EZbooking – THE FLEXIBLE BOOKING TOOL

Artologik EZbooking is the flexible booking tool that helps you keep all your bookings in order. You get a quick overview of the booking coverage for all of the different objects and can say "goodbye" to double bookings. The program also lets you create useful reports, including invoice details.

Whether the bookings concern facilities, equipment or people EZbooking can help you keep track of it all. The administrator manages which objects each user can book, at what times – and at what cost.

The program is web based which means that every user can reach the tool and manage his or her own bookings at any time or place – as long as they have access to the internet.

EZbooking makes the booking process easy since it gathers all of your objects in one place, giving the users a good overview and at the same time being adaptable to best suit your organisation.

Artologik®
SOFTWARE FOR THE WEB

EZbooking

www.artologik.com

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7 Seven advantages with EZbooking

- Easy to learn, easy to use!

- Web based and therefore available wherever you are – as long as you have an internet connection.

- All in one place and always access to the latest information – no more double bookings or lost booking lists.

- User regulation ensures that everyone can work in the same system and only have access to "their" resources.

- Flexibility! Adjust the settings to fit your organisation's requirements.

- Reports – get invoice details and other useful reports straight from the program.

- Overview – six different calendar views to choose from.

The different roles in EZbooking

When adding users to EZbooking the system administrator creates authorization levels for each of them. It is also possible to give them special roles within the program.

System administrator
The system administrator manages the information and authorisations in EZbooking. It is also the system administrator who sets the authorisation level for each user, as well as the authorisation needed in order to book a certain object. The role entitles booking all objects within the system and the system administrator can also change settings, as well as see and adjust the information.

User
For each user a user name, password and authorisation level is set. Which authorisation level a user should have is set by the system administrator when the account is created, but can also be adjusted later on.

There are several ways to control a user's authorisation level. One way is to use the scale between 1-9, where 1 is the lowest and 9 gives you access to all objects in the system. Another way is to connect objects to organisations and organisation groups.

Special roles
In order to unburden the system administrator regular users can be given special roles which give them extra authorisations, as for example the right to administrate their own organisation or a certain object.

Organisation administrator: It is possible to make certain users organisation administrators. These are given the authority to administer and add new users to the organisation and can also be given the right to administer the objects that are tied to that specific organisation.

Object administrator: Can create new objects and also administers the objects which are tied to the organisation.

Receptionist: Users with this role can be given the right to make bookings for otherusers, as well as receive other tasks.

Functions without logging in: Bookings can only be made by users who are logged in to the program. It is, however, possible to let others see calendars and bookings on, for example, the screen in the reception. You do this by activating the function Public user.

People who are not yet registered users in the program, but who wish to be able to make bookings, can as a public user register as a "proper user". It is then the system administrator or the organisation administrator who approves them as full worthy users of EZbooking.

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Structuring the users
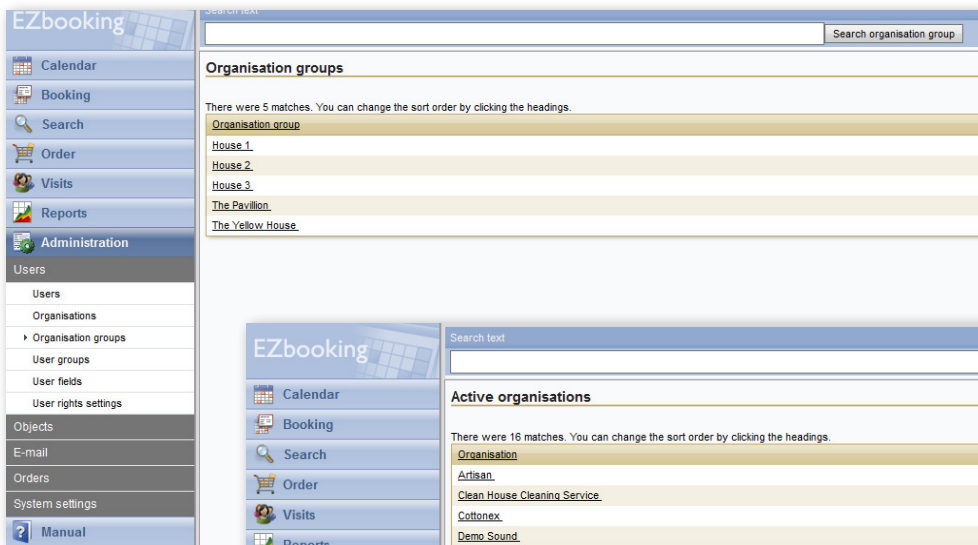
There are many ways in which you can arrange the users in order to get the best possible overview. Organisations and organisation groups are two of them.
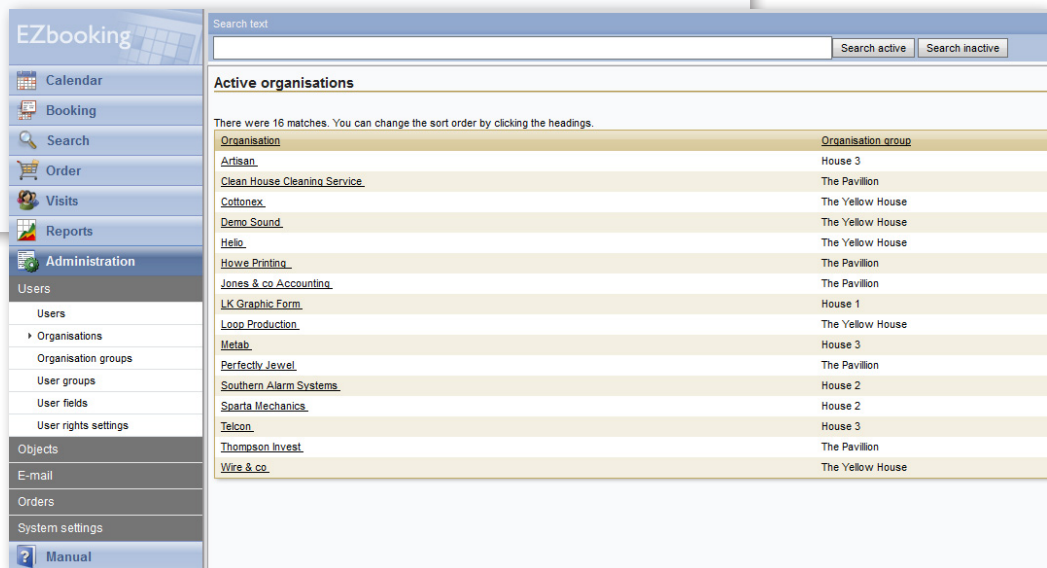
Organisation

By using the connection between organisations and objects you can add a new level to the handling of authorisations. Objects are then tied to organisations, hence limiting the users within that organisation to those objects.

An organisation does not have to be an actual organisation, but can be a department within the company or groups based on booking related matters. This is done in order to simplify the authorisation administration. The organisation might be working with a specific project, or maybe you want to give the company trainees certain rights within the system. For organisations like that all you need is a suitable name – which is the only compulsory information when a new organisation is created. In order to administer a company with five affiliated companies and ten departments, however, it might be useful to add both phone number and an invoice address.

Organisation group

Organisation group is a function which can be activated in EZbooking. If that happens each organisation is tied to an organisation group, which could be called "internal" and "external", for example. Organisation groups can be used as a selection base when creating invoice details. It is also possible to use pricing per organisation group, which could mean that the group "Customers with service agreement" has a different price than the ones without service agreement.

User groups and user categories

If you wish to divide the organisations into sub groups you can do so by creating user groups. User groups can be used as a selection criteria, for instance when invoice details are created.

Yet another selection criterion, which can be used when searching for users, is user category. User categories can consist of users from several different organisations.

Object administration

What is an object?

An object is something which is bookable and can be anything from a car or a person to an apartment – or a microscope. Only three fields are compulsory when an object is added to EZbooking, but a description of a certain object can be made as thorough as you wish.

The compulsory fields are object name, authorisation level and whether or not the object should be made visible for un-authorized users. Information like address, contact person, rental prices, images and descriptions are, however, voluntary. The email address of the person responsible for that certain object can be added in order to make it possible to send messages directly from the booking window. The person making the booking might have certain questions about the booked object and therefore needs to contact the person responsible.

An unlimited number of information fields can be connected to each object. The purpose is to gather all the information you require from the person making the booking. The information fields can also be made compulsory. The field types which you can choose from is date, time, yes/no, numeric and text. You can also specify who you want to see and fill out the different fields.

By connecting objects to organisations and organisation groups you can control who is able to book them. Another way is by using the authorisation levels (1-9), where the users has to have the corresponding level or above in order to be able to book the object.
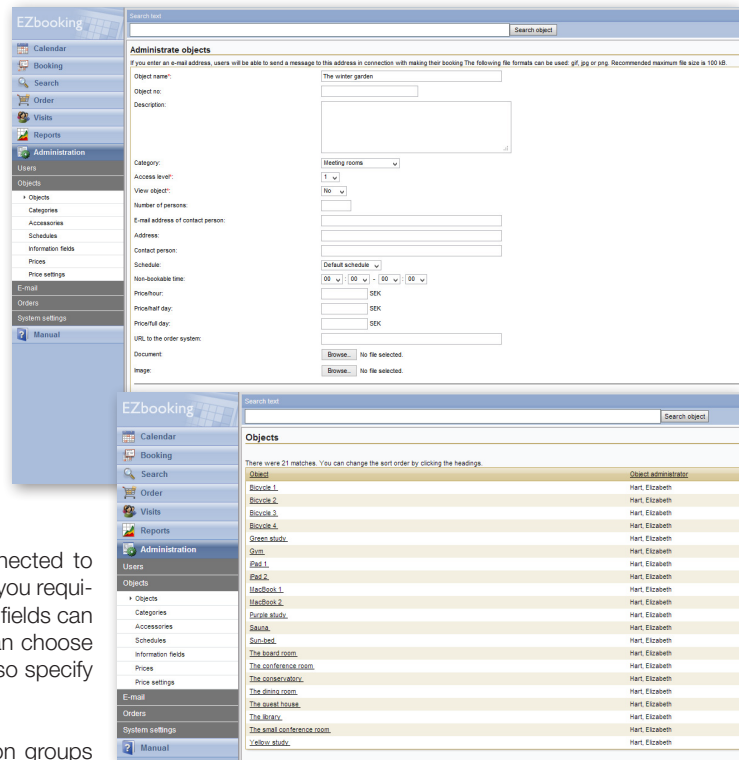
EZbooking makes it simple to add new objects and the only compulsory information is object name, authorisation level and whether or not it should be shown to those users who can not book it.

Categories create structure

By arranging the objects in a number of categories the booking process is made easier and the users get a better overview of the objects. A category does not have to be a certain type of products or objects, but might just as well constitute a unit, like a real-estate for instance. The objects in the category can then be bookable things within that estate. It is simply the area of business that decides what a category should be in order for your booking process to be made as simple and smart as possible.

Many of our customers find several areas of usage for EZbooking and the more you use the program, the more important it becomes to have a good and thought through structure.
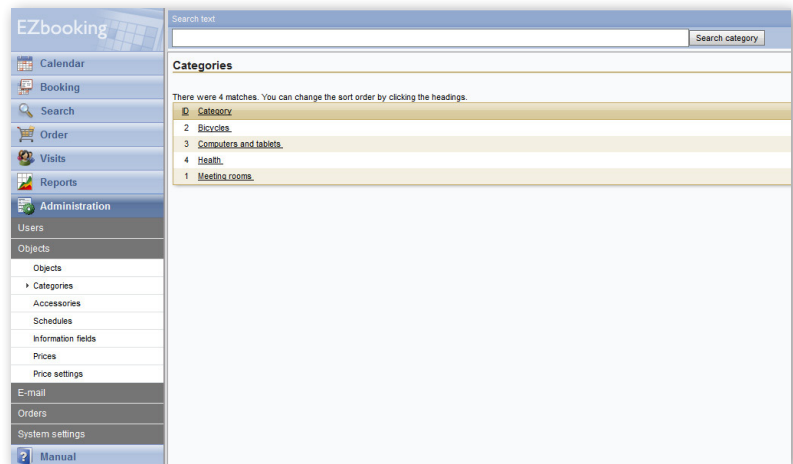
By arranging the objects in categories you create a simplified booking process since the users get a better overview of the bookable objects.

Opening hours, schedules and maintenence times

You might not want the objects to be bookable 24/7 and if that is the case you can limit the opening hours. EZbooking lets you use different levels for opening hours and these can be set per object, per user, per object and user or per user and object.

If you set the opening hours per object and user this could mean that the school's darkroom, which is only available during the afternoons, is also bookable during the mornings for those belonging to the Photography class. This means that here is a general opening hour for the object, but

depending on who the user is these conditions can change. The opening hours are specified per weekday.

When creating schedules you specify fixed bookable blocks of time, like a morning session between 9.00-12.00 am, and an afternoon session between 1.00-4.00 pm. This simplifies the booking and handling since the user doesn't have to specify a "from and to time".

By activating a setting in the administration menu you can automatically add mainte-

nence time to each booking. In this way the person who booked the conference room, for example, is given the time to tidy up and prepare for the next user.
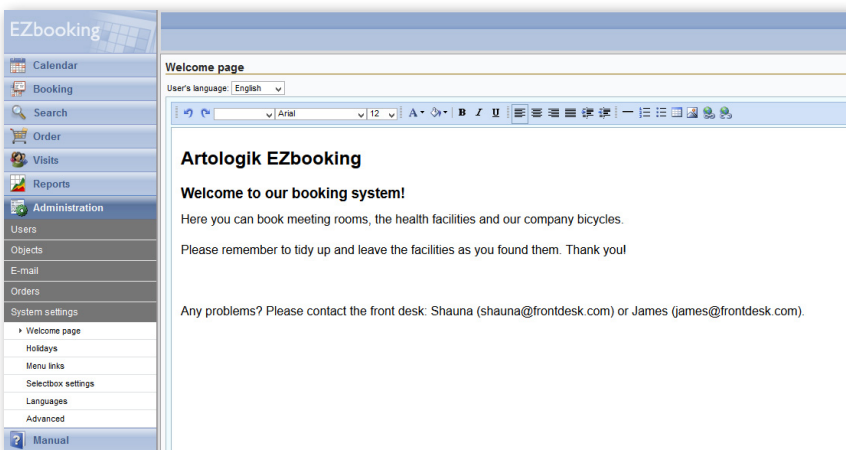
Design the welcome page

The welcome page in EZbooking is a perfect place for information and you can design it in whichever way you prefer. Maybe you would like to use the page as a message board and post news about the different objects, have a notice about the rules when making a booking, or simply have a greeting to the users logging in?
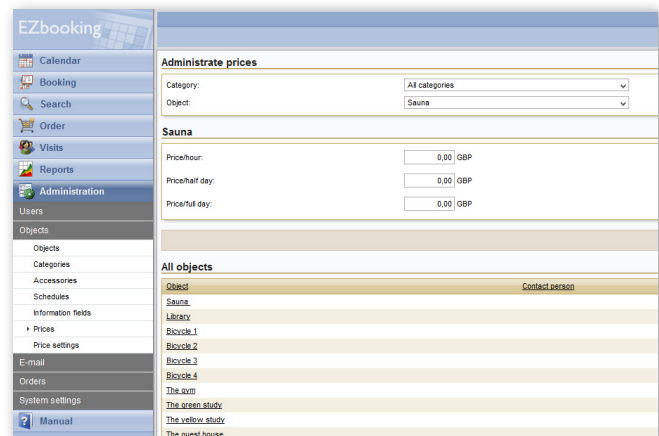
First impressions last – the welcome page can be designed in whichever way you prefer.
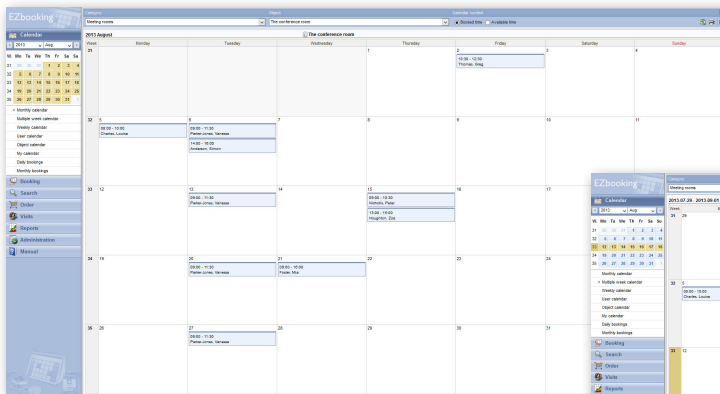
Flexible pricing

EZbooking offers a very flexible pricing and there are six different price models within the program:

• Prices are not used
• Prices are set manually per booking
• Unit prices – no matter how long the booking is the price remains the same
• Price per hour
• Price depending on the length of the booking – hourly rate, hourly rate from 4 hours, hourly rate from 8 hours
• Price depending on the length of the booking – hours 0-4 have one price, hour 5-8 another and hour 8 and above have yet another
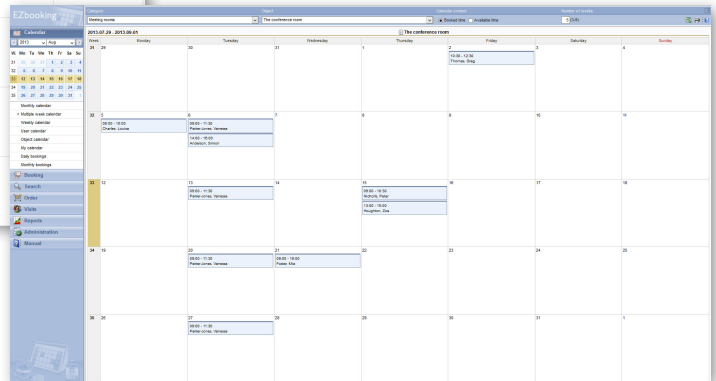
There is also the possibility to create individual object prices on organisation group-, organisation- and user level. If a company hotel, for instance, wants to apply different pricing per company, this can be specified on organisational level.
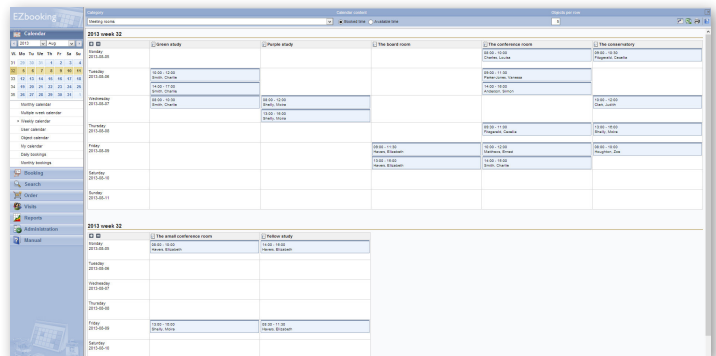
Calendars

The system administrator decides which of the eight calendars should be available for the users.

EZbooking has six different calendar viewings to choose between: Monthly calendar, Multiple week calendar, Weekly calendar, User calendar, Object calendar and My calendar.

The **Monthly calendar** and **Multiple week calendar** give you an overview of the bookings for a chosen object, for a month or a certain number of weeks. You can choose if you want to see booked or available times for that specific period. You can also do bookings directly in the calendar by clicking the date you would like to make the booking for.

The **Weekly calendar** works just as the Monthly calendar and Multiple week calendar, but gives you a weekly overview of the objects within a category.

The Monthly calendar and the Multiple week calendar give you an overview of bookings made in a specific month or during a certain number of weeks.
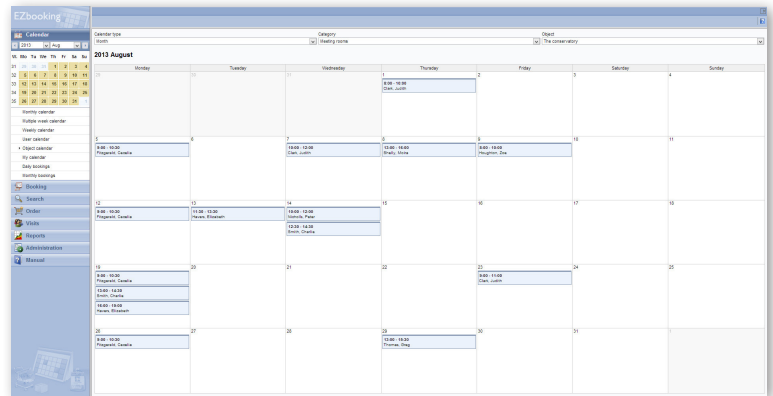

The Weekly calendar shows bookings for a specific week.
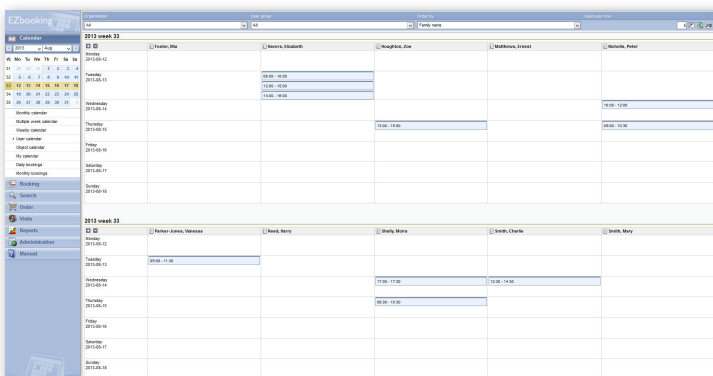
The **User calendar** gives you an overview per week over what each user has booked. The difference between the Weekly calendar and the User calendar is that the Weekly calendar shows the weekly bookings per object, while the User calendar shows the weekly bookings per user. Just as when it comes to the other calendars you can do the bookings directly from the calendar viewing by clicking the date, object and user you would like to do the booking for.

The User calendar gives you an overview of bookings per user during a specific week.

The **Object calendar** gives you an overview per object over what is booked during a month, a week or a day. Just as in other calendar viewings you can do your bookings directly from the Object calendar and you do this by choosing date and object.

Want to see the bookings for a specific object? Check out the Object calendar which gives you a good overview, either monthly, weekly or daily.
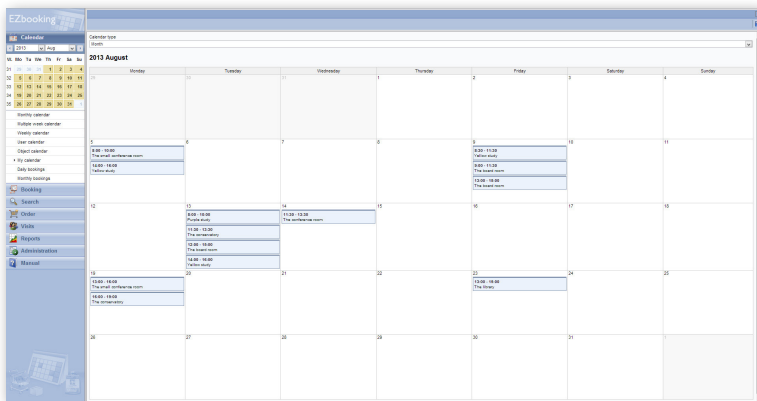
My calendar gives you an overview of what you have booked during a month, a week or a day. You can book directly from My calendar, just as you can from the other calendar viewings, and you do this by choosing preferred time and object.

My calendar gives each user an overview of his or her bookings for either a month, a week or a day.
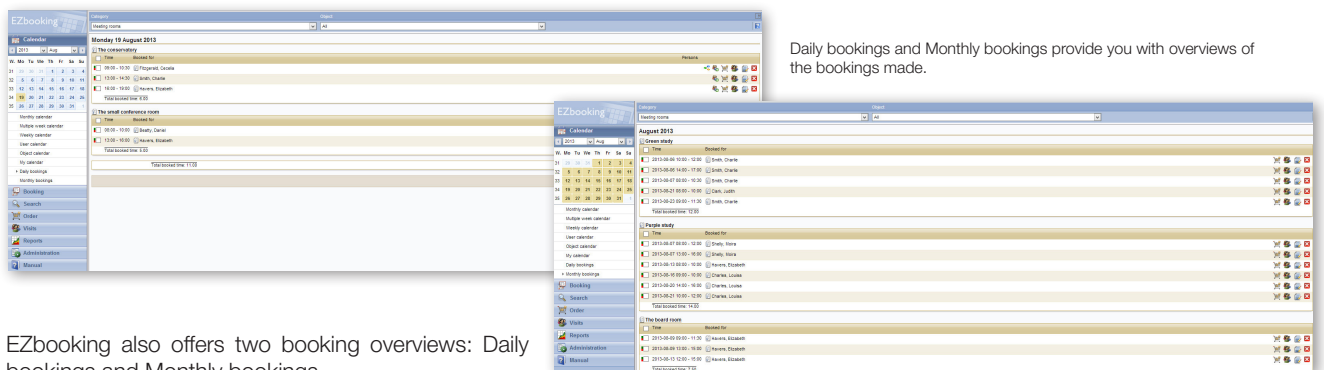
Daily bookings and Monthly bookings provide you with overviews of the bookings made.

EZbooking also offers two booking overviews: Daily bookings and Monthly bookings.

Daily bookings lets you see the bookings that have been made on a certain day for all the objects, the objects within a specific category or a specific object.

Monthly bookings provides you with a list of the bookings that have been made for a specific month, where you can choose to see all of the objects, the objects within a specific category or a specific object.

Search and book available objects

You can book objects via the calendars, but there is also the possibility to create a booking under the menu Booking, or by doing an object search under Search.

Under Booking > Book you can choose if you would like to make a single booking (for a singular occasion) or a recurrent booking, i.e. all Mondays between 9 am to 10 am during the whole year. If the object is occupied a notice of this will appear, saying the object is not available and double bookings are not allowed – if the system administrator has not allowed double bookings of this specific object.

Under Search available objects you can set the selection criteria, like date, number of people and category. Suggestions on available objects which fulfil the different criteria are presented in a list and you can in a simple way chose the object which suits your requirement the best.

The EZbooking mobile interface makes it easy for you to book and view your bookings – in your smartphone or tablet. Available calendars in this viewing are My calendar and Object calendar. In the mobile interface you go to Booking > Book in the menu in order to make a booking. Here you can also search bookings and see My profile.
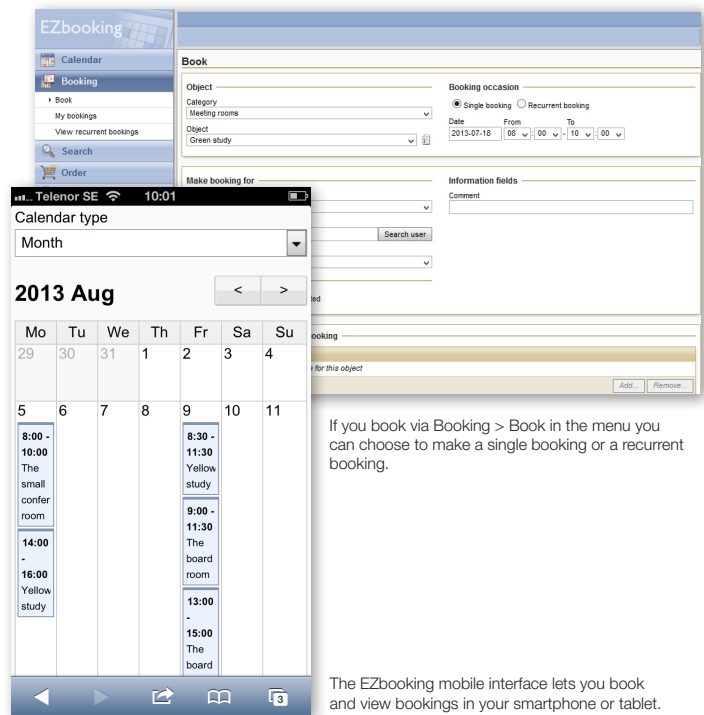
If you book via Booking > Book in the menu you can choose to make a single booking or a recurrent booking.

The EZbooking mobile interface lets you book and view bookings in your smartphone or tablet.
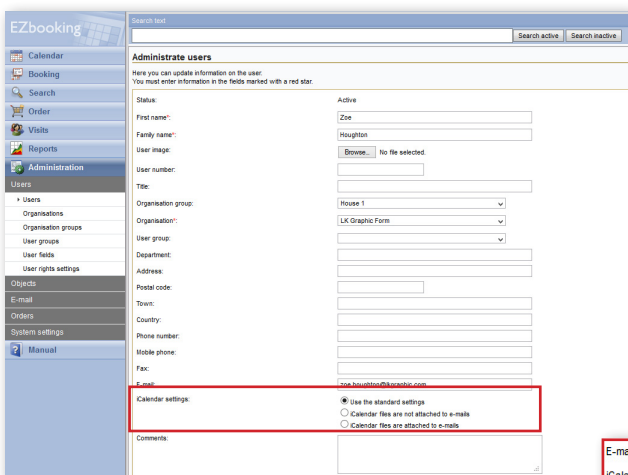
Choose if you want to automatically export the bookings to an external calendar.

Export bookings to an external calendar

It is possible to make your bookings viewable in your Outlook calendar, or another external calendar which supports the iCalendar format.

The export is done via the automatic email which is sent to the user in connection to the booking. The function enables you to never lose track of your bookings.
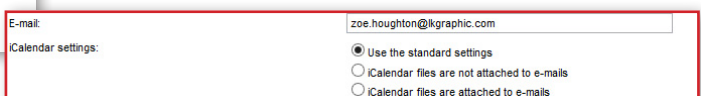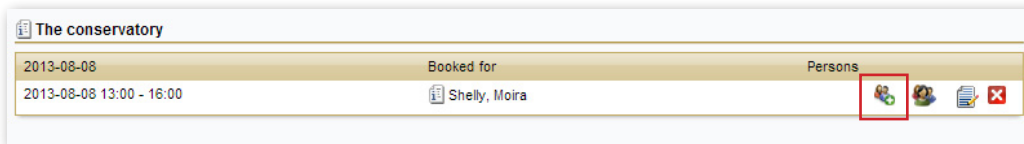
By clicking the Group booking icon you can add users to your booking. The added users receive the booking confirmation and reminders.

Connected booking and Group booking

When doing a Group booking you add participants to the booking and they receive booking information as well as a confirmation email.

The function Connected booking makes it possible to book several objects at once. Maybe you want the conference participants to work in smaller groups during the conference day and therefore need smaller meeting rooms in connection to the conference room?
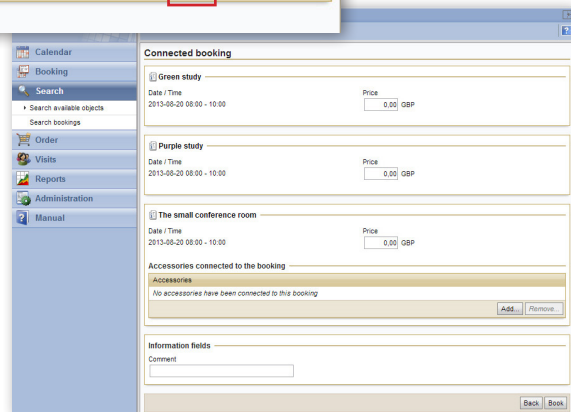
Would you like to make several bookings at once? By using the function Connected booking this is easily done.

Make bookings for other users

The system administrator can always make a booking on behalf of another user and so can receptionists and object administrators if the system administrator has given them authorisation to do so. This way of working suits those who, for example, wish for all bookings to go through the reception desk.
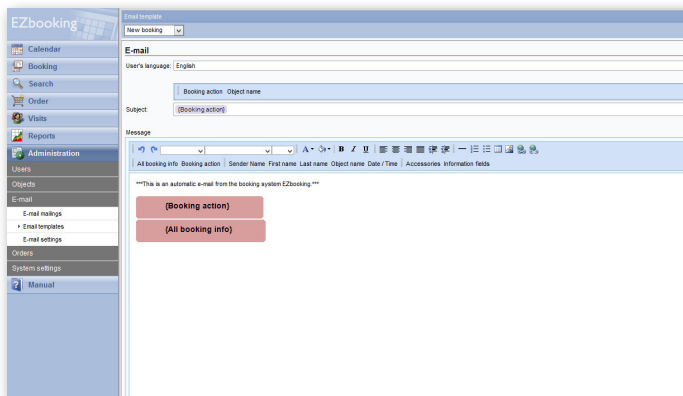
Emails, automatically or manually

You can do both manual and automatic mailings within EZbooking.

Manual mailings can be informational emails sent to the users who are entitled to book a certain object. Maybe you want to inform them about the new projector in the conference room and attach usage information, or inform them about the maintenance work that the sauna will undergo during the next couple of weeks? This is easily done, either by the system administrator, the object administrator (who can do mailings regarding his or her objects) and the organisation administrator (who can do mailings to his or her own organisation).

Automatic mailings are created in an email template. You can, for example, choose to send an email confirmation when a booking has been made, a booking reminder, booking information to the contact person of a specific object, information which is sent to a general email address every time a booking is made, or to the responsible receptionist who receives a message about the booking.

Reports and basic data

All the information regarding bookings of objects can be compiled in different types of reports. Artologik EZbooking has several built-in report generators in order for you to be able to gather statistics for follow-up.

Reports

It is possible to extract reports on bookings per object, per user and per organisation. Which months have the highest coverage and which departments use the conference room the most?

In the report per object you can choose to see information about who has made specific bookings and left comments, as well as see information fields which have been added by the administrator. These could, for example, be the contact person for an object or type of business.

The report per user gives information on which objects have been booked and when, as well as any extra information fields.

The reports per organisation can comprise all organisations or a specifically chosen organisation. The report shows who has made the booking, as well as the object, date and time, any comments made and any extra information fields.

Each report can also be presented with diagrams, which is helpful in order to get a good overview of the statistics. EZbooking has a built in support for this and with the click of a button you get the information as a pie chart as well as a bar chart.

EZbooking gives you access to several useful reports. The reports per object and user are two examples.

Invoice details

This report type makes it possible to create self-defined invoice details for internal or external debiting. This data can be exported as Excel files in order to be imported to your own accounting system.

In order for your reports to be as useful as possible it is good to think about what kind of data you require before you start working with the reports. That gives you the opportunity to structure the work in the best way, so that you can get as correct and relevant information as possible.

Adjust EZbooking to suit your needs

In order for you to be able to adjust EZbooking to your needs and requirements in a simple way, we have developed plug-ins which can be added to the program. These plug-ins are easily installed and become a part of the interface. The added functions will help make your booking process even more efficient!

EZ-Equip – Book extra equipment

Have you ever needed a projector and a computer to be added to your conference room booking? With EZ-Equip it is not just possible, but also very simple.

EZ-Equip makes it easy to administrate the various extra equipment to your different objects. Users who wish to book a certain object get a good overview of the available accessories and you get a better control of the bookings.

The administrator registers the equipment that should be bookable for the users, who in turn can see the equipment available with their chosen objects. It could, for example, be a trailer which is bookable with the company car, or a projector with the conference room. Please note that equipment needs to be connected to available objects in order to be bookable. It is not possible to only book equipment.

Information on booked equipment can be extracted from the reports. In that way you get an even more specific knowledge of the equipment usage within your organisation.
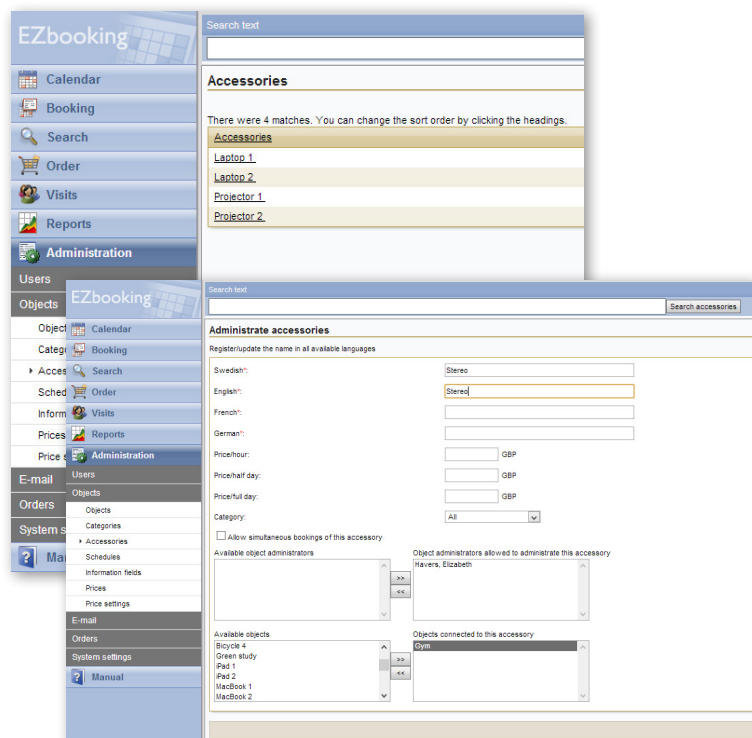
EZ-LDAP – Catalogue service

By using a connection to a catalogue service you can simplify the work for both user and administrator, since the user information is automatically collected from a data base.

The work for the network administrator is made easier since all user information is put in one place: name, email address and phone number, authorisation, password, and so on. If any of the data needs to be edited, the changes are made in all connected applications as soon as they have been saved in the catalogue.

The advantage for the user is that he or she only has to remember one username and one password, since the same login details are used in order to get in to the network. If the network administrator also creates a single-sign-on environment, the user only has to log in to the network in order to get access to EZbooking.

Updates are made each time the user logs in to EZbooking, or when the administrator manually chooses to import user information. It is also possible to have an automatic update each night, once a week – or how often you prefer it.

EZ-Order – Place orders with your bookings

Coffee and cake for the afternoon meeting, or maybe pens and paper? Order it directly in EZbooking by using the functions added by the plug-in EZ-Order. The orders can be made at the same time as the booking is made, or separately.

With EZ-Order you can add articles and make bookings, either separately or in connection to a booking. To order a little something to eat is a typical area of usage, but why limit yourselves to that? Maybe you also need pens and paper? You can create different price lists and tie them to different ways of delivery. You might want to make it possible for the users to decide whether they should have the delivery made to their office, or to the canteen? You then add the articles which should be available for each booking.

When a user of EZbooking wants to place an order he or she clicks on the order symbol located next to the booking, which connects the order to it. It is also possible to do a separate order. If you have EZ-Order an extra authorisation is created within the program: the right to administer orders. A user with this authorisation can see the orders for the connected price lists.

An external catering deliverer can be given access to email messages with order information each time an order is made within the program. In this way it does not take any extra work to inform the external suppliers of what has been ordered.

Adding the plug-in EZ-Order gives you access to the reports Orders and Order list and here you can swiftly get information about the orders. The Order list gives the kitchen information on which supplies they need to buy, while the report Orders is the perfect work plan for the kitchen staff.

EZ-Order allows you to place orders from within the program at the same time as you do the booking.

Are you having visitors? Register them in EZbooking. This will help the reception desk prepare for their visit.

EZ-Visit – Visitor registration

Register visits in connection to a booking or separately and print visitor badges by connecting an etiquette printer.

With EZ-Visit you report expected and unexpected visitors, either separately or in connection to a booking. By registering planned visits in EZbooking the reception staff knows who is coming and can print visitor badges in advance, directly from the program.

Unexpected visitors can also be registered in a simple way and hence you can get access to a list of visitors for a certain day.

Voices about EZbooking

"We use Artologik EZbooking as an online booking system for a range of electron and light microscopes. For us the biggest advantage is the ability to produce monthly reports tabulating user hours, department, charge codes or invoicing details. This has greatly improved the efficiency in generating the monthly accounts. We are also greatly helped by the program's flexibility in assigning custom pricing schedules for a range of different equipment and user categories and the ability for users to register online. Although some training is required EZbooking is relatively easy to learn and Artisan has been great in providing the necessary training support for administrators as well as custom modifications."

Dr. Frank Brink, Deputy Director
The Centre for Advanced Microscopy, Australian National University

"EZbooking is user friendly, flexible and gives us a great overview of all our equipment. After registering the objects in the system, all of our 1000 users with individual user rights are able book them at any time from any place. Furthermore, the cooperation with Artisan is very positive, questions are answered quickly and responses are reliable."

Monika Folini,
University of Zürich

Artologik – smart cloud services which save time

We believe in intelligent simplicity and have a vast experience of Cloud Computing Services. Through the years we have developed a program line created in order to make your work easier and save time. The Artologik series consists of five programs.

HelpDesk is the support software that simplifies and streamline your internal and external support, service and ticket management – via the web.

Survey&Report is an advanced but yet user-friendly survey tool which makes it fun and simple to create evaluations, examinations and reports.

EZbooking is a web based booking system that gives a great overview. This is a program perfect for all of the organisations internal bookings.

TIME is a user-friendly program for those who want to manage, evaluate and report time in a simple way. And for those who want to save time!

ProjectManager gives you control over your projects, from planning to accounting. It is also easy to generate reports for follow-up and evaluation.

General information about the program

Technical requirements

If you rent the program a web browser is all you need. See below for technical requirements if you buy a licence.

Web browser

In order to do bookings you need Windows Internet Explorer 7.0, 8.0, 9.0 (PC) or Mozilla Firefox 3.0 or later (PC and Mac).

Rental licence

The easiest way to use the program is to rent it and let us be responsible for the maintenance.

Licence for installation

Web server

The program is installed in a web server that must meet the following requirements:
Type: Windows Server 2003, 2008, 2008 R2
Web server program: IIS6, IIS7, IIS7.5
Other: CGI, ISAPI and .NET Framework 3.5 SP1 must be installed.

Database

The program works towards any of the following database servers (databases):
MS SQL Server 2005, 2008, 2008 R2, 2012
MS SQL-Express
MS SQL Management Studio

See further information about the technical requirements on www.artologik.com.

Licence sizes

Which licence you require depends on which type of organisation you have. The different sizes of the licence regulate how many objects you can connect and how many users you can have.

The following licence sizes are available:

Light: Is suitable for the small company or a departement within a larger organisation. The user number is limited to 25 with 10 objects.

Standard: Is suitable for a small company or organisation, or a department within a larger organisation. The number of users is limited to 50 with 20 objects.

Enterprise: Is suitable for big companies and organisations. The number of users is limited to 200 with 50 objects.

Global Edition: This licence has no user or object limit. Please contact us for further information.

Prices

Rental licence EZbooking

The startup cost is 180 EUR. A rental licence includes both free technical support and updates.

Rental cost per month

Light:	80 EUR/month
Standard:	120 EUR/month
Enterprise:	170 EUR/month
Global	280 EUR/month

Purchase licence

Light:	750 EUR
Standard:	1 500 EUR
Enterprise:	2 250 EUR
Global:	4 500 EUR

Plug-ins

EZ-Equip	Rental	Purchase
Light:	15 EUR/month	230 EUR
Standard:	30 EUR/month	500 EUR
Enterprise:	60 EUR/month	1 000 EUR
Global:	120 EUR/month	2 000 EUR

EZ-LDAP		
Light:	15 EUR/month	230 EUR
Standard:	30 EUR/month	500 EUR
Enterprise:	60 EUR/month	1 000 EUR
Global:	90 EUR/month	1 500 EUR

EZ-Order		
Light:	15 EUR/month	230 EUR
Standard:	30 EUR/month	500 EUR
Enterprise:	60 EUR/month	1 000 EUR
Global:	90 EUR/month	1 500 EUR

EZ-Visit		
Light:	15 EUR/month	230 EUR
Standard:	30 EUR/month	500 EUR
Enterprise:	60 EUR/month	1 000 EUR
Global:	90 EUR/month	1 500 EUR

The prices are shown excluding VAT. All prices are subject to alteration. For current prices, please see www.artologik.com.

Support and warranty

Artologik EZbooking is simple to use, but inspite of this there might be questions. If you have any technical issues concerning the program you can search for an answer in the FAQ in our helpdesk at http://helpdesk.artologik.net.

When buying a program from the Artologik series you always have a 1 year warranty, counted from invoice day, concerning promised functions. You can also buy a service agreement which runs yearly. There are service agreements for both the program and for its plug-ins. See the complete price information on www.artologik.com.

Service agreement:

• Always access to the lastest version
• Free access to telephone support
• Free access to online support
• Free assistance via our helpdesk within one working day
• Warranty for promised program functions
• Upgrade warranty for a bigger licence – only pay the price difference

Prices for service agreement (yearly)

Rental licence EZbooking
Service agreement is included.

Purchase licence EZbooking

Light:	150 EUR/year
Standard:	300 EUR/year
Enterprise:	450 EUR/year
Global Edition:	900 EUR/year

Training

In order for you to get started with the program quickly we offer training sessions. Choose between half day or full day. Modern technology also enables us to have training online.

Learn more on www.artologik.com.

Would you like further information?

On our web site www.artologik.com you find further information about the programs. There you can also order a trial site. You are also welcome to contact us.

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Administrative software directly in your web browser

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