# **CaRob Computing's**

# NetBooklt 3

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Any software inevitably evolves and this documentation may not always represent all the features available, or the screen shots may look different to actual.

You may check www.carobcom.com for a .pdf version of this document that should be current.

# Section 1

# Setup

#### **Network administrators**

Please read this chapter fully before you start to configure NetBookIt on your network.

## NetBooklt and Booklt

BookIt is a booking information system comprising a set of Windows programs operating on a set of data. The system functions over a local area network.

NetBookIt is a browser based booking module that operates on the same data as BookIt for making bookings. Setup and configuration are done with BookIt.



#### Advantages of NetBookIt over BookIt for bookings

- Users are not limited to Windows workstations. Any browser on any platform will work.
- You have the potential to be able to make bookings from outside your LAN via the internet.
- Users do not require access to the Booklt data folder, so data is protected.
- Data is modified by the NetBookIt Server on the server, not via a network transaction. Network transactions carry a small but real risk that they may not fully complete a disk write due to communications disruption.
- Performance is better because data files don't travel to the client.

## Setting up NetBooklt

NetBookIt has two executable files:

#### NetBookIt3.exe

NetBookIt3.exe is designed to be installed as a Windows service. Don't run it independently, except for testing.

NetBookItMgr.exe installs and starts NetBookIt3 as a Windows service. It allows you to set or change the Port that NetBookIt3 listens on. It uninstalls NetBookIt3 as a service.

These programs are installed in the BookIt3 folder by the BookIt3 install. There is no separate NetBookIt installation (as in previous version).



### Alternative Configuration 1

Same as recommended configuration (above), but provide access for general staff to BI.exe or BookIt.exe for bookings. There is no good reason for this configuration except possible historical practice within your organisation. If you are new to BookIt, this is not recommended.

### Downsides

- Data integrity issues may arise more often
- Staff require Modify rights of all data files
- General staff shortcuts to Bl.exe must be set up.

See Redirect bookings to NetBookIt, page 9. It avoids these issues.

... continued next page

#### **Alternative Configuration 2**

Use this method if you have previously run NetBookIt and BookIt from separate folders.



- Have BookIt3 as your main working folder, running NetBookIt. This folder would be named NetBookIt historically.
- Copy the above folder, but name it Booklt, perhaps on another server.
- Set Staff desktop shortcuts to BookIt or BI in the BookIt folder
- Redirect BookIt to find its data in the NetBookIt folder

#### **Redirecting Booklt**

Run Booklt.exe in the Booklt folder



When BookIt is started or restarted, it will expect its data to be in this location.

### Redirect bookings to NetBookIt

You may force users to make bookings through NetBookIt even if they have opened BookIt.exe. There is a new feature in BookIt3 that redirects the booking function to NetBookIt.

Setup Resources Templates Browse Utilit	Go to Setup > Operational Settings
Operational Settings	<u> </u>
Modify Calendar	
NetBookIt NetBookIt L http://bism	JRL: arck:1188/ v Windows Bookings (staff must use NetBookIt)
	Enter the NetBookIt URL and Tick the Disallow button as shown here. Then test the link using the button.
	Now, in BookIt when staff try to make a booking they receive this message
Make Bookings	
Administrator Message	
You must use Net <u>http://bismarc</u>	BookIt to make bookings. Click the hyperlink below.

The hyperlink calls up NetBookIt in their browser.

If someone is logged into BookIt as Admin, they do not get this: they get the usual windows booking window.

## **Configuring NetBooklt**



### To see ports currently being used, copy netstat -an Ifind /i "listening"

from the text box in the above window and paste it at the command prompt as shown below.

💌 C:\W	INDOWS\system32\cmd.exe	•	- 🗆 🗙
C:\>net TCP TCP TCP TCP TCP TCP TCP TCP TCP TCP	<pre>stat -an  find /i "li 0.0.0.0:25 0.0.0.0:80 0.0.0.0:135 0.0.0.0:135 0.0.0.0:443 0.0.0.0:445 0.0.0.0:1025 0.0.0.0:1026 0.0.0.0:2339 0.0.0.0:2340</pre>	stening" 0.0.0.0:0 0.0.0.0:0 0.0.0.0:0 0.0.0.0:0 0.0.0.0:0 0.0.0.0:0 0.0.0.0:0 0.0.0.0:0 0.0.0.0:0 0.0.0.0:0	LISTENING LISTENING LISTENING LISTENING LISTENING LISTENING LISTENING LISTENING LISTENING LISTENING LISTENING
	127.0.0.1:1027 127.0.0.1:1029 192.168.0.5:139 192.168.0.5:8080	0.0.0.0:0 0.0.0.0:0 0.0.0.0:0	LISTENING LISTENING LISTENING LISTENING

The second column of the listing shows the ports (after the colon) being used.

If Port 1088 is used, choose another e.g. 1090

If you change the port, restart NetBooklt.

🧾 se	ttings.	ini - Note	pad		2 <b>-</b> 2	×
<u>F</u> ile	<u>E</u> dit	F <u>o</u> rmat	<u>V</u> iew	<u>H</u> elp		
[Set Port	ting =108	s] 8				^
						-
					•	
					Ln 1,	<b>C</b> :

The Port number is saved in a configuration file Settings.ini which may be edited in Notepad if necessary.

When NetBookIt3.exe starts, it reads this port number from the .ini file. After that, changing the port won't affect NetBookIt3 unless you Restart the service.

## **Testing NetBookIt**

To test NetBooklt, run the executable NetBooklt3.exe



In Windows 7, the firewall prompts with a warning on the first running and you have to allow access.

You may receive the same type of message and need to update your firewall exceptions

Server 2008 firewall does not give a message. Add a port exception to the firewall. (Accessed from *Administration Tools > Windows Firewall with Advanced Security*) Set a new inbound and outbound rule for the program - select Netbookit service (Netbookit3. exe) from the Bookit folder.



Once NetBookIt3 is running, check if a browser can find

From another computer, open a browser and enter the server's IP address and port e.g. 10.74.21.11:1088 or http://servername:1088

If the browser is on the same computer as NetBookIt! use 127.0.0.1:1088 or http://localhost:1088/

🟉 BookIt - Web - Windows Internet Explorer	
C V F http://10.1.1.253:1088/	👻 😽 🗙 🚱 Google
× 🗞 🕶	
🚖 Favorites 🏾 🏉 BookIt - Web	
Make a booking Report	West Coast Senior High School BookIt!
	BookIt!
Select Category	AV Equipment

If it fails, and you know that the port is not being used by another application, check the proxy exceptions (next page).

When you know it is working, close NetBookIt3 and install it as a service (Page13)

## **Proxy Exceptions**

If you run a proxy server, then client browsers will need to have an exception added for the NetBookIt server, if one does not already exist. You may do this with a group policy or by editing individual machines. Editing the exceptions is shown below for IE.

Internet Options	For Internet Explorer, go to Tools > Internet Options > Connections Tab (left)
General Security Privacy Content Connections Programs Advanced	
To set up an Internet connection, click Setup	Then LAN Settings (below)
Dial-up and Virtual Private Network settings           Add <u>R</u> emove	
Choose Settings if you need to configure a proxy <u>Settings</u> server for a connection.	Local Area Network (LAN) Settings
O Lial <u>w</u> henever a network connection is not present     Always dial my default connection     Current None Set Default	Automatic configuration Automatic configuration may override manual settings. To ensure the use of manual settings, disable automatic configuration.
CLocal Area Network (LAN) settings	Use automatic configuration script
LAN Settings do not apply to dial-up connections.	Add <u>r</u> ess http://PSCPROXY:80/array.dll?Get.F
	Proxy server
	Use a proxy server for your LAN (These settings will not apply to dial-up or VPN connections).
OK Cancel Apply	Address: PSCPROXY Port: 80 Advanced
	✓ Bypass proxy server for local addresses
	OK Cancel
Proxy Settings	
⊂ Servers	
Type Proxy address to use Port	
HTTP: PSCPROXY : 80	Then the Advanced button
Secure: PSCPROXY : 80	
ETP: PSCPROXY : 80	
Gopher: PSCPROXY : 80	
Socks:	
Use the same proxy server for all protocols	
Do not use proxy server for addresses beginning with:	
10.74.21.11; 10.74.21.10;	Enter the IP address of the NetBookIt server here.
Use semicolons ( ; ) to separate entries.	
OK Cancel	

## Installing NetBooklt3 as a service

#### Run NetBookltMgr.exe

On later Windows (e.g. Windows7) you need to Run as Administrator or it won't be able to install a service.

🖉 NetBookIt! Service Manager	·	×
Service Options	West Coast Snr High School           Ver:Aug 1, 2010 - Requires Booklt 3           NetBooklt is fully registered           Current Port:           1,080         Change Port           If installed as a service, use the Service Options to Rem Service & then Reinstall it.	Close tart nove
Why install as a service? A service starts when th A service does not requ It is best to ensure that you browser first. Service Options Install & Start As S You can use the butto Or you can use the butto Or you can use the fol Windows Service Ma To remove the se Use the Window Click the button to Then, close this Bemove Service	ne server starts, so after a server reboot, NetBookIt is automatically running iire a user to login u have a valid Port set (above), before starting NetBookIt as a Service, so test it through a service Installs this application as a Service, and Starts it in Service Mode ons above to install or remove your application as a Service. Illowing command line parameters: Netbookit3.exe /ISS = Install and Start Service /IS = Install as a Service /IS = Install as a Service /IS = Remove as a Service inseger Loads the Windows Service Manager window. ervice window Removes this application from the service list, so that it won't run as a service in future.	

#### Click Windows Service Manager and keep it open.

Services						-	
File Action View	Help						
	) 📑 🛛 📷 🕨 💷 🕕 🕨						
Services (Local)	🔄 Services (Local)	_					
	Netlogon	Name	Description	Status	Startup Type	Log On As	*
	Start the service	Microsoft Office G Microsoft Softwar Multimedia Class	Manages so Enables rela	Started	Manual Manual Automatic	Local Service Local Syste Local Syste	
	Description: Maintains a secure channel between this computer and the domain	Net.Tcp Port Shari	Provides abi Maintains a		Disabled Manual	Local Service	
	controller for authenticating users and services. If this service is stopped, the computer may not authenticate	Network Access P  Network Connecti  Network List Service	The Networ Manages o Identifies th	Started Started	Manual Manual Manual	Network S Local Syste Local Service	
	users and services and the domain controller cannot register DNS records. If this service is disabled, any canices that explicitly depend on it	Network Location     Network Store Int     NMSAccess	Collects an This service	Started Started Started	Automatic Automatic Automatic	Network S Local Service	
	will fail to start.	NVIDIA Display Dri	Provides sys	Started	Automatic	Local Syste	-

Windows Service Manager (Win 7)

Click *Install and Start As Service* on the NetBookItMgr window The expected behaviour is a slight pause, and the NetBookItMgr window closes. This indicates that the service has installed.

On the Windows Service Manager, go to *Action menu > Refresh* You should see "NetBookIt3" as a service. If you see "NetBookIt" it is the BookIt2 version.

🥋 Net.Tcp Port Shari	Provides abi	Disabled	Local Service	
🔍 NetBookIt3	BookIt3 We Started	Automatic	Local System	
🔍 Netlogon	Maintains a	Manual	Local System	NetBookIt 3 functioning as a service

#### **Disable the Window**



In the Service manager, go to the *Log On* tab in NetBookIt3 *Properties*.

Uncheck 'Allow Service to Interact with Desktop' and OK it.

General Log Of Rec	overy   Dependencies	3
Log on as:		
Allow service to	interact with desktop	
This account:		Browse
Password:		
<u>C</u> onfirm password:		

#### Changing the NetBookIt3 Port

You do not have to remove NetBookIt3 as a service to change the port. Just Restart it using the Windows Service Manager.

#### **Removing the NetBooklt3 Service**

This is a 3 step process.

- 1. Run NetBookItMgr.exe
- 2. Run Windows Service Manager



Keep the Service Manager open

3. Return to the NetBookItMgr and close the window.

Go to the *Service Manager, Action Menu > Refresh*, and NetBookIt3 should be no longer in the list.

## Registration

NetBookIt requires a registration code for continued operation. Without the code it will function for 45 days from when the registration file is created.

The Registration file is named iClient3.tps and contains your organisation name and registration code.

Make sure you have a copy of iClient3.tps and client3.tps in a safe but convenient location. Otherwise if the file is lost or over-written you would have to contact CaRob Computing.

Until fully registered, a message shows the time remaining.



CaRob Computing sends the code via fax or email when payment is received.



## Configuring user access to NetBookIt

All configuration (apart from the port number) must be performed through Booklt.exe.

#### **Password Options**

Setup Resources Templates Browse Utilitie	Go to BookIt Setup menu > Set NetBookIt Password
Operational Settings	,
🔯 Modify Calendar	
Set Timetable Structure	NetBookIt! options
Set NetBookitLassword	West Case at Ulat Cate at
Email Configuration	west Coast High School
Set location of BookIt! (& NetBookIt) data	🚽 🔄 OK 🛛 💥 Cancel
Set School Logo	Password Enabled
	Password Mode
	C A general password General Password:
	C User specific passwords Set Staff Passwords Print List

You may set:

- No password
- A general password for all users
- A unique password for each user

Use No Password if BookIt is accessed via a secure portal.

Use a password if NetBookIt is potentially accessible by non-authorised users.

If you choose staff specific passwords it is best to import them from text file if you have more than a handful to set. See the BookIt User Guide and *Input/Output menu > Import/Export > Import User names*.

West	Coast High School
✓ Password Enabled	V OK X Cancel
C A general password	General Password:
User specific passwords	Set <u>S</u> taff Passwords Print List

You may set or edit the passwords yourself by clicking Set Staff Passwords.

Clicking the Set Staff Passwords button brings up the following table:

2	Browse/	Edit the Staff Passwords		
	Locate by Us	ser Code:		-
	User Code	Full Name	Password	
	AAAAAABB	Art BREWER	blowie	
	AC	David Green	doggy	
	AD	Anne Tan	trackie	
	AE	Paul Gold	ready	Edit-In-Place on
	AR.	Anne Russett	сору	Password.
	AW	Anne Whyte	skinny	Double-click
	LCC	Llare Brown	gently	any password to
		Liare Gold	basetlu	alter It.
		David Grau	wartu	
	los -	David Smith	smoku	
	lõč	Gren Grav	dony	
	GŘ	Grea Russett	eddy	
	GS	Greg Smith	ikey	Change
	НВ	Helen Brown	daggy	
	HW	Helen Whyte	hippy	
	PG	Peter Green	greenie	
	PM	Peter March	walkie	

⚠ Browse/	Edit the Staff Pass	words	
Locate by U:	ser Code:		an I
User Code	Full Name	Password	
AAAAAABB	Art BREWER	blowie	
AC	David Green	doggy	
AD	Anne Tan	trackie	
AE	Paul Gold	ready	Edit-In-Place on
AB	Anne Russett	сору	Password.
AW	Anne Whyte	skinny	Double-click
CB	Clare Brown	gently	any password to
CG	Clare Gold	wrinkly	alter it.
CLT	Tom Carswell	beastly	
DG	David Gray	warty	
DS	David Smith	smoky	

Double click any password to change it.

Arrow keys move up or down, retaining the edit function.

<ENTER> will accept. <ESC> will cancel the edit.

H

### Passwords may be printed in a form convenient for handing to staff.

	NetBookIt! Password List	Print Date: 9/08/2006
Art BREWER	David Green	Anne Tan
BookIt User Code: AAAAAABBBBBB	BookIt User Code: AC	BookIt User Code: AD
Password: blowie	Password: doggy	Password: trackie
Paul Gold	Anne Russett	Anne Whyte
BookIt User Code: AE	BookIt User Code: AR	BookIt User Code: AW
Password: ready	Password: copy	Password: skinny
Clare Brown	Clare Gold	Tom Carswell
BookIt User Code: CB	BookIt User Code: CG	BookIt User Code: CLT
Password: gently	Password: wrinkly	Password: beastly
David Gray	David Smith	Greg Gray
BookIt User Code: DG	BookIt User Code: DS	BookIt User Code: GC
Password: warty	Password: smoky	Password: dopy
Greg Russett	Greg Smith	Helen Brown
BookIt User Code: GR	BookIt User Code: GS	BookIt User Code: HB
Password: eddy	Password: ikey	Password: daggy

# **Section 2**

# NetBooklt User Guide

## Getting on to NetBooklt

NetBookIt3 provides browser based bookings on BookIt. It offers all of the booking features of BookIt3, including:

- Email notification of bookings
- Access to password protected resources
- Recurrent bookings
- Linked resources
- Booking multiple sessions in one day
- Booking the entire category
- Prohibit making bookings too far ahead of time
- Viewing the changes log

You are not limited to Windows machines, but can use Mac or any web device.

The NetBookIt administrator will have set up a web address or a link for you to access NetBookIt.

🏉 BookIt - Web	
Book St	West Coast Senior High School BookIt!
Make a booking Report	
	BookIt!
Select Category	Computer Rooms
	© CaRob Computing - Version: Jun 1, 2010 - www.carobcom.com

A password may or may not be required, as determined by your local NetBookIt administrator. If required, it may be a general password for all users, or a user specific one.

If no password is required, the first window appears.

(Screen shots may look different as we update NetBookIt but the logic will be the same)

## Making or viewing a booking

	Select the category of item for which a (Use the drop list)	booking is to be made or viewed.
West Coast	Senior High School BookIt!	Category Button
Make a booking Report	BookIt!	You choose a date and see the day's bookings for all items in that category
Select Category	View a Day's Bookings for Category	that category.
Computer Rooms Hall	Select an Item for Weekly View	Item Button
Lib Duty Library Library AV Meeting Room School Car Science Rooms Video Players Weffare WWW Comps		You choose an item and a date and see bookings for the week.

Click the **Category** button to select a date. Today's date shows in red.

5	Select Date June 2010	
Computer Rooms	Sun Mon Tue Wed 1 2 6 7 8 9	Thu         Fri         Sat           3         4         5           10         11         12
Return	13     14     15     16       20     21     22     23       27     28     29     30	17     18     19       24     25     26
	Prev	Next

*Prev* and *Next* move through the months.

Click on a date to bring up the Daily View (overleaf).

Computer Rooms	F11 Maximize Window	Room G1		Room G2		Room G11	
Tuesday	Period 1	PT 12 IPM TECH		AC 10 ITE TECH		DG 12 VCD ARTS	
June 1, 2010	Period 2	PT 12 IPM TECH			UpDate	DG 12 VCD ARTS	
Week 18 Blue Week	Period 3	DG 10 COM SOSE	UpDate	R3 08F ENG	UpDate		UpDate
	Period 4	HW 10E TECH		PR 09 PHOTO ARTS	5		UpDate
	Lunch Time		UpDate		UpDate		UpDate
	Period 5	CLT 11 IT TECH		CH 07A TECH		DAVE 11 VCD ARTS	
Prev Day Next Day	Period 6	DG 10 COM SOSE	UpDate		UpDate	R3 08F ENG	UpDate
	After School		UpDate		UpDate		UpDate

The daily view shows all items in one category. If there are more than four items in the category, scroll buttons will display.

Library AV	F11 Maximize	Digital Camera	DVD Player	OHP Portable Elmo	Tripod 1
<<< More >>>	Period 1	UpDate	UpDate	UpDate	UpDate
Wednesday	Period 2	UpDate	UpDate	AD UpDate	UpDate
June 2, 2010	Period 3	UpDate	UpDate	CLT UpDate L Room: 12	UpDate
Week 18	Period 4	UpDate	UpDate	UpDate	UpDate
Blue Week	Lunch	UpDate	UpDate	UpDate	UpDate
	Period 5	UpDate	UpDate	UpDate	UpDate
	Period 6	UpDate	UpDate	UpDate	UpDate
	Overnight	UpDate	UpDate	UpDate	UpDate
			· · · · · · · · · · · · · · · · · · ·		

Prev Day Next Day

Return

Prev Day and Next Day scroll through dates.

If bookings have an update button they are usually bookable. An exception is if a booking has been tagged Read-Only by the administrator. You are allowed to call up the booking, but would not be able to change it.

If cells have no update button, they are not bookable. This may because they are permanently timetabled, on weekends, or are too far ahead.

See page 24 for the update form.

#### Colour codes on the booking grid

The colour codes on the cells are the same as used in BookIt

BlueAvailable for bookingBright YellowA current bookingPale YellowA booking that has been changedMauveA permanent or timetabled bookingGreenA timetabled booking that the occupant may<br/>relinquish if consulted, ie. negotiable.

#### The Item Button on the main window

If you select Item rather than Category, you are required to select a specific resource followed by a date.



In this example, a computer room is being selected.

Click on a specific date to bring up the Weekly View for that item.

Computer Rooms Room G1	F11 Maximize Window	Mon Wk 2 31/05/2010	Tue Wk 2 1/06/2010	Wed Wk 2 2/06/2010	Thu Wk 2 3/06/2010	Fri Wk 2 4/06/2010
26 PC's - Windows 7 MM Projector	Period 1	HW 10F TECH	PT 12 IPM TECH	CLT 12 INFO SYS TECH	UpDate	AC 07C TECH
	Period 2	PT 12 IPM TECH	PT 12 IPM TECH	CLT 12 INFO SYS TECH	RA 10A TECH	UpDate
	Period 3	UpDate	DG 10 COM UpDate SOSE	HW 10E TECH	CLT 11 IT TECH	CLT 12 INFO SYS TECH
More >>>	Period 4	RA 10 PDE HPE	HW 10E TECH	PG 09 FRENCH UpDate TECH	CLT 11 IT TECH	CLT 12 INFO SYS TECH
Blue Week	Lunch Time	RA 10A TECH	UpDate	UpDate	PM 07B TECH	PM 07B TECH
Prev Week Next Week	Period 5	PG 09 FRENCH UpDate TECH	СLТ 11 IT ТЕСН	АС 07С ТЕСН	HW 09 ME ELEC UpDate TECH	HW 10F TECH
Return	Period 6	UpDate	DG 10 COM UpDate 505E	UpDate	RA 10A MATH UpDate	UpDate
	After School	UpDate	UpDate	UpDate	UpDate	UpDate
		Weekly View	W			
	V	ou mou ooroll t	brough the w	ooko on thio ro	aauraa	

You may scroll through the weeks on this resource.

# The update form

The booking form can have many options depending upon how that category of resource has been configured by your Booklt Administrator.

Booking Details User:	BookIt! Room G2 Wednesday 2/06/10 Pe Category: Computer Ro	eriod 3 ioms	This is User n All boo name.	the simplest of all: the name only. okings must have a user
Booking Details User: Paul Gold Group: 09 COMM	Roc Tuesday 1/0 Category: Co	om G2 06/10 Period 2 omputer Rooms		Often the Class and KLA (or department) are
Dept: MATH 💌	KLA or Faculty Save WWW1 is one of a www Tuesday 1/06/1	Cancel		required.
Booking Details	Category: WW	W Comps	king	
Group: Dept: Reason:	09 JOUR  ENG  Students updating their journal	Select the group involved KLA or Faculty Additional Information		This resource prompts for a reason. It also provides an
Book entire category	Save	Cancel		option to book all of WWW Computers with just the one booking.

#### **Recurrent Bookings**

Often staff want to be able to repeat a booking a number of times, usually based on the timetable, but occasionally on a daily basis.

	School Car				
Monday 31/05/10 Period 2 Category: School Car					
Booking Details	Repeated Bookings				
User:	Tom Carswell Select User (blank for no booking				
Destination:	Additional Information				
	Save Cancel				

A second tab displays - Recurrent Bookings

Clicking on it offers some choices...

You can repeat for the same session each timetable cycle or repeat daily

	School Car	
	Monday 31/05/10 Period 2 Category: School Car	
Booking Details Repeated Bookings	JS	_
Repeat based on:	Same session in timetable Same session on successive days	
Until Date 31/0	05/2010 if unchanged, the number of occurrences (below) will be used	
or, Number of Repeats 5	if zero, the date will be used	
L	Save Cancel	

until a particular date or for a number of repeats (which includes the first booking).

The result of the above is shown here.

School Car School Car	F11 Maximize Window	Mon Wk 2 31/05/2010		Tue Wk 2 1/06/2010		Wed Wk 2 2/06/2010		Thu Wk 2 3/06/2010		Fri Wk 2 4/06/2010	
	Period 1		UpDate		UpDate		UpDate		UpDate		UpDate
ochoor cui	Daviad 2	ατ υ	JpDate L	CLT	UpDate	CLT	UpDate	CLT	UpDate	CLT	UpDate
	Period 2	North Camp	us	North Cam	ous	North Can	npus	North Car	npus	North Ca	mpus
	Recess		UpDate		UpDate		UpDate		UpDate		UpDate
Blue Week	Period 3		UpDate		UpDate		UpDate		UpDate		UpDate

To undo the bookings, go to the original, repeat the settings, but BLANK the name, click Save, and they are gone...

	F11 Maximize Window	Mon Wk 2 31/05/2010	Tue Wk 2 1/06/2010	Wed Wk 2 2/06/2010	Thu Wk 2 3/06/2010	Fri Wk 2 4/06/2010
School Car School Car	Period 1	UpDate	UpDate	UpDate	UpDate	UpDate
School Cur	Period 2	UpDate L	UpDate	UpDate	UpDate	UpDate

#### **Linked Bookings**

Linked bookings are where two resources are linked. If you book one item, there is an oprion to book the other one as well.

In the example below, a library area, the Glassroom, is linked to an overhead projector which is separately bookable, but in another category.

First, book the Glassroom

	Glassroo	n	
	Wednesday 2/06/1 Category: Lil	0 Period 2 prary	
Booking Detai	Is Linked Bookings		Note the Linked Bookings tab
User:	Anne Tan 💌	Select User (blank for no booking	
Group:	09 COMM	Select the group involved	
Dept:	ARTS 💌	KLA or Faculty	
Reason:	Student Presentations	Additional Information	

Click the linked bookings tab

Glassroom	
Wednesday 2/06/10 Period 2 Category: Library	Ticking the OI make two boo
Booking Details Linked Bookings	and one for th
Linked resources	If there is an e
Book Resource Existing Booker	to dook it, but
OHP Portable Elmo	

Ticking the OHP, and clicking Save will make two bookings, one for the Glassroom and one for the OHP.

If there is an existing booker, you may tick to book it, but it won't be saved.

#### Locked Booking

You may occasionally see this window when you try to update a booking.

Another user of either BookIt or NetBookIt is currently updating that same session, so you are locked out of it.

	School Car
	Monday 31/05/10 Period 2 Category: School Car
	Locked Booking This booking is being updated by another user
L	Close
	© CaRob Computing - Version: Jun 1, 2010 - www.carobcom.com

BookIt!

#### Deleting a booking

Clear the user name and press Save.

If the Number of Sessions to Book is more than 1, or Recurrent bookings are selected, or Book Entire Category, or Linked Bookings, then multiple bookings can be deleted in the one action, but only if they belong to that user.

#### Log of changes to bookings

Wed Wk 2

12 INFO SYS TECH

GR

09 PHOTO ART

AC

UpDate L

UpDate

2/06/2010



If a log exists for a booking, a small icon with the letter L appears next to the Update button.

Click on the L button to show the log (below).

Some details of the old booking are shown, along with those that replaced them plus when the change was made and on what computer.

				BookIt!			
				Change Log			
				Room G1 2/06/10 Period 4			
Originally	Orig Group	Replaced by	Group	Date Changed	Time Changed	<b>Computer Name</b>	User Name
PG	09 FRENCH	AW	09 INDO	2/06/10	6:15PM	BISMARCK	127.0.0.1
		GR	09 PHOTO	2/06/10	6:16PM	BISMARCK	127.0.0.1

If Email is configured then the user would get an email on the change of booking.

BookIt doesn't prevent changes, but it lets you know, and keeps the evidence in case the change was not approved.

#### Unbookable days

You may encounter days when you can't make a booking.

	F11 Maximize Window	Monday 28/06/2010	Tuesday 29/06/2010	Wednesday 30/06/2010	Thursday 1/07/2010	Friday 2/07/2010
Computer Rooms Room G1	Period 1					
26 PC's - Windows 7 MM Projector	Period 2					
	Period 3					
More >>>	Period 4					
Prev Week Next Week	Lunch Time					
	Period 5					
Return	Period 6					
	After School					
		Comp	uter Rooms: - car	I't be booked durii	ng holidays	

For example, holidays.

Unless an item is marked as holiday-bookable, this is what you'd see.

Some categories may limit how many days ahead you can book.

Some categories require a few days notice of bookings.

These all display as gray sessions that have no Update button.

#### Emails

A category may be configured to deliver emails to you when a booking is made or sometime prior to the occurrence of the booking.

These emails can also optionally be sent to another person, typically someone with responsibility for that resource such as a Science technician.

If you don't want to receive these emails, get the BookIt administrator to clear your email address from BookIt.

From: To: Cc:	BookIt automatic ma Tom Carswell	iler [tom@carobcom.com]				Sent: Wed 2/06/2010 6:3	7 PM
Subject:	Booking Notificati	on					
		Воо	king made for Ton	n Carswe	ell		Â
Date Wed W	Vk 2 2/06/10	<b>Session</b> After School	Resource/Item School Car	Class	Dept/KLA	Destination: Downtown	
Booked on	n 2/06/10 at 6:36PM		Logged on user: Tom		Computer: BISMARC	к	
West Coast Senior High School This message has been sent by BookIt Automatic Mailer BookIt! by <u>CaRob Compu</u> Please do not reply BookIt!							