

# MASTER YOUR SCHEDULES

## ML Schedules™ Facility Request Software

Automate the process to improve quality, increase efficiency, and recover more costs.



### Improve communications.

Keep all departments on the same page with event schedules including setup and/or support needs.



### Save time.

Dramatically reduce request processing times from days to minutes with intuitive processes and forms



### Reduce expenses.

Decrease the labor needed for processing by 50% or more in weeks while saving on software subscription costs.

*ML Schedules™ Software virtually eliminates the labor and cost of administration functions associated with internal and community Facility Request management for as little as \$100/month. Quick to implement and easy to use, ML Schedules™ Software improves everyone's productivity and satisfaction.*

FEATURES	BENEFITS
Custom definitions of public meeting sites and spaces organized by building/location.	Customize your organization's space and site definitions including standard and custom categories.
Self Booking allows staff and community members to easily create accounts to find and reserve spaces.	Dramatically reduce the internal resources required to manage available public spaces
Automatic invoicing using your specific fees for community users.	Reduce the time, paper and costs associated with invoicing
Integrated approvals allow different approval paths and approvers based on space/site.	Automate who approves what spaces and sites at specific times in the reservation process.
Cloud-based 24/7 accessibility provides staff with system access from any web-enabled device.	Improve response times with automated processes and access from virtually anywhere.
Real-time reporting of reservation summaries with flexible custom filters, logs and views.	Eliminate overbooking with a self-updating automated system.
Easy-to-use, intuitive forms use same processes you already use without the paperwork.	Reduce learning curve for staff using forms and processes already in place.
Fully electronic records, invoices and communications.	Reduce operating costs while supporting your District's green initiatives
Comprehensive documentation and on-boarding process.	Increase confidence to get everyone up and running quickly.

See the back of this data sheet for features and benefits. Then visit [MLSchedules.com](http://MLSchedules.com) for additional information.

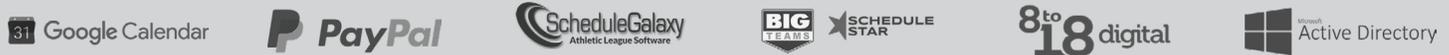


## Improve staff and community members' efficiency and satisfaction

ML Schedules™ K12 Facility Request Software brings these and other features and benefits to internal and external system users.

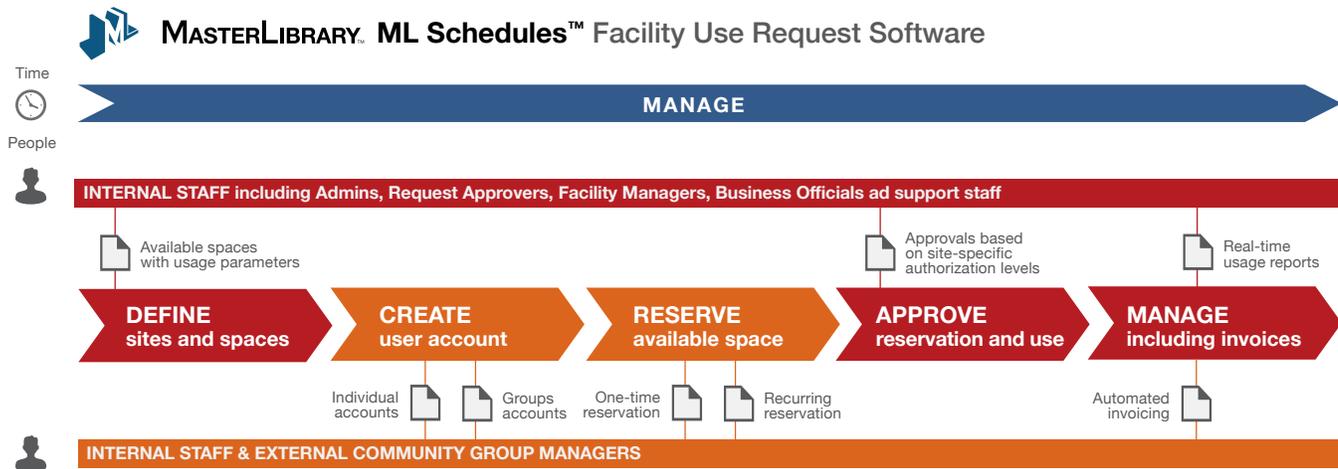
USER FEATURES	USER BENEFITS
Self-created user accounts by residents and/or groups.	Eliminate need to contact staff, saving time and resources.
Search filters based on location, type, date and other specs.	Reduce time needed to find availability of sites and spaces.
Automatic email confirmation and invoicing.	Eliminate possibility of lost invoices with tracking record.
User tracking ability for pending space reservations.	Increase confidence that reserved space is secured.
Cloud accessibility to user accounts from web devices.	Improve accessibility and transparency to reservation data.
Fully automated system using intuitive forms.	Increase user efficiency and community satisfaction.
Paperless, secure, cloud-based system.	Reduce cost of paper prints, postage, calls and trips.
Fully electronic records, invoices and communications.	Reduce operating costs while supporting green initiatives.

Offering direct integration with these and other popular school-district software applications...



## MasterLibrary™ Schedules™ Software Puts Space Reservations In The Cloud

ML Schedules™ Facility Use Request Software creates a sharable electronic repository of public-space reservation information that eliminates the need for administrators and facility managers to enter and maintain paper-based documentation. Integrated invoicing and real-time reporting improves staff and community satisfaction with secure system access anywhere, anytime via a web-enabled device.



## About MasterLibrary™ Software™

MasterLibrary™ Software has been developed over the past 20 years to improve efficiency and collaboration among the diverse professional construction disciplines that interact with a facility project from plan and design through construct and maintain. Visit [MasterLibrary.com](http://MasterLibrary.com) for more information or call **585.270.6676** to discuss your needs.