



- Intuitive, Easy to Use Interface in Calendar and Floor Plan View
- Integrated with Business Workflows
- Flexibility in Accommodating a Mobile Workforce
- Optimizes Resource Planning
- Enterprise-wide Access to Space Schedules and Hoteling

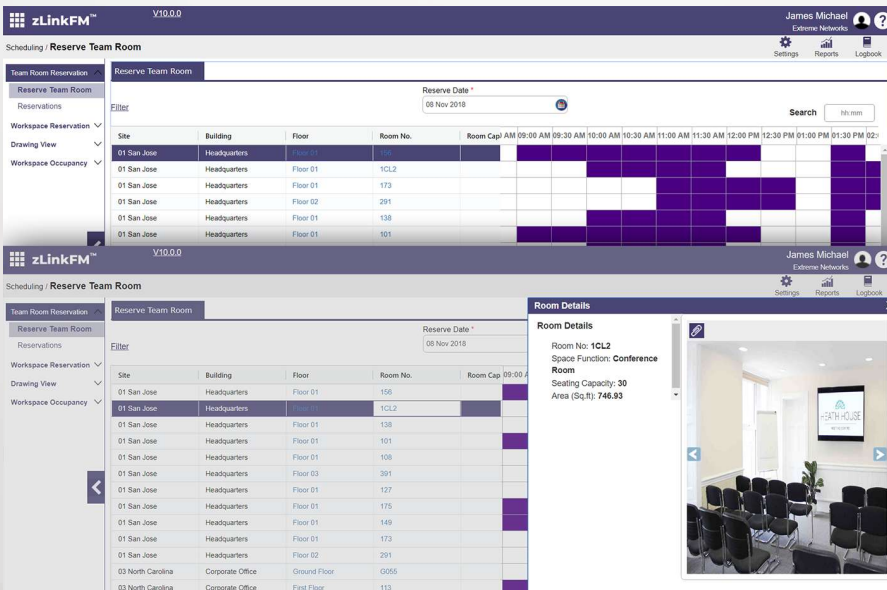
Dynamically Simplify Scheduling.

Increase productivity while efficiently improving management of reservations for conference rooms and flexible work space, using desktop and mobile technologies.

Do you need help accommodating more employees in less office space? Can you manage your mobile workforce effectively? Is your scheduling process cumbersome? Do you have an efficient process for reserving spaces for meetings without overbooking? Are requests for resources, additional services, catering, etc... included in this process?

zLinkFM™ enables the development of flexible™ work arrangements. This allows optimizing office space efficiently so that you can minimize space utilization costs.

The Scheduling Module manages the planning, scheduling, and tracking that is involved with reserving meeting rooms and office space along with coordinating accommodating amenities, services, and resources required.



Value Proposition

- **Transforms Workflows**
Streamlines the scheduling, approval, and notification process.
- **Improves Operational Efficiency**
Avoids overbooking and gives advance notice for room setup needs.
- **Enhances Productivity**
Reduces the confusion and hassle of booking and letting employees do what they do best. Allows more flexible work options.
- **Reinforces Cost Reduction**
Assists facility managers in forecasting, budgeting, and allocating space for more efficient use.
- **Supports Mobility**
Allows booking, approvals, and notifications “Anytime, Anywhere” using smart mobile devices.
- **Assists in Sustainability**
Reduces energy usage.

Integrated Facilities Scheduling Solutions

zLinkFM™ system is a comprehensive solution to address business workflow requirements. zLinkFM™ Scheduling Module provides a complete integrated solution for the challenges of scheduling, approval notification, budgeting, and reporting of room and desk usage including associated amenities and services.

Intuitive Application Interface

zLinkFM™ makes it simple to locate and book available meeting rooms or work desks through the calendar view, the floor plan view, or through detailed search.

- Calendar View**
 In the calendar view, time slots are displayed against rooms. Free slots are color-coded and can be identified at a glance and requested by double-clicking within the calendar.
- Floor Plan/Drawings View**
 Rooms or desks can be located using floor plan view, and requested by clicking on the location.
- Easy Search Function**
 Users can search for suitable locations in a site, building or floor accordingly based on specific requirements such as seating capacity etc...
- Simple Booking**
 Once a room or desk is booked attendees can easily locate it using the floor plan view.

Scheduling- Room Reservations

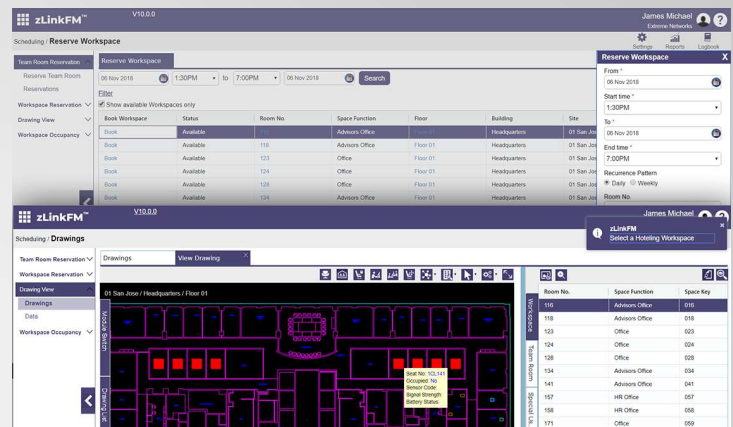
The room reservations function helps the employees to make reservations and schedule meeting rooms efficiently and effectively.

- Amenity Requests**
 While reserving a space, the system will display options for additional services and amenities such as catering, movable audio/visual equipment, etc... The costs of additional services are shown during the booking process.
- Approval Method**
 Booking requests can go through customizable workflow to obtain any necessary approvals if required.
- Notifications**
 When the request is accepted or rejected, emails are automatically generated and sent to the requestor, attendees, and service providers as appropriate.

Hoteling- Seat Reservations

Hoteling is a flexible arrangement where an organization allows mobile employees to book seats from a pool of visitor work desks on as-needed basis.

- Flexible Workforce Management**
 Hoteling helps organizations accommodate more employees in less space, thereby reducing office overheads and running costs.
- Resource Requests**
 zLinkFM™ Scheduling Module allows the employee to search for a desk based on specific needs such as computers, office equipment, or wired/wireless network connections.



Key Business Metrics

- Reporting**
 Facility managers can view current requests, search request history based on user or room, and obtain reports on the utilization of rooms and desks.

Cost Allocation

- Cost Analysis And Chargeback**
 Easily track chargeback costs to employee(s) and their departments maintaining accountability. Improve forecasting, budgeting, and allocation of space based on accurate usage and cost information.



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