



Meeting Maker

Get the right people to the right place at the right time... every time.

Meeting Maker is the premier personal and group scheduling solution for businesses, universities and other organizations of any size. Whether you're a team leader, project manager, executive assistant or anyone else who schedules meetings, you know how difficult the process can be. From telephone tag, email overload and the inevitable frenzy of rescheduling meetings at the last minute, this is time that can be better spent on other critical tasks. With Meeting Maker, you can spend less time booking meetings and more time booking business.

Meeting Maker is a collaborative scheduling system that enables users to view the availability of others, send out meeting invitations, accept or decline meeting invitations, and even block out "do not disturb" time for yourself. All in all, it provides the functionality you need to simplify the process of scheduling meetings while helping you to manage your time more efficiently.



Meeting Maker offers a near-immediate return on investment by:

- ◆ **ELIMINATING** the complexity of scheduling meetings
- ◆ **PROVIDING** real-time availability and bookings of people and resources
- ◆ **IMPROVING** productivity
- ◆ **PROMOTING** consistent processes across separate departments
- ◆ **INTEGRATING** with your existing IT infrastructure

Meeting Maker is cross-platform - working with all major operating systems including Macintosh, Linux, Windows and Solaris. Plus, it adapts to all 319 time zones across the world making it truly a universal solution. And with its add-on modules, including Outlook integration and wireless connectivity using a variety of mobile devices, you'll always be at the right place at the right time – every time.

Meeting Maker offers several features and benefits designed to improve productivity by simplifying and streamlining your personal and group scheduling into a single, collaborative work environment. Just a few key features include:

User Features & Benefits

Proxy Access	View coworker calendars in a side-by-side view with your own to assess availability
Real-time Meeting Invitations	Schedule meetings in real-time - you request a meeting and the attendees are notified immediately, virtually eliminating double-bookings
Share Availability	Share your free and busy time with others, vastly simplifying the group scheduling process
Event Calendar Integration into Personal Calendars	Integrate the WebEvent View event calendaring solution to add published events directly into your personal calendar
Ease-of-Use	Intuitive GUI and functionality makes it easy to learn
Multiple Calendar Views	View your calendar in day, week, month or text views, whichever you prefer
Pencil-in Events	Proposed meetings automatically populate your calendar where they can be directly accepted or declined

IT Features & Benefits

Limited IT Overhead	Doesn't rely heavily on network or system resources the way messaging-based calendaring and scheduling systems do
Multi-Platform Support	Runs on all major platforms - Windows, Macintosh, Linux, and Solaris -- even in your enterprise portal using the Arrival SDK
Scaleable	Doesn't constrain organizational growth in any way - it adapts to the size of your organization today – and tomorrow.
Simple Administration	Easy to install, adopt and administer

Add-on Modules for Expanded Functionality

- **Meeting Maker Connector for Outlook:** The Meeting Maker Connector for Microsoft Outlook (MMCO) module offers an Exchange alternative - a way for Meeting Maker and Outlook users within an organization to collaborate by enabling them to schedule meetings in Outlook or Meeting Maker, whichever is preferred.
- **Notify Link for Meeting Maker:** NotifyLink for Meeting Maker is the ideal solution for people on the go who need instant access to their calendars and email. It provides a very rich set of wireless features, including the ability to read, compose, reply, forward and delete emails; view and edit attachments; maintain calendar and contacts; schedule meetings; accept or decline meeting requests; undertake scheduled and forced synchronization's; and robust filtering.
- **LDAP Gateway:** Use the LDAP Gateway module to improve security by automatically validating user accounts against an LDAP server, thus omitting the need to create user accounts.
- **Administrative API/CLI:** Administration is now even easier via the Administrative API/CLI module. Simply use the API (application programming interface) or CLI (command line interface) to automate common commands.

To learn more about Meeting Maker or any other workplace and resource management solutions from PeopleCube, visit www.peoplecube.com.

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