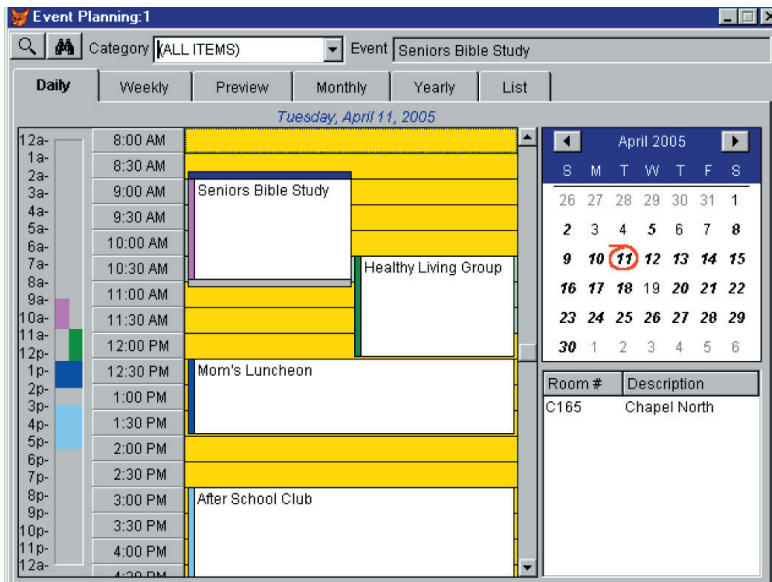


EZ-CAMP²

Facility Scheduler

Overview

Do you struggle to track what events, activities, facilities and equipment are being used at a particular date and time? Our new Facility Scheduler application is just what you need! Developed by Logos Software, a SofterWare partner company, Facility Scheduler provides comprehensive management of events and facilities, with extensive reporting and analysis capabilities.



You Can Schedule:

- Groups for housing
- Dining facilities
- Conference & meeting rooms
- Recreation facilities
- Auditoriums
- ...And more!

Calendar tabs give multiple views of scheduled events.

Benefits

- Save time in setting up and managing the master schedule.
- Avoid over-scheduling of facilities, groups, and/or staff.
- Maintain all event and facility information in one user-friendly application.
- Make schedule changes quickly.
- Manage the schedules of multiple groups.
- Reduce errors by:
 - * Setting standard procedures for scheduling events, rooms and correct room setups.
 - * Allowing staff easy access to relevant event/facility information.
 - * Reducing repetitive entries.

Contact your SofterWare regional account manager at 1-800-220-4111 to answer your questions about the Facility Scheduler.

For more information visit: www.softerware.com

EZ-CAMP2

Facility Scheduler

Commonly Asked Questions

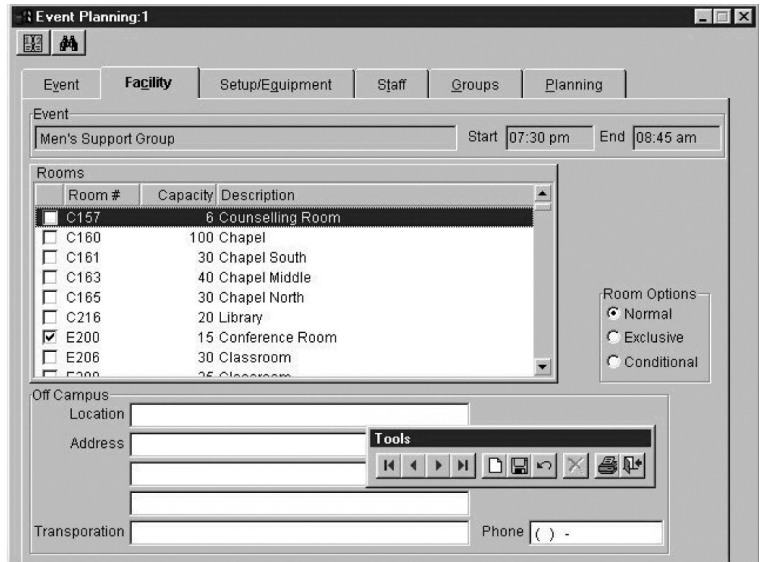
How Does it Work?

Facility Scheduler records all the important information about an event (date, time, room location, equipment, staff, etc.). This event is scheduled on the master schedule, which guides your administrative and custodial staff in both scheduling and preparing rooms for your busy facilities. And Facility Scheduler makes it easy to track both one-time events and recurring activities, including those that continue over more than one day.

Scheduling an Event

To schedule an event, Facility Scheduler provides a simple, efficient routine:

1. Complete a "Request to Schedule Event" form.
2. Select the desired date(s) and instantly see if other events and rooms have already been scheduled.
3. Enter the event times (setup, start and end) and room(s).
4. Quickly add (or skip) any other information on the event, such as:
 - If this event involves more than one date, indicate the dates to copy the event details
 - Room(s) to reserve for the event
 - Expected Attendance (to check with room capacity)
 - Location and Transportation for Off-Campus Events
 - Room Setup Instructions (with number chairs and tables)
 - Equipment Needed
 - Outline of Event Planning Steps



Managing Your Facility

Facility Scheduler provides a variety of helpful reports for planning events and managing your facilities. Reports can be produced for a specific group or for the entire organization. Some key examples include:

- Request to Schedule Event
- Event Profile
- Daily, Weekly and Monthly Calendars
- Building Schedule
- Room Setup

Note: Facility Scheduler is a standalone application. Although it does not currently link to the EZ-CAMP/EZ-CAMP2 system, it does provide a unique facility and event management tool that complements your system.

Pricing

Single User	\$495
Network License	\$595