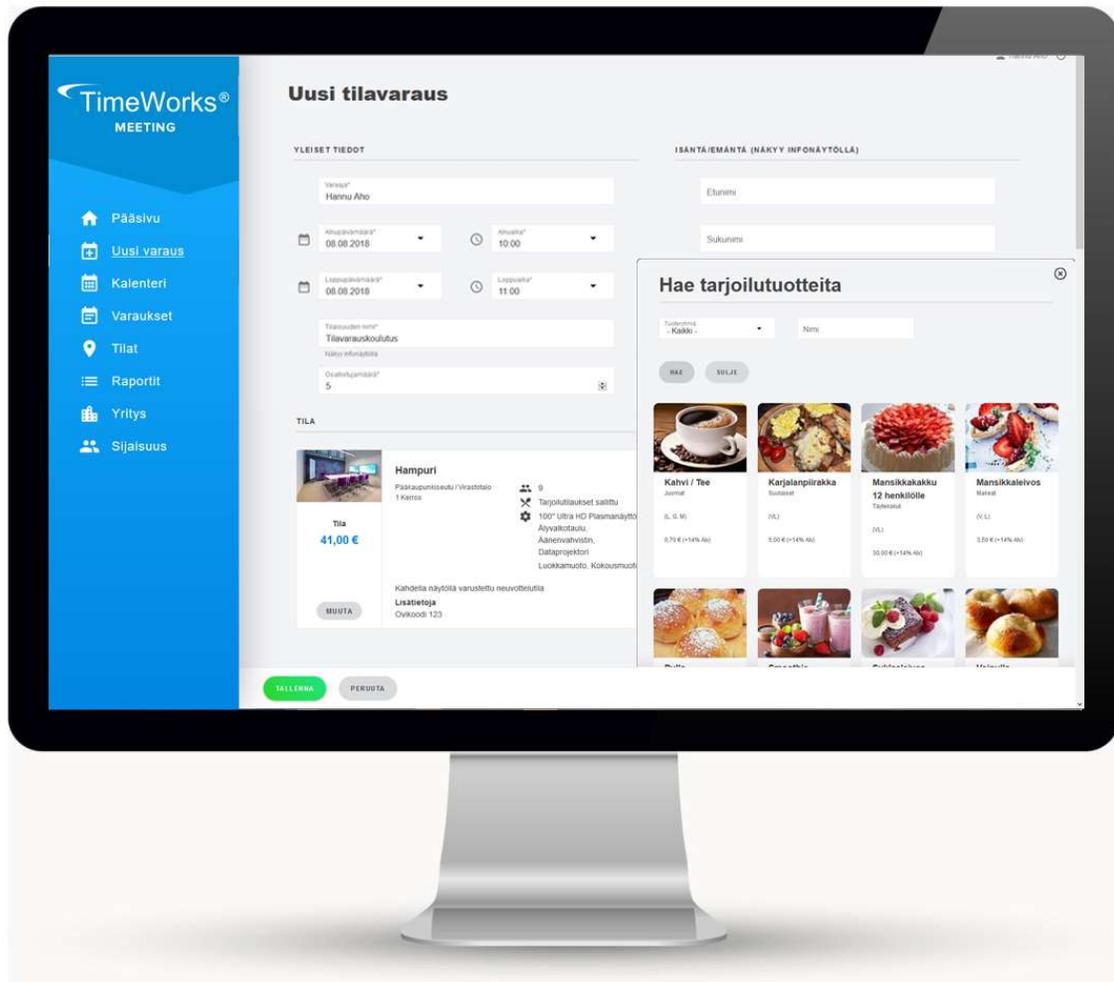


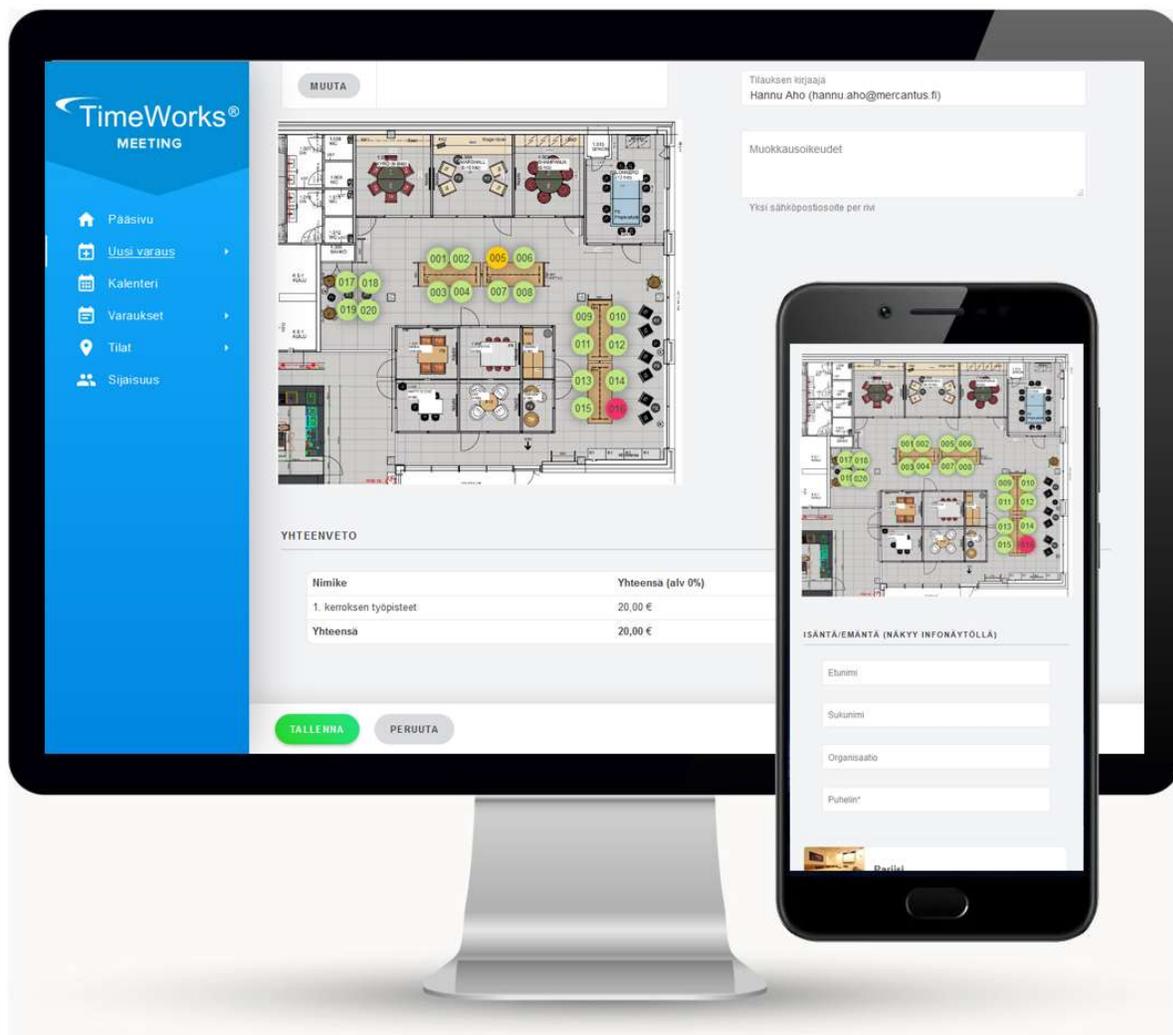
The processes for searching and reserving end-user conference rooms and services in an organization

- Searches may be done within the limits of the access rights (eg premises with booking rights)
- The content of the search form can be defined by user or group of users
- All search and booking processes, regardless of device (including laptop, tablet, phone, etc.)
- Finds available spaces by various search criteria (time, property, floor, capacity, equipment, etc.)
- Find availability for recurring bookings (eg Mon-Fri, 9am to 10am during the selected time period)
- Manage favorite spaces (eg you can mark or unmark your favorite spaces)
- The room reservation can also be accompanied by a catering order if the room is allowed a catering order
- Service order can also be made without room reservation (separate serving order)
- When ordering, a reminder of the catering order can be ordered
- The reservation can be accompanied by eg. event name, event host / hostess, attendees
- The lobby service of the property can be used to inform visitors without any actual reservation
- Possibility of sending booking confirmations and calendar invitations to the booker or participants
- Ability to give your own reservations the right to edit (replacement)



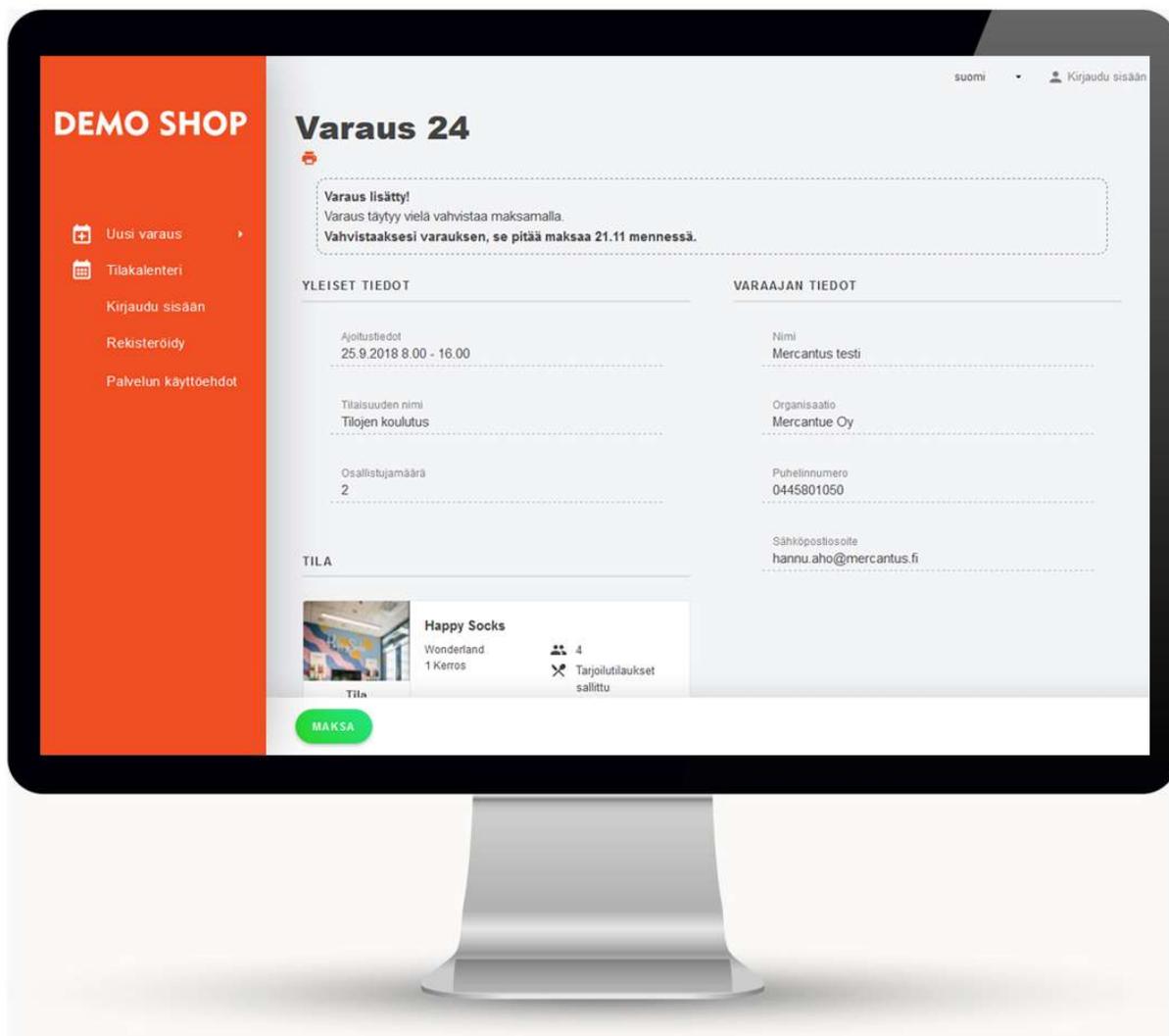
Workstation bookings and application processes

- Possibility to reserve workstations, team workshops or workshops within the limits of access rights
- Booking processes regardless of device (eg laptop, tablet, phone)
- Processes for finding a suitable workstation or workshop (eg quiet mode, group mode)
- Ability to select a workstation from a visual map view, assisted by e.g. zoom
- Emergency booking, so you can find and reserve the space you need to get the job done right on the fly
- Workstation reservation for coworkers within the permissions
- Management of long-term or recurring bookings of the subject to be reserved, within the limits of the licenses
- Copying a reservation as a basis for a new reservation (including reservation history)
- Automatic booking confirmations (eg via email and calendar invitation)
- Sensor integrations e.g. for measuring actual occupancy rates of workstations, personal tracking, etc.
- Sensors can be used for eg. the workstation will be released for re-booking if the workstation is not reached or exited within a specified time (eg 60 minutes)
- Offering of workstations from the online store (including workstation rental for a selected period of time)



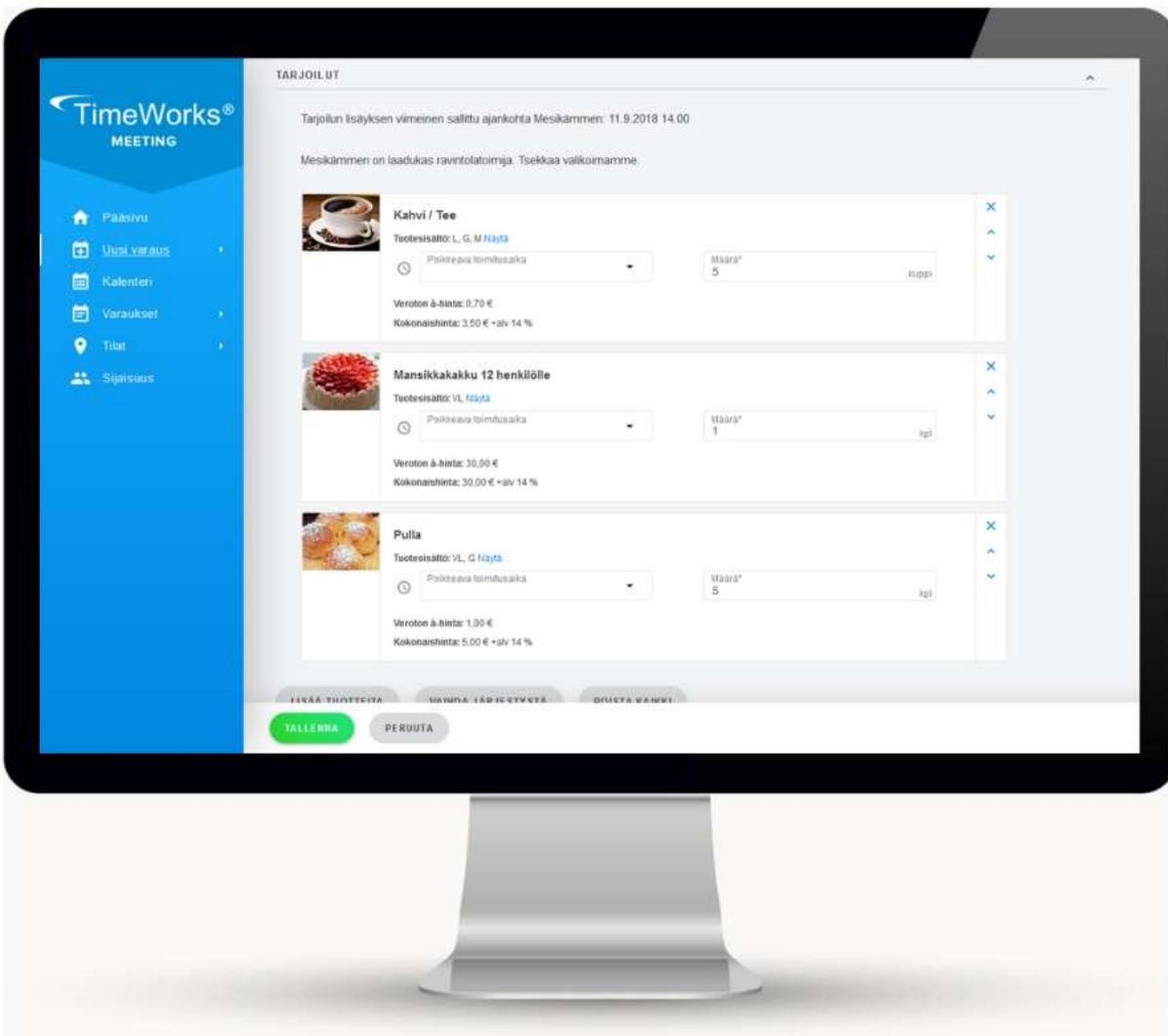
Online store for selling premises and services

- Accurate booking processes and unique look without programming work
- Depending on the configuration, reservations can be made with or without logging in
- Commerce rooms, workstations, work rooms and services can be booked from the e-shop
- Multiple pricing mechanisms (including hour, extra hour, week, month, cost per customer)
- Multiple payment options (including debit card, credit card, invoice)
- Possibility for monthly credit card payment (used services are automatically charged once a month eg from the customer's credit card)
- It is possible for a customer to apply for a billing customer
- Reservation Rights management per customer basis
- Define reservation times (days and times when resource can be booked)
- Specifying the length of the reservation (eg a certain item can be booked at a maximum / minimum for a certain time)
- My bookings search engine (eg customer can use old booking as a basis for new booking)
- Booking timestamps and change logs, automatic booking confirmations, calendar invitations, etc.
- Booking confirmation process (eg via email)



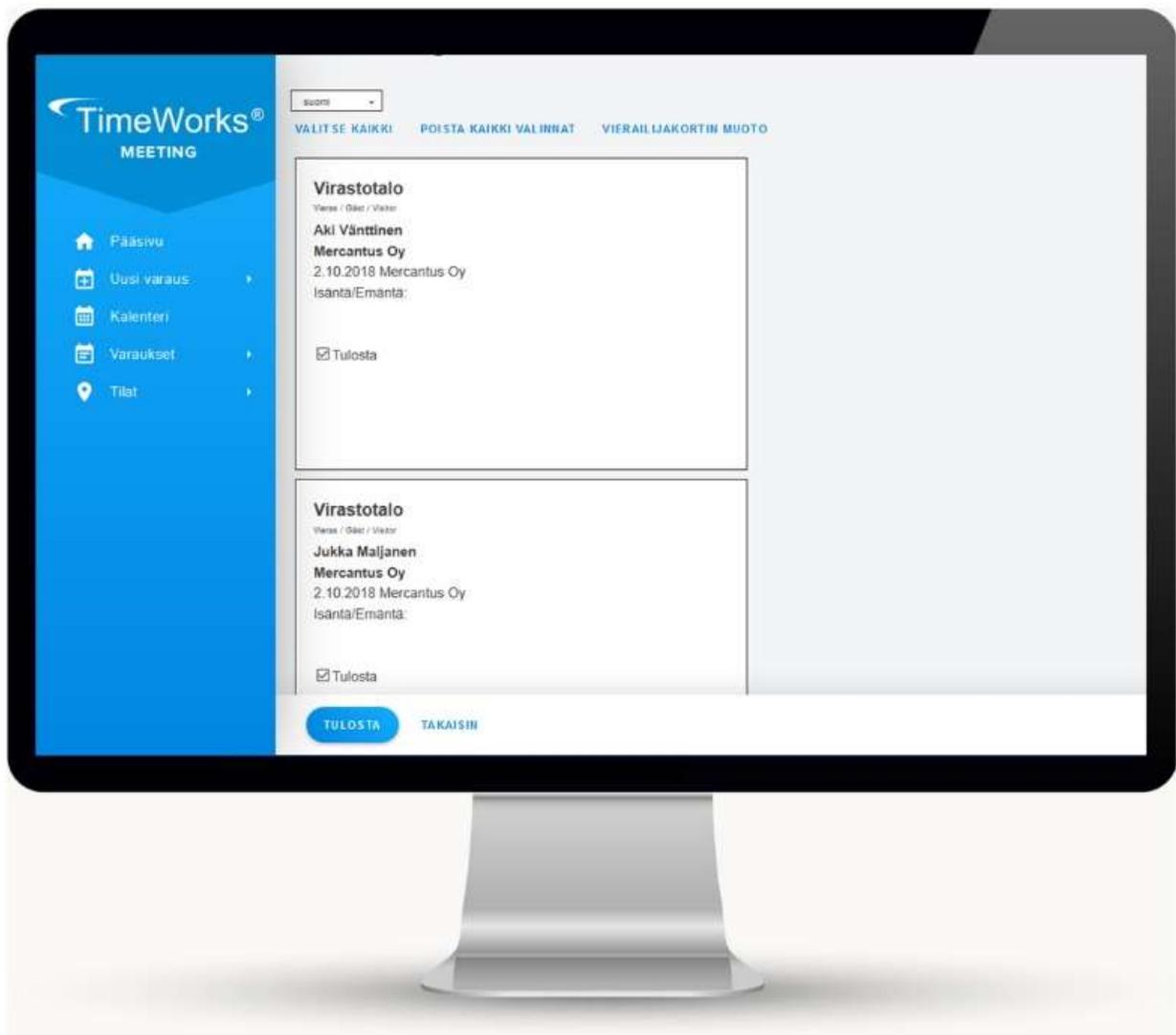
Restaurant service management interface

- Different service reports (Overall status, individual order printing, billing report, etc.)
- Service order time limits (restaurant order blocking too close to reservation time)
- Product time constraints (eg cake ordering requires a different time limit)
- Management of cleaning and table setting (eg event preparation)
- Serving orders can only be allowed to the desired facilities
- Customized visibility or price lists can be defined for restaurant products
- Products can be individually tailored to the space (eg serving of sauna room may be different)
- Confirmation of customer reservations (catering order confirmations)
- Combining restaurant and room reservations (restaurant order also includes space)
- Campaign product management (e.g. Christmas product lift)
- Option offer management (eg offer on serving and space)
- Offer may be changed to reservation (tracking and analyzing rejected offers)
- Ability to implement data transfer to cash register system or financial management software



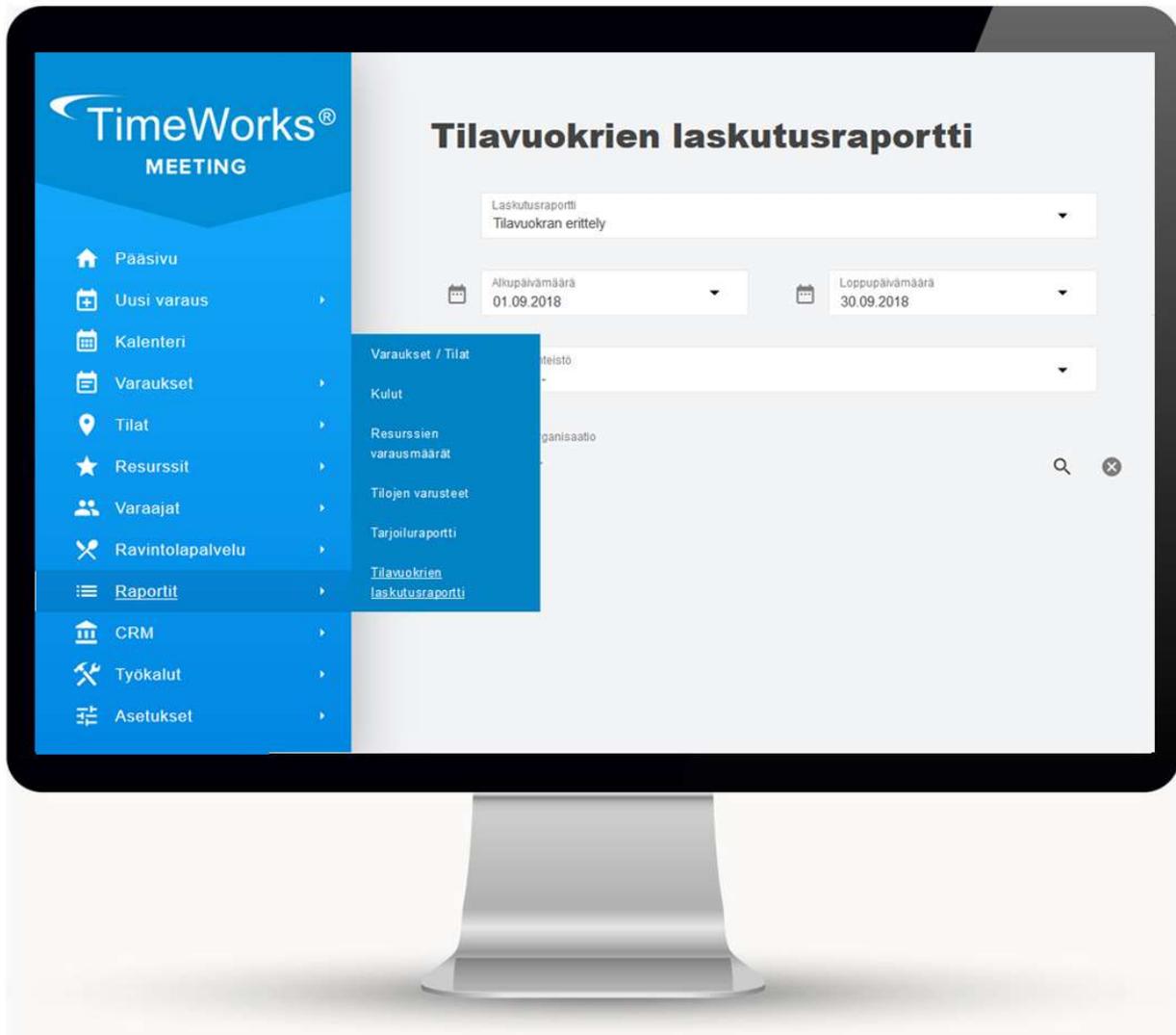
Lobby Services User Interface

- Incoming visitor control (including who's coming and when)
- Possibility to make reservations on behalf of different organizations depending on your usage rights
- Managing visiting groups eg. saved file
- Reservation search functions eg by visitor name
- Interface to the automated lobby that allows visitors to log in (System)
- Multiple Calendar views for browsing upcoming visits and events
- Printing of guest cards, incl. language range selection and settings for different printers
- Guest guest WLAN ID management (printing of guest ID to guest card)
- Visitors are stored in an organization-specific visitor register and exit the register as specified
- Ability to make reservations on behalf of different organizations or clients with sufficient access
- Different levels of access control for lobby services
- It can be determined which properties the lobby service has access to



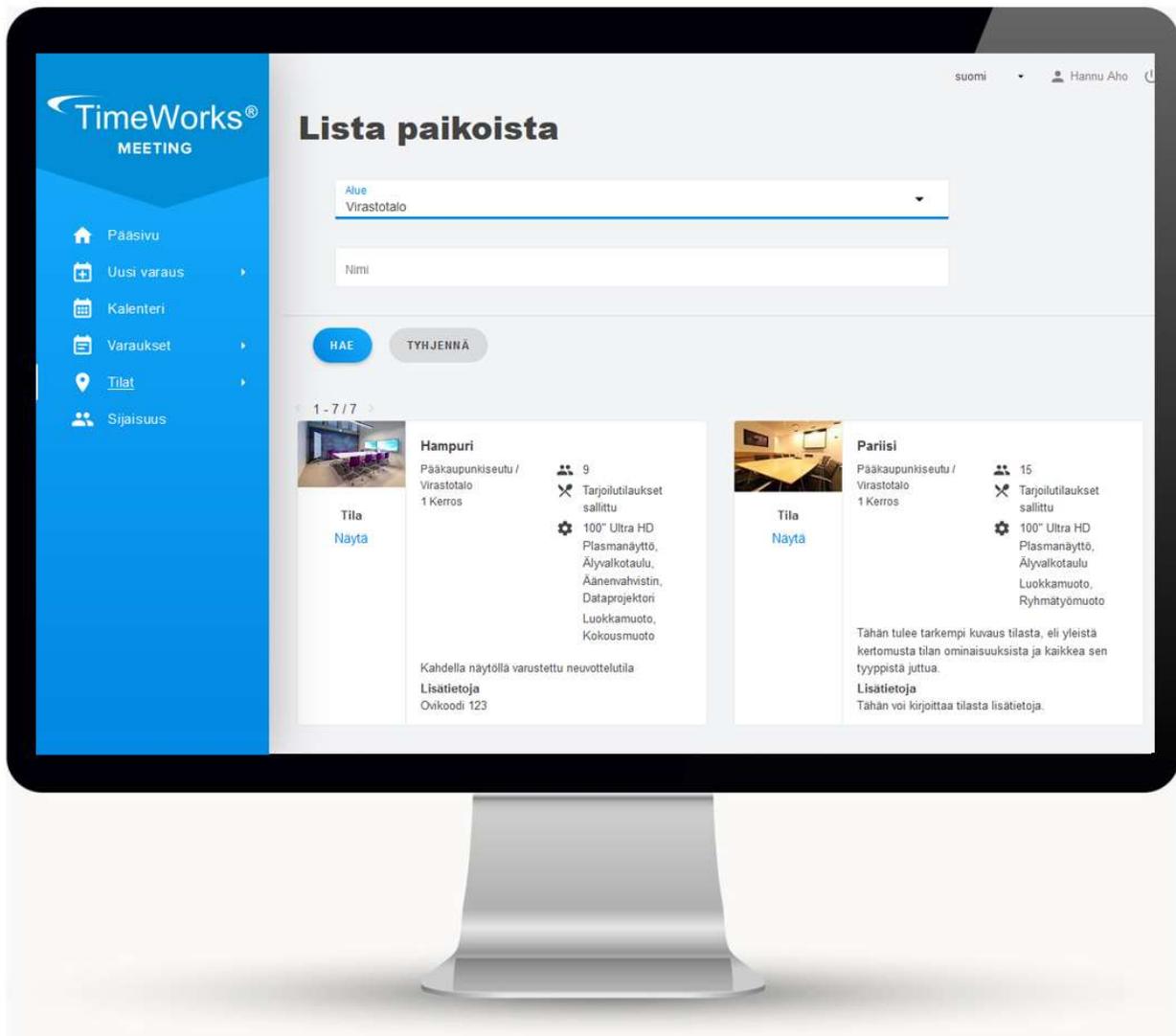
System Administrator Interface

- Manage system settings, users, and resources to allocate
- Managed resource areas and real estate management in the system
- Ability to make reservations on behalf of the organization / users
- Cost center management (including organization or personal cost center management)
- Can create admins for organizations
- Different organizational structure management
- Define the functionality of the reservation calendar (including organizing times, pop-up information, etc.)
- Manage the system's main page bulletins for different user groups or properties
- Running multiple forms of reports (e.g. occupancy rates, price lists, billing)
- Multiple pricing mechanisms (including hour, extra hour, week, month, cost per customer)
- The administrator's list of features includes hundreds of features that can be deployed when needed. In our view, it is unnecessary to import unnecessary features into the system.



Specifying the destinations to be booked and the services that are to be reserved from the administrator's point of view

- The items to be reserved may include: various facilities, workstations, restaurant services
- Resources may have configurable features, equipment, furnishings and services
- Images and files can be attached to the resource to be reserved
- Features, equipment and restaurant services can be used as search criteria
- Easy map management process
- Creating composite spaces
- Target management of services (including targeting of restaurant services or virtual spaces to real estate or space)
- Defining time periods to book (including time slots when a space or service can be booked)
- Possibility to create reservation barriers (including management of temporary reservation barriers)
- Possibility to create client-specific premises or services (eg premises for tenants of the property)
- Check-only spaces can be created. Space reservations can be made with special rights





Invoicing and Accounts Receivable

- Creating invoices from bookings, eg as a collectible bill (all bookings of the organization for a specific time period)
- The ability to create new invoices that are independent of the reservation system
- Import of reference payments from bank material (eg Nordea, OP, Savings Bank, Local Co-operative Banks)
- Payment type selection (eg cash, debit card, credit card)
- Invoice layout and language selection (eg Finnish bank transfer with bank barcode)
- Sales ledger and accounting reports
- Electronic invoicing and invoice transfer to postal service Via the Apix interface
- The processing of payment transactions made through the reservation system Via Paytrail or Nets
- Transfer to third party systems (eg financial management software or cash registers)

Managing access levels

- For basic levels: administrator, restaurant service, lobby service, organizational administrator, end user, registered or unregistered customer, etc.
- Creation and editing of access levels
- User interface and unique views for different user groups
- User language, time zone settings
- Sign in with either a username / password combination or as a single sign-on

Single Sign-On Manager (AD)

- Sign-ups from multiple sources (including different organizational structures)
- Support for all known single sign-on systems (eg Virtu, Haka, AD)
- Single sign-on option (eg AD, Virtu, Haka)

MS Outlook integrations (Exchange or Office 365)

- Find and reserve free space through MS Outlook or TimeWorks software
- Bidirectional communication between Outlook Calendar and TimeWorks software
- Reservations can also be edited in MS Outlook Calendar or TimeWorks software
- Visitors can be invited with an Outlook invitation (visitor management)
- Definable to meet the needs
- Optionally customized functionality extensions

Various ready-made integrations with third-party solutions

- Doorway screens (eg start and end of a meeting, or personalized views)
- Dashboard displays (e.g., combines all events in a building into one view)
- Automated lobby (eg visitor logs in with System automatic lobby)
- Sensors (eg, space can be freed up for re-booking if, for example, negotiation fails, actual usage rates, indoor positioning, energy saving solutions, etc.)
- Locking technology (eg conference room door opens with code)
- Robotics and Artificial Intelligence (eg robot controls into a busy space)

NOTE! This document lists the most important functions, but this is not an exhaustive list of system features and functions.