

**Thank you for your interest in the Forum! We look forward to getting started!**

In the meantime, this document will serve as a short guide to assist you and your organization in preparing to get started in your new Forum.

## DATA GATHERING AND PREPARATION

AgilQuest would recommend gathering information on the following as you prepare your Forum setup:

- ✓ All Locations
- ✓ All reservable Assets
- ✓ All User data
- ✓ Floorplans for Locations (Optional)
- ✓ Photos of Assets and Locations (Optional)

### Forum Images

Ideal image width is 2560 pixels. Height is proportional.

Images files must be saved as PNG, JPG/JPEG or GIF.

Locations	Assets	Users
How many locations will be included and where are they located? How many floors?	What assets will be available to your users? Workspaces/Meeting Rooms/Services/Equipment	Who will be using the system?
<b>Data to collect:</b>		
Location Name Address Location Type Floors per location Floorplans image files (optional)	Asset Name Location it will be tied to Asset Details Who can request/reserve the asset? Asset Photos (optional)	Name Email Location SAML Credentials (optional)

## INTEGRATION PREPARATION

This section will cover required items for integrations that may be included in your Forum implementation.

Open Presence Listener Integration	SAML	Exchange Integration
Confirmed compatible Physical Access System (PACS) to meet our Physical-Logical Access Interoperability (PLAI) specification.  POC at PACs Vendor (A meeting with your PACs vendor may be required)	Which IdP your organization is using IdP Metadata XML Name ID element Attribute Field IdP Timeout period Confirm Authentication statement period.	All resource/room objects created in Exchange (using consistent naming conventions)  All the resource/room objects created in Exchange set to auto-accept  Create an Exchange Service account with full impersonation rights and access to the room objects and users in the MS Exchange environment.
<b>User Management Process (UMP)</b>  User Data Windows10 Server Environment	<b>Room Kiosk / Lobby Kiosk</b>  Confirm Hardware Decisions	<b>Additional Preparations and information may be required based on your organization's requirements and customization needs.</b>

