific needs of your organization. Install Reserve as a stand-alone application, integrate with your corporate Microsoft® Exchange or Outlook, or integrate it with other TRIRIGA® applications, including:

- **Service Management** - Automate any type of service request or task, such as room setup, breakdown, equipment delivery, or catering.
- **Inventory Management** - Manage, track and maintain all shared resources, such as projectors, consumables, and vehicles.
- **Procurement Management** - Manage and immediately notify outside vendors, including equipment and food service providers, of requests while creating a traceable record.
- **Portfolio Management** - Take advantage of previously entered assets and locations when defining your shared resources.
- **Finance Management** - Monitor all budgets, payments and receipts for reserved resources and any associated services to expedite bill backs and the cost management of equipment.



For more information about TRIRIGA Reserve, contact us at 1-888-TRIRIGA or visit www.tririga.com.