



help



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Manual

Artologik®

EZ-Equip

Plug-in to EZbooking version 3.2

Artologik® EZbooking and EZ-Equip

EZbooking, your web based system for the booking of rooms and other common resources, can now be completed by the addition of one or several plug-ins. EZ-Equip is an add-on function making possible the booking of accessories in connection to objects. This gives you control over the whole booking process.

The Advantages of EZ-Equip are Many:

EZ-Equip is an add-on function to EZbooking and is delivered as a plug-in that is easily integrated into your existing EZbooking installation. With this add-on you can easily register all kinds of accessories and equipment items that can be booked together with an object. It might be a beamer or a computer that can be booked with a conference room for a meeting. Or a trailer that is booked together with a car. With EZ-Equip you can easily get control over when an accessory is booked, and there is no risk of double-booking.

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Accessories

Booking of accessories and equipment items is made in connection to the booking of an object (or "resource available for booking"). The administrator selects which accessories can be booked together with a certain number of objects, under Administration > Accessories.

Bookings with Accessories

When you book an object in the calendar, you can for some objects also book one or more accessories. The accessories that are available for booking for each object, are set by the administrator. If accessories are available for the chosen object, you can see a select box in the booking pop-up window showing those accessories. By selecting one or several accessories and clicking the arrow button '>>' you select those accessories for your booking. When you save your booking, a check-up is made by the software to make sure that the selected accessories are not already booked at the same time as your booking.

When the booking is saved, you can see the accessories that are connected to it. No one else can book those accessories at the same time on the same day.

Recurrent Bookings with Accessories

Accessories connected to recurrent bookings can easily be booked when you register your recurrent booking. If you only want to book accessories for some of the bookings in a recurrent booking, you must do so directly from the calendar, and by modifying the concerned booking

To book one or more accessories when you make a recurrent booking, you first have to select the object. Then you can see the available accessories. By selecting the accessories you want to connect to the recurrent booking and click the arrow button '>>', you select those for the chosen booking. Accessories are booked at the same time as the recurrent booking is made. A check-up is made on the availability of the selected accessories.

Edit Accessories

If you want to change the accessories in your booking, you can easily do so by clicking the symbol of edit booking (a blue arrow) in your booking row in the booking pop-up window. Make all your changes and click on Update. Example: you may want to edit, when you realize you forgot to book a beamer for the conference room or if your plans change and you do not need a booked equipment anymore. The accessories for recurrent bookings are changed in the same way.

Administration and Reports

As an administrator or object administrator you can see and administrate accessories. In the reports there is as well a selection to view the accessories that are connected to the bookings.

Administration – Accessories

If you are administrator you can see and administrate all accessories. To do so, click on Administration > Accessories in the right-hand menu. If you are an object administrator you can administrate the accessories you are object administrator for.

For each accessory the administrator decides: the name in all languages, who is the object administrator (responsible) for this accessory, the prices and the objects the accessory shall be connected to. To select an object you can first select a category in order to reduce the list of selections, or, you can choose all categories and thus get a list of all objects registered in the system. In the selection box situated at the bottom to the left and entitled 'available objects', you mark the objects that shall be connected to the accessory and move them to the list situated to the right and entitled 'Objects connected to this accessory', by clicking on the in between arrows. If you want to undo a selection, you can easily move it back again to the left list, by selecting the object from the right box and clicking the in between arrows.

The object administrator, can also connect accessories to objects, from the menu Administration > Objects. There you select for each object the accessories that shall be available when a user books this object.

Reports – Accessories

If you have access to the reports: Per object, Per user, Per organisation or Invoice details, you can here select if you want to see the booked accessories that were connected to the bookings, or not. In the settings selection for each report you will see a checkbox entitled Accessories. Mark it and click the View button. All accessories and the corresponding objects booked are then displayed in clear columns.