



# room rese•rve

## Meeting Room Reservation Management

*Spend time with your patrons,  
not your paperwork*

## Room Calendar and Reservation Request System

- Easily view room schedules
- Prevent double bookings
- Allow public room requests
- Approve all patron-initiated requests
- Save staff and patrons time by making information easily accessible
- Manage equipment & room setups

**Daily Reservation View**

**Monthly Schedule View**

## Save Time & Eliminate Conflicts

"room rese•rve has made the handling of our room reservation system almost effortless. Patrons can make their own reservation requests on our web page day or night, which has freed up time that I would have spent handling these reservations. Patrons and staff can see what rooms are available instantly when they pick dates for meetings and programs. Now that each department is responsible for handling their own reservations with room rese•rve we've virtually eliminated booking problems and potential conflicts. "

**Debbie Maxwell**  
Plainfield Library District, IL

### Features:

- 100% Web-based
- Easy-to-read daily, weekly, and monthly schedules
- Automatic email confirmations and reminders
- Recurring reservations
- Detailed reports & statistics available
- ILS authentication optional
- Multiple branches supported each with their own rooms

[www.evancedsolutions.com](http://www.evancedsolutions.com)

## More Features:

- Independently configured rooms
- 3 access modes: In-house Only, View Only, View & Request
- Internal programs automatically booked from e•vents
- Variable request status (accept/deny & paid/unpaid status)
- Stipulations, policies, and required forms customizable to each library, branch, and room

### Staff Managed Requests – Approve, Deny...



Request On	Room Name	Reservation Date	Start Time	Meeting Start	Meeting End	End Time	Organization
10/19/2005	Auditorium red	Tuesday, October 19, 2005	10:00 AM	12:00 AM	12:00 AM	11:30 AM	
10/19/2005	Auditorium red	Thursday, October 20, 2005	10:00 AM	12:00 AM	12:00 AM	11:00 AM	
10/20/2005	Community Room - A	Tuesday, October 11, 2005	11:45 AM	12:00 AM	12:00 AM	1:00 PM	Eagle C

REQUESTING: 1-Children's Activity Room on 1/23/2004 from 9:00 AM to 12:00 PM

Actual Meeting Start Time: 9:00 AM

Actual Meeting End Time: 12:00 PM

\*Number of Attendees: 15

\*Organization: Medical Health Network - Flu Shots

\*Purpose: Free Flu Shots for the Public

\*Contact Person's Name: Jane Q. Public

\*Primary Phone: (317) 555-2222

Alternate Phone: ( ) - -

Email: janeqpublic@mail.net

Free Flu Shots for any and all

Notes:

## Engage Patrons, Enhance Productivity

*"Our library presents more than 2,500 programs a year. We have more than 400 bookings per month of our public meeting rooms located in 17 of our 18 libraries. We know that e•vanced's web-based system will be more convenient for our customers and more efficient for our staff."*

**Gretchen Freeman, Associate Director  
Salt Lake County Library, UT**

## System Requirements:

- Windows 2000 Server or higher
  - IIS Web services 4.0 or higher
  - 50-100MB of disk space
  - Server processor and memory varies
- Most Web browsers supported
- Hosted options also available

e•vanced solutions, inc.

phone: 888-519-5770

email: sales@evancedsolutions.com

[www.evancedsolutions.com](http://www.evancedsolutions.com)

**Visit our Website  
for an Online Demo**

**Use the software just as you  
would in your library –  
add and edit rooms,  
request/reserve rooms, and  
generate reports.**

**Or Call 888-519-5770**