

# Condeco



## Condeco Lite

Effective meeting room management to meet the needs of small to medium-sized organisations

Condeco Lite is a sophisticated yet 'simple to use out of the box' software tool for booking meeting rooms and scheduling resources.

Ideally suited to the small and medium-sized business, the system provides advanced room booking features without the price tag or complexity of an enterprise solution.

The software allows your users to book and manage even the most advanced bookings, using a single solution available from any web browser on the company's intranet.

Users or administrators have the ability to book or request a meeting room, and pre-order catering and audiovisual equipment, all from one application. Condeco streamlines the whole process including emailing the service providers involved and inviting attendees to the meeting.

The application provides a complete audit trail of bookings and uses inbuilt reports to monitor trends such as room utilisation, resource usage and user activity. It can allocate costs to particular rooms, resources and services to provide you with cost analysis and management information.

Meeting room 'no-shows' are a constant problem for businesses and a waste of resource, so Condeco can be configured to provide email reminders to the meeting host 24 hours in advance – ensuring the room can be cancelled if no longer required.

The system also interfaces seamlessly with Condeco Room Signs that are positioned outside the meeting room to display meeting information and allow the users to make and manage bookings through the interactive touch-screen.

The system slots seamlessly into your organisation with the ability to integrate with Active Directory. Its simple administration interface makes it easy for you to modify and maintain the application on a regular basis.

Condeco's room booking solution is widely regarded as 'best in class'. The feature-rich software greatly improves the efficiency of your organisation by allowing you and your client services team to fully monitor and manage your meeting rooms.



To find out more or to arrange a demo  
call 020 7001 2055 or visit [www.condeco.co.uk](http://www.condeco.co.uk)

## With Condeco Lite you've all the functionality you'd expect from a 'best in class' room booking solution

### Meeting room booking

Whether you let users book rooms, catering and associated equipment in a self-serve environment, or let the client team manage all incoming bookings, Condeco adapts to the way you and your team work.

### Catering and equipment management

Condeco's booking interface makes it easy to book food and drinks, any equipment that may be needed such as projectors or screens, and any supplies such as pads and flipcharts.

### Email notification

Condeco uses an inbuilt email tool to notify the requestor, host, attendees and service providers of all bookings. It also notifies everyone if a booking is amended or cancelled.

### 'No-show' management

The system allows for meetings where the users do to show up to be marked as a 'no-show' so that these can be monitored by the management team.

### Scalable

The intuitive administration tools allow you to adapt Condeco to the changing needs of your business. However, should your requirements expand beyond this, Condeco offers a feature-rich enterprise solution which can be added to your existing system – making sure that your investment is safe and grows with your needs.

### Reporting

Condeco contains a library of standard reports that provide information on room and resource utilisation, user behaviour and cost allocations.

### Integrates with Condeco Room Signs

The system integrates with Condeco Room Signs that use the latest in LCD touch-screen technology to provide vital meeting information and functionality from right outside the meeting room.

### Other products from RNM Systems

RNM Systems is a specialist in workspace management solutions that deliver a range of dedicated solutions to streamline business processes. These include:

- Condeco Room Booking
- Condeco Desk Booking
- Condeco Car Parking
- Condeco Enterprise Solution
- Condeco Room Signs



To find out more or to arrange a demo  
call 020 7001 2055 or visit [www.condeco.co.uk](http://www.condeco.co.uk)