



Add-On Products

Resource Central

Booking Manager User Guide

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Add-On Products
Roms Hule 8 – 7100 Vejle – Denmark
Phone: +45 7944 7000 Fax: +45 7944 7001

Mail: info@add-on.com
Internet: www.add-on.com



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Booking Manager Overview

Booking Manager is a new feature introduced to provide users with the ability to easily manage bookings and resources in Resource Central (RC).

With this feature, you can move appointments to other meeting rooms, move appointments to another time, and move orders to other resources as well.

NOTE: RC admin service account needs to have impersonation rights on the user calendars to be able to use Booking Manager.

This feature is controlled by the parameter **BookingManager.Enable**.

BookingManager.Enable	<p>This parameter control the appearance of Booking Manager node in RC back end (Daily Tasks → Booking Manager)</p> <p>If the value of this parameter is '1', then Booking Manager is enabled in RC</p> <p>If this parameter is not created or created with any value other than '1' then Booking Manager is disabled.</p>
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When Booking Manager is enabled, a role must be assigned "View" permission to be able to see this node in the tree menu.

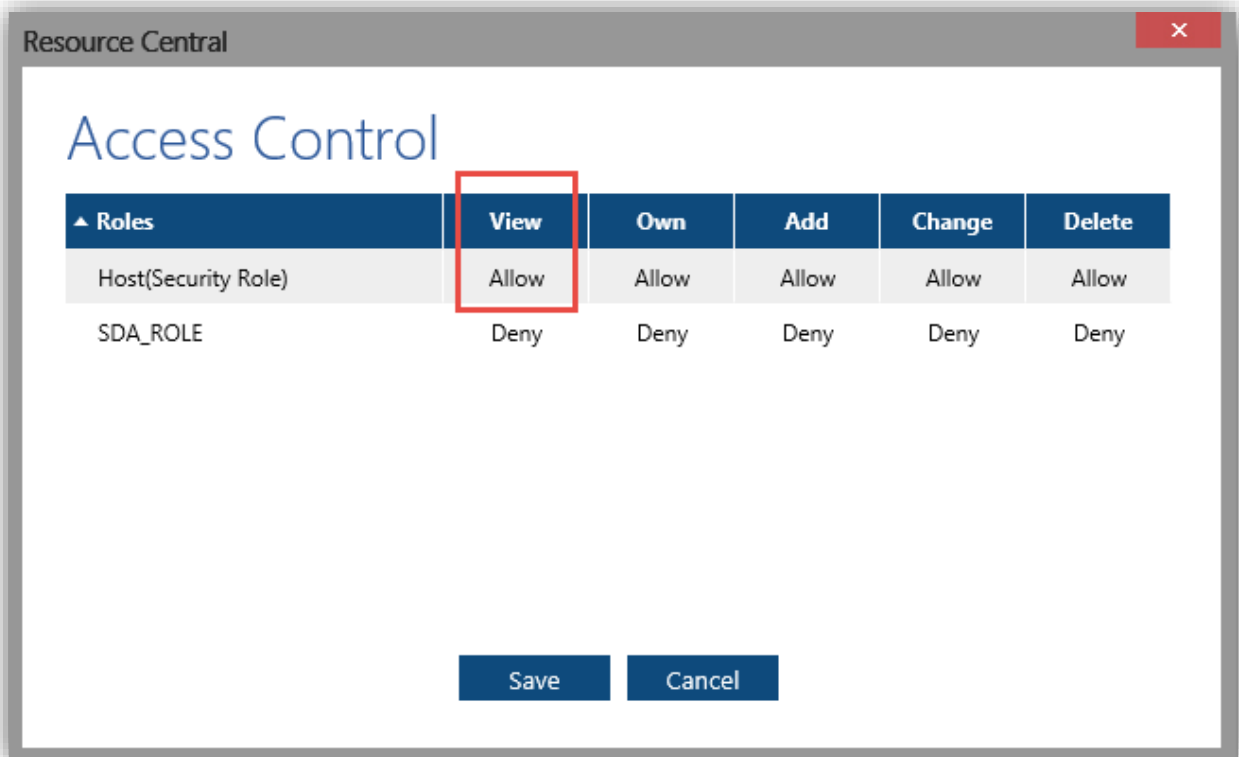
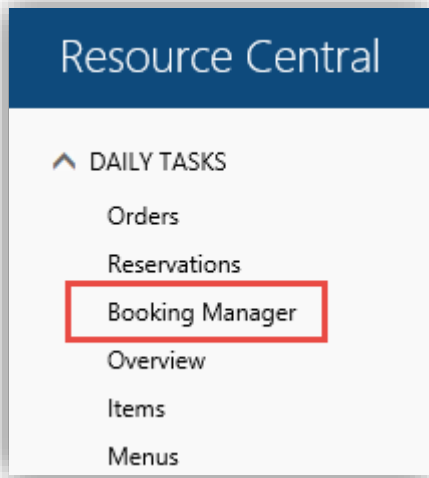


Figure 1. Access control list

After this feature is enabled, you will see the **Booking Manager** node in the menu from RC backend:



Clicking **[Booking Manager]** will open a screen showing all **reservations** of the current **selected date** (When it is opened for the first time, the current system date will be selected).

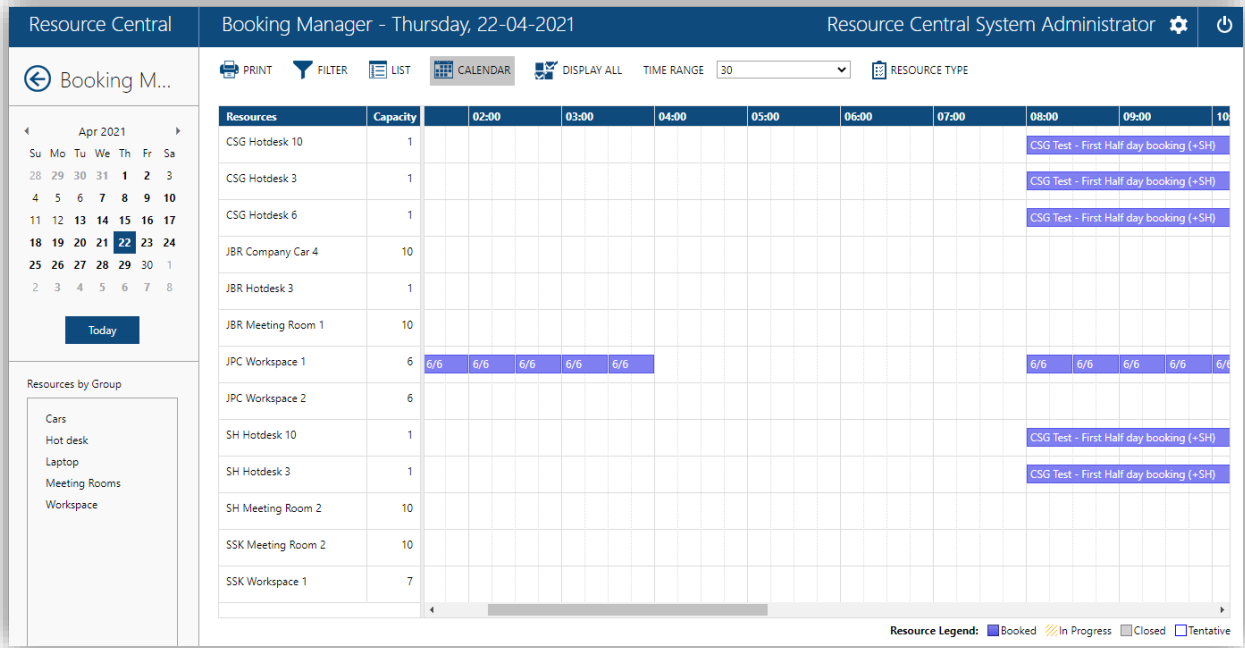


Figure 2. Booking Manager

Unlike **Reservations** screen, this section enables you to change resource(s) and time of the reservations. Also, you can move order from one resource to another.

In Booking Manager, the following parameters are used:

BookingManager.ListViewIntervalTime	This parameter controls the refresh interval time in task list. The default value of this parameter is 300.000 (milliseconds). If this parameter is not created or created with invalid value, the default value will be employed.
BookingManager.RestoringTime	This parameter provides an interval time within which the value of BookingManagerActive column will be kept.

	The default value of this parameter is 10 (minute). If this parameter is not created or created with invalid value, the default value will be employed.
BookingManager.NumberOfAttendees	This parameter controls total number of attendees displayed in Attendees section of Mini Resource Finder inside Booking Manager. If this parameter is not created, created with no value or invalid value, then all attendees will be displayed.

Booking Overview

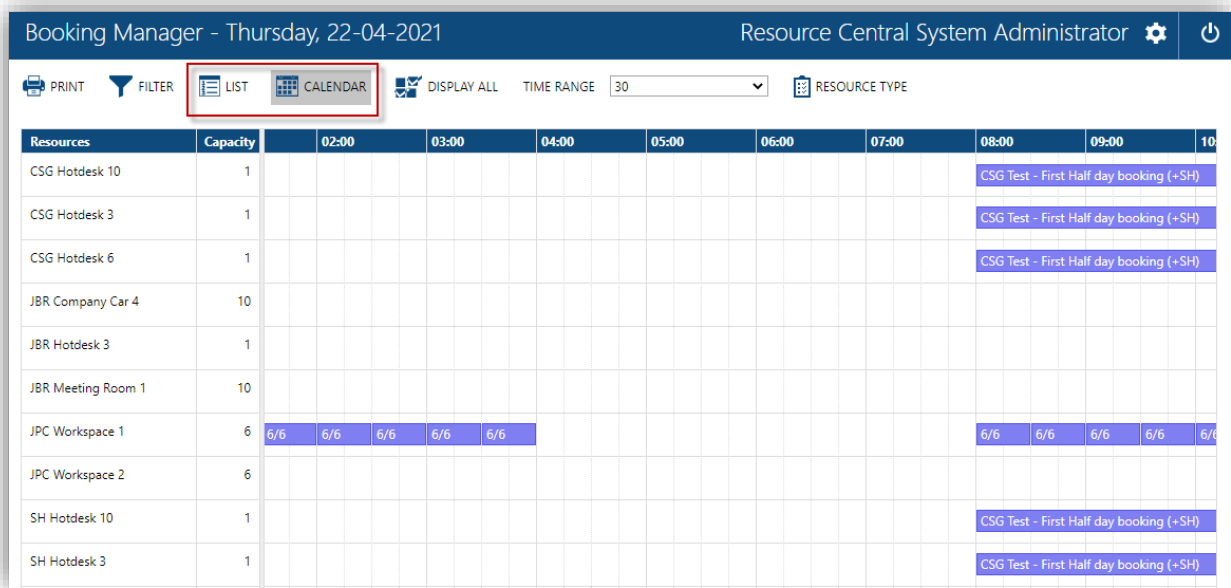


Figure 3. Booking overview

You can select view mode (List or Calendar) to have an overview of reservations.

List view

List view provides a list of all reservations with relevant information.

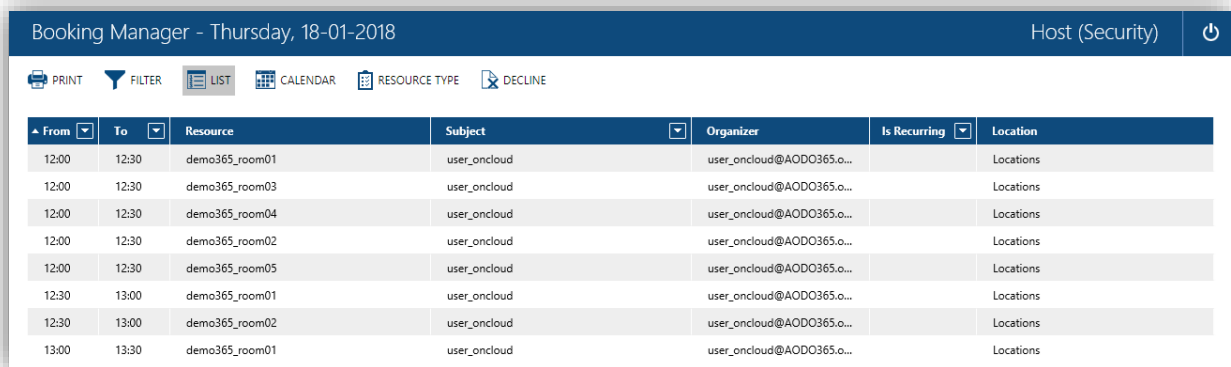


Figure 4. List view

Clicking a reservation will open its details (see [Reservation details](#) section in this document).

Calendar view

Calendar view provides an overview of reservations in a timeline.

In Calendar view, you can select to display a list of all resources (by clicking **Display all** option)...

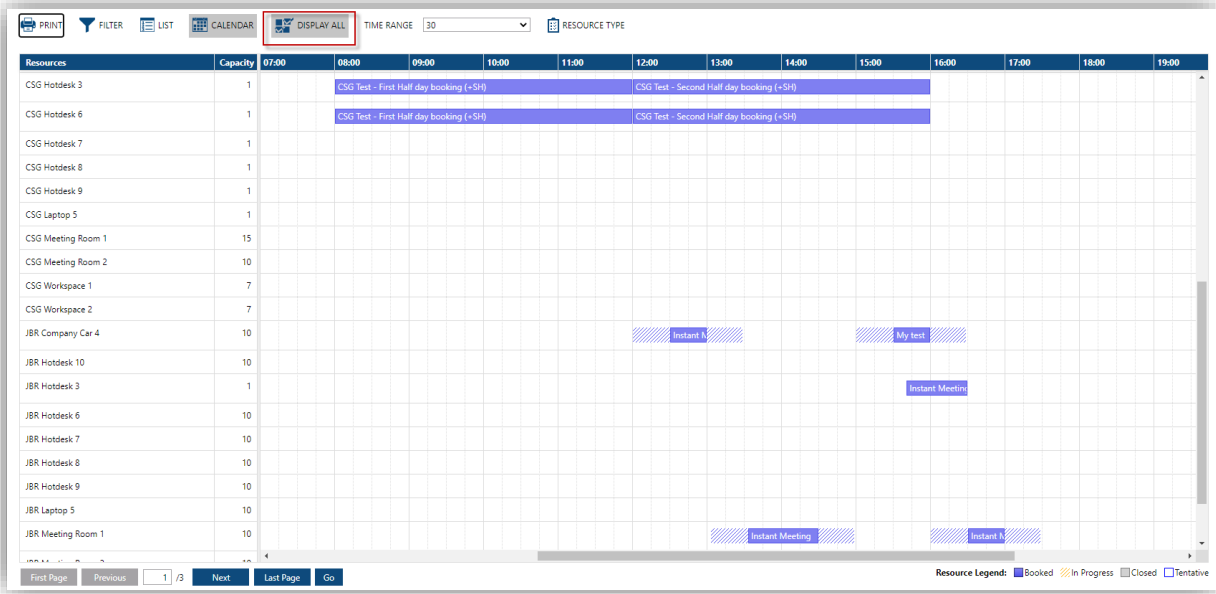


Figure 5. Calendar view – Display All selected

...or only resource with reservations.

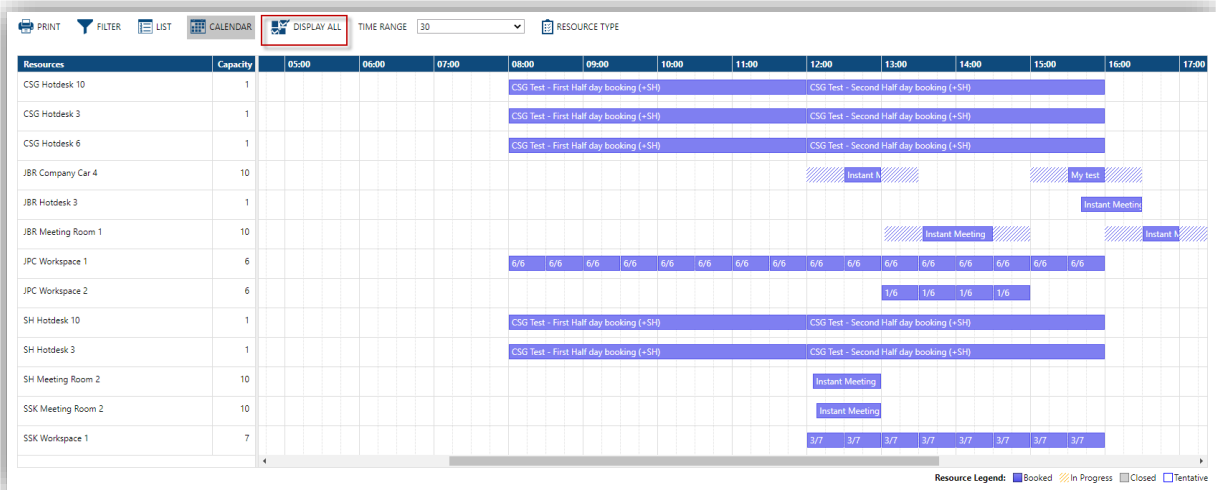


Figure 6. Calendar view – Display All deselected

You can select TIME RANGE to show how booked a pooled resource is in each time slot. This will help the Booking Manager when moving meetings of various lengths.

For example, the following table shows a pooled resource is booked for 2 hours:

RESOURCES TIME RANGE 30

12:00	13:00	14:00	15:00	16:00
5/50	7/50	5/50	5/50	

30 minutes

RESOURCES TIME RANGE 60

12:00	13:00	14:00	15:00	16:00
7/50	5/50			

60 minutes

RESOURCES TIME RANGE 90

12:00	13:00	14:00	15:00	16:00
7/50	5/50			

90 minutes

RESOURCES TIME RANGE 120

12:00	13:00	14:00	15:00	16:00
7/50				

120 minutes

Clicking on RESOURCE TYPE allows you to select a resource type to filter the booking display.

RESOURCE TYPE

- All
- Rooms
- Desks
- Equipment
- Misc

Apply

By entering filter conditions you can obtain the reservations that you want to work on.

Filters

Organizer: ...

Location: ...

Resource: ...

Meeting Type: ...

Apply Filter

Clear Filter

Figure 7. Filters in Booking Manager

Click the (+) symbol if you want to add more location(s) to the filter conditions. You can also select multiple resources for the filtering.

You can drag and drop an existing reservation to another place in the grid to change resource or time of that reservation. If the reservation has order, the order moving must follow the predefined conditions (see the note at the end of this section).

Also, clicking a reservation will open its details (see [Reservation details](#) section in this document).

NOTE: This screen does NOT allow you to work on reservations with Shared Order. If such reservations show up in the list, they are greyed out.

Clicking on a reservation with Shared Order, a warning message shows up:

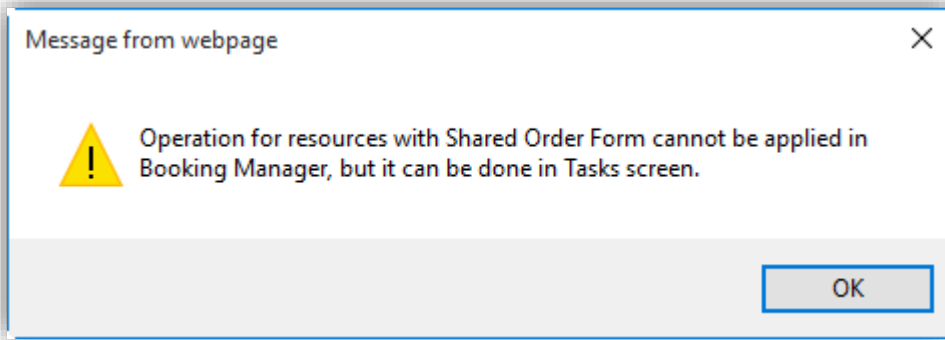


Figure 8. Warning message

Reservation details

Clicking one of the reservations will show details about it.

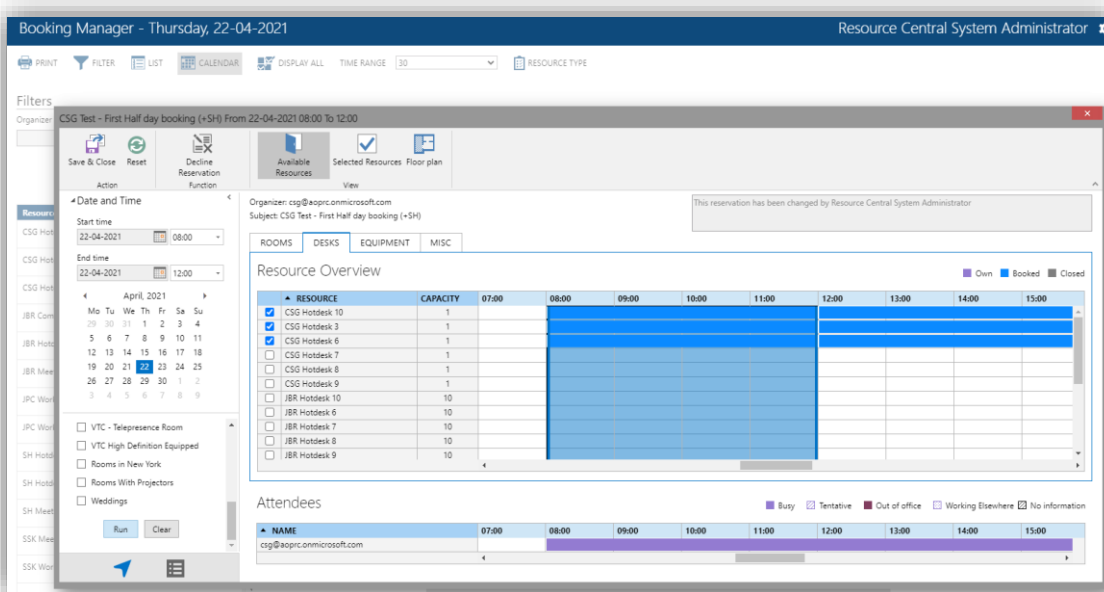


Figure 9. Booking Manager – Reservation details

In this view (with look and feel of ResourceFinder), you can change time and resource of the reservation.

For example, if you want to add more resource, click [**Available Resources**], and a list as the following figure shows up:

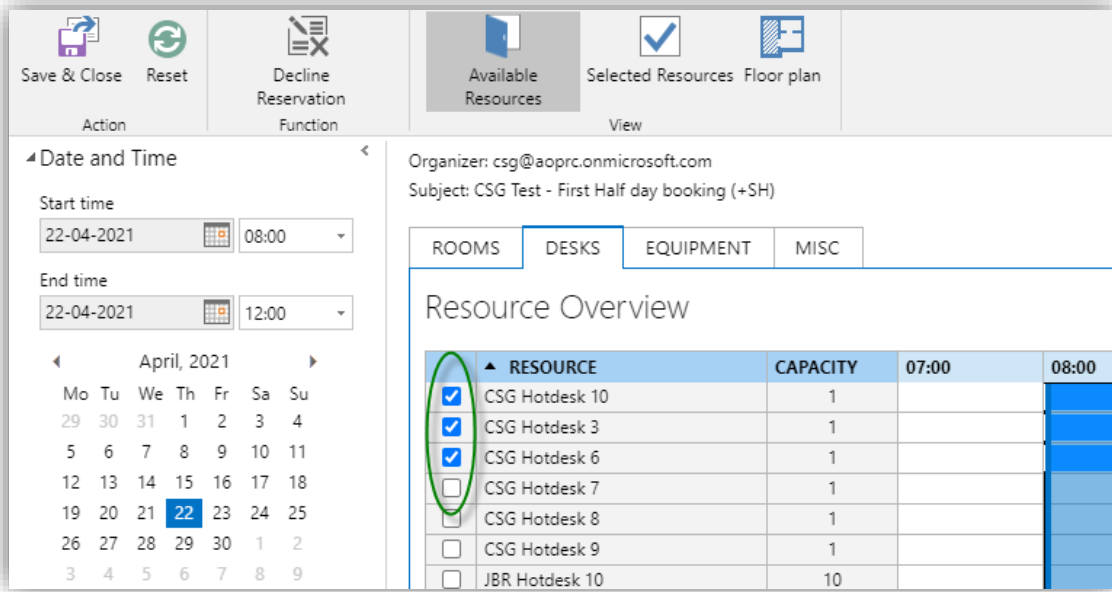


Figure 10. List of available resources

Select the resource you want to add by checking the box corresponding to the resource. If you click [**Selected Resources**], you will be redirected to the reservation details with added resource:

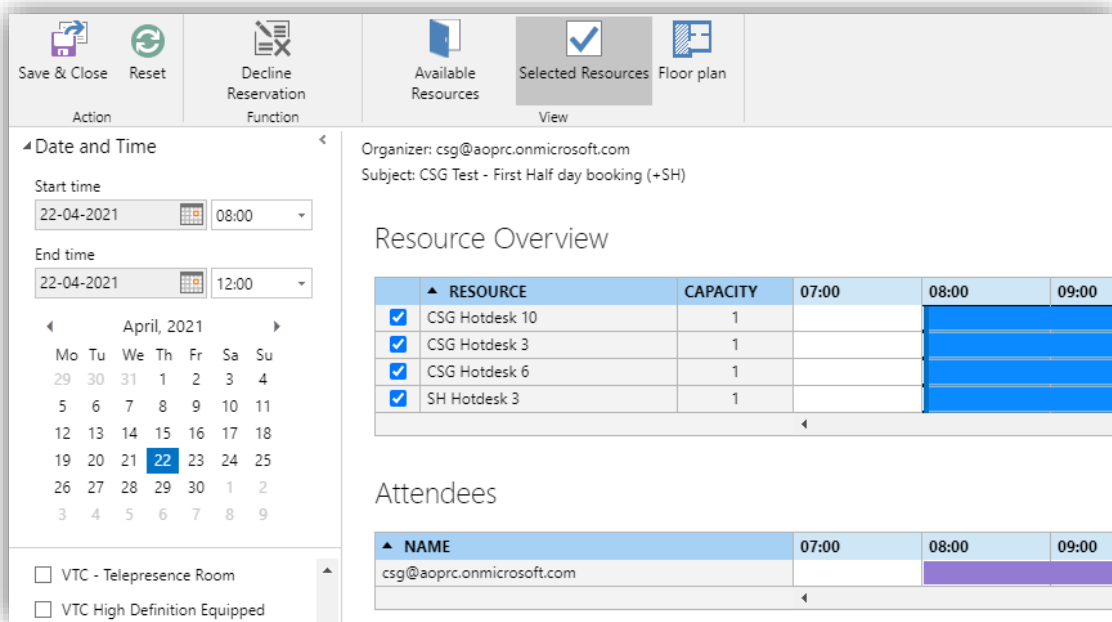


Figure 11. Reservation with added resource

Click [**Save and Close**] to finish your modification.

You can also decline the selected reservation by clicking [**Decline Reservation**] button on the ribbon. This can also be done on the List view by selecting reservations you want to delete and clicking [**Decline**] button.

NOTE: This functionality can be used without impersonation rights for users (instead, it will impersonate resource account).



NOTE: You can only change time of recurring bookings one occurrence at a time.

In case of moving order from a resource to another, clicking **[Save and Close]** will be followed with this dialog:

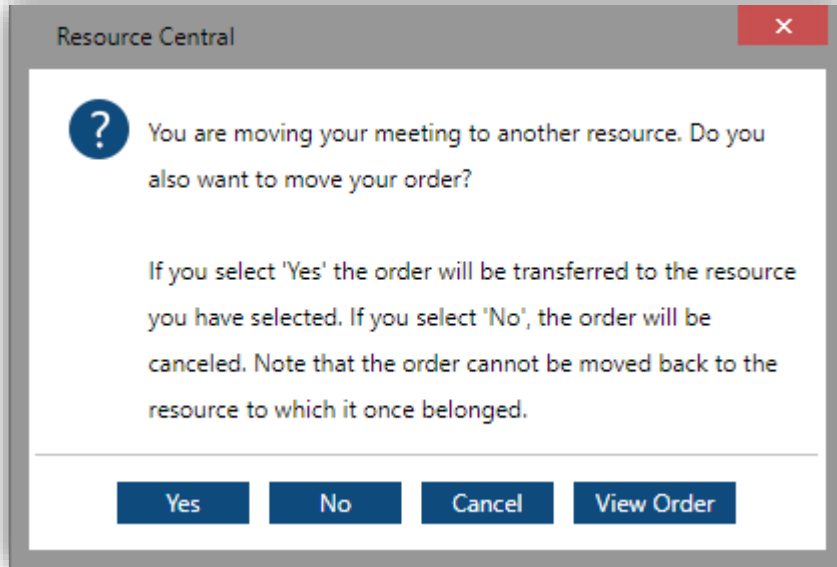


Figure 12. Message dialog

NOTE: In order to move order from a resource (original resource) to another resource (target resource), the following conditions must be met:

- Original resource and target resource have the same order form
- Number of properties and items in the original resource is less than that of the target resource
- Order cannot be moved from a resource to multiple resources at the same time.