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FEATURE COMPARISON OF EMS WEB APP AND EMS FOR MICROSOFT OUTLOOK

The EMS Software platform provides a variety of access points for booking or requesting meetings, finding spaces and resources and updating or canceling existing reservations. This datasheet compares three of these tools and native Outlook.

While many of the functions are universal, such as booking an unmanaged space, it's good to understand the differences and commonalities among the points of access. All EMS access points feed the EMS database, which, unlike native Outlook, can be used to report and analyze booking trends.

FIND OUT WHICH PRODUCT IS RIGHT FOR YOUR ORGANIZATION

- **EMS for Microsoft Outlook**

  An optional add-in that integrates EMS directly with Outlook.

  As Outlook users create calendar items and invites, they can simultaneously view room availability and attendee free/busy information as well as book and manage their meetings directly within Outlook.

- **EMS Web App**

  An optional and popular web interface that allows users to access EMS through a browser on any Internet enabled device.

  The Web App lets you see your reservations, create new reservations, change existing reservations and search for existing events.

- **EMS Web App with Exchange Integration**

  By deploying the Microsoft Exchange Integration, your organization can enhance the capabilities of the Web App.

  With either integration, you can view the availability of meeting rooms and attendees and send meeting invitations, all from within the Web App.

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FEATURE COMPARISON CHART

This table below outlines the functionality and features that are available with each tool.

FUNCTIONALITY	EMS WEB APP	EMS WEB APP W/ EXCHANGE	EMS FOR OUTLOOK	NATIVE OUTLOOK
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	●	●	●	●
Has search views	●	●	●	●
Has search areas	●	●	●	●

FUNCTIONALITY	EMS WEB APP	EMS WEB APP W/ EXCHANGE	EMS FOR OUTLOOK	NATIVE OUTLOOK
MAKING A RESERVATION				
Make 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
Books across multiple time zones	●	●	●	●
Books video conference meetings	●	●	●	●
Checks free/busy schedules of colleagues	X	●	●	●
Resolves for room conflicts on recurring bookings	●	●	●	X
Includes terms and conditions on reservations	●	●	●	X
Includes terms and conditions on categories	●	●	●	X
Allows visitor management	●	●	●	●
Supports form fields for custom questions	●	●	●	X
Honors web process template rules	●	●	●	X

CONTACT FOR A DEMO

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