

# TOPdesk Outlook Room Reservation Connector

Simply plan your TOPdesk Room Reservations directly in Outlook. With or without additional Services.

Our Connector keeps your TOPdesk Room Reservations up-to-date based on Outlook Calendars!

[www.scope4mation.com](http://www.scope4mation.com)



“Schedule your TOPdesk Reservation directly in Outlook and check for availability of participants and rooms without switching applications. That’s what your business needs!”

*“When I want to plan a meeting I first need to check my Outlook agenda for availability of each participant. Then I need to check in TOPdesk if there is a free room available for that time and book it. Then double back again to book the meeting and participants in Outlook. Not a very efficient way of working in my opinion.”*

## CURRENT SITUATION

The process of booking meetings and rooms is split between two entirely separate environments; Outlook and TOPdesk. This often results in:

- More time consuming process because of having to do things twice
- More error-prone because of the many steps needed to complete the process like:
  - forgetting to reserve the room in TOPdesk
  - forgetting to place the meeting in own agenda
- Rooms left booked unnecessarily because of cancellation
- Changes only in TOPdesk or Outlook, causing:
  - Double Reservations
  - Uninformed participants and Catering

## WITH OUR CONNECTOR

Plan your meetings and book your rooms directly from Outlook and our solution will do all the other necessary legwork for you.

Some advantages:

- Less time spent going through the booking process because of less steps required
- Everything can be managed from Outlook
  - Translates into less chance for errors in bookings
  - Reserved rooms free up automatically if meeting is cancelled

## CONTACT

Any questions? Scope4mation and TOPdesk are pleased to help!

More information:

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## OUR SOLUTION

Outlook Room Reservation Connector for TOPdesk synchronizes room reservations in TOPdesk with data from Outlook.

### 1: Plan Meeting

 Outlook

Searching and selecting an appropriate meeting time for participants as well as a room for sending a meeting request takes place entirely within Outlook

### 2: Room Reservation

 TOPdesk

The room reservation will automatically be registered in TOPdesk including information such as requestor, number of participants and who it is reserved for

### 3: Services

 @TOPdesk

Even though most meetings are planned without services it is possible to easily add services to the room reservation. The requestor automatically receives an email with a link to the corresponding room reservation where this can be done.

### 4: Changes

Outlook  TOPdesk

When a meeting with or without a room in Outlook cancelled or moved then this will be updated within TOPdesk.