Manhattan Space Scheduling revolutionizes space reservations with an end-to-end solution that optimizes the utilization and management of all conference rooms, workspaces and associated services.

- Schedule and manage meeting rooms and desks efficiently and without complications
- Streamline the booking and management of complex global video conferences
- Instantly update caterers and other service providers
- Empower the workforce with multiple ways of scheduling their conference rooms or flexible workspaces
- Support “Alternative Workspace Strategies”
- Deliver an unrivalled visitor experience
Space scheduling software designed to optimize conference room, workspace and associated services

Manhattan Space Scheduling benefits

• “SaaS on demand” solution that can easily scale across your entire organization with reduced time to value
• Integrate scheduling with Manhattan IWMS to leverage floor plans and space management data to deliver “IWMS Plus” for improved ROI
• Empower the workforce with multiple ways of scheduling their conference room or flexible workspace; through the web, their Outlook calendar, or their mobile device
• Streamline your ‘Alternative Workspace Strategies’ with powerful desk scheduling tools to improve the flexible working culture and maximize the utilization of shared space
• Leverage the power of Manhattan Analytics to truly understand and monitor how you utilize your shared spaces across a building-by-building basis or on a global scale

Manhattan Space Scheduling revolutionizes space reservations with an end-to-end solution that optimizes the utilization and management of all conference rooms, workspaces and associated services.

With easy-to-use, intuitive “drag and drop” functions, calendar integration, mobile apps and powerful reporting, Manhattan Space Scheduling is a scalable solution for booking and managing meeting space and flexible desk space, through to meeting and greeting visitors, co-ordinating catering deliveries, to arranging complex video conferences.

• Easy-to-use interface supporting full drag and drop usability
• Calendar integration
• Meeting room booking, manipulation and cancellation
• Block and recurring meetings
• Catering, equipment or AV requirement management
• Visitor control and tracking
• Cost-charging and allocation, both internally and externally
• Email notifications to hosts, attendees and service providers
• Powerful reporting, covering operational, financial and statistical information
• Multi-location and multi-time zone support
• Definable user roles

Conference Room Scheduling

Manhattan Space Scheduling software allows you to manage your meeting spaces efficiently and without complications. Manhattan’s market-leading solution uses simple and intuitive “drag and drop” functions, so it is “as easy as drawing a line” when booking a room.

You can add in sophisticated user-permission rules if you wish, ensuring the software works in a way that suits your organization. You can also integrate with calendar applications such as Microsoft Outlook® and Lotus Notes®, so that rooms are booked alongside diary appointments and the two systems are always kept in sync via two way integration.

Additional modules to display current meetings and integration with interactive touch screens can enhance the service you can offer to your business and clients alike. Customizable aesthetics ensure the branding of the displays add value to the client experience.

Two-way Calendar Integration

Manhattan Space Scheduling provides full two-way integration with the Outlook calendar. Users can schedule a meeting room and associated services at the same time as creating an appointment in Outlook. Any attendees for the Outlook appointment are seamlessly included as visitors for the room booking. Outlook integration provides users a one-stop-shop to managing meetings: create appointments, invite attendees and book rooms and services from a single application.

Two-way integration between the room booking and the Outlook appointment ensures both are kept in sync at all times: the meeting host may change the meeting date or time of the appointment in Outlook, and the room booking seamlessly updates. Or the Room Manager may allocate
another room for the hosts’ booking, and have the option of updating the hosts’ diary with the new location. If the meeting host decides to cancel the Outlook appointment, the corresponding room booking is placed on the Cancellation List, avoiding the no show and freeing up the space for other users.

**Flexible Desk Scheduling**

Organizations around the world are seeing the benefits of mobile workforces and flexible working arrangements. The new hot-desking culture has made it possible for companies to accommodate more people in less space, dramatically reducing office overheads and running costs.

Manhattan Space Scheduling makes it easy for employees to book their desk as and when they need it, via touch-screen kiosks, a web interface or their mobile device. Transitioning towards a flexible working culture can enable your organization to achieve significant savings on real estate. According to Gartner, the cost of a single workstation can be up to $15,000 per year for a city center location. Workplace Analytics suggest that a typical workstation is unoccupied up to 48% of the time.

By consolidating departments into shared workspaces, organizations can drive greater utilization of desks, or eliminate desks entirely to realize considerable savings.

**Global Video Conferencing**

Organizations are becoming increasingly global, with teams needing to collaborate across borders and time zones. To enable this cross-border collaboration, teams require tools to streamline the scheduling of space for video and teleconference meetings. Furthermore, video conferencing must be seen as a credible alternative to expensive travel.

When planning a video conference, you also need to book multiple rooms in remote locations – sometimes on the other side of the world. This makes it hard at times to avoid duplicate bookings. Challenges include confusion over time zones and the availability of global teams when liaising across those time zones. Previous solutions have meant people collaborating carefully across the globe, or the video conference organizer visiting at least two separate systems and reservation teams to make a booking.

Manhattan Space Scheduling enables staff to schedule multipoint events across locations and time zones; streamlining an otherwise complex series of activities to schedule such an event. Time zone offset is calculated automatically, and provides a one-stop-shop – enabling any reservation team with permission to book and manage the entire video conference.

You can also combine the expansive features of Manhattan Space Scheduling with the video conferencing power of Cisco TelePresence® Management Suite to deliver a fully integrated solution for managing your video conferences. With this fully integrated solution to scheduling video conferences, you simply book the rooms and add the additional participants for the video conference. All of these details are passed through to Cisco TMS seamlessly via the API of both systems.

**Mobile Space Scheduling**

Mobile technology has empowered the workforce to become increasingly agile. Through the use of tablets and mobile phones, work can be performed almost anywhere. “Bring Your Own Device” strategies have led to a wide range of technology being adopted by the mobile workforce. The concept of the “mobile worker” is fundamentally changing how and where we conduct our work. We need to ensure these mobile workers have access to the systems they need, whilst on the move.

Throughout the working day of a mobile worker, they will need access to schedule their space. From booking a conference room for their last minute client meeting, through to scheduling a desk for the afternoon as a touch down space, mobile workers need responsive tools to remain productive during the day.

Manhattan Space Scheduling provides an intuitive mobile interface that is compatible with Apple®, Android®, Windows® and Blackberry® phones and tablets. An elegant and simple interface provides mobile workers fingertip access to their room and desk bookings. Intuitive search functions enable users to quickly find an available space that meets their requirements. Finding and booking a conference room or desk is only a few taps away.

**Touch Screen Integration**

Using Manhattan Space Scheduling alongside the latest in meeting room touch screen hardware provides employees an easy-to-use platform for booking and managing meeting rooms, all through the touch panel.

Many organizations use Crestron® or AMX® meeting room technology to enhance the conference room experience. Integration with Manhattan Space Scheduling ensures users can have access to conference room bookings through the Crestron or AMX touch screen. With a fully integrated Crestron or AMX panel, organizations can now have intelligent “rooms of the future,” where control of all aspects of a meeting room are at the users’ fingertips. The panel functions may be customized to suit each client’s needs. With Touch Screen integration, users can see live room information such as whether the room is available or booked. Interactive features allow users to check into and out of prebooked meetings. This check in function can also automatically free up the room in the event of a no-show. Users can also book available rooms on the fly, directly through the integrated touch screen. All interactive booking functions are communicated seamlessly with Manhattan Space Scheduling.
Front of House Management

Visitor management is cited as one of the most vital areas of any organization. Their perception of that organization can be enhanced or tarnished based upon their experience at the front of house. The room booking system must allow for the prompt and efficient processing of visitors, so that receptionists can spend more time welcoming guests. Ensuring an optimum client experience is important in meeting the visitor’s expectations.

Manhattan Space Scheduling provides full visitor management, with full visitor tracking to arrive and depart guests. There is also the ability to print badges with photographs of the visitor. Images can be stored both for repeat visits and to allow receptionists to recognize important visitors when they arrive and greet them by name. As everyone knows, first impressions count.

Space Scheduling perfectly complements Trimble Manhattan’s leading space planning and management applications, ensuring that organizations only require one system for the management – and scheduling – of their real estate portfolio.

Positioning, Productivity and Innovation

About Trimble

Positioning-centric information is changing the way people, businesses and governments work throughout the world. By applying Trimble’s advanced positioning solutions, productivity increases and safety improvements are realized.

Though best known for GPS technology, Trimble integrates a wide range of positioning technologies including GPS, laser, optical and inertial technologies with application software, wireless communications and services to provide complete commercial solutions. Its integrated solutions allow customers to collect, manage and analyze complex information faster and easier, making them more productive, efficient and profitable.

Trimble products are used in over 150 countries around the world. Employees in more than 35 countries, coupled with a highly capable network of dealers and distribution partners, serve and support our customers.

For over 35 years, Trimble has created unique positioning products that help customers grow their business. Our portfolio includes over 1,000 patents and serves as the basis for the broadest positioning offerings in the industry. Trimble augments its organic product development with strategic acquisitions to bring the latest positioning technologies to a wider market.

About Trimble Real Estate & Workplace Solutions

Trimble Real Estate & Workplace Solutions is part of Trimble Buildings, a world leader in technologies that optimize the complete lifecycle of buildings. Applications from this group span top brands such as Manhattan, CenterStone, Atrium, Proliance, and more.

Trimble’s product and professional service offerings improve productivity, visibility and data interoperability, from site selection to optimization of the real estate portfolio. Trimble technology is a mainstay of the real estate and facility management industry.