



help



report



time



booking



control

Manual

Artologik® EZbooking

Version 3.2

Artologik® EZbooking

Artologik® EZbooking is a web based system for booking rooms and objects. EZbooking is a flexible booking system that handles many different kinds of booking objects. You can, for example, book conference rooms, specific workplaces or equipment of different kinds.

EZbooking is available in five different sizes. The Freeware size is limited to 5 objects and 20 users. The Light size has a capacity of 10 concurrent booking objects and up to 25 users. The Standard size handles 20 concurrent booking objects and up to 50 users, while the Enterprise size handles 30 objects and 200 users. EZbooking Global Edition handles an unlimited number of both objects and users.

EZbooking offers many advantages:

It is easy to find bookings made and available rooms or objects.

- Are you planning a meeting? Make a search in EZbooking to see which rooms are available at the time desired. In order to make a booking, just click the date concerned, enter the time you want, the number of persons attending and write a comment.
- Having problems keeping track of all your bookings? EZbooking provides a rapid overview of the bookings you have made for the rest of the month.
- You can generate statistics on, for example, the most frequently booked objects.
- The system handles several access levels so that you can give users different rights for making bookings and viewing objects. Another advantage is that you can make recurrent bookings over a selected period of time.
- It is possible to put the objects in different categories in order to keep track of them with ease.

The administrator can specify what is to be displayed in the calendar. The options available are: Booked by, Comments, or any other information specified by you.

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Introduction

Please note that there is a section called “Getting started - For the administrator” at the end of the present manual. These step-by-step instructions on how to add the basic information in the software will help you get started quickly using EZbooking. The data can only be added by the user role Administrator. You will also find information on various possible login routines.

There are two user roles in EZbooking – user and administrator. The users are given rights on a scale from 1- 9, where 9 indicates the highest access level. The differences between the access levels are small and for this reason the manual only deals with the two main user roles: users and administrators. A user has the right to do everything described in Part 1 whereas an administrator has full access to the system and the right to do everything in both Part 1 and 2. The administrator also has the possibility to designate organisation administrators, object administrators and receptionists with some administrative rights, among the users.

The manual is based on the structure of EZbooking and the menu displayed to the right in the program. The menu options will be described in the following order: Monthly calendar, Weekly calendar, Book object, Bookings/date, Recurrent bookings, Search objects, My bookings, My profile, Help, Manual, Log out and then Administration and Reports.

Differences in the rights of users and administrators are defined under the heading My profile, Administration and Reports. My profile is displayed only if you log in as a user, while Administration and Reports are reserved for the use of the administrator. These two areas are therefore the only ones that will be described in Part 2: The administrator’s role.

Part 1: The User Role

Monthly Calendar

When you log in to EZbooking the system displays a start page with a welcome message. Continue by selecting a category and a object in the selection lists at the top of the page. Then a monthly calendar for this object is displayed.

The menu highlighted in black to the right in the menu indicates that you are on the Monthly calendar page. At the top of the page there is a selection list with categories (if the administrator has registered any) and a list of objects entered by the administrator.

Select the category where you expect to find the object you want information on. Select an object from the Object selection list. The monthly calendar below is now updated and you will be able to view the bookings made for the object selected during the selected month. You can also see the week numbers to the left of the calendar.

Above the calendar there is an information symbol with the name of the selected object. If you click on the symbol you can obtain more information on the object. If you want to find out when this object is available or when it is booked in periods other than the active month, just select another month at the top of the page. Two red arrows are visible on both sides of the selection list for the current month name. By clicking on these arrows, you can change the selected period in steps of one month.

If instead you click the arrow to the right of the name of the month you display a list of all 12 months. Select the month you want to study. At the top of the page you can also select the year to be displayed. Click the arrow and highlight the year you want. (The options available are the previous year and three years ahead.)

Weekly Calendar

The weekly calendar offers an overview of the objects in a certain category week by week. Bookings can be made in the weekly calendar in the same way as in the monthly calendar.

1. Go to the top of the page and select Year and Week in the selection boxes.
2. If the objects are categorised you should also select the Category you want to study in the calendar.
3. By clicking on the arrows to the left and right of the week number and date selected, you can display the previous or next week.

The calendar can be displayed in two different modes. The first alternative displays the names of the objects horizontally and the days vertically to the left. The second alternative is available by clicking the Rotate symbol in the top right-hand corner of the page. This link changes the position of the days and

the objects, moving days to the horizontal position and objects to the vertical position. You can see five objects at a time. To see the other objects you must scroll down the page.

The names of the objects are linked to an information window where you can read more about them. If you click on the name or the Info symbol, the program displays the same information as when you click on the Info symbol in the monthly calendar.

You also have the possibility to print the weekly calendar by clicking the icon for printing at the top right corner.

In the top left corner of the weekly calendar there is a plus and a minus button. By clicking on these buttons, you can increase or decrease the height of the lines in the calendar.

Booking Objects

Bookings can be made via either the monthly or the weekly calendar.

Booking via the Monthly Calendar

In order to make a booking you select an object from the selection list at the top of the page. Next you select the desired year and month of your booking, either by using the selection lists or by clicking the arrows next to the Month field until you find the correct date. If an [X] is displayed next to the object you have selected, the administrator has decided that you are allowed to view the object but not to make a booking for it. If you still want to book the object, please contact the administrator. For further information, see below under the heading Click the date.

Booking via the Weekly Calendar

Find the object you want to book. If the objects are sorted into categories, start by selecting a category in the top left-hand corner of the page. By scrolling down the page you can display all available objects in the selected category. Next you select the desired year and month of your booking, either by using the selection lists or by clicking the arrows next to the Week field until you find the week you want. If an [X] is displayed next to the object you have selected, the administrator has decided that you are allowed to view the object but not to make a booking for it. If you still want to book the object, please contact the administrator.

Click the Date

It is possible to click on every date in the calendar. By clicking on a date, you open a pop-up window. (In order for this to work you must have selected an object first.) This window is used to make the booking. You can select a Time period for the booking and enter a Comment. If the administrator has registered a maximum number of persons for an object, the program also displays the alternative Number of persons. Enter the number of persons that will be involved in this specific booking.

If the administrator has selected the e-mail settings under Administration, you can send a message via e-mail to an address that is linked to the object. If your e-mail address has been registered in the system, you will be displayed as the sender of the message. If not, the system will display the e-mail address registered by the administrator under Settings.

1. Click the arrows next to the boxes From and To. Enter the start and end times of your booking under From and To. Enter Number of persons and write a Comment.
2. There might be additional fields, inserted by the administrator. If this is the case, you should also complete these fields. If it is obligatory to complete the field, a red star is displayed after the name of the field.
3. If e-mail settings have been made for this object, there will be a message field where you can write a message. When the booking is complete, this message will be sent by e-mail to the person indicated by the administrator. Enter a message in the Message field.
4. If you wish to have a message sent to yourself with the booking information, you must check the box "Send me an e-mail with booking information". The message is sent to the address specified for the user you are logged into the system with. The message is only sent if an e-mail address is specified for the current user.
5. Click the Add button. The information you have entered is now displayed further down the page under the headings Time, Booked by, Persons, any Self-defined fields and Comment. The booking has also been noted in the monthly calendar. The information displayed in the calendar depends on the administration settings. If no time for the booking is indicated in the calendar, you can highlight the booking with the mouse in order to see the time.

Making a Reservation for Another User

The administrator and the object responsible can make a booking on behalf of another user. Receptionists can also book for other users, if the administrator has given them the right to do so. You can do this if the field "Make reservation for" is available.

If you know the user name of the person for whom you are making a reservation, you can enter it straight away in the field "Make reservation for".

If you do not know the user name, you can make a search for it. Click the link Search user. You can make a search for the User name, First name or Family name. You only need to enter the first letters of the name and click the Search button. The program will display a list of users who have the letters you entered in their name or user name. Select the user you want and click Select user.

You can send an e-mail about the booking to the user on whose behalf you made the reservation. If you want to do this, click the check box next to Send booking information to user. In order for this feature to work, the user's correct

e-mail address must be registered in EZbooking. If you edit a booking made for another user and click the e-mail check box again, the new information is sent to the user via e-mail.

Finally, click Add. The name of the user for whom you made the reservation is displayed in the booking window under the heading Booked by. Close the booking window by clicking Close.

Delete Booking

If the user has the right to remove his own bookings, an arrow is displayed in the far right of the booking window – Edit and a waste bin – Remove. If you click on the waste bin, the system displays the question Are you sure you want to delete the booking? Click OK to delete the booking. If you do not want to delete it, click Cancel.

If you delete a booking, a cancellation message will automatically be sent to the address indicated by the administrator for this object. Note that this only applies if you sent a message when you made your booking. (A message is only sent to the person responsible for the object.) If furthermore you have chosen to send a booking message to yourself, a new message will be sent to you saying that the booking has been changed.

It is not possible to delete old bookings or bookings outside the period of time set by the administrator for changes and cancellations.

Edit Bookings

If you are not happy with the booking you have made, you can edit the information in the following way.

Click on the arrow symbol to the right of the page. The current information regarding the booking is displayed in the top of the booking window. Make your changes in the boxes Time, Persons, Comment and any additional fields. When you have made your changes, click the Edit button. The previously registered information has now been replaced.

N.B. If you sent a message to the person responsible for the booking when you made the booking, a message will now be sent that the booking has been changed. If furthermore you have chosen to have a message sent to yourself with the booking information, the box "Send me an e-mail with booking information" is checked. If you do not wish to receive an e-mail that the booking has been changed, you must uncheck this box.

When you are satisfied with your booking, click "Close" to close the booking window. Your booking is now displayed in the monthly calendar. When another user clicks on the date with your booking, your information is displayed in the booking window.

Change Object

If the user has the right to change an object for a booking and remove completed bookings, a double arrow is displayed on the right of the booking window.

Click on the symbol Change object if you wish to change an object for booking. The other objects in the system which you are authorised to book and which are available for the selected time period are displayed in a list. You can also change the time and date for the booking. The list of available objects is updated when you change date, time or category.

You can also search objects by writing part of the object name in the search field and then clicking on "Search". The objects which meet the search criteria are displayed in the list.

Click on "Change" for the new object when you have selected the object you wish to change to and the booking is updated.

N.B. If you sent a message to the person responsible for the booking when you made the booking, a message will now be sent that the booking has been changed. If furthermore you have chosen to send a booking message to yourself, a new message will be sent to you which says that the booking has been changed.

Bookings/Date

This menu option displays all bookings for all objects on a certain date. Select a date and a category to display the bookings you want to view. Then click View. The bookings are now displayed on the page. The information includes the name of the object, the times booked and the name of the person who made the booking. If you want to print the list of bookings – make a right-click and select Print (for: Internet Explorer) or click on the menu File - Print (for: Mozilla Firefox). For booking the selected object, you just need to click on the object name which will work as a link.

Bookings/Object

This menu option displays all bookings for a particular object. Select the object, year and month for which you want to display the bookings. The bookings are now displayed on the page for the selected object, date, booked times and total booked times. If you want to print the list of bookings – right-click and select Print (for: Internet Explorer) or click on the menu File - Print (for: Mozilla Firefox).

Search Objects

Do you want to book a object for a certain time and a certain number of people? A simple way of finding a suitable object is to use the function Search objects.

1. Click Search objects in the right-hand menu.
2. Select the Date and Time that you want to use the object. Enter the Number of persons that will participate.
3. Select a Category (if there are any).

4. You can also enter the name, or parts of it, of an object to search for a certain object and to see if it is available.
5. Click the Search button.

A list of suitable objects is displayed. By clicking on the name you will be able to view more information about the object concerned. A new window will open to display the maximum number of persons for which the object is suitable, where the object is located, the price and a more general description.

When you have decided if you want to book the object, you close the window by clicking the Close button. To make a booking, click the link Book now. This takes you straight to the booking window for the object and date concerned.

Specify the desired information and click on "Add" (This check box is described above in the manual under the heading Book object).

Multiple Search

If you wish to perform a search with several different selections or see whether several objects are available at the same time, you can perform a multiple search.

1. Go to the menu Search object, Multiple search in the menu on the right.
2. Create the different selection conditions which must be used for the search by specifying date, time, number of persons and category. You can also search for an object by specifying the entire name or parts of the object name.
3. Then click on the "Add selections" button. Your selection conditions are placed on a list.
4. Repeat step 2 and 3 in order to add the desired number of selection conditions. If you wish to remove a condition, click on the waste bin to the right.
5. When all conditions are created, click on "Search".

The search result is now presented in a list, divided into selection conditions. By clicking on the name, you will be able to view more information about the object concerned. When you have decided if you want to book the object, you close the information window by clicking the Close button.

If you wish to change any conditions or add additional ones, click on "Back". You then return to the page with the selected conditions.

If you wish to book any of the listed objects, click on "Book now" to the right. This brings you straight to the booking window for the object concerned. Enter information as required and click on "Add" in order to make the booking. This procedure is described earlier in this manual, under the heading "Book object".

Search Booked Objects

If you wish to search for a particular booking, you can use the function "Search booked object".

1. Go to the menu "Search objects", "Search bookings" in the menu to the right.
2. Enter the desired search criteria, From and To date, time, person responsible, any category, object, commentary as well as any text which can be found in the self-defined fields. You do not need to complete all fields.
3. Then click on "Search".

The bookings which match the selected search criteria are now displayed in a list together with the time and date of the booking.

If you wish to see more information about the booking or add a booking to the same object, you can click on the date of the booking in the result list. A booking window for the current object is then opened.

If you wish to see more information about the object, you can click on the object name. An information window is opened. In order to close the window you must click "Close".

Recurrent Bookings

Do you want to organise a series of meetings that take place at the same time of day? Using EZbooking you can make recurring bookings for an object over a selected period. You can select whether you want to make your booking for Selected days (Monday to Friday), All days (Monday to Sunday) or All weekdays. If you are a user, you can delete your own recurrent bookings. Administrators can delete both their own and any user's recurrent bookings.

Search Available Objects

In order to find out if an object is available over a certain time period or at a certain time, you can use the function "Search, recurrent booking".

1. Click on the menu "Recurrent bookings" and the sub-menu "Search".
2. Select the days and times you want to book an object. Enter the Number of persons that will participate.
3. Select a Category (if there are any).
4. You can also enter the name, or parts of it, of an object to search for a certain object and to see if it is available.
5. Click the Search button.

A list of suitable objects is displayed. By clicking the name, you will be able to

view more information about the object concerned. A new window will open to display the maximum number of persons, where the object is located, the price and a more general description. When you have decided if you want to book the object, close the window by clicking the Close button.

If an object is partly available during the selected time period, it is marked with an [X] under the heading "Partly available" in the search result list. Partly available means that the object is already booked at some time during the selected period.

To make the booking, click on "Book now" to the right. This takes you straight to the booking window for recurrent bookings. The selected time period and object are pre-selected in the booking field. Make any adjustments and fill in the extra information fields. Then click on "Register".

See the section "Booking" later in the manual for more information about booking an object for more than one day.

Booking

1. Click Recurrent bookings in the right-hand menu. This brings you to the sub-menu Booking.
2. It is possible to make a continuous booking over several days. Select "Book all the time in the selected period hereunder" or "Bookings are made according to the following selections:". If you want to book all the time between the two chosen dates, you must select the option "Book all the time in the selected period hereunder".
3. If you do not want to make a continuous booking over several days or if you selected "Bookings are made according to the following selections:", you can now choose whether you want your recurrent booking to apply to every week or every second week starting from the week with the selected From date.
4. Select the days you want for your recurrent booking. Click the radio buttons in front of one of the alternatives Selected days, All days or All weekdays.
5. Use the selection boxes at the top of the page to select start and end dates for the period which will include your bookings.
6. Enter the desired Time for the booking.
7. Select a Category and the Object you want to book and enter the Number of persons participating. Then enter a Comment and specify any extra fields.

N.B. When you have selected an object in the selection list, an "Info" icon appears. Clicking it, will give you access to information on this object. If you just pass your mouse on the "Info" icon, a yellow window is displayed with the current booking settings for the selected object.

8. If you wish to send a message to the person responsible for the object, you can write a message in the field "E-mail to the person responsible for the object".
9. If you wish to have a message sent to yourself with the booking information, you must check the box "Send me an e-mail with booking information".
10. Click Register.

A message with the result of your booking request is now displayed. If the object is unavailable on any of the dates included in your booking, these dates will be listed. You can choose whether you want to register other bookings or not. If you click No you will return to the page for recurrent bookings, where you can edit your settings. If you click Yes, the message "Booking confirmed" will be displayed, as well as a list of all the confirmed dates.

Delete Recurrent Bookings

Go to Recurrent bookings and select the Edit option to display a new page where your recurrent bookings are listed. You will now be able to delete them; completely or partially or specific bookings in the group. Note that the bookings for which the last day for deleting has passed, will not be shown here.

If you wish to delete any of the bookings included in the recurrent bookings, you can unmark the booking by clicking the check box again. If you click the check box next to the name of the object you select all bookings. The selected bookings are deleted when you click the check box again. The selected bookings are removed when you click the Delete button. The bookings which are not selected will remain.

If you wish to change an individual booking in your recurrent booking, you can do so in the object's booking window. Go to the booking you wish to change via the calendar, select your object and then the booking to obtain a pop/up and modify a specific booking. You can also do so through "My bookings" and click on the link "Change".

N.B. If furthermore you have chosen to send a booking message to yourself and/or to the person responsible for the booking, a new message will be sent to you saying that the booking has been changed or removed.

My Bookings

This menu option displays all of your bookings for all objects. You can select the time period you want to display to take a closer look at your bookings.

Click My bookings in the right-hand menu. At the top of the page you will find boxes where you can set the Date, Month and Year. Set the period for which you want to view your bookings by using the From and To boxes.

By clicking one of the headlines: Date, From-To, Object or Comment you can change the sorting order of you bookings.

If you wish to edit a booking, click on the object name for the booking. A booking window is opened and you can make any adjustments.

My Profile

The My profile option is used to edit and update your personal data. You cannot, however, edit the Organisation or User name.

1. Click My profile in the right-hand menu. Edit the information that is incorrect.
2. Click Save. A new page opens to display the message "User information updated."
3. Click the link to return to the page where the information has been saved.

N.B. If you do not see the menu "My profile" it is because the user is not authorised to edit their information. This is decided by the administrator

Help

If you need help when using the program you can click the Help option in the right-hand menu. This will display a list of the topics described in the help document. The headlines constitute links you can use to display more detailed information on the various functions of EZbooking. Help texts are organised under the headlines in a document you can scroll through to find the desired text.

N.B. If you do not have Help buttons in the program, it is due to a setting the administrator has selected.

Manual

To access the manual from the program, click the link you want the manual for. To open the file you need Acrobat Reader. If you do not have Acrobat Reader, you can download it for free by clicking the linked image. Print the manual by clicking the print symbol in the toolbar. You can also download the manual by clicking the disk symbol in the toolbar and saving it on your computer to read and/or print it later on. If your organisation uses several Artologik® products, the logo in the top right corner can function as a link to the login page where you can log into any of the other Artologik® products.

N.B. If you do not have the menu Manual it is due to a setting the administrator has selected.

Log out

When you have finished using EZbooking it is important that you log out of the system. By logging out you ensure that nobody else can use EZbooking via your login identity.

Click Log out in the right-hand menu. A pop-up window opens to ask the

question Are you sure you want to log out? Click OK to complete log out or Cancel to stay logged in.

N.B. If you do not have a button for logging out it is due to a setting the administrator has selected.

Part 2: The Administrator Role

The Administrator and users have the same access to the following parts, described earlier in the manual : Monthly calendar, Weekly calendar, Book Object, Bookings/date, Bookings/object, Recurrent bookings, Search objects, My bookings, Help, Manual and Log out work in the same way for administrators and users. For information on these functions, see Part 1 above. At the end of this manual you will find a section called Getting started, which is a detailed step-by-step description of how the administrator enters information in EZbooking.

There are differences in access rights between the two main user roles described under the headings: My profile, Administration and Reports.

Administration

The administration section of the system is only accessible to persons with full access, such as the administrators, or partial access, such as users with advanced rights. The Administration menu option is where you manage the Objects, Categories, Schedules, Organisations, Users, Settings, Holidays and Languages in EZbooking.

Administrate Objects

The administration of objects is available for administrators, organisation administrators and object administrators. An object administrator can only administrate the objects he is object administrator of, an organisation administrator can administrate the objects his organisation has the right to book, whereas an administrator can administrate any object.

When you select Administration > Objects in the right-hand menu, the page automatically lists the objects registered in the system.

This page is used to register a new object or search for an existing object with the help of the search function.

Click the name of the object in the list of results to go straight to the object you want to work with. You can also change and update any information that is outdated or insert an image of the object.

Enter the name or the first letters of the name of the object you want to administrate in the Search text field at the top of the page. Click the Search object button. This displays a list of the objects that match your search. If you wish to register a new object, click on New object instead.

Click the object you want. A list with information about the object is displayed. The information includes object name, a short Description of the object, Category, Access level required to book the object, if the object is to be Shown or not, Number of persons, E-mail address, Address, Contact, Object administrator, which Schedule is to apply to the object, if any the times when the object may not be booked, Price per full day, half day and hour, Booking information, any Document and any Image.

If the administrator chose to activate the connection between organisations and objects, he will decide here which organisations can book the chosen object. In the list to the left, select the organisations you wish to connect to the object and click the arrow in the middle pointing to the right hand box to move the chosen organisations to that list and thus allow those organisations' users to book the selected object.

If the administrator chose to activate the connection between users and objects, he will decide here which users can book the chosen object. In the list to the left, select the users you wish to connect to the object and click the arrow in the middle pointing to the right hand box to move the chosen users to that list and thus allow them to book the selected object.

At the very bottom of the page there are some settings. They are described further on in the manual under the heading "Object settings".

As an administrator you can edit the information, for instance, if addresses have been changed or prices need updating. Note that the e-mail address you indicate here is linked to the object. If a user sends an e-mail message when making a booking for the object, the message will go to this e-mail address. Click Save when the desired changes have been made.

Each object is given an access level from 1 to 9. A high access level means that only people with the same access level or higher are authorised to book the object. The higher the access level of an object, the smaller the number of users that have the right to book it. If a user does not have the access rights required, he/she can still view the object if the administrator has decided that the object should be shown. Note that if the settings for connecting objects to organisations as well as connecting objects to users are active, only selected users will be able to book the object. This means that even if a user has an adequate access level, it doesn't necessary mean that he has the right to book the object.

Only the price information that you actually enter is displayed in the object information field. If you only indicate Price/full day, the headings Price/half day and Price/hour are not displayed.

Insert Document

As the administrator you can insert a document on the object. This document will be displayed as a clickable link together with the rest of the information on the object when a user clicks the link Object information on the page with the monthly calendar or the Info button on the Weekly calendar page.

1. Go to Administration > Objects and select an object.
2. Click Browse under the Document heading. Select the file you want to insert by double-clicking the name of the file.
3. Click Save. The system will confirm that the object has been updated. Click the link to return to the page where the information was saved.

4. Repeat the procedure in order to insert several documents.

View and Delete the Document

The inserted document and a waste bin are now in the row under the heading Document. Click on the linked file name to display the document in a new window. Close it to return to the Object information page. If instead you click on the waste bin, the system displays the question Are you sure you want to delete the document? Click OK if you want to delete the document, if not click Cancel.

Insert Image

As the administrator you can also insert an image of the object. This image will be displayed together with the rest of the information on the object when a user clicks the link Object information on the page with the monthly calendar or the Info button on the Weekly calendar page.

1. Go to Administration > Objects and select an object.
2. Click Browse under the heading Image. Select the image you want to insert by double-clicking the name of the file. The image formats which can be used are Gif, Jpg and Png. We recommend that the file size is limited to 100 KB.
3. Click Save. The system will confirm that the object has been updated. Click the link to return to the page where the information has been saved.
4. If the procedure is repeated, the previous image will be replaced by the latest inserted image.

View and Delete Image

The inserted image and a waste bin are now in the row under the heading Image. Click on the linked file name to display the image in a new window. Close it to return to the Object information page. If instead you click on the waste bin, the system displays the question Are you sure you want to delete the image? Click OK if you want to delete the image, if not click Cancel.

Object Settings

You can select various settings for each object.

Schedule

Select the schedule to be used for the current object by selecting the desired schedule in the selection list. For each Schedule there are pre-defined prices but by clicking on Set price you can adjust these for this specific object. Note that this is only possible if the you have activated the setting "Use the objects' prices per period instead of prices per hour if the object is using schedules" under Settings > Price settings.

If you select the alternative "Unspecified" the object is not linked to any Schedule. If you link the object to a schedule, the function "Non-bookable time" and the option for booking the object in whole hours only is automatically deactivated. For further information on Schedules, see the heading

“Administrate Schedules” further on in the manual.

Non Bookable Time

No bookings, not even recurrent bookings, can be made between the indicated times. If you specify the same time in both the “from” and “to” fields in the time interval lists, no limits are set. N.B. This function can only be used if the object is not linked to a schedule.

Booking Info

The text written here is displayed as a heading in the lower part of the booking window for the object.

This Object can only be Booked in Whole Hours.

With this setting you can decide if you want the object to only be booked in whole hours. If this option is not selected, you can book in accordance with the time intervals indicated in “Settings > Booking settings”. Please note that there may be other booking settings which may influence booking options. If you use a Schedule, for example, this setting may not be used.

Bookings Made on this Object can only be Cancelled by an Administrator

With this setting you can decide who can remove or cancel a booking: the user who made the booking or only the administrator.

A Self-defined Field 2, which is Mandatory, is Added when this Object is Booked.

If this setting is selected, a new field (self-defined field 2) is displayed in the booking window. It is obligatory to complete this field when making a booking.

This Object can be Booked Continuously, for More than One Day, Using Recurrent Bookings

With this setting, you allow the object to be booked for a continuous period lasting several days. This setting is only visible if you have selected the setting “Activate the possibility to book continuously, on more than one day, using recurrent bookings ” under “Settings > Booking settings”.

You can make the continuous booking by selecting the alternative “Book all time in the period specified above” in the Recurrent booking menu.

Maximum Number of Hours a User can Book this Object

Here you can limit the number of hours a user can book the object. If there are no digits, you can book an unlimited number of hours. Example: The limit has been set to four hours. The user can book two hours the first day and two hours the second day. When the time for the first booking is up, the user can book an additional two hours making the total booked time four hours.

The administrator can book an unlimited number of hours.

Language Settings

By clicking the button Other Languages/Edit you can specify how the various objects should be named and described in the languages available in the system.

When you are done, click one of the alternatives Save, Save and close or

Close.

Delete Object

As an administrator you also have the right to delete an object.

Find the object you want to delete. Click the Object name to display information on the object. Click the Delete button. Click OK in the pop-up window if you want to delete the object, if not click Cancel. When an object has been deleted, the system displays a text which confirms that the object has been deleted. Note that any bookings made for an object are deleted together with the object itself.

Export Users

By clicking the button “Export the users”, you can get a list with information about the users that have the right to book the object.

Administer Categories

As an administrator you can sort the objects into categories. This will make it easier for users of the system to find the objects they are looking for:

Administration > Categories

Add New Categories

1. Click the button New category at the top of the page.
2. Enter the name of the new category.
3. Enter the maximum number of future bookings per user for the category. If you do not enter any number there will be no limit. Note that the administrator can always reserve an unlimited number of future bookings.
4. Click Save. The new category is now included in the Categories list on the calendar page.

The next step is to associate objects with the new category.

1. Go to Administration in the right-hand menu and click Objects.
2. Select an object by clicking the linked name. Use the Category selection list to get the category your object should be associated with.
3. Click Save. The object can now be found in this category.

Search Category

1. Go to the text field and enter the name or part of the name of the category you want.
2. Click Search category.
3. If your search produced any hits, a list of categories matching your search is displayed. Click the links in the search result list to go straight to the

category you want information on.

4. By clicking the selected category you display the language management page. You can change the name in all languages available in the system. You can also change the maximum number of future bookings for the category.
5. Click Save.

Delete Category

You can also delete categories.

1. Search for the category you want to delete. Click the category name in the list.
2. Use the button Delete.
3. You are now asked if you really want to delete the category. Select OK or Cancel.

The objects that were included in the deleted category will now be noted as Uncategorized objects.

Administrate Schedules

The schedule is an alternative to normal booking. Instead of booking an object between two optional times, you can book different periods, scheduled periods. The period is a pre-defined length of time with fixed times. For each schedule you create all necessary periods.

When you have linked a schedule to an object, you can choose between the different defined periods in the booking window instead of selecting the time period for the booking.

When you have linked a schedule to an object, the function "Non bookable time" is deactivated.

You can also set a price for each period.

Add New Schedules

1. Click the New schedule button at the top of the page.
2. Enter the name of the new schedule. Click Save.
3. Click on the new schedule again. Then click on "New period".
4. Enter the name of the new schedule in all language fields.
5. Select the length of time that the period is to cover.
6. Set a price. (The price can also be changed per object under Administration > Object. N.B. only administrators can change the price).

7. Click Save.
8. Repeat step 4-7 to create additional periods. Close the pop-up window.

The next step is to associate objects with the new schedule.

1. Go to Administration in the right-hand menu and click Objects.
2. Select an object by clicking the linked name. Use the Schedule selection list to get the schedule your object is to be associated with.
3. Click Save.

Search Schedules

1. Go to the text field and enter the name or part of the name of the schedule you want.
2. Click Search schedule.
3. If your search produced any hits a list of schedules matching your search is displayed. Click the links in the search result list to go straight to the schedule you want information on.
4. By clicking the selected schedule you display the language management page. You can change the name in all languages available in the system.
5. Click Save.

Delete Schedules

You can also delete a schedule.

1. Search for the schedule you want to delete. Click the schedule name in the list.
2. Use the Delete button.
3. You are now asked if you really want to delete the schedule. Select OK or cancel. The periods that were included in the deleted schedule are now also deleted.

Delete Periods

You can also delete periods.

1. Search for the schedule which contains the period you want to delete. Click the schedule name in the list.
2. Click on the icon of the bin to the right of the current period.
3. You are now asked if you really want to delete this period. Click on OK to proceed or cancel. You clicked on OK, the period is now deleted.

Administrate Organisations

The administrator can register new organisations or use the search function to find an existing organisation. The administrator can also inactivate organisations. Inactivating an organisation means that all users associated with the organisation are also inactivated.

Add New Organisation

1. Click the Organisation option under Administration in the right-hand menu.
2. Click New organisation at the top right-hand side of the page.
3. Enter information about the new organisation. You must enter information in the fields indicated by a red star.
4. If you have activated the connection between organisation and object in the General settings, this is where you select the object to which the organisation is to have access.
5. Click Save when you have finished entering information. The new organisation is now included in the Organisations selection list.

Search Organisation

1. Go to the text field and enter the name or part of the name of the organisation you want. Click Search active or Search inactive. Click the link in the search result list to go straight to the organisation you want to work with. This displays several rows with information on the organisation concerned.
2. Change the information as required.
3. Click Save.

Inactivate Organisations

Organisations that are inactivated in EZbooking are also inactivated in all other Artologik® software used by your organisation. If you want the organisation to be able to use other Artologik® software you must inactivate the organisation at user level, user by user.

Click the Organisations option in the right-hand menu. Select the organisation you want to inactivate, either from the list or by making a search. A new page displays information about the organisation selected.

Click the Inactivate button at the bottom of the page. The organisation is now removed from the list that is displayed when you make a search for an organisation. At the same time, the users associated with the organisation concerned are inactivated. An inactivated user cannot log in and use EZbooking until s/he has been reactivated by the administrator. Previous bookings made by users or organisations that have been inactivated are saved, however, and are included in the reports that can be generated for Objects, Users or Organisations. When you select Reports – Per organisation, organisations that have been inactivated are displayed under the heading

Inactive organisations in the Organisations selection list.

Activate Organisations

An organisation that has been inactivated can be reactivated if so desired. If you click Search inactive, the system displays a list of all inactivated organisations in EZbooking and in any other Artologik® programs you are using.

Click Search inactive straight away to display all inactive organisations or enter part of the name in the search text field to limit the search. If you click an organisation in the search result list, the information for this organisation is displayed. Edit the information and click Save to reactivate the organisation.

Administrate Users

To administrate users, go to the right-hand menu and click the Users option under Administration. The page now displays a list in alphabetical order of the users registered in the system.

This page is where you can add new users or search for existing users with the help of the search function.

Add New User

1. Click New user at the top of the page.
2. Enter information on the new user. You must enter information in the fields indicated by a red star.
3. If you have activated the role "Organisation Administrator" in Administration/Settings there is a check box for adding this role to the user at the bottom of the form.
4. The role of Receptionist means that the user can see the name of the person who made the booking when the setting "Do not show the name of the person responsible for the booking, for anyone but administrators and receptionists" under Administration/ Settings/ Calendar settings has been activated. The user can also see Self-defined field 2 if the setting "Only the person responsible for the booking, receptionists and administrators can see this field" has been activated. If the setting "Receptionists have the right to book for other users" has been activated, a user with receptionist right, will be able to book objects for other users.
5. If the setting "Activate connection between users and objects" has been activated, you will also be able to select the objects that the user may book.
6. Click Save when you have finished entering information. The new user is now included in the Users selection list.

Search User

1. Go to the text field and enter the name or a part of the name of the user you want.

2. Click Search active to search for active users in EZbooking. Click search inactive to search for former users that have been inactivated. If you have other programs in the Artologik® series installed, you can also search among these programs' users.
3. If your search produced any hits, a list of the users matching your search will be displayed. Click the links in the search result list to go straight to the user you want information on.

By clicking a selected user you display all available information about this user. You can see for example the user's First name, Family name, Organisation, User name, Access level and Address information. This information can be updated and changed as required. When you have made your changes, click Save.

As an administrator you can set an access level from 1 to 9 for each user. The higher the access level of the user, the more objects are available for the user to book. A user must be on at least the same access level as the object if he/she wants to make a booking. If a user does not have the access rights required, he/she can still be able to view the object if the administrator has decided that the user should have viewing but not booking rights.

Note that if the setting "Activate connection between users and objects" has been set, you here select the objects the users may book. It is only allowed to choose between the objects with lower or the same access level as the user.

Import Users

You can import users to EZbooking from another register. Click Import. A new page displays an example of how the information should be structured when you want to import it into the EZbooking user register. Use the codes below the table to indicate Access level in the system.

Go to the Select organisation list and select the organisation the user belongs to. Click Example file to open it in a new window. Using this file, you can now insert your own information to replace the example information in the table. Make sure that you replace all the example information with new user information. If there is any information in an otherwise empty row, the system will consider it as an incomplete entry and produce an error message. Note that empty rows are only allowed after the last user in the document. Empty rows must contain no information whatsoever.

Save the file to your hard disk when you have entered all the new information. When you try to close the window you will be asked if you want to save the changes. Click Yes and save the register data in the file format Text (tab delimited) (*.txt). If you have a file that is structured in exactly the same way but in another format, e.g. Excel (*.xls), you only have to give the file a name with the extension .txt instead of, in this case, .xls.

At the bottom of the page is the Browse button which you can use to find the .txt file on your computer. Click Browse, find the file and double-click on it.

Click Get text file when you are ready to transfer the information to EZbooking. The user name is unique for each user in the register. All users that are about to be imported are displayed in a table where they can have the status Valid, Duplicate in blue text or Duplicate in red text. Duplicate in blue indicates that this user occurs more than once in the file you are trying to import. These duplicates must be edited (just changing the user name is enough) or deleted before you can complete the import. Duplicate in red indicates that the user already exists in the database. You do not have to delete such duplicates, but if the import is completed the information registered in the database for this user name is replaced with the new information that you imported. Click the Edit/Delete link to change the user name. You can either enter the new user name and click Save or you can select Delete to remove the user from the import file.

When there are no more blue duplicates you can click on Finish import. (Note again that the red duplicates then replace existing information on the respective user names in the database). When you click Finish import the information is registered in the database.

Export Users

By clicking the Excel icon, you can export information about the users. As an administrator, you can export all users, whereas an object administrator can only export the users that are allowed to book his/her own objects.

Inactivate User

1. Make a search for the user concerned, or click the user name in the list of users.
2. Click the Inactivate button at the bottom of the user information page.
3. Click OK if you want to inactivate the user, if not click Cancel.

Activate User

A user who has been inactivated can be activated again if so desired. If the user belongs to an inactivated organisation, this must be activated first. If you click "Search inactive", a list of all inactivated users is displayed. The list also includes persons from the user register of any other Artologik® products you may be using. This way you can transfer these users to EZbooking.

1. Click "Search inactive" straight away to display all inactive users, or enter part of the name in the search text field to limit the search.
2. If you click a user in the search result list, the information for this user is displayed.
3. Now you can edit the information. Save to activate the user.

Settings

As an administrator you can, under the menu Settings, configure settings on how different items in the system are to look and operate. The settings are divided into five categories: Booking settings, Calendar settings, General

settings, E-mail settings and Price settings. Click on the plus-sign in order to open the different pages. Follow the instructions below in order to make changes in the settings. Remember to always click Save when you have made a change.

Booking Settings

Time Intervals

You can set the time intervals to be used for bookings. Select between 5, 10, 15, 20 and 30-minute intervals. If, for example, you indicate "15", this means objects can be booked by the quarter, e.g. between 10.15 and 10.30.

Starting Point for Time Interval

Here you can specify the time that is to be the default time interval for booking and searching in all time interval lists. Of course you can book other times than those selected.

Minimum Number of Days for Deletion

Enter the minimum number of days that must remain until the date booked if a user wants to delete or edit a booking.

By selecting the check box "Activate the possibility to specify this setting per object", you will be able to set the number of days per object, instead of having this as a general setting in the whole application, for all objects.

Advance Booking Limitations

The administrator can also indicate how far in advance a booking can be made. Enter the maximum number of days for advance bookings. If you do not enter a value, the number of days will be unlimited.

By selecting the check box "Activate the possibility to specify this setting per object", you will be able to set the number of days per object, instead of having this as a general setting in the whole application, for all objects.

Extra Field in the Booking Window

It is possible to display three Self-defined fields in the booking window. The fields can be used for any kind of information. Give the fields a suitable name so that you can get the information you want. The information entered in these fields can also be displayed in the calendar and in the reports. If no information is entered, the field is not displayed when you study the booking.

The three fields have slightly different characteristics:

- Self-defined field 1 has no restrictions, i.e. it is not obligatory to complete it and anybody can read it.
- Self-defined field 2 operates like field 1 but you can, if you wish, hide the field from all users except the person responsible for the booking, users with the role of receptionist and administrator by checking the check box under the field in administration.
- Self-defined field 3 is a mandatory field and is visible for everyone. If the

field should be used or not, is set per object.

Activate the Possibility to Book Continuously, on More than One Day, Using Recurrent Bookings

With this setting a new object setting is displayed; "This object can be booked continuously, for more than one day, using recurrent bookings ". If this setting is applied to the current objects, a new booking alternative is displayed in the "Recurrent bookings" menu. You can choose whether you wish to book all the time between the from and to time, or if you wish to make a normal "Recurrent booking" according to the selection made.

Without this setting the bookings can only be made for each day.

Let "Book Continuously" be Default for Recurrent Bookings

With this setting the default setting for recurrent bookings, will be that you make a continuous booking on more than one day.

Recurrent Bookings for Administrators Only

If you select the setting "Only administrators can create recurrent bookings" the menu "Recurrent bookings" disappears for the users and only the administrators can make recurrent bookings.

Activate the Possibility to Change the Object on an Existing Booking

With this setting a new icon is displayed when a booking is made. Click on the icon "Change object" if you wish to change an object for booking. The other objects in the system which are available for the selected time period are displayed in a list. You can also change date and time for the booking. The list of available objects is updated. Click on "Change" for the new object when you have selected the object to which you wish to change and the booking is updated.

If you have chosen to send a message to the person responsible for the booking and/or who made the booking or for whom the booking was made, an e-mail is sent to say that the booking has been changed.

Calendar Settings

First Day of the Week

Indicate whether you want the calendars to be displayed with weeks running from Monday to Sunday or from Sunday to Saturday.

Display Booking Time

Choose whether the booking time is to be displayed in the calendar or if it is only to be displayed when the mouse is moved over the booking.

Information on One or Two Rows in the Calendar

Choose whether the booking information is to be displayed in the same row as the time or if it is to be displayed in the row below.

Add the Possibility to Choose All Categories / All Booked Objects.

With this setting you enable users to see all categories and all booked objects in the monthly and weekly calendars, if they select this option from the drop-down list.

Information that Should be Displayed in the Calendar

You can decide what information you want to display in the calendar, next to the time when the booking was made: the first characters of the user name, any comment, Self-defined field 1 or Self-defined field 2 can be displayed.

Do Not Show the Name of the User who Booked to Anyone but Administrators and Receptionists.

With this setting you can choose whether you want to display in the calendar: the name of the user who made the booking, as well as the booking information. The administrator and users in the role of receptionist always see the name.

N.B. Certain combinations will not make it possible for you to see the results of the bookings in the calendar any more.

E.g.: If you choose not to display the name of the person who made the booking and if you choose only to display the time for the booking when the booking is selected, no booking is displayed in the calendar.

Number of Characters to be Displayed per Booking

This is where you decide how many characters you want to display per booking in each field of the calendar, apart from the time of the booking. Just as for the number of bookings per day, an appropriate setting depends on the screen resolution of your users' PCs. Naturally, you should also consider how important it is to display all the information in the field selected.

A hint when you make this setting: Try making a booking with a large number of characters in, for example, the Comment field (provided that you have indicated that the Comment fields should be displayed in the calendar).

Number of Bookings to be Displayed per Day

This option is used to indicate how many bookings you want to display in each box of the calendar, i.e. for one day. If everyone using EZbooking has a large screen, you can have a larger number of bookings displayed. If there are more bookings for a day than the number indicated here, the system displays a link More. If you click this link, the booking window opens to display all bookings for this day. If you set the system to display maximum 3 bookings/day, the user will always be able to view all bookings without having to scroll the page, provided s/he uses a screen resolution of 600*800.

Row Height in the Weekly Calendar

Here you can specify how many pixels the height of the row in the weekly calendar is to be. If nothing is specified, the starting point for the height of the

row is 100 pixels, but it can be changed in the calendar with the help of the “+” and “-” buttons.

General Settings

Colour Setting

The program has a standard, or default colour setting, with the possibility of two others. It is possible to use your own colour settings if you wish. Please contact Artisan or Artologik Support for further information and prices. You can select if you want all users to have the same colour setting or if the users themselves are allowed to set the colour of their choice.

Number of Rows to be Displayed for Search Results in the Administration

From the administration menu you can specify how many results are to be displayed per page. Specify the desired number in the field. In order to display all results, enter the digit 0 (zero).

Connecting Organisations and Objects

Connections between organisations and objects are optional. When activated in Administration > Settings. The administrator can select which objects are to be available for which organisation. The users of one organisation can then only see and book the objects connected to their organisation. The access levels remain the same which means that users can have different rights within one same organisation. If the user role “Organisation Administrator” is activated, the users with this status will be able to change/update the information on objects connected to their organisation and add new objects to their organisation. An “Organisation Administrator” can remove objects from their organisation but the object and all registered information, including reservations made, will remain in the system. Only an Administrator can completely delete an object from EZbooking.

Connecting Users and Objects

Connections between users and objects are optional. After activating this setting, the administrator will select the objects the user has the right to book.

Organisation Administrator

Use of the user role “Organisation Administrator” is optional. If you check the organisation administrator check box, the administrator can select which users are administrators for their respective organisations. An organisation administrator can update his organisation’s information and the users who belong to the organisation. This can make work easier for the administrator who is not then solely responsible for adding new users and keeping organisation information up-to-date. The organisation administrator also has the right to update the objects his organisation has the right to book, if the setting “Connection between organisation and object” is activated.

Activate Organisation Institutes

By activating the organisation institutes, a new link in the menu will appear

under Administration, for administrating institutes. Institutes are used for making groups out of several selected organisations. Each organisation belongs to an institute and one institute contains one or more organisations.

E-mail to the Administrator

In certain places in the program, you find a text saying that you can contact the administrator. If you want to, you can indicate an e-mail address to the administrator here. When you have done this, the text Contact administrator becomes a link to this e-mail address.

Receptionist Have the Right to Book for Other Users

If you select the setting "Receptionists have the right to book for other users", the users who were given the reception right, will be able to book objects for others.

Edit user Information

If you select the setting "Only administrators can edit user data", the menu "My profile" disappears for the user and only the administrator can edit the user information.

Show Manual and Help Texts

If you wish to hide the manual and the help texts for all users except the administrator, you can select the setting "Only administrators have access to the manual and built-in help". The Manual and Help menus disappear for the user.

Logging out

If EZbooking is incorporated into, for example, a website or an intranet which does not require users to log into the EZbooking application, it might be confusing for users to have a log out. If you select the setting "Only administrators can log out of the program", the log out button at the bottom right disappears for the user. Only administrators can see this and log out.

E-mail Settings

Basic Settings

In order to be able to send a booking message, the e-mail server and the sender address must be specified.

You can also enter Sender Name and Language in the e-mail. When this has been done, the message field in the booking window can be seen and used to send an e-mail to the address specified by the administrator for the person responsible for each individual object and the user for or by whom the booking was made.

Send an E-mail When Booking

If you wish, you can configure the program to send an e-mail to the person responsible for the object when a booking has been made. Choose whether a message is to be sent only if text has been entered in the field "E-mail to the

person responsible for the object” or whether a message is always to be sent. N.B. a message can only be sent if an e-mail address is specified for the person responsible for the object.

Activating the "Reminder via E-mail" Function

With this setting, you will enable, before the date of the booking, the sending of an automatic reminder by e-mail to the user for whom the booking was made. For setting up this function, open Administration > Object and inform how many hours before the booking of this object the e-mail should be sent. Should you leave the field blank, no reminder would be sent for this object. Please note that no reminder will be sent for bookings made at most 8 hours before the day and time of the booking.

Price Settings

Price Model

You can choose which price model is to be used in the application:

1. Price per hour is used for calculating the price of a booking. Whether Price/full day and price/half day are only informative fields.
2. One of 3 different price per hour is used, depending on the length of the booking: price/hour from 8 hours, price/hour from 4 hours or price/hour.

“Show the Price of the Booking” to the Person Responsible for the Booking

The person responsible for the booking is the person who made the booking. The price is displayed in a non-editable field. But, the administrator can always see and edit the price, even if this setting was not configured.

“Show the Price of the Booking” is Set per Object

Select if the setting: “show price of booking to the person responsible for the booking”, should be possible to set per object.

Currency

Indicate the currency you want to use if you are charging rent for the objects.

Holidays

The “Holidays” option is used by the administrator to enter public holidays and other days of significance that you want your co-workers to mark. Users can see the registered holidays in the calendar and on the booking page.

Edit Holidays

You select the year for which you want to see the registered holidays at the top of the page. There is also a button for copying holidays from the specified year to another year and another button for adding new holidays.

In the middle you see a list of the holidays already registered for the specified year. You edit a registered holiday by clicking on the date.

You enter the date, name in all languages and type of holiday for every holiday you register. If you select the holiday as a "Red day", the holiday is displayed in the calendar and the booking window with red text. If you select the holiday as "Another day", the holiday is displayed in the calendar and the booking window with black text.

You can also delete a holiday. You do this by clicking on Delete.

Copying Holidays

You can copy registered holidays from one year to another. First select the year from which you want to copy the Holidays in the top window. Then click "Copy holidays". Another window will open where you can choose the year to which you want to copy the holidays. Then click on "Copy". All the days are now copied to the new year with the date, name and type of holiday.

Languages

This is where you indicate the languages that should be available in the program and which language you want as the default. You will, in some contexts, be required to provide the information in all the active languages, for instance when handling objects, categories etc. in several languages. Remember to click "Save".

You can inactivate a language by unmarking the check box in front of it and save. The selection disappears and the language is no longer active. A language which is registered as somebody's default language in user information, or if somebody is currently logged in using that language, cannot be inactivated.

Reports

As an administrator you can generate different reports from the system. These reports can be based on bookings per Object, User or Organisation. You can find these three alternatives under the Reports option in the right-hand menu. It is also possible to get an Invoice details report.

Per Object

This option is used to generate reports on all or individual objects. You can generate statistics on the objects that have been booked in a selected time period. This information can, for instance, be used to determine prices.

1. Go to the Reports menu on the right and select Per object. If you click View without changing anything, the system displays a report with all bookings for the current month. To the right of the page you can study the times when the objects are booked, as well as the sum total of hours booked.
2. You can change the time period or show the statistics of only a single object. Change Date and Object in the calendars at the top of the page to specify between which dates you want to compile information. You can also select what you want to include in the report of the following:
Booked by – name of the person who has made the booking
Comments – a comment entered at the time when the booking was made

Self-defined field - information in the field registered and named by the administrator.

3. Click View. This displays the bookings of the object concerned in the period selected. To the right of the page you can study the times when the objects are booked, as well as the sum total of hours booked.

By clicking the link Charts at the top of the page, you display the statistics for all objects in the form of charts. This page is only of interest if you have indicated that you want to display the statistics for "All objects" during a certain time period. At the top of the new page a pie chart shows the eight most frequently booked objects in separate fields and all other objects in a summary field.

The page also includes a bar chart. If there are 15 or fewer objects, all of them are displayed in the same chart. If there are more than 15 objects, the first chart will display the five most frequently booked objects. The other objects, up to a maximum of five, are displayed in a chart with the least frequently booked objects.

Per User

This option is used to generate reports on all or individual users for a selected period.

1. Go to the Reports menu option and select Per user. If you click View without changing anything, the system displays a report with all bookings made by all users for the current month.
2. You can change the time period in order to generate a report based on time periods other than the current month. Select day, month and year in the calendars for the beginning and end of the period to be covered by the report.
3. You can also select what you want to include in the report from the following:
Comments – a comment entered at the time the booking was made
Self-defined field - information in a field registered and named by the administrator.
Date, time and object name are always displayed in the report.
4. Click View. This displays all the bookings made by all users for the period concerned.

You can also generate reports for individual users if you want to see how to invoice them.

Select the user you want. Click View. A list of the bookings made by the user in the period selected is displayed. The total number of hours booked by the user is displayed at the bottom of the page. This information can be used, for example, to produce invoices for the user concerned.

By clicking the Charts link at the top of the page you display the statistics for all

users in the form of charts. This page is only of interest if you have chosen to view the statistics of All users for a specific time period. At the top of the new page a pie chart shows the eight most active users in separate fields and all other users in a summary field.

The page also includes a bar chart. If there are 15 or fewer users, all of them are displayed in the same chart. If there are more than 15 users, the first chart will display the five most active users. The other users, up to a maximum of five, are displayed in a chart with the least active users.

Per Organisation

Want to know which organisations have made the largest number of bookings? You can get the answer to this question by generating reports on the organisations.

1. Go to the Reports menu option and select Per organisation. A list of all the bookings made by all organisations for the current month is displayed.
2. You can change the time period or show the details of a single organisation by changing the information in the calendars at the top of the page.
3. You can also select what you want to include in the report from the following:
 - Booked by* – name of the person who has made the booking
 - Comments* – a comment entered at the time the booking was made
 - Self-defined field* - information in a field registered and named by the administrator.
 - Date, time and object* name are always displayed in the report.
4. Click View.

Previous bookings made by users or organisations that have been inactivated under the Administration option are saved. They are included in the reports that can be generated for Users and Organisations. When you select Reports, Per organisation, organisations that have been inactivated are displayed under the heading ****Inactive organisations**** in the Organisations selection list.

By clicking the link Charts at the top of the page, you display the statistics for all organisations in the form of charts. This page is only of interest if you have chosen to view the statistics of All organisations for a specific time period. At the top of the new page a pie chart shows the eight most active organisations in separate fields and all other organisations in a summary field.

The page also includes a bar chart. If there are 15 or fewer organisations, all of them are displayed in the same chart. If there are more than 15 organisations, the first chart will display the five most active organisations. The other organisations, up to a maximum of five, are displayed in a chart with the least active organisations.

Invoice Details

The invoice details are a simple report where you can make a number of

selections to display different kinds of information. The invoice details menu option can be used to display all available information on all bookings.

1. Select time period in the calendars “From” and “To”. To view all bookings for the selected period, click the View button.
2. Specify the combination for which you would like invoice details: Category, object, organisation, user and/or possible institute if you have selected to use it. You can, for example, combine an organisation and an object to see the registered bookings or an organisation's registered bookings on all objects in a specific category.
3. You can also select what you want to view on every booking, for example: user, organisation, the information in the self-defined text field and comments registered with reservations. Object, date, time and price are always shown in the report.
4. Click View.
5. Change the sort order of the bookings by clicking the headings.
6. In the invoice two columns are displayed for price. In the first column the price you have selected under Administration/Settings/General settings is displayed in the invoice. The second column displays the price of the booking, calculated on the indicated price per hour or the schedule associated to the object or the price the administrator has manually set on the booking.

Export as Text File

You can export the invoice details as text files to use the data in other systems or to continue working with it in, for example, Microsoft Excel.

1. Make your selections on invoice details and click View.
2. There is an icon at the top right to export the file. Click on the icon. A pop-up window opens, where you can choose to either open the file or download it directly to your computer.
3. If you choose to open the file, you will also be asked which program you want to open the file with. Select an ordinary text editor like, for example, Notes to open the file.
4. If you choose to save the file on your computer, you must give the file a suffix: .txt The name of the file should then be ezb_reportInvoice.txt Please note that some versions of Netscape automatically give the file another suffix (.exe) that you must therefore delete.

Cancelling a Booking

You can cancel bookings in the invoice details, for example, bookings that are already invoiced or that should not be in the report for some other reason.

1. In the selection you mark the check box “Add check boxes to the list

making it possible to invalidate bookings”, and make your selections as described above. Click View.

2. Click the check box of the booking or bookings you want to cancel. If you want to select all bookings, click the heading “Cancel” and then you can deselect bookings by clicking their check box.
3. There is a link at the top right: “Cancel bookings”.
4. Click the button. You are now asked if you really want to cancel the selected bookings. Answer OK in order to cancel the bookings.

Cancelled bookings cannot be reactivated but you can view them by selecting “Cancelled” when you make your selections for Invoice details.

Manual and License Information

To access the manual from the program, click the link you want the manual for. To open the file you need Acrobat Reader. If you do not have Acrobat Reader, you can download it for free by clicking the linked image. Print the manual by clicking the print symbol in the toolbar. You can also download the manual by clicking the disk symbol in the toolbar and saving it on your computer to read and/or print it later on.

If you want to contact the administrator by e-mail, there is a link to the administrator’s e-mail address under Administration/ Settings/ General settings on this page.

If your organisation uses more than one Artologik® product, the Artologik® logo in the top right corner can function as a link to the login page for the other products.

You can also see the add-on functions that are active for you. If you have one or more of those add-on functions, you will find separate manuals for them.

As an administrator you can also view the license information about the version of EZbooking with which you are working, as well as the limits on the number of users and objects for the program’s size. Administrators can also view information on how many users and objects respectively are registered in the EZbooking program at that very minute. At the bottom of the page there are links to www.artologik.com where you can download updates of the program and buy a new licence if the existing version is too small.

Logging out

When you have finished using EZbooking, it is important that you log out of the system. By logging out, you ensure that nobody else can use EZbooking via your login identity.

Click Log out in the right-hand menu. A pop-up window opens to ask the question Are you sure you want to log out? Click OK to complete log out or Cancel to stay logged in.

When you have logged out of EZbooking you must log in again if you want to use the booking system. If you wish to switch between different Artologik products without logging out, you can do so by clicking on the logotype in the top right corner. You will then come to the homepage where you can select another application in the Artologik® series where your user name is registered.

Getting Started: For the Administrator

As it is the administrator who handles the program and enters most of the information, this section is intended for people who have this role.

Login Routines

As an administrator, you can select various methods to give users access to login to the Artologik® software. There are several ways of handling login and it is managed by settings on the web server.

Login Routines

As an administrator you control how users access the Artologik® software. There are several ways of handling login and it is managed by settings on the web server.

1. Standard Login

When you install an Artologik® program on a web server, the set-up program sets up a standard login procedure. This procedure is based on the assumption that the web server settings allow anonymous access. This means that the normal login procedure and user identification of Artologik® is used. The Artologik® user always gets a personal user name and password which are registered by the administrator. When the user logs in, a unique and secret ID is created which is used for the period that the user is logged in. Every time you do something in the program, access is ensured via this secret ID. This is how it works when, for example, you have a network with universal access, but you still want to limit access to the Artologik® product. If you want to offer access to the Artologik® programs via the Internet, this is a good method with a high level of security.

2. Login With Identification via Network Login ID

The Artologik® programs may be installed in a network where anonymous access is not allowed and the user must log in with his/her user name and password to gain access. In this case Artologik® will take the user name and try to match it to Artologik®'s list of registered user names. If this user name has not been registered, you end up at the normal login field where you can login using your own user name and password for this Artologik® product. This way you will be able to increase security by having login in two stages with different user names, one for the network and one for Artologik®. Having the same user name for Artologik® as for the network is one way of making the procedure easier as you are then only required to login once. In this case too, the administrator registers the user name and password. This routine requires Microsoft Internet Information Server version 4 and that you have enabled server access with network identification.

3. Direct Access to the Program

If you have several Artologik® products and want to use them as an integrated part of your web site, you can create direct links to the programs by using the following formula for linking:

`http://www.yourdomain.com/Artologikfolder/cgi-bin/AGS_Login.exe?LaunchApp=productcode`

Use the following product codes and insert in the link above.

Program	Product Code
EZbooking	EZ
TIME	TIME
ProjectManager	PM
EmailResponse	EMR
HelpDesk	HD
Query&Report	QR
WebPublish	PUB

When you create direct links, you must log in the first time you are going to enter the program. The web browser will then keep your login ID until you have closed the program down completely. This means that you do not have to log in more than once per session. If you use network identification, you will be able to go straight into the program without having to log in.

4. Standard Login Without Product List

If you only have one Artologik-program installed, there is no need for the page where you select program after login. This is how to skip the product list after login:

1. Go to the folder \Artologik\wwwroot.
2. Open the file AGS_login.htm with html-editor or with Notes.
3. Find the row ' <input name="LaunchApp" type="hidden" value=""> '
4. In 'value="" ', write in EZ, the program code for EZbooking: value="EZ"
5. Save the changes.

Basic Information in the Application

This section of the manual is a step-by-step description of how you enter basic information in EZbooking before starting to use the system. All the information is registered under Administration in the menu to the right of the page.

Step 1

Certain settings must be selected in the application in order to make pricing of objects and the e-mail function in the booking window work.

1. Click Settings in the Administration menu.
2. Add the information needed in: Booking settings, Calendar settings, General settings, E-mail settings and Price settings. Click the help button in the menu while displaying the settings page to access a more detailed guide. Note the check boxes at the bottom of the field for general settings.

This is where you activate or inactivate the Organisation Administrator role and decide whether to connect certain objects to specific organisation groups or users.

3. Click Save.

Step 2

Now you should register Categories. It is an advantage to use various categories as it is easier to search for a desired object. If you already know which categories you will be using to sort your objects, you can start by creating these. If you do not know which categories you will be using, you can create them later on. If this is the case, move on to the next step.

If you click the Administration option in the right-hand menu, the Objects page is displayed. Then click Categories in the Administration sub-menu.

1. Click the button New category at the top of the page.
2. Enter the name of the new category.
3. Click Save. The new category is now included in the Categories list on the calendar page.

Step 3

The next step is to create schedules. Schedules are not obligatory and if you do not intend to use the function or still do not know how you want to structure your schedules, you can do this later. If this is the case, move on to the next step.

1. Go to the Schedules menu under Administration
2. Select Create new schedule and write the name in all languages. Click Save
3. Then create periods to the schedules by clicking on New period.
4. Specify name and price. Click Save.

Step 4

To enter objects, click Administration and then Objects in the menu.

1. Click the button "New object" at the top of the page.
2. Enter information on the object. (You can make changes to the information entered later on. For example, if you prefer to group the objects into different categories at a later stage.) Indicate a category and save the changes.
3. Specify Object name, a Description of the object, any Category, Access level required to have authorisation to book the object, whether the object is to be Displayed for users with an access level lower than the object or

not, Number of people for which the object is suitable, E-mail address, the object's Address, Contact, Schedules, price per whole day, half-day and hour, Booking information, any Documents as well as any Pictures.

4. Then select the settings for the object.

As an administrator you can edit this information, for instance, if the address has been changed or the prices need to be updated. Note that the e-mail address you indicate here is linked to the object concerned. This means that all users' e-mails in connection with booking the object will go to this e-mail address. Click Save when you have finished entering information.

The name of the Object, Access level and whether the object is to be displayed or not are obligatory while the other information is optional. If you do not change Access level or Display object, the object obtains Access level 1 and is not displayed to users who do not have the right to book it.

Step 5

The next step is to register organisations.

1. Click Organisations in the right-hand menu under Administration.
2. Click New organisation at the top of the page.
3. Enter information on the new organisation. You must enter information in the fields indicated by a red star.
4. Specify the objects to which the organisation is to have access. This option is only available if activated in Administration/ Settings.
5. Click Save when you have finished entering information. The new organisation is now included in the Organisations selection list.

Step 6

The next step is to register new users and decide whether they should have the role of User or Administrator.

1. Click Administration>Users in the menu.
2. Click New user at the top of the page.
3. Enter information on the new user. You must enter information in the fields indicated by a red star. If you select a Language this will be the user's default language when working in the program. The Access level controls which objects the user will be able to book, as you are only allowed to book an object if you are on the same or a higher access level as the object.
4. Indicate whether the user shall have extra rights by giving him the roles of: Organisation Administrator, Object administrator or Receptionist (may vary depending on the settings made under Settings).

5. Click Save when you have finished entering information. The new user is now included in the Users selection list.

If you have user information in an existing register, it may make it easier to use the program's import function to register this information. Go to Administration > Users and click Import. A detailed description is provided on the page in the program and in the administration section in this manual as well as in the help texts on the page concerned.

Now you can start using Artologik® EZbooking in your organisation! You can select additional settings for how the calendar is to be displayed, for example, as well as which languages there are to be. Read more about this in Settings, in section 2 of this manual.