

BELOS[®].

Bechtle Event Logistics & Organisation System.



Ihr starker IT-Partner.
Heute und morgen.





BELOS[®].

A Solution for Every Need.

BELOS[®] is a professional, adaptive event and resource management software that helps you optimise how you schedule and conduct events, training and meetings. Not only is it based on actual requirements, it's also been refined through years of practical application. New features are added regularly, making BELOS[®] a powerful, dynamic business application for your company.



- Enables you to perfectly plan all types of appointments and events.
- Professional guest and reception management.
- Greets guests personally on reception screens.
- Barcoded visitor IDs and access badges.
- Optimises room and resource planning.
- Electronic door signs for meeting rooms.
- Guides visitors via an electronic signage system.
- Customised, pre-defined standard catering packages for meetings.
- Option to provide food and services to individual guests through an in-house caterer or external service provider.
- Includes external and in-house service units in events.
- Assists you in scheduling and conducting site visits.
- Manages the company car pool, including a simple booking process and driving licence check before car is issued.
- Provides access to all orders, bookings and requests in a single application, so you never have to change media.
- Integrates with IBM Lotus Notes and Microsoft Outlook.
- Publishes event dates on the Internet or intranet, along with a registration option.
- Assigns service orders to third parties.
- Accessible through a web browser—no separate client required.

Diverse Possibilities.

Got an event, appointment, conference or training course to plan? Whether it's a customer visit, in-house meeting, seminar, workshop or trade fair, BELOS® has you covered.

BELOS® takes care of all the logistical details to make your event a success. For example, you can use it to ensure the perfect seating arrangement in the ideal room, order delicious catering or book the right technology, such as video conference systems and projectors.

Maximum Flexibility.

BELOS® is designed to be modular—each component functions individually or together as an integrated whole. The combinations of modules and features are virtually limitless, so you can find the solution that fits your requirements and processes.

Selecting only the features that you actually need enhances user friendliness and accelerates the different processes. And if your company's needs change, you can seamlessly add modules later on.

Superior Benefits.

BELOS® provides a faster, easier and more reliable way to plan and hold events. It fully integrates the different modules and individual steps into a process-oriented, integrated tool—making BELOS® a one-of-a-kind solution.

Optimise Your Routine:

- Find the right room for your appointment, every time.
- A single step reserves all the technology and catering you need.
- Record your own external guests to prevent accidental errors.
- Take advantage of a single, central system that uses just one type of media.
- Keep an overview of all required resources at all times.
- Simply continue using your existing delegate rules.
- Reduce order lead time.
- Provide visitors with an ID badge that clearly identifies them as a welcome guest.
- Greet your guests on the reception screens and lead them through your facilities on the info monitors of your electronic signage system.
- See which event a conference room is booked for on the electronic sign next to the door. If your appointment is rescheduled, BELOS® will automatically book a new room, update the catering information and ensure the proper technology.
- Analyse room usage, visitor frequency and peak visitor times at the click of a button.



Impress your visitors with impeccably organised and perfectly conducted meetings.



Platform and Technology.

BELOS® for Internet-Ready.

BELOS®4web is used exclusively online, so it's available worldwide. That means no extensive rollouts of client software, and local configuration errors through incorrect use are impossible.

BELOS®4web is based on open standards, so you don't have to purchase any additional, costly licences for server platforms or clients. You can use the open source platforms provided or your existing in-house standards.

BELOS® is Notes-Enabled.

BELOS®4notes fully integrates with your Lotus Notes and Domino infrastructure. 90% of users can handle all of their meeting and event planning tasks directly through their Notes calendar. The remaining 10% have additional managerial or

fund management tasks, so they work directly on a central **BELOS®** interface. Because **BELOS®** is so highly integrated with Lotus Notes, standard users don't need any training.

BELOS® is Going Mobile.

BELOS®4mobile is the next logical step in the wide range of possible platforms and usage options. Now you can book rooms on the go from your tablet or smartphone. Or register visitors and order catering—all through your personal iOS or Android tablet or smartphone.

Key BELOS[®] Modules.

BELOS[®] Basic.

- Central module for scheduling appointments and recording participants.
- Settings.
- User administration.
- Overviews and lists.

BELOS[®] Rooms.

- Manage unlimited rooms.
- Manage room groups.
- Select from multiple seating arrangements for each room.
- Consult an overview of booked rooms.
- Book rooms.
- Assign cost centres.
- Owner rights and room availability settings.

BELOS[®] Resources.

- Manage all media required for events or appointments.
- Manage room or site-dependent media.
- Check on availability and quantity.
- Configure a setup time for each item, medium or service.
- Select any of the available services.
- Automatically send information to the assigned fund manager.
- Assign service orders to third parties.
- Manage recurring orders.

BELOS[®] Participants.

- Add participants to appointments.

- Consult company and contact database.
- Receive system-based registration confirmation.
- Manage hotel lists and booking requests for overnight visitors.
- Print visitor IDs (including EAN).
- Print or send documents to participants.
- Manage status with check-in/check-out feature.
- View statistics, for example visitor frequency.

BELOS[®] Catering.

- Customise your catalogue of available items.
- Create custom catering packages.
- Define site-dependent catering options (can include several service providers).
- Service providers are transparently included in the process.
- Manage recurring orders.
- Quantities are automatically adjusted based on participant RSVPs.
- Book your catering directly through your calendar or a central location.



BELOS® Display.

- Welcome visitors with a professional greeting on reception screens.
- Guide guests through your facilities with the electronic signage system.
- Inform participants via electronic signs on conference room doors.
- Create your own content—the way you want it.
- Customise displays to match your corporate design.
- Display information does not need to be entered manually—all information is taken directly from BELOS®.

BELOS® Car Pool.

- Configure your booking periods any way you want.
- Define an approval workflow for all vehicles.
- Document all key issuances and driving licence checks.
- Book pool vehicles, rental vehicles or vehicle categories.
- Consult operating information and important dates (vehicle inspection, end of leasing agreement, etc.).
- Book vehicles directly through Notes calendar.

BELOS® Events.

- Plan one-day or multiple-day events, training courses, seminars or workshops.
- Make multiple reservations for a single event.
- Use saved to-do lists and assign tasks to individual people.
- Record hotel information.
- Print documents, handouts and more.
- Manage event content or participation requirements.

BELOS® Site Visits.

- Select relevant topics for the visit (product lines, etc.).
- Choose your language.
- Select the required skill level of visit guide.
- Check availability in guide's calendar.
- Invite guide and record event directly in guide's calendar.
- Send information to departments or teams to be visited.

BELOS® Invoicing.

- View usage data per cost centre.
- Receive itemised information on booked rooms, resources, vehicles and catering.
- Centrally record all prices per unit.
- Invoice multiple events together for a single customer.
- Connect to other systems (such as SAP) via existing interfaces or request a new interface.

BELOS® 4notes Calendar.

- Book rooms, technology, catering or vehicles directly through Lotus Notes user calendars.
- Easily select accessory packages, such as room equipment or catering.
- Record external participants directly while booking.
- All bookings are adjusted if appointment is rescheduled.
- Get access to room information, such as layout, location in building and equipment.



Discover additional, exciting BELOS® modules online at www.belos-online.com.

BELOS[®].

Give your guests the royal treatment.

Check out where BELOS[®] was first developed and used: Bechtle's Group headquarters in Neckarsulm, Germany. We'll also gladly pay you a visit—simply contact us to schedule a personal consultation. We look forward to hearing from you.

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