EMS WEB APP FUNCTIONALITIES

Comparison of the EMS Web App, EMS Web App with Exchange, and EMS for Outlook

EMS Software provides a variety of access points for booking or requesting meetings, finding spaces and resources, and updating or canceling existing reservations. While many of the functions are universal, such as booking an unmanaged space, it's good to understand the differences among the access points. This datasheet compares these three tools.

Find out which product is right for your organization

EMS Web App

EMS Web App with Exchange

EMS for Outlook

EMS WEB APP

The EMS Web App is an optional but popular web application that allows users to access EMS through a browser on any Internet enabled device. The EMS Web App lets you see your reservations, create new reservations, change existing reservations, and search for existing events.

EMS WEB APP WITH EXCHANGE

By deploying the EMS Integration to Microsoft Exchange, your organization can enhance the capabilities of the EMS Web App. With Exchange Integration, you can view the availability of meeting rooms and attendees, and send Microsoft Outlook meeting invitations, all from within the Web App.

EMS FOR OUTLOOK

EMS for Microsoft Outlook is an optional add-in that integrates the EMS room reservation process directly with Outlook. As users create calendar items and invites, they can simultaneously view room availability and attendee free/busy information as well as can book and manage their meetings directly within Outlook.
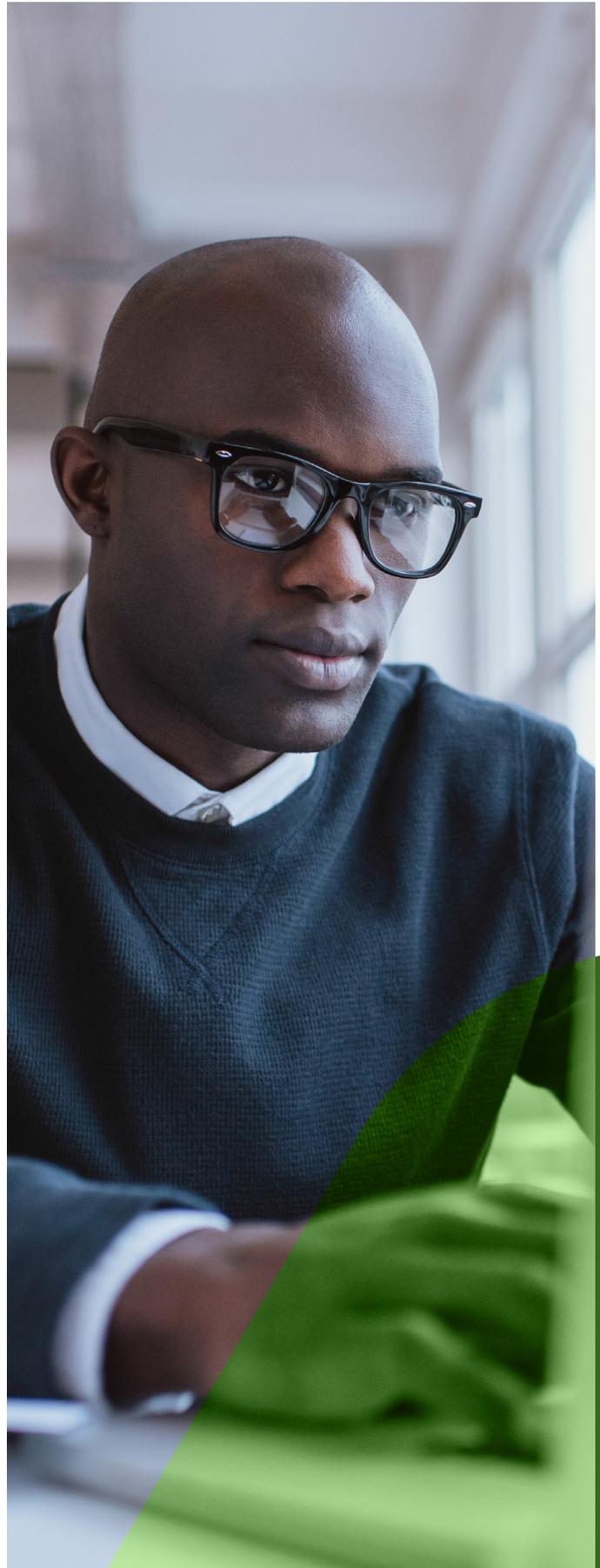
FEATURE COMPARISON CHART

FUNCTIONALITY	EMS WEB APP	EMS WEB APP W/ EXCHANGE	EMS FOR OUTLOOK	MICROSOFT OUTLOOK ALONE
AVAILABLE ROOM INFORMATION				
See alerts on rooms	●	●	●	**X**
See notes about rooms	●	●	●	**X**
See features of rooms	●	●	●	**X**
See properties of the rooms	●	●	●	**X**
See capacities of the rooms	●	●	●	**X**
See images of the rooms	●	●	●	**X**
See images of the resources	●	●	●	**X**
See building and room URL	●	●	●	**X**
TOOLS FOR SEARCHING AND LOCATING SPACES				
Searches by setup/capacity	●	●	●	**X**
Displays My Favorite Rooms	●	●	●	**X**
Has search views	●	●	●	**X**
Has search areas	●	●	●	**X**
Offers help text	●	●	●[2]	**X**

FEATURE COMPARISON CHART (CONTINUED)

FUNCTIONALITY	EMS WEB APP	EMS WEB APP W/ EXCHANGE	EMS FOR OUTLOOK	MICROSOFT OUTLOOK ALONE
MAKING A RESERVATION				
Making a Reservation	●	●	●	●
Book a single meeting	●	●	●	●
Make a meeting/space request	●	●	●	●
Invite others to a meeting	X	●	●	●
Book a desk/workspace (hoteling)	●	●	●	●
Can add services	●	●	●	X
Handles random-pattern meetings	●	X	X	X
Handles recurring meetings	●	●	●	●
Books across multiple time zones	●	●	●	●
Books video conference meetings	●	●	●	●
Checks free/busy schedule of colleagues	X	●	●	●
Search for remaining occurrences	●	●	●[1]	X
Books video conference meetings	●	●	●	X
Includes terms and conditions on reservation	●	●	●	X
Allows visitor management	●	●	●	X
Supports form fields for custom questions	●	●	●	X
Honors web process template rules	●	●	●	X

1. Web App will book the conflicts in a conflict status. User will receive instructions on how to resolve.
2. Help text only shows on Help tab.

CONTACT FOR A DEMO

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