DIGITAL HRMS

Conference Room Booking

Scheduling Meetings Made Easy with Digital HRMS

Software Suggest — Pioneer Of Progress — 2025

Software Suggest — Highest Review — 2024

Software Suggest — Easy Usability — Winter 2024

Software Suggest — Faster Growing Software Products — Winter 2023

Software Suggest — Best Value Software — Winter 2022

Software Suggest — Easiest Admin — 2021

Best Value — Software Suggest — 2020

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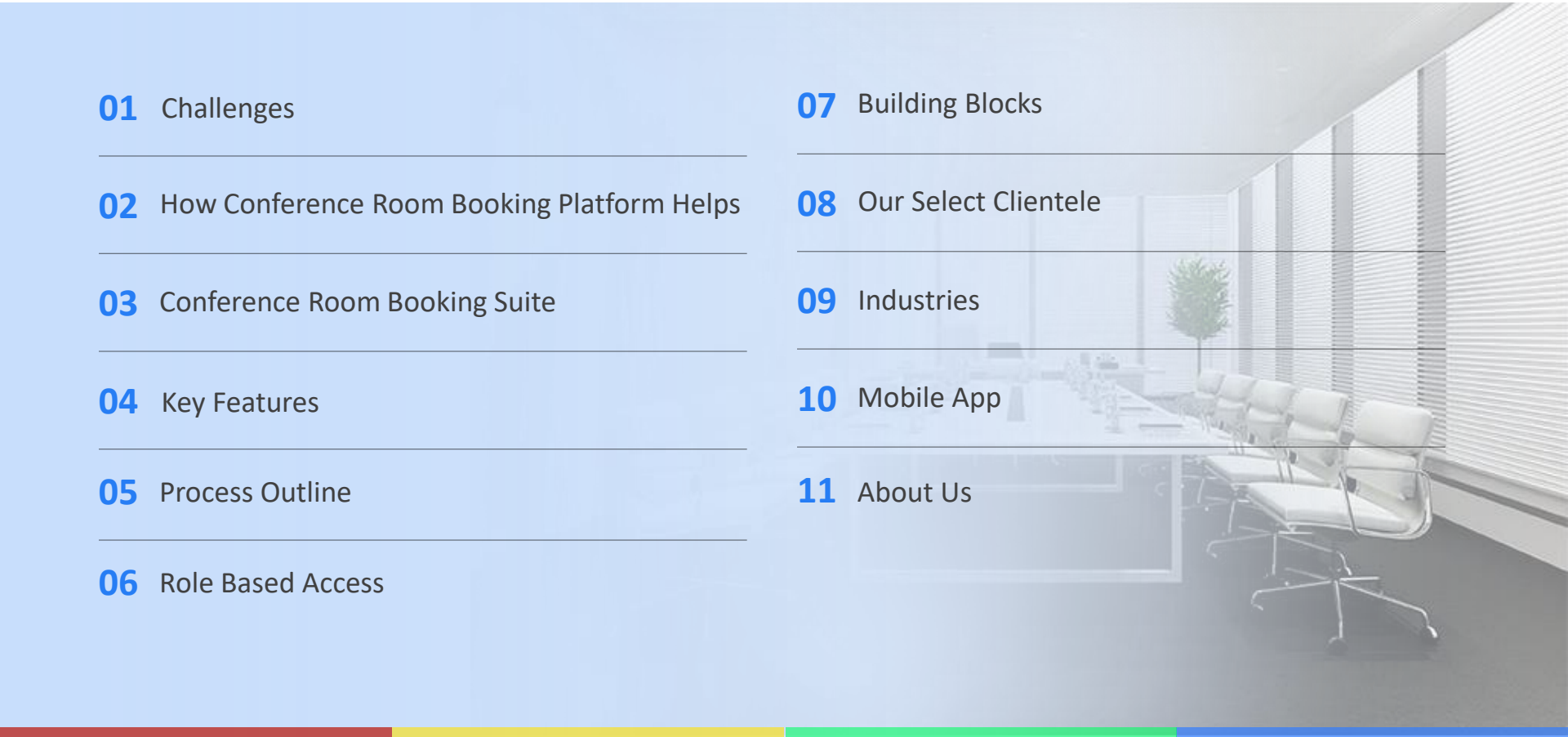
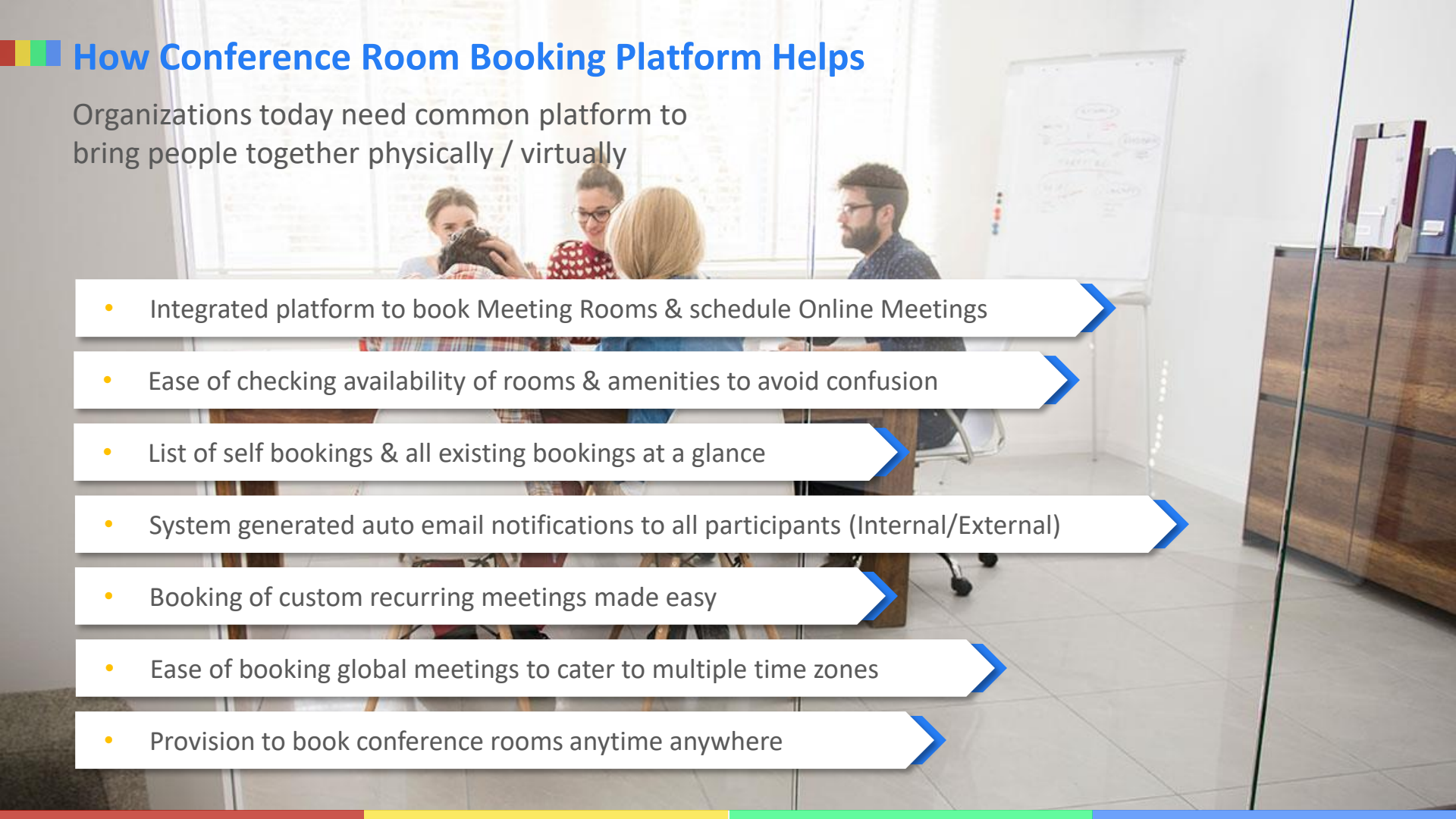


Challenges We Overcome

- Deciding Appropriate Meeting Location, Timing, Schedule, etc.
- Visibility of Meeting Amenities (Desktop, Projectors, Boards etc.)
- Scheduling & Confirming Meeting Room Reservations
- Integration with Multiple Online Channels
- Visibility of Occupied / Available Meeting Rooms
- Managing Meeting Notifications
- Managing Meeting Room Conflicts
- Managing Customized Recurrence

How Conference Room Booking Platform Helps

Organizations today need common platform to bring people together physically / virtually



- Integrated platform to book Meeting Rooms & schedule Online Meetings
- Ease of checking availability of rooms & amenities to avoid confusion
- List of self bookings & all existing bookings at a glance
- System generated auto email notifications to all participants (Internal/External)
- Booking of custom recurring meetings made easy
- Ease of booking global meetings to cater to multiple time zones
- Provision to book conference rooms anytime anywhere

Conference Room Booking Suite

Conference Room Booking + Employee Management + Admin Configuration

Get the Flexibility to Choose More Modules & Build your Customized Platform for every HR function.

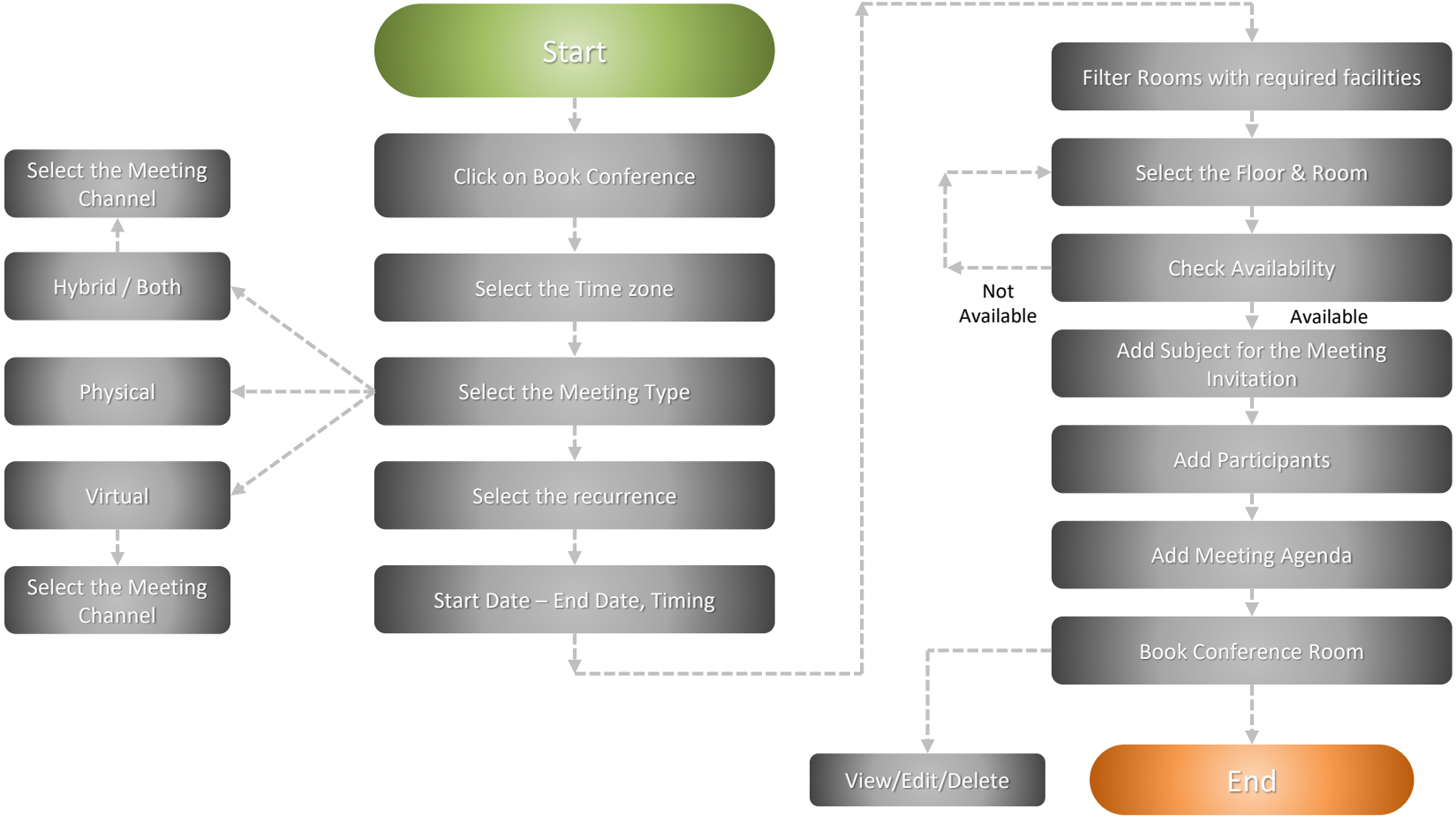
Survey
Self Service
Asset Mapping
Training
Timeport
Policy
Violations & Occurrence
Recruitment
Performance Assessment
My Details

Resource Allocation
Separation
Travel
Leave & Attendance
Expense & Reimbursements
Task Management
Confirmation Assessment
Advances
User Manual
Mobile App
Payroll

Key Features

- Choice of multiple Online Meetings (Zoom, MS Teams, GoToMeeting etc.)
- Available anytime, anywhere through browser or Mobile App
- Quick view of future and past meetings
- Meeting Search with Smart Filters
- Avoid Meeting Room Conflicts with Auto Availability check
- Ensure required Amenities in your Room
- Ease of scheduling customized & recurring meetings
- Auto Notifications to the participants

Process Outline



Role Based Access

Recruitment module has multiple Logins/Roles – Employee/Manager & Admin.

Employee/Manager

Conference Room Booking Admin

Role Based Access

Employee / Manager

- Employee Can book the conference room
- Employee can see his bookings as well as all bookings
- Employee can Reschedule and Cancel his bookings

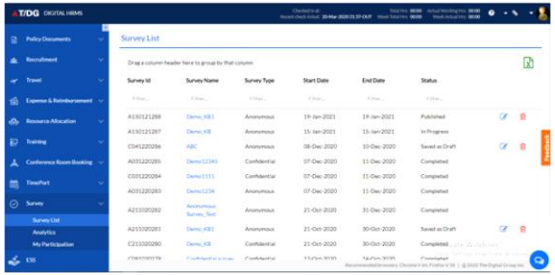
Conference Room Admin

- Admin can configure Master Data like adding the floor, room, seating capacity, available options etc.
- View & Override any bookings if required

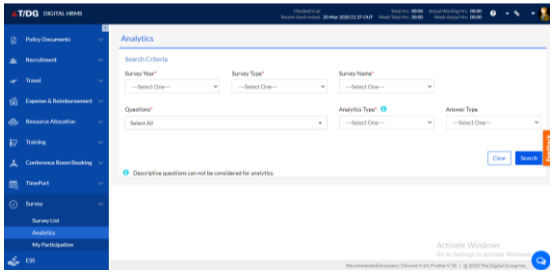
Building Blocks

List My Bookings

- Accessible to all the employees in the Organization
- Displays a list of self bookings made by the employee
- Displays all the details about the booking, including the details of the room booked, floor, meeting start date, end date, start time and end time
- Employee has the option to edit/reschedule and delete the bookings



List All Bookings



- Accessible only to the Admin
- Displays a list of the bookings made all employees in the organization
- Displays all the details about the booking, including the details of the room booked, floor, meeting start date, end date, start time and end time
- Admin has the option to edit or override bookings if required

Our Select Clientele

Our Select Clientele

Multiple Industries. One Solution

HEALTH CARE

IT / ITES

AUTOMOBILE

EDUCATION

REAL ESTATE

MANUFACTURING

RECRUITMENT AGENCY

CONSULTANCY FIRM

MEDIA & PUBLISHING

FACILITY MANAGEMENT

DEALERS & DISTRIBUTORS

BANKING & FINANCIAL SERVICES

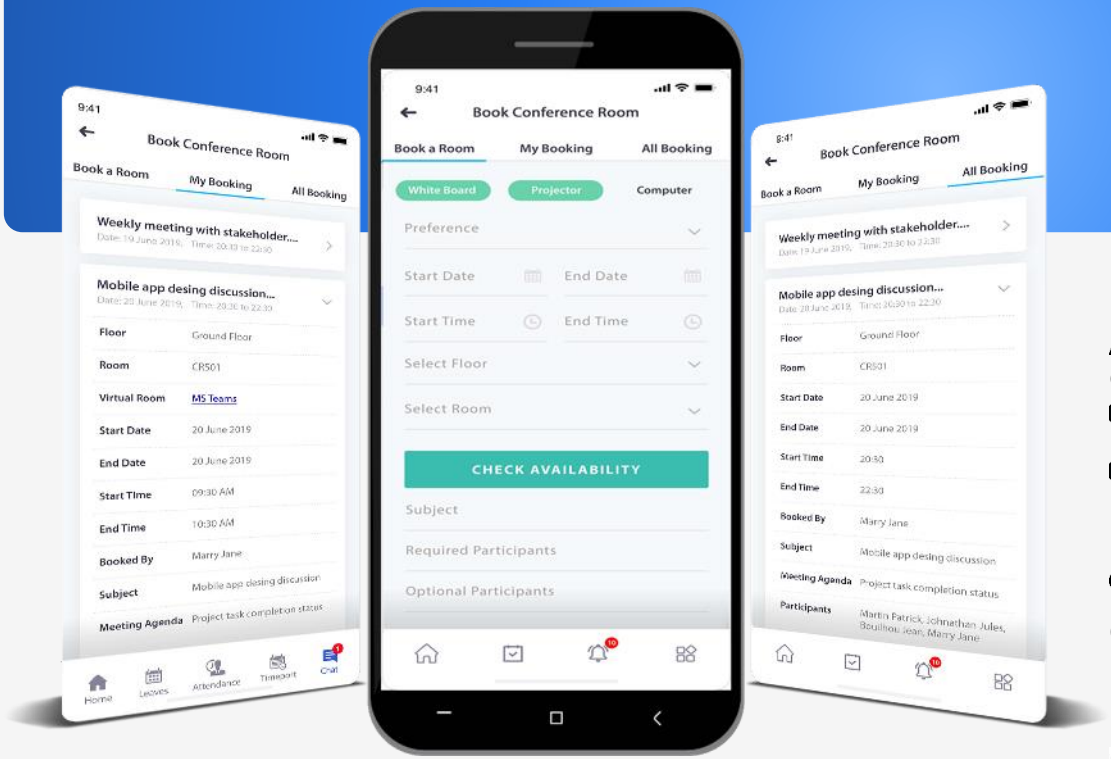
HOSPITALITY

UTILITIES

PHARMA

And many more other industries to which we cater HRMS as a solution.

Go Mobile With Your HR Processes



Discover Digital HRMS App on Google Play & App Store

with advanced features for mobile users.

- Geo Fencing
- Timesheet Recorder
- Fingerprint Signature
- Voice Command
- Chat Bot
- Face Recognition

Download on the App Store

GET IT ON Google Play

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About Us

Digital HRMS is an one-stop solution for all HR needs. It is a modular customizable HR software platform, developed by T/DG, that empowers your workforce, simplifies your operations and drives your business goals. For more information, visit www.digitalhrms.com

The Digital Group (T/DG) is a MNC and leading provider of a broad range of Information Technology services having software products across domains like HR, enterprise search, automation testing, telehealth, and more. It was incorporated in 1999 and Head-Quartered at Princeton, US. T/DG is a CMMI 5 level company with 1000+ employees and has IT Service Projects & Products as major business. For more information, visit www.thedigitalgroup.com

Awards & Certifications

Quality Management System | Business Continuity Management System | Information Technology Service Management | Information Security Management System | Privacy Information Management System | Artificial Intelligence Management System

CMMI SVC /5 SM

CMMI DEV /5 SM

SSAE 18
SOC 2 Type II Audit Completed

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