

CaRob Computing's

BookIt 3

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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
- Bookings by a users

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 8
Read the User's Guide	Chapter 4
Experiment with sample data	

When you want to set up your own resources

Setup Guide	Chapter 2
Managing BookIt!	Chapter 3

If upgrading from BookIt 1 or BookIt 2, read pages 125 - 127 before installing

This User Guide revised June 2011

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Chapter 1

Getting Started

Getting started with BookIt

Installation

For Installation Instructions, see Chapter 6.

For upgrading data from pre-October 2003 versions, see Chapter 6.

Understanding how BookIt works

Read this chapter for administrative background.

Use the sample data to see how BookIt works. Chapter 7.

Read the User's Guide (Chapter 4) so you understand how BookIt! behaves from a user's perspective.

Setting Up BookIt for your own organisation

Use the Setup Guide (Chapter 2) to configure BookIt! for your own organisation.

The Administrator Function

BookIt requires one or two people who act as BookIt administrators. An administrator is needed to:

- Set up the annual calendar, indicating term dates and holidays.
- Create bookable resources within categories, such as I.T. areas.
- Determine what options should be set for these categories.
- Ensure that permanently timetabled resources cannot be over-booked by casual bookings (by using timetable templates).
- Ensure data backups are performed
- Delete unrequired data
- Liaise with staff regarding items that can be booked and how they should be configured.
- Produce usage reports that can be useful for resource management.

The administrator role requires a good overview of the behaviour and requirements of significant areas of the organisation and have the standing and communication skills to effectively communicate with these different areas. While some parts of the role may be delegated to someone such as an I.T. trainee, the overall responsibility must not be.

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 will be involved because a server has to be used, folders created, and shortcuts set up.

Administrator Log On to BookIt

Log on to BookIt from

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

Setup > Operational settings



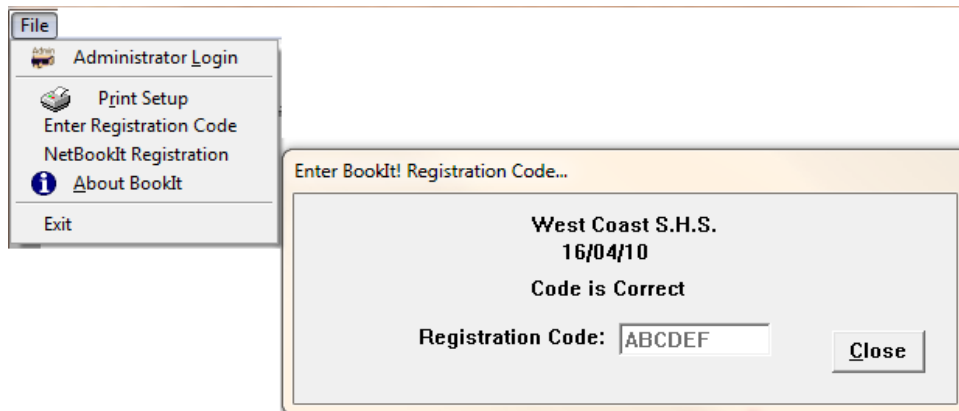
When you are logged on as administrator, you will see the Administrator Icon on the booking windows. This is a reminder that you are using privileged access, and to log out if others may use that BookIt! after you.

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 *File Menu > Enter Registration Code*. When the code is correctly entered, you can't change it again.



Programs included in BookIt

1

BookIt.exe

Performs all administrative and booking functions through Windows.

BI.exe

Allows users to make bookings, but there is no access to administrative functions.

It may be run in kiosk mode if executed from a bat file as BI K
This mode has no obvious exit button so it usually stays displayed. Exit using F6 from the main window.

BIShow.exe

A utility to display real time bookings in a scrolling window from a publicly visible monitor. For example it can be used at the entry to a library so students can see what area their class is in.

BIBackup.exe

A utility that can be scheduled in Windows to perform daily backups of BookIt.

BIMailer.exe

A utility that can be scheduled in Windows to send daily email notices to people who have made bookings or to people who need to know about the day's bookings. These features are set up within BookIt under the settings for each category.

BIClose.exe

A utility that enables an administrator to close or limit access to BookIt so major data changes or file upgrades can be performed. Described later in this chapter.

Tpsfix.exe

A utility to rebuild damaged data files.

NetBookIt3.exe and NetBookItMgr.exe

Utilities to set up browser based bookings

BookIt and the Network

BookIt and the associated programs reside on a server, but are run from across the network by various users. These programs modify data that reside on the server.

BookIt! is dependent on the capacity of the network for its performance because the data needs to travel to the various users, where they may modify it before it is saved back across the network. 1GB bandwidth networks handle this traffic with ease, but old 10MB networks can show performance lags.

File Corruption

The integrity of the data is at some risk because of network connections. For example, if a network connection is lost just as a booking is being written from a workstation, the booking data file may be corrupted slightly. This can cause BookIt to stop working all over the network.

This sort of file corruption is rare, but still a real possibility. Corrupted files can usually be repaired using the utility TpsFix.exe described elsewhere in this guide.

Backups

It is important to maintain backups of your data. Most servers have a backup regime, but it requires technical support to recover the data, which is not always available when you want it. We provide a utility BBackup.exe which is designed to run under Windows Scheduler to perform a daily backup. This backup is accessible to a BookIt administrator to easily restore from.

When a significant change is made to the BookIt data (e.g. creating a new calendar or adding new resources or timetable templates) you should also make an ad hoc backup from the Input/Output menu.

NetBookIt

NetBookIt is a browser based booking utility that is an optional add-on to BookIt.

NetBookIt increases data reliability.

Under NetBookIt, staff make bookings through a browser web page. NetBookIt server program receives their data requests and does the writing to disk. This increases reliability because if a network connection is broken, the server either has not received the data, so does not write anything, or it has received it, and writes it immediately. Network impairment will not affect its ability to write complete intact data.

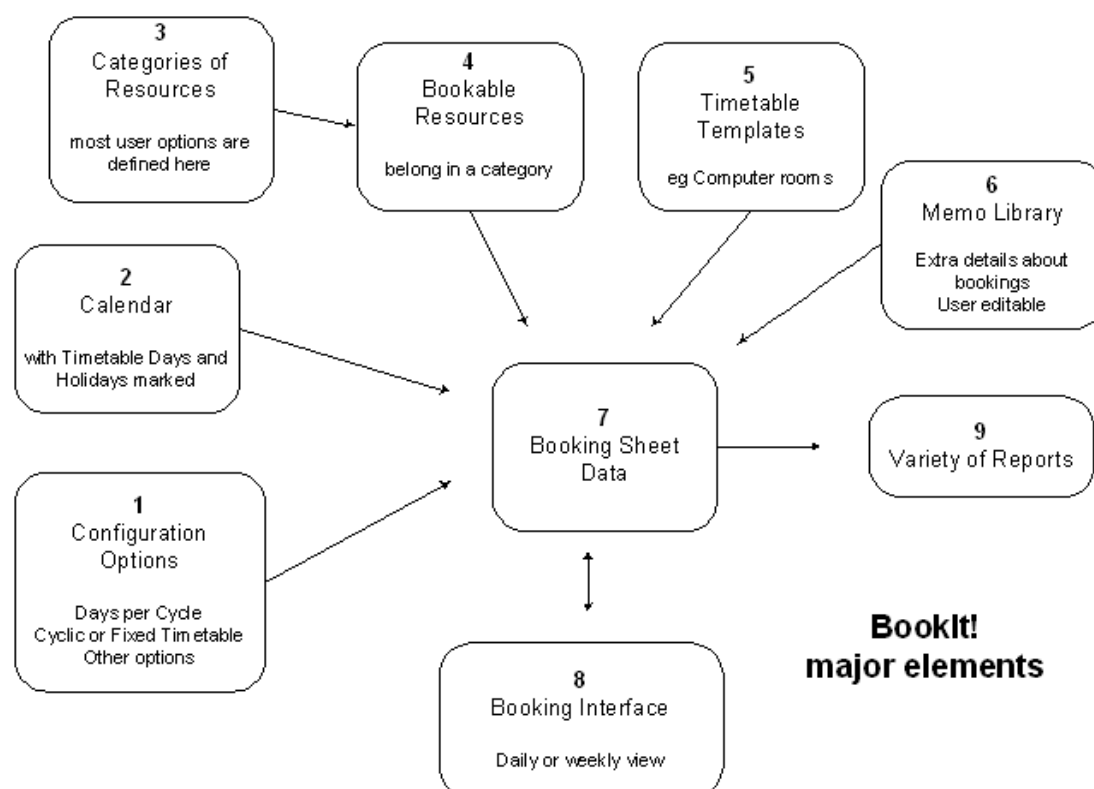
NetBookIt will usually increase performance.

This is because the NetBookIt server sends only a small amount of data to a user's web page. It does not need to send the entire data file as a Windows program requires. This aspect also decrease chances of data corruption.

Platform Independence

NetBookIt allows you to use Mac or other web technology to make bookings, not just Windows machines.

Key Elements in BookIt



This diagram shows the key elements 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 - contain resources (such as rooms) or items (such as cameras)

All resources belong to a category. Booking options common to these resources are set in the category. Examples of the options are: weekend booking, holiday booking, require department, require class group, and many more.

4. Bookable Resources

Resources are grouped into categories. All items within a category display the same options on the booking window.

5. Timetable Templates

Used for rooms that are on the timetable for some of the week and so can't be booked by others at those times. Enter the existing timetable into a template then apply it to the booking sheet for a selected date range. These sessions display to the user, and can't be over-booked.

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

Chapter 2

Setup Guide

Setup Steps

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

Go directly to the menu option, administrator shortcut, or follow the setup guide as described in this chapter.



1. Clean out old or sample data

Utilities > Remove Data > Remove Selected Data



2. Timetable Structure

Setup > Set Timetable Structure

3. Check the calendar range

Setup > Modify Calendar



4. Mark out the Calendar with Timetable Days and Holidays

Setup > Modify Calendar

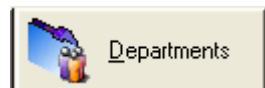
5. Check Class Groups

Browse > Class Groups



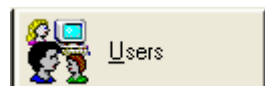
6. Check Departments

Browse > Departments



7. Edit/Add Users

Browse > User List, Import/Export > User names

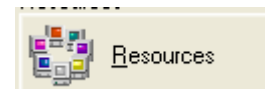


8. Activate Email and other operational settings

Setup > Operational Settings

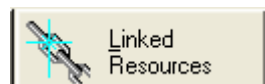
9. Modify Resources to Book

Resources > Resource Activities



10. Linked Resources

Resources > Linked Resources



11. Set and Apply Timetable Templates

Templates > Edit Timetable Templates



Using the Setup Guide

Run the guide by clicking the button on the toolbar.

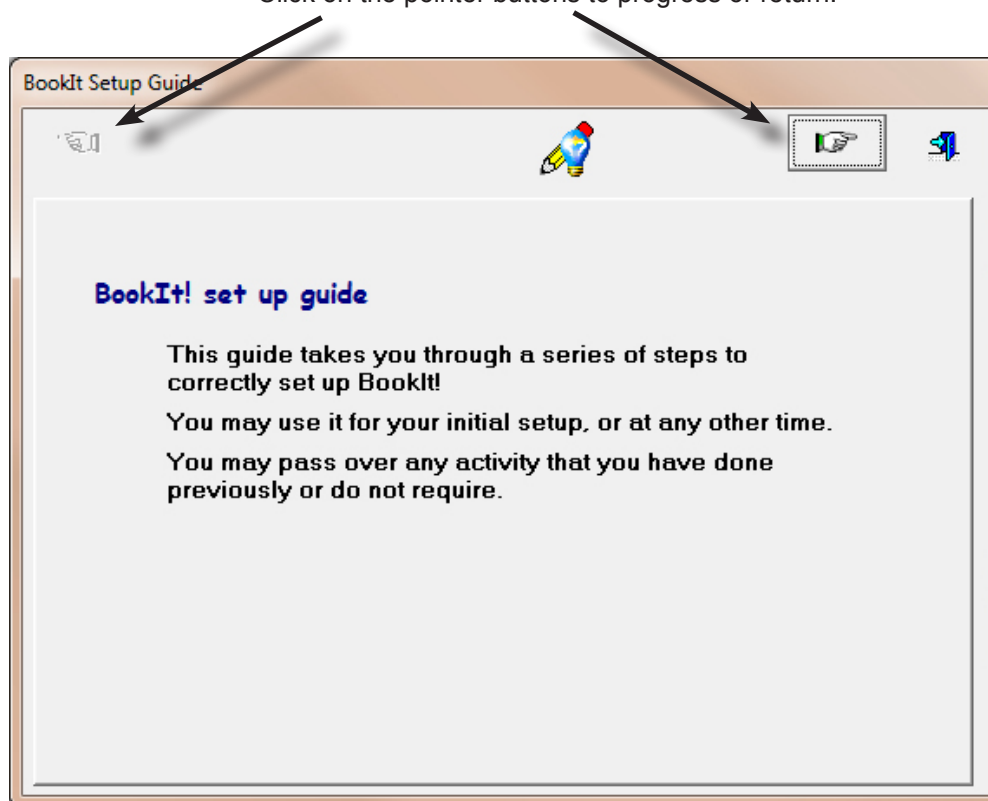


The setup guide is a group of windows that provides a logical sequence to setting up BookIt.

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 guide window, apart from the first, has one or more buttons that take you to the correct windows to perform the tasks.

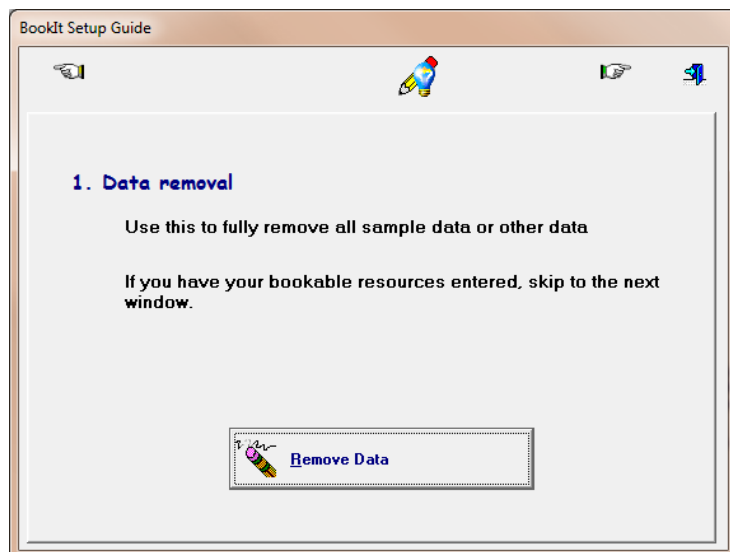
All actions in this guide can also be performed directly from the menu. The related menu items are listed for each action, for example

Setup > Operational Settings



Many common actions are also accessible using the Common Tasks button.

Step 1 - Data Removal



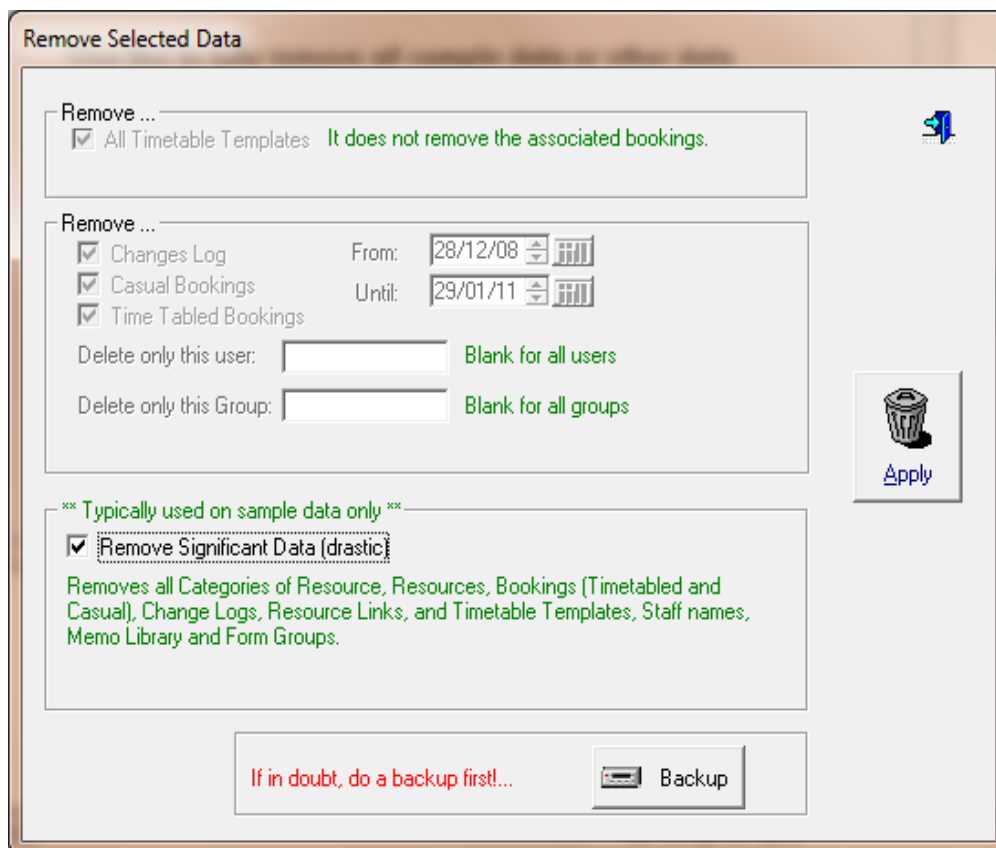
Click the Remove Data Button.

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

When starting from fresh, tick Remove Significant Data to remove the sample data sent with the program.

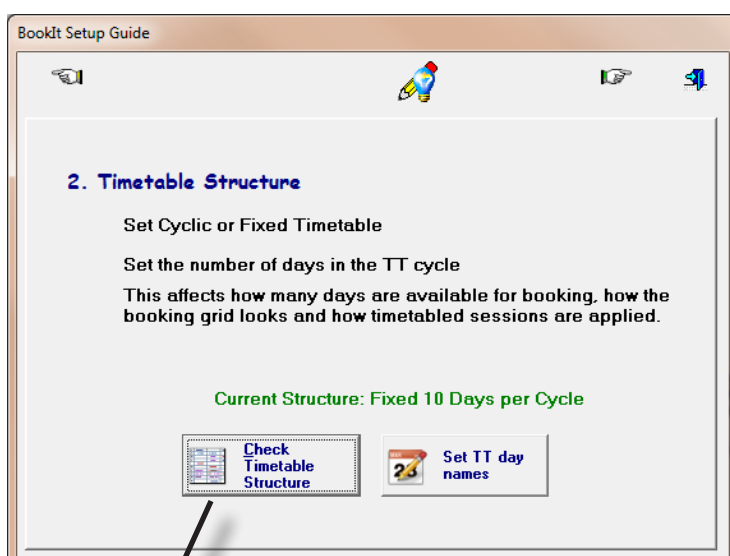
Click the Apply button to remove this data.

You will receive a warning, but proceed if this is a new setup.



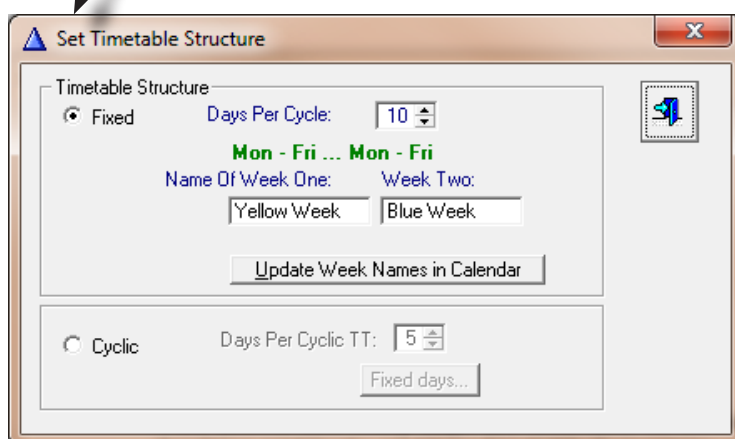
Utilities > Remove Data > Remove Selected Data

Step 2 - Set 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.



Setup > Set Timetable Structure

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 1 week or 2 week timetable.

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

Week names

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.

Cyclic timetable

Set Timetable Structure

Timetable Structure

☐ Fixed Days Per Cycle: 10

Name Of Week One: Yellow Week Week Two: Blue Week

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.

Example of 6 Day Cyclic structure

Week Day	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
TT Day	1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6	1	2

Fixed Days in Cyclic Structure

Day of Week	Timetable Day

+ Insert

Change

Delete

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.

Set day of week to fixed timetable...

Day Of Week

☐ Mon ☐ Tue ☐ Wed ☒ Thu ☐ Fri

Timetable Day: 6

OK Cancel

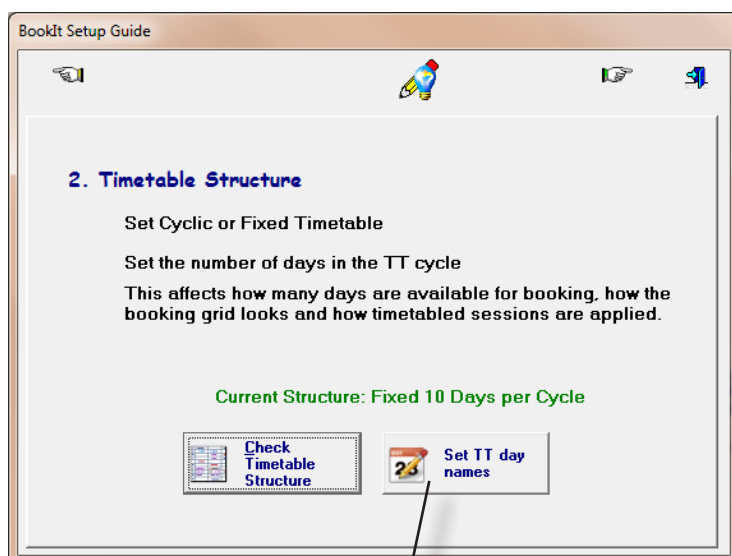
Record will be Added

Otherwise add the day by clicking insert.

The result will be a pattern like this:

Week Day	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
TT Day	1	2	3	6	4	5	1	2	6	3	4	5	1	6	2	3	4	5	6	1

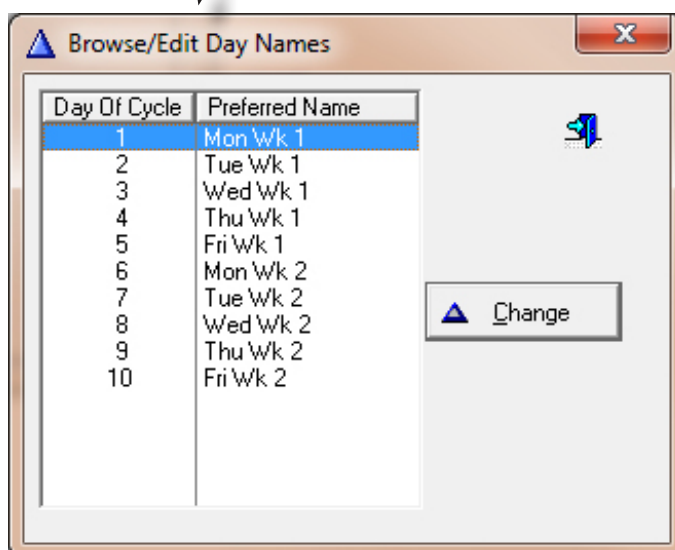
Set timetable day names



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

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

2

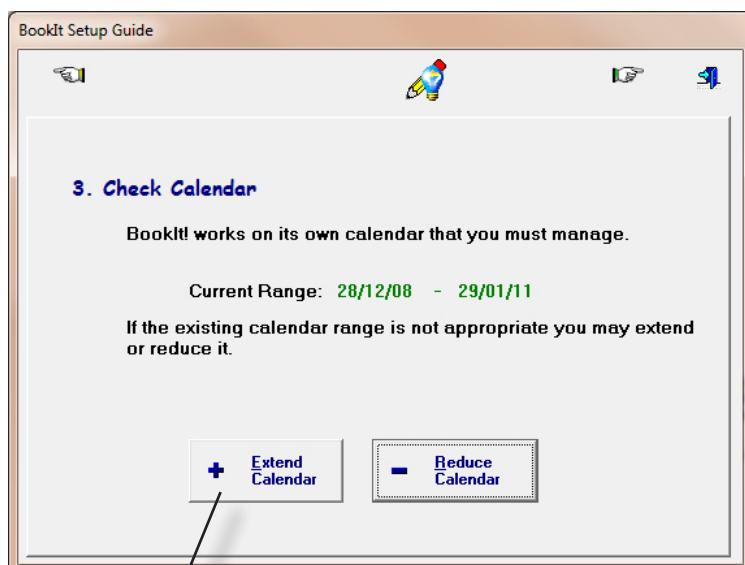


You may change the days' names to anything you like.

Setup > Set Days' Names

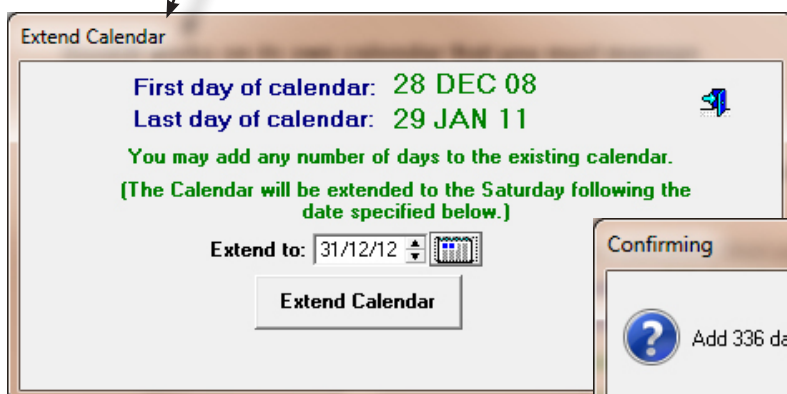
Step 3 - Check Calendar

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.



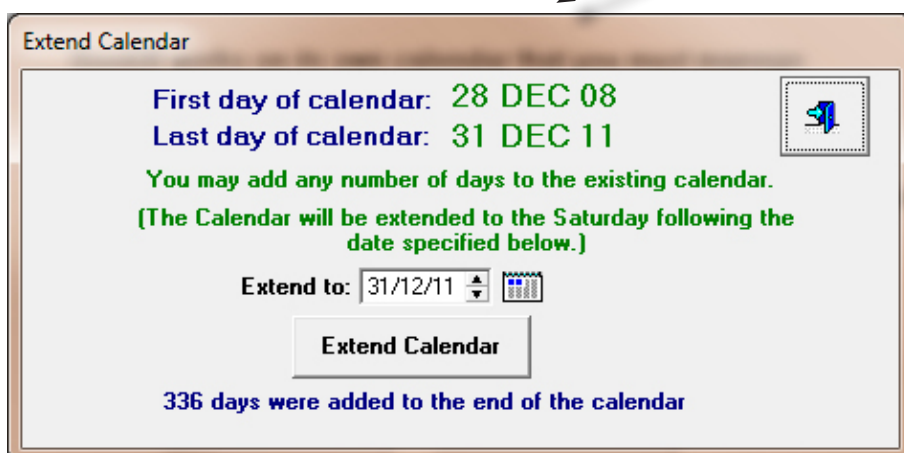
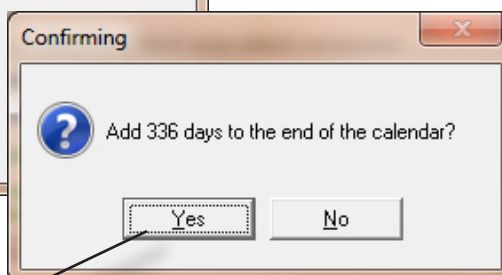
You may use this option at any time. It does not affect existing bookings.

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.

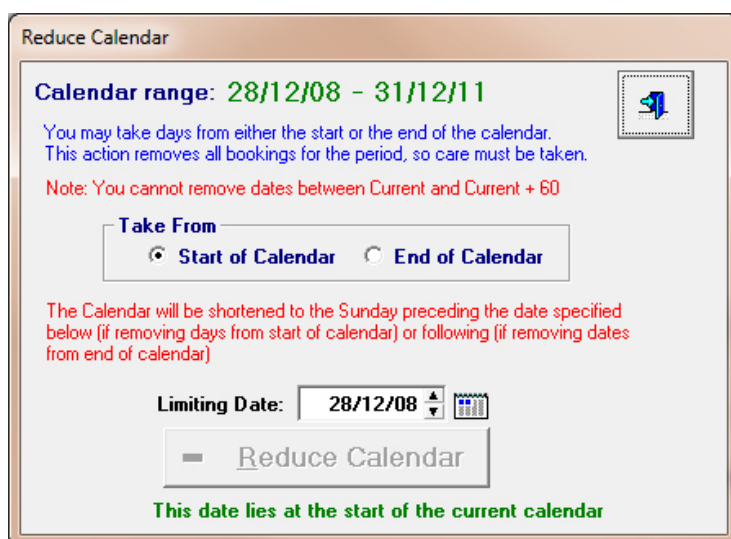


Extend calendar

To extend, enter a date and Click Extend Calendar



Reducing the calendar



Reduce Calendar

Calendar range: 28/12/08 - 31/12/11

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.

Note: You cannot remove dates between Current and Current + 60

Take From

☒ Start of Calendar ☐ End of Calendar

The Calendar will be shortened to the Sunday preceding the date specified below (if removing days from start of calendar) or following (if removing dates from end of calendar)

Limiting Date: 28/12/08

Reduce Calendar

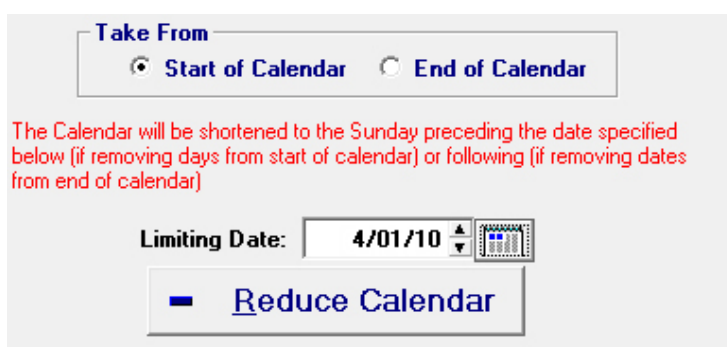
This date lies at the start of the current calendar

The current calendar range is displayed. This covers 2009, 2010, and 2011

2

You may take days from either the start or the end of the calendar

The Limiting Date is the new Start or new End that you wish.



Take From

☐ Start of Calendar ☒ End of Calendar

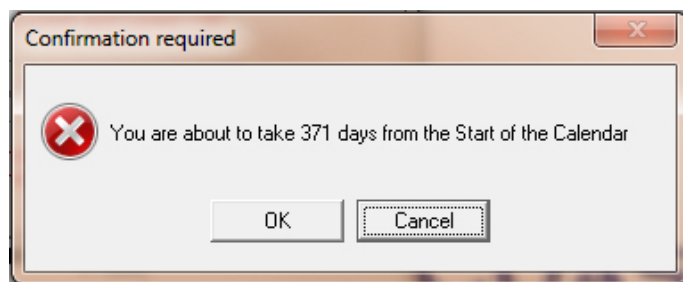
The Calendar will be shortened to the Sunday preceding the date specified below (if removing days from start of calendar) or following (if removing dates from end of calendar)

Limiting Date: 4/01/10


Reduce Calendar

In this example, to remove 2009:
Take from Start
Set a new Limit Date in early 2010.

Click Reduce



Confirmation required

 You are about to take 371 days from the Start of the Calendar

OK **Cancel**

Confirmation is required

Click OK

Calendar range: 3/01/10 - 31/12/11

The new calendar range is displayed.

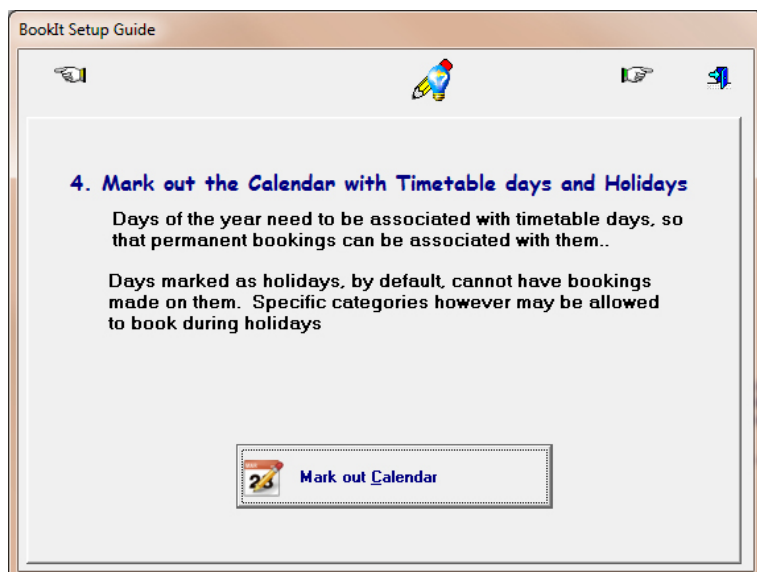
Note that even though Mon 4/1/10 was specified, the process took it to the preceding Sunday 3/1/10

This is intentional so the calendar is maintained in full weeks commencing on Sundays

The calendar reduction removes all bookings on those days. Ensure that you have done any of the summary reports that might interest you before removing days.

Step 4 - Mark out the Calendar

Work through the calendar, marking working days (term days for schools) and holidays.



Marking timetable days is necessary for timetable templates to work.

Marking holidays allows them to display in a different colour and will prevent users making bookings on that days (unless allowed within a particular category).

Setup > Modify Calendar > Set Calendar Details

Set Timetable Days and Holidays on Calendar

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

Current Timetable Structure
Fixed TT 10 days

Set Timetable Days
Mark a date sequence [How?](#)
(For schools, this is usually one term.)

Set Timetable Cycle
☒ Alternating Week 1-Week 2
☐ Alternating Week 2-Week 1

Select Starting Week:
Starting Week Number [Help](#)

Write Details
 Set a single day number
 ...for one-off TT day changes

Set Holidays
Mark a date sequence or highlight a single date or a number of dates
[Set As Holidays](#)
[Unset as holidays](#)
 Clear all details in marked date range
[Mark All](#) [UnMark All](#)

On this table you select a date range at left.

Choose the timetable options here.

Write Details will set that timetable pattern across the selected date range.

This section allows you to set holidays on selected dates

Mark out the calendar - detail

This step adds structure to your annual calendar.

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

- Holidays - 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.

To select a date range

Either:

Click on the first date
Shift-click the last date

Or

Click on the first date
Keep SHIFT held down and use Up or Down Arrows to extend

The appearance of the right side of the screen depends on the timetable structure you selected at step 2. This example is for a 10 day timetable.

Set Holidays

Select a date range

Use How? button for help on marking a range.

Click Set as Holidays

The selected date range is then labelled with H on each day.

You may set holidays over top of term days. For example, Easter, Anzac Day, Curriculum days, Queen's Birthday.

You may easily correct mistakes with the Unset as Holidays or the Clear buttons.

The **Clear Details** button resets Day No to 0, Holiday to blank, TT Week to 0, Week Label to 0.

Example: 10 day Timetable

Select the Term 1 days

Set Timetable Cycle 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 and Holidays on Calendar

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

Done

Current Timetable Structure
Fixed TT 10 days

Set Timetable Days
Mark a date sequence
(For schools, this is usually one term.)

Set Timetable Cycle
☒ Alternating Week 1-Week 2
☐ Alternating Week 2-Week 1

Select Starting Week:
 Starting Week Number

...for one-off TT day changes

Set Holidays
Mark a date sequence or highlight a single date or a number of dates

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

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.

If you make a mistake, simply repeat.

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

Example: Cyclic Timetable

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

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 the first day (Starting TT Day) is set as Day 2, but it could have been Day 1.

2

Set Timetable Days and Holidays on Calendar

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

Done

Current Timetable Structure
Cyclic TT 6 days

Set Timetable Days: **Mark a date sequence** How?

(For schools, this is usually one term.)

Set Timetable Cycle:

☐ Alternating Week 1-Week 2

☐ Alternating Week 2-Week 1

Select Starting Week:

Starting Week Number: 1 Help

Starting TT Day: 2 Help

Write Details

Set a single day number

...for one-off TT day changes

Set Holidays

Mark a date sequence or highlight a single date or a number of dates

Set As Holidays

Unset as holidays

After clicking Write Details

Note that Thursday is always Day 6 as required, but the other days cycle.

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

Step 5 - Class Groups

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

Class groups may be a required option within a Category of the Resource.

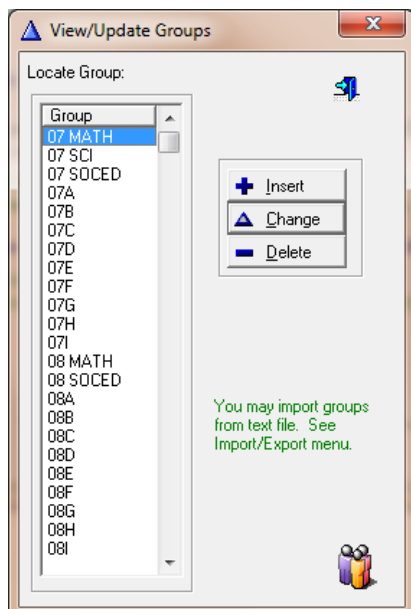
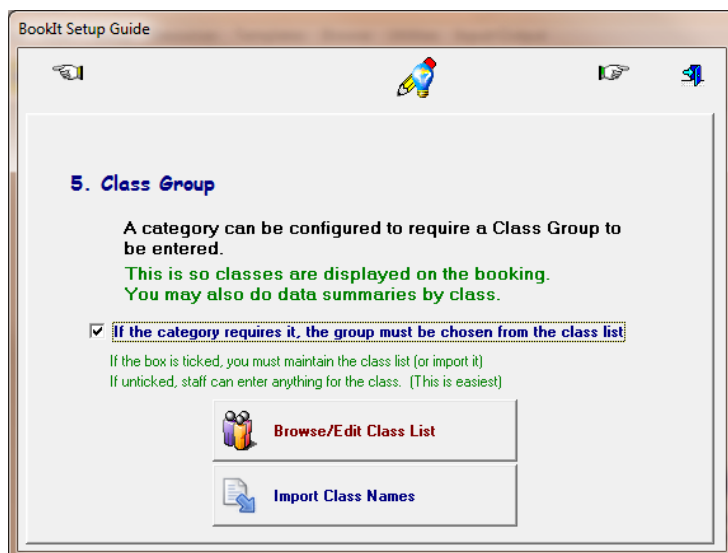
If groups are required, you may allow users to enter any group name or you may force them to choose from a list.

Specify your choice with the check box in the middle of this window.

It can also be set at
Setup > Operational settings

If you allow staff to enter any group name they will use different naming conventions for classes. If this is a concern, you can prohibit staff from entering classes themselves.

If you want to control the naming of classes you must maintain the list yourself.



The Browse button displays this table which you may edit.

Also see
Browse > Class Groups

For most schools we recommend that you import the class names from text file which would be exported from the school's timetabling software.

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.

Rationalise Group Names

Group names will become inconsistent when staff are able to enter them. BookIt! provides the ability to rationalise group names.

Utilities > Rationalise Group Names

For example you could make all 10MARINE bookings the same as 10 MARINE.

Having group names consistent is important if booking data is being summarised by group.

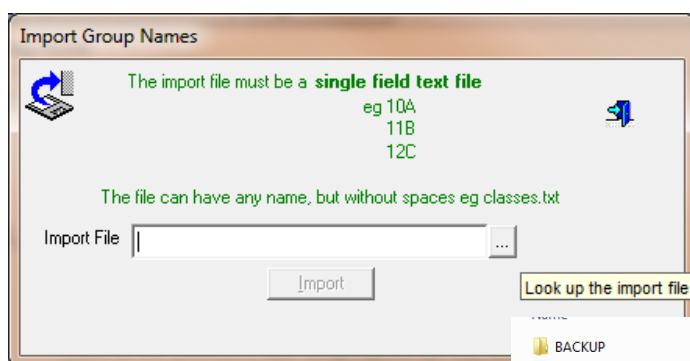
Import Class Names

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.

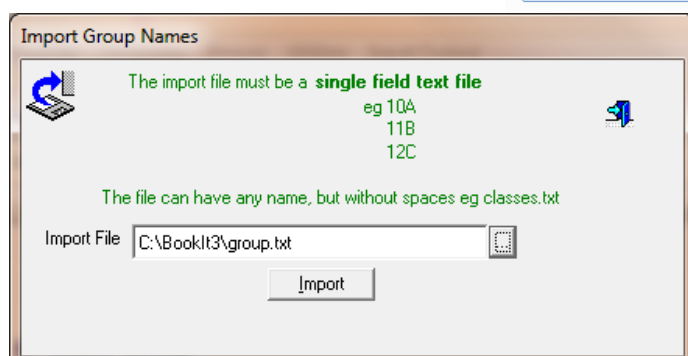
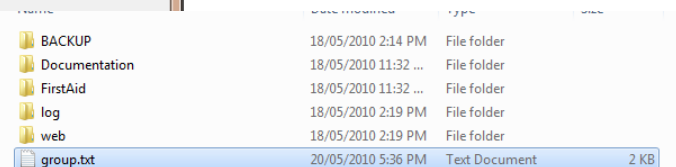


Click this button or

Input/Output > Import/Export > Import Group Names



Use the ellipses button to select a text file



Then click Import

The import is non-destructive of existing group names.

Cautionary Note

Group names may not be the same as class names.

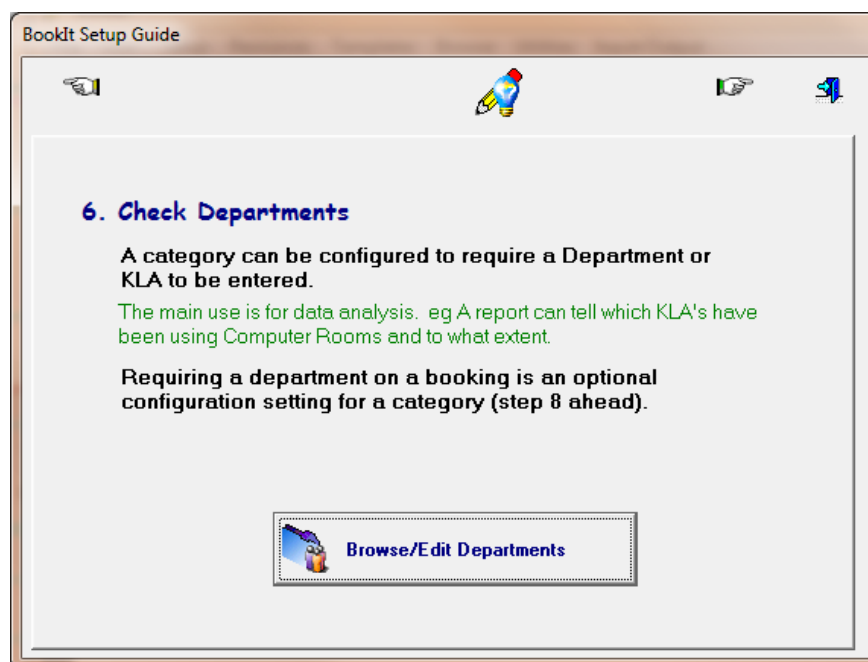
Example: a class might be 8A Sci. In BookIt, the group could go in simply as 08A. The Science part can be entered as the Department when a booking is made.

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

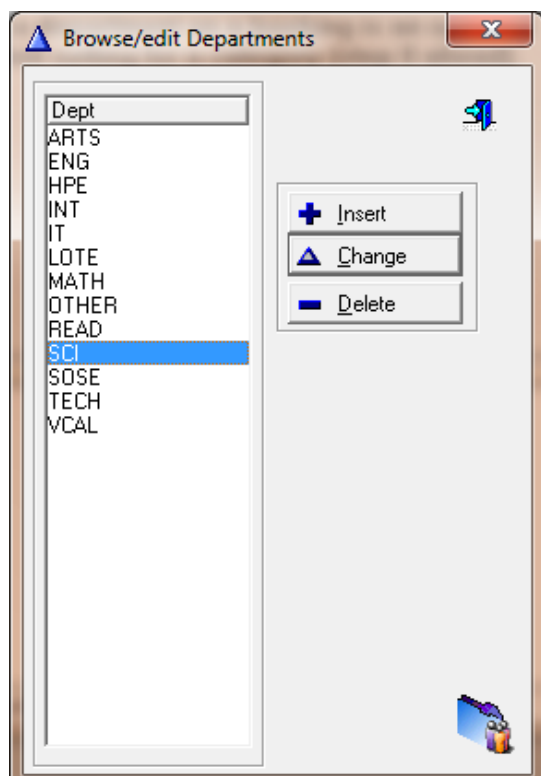
G1 - Comp Room Wednesday 19/05/10 Period 3	
<div>General</div>	
<small>Blank the User to remove a booking</small>	
Person booked for (User):	<input type="text" value="TOM"/>
Group:	<input type="text" value="08A"/> ...
Dept:	<input type="text" value="SCI"/> ...
Number of sessions to book: <input type="text" value="1"/> <input type="checkbox"/> All day	

Step 6 - Check Departments

2



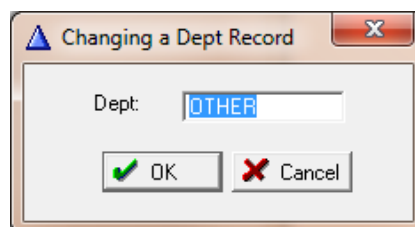
If you wish the KLA or other department code to be a required field when a user makes a booking, you must have the department codes entered.



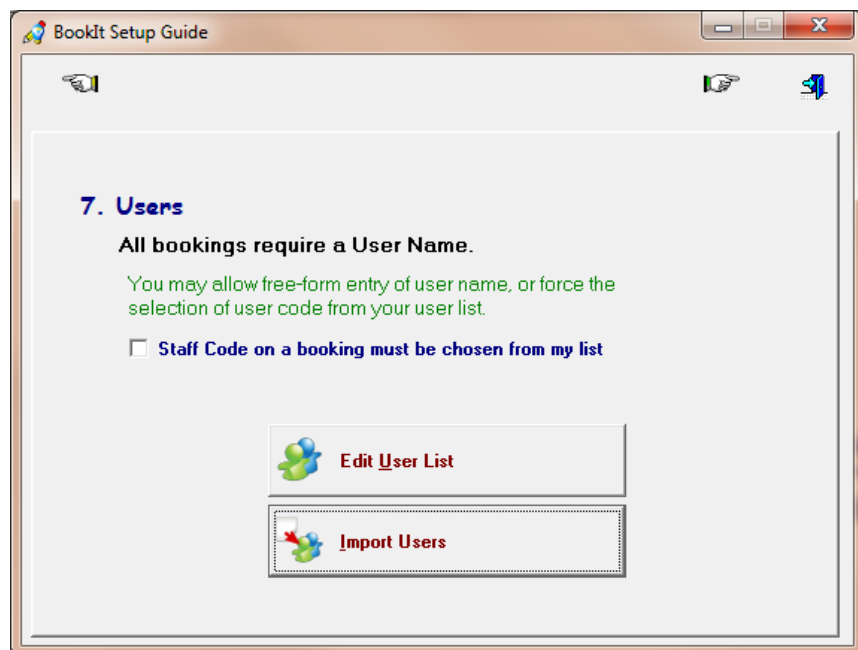
Check the codes in the department table. Delete any not required.

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 7 - Add Users



In the simplest BookIt configuration, you do not need to have an actual user list. Leave the check box unchecked and move on. If you do this any users will be able to add any name to a booking.

This option is also on **Setup > Operational Settings**

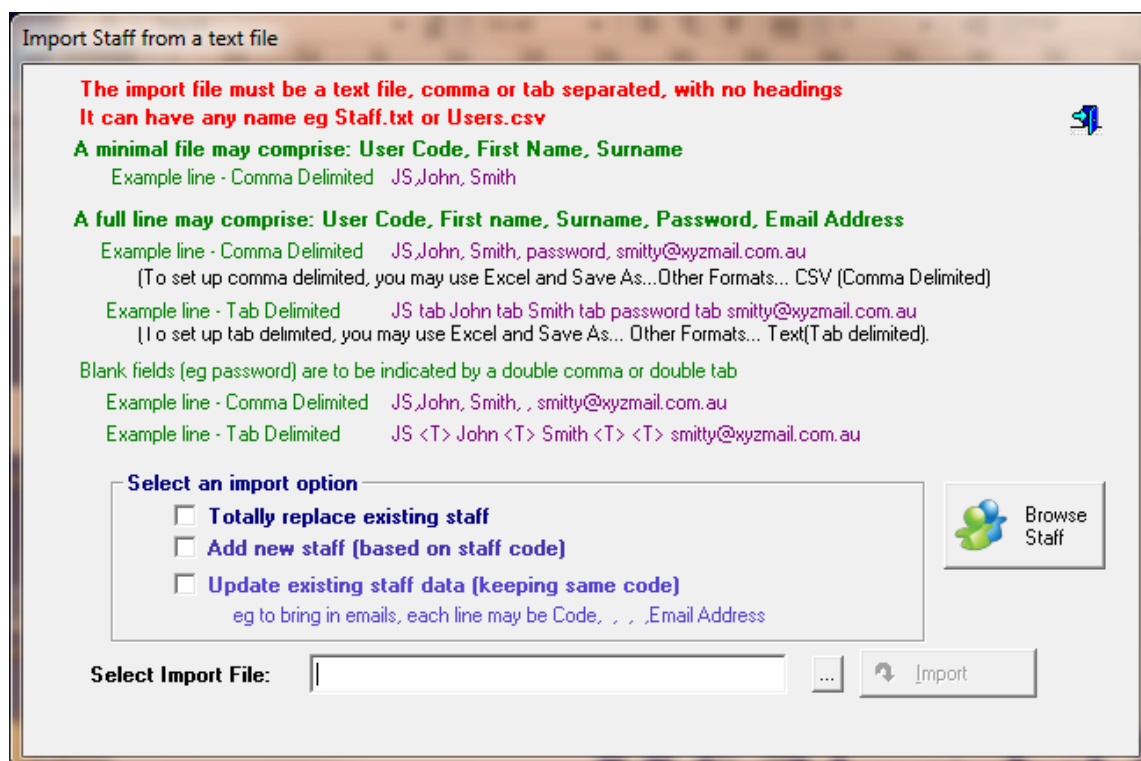
You will require a user list if you

- wish to force users to choose user name from a list
- activate user passwords
- activate email options

It is best to import your users, and then Edit User List to make small changes or add a small number of users.

Importing Users

Input/Output > Import/Export > Import Users



Importing is flexible because you may use it to

- do a total refresh of all users
- bring in only users in the text file that are not already in BookIt
- update any user details if the user code is the same in the text file as in BookIt

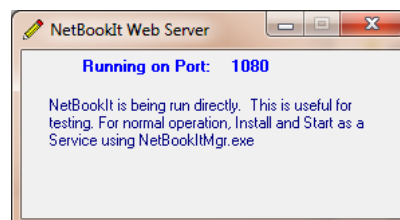
	A	B	C	D	E
1	TC	Tom	Carswell	12345	tom@somewhere.com.au
2	DS	David	Smith		
3	HB	Helen	Brown		
4	PG	Peter	Green		
5	AW	Anne	Whyte		
6	GR	Greg	Russett		
7	CG	Clare	Gold		
8	DG	David	Gray		
9	PT	Peter	Tawny		
10	AD	Anne	Tan		
11	GS	Greg	Smith		
12	CB	Clare	Brown		
13	AC	David	Green		dg@somewhere.com.au
14	HW	Helen	Whyte		
15	PM	Peter	March		
16	AR	Anne	Russett		
17	AE	Paul	Gold		
18	GC	Greg	Gray		
19	RA	David	Tawny		
20	R3	Helen	Tan		
21	RL	Peter	Burgundy		
22					

This is a sample text file as viewed in Excel
Each item must be in the correct column, but the column may be empty.

When saving from Excel use:

Save As.. > Other Formats

Then choose either one of these options



Viewed as a tab-delimited file in Notepad.

File	Edit	Format	View	Help
TC	Tom	Carswell	12345	tom@somewhere.com.au
DS	David	Smith		
HB	Helen	Brown		
PG	Peter	Green		
AW	Anne	Whyte		
GR	Greg	Russett		
CG	Clare	Gold		
DG	David	Gray		
PT	Peter	Tawny		
AD	Anne	Tan		
GS	Greg	Smith		
CB	Clare	Brown		
AC	David	Green		dg@somewhere.com.au
HW	Helen	Whyte		
PM	Peter	March		
AR	Anne	Russett		
AE	Paul	Gold		
GC	Greg	Gray		
RA	David	Tawny		
R3	Helen	Tan		
RL	Peter	Burgundy		

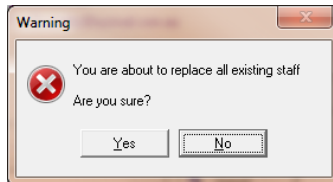
Viewed as a comma separated file in Notepad.

File	Edit	Format	View	Help
TC	Tom	Carswell	12345	tom@somewhere.com.au
DS	David	Smith		
HB	Helen	Brown		
PG	Peter	Green		
AW	Anne	Whyte		
GR	Greg	Russett		
CG	Clare	Gold		
DG	David	Gray		
PT	Peter	Tawny		
AD	Anne	Tan		
GS	Greg	Smith		
CB	Clare	Brown		
AC	David	Green		dg@somewhere.com.au
HW	Helen	Whyte		
PM	Peter	March		
AR	Anne	Russett		
AE	Paul	Gold		
GC	Greg	Gray		
RA	David	Tawny		
R3	Helen	Tan		
RL	Peter	Burgundy		

Either of these files will import correctly

Perform the import

Select the text file



Click Import, and confirm

A message displays the results

21 names imported. None rejected

Edit User List

Click the Edit button to browse your user list

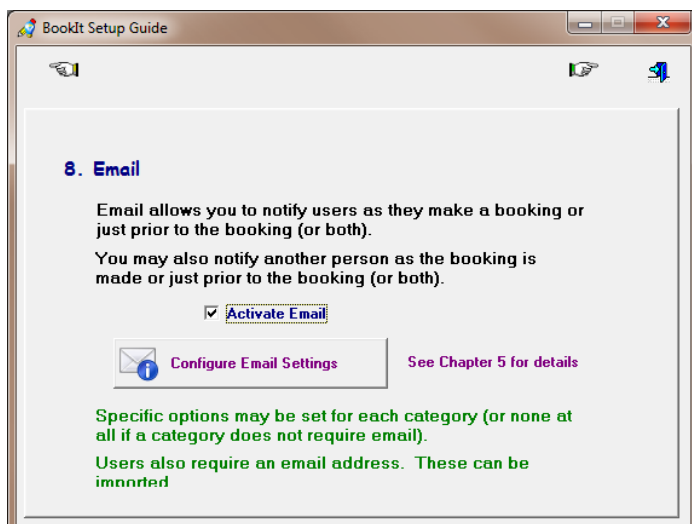
User Code	First Name	Surname	Email Address
AC	David	GREEN	dg@somewhere.com.au
AD	Anne	TAN	
AE	Paul	GOLD	
AR	Anne	RUSSETT	
AW	Anne	WHYTE	
CB	Clare	BROWN	
CG	Clare	GOLD	
DG	David	GRAY	
DS	David	SMITH	
GC	Greg	GRAY	
GR	Greg	RUSSETT	
GS	Greg	SMITH	
HB	Helen	BROWN	
HW	Helen	WHYTE	
PG	Peter	GREEN	
PM	Peter	MARCH	
PT	Peter	TAWNY	
R3	Helen	TAN	
RA	David	TAWNY	
RL	Peter	BURGUNDY	
TC	Tom	CARSWELL	tom@somewhere.com.au

From here you may make your own changes if necessary

Browse > User List

The update form

Step 8 - Activate Email



Setup > Operational settings

Setup > Configure Email

Tick this box to activate email.

Someone with knowledge of your mail server needs to configure the settings.

See Chapter 5 for detail on this.

2

When activated, you have the option within any category to configure the email behaviour, if any, required when bookings are made.

Options include

- Email a user when a booking is made
- Email another person when a booking is made (e.g. a caretaker or lab technician)
- Email a user before the time of the booking
- Email another person before the time of the booking

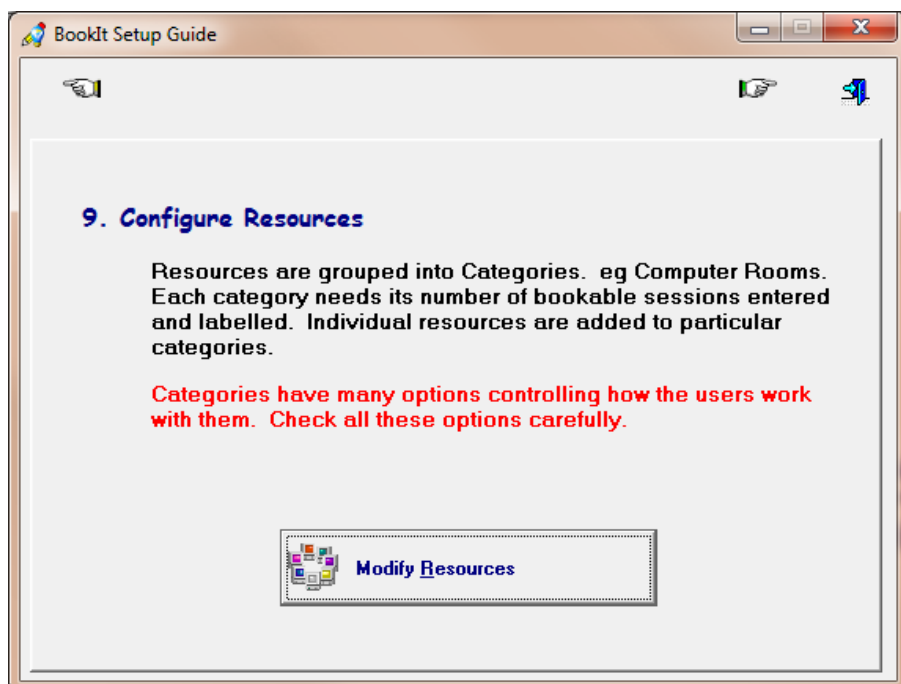
These options must be set for each category.

If you activate email, you will also need email addresses for users. This is best done by importing as part of the user list. See the previous step in the Setup Guide.

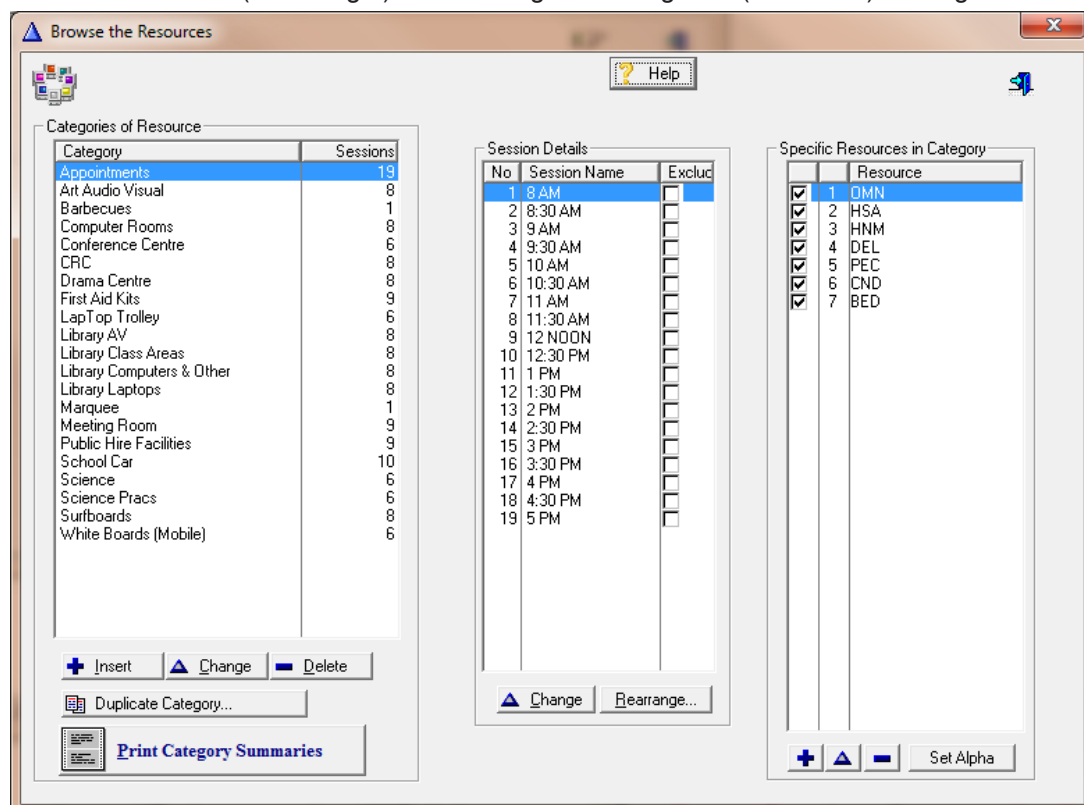
You do not have to give everyone an email address. If they don't have one BookIt will ignore the email option. So it is quite reasonable to set it up for only a few people. Alternatively, if a person objects to the emails, remove their user email address and they will then be ignored.

Step 9 - Configure Resources to Book

Resources > Resource Activities



Resources (on the right) must belong to a Categories (on the left). Categories have a particular



number of bookable sessions (centre table).

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

Setting up the category is the first step in managing the resources. All resources within a category share 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.

Click on the Insert button (under Category) for the Update window (below).

2

Category settings

Sessions per Day

99 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.

It is simplest to assume all days have the same number of sessions and leave 'Not all days have the same number of sessions...' unchecked.

If you wish to check this box, see the detail in the next chapter.

Required items Tab

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.

Optional Items Tab

Default Session Name:

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

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

☒ **Room Identifier** (where resource will be used)

☐ Use memo field eg Reason

☐ User must type something in the memo eg reason for booking

Prompt to use for memo:

☐ User can enter a consequential room vacancy

☐ User **MUST** enter consequential vacancy

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 e.g. 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. e.g. DVD 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.

Constraints Tab

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

☒ **Notice Period Required** Notice Period: Days. (not counting holidays or weekends)
All bookings must be done prior to the day. You must give some days notice.

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

☐ **Date Limit On Bookings** Disallow any bookings after this date
Limit Date: Useful at end of semester sometimes
dd/mm/yy format

Notice period required

If checked, this option forces all bookings for a resource to be completed prior to the day so support staff can be prepared.

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.

Date Limit on Bookings

Some administrators use a date near the end of a semester to prevent users booking into the next semester. Just remember to turn it off next semester.

These constraints do not affect anyone logged on as Administrator

Extensions Tab

Required Items	Optional Items	Constraints	Extensions	Memo Library	Password
<div><input type="checkbox"/> Weekend Bookable</div> <div><input checked="" type="checkbox"/> Holiday Bookable</div> <div><input type="checkbox"/> A user can block-book all resources in this category</div> <div><input checked="" type="checkbox"/> One booking can be extended over multiple sessions in a day</div> <div><input type="checkbox"/> Allow user to make recurrent bookings eg every Tuesday until June 8</div> <div><input checked="" type="checkbox"/> Use Images of Resources jpg or gif format</div>					

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

Allows a user to book all resources in the category when making a single booking on one of the resources.

For example: a category called Internet Computer. This category contains 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. This will not over-ride any existing booking if some-one else has already booked one of the items.

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 the 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

Select an image file in .jpg or .gif format from anywhere and it will be copied into the web/images subfolder in BookIt3, and display when the resource is selected for booking.

Memo Library Tab

Required Items	Optional Items	Constraints	Extensions	Memo Library	Password	Email Options
<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 Go to Utilities Menu > Edit Memo to create memos Then edit each resource in the category to assign a memo</p> <p><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>						

You must have activated **Use Memo Field** on the Optional Items tab.

If Use Memo Library is checked...

An extension of the memo feature (on Optional Items tab) allows specific resources in this category to be preloaded with a memo from a memo 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.

Another 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 for specific resources and is displayed on the booking form. Users can update the memo for that particular booking.

To create or edit the memo library, go to

Utilities > Edit Memos

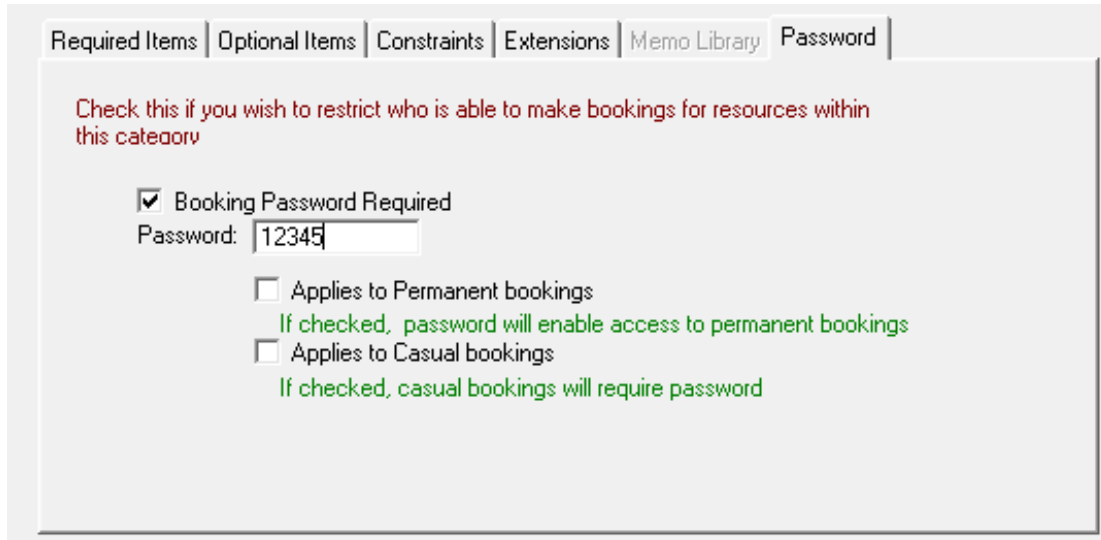
Then assign a memo from the library to each resource in the category. See later in this chapter *Using the Memo Library with Resources*

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)

Password Tab



The screenshot shows a web interface with a tabbed menu at the top: 'Required Items', 'Optional Items', 'Constraints', 'Extensions', 'Memo Library', and 'Password'. The 'Password' tab is selected. Below the tabs, there is a red instruction: 'Check this if you wish to restrict who is able to make bookings for resources within this category'. A checkbox labeled 'Booking Password Required' is checked. Below it is a text input field labeled 'Password:' containing the text '12345'. Further down, there are two unchecked checkboxes: 'Applies to Permanent bookings' and 'Applies to Casual bookings'. Green text provides instructions: 'If checked, password will enable access to permanent bookings' and 'If checked, casual bookings will require password'.

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 only to display these bookings for other users.

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.

Examples of options on users' booking form
Computer room

Room G1
26 PC's - Windows 7

Thursday 3/06/10
MM Projector

Period 5

OK

Cancel

General

Blank the User to remove a booking

Person booked for (User): HW

Group: 09 ME ELEC

Room Freed: E6

Dept: TECH

This change will be logged

<ESC> to cancel a lookup

Booking created 1/06/10 at 9:07PM by Tom on BISMARCK

2

Using Room
Freed to indi-
cate that a class
will not be in
that room for
this session

DVD Player

Monday 7/06/10

Period 4

OK

Cancel

General

Blank the User to remove a booking

Person booked for (User): AC

Room: E4

Dept: TECH

DVD Name or Number: DV3214
DV8177

<ESC> to cancel a lookup

DVD players

The memo field is named
"DVD Name or Number",
and is used to inform the
AV technician

Library Area

Area North

Friday 4/06/10

Period 3

OK

Cancel

General

Blank the User to remove a booking

Person booked for (User): DS

Group: 09 COMM

Room Freed: G6

Dept: SOSE

Reason: Research project
using tub of books

<ESC> to cancel a lookup

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

Recurrent Bookings

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

The screenshot shows the 'Recurrent Booking' tab in a booking form. At the top, it displays 'G1 - Comp Room', 'Friday 21/05/10', and 'Lunch Time'. There are 'OK' and 'Cancel' buttons in the top right. Below the tabs, a green message says 'Use this to repeat the current booking'. The main section contains two radio buttons: 'Repeat same session each timetable cycle' (selected) and 'Repeat same session each day'. Below these, there are fields for 'Until Date' (21/05/2010) and 'or, Number of Bookings' (3 occurrences). A green note at the bottom states: 'This process will NOT over-ride any existing bookings. It will make the booking only if the session is free.'

You may repeat the same session each timetable cycle or the same session on consecutive days.

Select a forward date at which to stop the bookings or set the number of booking occurrences required.

Repeat bookings will not over-ride a booking that was already there.

This screenshot shows the 'Blank the User to remove a booking' section. It includes fields for 'Person booked for (User): GREEDY', 'Group: 07 MATH', and 'Dept: LOTE'. Below these are 'Number of sessions to book:' (1) and a checked 'All day' box. There is also a checked box for 'Book all resources in this category'. At the bottom, there are radio buttons for 'Repeat same session each timetable cycle' (selected) and 'Repeat same session each day'. Fields for 'Until Date' (21/05/2010) and 'or, Number of Bookings' (10 occurrences) are also present.

Warning

Recurrent Bookings can give many bookings instantly, especially if combined with block booking of the category and multiple sessions on the day.

In the composite image at left, Greedy has booked 4 computer rooms for 6 sessions for 10 days

That is $4 \times 6 \times 10 = 240$ bookings!

As an administrator however, you can Blank the User name, and repeat the same options to eliminate all of those bookings.

Session Details

Category	Sessions
Appointments	19
Art Audio Visual	8
Barbecues	1
Computer Rooms	8
Conference Centre	6
CRC	8
Drama Centre	8
First Aid Kits	9
Lap Top Trolley	6
Library AV	8
Library Class Areas	8
Library Computers & Other	8
Library Laptops	8
Marquee	1
Meeting Room	9
Public Hire Facilities	9
School Car	10
Science	6
Science Pracs	6
Surfboards	8
White Boards (Mobile)	6

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"/>
8	After School	<input checked="" type="checkbox"/>

The Change button enables you to change the name of the session or to exclude the session from statistical reports.

Resource Category: Computer Rooms

Session No: 7

Session Name: Lunch Time

☒ Exclude From Stats

eg Lunch time for a computer room may not need to be counted in statistical summaries

OK Cancel

Record will be Changed

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.

Rearrange Button

Allows you to change the order of sessions.

In this example, I want Lunchtime to be in Position 5.

Rearrange the position of sessions

Working with: Computer Rooms

Position	Session Name
1	Period 1
2	Period 2
3	Period 3
4	Period 4
5	Period 5
6	Period 6
7	Lunch Time
8	After School

Do NOT do this if people may be making bookings

< Highlight session to be relocated

Move highlighted session:

Position: 7 Lunch Time

to: Before After

Position: 5 Period 5

This process will also move all related bookings

Rearrange

Set the options at left. Click Rearrange.

The result is seen below, and all affected bookings have been updated.

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	Lunch Time	<input checked="" type="checkbox"/>
6	Period 5	<input type="checkbox"/>
7	Period 6	<input type="checkbox"/>
8	After School	<input checked="" type="checkbox"/>

Resource Details

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	Lunch Time	<input checked="" type="checkbox"/>
6	Period 5	<input type="checkbox"/>
7	Period 6	<input type="checkbox"/>
8	After School	<input checked="" type="checkbox"/>

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

Buttons: +, ->, <-, Set Alpha

Use the buttons on the Resources table to set details of individual items within a category.

See also *Resources > Set Resources' Order*, which is explained in Ch. 3. Managing BookIt, section on Set Resources' Order.

Update Resource...

Resource Name:

Category: ...

☒ Check to make available for booking

☐ Set View Only on Booking Sheet

Description (optional):

Display Order: (optional)

☒ OK ☐ Cancel

Record will be Changed

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 and names are identical between categories. BookIt does not check this, so make sure you do.

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.

Resource Images

Category - Extensions Tab - Use Images of Resources must be checked.

☒ Use Images of Resources jpg or gif format

Use the lookup button (...) to locate the image file. It must have an extension of .jpg or .jpeg or .gif.

The image will automatically be placed into the web/images sub-folder of BookIt!. This also makes the image available to NetBookIt if you use it.

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.

Using the Memo Library with Resources

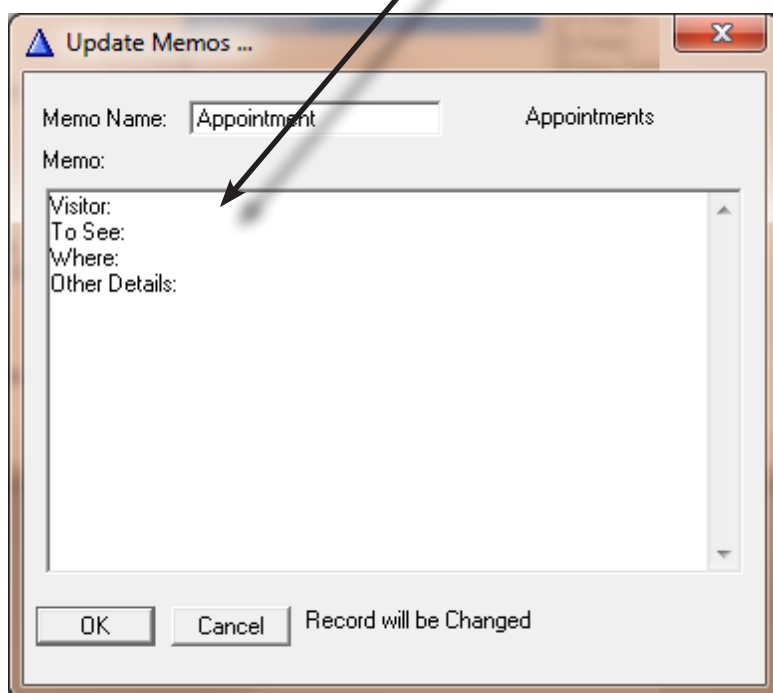
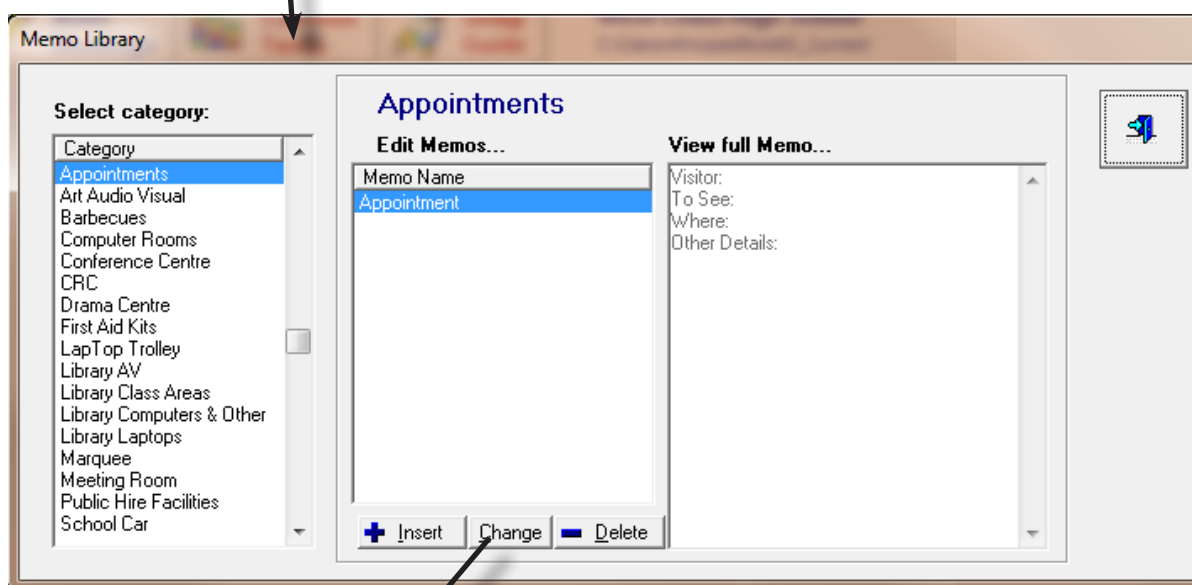
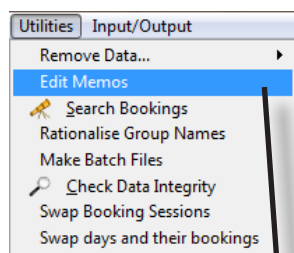
Memos allow a resource coordinator (eg Librarian) to expect or force users to enter extra detail about a booking.

Further to that, the coordinator can create stored memos that provide information or provide prompts for the extra details.

Stored memos must first be created from **Utilities > Edit Memos** as described on this page.

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

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.

In the Resources window, edit the Category

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

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

☐ Room Identifier (where resource will be used)

☒ Use memo field eg Reason

☒ User must type something in the memo eg reason for booking

Prompt to use for memo: Reason:

☐ User can enter a consequential room vacancy

☐ User MUST enter consequential vacancy

Optional Items tab

Tick Use Memo Field

Force users to enter something in it.

Set the prompt

The Memo Library tab will be activated

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

The memo library allows you to store extended notes that can be easily added to a booking and edited by the booker. These notes may be detailed instructions or even prac notes if labs are being booked.

☒ Use Memo Library within this category

☒ 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

Memo library password: 12345 (this category only)

Tick Use Memo Library...

Optionally, tick the next option and set a password

Specific Resources in Category

	Resource
<input checked="" type="checkbox"/>	1 Classroom
<input checked="" type="checkbox"/>	2 Lib Space 3
<input checked="" type="checkbox"/>	3 Lib Space 1
<input checked="" type="checkbox"/>	4 Lib Space 2
<input checked="" type="checkbox"/>	5 LR

+ - Set Alpha

Then Edit 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: Lib Space 1

Category: Library Class Areas

☒ Check to make available for booking

☐ Set View Only on Booking Sheet

Description: (optional) Fiction End

Display Order: 3 (optional)

☒ Use Memo from Memo Library

Memo Name: Topic Details

File Name of Image: web\images\space1.jpg

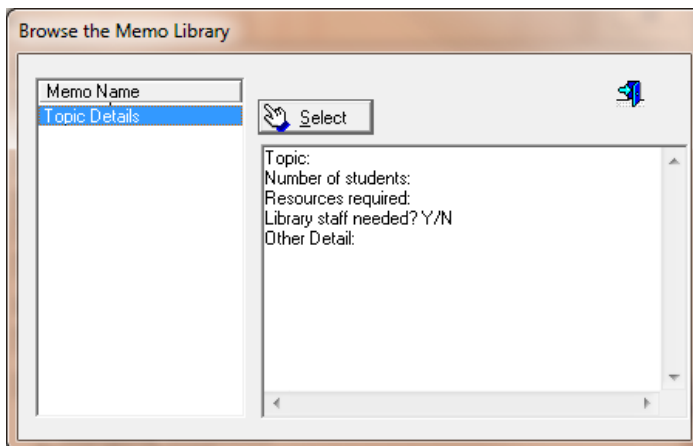
OK Cancel

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

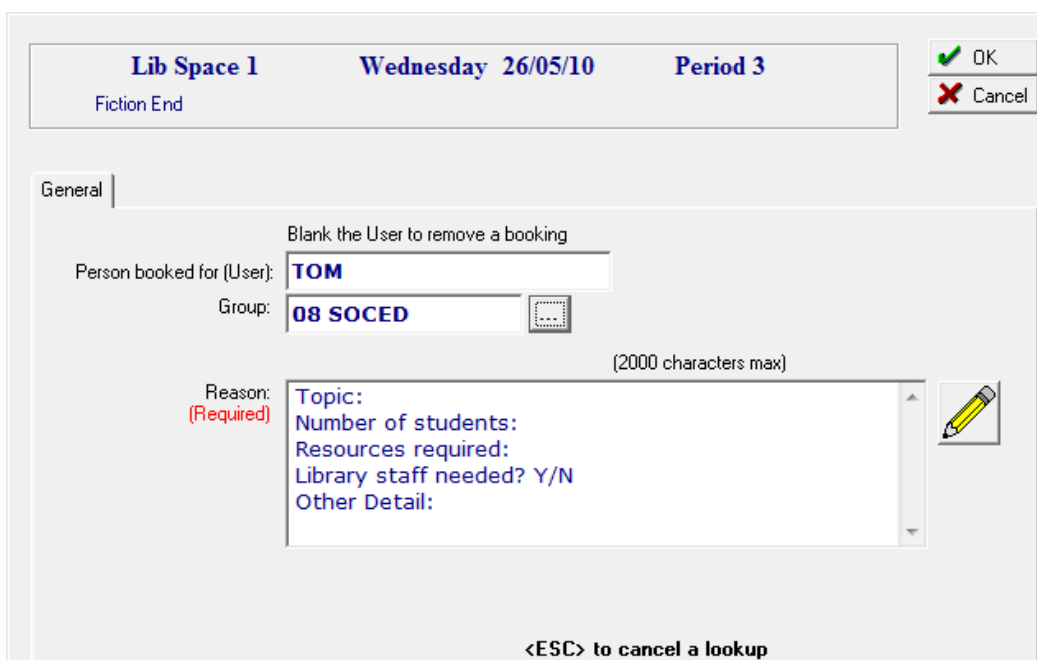


Memo Library Selection Window

Highlight a memo name and the memo is displayed.

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

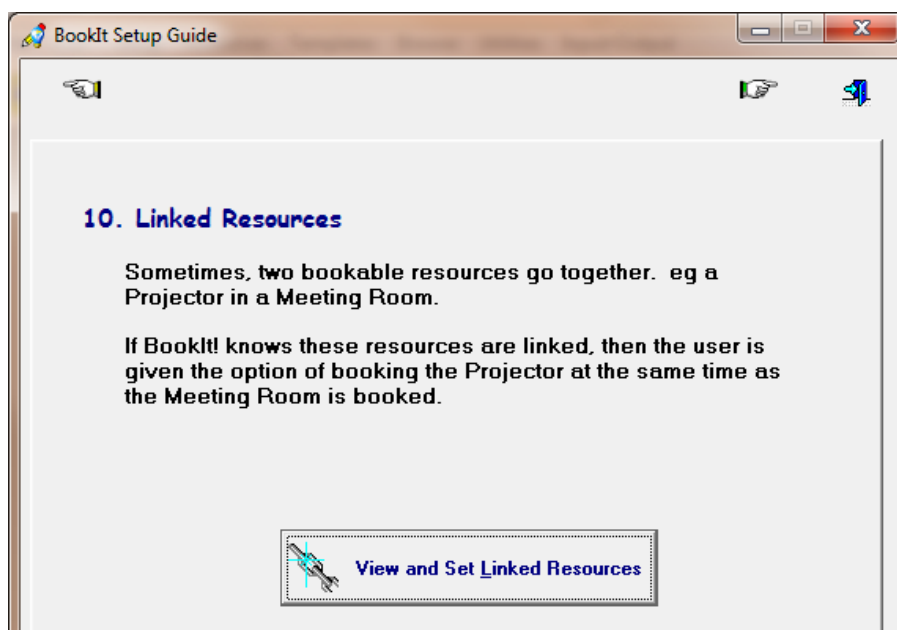
What the user will see when making a booking



The memo may be edited as it appears, or by using the pencil button to go to a full screen text window.

The pencil button allows user access to the memo library. It also provides another way for stored memos to be created.

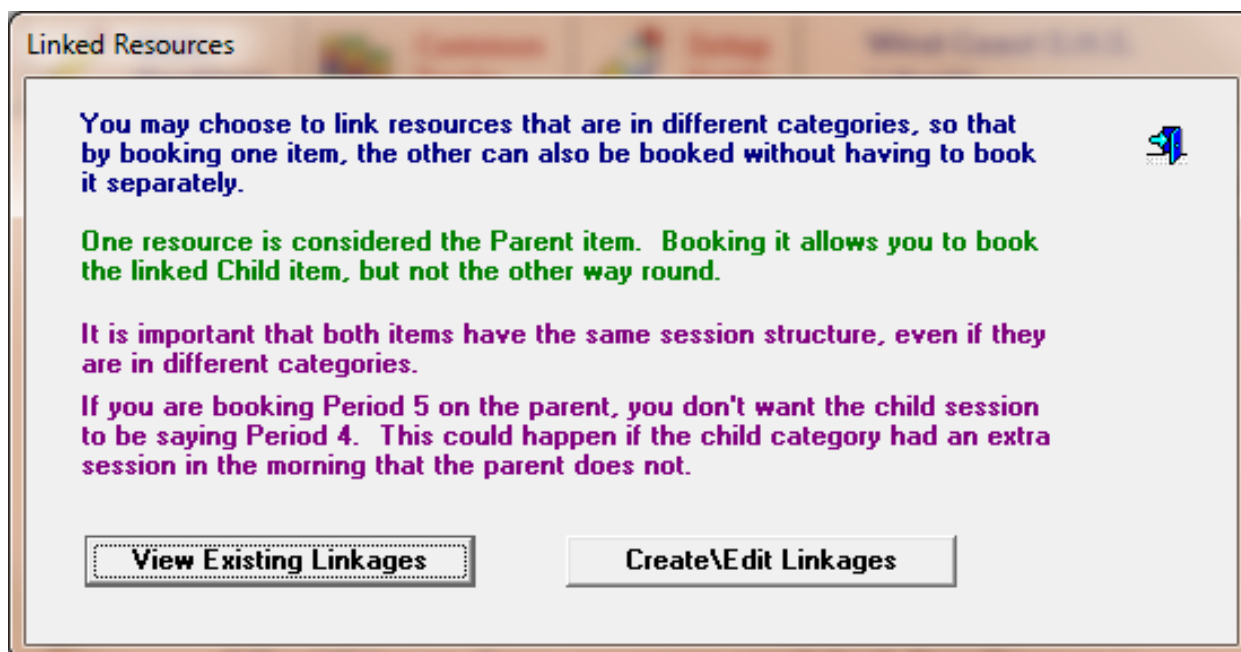
Step 10 - Linked Resources



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 if they are in different categories.

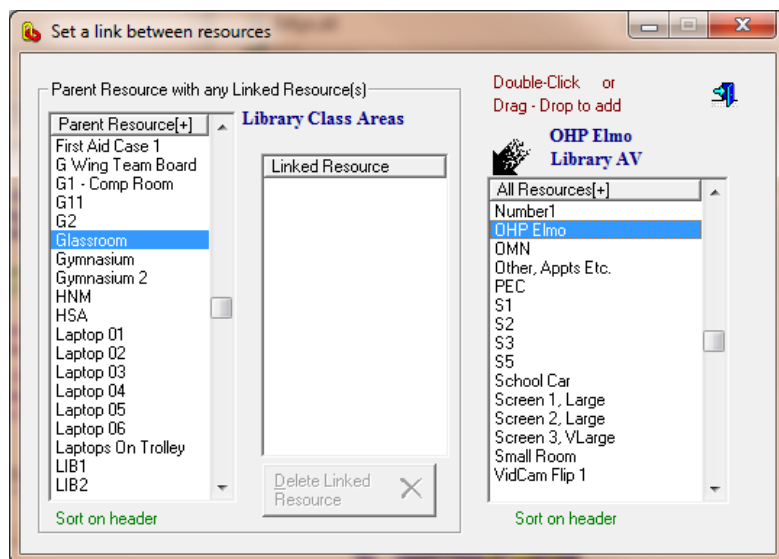
Click View and Set Linked Resources
Resources > Linked Resources



Example of Linked Booking

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

Click Create/Edit linkages



Highlight the parent resource Classroom

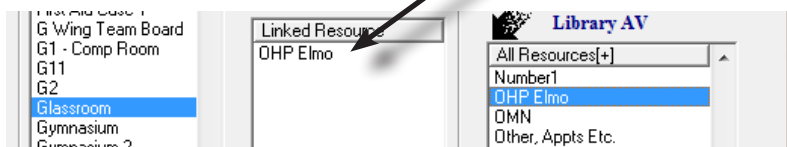
Click on the heading Parent Resource to sort the list, then type G

Click on Classroom

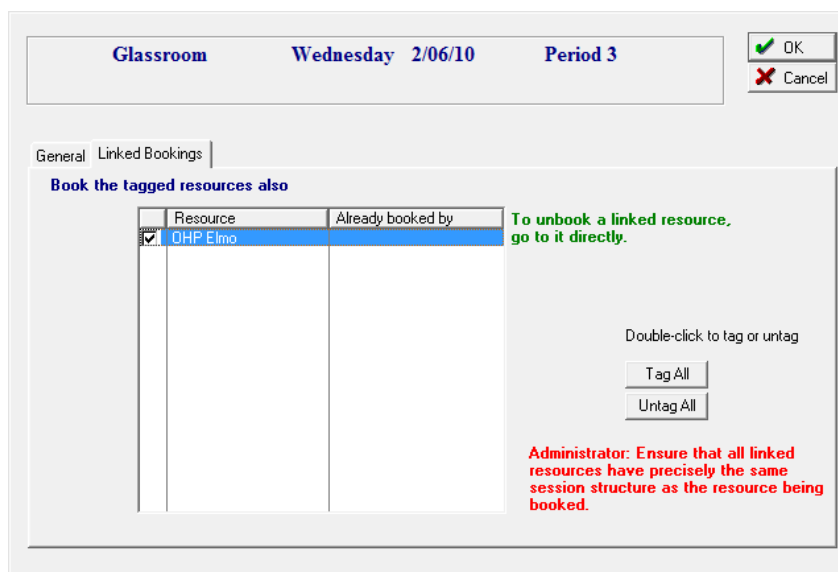
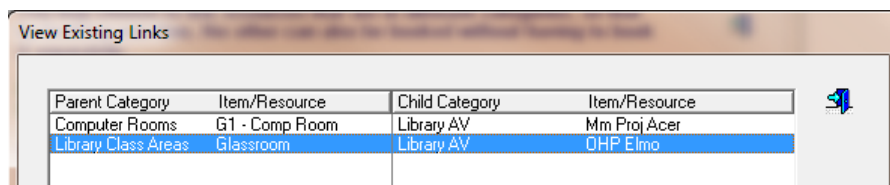
Highlight the child item OHP Elmo

Click on All Resources heading to sort, then type O

Double-Click on OHP Elmo to link it to Classroom



You may click View Existing Linkages to view all linkings



When the Classroom is booked, the Booking Update form has the Linked Bookings tab.

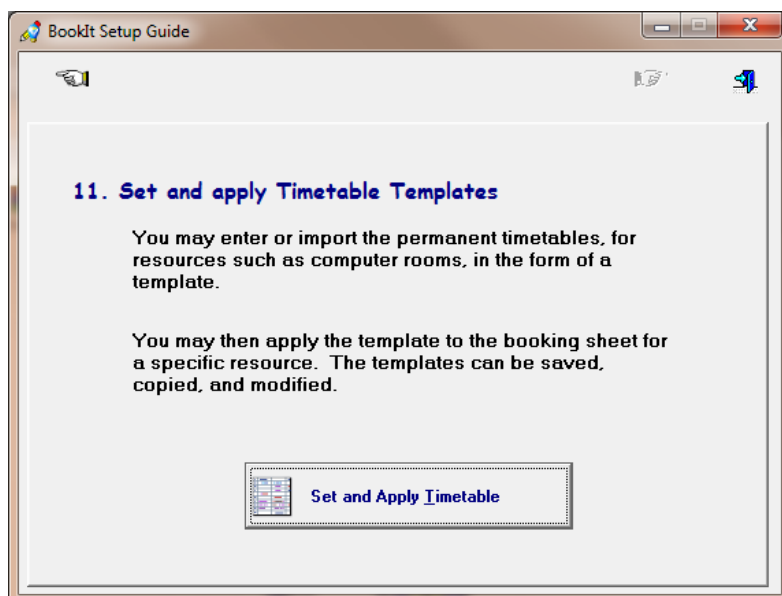
If you want to book the Elmo as well as the Classroom, you must double-click on the Elmo to tick it.

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

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

Step 11 - Set and Apply Timetable Templates

Templates > Edit Timetable Templates



2

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:

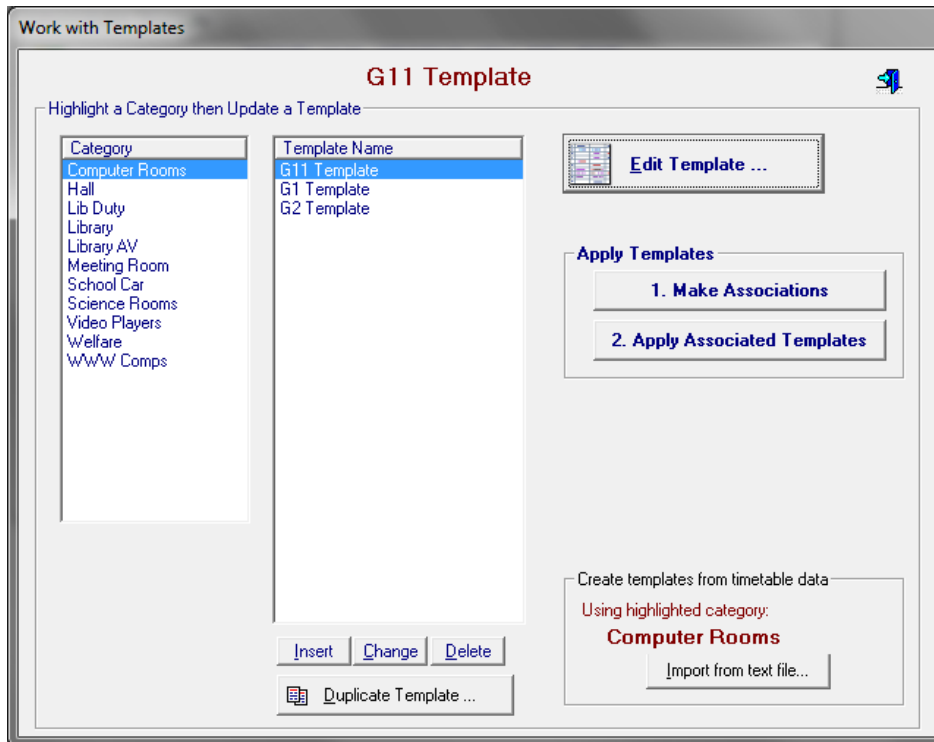
- Creating and naming a timetable template
- Applying the template for a selected resource for a selected date range.

A template can be copied and modified to suit different times of the year. For example when Year 12 finish 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 other times in 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.

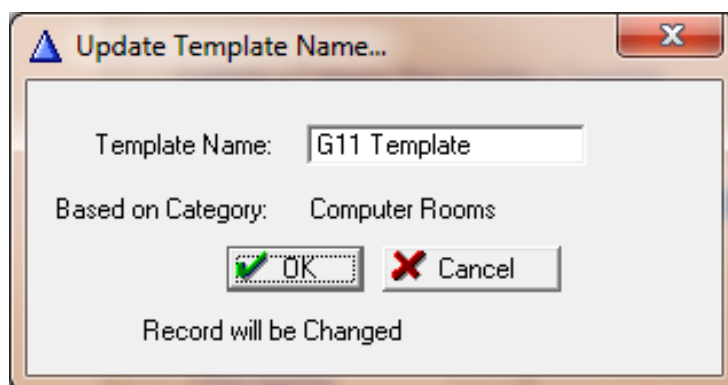
Templates belong to a specific category and can be used with any resources in that category, even though you will probably only apply it to one.



Highlight a category (on the left) to see any of its templates.

Creating a template

Highlight the relevant category at left.
Click Insert



Enter a unique name, probably with the name of the associated resource in it.



Editing the template

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.

2

Timetable Template Window

Template: **G11 Template**
Based on Category: **Computer Rooms**

	Mon 1	Tue 1	Wed 1	Thu 1	Fri 1	Mon 2	Tue 2	Wed 2	Thu 2	Fri 2
Period 1			CND 10 ITE		VNN 10 ITE	VNN 10 ITE		TC 11 IT		VNN 10 ITE
Period 2					GGL 11 ACC			TC 11 IT		VNN 10 ITE
Period 3		CND 10 ITE		IIW 10D	TC 11 IT					
Period 4		CND 10 ITE			TC 11 IT					
Lunch Time										
Period 5	TC 11 IT		VNN 10 ITE			ZTC 12 MA ME	CND 10 ITE		CND 10 ITE	
Period 6	TC 11 IT		VNN 10 ITE				CND 10 ITE		CND 10 ITE	
After School										

Yellow Week
Blue Week

Use Drag and Drop to copy identical entries

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

Changing a Reservation

Period 4 Fri 1

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

OK Cancel

A user 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

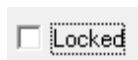
To delete an entry, clear the user field and click OK.

Negotiable and Permanent Bookings

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

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

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.



What use is this?

Example: The timetabler has placed an accounting class in a room with computers, but the teacher might not want to use computers for all sessions. The session is unlocked and will be green on the booking sheet.

The green colour tells other users that the teacher may consent to a room swap. Thus, these bookings are referred to as 'negotiable'.

Associating and Applying Templates

Apply Templates

1. Make Associations

2. Apply Associated Templates

A Template on its own does nothing.
You must:

1. Associate a template with a Resource
2. Apply it to the Bookings.

using the buttons shown

1. Make Associations

Click the Make Associations button

Associate Templates with Resources

Available Resources and Templates

Select the Category

1. Highlight a Resource

2. Highlight the Template

3. Click button to associate

Make association

Notes on associations

Templates are created without knowing what resource they apply to. An association tells BookIt which resource to apply the template to.

A single template can in fact be applied to several resources.

A resource itself may use two or three different templates at different times of the year.

An association is how you tell BookIt which template to Apply to which resource. You can change it any time.

All existing associations

Resource	Template
Room G11	G11 Template

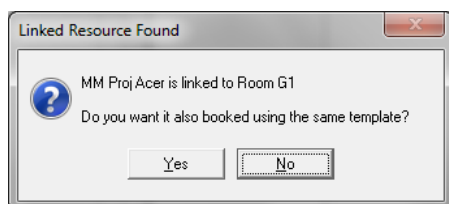
Remove Highlighted Association

Remove All Associations

Towards the left of this window
Highlight the Resource then **highlight the relevant Template** in the adjacent table.

Click the Make Association button.

Repeat for all templates that you want to use.



If another resource is Linked to the original, you will be asked whether you want it to use the same template as the parent resource. If in doubt say Yes.

(A linked resource should belong to a category that has the same session structure as the category of the parent resource or else the booked sessions may be misleading)

All existing associations

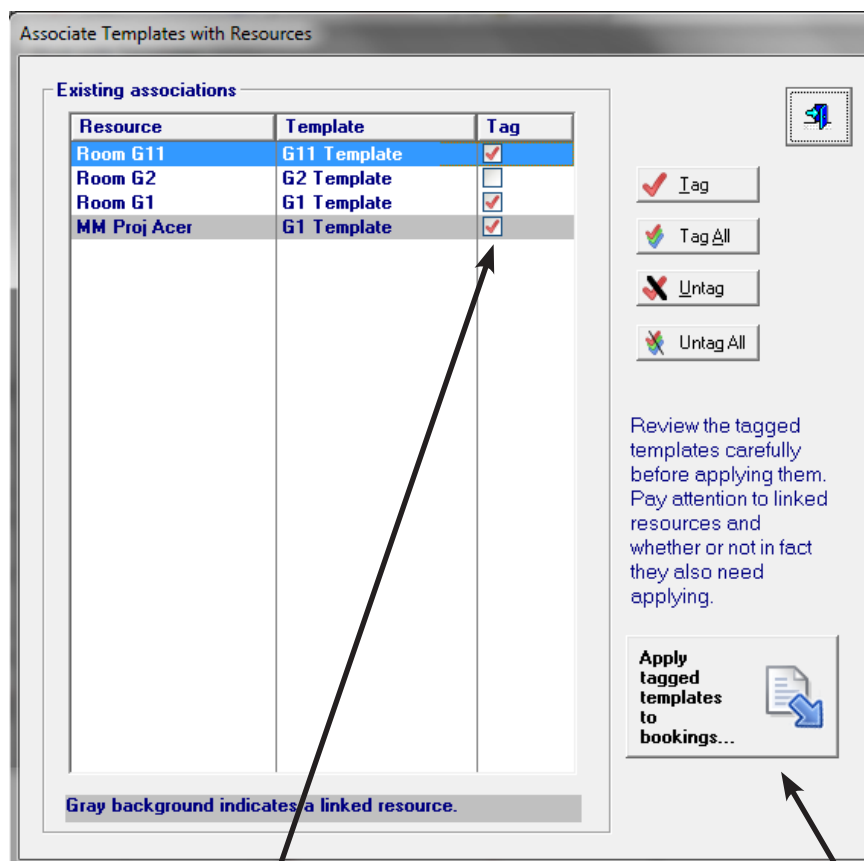
Resource	Template
Room G11	G11 Template
Room G2	G2 Template
Room G1	G1 Template
MM Proj Acer	G1 Template

This screen shot shows 3 rooms with their templates. The Acer Projector uses the same template as Room G1, because it is linked to G1.

You may have any number of associations across any number of categories.

2. Applying the Templates to the Bookings

Click the button Apply Associated Templates



Tag some or all the relevant resource,s then click the Apply button...

Apply Reservations

Applying all templates associated with resources


Specify Dates
 Start Date: 12/07/2010
 End Date: 17/12/2010

All reservations for the resource will be booked between these dates inclusively.

☐ 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.

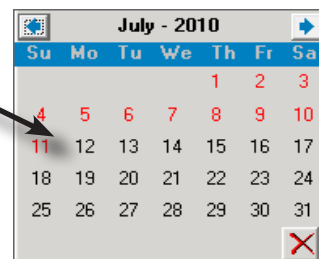
Logging (to record the casual bookings over-written)
☐ Write Lost Casual Bookings to Log Log file is named: LostCasuals.csv
☐ Start Fresh Log If checked, the log is first cleared

 **Apply to Bookings**

Select the relevant date range.

Usually this is one term or semester

Use the calendar buttons to assist in choosing the dates.



Click Apply to Bookings

Check Settings...

You have chosen to
 make timetabled Bookings for 3 resources
 from: 12/07/10 until: 17/12/10

with these options
 Retaining timetabled bookings from other templates, unless they conflict with this one
 Leaving casual bookings, unless the session conflicts with a template session

 **Cancel**
 **Apply**

You will be prompted to Check Settings. Click Apply

The template bookings are placed as permanent bookings for the correct timetable days within the date range that you have set for all tagged template associations.

Any casual booking in one of the timetabled sessions is immediately over-written.

☐ Remove any existing Casual Bookings

A tick in this box will remove all casual bookings, whether or not they conflict with a permanent booking.

Reapplying the same template

If you modify a template and re-apply it, the permanent bookings set by your previous template are first removed, then the new template writes the permanent bookings afresh.

Multiple templates on a single resource

You may design several templates to apply to the same resource at the same time.

For example you may have a computer room with a template for Junior classes that run until end of year. Your Senior classes may run until the end of November. You make up two separate template for the same room and apply them both, with overlapping date ranges.

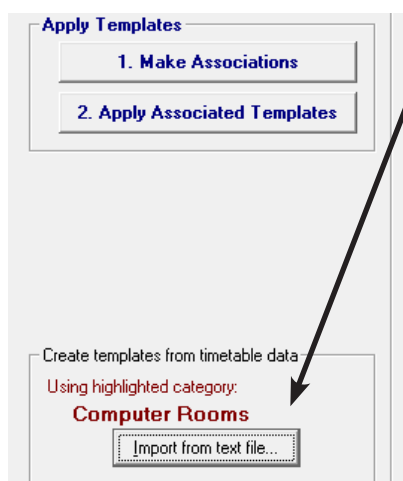
If you mistakenly timetable 2 sessions at the same time, the last template applied will win out.

☐ Remove any existing Template Bookings

A tick in this box however will remove ALL other templates first.

Importing timetable data into the templates

2



You may import timetable information from a text file usually obtained from a timetable program.

This is a powerful technique because you may import data for multiple rooms into multiple templates (as long as they are in the same category).

The import process will read all of the data into templates for each resource and make an association between the new template and the resource.

You may then use the *Apply Associated Templates* button to apply the templates to the bookings.

Import the timetables **ONLY** for the rooms you need - don't import all.

	A	B	C	D	E	F	G
34	1	7	G11	TC	11 IT	IT	0
35	5	3	G11	TC	11 IT	IT	0
36	5	4	G11	TC	11 IT	IT	0
37	8	1	G11	TC	11 IT	IT	0
38	8	2	G11	TC	11 IT	IT	0
39	3	6	G11	VNN	10 ITE	IT	0
40	3	7	G11	VNN	10 ITE	IT	0
41	5	1	G11	VNN	10 ITE	IT	0
42	6	1	G11	VNN	10 ITE	IT	0
43	10	1	G11	VNN	10 ITE	IT	0
44	10	2	G11	VNN	10 ITE	IT	0
45	6	6	G11	ZTC	12 MA METH	MATH	0
46	7	3	G2	CND	09E	SOSE	0
47	7	2	G2	GGL	10E	SOSE	0
48	4	4	G2	IIW	10D	OTHR	0
49	6	3	G2	IIW	11 VCAL	VCAL	0
50	7	5	G2	JSD	10G	OTHR	0
51	9	4	G2	KRV	08F	SOSE	0
52	5	2	G2	LNB	10 ENG PLUS	ENG	0
53	8	1	G2	LNB	10 ENG PLUS	ENG	0
54	5	3	G2	OMN	07B	SOSE	0
55	3	6	G2	SSM	07D	MATH	0

This example is tab delimited, viewed in Excel.

The file may be comma or tab-delimited.

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
7. Negotiable =1 else 0

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**.

This screenshot shows partial data for computer rooms G11 and G2.

From Excel (or other source) save the data as a comma separated (.csv) or tab-delimited (.txt) file.

Click the Import button to bring up this window, and select the import file you have saved.

Import Timetable Template from a text file

Timetable data for resources in a single category (eg computer rooms) may be imported into a template from a text file structured as shown below.


Example: You may have the data for 3 rooms (R1, R2, R3) from your timetable program. This process will create 3 templates named R1 Template, R2 Template, and R3 Template. Each template will then have its sessions added into it.


If you have data for more than one category in a single text file then break it into 2, based on category, and do 2 imports.

Strip out any rows of data for resources that you do not wish to import, or else you will end up with useless templates.

The import file must be a text file: either comma or tab separated
It can have any name eg Timetable.txt
Each line must comprise: TT Day, Period No, Room, Teacher Code, Class, KLA, Negotiable
eg: 3, 4, R3, CLT, 8A, Math, 1
1 = Negotiable
0 = Fixed Booking

Import into Category: **Computer Rooms**

Import File: 

 **Import**

Click Import


After clicking import, and confirming, each resource in the import file will have a template created for it and timetable sessions appropriately inserted.

A message displays the results of the import.

79 TT records imported. None rejected

Import into Category: **Computer Rooms**

Import File: 

 **Import**

Each template is given a name in the format:
Resource Name + Template e.g. G1 Template

Category	Template Name
Appointments	G1 Template
Art Audio Visual	G11 Template
Barbecues	G2 Template
Computer Rooms	
Conference Centre	

After import you may edit both template name and details

Chapter 3

Managing BookIt!

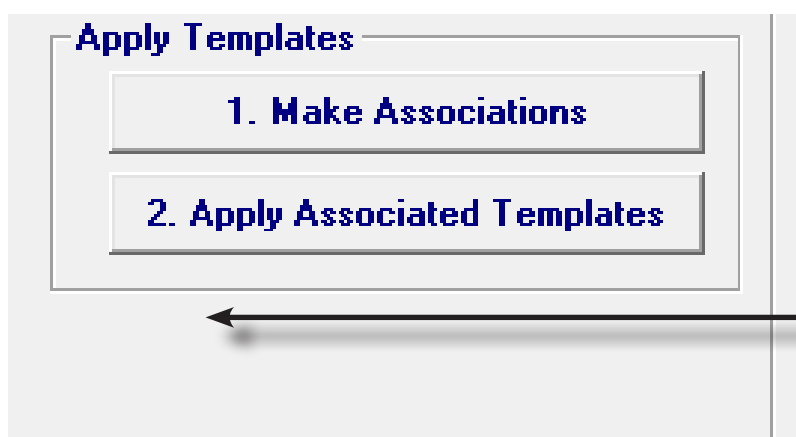
Administrator Booking Capabilities

A general user has many potential restrictions imposed when it comes to bookings. For example, limits on the extent of forward booking, having to give notice, unable to book on holidays and unable to change permanent bookings.

Logged on as an Administrator, there are no such limitations. If you can see a booking cell, you can book it, regardless of the colour of the cell.

Making a booking permanent and unchangeable to others

Usually permanent bookings are created via the application of timetable templates but sometimes you might need to create a few one-off permanent bookings.



This check box is hidden from ordinary users.

Ticking it, you can create a permanent booking out of a casual booking and vice versa.

BookIt Programs

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

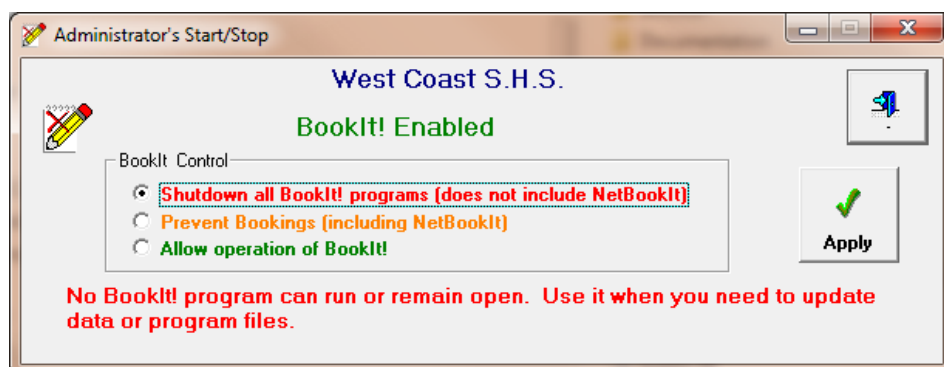
BookIt.exe

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

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 so when restoring from backup.



Choose your option then click Apply.

Allow a minute or so for all work stations to respond.
Each option is described at the bottom of the window.
Remember to Allow operation after you have worked on your files.

Use Prevent bookings when you need to open BookIt to work with backup and restore options from the menu.

BiClose may not work on a BookIt.exe that is not in the bookings area, so if another administrator is working within BookIt elsewhere on your network, BiClose may not close them out.

Command Line Options for BiClose

BiClose may be run from the command line or a batch file with the following case sensitive parameters.

- BiClose S Shut down
- BiClose P Prevent Bookings
- BiClose A Allow bookings

Some administrators use such batch files in Windows Scheduler to control the time of use of BookIt.

BiBackup.exe

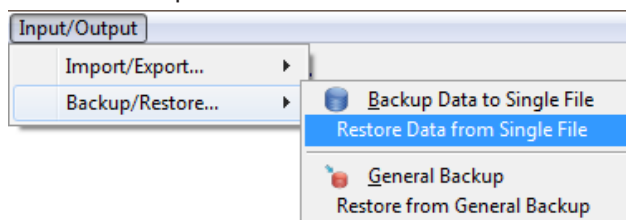
Is a Window-less automatic program that makes a rolling backup of your data each day.

BiBackup is set up with Windows Task Scheduler identically to BIMailer.

It creates an immediate single file backup of all of your working data.

The data files are named

- BiData Mon.tps
- BiData Tue.tps
- BiData Wed.tps
- BiData Thu.tps
- BiData Fri.tps
- BiData Sat.tps



- BiData Sun.tps

through seven days, then repeating. These backups automatically overwrite the previous week's data file.

Data restoration is done from the Single File Restore utility in BookIt.

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.

Described in Chapter 5

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.

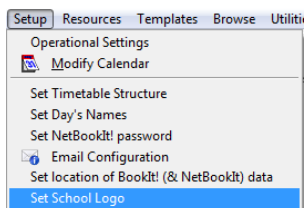
BIMailer.exe

Described in Chapter 5 - Email.

Utilities accessed from within BookIt

A range of utilities are available from the Utilities and other menus within BookIt. Most are described in the following pages.

Set School Logo

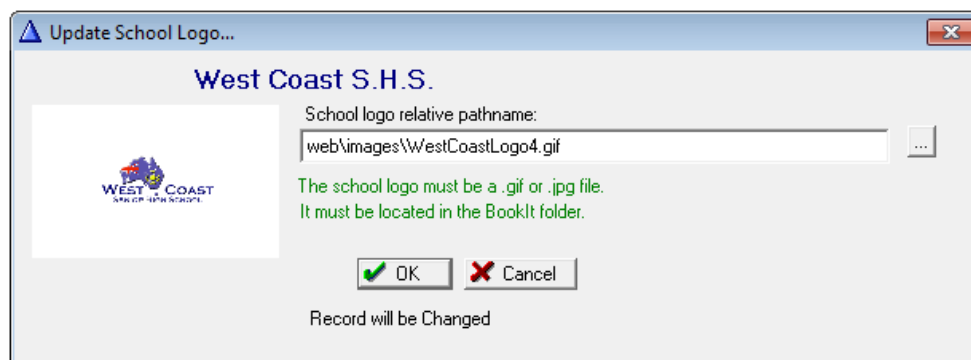


Setup Menu > Set School Logo

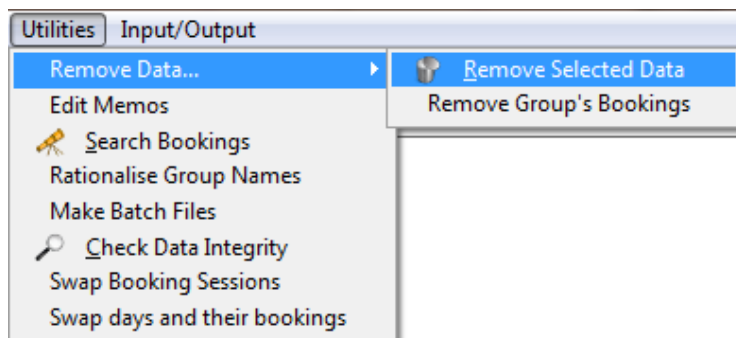
Places a logo on the main window.
The logo to be used must be a jpg or gif file.
Select its file name by using the file lookup button (...).

When you select it, the file is copied into the web\images sub-folder of BookIt (where all images reside).

It will appear in the main window when you next open BookIt.



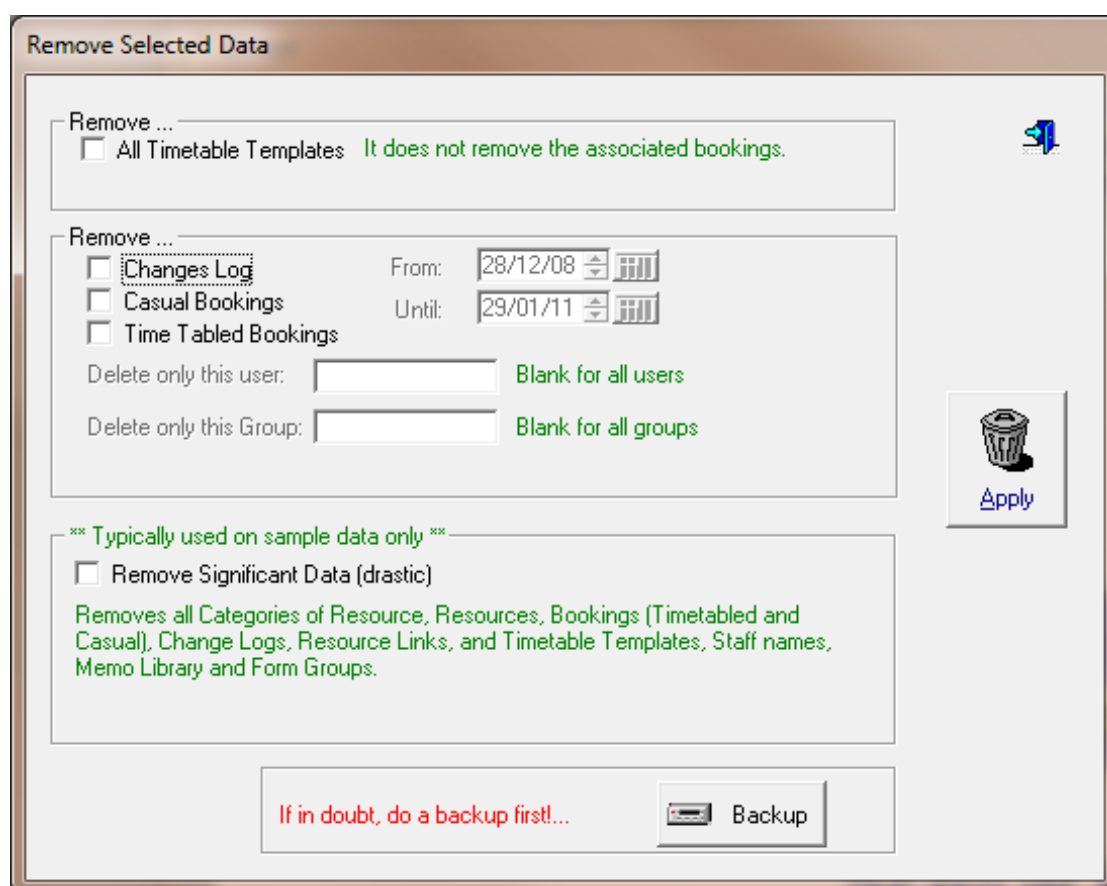
Removing Selected Data



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.

3

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



Remove Selected Data

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 casual bookings or timetabled bookings for the date range that you specify.

Remove Significant 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.

Removing Bookings for specific groups

Select the relevant group(s) and date(s) and press delete.

Remove all Booked Sessions or TimeTabled Sessions for selected Groups

Mark at least one group

Group
07 MATH
07 SCI
07 SOCED
07A
07B
07C
07D
07E
07F
07G
07H
07I
08 MATH
08 SOCED
08A
08B
08C
08D
08E
08F
08G
08H

UnMark All Mark All

Mark at least one date


Day Date	Day	Day No	Hol
12/06/10	Sat	0	
13/06/10	Sun	0	
14/06/10	Mon	6	
15/06/10	Tue	7	
16/06/10	Wed	8	
17/06/10	Thu	9	
18/06/10	Fri	10	
19/06/10	Sat	0	
20/06/10	Sun	0	
21/06/10	Mon	1	
22/06/10	Tue	2	
23/06/10	Wed	3	
24/06/10	Thu	4	
25/06/10	Fri	5	
26/06/10	Sat	0	H
27/06/10	Sun	0	H
28/06/10	Mon	0	H
29/06/10	Tue	0	H
30/06/10	Wed	0	H
1/07/10	Thu	0	H
2/07/10	Fri	0	H
3/07/10	Sat	0	H

UnMark All

Casual &/or Timetabled bookings
will be removed for marked
groups on marked dates

Select one or both...

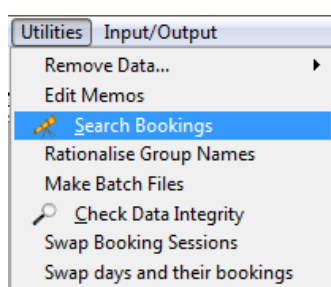
☒ Delete TT Sessions
☒ Delete Bookings

 **Delete**

Help on marking ...

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.

Search Bookings



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

 A screenshot of a dialog box titled 'Query Bookings'. It contains several input fields and buttons. On the left, there are fields for 'Start Date' (24/01/10), 'End Date' (29/06/10), 'Resource Category' (Computer Rooms), 'Resource' (empty), 'User' (WSM), 'Group' (empty), 'Dept' (empty), and 'Other Info' (empty). Each field has a dropdown arrow and a '(leave blank for all)' hint. There are also 'Today' buttons for the date fields. On the right, there are three buttons: 'Print Results' (with a printer icon), 'Save Query' (with a floppy disk icon), and 'Load or Edit Queries' (with a folder icon). At the bottom, there is a checkbox labeled 'Print Other Info' which is checked.

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

West Coast High School Bookings Query

Print Date: 24/05/10

Query Details:		Date Range: 24/01/10- 29/06/10		
		Category: Computer Rooms	User: WSM	
		Resource:	Class Group:	
		Reason:	Dept:	
Session	User	Resource	Class Group	Dept
Mon 1 FEB 10				
	Period 5 WSM	G2	09 CPUB	IT
Wed 3 FEB 10				
	Period 1 WSM	G2	09 CPUB	IT
	Period 2 WSM	G2	09 CPUB	IT
Thu 4 FEB 10				
	Period 3 WSM	G1 - Comp Room	09F	ENG
Fri 5 FEB 10				
	Period 5 WSM	G2	10G	ENG
	Period 6 WSM	G2	09F	ENG
Tue 9 FEB 10				

Rationalising Group Names

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

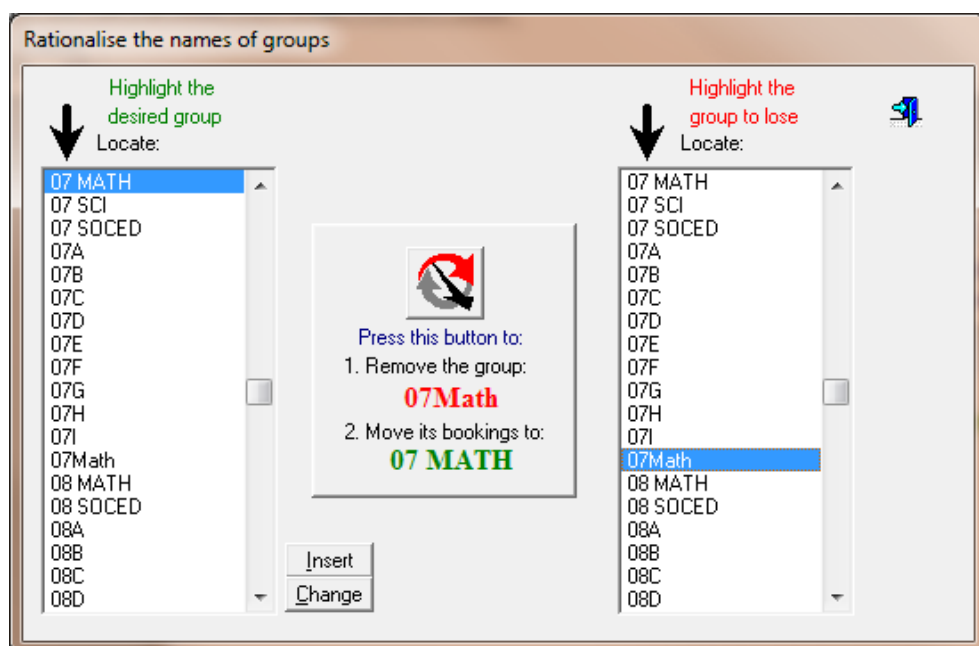
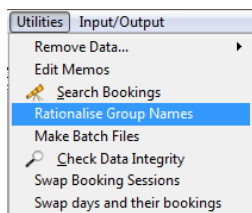
In the screen shot below, there are inconsistencies in the naming of groups. For example 07 MATH and 07Math

This makes the summary reports untidy when summarising by group. It is best to merge these two groups into one group.

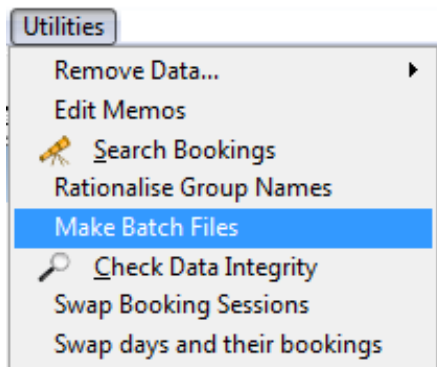
In the left hand table, highlight the name that is more desirable.

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 unwanted name from the list of groups.

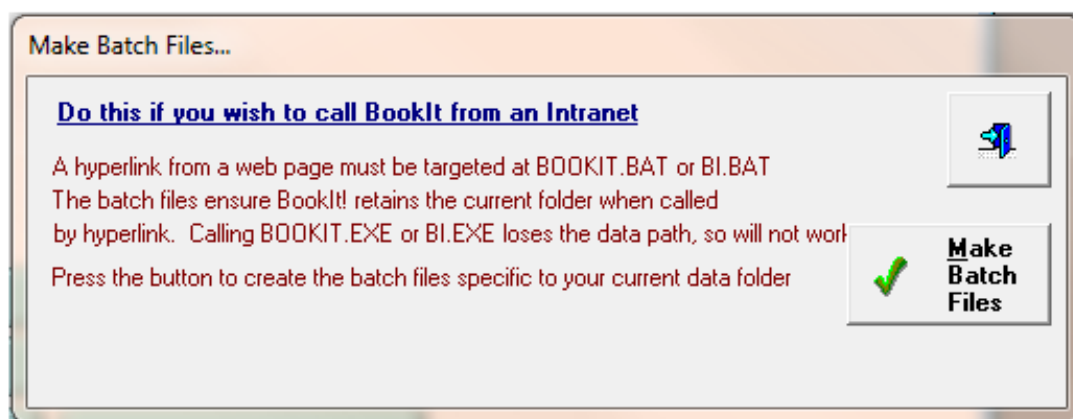


Make Batch Files to run BookIt.exe or BI.exe



To call BookIt from a hyperlink on an intranet web page, you need the link to call a batch file to run BookIt

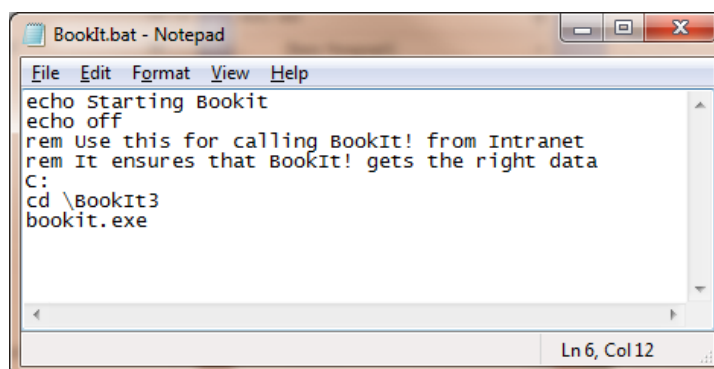
3



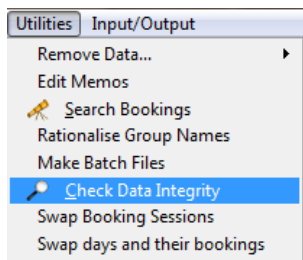
When you click Make Batch Files, BI.bat and BookIt.bat are created in your current folder.

The main purpose of the batch files are to set the correct folder so BookIt read your data correctly.

The batch file contents are similar to this...

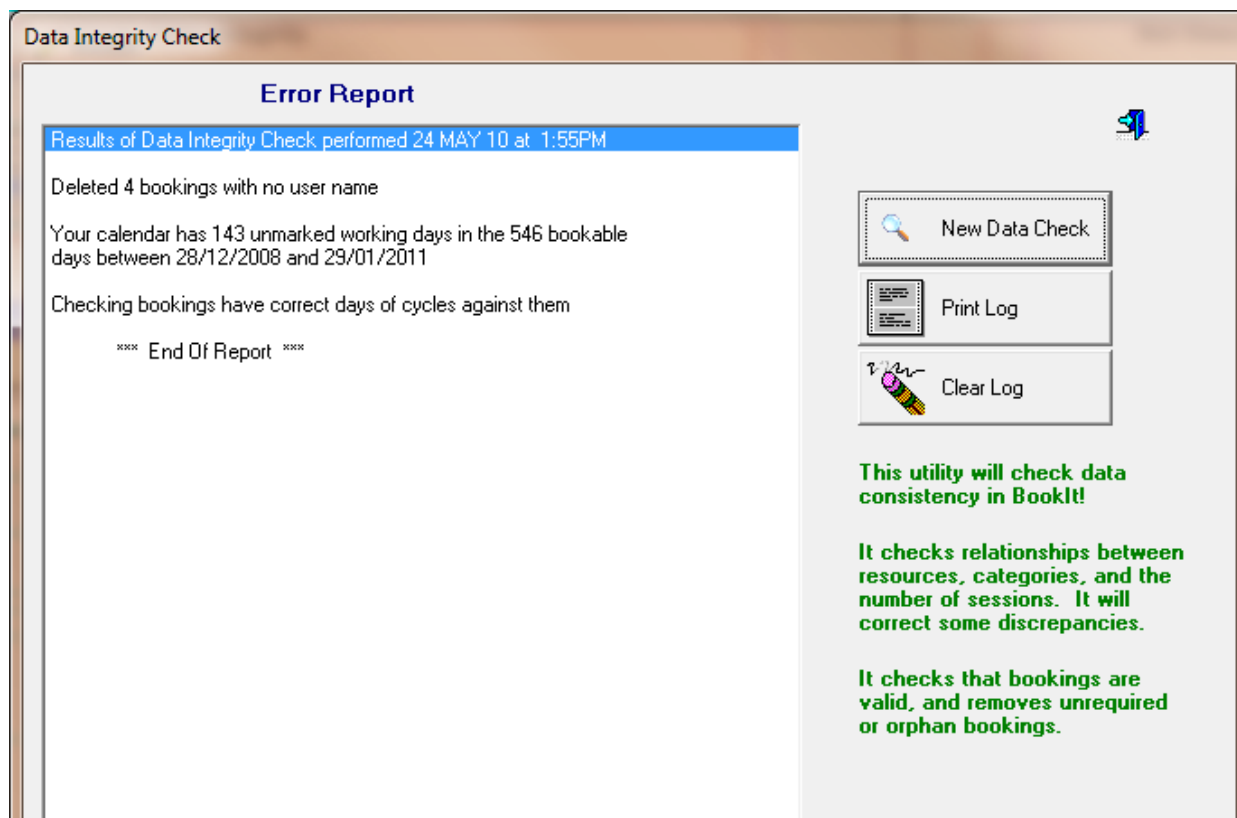


Check Data Integrity



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.

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.



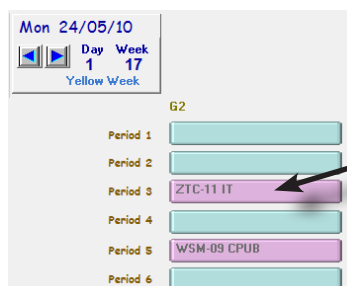
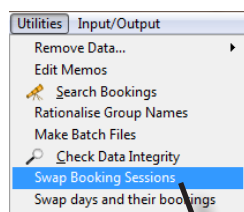
If you have specified your timetable set up as 10 day, but your days aren't marked this way on the calendar, then it will warn you.

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.

The utility remembers its last report, so to run it afresh, click New Data Check

Swap or move sessions

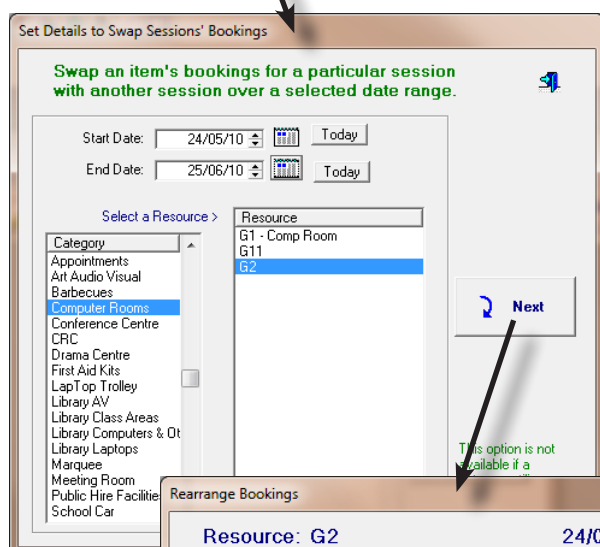
If you have a booking that needs to be re-scheduled over quite a few sessions, this utility allows you to do it.



You identify a particular booking, e.g. ZTC in Period 3,

You may then move it into another session on the same day for a selected date range

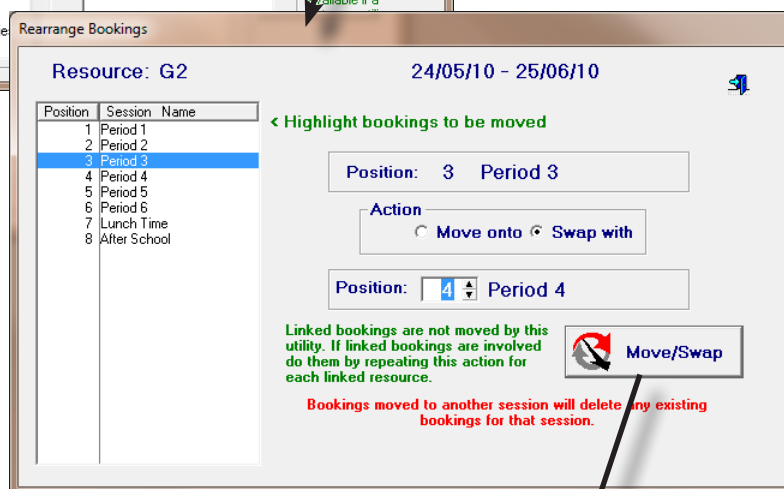
3



Set the date range

Identify the resource or item

Click Next



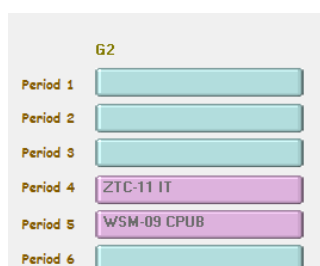
Set the session to be moved

Say whether to swap or simply move

Identify the target session

Click Move/Swap

Swapped 19 bookings

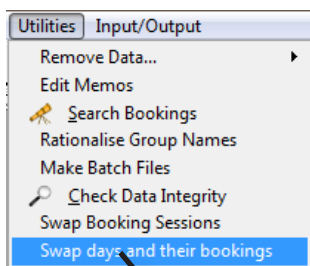


The result

Swap days and their sessions

A school occasionally will swap timetable days on a one off basis.

e.g. to swap Wednesday with Thursday...



	24/05/10 Mon Wk 1	25/05/10 Tue Wk 1	26/05/10 Wed Wk 1	27/05/10 Thu Wk 1	28/05/10 Fri Wk 1
Period 1			WSM-09 CPUB		
Period 2			WSM-09 CPUB		LNB-10 ENG PLUS
Period 3			ZTC-11 IT	IIW-10D	ZTC-11 IT
Period 4	ZTC-11 IT		ZTC-11 IT		OMN-07B
Period 5	WSM-09 CPUB		TOM-12 PHYSICS	ZTC-12 MA METH	WSM-10G
Period 6			SSM-07D		WSM-09F
Lunch Time					
After School					

Swap days in calendar

For example, you may need to swap a Day 4 for a Day 5, on a one-off basis.

Swap this date: 26/05/10

with this date: 27/05/10

Proceed

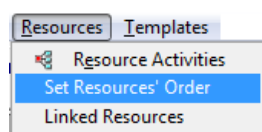
Set the two dates

Click proceed

The process swaps the days for every resource, not just a single one as shown in the image below.

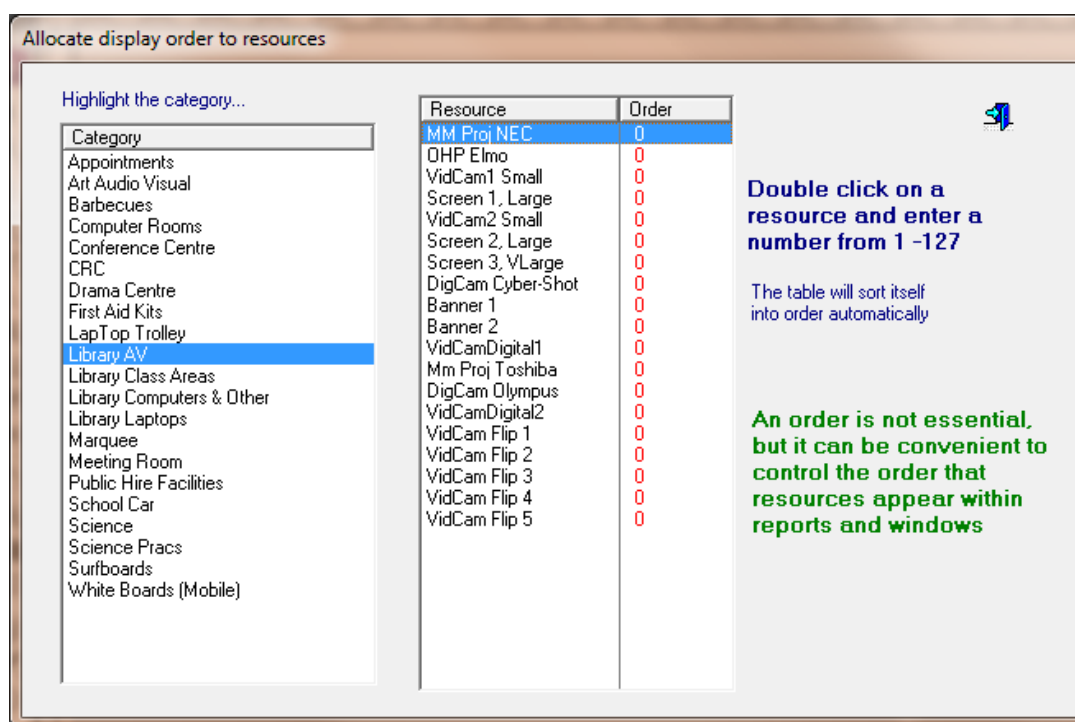
	24/05/10 Mon Wk 1	25/05/10 Tue Wk 1	26/05/10 Thu Wk 1	27/05/10 Wed Wk 1	28/05/10 Fri Wk 1
Period 1				WSM-09 CPUB	
Period 2				WSM-09 CPUB	LNB-10 ENG PLUS
Period 3			IIW-10D	ZTC-11 IT	ZTC-11 IT
Period 4	ZTC-11 IT			ZTC-11 IT	OMN-07B
Period 5	WSM-09 CPUB		ZTC-12 MA METH	TOM-12 PHYSICS	WSM-10G
Period 6				SSM-07D	WSM-09F
Lunch Time					
After School					

Set Resources' Order



This determines the order that resources are displayed.

Highlight a category in the left hand table.



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

Resource	Order
MM Proj NEC	0
OHP Elmo	0
VidCam1 Small	1
Screen 1, Large	0
VidCam2 Small	0
Screen 2, Large	0
Screen 3, VLarge	0
DigCam Cyber-Shot	0
Banner 1	0
Banner 2	0
VidCamDigital1	0
Mm Proj Toshiba	0
DigCam Olympus	0
VidCamDigital2	0
VidCam Flip 1	0
VidCam Flip 2	0
VidCam Flip 3	0
VidCam Flip 4	0
VidCam Flip 5	0

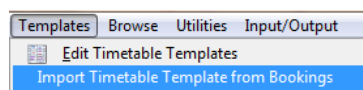
The cursor will remain in the Order column. You can use arrows to move up and down.

As you enter the number you may use arrow keys to accept that entry and move up or down the list, or just press <ENTER> to accept it.

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

This function may also be performed in a different way by setting the Display Order when editing a Resource in the Resource Window.

Import a template from bookings



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

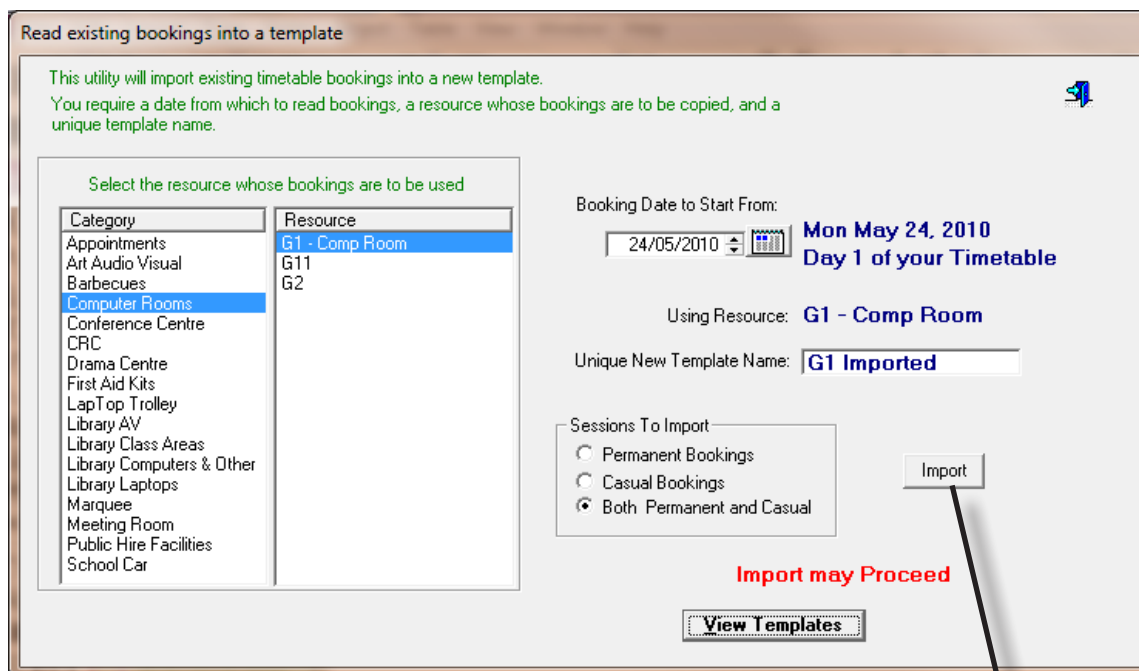
Early BookIt timetable templates are incompatible with the later ones, so old template data will not convert. If you have accurate information on your booking sheet, you may bring it into a template.

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.

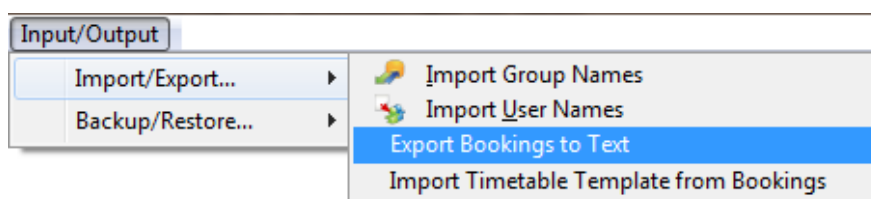
The import will only take a few seconds.



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

Export Bookings to text

Allows you to extract your own summary information from the bookings.



You are prompted for a date range (below).

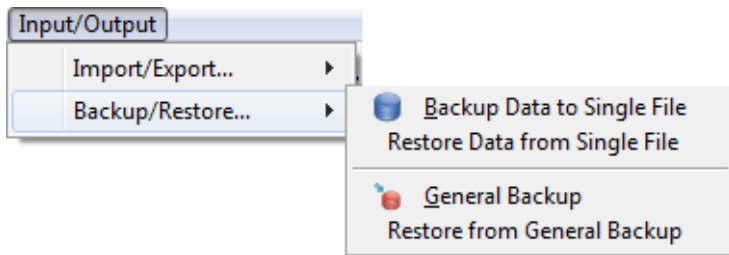


Click Export

The data is saved in a text file BOOKINGS.CSV and may be opened in Excel where you may sort and summarise

	A	B	C	D	E	F	G	H
1	Resource	Category	Date	TT day	Session	User	Group	Dept
2	Lib Space 1	Library Class Areas	25/05/2010	2	Period 1	RRC	10E	OTHR
3	Lib Space 2	Library Class Areas	25/05/2010	2	Period 1	LNB	10B	OTHR
4	School Car	School Car	25/05/2010	2	Period 1	BNN		
5	Lib Space 1	Library Class Areas	25/05/2010	2	Period 2	RRC	10E	READ
6	Lib Space 2	Library Class Areas	25/05/2010	2	Period 2	KRV	08F	READ
7	School Car	School Car	25/05/2010	2	Period 2	BNN		
8	G11	Computer Rooms	25/05/2010	2	Period 3	CND	10 ITE	IT
9	Lib Space 3	Library Class Areas	25/05/2010	2	Period 3	TOM	07 SCI	
10	G11	Computer Rooms	25/05/2010	2	Period 4	CND	10 ITE	IT
11	Lib Space 1	Library Class Areas	25/05/2010	2	Period 4	KRV	09A	READ
12	Lib Space 2	Library Class Areas	25/05/2010	2	Period 4	PSJ	08D	READ
13	G1 - Comp Room	Computer Rooms	25/05/2010	2	Period 5	CND	11 LS	SOSE
14	Lib Space 1	Library Class Areas	25/05/2010	2	Period 5	WSM	09F	READ
15	Lib Space 2	Library Class Areas	25/05/2010	2	Period 5	LNB	10A	READ
16	G11	Computer Rooms	25/05/2010	2	Period 6	MLK	VCAL12	VCAL
17	Lib Space 1	Library Class Areas	25/05/2010	2	Period 6	EHA	10 JLM	SOSE
18	Lib Space 2	Library Class Areas	25/05/2010	2	Period 6	WHC	10F	OTHR
19	LR	Library Class Areas	25/05/2010	2	After School	HND	OTHER	ENG
20	G1 - Comp Room	Computer Rooms	25/05/2010	2	After School	VRM	09F	TECH
21	G1 - Comp Room	Computer Rooms	26/05/2010	3	Period 1	ZTC	12 IT	IT
22	G11	Computer Rooms	26/05/2010	3	Period 1	CND	10 ITE	IT

Backup and Restore



Backup Types

BookIt3 provides two forms of Backup and Restore: Single File and General.

Backing up to single file merges all significant data files into a single separate data file. This makes it very convenient to locate, copy, send elsewhere etc.

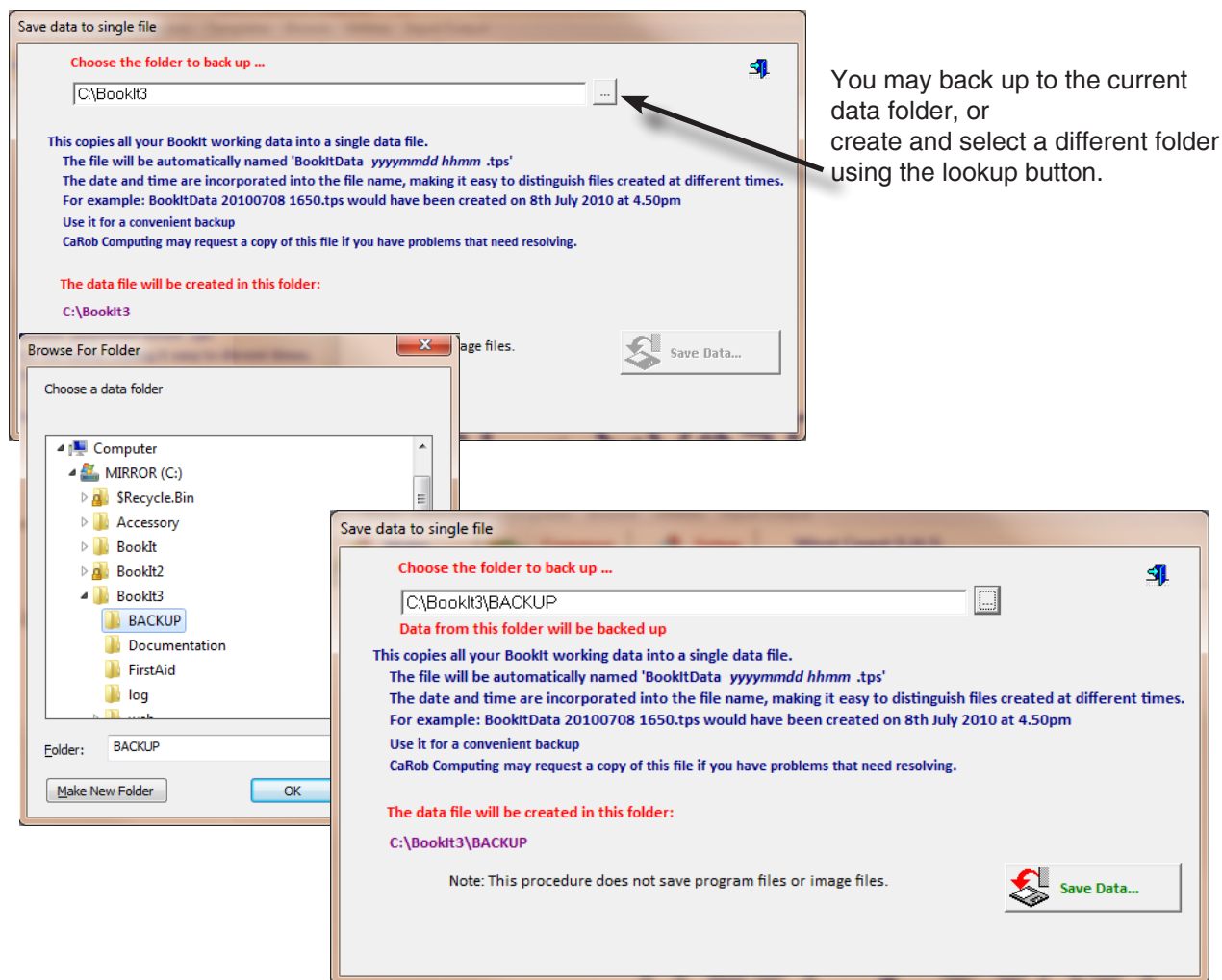
When restoring from a single file, every file gets replaced by the contents of the saved file.

A general backup makes copies of each individual file and offers the option to save program files and other associated data such as images.

The best policy is to make a General backup including program files whenever the program is updated accompanied with regular Backup to single file of the data.

Associated with this is the utility BIBackup.exe (described earlier in this chapter). BIBackup will perform automatic daily single file backups if configured in the server's Task Scheduler.

Backup Data to Single File



Click Save Data ...

Data saved to BIData 2010 05 25 1631.tps with 16 files

Viewed in Windows Explorer

Name	Size	Date modified	Type
BIData 2010 05 23 0944.tps	735 KB	23/05/2010 9:46 AM	Clarion TPS data file
BIData 2010 05 25 1631.tps	746 KB	25/05/2010 4:39 PM	Clarion TPS data file
BIData Tue.tps	737 KB	25/05/2010 4:49 PM	Clarion TPS data file
bookdtl.tps	2 KB	25/05/2010 4:11 PM	Clarion TPS data file
Booking.tps	714 KB	25/05/2010 4:11 PM	Clarion TPS data file
calendar.tps	42 KB	25/05/2010 11:19 AM	Clarion TPS data file

The data file is named BIData appended with the Date and Time

Multiple data files will automatically be in chronological order when sorted alphabetically.

Please note that the 2 registration files client3.tps (BookIt) and iclient.tps (NetBookIt) are not saved in the single file backup.

Make sure you have a general backup that contains these.

The screen shot also shows the slightly different naming convention used by BIBackup. BIBackup appends the seven days of the week so it maintains a backup for each day of the last week. After a week, the previous file is over-written.

Restore from Single File Backup

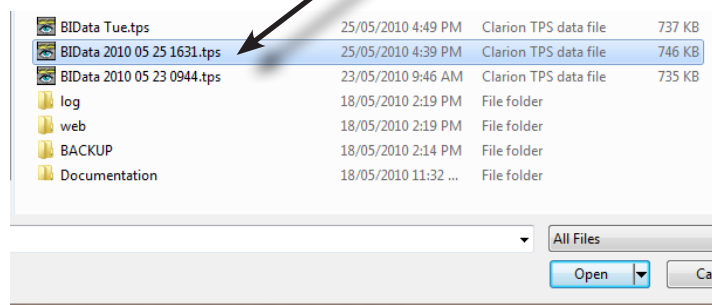
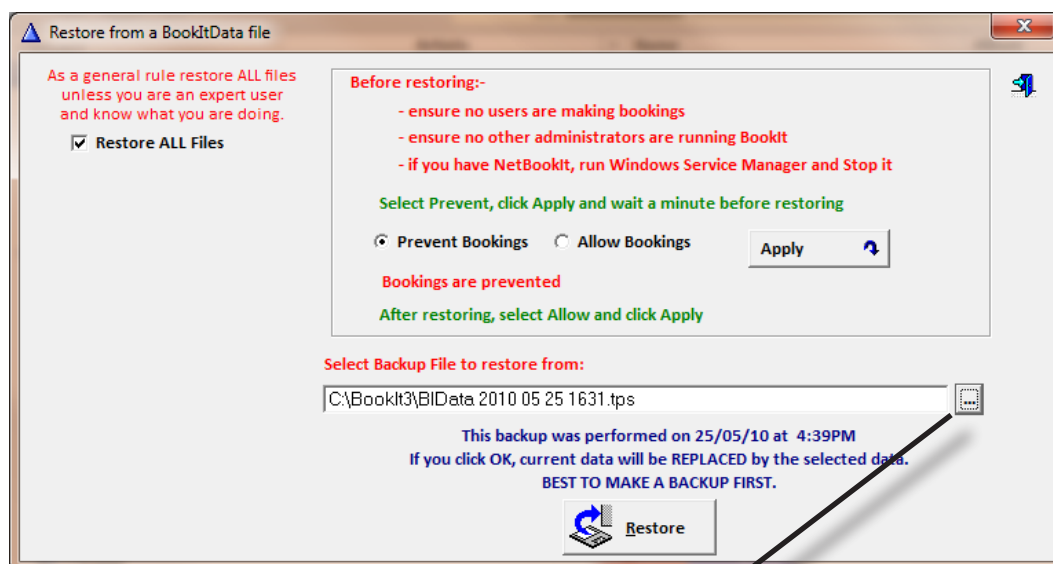
You cannot restore data when other users are working with them. The utility BIClose will prevent users from making bookings while a restore is performed.

For convenience, the restore window allows you to Prevent Bookings without having to run BIClose.

Before doing a backup, tick Prevent Bookings, click Apply and wait a minute or so for users to get out or be taken out.

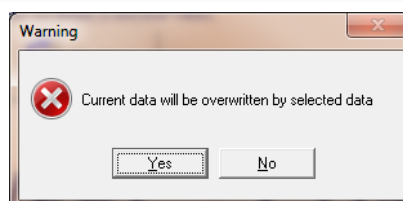
If you also have NetBookIt, run its Service manager and stop it so that the data files are released.

It is best to perform a restore outside normal hours so fewer users are inconvenienced and there is also less chance of any file being left open on someone's workstation.

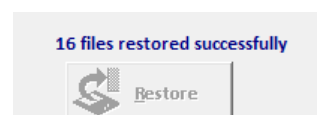


Click Restore

Confirm

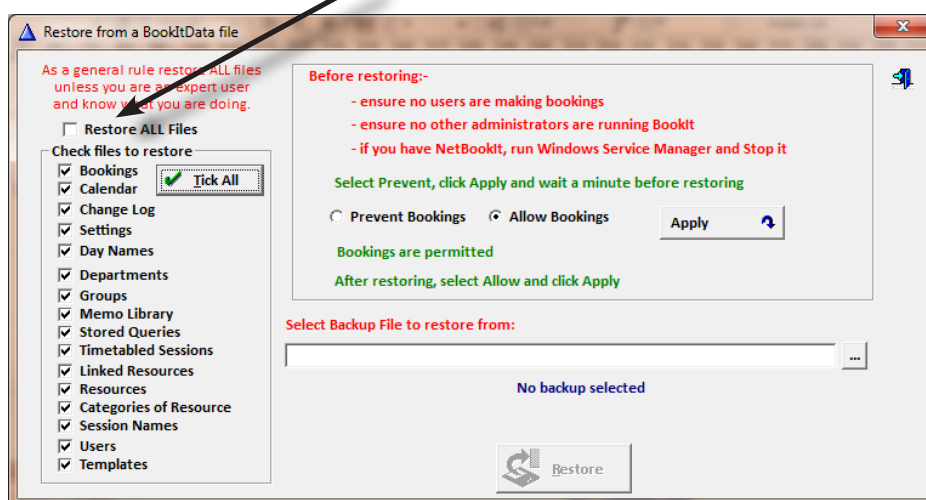


The result is displayed



Restore specific files

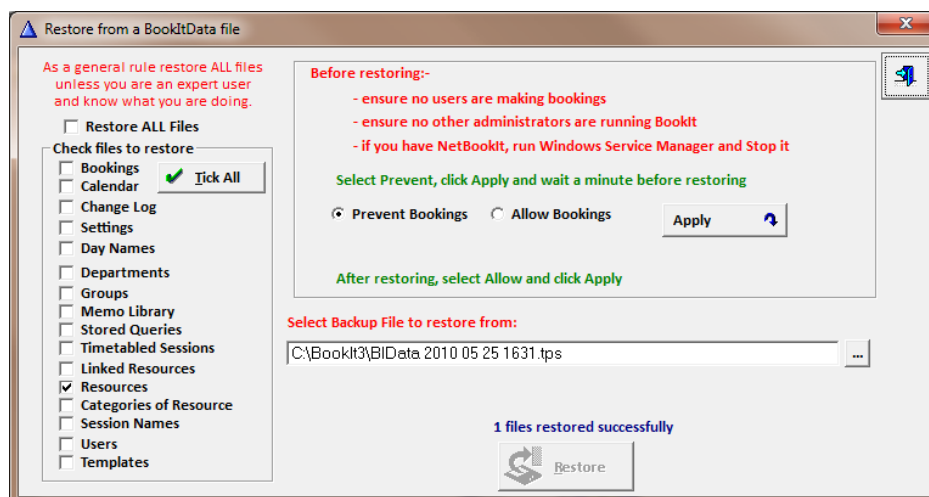
Untick **Restore All Files**



You now have the opportunity to restore individual data files.

This is not recommended unless you know what you are doing because you have to know what the files contain and something about their relationships. We have included this feature partly as a programmers tool or to be used with CaRob support.

One use might be if someone deleted some of your resources, or the resource file is corrupted. If you know that there should have been no changes since the last backup, you could use this to recover the data.

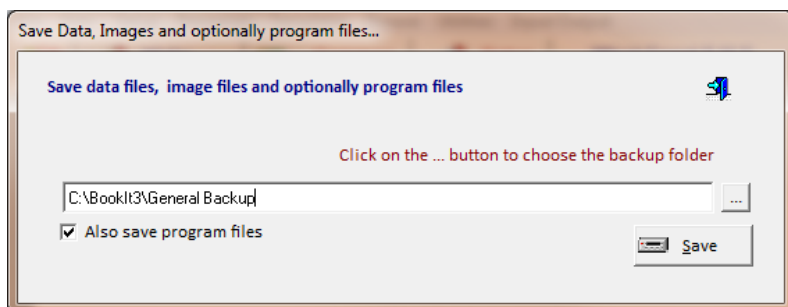


This screen shot displays this scenario, showing 1 file restored.

After restoring, make sure you click Allow Bookings and then Apply.

General Backup

The General Backup makes copies of the individual files. You cannot back up to your actual data folder.



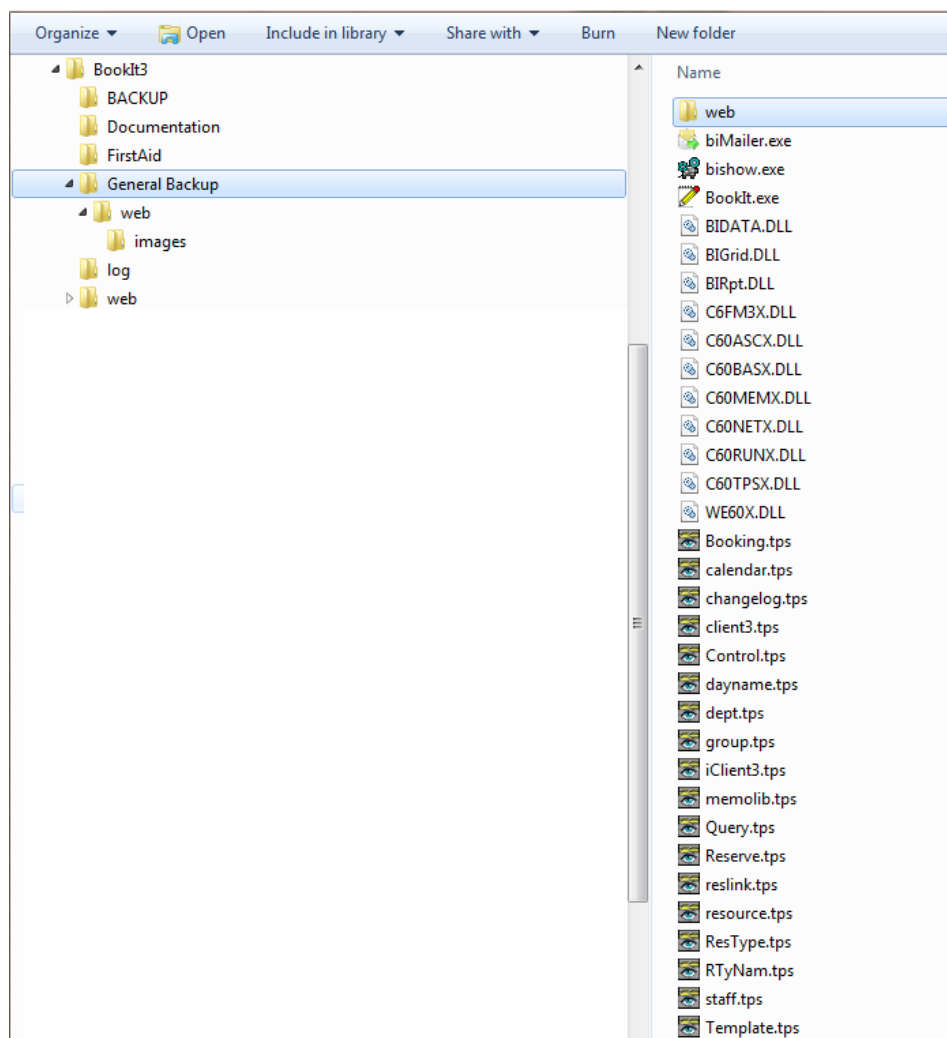
Use the (...) button to locate or create a backup folder.

Decide whether to save the program files as well. Usually do this if it the first save into that folder.

Click Save.

32 files copied

The backup folder viewed in Windows Explorer.



Note that the backup creates the web/images subfolder.

Any images referred to in BookIt are copied into it.

Restore from a General Backup

This follows the single file restore process identically. See previous page of this guide.

Summary Reports

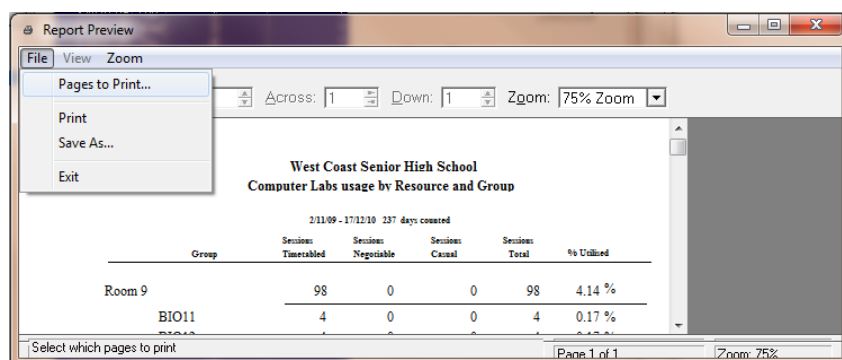
BookIt contains many printable reports.

Reports are found in the area of the program to which they relate.

For example, if you want reports on Resource or Category usage, go to the Category and Resources window. If you want weekly summaries, go to the weekly booking window.

All reports print to screen, so you don't need a printer available.

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

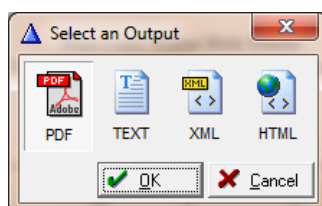


Pages to Print

After previewing, you may want to print some pages, not all.

You may specify a range (eg 1-3) or individual pages separated by commas (eg 1,3).

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



Save As..

You have the option of writing the data to different output types.

Reports are not user definable. If you want a new report of some kind, contact CaRob Computing. If the request is likely to benefit other users as well, we'll try to create it.

Note also that you may export bookings to a text file from where it can be loaded in Excel. This gives an avenue for creating your own summaries. See **Export Bookings to Text** earlier in this chapter.

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 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.

Perform a backup for insurance.

- 1. Data Removal - No Action Required
- 2. Set timetable structure - No Action Required

3. 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 (after printing summary reports, if wanted)

4. Mark out the calendar with holidays and timetable days

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 not available for bookings, such as holidays.

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

- 5. Class Groups - No Action Required
- 6. Departments - No Action Required
- 7. Users - Maybe some minor changes
- 8. Activate email - No action required
- 9. Resources - No Action Required
- 10. Linked Resources - No Action Required

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 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.

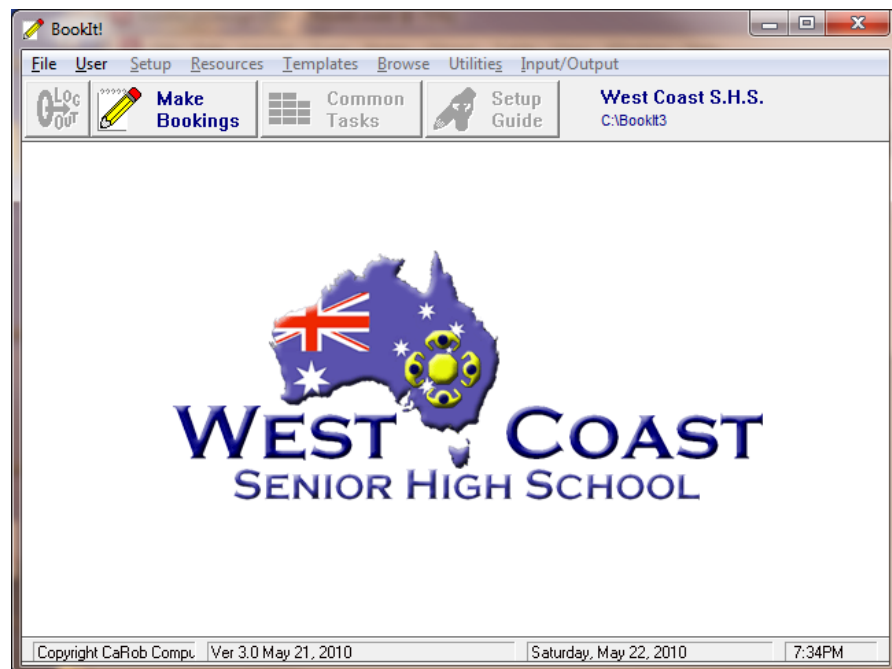
Accessing BookIt



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: You may see the window below or you may be taken directly to the window on the next page.

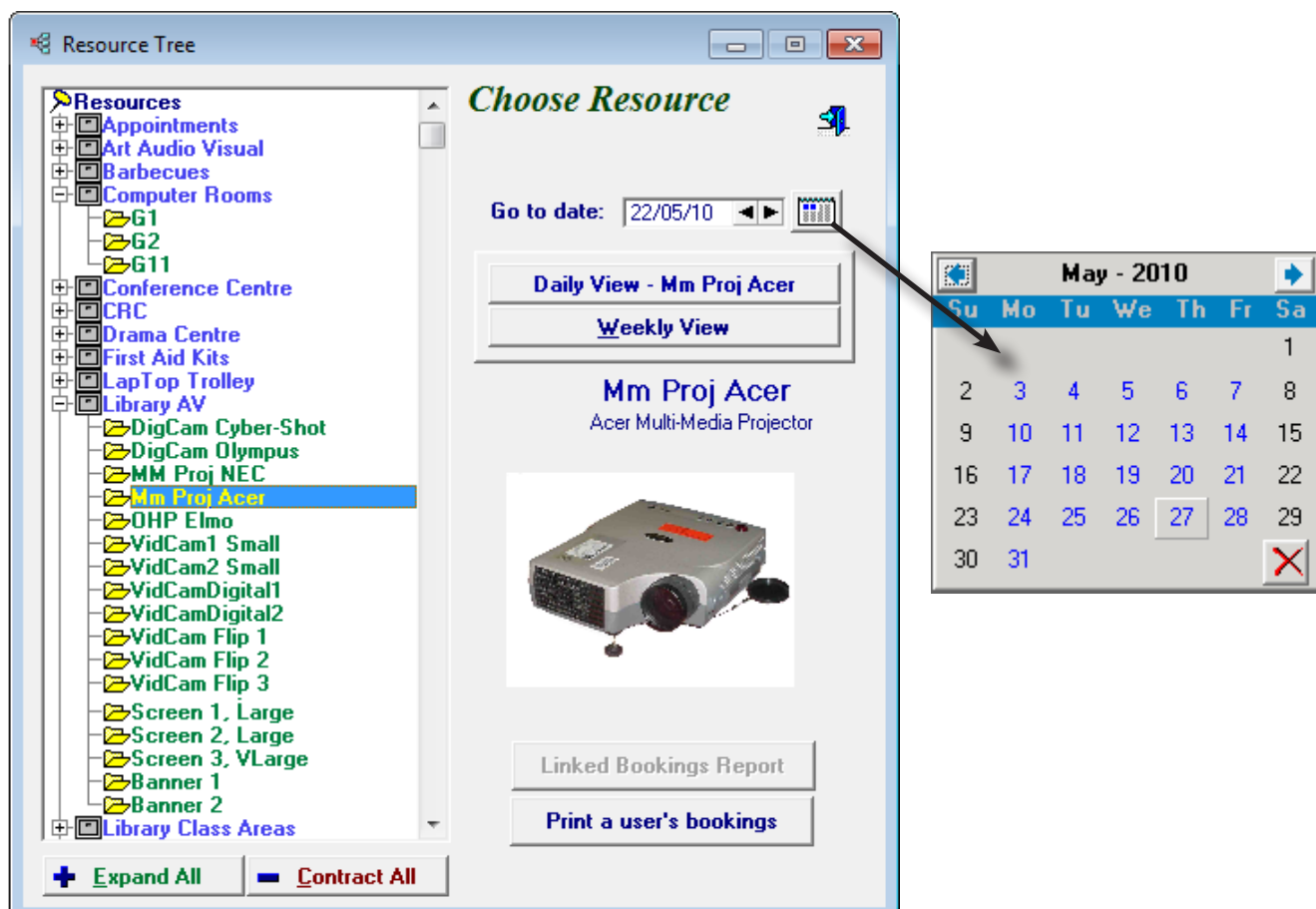
Administrator Password access is required to enable the grayed out buttons.



Click the Make Bookings button

The Resource Window (below) shows bookable resources 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.

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 through a Daily View or Weekly view.



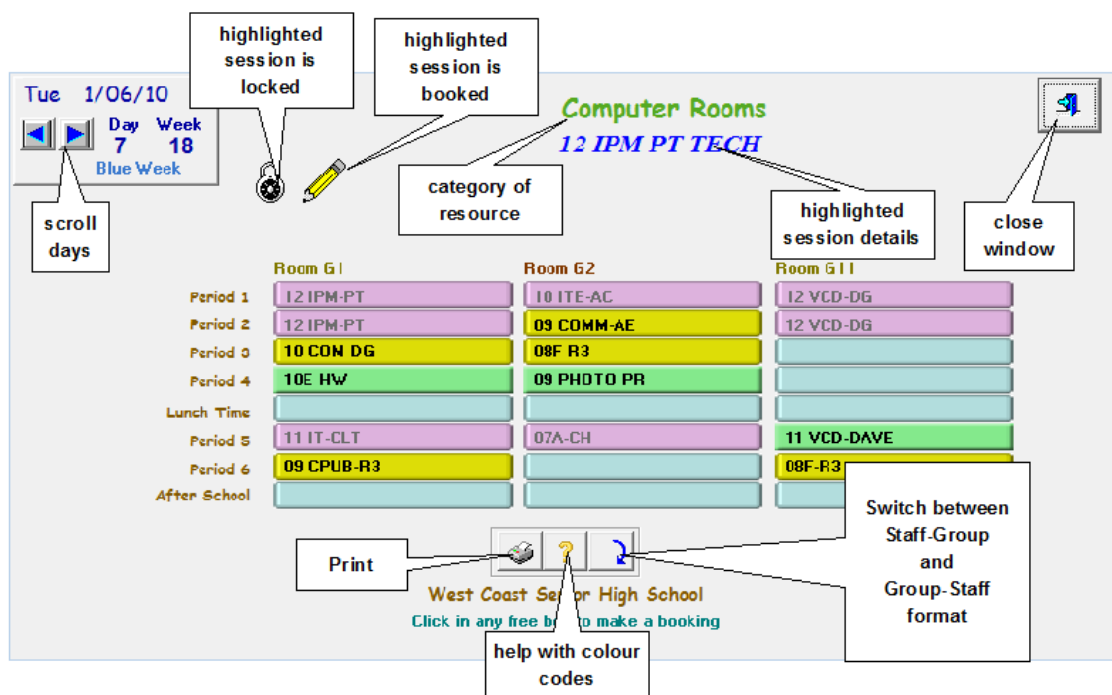
Daily view

Highlight a category.

Daily View will show bookings for all items in the category for that day. If you highlight a single item, you will see just that item.

Weekly View

Shows one item'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.

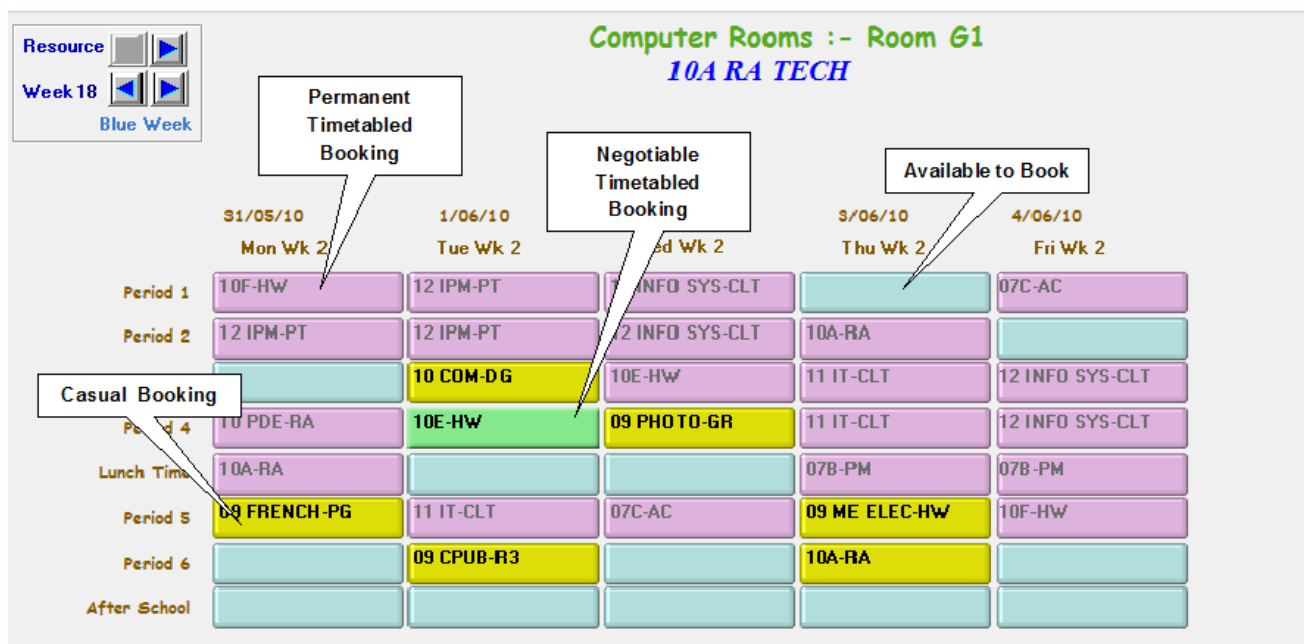
Sessions may not be bookable if:

- 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.



4

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 to bring up the update form.

The update form will have different fields depending upon the options that have been set by your administrator. A variety of options are shown below...

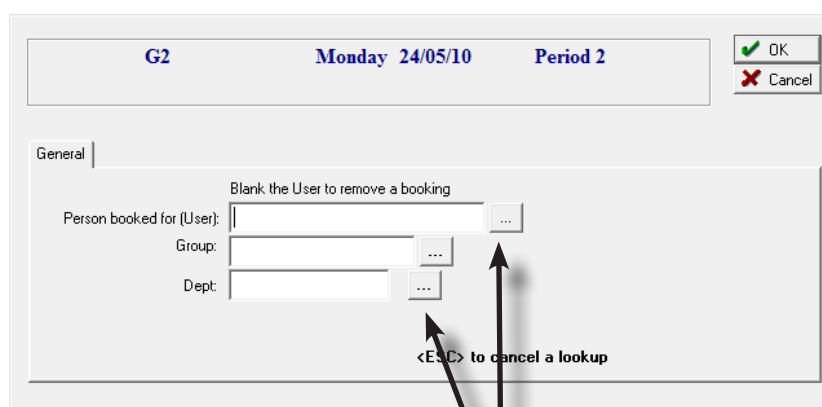


This is the simplest possible window, simply requiring a user code or name.

The form shows a header with 'G2', 'Monday 24/05/10', and 'Period 2'. Below this is a 'General' tab. The main field is 'Person booked for (User):' followed by a text input box. Above the input box is the text 'Blank the User to remove a booking'. In the top right corner are 'OK' and 'Cancel' buttons.

This is the simplest possible window, simply requiring a user code or name.

Blank out the User and Click OK to delete a booking.



This form includes additional lookup fields. It has the same header as the first form. Below the 'Person booked for (User):' field, there are 'Group:' and 'Dept:' fields, each followed by a text input box and a small button with three dots (...). Above these fields is the text 'Blank the User to remove a booking'. In the top right corner are 'OK' and 'Cancel' buttons. An arrow points to the lookup buttons with the text '<ESC> to cancel a lookup'.

Group:

If shown, is mandatory

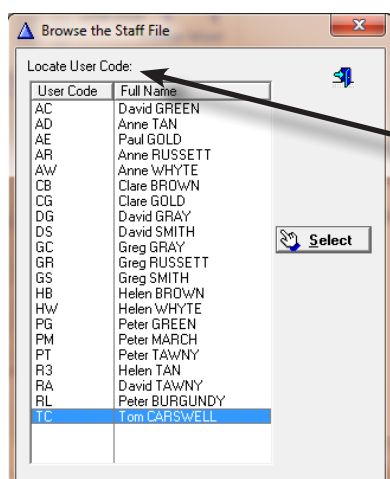
Allows summaries of usage to be made, based on class groups.

Dept:

If shown, is mandatory

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

The small buttons with (...) are lookup buttons allowing you to make a choice for that field.



This is a user lookup window titled 'Browse the Staff File'. It contains a table with two columns: 'User Code' and 'Full Name'. The table lists staff members with their codes and names. A 'Select' button is located at the bottom right of the table. An arrow points to the 'Locate User Code:' label above the table.

User Code	Full Name
AC	David GREEN
AD	Anne TAN
AE	Paul GOLD
AR	Anne RUSSETT
Aw	Anne WHYTE
CB	Clare BROWN
CG	Clare GOLD
DG	David GRAY
DS	David SMITH
GC	Greg GRAY
GR	Greg RUSSETT
GS	Greg SMITH
HB	Helen BROWN
HW	Helen WHYTE
PG	Peter GREEN
PM	Peter MARCH
PT	Peter TAWNY
R3	Helen TAN
RA	David TAWNY
RL	Peter BURGUNDY
TC	Tom CARSWELL

This is a user lookup window.

When you see something like **Locate User Code** it means that you can click on the table and start typing the code you are looking for and the table will automatically scroll to that line.

Mm Proj Acer Tuesday 18/05/10 Period 2
Acer Multi-Media Projector

General

Blank the User to remove a booking

Person booked for (User): **AR** Room: **Art1**

Group: **08G**

Dept: **ARTS**

Number of sessions to book: **3** ☐ All day

☐ Book all resources in this category

<ESC> to cancel a lookup

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

Number of Sessions to Book

Will attempt to repeat this booking for these sessions. It will not over-write other people's bookings.

Book all resources in Category:

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

4

Lib Space 2 Tuesday 18/05/10 Period 2
Non Fiction end

General

Blank the User to remove a booking

Person booked for (User): **TOM** Room Freed: **SS**

Group: **08 SOCED**

Dept: **SOSE** (2000 characters max)

Reason: **Aboriginal Cultures assignment with Deb**

<ESC> to cancel a lookup

Room Freed

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

Reason

This field can be given any label by the BookIt administrator. It can hold up to 2000 characters.

Stored Memos

If this pencil button displays it indicates that there are stored memos for this category of resource (in this example, the library spaces)



Using Stored Memos

Memo

Tuesday
18/05/10 Period 2 Lib Space 2

2000 Char's Max Right Click for Editing Options

Accept
Cancel
Import From Library
Save to Library

Using Import From Library, a saved memo can be imported

Select Memo...

Library Class Areas

Memo Name	Topic Details
After school	After school homework group

Select Cancel

Click select on one of the memos

It is imported...

Memo

Tuesday
18/05/10 Period 2 Lib Space 2

After school homework group

2000 Char's Max Right Click for Editing Options

Accept
Cancel
Import From Library
Save to Library

It may be further edited, then Accepted.

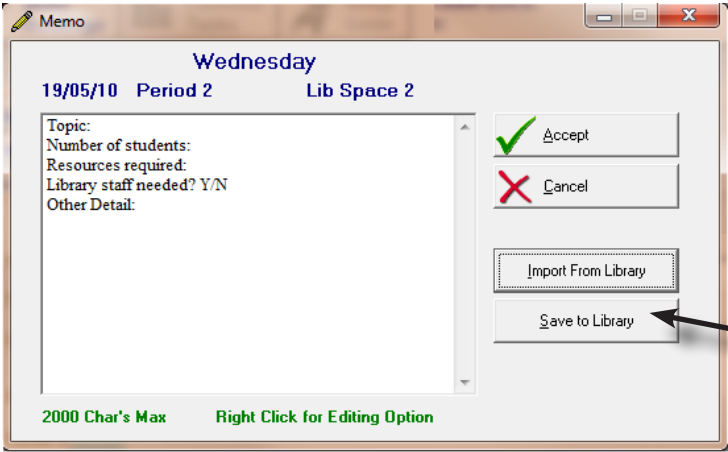
Reason: (Required)

After school homework group
Maths - 7 Yr 9 students

2000 Char's Max Right Click for Editing Options

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

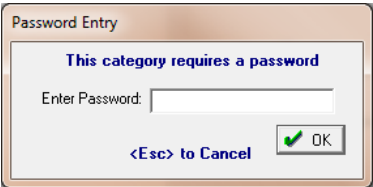
Save to Library



This button may be displayed if the category has been configured to allow it.

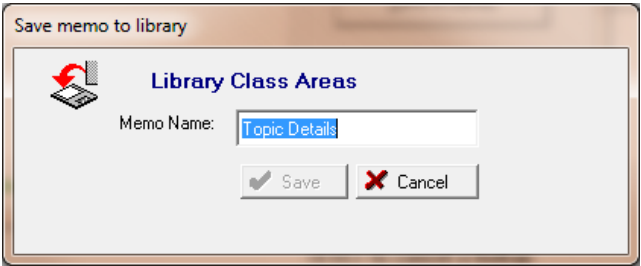
4

An edited memo can be saved back into the memo library as a new memo.



A password may also be required.

The new memo must be given a unique name.



Enter a name, press <TAB>, then save.

In summary:

Laptop 01 **Wednesday 19/05/10** **Period 3**

General

Blank the User to remove a booking

Person booked for (User): Room:

Group:

Dept: (2000 characters max)

Reason:

<ESC> to cancel a lookup

Double click a session to bring up the update form

Fill in the details

Click OK

Resource

Week 16

Blue Week

Library Laptops :- Laptop 01

GC 09 INDO LOTE

Kids books

N10

	17/05/10 Mon 2	18/05/10 Tue 2	19/05/10 Wed 2	20/05/10 Thu 2	21/05/10 Fri 2
Period 1					
Period 2					
Period 3			GC-09 INDO		GC-09 INDO
Period 4					FYE-09 INDO
Period 5					
Period 6					
Period 7					
Period 8					

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.

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

What if someone changes my booking?

Passing the mouse pointer over that session shows an eraser.

Resource
Week 16
Blue Week

Library Laptops :- Laptop 01
HB 09 MEDIA ARTS
Video assignment
G4

	17/05/10 Mon 2	18/05/10 Tue 2	19/05/10 Wed 2	20/05/10 Thu 2	21/05/10 Fri 2
Period 1					
Period 2					
Period 3			HB-09 MEDIA		GC-09 INDO
Period 4					FYE-09 INDO

Changed bookings appear pale yellow

4

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

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

Booking History - Click on table to close window

Original Booking			Replaced By			On	At	By User	On
GC	09 INDO	LOTE	HB	09 MEDIA	ARTS	22/05/10	8:59PM	Tom	BISMARCK

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.

This window will show all changes to the booking.

If a colleague wants to over-write a booking, they leave evidence. This usually prevents unauthorised changes.

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

The screenshot shows the 'Glassroom' booking interface for 'Monday 24/05/10' during 'Period 2'. The 'Linked Bookings' tab is active. It contains a form with the following fields: 'Person booked for (User):' with value 'CG', 'Group:' with value '12 LIT', 'Dept:' with value 'ENG', and 'Room Freed:' with value 'SS'. A 'Reason:' field is labeled '(Required)' and contains the text 'Video screening'. There are 'OK' and 'Cancel' buttons at the top right.

Click the tab

This screenshot shows the same 'Glassroom' booking interface, but with a table titled 'Book the tagged resources also' displayed. The table has two columns: 'Resource' and 'Already booked by'. One row is visible with a checked checkbox in the first column, 'OHP Elmo' in the second, and an empty third column. Below the table are 'Tag All' and 'Untag All' buttons. The 'OK' and 'Cancel' buttons remain at the top right.

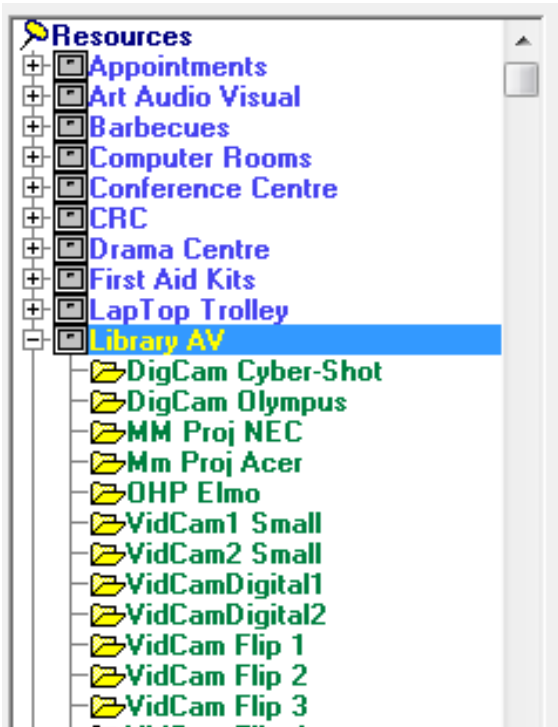
Double-click the item to book it along with the glassroom.

Double-clicking will alternately activate and deactivate the linkage.

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

The dialog box has a title bar 'Information...'. The text inside reads: 'MM Proj Acer, category Library AV, is already booked', 'Booking Details: BKD', and 'You must go to it directly to overwrite this booking'. A 'Close' button is at the bottom center.

Book all resources in the category



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

For example, all AV equipment.

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 items to book the them all .

This example wants them for a double session.

Check to book all.

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

	DigCam Cyber-Shot	DigCam Olympus	MM Proj NEC	Mm Proj Acer	OHP Elmo	VidCam1 Small	VidCam2 Small
Period 1	DS-10 MEDIA	DS-10 MEDIA	DS-10 MEDIA	DS-10 MEDIA	DS-10 MEDIA	DS-10 MEDIA	DS-10 MEDIA
Period 2	DS-10 MEDIA	DS-10 MEDIA	DS-10 MEDIA	DS-10 MEDIA	DS-10 MEDIA	DS-10 MEDIA	DS-10 MEDIA

This shows all AV equipment booked with the one booking action.

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.

Blank the User to remove a booking

Person booked for (User): **CB**

Group: **READ** Room Freed: **S6**

Dept: **ENG** (2000 characters max)

Reason: **Intensive sessions** (Required)

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

Selecting the tab gives you several options.

Use this to repeat the current booking

☐ Repeat same session each timetable cycle ☒ Repeat same session each day

Until Date: **7/06/2010**

or, Number of Bookings **5** occurrences

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 specific number of occurrences

This example shows a resource booked for 5 consecutive days.

	7/06/10 Mon 1	8/06/10 Tue 1	9/06/10 Wed 1	10/06/10 Thu 1	11/06/10 Fri 1
Period 1	CB-READ	CB-READ	CB-READ	CB-READ	CB-READ
Period 2					
Period 3					

Take care with combinations

This is a bad combination

7 sessions

4 resources

each day for a month, say 24 days

This will result in $7 \times 4 \times 24 = 672$ bookings

BookIt will do this perfectly, but you might not want it!

BookIt Administrators should take care when setting these options that they are really necessary, because careless use of the combinations can pepper the booking sheet with un-required bookings.

Undoing these bookings

Call up the original booking
Reset the options used originally, including
the Recurrent settings

Blank the User field

Click OK

BookIt will remove all bookings within those parameters that were in the original user name (GR in this example). It will not remove bookings in other user names.

Printable reports

BookIt has many summary reports

They are indicated by a Print button in different areas of the program.



For example, if you want a printout that relates to bookings for a day, then go to the print button on the Daily View window, for a week's bookings, go to Weekly View window.

Print one day's bookings

Computer Rooms
7/06/10

Rooms Freed

Print Selected Resources' Bookings
Double Click to select/deselect

Resource	Print
G1 - Comp Room	<input checked="" type="checkbox"/>
G2	<input checked="" type="checkbox"/>
G11	<input checked="" type="checkbox"/>

Select All ?
Deselect All Flip Selection

Table Format
Columns Per Page
☒ 3 ☐ 6

Grouped
List Format
☐ by Resource ☒ by Session
☐ Print Only Sessions with Memos
☒ Print Memo

All Resources' Bookings
Resources vertically
Grid Height
☐ Single Spaced
☒ Double Spaced

Table Format

Select from a range of options, including printing rooms freed today.

Read the prompts and experiment yourself.

Report Preview

Report Preview

File View Zoom

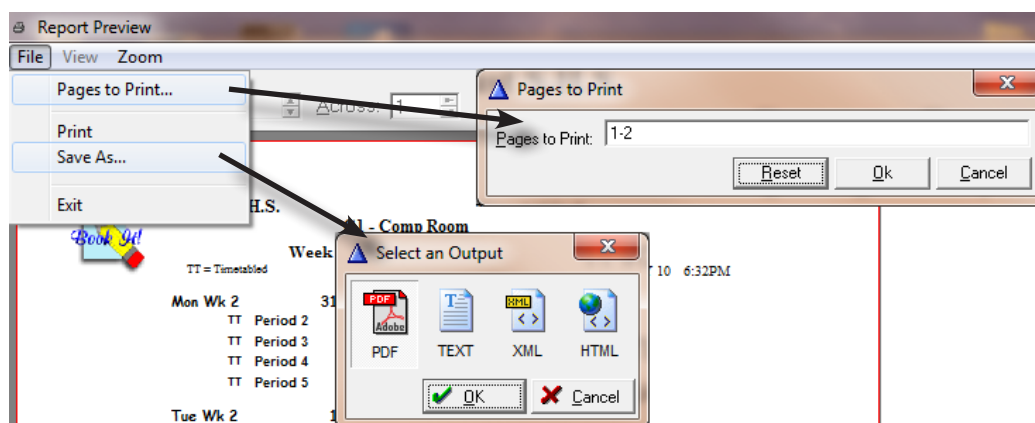
Page: 1 Across: 1 Down: 1 Zoom: Page Width

West Coast S.H.S.

Computer Rooms G2 Week: 14 Blue Week

	Mon Wk 2 3/05/10	Tue Wk 2 4/05/10	Wed Wk 2 5/05/10	Thu Wk 2 6/05/10	Fri Wk 2 7/05/10
Period 1	TKN 11 BUS - SOSE		LNB 10 ENG PLUS - EN		
Period 2	TKN 10G - SOSE	GGL 10E - SOSE	WSM 09 CPUB - IT		
Period 3	IIV 11 VCAL - VCAL	CND 09E - SOSE	ZTC 11 IT - IT	WHC 10F - OTHR	WSM 09 CPUB - IT
Period 4	ZTC 11 IT - IT	TKN 11 BUS - SOSE	ZTC 11 IT - IT	KRV 08F - SOSE	WSM 09 CPUB - IT
Period 5	ESC 08A - SCI	JSD 10G - OTHR	VRM 09E - TECH		ZTC 11 IT - IT
Period 6	SSM 11 MA METH - MA		VRM 09D - TECH	VSR 09E - MATH	ZTC 11 IT - IT
Lunch Time					

Report Preview Options



Pages to Print

You may choose any specific pages to print

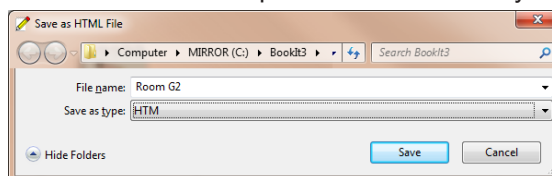
eg 2 for page 2 only
 2-5 for a range of pages
 2,4,6 for specific pages

Then click Print

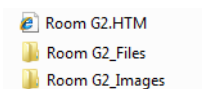
Save As...

A variety of file formats.

These formats will request a filename from you.



The HTML will create the file.htm in the bookit folder plus a subfolder of similar name containing individual pages and another folder with any images.



Disclaimer

Because of the impossibility of catering for the potential structure of report content, reproductions in other file formats may not be perfectly rendered.

Other options are quite obvious.

Chapter 5

5

Email

What email can do

You may configure an email to be sent when a booking is made

- to the person represented by the user name of the booking
- to another contact person identified for that category of resource.

You may configure emails to be sent prior to the time of the booking

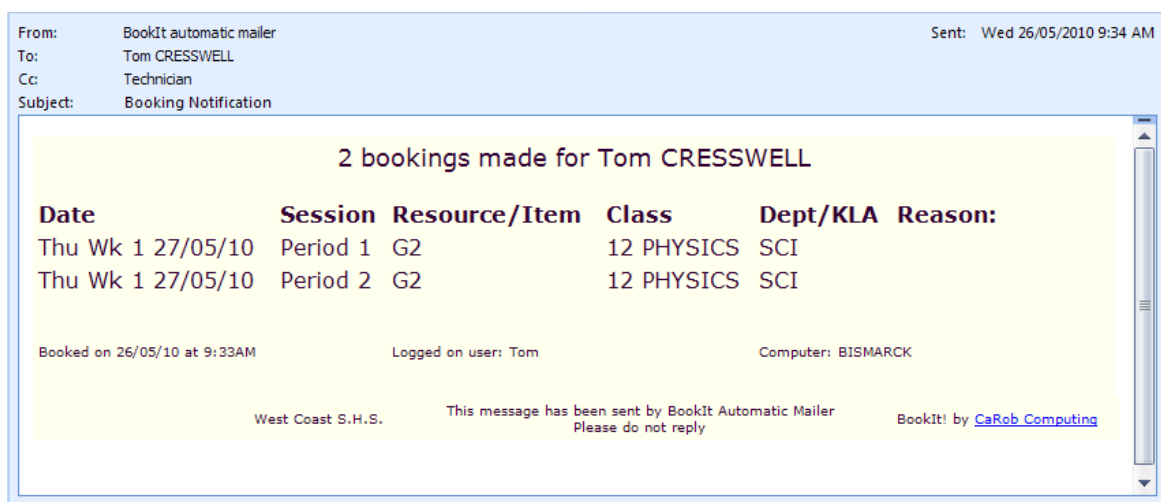
- to the person represented by the user name of the booking
- to another contact person identified for that category of resource.

Email capacity is configured for specific categories of your choice. You will not want email for many of your resources.

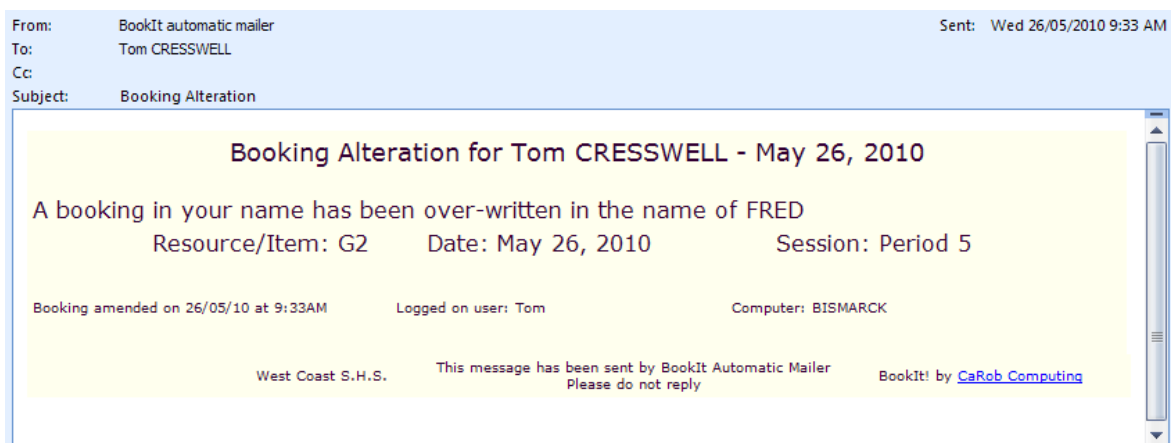
Sample screen shots

When a booking is made

Email the user



Email the user if their booking is changed



Email another when the booking is made

From: BookIt automatic mailer [tom@carobcom.com] Sent: Wed 26/05/2010 11:44 AM
 To: Technician
 Cc: Technician
 Subject: Booking Notification

Booking made for Tom CARSWELL

Date	Session	Resource/Item	Class	Dept/KLA	Reason:
Wed Wk 1 26/05/10	Lunch Time	G1 - Comp Room	08 SOCED	SOSE	

Booked on 26/05/10 at 11:43AM Logged on user: Tom Computer: BISMARCK

West Coast S.H.S. This message has been sent by BookIt Automatic Mailer BookIt! by [CaRob Computing](#)
 Please do not reply

Prior to the day or on the morning of the booking

Send reminder to the user

From: BookIt automatic mailer Sent: Wed 26/05/2010 11:18 AM
 To: Tom CRESSWELL
 Cc: Tom CRESSWELL
 Subject: TNC BookIt reservations: Wednesday 26/05/10

Casual Bookings for Tom CRESSWELL - Wednesday 26/05/2010

Resource/Item	Session	Group	Dept	Room	Room Freed	Other info
G11	Period 2	07C	MATH			
G11	Period 3	07C	MATH			

West Coast S.H.S. This message has been sent by BookIt Automatic Mailer BookIt! by [CaRob Computing](#)
 Please do not reply

5

Send reminder to another

From: BookIt automatic mailer Sent: Wed 26/05/2010 10:23 AM
 To: System manager
 Cc: System manager
 Subject: Booking Notifications for Wednesday 26/05/10

Bookings notice for System manager - Wednesday 26/05/2010

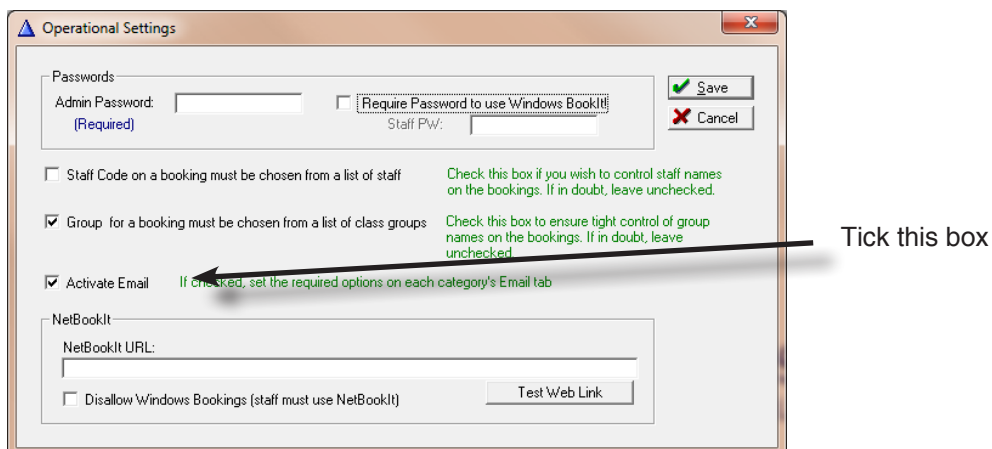
Resource/Item	Booked by	Session	Group	Room	Room Freed	Other info
G1 - Comp Room	CLT	Period 2	07H			
G1 - Comp Room	WSM	Period 3	09F			
G11	IIW	Period 3	10D			
G2	IIW	Period 3	10D			
G1 - Comp Room	CLT	Period 4	10A			
G1 - Comp Room	LND	Period 5	11 VCAL			
G2	ZTC	Period 5	12 MA METH			
G1 - Comp Room	LND	Period 6	11 VCAL			

West Coast High School This message has been sent by BookIt Automatic Mailer BookIt! by [CaRob Computing](#)
 Please do not reply

Configuring Email

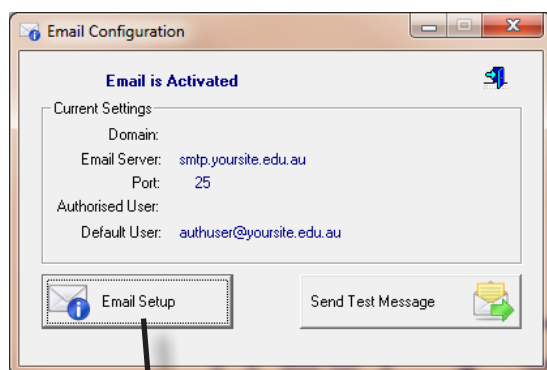
Activate it

Setup Menu > Operational settings



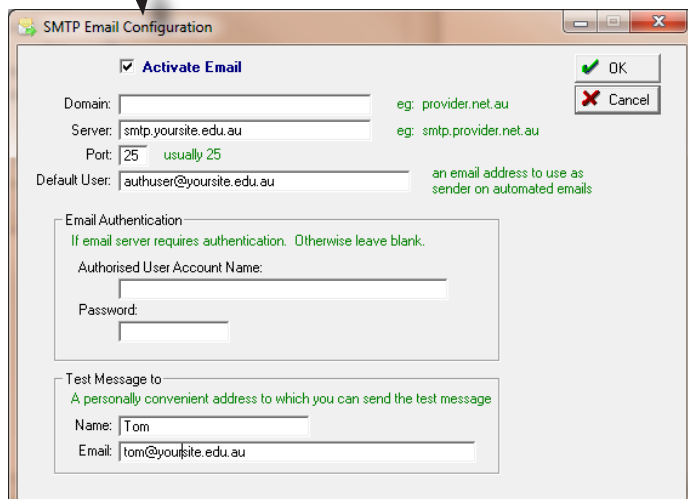
Configure Email

Setup > Email Configuration



This window

- Displays your settings
- Allows you to edit them
- Sends a test message



Actual settings

Domain

Usually not critical

Server and Port

The name of your email server and its port. SMTP mail defaults to Port 25, but yours may be different.

Default User

This is an account to attach to an email as a sender. Enter a valid email address. If blank, emails may be treated as Junk mail.

Authorised User Account Name

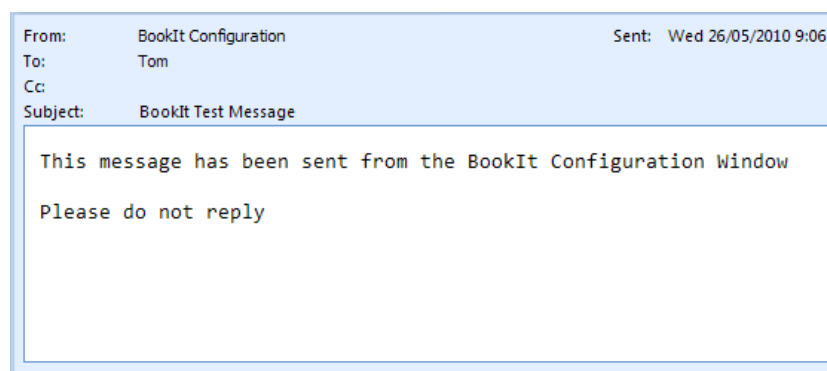
General email usually does not require an account name in order to accept an email.

Managed Servers such as Edumail in Victoria will not accept email unless it is from an authorised user with a password. In this case, you must enter an account name and its password.

Depending on how the server is configured, the account name may simply be the name e.g. tom, or it may be the full account name tom@edumail.vic.gov.au. It is matter of trial and error in this case.

Send Test message

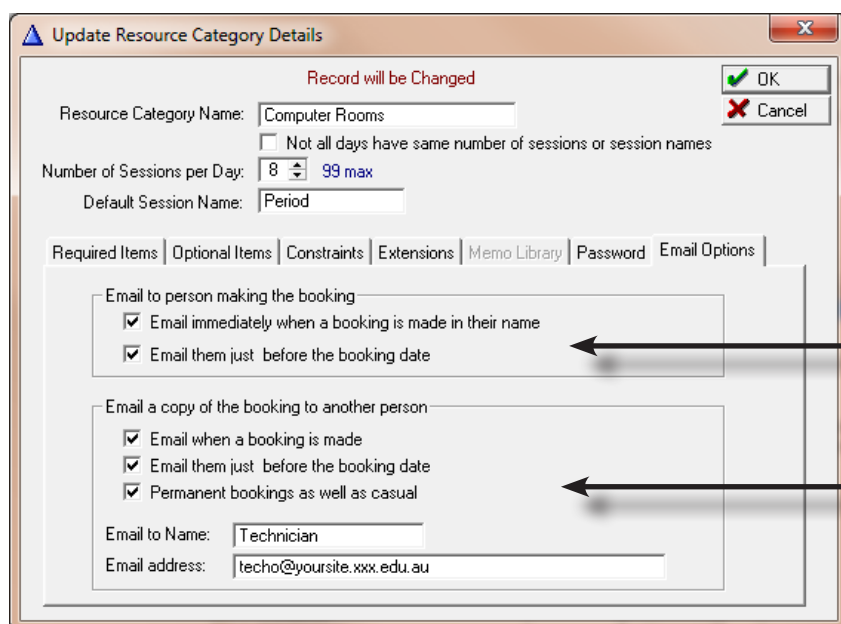
Once you have settings entered, Send a Test Message. It will send a simple message to the Default User.



You receive no feedback from BookIt if there are faulty settings. If your settings are correct, you get the message, otherwise not.

5

Select each category requiring email and edit the settings



Resources > Resource Activities

The email tab will be visible

Tick the options you prefer

These emails are sent by BookIt or NetBookIt when bookings are made.

These emails require BMailer to be configured in Windows Task Scheduler

See next page for BMailer

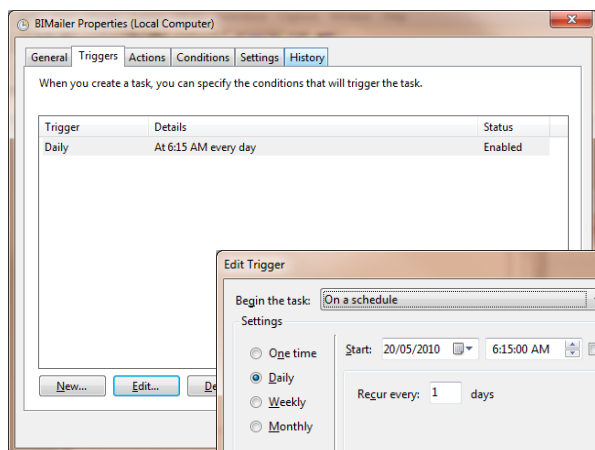
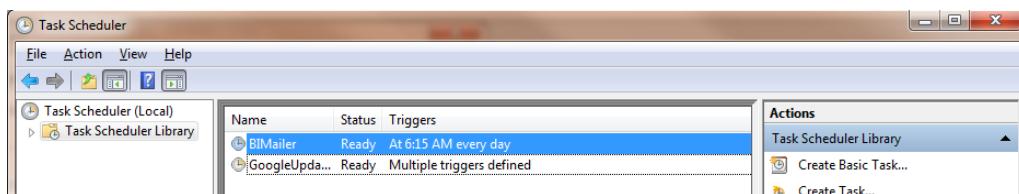
Examples of another person to notify include

- A hall attendant
- A lab technician for science

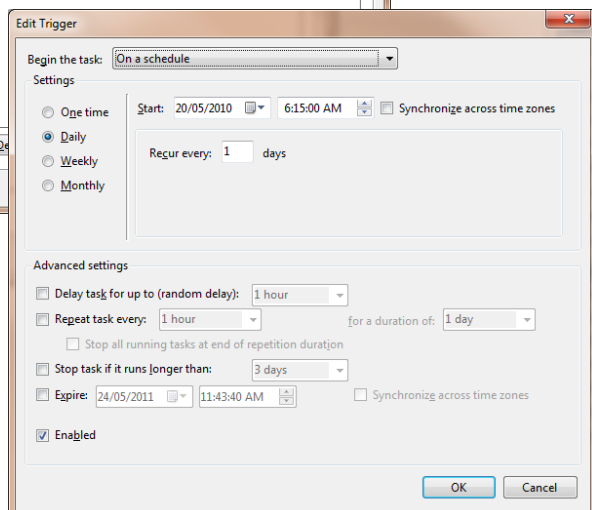
BIMailer.exe

A utility that can be scheduled in Windows to notify users via email of their bookings on that day.

BIMailer run, sends any emails that have to be sent and closes itself. You are unlikely to see anything when you run it.



Use Task Scheduler in Windows Administrative tools to schedule BIMailer to send emails at a time you choose, e.g. 6 am each day



Command line parameter

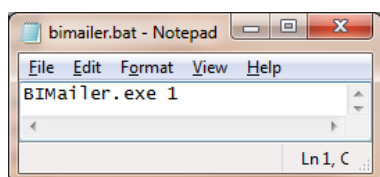
Running BIMailer.exe looks for bookings on the same day.

You may however get it to look ahead with a command line parameter.

BIMailer.exe 1 will look 1 day ahead, and send tomorrow's bookings, so this could be set to run late in the day to give tomorrow's notice.

BIMailer.exe 2 will look 2 days ahead, etc.

Task scheduler will accept the parameter.



Alternatively set up a batch file in the BookIt folder for task scheduler to call.

Chapter 6

Days with different structure

6

Days with different structure

What's it all about?

Update Resource Category Details

Record will be Changed

Resource Category Name: Computer Rooms

☐ Not all days have same number of sessions or session names

Number of Sessions per Day: 8 99 max

Default Session Name: Period

OK Cancel

When you set up a category of resource, a key setting is Number of Sessions per Day.

Until BookIt 3, this value has been assumed to apply to every day of the week. However this is a nuisance when one day has more or less sessions, or the sessions are the same number but different name.

In BookIt 3, a new option has been introduced.

Update Resource Category Details

Record will be Changed

Resource Category Name: Computer Rooms

☒ Not all days have same number of sessions or session names

Number of Sessions per Day: 8 Largest number of Sessions on any day (99 max)

Default Session Name: Period

OK Cancel

This is the ability to say that some days are different.

When this is ticked, the prompt on the number of sessions changes slightly.

You now set the *maximum* number of sessions on any one day.

This causes a couple of changes in the Resource Window:
Instead of Session Names, this table is named *Default Session Names*

Browse the Resources

Categories of Resource

Category	Sessions
Appointments	19
Art Audio Visual	8
Barbecues	1
Computer Rooms	8
Conference Centre	6
CRC	8
Drama Centre	8
First Aid Kits	9
LapTop Trolley	6
Library AV	8
Library Class Areas	8
Library Computers & Other	8
Library Laptops	8
Marquee	1

Insert Change Delete

Duplicate Category...

Print Category Summaries

Default Session Names

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"/>
8	After School	<input checked="" type="checkbox"/>

Change Rearrange...

Set Daily Session Names

Specific Resources in Category

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

+ - Set Alpha

A new button appears *Set Daily Session Names*

Default Sessions

These sessions are used as a pattern that can be used on the other days or would be used for weekends that have no explicit sessions set for them.

You must now set each day's actual sessions using the bottom button.

Click *Set Daily Session Names* button

In this example, the timetable structure is 10 day, so this table shows all 10 days, with no session names.

Every day must be given a session structure by placing names in the cells.

Cells may be blank

So if a day has no period 6, it can be left blank.

The buttons above each day will assign the Default Sessions to that day

Session Structure

Category: **Computer Rooms**

Mon Wk 1 Tue Wk 1 Wed Wk 1 Thu Wk 1 Fri Wk 1 Mon Wk 2 Tue Wk 2 Wed Wk 2 Thu Wk 2 Fri Wk 2

Use Default > [Buttons]

	Mon Wk 1	Tue Wk 1	Wed Wk 1	Thu Wk 1	Fri Wk 1	Mon Wk 2	Tue Wk 2	Wed Wk 2	Thu Wk 2	Fri Wk 2
Session 1										
Session 2										
Session 3										
Session 4										
Session 5										
Session 6										
Session 7										
Session 8										

Save as Default > [Buttons]

Yellow Week Blue Week

and is usually a good way to start.

In this screen shot I have clicked the *Use Default* button above each day.

Session Structure

Category: **Computer Rooms**

Mon Wk 1 Tue Wk 1 Wed Wk 1 Thu Wk 1 Fri Wk 1 Mon Wk 2 Tue Wk 2 Wed Wk 2 Thu Wk 2 Fri Wk 2

Use Default > [Buttons]

	Mon Wk 1	Tue Wk 1	Wed Wk 1	Thu Wk 1	Fri Wk 1	Mon Wk 2	Tue Wk 2	Wed Wk 2	Thu Wk 2	Fri Wk 2
Session 1	Period 1	Period 1	Period 1	Period 1	Period 1	Period 1	Period 1	Period 1	Period 1	Period 1
Session 2	Period 2	Period 2	Period 2	Period 2	Period 2	Period 2	Period 2	Period 2	Period 2	Period 2
Session 3	Period 3	Period 3	Period 3	Period 3	Period 3	Period 3	Period 3	Period 3	Period 3	Period 3
Session 4	Period 4	Period 4	Period 4	Period 4	Period 4	Period 4	Period 4	Period 4	Period 4	Period 4
Session 5	Period 5	Period 5	Period 5	Period 5	Period 5	Period 5	Period 5	Period 5	Period 5	Period 5
Session 6	Period 6	Period 6	Period 6	Period 6	Period 6	Period 6	Period 6	Period 6	Period 6	Period 6
Session 7	Lunch Time	Lunch Time	Lunch Time	Lunch Time	Lunch Time	Lunch Time	Lunch Time	Lunch Time	Lunch Time	Lunch Time
Session 8	Alter Schoo	Alter Schoo	Alter Schoo	Alter Schoo	Alter Schoo	Alter Schoo	Alter Schoo	Alter Schoo	Alter Schoo	Alter Schoo

Save as Default > [Buttons]

Yellow Week Blue Week

Now I can edit those days that are different.

I will assume the following

- Thursday afternoons are Sport and there is no lunchtime on those days.
- No after school on Thursdays or Fridays.
- Assembly instead of Period 1 on Monday Week 1

Session Structure

Category: **Computer Rooms**

Mon Wk 1 Tue Wk 1 Wed Wk 1 Thu Wk 1 Fri Wk 1 Mon Wk 2 Tue Wk 2 Wed Wk 2 Thu Wk 2 Fri Wk 2

Use Default >

Session 1	Assembly	Period 1	Period 1	Period 1	Period 1	Period 1	Period 1	Period 1	Period 1	Period 1
Session 2	Period 2	Period 2	Period 2	Period 2	Period 2	Period 2	Period 2	Period 2	Period 2	Period 2
Session 3	Period 3	Period 3	Period 3	Period 3	Period 3	Period 3	Period 3	Period 3	Period 3	Period 3
Session 4	Period 4	Period 4	Period 4	Period 4	Period 4	Period 4	Period 4	Period 4	Period 4	Period 4
Session 5	Period 5	Period 5	Period 5	Sport	Period 5	Period 5	Period 5	Period 5	Sport	Period 5
Session 6	Period 6	Period 6	Period 6	Sport	Period 6	Period 6	Period 6	Period 6	Sport	Period 6
Session 7	Lunch Time	Lunch Time	Lunch Time		Lunch Time	Lunch Time	Lunch Time	Lunch Time		Lunch Time
Session 8	Alter Schoo	Alter Schoo	Alter Schoo			Alter Schoo	Alter Schoo	Alter Schoo		

Save as Default >

Yellow Week Blue Week

The buttons at the bottom allow you to replace the default sessions with the sessions above it. There is no special reason for this, but it may suit you to be able to easily change your default sessions in this way.

Remember also that if a resource is weekend bookable, the default sessions are used on those days.

Wed 26/05/10

Day Week 3 17 Yellow Week

G1 - Comp Room

Period 1	ZTC-12 IT
Period 2	ZTC-12 IT
Period 3	GGL-09F
Period 4	VNN-07B
Period 5	TKN-09B
Period 6	GGL-11 ACC
Lunch Time	CLT-08 SOCED
After School	

Daily View

Wednesday (left) is using sessions the same as default.

Thursday (right) shows sport, no lunchtime or after school.

Thu 27/05/10

Day Week 4 17 Yellow Week

G1 - Comp Room

Period 1	
Period 2	
Period 3	WSM-09F
Period 4	LNB-10A
Sport	LND-11 VCAL
Sport	LND-11 VCAL

Computer Rooms :- G1 - Comp Room

Thu Wk 1 Period 1

24/05/10 Mon Wk 1	25/05/10 Tue Wk 1	26/05/10 Wed Wk 1	27/05/10 Thu Wk 1	28/05/10 Fri Wk 1
		ZTC-12 IT		WDG-09C
		ZTC-12 IT		VSR-09E
VRM-09F		GGL-09F	WSM-09F	LND-11 VCAL
LND-12 BUS		VNN-07B	LNB-10A	IIW-09B
ZTC-12 IT	CND-11 LS	TKN-09B	LND-11 VCAL	ZTC-12 IT
		GGL-11 ACC	LND-11 VCAL	ZTC-12 IT
		CLT-08 SOCED		
	VRM-09F			

Weekly View

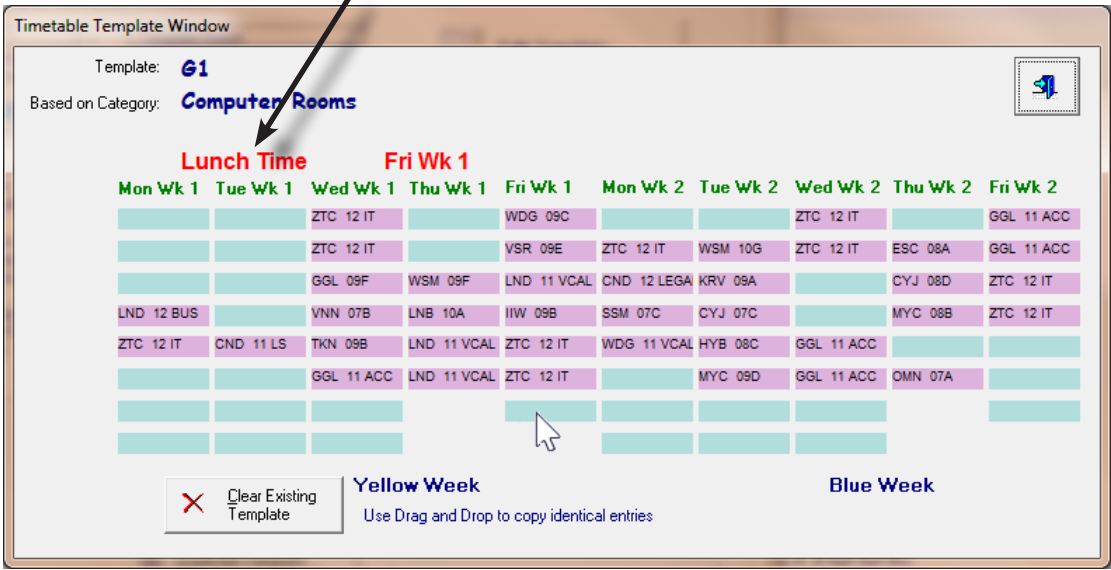
No session names display on the left of the grid as is usually the case. The session displays at the top when the mouse passes over the cell

Cells with blank names in the table above are not displayed

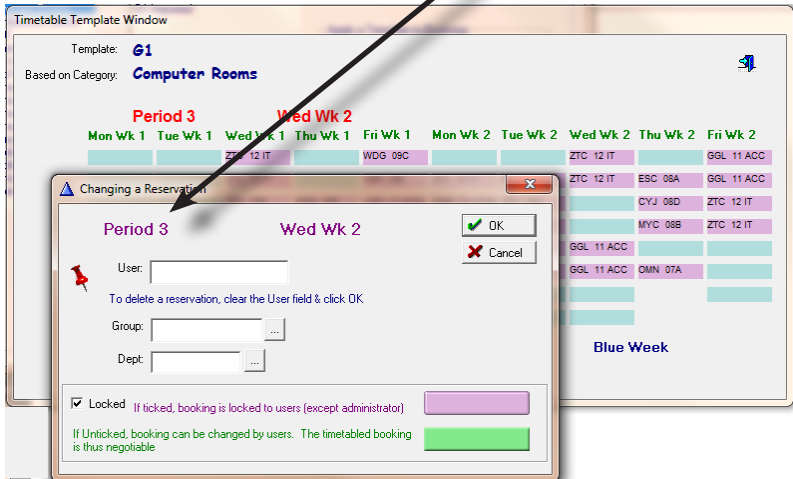
Effect on Timetable templates

Sessions with no names do not display.

The session names do not appear on the left of the grid. Instead, a mouse-over each cell displays its name.



The session name also shows on the update form.



Effect on BShow

BShow relies on knowing the time to display each session.

Thus, every session in the timetable cycle needs to have its time set.

Category Sessional Display Times

Resource Category	Day	Day Name	Session Name	Time
Appointments	1	Mon Wk 1	Assembly	12:00:00AM
Art Audio Visual	1	Mon Wk 1	Period 2	9:45:00AM
Barbecues	1	Mon Wk 1	Period 3	10:30:00AM
Computer Rooms	1	Mon Wk 1	Period 4	11:15:00AM
Conference Centre	1	Mon Wk 1	Period 5	1:00:00PM
CRC	1	Mon Wk 1	Period 6	2:00:00PM
Drama Centre	1	Mon Wk 1	Lunch Time	12:00:00AM
First Aid Kits	1	Mon Wk 1	After School	12:00:00AM
LapTop Trolley	10	Fri Wk 2	Period 1	12:00:00AM
Library AV	10	Fri Wk 2	Period 2	9:45:00AM
Library Class Areas	10	Fri Wk 2	Period 3	10:30:00AM
Library Computers & Other	10	Fri Wk 2	Period 4	11:15:00AM
Library Laptops	10	Fri Wk 2	Period 5	1:00:00PM
Marquee	10	Fri Wk 2	Period 6	2:00:00PM
Meeting Room	10	Fri Wk 2	Lunch Time	12:00:00AM
Public Hire Facilities	2	Tue Wk 1	Period 1	12:00:00AM
School Car	2	Tue Wk 1	Period 2	9:45:00AM
Science	2	Tue Wk 1	Period 3	10:30:00AM
Science Pracs	2	Tue Wk 1	Period 4	11:15:00AM
Surfboards	2	Tue Wk 1	Period 5	1:00:00PM
White Boards (Mobile)	2	Tue Wk 1	Period 6	2:00:00PM
	2	Tue Wk 1	Lunch Time	12:00:00AM
	2	Tue Wk 1	After School	12:00:00AM
	3	Wed Wk 1	Period 1	12:00:00AM
	3	Wed Wk 1	Period 2	9:45:00AM
	3	Wed Wk 1	Period 3	10:30:00AM
	3	Wed Wk 1	Period 4	11:15:00AM
	3	Wed Wk 1	Period 5	1:00:00PM
	3	Wed Wk 1	Period 6	2:00:00PM
	3	Wed Wk 1	Lunch Time	12:00:00AM
	3	Wed Wk 1	After School	12:00:00AM
	4	Thu Wk 1	Period 1	12:00:00AM
	4	Thu Wk 1	Period 2	12:00:00AM
	4	Thu Wk 1	Period 3	12:00:00AM
	4	Thu Wk 1	Period 4	12:00:00AM
	4	Thu Wk 1	Sport	12:00:00AM
	4	Thu Wk 1	Sport	12:00:00AM
	5	Fri Wk 1	Period 1	12:00:00AM
	5	Fri Wk 1	Period 2	12:00:00AM
	5	Fri Wk 1	Period 3	12:00:00AM
	5	Fri Wk 1	Period 4	12:00:00AM
	5	Fri Wk 1	Period 5	12:00:00AM
	5	Fri Wk 1	Period 6	12:00:00AM

Set Session Display Time

Date to Display Look up
27/05/10

Display Time: 10 sec

View Size: 3

Direction Of Scroll
☐ Up ☒ Down

Display

Copy Settings for Day: 1 to Day: 3

Replicate

Copy Settings

Assuming that your timetable cycle contains days that are identical or nearly so, then this feature allows you to set one day accurately, then copy those times to another day of the cycle without having to edit each entry.

The screen shot shows Day 1 having been just copied to days 2, 3, and 10.

Different day structures and repeated bookings

Repeated bookings is an option on a category. If you repeat a session over 5 consecutive days, there is no problem if the days are identical, but when some days may be different, the resulting bookings may not be what was wanted. So perhaps it is best not to enable this option if you have different day structures.

NetBookIt (if purchased)

In the weekly view, no sessions display on the left, but a mouse-over on the Update button shows the session.

West Coast S.H.S. BookIt!

Make a booking Report

Computer Rooms
G1 - Comp Room

More >>>

Yellow Week

Prev Week Next Week

Return

F11 Maximize Window	Mon Wk 1 24/05/2010	Tue Wk 1 25/05/2010	Wed Wk 1 26/05/2010	Thu Wk 1 27/05/2010	Fri Wk 1 28/05/2010
	Update	Update	ZTC 12 IT IT	Update	WDG 09C OTHR
	Update	Update	ZTC 12 IT IT	Update	VSR 09E MATH
	VRM 09F TECH	Update	GGL 09F SOSE	WSM 09F ENG	LND 11 VCAL VCAL
	LND 12 BUS SOSE	Update	GGL 07B MATH	LNB 10A ENG	IIV 09B ENG
	ZTC 12 IT IT	CND 11 LS SOSE	TKN 09B SOSE	LND 11 VCAL VCAL	ZTC 12 IT IT
	Update	Update	GGL 11 ACC SOSE	LND 11 VCAL VCAL	ZTC 12 IT IT
	Update	Update	CLT 08 SOCED SOSE	Update	Update
	Update	VRM 09F TECH	Update	Update	

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The update form also clearly shows the session

BookIt!

G1 - Comp Room

Tuesday 25/05/10 Period 3

Category: Computer Rooms

Booking Details

User: Enter User (blank for no booking)

Group: Select... Select the group involved

Dept: Select... KLA or Faculty

No. Sessions to Book: 1 Book multiple sessions

Save Cancel

Chapter 7

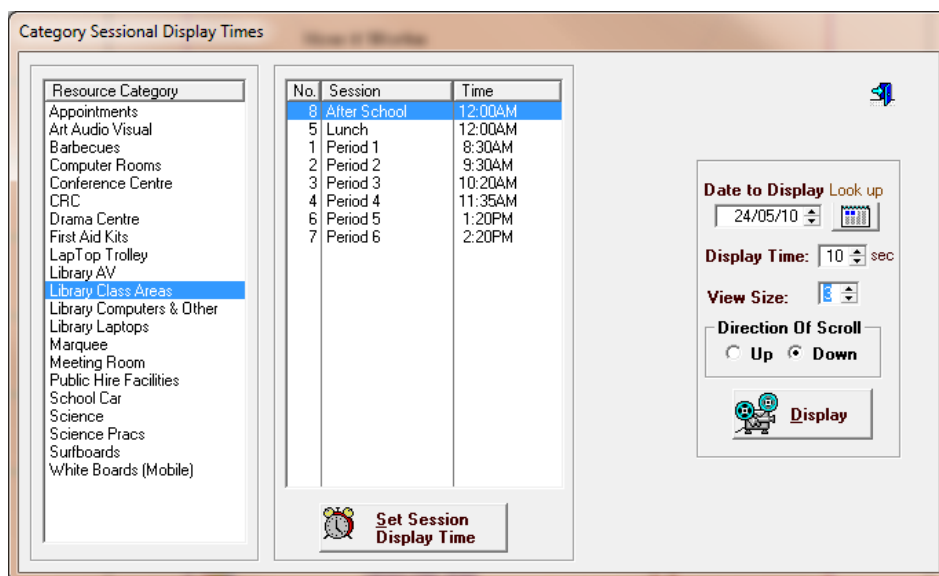
BIShow Utility

What is BShow?

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.

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



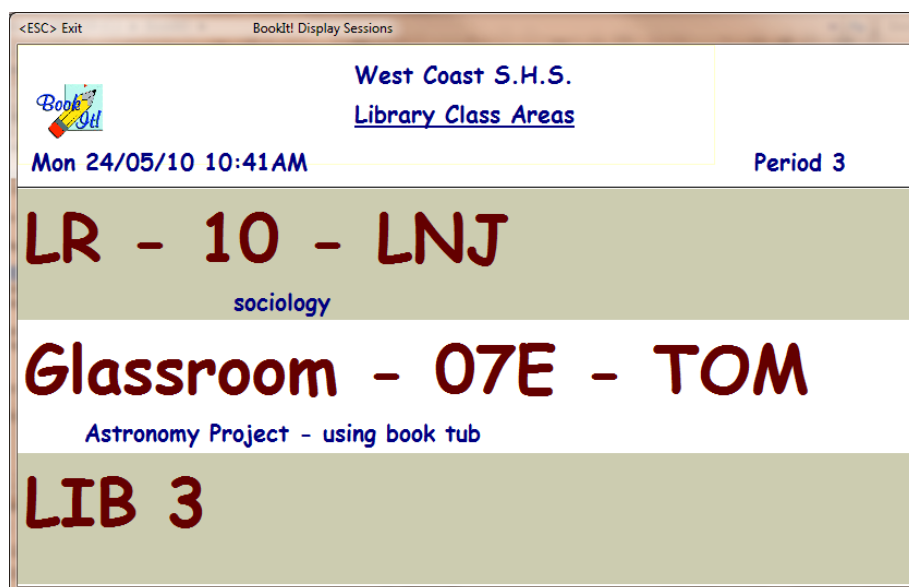
Highlight a category

Make sure sessions that need to be displayed have a time against them

Set the display options

Click Display

The display runs in a single resizable window.

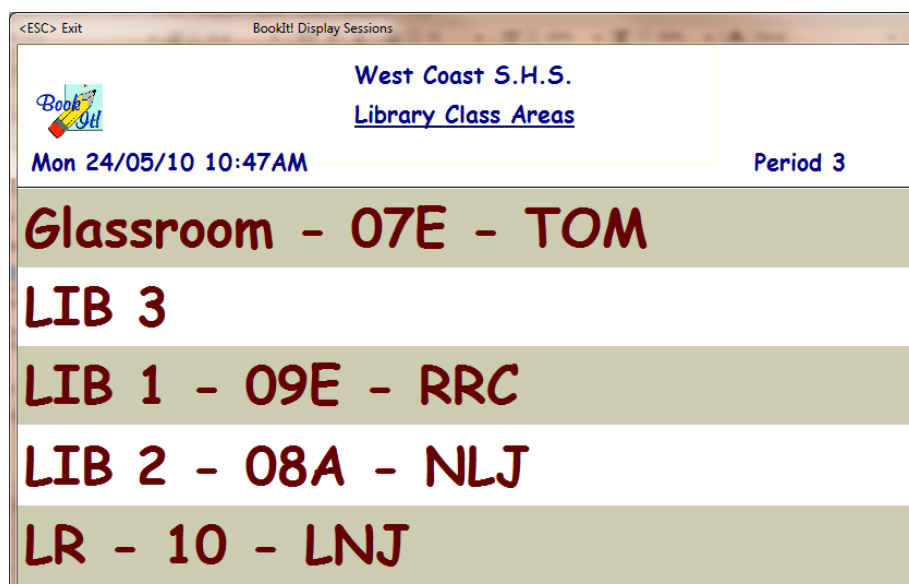


You may choose to display from one to nine resources per screen.



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, User, and Other Information.



If the number of displayed sessions is greater than four, the Other Information does not display (as above).

The above image is set to 5 resources and the reason for the booking is not displayed.

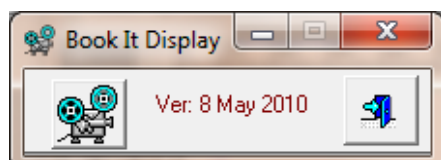
BIShow will update its information every minute, displaying current data automatically.

Setting up BIShow

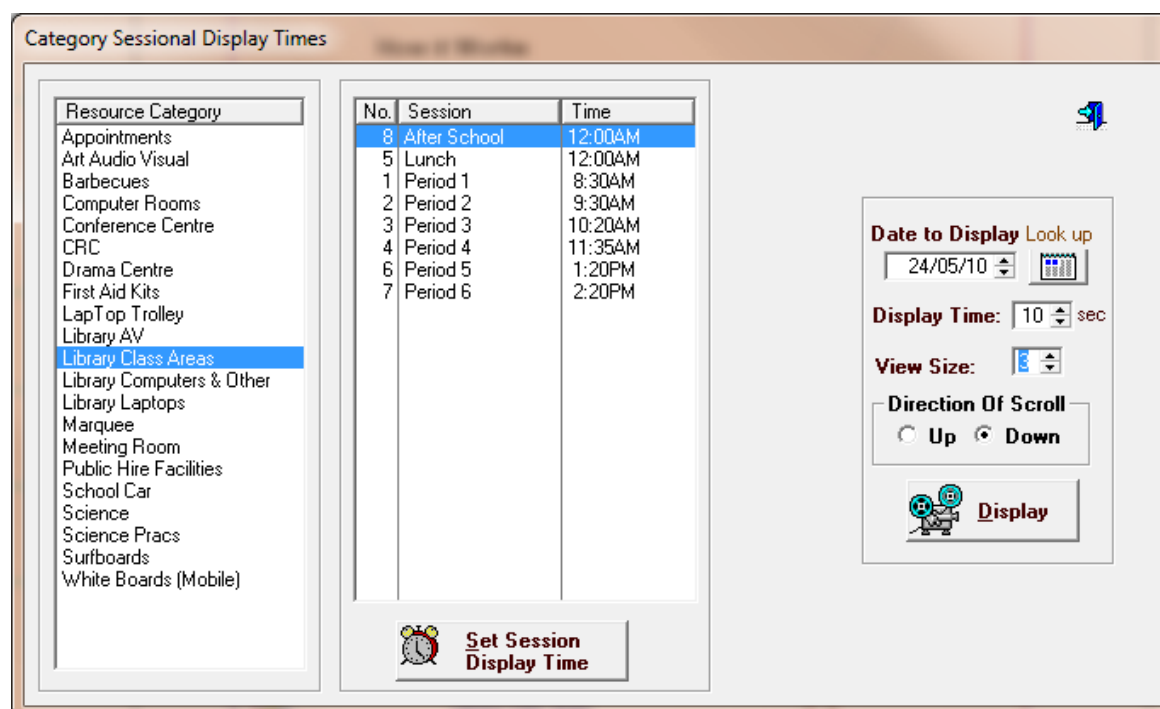
Run the BIShow.exe program from inside your current BookIt folder...

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

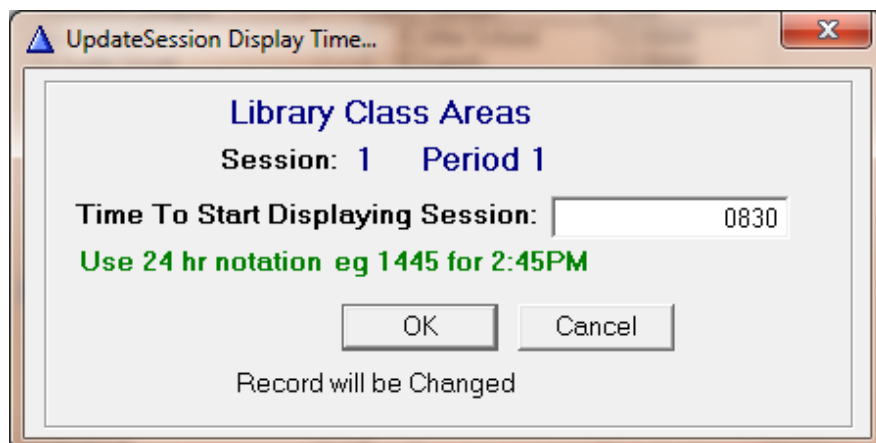
A small main window (left) automatically opens a configuration window (below), showing Resource Categories, Sessions and Display Times.



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 0830 but displays as 8.30AM

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.

Other settings

7

Date to Display Look up
 21/09/03 

Display Time: 3 sec

View Size: 3

Direction Of Scroll
☒ Up ☐ Down

 **Display**

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 8

Installation and Data Files

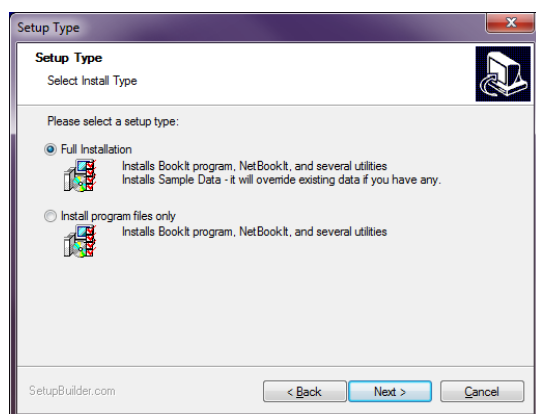
Installation

Existing BookIt2 or earlier users

- **Perform a full backup now**
- **Read pages 125 - 127**

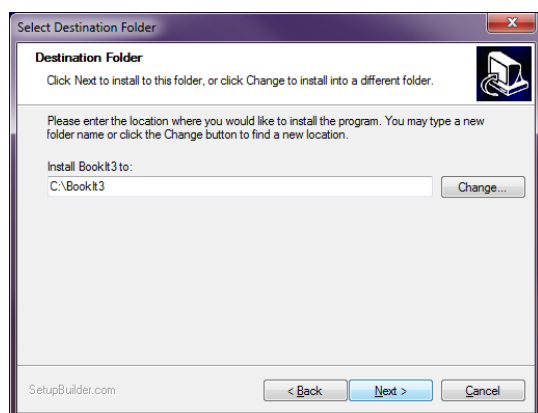
Perform the installation

- directly on to the server, or
- to a local workstation. You can then copy the folder to a server and create your own shortcuts



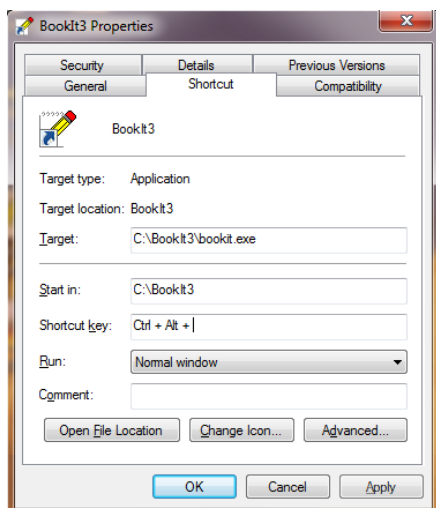
Run BI3Setup.exe which you have probably downloaded.

Perform a full installation unless you have data in the target folder that you wish to preserve.



Setup will place all files in C:\BookIt3 by default but over-ride this if you wish and install to a server, but we recommend that you keep the folder name as BookIt3.

All files used by BookIt are in the one folder and sub-folders. There are no hidden files, no files in the Windows folders, and no registry entries. This means to move BookIt on to the network from a local drive you just copy 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.

Converting from BookIt2 to BookIt3

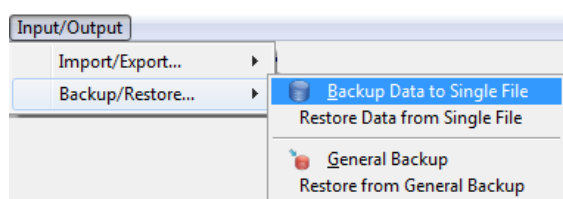
Option 1 - Play it safe

Keep your BookIt2 and import data to BookIt 3.

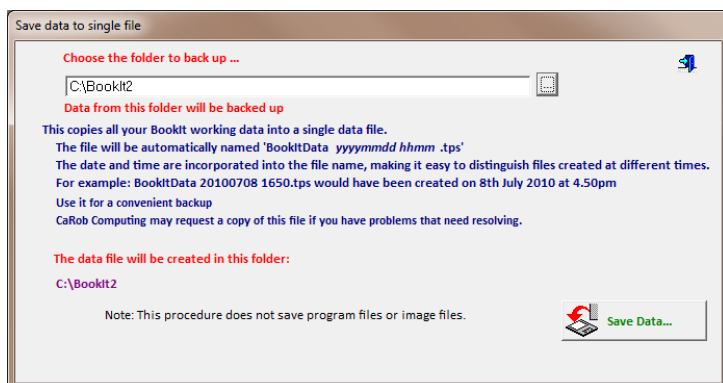
Install BookIt3. It doesn't matter whether you install sample data or not.

Run BIClose from the BookIt2 folder to prevent further bookings.
Perform full backup (Things can and do go wrong).

Run BookIt3

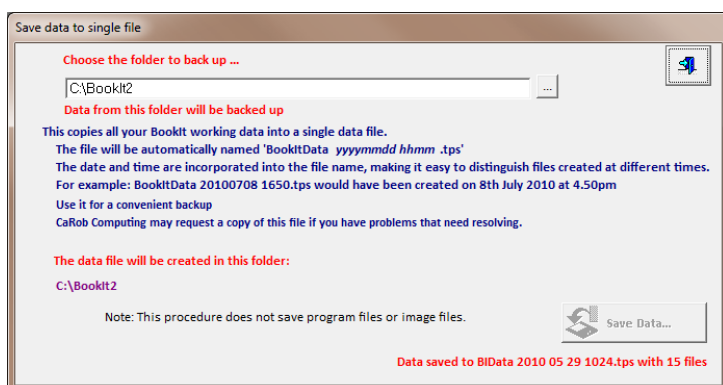


Go to *Backup Data to Single File*



Use the ellipses button to locate the folder where your BookIt2 data exists.

Click *Save Data*

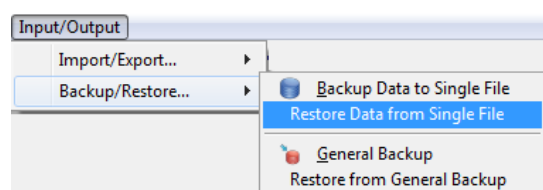


Note the name of the single file backup in the BookIt 2 folder.

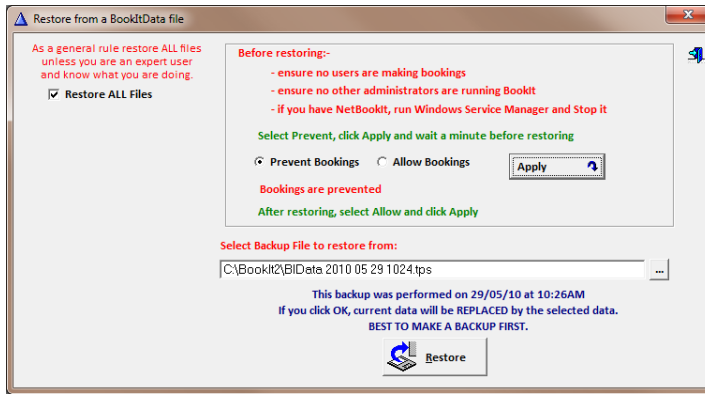
In this case BIData 2010 05 29 1024.tps

That is BIData with Date and Time in the file name.

Close that window



Go to *Restore data from Single file*

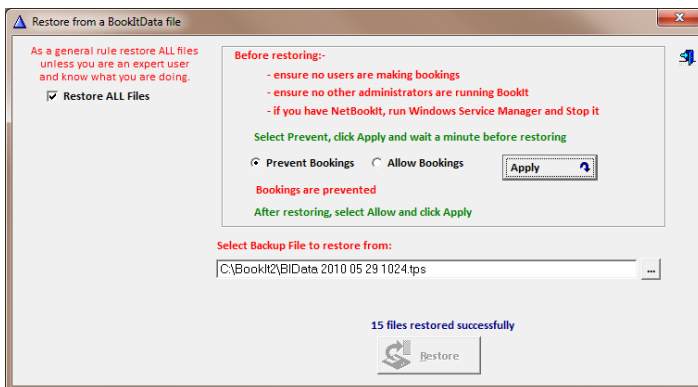


If no-one else is using BookIt3 at this stage, the *Prevent Bookings* option is not important.

However, when people are actively using BookIt, make sure you click *Prevent*, then *Apply* and wait a couple of minutes before restoring.

Locate the BIData file in the BookIt2 folder

Click Restore



You will see yellow progress bars as the restore is occurring. This is the BookIt2 data being converted into BookIt3 format.

You see files have been restored.

If you Prevented bookings, make sure you tick *Allow bookings* and the *Apply* button.

Your data should now be ready to work with.

Option 2 - Cold Turkey

Install straight into your working BookIt2 folder

This ensures all short cuts will still work.

Run BIClose from the BookIt2 folder to prevent further bookings.
Perform full backup (Things can and do go wrong).

Perform the BookIt3 installation

- Install to your BookIt2 folder
- Install Program Files only

Run BIClose to allow yourself access.

Run BookIt.exe

Your admin password will be unchanged

You will see yellow progress bars as data is updated.

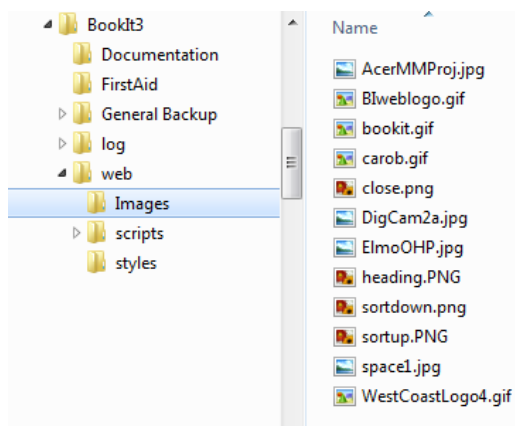
Go to *Utilities > Check Data Integrity* to run a data check.

Both Options - see notes on Images and the Registration File next page

Converting From BookIt (pre Oct 2003 version)

Do a backup of the entire BookIt folder.
Use the Option 2 Install described on the previous page.
Run BookIt3 and you should see data conversion activity occurring
Run Utilities > Check Data Integrity

Images in BookIt3



Unlike earlier versions of BookIt, all images (company logo, images of resources) must now reside in the subfolder web/images.

If you have existing images in the old BookIt folder, copy them into here yourself.

In BookIt3, go to the relevant resources and check the link to the image is OK. Do the same for your logo if you use your own.

Your registration file

The registration files are Client3.tps for BookIt and iClient3.tps for NetBookIt.

When you receive your registration code(s), enter them from under the File menu.

After you have entered your registration code(s), keep a backup of these 2 files. The Single File backup and BIBackup utilities do not copy these files.

In BookIt1 and BookIt2, your company (school) name was located in the encrypted file named Client.tps. In BookIt3 that file is not used.

BookIt Files



BookIt is supplied with 5 executables

- bookit.exe - Administration + Windows Bookings
- BI.exe - Windows Bookings
- BIClose.exe - Force BookIt shut down for maintenance
- BIShow.exe - Scrolling display of Bookings
- BIMailer.exe - Checks and send emails, call from Task Scheduler
- BIBackup.exe - Performs rolling 7 day back up (also called from Task Scheduler)

An uninstall program is also present.

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.

Users may be given shortcuts to either bookit.exe or BI.exe. BI.exe provides no administrative functions and is the better program to provide for users because there are less keystrokes and less options.

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.

NetBookIt files

The usual installation also includes:

- NetBookIt3.exe - Web server to BookIt (a Windows service)
- NetBookItMgr.exe - installs and un-installs the above as a service

Whether or not NetBookIt functions depends upon the presence of an encrypted data file (iClient3.tps).

If you have purchased NetBookIt, you will have this file.

If not, CaRob may email it upon a purchase request. This is usually on an "on approval" basis so you are not committed.

Network installation

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 Network, 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.

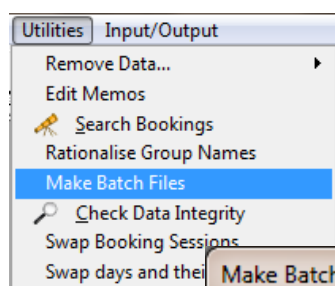
BookIt or BI (second option)

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 Utilities Menu, Make Batch Files.

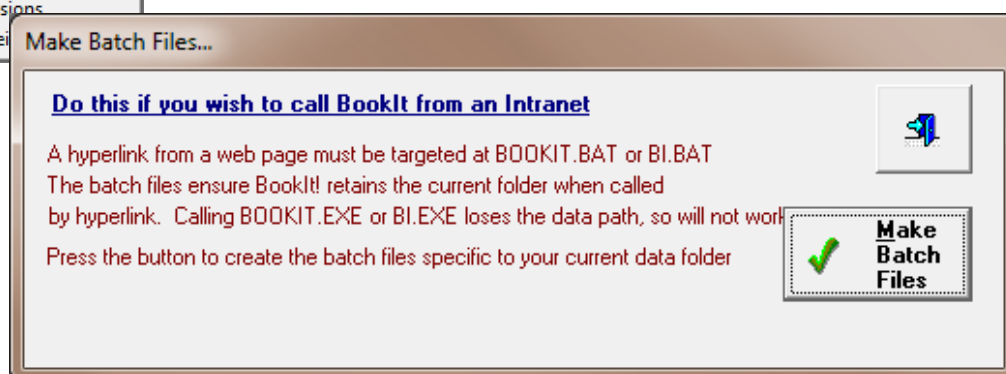
Run BookIt in the correct location on the network
eg H:\ADMIN\BOOKIT

Go to 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.



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>
```

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

BookIt's Data Files

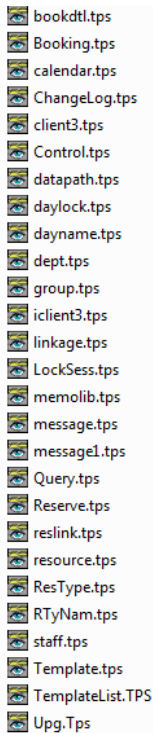
BookIt is written with a database development language system called Clarion. Clarion uses a proprietary data file format identifiable by the .TPS extension. Each physical data file holds one logical data table together with its indexes.

TPS files cannot be edited directly with common tools.

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

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
- Booking.tps
- calendar.tps
- Changelog.tps
- client3.tps
- Control.tps
- datapath.tps
- daylock.tps
- dayname.tps
- dept.tps
- group.tps
- iclient3.tps
- linkage.tps
- LockSess.tps
- memolib.tps
- message.tps
- message1.tps
- Query.tps
- Reserve.tps
- reslink.tps
- resource.tps
- ResType.tps
- RTyNam.tps
- staff.tps
- Template.tps
- TemplateList.TPS
- Upg.Tps

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 changelog.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 C60TPSx.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:\BOOKIT3\FIRSTAID.

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

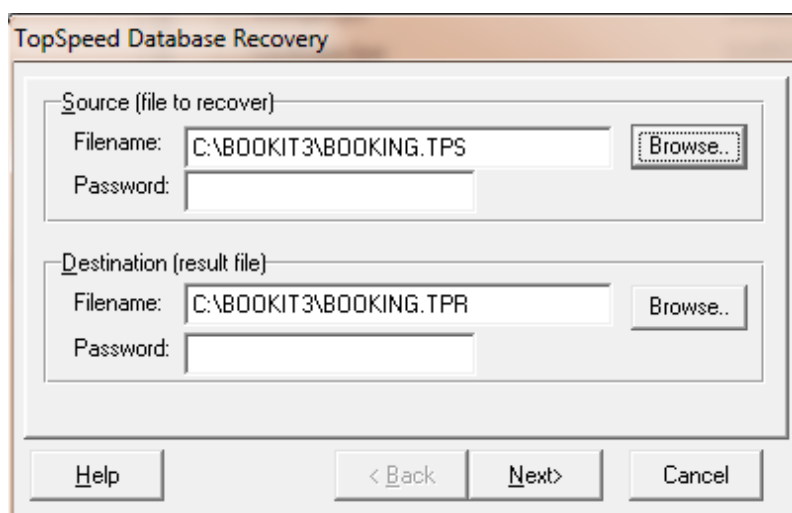
This process does not always work if the header area of the file is damaged, so a further measure is provided. All of the major BookIt data files have an Example file in the FIRSTAID directory with an extension .TPE. Given a .TPE file to work with, TPSFIX can tell what the file format ought to be, and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

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

TPSFIX Example

Assume that BOOKING.TPS file in C:\BookIt3 is corrupted.

Run TPSFIX.EXE.

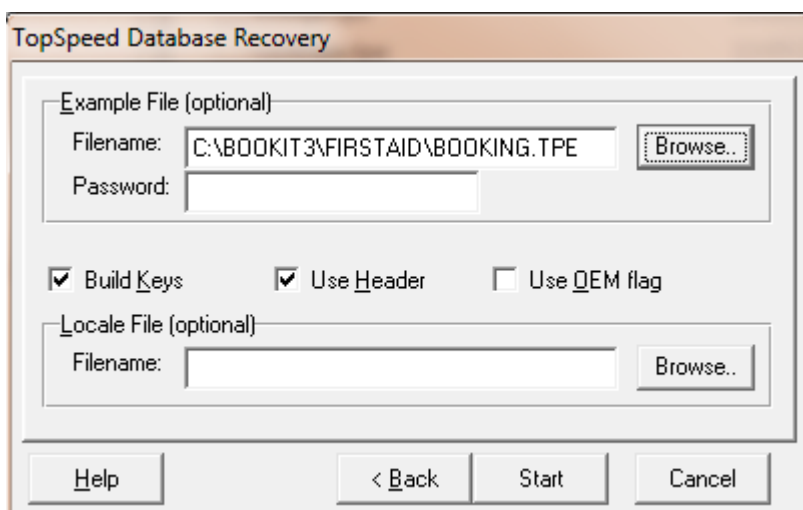


Browse and ***locate your BOOKING.TPS***

The recovery file is suggested as BOOKING.TPR.

Accept this.

Press Next



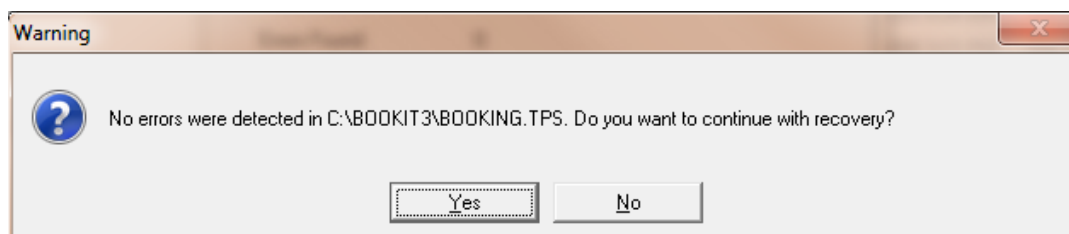
This screen appears asking for the location of the example file.

Note that this is optional, but recommended.

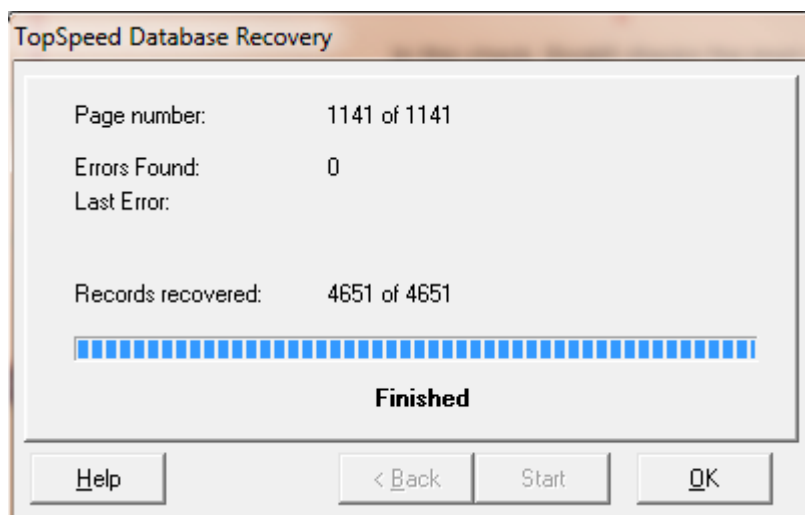
The Locale file is not used.

Select Start

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



In this check, BookIt checks the main data, but may not notice an indexing error, so if you think the file is misbehaving in BookIt, continue with the recovery.



In this example there were no errors but you would expect to see something like :

Errors Found 10
Records Recovered 4645 of 4651

8

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.

Updates to BookIt

BookIt continues to evolve with changes, improvements, bug fixes etc. Check www.carobcom.com for a list of possible updates to BookIt3. At the time of writing this there are none.

When there are updates, they will either be in the form of a compressed (.zip) file or similar or an update executable (.exe).

It is best to do this at a time when BookIt activity is usually quiet:

1. Perform a general backup
2. Download the update into the BookIt3 folder
3. Run BIClose to force closure of all BookIt programs on the network
 4. If you have NetBookIt, close the service
 5. Extract the data from the compressed file (or run the update executable)
 6. Run BIClose to allow use of BookIt again
 7. Run BookIt. Any data files that need converting will be converted. You might see some popup file conversion progress windows.

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