

Common usage

Table of contents

1 Booking a ressource.....	2
2 Changing a booking.....	2

1. Booking a resource

By default you start a booking process by clicking on a green cross in the timetable. It doesn't matter which room or time you click on, it's only important that you click in the right **area** on a cross, all other parameters could be changed on the following page.

10:30-11:15	+
11:15-11:30	+
11:30-12:15	+

After you clicked on a cross, you will be redirected to the page "Add Entry". In brief description you should give a short title for this booking, a full description is optional but provides all other users a more detailed information what this booking is about. If you are using periods in your Schoorbs installation, you only have to choose the start periods and how long it will last, users with time-based calendars choose the start time, the duration and the unit of the duration, e.g. hours.

Brief Description:

Full Description:
(Number of people,
Internal/External etc)

Date:

Time: :

Duration: All day

Areas:

Rooms: Use Control-Click to select more than one room

Type:

None Daily Weekly Monthly Yearly Monthly, corresponding day n-Weekly

Repeat End Date:

Repeat Day: (for (n-)weekly) Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Everything explained until yet is important for all types of entries, single or repeated ones. If you want to add a reoccurring/repeated entry the last lines of this form are interesting for you. The "Repeat End Date" specifies the day of the last entry of this repeated booking. Above this field you could choose the type of the repeating, for n-weekly, you could choose below the days when the entry is repeated. After a click on "Save" either the day view with the new entry added or a list of conflicting bookings will be shown.

2. Changing a booking

Is a booking not anymore required, than you could delete is as long as its start time isn't already in the past. By clicking on the entry in the timetable you will be redirected to a page with information about this entry. At the bottom of this page there is a link "Delete Entry". Using this link you will only delete the current entry, if you want to delete a whole series, you could click on "Delete series", but remember that this action could not be done in reverse, so please think carefully about what you are doing.

If you have made a mistake during the creation of the entry, you do not need to delete the entry and create a new one (like in some other software). On the page with the detailed information about an entry you could click on "Edit entry" and change everything exactly like when you are creating a new entry. If you want to edit a whole series, you should use "Edit series".

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