CREATIVENGINE
[DESIGN & DEVELOPMENT]

Scheduler

Senator Schedule Management Suite
DEMO

What is Scheduler?

Manage your senator's schedule your way. Scheduler is a web-based application that helps office staffers track the meeting requests of constituents, businesses, etc and direct them through the review process for being added to the senator's schedule. Aggregate important information and documentation related to scheduling requests and upcoming meetings in one simple to use system.

Customizable

Scheduler is fully customizable to fit your office's needs. We know that each office works a little differently. Scheduler was built with that flexibility in mind. We work with each one of our clients to set up their Scheduler to best fit the way they do things.

Organize & Manage Requests

Take the organization of requests out of emails and spreadsheets and into an easy to use system. Manage the requests through the entire review and scheduling process with a customizable workflow. Never lose track of when a request came in, where it is in the review process, or what tasks are associated with the request.

Print & View the Senator's Schedule

Quick and versatile print and view options for the senator's schedule. View and print the senator's schedule with customizable print options to get the info you need in one sheet. Look ahead to upcoming events on the senator's schedule with the calendar view.

Task Management

Easily track and manage recurring or one-off tasks related to the senator's schedule. Attach tasks directly to a scheduling request, you can assign and monitor task progress all in one system, taking the work out of email and into one collective system. No more shuffling through emails, keep all the documentation and information related to a request in one place.

Digital Archive

Archive requests, events, and tasks, with the ability to search and view them. Easily look back on historical data to see how many times the senator has met with an organization, when requests originally came to the office, etc.

Manage Flight Information

Manage the senator's flights in the same system as meeting requests. All travel information is easily tracked in one place.

Track History & Changes

Auditing made easy. Admin can view the history of changes made to a request as it moves through the review/approval process.

Manage Access

Keep the senator's schedule secure with control over who has access. Admin have control over who has access to view the senator's schedule. Schedulers can easily manage who can make changes and participate in the review process.

To learn more or to schedule a demo, please contact sales@creativengine.com.