

EZBook Features

Access & Security

EZBook is accessible from anywhere with a PC using a browser

There is nothing to download and no application installation is required

Privacy & Security – the three-tier security with encrypted passwords ensures authorized access

The 'Hide' functionality allows Administrators to tightly control the permissions of General Users

The versatile configuration options include user registration by Administrator/s and the option for self-registration by users

Updates and System Maintenance

The introduction of new features and updates are implemented on our servers and do therefore not affect our users

Backups of data is undertaken by EZBook on our system servers

Administration & Setup

Your appointed Administrator in your own organization controls security and sets booking and viewing rights

Your appointed Administrator in your own organization can reset user passwords if required

The Administrator can allocate system management responsibilities to other users

Access to each resource can be custom set for different users on the basis of 'location', 'resource group' and 'resource'

The Administrator can limit operating hours for any resource

The Administrator can limit viewing or scheduling rights to individual users or to 'user groups'

Each resource can be set with Multiple User Rights levels – General User, Resource Administrator, Global Administrator - the permissions are set to control administration, reservation and viewing rights

Viewing and Booking limitations can be imposed on each resource so that only selected Users may view and/or book it. Booking limitations can also eliminate the opportunity for users to abuse their booking rights.

For a quick-start configuration, sample templates are given for A/V equipment, vehicles, meeting rooms, staff etc.

The 'Custom booking information' feature allows any special booking requirements to be entered at the time of reservation

The 'Custom booking information' feature can be used to control billing information

Attributes of each resource can be presented in tabulation of resources (the data can include plans, photos or even a video)

User-defined Internet links can provide additional views and information on resources

There is multiple location support for geographic or campus-wide distinctions

The Administrator can define time slots in: 5, 6, 10, 15, 20, 30 minute or 1, 2, 3, 4, 6, 8, 12, 24 hour increments

Booking Modes

The **QuickBook** feature offers simple reserving with one click of the mouse

Recurring reservations can be set at day, week or month intervals

Booking schedules for each resource can be presented in 'day' and 'week' views

The 'Multi-view' feature displays the schedules for any user-selected location, type or individual resources, for single or multiple dates. The feature also 'remembers' the users' last selection for easy re-selection.

The 'Year-view' feature displays the schedules for any user-selected resource type or types over several months at a time

The 'Find' function allows any group of resources to be reserved at one time: ie. A room, AV equipment etc

Each user can personalize their booking view detail

User-friendly information features includes mouse-over tips and pop-ups

We offer on-line instruction and Help functions

Email

The optional Email feature provides automatic or manual notifications on changes to bookings

Email support forms offer Administrators the opportunity to email EZBook.com for technical or administrative support

There is some integration with Outlook Meeting Request (using ActiveX)

'Find' functionality

The 'Find' function can:

- determine available times common to group of resources

- locate available times of any resource

- locate specific text in an existing reservation record

- locate existing reservations using any set of criteria, including content of 'custom fields'

Reports

Users can extract day-to-day booking reports for resource management (catering, preparation of equipment etc.)

Users can pull Print-ready reports on resource utilization provide for usage analysis and billing

There are other features not detailed above