


Roxen CMS 5.4

Bookings Module Manual

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1 Bookings Module

Roxen Bookings is an out-of-the-box solution for managing video projectors, conference rooms, and other shared resources. By enabling Roxen Bookings you automatically have a system for reserving all of your organization's shared resources, including a search engine for free resources, and a convenient schedule that gives you a quick overview of all reservations.

The screenshot shows the 'Reserve Resource' section with a dropdown menu set to 'Conference room' and a 'Choose' button. Below it is the 'Administrate' section with a dropdown menu set to 'Administrate resources' and a 'Choose' button. At the bottom is the 'Active reservations for Administrator' section, which contains a table with the following data:

Resource:	From:	To:	
Extra room	2006-01-05	2006-01-08	

Below the table are four icons with labels: = Reservation info, = Object schedule, = Object info, and = Delete.

1.1 Administrating resources

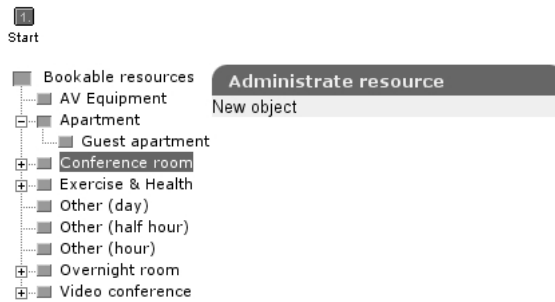
The first time you enter Roxen Bookings there will be no resources defined and it will usually look similar to this:

The screenshot shows the 'Reserve resources' section with a dropdown menu set to 'AV Equipment' and a 'Choose' button. Below it is the 'Administrate' section with a dropdown menu set to 'Administrate resources' and a 'Choose' button. At the bottom is the 'Active reservations for Administrator' section, which contains a table with the following data:

Resource:	From:	To:	
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Below the table are four icons with labels: = Reservation info, = Object schedule, = Object info, and = Delete.

To create a resource and make it available for reservations, click on “Choose” in the “Administrate” box. This will take you to the resource administration page.



Click on the type of resource you want to create in the list to the left, then click “New object” in the box to the right. You will then be taken to the Create page, where you will be required to enter information about the object. This is an example of a Conference room object:

The image shows a 'Create' form for a resource. The form has a dark grey header with the text 'Create'. Below the header, there are several fields for entering information about the resource. The fields are: 'Resource:', 'Short description:', 'Location:', 'Contact (userID):', 'Bookable from:', 'Bookable to:', 'Extra info URL:', 'Building', 'Floor', 'Number of Seats', 'Unit', 'Overhead projector', 'Whiteboard', and 'Projector'. The 'Bookable from:' field is set to '07:00' and the 'Bookable to:' field is set to '17:00'. The 'Overhead projector', 'Whiteboard', and 'Projector' fields are set to 'No'. There are 'OK' and 'Cancel' buttons at the bottom of the form.

The following information is available for the resource "Conference room":

Resource

The name of the resource room.

Short description

A short description of the resource.

Location

Location of the resource.

Contact (userID)

The login name of the person responsible for this conference room.

Bookable from

The time from which the room can be reserved.

Bookable to

The room can latest be reserved at this time.

Extra info URL

If there is information on the web about this room, enter the web address here.

Building

In what building is the conference room located?

Floor

On what floor is the conference room located?

Number of seats

The available number of seating in the resource.

Unit

Unit or department in charge of the resource.

Overhead projector

Is an overhead projector available in the room?

Whiteboard

Is a whiteboard available in the room?

Projector

Is a projector available in the room?

1.2 Reserving a resource

When first browsing to the bookings page you will be presented with two fields. At "Reserve Resource" you can choose amongst available resources in the drop down menu. At the field below you can review and edit your current active reservations.

Start

Reserve Resource

Choose resource:

Active reservations for Test User

Resource:	From:	To:	
Guest apartment	2006-01-04	2006-01-05	<input type="button" value="i"/> <input type="button" value="grid"/> <input type="button" value="x"/>
Extra room	2006-01-09	2006-01-11	<input type="button" value="i"/> <input type="button" value="grid"/> <input type="button" value="x"/>

=Reservation info. =Object schedule =Object info. =Delete

To be able to do bookings you need at least write permissions on the corresponding protection point (e.g "Booking: 'Conference room' book" protection point").

At "Reserve Resource" select the resource that you want to book and page click "Choose". If there are no conflicting reservations for the chosen resource click "Reserve" to confirm. At the final page you may fill out optional information as name and a comment.

1 Start > 2 Search object

Reserve

Select resource:

From:

to:

Search

Location:

Number of rooms:

From:

to:

1.3 Resource administrators

An administrator of a specific resource can edit the base information for a resource. They can also change and remove existing reservations.

It is possible for a resource administrator to edit all available bookings, both bookings reserved by others or bookings made by the resource administrator. To edit a booking, first select a resource and click "Choose". Next, fill out the search form and click "Search". If the resource is available you will have the choice of reserving or reviewing the current resource. If not, the occupied resource will appear. Either way, the reservation can be edited or removed by clicking the "Object schedule" icon to bring up calendar view.

1 Start > 2 Search object > 3 Choose object > 4 Schedule

Resource Information

Resource: Extra room
Location: floor 4
Responsible: Lisa

schedule week 1

Mon 2006-01-02	Tue 2006-01-03	Wed 2006-01-04	Thu 2006-01-05	Fri 2006-01-06	Sat 2006-01-07	Sun 2006-01-08
			<input type="button" value="i"/>			<input type="button" value="x"/>

At this view an administrator can shorten, extend, view information or delete a reservation. To change the reservation click the triangles at the edge of the box. Deleting is done by clicking the "x" icon. To view extended information, click the "Reservation info" icon.