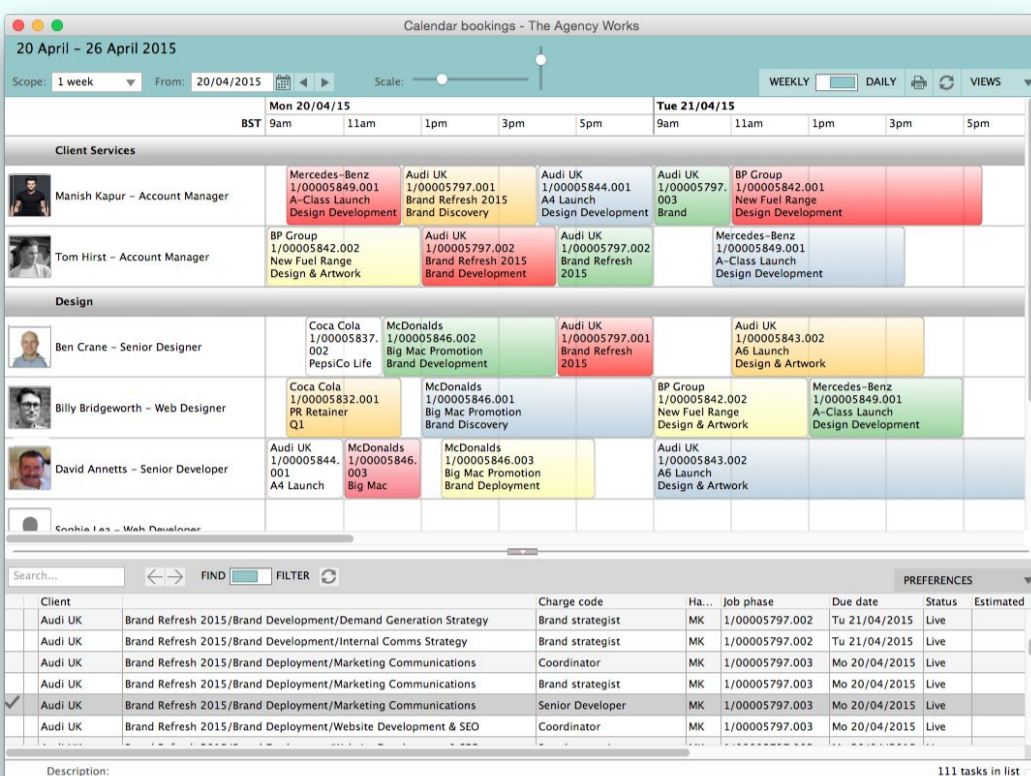


## CALENDAR BOOKINGS

It is now more important than ever for companies to have visibility on utilising their people resources effectively. Synergist may be core to your invoicing needs but could also play a key role in giving you visibility on your resource utilisation.

The calendar bookings module is included within your Synergist system, so no additional licence is required.

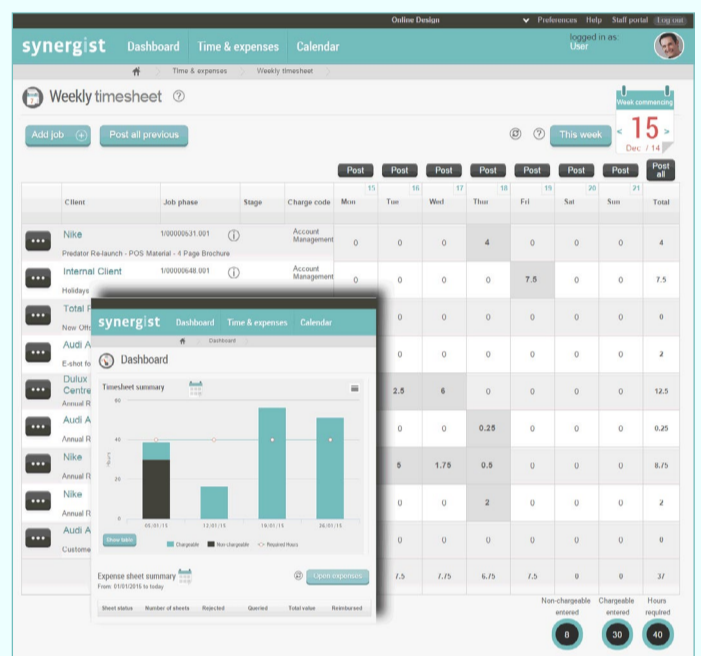


The benefits of using the Calendar Bookings module can be agency-wide assisting Account Managers, Studio Managers, Operations Managers and all staff recording time.

The Calendar Booking function is a tool for scheduling work estimated in Synergist Jobs. Estimates can be allocated to staff and the calendar is an ideal tool for doing this.

### KEY BENEFITS

- One central shared Company System
- Viewing data relevant to each user
- Improved use of estimating throughout your organisation
- Automatic population of job data on Timesheets
- Interactive and updated in real time



### FEATURES



- Ability to request resource from a job budget, as required
- Drag and drop allocation of time
- Option to add notes or attachments
- Filter and/or find jobs, clients, resources to refine screens
- Auto population of job details on Timesheets
- Reporting on capacity

### USAGE



- MDs**  
Visibility on resourcing requirement across the company
- Operations Directors**  
Visibility on staff resource by team or department
- Account Management**  
Visibility to manage client expectations
- Studio Managers**  
Ability to plan effective use of available resource

### KEY REPORTS



- Capacity report**  
A higher level overview of hours that need to be delivered in a future period used for forecasting future capacity
- Pipeline Capacity**  
See how winning a pitch might influence your team availability
- Actual time v Booked**  
Are resources taking longer to complete tasks than were planned? Could estimating and ultimately quoting to clients be more focused?
- Team Availability**  
How much time do individuals or teams have available in a future period?

### IMPACT ON COMPANY



- Improved estimating of required resources  
**= more accurate profit forecasts**
- Better planning of available resource  
**= increase in utilisation**
- Flexible visual updates  
**= real time view of work progress**
- Time data is more accurate and updated  
**= improved reliability of timesheet reports**



### CLEVER STUFF



- **"Snapshot" report** for Account Handlers to see when their jobs are being worked on
- **Produce Gantt Charts** for timing plans creating PDFs or Export to Excel

Implementation and consultation by