

Artologik EZbooking

New features, Version 4.1

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Bookings and calendars

Hourly calendar

New calendar type, showing the bookings graphically in an hour plan.

Object	Date: 2016-05-22												2016-05-23			
	Time:	00	02	04	06	08	10	12	14	16	18	20	22	00	02	04
Blue conference room																
Green room																
Small conference room																

In the drop down list above the calendar, you select the category whose objects you want see in the calendar. There you also can decide the number of days to show in the calendar, 1-7 days.

Not bookable time is displayed in red, while any existing bookings are displayed in yellow. Hover the mouse over a booking to see information about it.

Under *Administration > System settings > Advanced > Calendar settings*, you activate the use of the Hourly calendar. There you also find settings for the default number of days to be displayed, and whether the selected date should be displayed in the start or in the middle of the calendar.

Calendar settings

The calendar menu

Specify which calendars shall be present in the menu in desktop mode
In mobile mode the calendar menu always contains the 'Object calendar' and 'My calendar'

Monthly calendar

Multiple week calendar
The default 'Number of weeks' in the multiple week calendar: (3-9)

The selected date is placed at the start of the calendar
 The selected date is placed in the middle of the calendar

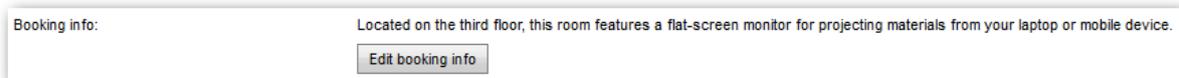
Weekly calendar
The default 'Max number of objects per row' in the weekly calendar: (1-19)

Hourly calendar
The default 'Number of days' in the hourly calendar: (1-7)

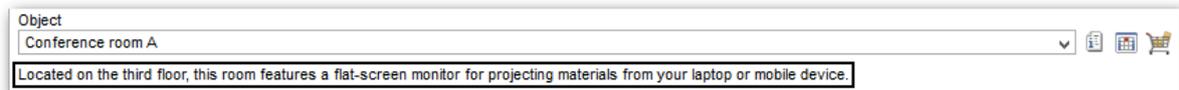
The selected date is placed at the start of the calendar
 The selected date is placed in the middle of the calendar

Showing the booking info in the Booking menu

The *Booking info* of an object, specified in the object administration, will now be visible in the *Booking* menu, after selecting the object.



The booking info appears directly below the *Object* drop down list.



Link to public calendar

In EZbooking it is possible to activate a public calendar to show the bookings, for example, on a screen in the reception. Before, the only available calendar type to show publicly was *Weekly calendar*, but now we have made it possible to use all calendar types, and also to specify settings for the public calendar.

You start by activate the setting *Allow users to see calendars and bookings without having to log in* under *Administration > Users > User right settings*. You then select the calendar type of your choice, and specify the settings for this calendar. You can, for example, decide which time period and which categories/objects to display. It is also possible to specify how often the calendar shall be automatically updated.

A link to the public calendar, based on the settings you have selected, will then be automatically generated and you can find it under *Use the following link*.

Allow users to see calendars and bookings without having to log in. Note that you can only see information that the public user has access to.
Generate link for public calendar based on:

Calendar:

Period:

Category:

Object:

Refresh rate in minutes: (empty = no automatic refresh)

Use following link:
http://.../ezbooking/cgi-bin/ezb_kaDel.cgi?publicUserID=1&KeyNameID=DevARTOLOGIK&isPopup=1&catID=-1&objectID=0&calendarType=1

Reports

New report type: Occupancy report

Do you want to know how much your objects are being used? You can get the answer in the new *Occupancy report*.

This report presents, per object, the booked time in percent of the available time.

Object	January	February	March	Total
Blue conference room (Office hours)	32.58%	24.77%	41.58%	32.98%
Green room (Open all the time)	11.24%	8.38%	12.84%	10.82%
Small conference room (Office hours)	43.67%	29.37%	48.74%	40.59%
Total	29.16%	20.84%	34.39%	28.13%

In the edit mode of the report, you decide which period and which objects to show in the report, and if you want to group the report by day, week or month.

Criteria and presentation

Period
Chosen period: From To
Group by:

Object
 All objects
 All objects in selected category
 Selected objects
Blue conference room
Green room
Small conference room

Show only booked objects
 Only consider the objects bookable time in the occupancy rate calculation

If you tick the check box *Only consider the objects' bookable time in the occupancy rate calculation*, the program will deduct non-bookable time and time outside of opening hours (if existing) when making the calculation.

Improvements in the Invoice details report

In the *Invoice details* report, you can sort the bookings by clicking on the desired column heading. We have now made it possible to sort the report by content entered in *Information fields*.

In the edit mode of the report you can, under *Grouping and summation*, mark the check box *Show sub group totals*. Each unique value in the column you sorted by will then be displayed as a group with a summation at the bottom. If you choose to have check boxes in the report for marking bookings as invoiced/invalidated, there will now be a heading and a check box above each group. You can mark all bookings in the group by clicking this check box. This can be useful if you, for example, want to mark all bookings in the group as invoiced.

<input checked="" type="checkbox"/>	Smith, John				
<input checked="" type="checkbox"/>	2016-03-30 08:00 - 15:00	Microscope A	Smith, John	7.00	800,00
<input checked="" type="checkbox"/>	2016-03-28 08:00 - 12:00	Microscope A	Smith, John	4.00	800,00
<input checked="" type="checkbox"/>	2016-03-25 09:00 - 11:00	Microscope A	Smith, John	2.00	100,00
<input checked="" type="checkbox"/>	2016-03-23 08:00 - 10:00	Microscope A	Smith, John	2.00	400,00
Smith, John				15.00	2100,00

E-mail

Insert Date/Time in the subject of e-mail templates

When you are creating or editing e-mail templates, you can insert "variables" which will generate content concerning the booking in the automatic e-mails which are sent when a booking is added, updated or deleted. We have now added the possibility to insert *Date/Time* in the subject.

Below you can see an example of how the subject is specified in an e-mail template, and what the result could look like in a received e-mail.

	Booking action	Object name	Date / Time
Subject:	{Booking action}	,	{Date / Time}

Booking of Conference room A, 09/12/2015 10:00 - 12:00

If you make a recurrent booking, the date/time of the first booking will appear, followed by "etc".

Booking of Conference room A, 02/12/2015 08:00 - 09:00 etc

Sending e-mails to users with bookings for a certain object

Under *Administration > E-mail > E-mail mailings*, you can send e-mails to selected users. Until now you have been able to use two different selection criteria, *Users connected to a selected object* and *Users connected to a selected organisation*. We have now added another selection criterion, namely *Users with bookings for a selected object*. When you use this selection, you can also specify a period to list users who have bookings within this period.

Example:

A company car has to be repaired for two days, and all bookings of the car during these days have to be cancelled. You can then use this function to inform the users who have bookings on these days.

Recipient

Send e-mail to users: All users that have bookings within the selected time frame for the selected object are added to the mailing list

with bookings for a selected object

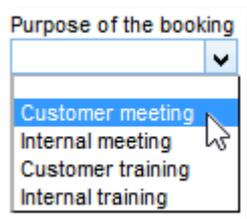
2016-06-01

	User	E-mail
<input checked="" type="checkbox"/>	Smith, John	john@artologik.com
<input checked="" type="checkbox"/>	Jones, Mary	mary@artologik.com
<input checked="" type="checkbox"/>	Lewis, Roger	roger@artologik.com

Object administration

New type of Information field: Selectbox

If you want your users to state some information when making a booking, you can create information fields and connect them to objects. In addition to the previously available types of information fields, we have now added *Selectbox*, a type of information field where the user makes a selection from a list of predefined options.



When creating a new information field under *Administration > Objects > Information fields*, you can choose *Selectbox* at *Field type* and then click the *Add...* button to create the options which shall be available in the selectbox.

Field type: Selectbox ▼

<input type="checkbox"/> Options
<input type="checkbox"/> <i>Customer meeting</i>
<input type="checkbox"/> <i>Internal meeting</i>
<input type="checkbox"/> <i>Customer training</i>
<input type="checkbox"/> <i>Internal training</i>

Add...
Delete

Object settings

Do you want an overview of which access level each object has, or which objects can be booked continuously for more than one day? We have added the menu *Object settings* (under *Administration > Objects*) where you can get this overview, and also change settings for several objects at the same time.

Access level	
	Object
2 ▼	Audi A3
4 ▼	Audi A4
6 ▼	Audi A5
8 ▼	Audi A6
9 ▼	Audi A7

The following settings can be changed on this page:

Object setting

Access level ▼

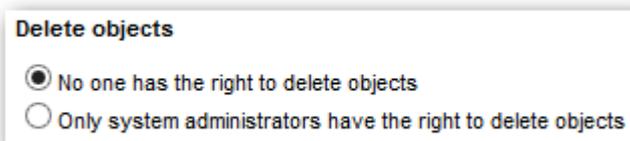
- Access level
- View object
- Can be booked from Outlook
- Can only be booked in whole hours
- Hide the booking time in the calendars
- Bookings can only be cancelled by a system or an object administrator
- Can be booked continuously for more than one day at a time
- Allow users to book the object at the same time as they book other objects
- Allow simultaneous bookings by an unlimited number of users
- Allow group booking
- Send a message to the general e-mail address, when a booking is made for this object

Deleting and inactivating objects

Until now it was always possible to delete an object in EZbooking. If that was done, any bookings connected to the deleted object were deleted at the same time.

We have now added the possibility to inactivate an object instead of deleting it. No new bookings can be made for the inactivated object but all old bookings are kept and can be viewed in reports. Users can view and delete future bookings for inactivated objects in the menus *Booking > My bookings* and *Search > Search bookings*.

Since it is now possible to inactivate object, you might want to prevent that objects are deleted. You can achieve this by activating a setting in the *Administration > Users > User right settings* menu. You choose that either no one, or only system administrators, should have the right to delete objects.



Delete objects

No one has the right to delete objects

Only system administrators have the right to delete objects

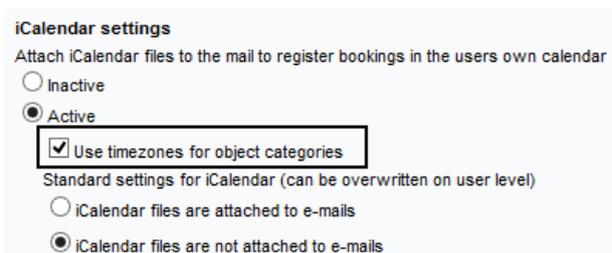
Time zones for object categories

For those who are booking objects located in different time zones, and who are using the iCalendar e-mails to make it easy for the users to add the bookings to their Outlook calendars, we have made it possible to specify a time zone for each object category. This will affect the iCalendar e-mails sent for bookings of objects in that category, so that the time zone information is included in the iCalendar e-mail.

Example: A company has offices in New York and Stockholm. A conference room in New York is booked between 9.00 and 10.00, New York time. The object belongs to a category where the time zone of New York has been specified.

If an iCalendar e-mail for this booking is sent to a user in New York, the booking will appear in his/her Outlook Calendar between 9.00 and 10.00. If the iCalendar e-mail is sent to a user in Stockholm, the booking will appear in his/her Outlook Calendar between 15.00-16.00.

The setting is activated under *Administration > E-mail > E-mail settings*:



iCalendar settings

Attach iCalendar files to the mail to register bookings in the users own calendar

Inactive

Active

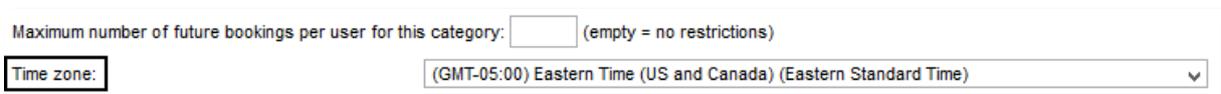
Use timezones for object categories

Standard settings for iCalendar (can be overwritten on user level)

iCalendar files are attached to e-mails

iCalendar files are not attached to e-mails

Under *Administration > Objects > Categories*, you then specify the time zone for each category:



Maximum number of future bookings per user for this category: (empty = no restrictions)

Time zone:

Organisation and user administration

User rights for system and object administrators

You now have the possibility to give your system administrators, and if you wish also object administrators, the right to overrule one or several of the booking restrictions. You can for instance choose to let administrators place a booking within the “Non-bookable time” of an object. Object administrators only receive this right for objects that they have the right to administrate.

These new user rights are valid both when an administrator are making a booking for himself/herself, and when the booking is made for another user.

The settings are made under *Administration > Users > User right settings*:

Administrator booking rights

System administrator	Object administrator	
<input type="checkbox"/>	<input type="checkbox"/>	All user rights below
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Can book even if it conflicts with opening hours
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Can book even if it conflicts with 'Non-bookable time'
<input type="checkbox"/>	<input type="checkbox"/>	Can book even if it exceeds the allowed number of future bookings per user and category
<input type="checkbox"/>	<input type="checkbox"/>	Can book even if it exceeds the allowed number of booked hours per user and object
<input type="checkbox"/>	<input type="checkbox"/>	Can book even if it exceeds the allowed number of booked hours per organisation
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Can book further ahead in time than allowed
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Can book closer to the booking date than allowed
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Can edit/delete a booking closer to the booking date than allowed
<input type="checkbox"/>	<input type="checkbox"/>	Can edit/delete a booking that has been invoiced/invalidated
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Can book an object, that allows continuous bookings, for more days in a row than allowed

For system administrators these rights always applies to all objects

For objects administrators these rights are only valid when booking 'own' objects

Inactivating users who have not been active since a certain date

We have added a function which lets you find and inactivate users who have not logged in to the system, or been involved in any booking activities (as “booked for” user, or as “booked by” user), since a certain date.

To do this you go to the *Administration > Users* menu, and click the *Inactivate users* button. Select a date at *Date of last activity*. As default the date will be set to a date six months back in time. You can also decide which user roles to include in the search.

Manage inactivation of users

Date of last activity:

Include:

- All users
- System administrator
- Object administrators
- Organisation administrators
- Receptionists
- User

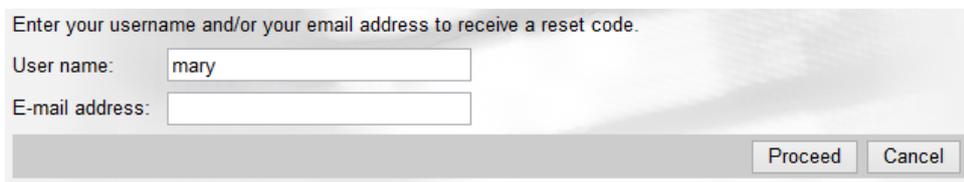
Click the button *Search matching users* to list all users who have not shown any activity since the selected date. Make sure the check box is marked at all users you want to inactivate, and click the *Inactivate checked users* button.

Please note that when you update to this version, any existing users in the database who have never logged in will get the date of the update as their latest date of activity. For any new users who are added after the update, and who never log in after they are created, their creation date will be considered as their latest date of activity.

General

Possible to reset password

We have made it possible for users who have forgot their password to click a *Forgot password?* link on the log-in page. After doing this the user has to enter his/her user name and/or e-mail address to receive a reset code by e-mail.

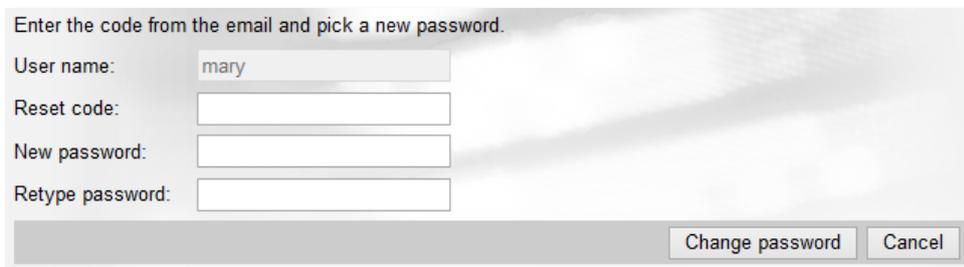


Enter your username and/or your email address to receive a reset code.

User name:

E-mail address:

The user can then enter the reset code from the e-mail and the new password, and click *Change password*.



Enter the code from the email and pick a new password.

User name:

Reset code:

New password:

Retype password:

You activate the function under *Administration > System settings > Advanced > General settings*.

To make it possible to send e-mails with the reset code, an e-mail account, and settings for this account, must be specified.

If you have several languages active in the program, you can activate the setting *Use the users previously selected language where applicable*. The user will then receive the reset code e-mail in the language specified in his/her user profile. If this setting has not been activated, the e-mail will be sent in the language selected in the *Language* drop down list.

Restore user password

Activate the possibility for the user to change the password from the login page

E-mail server (SMTP):

Port:

User name:

Password:

Use SSL:

Sender address:

Language:

Use the users previously selected language where applicable

Prevent invoiced bookings from being edited or deleted

We have added a new setting with which prevents bookings from being edited or deleted after they have been marked as invoiced or invalidated in the invoice details report. You find the new setting under *Administration > System settings > Advanced > Booking settings*.

Invoice details

Bookings that have been invoiced/invalidated cannot be edited/deleted

If you want system administrators to be able to edit/delete invoiced/invalidated bookings, you can give them the right to exceed this limitation under *Administration > Users > User right settings*. This right can also be given to object administrators for the objects they administer.

Letting users who register themselves be activated automatically

In EZbooking you can activate a setting which allows persons, who are not yet EZbooking users, to register themselves as users. Until now, they were always created as inactive users and had to be activated by an administrator before they could log in and make bookings.

Now we have made it possible to choose that self-registered users shall be activated automatically. This means that they can immediately log in after registering themselves.

Allow users to register themselves

Users are set as inactive (they have to be activated in the user administration before they can log in)

Users are automatically activated

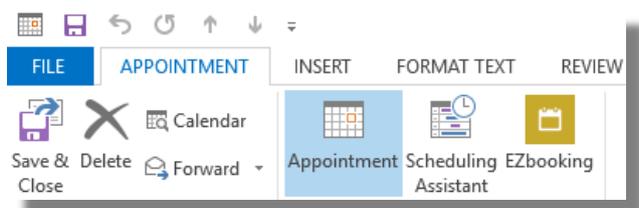
Please note that the size of your license may limit how many active users you can have.

New plug-ins

We have developed four new plug-ins for EZbooking. Below they are described briefly. Contact Artisan for more information.

EZ-Outlook

EZ-Outlook is a plug-in for Artologik EZbooking which makes booking possible in EZbooking directly from Outlook. The purpose of this plug-in is to not have to leave Outlook to book a conference room or another object. EZ-Outlook is an integrated part of your Outlook-program and the programs will exchange information in the background.



If any changes are done in EZbooking on the bookings made in EZ-Outlook, you want these changes to be transferred to Outlook as well. Outlook will automatically check for changes every five minutes. If any updates have been made, Outlook will also update its own calendar with the changes, and if any bookings have been deleted in EZbooking, they will also be deleted from Outlook.

A requirement for the function to work, is that a so called Windows Authentication is in use for EZbooking. In other words, the network log-in is also the log-in for EZbooking. It is important to use the same user name both for the network log-in and EZbooking.

EZ-Project

Would you like to register projects along with bookings? The new plug-in EZ-Project enables you to do that. It is further possible to display project information together with the booking information in the report *Invoice details*.

You can also choose to use the new price calculation based on project price levels connected to projects.

Example: A research institute wants to enable bookings of expensive research equipment which is used in several research projects. EZ-Project enables them to keep the overview for which research project the equipment is mostly used. With the project price levels they can charge based on which project a booking is connected to, instead of which object the booking is made for.

For the new plug-in there are some new functions in the following areas:

- Administration > Users
- Administration > Objects
- Administration > Projects (New menu item)
- Bookings
- Reports > Invoice details
- Administration > Objects > Prices

EZ-TimeLog

Do you use EZbooking for bookings of technical equipment from which you can export log files telling how much the equipment has been used? With our new plug in EZ-TimeLog, actual used times can be imported to EZbooking allowing you to invoice the time users have spent actually using an object.

Various rules regarding price calculation can be set:

- What percentage of the price shall be calculated for booked, unused time?
- How high is your tolerance time for variances?
- How will times be rounded up respectively down?

All calculated times as well as the price calculations are displayed in the report *Invoice details*.

EZ-Keys

With the plug-in EZ-Keys you can integrate EZbooking with a key cabinet system where the keys are locked in a box and can be retrieved using a specific pin code. The purpose of the plug-in is to let users book a specific object (i.e. vehicle) at a specific time and be provided with a pin code that makes the key available only during booked time. If the key is not returned within the specified time “alert” functions will provide notifications.

When a new key is registered in the key cabinet program the synchronizer will automatically create a new bookable object in EZbooking. This object will be created with pre-defined values and settings.

Before users can start booking the object its information should be edited and user rights assigned, that is the reason why the new object is marked as “Inactive” until an administrator or connected object administrator updates the information in EZbooking and changes the status to “Active”.