


What's new in Resource Central 4.1 Service release 3?

The following will provide a short introduction to some of the new functionalities in Resource Central.


More information can be found in the different user guides for Resource Central.

ResourceFinder is using Exchange permissions and policy

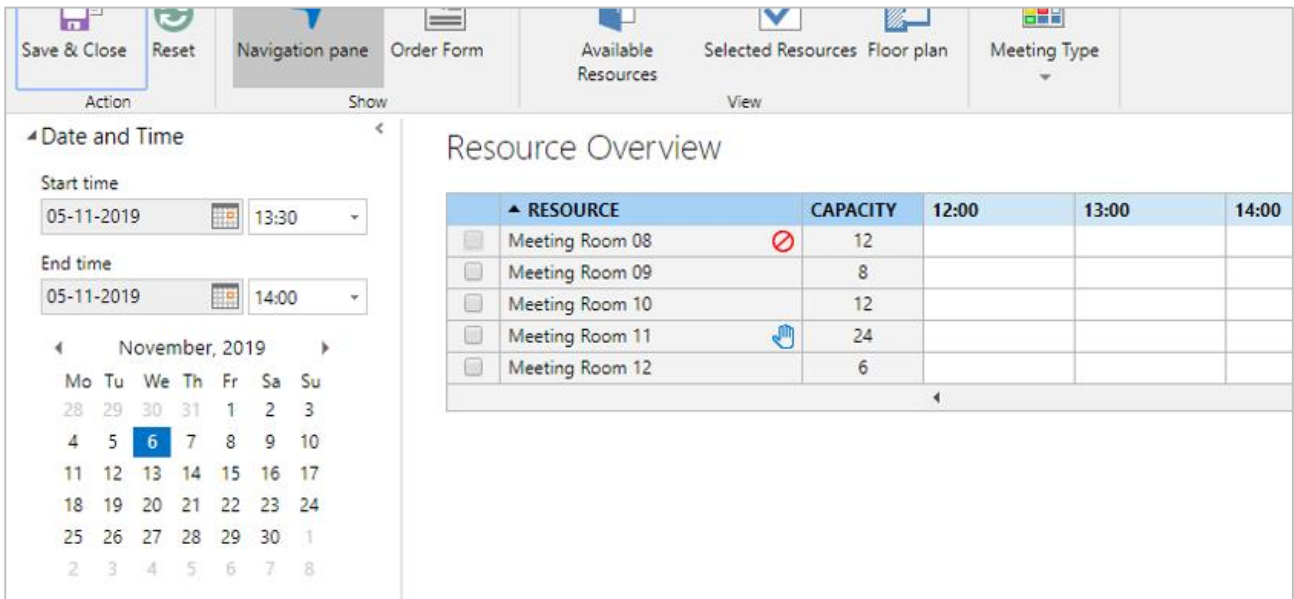
In this version ResourceFinder can display if a room is available for the organizer or not, based on permissions and policies in Exchange.

The icon  is displayed if:

- You do not have permission to book this resource
or
- You cannot book the resource because of the policies set in Exchange, i.e. the resource cannot be booked for more than 24 hours in one reservation.

The icon  is displayed if the resource has a delegate.

In all cases you can get more information when you mouse-over the icon.



The screenshot shows the 'Date and Time' panel on the left and the 'Resource Overview' table on the right.

Date and Time Panel:

- Start time: 05-11-2019, 13:30
- End time: 05-11-2019, 14:00
- Calendar view for November 2019, with the 6th highlighted.

Resource Overview Table:

RESOURCE	CAPACITY	12:00	13:00	14:00
<input type="checkbox"/> Meeting Room 08	12			
<input type="checkbox"/> Meeting Room 09	8			
<input type="checkbox"/> Meeting Room 10	12			
<input type="checkbox"/> Meeting Room 11	24			
<input type="checkbox"/> Meeting Room 12	6			

If organizers should not be allowed to see resources that they do not have permission to book, you can hide them by setting the parameter 'ResourceFinder.HidelfNoPermission' = 1.

If you want to see what the Exchange settings are on the resource, you can find them in the section 'Exchange Properties' in the Resource detail screen.

Exchange Properties

Exchange Settings Synchronization Time

All Request Out Of Policy
 Yes No

Request Out Of Policy

All Book In Policy
 Yes No

Book In Policies

All Request In Policy
 Yes No

Request In Policies

Allow Conflicts
 Yes No

Conflict Percentage Allowed

Maximum Conflict Instances

Booking Window In Days

Maximum Duration In Minutes

Allow Recurring Meetings
 Yes No

Enforce Scheduling Horizon
 Yes No

Schedule Only During Work Hours
 Yes No

Forward Requests To Delegates
 Yes No

Tentative Pending Approval
 Yes No

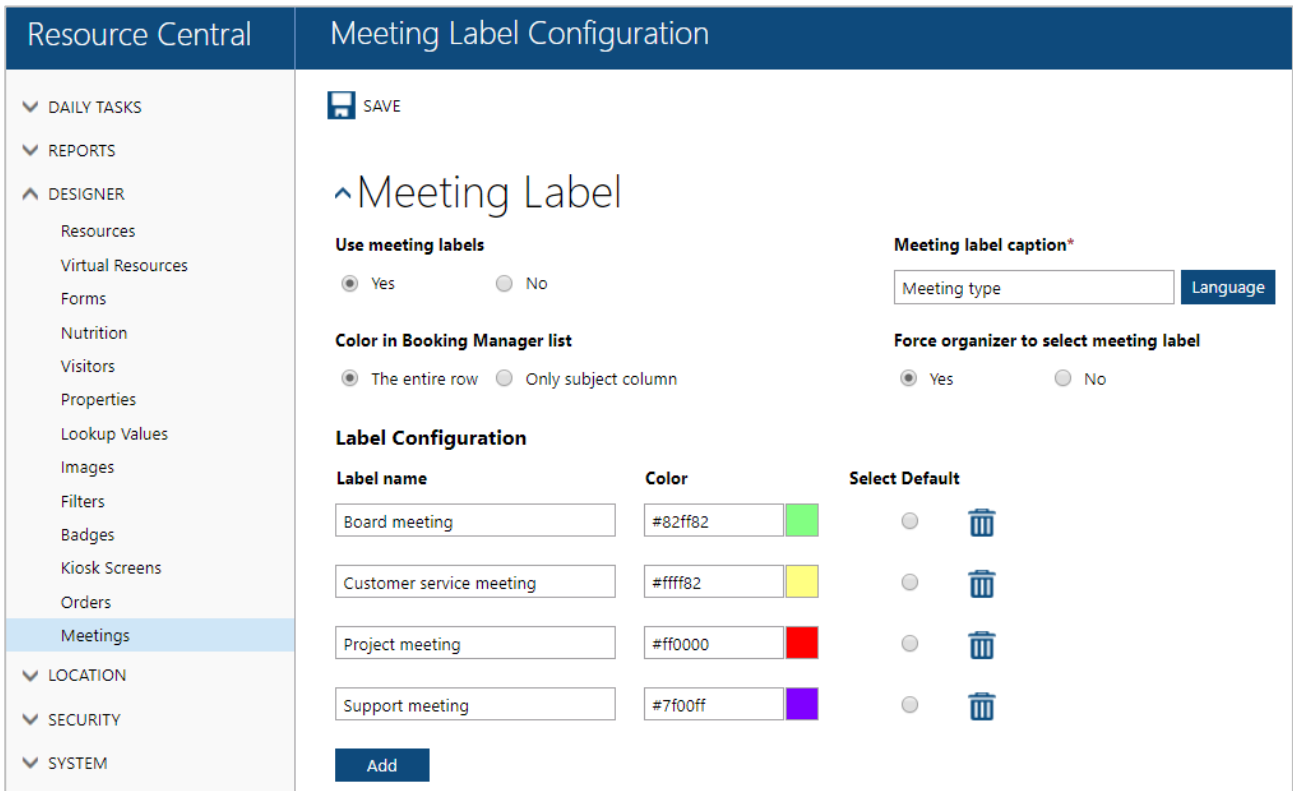
This feature is available for both the Outlook Com Add-in and the Outlook Add-in.

Meeting labels

It is now possible to apply a label on your meetings. The label can i.e. be used to set a meeting type on the meetings like 'internal' or 'external' meeting. This can be beneficial for both the Organizer and the Booking Manager when viewing or changing appointments.

Meetings listed in ResourceFinder and in Booking Manager will be displayed in the color of the selected meeting label providing a quick overview of e.g. the meeting types.

The meeting types are configured in a new Meetings screen under Designer. You can set the label name and color, select a default label and also force the organizer to select a meeting label.

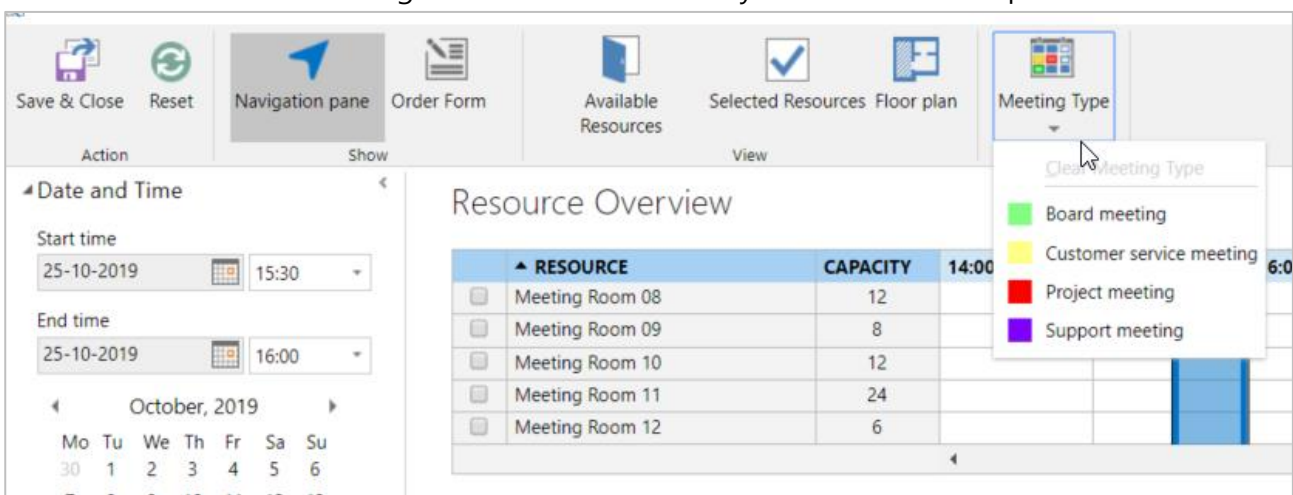


The screenshot shows the 'Meeting Label Configuration' interface. On the left is a navigation menu with 'Meetings' selected. The main area is titled 'Meeting Label' and contains several sections:

- SAVE**: A button to save the configuration.
- Use meeting labels**: Radio buttons for 'Yes' (selected) and 'No'.
- Meeting label caption***: A text input field containing 'Meeting type' and a 'Language' button.
- Color in Booking Manager list**: Radio buttons for 'The entire row' (selected) and 'Only subject column'.
- Force organizer to select meeting label**: Radio buttons for 'Yes' (selected) and 'No'.
- Label Configuration**: A table with columns for 'Label name', 'Color', and 'Select Default'.

Label name	Color	Select Default
Board meeting	#82ff82	<input type="radio"/>
Customer service meeting	#ffff82	<input type="radio"/>
Project meeting	#ff0000	<input type="radio"/>
Support meeting	#7f00ff	<input type="radio"/>
- Add**: A button to add a new meeting label.

When creating a meeting the label can be applied in 2 different ways. You can select it in ResourceFinder when selecting a resource. This means you don't have to open the order form.



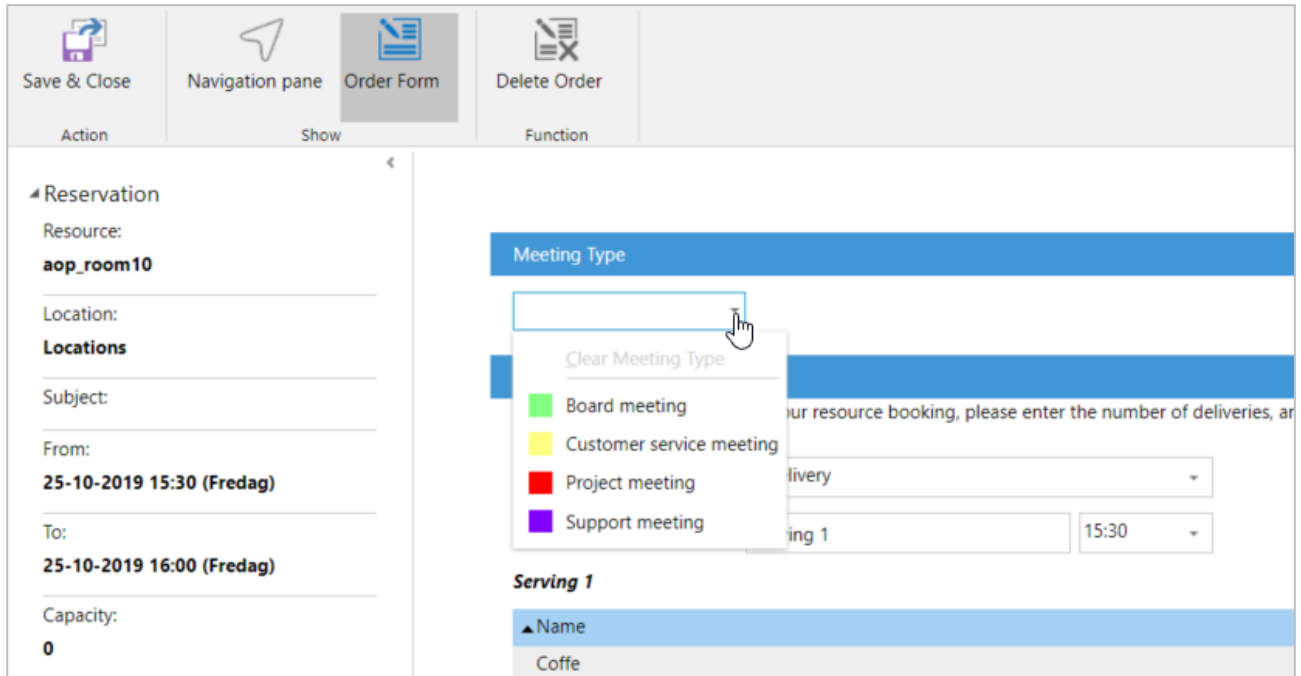
The screenshot shows the 'Resource Overview' screen. The top toolbar includes 'Save & Close', 'Reset', 'Navigation pane', 'Order Form', 'Available Resources', 'Selected Resources', 'Floor plan', and 'Meeting Type'. The 'Meeting Type' dropdown is open, showing a list of meeting types with color-coded squares:

- Board meeting (green)
- Customer service meeting (yellow)
- Project meeting (red)
- Support meeting (purple)

The main area shows a table of resources:

RESOURCE	CAPACITY	14:00
Meeting Room 08	12	
Meeting Room 09	8	
Meeting Room 10	12	
Meeting Room 11	24	
Meeting Room 12	6	

It is also possible to apply the meeting label in the order form.



The screenshot shows the 'Order Form' interface. On the left, there is a sidebar with reservation details: Resource: aop_room10, Location: Locations, Subject: (empty), From: 25-10-2019 15:30 (Fredag), To: 25-10-2019 16:00 (Fredag), and Capacity: 0. The main area shows a 'Meeting Type' dropdown menu with options: Clear Meeting Type, Board meeting (green), Customer service meeting (yellow), Project meeting (red), and Support meeting (purple). Below the dropdown, there is a 'Serving 1' section with a table header 'Name' and a row containing 'Coffe'.

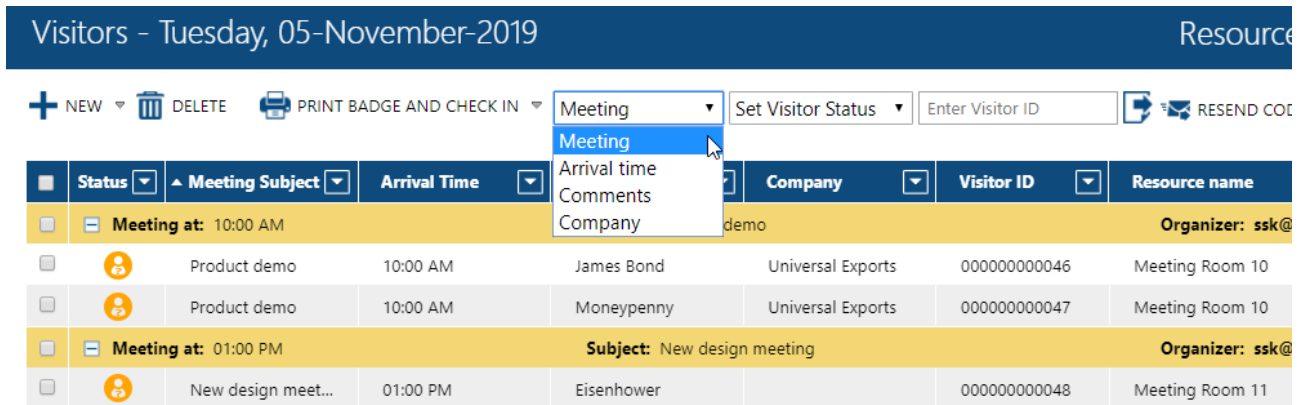
New Visitor views

The visitor list can now be listed in 4 different views:

- **Meeting**
The list of visitors is grouped per meeting.
- **Arrival time**
This is the view known from the previous versions of RC. All visitors are listed after arrival time.
- **Comments**
Visitors are grouped by comments.

- **Company**

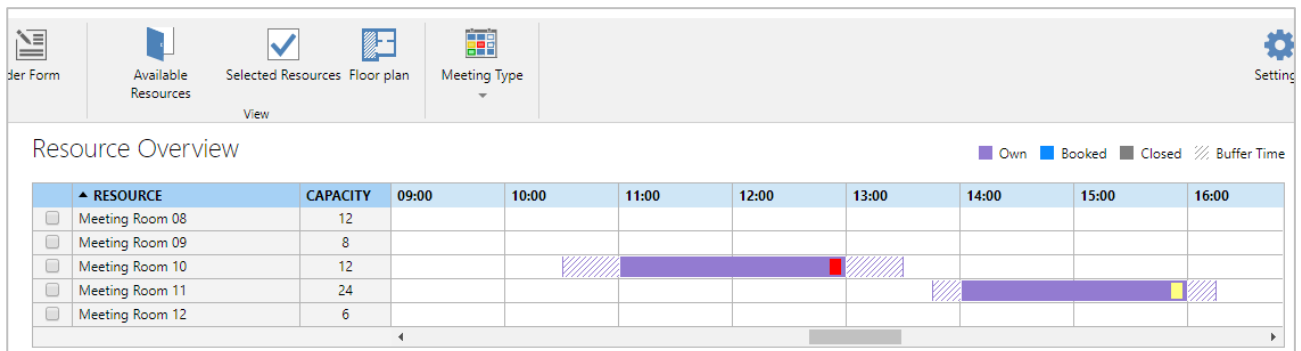
The visitors are grouped by company



Furthermore, it is possible to bulk update status of visitors through the dropdown function "Set Visitor Status"

Highlight of buffer time in ResourceFinder and Booking Manager

The buffer time is now visualized in ResourceFinder and in Booking Manager. There is no change in the way buffer time works.

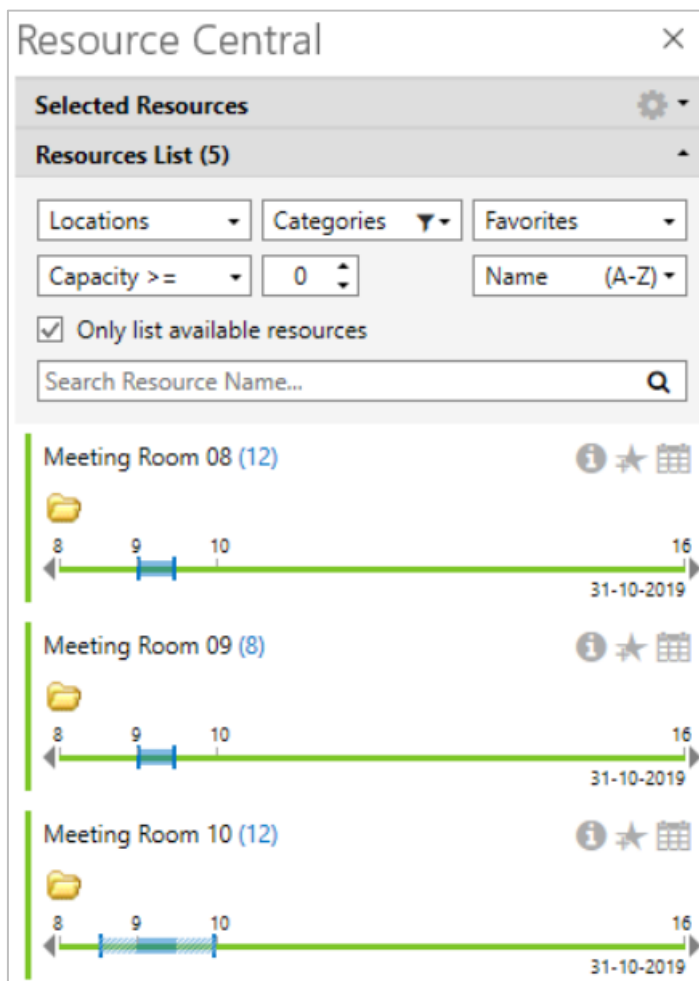


The red and the yellow markings are the meeting labels mentioned earlier.

The visualization of buffer time can be turned off, setting the parameter 'ResourceFinder.DisplayHighLightBufferTime to 0.

Outlook Add-in – new timeline

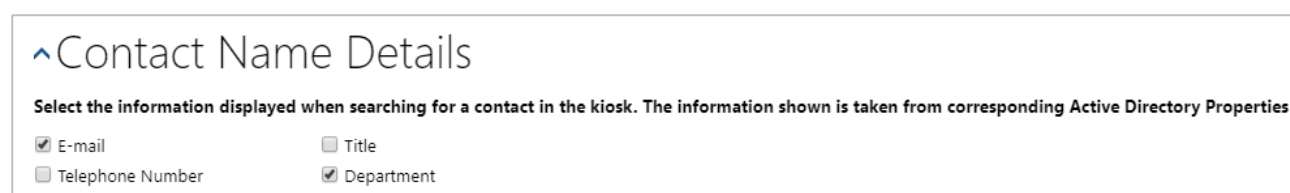
When using the Outlook Add-in you will find a timeline for each resource. This will help you easily find an alternative timeslot if the resource, you want, is booked.



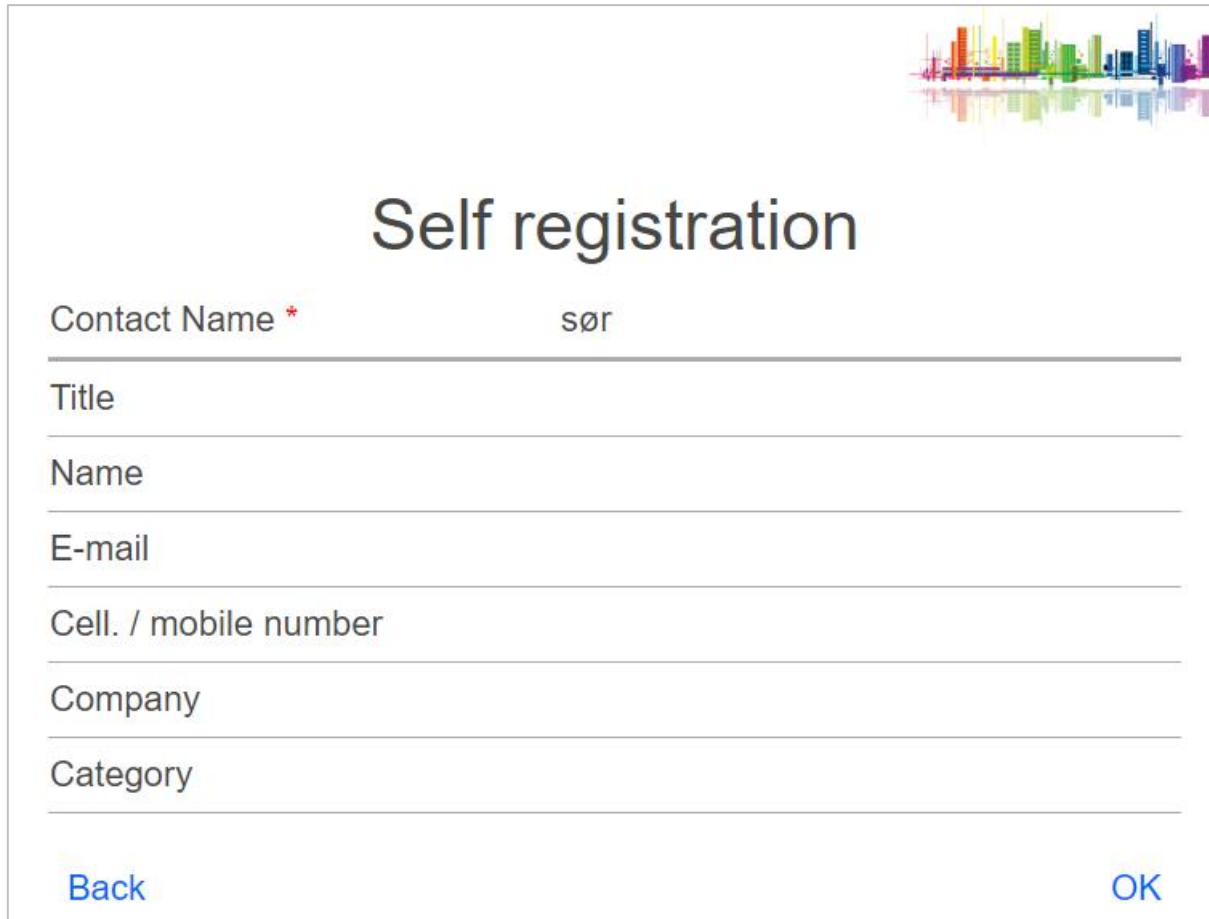
Improved search for contact persons in the kiosk

When a visitor is doing self-registration on a Kiosk screen, a contact person must be entered. If there are more contact persons with the same name, it was difficult to distinguish between them.

You can now add extra contact name details from Active Directory. This is done in a new section in the Kiosk configuration screen under Designer. You can add E-mail, Title, Telephone Number and Department.



The search for a contact person starts when the first three letters have been entered.

A screenshot of a web form titled "Self registration". The form has a white background with a colorful city skyline illustration in the top right corner. The form fields are: "Contact Name *" with the text "sør" entered; "Title"; "Name"; "E-mail"; "Cell. / mobile number"; "Company"; and "Category". At the bottom left is a blue "Back" button and at the bottom right is a blue "OK" button.

Self registration

Contact Name * sør

Title

Name

E-mail

Cell. / mobile number

Company

Category

Back OK

In this example 2 contact persons with the same name are listed. The visitor can now use the email-address and the department to select the right one.

The screenshot shows a search interface with a search bar containing 'sør|' and a magnifying glass icon. Below the search bar, two search results are displayed. The first result is for 'Søren Skau' with an email address of 'ssk@add-on.com' and a department of 'Consultancy'. The second result is also for 'Søren Skau' with an email address of 'ss@add-on.com' and a department of 'Sales'. On the left side of the interface, there is a vertical menu with labels: 'Conta', 'Title', 'Name', 'E-mai', 'Cell. /', 'Comp', 'Categ', and 'Back'. On the right side, there is an 'OK' button.

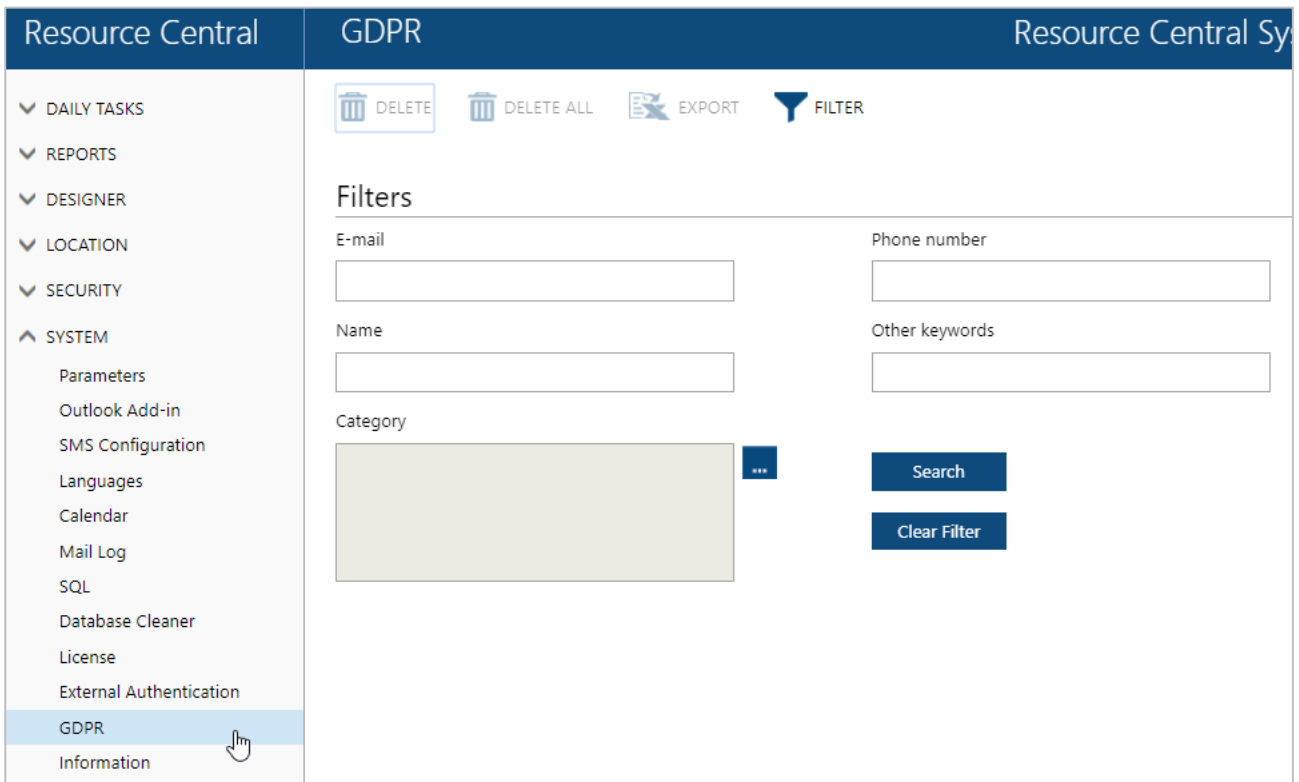
Kiosk Print Service

In order to connect Resource Central more easily with a printer on external unit like a kiosk station or a local computer, a tool has been built to facilitate the printing service. This printing service can work in On-premise or Cloud environments, and you can add multiple printing services if you multiple kiosk printers at the same location.

New GDPR interface

A new interface has been added under System that makes it possible to search the Resource Central database for personal data.

It is possible to filter on E-mail, name, Category (visitors), phone number and 'other keywords'. The result can be exported to Excel or be deleted on request. The data records are not actually deleted, but the results are replaced with 'GDPR deleted', and the old value can no longer be retrieved.



Booking Manager – view only option

Booking Manager can be used as an extra 'Overview' screen. In Access control (right click on Booking Manager menu point) you can apply view rights to a role. Set View to 'Allow' and set Own, Add, Change and Delete to 'Deny'.

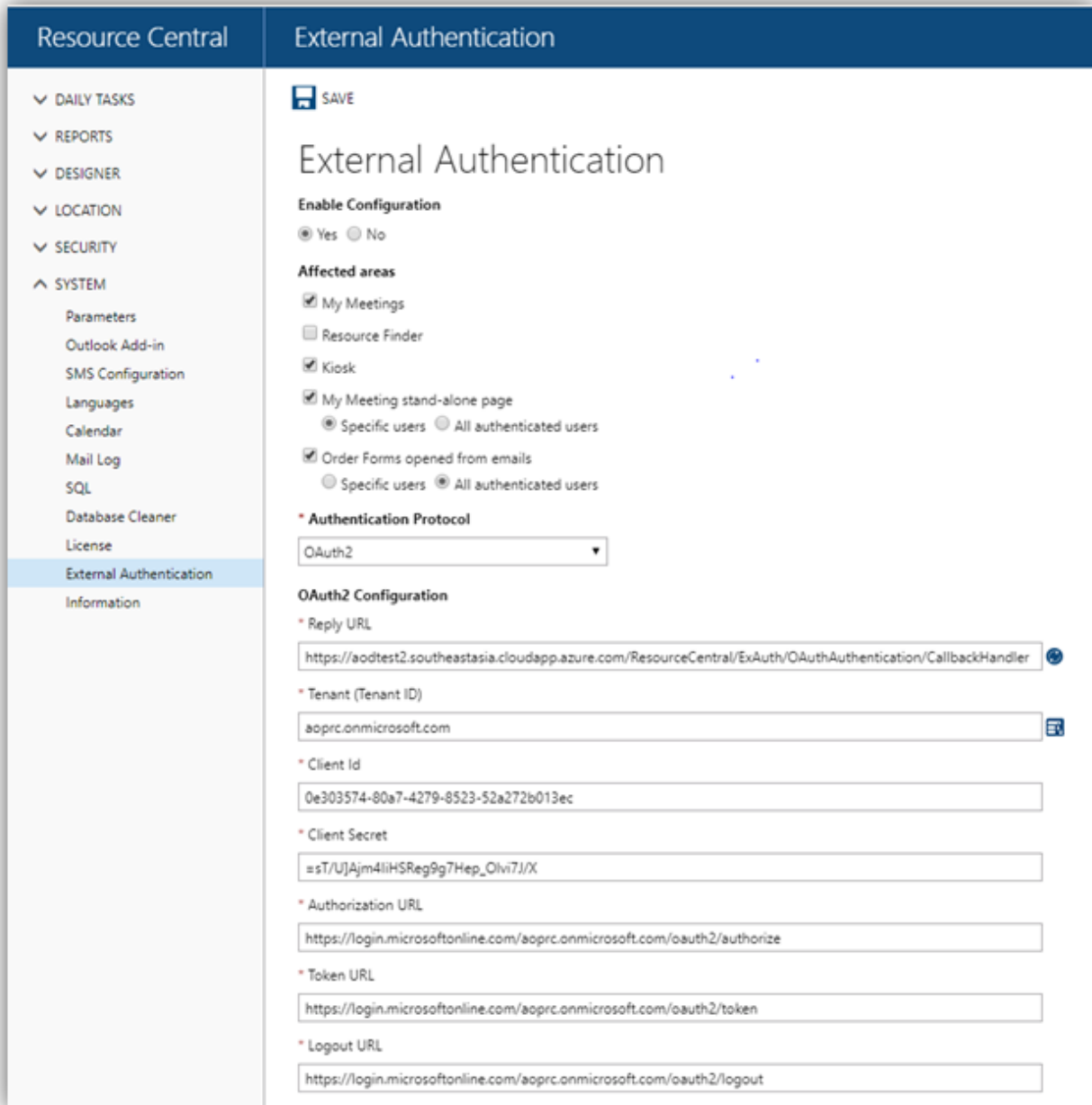
Configurable authentication option

We have implemented some new security features regarding external authentication for the Outlook COM Add-in, the kiosk feature, notification emails and MyMeeting stand-alone page.

These features are now also available in 'on-premise' installations.

Among other things this means that links in emails can be limited only to be opened by specific users (typically service providers).

You can read a lot more about it in our External Authentication Configuration Guide.



Resource Central | **External Authentication**

SAVE

External Authentication

Enable Configuration
 Yes No

Affected areas

- My Meetings
- Resource Finder
- Kiosk
- My Meeting stand-alone page
 - Specific users All authenticated users
- Order Forms opened from emails
 - Specific users All authenticated users

*** Authentication Protocol**
OAuth2

OAuth2 Configuration

- * Reply URL**
- * Tenant (Tenant ID)**
- * Client Id**
- * Client Secret**
- * Authorization URL**
- * Token URL**
- * Logout URL**