

EPIBooking

EPIBooking is a module to EPI Server that makes it possible to book available resources and administer the resources for which you are responsible.

INTRODUCTION

EPIBooking is a module built on EPiServer that enables you to book available resources, manage your bookings and view the resources that you are responsible for. It is easy to find what you are looking for and make a booking. The system makes sure that a resource cannot be double-booked.

Some of the features are:

- Security integrated with EPiServer. Users only see what they are supposed to see.
- Recurring bookings.
- Several resources handled as one booking (i.e. conference room and projector).
- "My booking calendar" and "Booking overview". List your bookings in calendar or list form.
- "My resources" and "Resource calendar". List the resources you are responsible for in calendar or list form.
- Search that is integrated with categories in EPiServer.

EPIBOOKING FUNCTIONALITY

AVAILABLE RESOURCES

EPIBooking is delivered with several sample resources to help users become familiar with the EPIBooking functionality. It is easy to enter your own resources and it is possible to enter any number of resources — from meeting rooms and conference rooms to equipment, such as projectors, books, and laptop computers.

Resources can have a responsible user, which can help to keep track of what and when another user has booked a resource. A person responsible for a resource will receive a confirmation e-mail when one of the resources has been booked. This e-mail informs who has booked the resources and when the resources have been booked. (A confirmation e-mail is also sent to the person making the booking.)

Search for available resources is integrated with EPiServer's category functionality, making it possible to search for resources according to certain categories.

My Resources

This page displays a list of the resources that you are responsible for. From here you can view resource details by clicking the name of one of the resources in the list, or you can view the booking calendar for a specific resource by clicking the link of the corresponding resource.

Mitsubishi ColorView™ XD70U
Mitsubishi ColorView™ XD70U (2000 Lumens)
Bookable start time: -
Bookable end time: -
[Click here to go to the calendar for this resource](#)

Yellow room
The yellow room is equipped with a large table of oak.
Bookable start time: -

LINKS

- EPiServer
- ElektroP
- Microsoft informat

Note The EPiBooking functionality is based on users being logged on to the system. This is necessary in order to be able to display user-specific information for bookings and resources.

BOOKING RESOURCES

A user can book several resources at the same time, and they will be included in the same booking. For example, if you are holding a meeting and want to book a meeting room and also need a laptop computer and a projector, it is possible to book all these resources simultaneously. Recurring meetings are booked in EPiBooking, together with any other resources that you wish to be recurring.

Resources can have a maximum amount of bookings. This functionality can be used, for example, if you have a large conference room that can be split into several smaller rooms, which can in turn be booked by individual users. Booked resources with a maximum number of bookings set to 1 can only be booked once and it is impossible for these resources to be double-booked.

VIEW YOUR BOOKINGS

In the booking calendar, the user can see all the bookings that have been made for a defined period of time in calendar form. The booked resources can also be displayed in list form in the Booking overview. Bookings are edited or cancelled in your booking calendar and extra resources can be added to a booking.

My Booking Calendar

This page displays a list of your bookings for each day. Change the time period using the calendar to the right. Click on one of the bookings for details regarding this booking, as well as for editing the hours for the booking or for adding resources to or removing resources from the booking.

Use the link beneath the calendar to see an overview of all your bookings.

Monday, 29 November

Mitsubishi ColorView™ XD70U (Sarahs bokning)	00:00 - 00:30
The Lake (Sarahs bokning)	11:00 - 11:30
3M MP8765 Projector (Sarahs bokning)	11:00 - 11:30
The Shark (Sarahs nya enkelbokning 1)	14:00 - 14:30

Tuesday, 30 November

Mitsubishi ColorView™ XD70U (Sarahs gruppbokning 1)	13:30 -
---	---------

November 2004

>>	Mon	Tue	Wed	Thu	Fri	Sat	Sun
≥	25	26	27	28	29	30	31
≥	1	2	3	4	5	6	7
≥	8	9	10	11	12	13	14
≥	15	16	17	18	19	20	21
≥	22	23	24	25	26	27	28
≥	29	30	1	2	3	4	5

Booking Overview

[Click here to see an overview of all your bookings](#)

BOOKING EXAMPLES

BOOK A MEETING ROOM AND PROJECTOR FOR A RECURRING MEETING

Imagine that you wish to book a meeting room for a recurring meeting. You would also like to have a projector available in the meeting room.

Start your booking by first searching for the resources that are available for the dates that you wish to book. This is done in the Find Resource window, which is reached by clicking *Find Resource* in the left menu. Select the *Meeting rooms* and *Portable projectors* check boxes, enter the date and time span for your recurring meetings and click *Search*. Select the meeting room and projector from the list of available resources and click *Book Selected*. Enter a subject and description for the booking, together with a desired start and end time

for the first meeting. Set the *Recurring interval* to every week and select an end date for the last recurring meeting. Click *Save Booking*.

Your booking has now been saved and both you and the person responsible for the resources will receive a confirmation e-mail. You can easily review your recurring booking and the resources booked by looking in *My Booking Calendar*.

CHANGE A MEETING ROOM FOR AN EXISTING BOOKING

After you've booked your recurring meeting and projector, you realise that the meeting room that you have booked is not large enough for the number of participants attending the meeting.

Open the booking by either selecting the appropriate date in *My Booking Calendar* or from the booking overview, which can be reached from the booking calendar. Click *Edit Booking*, which opens a window where you can add and remove resources. Click *Add Resources* to find out which larger meeting rooms are available for your meetings. Enter the meeting start and end time as in the previous example. Select a larger meeting room and click *Add selected*. The new meeting room will be added to the booking. (It is not possible to remove the new meeting room.) Click *Remove* for the meeting room that you no longer wish to have booked—the Blue Room in the example below.

Your booking has now been changed and both you and the person responsible for the resources will receive a confirmation e-mail.

Edit Booking

Subject:

Description:

Start time: ...

End time: ...

Recurring interval: Every ...

End by: ...

Resource	Start Time	End Time	
Blue Room	03/01/2005 09:00	03/01/2005 12:00	<input type="button" value="Remove"/>
Mitsubishi ColorView™ XD70U	03/01/2005 09:00	03/01/2005 12:00	<input type="button" value="Remove"/>
Grey Room	03/01/2005 09:00	03/01/2005 12:00	<input type="button" value="Remove"/>

EPIBOOKING TEMPLATES

EPIBooking contains several templates that are used to book and manage resources.

Template	Description
Booking.aspx	Template containing information about a booked resource and when it is booked.
BookingGroup.aspx	Template containing information about several booked resources (that are managed as one booking) and when they are booked.
BookingHistory.aspx	Template displaying a history of all bookings in an archive.
Calendar.aspx	Template displaying a calendar and a list of all your booked resources.
DateBrowser.aspx	Template used for the pop-up calendar window.
Default.aspx	EPIBooking start page.
ListBookings.aspx	Template that displays your bookings.
MyResources.aspx	Template displaying all the resources that you are responsible for.
Resource.aspx	Template for information about the resource. The Resource template contains information about, for example, the responsible user, and the maximum number of bookings allowed.
SearchResources.aspx	Template that searches the available resources.

REQUIREMENTS

SYSTEM REQUIREMENTS

The system requirements are the same as for EPiServer Professional. Refer to the technical note "Getting Started with EPiServer 4" for further information on EPiServer's system requirements.

LICENCE REQUIREMENTS

You need an EPiServer EPIBooking licence to enable the EPIBooking functions.

INSTALLATION INSTRUCTIONS

1. Save EPIBookingSample1.0.0.17.zip to your computer.
2. Open the downloaded .zip file and copy all the files to the root of your EPiServer Web site. The system will notify you that the /bin and /lang folder already exists and ask you if you want to proceed. This will only add new files so accept this.
3. Copy the file EPIBooking.epi4 to your computer. Go to Admin mode and select **Import data** under the **Tools** section. Select the export file EPIBooking.epi4. Select your Web root in **Select page destination** and click **Begin Import**.

EPiSERVER AB

EPiServer AB is a privately owned Swedish product company, founded in 1994, and is the leading company in Content Management and portal solutions through the platform EPiServer. The company is a Microsoft Gold Certified Partner and has held AAA ranking by Dun & Bradstreet since 2000.

Copyright © EPiServer AB. EPiServer is a registered trademark of EPiServer AB. Other product and company names mentioned in this document may be the trademarks of their respective owners.

The document may be freely distributed in its entirety, either digitally or in printed format, to all EPiServer users. Changes to the content or partial copying of the content may not be carried out without permission from EPiServer AB:

EPiServer AB
Finlandsgatan 38
SE-164 74 Kista
Sweden

Changes are periodically made to the document and these will be published in new editions of the document. EPiServer AB reserves the right to improve or change the products or programs included in this document at any time.