

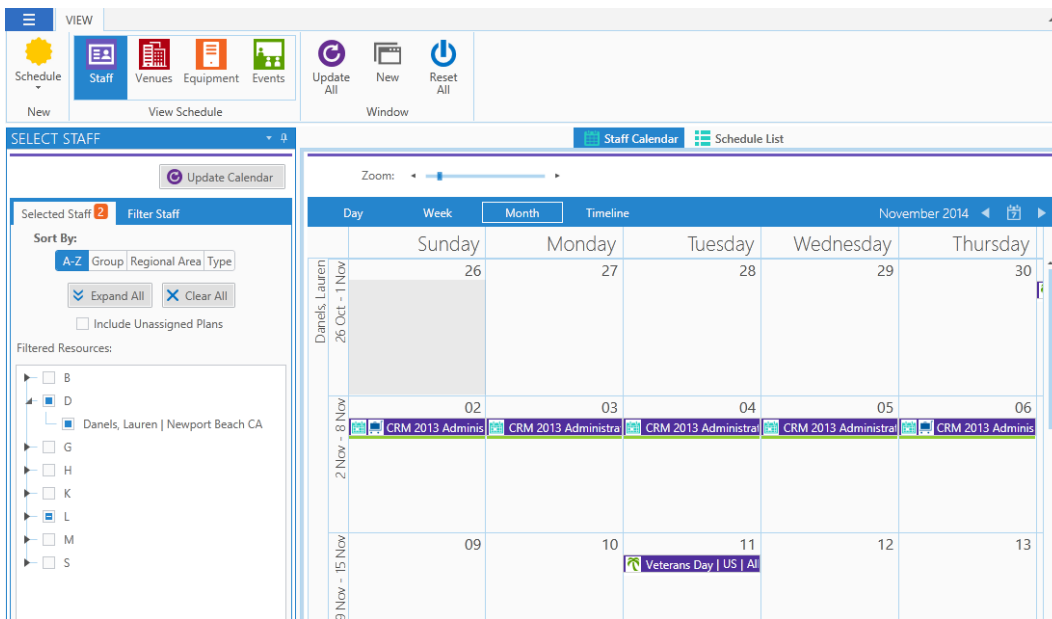
# Eventix Schedules

An adaptable business application for Microsoft® Dynamics™ 365



Schedule all your staff, venues, equipment resources, meetings and events easily within your Dynamics 365 System.

If you are managing resource schedules for people, venues, equipment, meetings and events, then Eventix Schedules is the tool you need. Putting the power of Dynamics 365 and Eventix Schedules together means that you can quickly schedule one or more resources at the same time. The calendar lets you view resource schedules side-by-side to check their availability. Using the resource filter options, you can view resources based on skills, regional locations, and other attributes. Matching your resource requirements is so easy!



Staff Resource Calendar View

## SEE MULTIPLE RESOURCE CALENDARS SIDE-BY-SIDE

As a schedule manager, you know how much work goes into finding the right person, place or equipment. Using the Eventix Schedules calendar view, you can easily narrow down the list of resources that meet your requirements to focus on the best choices. Select the resources you need and see their calendars side-by-side. You can view schedules by day, week, month, or timeline.

## QUICKLY SCHEDULE MULTIPLE RESOURCES

Using the powerful schedule wizards, you can easily tackle complex resource scheduling. You can select multiple resources, one or more dates/times, and be warned of potential conflicts too. You can also schedule resources for cases, opportunities or events, if needed.

## MANAGE EVENT SCHEDULES

In addition to resources, you can schedule and track events. After creating an event, you can schedule staff, venues, and equipment as required. Optionally add the Eventix Events application to expand your capabilities for powerful event management, attendee registration and much more. Both applications are designed to work together giving you a powerful business management solution.

## SCHEDULE RESOURCES FOR EVENTS, CASES & OPPORTUNITIES

If you are using Dynamics 365 Cases or opportunities, you will have the ability to schedule resources for them too. Imagine being able to see what staff, venue, and equipment resources are scheduled on a event, case or opportunity. See them all on a simple easy to use calendar view.

Scheduling Made Easy for Your Meetings, Events, People, Staff, Contractors, Venues, Corporate Spaces and Equipment, using the power of Eventix Schedules and Dynamics 365



Get in touch.

We are waiting to help you.

Hello@Eventix.com

Works With:

Online and On-premises

- Dynamics 365
- Dynamics CRM 2016

Language Versions:

English, Dutch, French, German, Spanish.

Available Regions:

Australia, Canada, Europe, United Kingdom, United States

Created in California By Eventix LLC

US: +1 949 567 6400  
AU: +61 (0) 2 8073 4434  
UK: +44 (0) 845 868 0732

www.Eventix.com

**STAFF SCHEDULE PLAN : STAFF PLAN**  
SRP-01000-WNZO35

**Plan**

- Title: Training Workshop
- Location: San Francisco CA
- Description: Flight required from SNA (Orange County) to SFO
- Plan Confirmed:
- Plan Tentative:
- Reference Number: SRP-01000-WNZO35
- Color: [Color Picker]
- Owner: Trial Administrator

**Staff Member**

- Staff Member: Mary Decker (ex-sample) SRN-01011-NZW459
- Staff Tentative:
- Send Confirmation Email:
- Skill: Language-English
- Staff Confirmed:
- Confirmation Email: mdecker@example.nl
- Role: Trainer
- Last Emailed On: [Date]

**Schedule**

| Week Number | Starting Date | Starting Day | Starting T... | Ending T... | Ending Day | Ending Da... | Travel Time | Duration HH-MM | Comment     |
|-------------|---------------|--------------|---------------|-------------|------------|--------------|-------------|----------------|-------------|
| 18          | 5/6/2019      | Monday       | 10:00 AM      | 11:30 AM    | Monday     | 5/6/2019     | Yes         | 01:30          | Fly SNA-SFO |
| 19          | 5/7/2019      | Tuesday      | 08:00 AM      | 05:00 PM    | Tuesday    | 5/7/2019     | No          | 09:00          |             |
| 19          | 5/8/2019      | Wednesday    | 08:00 AM      | 05:00 PM    | Wednesday  | 5/8/2019     | No          | 09:00          |             |
| 19          | 5/9/2019      | Thursday     | 08:00 AM      | 05:00 PM    | Thursday   | 5/9/2019     | No          | 09:00          |             |
| 19          | 5/10/2019     | Friday       | 07:30 AM      | 09:00 AM    | Friday     | 5/10/2019    | Yes         | 01:30          | Fly SNA-LAX |

Time Zone: Pacific Time | Los Angeles

Scheduled Staff Plan

### MEETINGS

Meetings are made easy with Eventix Schedules. Track meeting requests, participants, the agenda, venue location and catering orders. Perfect for financial firms road shows too.

### HOLIDAYS

Keeping track of bank holidays, other national, local and important corporate dates can be a challenge. Just think how great it would be if they were all on a single calendar. Even better is when you are able to see them during the scheduling process. Staff, Venues, and Equipment are each linked to a selected holiday calendar. Additional holidays and corporate dates can be added.

### STAFF

Staff resources may be employees, external contractors, or other people who can be scheduled. If the person is also a Dynamics 365 user, any scheduled time will be added to their Dynamics 365 appointment calendar. If your staff spends time flying, driving, or other travel, you can include the transit time on their schedule too. Also, you can track unavailable time for each staff member.

### VENUES

You may have your own corporate meeting rooms or use outside facilities such as a hotel or conference center. Both internal and external venue spaces can be tracked within Dynamics 365. In addition to managing scheduled usage times, you can keep detailed information on each venue, such as, location, time zone, travel information, online resources, equipment, venue attributes, capacity, configurations and more. In addition to physical venues, you can also manage virtual venues. If your venues require time for setup and teardown, you can block that time too.

### EQUIPMENT

Be it tables, chairs, computers, lighting, sound or other equipment, you can schedule all of them in Eventix Schedules. In addition to equipment that is in your venue, you can add quantities available from other sources, such as a rental company. You can even add needed shipping or delivery time when scheduling an equipment resource.

### MEETS YOUR INTERNATIONAL NEEDS

Calendar week numbers, and support for international date time formats are all built-in. Holiday calendars can be configured for a region (e.g. North America or Europe) or for a single country (e.g. Canada, Australia, New Zealand ).

