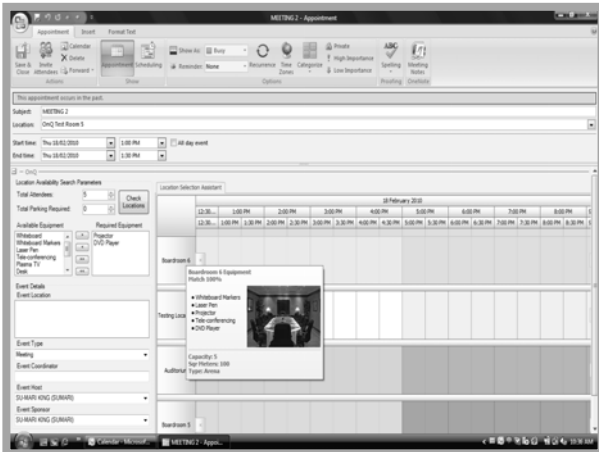


- Qmuzik OnQ greatly enhances meeting or event booking processes
- Integrated into Microsoft Outlook for ease of use
- All complimenting interfaces are web based
- Easy to use and understand
- End-to-end business processes driven

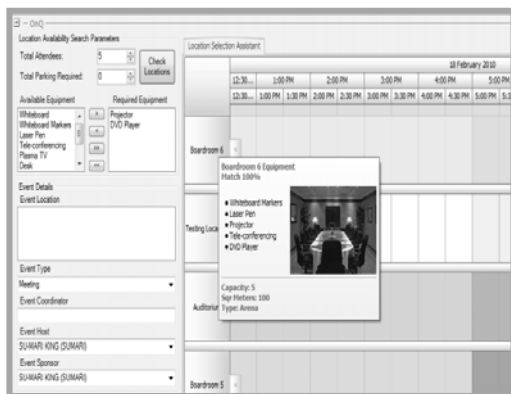
ONQ



OnQ COMPONENTS

ROOM ASSISTANT

- Easy view of Room availability & definitions
- Room Layout and other Resource require-ments selection
- Reoccurring meeting conflict detection before trying to make a reservation
- Room 'Exclusive Use' feature to reserve certain rooms for booking by authorised people only



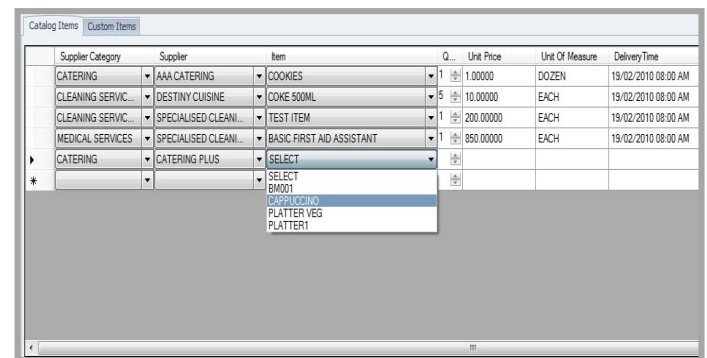
VISITOR ASSISTANT

- Define & reuse visitor details
- Employees from buildings not local to meeting treated as visitor
- Reserve parking: individual or block reservation
- Multi-visitor parking areas with priority
- Multi-vehicle per visitor capabilities
- Define visitor dietary requirement or disability
- Notification of Visitor Arrival via email or sms

ORDER ASSISTANT

- Order any item or service from supplier published catalogue, with easy catalogue upload functionality
- Multiple service times for same item
- Supplier ordering rules:
 - Minimum order acceptance & cancellation time
 - Order quantity, minimum, maximum and increment rules
 - Commodity distinction as a reporting aid
 - Supplier Custom Quote process
- Management approval of order with cost limits for approval per person per category of service
- Delivery confirmation of item(s) or service(s)
- Email notifications throughout

ORDER ENTRY SCREEN



SUPPLIERS DASHBOARD

- Easy catalogue upload from Microsoft Excel
- Submit custom quotes
- Online real-time view of orders
- Automated supplier payment
 - Optional
 - Requires supporting payment systems integration

PARKING ASSISTANT DASHBOARD

- Control access to visitors parking areas
- Confirm visitor arrival and departure
- Assists with building security and occupancy reporting

RECEPTION DASHBOARD

- Immediate notification of visitor arrival for pre-processing of visitors

FACILITY ORGANISER DASHBOARD

- Detailed view of room activity
- Room setup requirements
- Expected visitors
- Meeting type
- Meeting host

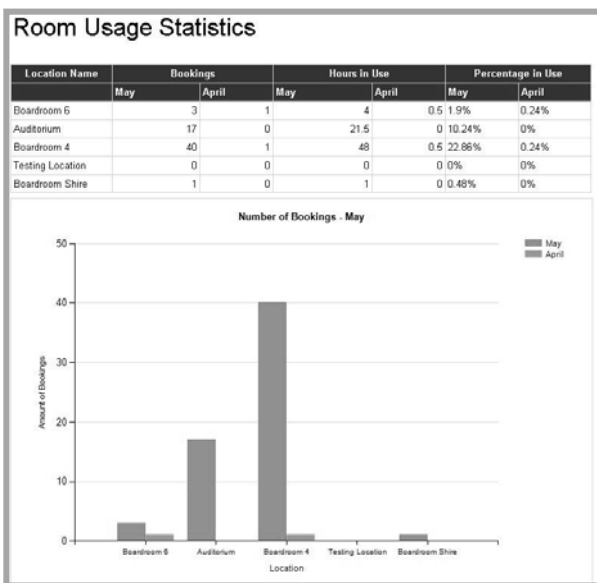
VERSIONS

Support for:

- Microsoft Outlook 2003
- Microsoft Outlook 2007
- Microsoft Outlook 2010 (Available soon)
- Microsoft Exchange Server 2003
- Microsoft Exchange Server 2007 (including SP1)
- Microsoft Exchange Server 2010

REPORTS

Various reports ranging from room usage statistics to single event details and order tracking.



CONCLUSION

OnQ is easy to use with little user training required. It is business process driven and improves visitor management & experience.