

**CaRob Computing's**

**NetBookIt 3**

## CaRob Computing

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

You may check [www.carobcom.com](http://www.carobcom.com) for a .pdf version of this document that should be current.

# Section 1

## Setup

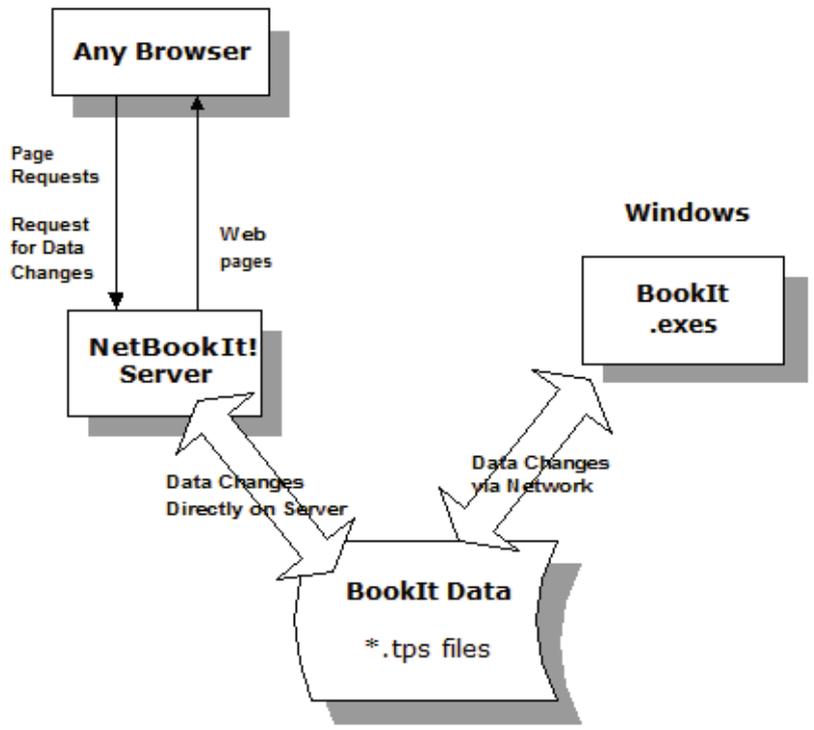
### Network administrators

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

## NetBookIt and BookIt

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

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



### Advantages of NetBookIt over BookIt for bookings

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

## Setting up NetBookIt

NetBookIt has two executable files:

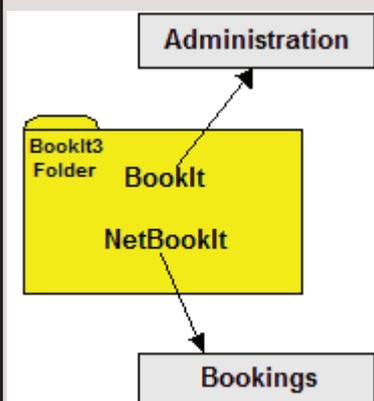
### NetBookIt3.exe

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

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

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

### Recommended configuration of BookIt and NetBookIt



Keep all program files and data in the BookIt3 folder.

Run NetBookIt from this folder  
 Perform administration with BookIt.exe in this folder  
 Do not provide general staff access to this folder. They will use NetBookIt for their bookings, not BookIt or BI.

The BookIt administrator(s) needs

- Full Control of all files in this folder and subfolders
- A shortcut to BookIt.exe

### Alternative Configuration 1

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

Downsides

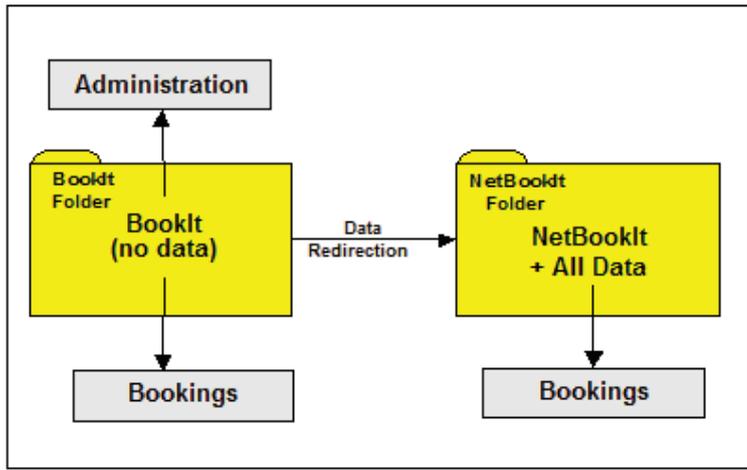
- Data integrity issues may arise more often
- Staff require Modify rights of all data files
- General staff shortcuts to BI.exe must be set up.

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

... continued next page

### Alternative Configuration 2

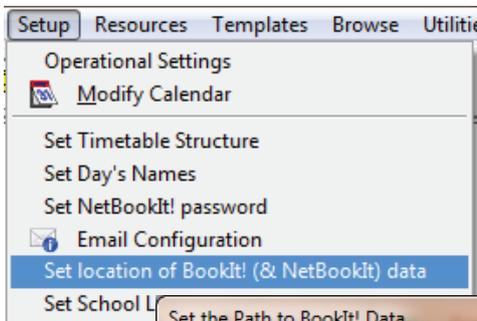
Use this method if you have previously run NetBookIt and BookIt from separate folders.



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

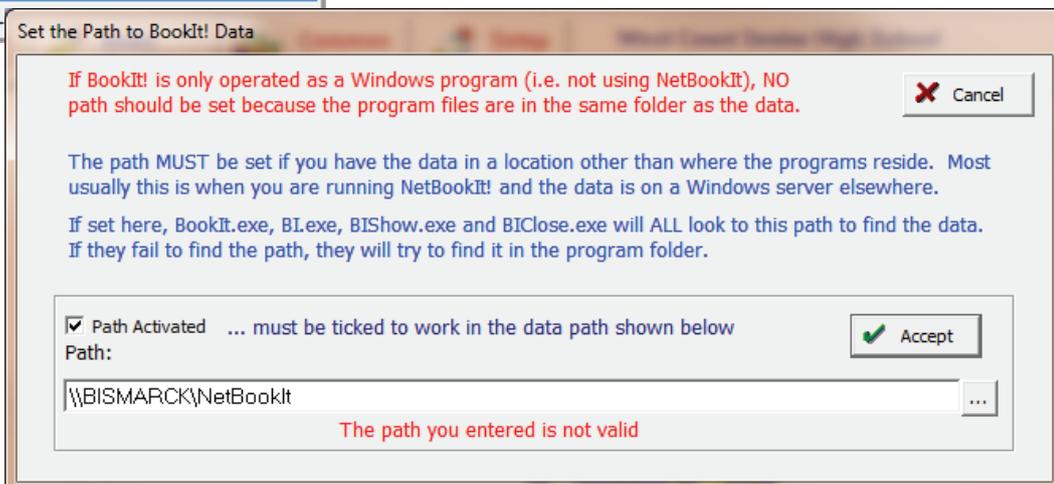
### Redirecting BookIt

Run BookIt.exe in the BookIt folder



Go to *Setup > Set Location of BookIt (& NetBookIt) data*

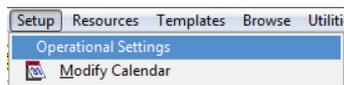
As shown in the window below, Activate the Path and set the UNC path to the NetBookIt folder.



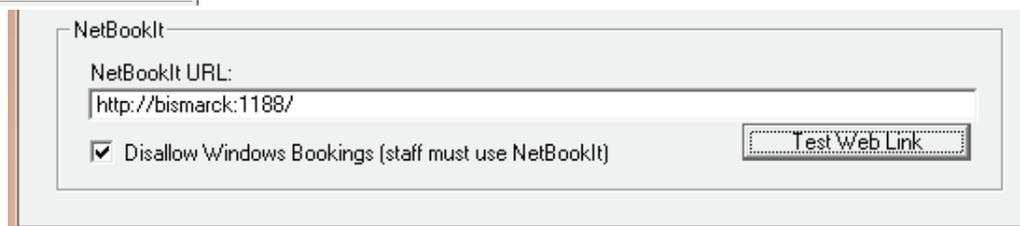
When BookIt is started or restarted, it will expect its data to be in this location.

## Redirect bookings to NetBookIt

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



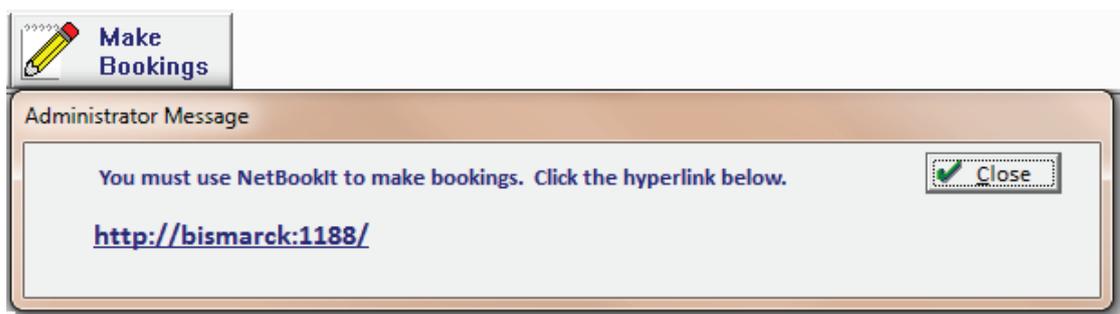
Go to *Setup > Operational Settings*



Enter the NetBookIt URL and Tick the Disallow button as shown here.

Then test the link using the button.

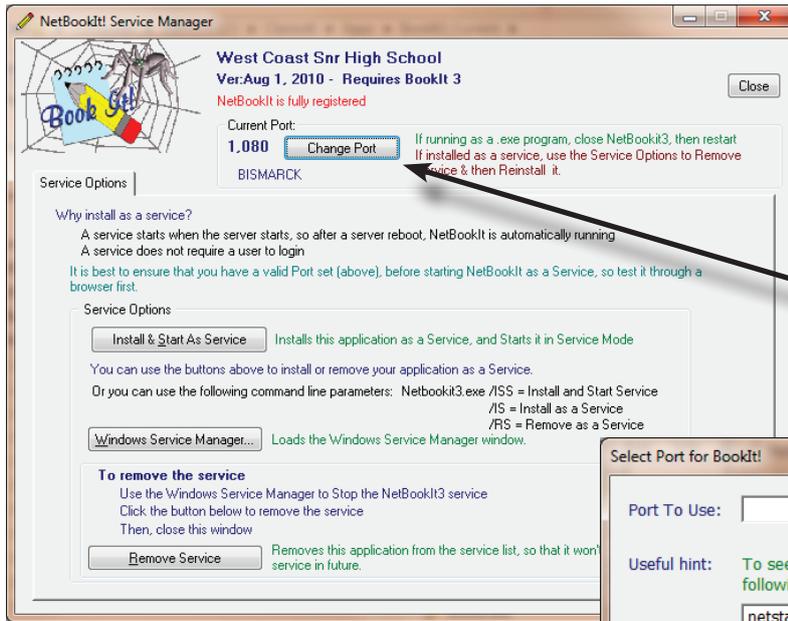
Now, in BookIt when staff try to make a booking they receive this message...



The hyperlink calls up NetBookIt in their browser.

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

## Configuring NetBookIt



Run NetBookItMgr.exe (the BookIt Admin password will be required)

NetBookIt's main window

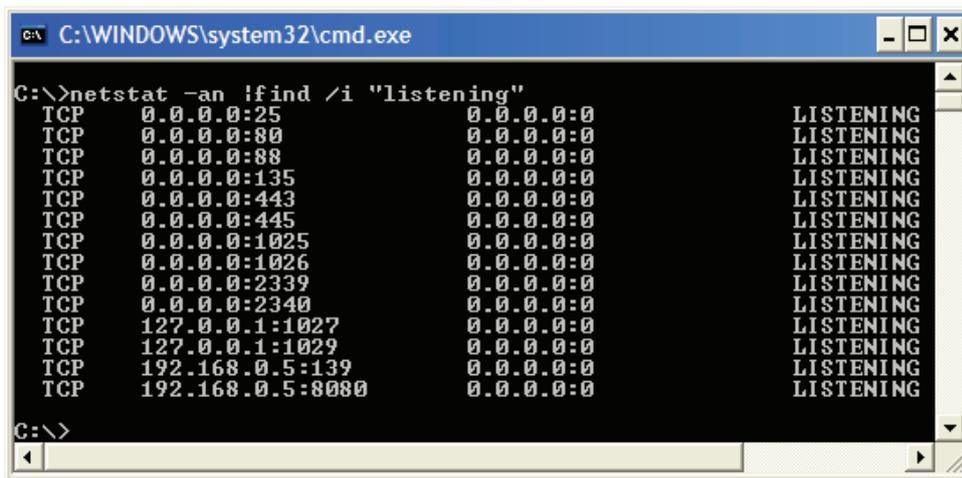
### Setting the Port

Click Change Port

If Port 1088 is used by another service then it won't work for NetBookIt.



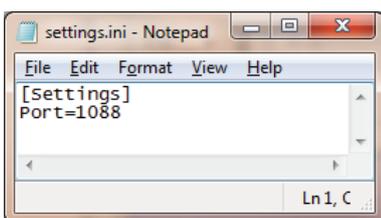
To see ports currently being used, copy **netstat -an |find /i "listening"** from the text box in the above window and paste it at the command prompt as shown below.



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

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

If you change the port, restart NetBookIt.



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

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

## Testing NetBookIt

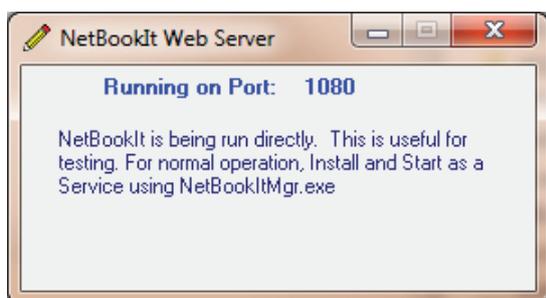
To test NetBookIt, run the executable NetBookIt3.exe



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

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

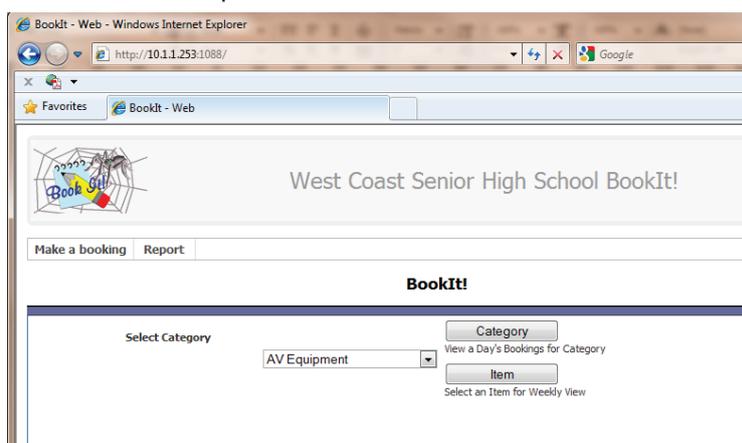
Server 2008 firewall does not give a message. Add a port exception to the firewall. (Accessed from *Administration Tools > Windows Firewall with Advanced Security*) Set a new inbound and outbound rule for the program - select Netbookit service (Netbookit3.exe) from the Bookit folder.



Once NetBookIt3 is running, check if a browser can find it.

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

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

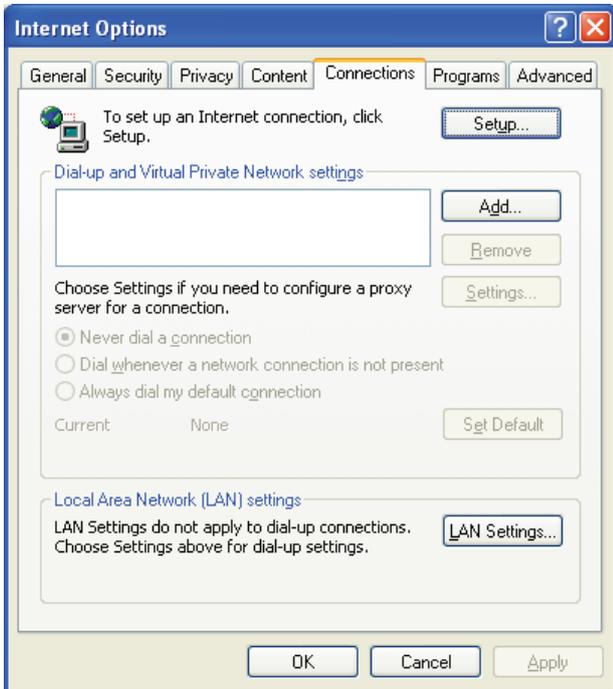


If it fails, and you know that the port is not being used by another application, check the proxy exceptions (next page).

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

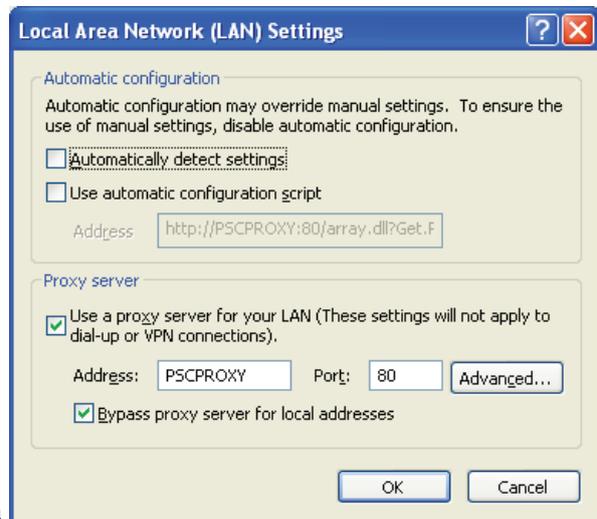
## Proxy Exceptions

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



For Internet Explorer, go to *Tools > Internet Options > Connections Tab* (left)

Then *LAN Settings* (below)



Then the *Advanced* button...

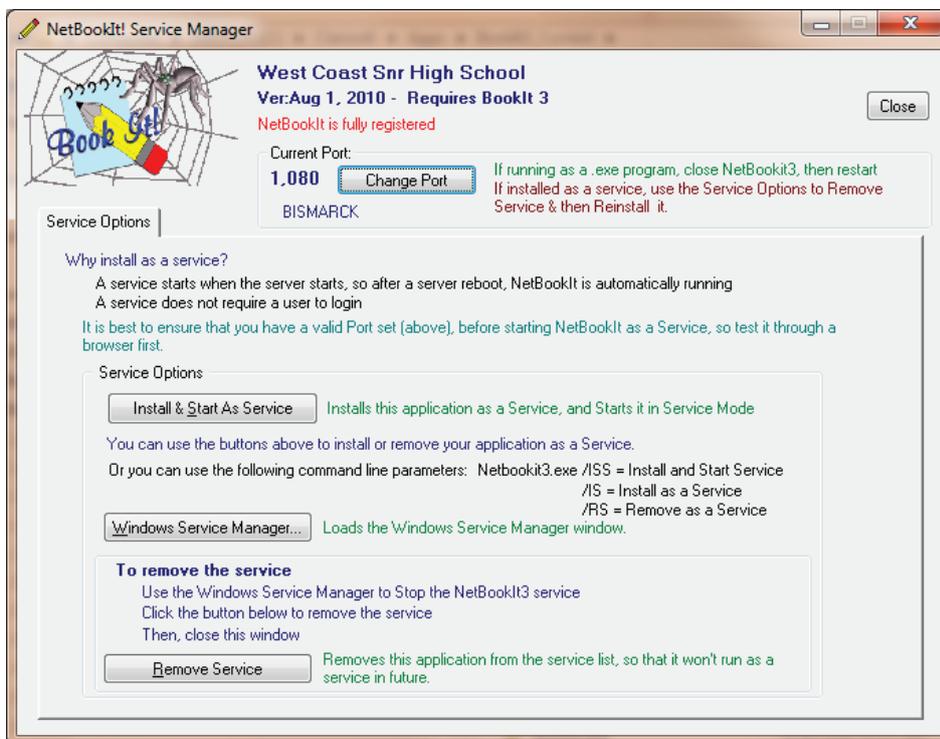


Enter the IP address of the NetBookIt server here.

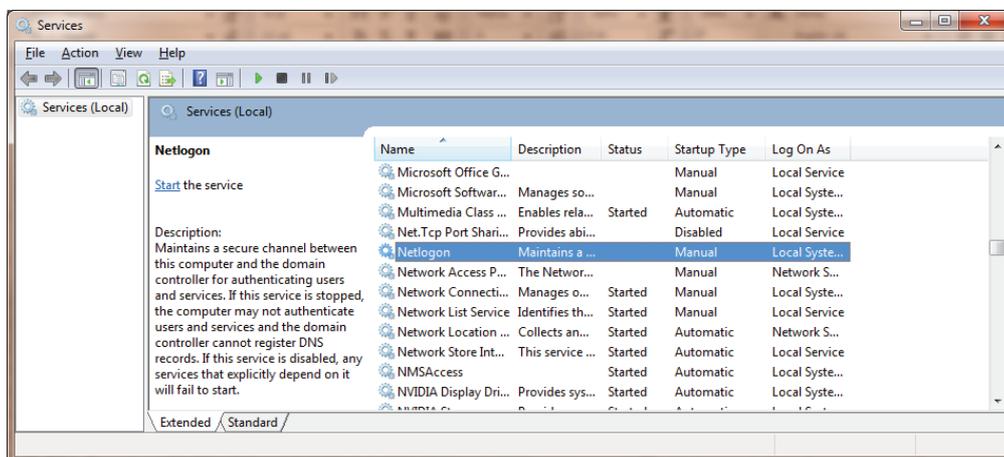
## Installing NetBookIt3 as a service

Run *NetBookItMgr.exe*

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



Click *Windows Service Manager* and keep it open.



Windows Service Manager (Win 7)

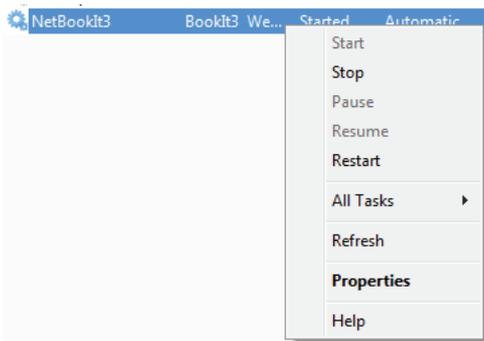
Click **Install and Start As Service** on the NetBookItMgr window. The expected behaviour is a slight pause, and the NetBookItMgr window closes. This indicates that the service has installed.

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



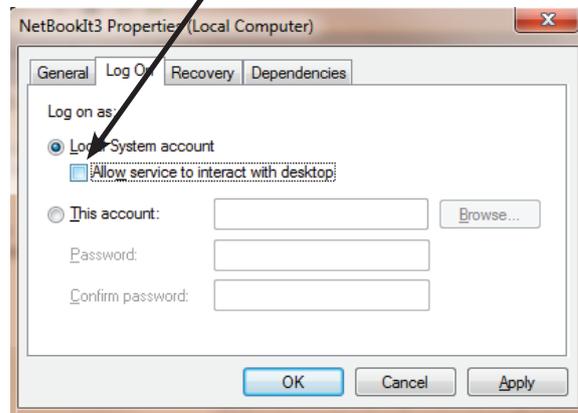
NetBookIt 3 functioning as a service

### Disable the Window



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

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



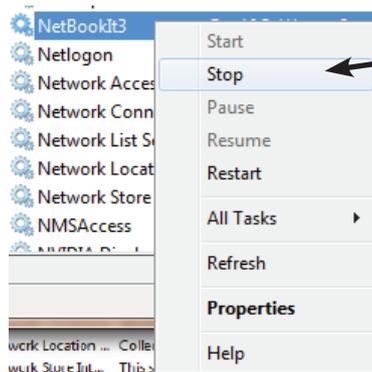
### Changing the NetBookIt3 Port

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

### Removing the NetBookIt3 Service

This is a 3 step process.

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



Use the Right-click menu to Stop the Service

Keep the Service Manager open

3. Return to the *NetBookItMgr* and close the window.

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

## Registration

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

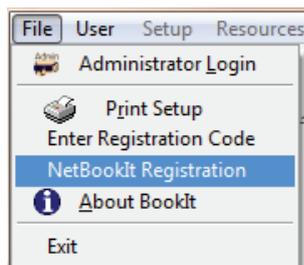
The Registration file is named iClient3.tps and contains your organisation name and registration code.

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

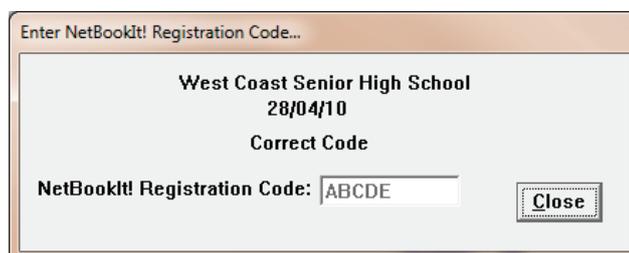
Until fully registered, a message shows the time remaining.



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



Enter the code from the File Menu in BookIt.



Enter the code and press <TAB> for verification.

After NetBookItMgr is restarted, the message will change.

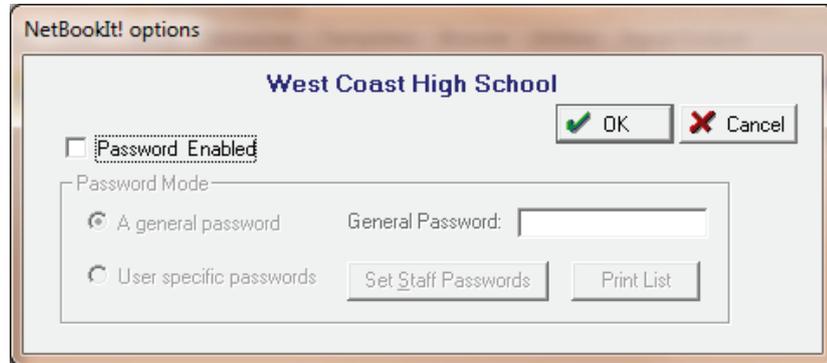
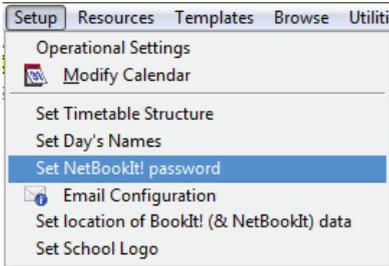


## Configuring user access to NetBookIt

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

### Password Options

Go to *BookIt Setup menu > Set NetBookIt Password*



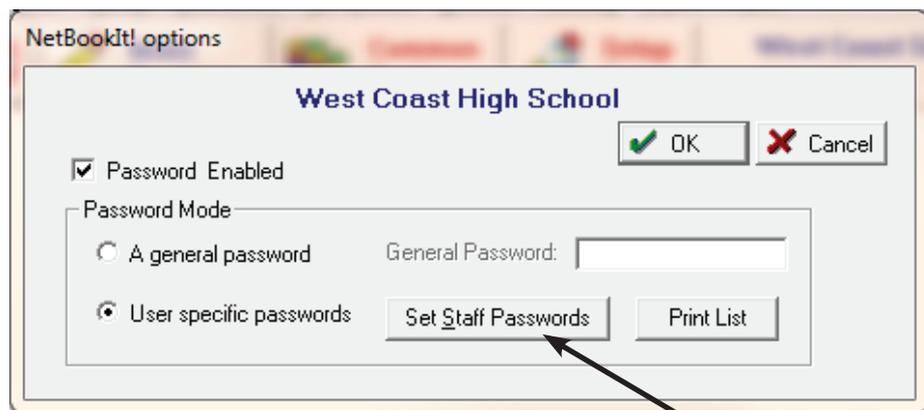
You may set:

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

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

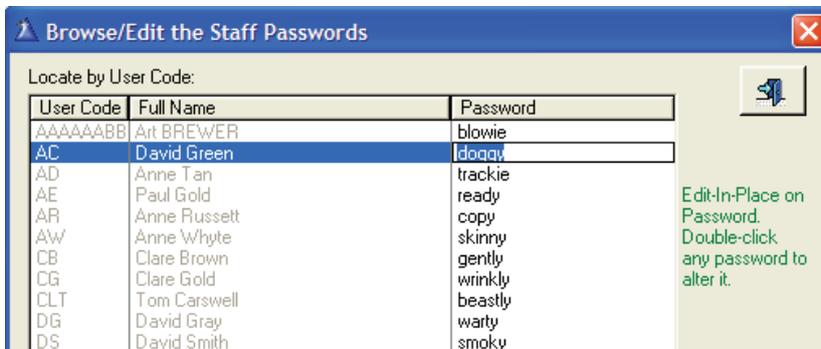
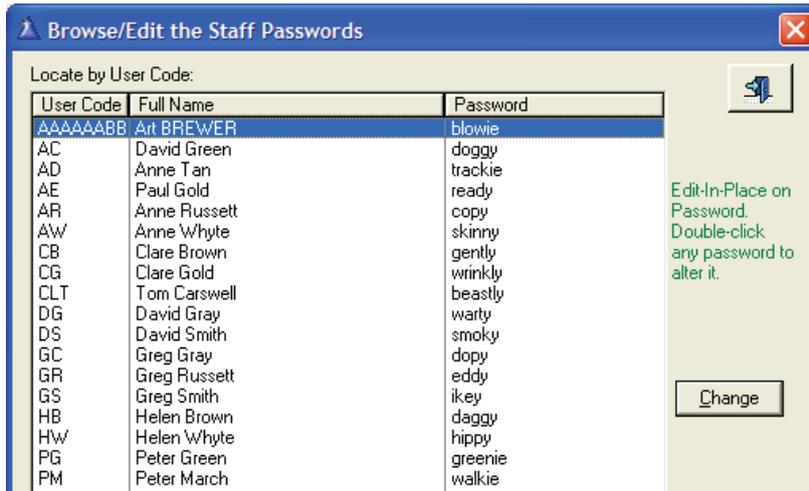
Use a password if NetBookIt is potentially accessible by non-authorized users.

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



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

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



Double click any password to change it.

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

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

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

**NetBookIt! Password List** Print Date: 9/08/2006

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



## **Section 2**

# **NetBookIt User Guide**

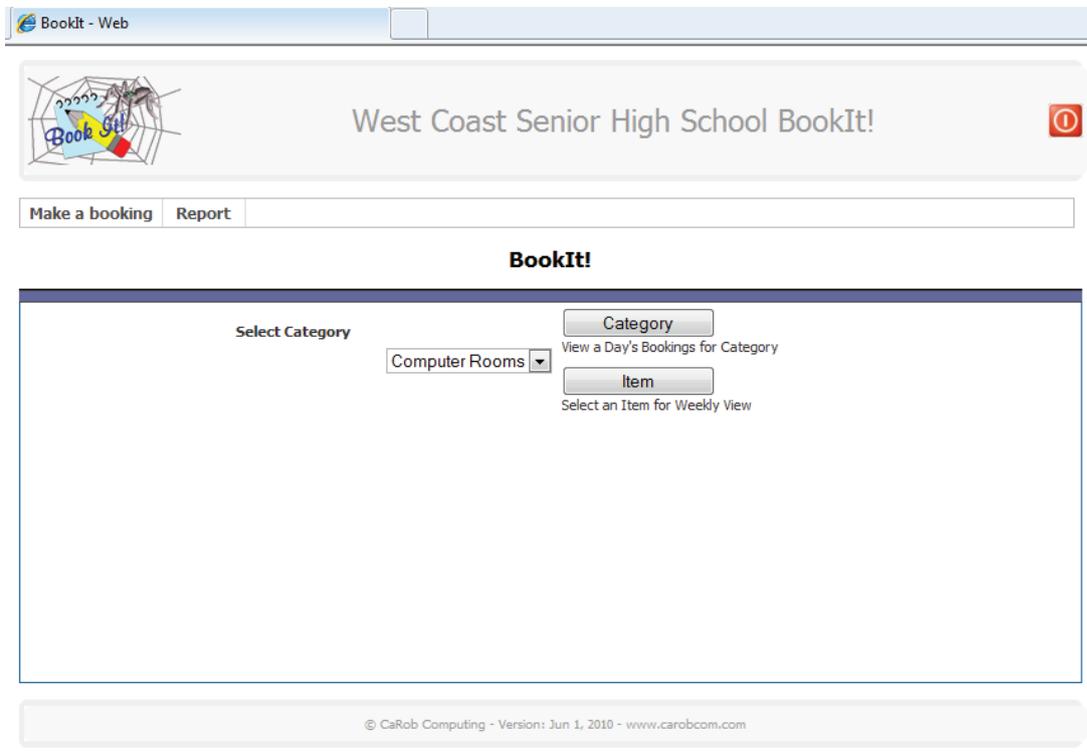
## Getting on to NetBookIt

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

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

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

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



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

If no password is required, the first window appears.

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

## Making or viewing a booking

Select the category of item for which a booking is to be made or viewed.  
(Use the drop list)

### Category Button

You choose a date and see the day's bookings for all items in that category.

### Item Button

You choose an item and a date and see bookings for the week.

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

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

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

**Computer Rooms**

**Tuesday  
June 1, 2010  
Week 18  
Blue Week**

Prev Day Next Day

Return

F11 Maximize Window	Room G1	Room G2	Room G11
Period 1	PT 12 IPM TECH	AC 10 ITE TECH	DG 12 VCD ARTS
Period 2	PT 12 IPM TECH	Update	DG 12 VCD ARTS
Period 3	DG 10 COM SOSE Update	R3 08F ENG Update	Update
Period 4	HW 10E TECH	PR 09 PHOTO ARTS	Update
Lunch Time	Update	Update	Update
Period 5	CLT 11 IT TECH	CH 07A TECH	DAVE 11 VCD ARTS
Period 6	DG 10 COM SOSE Update	Update	R3 08F ENG Update
After School	Update	Update	Update

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

**Library AV**

**Wednesday  
June 2, 2010  
Week 18  
Blue Week**

<< More More >>

Prev Day Next Day

F11 Maximize Window	Digital Camera	DVD Player	OHP Portable Elmo	Tripod 1
Period 1	Update	Update	Update	Update
Period 2	Update	Update	AD Update	Update
Period 3	Update	Update	CLT Update L Room: 12	Update
Period 4	Update	Update	Update	Update
Lunch	Update	Update	Update	Update
Period 5	Update	Update	Update	Update
Period 6	Update	Update	Update	Update
Overnight	Update	Update	Update	Update

Prev Day and Next Day scroll through dates.

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

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

See page 24 for the update form.

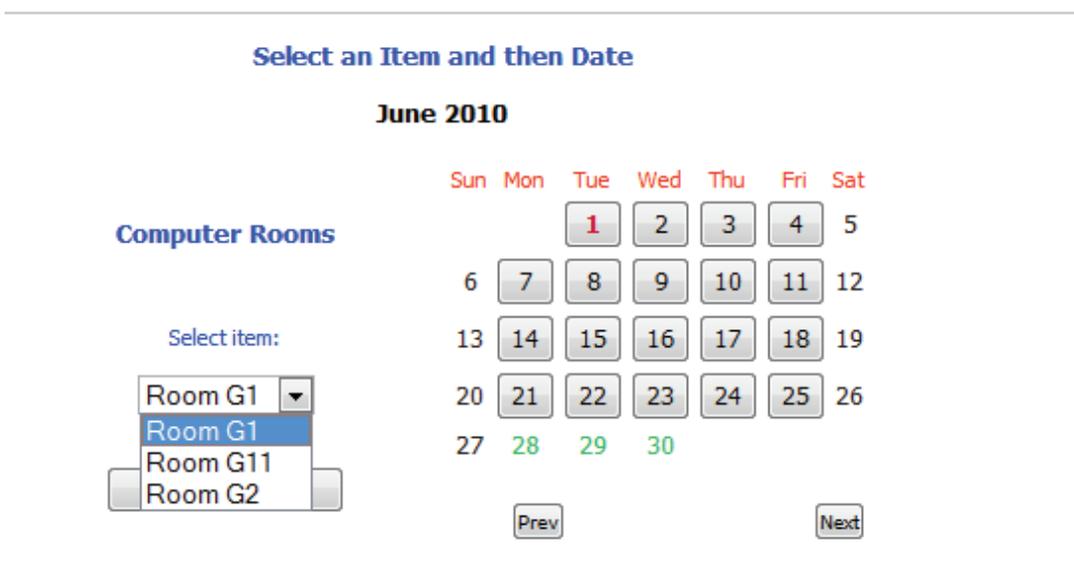
**Colour codes on the booking grid**

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

- Blue Available for booking
- Bright Yellow A current booking
- Pale Yellow A booking that has been changed
- Mauve A permanent or timetabled booking
- Green A timetabled booking that the occupant may relinquish if consulted, ie. negotiable.

The **Item Button** on the main window

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



In this example, a computer room is being selected.

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

**Computer Rooms**

**Room G1**

26 PCs - Windows 7  
MM Projector



More >>>

**Blue Week**

Prev Week   Next Week

Return

F11 Maximize Window	Mon Wk 2 31/05/2010	Tue Wk 2 1/06/2010	Wed Wk 2 2/06/2010	Thu Wk 2 3/06/2010	Fri Wk 2 4/06/2010
<b>Period 1</b>	HW 10F TECH	PT 12 IPM TECH	CLT 12 INFO SYS TECH	Update	AC 07C TECH
<b>Period 2</b>	PT 12 IPM TECH	PT 12 IPM TECH	CLT 12 INFO SYS TECH	RA 10A TECH	Update
<b>Period 3</b>	Update	DG 10 COM SOSE	Update	HW 10E TECH	CLT 11 IT TECH
<b>Period 4</b>	RA 10 PDE HPE	HW 10E TECH	PG 09 FRENCH TECH	Update	CLT 11 IT TECH
<b>Lunch Time</b>	RA 10A TECH	Update	Update	Update	PH 07B TECH
<b>Period 5</b>	PG 09 FRENCH TECH	Update	CLT 11 IT TECH	AC 07C TECH	Update
<b>Period 6</b>	Update	DG 10 COM SOSE	Update	Update	Update
<b>After School</b>	Update	Update	Update	Update	Update

Weekly View

You may scroll through the weeks on this resource.

## The update form

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

**BookIt!**

**Room G2**

**Wednesday 2/06/10 Period 3**  
**Category: Computer Rooms**

Booking Details

User:  Select User (blank for no booking)

This is the simplest of all: the User name only.

All bookings must have a user name.

**Room G2**

**Tuesday 1/06/10 Period 2**  
**Category: Computer Rooms**

Booking Details

User:  Select User (blank for no booking)

Group:  Select the group involved

Dept:  KLA or Faculty

Often the Class and KLA (or department) are required.

WWW1 is one of a series of computers.

**www1**

**Tuesday 1/06/10 Period 3**  
**Category: WWW Comps**

Booking Details

User:  Select User (blank for no booking)

Group:  Select the group involved

Dept:  KLA or Faculty

Reason:  Additional Information

Book entire category  ← All WWW Comps items

This resource prompts for a reason.

It also provides an option to book all of WWW Computers with just the one booking.

### Recurrent Bookings

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

**School Car**  
**Monday 31/05/10 Period 2**  
**Category: School Car**

Booking Details   **Repeated Bookings**

**User:**  Select User (blank for no booking)

**Destination:**  Additional Information

A second tab displays - Recurrent Bookings

Clicking on it offers some choices...

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

**School Car**  
**Monday 31/05/10 Period 2**  
**Category: School Car**

Booking Details   **Repeated Bookings**

**Repeat based on:**    Same session in timetable    Same session on successive days

**Until Date**      if unchanged, the number of occurrences (below) will be used

**or, Number of Repeats**      if zero, the date will be used

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

The result of the above is shown here.

	F11 Maximize Window	Mon Wk 2 31/05/2010	Tue Wk 2 1/06/2010	Wed Wk 2 2/06/2010	Thu Wk 2 3/06/2010	Fri Wk 2 4/06/2010
<b>School Car</b>		<input type="button" value="UpDate"/>	<input type="button" value="UpDate"/>	<input type="button" value="UpDate"/>	<input type="button" value="UpDate"/>	<input type="button" value="UpDate"/>
<b>School Car</b>		CLT <input type="button" value="UpDate"/> L	CLT <input type="button" value="UpDate"/>			
		North Campus	North Campus	North Campus	North Campus	North Campus
<b>Blue Week</b>		<input type="button" value="UpDate"/>	<input type="button" value="UpDate"/>	<input type="button" value="UpDate"/>	<input type="button" value="UpDate"/>	<input type="button" value="UpDate"/>
		Period 3	Period 3	Period 3	Period 3	Period 3

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

	F11 Maximize Window	Mon Wk 2 31/05/2010	Tue Wk 2 1/06/2010	Wed Wk 2 2/06/2010	Thu Wk 2 3/06/2010	Fri Wk 2 4/06/2010
<b>School Car</b>		<input type="button" value="UpDate"/>	<input type="button" value="UpDate"/>	<input type="button" value="UpDate"/>	<input type="button" value="UpDate"/>	<input type="button" value="UpDate"/>
<b>School Car</b>		<input type="button" value="UpDate"/> L	<input type="button" value="UpDate"/>	<input type="button" value="UpDate"/>	<input type="button" value="UpDate"/>	<input type="button" value="UpDate"/>

### Linked Bookings

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

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

First, book the Classroom

**Classroom**  
**Wednesday 2/06/10 Period 2**  
**Category: Library**

Booking Details | **Linked Bookings**

User:  Select User (blank for no booking)

Group:  Select the group involved

Dept:  KLA or Faculty

Reason:  Additional Information

Note the Linked Bookings tab

Click the linked bookings tab

**Classroom**  
**Wednesday 2/06/10 Period 2**  
**Category: Library**

Booking Details | **Linked Bookings**

**Linked resources**

Book	Resource	Existing Booker
<input type="checkbox"/>	OHP Portable Elmo	

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

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

### Locked Booking

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

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

**BookIt!**

**School Car**  
**Monday 31/05/10 Period 2**  
**Category: School Car**

**Locked Booking**

This booking is being updated by another user

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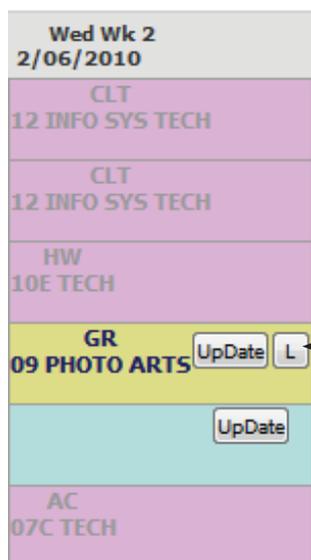
### Deleting a booking

Clear the user name and press Save.

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

### Log of changes to bookings

Changes to bookings are recorded in a log. This means that if someone takes over another's booking, the history is recorded, and is a deterrent to a potential hijacker.



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

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

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

### BookIt!

#### Change Log

Room G1  
2/06/10  
Period 4

Originally	Orig Group	Replaced by	Group	Date Changed	Time Changed	Computer Name	User Name
PG	09 FRENCH	AW	09 INDO	2/06/10	6:15PM	BISMARCK	127.0.0.1
AW	09 INDO	GR	09 PHOTO	2/06/10	6:16PM	BISMARCK	127.0.0.1

Close

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

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

### Unbookable days

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

**Computer Rooms  
Room G1**  
26 PCs - Windows 7  
MM Projector

More >>>

Prev Week
Next Week

Return

F11 Maximize Window	Monday 28/06/2010	Tuesday 29/06/2010	Wednesday 30/06/2010	Thursday 1/07/2010	Friday 2/07/2010
Period 1					
Period 2					
Period 3					
Period 4					
Lunch Time					
Period 5					
Period 6					
After School					

Computer Rooms: - can't be booked during holidays

For example, holidays.

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

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

Some categories require a few days notice of bookings.

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

### Emails

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

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

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

From: BookIt automatic mailer [tom@carobcom.com] Sent: Wed 2/06/2010 6:37 PM

To: Tom Carswell

Cc:

Subject: Booking Notification

Booking made for Tom Carswell

Date	Session	Resource/Item	Class	Dept/KLA	Destination:
Wed Wk 2 2/06/10	After School	School Car			Downtown

Booked on 2/06/10 at 6:36PM
Logged on user: Tom
Computer: BISMARCK

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