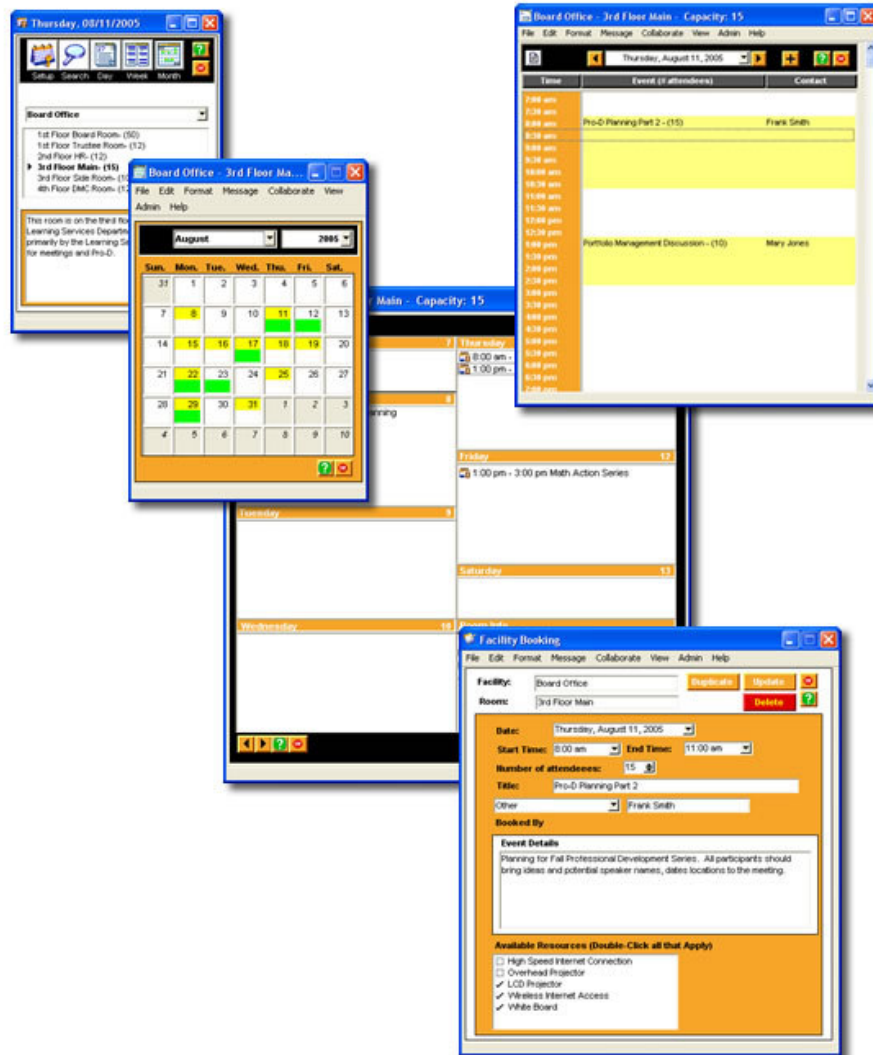


fcFacilityBookings



**A FirstClass Solution
Created by Stewart Lynch
CreaTECH Solutions
www.CreaTECHSol.com**

Main Menu

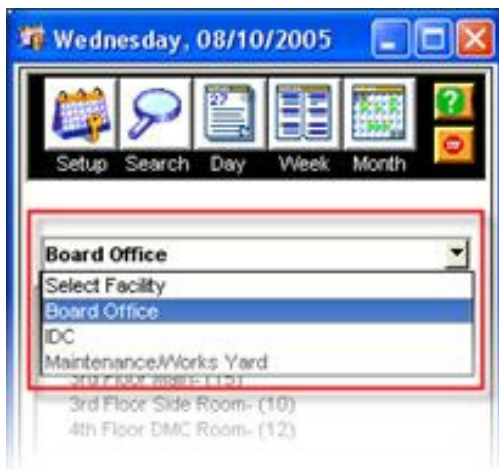


bookings for that room.



Month

Once you have selected a Facility and Room, you can click on the Day button to view the current Month's bookings for that room.



Selecting a Facility

Use the pop-up list to select a facility. This will display a list of all rooms that are available for that facility. You will be presented with the list of rooms and the capacity for that room.

The Main Menu is your starting point.



Setup

If you have 'Administrator' access to this application, you can use this option to configure your facilities and rooms.



Search

Click on this button to view all bookings for the current day. Once you are on the search screen you can modify the search criteria to view bookings by a number of different criteria.



Day

Once you have selected a Facility and Room, you can click on the Day button to view the current day's bookings for that room.



Week

Once you have selected a Facility and Room, you can click on the Week button to view the current week's



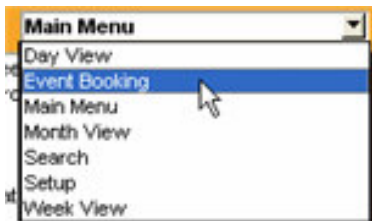
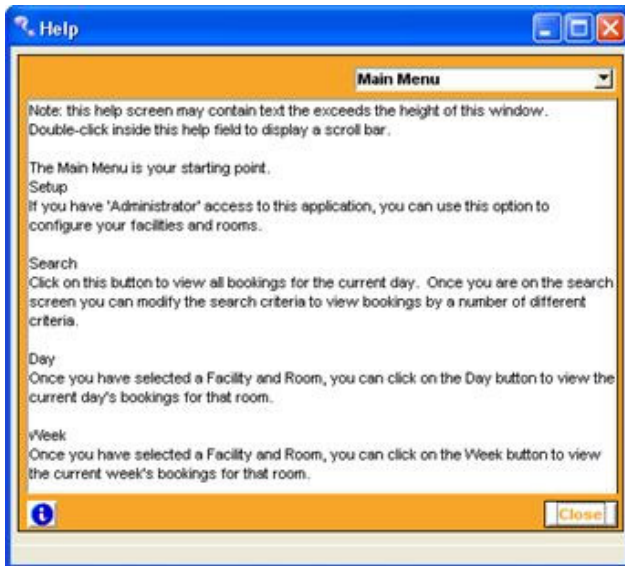
Selecting a Room

Click on one of the rooms in the list and it will be highlighted and you will also be presented with a description of that particular room.

Help

All fcFacilityBookings screens have a help button  .

Click on this button and you will be provided with detailed assistance.



From within this help screen you can jump to any other section by making your choice from the pop-up selection list on the top right of this form.



Setup

You have to set up your facilities and available rooms before you can begin to book them for events. Only those individuals with Admin access to fcFacilityBookings will be able to do this.

Facilities

You can select a facility from the pop-up list on the top left of this form. Selecting a facility will also display another pop-up list on the top right of the form that will display a list of all rooms that are available in this facility.

Selecting a Facility

Select a Facility from the

pop-up list.

Adding Facilities Select Facility +


Click on the Add + button

Enter the name of a new facility and click on Confirm .

Deleting Facilities Board Office + - ✎

Select a facility from the pop-up list and click on the Delete - button to delete the selected facility. Note: this will also delete all rooms in this facility and all bookings associated with those rooms.

Editing Facility Name   

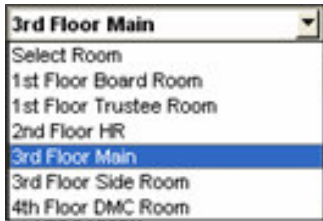
Select a facility from the pop-up list and click on the click on the Edit  Button.



A form with an orange background. It has a label "Name:" followed by a text input field containing "Curriculum Development Centre". Below the input field are two buttons: a yellow "Cancel" button and a white "Confirm" button.

Enter a new name for the facility and click on  .

Rooms

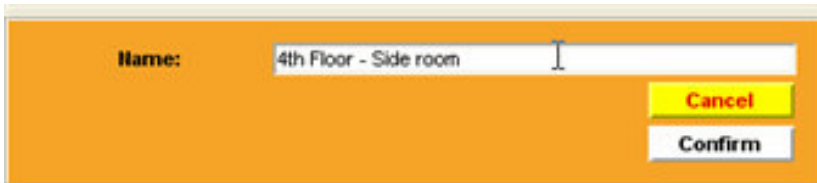


A dropdown menu with "3rd Floor Main" selected. The list of options includes: "Select Room", "1st Floor Board Room", "1st Floor Trustee Room", "2nd Floor HR", "3rd Floor Main", "3rd Floor Side Room", and "4th Floor DMC Room".


You can select a Room from the pop-up list on the top left of this form. Selecting a room will display all of the details associated with that room.

Adding Rooms   


Click on the Add  button.



A form with an orange background. It has a label "Name:" followed by a text input field containing "4th Floor - Side room". Below the input field are two buttons: a yellow "Cancel" button and a white "Confirm" button.

Enter the name for the room and click on  .

Deleting Rooms   

Click on the Delete  button to delete the selected room. Note: this will also delete all bookings associated with this room.

Editing Room Name   

Click on the Edit  Button.



A form with an orange background. It has a label "Name:" followed by a text input field containing "3rd Floor Main Room". Below the input field are two buttons: a yellow "Cancel" button and a white "Confirm" button.

Enter a new name for the room and click on  .

Room Details

Room Name: You can also edit the room name by editing this field

Maximum Capacity:

Maximum Capacity: 15

Enter the maximum capacity for this room. People will not be able to enter a number higher than this number when submitting a booking.

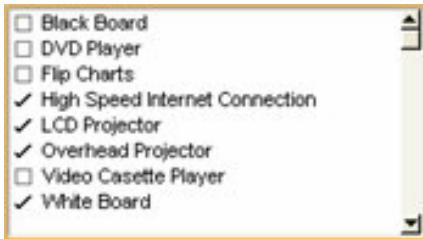
Earliest Start Time: 7:00 am

Earliest Start Time: Select the earliest time that this room can be booked

Latest End Time: 5:00 pm

Latest End Time: Enter the latest time that this room can have an event end.

Room Resources:




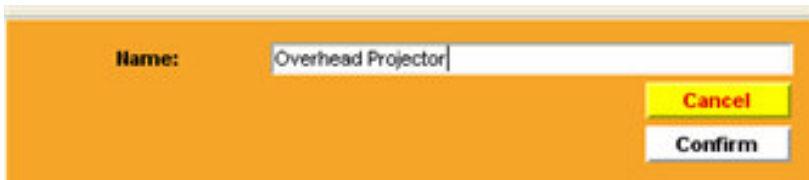
A list of room resources with checkboxes:

- Black Board
- DVD Player
- Flip Charts
- High Speed Internet Connection
- LCD Projector
- Overhead Projector
- Video Cassette Player
- White Board


The list displayed shows all possible room resources that a room may have. Double click on all room resources that are available for this room. If there is a particular resource that is not listed, then it must be added to the master list.

Adding Resources to the Master List


To add a resource to the master list click on the Add  button.




A dialog box with a text input field labeled "Name:" containing "Overhead Projector". Below the input field are two buttons: "Cancel" (yellow) and "Confirm" (white).

Enter a name for the resource and click on  .

Deleting a Resource from the Master List

To delete a resource from the master list, click on the Delete Button  . You will be asked to confirm.

Editing the name of a resource.

To edit the name of a resource, click on the name in the list and click on the Edit  Button.



A dialog box with a text input field labeled "Name:" containing "LCD Projector". Below the input field are two buttons: "Cancel" (yellow) and "Confirm" (white).


Enter a new name for the resource and click on  .

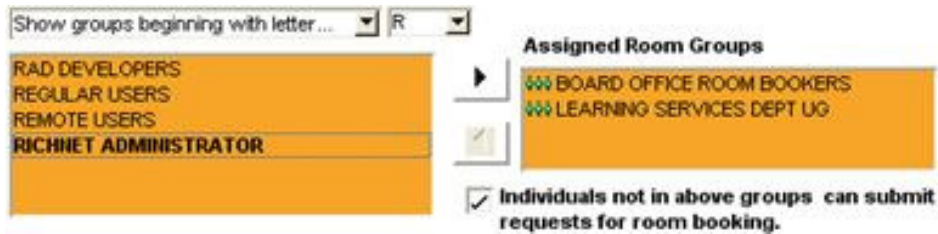
Room Bookers and Managers

If you wish to allow individuals to book an event for this room directly, they must belong to a group which will have access. All members of the assigned groups will be able to book any event and edit entries that they have made.


If you wish everyone to have access, add the 'All Users' group to the list on the right.

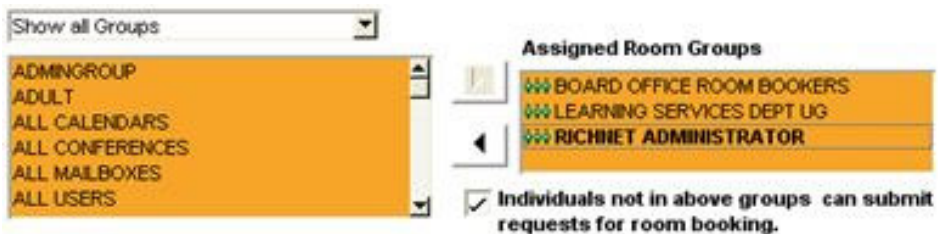
Adding Groups to the Assigned Room Groups Access List

Click on a group in the left column and click on the Add Button  to move to the Assigned Room List. You can narrow your search of groups by selecting a particular letter of the alphabet from the pop-up selection list.



Removing a Group from the Assigned Room Groups Access List

To remove a group from the Access List, click on the group name in the right hand column and click on the Remove Button .



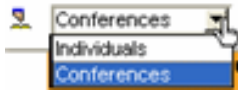
If individuals do not belong to a group in the access list you may still allow them to make a booking request by email if you check the 'Individuals not in above groups can submit requests for room booking.' check box. If you do this, then you must add either a conference name or individual name to the Managers and Conferences list below.


Individuals not in above groups can submit requests for room booking.

Managers and Conferences

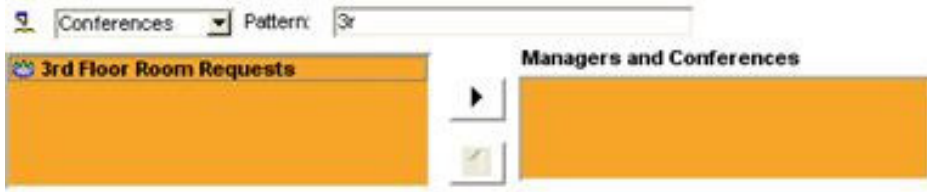
Individuals that are added to the Managers and conferences lists will have full creation and edit control over all events in this room calendar. The first individual or conference in the list will be the recipient of any booking request emails if the individuals do not have direct booking permission and if the room has had booking request by email enabled.

Adding Conferences to the Managers and Conferences List

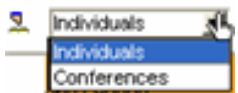



Select 'Conferences' from the pop-up selection list and enter either all or a partial match for the conference name in the pattern field and exit out of the field. Click on the desired name and click on the 'Add' Button  to move it to the access

list.



Adding Individual names to the Managers and Conferences List



Select 'Individuals' from the pop-up selection list and enter either all or a partial match for the individual's name in the pattern field and exit out of the field. Click on the desired name and click on the 'Add' Button  to move the individual to the access list.

the access list.



Removing Individuals or Conferences from the Managers and Conferences List

Click on a name in the Access list on the right and click on the 'Delete' Button .





Day View

Time	Event (if attendees)	Contact
7:00 am		
7:30 am		
8:00 am		
8:30 am		
9:00 am		
9:30 am		
10:00 am		
10:30 am		
11:00 am		
11:30 am		
12:00 pm		
12:30 pm		
1:00 pm		
1:30 pm		
2:00 pm		
2:30 pm		
3:00 pm		
3:30 pm		
4:00 pm		
4:30 pm		
5:00 pm		

The Day form displays all of the bookings for the selected room for a particular day.

You may view any of the scheduled bookings highlighted in yellow by double-clicking on the event. If you have the correct permissions, you also may add new bookings by double-clicking on a non-highlighted portion of the day or by clicking the Add button on the top of the form.

Date :

The Date field at the top of the form is used to select the day of interest. Click on the field and select a date from the calendar control or use the forward and backward buttons to move one day at a time

Add and Delete :

The Add and Delete buttons at the top of the form are marked with a plus and minus symbol respectively. **These buttons are only visible if you have the ability to create new bookings for this particular room.**


Clicking the Add button will open a booking record. Once you have filled in the details click 'Submit' to save the information in the database.

To delete a booking, select the booking in the list and click the Delete button . The application will ask you for confirmation to delete the record. DELETED RECORDS WILL BE PERMANENTLY REMOVED FROM THE SYSTEM. CONFIRMING THIS ACTION IRREVERSABLY DELETES RECORDS.

Daily Event List

ROOM BOOKINGS - 3RD FLOOR MAIN (BOARD OFFICE) WEDNESDAY, 08/10/2005	
Title	Pro-D Planning Part 2
Description	Participants should bring their own laptops and internet access. Also, you'll need a CD-ROM.
Room	3rd Floor Main
Start Time	8:00 am
End Time	11:00 am
Recurrence	None
Created	8/10/2005 10:00 am
Modified	8/10/2005 10:00 am
Author	Learning Services
Category	Pro-D
Priority	Normal
Importance	Normal
Reminder	None
Time Zone	UTC-05:00
Time Zone Abbreviation	EST
Time Zone Offset	-05:00
Time Zone Standard Name	Eastern Standard Time
Time Zone Daylight Name	Eastern Daylight Time
Time Zone Daylight Offset	-04:00
Time Zone Daylight Start	3/13/2005 02:00:00
Time Zone Daylight End	11/6/2005 02:00:00
Time Zone Daylight Recurrence	Yearly
Time Zone Daylight Recurrence ID	1
Time Zone Daylight Recurrence Interval	1
Time Zone Daylight Recurrence Month	1
Time Zone Daylight Recurrence Month Day	13
Time Zone Daylight Recurrence Month Day Part	Day
Time Zone Daylight Recurrence Month Day Part 2	00
Time Zone Daylight Recurrence Month Day Part 3	00
Time Zone Daylight Recurrence Month Day Part 4	00
Time Zone Daylight Recurrence Month Day Part 5	00
Time Zone Daylight Recurrence Month Day Part 6	00
Time Zone Daylight Recurrence Month Day Part 7	00
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Time Zone Daylight Recurrence Month Day Part 98	00
Time Zone Daylight Recurrence Month Day Part 99	00
Time Zone Daylight Recurrence Month Day Part 100	00

You can generate a formatted Daily Event List document that will summarize this room's bookings for the selected date.

Click on the  button on the top left of the day view form.

This will prompt you to save an "RTF" document to your desktop where you will be able to open it in a word processing application like Microsoft Word (it must support RTF Tables) and print it out.



Week View

The Week form displays all of your scheduled bookings during a week. You may double click on any of the orange date headings to display the Day view of that day.

Scroll   :

The Scroll buttons on the lower left corner of the form change the week that is displayed in the form.

The buttons display the following records (from left to right):

- < Previous Week
- > Next Week

Add and Delete:

You cannot add or delete bookings from the week view, but as mentioned above, you can double click on any orange date heading to display the Day view where you will be able to add bookings if you have the correct permissions for the room.



Month View



The Month form displays a calendar month view of your scheduled bookings.



Days that have scheduled bookings assigned to them in the morning have a yellow marking in the top portion of the day. Days that have scheduled bookings assigned to them in the afternoon have a green marking in the lower portion of the day.

Month and Year



You may display a particular month and year by selecting the desired month and year from the selection lists in the top of the form.

Day:

To determine what is scheduled on a particular day, double-click on that day. This action will display the Day form. The Day form displays all of your scheduled booking for a particular day.

Event Booking



If you have the correct permissions you can book or request a room for a particular period of time

Date Wednesday, August 10, 2005

You can specify the date of the booking here

Start Time - End Time

Start Time: 8:00 am **End Time:** 11:00 am

Specify the start and end time for your event

Number of Attendees

Number of attendees: 15

Indicate the number of individuals you anticipate will attending

Select contact name

Jo Schmo
Select Contact Name
Jo Schmo
Other

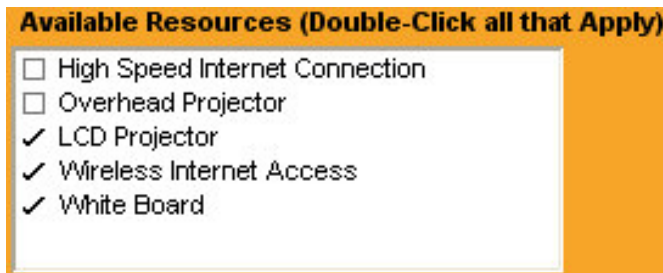
Select your own name, or provide the name of another individual who will act as the contact for this booking.

Booking Details



Provide a brief summary of the event.

Available Resources



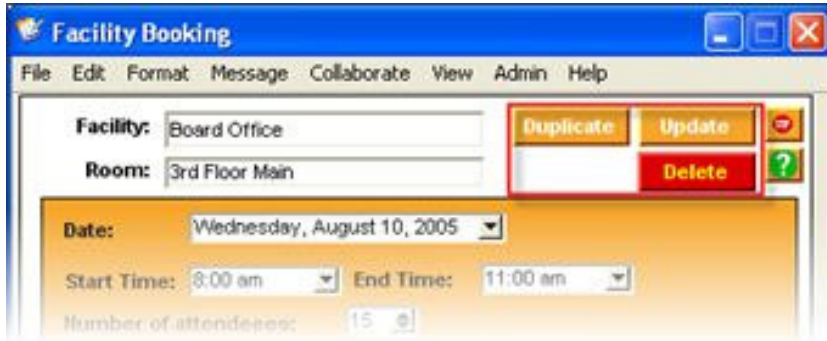
The room will list all resources that are available for this room. Double-click any line to check off those resources you anticipate you will need. Double-click a second time to remove the check box.

Once you have completed the information, click on the **Submit** or **Request** button.

fcFacilityBookings will make sure that the specified time is available before booking the event. If you have the ability to submit directly, the booking will appear in the calendar. If you only have the ability to request a booking, you will receive an email copy of your request. The request will be reviewed by the room manager and he/she will make the booking on your behalf.


Updating/Deleting and Duplicating a booking

If you have the correct permissions you will be able to duplicated, update or delete a room booking.




Updating a booking

If you have double-clicked on a booking from either the Day, Week or Search view and have the correct permissions, you will be able to update or change a booking.

Once you have made the modifications to your booking, click on the  Button.


Deleting a booking

If you have double-clicked on a booking from either the Day, Week or Search view and have the correct permissions, you will be able delete a booking. Just click on the  button.

The application will ask you for confirmation to delete the record. DELETED RECORDS WILL BE PERMANENTLY REMOVED FROM THE SYSTEM. CONFIRMING THIS ACTION IRREVERSABLY DELETES RECORDS.

Duplicating a booking.

If you have double-clicked on a booking from either the Day, Week or Search view and have the correct permissions, you will be able to duplicate a booking. You can just change the date and leave everything else the same.

Once you have changed the date, click on the  Button.



Search

The screenshot shows a web application window titled "Search". At the top, there is a menu bar with "File", "Edit", "Format", "Message", "Collaborate", "View", "Admin", and "Help". Below the menu bar, there are two dropdown menus for "All Facilities" and "All Rooms", both currently set to "All". To the right of these are input fields for "Event Title" and "Contact". Below these are two date dropdown menus for "From" and "To", both set to "Wed, Aug 10, 2005". There are also buttons for "Download Summary" and "Search". Below the form is a table with the following data:

Date	Event Title	Facility	Room	Time	Contact
08/10/2005	Pre-D Planning Part 2	Board Office	3rd Floor Main	8:00 am - 11:00 am	Jo Schwo
08/10/2005	RTA Planning	DC	Room 9-11	8:00 am - 2:00 pm	Al Pearson
08/10/2005	Personnel Interviews	Board Office	2nd Floor HR	9:00 am - 4:00 pm	Tom Lincoln
08/10/2005	Learning for Comprehension	Board Office	3rd Floor Side Room	10:00 am - 12:00 pm	Jennifer Jackson
08/10/2005	Portfolio Management Discussion	Board Office	3rd Floor Main	1:00 pm - 3:00 pm	Mary Jones

The Search form will allow you to locate events that are scheduled for a specific facility or room or ones that have been scheduled by a particular individual. When selected from the Main Menu, the search form will automatically display the current bookings for all facilities and all rooms for the current day.

Date fields (compulsory)

This image shows a close-up of the "From" and "To" date fields. Both dropdown menus are set to "Wed, Aug 10, 2005". The labels "From" and "To" are positioned below their respective dropdowns.

All searches must include date criteria. Select your date range from the 'From' and 'To' date fields. If you are looking for a single date, enter the same date in both fields.

Optional Search Fields

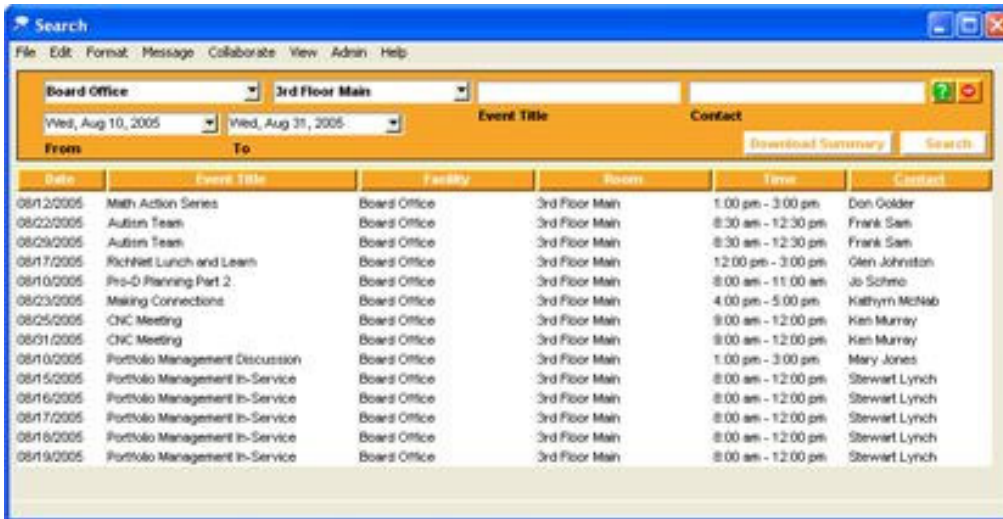
You may optionally select a Facility and/or Room or enter criteria in the Event Title or Contact fields. You need not know the complete event title or contact name. The search will locate partial matches.

Once you have determined your search criteria, click on the **Search** button. This will display a list of bookings that match your search criteria.

Sorting

Click on any of the column headings to sort the list by that column.

Date The sorted column title will be underlined.



<u>Date</u>	Event Title	Facility	Room	Time	Contact
08/12/2005	Math Action Series	Boards Office	3rd Floor Main	1:00 pm - 3:00 pm	Don Golder
08/22/2005	Autism Team	Boards Office	3rd Floor Main	8:30 am - 12:30 pm	Frank Sam
08/29/2005	Autism Team	Boards Office	3rd Floor Main	8:30 am - 12:30 pm	Frank Sam
08/17/2005	Richard Lunch and Learn	Boards Office	3rd Floor Main	12:00 pm - 3:00 pm	Glen Johnston
08/10/2005	Pro-D Planning Part 2	Boards Office	3rd Floor Main	8:00 am - 11:00 am	Jo Schmo
08/23/2005	Making Connections	Boards Office	3rd Floor Main	4:00 pm - 5:00 pm	Kathryn McHab
08/25/2005	CNC Meeting	Boards Office	3rd Floor Main	9:00 am - 12:00 pm	Ken Murray
08/01/2005	CNC Meeting	Boards Office	3rd Floor Main	9:00 am - 12:00 pm	Ken Murray
08/10/2005	Portfolio Management Discussion	Boards Office	3rd Floor Main	1:00 pm - 3:00 pm	Mary Jones
08/15/2005	Portfolio Management In-Service	Boards Office	3rd Floor Main	8:00 am - 12:00 pm	Stewart Lynch
08/16/2005	Portfolio Management In-Service	Boards Office	3rd Floor Main	8:00 am - 12:00 pm	Stewart Lynch
08/17/2005	Portfolio Management In-Service	Boards Office	3rd Floor Main	8:00 am - 12:00 pm	Stewart Lynch
08/18/2005	Portfolio Management In-Service	Boards Office	3rd Floor Main	8:00 am - 12:00 pm	Stewart Lynch
08/19/2005	Portfolio Management In-Service	Boards Office	3rd Floor Main	8:00 am - 12:00 pm	Stewart Lynch

Viewing the booking

Double-Click on any booking in the list to view the booking.

Download Summary

Once you have completed a search, you can click on the **Download Summary** button to generate a 'Tab-delimited' text file summary of all of the found bookings. This file can then be imported in to Excel or a database application for custom reporting.