

CaRob Computing's

BookIt! 2.6

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What BookIt! does

- Allows bookable resources anywhere in the school to be visible to staff.
- Allows available sessions to be booked.
- Enables better resource management by allowing usage summaries to be printed.
- Facilitates full usage of school resources by making access simple and open.

Staff can be fully using BookIt! with only minutes of instruction.

BookIt! is capable of managing practically any resource: computer rooms, library spaces, internet computers, videos, digital cameras, multimedia projectors, and vehicles. Other less conventional uses include booking science pracs, or interview times.

Timetabled resources may have their timetable entered, and locked onto the booking sheet. One week, two week, or cyclic timetables are accommodated. Bookings may be altered by staff. A log of all booking changes is kept and is visible to all staff.

A bookable resource may belong to another resource. For example, a bookable video machine may belong in a bookable room. These two resources may be connected in BookIt! so that booking the room books the video machine automatically.

Some resources come in groups where you want the option to book single items or the whole group. For example, a set of internet computers. When booking, you can have the option of booking one or all.

All bookings require a name, usually a staff code. Optionally, a form group may be required, a department (KLA), a room, or additional information.

Printable reports include:

- Usage (absolute and percentage) of all or selected resources
- Usage by the departments
- Usage by the form groups
- Usage by Users
- Bookings by day, or weekly
- Rooms freed

Other reports are possible upon user request.

BookIt! continues to evolve as users ask for additional features or it is used in ways not envisaged by us. Thus the manual may not always be fully up to date. If you understand the core functioning of BookIt!, undocumented features ought to be readily understandable.

Changes to BookIt! are documented on www.carobcom.com

Using this manual

If you have purchased BookIt! on a trial basis we recommend that you

Read the general remarks	Chapter 1
Perform Installation	Chapter 6
Experiment with the sample data	Chapter 7
Read the User's Guide	Chapter 4

When you want to set up your own resources

Managing BookIt!	Chapter 2
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Chapter 1

Getting Started

BookIt! Programs

All these programs run from the same folder on a Windows server.

BookIt.exe

The general program that allows users to make bookings from anywhere on the network and administrators to configure and manage BookIt.

BI.exe

Allows all booking functions, with no administration components, so is useful for the average user who merely needs to make bookings.

BI may be run in kiosk mode, if executed from the command line or a batch file:

BI K

This operates as a full screen utility with no exit button. Exit with the F6 key from the main window.

BIShow.exe

A utility to display real time bookings in a scrolling window from a publicly visible monitor. For example, used at entrance to a library so students know what area to go to.

BIClose.exe

A utility for administrators to close all BookIt programs running on the network. Used when files need updating and all files must be closed.

How to get started with BookIt!

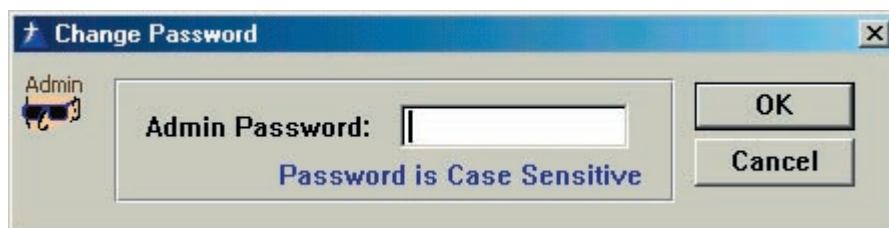
- For Installation Instructions, see Chapter 6 .
- For upgrading data from pre-October 2003 versions , see Chapter 6
- Use the sample data to see how BookIt works. Chapter 7
- Read this chapter for administrative background.
- Read the User's Guide(Chapter 4) so you understand how BookIt! behaves from a user's perspective.
- Use the Setup Guide (Chapter 3) to configure BookIt! for your own school.

Administrator Log On to BookIt

Log on to BookIt from under the File menu, Administrator Login.

The initial administrator password supplied is ner0 (that's a zero). This can be changed at any time. If this password is changed and you forget it, contact CaRob.

Change the password by going to:



Administrator Menu
Setup
Change Password

When you are logged on as administrator, you will see the Administrator Icon on the booking windows. This is a reminder that you are using privileged access, and to log out if others may use that BookIt! after you.

Licensing

You are entitled to run as many copies of BookIt! as you wish within a single campus.

You may photocopy any sections of the manual you like. Note that a copy of the manual in pdf format is supplied on the CD for your convenience. For example, you may wish to print part of the User Guide Chapter 4 for staff from the pdf document.

Who should be the administrator ?

There may be several administrators who cooperate in running BookIt!

The Information Technology Manager is usually closely involved because the computer rooms are booked, and computer classes are timetabled.

The Librarian should be an administrator. They are used to managing resources and they understand logical conventions. Often the library manages the resources to be booked such as AV equipment.

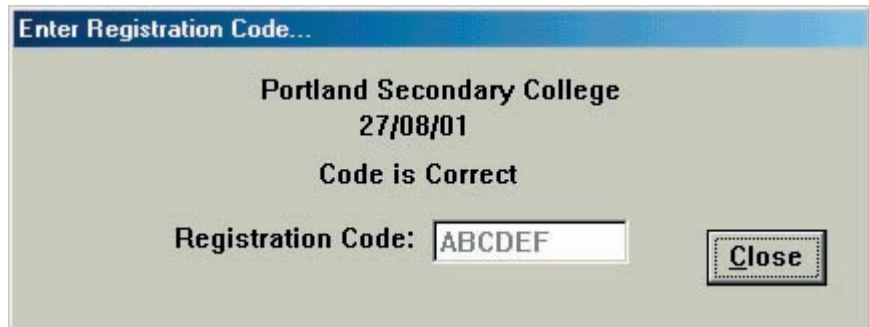
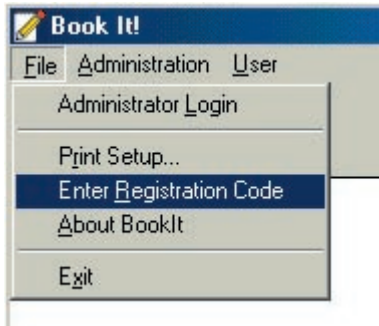
The Network Manager (who may be the IT manager) will be involved because files have to be copied and set up for use with shortcuts.

Registration Code

After your trial period of BookIt! if you choose to keep it, CaRob will forward a Registration Code that ensures that the software will operate permanently.

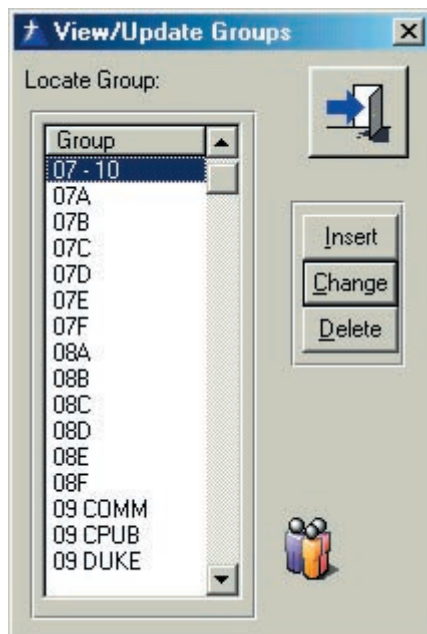
Usually this code is faxed to the school upon receipt of payment. If this is not convenient, contact us via email, fax or phone and we will send the code some other way.

Enter the code from under the File Menu. When the code is correctly entered, you can't change it again.



Using Locators in BookIt!

Many of BookIt's data tables have a 'Locate' item near the top.



This table has Locate Group.

This indicates that you can commence typing the name of the Group and as you type each letter, the table scrolls automatically to the nearest item.

This method is often more convenient than using arrow keys or the scroll bar.

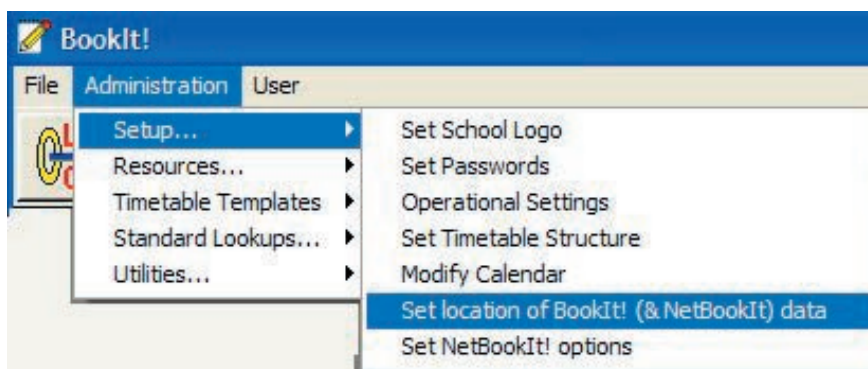
Pressing the up or down arrow keys clears the currently typed characters, ready for another entry.

Data Path

Ignore this feature unless (or until) you have NetBookIt!

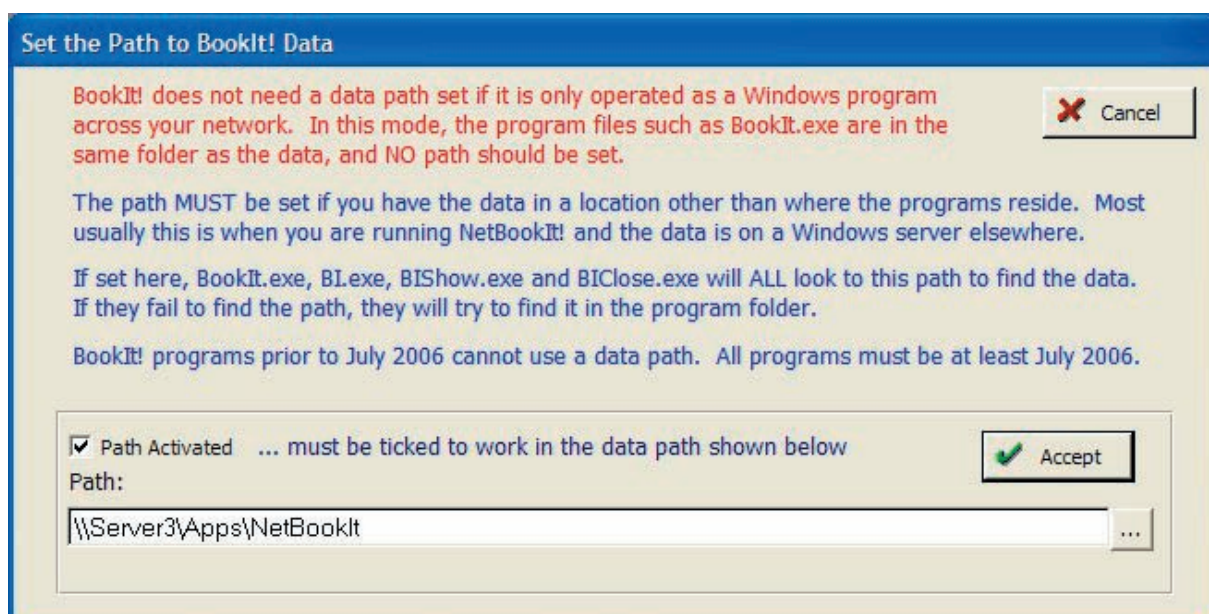
Until version 2.5, BookIt! had been designed to have its data in the same folder as the program (that is: bookit.exe, bi.exe, bishow.exe, or biclose.exe)

Because NetBookIt! may well be in a different data location to Windows BookIt!, they both need to be viewing and working on the same data. This means that BookIt! needs to know where to find the working data.



For example:

You have set up NetBookIt in the folder \\Server3\\Apps\\NetBookIt
Windows BookIt! is in H:\\BookIt and all staff shortcuts on desktops point to H:\\BookIt.

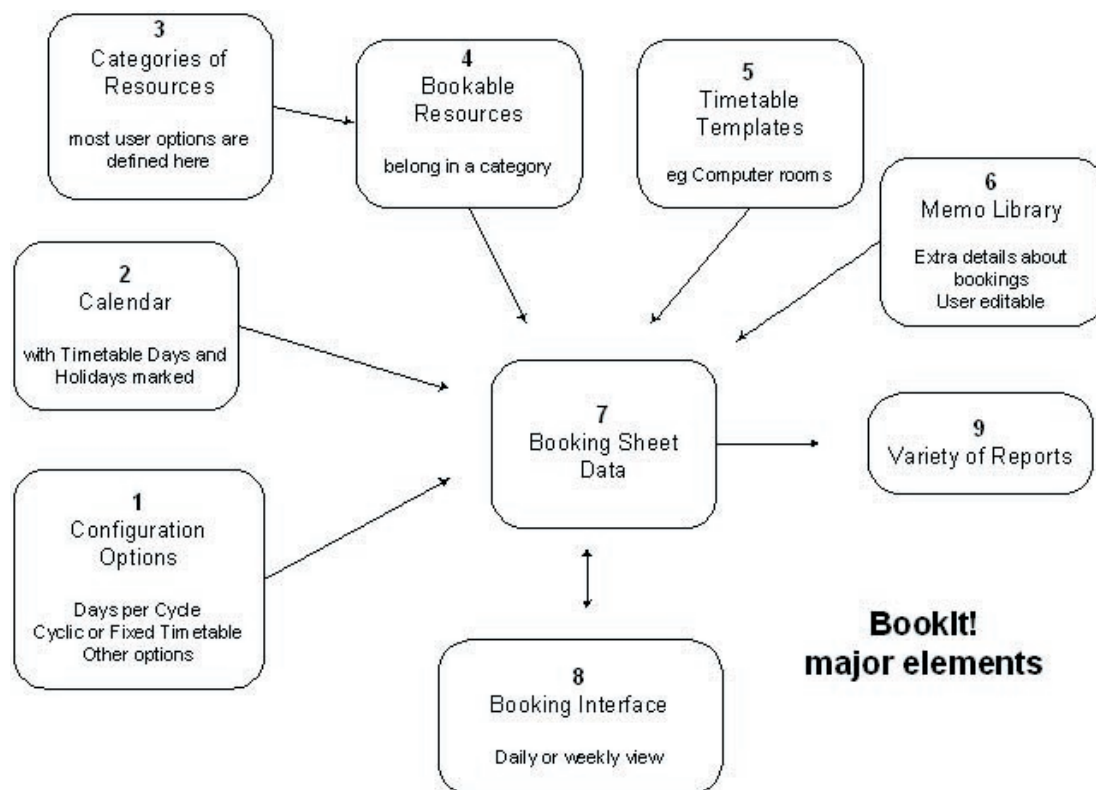


In BookIt, you set the data path to \\Server3\\Apps\\NetBookIt. When anyone runs BookIt or BI or BISHow, the program will be directed to that folder for its data. NetBookIt is also using that data.

Chapter 2

Managing BookIt!

BookIt! Program Overview...



This diagram shows the key relationships in BookIt!

1. Configuration Options

An important setting is the timetable structure.

Choose between a fixed weekly timetable of 5, 6, 7 days, fixed fortnightly timetable of 10, 12, or 14 days, or cyclic timetable of 5 to 10 days. Cyclic timetables may include fixed days.

2. Calendar

Stores dates, timetable days, holidays and week number. The calendar is important when using timetable templates because it tells BookIt! what timetable days correspond to what calendar days.

3. Categories

For convenient grouping of resources. Options common to all resources in the category are set in the category.

4. Bookable Resources

Resources are grouped into categories. Categories determine what the user sees when making a booking. Weekend booking, holiday booking, require department, require class group, and other options can be set here.

5. Timetable Templates

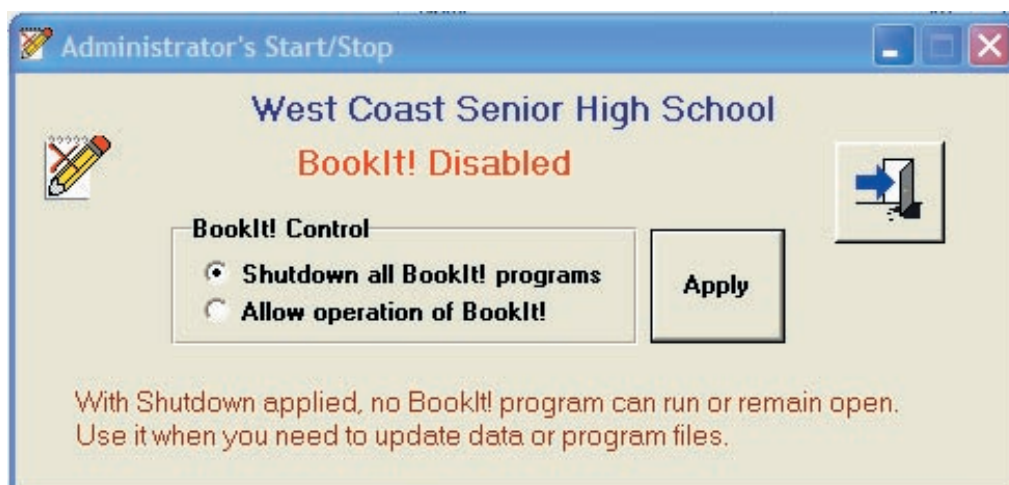
Typically used for computer rooms that are on the timetable and so can't be booked by others. Enter the existing timetable into a template then apply it to the booking sheet for a selected date range.

Templates can be copied and modified, and imported from a timetable program in text format.

Locking out users: BIClose utility

There are times when, as administrator, you require no-one to be using BookIt. Biclose is a separate utility that closes down users when you need and reallows access later.

It is the program **biclose.exe** in the BookIt folder.



You have the option to Shutdown or Allow operation of BookIt! Users receive a warning window and then BookIt closes on them.

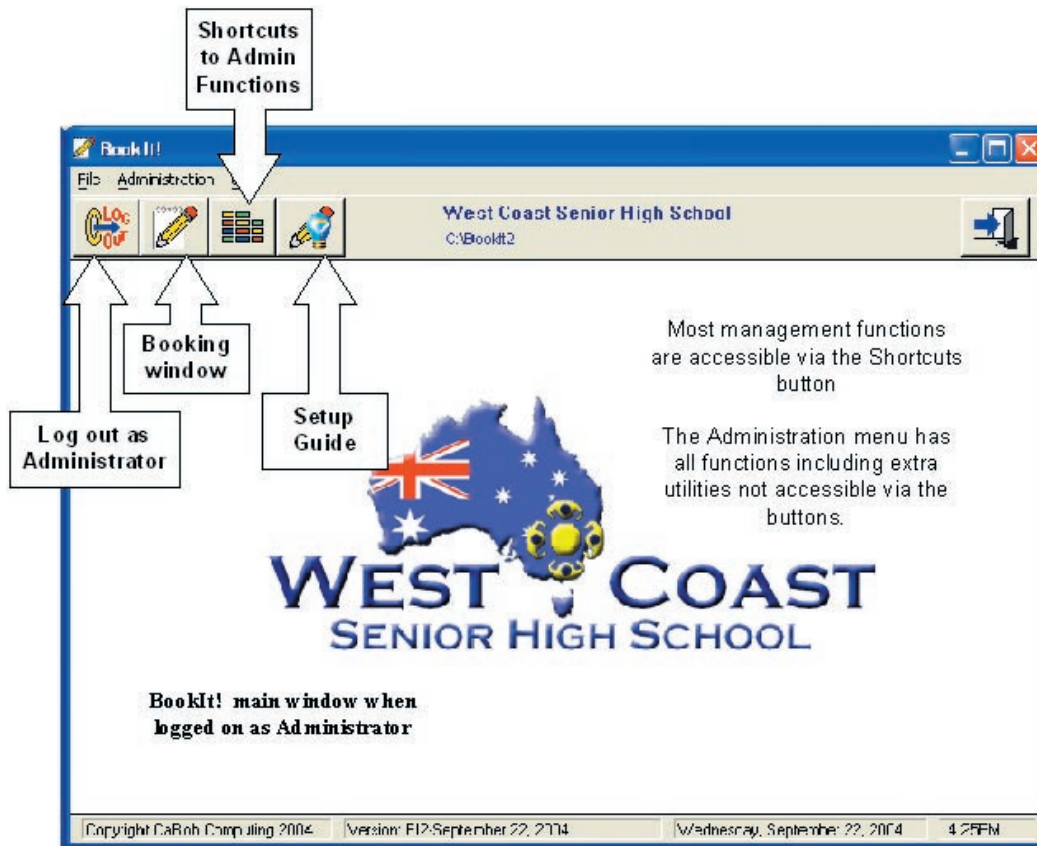
Command line options

Biclose may be run from the command line or a batch file with parameters (in uppercase)

- BIClose S to shut down BookIt
- BIClose A to allow it to run.

Getting around in BookIt!

Log on as Administrator from the option under the File Menu. The initial password is ner0.



Most, but not all, actions in BookIt! can be performed from the buttons on the toolbar.

Logging out as administrator (first button) disables all administrator functions, leaving BookIt! safe for staff to use for making bookings.

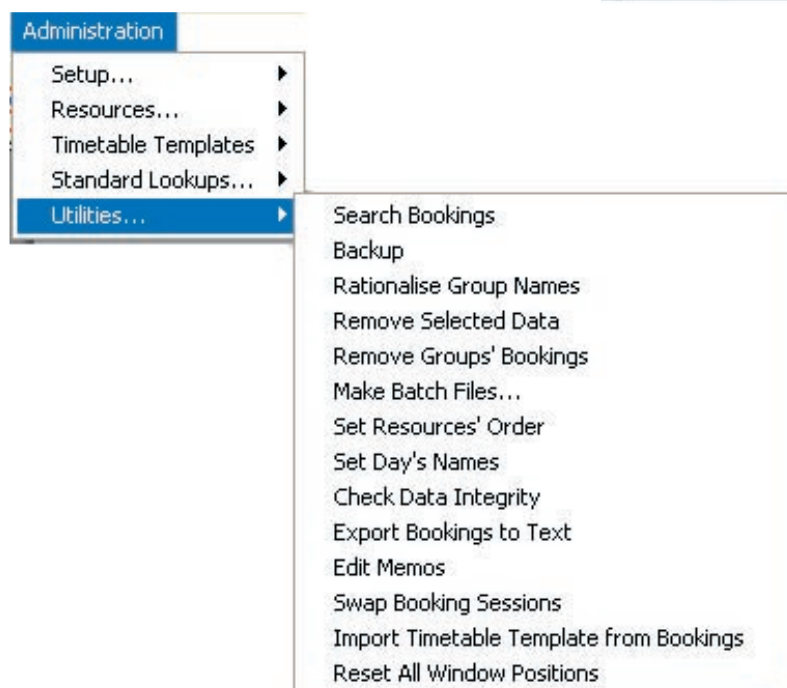
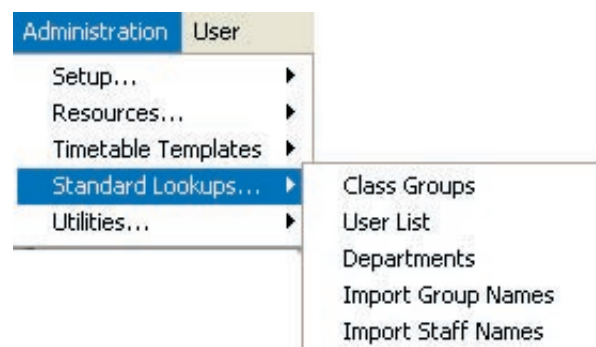
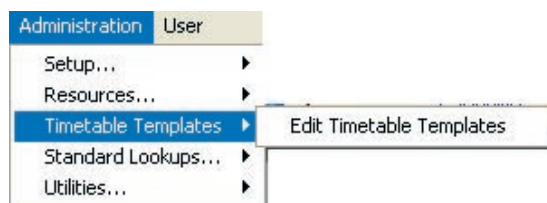
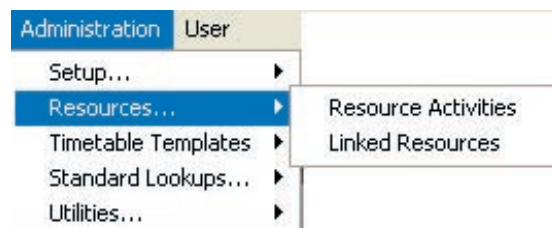
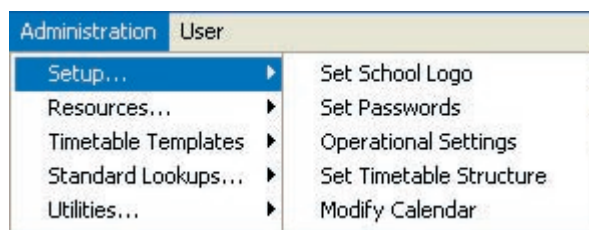
The second button goes to the booking windows (Chapter 4 - User's Guide)

The third button provides a shortcut window to most administrative tasks.

The last button is a setup guide to assist in correct setting up of BookIt! (Chapter 3 - Setup Guide)

The Administration Menu

The administration menu options are shown here for reference.



Steps to setup BookIt!

This page presents a logical process for setting up BookIt! from scratch. It should be referred to whenever making any significant changes to your configuration. It is the sequence of steps followed by the setup guide and is detailed in Chapter 3 - Setup Guide. Click on the icon shown here to begin setting up.



Action

Access via

1. Clean out old or sample data



2. Check the calendar range



3. Mark holidays on the Calendar



4. Check Class Groups



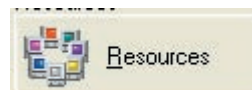
5. Check Departments



6. Add Users



7. Modify Resources to Book



8. Linked Resources



9. Timetable Structure

Admin > Setup

10. Mark the timetable days on the calendar



11. Set and Apply Timetable Templates



The Shortcut Window



Most of these buttons are shortcuts to functions covered by the Set Up Guide. These are described in the Chapter 3 of this manual. Back up is on page 28. Search is on page 31.

BookIt! Utilities

BookIt! includes a range of utility programs that can be useful at times.

Set School Logo

Places a logo on the main window

Rationalising group names

If staff are allowed to add group names when making bookings, the groups' names can get untidy. This utility allows you to rename them.

Back up

Backup Data and or Program files

Remove Selected Data

Clear data over certain time periods

Remove Bookings for selected groups

Maybe Year 12 has finished and you want to remove bookings for their groups.

Search Bookings

Find all bookings that meet specified criteria

Set Resources' Order

Can be also be done via the Resource Update Window, but a separate utility also lets you set the appearance order of resources.

Set Day's Names

For non weekly timetables, days can have names such as Day 3. This window lets you set the names.

Export Bookings to text

Export all booking data for a date range to a text file

Edit Memos

Add, delete or amend memos stored in the memo library

Swap Sessions

Lets you swap bookings between sessions. For example, swap all bookings for a computer room between Lunch and Period 5 for a selected date range.

This can be useful if you decide to change the session order of a particular category. In this case, bookings would be left stranded in wrong sessions. This utility can help with this.

Check data integrity

Checks the internal consistency of your data files and strips un-required data. Displays results.

Import Template from Bookings

Use existing bookings to create a timetable template.

Reset window positions

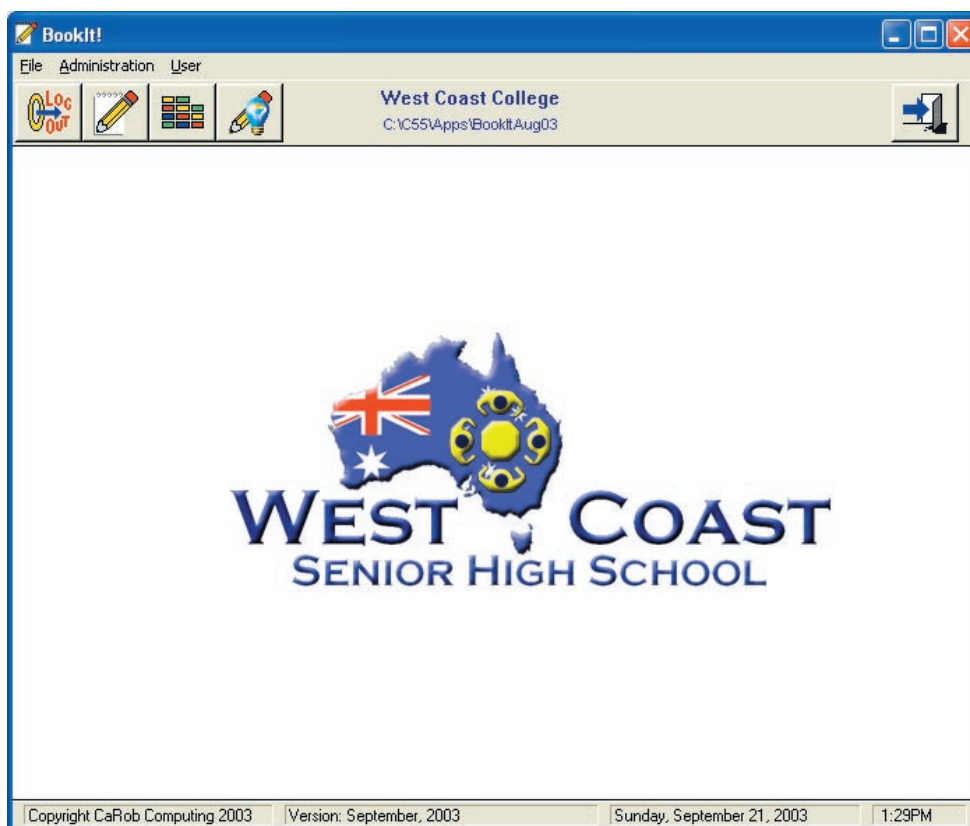
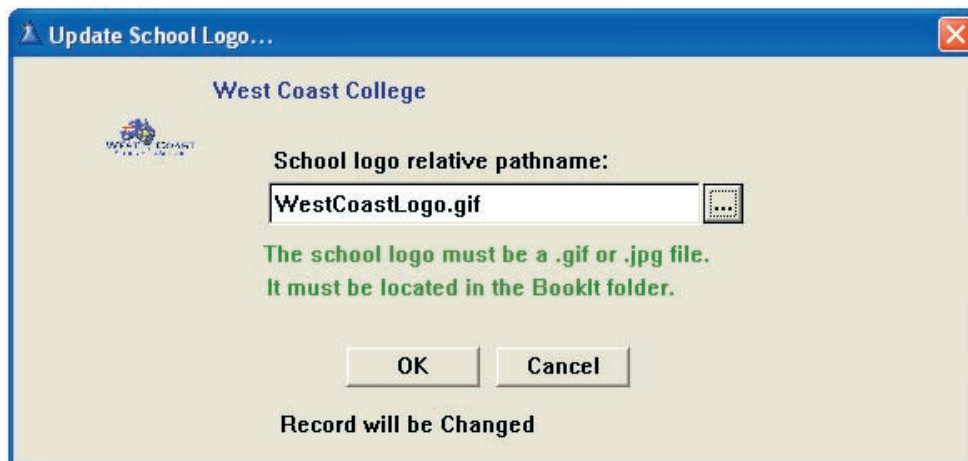
Restore all windows to original positions on screen.

BookIt! Utilities - Set School Logo

Administration, Setup Menu

Places a logo on the main window.

The logo to be used must be a jpg or gif file placed in the BookIt folder. Select its file name by using the file lookup button (...ellipses).



BookIt! Utilities - Rationalising Group Names

Utilities sub-menu

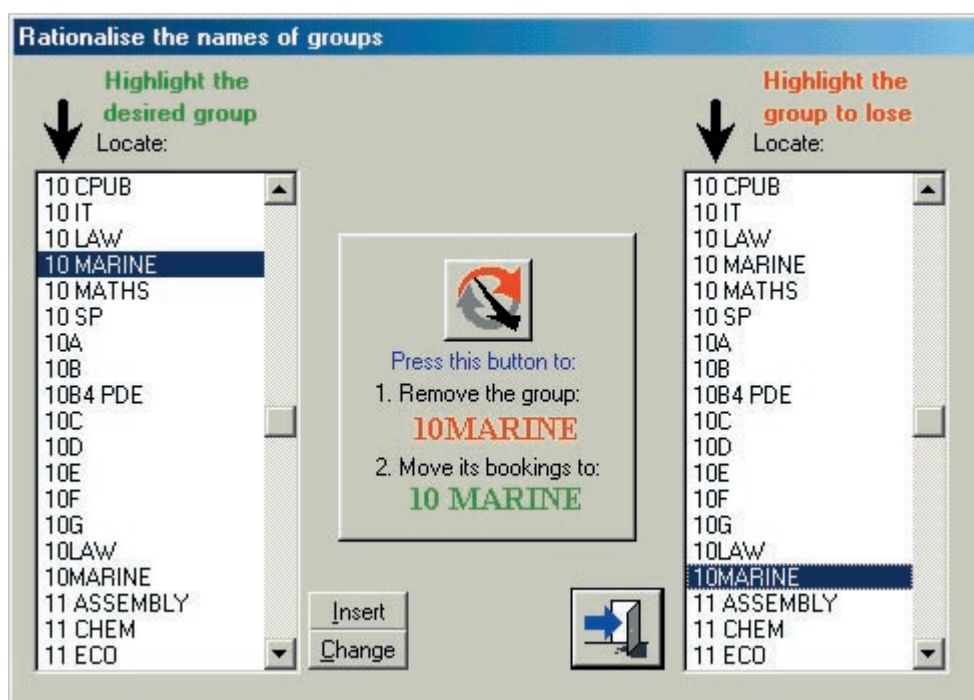
Allowing staff to enter group names themselves is the easiest way to do it. However, you will get inconsistencies in the way the same groups are entered. This matters if you require summary reports based on class name. BookIt provides a utility for correcting these inconsistencies.

In the screen shot below, there are inconsistencies in the naming of groups. For example 10MARINE and 10 MARINE.

This makes the summary reports untidy when summarising by group. It is best to have these two groups as just one group.

In the left hand table, highlight the name that is more desirable.

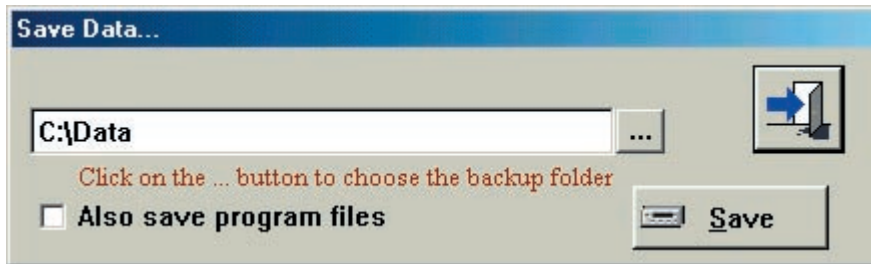
In the right table, highlight the name that you don't like.



Clicking on the central button will change all references on the booking sheet from one to the other and delete the wrong name from the list of groups.

BookIt! Utilities - Backing up data

It is always a good idea to back up data. Do this from the Utilities submenu or from the Shortcut window.



This option provides a convenient way to establish a complete working copy of BookIt! in another location if you choose also to backup the program files with the data.

Image files are backed up along with the data.

Restoring data is a matter of copying the data files (with .tps extension) back into your active BookIt! folder. You must then ensure the data files are made shareable again.

At the end of a year, it is a good idea to make a copy of the entire contents of the BookIt folder. Perhaps burn it to CD. This means you will always be able to run the old data with the correct version of BookIt!

BookIt! Utilities - Removing Selected Data

It is sometimes necessary to be able to clear bookings, the changes log, or timetabled elements from the booking sheet. Sometimes bookings relating only to specific groups needs to be deleted.

Two windows give abilities to remove a range of data...

Remove Selected Data

(Utilities Submenu or Shortcut Window)



 A screenshot of the 'Remove Selected Data' dialog box. The dialog has a blue title bar and a light beige background. It contains three main sections of options. The first section, 'Remove ...', has a checkbox for 'All Timetable Templates' with a green note below it stating 'It does not remove the associated bookings.' The second section, also 'Remove ...', has checkboxes for 'Changes Log', 'Casual Bookings', and 'Time Tabled Bookings'. To the right of these are 'From:' and 'Until:' date pickers set to '1/01/03' and '31/12/03' respectively. The third section, titled '** Typically used on sample data only **', has a checkbox for 'Remove Sample Data' with a detailed green description of what it removes. On the right side of the dialog are two buttons: a blue 'Apply' button and a grey 'Backup' button. At the bottom left, there is a red text warning: 'If in doubt, do a backup first!...'

Remove Selected Data

Remove ...

☐ All Timetable Templates
It does not remove the associated bookings.

Remove ...

☐ Changes Log From: 1/01/03

☐ Casual Bookings Until: 31/12/03

☐ Time Tabled Bookings

**** Typically used on sample data only ****

☐ Remove Sample Data
Removes all Categories of Resource, Resources, Bookings (Timetabled and Casual), Change Logs, Resource Links, and Timetable Templates, Staff names, Memo Library and Form Groups.

If in doubt, do a backup first!...

Backup

Apply

If you tick All Timetable Templates and click the Apply button, you will clear the timetable templates, but not affect what is on the booking sheet. Timetabled bookings are not touched.

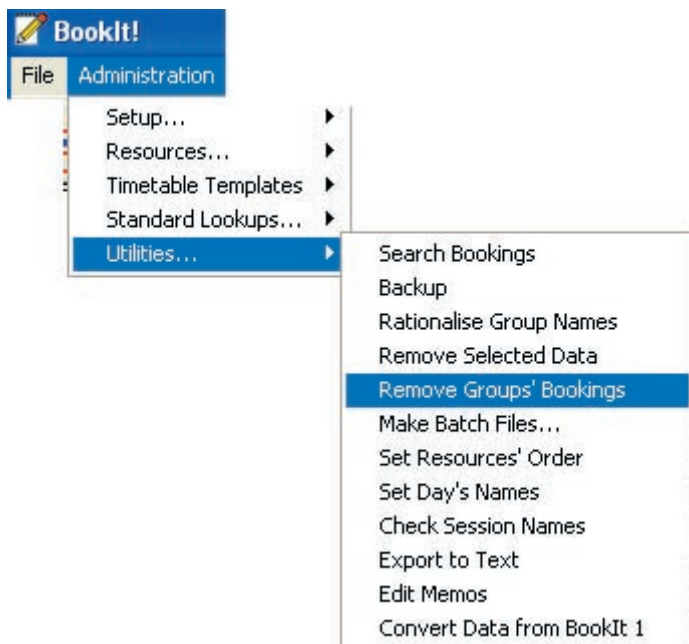
The middle options clear either the changes log or non-timetabled bookings or casual bookings for the date range that you specify.

Remove Sample Data will clear out practically everything except the calendar and departments. Typically used only on sample data or experimental data never your own working data.

If in doubt, perform a backup first.

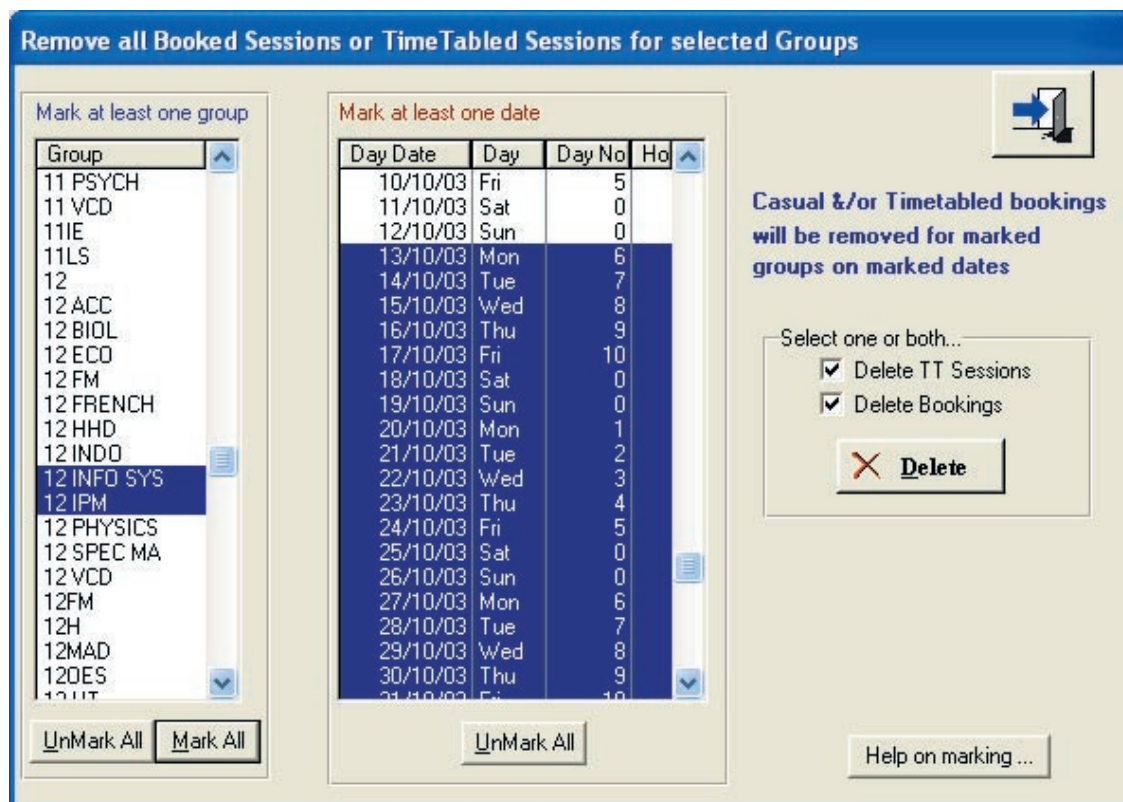
BookIt! Utilities - Removing Bookings for specific groups

Administration, Utilities Menu



Select the relevant class(es) and date(s) and press delete.

The check box Delete Bookings refers to non-timetabled (casual) bookings whereas TT Sessions means the fixed bookings. They are mutually exclusive. Tick both to get all bookings.



BookIt! Utilities - Search Bookings

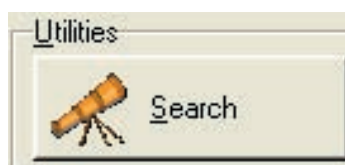
Administration, Utilities Menu

or

Administrator Shortcuts Window

Find all bookings that meet specified criteria. All records found will be printed in a print preview window.

2



Query Bookings

Start Date: 19/10/04 Today
 End Date: 1/01/05 Today
 Resource Category: Computer Rooms (leave blank for all)
 Resource: (leave blank for all)
 User: CLT (leave blank for all)
 Group: (leave blank for all)
 Dept: (leave blank for all)
 Other Info: (enter any part of the search string or * for any with Other Info)
☒ Print Other Info

Print Results
 Save Query
 Load or Edit Queries

Queries may be saved and reloaded, using the buttons shown at left.

West Coast College Bookings Query

Print Date: 21/09/03

Query Details: Date Range: 1/01/03 - 31/12/03
 Category:
 Resource: School Car
 Reason:
 User: CLT
 Class Group:
 Dept:

Session	User	Resource	Class Group	Dept
Mon 28 JUL 03				
3	CLT	School Car		
Mon 4 AUG 03				
3	CLT	School Car		
Fri 8 AUG 03				
9	CLT	School Car		
Mon 1 SEP 03				
2	CLT	School Car		
Wed 3 SEP 03				
4	CLT	School Car		

BookIt! Utilities - Set Resources' Order

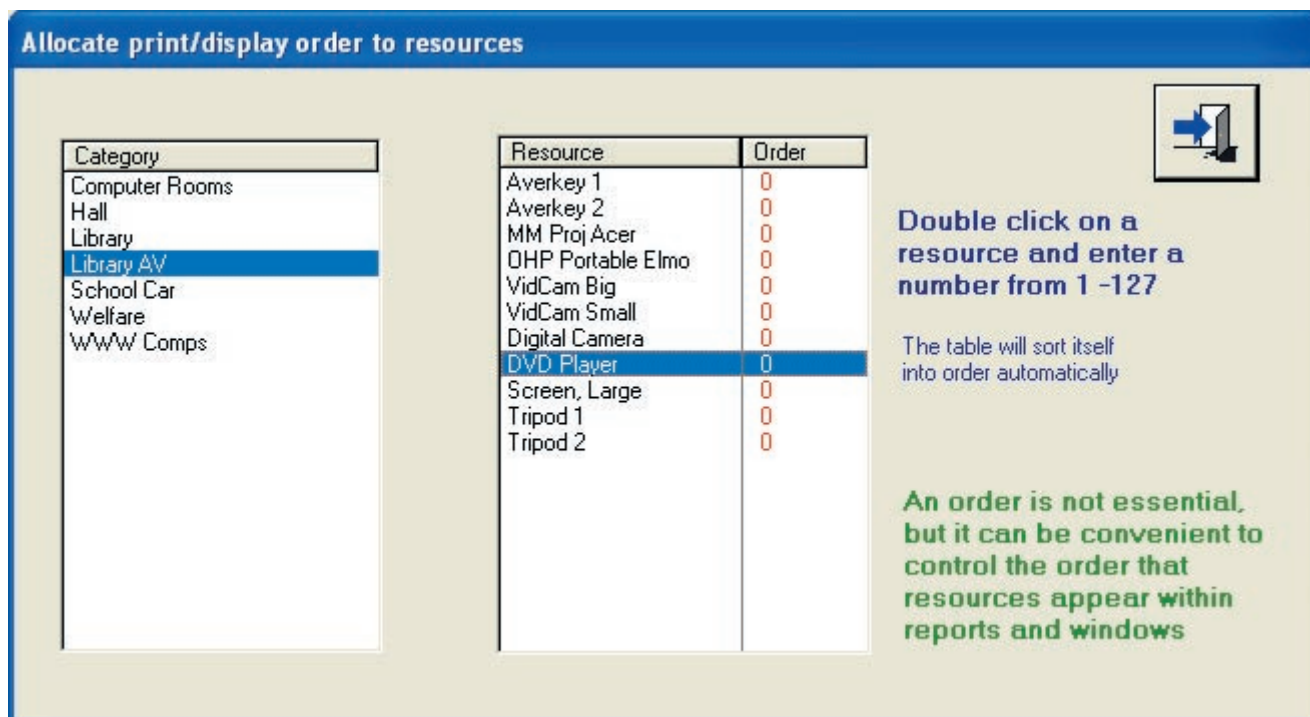
Administration, Utilities Menu

This determines the order that users see the resources listed.

Highlight a category in the left hand table.

Double-click a resource to set it's appearance order.

Allocate print/display order to resources



Category	Resource	Order
Computer Rooms	Averkey 1	0
Hall	Averkey 2	0
Library	MM Proj Acer	0
Library AV	OHP Portable Elmo	0
School Car	VidCam Big	0
Welfare	VidCam Small	0
WWW Comps	Digital Camera	0
	DVD Player	0
	Screen, Large	0
	Tripod 1	0
	Tripod 2	0

Double click on a resource and enter a number from 1 -127

The table will sort itself into order automatically

An order is not essential, but it can be convenient to control the order that resources appear within reports and windows

Resource	Order
Averkey 1	0
Averkey 2	0
OHP Portable Elmo	0
VidCam Big	0
VidCam Small	0
Digital Camera	0
DVD Player	0
Screen, Large	0
Tripod 1	0
MM Proj Acer	1
Tripod 2	2

The cursor will remain in the Order column. You can use arrows to move up and down.

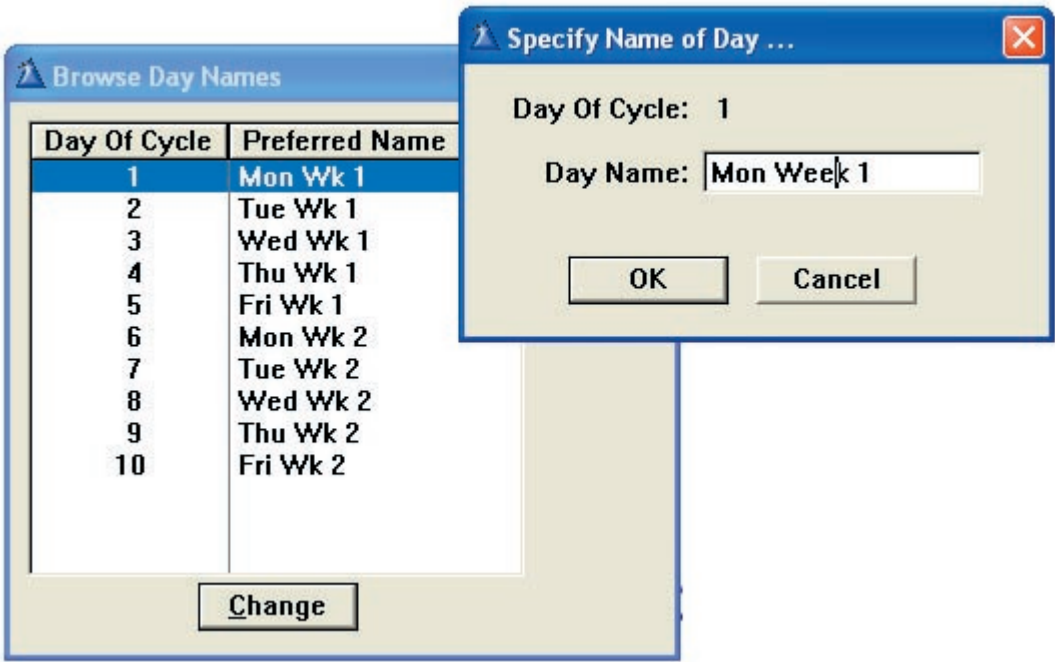
Every time you set a number, the table re-sorts itself, so you get bounced around a bit.

BookIt! Utilities - Set Days' Names

Administration, Utilities Menu

For non-weekly timetables, days can have names such as Day 3. This window lets you set the names.

2



BookIt! Utilities - Import a template from bookings

From the Administration > Utilities Menu

Use this particularly if you are converting from a pre- October 2003 version of BookIt to a later version.

Early BookIt timetable templates are incompatible with the later ones, so old template data will not convert. If you have accurate information on your booking sheet, you may bring it into a template.

Read existing bookings into a template

This utility will import existing timetable bookings into a new template. You require a date from which to read bookings, a resource whose bookings are to be copied, and a unique template name.

Select the resource whose bookings are to be used

Category	Resource
Appointments	G1
Computer Rooms	G11
Library	G2
Library Audio Visual	
Public Hire Facilities	
School Car	

Bookings Date to Start From: 4/10/2004 Mon October 4, 2004
Day 1 of your Timetable

Using Resource: G2

Unique New Template Name: G1 Template2

Sessions To Import:
☒ Permanent Bookings
☐ Casual Bookings
☐ Both Permanent and Casual

Import

Import may Proceed

View Templates

Highlight the resource whose bookings are to be imported.

Use the calendar button to choose a Day 1 for your timetable period from somewhere on the calendar with sound data.

Choose a name for the template

Choose which booking types to import

Click Import: The import will only take a few seconds

The View Templates button takes you into the main template work area where you may examine and modify templates.

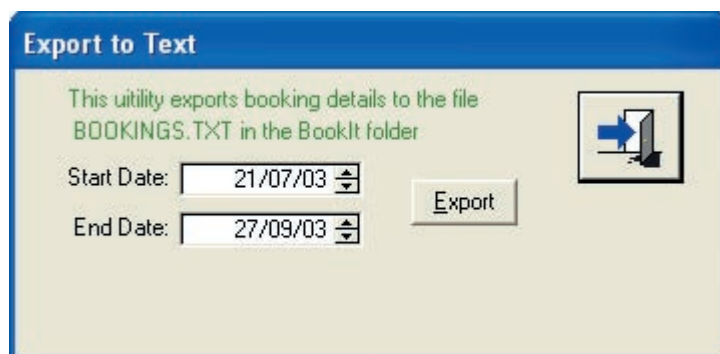
BookIt! Utilities - Export Bookings to text

Administration, Utilities Menu

Allows you to extract your own summary information.

You are prompted for a date range (below).

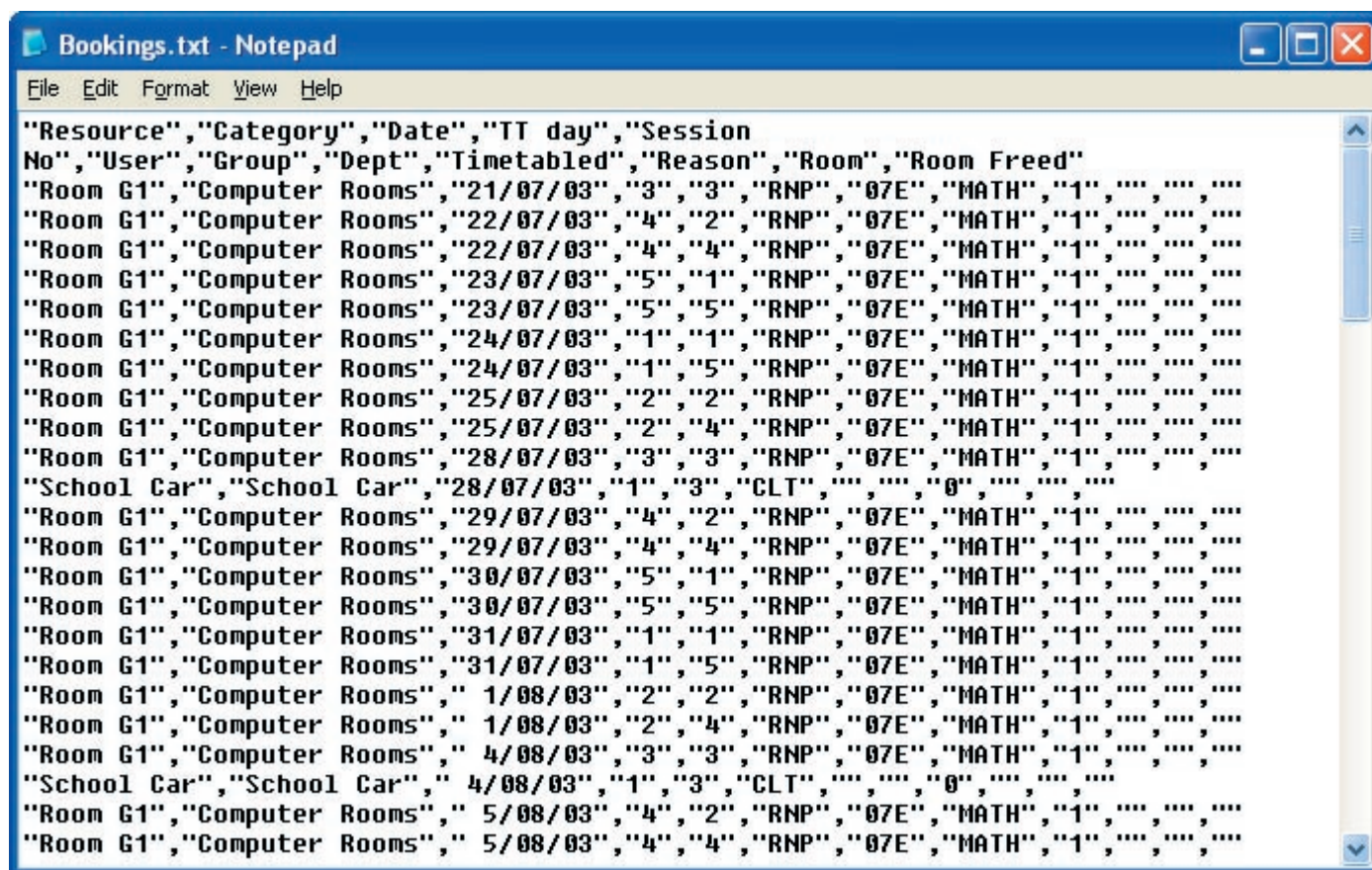
2



Click Export

The data is saved in a text file BOOKINGS.TXT.

In Notepad, the results display as shown:



This can be read into Excel, where it can be sorted by column.

BookIt! Utilities - Edit Memos

Administration, Utilities Menu

These memos are able to be imported into the memo field of a booking, if that feature has been enabled on a category.

Memo Library

Select category:

Category
Computer Rooms
Hall
Library
Library AV
School Car
Welfare
WWW Comps

Hall

Edit Memos...

Memo Name
After Hours
Instructions
Special Instructions

View full Memo...

Event:
Time:
Who will open and close?
Additional staff -

Seating Required:	Yes	No
Security key needed:	Yes	No
Audio System:	Yes	No
Kiosk open:	Yes	No

Update Memo...

Memo Name: **Hall**

Memo:

Event:
Time:
Who will open and close?
Additional staff -

Seating Required:	Yes	No
Security key needed:	Yes	No
Audio System:	Yes	No
Kiosk open:	Yes	No

Record will be Changed

Each memo can hold up to 2000 characters, though most memos are likely only to be a line or two in size.

Highlight the relevant category. You can then insert, change or delete a memo.

Each memo needs a unique name.

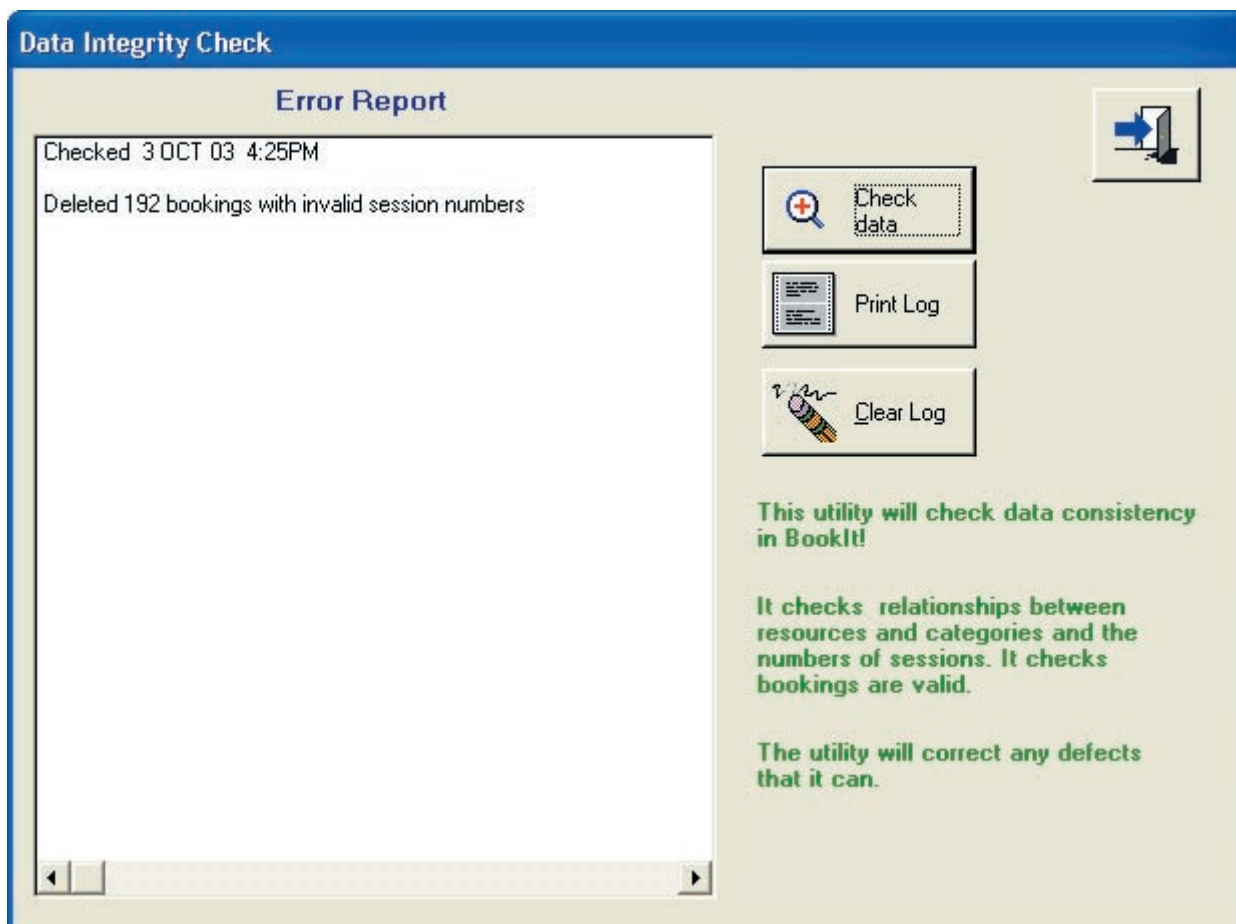
Memos are edited in a separate text window.

BookIt! Utilities - Check Data Integrity

Administration, Utilities Menu

Click the Check Data button. This utility checks the internal consistency of your data files as well as the logic of your setup. If errors can be fixed, it will do so.

2

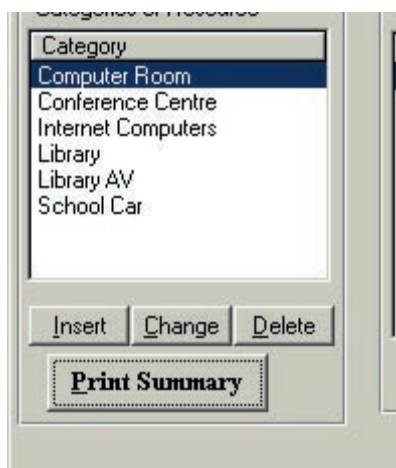


For example, if it finds bookings that have no parent resource, it will create the parent resource. If it can't create the parent resource, it will delete the bookings.

If you have specified your timetable set up as 10 day, but your days aren't marked this way on the calendar, then it will warn you.

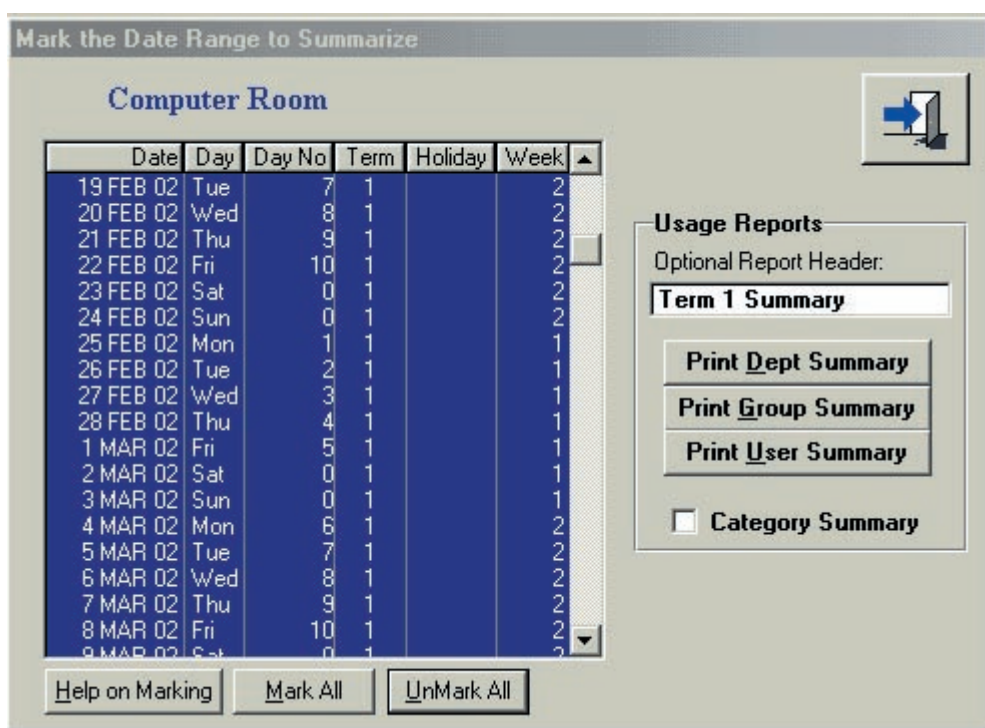
If you copy data files between data folders there is a real risk of inconsistencies, so this utility is very helpful as a diagnostic tool.

Summary Reports



From the Resources Window, highlight the resource category of interest, then click on the button Print Summary.

This pops up the following window:



Highlight a date range by clicking the first date and shift-clicking the last. In the Optional Report Header, enter anything meaningful.

You may then print a summary based on group, department, or user. The reports will summarise each resource, unless you tick the Category Summary check box, which will provide an overall summary for the category.

The reports print to the screen first, where you may choose whether to print them or not. You do not need to have a printer connected if you just wish to look at the data.

Summaries based on all Resources in a Category

(These screen dumps are using randomly generated sample data so are not typical of actual usage)

Print Preview of Departmental Summary

West Coast Senior High School					
Computer Rooms usage by Resource and Department					
Term 3 2004					
19/07/04 - 24/09/04 50 days counted					
Department	Sessions Timetabled	Sessions Negotiable	Sessions Casual	Sessions Empty	% Utilised
Room G1	43	14	62	181	39.7 %
ARTS	5	3	5		4.3 %
ENG	3	1	6		3.3 %
HPE	6	4	5		5.0 %
LOTE	6	1	9		5.3 %
MATH	4	0	4		2.7 %
OTHR	5	1	14		6.7 %
SCI	4	1	6		3.7 %
SOSE	3	3	8		4.7 %
TECH	7	0	5		4.0 %

Print preview of Group Summary

West Coast Senior High School				
Computer Rooms usage by Resource and Group				
Term 3 2004				
19/07/04 - 24/09/04 50 days counted				
	Sessions Timetabled	Sessions Negotiable	Sessions Casual	% Utilised
Room G1	43	14	62	39.7%
07 - 10	0	0	3	1.0 %
07A	2	0	0	0.7 %
07B	0	0	2	0.7 %
07D	0	1	1	0.7 %
07F	1	1	1	1.0 %
08A	1	0	0	0.3 %
08D	2	1	1	1.3 %
08E	1	0	1	0.7 %
08F	1	0	0	0.3 %

Print preview of User Summary

West Coast Senior High School Computer Rooms usage by User Term 3 2004 19/07/04 - 24/09/04 50 days counted				
User	Sessions Timetabled	Sessions Negotiable	Sessions Casual	Sessions in Total
AW	15	8	22	45
CCC	0	0	3	3
CG	23	9	19	51
CLT	19	6	18	43
DG	9	6	16	31
DS	20	7	21	48
GR	14	4	16	34
HB	9	6	22	37
PG	13	3	24	40
PT	11	3	16	30
Totals for Computer Rooms	133	52	177	362

Summaries based on category totals**Print Preview of Departmental Summary**

West Coast Senior High School Computer Rooms usage by Department Term 3 2004 19/07/04 - 24/09/04 50 days counted					
Department	Sessions Timetabled	Sessions Negotiable	Sessions Casual	Sessions Empty	% Utilised
ARTS	17	8	18		4.8 %
ENG	17	4	26		5.2 %
HPE	17	10	14		4.6 %
LOTE	15	7	19		4.6 %
MATH	17	4	19		4.4 %
OTHR	11	4	25		4.4 %
SCI	8	7	21		4.0 %
SOSE	14	5	18		4.1 %
TECH	17	3	17		4.1 %
Totals:	133	52	177	538	40.2 %

Print Preview of Group Summary

West Coast Senior High School
Computer Rooms usage by Group

Term 3 2004

19/07/04 - 24/09/04 50 days counted

	Sessions Timetabled	Sessions Negotiable	Sessions Casual	Sessions in Total	% Utilised
07 - 10	0	0	3	3	0.3 %
07A	5	1	2	8	0.9 %
07B	1	0	2	3	0.3 %
07C	1	0	2	3	0.3 %
07D	2	3	6	11	1.2 %
07E	2	0	1	3	0.3 %
07F	4	3	3	10	1.1 %
08A	5	0	5	10	1.1 %
08B	1	0	1	2	0.2 %

Print Preview of User Summary

West Coast Senior High School
Computer Rooms usage by User

Term 3 2004

19/07/04 - 24/09/04 50 days counted

User	Sessions Timetabled	Sessions Negotiable	Sessions Casual	Sessions in Total
AW	15	8	22	45
CCC	0	0	3	3
CG	23	9	19	51
CLT	19	6	18	43
DG	9	6	16	31
DS	20	7	21	48
GR	14	4	16	34
HB	9	6	22	37
PG	13	3	24	40
PT	11	3	16	30
Totals for Computer Rooms	133	52	177	362

Reset all Window Positions

Administration > Utilities > Reset All Window Positions

Window locations are remembered by BookIt! Under some circumstances, such as using a new monitor, or just plain gremlins, a window does not appear to open. It probably is open, but off screen. Press <ESC> to close the window if it is active (even if unseen).

Go to the menu item above, and select it. No window opens; it just runs code to reset all windows to default locations.

Then try your window again. If it still doesn't work you may delete bookit2.ini in the C:\Windows folder. All windows will then open in their default positions.

Print Preview - a feature of all reports

All printable reports first print to a screen preview.



The preview window offers several menu options, most of which are self-evident.



One option that is useful however is the Pages to Print option under File.

After previewing, you may want to print some pages, not all. You may specify a range as shown, or individual pages separated by commas.

Now, when you print, only the selected pages will print.

Setting up for a new year

Assuming you have been using BookIt! successfully and have to set up for a new academic year, these are the key tasks.

Run the setup guide (the button with the light globe on the toolbar) and have the manual handy. Step through the guide, ignoring things that are already correct. The items in normal print below are probably correct already and won't require any action on your part. The key tasks are in bold.

2

Make a copy of the BookIt folder for insurance.

.

1. Data Removal - No Action Required

2. Check Calendar

Check the date range.

If it doesn't extend to the end of the year, then choose Extend Calendar and add 365 or so days.

If you don't need last year's data, then choose Reduce Calendar and remove those days from the front of the calendar

3. Mark holidays

Get your planner out, find all the school's holidays for the year, including the public holidays and mark them on your calendar. You can also mark curriculum (student free) days because for most purposes in BookIt! these days are non booking, like holidays.

If you have a cyclic timetable, it is critical that these days are marked accurately.

4. Class Groups - No Action Required

5. Departments - No Action Required

6. Users - No Action Required

7. Resources - No Action Required

8. Linked Resources - No Action Required

9. Timetable - No Action Required

10. Mark Timetable Days

You must mark the timetable days and holiday periods on the calendar

11. Set and Apply Timetable Templates

Do this where you have bookable resources (usually rooms) that are timetabled and not always available.

Log in as an ordinary user and check that BookIt! behaves as expected.

Chapter 3

Setup Guide

Setup Advice

These steps will perform a complete setup of BookIt! from scratch. When modifying BookIt! you will not need to do all tasks and you may never need to do some.

Action	Manual Reference
1. Clean out old or sample data Important on first installation	46
2. Check the calendar range Definitely do this	47
3. Mark holidays on the Calendar Helps your users identify non-work days but not critical	48
4. Check Class Groups If you are a school, you will want this. If you are not a school, you won't want classes, but you could use the field for some other characteristic of the booking.	49-51
5. Check Departments Probably only for schools, but not critical even then.	52
6. Add Users	53,54
Import Users Only if you want to be able to validate user names as they make a booking	54
7. Modify Resources to Book Definitely do this	55-68
8. Linked Resources Optional	69,70
9. Timetable Structure If you are a not a school, set it to either 5,6, or 7 day fixed, depending on your working days per week.	71-73
10. Mark the timetable days on the calendar If you have bookable resources that are unavailable to casual bookings some of the time.	74-76
11. Set and Apply Timetable Templates As for Step 10	77-84

Using the Setup Guide

Run the guide by clicking the light bulb button on the toolbar...

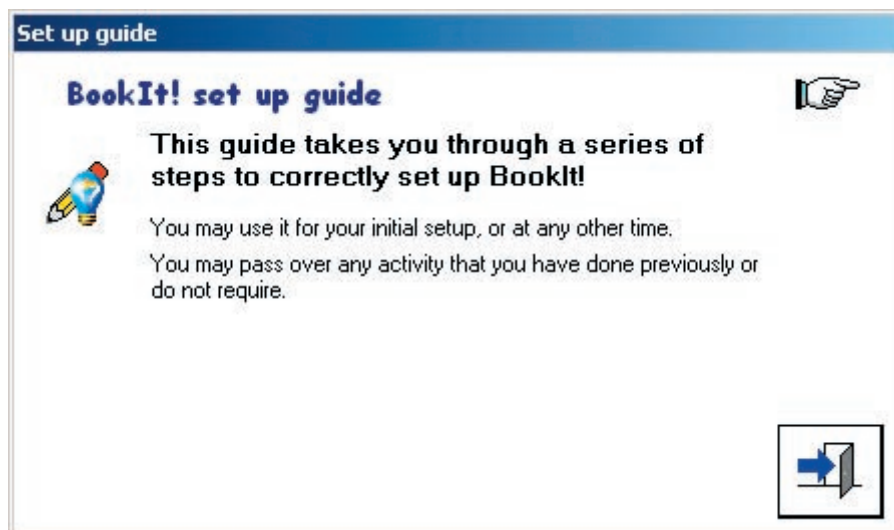


The setup guide is a sequence of windows that provides a logical sequence to setting up BookIt! Before commencing this, make sure you understand the diagram on page 18.

3

You may use this guide whenever you make significant changes to BookIt, especially when you wish to change from sample data to your real data.

When making smaller changes you can use this guide and ignore steps that are already correctly configured.

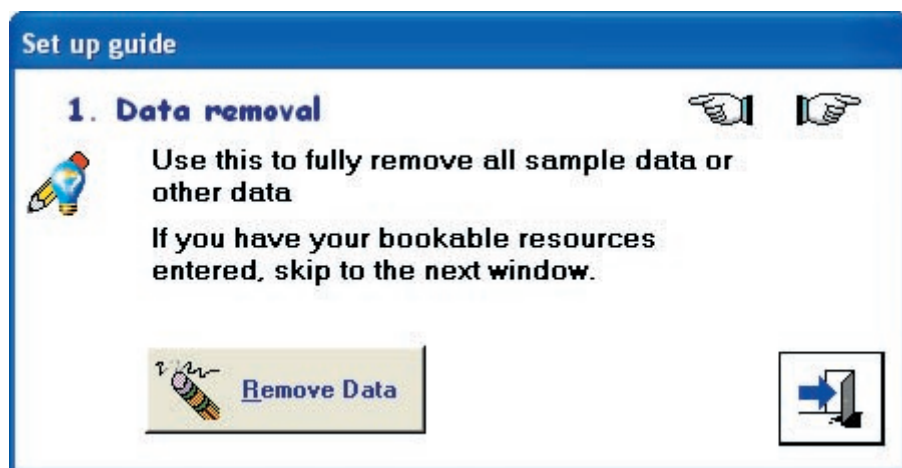


Click on the pointer buttons to progress or return.

Each window, apart from the first, has one or more buttons that take you to the correct windows to perform the tasks. These tasks can be accessed directly from the menu or by using the short cut window when you become familiar with the program.



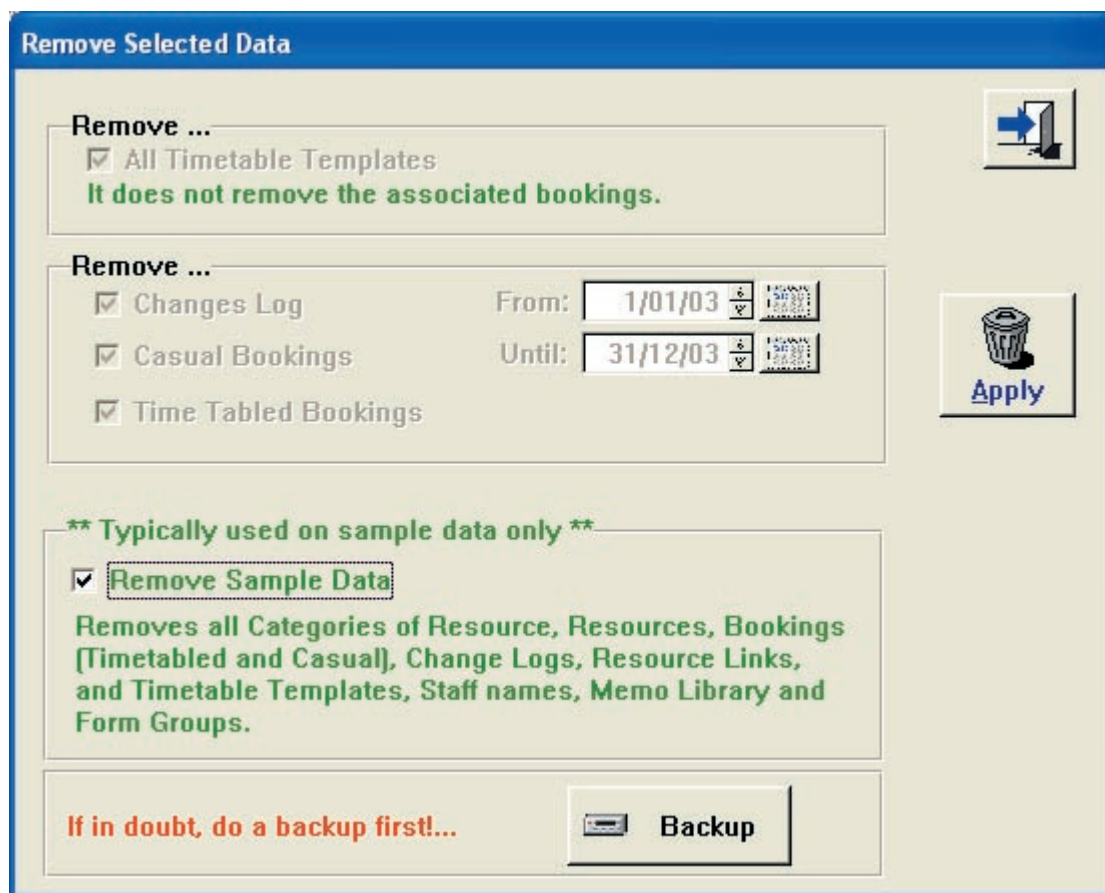
Step 1 - Data Removal



Click the Remove Data Button.

Any new BookIt! setup requires sample data to be removed. This window allows selected data removal or comprehensive data removal.

Click the Apply button to remove all sample data




Step 2 - Check Calendar

Check whether BookIt!'s date range is appropriate. Typically the range should span a calendar year, but there is no reason why it couldn't be longer or shorter.



Set up guide


2. Check Calendar

 BookIt! works on its own calendar that you must manage.

Current Range: 1/01/03 - 31/12/03

If the existing calendar range is not appropriate you may extend or reduce it.

 **Extend Calendar**  **Reduce Calendar**




You may use this option at any time. It does not affect existing bookings.

3


When you extend the calendar forwards, say near the end of a calendar year, it is reasonable to remove days that are long past, like the first 6 months of the year.

Extend Calendar

First day of calendar: 1/01/03
Last day of calendar: 31/12/03



You may add any number of days to the existing calendar.

Extend to: 31/12/03 


Extend Calendar

Enter a Date that lies outside the current calendar

Ensure that you have done any of the summary reports that might interest you before removing days.

Reduce Calendar


Calendar range: 1/01/03 - 31/12/03




You may take days from either the start or the end of the calendar. This action removes all bookings for the period, so care must be taken.

You cannot remove dates between Current and Current + 60

Take From
☒ Start of Calendar ☐ End of Calendar

Limiting Date: 1/01/03 

 **Reduce Calendar**

This date lies at the start of the current calendar

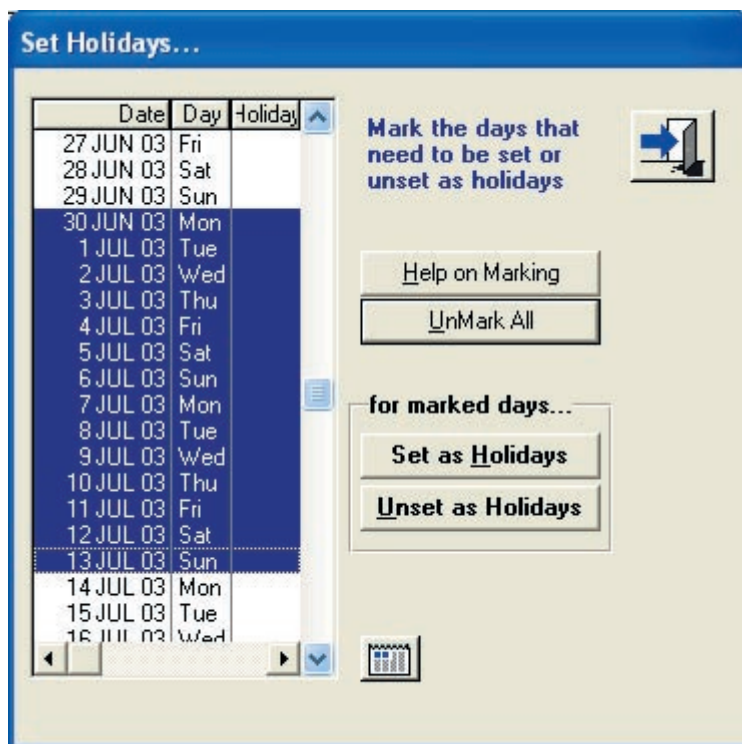
Step 3 - Mark holidays on the calendar

This is particularly important if you run a cyclic timetable, because the timetable must roll over the holidays.



For fixed timetables, this is less important and it's main purpose is to make the booking grids show holiday sessions in a different colour so that staff are aware when booking ahead.

Highlight a date range:



Click on the first date



Shift-Click on the last


Click the button Set as Holidays

You can of course unset them any time.

Step 4 - Class groups

Set up guide

4. Check Class Groups  

 **Many resources are booked for classes. A category can be set up to require a Class Group to be entered (step 5).**
Classes are displayed in the booking sheet and data analysis can be performed by class.


Classes are added to BookIt! in any of 3 ways:


A. Entered by the administrator —————


B. Entered by users as they make a booking —————
The easiest way for you to begin


C. Imported from a text file —————

A is time consuming.
B is simplest for the administrator but leads to non-standard class names. B can also be disabled.
C is a good option if the data is available.

 **A. Add Classes Yourself**

 **B. User entry option**

 **C. Import Classes**



3

Background

Class groups are often a required option, set on the Category of the Resource. If you have any category that requires class groups then you have to have a lookup table for use when users make bookings or the administrator sets timetable templates.

If you have no categories that require Classes to be entered, skip this step.

A convenient way to work with classes is for the Administrator to add the main classes and home groups, but not necessarily all groups. Staff can look up this list, and if they can't find the group they want, are able to add a group themselves. This is the recommended method for most users.

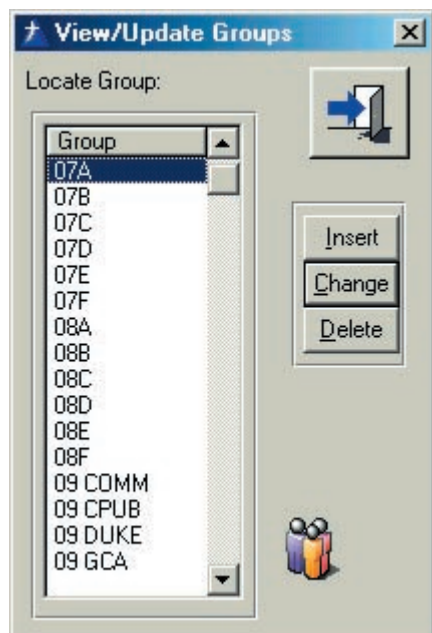
The disadvantage of this method is that staff will use different naming conventions for classes. If this is a concern, you can prohibit staff from entering classes themselves. If you do this, the administrator must ensure that the class table is fully populated with all classes that may be required. This usually means that you should import a full list of classes from a timetable package or similar.

Details are covered on the next few pages.

Editing Groups - Button A from Setup Guide



If you do not intend to import group names from a text file:



You should add all home groups to the list 7A, 7B, etc. If you want year levels to show in number order, use 07A, 09B, etc. You might also add elective classes which will often be users of resources as well. eg 10 CPUB, 11 INFO TECH, 09 CHEM, 09 INDO.

This will also serve as guide for other staff who add their own classes.

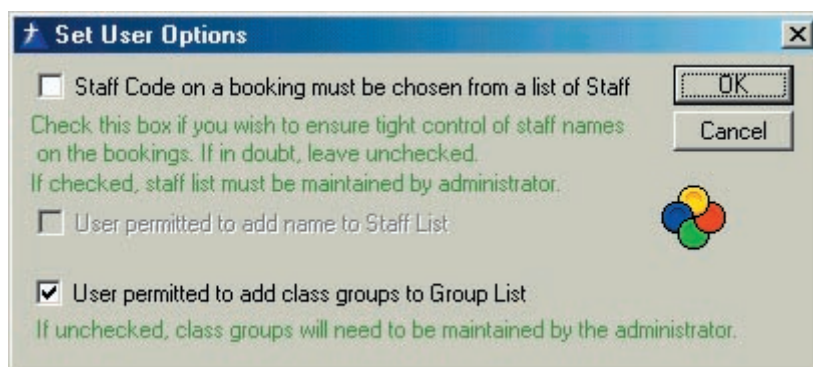


BookIt! allows up to 12 characters to name a group. They will appear in alphabetical order in the list.

The update form (below) provides some advice for staff members who add groups themselves.

Group names will become inconsistent when staff are able to enter them. BookIt! provides the ability to rationalise group names. Thus you could make all 10MARINE bookings the same as 10 MARINE in the data shown above. See Page 27 of this guide for details.

Users allowed to Edit Groups - Button B from Setup Guide

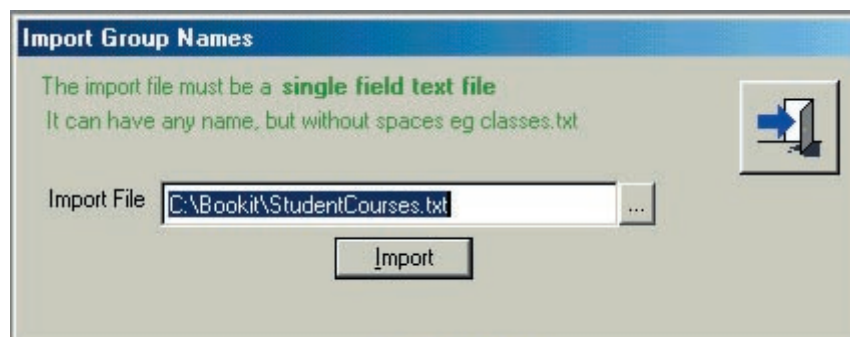


The last check box on this window determines whether users can add groups themselves. Make sure it is checked, unless you want to maintain the class list fully yourself.

Button C - Import Group or Class Names



If you can obtain a list of all the group names (or codes) in a text format, you may import them. The import file must be a plain text format with one item per line.



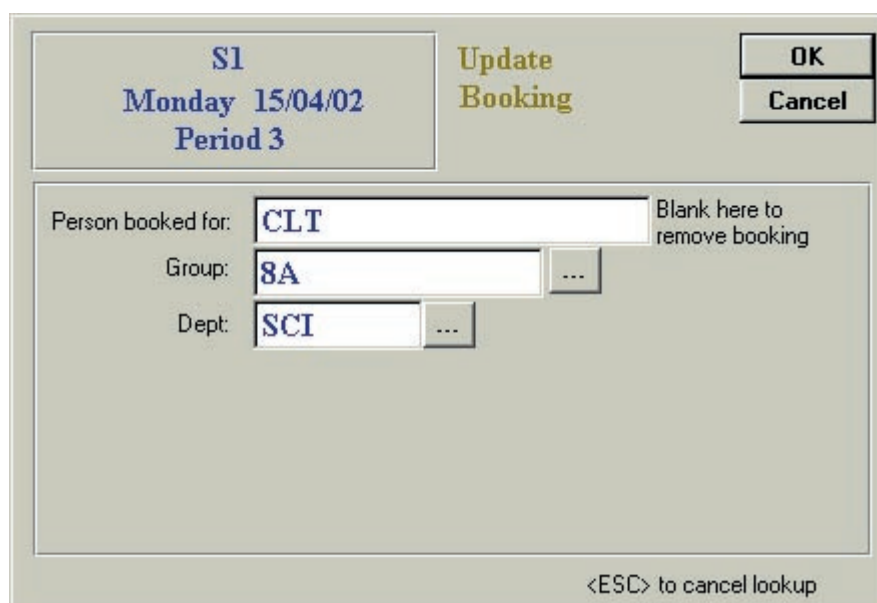
3

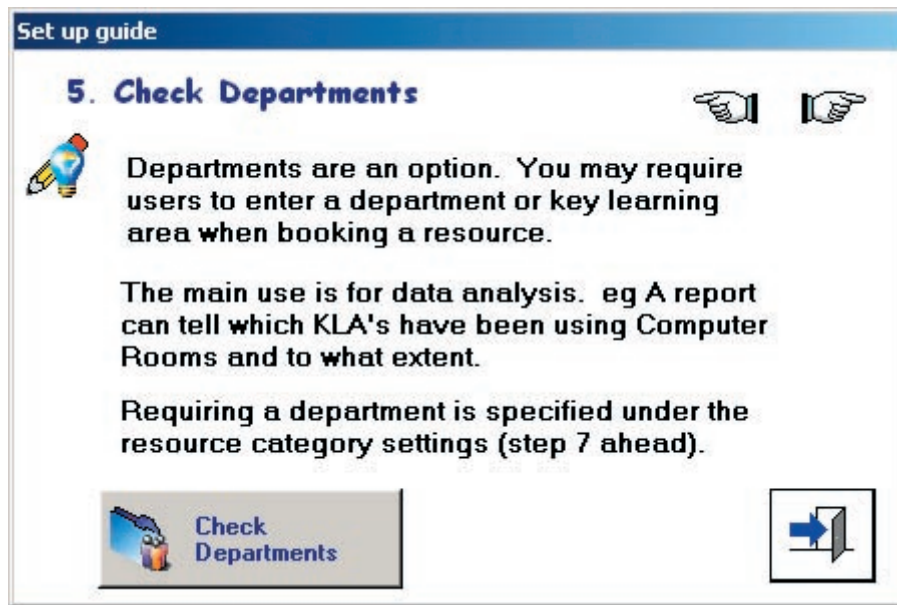
Cautionary Note

Note that group names may not be the same as class names.

Example: a class might be 8A Sci. In BookIt, the group could go in simply as 8A. The Science part can be entered as the Department when a booking is made.

This ensures that data summaries by group will show all access by 8A whether it is SCI, ENG, or whatever.



Step 5 - Check Departments

If you wish the KLA or other department code to be a required field when a user makes a booking, you must have the department codes entered.



Check the codes in the department table. Delete any not required.

As well as key learning areas, you may need other departments such as MISC or OTHER to cover situations where a booking is not KLA related.



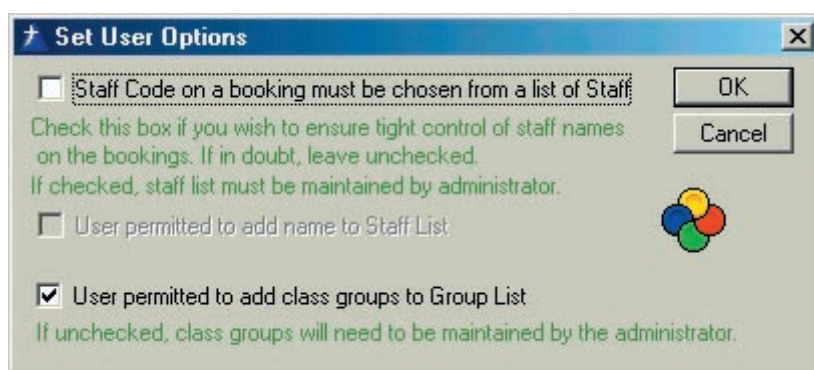
Departments codes may be up to 8 letters.

Step 6 - Add or Import users

Skip this step unless you want all users to choose their name from a list

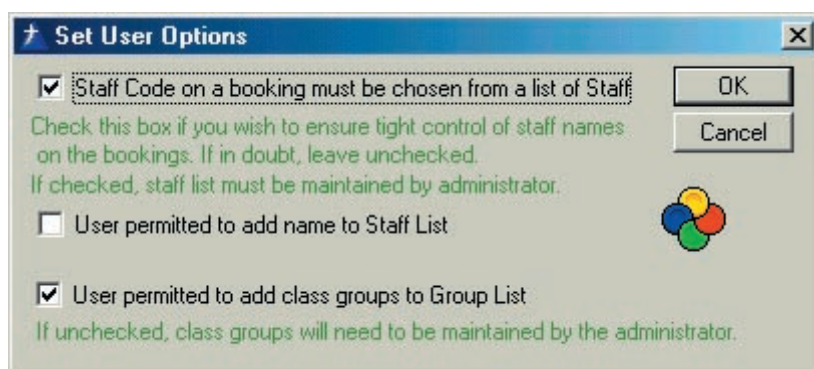


Click the *User Entry Options* button:



The simplest way to run BookIt! is to ensure that the first checkbox below is not ticked.

Any staff will be able to add any name to the booking.



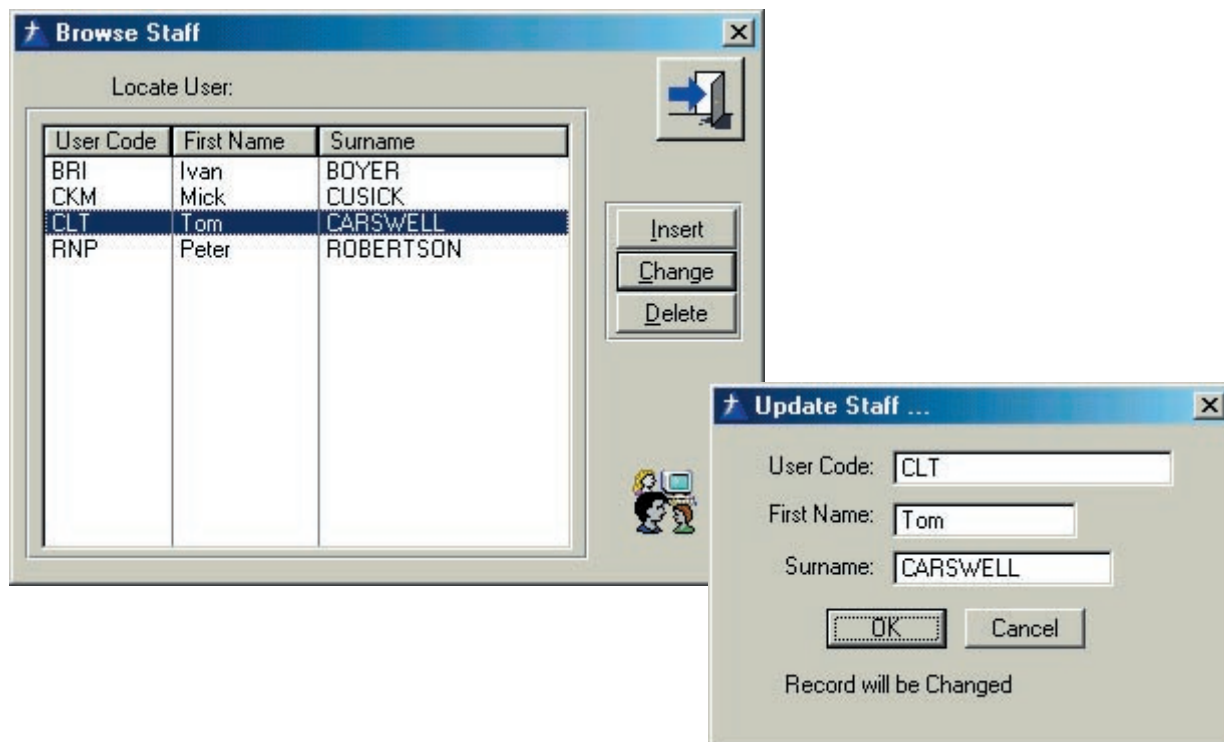
If you want users to choose their name from a list, rather than allowing free entry, set it here.

Tick the first checkbox.

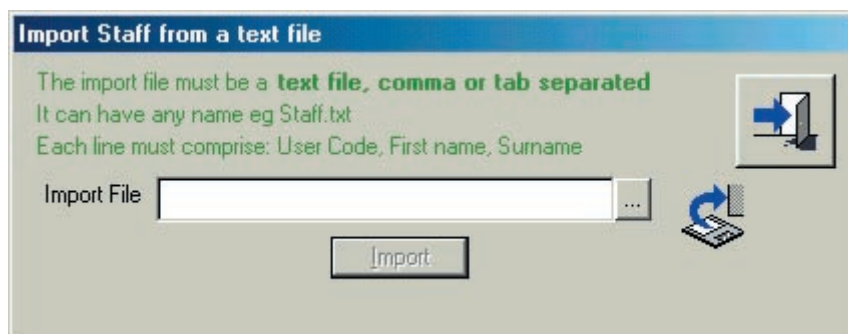
If you tick the first option, you may allow staff to amend the list themselves by ticking the second checkbox.

Edit User List

Choosing this button brings up the following table, from where you may manually add, edit, or delete staff names.



Import Users



With this option you may import your users from a tab or comma separated text file. The file must have three fields per line: Code, First name, Surname.

eg	CLT	Tom	Carswell
	RNP	Peter	Robertson
	CKM	Mick	Cusick



Step 7 - Modify Resources to Book

Set up guide

7. Modify Resources to Book

Resources are grouped into Categories. eg Computer Rooms. Each category needs its number of bookable sessions entered and labelled. Individual resources are added to particular categories.

Categories have many options controlling how the users work with them. Check all these options carefully.

3

Resources belong to categories (left hand table). Categories have a particular number of bookable sessions. (centre table)


Bookable sessions may reflect the periods of the day, but they can include extra such as lunch time, or be more arbitrary such as half hour slots.

Resources for each category are shown on the right.

Browse the Resources

Category	Sessions
Appointments	19
Computer Rooms	7
Library	8
Library Audio Visual	8
Public Hire Facilities	9
School Car	10

Insert Change Delete

 **Print Summaries**

Session Details for Category

No	Session Name	Exclud
1	Period 1	<input type="checkbox"/>
2	Period 2	<input type="checkbox"/>
3	Period 3	<input type="checkbox"/>
4	Period 4	<input type="checkbox"/>
5	Period 5	<input type="checkbox"/>
6	Period 6	<input type="checkbox"/>
7	Lunch Time	<input checked="" type="checkbox"/>

Change Rearrange

Specific Resources in Category

	Resource
<input checked="" type="checkbox"/>	1 G1
<input checked="" type="checkbox"/>	2 G2
<input checked="" type="checkbox"/>	3 G11

+ - Set Alpha

Setting up the category is the first and important step in managing the resources. Click on the Insert button (under category) to bring up the window (next page).

Step 7 - Resource Category (continued)

Update Resource Category Details

Record will be Changed

Resource Category Name:

Number of Sessions per Day: 99 max

Default Session Name:

Required Items | Optional Items | Constraints | Extensions | Memo Library | Password

If checked, these items are required to be filled in when a booking is made for resources in this category.

☐ Group eg 10A

☐ Department eg SOSE

All resources belong to a category and have the characteristics of the category. You need different categories if resources are to be treated differently. For example, a straight computer room would belong to a different category than a group of internet computers which are individually bookable.

Options for Resource Category

Ninety-nine sessions per day is the maximum. Realistically, 8 to 10 is typical. Sessions are typically either by hours or by periods but can have any logical basis.

Required items on making a booking:

If you tick Group or Department, then users are forced to enter that information when making a booking.

The usual reason for this is that booking summary reports are desired for that category, based on Group or Departmental use.

Step 7 - Resource Category (continued)

Required Items	Optional Items	Constraints	Extensions	Memo Library	Password
<p>If checked, these items are available to be filled in when a booking is made for resources in this category.</p> <p> <input type="checkbox"/> Room Identifier (where resource will be used) <input checked="" type="checkbox"/> Use memo field eg Reason <input type="checkbox"/> User must type something in the memo eg reason for booking </p> <p>Prompt to use for memo: <input type="text" value="Reason"/></p> <p> <input checked="" type="checkbox"/> User can enter a consequential room vacancy <input type="checkbox"/> User MUST enter consequential vacancy </p>					

3

Optional Items when making a booking:

Room Identifier is useful if a resource is mobile and moves from room to room through the day. This helps it to be found at any time.

Use Memo Field eg Reason is useful in different ways. If activated, it provides a text field of up to 2000 characters for additional information about that booking. Most likely however, only a line or two would be used.

A typical use is to help a school librarian know for what purpose a group is booked in.

Some schools use BookIt! to book science practical activities. In this case the memo field can be used for instructions to the lab assistant. In this context the memo library (see later) may be useful.

Prompt to use for memo can be different for different categories. eg Video Title or Reason or Prac Notes

User can enter a consequential room vacancy. If classes move to a computer room or the library, then a room is presumably left vacant elsewhere. Tick this to prompt the user to put in the created room vacancy. A list can be printed from the daily booking sheet of rooms made vacant.

User MUST enter consequential room vacancy

If the previous item is ticked, you can also tick this option to force the user to enter a freed room.

Step 7 - Resource Category (continued)

Constraints

Required Items	Optional Items	Constraints	Extensions	Memo Library	Password
----------------	----------------	-------------	------------	--------------	----------

☐ **Prohibit Same Day Bookings**
All bookings must have been done prior to the day.
Bookings cannot be made on the day.

No. of Days Ahead Booking Allowed: 0 = Unlimited
Limits forward bookings

Prohibit Same Day bookings

All bookings for a resource must be completed prior to the day. Thus on any day, bookings are fully known in advance.

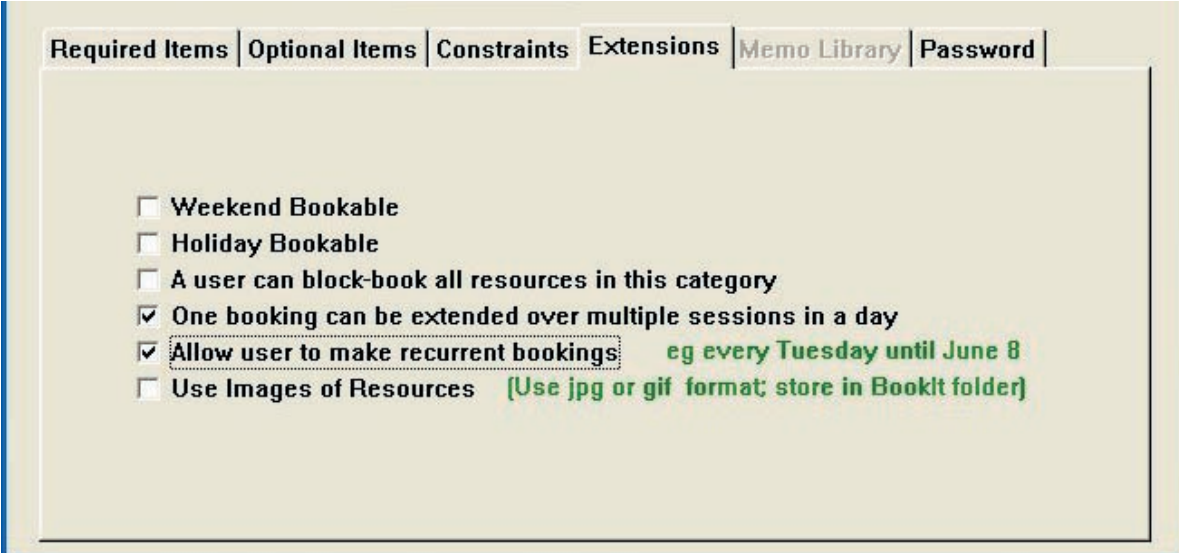
The No. of Days Ahead Booking Allowed

This option will prevent anyone booking ahead past the number of days set here. Zero means unlimited forward booking is allowed.

These constraints do not affect anyone logged on as Administrator

Step 7 - Resource Category (continued)

Extensions



The screenshot shows a web form with several tabs: 'Required Items', 'Optional Items', 'Constraints', 'Extensions' (which is active), 'Memo Library', and 'Password'. Under the 'Extensions' tab, there are six checkboxes with their respective labels and examples:

- ☐ Weekend Bookable
- ☐ Holiday Bookable
- ☐ A user can block-book all resources in this category
- ☒ One booking can be extended over multiple sessions in a day
- ☒ Allow user to make recurrent bookings *eg every Tuesday until June 8*
- ☐ Use Images of Resources *(Use jpg or gif format; store in BookIt folder)*

3

Weekend Bookable

If not ticked, no one, including the administrator can book on weekends. If the timetable is 6 or 12 day, the same option will appear referring to Sunday bookings. If the timetable is 7 or 14 day, the option is disabled because it can be taken for granted.

Holiday Bookable

If not ticked, the resource can't be booked on these days, except by administrators.

Block Booking

If a category can be block-booked, then the option is provided for a staff member to book all resources in the category when making a single booking on one of the resources. An example would be a category called Internet Computer. This category might contain 10 PC's in the library. If you enable block-booking, a single booking will book the entire set of PC's rather than having to book each one in turn. A block-booking on a resource category will not over-ride any existing booking made on any individual resource.

One booking can book multiple sessions in a day

This provides the user with a tick box for all day booking and a spin box for a number of sessions.

Recurrent bookings

Allows a booking to be repeated at same time in the timetable or on a daily basis for a number of occurrences or until a certain date.

Use the above two options with care because it is easy for a user to instantly make a lot of bookings.

Use Images of Resources

If this option is chosen, you will be able to enter the name of an image file in .jpg or .gif format to use with resources in this category.

Step 7 - Resource Category (continued)

Memo Library

Required Items	Optional Items	Constraints	Extensions	Memo Library	Password
<p>The memo library allows you to store extended notes that can be easily added to a booking and edited by the booker.</p> <p>These notes may be detailed instructions or even prac notes if labs are being booked.</p> <p> <input checked="" type="checkbox"/> Use Memo Library within this category <input type="checkbox"/> Memo library requires password to edit If unchecked, all users can use and edit the items in the library If checked, a password is required to edit the memo library </p> <p> Memo library password: <input type="text"/> (this category only) </p>					

This can be activated to store standard sets of extra information for bookings, or even templates where the user can fill in blanks (called Pre-loaded Memos).

One example might be for hall bookings where additional information is required regarding whether seating is necessary, whether various equipment is needed, whether the audio system has to be set up, who is required to open or close it and so on.

This can be set up in the memo library, called up by the user, and edited by them.

If Use Memo Library is checked...

An extension of this capacity allows specific resources in this category to be preloaded with a memo from the library. As an example, a librarian may wish all users to enter the topic for the class and how many students there will be. In this case, a stored memo is prepared that simply says:

Topic:

Number of Students:

This will prompt the user to enter that information. See page 67 for further instructions.

Password

You may choose to allow your staff to edit the memo library by not using a password. More likely though, you will require a password for the memo library to be edited. (However, if the category itself is password protected, this may not be necessary. See next item)

Step 7 - Resource Category (continued)

Password

The screenshot shows the 'Update Resource Category Details' dialog box with the 'Password' tab selected. The dialog has a blue title bar and a red 'X' close button. A red message 'Record will be Changed' is displayed at the top. The 'Resource Category Name' is 'Computer Rooms'. 'Number of Sessions per Day' is set to 8 (with a 99 max limit). 'Default Session Name' is 'Period'. The 'Password' tab is active, showing a checkbox for 'Booking Password Required' which is checked. Below it is a 'Password:' text box. There are two sub-options: 'Applies to Permanent bookings' (checked) and 'Applies to Casual bookings' (unchecked). Green text explains the effects: 'If checked, password will enable access to permanent bookings' and 'If checked, casual bookings will require password'.

Update Resource Category Details

Record will be Changed

Resource Category Name: Computer Rooms

Number of Sessions per Day: 8 99 max

Default Session Name: Period

Required Items | Optional Items | Constraints | Extensions | Memo Library | **Password**

Check this if you wish to restrict who is able to make bookings for resources within this category

☒ **Booking Password Required**

Password:

☒ **Applies to Permanent bookings**
If checked, password will enable access to permanent bookings

☐ **Applies to Casual bookings**
If checked, casual bookings will require password

OK

Cancel

Applying a password to Permanent bookings gives access to any non-administrator if they know the password. This can be useful if someone is in charge of a category, but has no responsibility for other categories

A password on Casual bookings is usually used where only one person, such as a welfare coordinator, should be able to make bookings, and BookIt! is used as a display for other staff.

If a password is used here, it is probably not necessary to set a password on the memo library because only authorised users will have access.

Administrators can book anything without this password.

Step 7 (cont) - Examples of options on users' booking form**Computer room**

Details including a consequential room vacancy

The screenshot shows a booking form for 'Room G1' on 'Monday 6/10/03' during 'Period 3'. The form includes fields for 'Person booked for (User): SAM', 'Group: 08C', 'Dept: SCI', and 'Room Freed: S5'. There are 'OK' and 'Cancel' buttons in the top right, and a note 'Blank the User to remove a booking'.

Video Player

Other Info is set up to record video number.

It also records room to be used in.

The screenshot shows a booking form for 'VCRI' on 'Tuesday 7/10/03' during 'Period 2'. The form includes fields for 'Person booked for (User): NOEL', 'Dept: SOSE', 'Video Name or Number: PV3214', and 'Room: G4'. There are 'OK' and 'Cancel' buttons in the top right, and a note 'Blank the User to remove a booking'. A pencil icon is next to the 'Video Name or Number' field, and a note '(2000 characters max)' is next to the 'Dept' field.

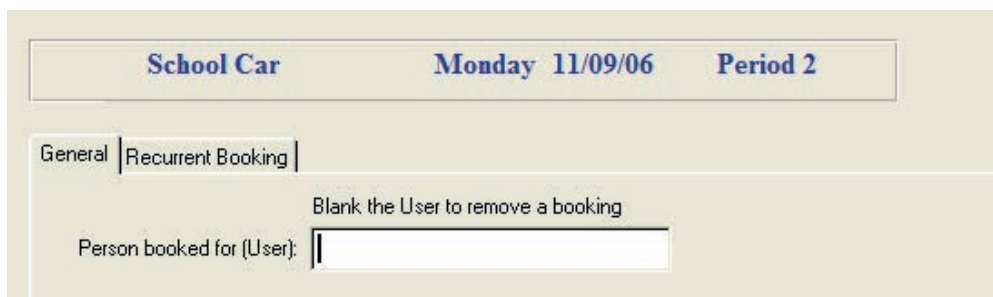
Library Area

The memo field is named "Reason", and is used to inform library of the purpose of the booking

The screenshot shows a booking form for 'Glassroom' on 'Monday 6/10/03' during 'Lunch'. The form includes fields for 'Person booked for (User): RNP', 'Group: 08A', 'Dept: MATH', 'Reason: Dinosaur project with Glenda', and 'Room Freed: S5'. There are 'OK' and 'Cancel' buttons in the top right, and a note 'Blank the User to remove a booking'. A pencil icon is next to the 'Reason' field, and a note '(2000 characters max)' is next to the 'Dept' field.

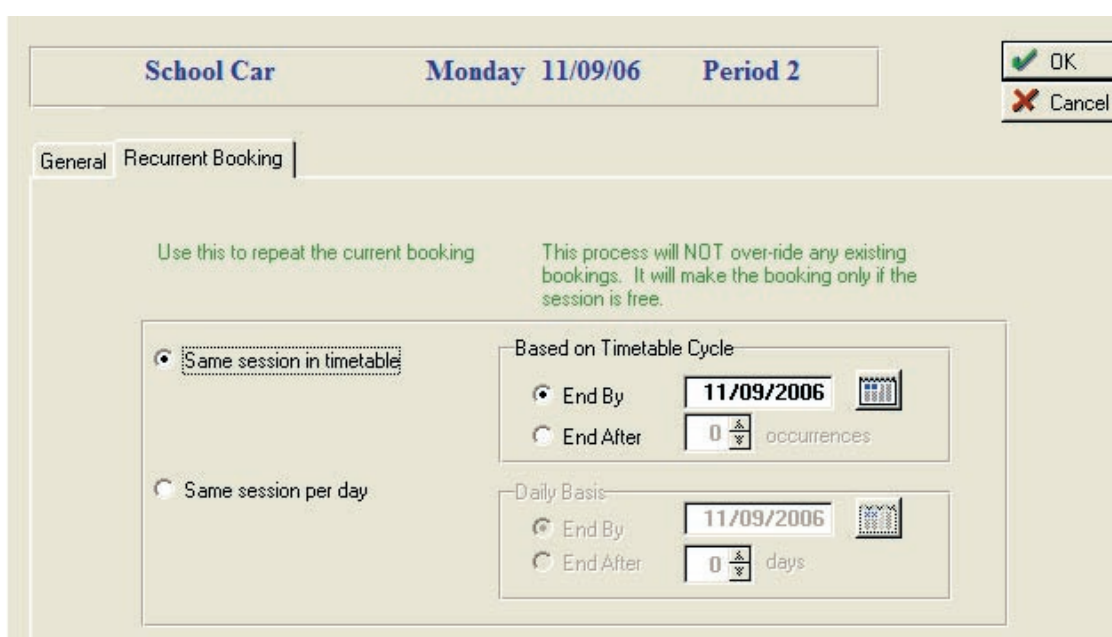
Step 7 (cont) - Example of Recurrent Booking

If the category extension Recurrent Bookings is activated, the booking form has an extra tab.



The screenshot shows a booking form for 'School Car' on 'Monday 11/09/06' during 'Period 2'. The 'General' tab is selected, and the 'Recurrent Booking' sub-tab is active. Below the sub-tab, there is a text label 'Blank the User to remove a booking' and a text input field labeled 'Person booked for (User):'.

Selecting the tab gives the user four options.

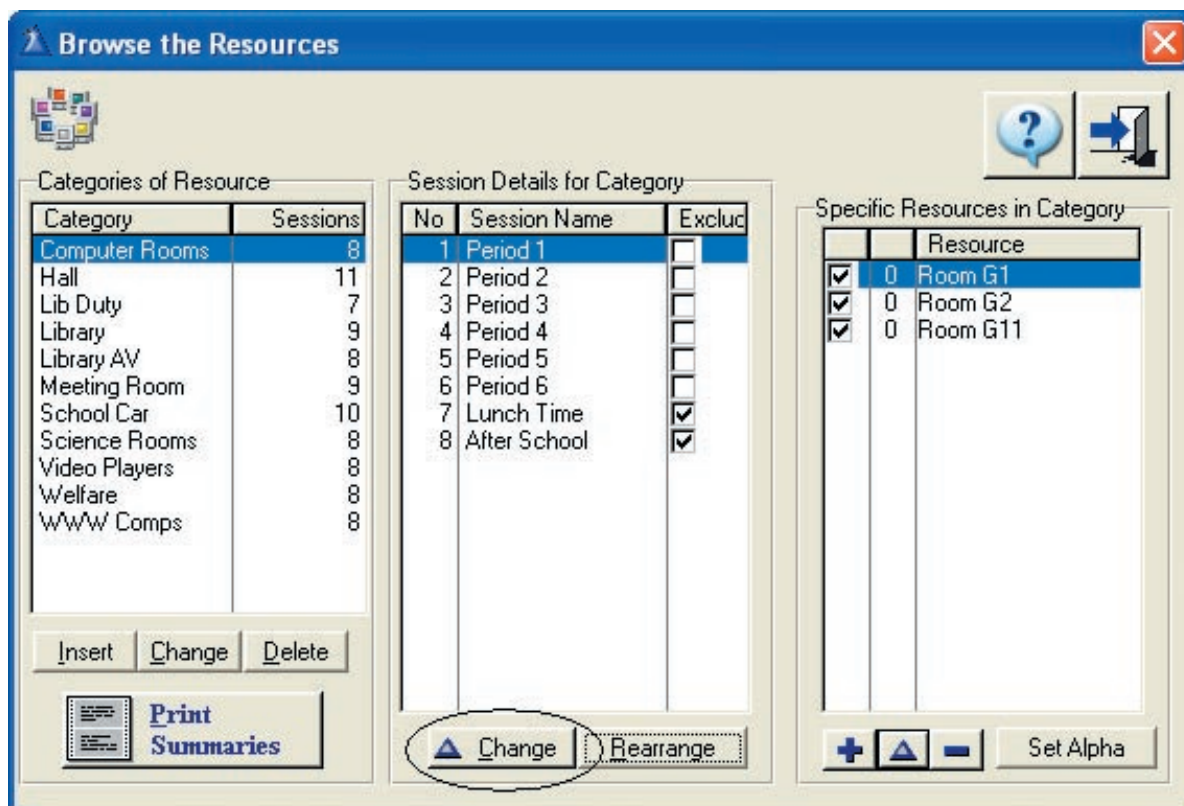


The screenshot shows the 'Recurrent Booking' tab selected. In the top right corner, there are 'OK' and 'Cancel' buttons. The main content area contains two green informational messages: 'Use this to repeat the current booking' and 'This process will NOT over-ride any existing bookings. It will make the booking only if the session is free.' Below these messages are two radio button options: 'Same session in timetable' (selected) and 'Same session per day'. To the right of these options are two sections: 'Based on Timetable Cycle' and 'Daily Basis'. Each section has two radio button options: 'End By' (selected) and 'End After'. The 'End By' options have a date field set to '11/09/2006' and a calendar icon. The 'End After' options have a numeric field set to '0' and a unit label ('occurrences' for the timetable cycle and 'days' for the daily basis).

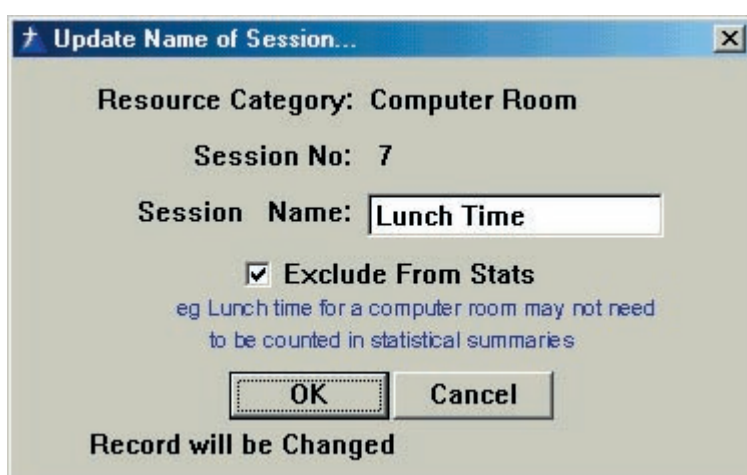
The booking may be repeated based on the timetable cycle or on a daily basis. Either option may be until a designated date or for a number of repeats.

Step 7 - Session Details Option

Clicking the change button on Session Details enables you to change the name of the session or to exclude the session from statistical reports.



Sessions do not have to run in chronological order. For the computer rooms, lunch time is not booked much, so we use the seventh session for it. Session names can be changed any time.

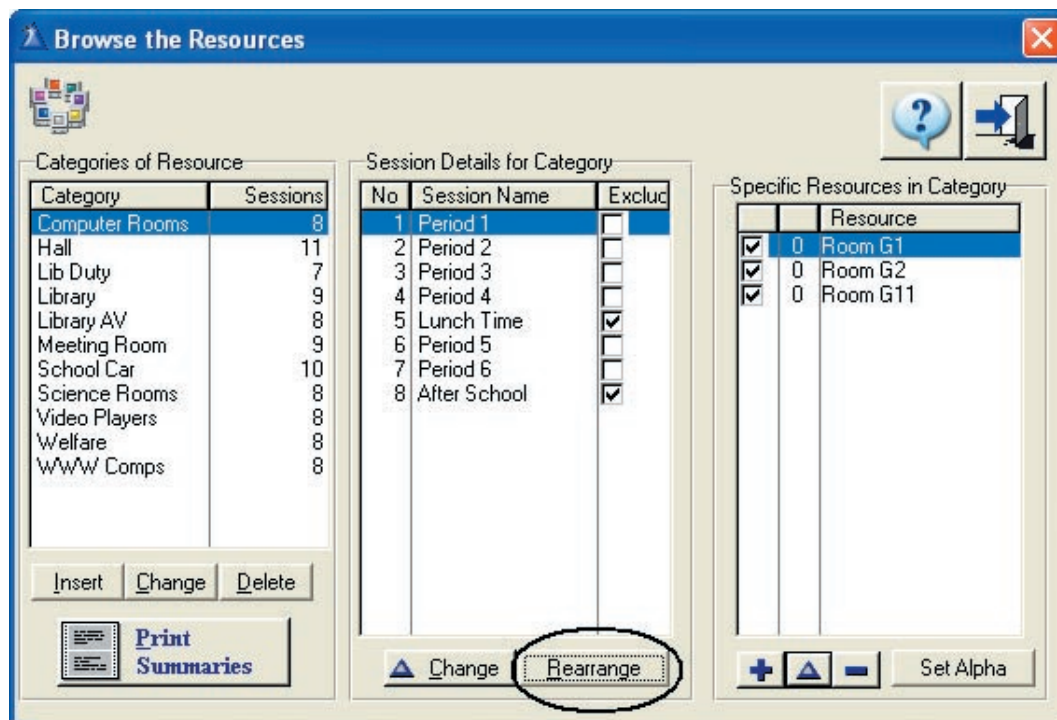


For sessions like Lunch-time, we may not want figures in summary report statistics so the **Exclude from Stats** box is checked.

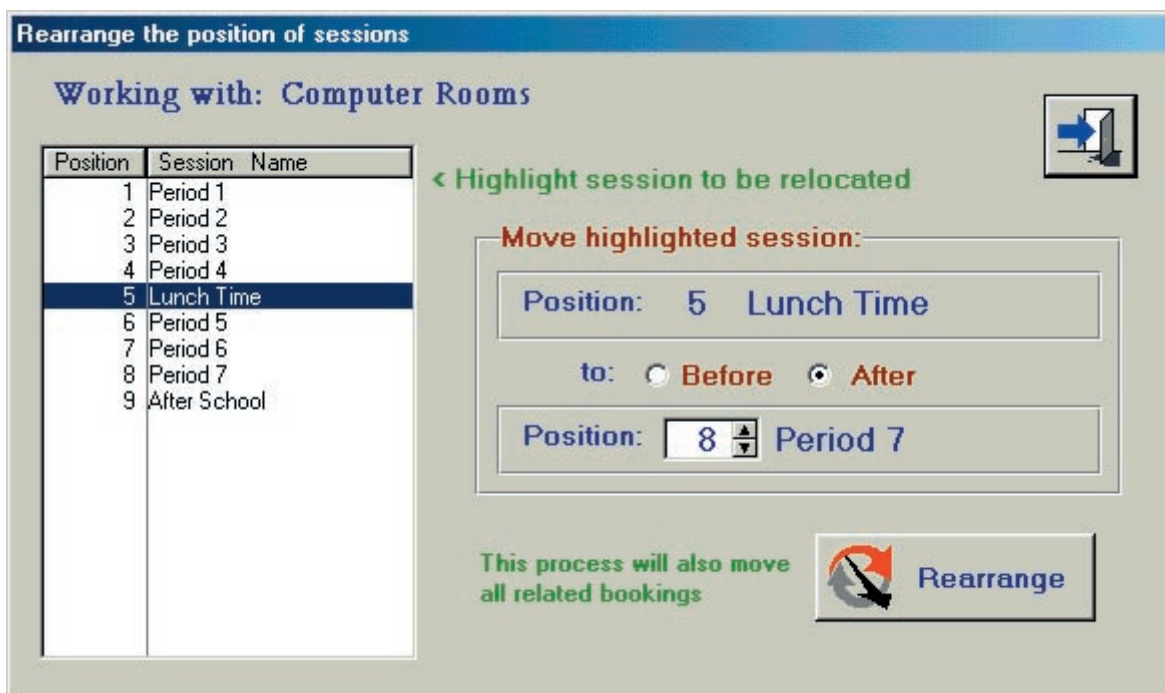
You may change the exclusion option anytime without affecting the booking sheet.

Step 7 (continued) - Rearranging Sessions

Use this option if you have a bookings for a resource that you do not want to lose, but you wish to re-order the sessions. For example, in the example below, you might want Session 5 (Lunch Time) to appear after Session 8 (Period 7). Simply renaming the sessions will not work on the booking sheet.



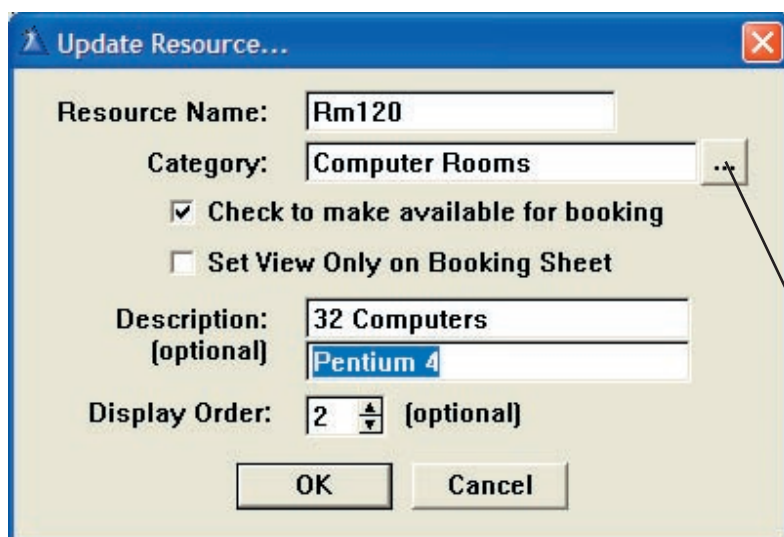
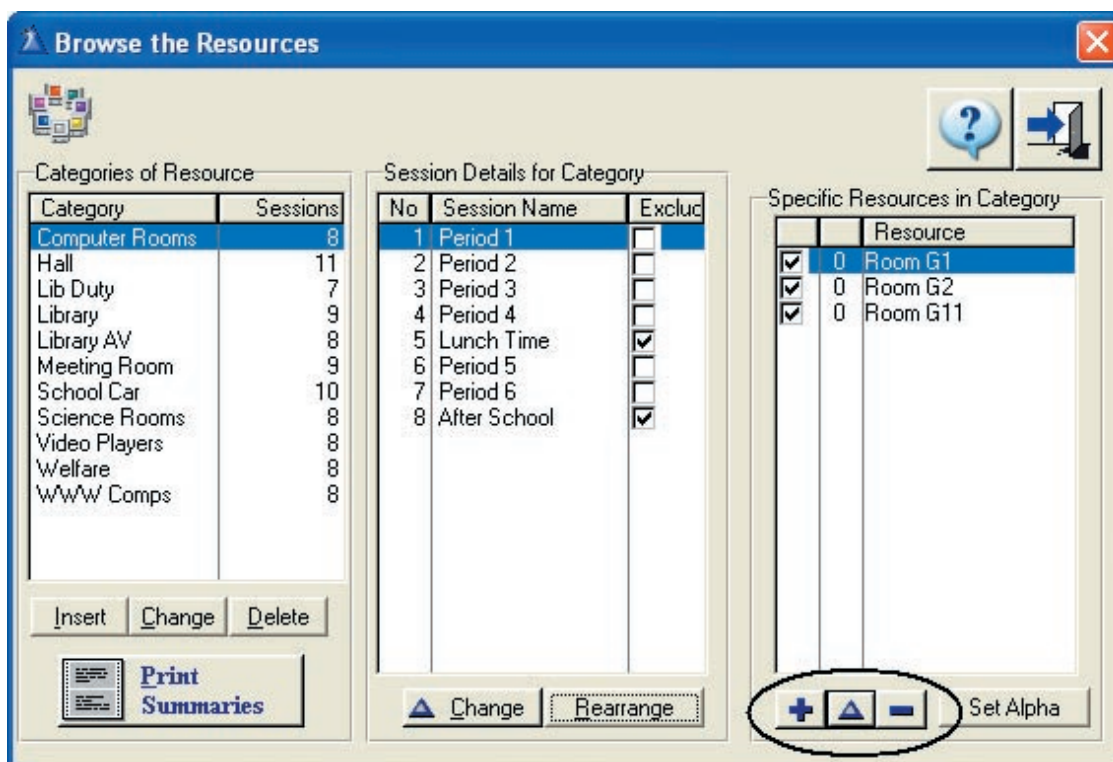
Click the Rearrange Button to bring up this window....



Set the options appropriately, and click **Rearrange** to make the change and fix all related bookings.

Step 7 (continued) - Resource Details

Use the buttons on the right hand table to set details of individual items within a resource category.



You may set or change the name of the resource

You may change the resource category. It will not affect bookings if the session numbers are consistent between categories.

Use the button to look up a category.

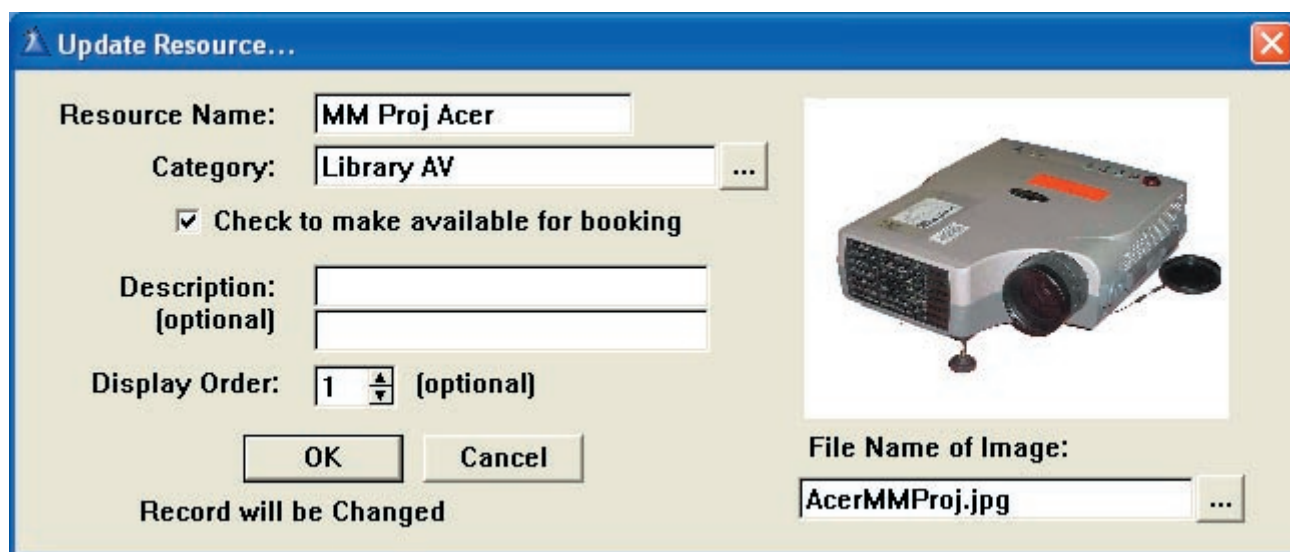
If you untick the availability option, the resource does not appear on the booking sheet.

The View Only option allows users to view a booking, but not change it.

The optional two line description appears when the user selects a resource. It can be a useful guide to users.

Display Order determines the order in which users see the resources listed. More commonly used resources should have lower numbers.

Step 7 (continued) - Resource Images



Update Resource...

Resource Name:

Category: ...

☒ Check to make available for booking

Description:
[optional]

Display Order: [optional]

Record will be Changed

File Name of Image: ...

3

If the category has been set up to allow images, you may type it's file name or use the lookup button to find an image. The image must be placed into the BookIt! folder. It must have an extension of .jpg or .jpeg or .gif.

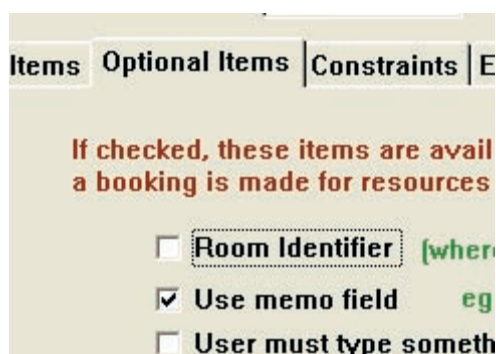
Files can be any size: BookIt! will constrain the size to suit it's windows. However, the files should be kept as small as practicable to minimize network load. As a guide, a few 10's of kB would be expected, not 100 kB or more.

Deleting a Resource

Deleting a resource will automatically delete all related bookings.

Setting up a preloaded memo

A pre-loaded memo can be a useful as a template for the user to fill in blanks, or simply as instructions that the user can read, then delete or edit.



Optional Items

If checked, these items are available when a booking is made for resources

☐ Room Identifier [when]

☒ Use memo field [eg]

☐ User must type something

Make sure that the Resource Category has both these settings:

Use memo field ticked from the Optional Items tab (image left)

and

Use Memo Library ticked from the Memo Library tab. (image next page)

Step 7 (cont.) - Setting up a preloaded memo (cont)

Items | Optional Items | Constraints | Extensions | **Memo Library** | F

memo library allows you to store extended notes that can be added to a booking and edited by the booker.

notes may be detailed instructions or even prac notes if labs are booked.

☒ Use Memo Library within this category

Specific Resources in Category

	Resource
<input checked="" type="checkbox"/>	0 Glassroom
<input checked="" type="checkbox"/>	0 Area North
<input checked="" type="checkbox"/>	0 Area South
<input checked="" type="checkbox"/>	0 Central Space

Insert Change Delete

Go to the specific resource. In this example, a library area has been chosen. Click on the **Change** button.

The update form appears:

Update Resource...

Resource Name: Central Space

Category: Library ...

☒ Check to make available for booking

Description: (optional)

Display Order: 0 (optional)

☒ Use Memo from Memo Library

Memo Name: TopicNumStudents ...

File Name of Image: space1.jpg

OK Cancel

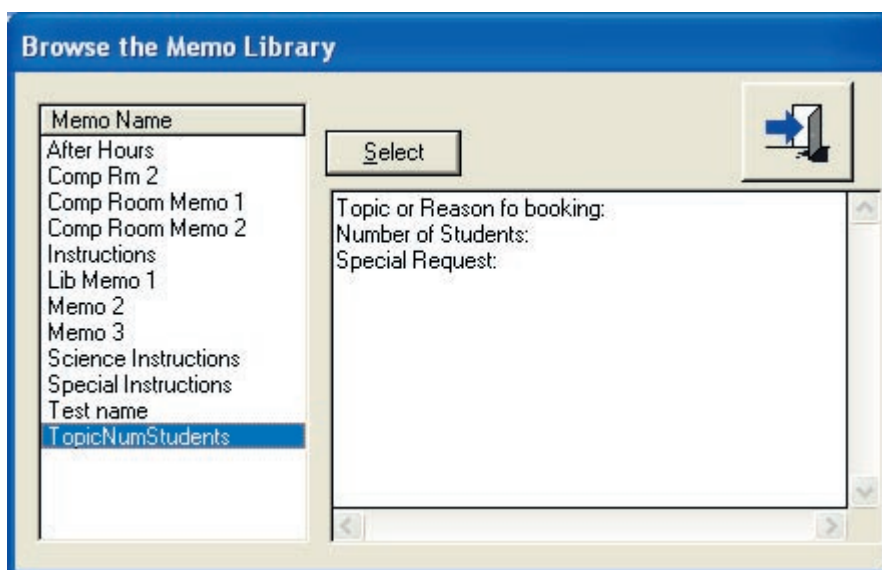
Record will be Changed

Tick the check box **Use Memo from Memo Library**.

Use the **lookup button (...)** after the Memo Name field to select a memo.

The Memo Library Selection window is shown overleaf

Step 7 (cont.) - Setting up a preloaded memo (cont.)



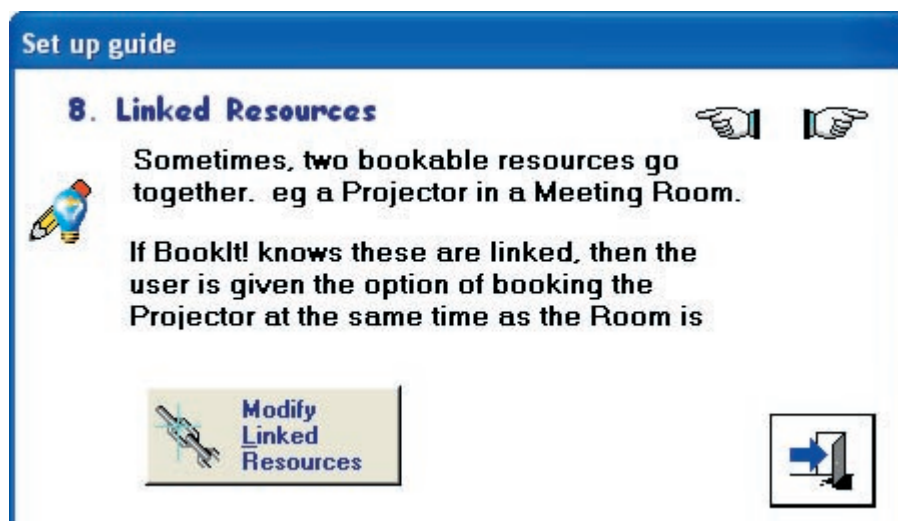
*(Note:
To add a memo to
this library, go to the
Utilities menu)*

3

This memo gives a teacher some prompts to fill in, and allows other information to be entered.

This is what the user sees when making a booking. The memo may be edited as it appears, or by using the pencil button to go to a full screen text window.

Step 8 - Linked Resources



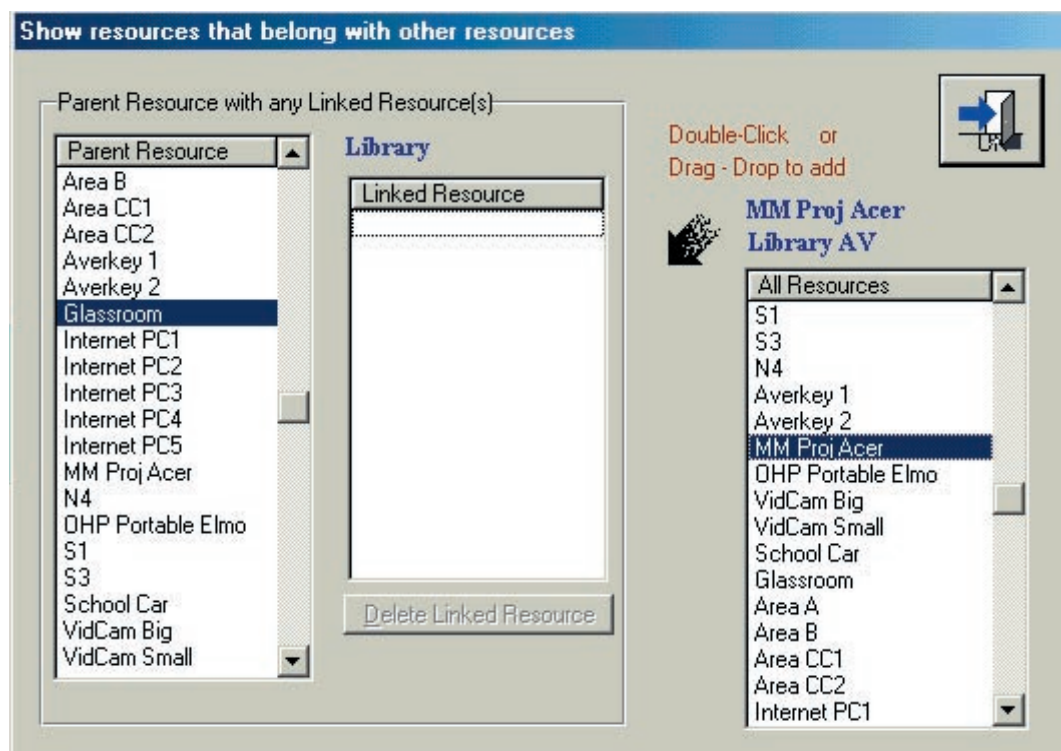
Sometimes a bookable resource such as a projector belongs with another bookable resource such as a room. BookIt! allows one resource to be the parent of another linked resource so that booking the parent allows the option to automatically book the linked resource .

If you wish to do this, ensure that all linked resources share the same session structure.

To create a linking:

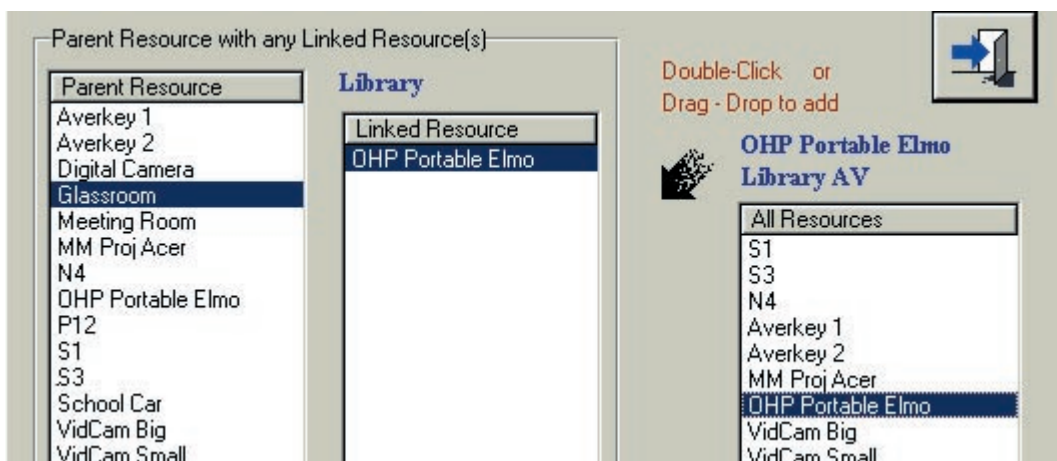
Bring up the linked resources window (shown below)

Highlight the parent resource on the left and the linked resource on the right. Drag the linked resource to the central table and drop it. It is now linked.



Example of Linked Booking

In this example, an OHP Elmo is linked to the library Classroom.



3

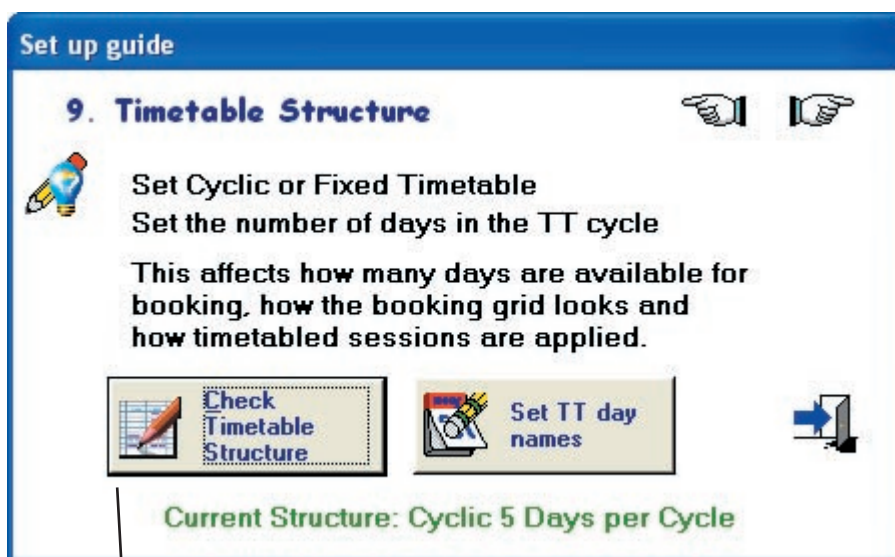
When the Glassroom is booked, the Booking Update form is called, with a tab **Linked Bookings**

If you want to book the Elmo as well as the Glassroom, you must double-click on the Elmo to tick it.

Click OK and the Elmo is now booked as well as the Glassroom for that session

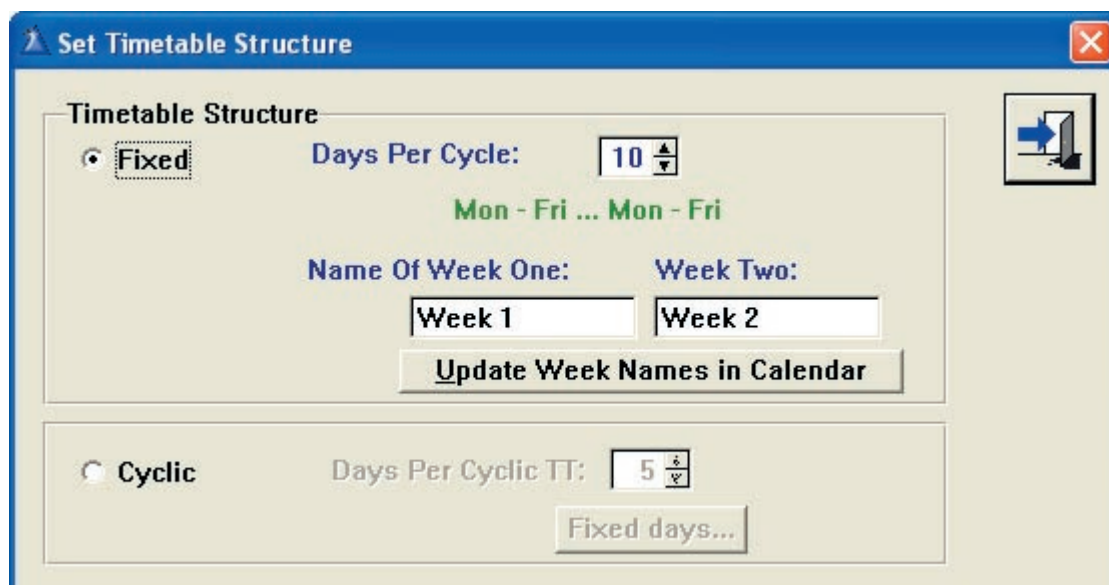
If the Elmo had already been booked by another, a message would have shown (left), and the linked booking not done.

Step 9- Setting the Timetable Structure



Timetable structure is very important if you have timetabled resources such as computer rooms that need to be reserved on the booking sheet.

BookIt! needs to know what calendar days correspond to your timetable days. This is not an issue for a 5 day timetable, but many schools run 10 day timetables or cyclic timetables.



BookIt! caters for fixed timetables of 5,6,7 (1 week) or 10, 12, 14 days (2 week). If you have some timetabled resources on Saturday but none Sunday and your timetable is not cyclic, use either 6 or 12 depending on whether you are on a 2 week or 1 week timetable.

If you have timetabled sessions on Saturday and Sunday for any resource, use either 7 or 14 day.

Step 9 - Setting the Timetable Structure (continued)

For a 2 week cycle, you may have special names for each week. For example Yellow week, Blue week. If so enter them here.

These names are used in the next step of the setup, applying the timetable to the calendar.

The button **Update Week Names in Calendar** will change the label of the weeks in the calendar if they have already been set.

Set Timetable Structure

Timetable Structure

☐ Fixed Days Per Cycle: 10

Name Of Week One: Week 1 Week Two: Week 2

Update Week Names in Calendar

☒ Cyclic Days Per Cyclic TT: 6

Fixed days...

Cyclic Timetables may be from 5 to 10 days. Cyclic timetables do not include weekends.

Fixed Days. A cyclic timetable may include a day that is not cyclic. For example Day 6 is always a Thursday. This allows for example, sport to use community facilities on a weekly basis

If you don't have fixed days in your cyclic timetable, ensure this table is empty. Other wise add the day by clicking insert.

Set day of week to fixed timetable day

Day Of Week

☐ Mon
☐ Tue
☐ Wed
☒ Thu
☐ Fri

Timetable Day: 6


OK **Cancel**

Record will be Added




Step 9 - Setting the Timetable Structure (continued)

Set up guide

9. Timetable Structure

 **Set Cyclic or Fixed Timetable**
Set the number of days in the TT cycle

This affects how many days are available for booking, how the booking grid looks and how timetabled sessions are applied.


Current Structure: Cyclic 6 Days per Cycle

Setting TT day names is done for all timetables structures apart from a 5 day fixed.

The names are seen by users on the booking windows and are used on reports.

Browse Day Names

Day Of Cycle	Preferred Name
1	Day 1
2	Day 2
3	Day 3
4	Day 4
5	Day 5
6	Day 6



Change

BookIt! defaults the day names as shown, but you may **change** them to anything you like.

Step 10 - Mark Timetable Days on the Calendar

This step adds structure to your annual calendar.



3

Each day needs to be labelled with one or more of these:

- Holidays are flagged with an 'H'
- A timetable day eg 1-5 for 5 day TT, 1-10 for 10 day TT, 1 to ? for Cyclic TT
- For 10 day timetable, the timetable week (week 1 or Week 2)
- For any timetable, a week number that you determine. It might go 1 - 40 through the year, 1 - 20 through a semester, 1 - 10 through each term.

Cyclic TT 6 days

Set Timetable Days

Set Timetable Cycle

☐ Alternating Week 1/Week 2

☐ Alternating Week 2/Week 1

Users:

Mark a contiguous block of dates
(For schools, this will be one term.)

[Help on Marking](#)

Then proceed:

Starting Week Number: [Help](#)

Starting TT Day: [Help](#)

[Write Details](#)

[Set a single day number](#)

used for one-off TT day changes

This window requires you to select a range of dates (use button Help on Marking for how to do it).

For a two week timetable, you state whether you are starting on a Week 1 or Week 2.

You set a starting week number. This increments throughout the selected date range.
Set the Timetable day on which to start. (for Cyclic only)

Click the **Write Details**

You can keep repeating it until you get it right.

Example next page...

Example: 10 day Timetable

Term 1 days are marked (shown below)

Set Timetable Cycle is set to start with Week 1 rather than Week 2.

Starting Week Number commences a weekly numbering sequence. In Term 1 it might go from 1 to 10. Then in Term 2, weeks might go from 11 - 20, so the starting week would be 11.

Set Timetable Days on Calendar

Date	Day	Day No	Holiday	TT Week	Week Label
23 JAN 03	Thu	0	H	0	0
24 JAN 03	Fri	0	H	0	0
25 JAN 03	Sat	0	H	0	0
26 JAN 03	Sun	0	H	0	0
27 JAN 03	Mon	0	H	0	0
28 JAN 03	Tue	0		0	0
29 JAN 03	Wed	0		0	0
30 JAN 03	Thu	0		0	0
31 JAN 03	Fri	0		0	0
1 FEB 03	Sat	0		0	0
2 FEB 03	Sun	0		0	0
3 FEB 03	Mon	0		0	0
4 FEB 03	Tue	0		0	0
5 FEB 03	Wed	0		0	0
6 FEB 03	Thu	0		0	0
7 FEB 03	Fri	0		0	0
8 FEB 03	Sat	0		0	0
9 FEB 03	Sun	0		0	0
10 FEB 03	Mon	0		0	0
11 FEB 03	Tue	0		0	0
12 FEB 03	Wed	0		0	0
13 FEB 03	Thu	0		0	0
14 FEB 03	Fri	0		0	0
15 FEB 03	Sat	0		0	0
16 FEB 03	Sun	0		0	0
17 FEB 03	Mon	0		0	0
18 FEB 03	Tue	0		0	0
19 FEB 03	Wed	0		0	0
20 FEB 03	Thu	0		0	0

Done

Fixed TT 10 days

Set Timetable Days

Set Timetable Cycle

☒ Alternating Week 1-Week 2

☐ Alternating Week 2-Week 1

Users:

Mark a contiguous block of dates
(For schools, this will be one term.)

[Help on Marking](#)

Then proceed:

Starting Week Number [Help](#)

Write Details

Set a single day number

used for one-off TT day changes

Date	Day	Day No	Holiday	TT Week	Week Label
23 JAN 03	Thu	0	H	0	0
24 JAN 03	Fri	0	H	0	0
25 JAN 03	Sat	0	H	0	0
26 JAN 03	Sun	0	H	0	0
27 JAN 03	Mon	1	H	1	1
28 JAN 03	Tue	2		1	1
29 JAN 03	Wed	3		1	1
30 JAN 03	Thu	4		1	1
31 JAN 03	Fri	5		1	1
1 FEB 03	Sat	0		1	1
2 FEB 03	Sun	0		1	1
3 FEB 03	Mon	6		2	2
4 FEB 03	Tue	7		2	2
5 FEB 03	Wed	8		2	2
6 FEB 03	Thu	9		2	2
7 FEB 03	Fri	10		2	2
8 FEB 03	Sat	0		2	2
9 FEB 03	Sun	0		2	2
10 FEB 03	Mon	1		1	3
11 FEB 03	Tue	2		1	3
12 FEB 03	Wed	3		1	3
13 FEB 03	Thu	4		1	3
14 FEB 03	Fri	5		1	3
15 FEB 03	Sat	0		1	3
16 FEB 03	Sun	0		1	3

After clicking **Write Details...**

You can see in the table that TT Week is going 1,2,1,2,... whereas the last column is labelling the week 1, 2, 3, ...

Note each timetable day is 1 - 10 as required.

Example: Cyclic Timetable

This example shows a cyclic TT with Thursday fixed as Day 6. Starting week number determines the sequence in the last column. In this example I have set the first day

Date	Day	Day No	Holiday	TT Week	Week Label
14 JAN 03	Tue	0	H	0	0
15 JAN 03	Wed	0	H	0	0
16 JAN 03	Thu	0	H	0	0
17 JAN 03	Fri	0	H	0	0
18 JAN 03	Sat	0	H	0	0
19 JAN 03	Sun	0	H	0	0
20 JAN 03	Mon	0	H	0	0
21 JAN 03	Tue	0	H	0	0
22 JAN 03	Wed	0	H	0	0
23 JAN 03	Thu	0	H	0	0
24 JAN 03	Fri	0	H	0	0
25 JAN 03	Sat	0	H	0	0
26 JAN 03	Sun	0	H	0	0
27 JAN 03	Mon	0	H	0	0
28 JAN 03	Tue	2		1	1
29 JAN 03	Wed	3		1	1
30 JAN 03	Thu	6		1	1
31 JAN 03	Fri	4		1	1
1 FEB 03	Sat	0		1	1
2 FEB 03	Sun	0		1	1
3 FEB 03	Mon	5		1	2
4 FEB 03	Tue	1		1	2
5 FEB 03	Wed	2		1	2
6 FEB 03	Thu	6		1	2
7 FEB 03	Fri	3		1	2
8 FEB 03	Sat	0		1	2
9 FEB 03	Sun	0		1	2
10 FEB 03	Mon	4		1	3
11 FEB 03	Tue	5		1	3

Done

Cyclic TT 6 days

Set Timetable Days

Set Timetable Cycle:

☐ Alternating Week 1 & Week 2

☐ Alternating Week 2 & Week 1

Users:

Mark a contiguous block of dates
(For schools, this will be one term.)

[Help on Marking](#)

Then proceed:

Starting Week Number: [Help](#)

Starting TT Day: [Help](#)

[Write Details](#)

Set a single day number

used for one-off TT day changes

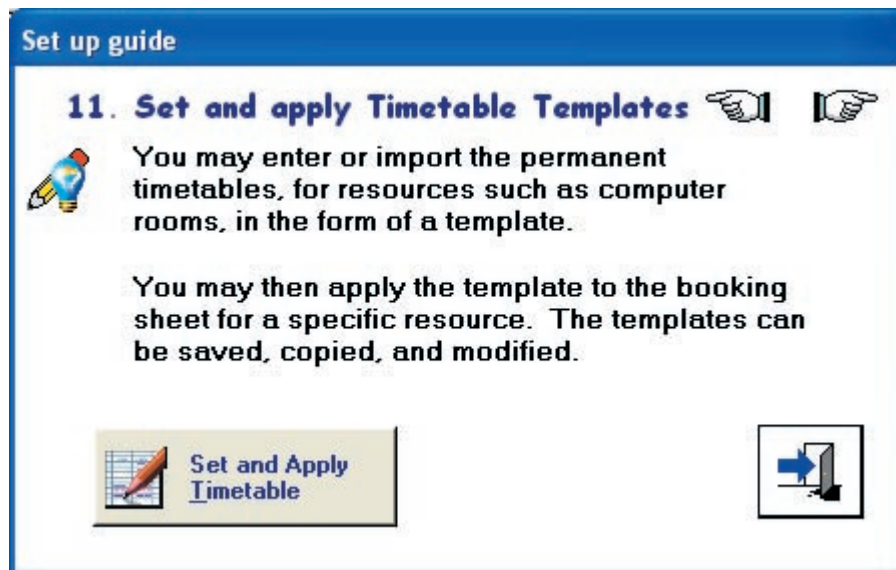
[Mark All](#) [UnMark All](#) [Clear Details](#)

The **Clear Details** button works on the selected range, not all days. It resets Day No to 0, Holiday to blank, TT Week to 0, Week Label to 0.

The **Set a Single Day Number** button allows you to over-ride any single day with a number from any other timetable day.

For a cyclic timetable, mark holidays before setting term details, so the timetable can cycle over them.

Step 11 - Set and Apply Timetable Templates



This feature applies fixed bookings to the booking sheet for selected parts of the year. Fixed bookings prevent other people booking the resource in these sessions. Administrators however, are able to over-ride a fixed booking.

The process involves:

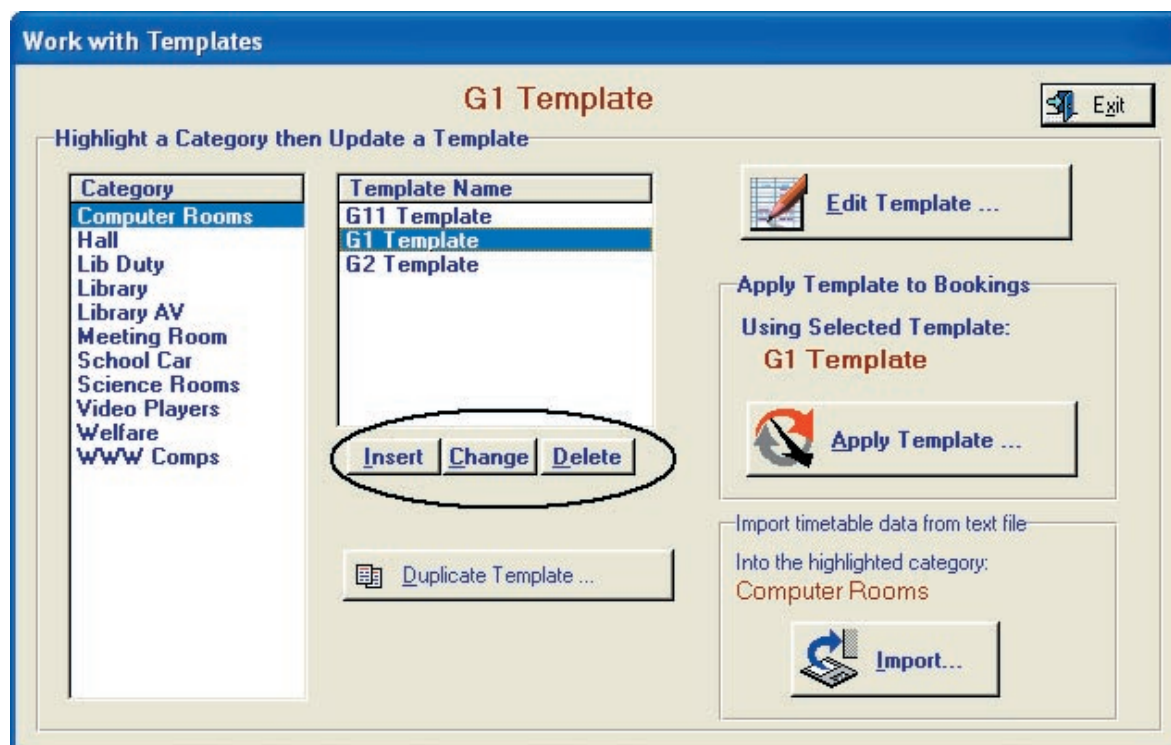
- Creating and naming a timetable template
- Applying the template for a selected resource for a selected date range.

A template can be copied and modified to suit a different times of year. For example when Year 12 finishes classes, a computer room may have less timetabled classes in it. So you may have one template for a room that is applied for most of the year, then one or more modified templates for the rest of the year.

- Templates may be copied.
- The data on templates may be imported from a text file

Until it is actually applied, the template has no affect on bookings.

Step 11 - Set and Apply Timetable Templates (cont.)



Templates belong to a specific category. Highlight a category on the left to see any templates.

You must create a new template name by clicking Insert after ensuring that the correct category is highlighted in the left hand table.



Step 11 - Set and Apply Timetable Templates (cont.)

Editing the template details



Highlight the template you wish to work with and click the Edit Template... button

The grid will expand to show as many days as you have set in your timetable.

Timetable Template Window

Template: **G1 Template**
Based on Category: **Computer Rooms**

TOM 12 INFO SYS TECH

	Mon Yello	Tue Yello	Wed Yello	Thu Yello	Fri Yello	Mon Blue	Tue Blue	Wed Blue	Thu Blue	Fri Blue
Period 1		TOM 11 IT		TED 10F	DAVE 7B IT	TED 11 LS	PETE 12 IPM	TOM 12 INFO		CYRIL 07C
Period 2	TOM 11 IT	TOM 11 IT	CYRIL 07C	PETE 12 IPM	BLK 7A IT	PETE 12 IPM	PETE 12 IPM	TOM 12 INFO	LEONIE 10A	
Period 3	TOM 12 INFO	MICHELLE 12	DAVE 07B	LEONIE 10A				HANS 10E	TOM 11 IT	TOM 12 INFO
Period 4	BLK 07A	MICHELLE 12	BLK 07A	PETE 10B		LEONIE 10 PD	HANS 10E		TOM 11 IT	TOM 12 INFO
Lunch Time	PETE 12 IPM	PETE 12 IPM	TOM 12 INFO	CYRIL 07C	TOM 12 INFO	LEONIE 10A			DAVE 07B	DAVE 07B
Period 5	CYRIL 07C	PETE 12 IPM			TOM 12 INFO		TOM 11 IT	CYRIL 07C		TED 10F
Period 6										
After School										

Yellow Week
Blue Week

Use Drag and Drop to copy identical entries

If it's too wide to fit within your screen, you may drag the window into proper view.

Click in any cell of the grid to bring up the update form:

Changing a Reservation

User:

To delete a reservation, clear the User field & click OK

Group:

Dept:

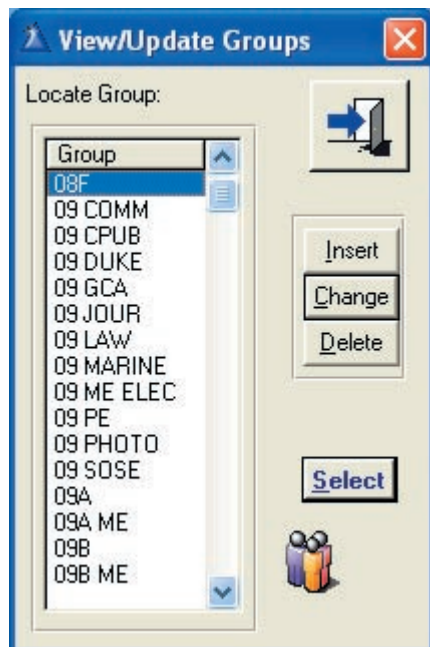
☒ **Locked** If ticked, booking is locked to users (except administrator)

If Unticked, booking can be changed by users. The timetabled booking is thus negotiable

Step 11 - Set and Apply Timetable Templates (cont.)

A staff code must be entered.

If the category requires a Group or a Department, the associated fields are displayed. Otherwise, group or department will not show.



Group and Department can be selected from lookup tables. Use the ellipses buttons (...) for look up.



For identical timetable entries, Drag and Drop the entry to another timetable cell.

Deleting an Entry To delete an entry, clear the teacher field and click OK.

Negotiable and Permanent Bookings

If the checkbox is ticked, bookings are coloured mauve and are locked to all users except an administrator.



If Unchecked, the booking will appear green on the booking sheet and can be changed by any user.

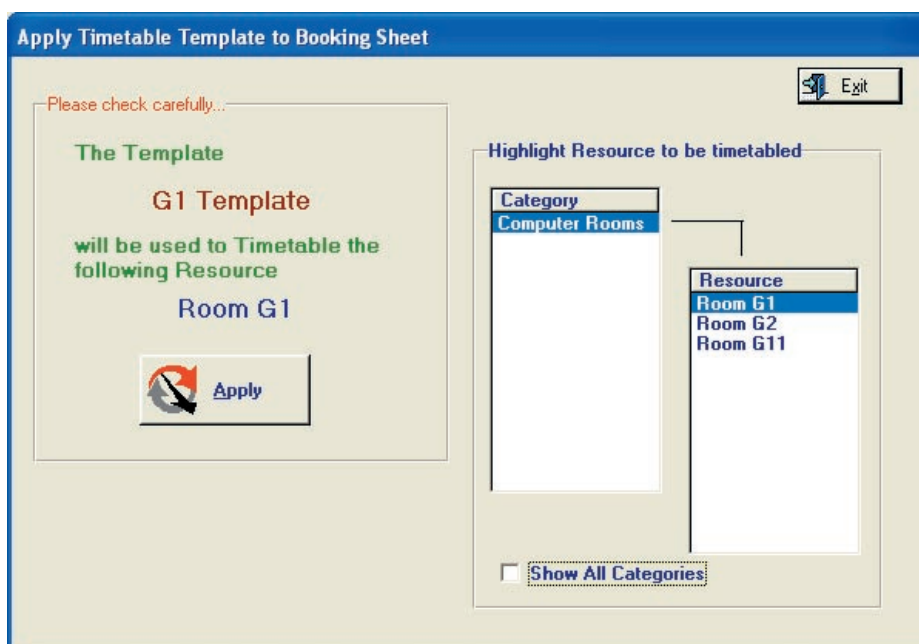
Example: The timetabler has placed an English class in a room with computers, but the teacher might not want computers most of the time. The green colour tells other users that the teacher may consent to a room swap. Thus, these bookings are referred to as 'negotiable'.

Step 11 - Set and Apply Timetable Templates (cont.)

Applying the Template to the Bookings

Entering the timetable does not immediately apply it to the bookings. It is a template that must be applied by you.

Highlight the template to be applied and then click the button **Apply Template...** to bring up the window below.



By default, you see only those resources within the same category as your template.

A computer room template is usually only applied to a computer room.

If you want to apply a template to a resource in another category (eg Audio Visual because there is a bookable projector in the computer room) then click Show All resources in the above window.

Highlight the relevant resource, then click the Apply button to bring up the window on the next page...

Step 11 - Set and Apply Timetable Templates (cont.)

Applying the Template to the Bookings (continued)

Apply Reservations


Template: G1 Template **Resource:** Room G1

Specify Dates
Start Date: 27/01/2004 **End Date:** 21/12/2004

All reservations for this resource will be placed onto the booking sheet for the dates specified.

☐ Remove any existing Template Bookings
 If Unticked, the template will only over-ride an existing booking if there is a conflict. This allows more than one template to be applied to the resource.
 If Ticked, any timetabled sessions for the date range will be cleared before adding the new template. Timetabled bookings will only be from this one template.

☐ Remove any existing Casual Bookings
 If Unticked, any casual booking will be retained unless it conflicts with the template
 If Ticked, ALL casual bookings for the date range will be cleared.



Select the relevant date range.

Usually this is one term. Use the calendar button to assist in choosing the dates.



When you click Apply to Bookings, the template bookings are placed as permanent bookings for the correct timetable days within the date range that you set.

You may choose to retain or over-write existing bookings, based on whether they are timetabled or casual. If you choose to retain existing bookings (by unticking one or both the options above), bookings will still be over-written if they are in a session used by the currently applied template.

If you choose to retain existing timetabled bookings, it means that you can design templates that complement each other on the booking sheet.

If you amend the timetable template, you may reapply it to the booking sheet at any time. When a template is re-applied, BookIt first removes all bookings based on that template and then applies it afresh. This means if you have one template overlapping another on the same resource's bookings, the other template's data will not be touched, unless you tick **Remove any existing Template data** (above window).

Step 11 - Set and Apply Timetable Templates (cont.)

Importing the timetable data into the templates

You may import timetable information from a text file that is either comma or tab delimited. Import the timetables **ONLY** for the rooms you need - don't import all.

File	Edit	Format	View	Help
7	6	G1	TOM	11 IT TECH
8	1	G1	TOM	12 INFO SYS TECH
8	2	G1	TOM	12 INFO SYS TECH
8	3	G1	HANS	10E TECH
8	6	G1	CYRIL	07C TECH
9	2	G1	LEONIE	10A TECH
9	3	G1	TOM	11 IT TECH
9	4	G1	TOM	11 IT TECH
9	5	G1	DAVE	07B TECH
10	1	G1	CYRIL	07C TECH
10	3	G1	TOM	12 INFO SYS TECH
10	4	G1	TOM	12 INFO SYS TECH
10	5	G1	DAVE	07B TECH
10	6	G1	TED	10F TECH
1	1	G2	PETE	10 ITE TECH
1	3	G2	LEONIE	10 PDE HPE
1	5	G2	LEONIE	10C TECH
1	6	G2	TED	11 LS SOSE
2	1	G2	HANS	09 CPUB TECH
2	2	G2	LEONIE	10F SOSE
2	3	G2	PETE	10 ITE TECH
2	4	G2	PETE	10 ITE TECH
2	5	G2	BLK	07A TECH
3	1	G2	HANS	10E TECH
4	1	G2	TOM	10D TECH

This example is tab delimited, viewed in Notepad.

There is *no header line*.

Columns must be in this order:

1. Day Number
2. Session Number
3. Resource Name
4. User
5. Group
6. Dept or KLA

You may have multiple rooms or resources in the same text file, as long as *they are all to import into the same resource category*.

View/Edit Template

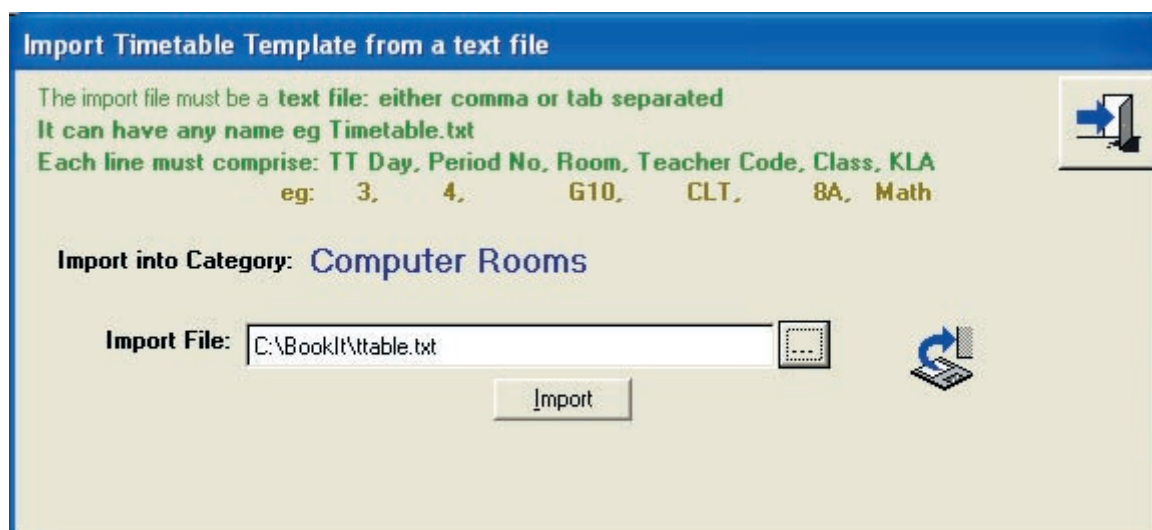
G11 Template

Highlight a Category then Update a Template

Category	Template Name
Computer Rooms	G11 Template
Hall	G1 Template
Library	G2 Template
Library AV	
School Car	
Welfare	
WWW Comps	

Highlight the category into which you wish to import the timetable data.

< Click the Import button:

Step 11 - Set and Apply Timetable Templates (cont.)**Importing the timetable data into the templates (continued)****The import window**

3

After clicking import, each resource in the import file will have a template created for it. The template is given a name such as G11 Template.

After import you may edit both template name and details

Chapter 4

Users' Guide

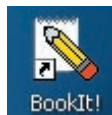
What BookIt! does

BookIt! is a way of booking resources such as computer rooms and AV equipment from anywhere in a school by using the school network.

Many computers in the school can run BookIt! and they all show the same information. When you make a booking, it is visible to all other users.

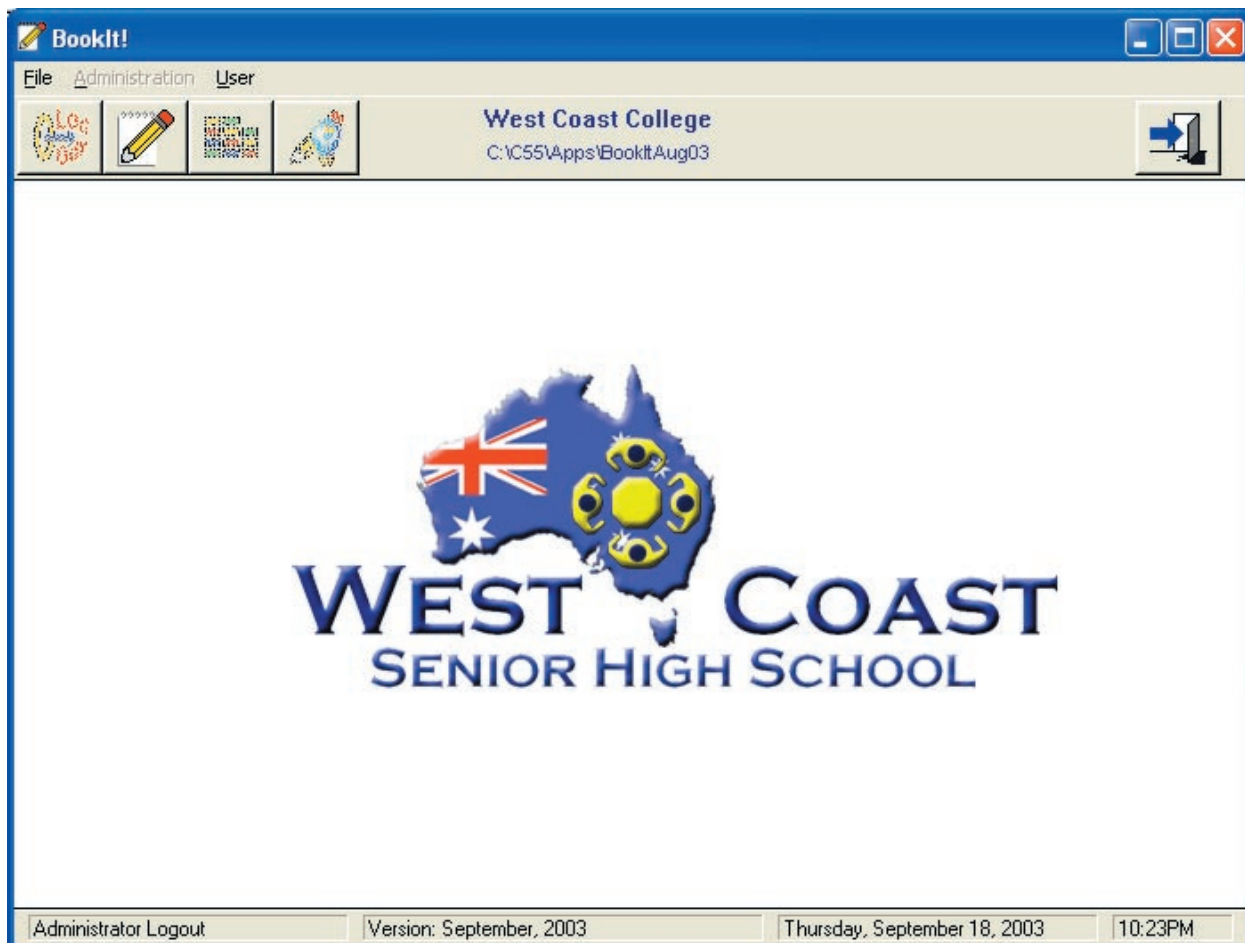
This means that you don't have to run around the school checking booking sheets. It also provides a good way for resource usage to be easily summarised to assist in planning decisions by the school.

Getting in to BookIt!



One or more people in your school will administer BookIt! and someone will have placed a shortcut on a computer available to you.

Click on the shortcut to bring up the main window:



Password access is required to enable the greyed out buttons.



Click the Booking Button

Resources

- Computer Rooms
 - Room G1
 - Room S3
- Library
 - Glassroom
 - Area North
 - Area South
 - Central Space
- Library AV
 - MM Proj Acer**
 - VidCam Big
 - Tripod 2
 - VidCam Small
 - DVD Player
 - Averkey 2
 - Averkey 1
 - OHP Portable Elmo
 - Screen, Large
 - Tripod 1
 - Digital Camera
- School Car
- Welfare
- www Comps

Choose Resource

Go to date: 18/09/03

[Daily View](#)

[Weekly View](#)

MM Proj Acer

[Expand All](#) [Contract All](#) [Linked Bookings Report](#)

February - 2003

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

4

The Resource Window shows bookable resources such as G1 and S3 rooms, grouped into categories such as Computer Rooms.

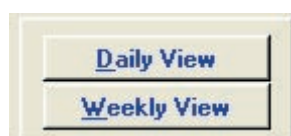
If bookable resources have an image they will be displayed here.

Click the plus + sign to open a category.

The minus - sign will close the category

Highlight a resource and choose the date using arrows or the calendar popup. The popup calendar shows term days in blue, and can be scrolled from month to month.

You may view the booking sheet via either of the two buttons:



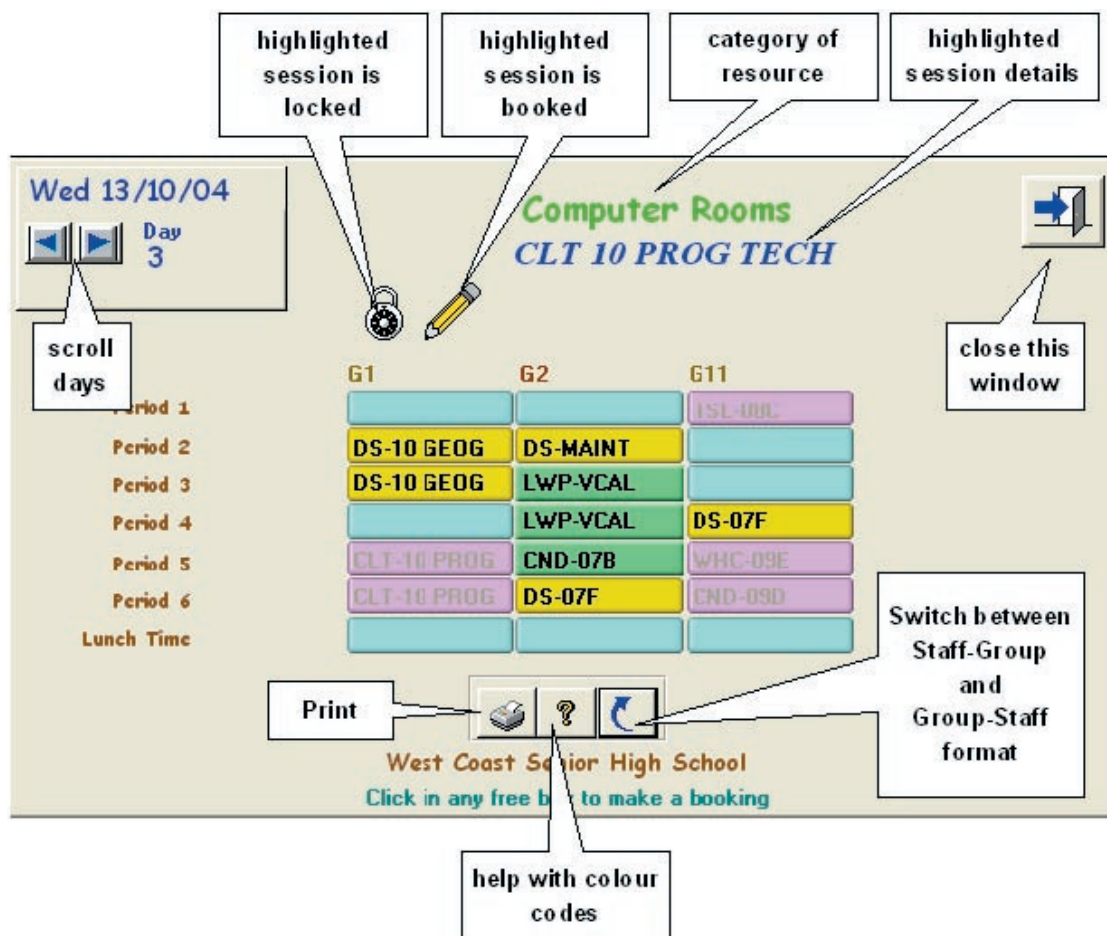
Daily view

If you highlight a category, rather than a single item, you will see bookings for all resources in the category for that day.

If you highlight a single item, you will see just that item.

Weekly view shows one resource's booking over a week.

Clicking on Daily View shows all computer rooms...



Moving the cursor over a session displays its main details near the top of the window. The pencil icon means the session is booked.

Cells are colour coded. The ? icon explains the codes.

Light Blue sessions are available for booking

Mauve sessions have been timetabled and are not free.

Green sessions may be available if you negotiate with the current occupant.

Sessions may not be bookable if:

- They are timetabled.
- A restriction has been placed on how far ahead you can book.
- A particular category prohibits same day bookings

These restrictions do not apply to anyone logged in as administrator.

Clicking on Weekly View...

The weekly window displays five days unless a resource is weekend bookable.

Computer Rooms :- G2

Resource Week 7

scroll resources

scroll weeks

permanent booking - is disabled

	11/10/04 Monday	12/10/04 Tuesday	13/10/04 Wednesday	14/10/04 Thursday	15/10/04 Friday
Period 1	PG-09 CPUB			CLT-11 IT	CLT-09C
Period 2	CLT-11 IT	GR-10 LAW	DS-MAINT	CLT-11 IT	CLT-09C
Period 3	VRM-08B	CLT-10 LAW	LWP-VCAL		CLT-10A
Period 4	VRM-07A	CND-07B	LWP-VCAL		RNP-10 MAC
Period 5	WSM-07B	CLT-11 IT	CND-07B	CND-07B	
Period 6	WSM-08A	CLT-11 IT	DS-07F		DG-10 CHEM
Lunch Time					

casual booking - is enabled

West Coast Senior High School
Click in any free box to make a booking

Both the weekly and daily grids *update automatically every 20 seconds*, so any bookings made by others will be apparent. BookIt! can run minimised on your desktop and it will be accurate.

Bookings may be duplicated by Dragging and Dropping. Click and hold the mouse button down on the session to be copied, move to the desired session and release the mouse button.

To make a booking...

Click in any free session. The update form appears...

Typical Lookup Window

This window will have different fields depending upon the options that have been set by your administrator.

Lookup buttons (with ellipses ...) let you choose groups, department or users from an existing list.

Person Booked for (User):

Mandatory.

Usually a staff code

Twenty letters maximum.

Group:

If shown, is mandatory

Allows summaries of usage to be made, based on class groups

Dept:

If shown, mandatory

Allows summaries of usage to be made based on departments (typically KLA's)

Room Freed: optional or can be set to be required.

Used to denote a room freed up by the class going to a resource area such as library or computer room.

Check this box to apply booking all day

Area North
Tuesday 16/09/03
Period 2

Blank the User to remove a booking

Person booked for (User): AE

Group: 08B

Dept: SCI (1000 characters max)

Reason: Science project on Gene Splicing. Betty is going to show

Room Freed: G

☐ Apply to all Resources in Category

☐ Check this box to apply booking all day

<ESC> to cancel a lookup

4

Will attempt to make this booking for every session of the day. It will not over-write other people's bookings.

Apply to all resources in Category:

If you check this, booking one resource will book every single item in its category.

Room: (not shown in above window)

Can be used if a resource such as a trolley of laptops moves from room to room during the day. Printable on a daily report.

Reason:

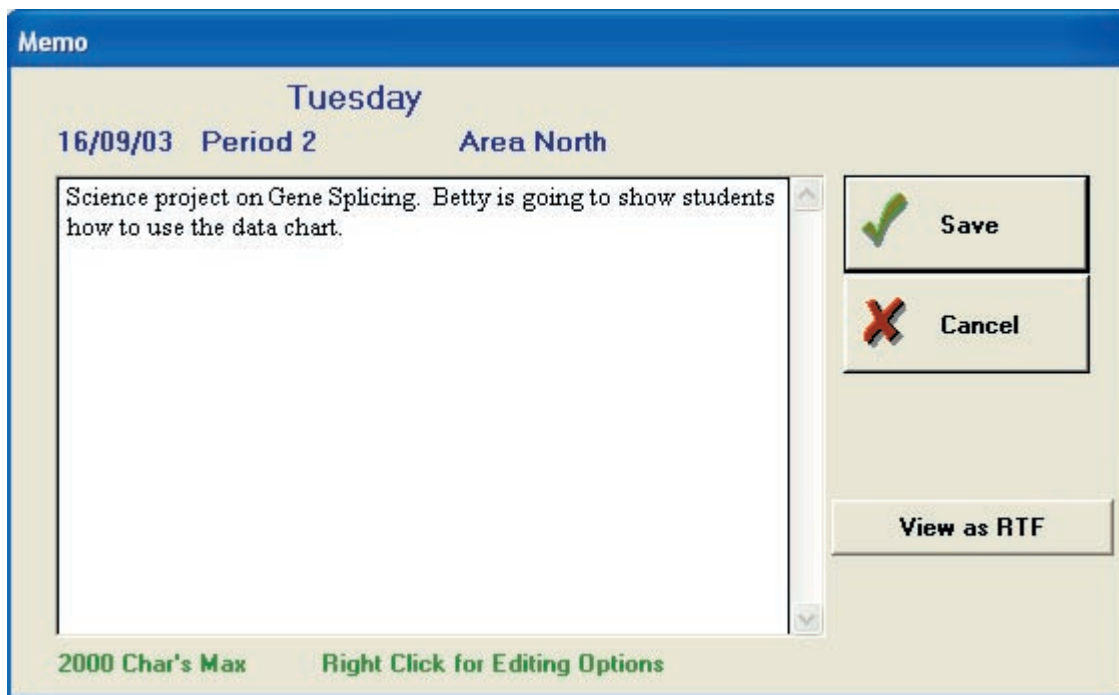
This field can be given any label by the BookIt! administrator. It can hold up to 2000 characters. The Pencil button allows you to go to an edit window to more easily add extended text.

This field can be linked to a library of stored memos, managed by the BookIt! administrator.

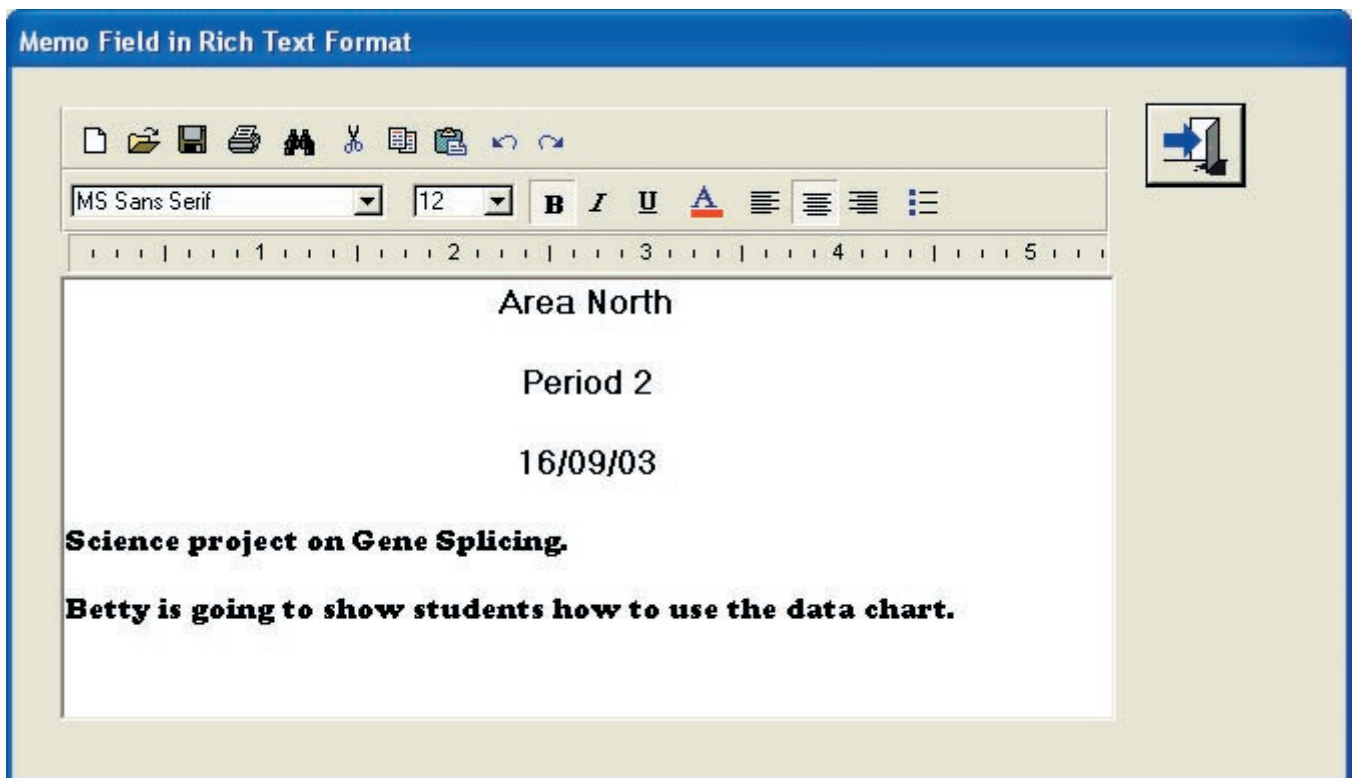
If used, a memo library allows staff to choose from a pre-written memo, and edit it.

An extension is for a standard memo to display when a booking is made. (see next page or two for some examples)

This window shows some text entered into the **memo field** (labelled as Reason for this library booking)



The **View as RTF** button on Text Window brings up the text along with session details in a Rich Text Format Editor.



This window allows the text to be formatted and separately printed or saved in a format readable by MS-Word (retaining fonts etc).

Example of pre-loaded memo

This shows an assembly hall. Booking the hall may require additional services such as seating, public address system, security for after hours and so on.

A pre-loaded memo can help with this by providing a template for the user to edit.

Drama Centre
Wednesday 8/12/04
7:00 - 10:00

Blank the User to remove a booking

Person booked for (User): **DEBATING CLUB**

Booked for: (2000 characters max)

Event:
 Time:
 Who will open and close?
 Additional staff:
 Seating required? Yes No
 Security key needed? Yes No

OK
 Cancel

The preloaded memo can then be edited using this button.

Memo

Wednesday
8/12/04 7:00 - 10:00PM Drama Centre

Event:
 Time:
 Who will open and close?
 Additional staff:
 Seating required? Yes No
 Security key needed? Yes No
 Audio required? Yes No
 Kiosk required? Yes No

Save
 Cancel
 Import From Library
 Save to Library
 View as RTF

2000 Char's Max Right Click for Editing Options

The details can now be filled in

See next page for these buttons

Example of pre-loaded memo (cont)

Import From Library

This button, if shown, allows a user to choose from a list of memos that have been set up for the category.

Select Memo...

Hall

Memo Name
After Hours
Instructions

Event:
Time:
Who will open and close?
Additional staff -
Seating Required: Yes No
Security key needed: Yes No
Audio System: Yes No
Kiosk open: Yes No

Select Cancel

The user can select the memo then edit it.


Memos can be imported consecutively. A new import appends an existing memo.

Save to Library

If this button shows, an edited memo can be saved back into the memo library as a new memo.

The new memo must be given a unique name.

Save memo to library

 **Hall**

Memo Name: Special Instructions

Save Cancel

Group Lookups

If 'Group' is showing, it means a group name is required. The ellipses (...) button allows you to look them up.

4

You may enter a group name directly into the box or click on the ellipse button.

If you type the group incorrectly, a lookup window will pop up (left)

If the correct group is present, highlight it.

Typing the first few letters of the group will automatically scroll to it.

Click on the select button to place it on the booking form.

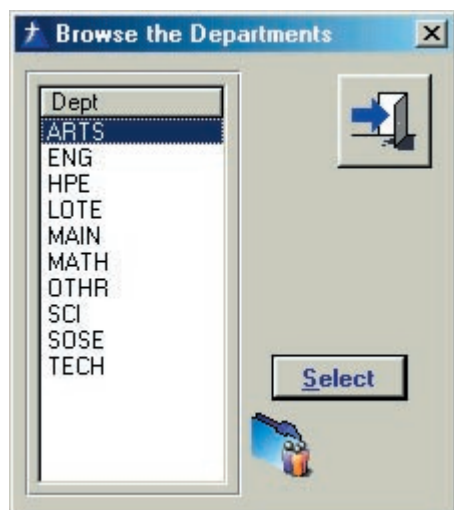
If the group is not in the lookup you may insert it by clicking the Insert button.

(The BookIt administrator is able to prevent you doing this by hiding the update buttons.)

An update form appears (left).

Follow a consistent style when adding group names, as suggested on the screen.

After adding the group, click on OK, then select it from the list.



Departments:

Key Learning Areas or Departments may be looked up in the same way as groups. However, you cannot enter a KLA yourself. If a departmental category is missing from the lookups, contact your BookIt! administrator to add it.

In summary:

Double click a session to bring up the update form

Fill in the details

Your new booking will appear on the grid as a yellow cell. Within twenty seconds, all BookIt programs on the network will display your booking.

Period 1	DEL-09 CPUB	GR-10 MATHS	
Period 2	DEL-09 CPUB		MYB-08A
Period 3		DS-10 MATHS	LND-12 ECO
Period 4	CLT-07A	CND-07B	PSJ-09C
Period 5		CLT-08E	
Period 6		CLT-11 IT	
Lunch Time			

New Booking

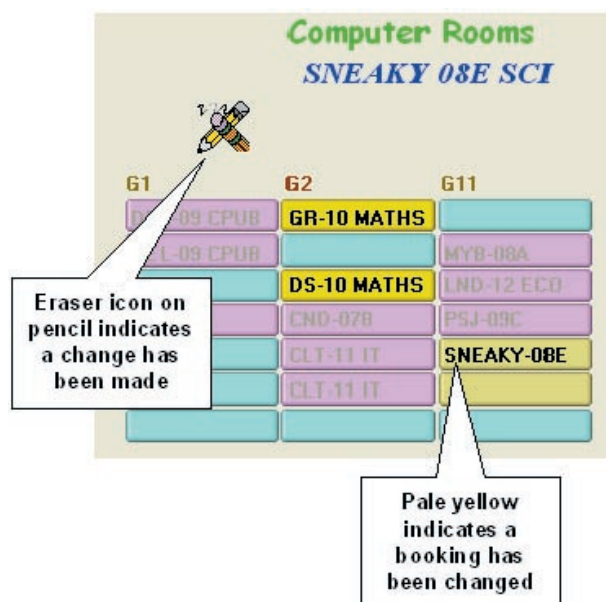
To remove a booking, clear the User field on the update form and Click OK

But what if someone changes my booking?

A hand-written booking sheet always shows evidence of a change: a crossing-out or eraser mark. BookIt! does much the same.

Book It! maintains a log of all changes to any booking.

Changed bookings appear pale yellow and an eraser is displayed...



A teacher with code 'Sneaky' has changed a booking in period 5, in G11.

The colour of the session has changed from bright to pale yellow.

When the cursor passes over the session, the pencil with eraser icon is displayed.

You can see what the previous booking was by right-clicking on the entry.

This window will appear, showing the original booking, what it was replaced by, and when. The window stays for twenty seconds, but can be closed earlier by clicking on it.

Booking History - Click on table to close window			
Original Booking		Replaced By	Date
CLT	08E	SNEAKY 08E	12/01/03

This window will show all changes to the booking.

Linked Resources

Sometimes a bookable resource such as a projector belongs with another bookable resource such as a room.

The BookIt! administrator can set this up.

In my example, the Glassroom houses an overhead projector, both separately bookable in BookIt!

If I make a booking for the Glassroom, a tab appears - Linked Bookings

Click the tab

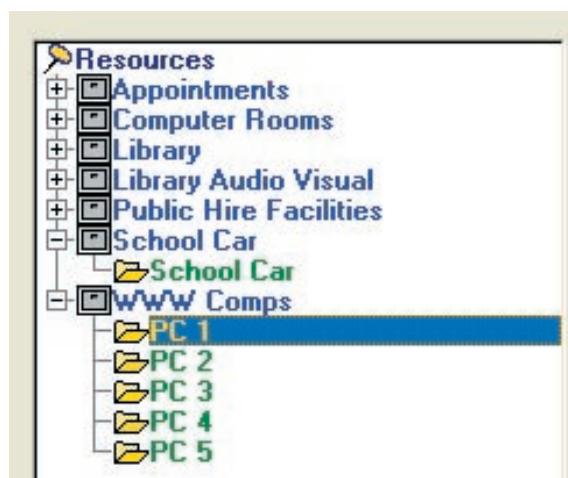
Double-click the item to book it along with the glassroom.

Double-clicking will alternately activate and de-activate the linkage.

If the linked resource has already been booked, that booking is not over-written, and a message displays, similar to...

Block-booking resources

Sometimes a resource may be part of a group where the whole group is required to be booked.



For example, a set of internet computers, separately bookable, is also bookable as a group.

BookIt! allows the booking of the whole group simply by booking one.

This option must be set up by your BookIt! administrator.

4

Call up any one of the PC's to book the lot.

PC 2
Tuesday 21/09/04
Period 4

Blank the User to remove a booking

Person booked for (User): CLT

Reason: Parliament Research (2000 characters max)

☒ Apply to all Resources in Category

OK
Cancel

A checkbox shows. (bottom)

Tick it to book all the PC's or leave unticked to book just the one.

If someone else has already booked one of the PC's, their booking will stand, but you will be notified with a message.

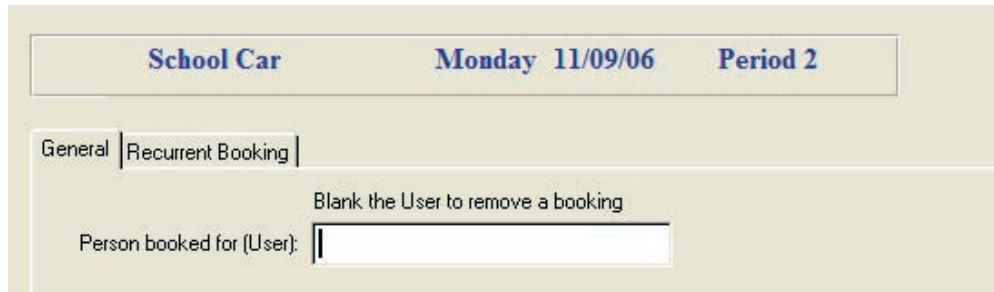
	PC 1	PC 2	PC 3	PC 4	PC 5
Period 1					
Period 2					
Period 3					
Period 4	CLT	CLT	CLT	CLT	CLT
Period 5					

This shows all PC's booked for the session.

Recurrent Booking

The BookIt! administrator may have allowed recurrent bookings on some categories of resource.

A recurrent booking is one where one booking is repeated at regular intervals on the timetable or on a daily basis.



School Car Monday 11/09/06 Period 2

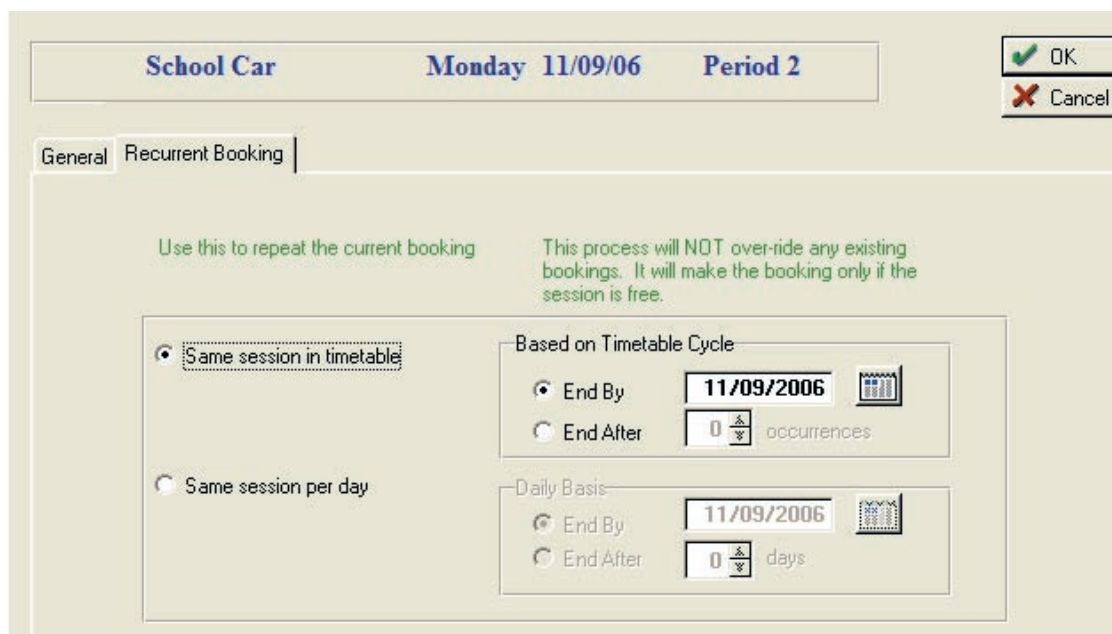
General | Recurrent Booking |

Blank the User to remove a booking

Person booked for (User):

If Recurrent Bookings is activated, the booking form has an extra tab.

Selecting the tab gives you four options.



School Car Monday 11/09/06 Period 2

General | Recurrent Booking |

Use this to repeat the current booking

This process will NOT over-ride any existing bookings. It will make the booking only if the session is free.

☒ Same session in timetable

☐ Same session per day

Based on Timetable Cycle

☒ End By 11/09/2006

☐ End After 0 occurrences

Daily Basis

☒ End By 11/09/2006

☐ End After 0 days

OK Cancel

The booking may be repeated based on the timetable cycle or on a daily basis. Either option may be until a designated date or for a number of repeats.

Printable reports - (these can change without notice)

Weekly Booking Sheet



From the weekly booking sheet, the printer icon will bring up the weekly reports options windows.

The top button, weekly grid shows bookings in the format shown below.

This button produces a list of the week's bookings, either for the single resource, or all the resources in the same category. See next page for example.

Report Preview

All reports print to screen. Selected pages of multiple page reports can be printed. Find this under the File menu of the preview window.

	Monday 24/03/03	Tuesday 25/03/03	Wednesday 26/03/03	Thursday 27/03/03	Friday 28/03/03
Period 1	07E - RNP - MATH				07E - RNP - MATH
Period 2		07E - RNP - MATH		07E - RNP - MATH	
Period 3			07E - RNP - MATH		
Period 4		07E - RNP - MATH		07E - RNP - MATH	
Period 5	07E - RNP - MATH				07E - RNP - MATH
Period 6					
Lunch Time					
After School					

Weekly Report: This resource only

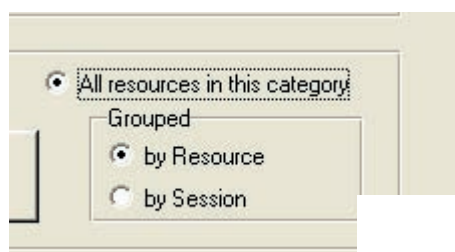
West Coast College
Room G1

Week beginning: Sunday: 9 MAR

TT = Timetabled

Printed: 20 SEP 03 3:57PM

Monday		10/03/03			
TT	Period 1	RNP	07E	MATH	
TT	Period 5	RNP	07E	MATH	
Tuesday		11/03/03			
TT	Period 2	RNP	07E	MATH	
TT	Period 4	RNP	07E	MATH	
Wednesday		12/03/03			
TT	Period 3	RNP	07E	MATH	
Thursday		13/03/03			
TT	Period 2	RNP	07E	MATH	
TT	Period 4	RNP	07E	MATH	
Friday		14/03/03			
TT	Period 1	RNP	07E	MATH	
TT	Period 5	RNP	07E	MATH	

West Coast College
Computer Rooms

Week beginning: Sunday: 9 MAR

TT = Timetabled

Printed: 20 SEP 03 4:02PM

Monday		10/03/03			
Room G1					
TT	Period 1	RNP	07E	MATH	
TT	Period 5	RNP	07E	MATH	
Room S3					
TT	Period 1	RNP	10 ITE	TECH	
TT	Period 3	LND	10 PDE	HPE	
TT	Period 5	LND	10C	TECH	
TT	Period 6	LYT	11 LS	SOSE	
Tuesday		11/03/03			
Room G1					
TT	Period 2	RNP	07E	MATH	
TT	Period 4	RNP	07E	MATH	
Room S3					
TT	Period 1	MTL	09 CPUB	TECH	
TT	Period 2	LND	10F	SOSE	
TT	Period 3	RNP	10 ITE	TECH	
TT	Period 4	RNP	10 ITE	TECH	
TT	Period 5	BLK	07A	TECH	

☒ All resources in this category
 Grouped
☐ by Resource
☒ by Session

Weekly Report:

All resources in this category - by Session


 West Coast College
 Computer Rooms

Week beginning: Sunday: 9 MAR

TT = Timetabled

Printed: 20 SEP 03 4:06PM

Monday**10/03/03****Period 1**

TT Room G1	RNP	07E	MATH
TT Room S3	RNP	10 ITE	TECH

Period 3

TT Room S3	LND	10 PDE	HPE
------------	-----	--------	-----

Period 5

TT Room G1	RNP	07E	MATH
TT Room S3	LND	10C	TECH

Period 6

TT Room S3	LYT	11 LS	SOSE
------------	-----	-------	------

Tuesday**11/03/03****Period 1**

TT Room S3	MTL	09 CPUB	TECH
------------	-----	---------	------

Period 2

TT Room G1	RNP	07E	MATH
TT Room S3	LND	10F	SOSE

Period 3

TT Room S3	RNP	10 ITE	TECH
------------	-----	--------	------

Period 4

TT Room G1	RNP	07E	MATH
TT Room S3	RNP	10 ITE	TECH

Period 5

TT Room S3	BLK	07A	TECH
------------	-----	-----	------

Wednesday**12/03/03****Period 1**

TT Room S3	MTL	10E	TECH
------------	-----	-----	------

Period 3

TT Room G1	RNP	07E	MATH
------------	-----	-----	------

Thursday**13/03/03****Period 1**

TT Room S3	CLT	10D	TECH
------------	-----	-----	------

Period 2

TT Room G1	RNP	07E	MATH
TT Room S3	MTL	10E	TECH

Period 3

TT Room S3	MTL	09 CPUB	TECH
------------	-----	---------	------

Period 4

TT Room G1	RNP	07E	MATH
TT Room S3	MTL	09 CPUB	TECH

From Daily Booking Sheet

Daily booking print options window.

Print one day's bookings

Computer Rooms

11/03/03

Selected Resources

Double Click to select/deselect

Resource	Print
Room G1	<input checked="" type="checkbox"/>
Room S3	<input checked="" type="checkbox"/>

Select All ?

Deselect All

Flip Selection

Print Table

Grouped

Print List

☐ by Resource ☒ by Session

☐ Print Only Sessions with Memos

Rooms Freed

Print

All Resources

Resources vertically

Grid Height

☐ Single Spaced ☒ Double Spaced

Print

Selected Resources

Prints resources that have been ticked.

Format has a grid with resources in columns, sessions down the left.

All reports print to screen first, so try them out without wastage of paper

If the resource type does not have a memo field the report will print with six resources on a landscape A4 sheet.

If the resource is one such as a library that may require a reason, the report prints with more room for each category. Three columns per page.

(samples on next pages)

All Resources

Does not require resources to be selected.

The format is a grid showing the user in the cells, with resources down the left and sessions in columns.

If the resource type allows rooms to be specified, you may choose whether to print the rooms or not. If the resource does not allow rooms to be specified, you may choose whether the grid should print single or double height.

Monday 29/04/02

Week: 3 Blue Week

Term: 2

Demonstration High School**Library**

	Area North	Area South	Central
Period 1		LYT Internet with Glenda	
Period 2	CLT Dinosaurs with Betty		BLD RIBIT /H
Recess			
Period 3		CKJ RIBIT SA	
Period 4			DER Internet with Glenda
Lunch			
Period 5	RNP Technology Project		
Period 6			
After School			ADMIN Homework

4

Print selected resources

Above: Library spaces, showing a reason for booking, 3 resources per page.

Below: Computer rooms, no reason for booking, 6 resources per page.

Monday 25/03/02

Week: 9 Yellow Week

Term: 1

Demonstration High School**Computer Rooms**

	N4	S1	S3
Period 1	CLT 07B		RNP 10 ITE
Period 2	DEL 11 VCD	CLT 11 IT	
Period 3	CLT 12 VCD	CLT 12 INFO SYS	LND 10 PDE
Period 4	LND 12 ECO	BLK 07A	
Period 5		RNP 12 IPM	LND 10C
Period 6		LNJ 07C	LYT 11 LS



Demonstration High School
Video Recorder Monday 29/04/02

	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Lunch
VCR01	CLT S8			VIV S8		FTR S8		DER S8	
VCR02	GTR S9			WENDY S9			FGF S9		
VCR03		DFD P10			ANNE P10				DGD P10
VCR04			PAM C1			IAN P6			
VCR05				TED S8					
VCR06									
VCR07									
VCR08				ALLAN C2					
VCR09						JOE BROW A3			

Print all resources

Above: VCRs for one day, with User and Room

Below: same resource, with user only



Demonstration High School
Video Recorder Monday 29/04/02

	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Lunch
VCR01	CLT			VIV		FTR		DER	
VCR02	GTR			WENDY			FGF		
VCR03		DFD			ANNE				DGD
VCR04			PAM			IAN			
VCR05				TED					
VCR06									
VCR07									
VCR08				ALLAN					
VCR09						JOE BROW			
VCR10									

Grouped

 Print List

☐ by Resource ☒ by Session

☐ Print Only Sessions with Memos

This option produces reports of the format shown below.



**West Coast College
Library
Daily Report: 8 OCT 03**

TT = Timetabled

Printed: 20 SEP 03 4:23PM

Wednesday

8/10/03

Period 4

Area North GEOFF
Topic or Reason for booking: Nuclear Energy
Number of Students: 18
Special Request: Geiger Counter

12 PHYSICS SCI

Glassroom TOM
Topic or Reason for booking: Dinosaurs
Number of Students: 23
Special Request: Tubs of Books

09 COMM TECH

Demonstration High School
**Rooms Freed**

due to bookings of:
Computer Rooms

Monday 20/05/02

Week: 6 Yellow Week

Term: 2

TT Day: 1

Period 1

N4	Rm 304
CLT	GRT

Period 3

S9	Gym	T6
BRI	RNP	CLT

Period 4

Glassroom
CKM

Period 5

Conference Room	Meeting Room
CLT	MTL

Print Rooms Freed

Above: Consequential vacancies due to classes going into computer labs.

Chapter 5

5

BIShow Utility

What is BIShow?

BIShow is a separate program that displays current bookings for a selected category of resource. The display will run all day and automatically display the correct session.

<ESC> Exit		
BookIt! Display Sessions		
WEST COAST SENIOR HIGH SCHOOL		
<u>Library</u>		
Wed FEB 19, 2003	Day 8 Period 1	
Area North	08A	CLT
	Astronomy Project	
Area South	09C	RNP
	Local Land Systems	
Glassroom	07C	BRI
	Reading	
Meeting Room	STAFF	BKD
	Coordinators Meeting	

It was produced in response to a need by some libraries to be able to have a display in the foyer that guides students to their correct area.

How it Works

The display runs in a single resizable window.

You may choose to display from one to nine resources per screen. The above picture shows four resources on the screen.

If the number of resources is greater than that displayed, the screen will scroll at a time interval set by you.

The display shows Resource, Group, Teacher, and Other Information.

<ESC> Exit			BookIt! Display Sessions		
WEST COAST SENIOR HIGH SCHOOL					
<u>Library</u>					
Wed FEB 19, 2003			Day 8 Period 1		
Area North	08A	CLT			
Area South	09C	RNP			
Glassroom	07C	BRI			
Meeting Room	STAFF	BKD			

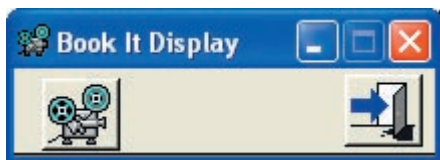
5

If the number of displayed sessions is greater than four, the Other Information does not display. The above image is set to 5 resources, although there are only 4 library spaces. The Reason is not displayed

Setting up BIShow

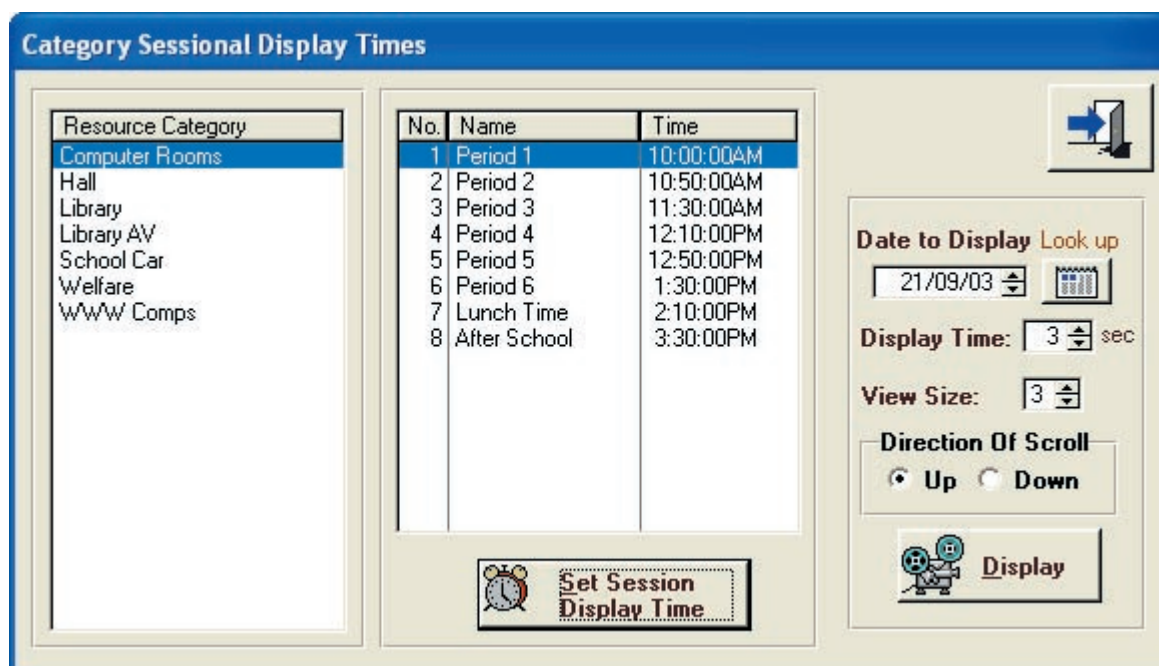
Run the BIShow.exe program from inside your current BookIt folder...

You could put a shortcut on your desktop if you use BIShow regularly.



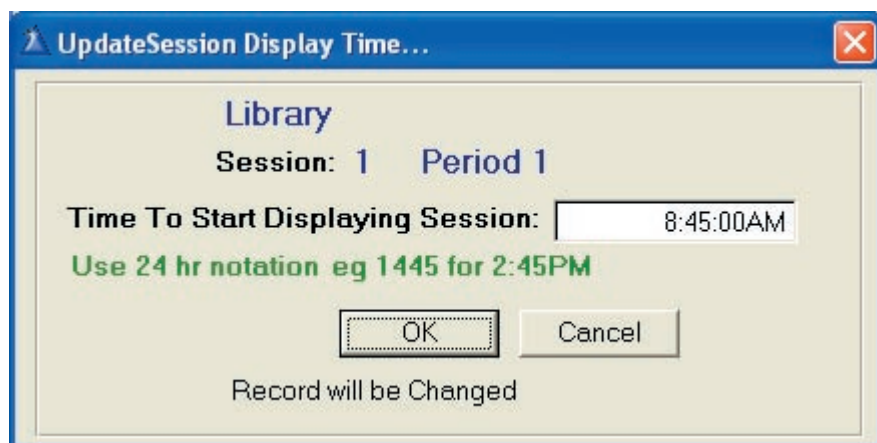
A small main window (left) automatically opens a configuration window (below), showing Resource Categories, Sessions and Display Times.

Highlight the correct Resource Category...



Highlight each session in turn, and enter a time for that session to commence display...

Use 24 hour notation without punctuation to enter times.



For this example the time is entered as 0845.


The display converts it as shown left.

Any session whose time is left as 12.00AM will not be displayed.

In the morning, the session with the lowest time will display, even if that time has not yet arrived.

In the afternoon, the last session will continue to display until midnight

No.	Name	Time
3	Recess	12:00:00AM
6	Lunch	12:00:00AM
9	After School	12:00:00AM
1	Period 1	8:45:00AM
2	Period 2	9:40:00AM
4	Period 3	10:30:00AM
5	Period 4	11:45:00AM
7	Period 5	12:35:00PM
8	Period 6	2:25:00PM

 **Set Session Display Time**

For the settings shown here, Recess, Lunch and After School will never display because their time is 12:00AM


First thing in the morning, Period 1 will display because it is the earliest.

These times have been chosen to display 10 minutes before the actual session time.

So Period 2 starts at 9:50 AM, but the display changes to Period 2 at 9:40 AM.

Similarly, Period 5 commencing at 1:45 PM, starts showing before lunch at 12:25 PM.


5

Date to Display Look up
 

Display Time: sec

View Size:

Direction Of Scroll
☒ Up ☐ Down

 **Display**

Other settings

You may select any day, although the default is always the current day.

Display time refers to scroll time, and has no relevance if all your resources fit on the one window. Maximum scroll time is 60 seconds.

View Size is how many resources are shown on the window, scrolling if necessary to rotate through them all.

Direction of Scroll

Scrolling is not required and doesn't occur if your view size exceeds the number of resources in the category.

Chapter 6

6

Installation and Data Files

Installation

Run Setup.exe from the CD.

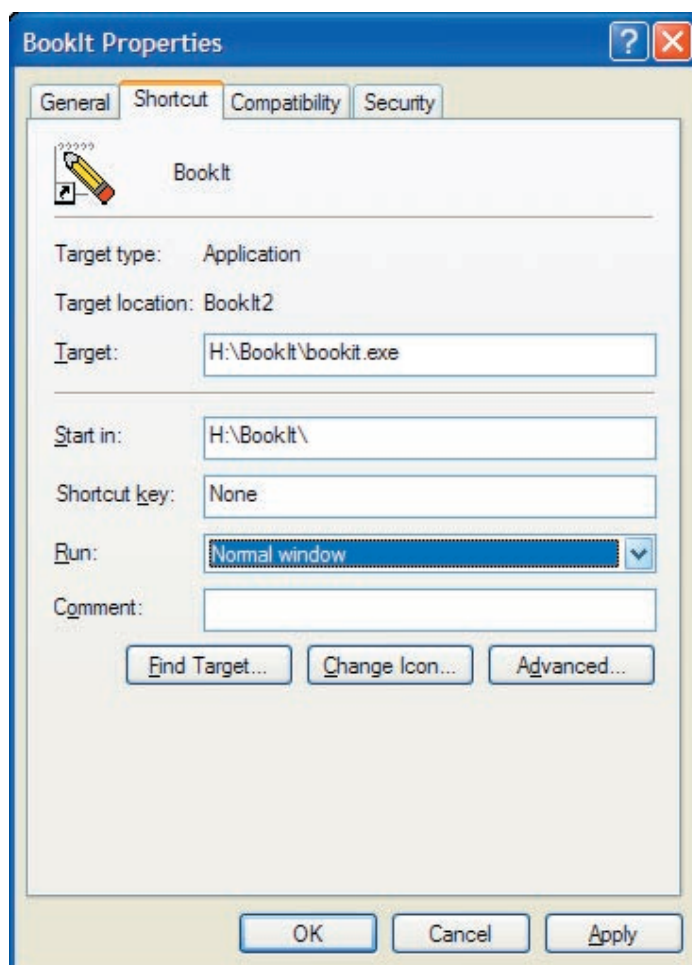
Initially, install BookIt! to a local drive.

Setup will place all files in C:\Bookit2 by default. This is a convenient place in which to do your setup before moving to a server. (You may however, put it anywhere)

When ready, copy BookIt! to a server

All files used by BookIt! are in the one folder. There are no hidden files, no files in the Windows folders, and no registry entries. This means to move BookIt on to the network, you simply have to copy or move the entire folder to the network.

Place shortcuts on users' desktops to either BI.exe or BookIt.exe



Ensure that the short cuts have the 'Start In' section entered.

If not, BookIt! cannot find the data files.

Program Files

BookIt! is supplied with four executables, BookIt.exe, BI.exe, BIClose.exe and BIShow.exe. BookIt.exe is the full program providing all administrative functions plus booking sheets. BI.exe provides for making bookings only: less keystrokes for users, smaller file size and no administrative capacity. BIClose allows you to force closure of all BookIt programs on the network. BIShow is a utility that displays current sessions in a window, suitable for display on a monitor.

All executables are installed during setup. Once set up on the network, you may put a shortcut to BookIt! (bookit.exe) or BI.exe for users on any workstation.

The .exe programs work only with the BookIt! data in their own folder. Thus you may have several BookIt! installations, independently in different folders, each unaware of any other.

On the network

Place the entire BookIt! folder on a network drive. Ensure users have access rights and shortcuts.

BookIt! is structured on a multi-user database. Data files have a .tps extension. In Netware, flag all of them as Read-Write-Shareable (RWSh). Program files are BookIt.exe, BI.exe and various .dll files. Flag these as Read Only-Shareable (ROSh).

Place a shortcut to BookIt.exe on users' desktops either manually or through the network user profile, making sure that you enter the correct folder in Start In.

On an Intranet

NetBookIt!

(best solution)

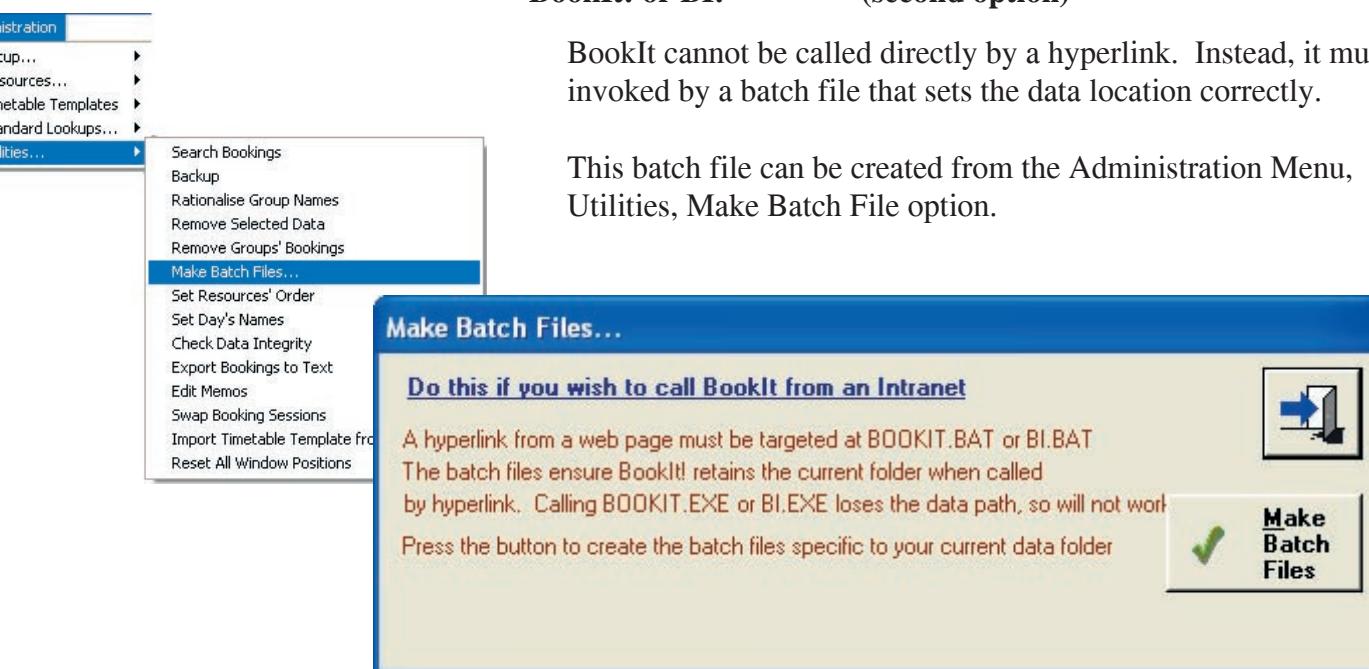
We recommend that you use NetBookIt. It is a browser based booking system that works on the same data as BookIt, so your users have the choice between browser based and Windows based booking. Additionally, NetBookIt enables access from the internet if that capability exists in your school.

BookIt! or BI!

(second option)

BookIt cannot be called directly by a hyperlink. Instead, it must be invoked by a batch file that sets the data location correctly.

This batch file can be created from the Administration Menu, Utilities, Make Batch File option.



1. Run BookIt in the correct location on the network eg H:\ADMINBOOKIT

2. Go to Administration > Utilities > Make Batch Files...

Click on the button in the window (below)

Bookit.bat and BI.bat will be created in the BookIt folder. You may still need to edit the batch files yourself.

3. In an HTML page place links such as:

```
<a href="h:\admin\bookit\bookit.bat"> BookIt! Full Program</a>
```

```
<a href="h:\admin\bookit\bi.bat"> BookIt! Booking Module</a>
```

4. Windows will ask the user whether the program should be run or saved. They must say Run

BookIt's Data Files














BookIt is written with a database development language system called Clarion. Clarion uses a proprietary data file format identifiable by the .TPS extension. Each physical data file holds one logical data table together with its indexes.

TPS files cannot be edited directly with common tools.

Expert use only

Be aware that if you directly delete or copy these files, you are risking data integrity, so make sure you do a backup if the data is important.

If you make a mistake, you're on your own.

	bookdtl.tps	133 KB	TopSpeed Database
	Booking.tps	2,132 KB	TopSpeed Database
	calendar.tps	24 KB	TopSpeed Database
	change.tps	13 KB	TopSpeed Database
	CLIENT.TPS	2 KB	TopSpeed Database
	Control.tps	2 KB	TopSpeed Database
	dept.tps	2 KB	TopSpeed Database
	group.tps	5 KB	TopSpeed Database
	Reserve.tps	35 KB	TopSpeed Database
	reslink.tps	2 KB	TopSpeed Database
	resource.tps	4 KB	TopSpeed Database
	ResType.tps	2 KB	TopSpeed Database
	RTyNam.tps	7 KB	TopSpeed Database

However, sometimes it can be convenient to copy or delete them using Windows Explorer:

To remove all existing bookings

Delete booking.tps change.tps

To remove all timetable templates

Delete reserve.tps and template.tps

To empty the log of booking changes

Delete change.tps

To remove all resource information

Delete reslink.tps resource.tps restype.tps rtynam.tps

To remove all Group Names

Delete group.tps

Recovering Files

TopSpeed files are very robust and problems are rare. However, power glitches for example can partly corrupt files. A corrupt file is usually indicated by the program not running, but showing a message saying that C55TPSx.dll is having a problem with a file. The file is usually named.

This is ideally fixed by having a recent data back up from which to restore. However this is not always possible.

TopSpeed provides a freely distributable utility called **TPSFIX.EXE** which is part of the BookIt installation. It is located in the folder **C:\BOOKIT2\FIRSTAID**.

TPSFIX can work on a TPS file and repair it, copying it to a file with an extension of .TPR.

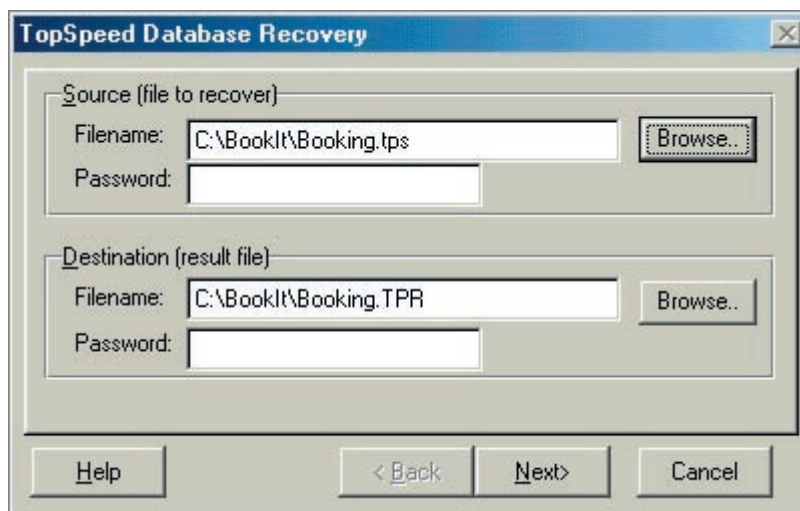
This process does not always work if the header area of the file is damaged, so a further measure is provided. All of the major BookIt data files have an Example file in the FIRSTAID directory with an extension .TPE. Given a .TPE file to work with, TPSFIX can tell what the file format ought to be, and do its best to produce the .TPR repair file.

After TPSFIX has run, producing a TPR file, the corrupt TPS file should be copied to elsewhere, the original deleted, and the TPR file renamed as TPS. Then try it with BookIt.

TPSFIX Example

Assume that BOOKING.TPS file in C:\BookIt is corrupted.

Run TPSFIX.EXE.

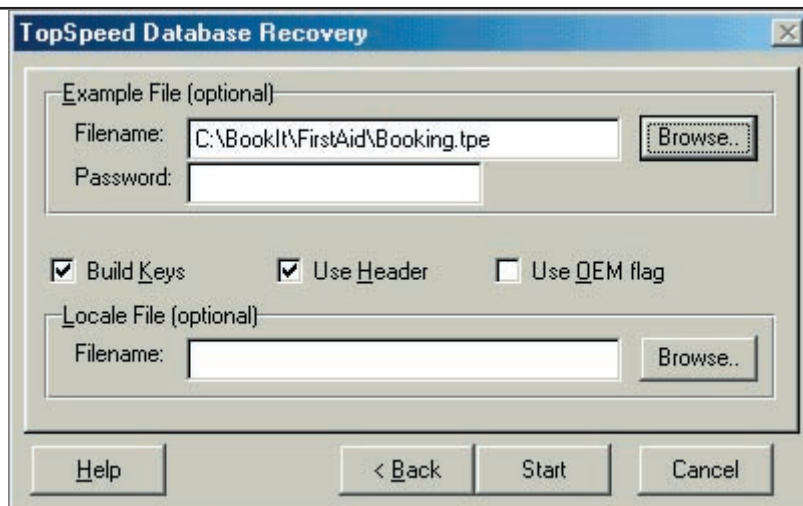


This window appears, asking for the file to recover.

Browse and *locate your BOOKING.TPS*

The recovery file is suggested as BOOKING.TPR.

Accept this.

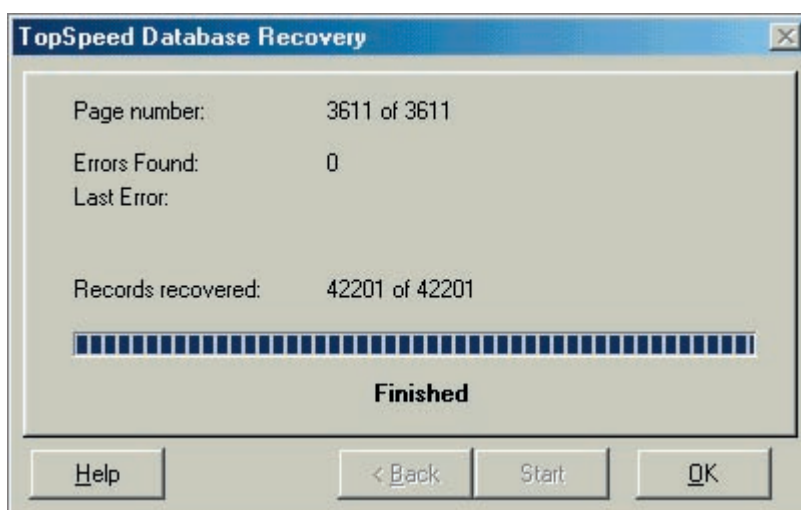
***Press Next***

this screen appears asking for the location of the example file. Note that this is optional, but recommended.

The Locale file is not used.

Select Start

If the file is not corrupted, TPSFIX will tell you that it thinks the file is OK and allow you to exit.



6

Remove the suspect Booking.tps (perhaps copied elsewhere)

Rename BOOKING.TPR to BOOKING.TPS.

Note that TPSFIX comes with its own Help file which can be referred to.

TopSpeed does not recommend using TPSFIX on files that are not damaged.

Running Multiple BookIt's

It is perfectly feasible to run two independent BookIt configurations on your network. The BookIt folder contains all required files.

Make a copy of the folder. Configure one BookIt for some resources and the other BookIt for another set.

BookIt! settings and BookIt2.ini

BookIt! saves window sizes and locations (among other things) in a text file called bookit2.ini located in each user's Windows folder. If a user cannot see a window, sometimes it is because the window has somehow been shifted off-screen, and that's where its opening, out of sight. Pressing the <ESC> key usually restores program control, but the window still is unreachable.

Go to Administration > Utilities > Reset All Window Positions. This action does appear to do much: it just rewrites screen positions in the .ini file.

Alternatively, delete bookit2.ini in the C:\Windows folder. All windows will then open in their default positions.

Data Conversion

New versions of BookIt may contain changes to the data files. A new field may have been added to a file or a field size changed. In this situation, your old data files are not in the correct format for the new program.

BookIt however has a built-in file management capacity that can automatically rebuild files according to the latest specifications. As soon as you run the new program on old data, you may see a message saying that files are being converted. For a large file like Bookings, this process could take a couple of minutes, but only needs doing once.

Once converted, the old version of BookIt will not be able to work on the old data.

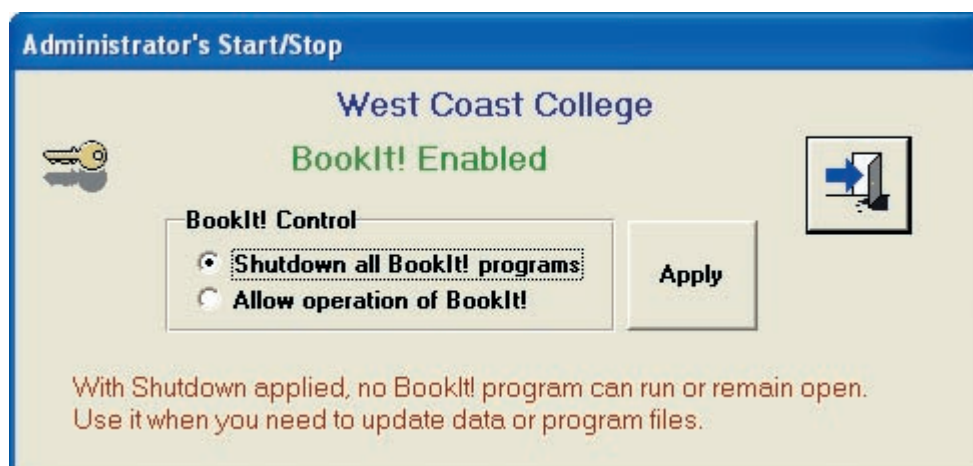
Upgrade Procedure

The following is a logical process to follow when upgrading BookIt.

1. Make a full copy of the entire BookIt network folder to a local hard drive (say C:\BITemp). This keeps the network data intact until you are ready to update it. Use BookIt!'s Backup utility or Windows Explorer.
2. Run BIClose to force closure of all BookIt! programs on the network.

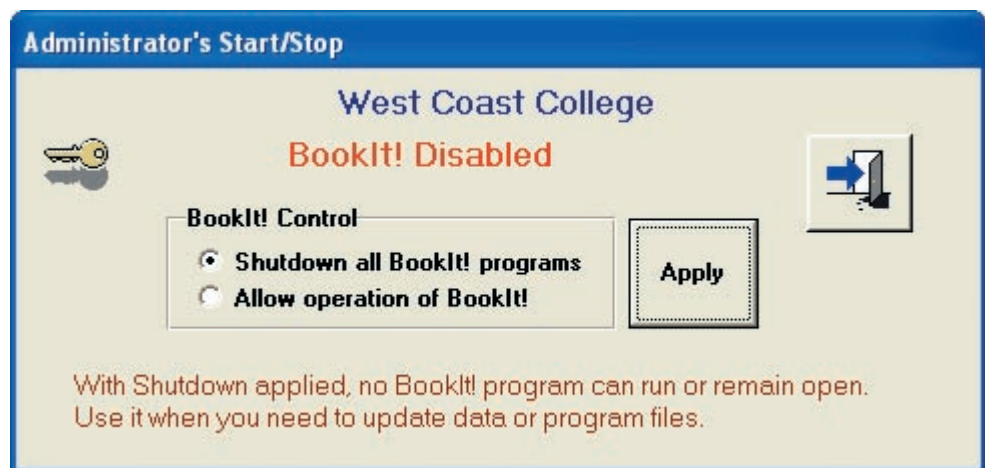
Two reasons for this:

- You don't want staff updating data while you are making changes on the local drive.
- You can't put data or programs back on the network while any files are open.



The green message "BookIt! Enabled" means that BookIt! can currently operate.

Choose "Shutdown" and press Apply and the message changes...



At this point all BookIt, BI, and BIShow executables running from this folder will close after a warning message.

3. Close BIClose as well.

4. Either:

Option 1. If working with a new BookIt CD set:

Install the new version of BookIt to C:\BookIt. The process will automatically install sample data into this folder, so make sure your good data is not here.

Copy your good data into C:\BookIt2 from C:\BITemp, overwriting the sample data.

Run BookIt.exe (then go to step 5)

Option 2. If updating by downloading a new program from the web

Make sure you have read what the update is supposed to do. (on web site)

Download the new program into C:\BITemp (or wherever your copy of your own data is). The download will either be in the form of a zip file (eg biupload.zip) or self-extracting zip file (eg biupdate.exe).

Extract the new program.

Run BookIt.exe (then go to step 5)

5. Running BookIt. Any data files that need converting will be converted. You might see some popup file conversion windows.

Check that the program is behaving correctly.

6. Copy the entire C:\BookIt2 to your network location.
7. Run BIClose, choose Enable, click Apply, close BIClose. Users will now be able to operate BookIt!.
8. If you have problems with the data, contact CaRob.

Upgrading from 2002, early 2003 versions of BookIt!

- Read about the changes (following section)
- Install BookIt! into a folder on C: or other local drive.
- Run BookIt! and look through the sample data. Go into the Resource Window and look at the options for Categories. Run through the Setup guide (from the tool bar) and look at differences in calendar and timetable templates in particular.
- Copy your data (all the tps files, except Client.tps) from your current network folder into the local drive, overwriting existing files. BookIt2 must have the latest client.tps or it will not run, so do not copy your old one across. If you do accidentally, copy client.tps from your installation CD to the BookIt2 folder.
- Run BookIt! locally, allowing all data files to be upgraded. This may take several minutes.
- Examine your data for correctness. In particular, check whether the calendar needs extending. Check each resource category's settings to see whether they need amending.
- You can add photographs of resources now, or later when it's running on the network.
- When satisfied:
 - backup the entire network BookIt! folder (for insurance)
 - copy the entire contents of the local BookIt! into the network folder (you can use BookIt's Backup utility for this, if you include program files)

History of major changes...

BookIt 2 - October 2003

The calendar is now unlimited, rather than a single calendar year.

Administrators can add or remove days from the calendar. This makes it more useful in preparing for next year and removes an artificial limitation.

The booking data file is significantly smaller

The first version of BookIt! stored all possible bookings for the year in the bookings file, even if they were not booked. Now only actual bookings are stored. This reduces the size of the bookings file immensely. Some booking files were about 20MB which impose a heavy strain on a network. The same data in the new format may be less than 500 kB.

The result of this is that you may have many more bookable resources, many more bookable sessions, an unlimited calendar, and network performance is not compromised.

Regenerate Bookings now not necessary

The above changes have removed the need for this utility.

Timetable templates are now independent of specific resources.

Previously, a single resource could have a single timetable template. If the timetable changed, the template had to be altered, and the original was lost.

Templates now are independent of any resource and can be copied. You may have a timetable for a computer room that is applied for most of the year, but at other times, some classes may not be present due to work experience or year 12 leaving etc. In these case the original template can be copied, modified, and applied for the relevant time period.

Timetable templates can be created by importing text data from a timetable program.

Memo fields in Bookings and Memo Library

The Other Info field of Bookit has been expanded to a 2000 character memo field, to allow essentially unlimited other information about a booking. It is referred to as the Memo field.

Pre-loaded memo items

You may specify that a particular resource has a particular memo appear when a booking is made. The user is able to edit this memo.

This may be in the form of a prompt to the user. For example a library that wishes users to enter the topic and number of students may have a preloaded memo

Topic:

Number of Students:

The user can then fill in the details

New utility: BIClose

As an administrator, you may do some work on the data files. This is usually done by first copying them to C: drive. When you wish to place the files back on the server, you cannot if even a single user has BookIt! open.

You may be updating program files from the web. Again, if someone is using BookIt!, you can't change the program.

Biclose.exe forces all BookIt! programs to immediately stop and prevents BookIt! from starting. You may then update files on the server, and run Biclose again to allow users back in.

Timetable Structure

Fixed Timetables used to be 5 day or 10 day. You can now use 5,6, or 7 days to include all or part of a weekend, or 10, 12, or 14 for a two week structure.

Cyclic Timetables can now be up to 14 days (from 10)

Removal of "Term" from the calendar

BookIt! is increasing being used by non-schools where the concept of term is meaningless. When setting up a calendar, BookIt! by default will allow bookings on any day unless marked as a holiday.

BIShow can scroll either up or down



Include an image of any resource

Images help identify similar items. In areas like Audio Visual Equipment, many items have a similar name or description.

Option for school logo on Main Window

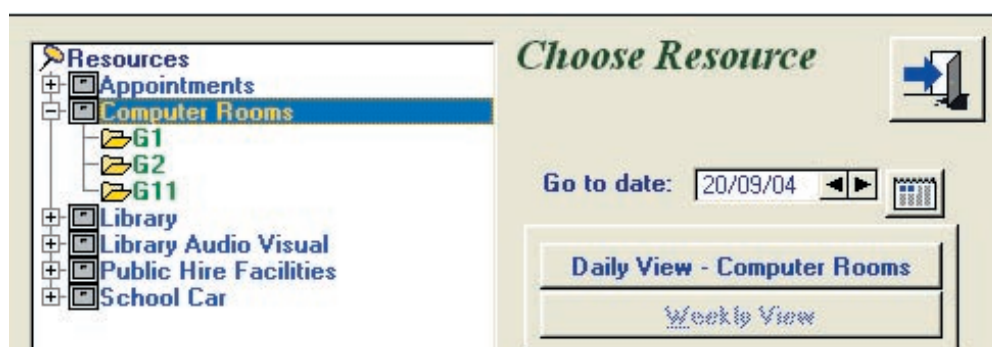


September 2004

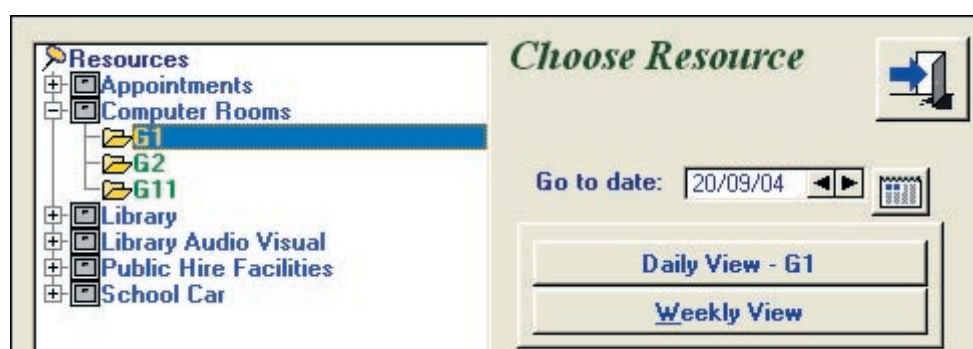
Up to 16 sessions per day will display in the daily and weekly grids.

With vertical scrolling, can go to 99, as previously.

Daily View Grid can show all resources or just one.



Highlight the category to view all resources in the category.



Highlight a single resource to view only that one in the grid.

**New class of booking:
Negotiable**

Coloured green, a negotiable booking has been placed on the booking sheet by a timetable template, but the user may not want the resource in any given session, so may be open to negotiation. For example, a class placed in a computer room, where the computers aren't necessary to that group for every session.

Templates now can overlap

Previously, applying a template to the booking sheet removed any existing template (permanent) bookings. Now you may choose whether or not to leave existing template sessions as you apply another template.

This gives more flexibility when designing templates, allowing permanent bookings to be created from separate independent templates.

Template data can be imported from the booking sheet

Particularly useful when updating from the first BookIt, where templates are incompatible with the latest versions of BookIt. Tell BookIt which week to look at, and it will import all existing bookings into a template that you can edit.

Template windows have been re-organised for easier use.

Queries (Searches) can be saved

BIShow can now have its display window resized to fill the display monitor. All fonts and sizes increase in size automatically.

New utility to reset all window positions

BookIt 2.5 - July 2006

Recurrent Bookings

- the ability for a user to make a booking at repeated intervals in one booking.

The feature must be activated in the Category Extensions (below)

Book multiple sessions in a day

- being able to book all or part of a day with a single booking

This feature must be activated in the Category Extensions

Recurrent Bookings, Multiple Bookings, Book All Category and Linked Bookings work together, so be careful about activating these features.

If someone selects All Day and Repeated 10 times on a daily basis, they may have made 60 bookings at a single stroke.

Even more dramatic, if the Book All Category option is activated and used in this booking, those 60 bookings will be repeated across every resource in the category.

6

Linked Bookings has been changed to a tab on the Booking Form**Department field has been changed from 4 to 8 characters**

This allows more flexible codes

A resource may be set to be View-Only

Allows an Administrator to set a resource as so that a user cannot change any booking, merely view them.

Daily view scrolling goes 7 resources at a time, not 1 at a time

When a category has more than 7 items, the Daily View Scrolls. It has been scrolling by one item, making it tedious if the number of items is much greater than 7. It now scrolls through the items 7 at a time.

A data path option allows data to be in a separate folder to the program

Ignore this feature unless (or until) you have NetBookIt!

Until now, BookIt! has been designed to seek its data in the same folder as the program (bookit.exe, bi.exe, bishow.exe, or biclose.exe)

Because NetBookIt! may well be in a different data location to Windows BookIt!, they both need to be viewing and working on the same data. This means that BookIt! needs to know where to find the working data.

BI.exe may be run as a kiosk application

BI can be run without exit buttons in kiosk mode

It must be called from the command line or from a batch file with the command line parameter K

bi K

To exit, close the Resource Tree window, then press F6

Daily Reports have been altered to show the full memo field contents.

Previously they only showed the first line of the reason (memo field) if at all.

Chapter 7

Looking at the Sample Data

7

This chapter shows you the key aspects of BookIt! from both a user's perspective (below) and administrator's perspective.

It assumes that you have installed BookIt!, probably onto a standalone computer. You may have ordered BookIt! on approval and want to see whether it's for you.

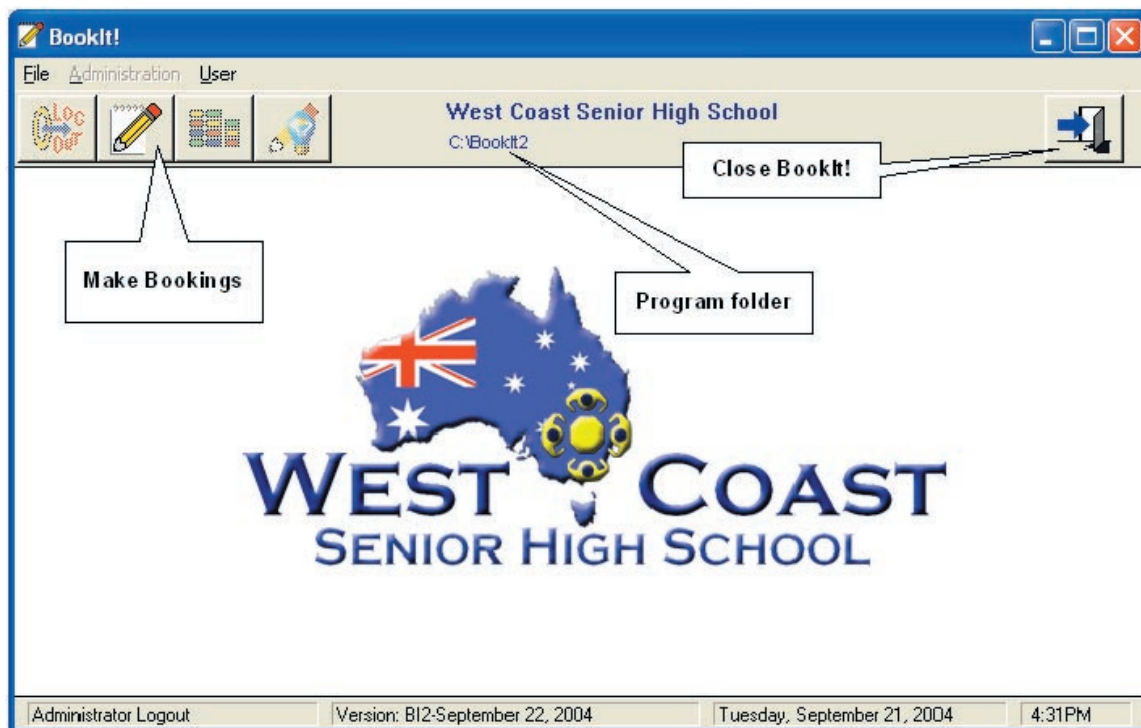
The sample data provided with BookIt! changes from time to time, so the details shown here may not be what you see precisely.

A User's Perspective

Run BookIt!...

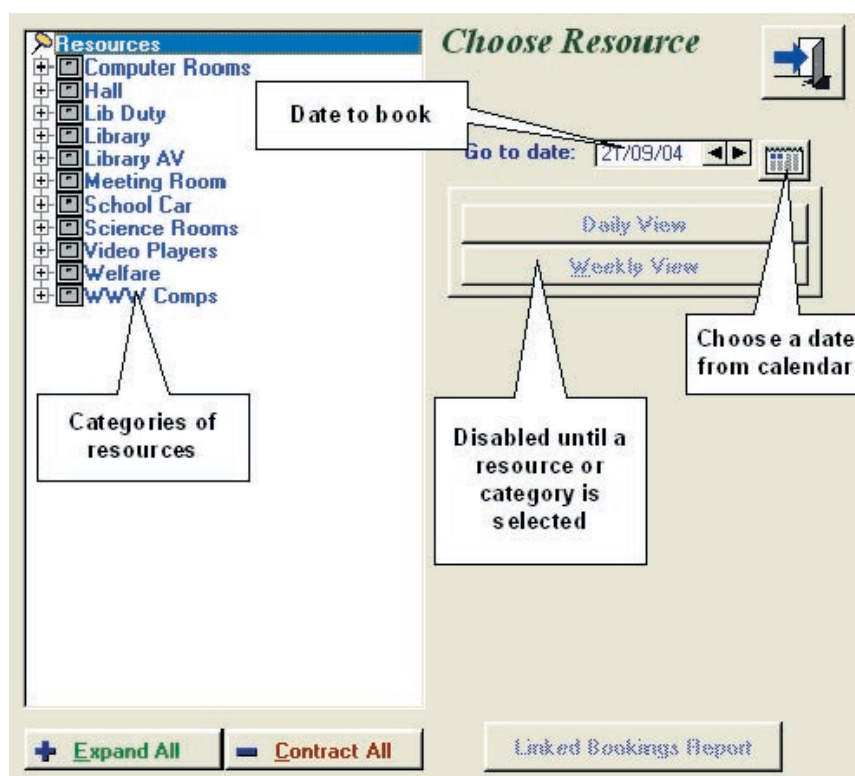
You should get the main window looking like this.

Administration options are grayed out unless you log in with the administrator's password.



Click the Make Bookings button...

You will open a window showing resources grouped into categories.



The date can be changed with the little arrows or by clicking on the small calendar button and choosing a date.

Highlight a single computer room...

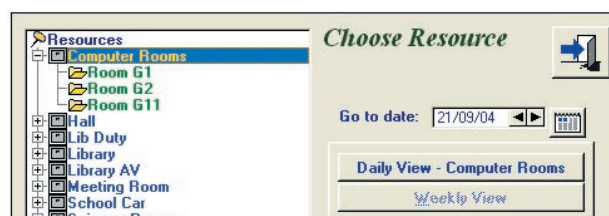


The daily view button is activated and will show only the one resource.

The weekly view view button is activated. It will show the entire week's bookings for that resource.

7

Highlight the category Computer Rooms...

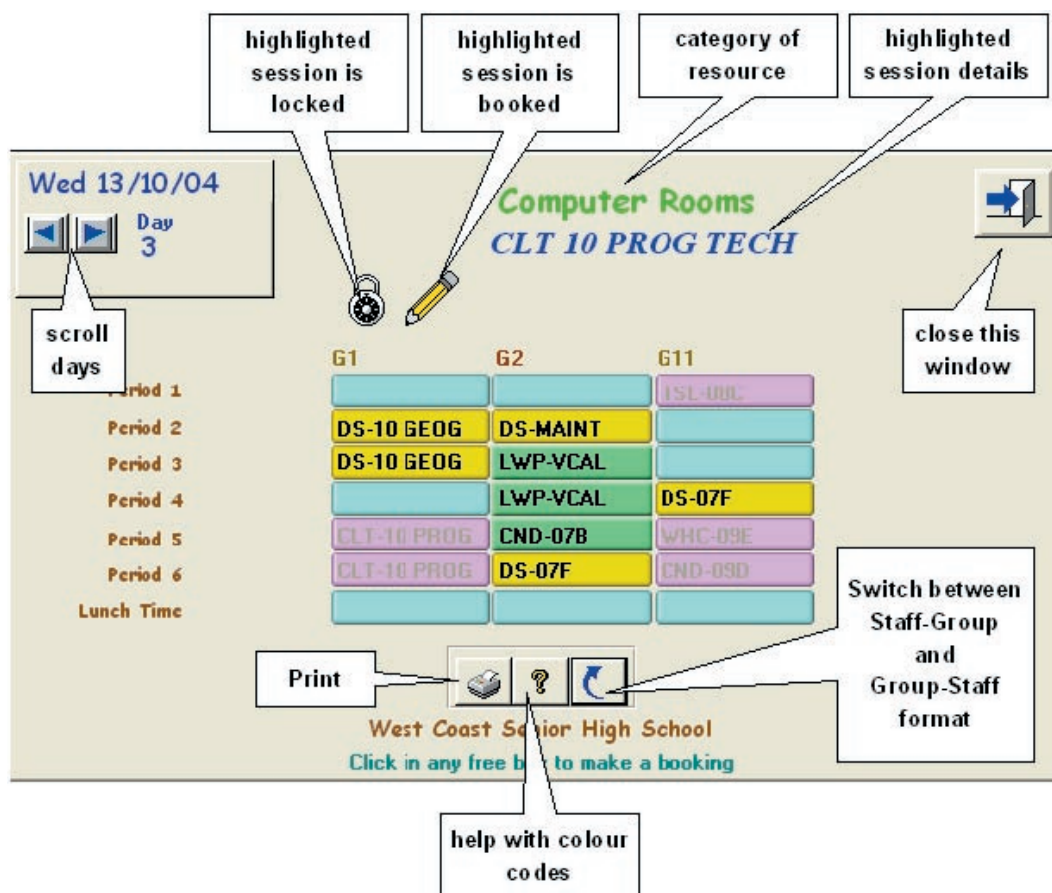


The Daily View button is activated and will show all resources in the category when clicked.

Click the Daily View button with computer rooms highlighted...

This brings up the daily booking window, showing bookings for the date you had selected above.

The Daily Booking Window



This grid displays all bookings for all resources in the category for the selected day. The window will show up to seven columns (resources) and will scroll left and right for more than this. It will display up to 16 sessions in a day, and scroll up or down for more than 16.

Mauve cells in the grid are locked to you. Usually, they're timetabled classes.

Light blue cells are bookable.

Green sessions are possibly bookable if you talk to the current user. He/she may not want it.

Bright yellow are already booked.

If you click on the button to advance through days, you will get to a point where cells turn **Light Gray**. This means that the administrator has set up the Computer Rooms so you can't book that far ahead.

Holidays show **Dark Gray**.

Try out any of the buttons, then double click on a blue cell...

The Booking Form

Room G11
Wednesday 13/10/04
Period 2

Blank the User to remove a booking

Person booked for (User):

Group: ...

Dept: ...

A User is Compulsory

Lookup buttons

If present, Group and Dept are compulsory entries

Other fields may display on this form depending on how the category has been configured.

<ESC> to cancel a lookup

OK
Cancel

View/Update Groups

Locate Group:

Group
07 - 10
07A
07B
07C
07D
07E
07F
08A
08B
08C
08D
08E
08F
09 CL
09 COMM
09 CPUB

Insert
Change
Delete
Select

Enter any staff code in the first field (User)...

Use the Look Up buttons for both group and department to choose one...

The group lookup is shown at left. Type 08C and note the table scrolls automatically to that class.

Otherwise use scroll bars or arrow keys, select any group and click 'Select'.

Click <OK> when done...

Room G11
Wednesday 13/10/04
Period 2

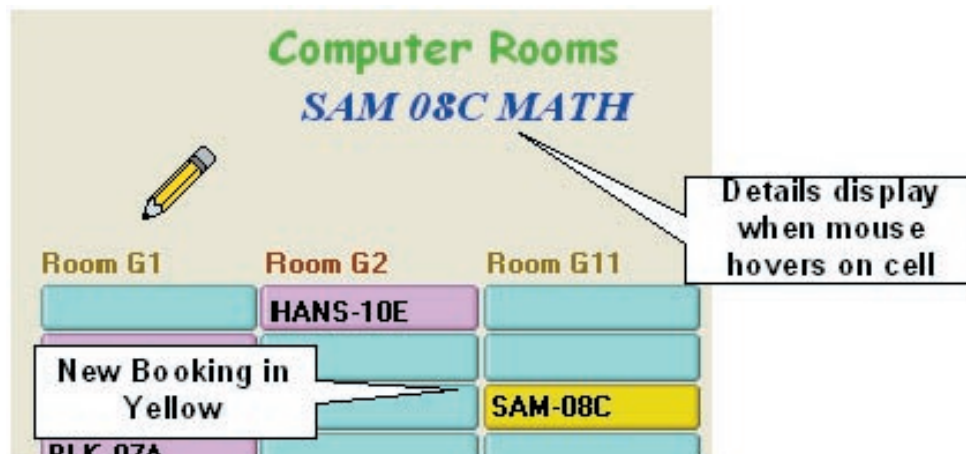
Blank the User to remove a booking

Person booked for (User):

Group: ...

Dept: ...

OK
Cancel



Your new booking should appear in the grid, as yellow.

On a network, *all other users will see the booking within twenty seconds.*

You can duplicate a booking using **Drag and Drop**.

Room G1	Room G2	Room G11
	HANS-10E	
CYRIL-07C		
DAVE-07B		SAM-08C
BLK-07A		SAM-08C
TOM-12 INFO !		

Click on the booking you just made, hold the mouse button down, and drag it to a new cell. Release the mouse button...

What if someone changes your booking?

Your booking is visible and changeable by anyone else on the network. BookIt keeps a log of any changes to a booking.

SNEAKY 09B TECH

Room G1	Room G2	Room G11
	HANS-10E	
CYRIL-07C		
DAVE-07B		SAM-08C
BLK-07A		SNEAKY-09B

Changed booking pale yellow

Booking History - Click on table to close window

Original Booking	Replaced By	Date	Time
SAM 08C	SNEAKY 09B	09/04	5:27PM

After a right-click on the altered booking, the change log displays

Make a change to an existing booking...

A changed booking shows as Pale Yellow.

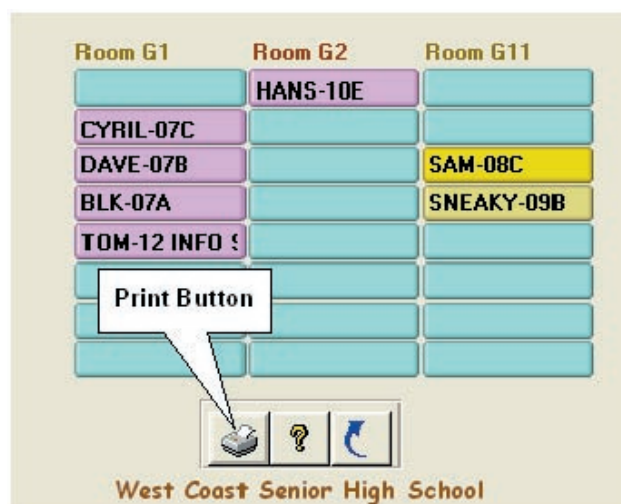
Right-click on the pale yellow cell to see a list of all changes...

When you make a booking, the settings are remembered for a short period of time, so you can make successive bookings for several sessions at one sitting and only have to fill in most details once.

To clear a booking, make the User field blank then click OK.

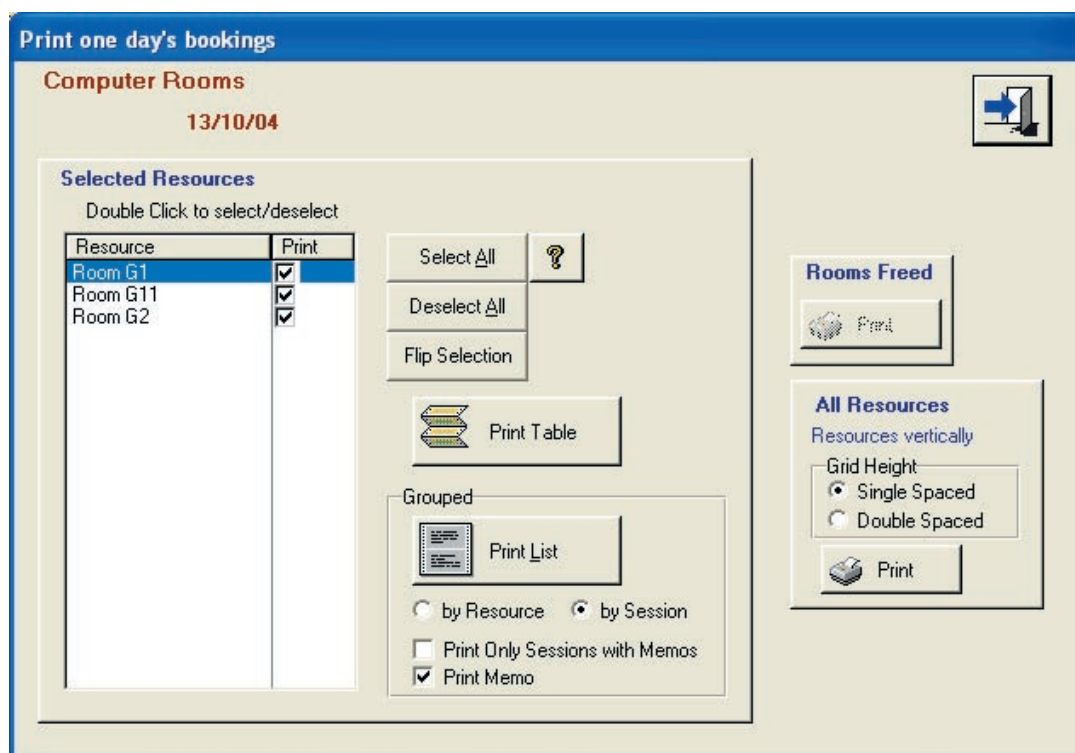
Printing in BookIt!

Click the printer button at the bottom of the booking window..



If in daily view, you get options relating to that specific day, and all resources in the category (shown below).

7



If in weekly view you get options relating to a single resource for that week.

*Click 'Select All' in the selected resources panel...
Try out the different print options...*




All BookIt reports print to screen, not directly to a printer. You do not require any printer to be installed to view the report output.

A print preview window

Buttons at top left allow you to:

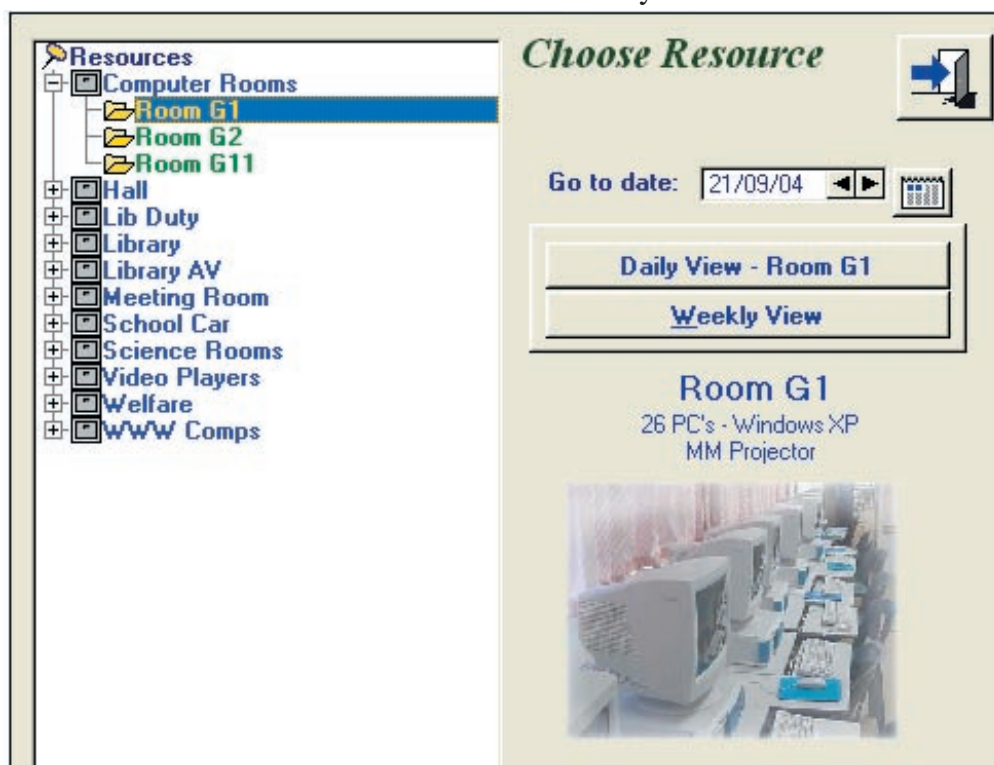
- Print
- Print selected pages
- Cancel and Close
- Zoom in

From the File Menu you may select specific pages to print if the report is more than one page.

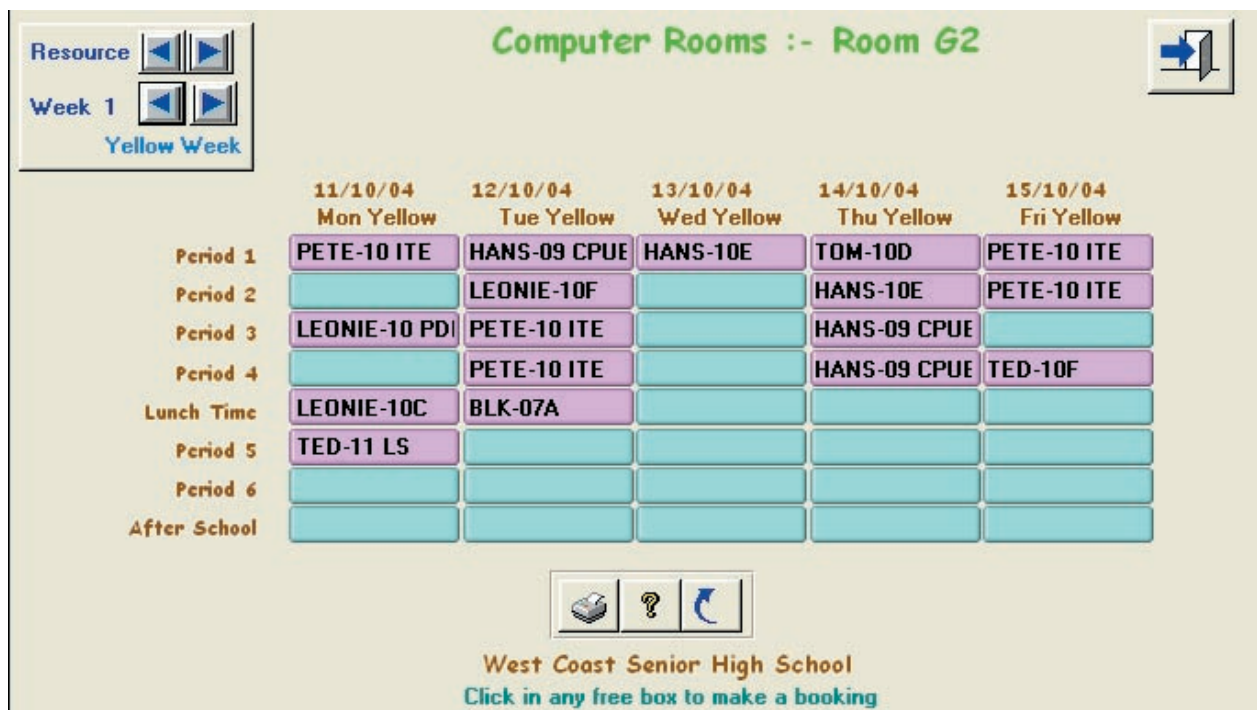
Report Preview			
File View Zoom			
			Page: <input type="text" value="1"/> Across: <input type="text" value="1"/> Down: <input type="text" value="1"/> Zoom: <input type="text" value="Page Width"/>
Wed Yello 13/10/04		West Coast Senior High School	
Week: 1 Yellow Week		Computer Rooms	
	Room G1	Room G2	Room G11
Period 1		HANS 10E TECH	
Period 2	CYRIL 07C TECH		
Period 3	DAVE 07B TECH		SAM 08C MATH
Period 4	BLK 07A TECH		SNEAKY 09B TECH
Lunch Time	TOM 12 INFO SYS TECH		
Period 5			
Period 6			
After School			

Go back to the resource window and highlight one computer room...

Notice that the Weekly View button is enabled.



Click the Weekly View button...



The weekly window displays one room (or other resource) all week.

If the resource is bookable on weekends, then Saturday and Sunday are displayed.



You may scroll through resources in that category

You may scroll from week to week.

The weekly window behaves in every other respect exactly like the daily window.

Weekly printing



The Print button will offer options for printing for the particular resource.

One option only is shown here...



West Coast Senior High School Room G2

Week beginning: Sunday: 10 OCT

TT = Timetabled

Printed: 21 SEP 04 6:02PM

Mon Yellow 11/10/04

TT	Period 1	PETE	10 ITE	TECH
TT	Period 3	LEONIE	10 PDE	HPE
TT	Lunch Time	LEONIE	10C	TECH
TT	Period 5	TED	11 LS	SOSE

Tue Yellow 12/10/04

TT	Period 1	HANS	09 CPUB	TECH
TT	Period 2	LEONIE	10F	SOSE
TT	Period 3	PETE	10 ITE	TECH
TT	Period 4	PETE	10 ITE	TECH
TT	Lunch Time	BLK	07A	TECH

Wed Yellow 13/10/04

TT	Period 1	HANS	10E	TECH
----	----------	------	-----	------

To see how different resources are configured, call up the booking form for:

The screenshot shows the booking form for the resource 'Area South' on Saturday 9/09/06, Period 1. The form has a 'General' tab selected. At the top, it says 'Blank the User to remove a booking'. Below this are fields for 'Person booked for (User):', 'Group:', and 'Dept:', each with a dropdown arrow. To the right of the 'Dept:' field is a note '(2000 characters max)'. The 'Reason:' field is a large text area containing the text: 'Topic or Reason for booking:', 'Number of Students:', and 'Special Request:'. To the right of the text area is a pencil icon. At the bottom right, there are 'OK' and 'Cancel' buttons. At the bottom center, it says '<ESC> to cancel a lookup'.

a Library resource...

The screenshot shows the booking form for the resource 'School Car' on Monday 11/09/06, Period 2. The form has a 'General' tab selected. At the top, it says 'Blank the User to remove a booking'. Below this is a field for 'Person booked for (User):' with a dropdown arrow. At the bottom right, there are 'OK' and 'Cancel' buttons. At the bottom center, it says '<ESC> to cancel a lookup'.

the School Car...

The screenshot shows the booking form for the resource 'www1' on Monday 11/09/06, Period 3. The form has a 'General' tab selected. At the top, it says 'Blank the User to remove a booking'. Below this are fields for 'Person booked for (User):', 'Group:', and 'Dept:', each with a dropdown arrow. To the right of the 'Dept:' field is a note '(2000 characters max)'. The 'Reason:' field is a large text area. To the right of the text area is a pencil icon. At the bottom left, there is a checkbox labeled 'Book all resources in this category'. At the bottom right, there are 'OK' and 'Cancel' buttons. At the bottom center, it says '<ESC> to cancel a lookup'.

A WWW Comp...


Note the check box **Book All Resources in this Category**


If ticked, one booking books all of them for that session
(See screen dump next page)

	PC 1	PC 2	PC 3	PC 4	PC 5
Period 1					
Period 2					
Period 3					
Period 4	CLT	CLT	CLT	CLT	CLT
Period 5					

Block booking has booked all the WWW Comps in Period 4 (above)

If you try to book a Welfare Resource, you are prompted for a password (below)

Resource 

Week 1 
Yellow Week

Welfare :- Meeting Room 2

	11/10/04 Mon Yellow	12/10/04 Tue Yellow	13/10/04 Wed Yellow	14/10/04 Thu Yellow
Period 1				
Period 2				
Period 3				
Period 4				
Period 5				
Period 6				
Period 7				
Period 8				

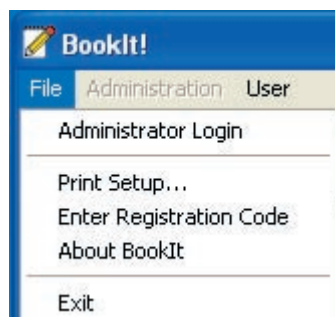
Password Entry

This category requires a password

Enter Password:

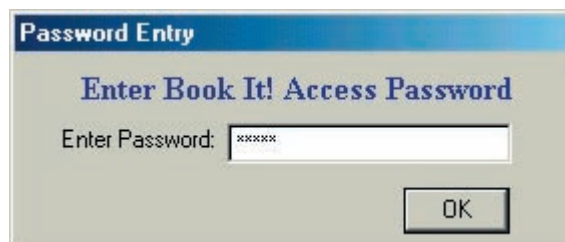
<Esc> to Cancel

An Administrator's Perspective



Go to the main window...

Choose Administrator Login from the File Menu...



Enter ner0 as the password...



All buttons and menus are now active.



This is the Shortcut button, opening a window that takes you to most day-to-day administrative functions in BookIt.



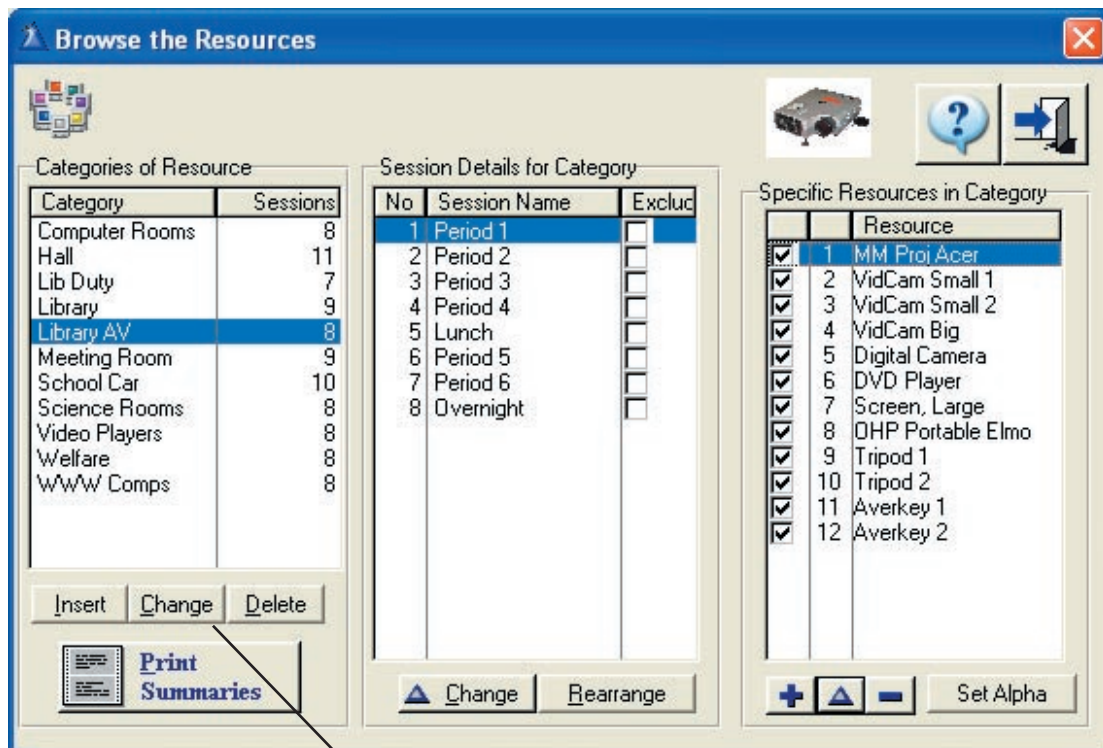
This button takes you to a setup guide that leads you through a logical setup sequence.

Click the Shortcut button to bring up this window...



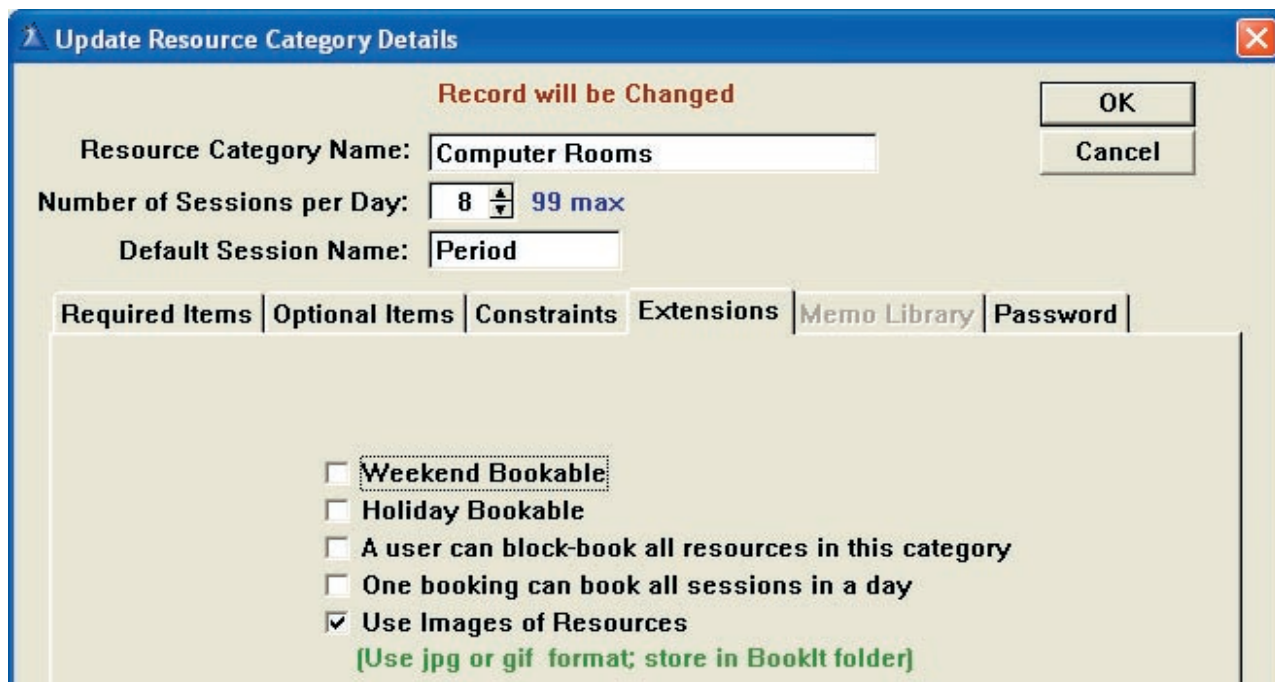
Click the Resources button...

This window controls most of the behaviour that a user sees when making a booking. From the Resource Window, you may enter names of sessions and add resources into a category.

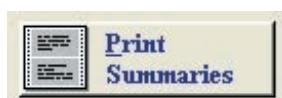


On the left hand side, with Computer Rooms highlighted, click the Change button...

Here you can see the various options are that determine what a user sees and must enter when making a booking.



Cancel the Update Form...



The **print button** offers a range of date specific reports on the highlighted category.

Mark the Date Range to Summarize

Computer Rooms

Date	Day	Day No	Holiday	Week
14 JUN 03	Sat	0		2
15 JUN 03	Sun	0		2
16 JUN 03	Mon	1		1
17 JUN 03	Tue	2		1
18 JUN 03	Wed	3		1
19 JUN 03	Thu	4		1
20 JUN 03	Fri	5		1
21 JUN 03	Sat	0		1
22 JUN 03	Sun	0		1
23 JUN 03	Mon	6		2
24 JUN 03	Tue	7		2
25 JUN 03	Wed	8		2
26 JUN 03	Thu	9		2
27 JUN 03	Fri	10		2
28 JUN 03	Sat	0		0
29 JUN 03	Sun	0		0
30 JUN 03	Mon	0	H	0
1 JUL 03	Tue	0	H	0
2 JUL 03	Wed	0	H	0

Help on Marking Mark All UnMark All

Usage Reports

Optional Report Header:

Print Dept Summary
 Print Group Summary
 Print User Summary

☐ Category Summary

7

West Coast Senior High School Computer Rooms usage by Department

All Year

27/01/04 - 21/12/04 204 days counted

Department	Sessions Timetabled	Sessions Negotiable	Sessions Casual	Sessions Empty	% Utilised
HPE	40	0	0		1.1 %
MATH	0	0	1		0.0 %
OTHR	0	0	2		0.1 %
SOSE	106	0	4		3.0 %
TECH	1,244	0	1		33.9 %
Totals:	1,390	0	8	2,274	38.1 %

General comments

Logged in as administrator, you may change any booking that is locked to a normal user.

You don't need the password to book the Welfare room.

You can change a timetabled booking or make any booking unchangeable to others.

Open the booking window for a Computer Room...

Double click on a mauve cell (a timetabled class)...

Room G1
Friday 19/09/03
Period 2

Blank the User to remove a booking

Person booked for (User): RNP

Group: 07E ...

Dept: MATH ...

Room Freed:

☒ Fixed (Timetabled)

This change will be logged

<ESC> to cancel a lookup

OK
Cancel

Note the checkbox at the bottom: Reserved(Timetabled).

- Uncheck this, and the booking becomes an ordinary one, changeable by anyone.
- Check it, and the booking will become a mauve one, unchangeable by others.

Administrators have full rights to all bookings...

If a resource can only be booked 14 days ahead, administrators are not affected. They can edit or delete reserved bookings. If a resource cannot be booked on the day, administrators are not affected. They can edit password protected resources.

This completes the brief administrative overview. It should give you a sense of how BookIt! is managed and assist when you work through the detailed setup.

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