



The Assistant Manager™

GROUP SALES AND FACILITIES RENTAL



Flexibility Built In

Set up your organization's venues, program offerings, and communications how you want and as many as you need.



Venue Tracking

Set up and maintain an unlimited number of venues with different capacities and availability.



Program Tracking

Establish unlimited programs and their unique terms, conditions, venues, availability, add-ons, and pricing schedules.



CRM Documents

Establish unlimited programs and their unique terms, conditions, venues, availability, add-ons, and pricing schedules.

Manage Bookings

Easily book and change reservations across multiple venues using a centralized calendar of events, while improving your customer's reservations experience.



360° View

Know your customers when they call and view past bookings in an instant.



Book from Anywhere

Call centers, customer facing POS, or the Web are all supported channels.



Track Monies

Automatically calculate program fees, process payments, and track balances due.

Converged Commerce

Make sure the right hand knows what the left hand is doing. Make internal communications and data sharing between business units more efficient today.



Resource Management

Record resources needed for each booking. Resources can include furniture, audio visual, docents, and translators needed or assigned.



Docent Scheduling

Publish tours booked and needed number of docents allowing the docents to volunteer online. Manage docents and their work schedules.



Meet Commitments

Help your team back up booking commitments for things like setup services, docent requirements, and catering needs between business units.

Docent Management Adapter

Optionally, manage, schedule, and track your volunteers' participation in groups tours and other group events.



One-step Administration

Effortlessly administrate centralized calendars of events and the docents needed. Know your docent's availability and instantly assign them where they are needed and qualified.



Self Administration

Your volunteers can schedule to perform group tours and other group events on their own. Once scheduled, they will have access to their schedules at a moment's notice.



Schedule Participation

View open group event slots, assigned docents, and schedules from anywhere, anytime, and from any device.