

# LISO CALENDAR ADD-ON

# EVOKO

MEETINGS MADE MAGNIFICENT





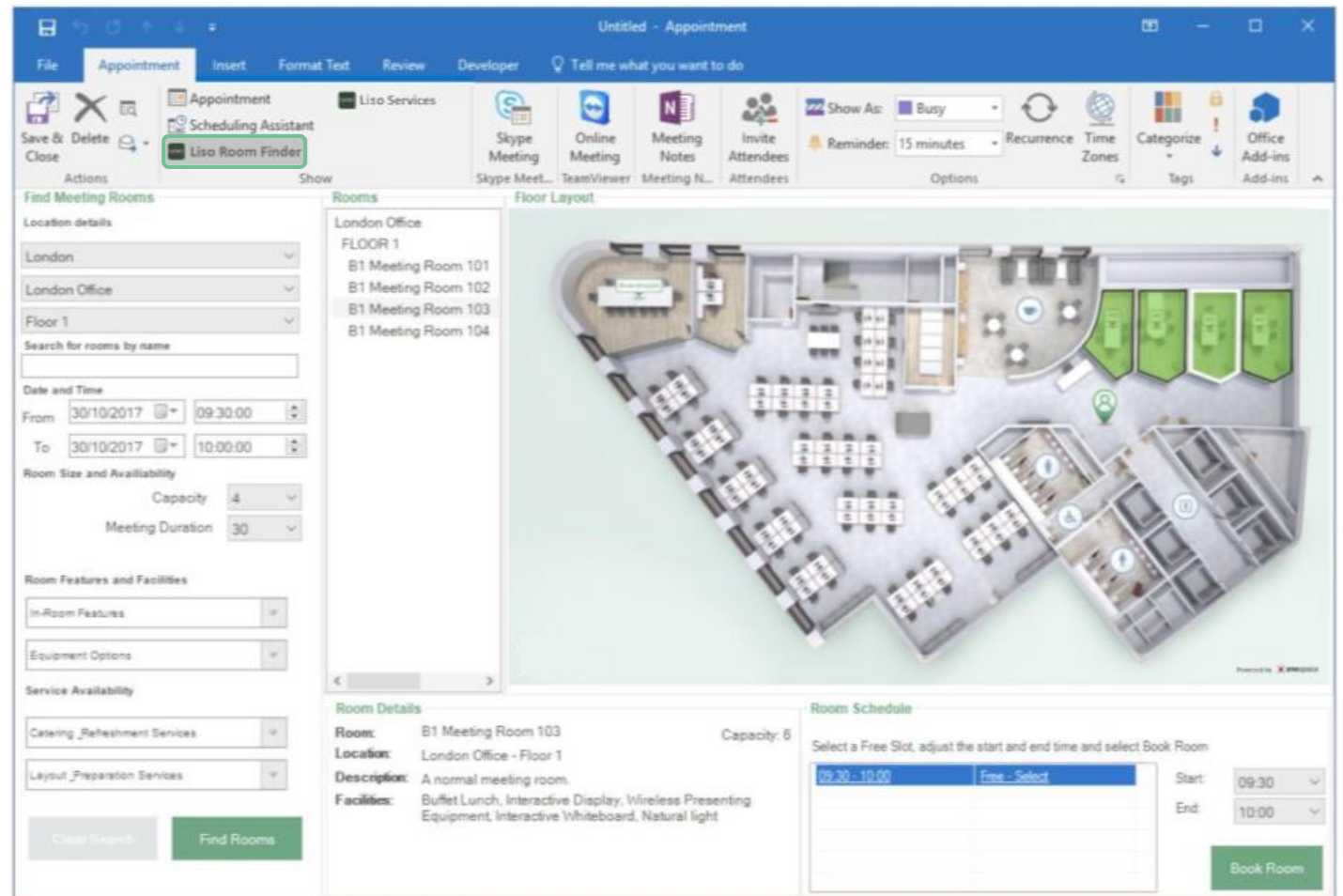
MEETINGS  
DON'T ALWAYS GO  
TO PLAN, BUT THE  
SCHEDULING CAN  
BE A DODDLE

Taking Evoko  
Liso one step  
further with  
**Liso calendar  
add-on**



- Find room based on location and floor directly from Outlook
- Select meeting rooms based on availability, capacity, services and equipment
- Select room layout and add special equipment and/or catering
- Easily locate your room with highly visual mapping

# Complete Room Search & Room Booking



# Schedule View & Combine Rooms

The screenshot displays the Microsoft Office Appointment application interface. The ribbon includes the 'Appointment' tab and the 'Liso Services' group, which contains the 'Liso Room Finder' button. The 'Find Meeting Rooms' sidebar on the left allows filtering by location (London, London Office, Floor 1), date and time (From: 30/10/2017 09:30:00, To: 30/10/2017 10:00:00), room size (Capacity: 4, Meeting Duration: 30), and room features. The central 'Rooms' section shows a calendar view for 'Region UK Building A' with a grid of rooms (B1 Meeting Room 101-104) and their availability. The 'Room Details' panel at the bottom right shows details for 'B1 Meeting Room 104' (Capacity: 6) and a 'Room Schedule' table with a free slot from 09:30-10:00.

# Quick Access To Services

The screenshot displays the Microsoft Office Meeting application interface. The top ribbon includes tabs for File, Appointment, Insert, Format Text, Review, and Developer. The Appointment ribbon is active, showing options like Appointment, Scheduling Assistant, Liso Services, Liso Room Finder (highlighted with a green box), Skype Meeting, Online Meeting, Meeting Notes, Invite Attendees, Show As (set to Busy), Reminder (15 minutes), Recurrence, Time Zones, Categorize, and Office Add-ins.

The main interface is divided into several sections:

- Find Meeting Rooms:** Includes location details (London, London Office, Floor 1), a search box, and date and time filters (From: 30/10/2017 09:30:00, To: 30/10/2017 10:00:00). It also has filters for Room Size and Availability (Capacity: 4, Meeting Duration: 30) and Room Features and Facilities (In-Room Features, Equipment Options).
- Rooms:** Lists available rooms: B1 Meeting Room 101, B1 Meeting Room 102, B1 Meeting Room 103, and B1 Meeting Room 104.
- Floor Layout:** A 3D floor plan of the office building. A dialog box titled "Add Services" is overlaid on the floor plan, asking "Do you want to add services to your meeting?" with "Yes" and "No" buttons.
- Room Details:** Shows details for B1 Meeting Room 103, including its location (London Office - Floor 1), capacity (6), and facilities (Buffet Lunch, Interactive Display, Wireless Presenting Equipment, Interactive Whiteboard, Natural light).
- Room Schedule:** A table for selecting a free slot. The first slot is 09:30 - 10:00, which is currently selected. The start and end times are set to 09:30 and 10:00 respectively. A "Book Room" button is visible at the bottom right.

# Add Services & Catering

The screenshot shows a software interface for managing meeting services. The top menu includes File, Meeting, Insert, Format Text, Review, and Developer. The ribbon contains various tools like Appointment, Liso Services, Skype Meeting, Online Meeting, Meeting Notes, Cancel Invitation, Address Book, Check Names, Response Options, Show As, Recurrence, Time Zones, Room Finder, Categorize, and Office Add-ins.

The main area is divided into two sections: Services and Service details.

**Services:** A list of Catering\_Refreshment Services is shown:

Service	Unit Cost	Unit
Tea	£0.20	Per Serving
Water / Sparkling	£0.20	Per Serving
Biscuits	£0.30	Per Serving
Cakes	£0.50	Per Serving
Pastries	£0.50	Per Serving

**Service details:** The selected service is Tea (Yorkshire Tea) at £0.20 per serving. It includes fields for Notes, Delivery time (09:30), Clear away time (10:00), and Qty (4). An "Add to meeting" button is present.

**Meeting summary:** Room: B1 Meeting Room 103 When: 30 Oct 2017 09:30 Duration: 30 Mins

Name	Type	Unit Cost	Qty	Sub Total
Whiteboard	Facilities	£0.00	1	£0.00
Tea	Catering	£0.20	4	£0.80


Cost centre: [ ] Total cost: £0.80

Buttons: Print Summary, Close

# Itineraries & meeting summaries

Meeting Summary

London Office - Floor 1 - B1 Meeting Room 103 - Monday, 30 October 2017, 09:30 - 10:00

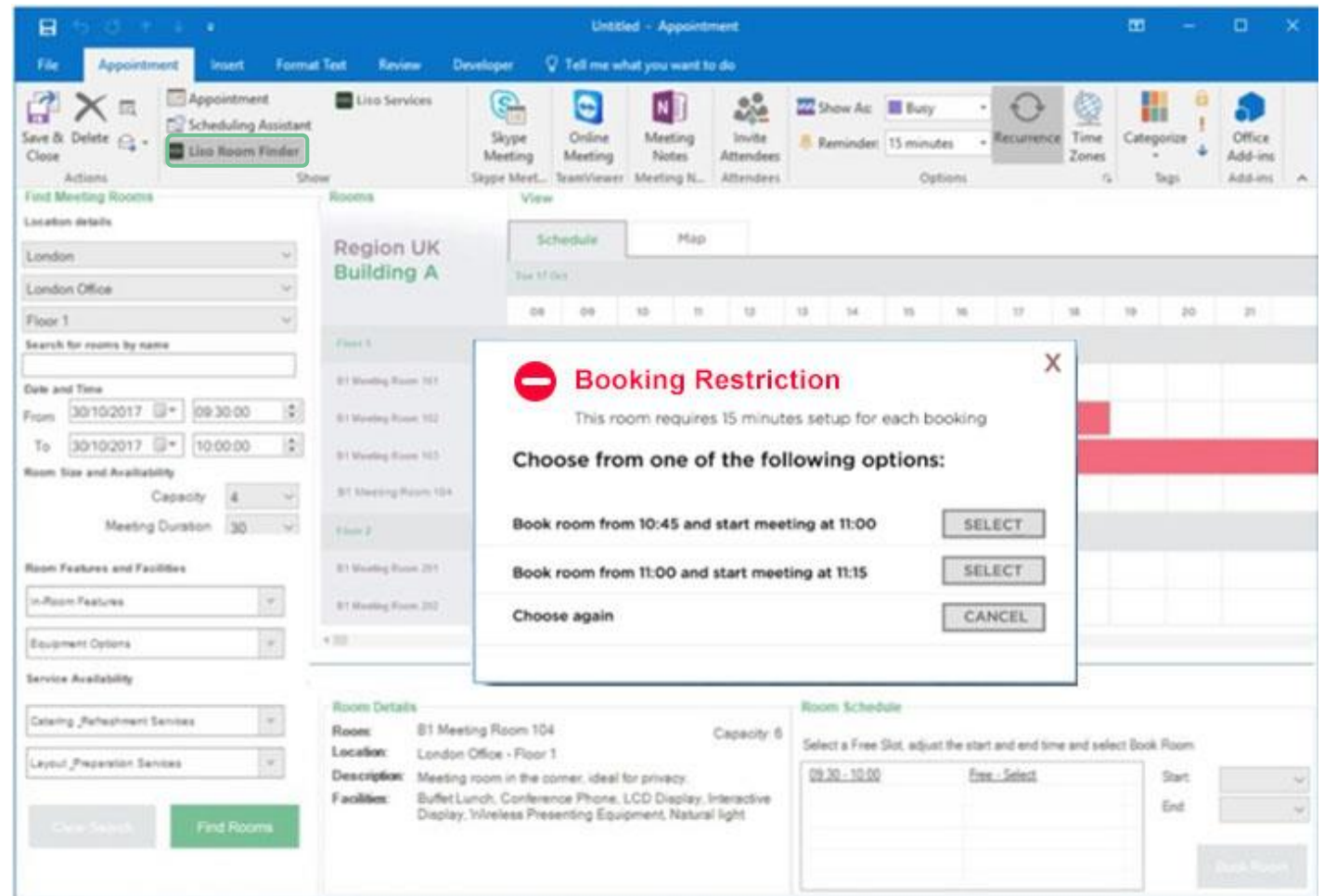


Whiteboard Per Session £0.00 1 £0.00  
Tea Per Serving £0.20 4 £0.80  
Training Per Session £20.00 1 £20.00  
Total £20.80

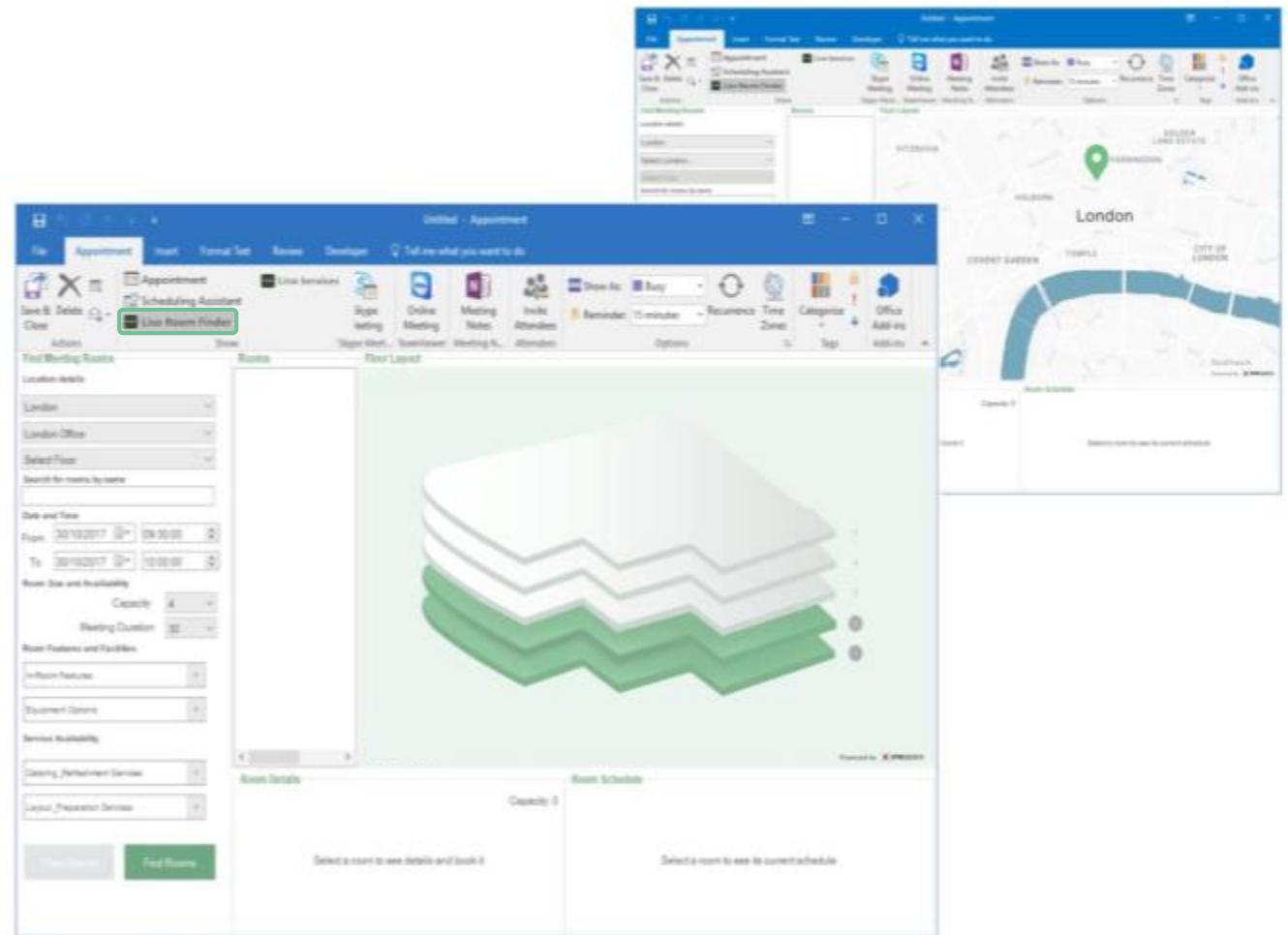
The image shows a 3D-rendered floor plan of a meeting room. The room is irregularly shaped and contains several tables and chairs arranged for a meeting. A green location pin is placed on the floor plan, indicating the specific meeting room. The room has a modern, professional appearance with a mix of wood and grey tones.



# Incorporate Local Policies



# Manage Your Physical Spaces Digitally



# Benefits For Businesses Of All Sizes



- Create value and reduce costs from understanding asset and resource utilisation
- Manage your meeting room portfolio with added services and resources for better utilisation across your estate
- Better room scheduling experience for all employees
- Stronger collaboration with the right services and resources planned
- Happier more productive employees

EVOKO

MEETINGS MADE MAGNIFICENT