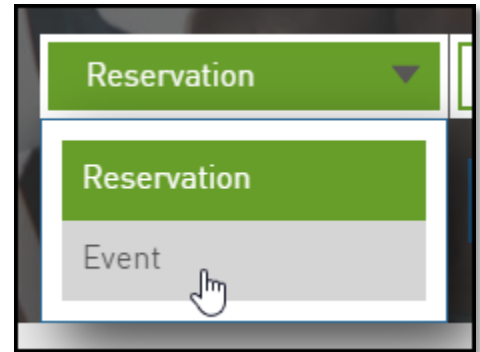


Multi-Point Reservations (Events): Add Multiple Assets or Locations in One Booking

Multi-point reservations, or “Events,” are now available in the Forum Web interface as well as the new Exchange Add-in. In the reservation search bar, keep the default setting of "Reservation" to reserve a single workspace or asset. Select "Event" for multifaceted reservations occurring simultaneously. An Event may contain reservations at multiple locations and/or reservations for multiple assets/rooms within a location.



Assets By Location	
Baltimore Office, 510 Baker St, Baltimore MD 21217 US [EST]	✕
Conference Room 240 - Awaiting Check In	+ ✕
London Facility, 62 Herne Hill Rd, London England SE24 0AN GB [GMT]	✕
Conference Room 101 - Awaiting Check In	+ ✕
Tea Service - Pending	✕

For example, you may need to schedule a meeting that has attendees in Baltimore, Chicago, and London; or you are hosting a training event that requires multiple rooms to accommodate everyone. Related assets such as equipment and services may also be added to each room/asset being reserved.

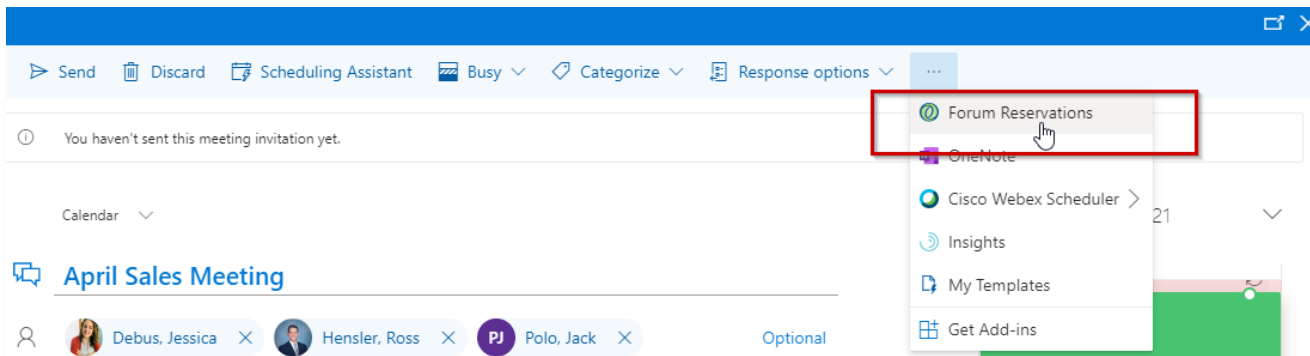
An Event column has been added to Reservation tables to enable easy identification of reservations that are part of Events. The mobile apps have an Event Summary Screen which enables users to view (but not edit) Events.

For the full guide to Events in Forum, [click here](#) or watch this [short video](#).

- In the availability search bar, choose "Event" as the reservation type (the default will be "Reservation" which is the existing flow).
- Tiles for Reservations that belong to Events will have an Event icon and a "View Event" button that will take the User to the Event Summary View where they can view/edit all components of the Event (depending on their rights).

Easily reserve assets and amenities with the new MS Exchange Add-In

Forum's new Exchange Add-in provides direct access to Forum through MS Exchange interfaces like MS Outlook. Quickly create reservations or multi-point events within the Exchange Add-in while simultaneously viewing availability of assets and attendees. Using the Add-in, users can create complex reservations, filter for space by available amenities, as well as add equipment and services to the booking without ever leaving their Exchange interface.



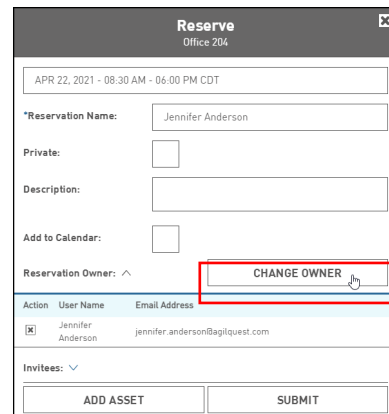
*The Forum Exchange Connector is required for two-way synchronization between Outlook and Forum. For the full guide to the Exchange Add-in, [click here](#) or watch this [short video](#).

New Functionality to support your “Back to the Workplace”

- Ensure employees’ health and safety by **preventing space and rooms from being booked back-to-back**, allowing time for cleaning and sanitization. A new “Back-to-Back” policy can be set on assets so that the asset will not be available for a specified number of minutes following a completed reservation. For example, if the Asset has a Back-to-Back policy of 60 minutes and there is an existing Reservation from 10 AM - 1 PM, then the next Reservation could not start before 2 PM. The policy is enforced when an availability search is performed and when a reservation is submitted. This will apply to all users except those with override rights. **Learn more in [this article](#).**
- **Reduce over-capacity meeting rooms** with a new warning notification. A warning message now appears for collaboration space reservations when an employee submits a reservation and the number of people expected to attend exceeds the capacity of the room.

Create Reservations for Other Users

Administrators will be able to create a Reservation for any other User directly from the Reserve window, within the Reservation Owner section. For a step-by-step guide, [click here](#) or watch this [short video](#).



Updated bulk data and reservation management through the Data Management Utility

Forum's advanced data management tool now includes bulk import of reservations, making it easy to create a large number of reservations at once. For reporting purposes, managers and admins can also now import bulk lists of presence through the Command Line Interface, making it easy to utilize additional systems to capture presence for accurate utilization data. Settings have been added for locations, assets, and users to enable update of elements previously accessible only through the Forum Web Application.

You will need to download the new Data Management Utility moving forward. For access, please contact your Customer Success team through the Customer Success Portal or at support@agilquest.com.

