



# EZ-Equip – Equipment Registration

**Ever wanted to book a conference room equipped with a beamer and a computer? Make it possible with EZ-Equip! The administration of available accessories and equipment for each object is now easy thanks to the additional EZ-Equip plug-in.**

Every user who wants to book an object also gets an overview of all the equipment that can be booked together with that object. This way any object registered in your EZbooking licence will be available for booking together with selected accessories. Enhance your equipment use!

### Register Equipment

The administrator registers any equipment which he or she wants to make available for the users to book. With this system, the users get a clear overview of which accessories can be booked together with the objects.

### No double-booking of accessories

Since each accessory is registered once, it is not possible to double book any of them if the system administrator have not allowed double bookings. The same security applies for all objects booked. This will make the administrators and users feel secure about the booking software.

### Link accessories to objects

The administrator connects the accessories to chosen objects. The users can then book one object (e.g. a meeting room) and choose to link to it one or several accessories. Accessories must be connected to existing object for users to be able to book them. It is thus not possible to book accessories alone. With EZ-Equip

you have a clear overview of which equipment is booked or available.

### Generate Reports

The addition of the EZ-Equip plug-in makes more selections available in the existing report generators. You will thus know more about the equipment use inside your organisation. The purchase and reassignment of equipment will be eased.

### The University of Zürich uses EZ-Equip

The University of Zürich is the largest University in Switzerland compound of 7 institutes. Before they started using EZ-Equip they used a web-interface which had to be programmed manually. Only two bookings (one per morning, one per afternoon) were possible.

“With EZ-Equip the Department of Equipment and Logistics of the University of Zürich achieves maximum capacity utilization and this saves money in coordinating new equipment and maintenance”, says Mrs Folini, Project Leader of the Project 'Shared Equipment'. “The system is stable and user-friendly, and our users learnt EZbooking and EZ-equip very easily.”

