

Facility Booking 2.1.2

Invenmanager.com

Facility Booking, Meeting Room Booking, Equipment Booking, Resource Booking

USER GUIDE

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Module Version: 2.1.2

DNN Version: 4.7.x – 5.x

Document Version 1.2

Last Update: 4 July 2009

This module is developed for DotnetNuke (DNN) 4.7 and above only. For new release compatibility, please refer to developer website for more details. For more information on DotnetNuke, go to website www.dotnetnuke.com.

For technical support, please visit support forum at www.invenmanager.com

Or send email to support@invenmanager.com

Facility Booking

This module allows user to manage the booking of meeting rooms or other facilities.

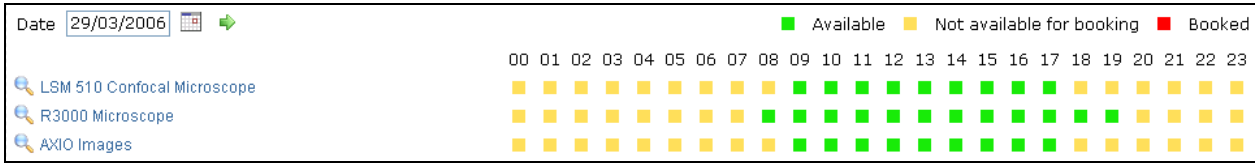


Figure 1 Facility Booking

Make a Booking

The first screen of this module is the facility listing, to make a booking, click on the name of the facility you want to book.

- The green image indicate the time slot for the corresponding facility is available for booking
- The red image indicate the time slot for the corresponding facility is already booked
- The yellow image indicate the time slot for the corresponding facility is not available for booking

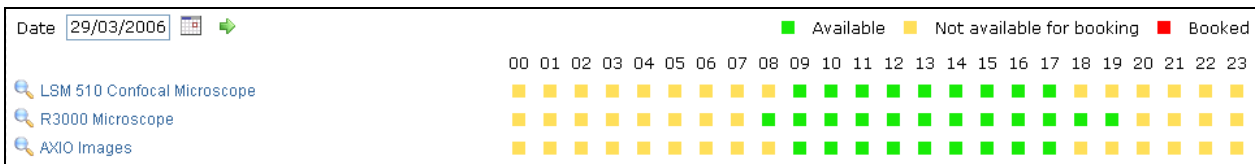


Figure 2 Facility listing

Then the following screen will be shown, to indicate the booking status of the selected facility for the selected period.

To view a different facility, select the name from the drop down list

To view a different date range, click on the small calendar to specify a date, then click “Go” button.

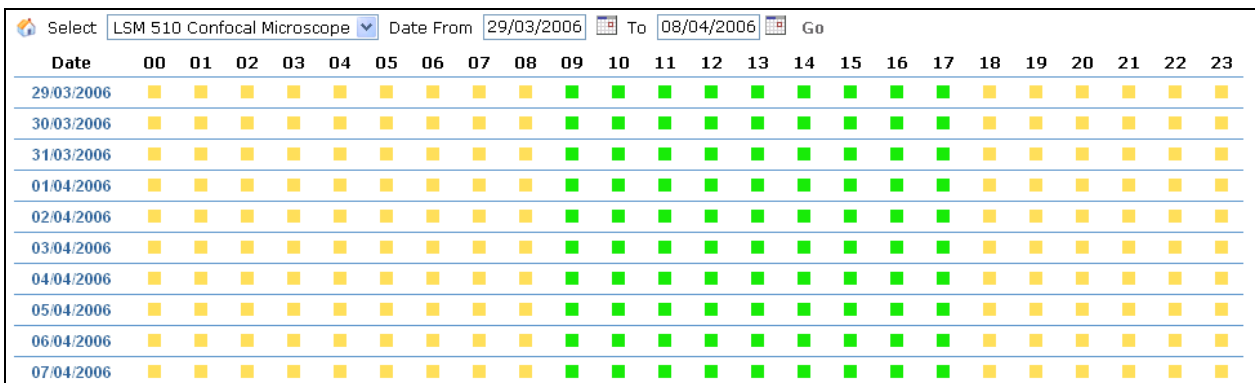


Figure 3 View booking status

To make a booking on a particular date and time for the selected facility, click on the ■ green button accordingly, or click on the respective date.

A screen display the booking status of the selected date will be shown as following:

The bookings will be listed for the selected day; a message will be displayed if no booking for the day yet.

You can click on small calendar to change the date, and then click on the arrow to refresh.

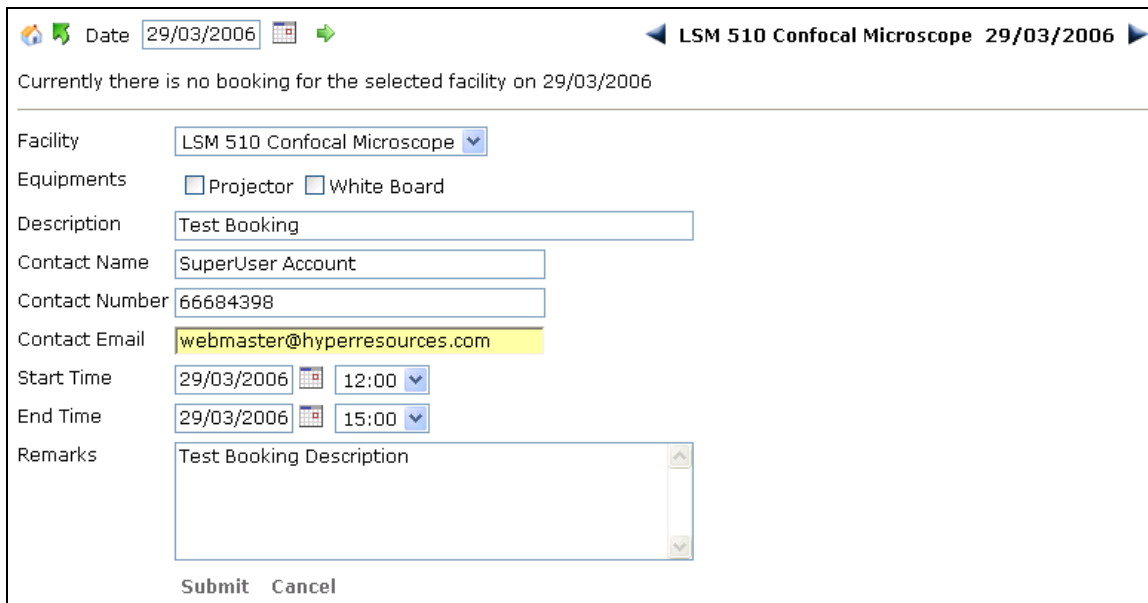
You can also click on or to navigate the previous or next day.

You can click on to go back to the first screen of the facility booking module

You can click on to go back previous screen

To make a booking, enter the booking information according to the on screen instruction, and then click on Submit to save changes.

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Home Date 29/03/2006 LSM 510 Confocal Microscope 29/03/2006

Currently there is no booking for the selected facility on 29/03/2006

Facility: LSM 510 Confocal Microscope

Equipments: Projector White Board

Description: Test Booking

Contact Name: SuperUser Account

Contact Number: 66684398

Contact Email: webmaster@hyperresources.com

Start Time: 29/03/2006 12:00

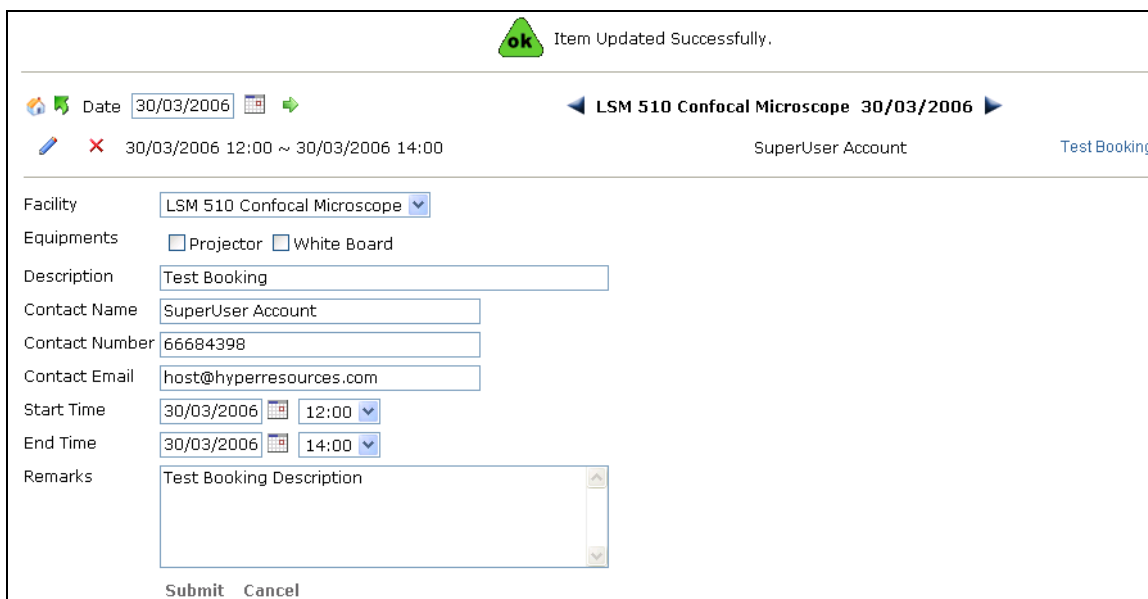
End Time: 29/03/2006 15:00

Remarks: Test Booking Description

Submit Cancel

Figure 4 Booking status for the selected date

A message will be displayed as following if a booking is successfully saved. The booking is also listed under the selected date.



ok Item Updated Successfully.

Home Date 30/03/2006 LSM 510 Confocal Microscope 30/03/2006

✖ 30/03/2006 12:00 ~ 30/03/2006 14:00 SuperUser Account Test Booking

Facility: LSM 510 Confocal Microscope

Equipments: Projector White Board

Description: Test Booking

Contact Name: SuperUser Account

Contact Number: 66684398

Contact Email: host@hyperresources.com

Start Time: 30/03/2006 12:00

End Time: 30/03/2006 14:00

Remarks: Test Booking Description

Submit Cancel

Figure 5 Create new booking

You may see the following warning message when you are making a booking.



Booking End Time Must Be Greater Than Start Time.

This means your end time is earlier than booking start time, which is invalid. Change your booking time and try again.



Booking Time Must Be Greater Than Current Time.


This means your booking start time is already passed, which is invalid. Change your booking time and try again.



Equipment is Already Booked for Selected Time Slot, Not Available for Booking Again.

This means the facility is already booked for the selected time slot, it cannot be booked again. Change your booking time and try again.

Modify a Booking

To modify existing booking information, click on the  edit button besides the booking at the booking listing page. Then the booking information will be populated at the form below, modify accordingly and then click on Submit to save.

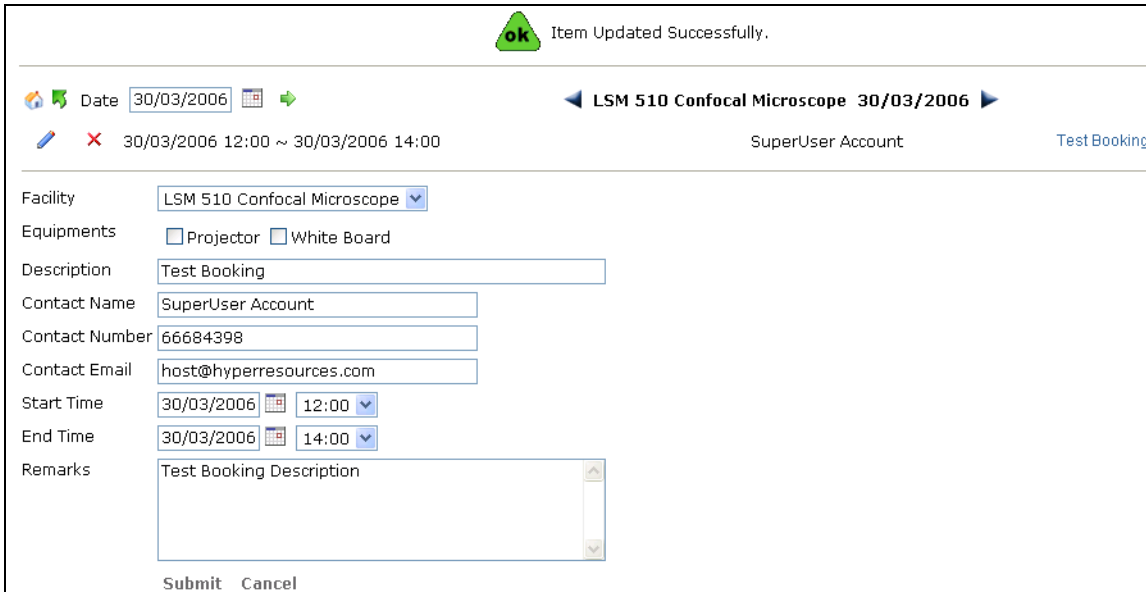



Figure 6 Edit existing booking

Cancel a Booking

To cancel a booking, click on the  cancel button besides the booking at the booking listing page, then click on OK to confirm.

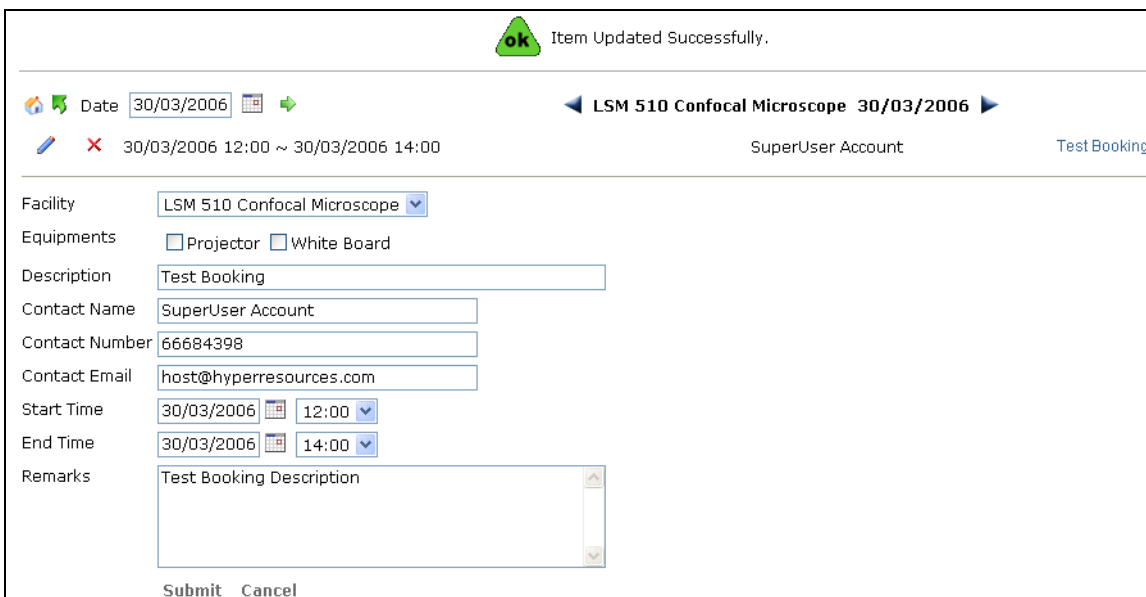



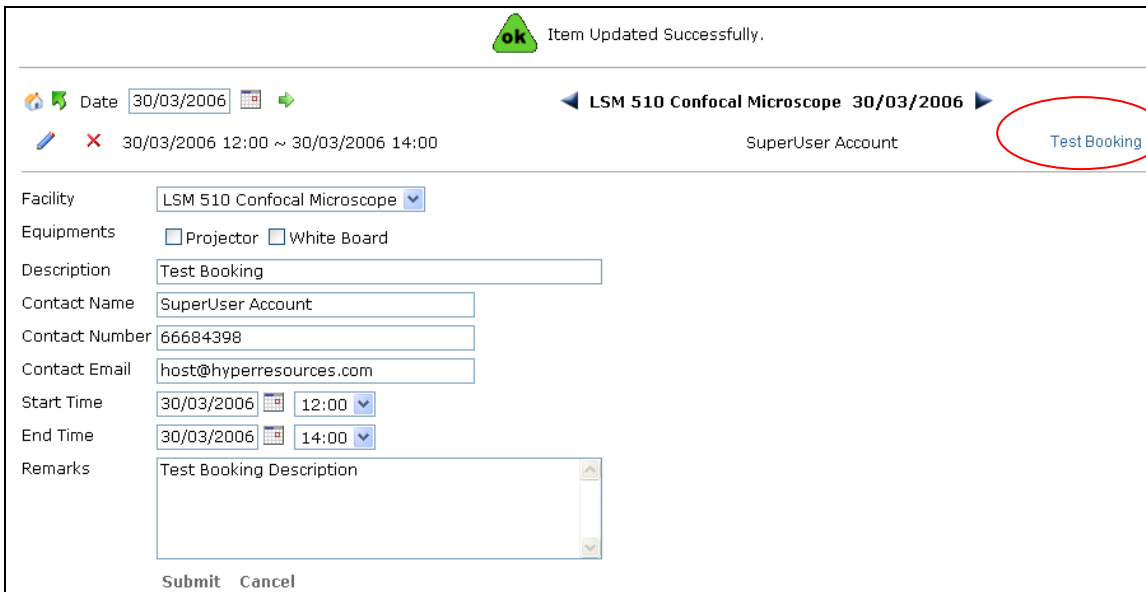
Figure 7 Cancel booking

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View Booking Detail

To view a booking's detail, click on any  button at the booking status page or facility listing page where a time slot is booked.

Or click on the description of the booking at the booking listing page as following:



ok Item Updated Successfully.

Date: 30/03/2006

LSM 510 Confocal Microscope 30/03/2006

30/03/2006 12:00 ~ 30/03/2006 14:00 SuperUser Account [Test Booking](#)

Facility: LSM 510 Confocal Microscope

Equipments: Projector White Board

Description: Test Booking

Contact Name: SuperUser Account

Contact Number: 66684398

Contact Email: host@hyperresources.com

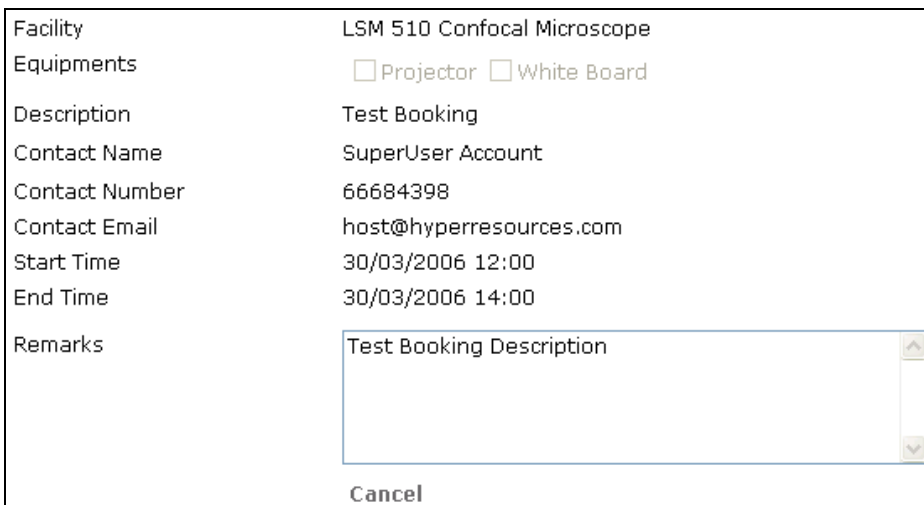
Start Time: 30/03/2006 12:00

End Time: 30/03/2006 14:00

Remarks: Test Booking Description

Submit Cancel

Figure 8 View booking detail



Facility: LSM 510 Confocal Microscope

Equipments: Projector White Board

Description: Test Booking

Contact Name: SuperUser Account

Contact Number: 66684398

Contact Email: host@hyperresources.com

Start Time: 30/03/2006 12:00

End Time: 30/03/2006 14:00

Remarks: Test Booking Description

Cancel

Figure 9 View booking detail