

BOOKED USER MANUAL

“Booked
can fit almost any need
from
conference rooms
to
lab equipment!”

*A simple
but
powerful
scheduler*

Version: 1.5



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Preface

Booked, humble name, serious software. It is a simple but powerful reserve-anything scheduler. With flexible layouts, custom rules, a powerful administrative backend, and an unbelievably simple user experience, Booked can fit almost any need. From conference rooms to lab equipment - it's Booked!

It's a 100% free and open source program written in PHP, running on one of our servers. For those who are familiar with this programming language, they always can contribute to our objective in making this package even better! Check the "Feature List" for more info on page 62.

Credits

Much credit goes to all those who made it possible to implement, configure, debug and test this reservation program!

Registration

Registration is required in order to use Booked. After your account has been registered in the database, you will be able to log in and access any resources that you have permission to.

If you want an account, contact an administrator or lab responsible and provide the following information:

1. **First Name**
2. **Last Name**
3. **Email**
4. **Phone number** (Ex. + 32 16 xx xx xx)
5. **Organization (Department or company name)**
6. **User ID (u, s or r number if available)**

Your username will be the combination of your First Name + Last Name

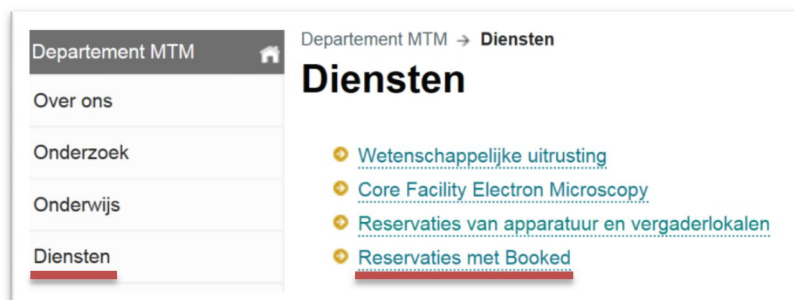
Login

Shortcut to the Booked program: <http://conf.mtm.kuleuven.be/booked/Web/>

OR:

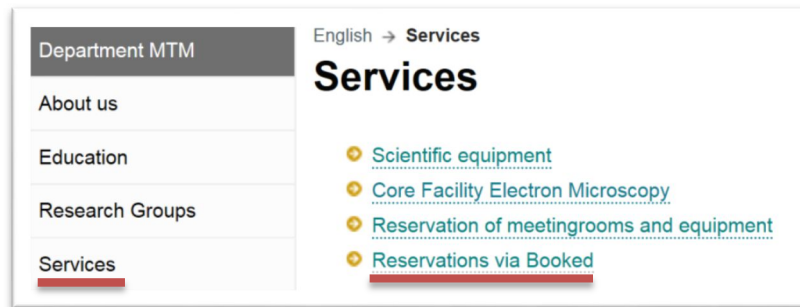
Start the MTM web site (<http://www.mtm.kuleuven.be/>), then select:

Nederlands: "**Diensten**" / "**Reservaties met Booked**"





English: “**Services**” / “**Reservations via Booked**”



Login screen: type your **Username** and **Password**, then press enter or click on .

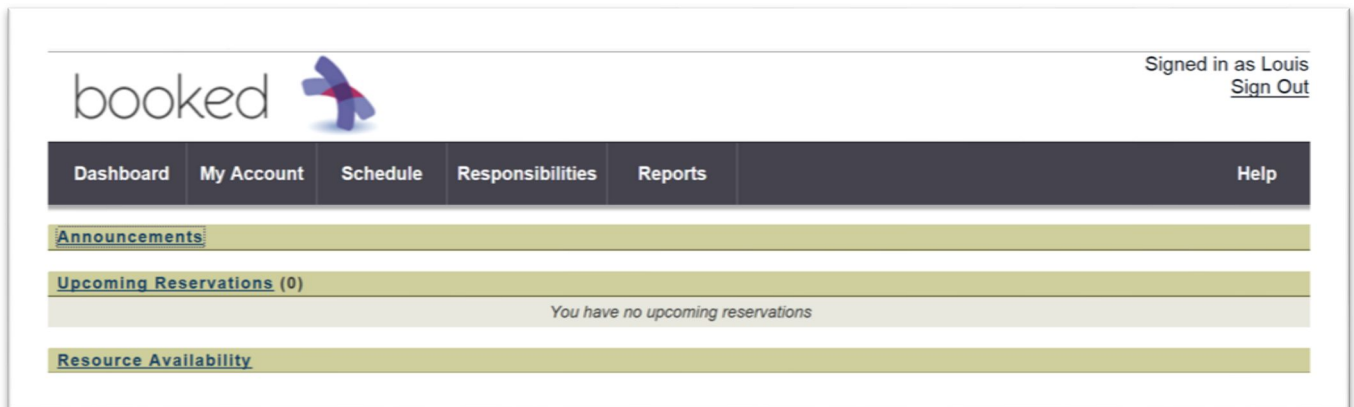
A screenshot of the login form. It contains three input fields: 'Username or Email', 'Password', and 'Language'. The 'Language' field is a dropdown menu currently showing 'English GB'. Below the 'Language' field is a checkbox labeled 'Remember Me'. At the bottom right of the form is a 'Log In' button with a small icon of a document.

Tips:

- select a different language before you type your username or password.
- you can also use your email address instead of your username.



Dashboard: the main screen



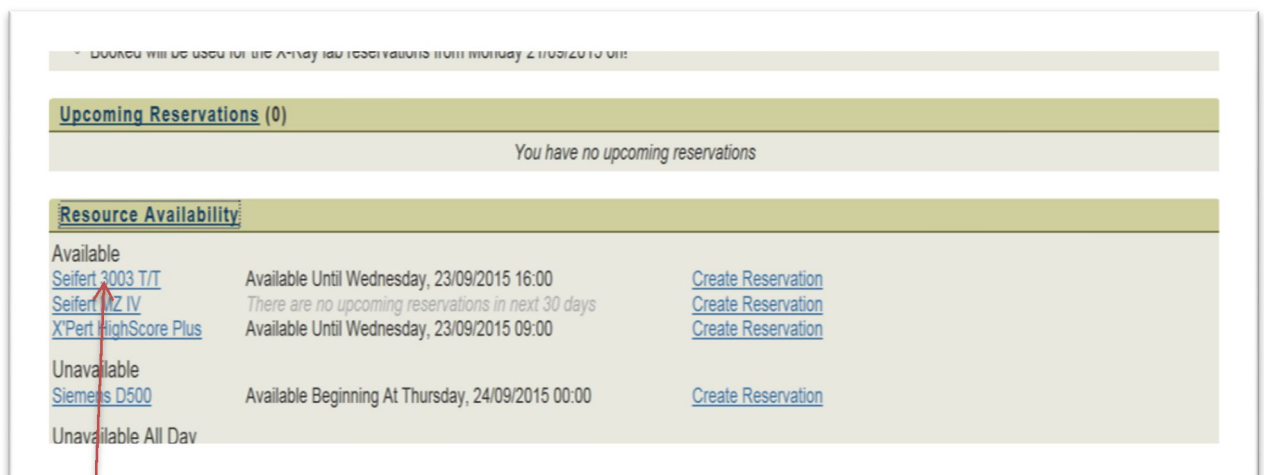
By default, you will see the "Dashboard" page.

A resource is used here as an overall name for an equipment, meeting room, etc.

The three main sections on this Dashboard page are: [Announcements](#), [Upcoming Reservations](#) and [Resource Availability](#).

You can click on these links to show or hide the information.

- [Announcements](#): information to the users will be displayed here.
- [Upcoming Reservations](#): your near future reservations will be listed here.
- [Resource Availability](#): all the resources you have access to, will be shown in this list.



If you hover with the mouse pointer over the listed resource names, an information screen will pop-up.



On this pop-up screen you will find valuable information about the equipment and the reservation limits. The information and reservation limits can be changed by an Application Administrator.

Create a Reservation

Under the **Schedule** menu you will find the **Bookings** item. This will show you the available, reserved and blocked slots on the schedule and allow you to book resources that you have permission to.

If you have access to more than one planning, use the blue drop down button (Change Schedule) next to the current planning to select another planning.


Bookings page.

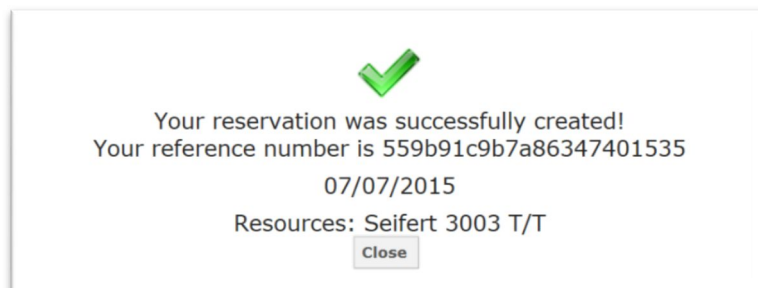



On the bookings page, find the resource, date and time you'd like to book. Clicking on the time slot will allow you to change the details of the reservation.

The screenshot shows the 'Create a new reservation' form. At the top right are 'Create' and 'Cancel' buttons. The form is divided into two main sections. The left section contains fields for: 'Resources to be reserved' (with a link to 'm.kuleuven.be' and 'Seifert 3003 T/T'), 'Begin' (07/07/2015 1:00 PM), 'End' (07/07/2015 5:00 PM), 'Reservation Length' (0 days, 4 hours), 'Repeat' (Does Not Repeat), 'Title of reservation' (This is the title of the reservation), and 'Description of reservation' (XRD powder measurement). There is also an 'Accessories Add' link. The right section is titled 'Participant List' and has 'Add' and 'Invites' sections, each with a 'Select User' and 'Groups' button. At the bottom right is a checkbox for 'Allow Participants To Join'.

Check/change the date and time to your needs, fill in the appropriate information such as “Title of reservation” and “Description of reservation”. All the other options will be explained later.

Clicking the  button will check availability and book the reservation. You will be given a reference number to use for reservation follow-up.



Click on  to close this information panel.



Tuesday, 07/14/2015	12:00 AM	1:00 AM	2:00 AM	3:00 AM	4:00 AM	5:00 AM	6:00 AM	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM
Seifert 3003 T/T																			
Siemens D500																			
Seifert MZ IV																			
X'Pert HighScore Plus																			
Wednesday, 07/15/2015	12:00 AM	1:00 AM	2:00 AM	3:00 AM	4:00 AM	5:00 AM	6:00 AM	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM
Seifert 3003 T/T																			
Siemens D500																			
Seifert MZ IV																			
X'Pert HighScore Plus																			
Thursday, 07/16/2015	12:00 AM	1:00 AM	2:00 AM	3:00 AM	4:00 AM	5:00 AM	6:00 AM	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM
Seifert 3003 T/T																			
Siemens D500																			
Seifert MZ IV																			
X'Pert HighScore Plus																			

Current day, Past, Own reservation

Change / Update a Reservation

To change a reservation, click on it in the bookings page and the 'Edit Reservation' panel will open. Make your changes and click on Update.

Delete a Reservation

To delete a reservation, click on it on the bookings page and the 'Edit Reservation' panel will open. Click on the Delete button at the lower left corner.

Tips:

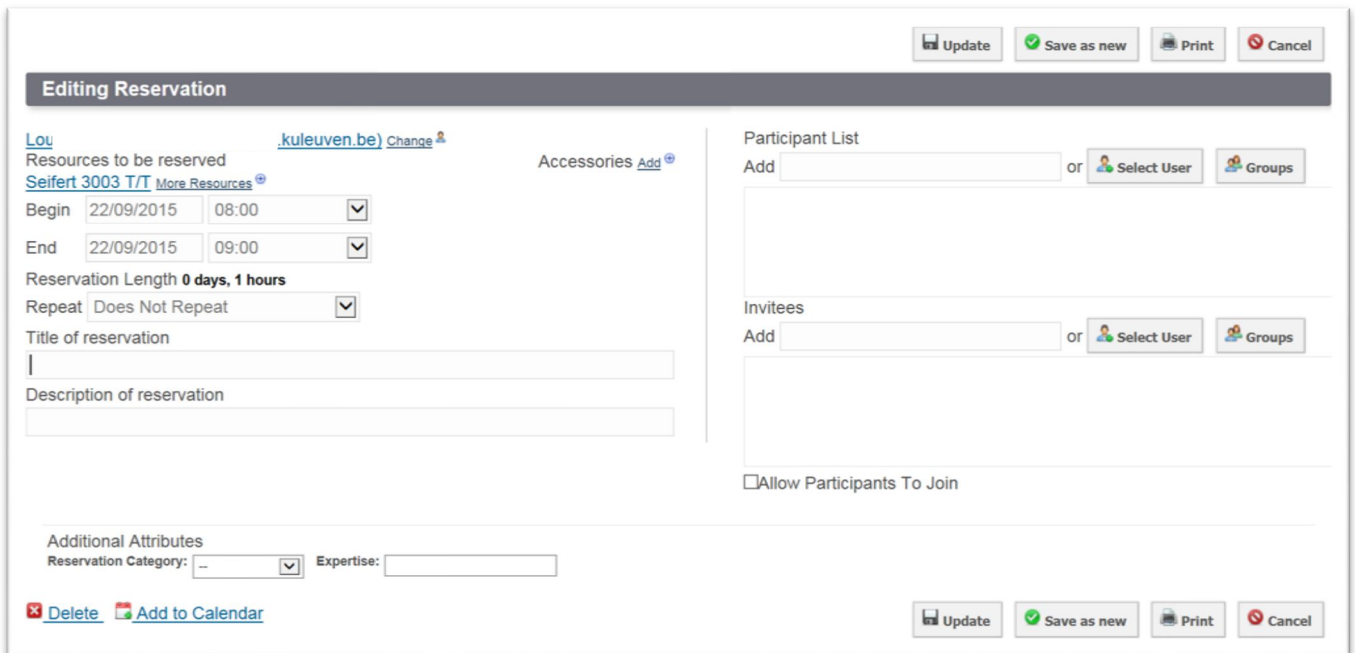
- There is no way to undo this delete action!
- Clicking on Cancel will NOT delete your reservation, it just closes the reservation window without saving any previously made modifications!



Copy & Paste a Reservation

It is possible to copy & paste an existing booking you have already made. This makes it easier to create more complex reservations, starting from a previous one.

Click on the booking you want to copy, **change whatever is necessary** and then click on .



The 'Editing Reservation' form is divided into several sections. At the top right are buttons for 'Update', 'Save as new', 'Print', and 'Cancel'. The main section on the left contains fields for 'Resources to be reserved' (with a link to 'Lou' and '.kuleuven.be'), 'Accessories' (with an 'Add' link), 'Begin' and 'End' dates and times (22/09/2015, 08:00 to 09:00), 'Reservation Length' (0 days, 1 hours), 'Repeat' (Does Not Repeat), 'Title of reservation', and 'Description of reservation'. On the right, there are sections for 'Participant List' and 'Invitees', each with an 'Add' field and buttons for 'Select User' and 'Groups'. At the bottom left, there are 'Additional Attributes' including 'Reservation Category' and 'Expertise'. At the bottom right, there are buttons for 'Delete', 'Add to Calendar', 'Update', 'Save as new', 'Print', and 'Cancel'.

If you didn't do any modification and you click on , you will end up with an error like this.



Your reservation could not be made

- There are conflicting reservations on the following dates:
22/09/2015 - Seifert 3003 T/T






Pencil Booking

A pencil booking is a provisional booking, yet to be approved/confirmed by an administrator.

It can be checked if a reservation has to be approved, if you hover with the mouse pointer over a resource link on the Dashboard or on the Bookings page, among the reservation limits, one can find **“Reservations must be approved”**.

- Reservations must last at least 4 hours
- Reservations cannot last more than 4 hours
- Reservations must be approved
- Reservations must be made at least 1 days prior to start time
- Reservations must not end more than 30 days from the current time
- Reservations cannot be made across days

After creating a reservation, this message appears:



Your reservation was successfully created!
 Your reference number is 55a61a3eadfbc452905474
 07/16/2015
 Resources: Instron 4505

One or more of the resources reserved require approval before usage.
 This reservation will be pending until it is approved.

Close

On the bookings page, your reservation is colored as a “Pending” reservation.

Thursday, 07/16/2015	12:00 AM	8:00 AM	12:00 - 13:00:Lunch Break	1:00 PM	5:00 PM
Instron 4505				Lo test of a pencil booking	

Pending reservation waits to be approved

After the approval of the reservation by an administrator, the reservation turns into “Reserved”.


Thursday, 07/16/2015	12:00 AM	8:00 AM	12:00 - 13:00:Lunch Break	1:00 PM	5:00 PM
Instron 4505				Lo test of a pencil booking	

Reservation approved







Select a default planning and calendar view


To set a default planning and a calendar view:

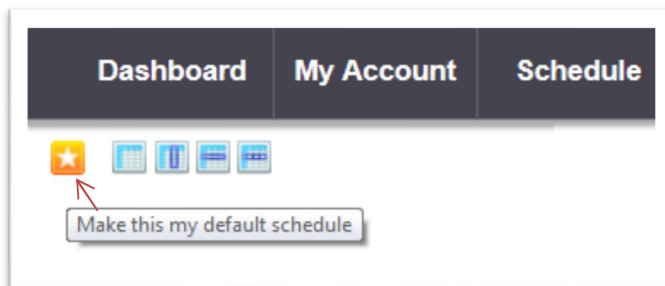
- 1) Select the booking page (Schedule / Bookings) and by clicking the blue drop down button , select the planning you want.



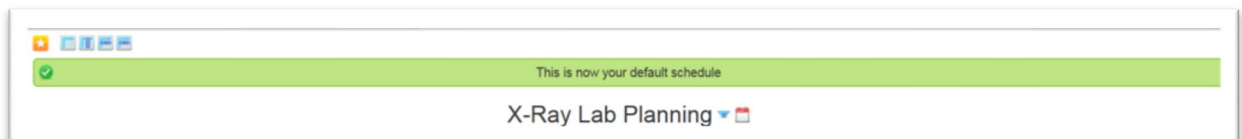
- 2) Select one of the possible calendar views: 'standard', 'tall', 'wide' or 'condensed week'.

-  Standard: resources at the left, time at the top (1 full day)
-  Tall: time at the left, resources at the top
-  Wide: resources at the left, time at the top (1 full week, scroll with the sliders at the bottom)
-  Condensed week: resources at the left, 1 week at the top

- 3) Finally at the top left, click on the button  to set the default schedule.



A message appears:





Examples:

X-Ray Lab Planning

← 07/06/2015 - 07/12/2015 →

Reservable
Unreservable
Reserved
My Reservation
Participant

Monday, 07/06/2015	12:00 AM	1:00 AM	2:00 AM	3:00 AM	4:00 AM	5:00 AM	6:00 AM	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM
Seifert 3003 T/T												
Siemens D500												
Seifert MZ IV												
X'Pert HighScore Plus												
Tuesday, 07/07/2015	12:00 AM	1:00 AM	2:00 AM	3:00 AM	4:00 AM	5:00 AM	6:00 AM	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM

Standard view: resources at the left, time at the top (1 full day)

X-Ray Lab Planning

← 07/06/2015 - 07/12/2015 →

Reservable
Unreservable
Reserved
My Reservation
Participant

	Seifert 3003 T/T	Siemens D500
Monday, 07/06/2015		
12:00 AM		
1:00 AM		
2:00 AM		
3:00 AM		
4:00 AM		
5:00 AM		
6:00 AM		
7:00 AM		

Tall view: time at the left, resources at the top



X-Ray Lab Planning

← 07/06/2015 - 07/12/2015 →

Reservable
Unreservable
Reserved
My Reservation
Participant

	Monday, 07/06/2015																				
	12:00 AM	1:00 AM	2:00 AM	3:00 AM	4:00 AM	5:00 AM	6:00 AM	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM
Seifert 3003 T/T																					
Siemens D500																					
Seifert MZ IV																					
X'Pert HighScore Plus																					

Wide view: resources at the left, time at the top

X-Ray Lab Planning

← 07/06/2015 - 07/12/2015 →

	Monday, 07/06/2015	Tuesday, 07/07/2015	Wednesday, 07/08/2015	Thursday, 07/09/2015	Friday, 07/10/2015	Saturday, 07/11/2015	Sunday, 07/12/2015
Seifert 3003 T/T							
Siemens D500							
Seifert MZ IV							
X'Pert HighScore Plus							

Condensed week view: resources at the left, 1 week at the top



Calendar navigation



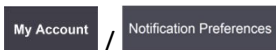
Navigation: show planning one week back, show planning one week ahead, show/hide navigation calendar.



navigation calendar: show / hide

Notification Preferences

A user can set the notification preferences to receive an email in case he wants to be informed when on his behalf reservations are created, changed, deleted or approved.



Notification Preferences

When I create a reservation or a reservation is created on my behalf	<input type="radio"/> Send me an email <input checked="" type="radio"/> Do not notify me
When I update a reservation or a reservation is updated on my behalf	<input type="radio"/> Send me an email <input checked="" type="radio"/> Do not notify me
When I delete a reservation or a reservation is deleted on my behalf	<input type="radio"/> Send me an email <input checked="" type="radio"/> Do not notify me
When my pending reservation is approved	<input type="radio"/> Send me an email <input checked="" type="radio"/> Do not notify me

☒ **Update**

Change the settings according to your needs and click .



Change Password

A user can change his password here: [My Account](#) / [Change Password](#).

Password restrictions: minimum 7 characters, minimum 1 number.

The form is titled "Change Password" in a dark grey header. It contains three input fields: "Current Password", "New Password", and "Confirm Password". Below the fields is a button with a green checkmark icon and the text "Change Password".

If the new password does not meet the minimum requirements, an error is displayed.



User Profile

A user can view his account profile here: [My Account](#) / [Profile](#).

The user can change the “**Default Homepage**” and the “**Timezone**”.

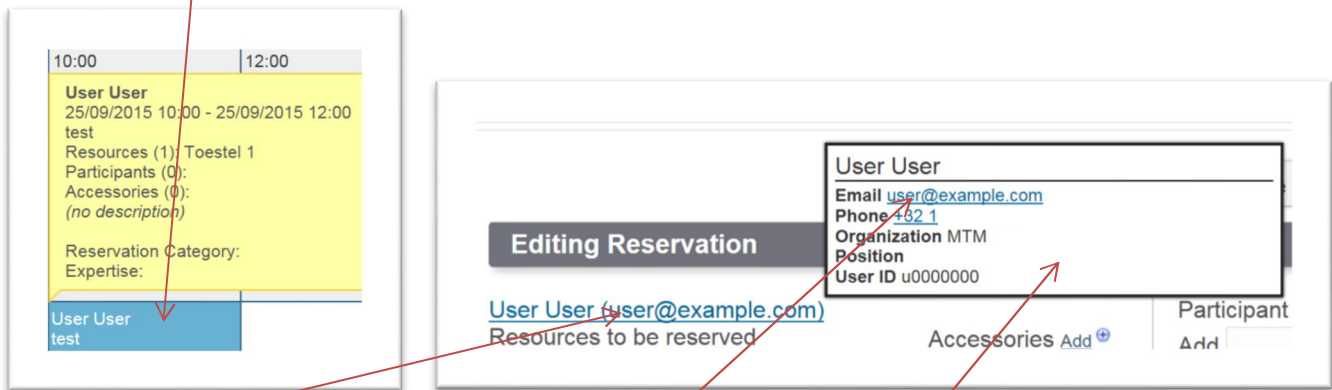
Only administrators can change the other profile settings. If something should be changed, contact an administrator.



Contact a User by email or phone

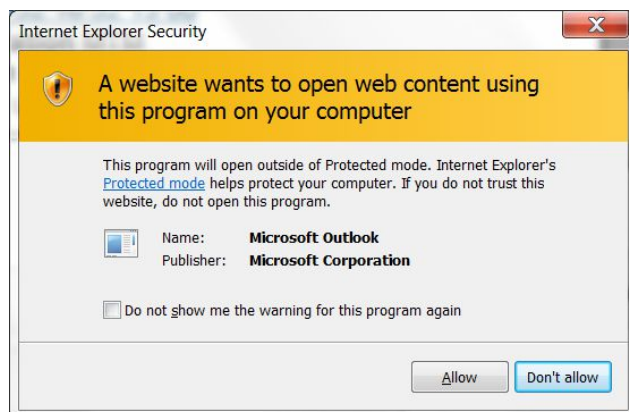
Let's say you want to contact a user who has made a reservation to obtain more information.

Click on the reservation to open the “**Editing Reservation**” window.



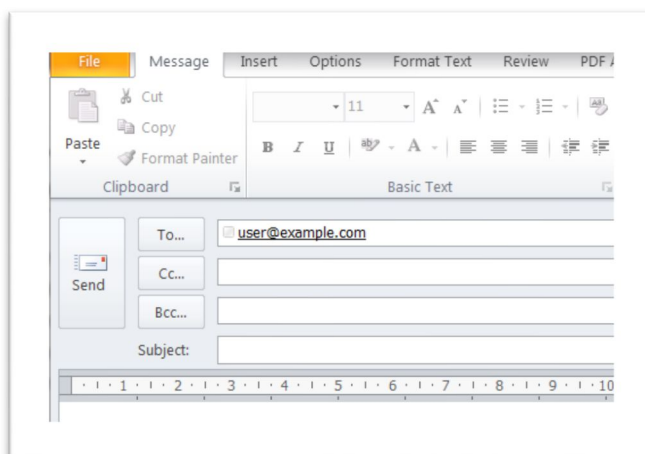
Hover the mouse pointer over the users name / email address and an information box will appear.

- **Contact by email:** click on the users email address link, a message shows up to warn you it will start the email program, in this case MS-Outlook.



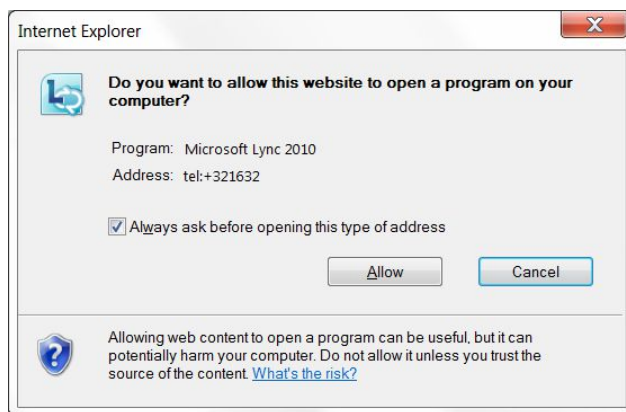
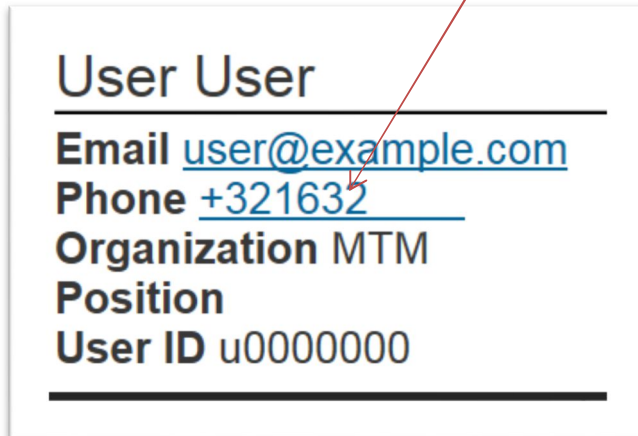
Click on “**Allow**” to continue.

Example:

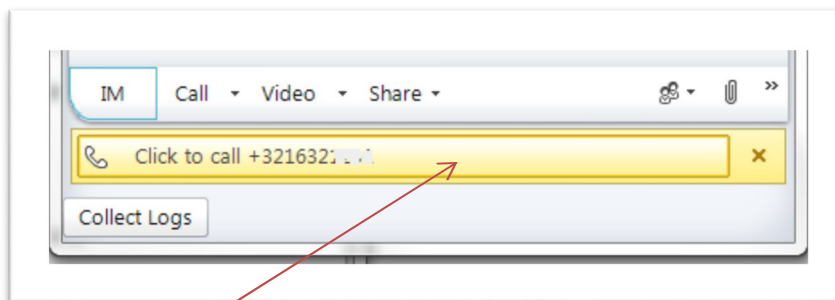




- **Contact by phone:** click on the users phone number to activate “Microsoft Lync”.



Click on “**Allow**” to start “Microsoft Lync”.



Click on the yellow rectangle to start the call.



Booked Features

Multiple Resources and Accessories

You can book more than one resource as part of a single reservation. To add more resources to your reservation, click the [More Resources](#) link, displayed next to the name of the primary resource you are reserving. You will then be able to add more resources by selecting them and clicking the Done button. To add accessories to your reservation, click the [Add](#) link to the right of the Accessories title. From there you will be able to select each of the available accessories.

Example: we will create a reservation of the tensile machine **Instron 4505** with an extra **1 kN load cell**, the **Limess 3D** system and **Hydraulic grips** just in one go!

Create a new reservation

Admin Admin (admin@example.com) [Change](#)

Resources to be reserved Accessories [Add](#)

Instron 4505 [More Resources](#)

Begin 07/08/2015 8:00 AM

End 07/08/2015 12:00 PM

Reservation Length 0 days, 4 hours

On the “Tensile Testing Lab Planning”, select a free slot next to the “Instron 4505” resource, then click on the [More Resources](#) link

Add Resources

☐ All

- ☒ Instron 4505
- ☐ Instron 5985
- ☐ Instron 5567
- ☐ Instron 4467
- ☐ Instron 5943
- ☐ Mini Tensile
- ☐ Fragmentation Tester
- ☐ Biaxial tester
- ☐ TTDL HT Vac
- ☒ 1kN Load Cell (1)
- ☐ 1kN Load Cell (2)
- ☐ 5kN Load Cell
- ☒ Limess 3D
- ☐ Limess snapshot
- ☐ Limess key

Done Cancel

Select the extra resource(s) you want and click the “ Done” button.



Create a new reservation

[Admin Admin \(admin@example.com\)](#) [Change](#)

Resources to be reserved

[Instron 4505](#) [More Resources](#)

[1kN Load Cell \(1\)](#)

[Limess 3D](#)

Begin

End

Accessories [Add](#)

Click on the Accessories [Add](#) link to add accessories.

Add Accessories

Accessory	Quantity Requested	Quantity Available
3 pb 4 mm rolls 40 mm length (4467, 5567, 5985)	<input type="checkbox"/>	1
3 pb 40 mm rolls 150 mm length (4467, 5567, 5985)	<input type="checkbox"/>	1
3 pb 8 mm rolls 100 mm length (4467, 5567, 5985)	<input type="checkbox"/>	1
3 pb 8 mm rolls 50 mm length (4467, 5567, 5985)	<input type="checkbox"/>	1
compression after impact (5985)	<input type="checkbox"/>	1
DCB (4505)	<input type="checkbox"/>	1
drum peel (4467, 5567, 5985)	<input type="checkbox"/>	1
Fabric deep drawing (5567, 5985)	<input type="checkbox"/>	1
Hydraulic grips 100 kN (4505)	<input checked="" type="checkbox"/>	1
iosipescu (4467, 5567, 5985)	<input type="checkbox"/>	1
Oven (5985)	<input type="checkbox"/>	1
picture frame 1 kN (4467, 5567, 5985)	<input type="checkbox"/>	1
Pneumatic grips 1 kN 100 mm wide (4467, 5567, 5985)	<input type="checkbox"/>	1
Pneumatic grips 1 kN 50 mm wide (4467, 5567, 5985)	<input type="checkbox"/>	1
shear compression (5567)	<input type="checkbox"/>	1
shear compression (extra horizontal load cell) (5567)	<input type="checkbox"/>	1
shear foam (4467, 5567, 5985)	<input type="checkbox"/>	1
shear tension (4467, 5567, 5985)	<input type="checkbox"/>	1
Twintex tensile testing machine (5567)	<input type="checkbox"/>	1



Done



Cancel

Select the accessory or accessories you want and click the Done button.



Editing Reservation

[Admin Admin \(admin@example.com\)](#) [Change](#)

Resources to be reserved

[Instron 4505](#) [More Resources](#)

[1kN Load Cell \(1\)](#)

[Limess 3D](#)

Begin

End

Reservation Length **0 days, 4 hours**

Accessories [Add](#)

(1) Hydraulic grips 100 kN (4505)

Now you have an overview of the 3 resources and 1 accessory. By clicking on the [More Resources](#) link or the Accessories [Add](#) link, the resources and/or accessories can be changed.

Clicking the **Create** button will check the availability and book the reservation.

Your reservation was successfully created!
Your reference number is 559bc079c8f71700427728
07/08/2015
Resources: Instron 4505, 1kN Load Cell (1), Limess 3D

Close

Click on **Close** to close this information panel.



Wednesday, 07/08/2015	12:00 AM	8:00 AM	12:00 - 13:00:Lunch Break
Instron 4505		Admin Admin Multiple resources Plus one accessory	
Instron 5985		Admin Admin 07/08/2015 8:00 AM - 07/08/2015 12:00 PM Multiple resources Resources (3): Instron 4505 , 1kN Load Cell (1) , Limes 3D Participants (0): Accessories (1): Hydraulic grips 100 kN (4505) (1) <i>Plus one accessory</i>	
Instron 5567			
Instron 4467			
Instron 5943			
Mini Tensile			
Fragmentation Tester			
Biaxial tester			
TTDL HT Vac			
1kN Load Cell (1)		Admin Admin Multiple resources Plus one accessory	
1kN Load Cell (2)			
5kN Load Cell			
Limes 3D		Admin Admin Multiple resources Plus one accessory	
Limes snapshot			
Limes key			

One single reservation with 3 resources and one accessory. Hover with the mouse pointer over the reservation for additional info, see the yellow rectangle.



Training on an equipment as an extra accessory

The lab responsible can add training time as extra accessory, so his time can be booked by a user who needs teaching on an specific equipment.

As an example:

- **Tensile Testing Lab:** the minimum bookable time in this lab is 4 hours (8-12, 13-17)
- Kris can give the new users a training with maximum 4 hours per half day
- 1 unit = 1 hour (only integers can be used as an amount, not 0.5 hours)
- Maximum 4 hours are bookable per block = maximum 4 units
- Create an “Training accessory” entry (by an administrator)

Accessory Name	Quantity Available
.Training on a tensile machine given by Kri (1 unit = 1 hour)	4

- Create a reservation by a user: Accessories [Add](#) ⁺, example: we want 1 hour of training

Add Accessories

Accessory	(1 unit = 1 hour)	Quantity Requested	Quantity Available
.Training on a tensile machine given by Kri		<input type="text" value="1"/>	4

Create a new reservation

[Admin Lou](#)

[ruleuven.be](#) [Change](#)

Resources to be reserved

[Instron 4505](#) [More Resources](#) ⁺

Accessories [Add](#) ⁺

(1) .Training on a tensile machine given by Kri (1 unit = 1 hour)

Begin

End

Reservation Length 0 days, 4 hours

Other users can create a reservation with additional training until all the available time is used.



Tuesday, 29/09/2015	00:00	08:00	1:
Instron 4505		Admin L [redacted] with 1 hour of training	
Instron 5985			
Instron 5567		Admin L [redacted] with 1 hour of training	
Instron 4467			
Instron 5943		Admin L [redacted] with 2 hours of training	
Mini Tensile			

Maximum 4 hours per half day can be booked for training (in this example).

If someone wants to book more than the available time, an error message appears:



Your reservation could not be made


- There are not enough of the following accessories:
(29/09/2015) .Training on a tensile machine given by Kr [redacted]
[redacted] (1 unit = 1 hour)

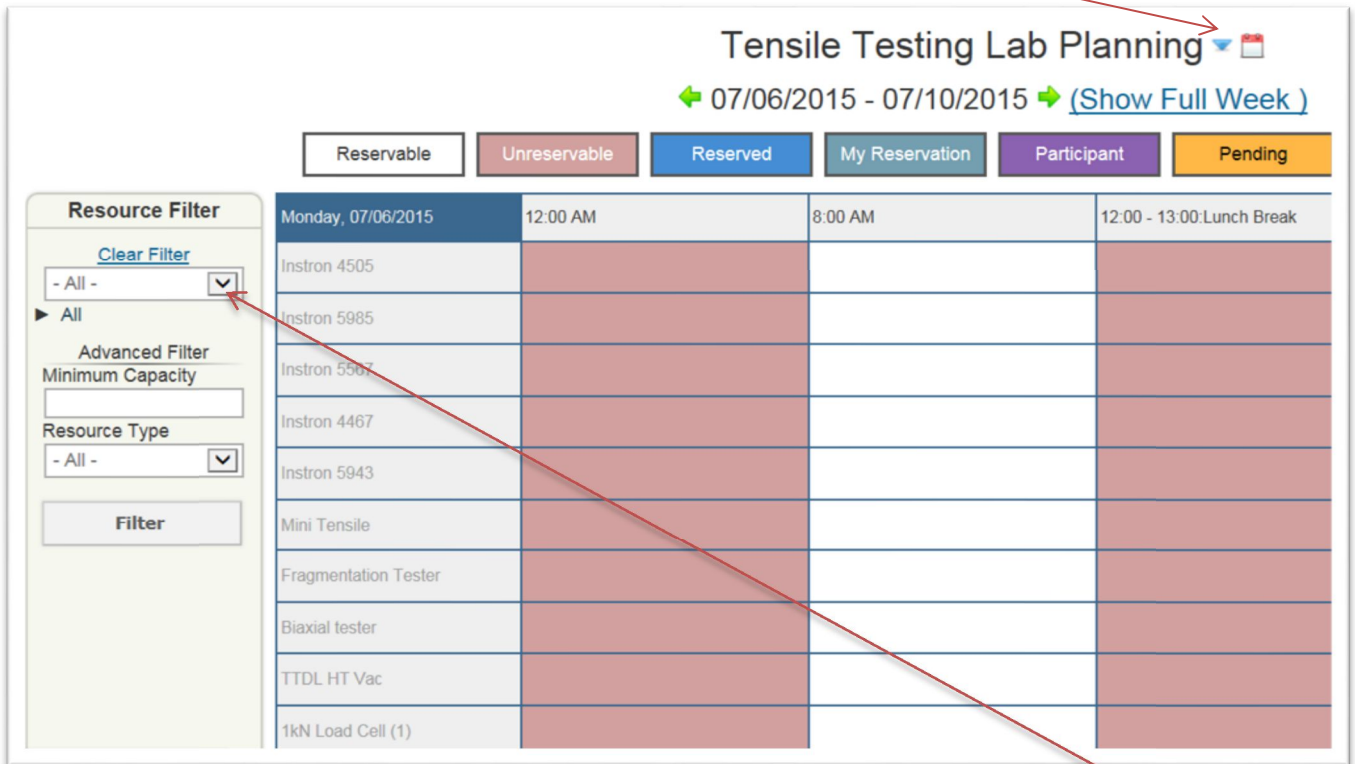
[← Change Reservation](#)




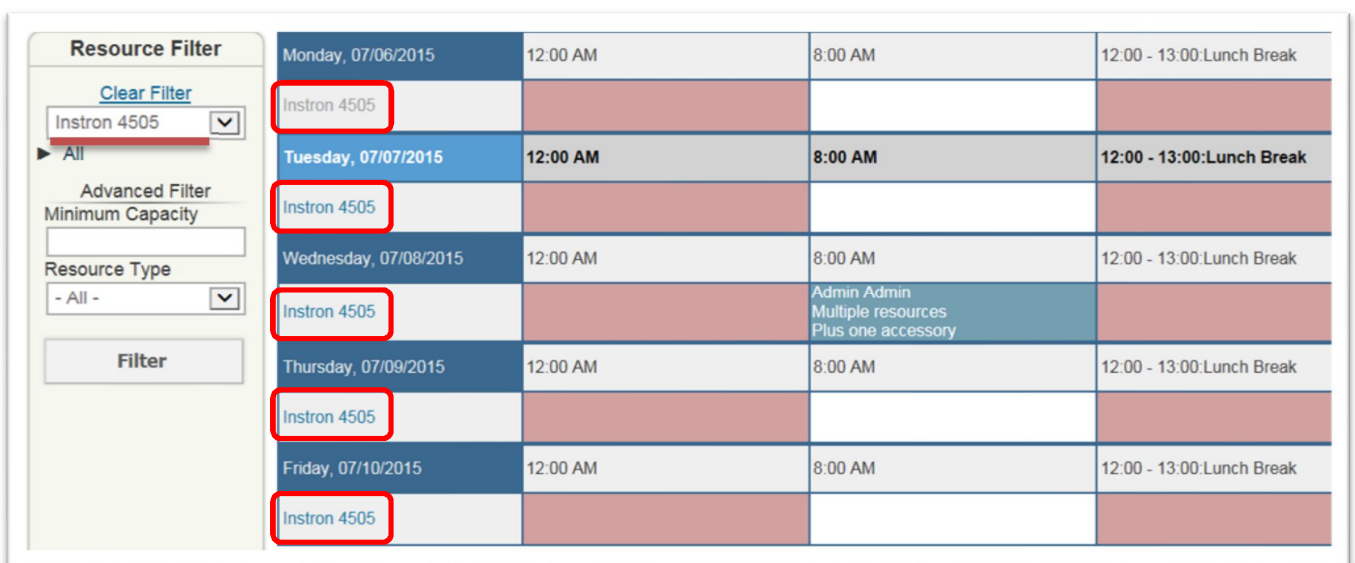
Resource Filter: view one resource only

If you need an overview of one resource in the planning, you can set a “Filter” so all the other resources are hidden.

- 1) Select the planning you need by using the blue drop down button: .



- 2) At the left, the **Resource Filter** panel is visible. Use the drop down button  to select the resource you want to see in the planning.



Example: only the planning of the “Instron 4505” is now visible.

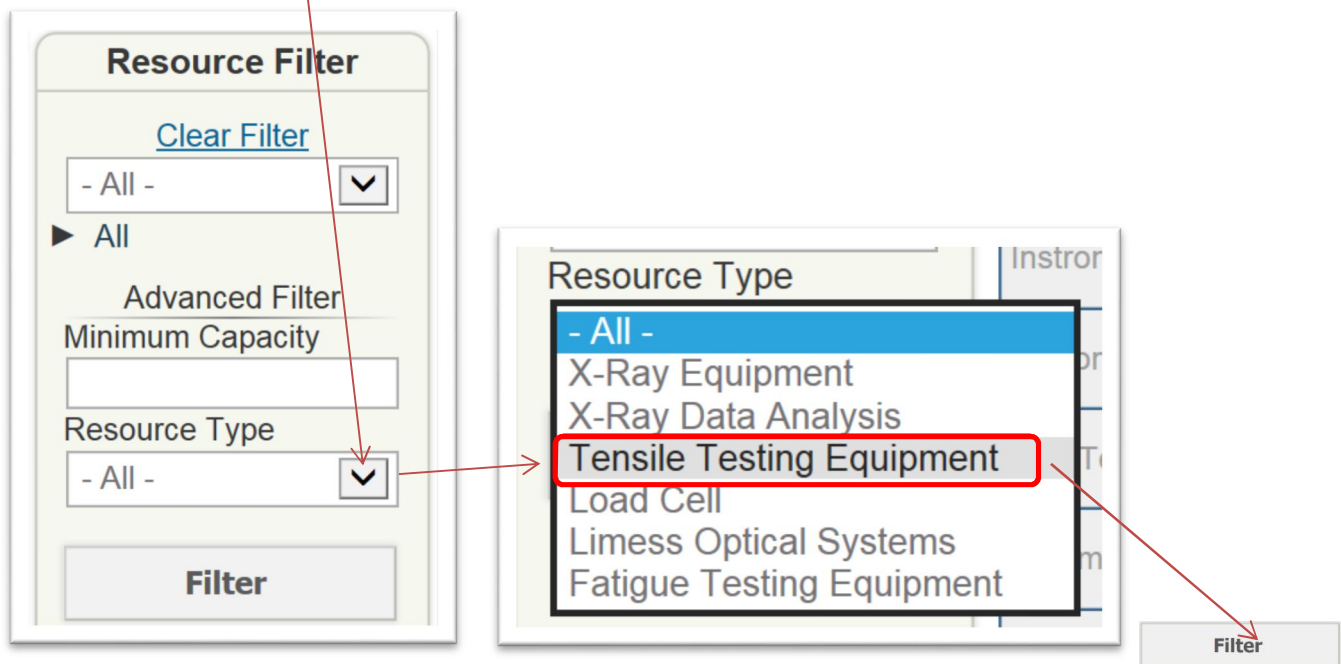
- 3) To reset the filter, click on the [Clear Filter](#) link.



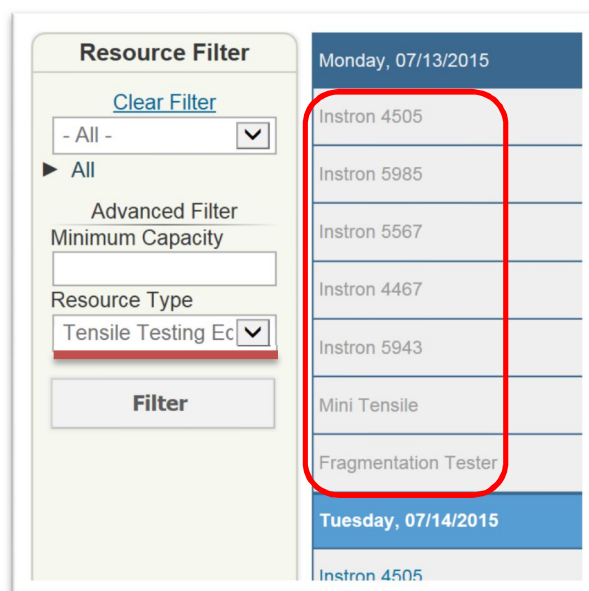
Resource Filter: view by resource type

It is also possible to have an overview of the **resources by type**. For example, view only the tensile machines on the planning without load cells or Limes systems.

Click on the drop down button under the “**Resource Type**” label and select the resource type you want. In this example we select “Tensile Testing Equipment”. Now click on the [Filter](#) button.



Result:



Example: only the “Tensile Testing Equipment” resources are visible in the planning.

To reset the filter, click on the [Clear Filter](#) link.

Tip: if you select a resource type that does not belong to the current planning, you will end up with an empty screen. Click on the [Clear Filter](#) link to reset all the filter settings.



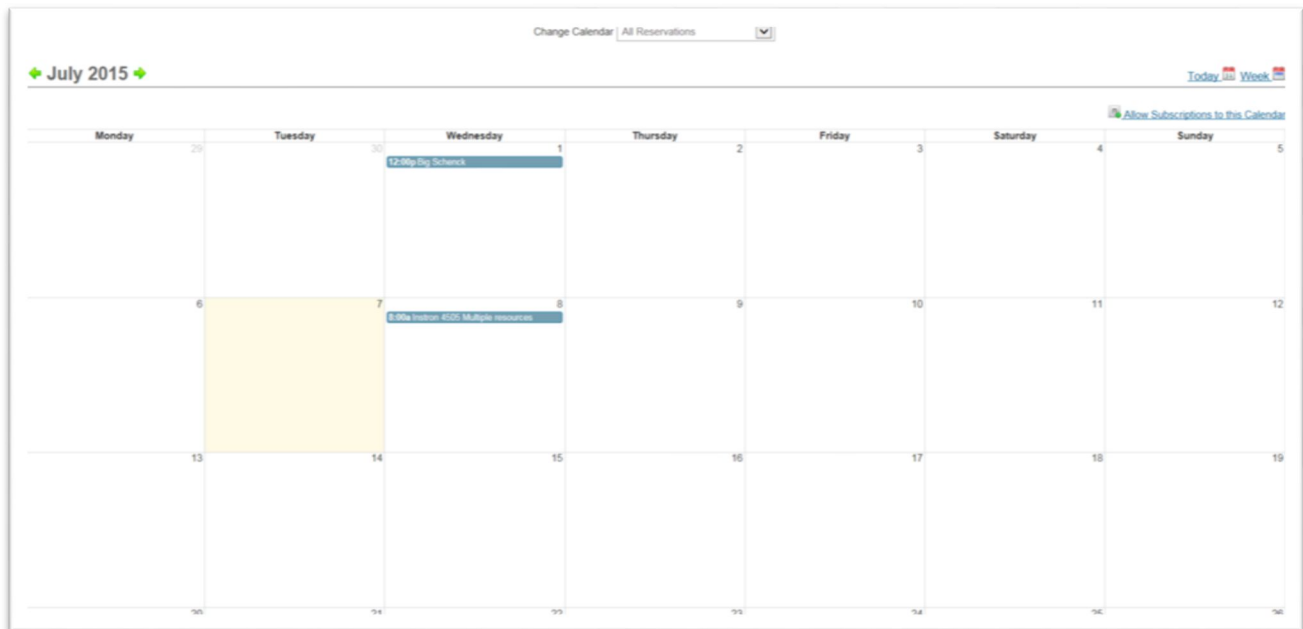
Reservations overview

To get an complete overview of the reservations, proceed as follows:

Get an overview of your own reservations:

Schedule

/ My Calendar

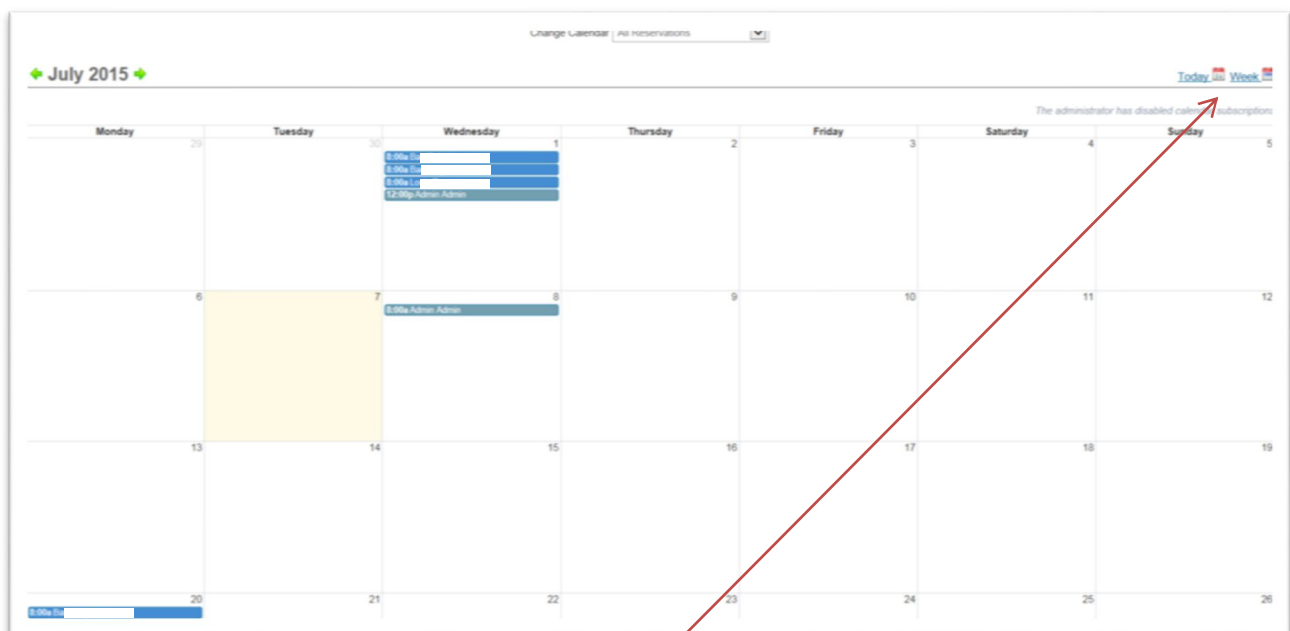


To view a single resource or planning, use the Change Calendar All Reservations drop down button.

Get an overview of all the reservations:

Schedule

/ Resource Calendar



To view a single resource or planning, use the Change Calendar All Reservations drop down button.

For both calendar views, use the buttons Today Week to get daily or weekly views.





Participants & Inviting

Booked gives you the possibility to add **Participants** or **Invite** users when creating a reservation.

This option is useful in case you want to give a training session to several participants, you create a reservation and at the same time they will be informed by email. It can also be used to book a meeting and automatically notify the participants about this meeting. All in one step!


Adding Participants will include them on the reservation. The added user(s) will receive an email with the reservation information.

Inviting a user will send an invitation email and give the user an option to Accept or Decline the invitation. Accepting an invitation adds the user to the participants list. Declining an invitation removes the user from the invitees list.

First, create a reservation, then below the Participants List label, in the “Add” box, type a part of the participants name and select the name/email address from the shown list or you can click on  next to it and select a user. Add all the users you want. You can deselect a user by clicking on the small icon  in front of his name.

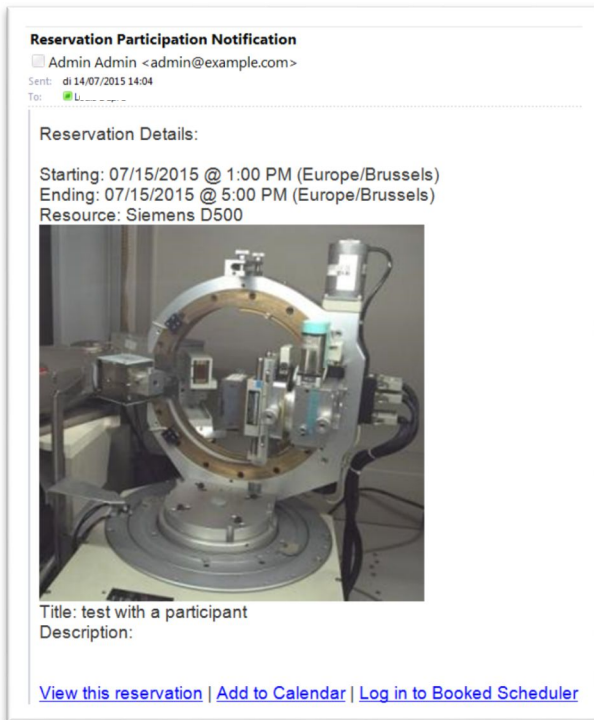
For the invited users, use the “Add” box below the Invitees label.

In case you want to give the participant(s) the option to accept or decline the participation, select the option ☐ Allow Participants To Join.

If all done, click on  will create the reservation and send all the emails to the participants and invitees.



Reservation with a participant user:



Reservation with an invited user:



The user has the option to accept or decline the invitation. Accepting an invitation adds the user to the participants list. Declining an invitation removes the user from the invitees list.

Open invitations can also be addressed from **My Account** / **Open Invitations** with the options to **Accept** or **Decline** it.



Reservation with a participant with the option “Allow Participants to Join”:

Reservation Participation Notification

☐ Admin Admin <admin@example.com>

Sent: di 14/07/2015 14:24

To: Lt


Reservation Details:

Starting: 07/15/2015 @ 1:00 PM (Europe/Brussels)
 Ending: 07/15/2015 @ 5:00 PM (Europe/Brussels)
 Resource: Siemens D500



Title: test with "allow participants to join"
 Description:

[View this reservation](#) | [Add to Calendar](#) | [Log in to Booked Scheduler](#)

By clicking on “View this reservation” and then login to Booked, the reservation can be viewed. The user can now cancel the participation by clicking on .

Viewing Reservation 55a4facbae9eb239066557

User [Admin Admin \(admin@example.com\)](#)


Resources Siemens D500

Accessories

Begin 07/15/2015 1:00 PM
 End 07/15/2015 5:00 PM
 Reservation Length 0 days, 4 hours
 Repeat Does Not Repeat

Title of reservation test with "allow participants to join"
 Description of reservation None

Participant List
[Basic Setup](#)
 Invitees None

Cancel Participation?


In case you have canceled the participation, you can rejoin:  Yes.

- The participants will be informed by email in case you change the reservation settings.
- If you delete a reservation with participants, they will receive an email “Reservation Removed”.



Reservation Removed

Admin Admin <admin@example.com>

Sent: di 14/07/2015 14:35

To: Lc

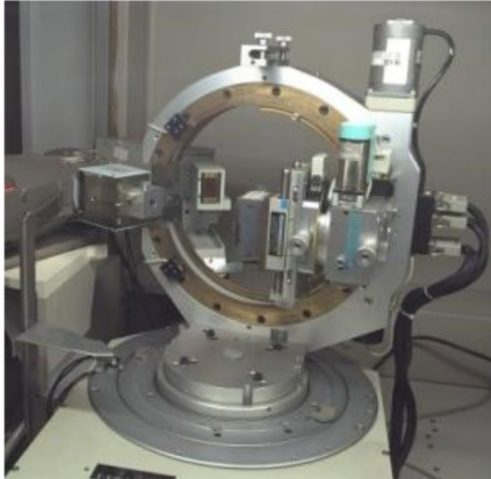
Reservation Details:

User: Admin Admin

Starting: 07/15/2015 @ 1:00 PM (Europe/Brussels)

Ending: 07/15/2015 @ 5:00 PM (Europe/Brussels)

Resource: Siemens D500



Title: test with "allow participants to join"

Description:

[Log in to Booked Scheduler](#)

If an email could not be delivered, the system returns an error.

Bezorging verlaagd: Reservation Participation Notification

Mail Delivery System <MAILER-DAEMON@leuven.be>

Sent: wo 15/07/2015 19:42

To: Lc

This is the mail system at host ca.leuven.be.

=====

THIS IS A WARNING ONLY. YOU DO NOT NEED TO RESEND YOUR MESSAGE.

=====

Your message could not be delivered for more than 4 hour(s).

It will be retried until it is 5 day(s) old.

For further assistance, please send mail to postmaster.

If you do so, please include this problem report. You can delete your own text from the attached returned message.

The mail system

<admin@example.com>: connect to example.com[52.101.216.21]:25: Connection timed

out



The ultimate reservation

All the potentials of this reservation program will be highlighted by the following appointment, for example, this lab session example adds a booking to the “Tensile Lab Planning” and includes:

1. The **Instron 4505** -> “main resource”
2. An **1 kN load cell** -> “extra resource”
3. The **Limes 3D** setup -> “extra resource”
4. The **hydraulic grips** -> “accessory”
5. An **1 hour training from Kris** -> “accessory”
6. An **email reminder** to the participant(s) -> “Participant List”
7. Add this booking to your own MS-Outlook **calendar** -> “Add to Calendar”

The screenshot shows the 'Create a new reservation' form. Red arrows point from the text 'Resources, Accessories, Participant List' at the bottom to three specific areas of the form:

- Resources:** The 'Resources to be reserved' section on the left, which lists 'Instron 4505', '1kN Load Cell (1)', and 'Limes 3D'.
- Accessories:** The 'Accessories' section below the resources, which lists '(1) . Training on a tensile machine given by Kris' and '(1) Hydraulic grips 100 kN (4505)'.
- Participant List:** The 'Participant List' section on the right, which shows a list of participants with email addresses like '@student.kuleuven.be'.

Create this reservation, then open it again and click on [Add to Calendar](#) to add this appointment to your MS-Outlook Calendar so YOU won't forget it either!

All in one go, just with only a few mouse clicks!



Administrator Section

This section is only for users with “Group Administrator” and/or “Application Administrator” rights.

This section covers:

- Booking on behalf of others (p. 34)
- Pencil Booking approval (p. 36)
- Add a new user to the database and Group (p. 38)
- Add or remove an user to/from a Group (p. 39)
- Setting resource permissions for a Group (p. 40)
- Setting resource permissions individually (p. 40)
- Change Group access for a user (p. 41)
- Create a new planning for a lab (p. 42)
- Blackout Times (p. 47)
- Quotas (p. 48)
- Reporting (p. 48)
- Announcements (p. 49)
- Customization / Attributes (p. 49)
- Email to a Group of Users (p. 51)
- Subscribing to Calendars (p. 54)
- Information and Help (p. 63)
- Configuration (p. 61)
- ...



Booking on behalf of others

Only users with “Group Administrator” rights can create reservations on behalf of other users. They can also change or delete reservations of their group.

Use the [Change](#) link. This will open the input field for a user name to enter or select a name from the users list by clicking on the button.

Create a new reservation

[Ba](#) [n.kuleuven.be](#) [Change](#)

Resources to be reserved Accessories [Add](#)

[Instron 4505](#) [More Resources](#)

Begin

End

Reservation Length **0 days, 4 hours**

Repeat

Title of reservation

Description of reservation

Create a new reservation

[Ba](#) [n.kuleuven.be](#) [Change](#)

| **All Users**

[.kuleuven.be](#)

Typing the first character(s) of the users name will show a list of corresponding users. Select the one you need.

Create a new reservation

[Kri:](#) [.kuleuven.be](#) [Change](#)

Resources to be reserved

The selected name of the user will be shown here and also on the reservation list.



Thursday, 07/09/2015	12:00 AM	8:00 AM	12:00 - 13:00:Lunch Break
Instron 4505		Kri	
Instron 5985		<div>07/09/2015 8:00 AM - 07/09/2015 12:00 PM (no title) Resources (1): Instron 4505 Participants (0): Accessories (0): (no description)</div>	
Instron 5567			
Instron 4467			
Instron 5943			
Mini Tensile			

Example: Booking on behalf of others.



Pencil Booking approval

To approve a pending booking, the Group administrator should select this reservation from the bookings page.

	1:00 PM	5:00 PM
	L [redacted] test a pencil booking	

Viewing Reservation 55a75d35136a4350819710

User [Lo](#) [n.kuleuven.be](#))

Resources Instron 4505

Accessories

Begin 07/22/2015 1:00 PM

End 07/22/2015 5:00 PM

Reservation Length 0 days, 4 hours

Repeat Does Not Repeat

Title of reservation test a pencil booking

Description of reservation None

[Delete](#)

Participant List None

Invitees None

Approve

Close

Print

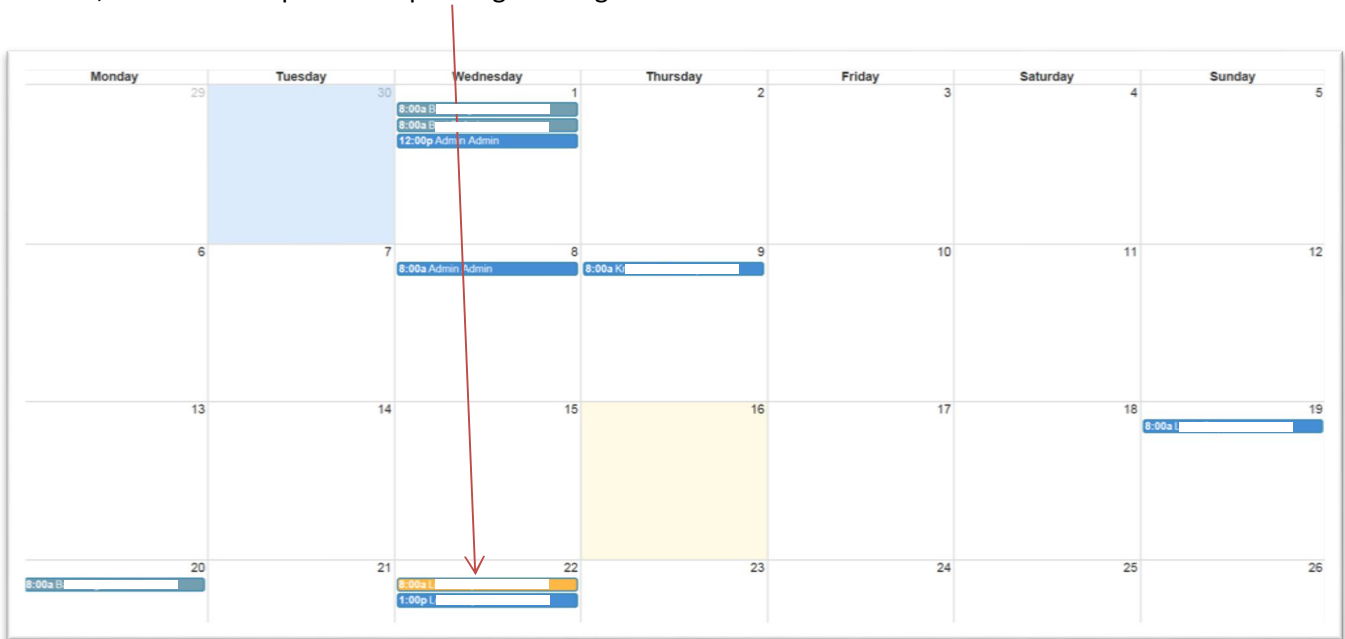
On this viewing page, the Group administrator can click on Approve to accept this reservation.

On the bookings page, the background color of the reservation has now been changed to blue.

	1:00 PM	5:00 PM
	L [redacted] test a pencil booking	



In order to get a more easy overview of all the pending reservations, use [Schedule](#) / [Resource Calendar](#) to get a monthly overview, now one can spot all the pending bookings.



Click on the pending reservation to open the viewing panel, click on [Approve](#) to accept this reservation.

Another way to get an overview of the pending bookings is from the main menu: [Responsibilities](#) / [Group Reservations](#).

reservations

Filter: Between 07/02/2015 - 07/02/2015 | User | Schedule: All Schedules | Resource: All Resources | Status: All Reservations | Reference Number | Resource Status: All | Reason: -

[Filter](#) [Reset](#)

[Export to CSV](#)

User	Resource	Title	Description	Begin	End	Duration	Created	Last Modified	Reference Number	Delete	Approve
Ad	Instron 4505	Multiple resources	Plus one accessory	07/08/2015 8:00 AM	07/08/2015 12:00 PM	4 hours	07/07/2015 14:05:13	07/07/2015 14:09:21	558xc079c871700427728		-
Ad	15N Load Cell (1)	Multiple resources	Plus one accessory	07/08/2015 8:00 AM	07/08/2015 12:00 PM	4 hours	07/07/2015 14:05:13	07/07/2015 14:09:21	558xc079c871700427728		-
Ad	Limess 3D	Multiple resources	Plus one accessory	07/08/2015 8:00 AM	07/08/2015 12:00 PM	4 hours	07/07/2015 14:05:13	07/07/2015 14:09:21	558xc079c871700427728		-
Kni	Instron 4505			07/09/2015 8:00 AM	07/09/2015 12:00 PM	4 hours	07/09/2015 11:34:06		55a430ef114f35323333		-
Lo	Siemens D500	texture measurement	Steel samples	07/15/2015 1:00 PM	07/15/2015 5:00 PM	4 hours	07/15/2015 09:08:39		55a6080744f13520618436		-
Ad	Siemens D500			07/16/2015 8:00 AM	07/16/2015 9:00 AM	1 hours	07/15/2015 13:42:43	07/15/2015 13:46:05	55a647332a62478110640		-
Ad	Siemens D500			07/16/2015 11:00 AM	07/16/2015 12:00 PM	1 hours	07/15/2015 14:47:46	07/15/2015 14:57:56	55a6567261e24113456237		-
Ad	X'Pert HighScore Plus			07/16/2015 11:00 AM	07/16/2015 12:00 PM	1 hours	07/15/2015 14:48:12		55a6568c6df1433182837		-
Lo	Mini Tensile			07/19/2015 8:00 AM	07/19/2015 12:00 PM	4 hours	07/15/2015 14:54:50		55a6581a03408346939621		-
Ba	Instron 4505	werken		07/20/2015 8:00 AM	07/20/2015 5:00 PM	9 hours	06/24/2015 09:23:39	06/25/2015 08:54:00	558a5afbc247f76738806		-
Lo	Instron 4505	test a pencil booking		07/22/2015 8:00 AM	07/22/2015 12:00 PM	4 hours	07/16/2015 09:56:01		55a7639144d8c996900116		
Lo	Instron 4505	test a pencil booking		07/22/2015 1:00 PM	07/22/2015 5:00 PM	4 hours	07/16/2015 09:28:53	07/16/2015 09:50:45	55a75d35136a4350819710		-

Here all the group reservations are listed. By default you will see the last 14 days and the next 14 days including the pending bookings.

To approve a pending booking, just click on

Using the **Filter** options, only the pending bookings can be listed: set the **Status** [All Reservations](#) to **Status**

[Pending Reservations](#) and click on [Filter](#).



Reservations

Filter

Between: 07/02/2015 - 07/30/2015
 User:
 Schedule: All Schedules
 Resource: All Resources
 Status: Pending Reservations
 Reference Number:
 Resource Status: All
 Reason: -

[Filter](#) [Reset](#)

[Export to CSV](#)

User	Resource	Title	Description	Begin	End	Duration	Created	Last Modified	Reference Number	Delete	Approve
Lo	Instron 4505 Available	test a pencil booking		07/22/2015 8:00 AM	07/22/2015 12:00 PM	4 hours	07/16/2015 09:56:01		55a7639144dfc996900116		

If necessary change the date to get a list with a wider time span.

To approve a pending booking, just click on

All the **Filter** options are reset to their default values with a click on [Reset](#).

Add a new user to the database and Group

You must have at least “Group Administrator” rights to add a new user to any list.

In case you have “Group Administrator” rights, select **Responsibilities** / **Users**.

You will get a full list of all the users belonging to your Group(s).

To add a user, go to the end of the list (you can use the Ctrl-End key combination)

Fill in all the fields, then click on **Add User**.

Add User

Username: Email: First Name: Last Name:

Timezone: Europe/Brussels Password: Group: None

User ID:

Add User **Cancel**

Use a temporary password, the user can/must change it later.

Select the “Group” to add this user to. The possible drop down selections depends on the “Group Administrator” rights. You can only select one possible Group.

Group

None
X-Ray Lab User Group

Example:

Look into one of the next chapters if the user should belong to more than one Group.



Add or remove a user to/from a Group

To add a user to a specific Group, select

Responsibilities

/ Groups

Groups ?

Find Group: [All Groups](#)

Group Name	Actions	Group Members	Permissions	Group Administrator
X-Ray Lab User Group	Rename Delete	Manage	Change	X-Ray Lab Group Admin

Depending on your rights, this list will change.

To **add a user** to a specific Group, click on [Manage](#). A list of all the current Group Members will be displayed.

Group Members

Add User: [Browse](#)

27 Users in this group

- Fai .kuleuven.be)
- Loi e)
- Ma ent.kuleuven.be)

Click on the [Browse](#) button and a list of **ALL** the users in the database will be shown.

All Users

- Ste student.kuleuven.be)
- Kri uven.be)
- Am it.kuleuven.be)
- Sal kuleuven.be)
- Lou en.be)
- Ru)
- Kin jven.be)

Click on the sign in front of the user name you want to add to the Group.



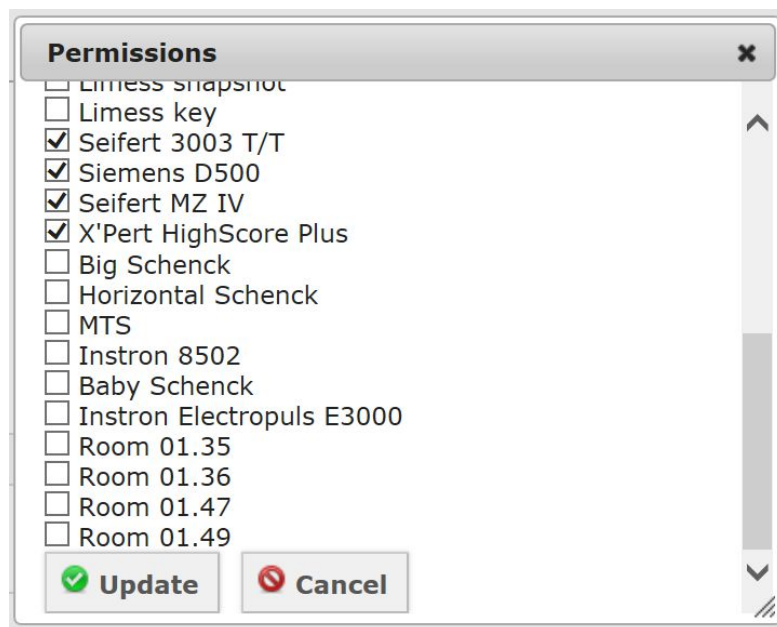
Alternatively, you can enter the first characters of the new user in the **Add User:** field. The program will list all the names that match. Select the one you need, and this name will be added to the Group.

To **remove a user** from specific Group, select **Responsibilities** / **Groups**, click on **Manage** of that Group. Click on the sign in front of the name in order to remove this user from the Group.

Setting resource permissions for a Group

Setting resource permissions for a group will grant access to all members of that group. Users can individually be granted additional resource permission.

To change permissions of a specific Group, select **Responsibilities** / **Groups**, click on **Change** of that Group.



Select the resource(s) witch should be added to the specific Group and click on . To remove a resource from the list, deselect this resource and click on "Update".

Setting resource permissions individually

You must have **full administrator rights** to change individual permissions. **This option should be avoided as much as possible** because it is difficult to keep track of all the individual permissions of the users. Work will "Groups" as much as possible.

In special cases, like a user has only access to one resource in a lab planning with multi resources, individual permissions can be set. In this case, Group permissions for that lab/planning should be removed!!!

In case you need to change/check the individual permissions, select **Application Management** / **Users**.



Users

Find User: Status:

Name	Username	Email	Phone	Organization	Position	Created	Last Login	Timezone	Language	Status	Permissions	Groups	Reservations	Password	Delete
Le...		ulieven.be	+3216321297	MTM		2015-06-22 07:12:20 UTC	2015-09-15 06:40:12 UTC	Europe/Brussels	en_gb	Active	Edit	Edit	Search	Reset	Delete

Additional Attributes [Edit](#)

User ID: u123456

For a specific user, click on [Edit](#) in the [Permissions](#) column and a list of ALL the resources will be shown. Normally NONE of the resources should be selected if you work only with Groups.

Change Group access for a user

A single user can have access to more than one lab (= planning), so he should be added to more than one User Group also.

You must have **full administrator rights** to add/change Group permissions.

Select [Application Management](#) / [Users](#).

For a specific user, click on [Edit](#) in the [Groups](#) column and a list of ALL possible Groups will be shown.

Groups ✕

- ☐ X-Ray Lab User Group
- ☐ X-Ray Lab Group Admin
- ☒ Application Administrators
- ☒ Fatigue Lab Group Admin
- ☒ Fatigue Lab User Group
- ☒ Group Administrators
- ☒ Meeting Room User Group
- ☒ Resource Administrators
- ☒ Schedule Administrators
- ☒ Tensile Lab Group Admin
- ☒ Tensile Lab User Group

To **add** a user to a Group, click on the ☒ sign in front of the specific Group. To **remove** a user from a Group, click on the ☐ sign in front of the specific Group.



Create a new planning for a lab

You must have **full administrator rights** to add/change a planning.

1.) Have a name for this new planning

Example: "X-Ray Lab Planning".

2.) Create a new schedule

select **Application Management** / **Schedules**.

Add Schedule

Name

Starts On

Monday

Number of Days Visible

Use Same Layout As

Fatigue Testing Lab Planning

<p>X-Ray Lab Planning Rename</p> <p>Starts on Monday, showing 7 days at a time Change</p> <p>Schedule Administrator No Schedule Administrator Edit</p>	<p>Layout (all times Europe/Brussels):</p> <p>Reservable Time Slots</p> <p>00:00 - 01:00 , 01:00 - 02:00 , 02:00 - 03:00 , 03:00 - 04:00 , 04:00 - 05:00 , 05:00 - 06:00 , 06:00 - 07:00 , 07:00 - 08:00 , 08:00 - 09:00 , 09:00 - 10:00 , 10:00 - 11:00 , 11:00 - 12:00 , 12:00 - 13:00 , 13:00 - 14:00 , 14:00 - 15:00 , 15:00 - 16:00 , 16:00 - 17:00 , 17:00 - 18:00 , 18:00 - 19:00 , 19:00 - 20:00 , 20:00 - 21:00 , 21:00 - 22:00 , 22:00 - 23:00 , 23:00 - 00:00 ,</p> <p>Blocked Time Slots</p>
--	--

This is the default schedule | Default schedule cannot be deleted | [Change Layout](#) | [Allow Subscriptions to this Calendar](#)

3.) Set the layout of the schedule

Click on [Change Layout](#) of this schedule to set the "Reservable Time Slots", "Blocked Time Slots" and "Slot time".



4.) Create “Resources”

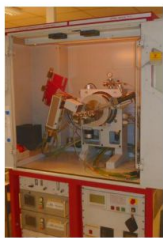
What lab equipment that can be reserved through this planning:

Application Management

Resources

Add New Resource				
Name	Schedule	Resource Permissions	Resource Administrator	
Seifert 3003 TT	X-Ray Lab P	Permission is not automat	None	+ Add Resource

Enter a name for the new resource, select a schedule to which it belongs. Leave “Resource Permissions” to “Permission is not automatically granted”. Otherwise all the users have access to this resource!



Seifert 3003 T/T [Rename](#) | [Delete](#)
 Status ● [Available](#)
 Schedule [X-Ray Lab Planning](#) [Move](#)
 Resource Type [X-Ray Equipment](#) [Edit](#)
 Sort Order [21](#) [Edit](#)
 Location [91.12](#) [Edit](#)
 Contact [Lo](#)
 Description [Powder diffraction measurements](#) [Edit](#)
 Notes [\(no notes\)](#) [Edit](#)
 Resource Administrator [\(No Resource Administrator\)](#)
[Allow Subscriptions to this Calendar](#)

[Change](#) | [Remove](#)

Usage Configuration [Change Configuration](#)

There is no minimum reservation duration
 Reservations cannot last more than 2 days
 Reservations do not require approval
 Permission is not automatically granted

Permissions [Users](#) | [Groups](#)

Reservations can be made up until the current time
 Reservations must not end more than 30 days from the current time
 There is no buffer between reservations
 Reservations can be made across days
 This resource has unlimited capacity

5.) Set reservation parameters

Click on [Change Configuration](#) to set/change the reservation parameters for this resource.

Usage Configuration

Duration

☒ There is no minimum reservation duration
☐ There is no maximum reservation duration
 Reservations cannot last more than
☒ There is no buffer between reservations
 Reservations can be made across days

Access

Reservations must be approved
 Permission is automatically granted
☒ Reservations can be made up until the current time
☐ Reservations can end at any point in the future
 Reservations must not end more than from the current time

Capacity

☒ This resource has unlimited capacity

Update

Cancel



6.) Create an Administrator and User Group for this planning.

To create a new Group, select **Application Management** / **Groups**

6.1.) Create a group for the "Group Administrator"

Add Group

Name

X-Ray Lab Group Admin

Add Group

6.2.) Set the "Group Admin" Members and Roles

Group Name	Actions	Group Members	Permissions	Group Roles	Group Administrator
X-Ray Lab <u>Group Admin</u>	Rename Delete	Manage	Change	Change	Choose...
X-Ray Lab User Group	Rename Delete	Manage	Change	Change	X-Ray Lab Group Admin

Set the "Group Admin" with "Group Members" / "Manage" to the lab responsible(s).

Group Members

Add User:

[Browse](#)

1 Users in this group

Lou (ven.be)

Example:

Set "Group Roles" with "Change" to "Group Admin"

Which roles apply to this group?

☒ Group Admin

☐ Application Admin

☐ Resource Admin

☐ Schedule Admin

Example:

6.3.) Create a "User Group"

Add Group

Name

X-Ray Lab User Group

Add Group

6.4.) Set the "User Group" members and permissions

Group Name	Actions	Group Members	Permissions	Group Roles	Group Administrator
X-Ray Lab Group Admin	Rename Delete	Manage	Change	Change	Choose...
X-Ray Lab <u>User Group</u>	Rename Delete	Manage	Change	Change	X-Ray Lab Group Admin

Click on "Manage" to select the users for this Group.

Click on "Change" to set the access to the resources (= equipment)



Permissions

- ☐ Limesse snapshot
- ☐ Limesse key
- ☒ Seifert 3003 T/T
- ☒ Siemens D500
- ☒ Seifert MZ IV
- ☒ X'Pert HighScore Plus
- ☐ Big Schenck
- ☐ Horizontal Schenck
- ☐ MTS
- ☐ Instron 8502
- ☐ Baby Schenck
- ☐ Instron Electropuls E3000
- ☐ Room 01.35
- ☐ Room 01.36
- ☐ Room 01.47
- ☐ Room 01.49

Set the “Group Administrator” of the “User Group” by selecting [Choose...](#) (if nothing has been entered) and the proper “Group Admin”.

Who can manage this group?

-- None --

- Fatigue Lab Group Admin
- Group Administrators
- Tensile Lab Group Admin
- X-Ray Lab Group Admin

7.) Resource types

Resource types allow resources that share a common set of attributes to be managed together. For example, one can set types as this: *X-Ray Equipment, X-Ray Data Analysis, Tensile Testing Equipment, Load Cell, Limesse Optical Systems, Fatigue Testing Equipment*, etc.

In a planning after setting the resource types, it is now easy to have all the tensile machines on the screen without load cells or any other equipment that is available in this schedule.

7.1.) Create Resource types

Select : [Application Management](#) / [Resources](#) / [Resource Types](#)

Add Resource Type

Name **Description**

X-Ray Equipment



7.2.) Apply Resource types

To apply a resource type, select : **Application Management** / **Resources**

Scroll down the list to the resource you want, click on [Edit](#) and select the resource type you want.

The screenshot shows the 'Seifert 3003 T/T' resource page. The resource is currently set to 'X-Ray Equipment'. A red arrow points to the 'Edit' link for the Resource Type. The 'Resource Type' dropdown menu is open, showing a list of options: '-- None --', 'X-Ray Equipment' (selected), 'X-Ray Data Analysis', 'Tensile Testing Equipment', 'Load Cell', 'Limes Optical Systems', 'Fatigue Testing Equipment', and 'Meeting Room'. The 'Update' button is visible below the dropdown.

8.) More Resource Settings

To set the **Sort Order**, **Location**, **Contact**, **Description** and **Notes** of a resource, select: **Application Management** / **Resources**

Scroll down the list to the resource you want and use [Edit](#) on each line to add the necessary information.

The option "Sort Order" makes it possible to set the order of appearance of the resources on the Dashboard and planning's.

The screenshot shows the 'Instron 4505' resource page. The resource is currently set to 'Tensile Testing Equipment'. The page displays the following information:

- Status:** Available
- Schedule:** Tensile Testing Lab Planning
- Resource Type:** Tensile Testing Equipment
- Sort Order:** 1
- Location:** H00.04
- Contact:** Kri
- Description:** 100 kN
- Notes:** 1. The maximum reservation period is one week. 2. Warn Kris or Bai always, at least one day before the tests, in case you will not be able to do your tests. 3. Start your test always BEFORE 9.30 AM or BEFORE 13.30 PM. Otherwise your period of testing, of that day, will be cancelled. 4. When you don't show up at all during the first day of a reserved period, the whole reserved period and the next reserved periods will be cancelled. One should make a new reservation! 5....

With [Bulk Resource Update](#) it is easy to change the settings for more than one resource at a time.

First, select [View All](#), then use the Filter options to select all the resources you want at a time, then click on [Bulk Resource Update](#) and create the necessary modifications.



9.) Accessories

Accessories can be thought of as auxiliary resources used during a reservation. Setting an accessory quantity will prevent more than that number of accessories from being booked at a time. Examples may be load cells, a bending setup, hydraulic grips, etc.

Add an accessory, select: **Application Management** / **Resources** / **Accessories**

Add Accessory

Accessory Name	Quantity Available	
Hydraulic grips 100 kN (4505)	1 <input type="checkbox"/> Unlimited	Add Accessory

Note: at this moment ALL the accessories will show up in EVERY planning!

Blackout Times

Blackout Times can be used to prevent reservations from being booked at certain times. This feature is helpful when a resource is temporarily unavailable or unavailable at a scheduled recurring interval. Blacked out times are not bookable by anyone, including administrators.

You must have **full administrator rights** to add/change Blackout Times.

Select: **Application Management** / **Reservations** / **Blackout Times**

Add Blackout

Begin	21/09/2015	8:00am
End	21/09/2015	5:00pm
Resource	Seifert 3003 T/T <input type="button" value="v"/>	All Resources On <input type="checkbox"/> Fatigue Testing Lab Planning <input type="button" value="v"/>
Reason	Maintenance *	
Repeat	Does Not Repeat <input type="button" value="v"/>	
<input checked="" type="radio"/> Show me conflicting reservations <input type="radio"/> Delete conflicting reservations		
<input checked="" type="button" value="Create"/> <input type="button" value="Cancel"/>		

Tip: always enter a “Reason” otherwise you can’t create a Blackout.

To blackout a whole lab, select “All Resources On” and then select a lab planning.

Example: All Resources On ☒ X-Ray Lab Planning



Quotas

Administrators have the ability to configure quota rules based on a variety of criteria. If a reservation would violate any quota, the user will be notified and the reservation will be denied. Quotas restrict reservations from being booked based on a configurable limit. Quotas applied to a group are enforced for each user in the group individually. Application Administrators are excepted from quota limits.

You must have **full administrator rights** to add/change Quotas.

Select: **Application Management** / **Quotas**

Examples:

Add Quota

On **Tensile Testing Lab Planning** for **All Resources** users in **All Groups** are limited to **10** reservations per week **Add**

Remember: Quotas are enforced based on the schedule's timezone.

On Tensile Testing Lab Planning for All Resources users in All Groups are limited to 10.00 reservations per week

On X-Ray Lab Planning for All Resources users in All Groups are limited to 48.00 hours per week

Reporting

Reports are accessible to all application, group, resource and schedule administrators. Reports can be viewed as a list of results, a chart, exported to CSV and printed.

From the main menu; select **Reports**.

Create New Report

[Show/Hide](#)

Select ☒ List ☐ Total Time ☐ Count
Usage ☒ Resources ☐ Accessories
Range ☐ All Time ☐ Current Month ☐ Current Week ☐ Today ☒ Between -

Filter By
 [All Users](#) [All Participants](#)

Get Report

[View As Chart](#) [Save This Report](#) [Export to CSV](#) [Print](#)

Resource	Begin	End	Title	Description	ReferenceNumber	User	Created	Last Modified	Reservation Category	Expertise
Seifert 3003 T/T	21/09/2015 08:00:00	21/09/2015 09:00:00	The first reservation!		55f6c1f9588ea386819974	Lo De	14/09/2015 14:47:53			

1 Rows

Note:

If you enter a time range Between - , the end date is **NOT** included in the result!



Announcements

Announcements are a very simple way to display notifications on the users [Dashboard](#). From the Announcements menu item you can view and manage the announcements that are displayed. An announcement can be configured with an optional start and end date. An optional priority level is also available, which sorts announcements from 1 to 10. HTML is allowed within the announcement text. This allows you to embed links or images from anywhere on the web.

You must have **full administrator rights** to add/change Announcements.

Select: [Application Management](#) / [Announcements](#)

Announcements

Announcement	Priority	Begin	End	Actions
Booked will be used for the X-Ray lab reservations from Monday 21/09/2015 on!	1	14/09/2015		Edit Delete

Add Announcement

Announcement

Begin

End

Priority

...

▼

Dashboard

My Account

Schedule

Announcements

- Booked will be used for the X-Ray lab reservations from Monday 21/09/2015 on!

Customization / Attributes

Custom Attributes are a powerful extension point in Booked. You can add additional attributes to Reservations, Resources, Resource Types and Users.

Attributes can be configured as single line text box, a multi-line text box, a select list (drop down), or a checkbox. All attributes can be configured to be required. Textbox attributes allow an optional validation expression to be set. This value must be a valid regular expression.

You must have **full administrator rights** to add/change Attributes.

Select: [Application Management](#) / [Customization](#) / [Attributes](#)



User attributes

Custom Attributes ?

Category: User + [Add an Attribute](#)

1 Attributes

ID	Sort Order	Display Label	Type	Required	Applies To	Validation Expression	Possible Values	Delete
5	1	User ID	Single Line Textbox	No	All			✕

User attributes are collected when registering and updating a user's profile.

Example:

Update an Attribute ✕

Type: Single Line Textbox

Display Label: User ID ✕

Required: ☐

Applies To: All

Validation Expression:

Sort Order: 1

✓ Update ✕ Cancel

Reservation attributes

Custom Attributes ?

Category: Reservation + [Add an Attribute](#)

2 Attributes

ID	Sort Order	Display Label	Type	Required	Applies To	Validation Expression	Possible Values	Delete
7	1	Reservation Category	Select List	No	All		student, master thesis, phd, research, expertise	✕
6	2	Expertise	Single Line Textbox	No	All			✕

Reservation attributes will be collected during the reservation process and they will also be saved in the report file.




Email to a Group of Users

This feature is currently not available, but it is possible to send an email to a group of users by means of some **copy & paste** tricks.

As a Group Administrator, select **Responsibilities** / **Groups** or as an Application Administrator, select **Application Management** / **Groups**

The number of visible Groups depends on the users rights.


Group Name	Actions	Group Members	Permissions	Group Administrator
Fatigue Lab User Group	Rename Delete	Manage	Change	Fatigue Lab Group Admin
Tensile Lab User Group	Rename Delete	Manage	Change	Tensile Lab Group Admin
X-Ray Lab User Group	Rename Delete	Manage	Change	X-Ray Lab Group Admin

1. In the column “Group Members”, click on the [Manage](#) button of the Group you want to email. A list with all the members belonging the that Group opens.
2. Select all the members this way: put the mouse pointer at the left of the first name, click AND hold the left mouse key and drag all the way down to the rightmost end of the list. It doesn't matter that you also copy the  icons.


Group Members

Add User: [Browse](#)


28 Users in this group

 Fa

n.kuleuven.be)


 Lo

be)


 Ma


dent.kuleuven.be)


...

 Ha

euven.be)

 Yu

 Fe

 Xu

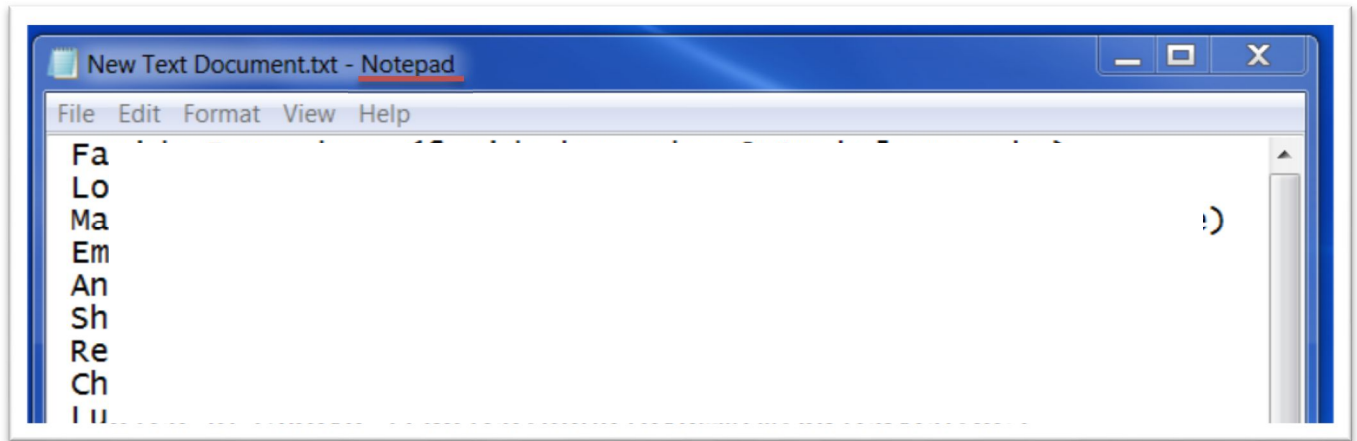
.be)

3. Press **Ctrl-C** to copy the whole list.
4. Open your email program, select “**New Email**” and use **Ctrl-V** to paste the selection into the “**To**” field. After a few seconds (or more), the names will appear.



**Tip:**

You can save these Group Members to a text file, open a new **Notepad** file (NOT Word!) and paste the copied data. Now you have every entry on one line without any special characters.

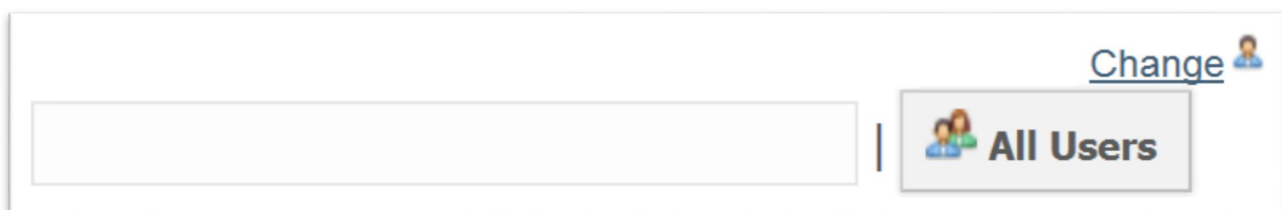


Email to more than one Group of Users

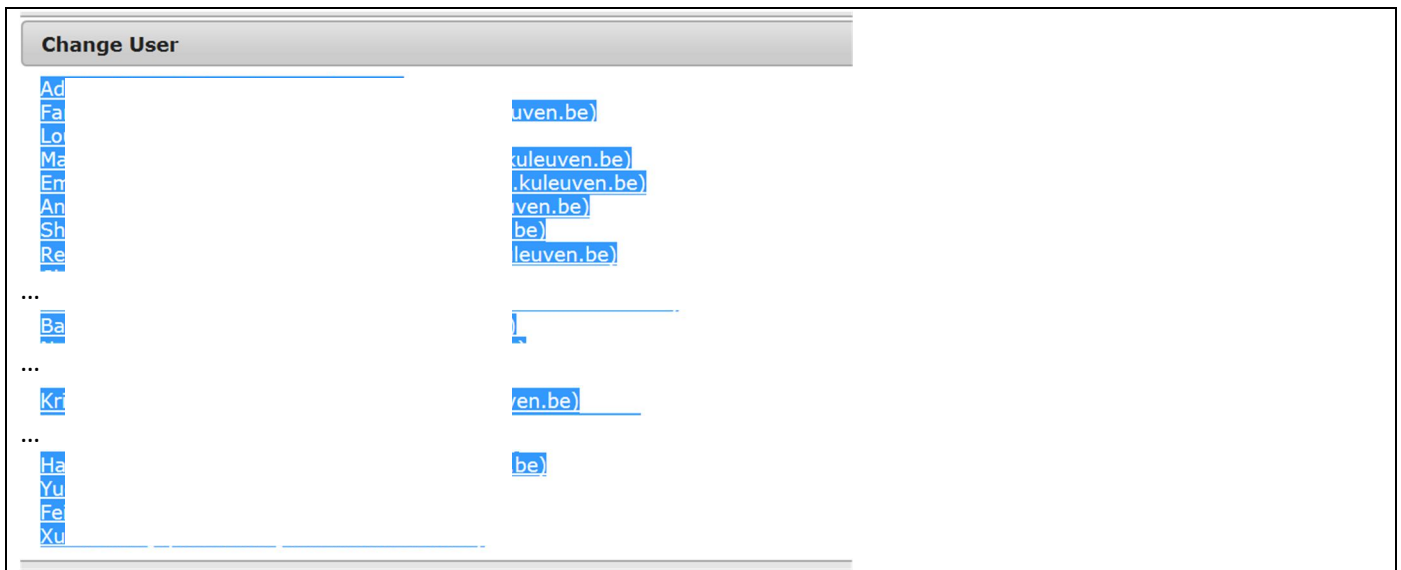
If you have Application Administrator rights you can send an email to **ALL the users in the database** at once or if you have Group Administrator rights to more than one Group, you can send an email to **ALL the users in these Groups** at once.

Example: Group Administrator rights to: “X-Ray Lab User Group” and “Tensile Lab User Group”

1. Go to / .
2. Click on a free spot to create a reservation (any planning will do).
3. Click on [Change](#) and then on .



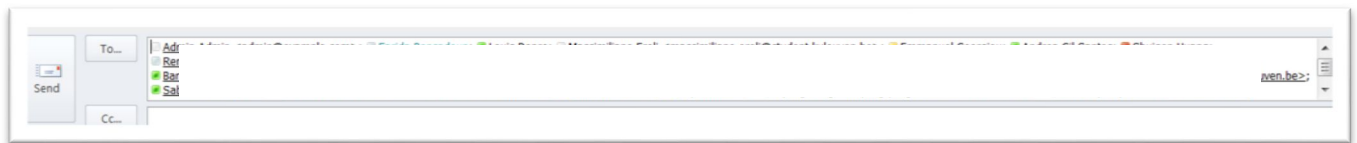
4. A list with ALL the users will be displayed (in alphabetical order).
5. Select all the members this way: put the mouse pointer at the left of the first name, click AND hold the left mouse key and drag all the way down to the rightmost end of the list.



In this example, the list contains ALL the users of the X-Ray lab **AND** the Tensile Lab

6. Press **Ctrl-C** to copy the whole list.

7. Open your email program, select “**New Email**” and use **Ctrl-V** to paste the selection into the “**To**” field.



Tip:

If you are logged in as an Application Administrator, you will have access to ALL the users in the database.



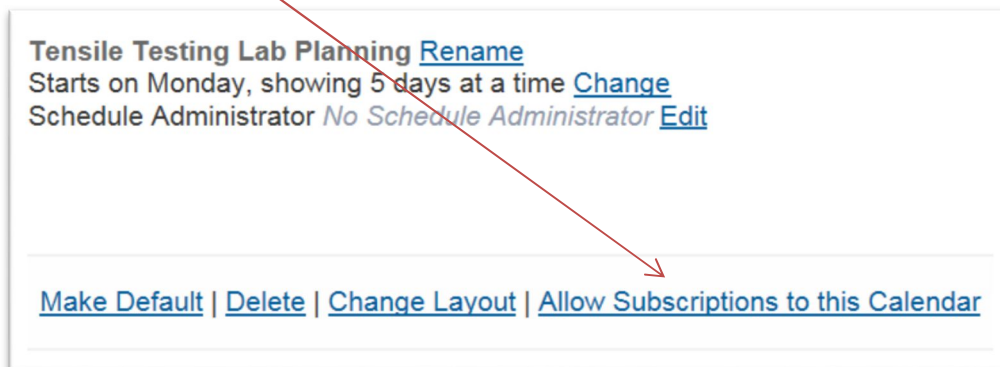
Subscribing to Calendars

All the reservations of a planning can be viewed by the users with MS-Outlook Calendar. When a subscription link has been made by an Application Administrator, the information of that planning will be linked and updated to MS-Outlook every 45 minutes. This has been tested with Win 7 and MS-Office 2010 and MS-Outlook version 14.

Create a subscription link

As an Application Administrator, select **Application Management** / **Schedules**.

Click on [Allow Subscriptions to this Calendar](#) of the Schedules you want to activate the subscription.

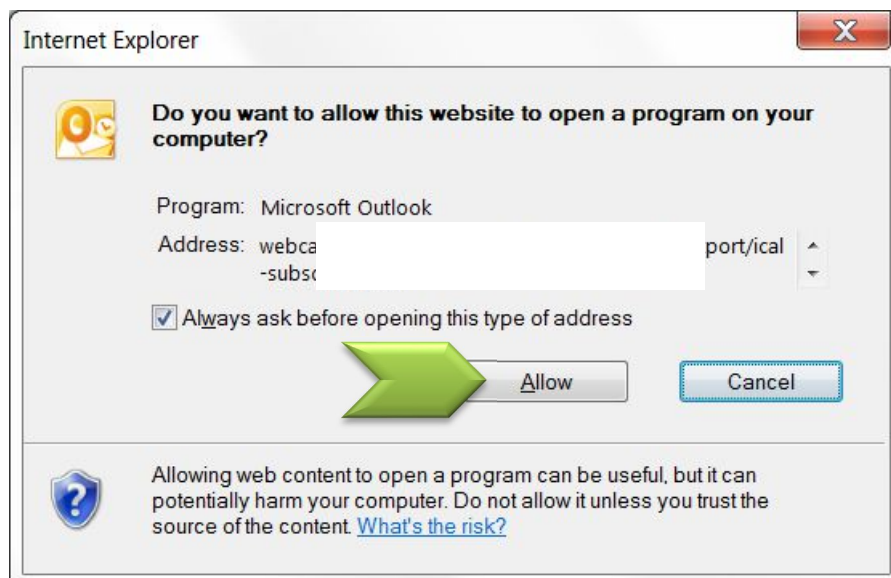


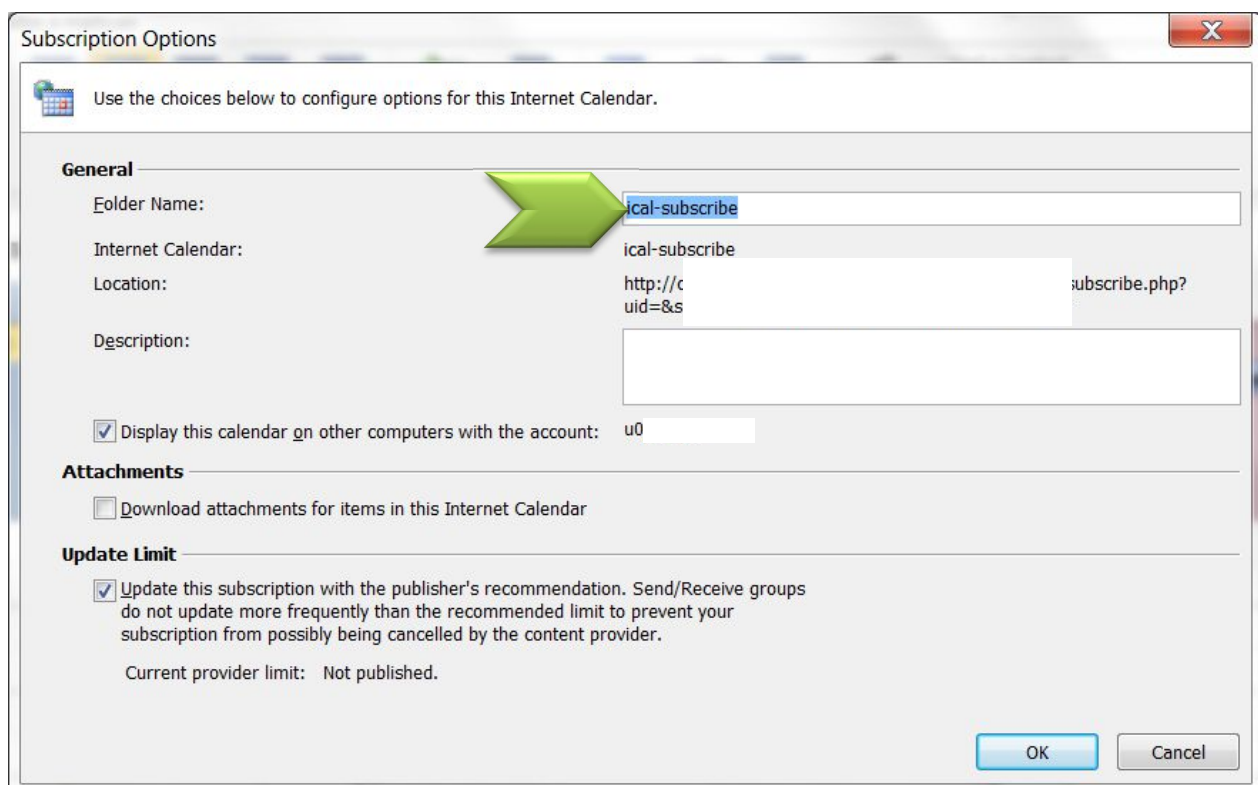
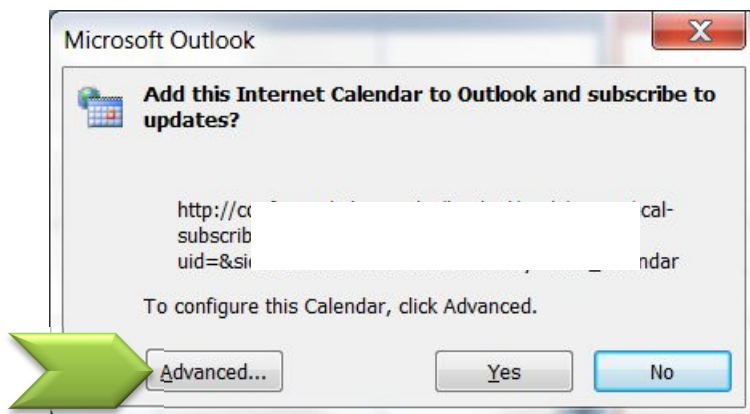
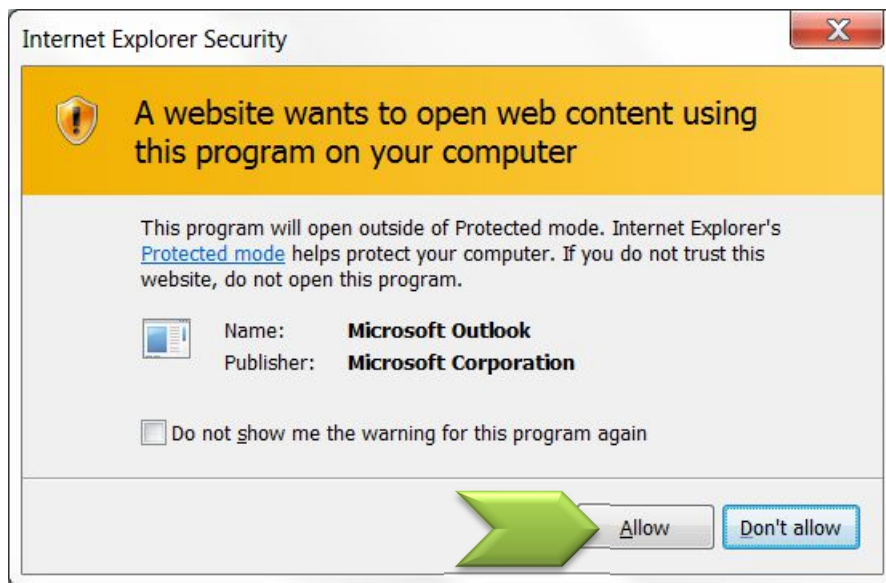
Subscribing to a calendar

Select: **Schedule** / **Resource Calendar**

Use the drop down button of **Change Calendar** **X-Ray Lab Planning** to select the planning you need (if you have access to more than one planning).

Click on the link at the right side: [Subscribe to this Calendar](#)







Change the name of the planning. Example: “X-Ray Lab Planning”

Subscription Options [X]

Use the choices below to configure options for this Internet Calendar.

General

Folder Name:

Internet Calendar: ical-subscribe

Location: http://.../subscribe.php?uid=...

Description:

☒ Display this calendar on other computers with the account: u0


Attachments

☐ Download attachments for items in this Internet Calendar

Update Limit

☒ Update this subscription with the publisher's recommendation. Send/Receive groups do not update more frequently than the recommended limit to prevent your subscription from possibly being cancelled by the content provider.

Current provider limit: Not published.




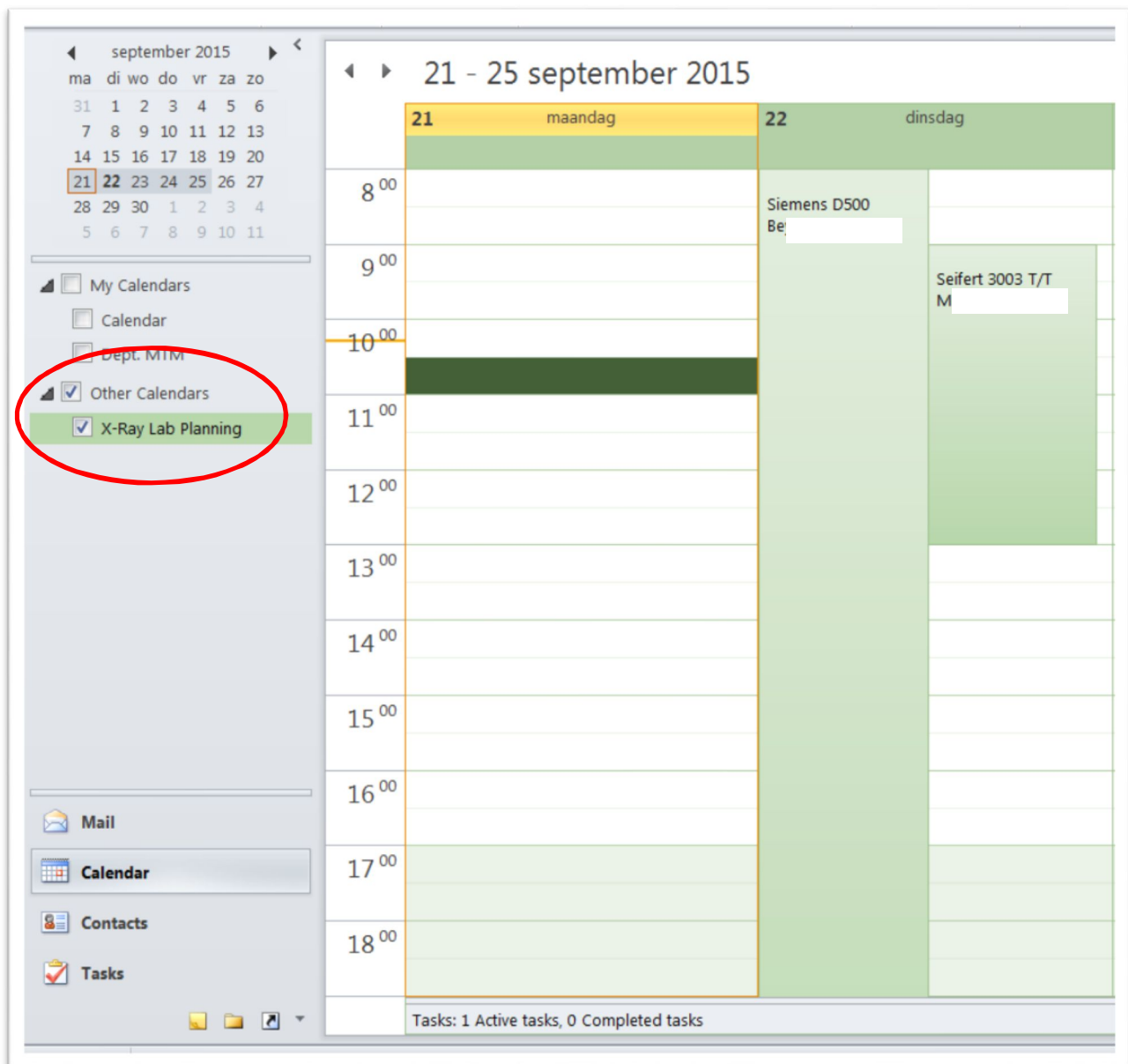
Microsoft Outlook [X]

Add this Internet Calendar to Outlook and subscribe to updates?

http://.../rt/ical-subscribe.../calendar

To configure this Calendar, click Advanced.

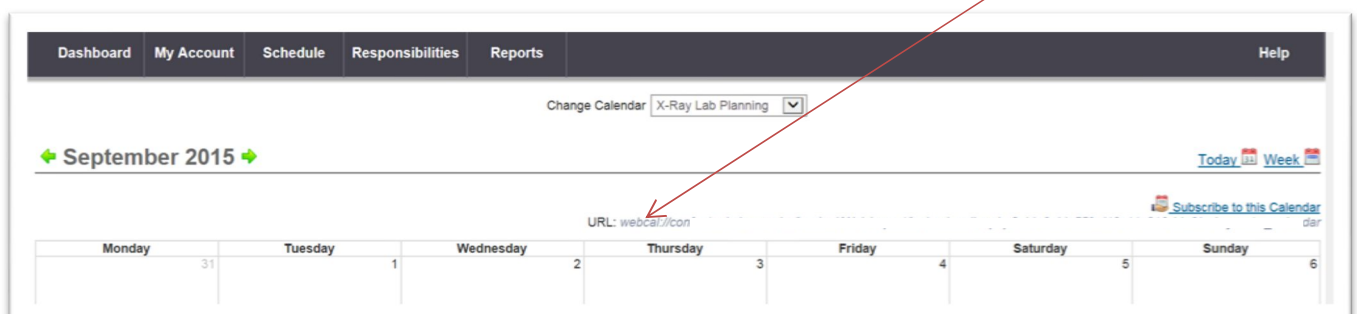




Example of the X-Ray Lab Planning into MS-Outlook

Tips:

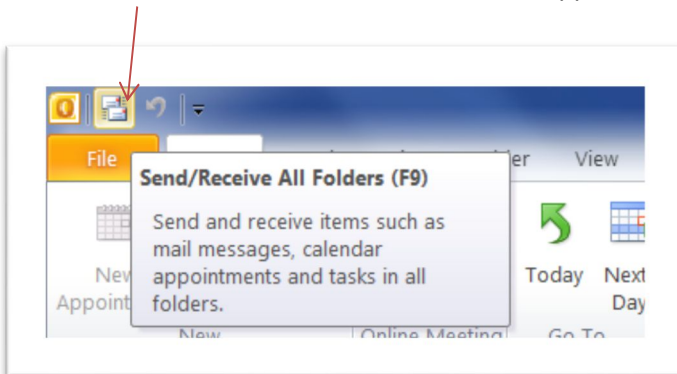
1) For MS-Outlook, if it does not automatically add this calendar, open the MS-Outlook Calendar view, then right click on **My Calendars** and choose **Add Calendar** -> **From Internet**. Copy & Paste in the URL printed under the [Subscribe to this Calendar](#) link in Booked.





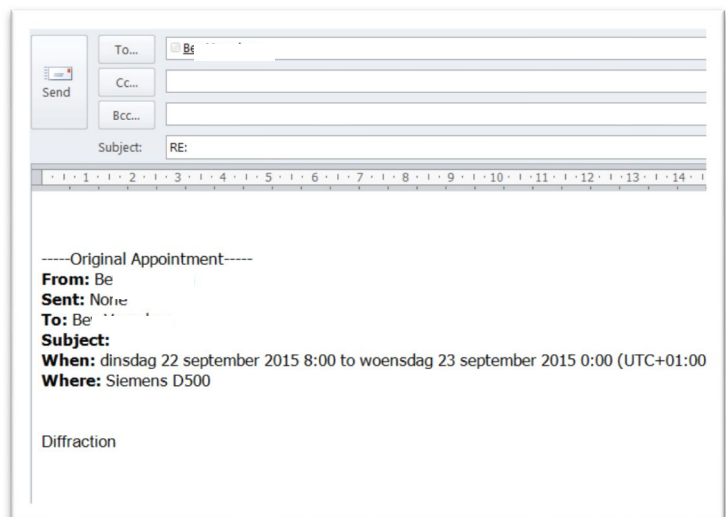
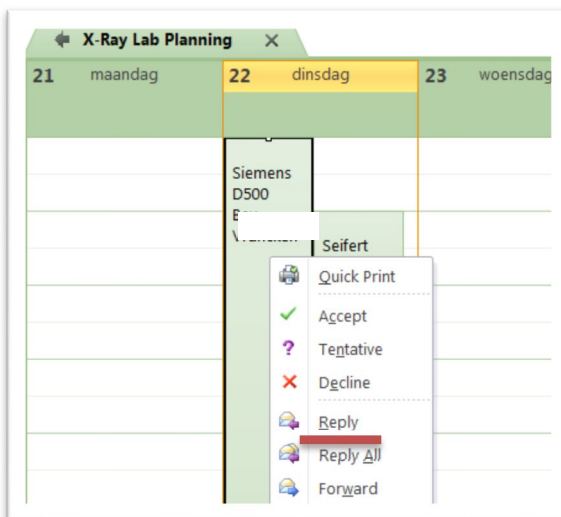
2) The information will be updated every 45 minutes AND when MS-Outlook is started.

If you want the **last minute** information: Close MS-Outlook and open it again, **OR** press **F9**, **OR** click on the "Send/Receive All Folders" icon located at the upper left corner of MS-Outlook.



3) The Calendar subscription is only an "one-way" link. You **cannot** enter information into the MS-Outlook calendar to let it appear into Booked!

4) You can directly email an user from MS-Outlook. Right-Click on the reservation you want, then select **"Reply"**.



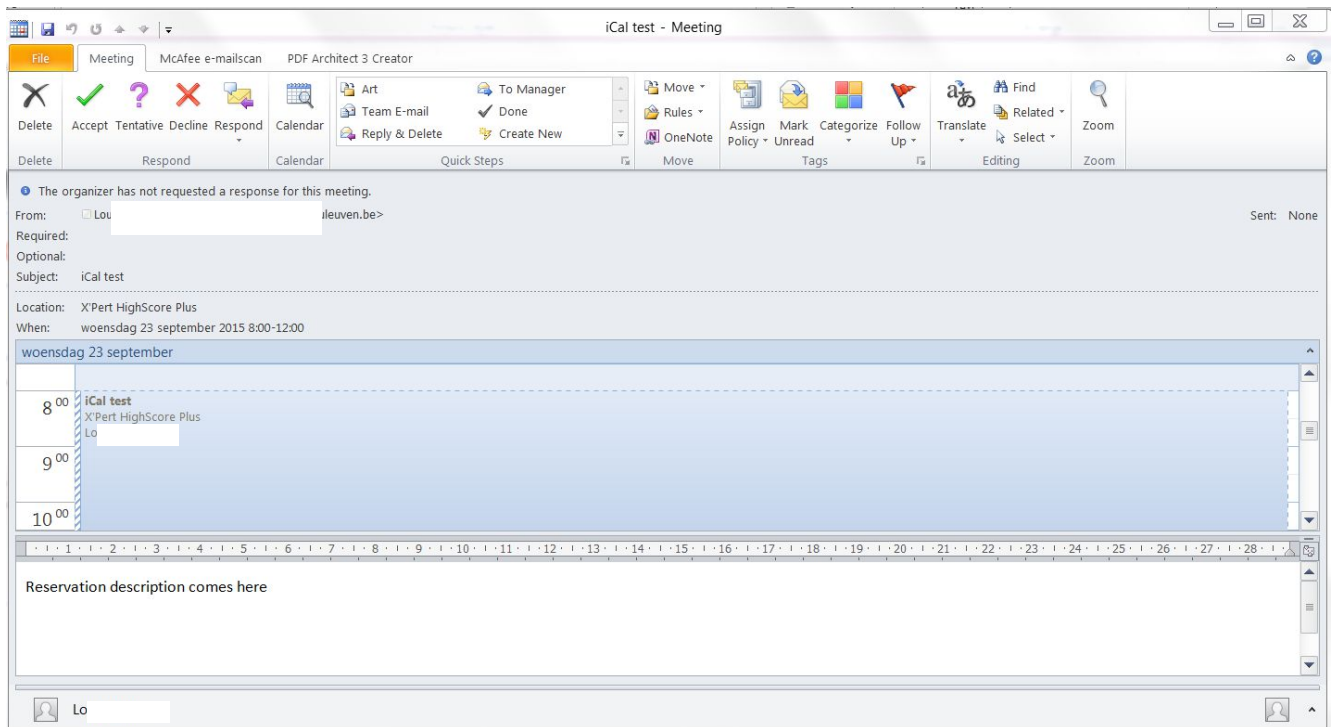
iCalendar: adding your reservation(s) to the MS-Outlook Calendar

A user can add his own reservation(s) to the MS-Outlook calendar. When viewing or updating a reservation you will see a button [Add to Calendar](#) at the lower left corner of the "Editing Reservation" screen.

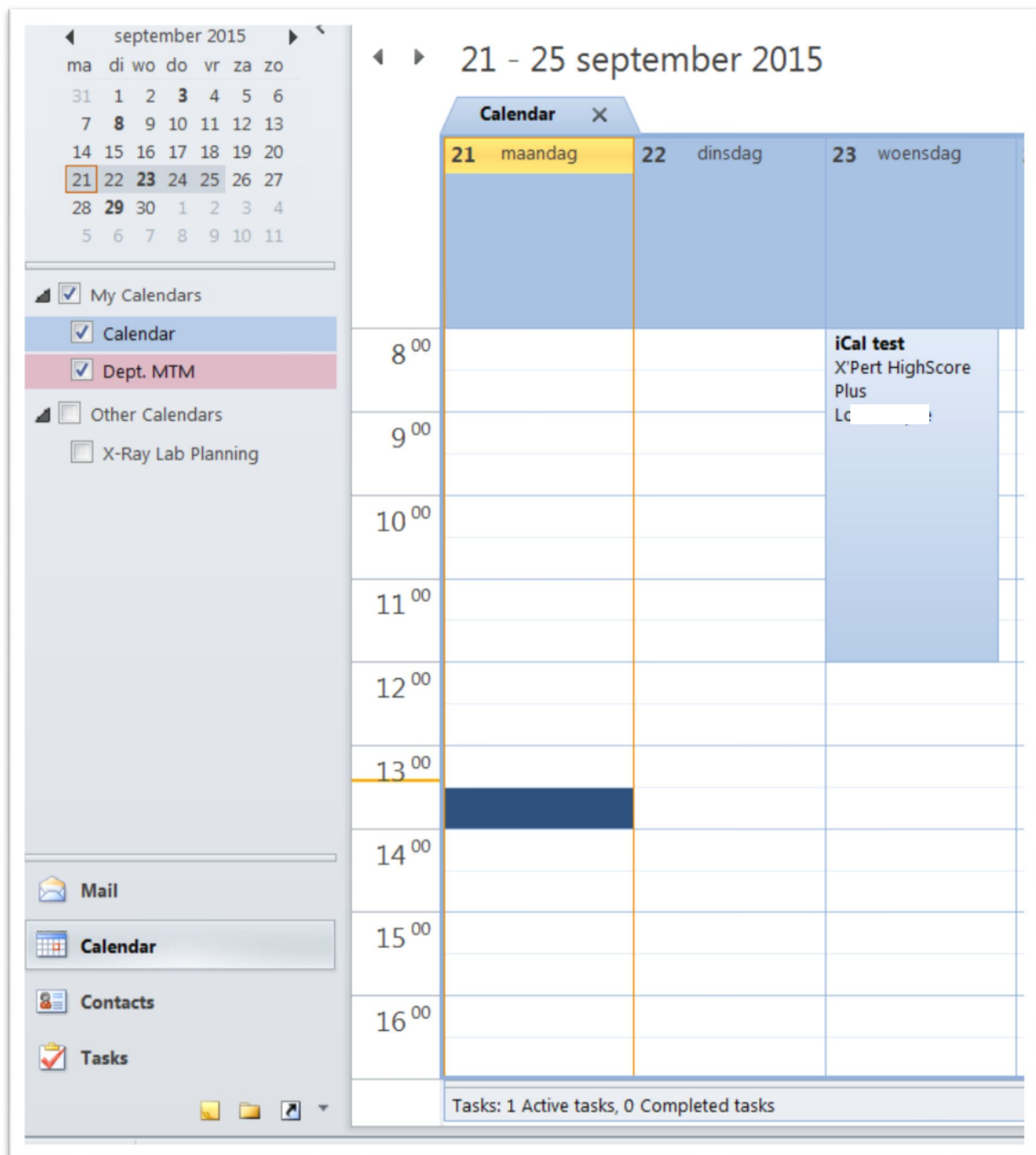


If you click on it, you will be asked to "Open" or "Save" the calendar information. If MS-Outlook is installed, click on **"Open"**. Otherwise if it is not installed you will be prompted to download an .ics file. This is a standard calendar format. You can use this file to add the reservation to any application that supports the iCalendar file format.





Click on **Accept** to save this calendar entry into MS-Outlook.



Important Notes:

- If you change the reservation, it will not be updated automatically in MS-Outlook!
- You MUST delete the reservation from the MS-Outlook calendar first BEFORE you add it again!



Configuration

Some functionality can only be controlled by editing the config.php file.

Schedule

information of a reservation on the screen (for ALL the schedules the same).

schedule

reservation.label	<input type="text" value="{name}"/>
reservation.label	<input type="text" value="{name} <div> {title} <div> {description}"/>

Extra: title + description, both on a separate line (<div>).

iCalendar

Settings for MS-Outlook can be changed.

reservation.labels

ics.summary	<input type="text" value="{name} {title}"/>
ics.my.summary	<input type="text" value="{title}"/>
rss.description	<input type="text" value="iv><div>Description {description}</div>"/>
my.calendar	<input type="text" value="{resourcename} {title}"/>
resource.calendar	<input type="text" value="{name}"/>
reservation.popup	<input type="text"/>

Original rss.description: <div>Start {startdate}</div><div>End {enddate}</div><div>Organizer {name}</div><div>Description {description}</div>

Change ics.summary: only {title}

Available Label Tokens

Available tokens for reservation labels are {name}, {title}, {description}, {email}, {phone}, {organization}, {position}, {startdate}, {enddate} {resourcename} {participants} {invitees} . Custom attributes can be added using att with the attribute id. For example {att1} Leave it blank for no label. Any combination of tokens can be used.



Feature List

- ♥ Easy to use, easy to manage.
- ⚙️ Tons of options and customizations.
- ➡️ Pluggable framework.
- 📅 Integration with Outlook® and Google® Calendar.
- 👤 LDAP and Active Directory support.
- 📊 Flexible reporting system.
- 🔍 Fine tuned roles and permissions.
- 🔌 Powerful open API.
- 🔒 User and group quotas.
- 🌐 Multiple languages and cultures.

- 100% free and open source.(GPL)
- OS independent. Only requires a web server running PHP and MySQL.
- Multiple languages and cultures.
- Simple to install in any environment with a web-based or manual installation process available.
- Easy to extend with many pluggable components.
- No limits when hosting on your server. Unlimited number of schedules, resources, users and reservations.
- [Active support community](#).
- Easy to use administrative tools make it easy to quickly fine, manage and export data.
- Powerful reporting system.
- Reservation start and end reminders.
- Intuitive click and drag schedule view allows users to quickly find and book an available time slot.
- Organize users and limit access by groups.
- Flexible layout configuration lets you set up schedules that fit your needs.
- Limit and control resource usage with a flexible quota system.
- Optionally review and approve reservation requests.
- Integration with Outlook®, Google® Calendar or any other system that accepts .ical files.
- Authentication integration with LDAP, Active Directory, WordPress and more.
- Customizable attributes and fields.
- Tiered roles and permissions.
- ...



Information and Help

Booked has an active community of users like you.

Community support: <http://php.brickhost.com/forums/index.php>

Help: <http://www.bookedscheduler.com/help>

Epilogue

For those who still want more Booked features, join the community: <http://php.brickhost.com/forums/index.php>!

YZone

14/10/2015