

On-Line Booking System

Instruction Manual

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1 System Overview

The On-Line booking system allows you to manage facility / room reservations through your website.

The User interface has been designed to be intuitive to use and thus removes the need for a User guide.

The system allows:

An Administrator to

- Add or remove rooms for booking. There are no limits on the number of rooms that can be added
- Group rooms into sections where there are a large number of rooms
- Add or remove Users who are allowed access to the system
- Set-up additional Administrators
- Manage emails that are sent to Users who book a room
- Add pictures of each room
- Activate, reject or delete a booking
- Print reports of bookings
- Output the reports to Excel

Users to:

- Book rooms on-line
- Book multi day bookings
- Contact the Administrator directly by email
- Review all of their bookings
- Change or delete their bookings

The workflow process used for booking a reservation can be seen in Appendix A

2 Administration Overview

The administration interface has been designed to make updating and changing the functionality of the on-line booking system quick and easy to implement.

The interface has been split into 3 distinct areas. These are for updating and changing:

- Data
- System
- Display

Administration	
Data	
	Facilities Manager
	Booking Manager
	Users Manager
	Images Manager
	Statistics
	Report
System	
	System configuration
	Email configuration
Display	
	Header and Footer
	Colours Manager
Index Page	

Each of these areas has been split into sub categories to help make changes to specific areas independent of each other. This following sections in this instruction manual covers the functionality in detail.






3 General Functionality

- When logged in as an Administrator the Admin Page button will return you to the Administration Index page
- Clicking and underlined word in a display panel will sort the contents alphabetically, clicking twice will reverse the order

4 Data

4.1 Facilities Manager

The Facilities Manager allows management of the rooms available for booking.

Facilities					
Edit	Id	Facility Name	Description	Places	Active
	179	Interview Room	1 – 1 counselling. Can seat 6 people on low level seats	6	✓
	180	Meeting Room	1st Floor - Meetings 6/7 people around a round table Informal meetings up to 12 people on low level seats. Training up to 8 people 1 -1 Counselling	12	✓
	181	Training Room	1st Floor - Training or meetings up to 16 people sitting in a horseshoe. 10 people sitting around oblong table	16	✓
	182	Small Hall	Ground Floor - 25 people in informal horseshoe or 40 theatre style Table seating available	40	✓
	183	Conference Hall	Ground Floor - Theatre style seating for 100 Can be divided into 2 halves – ideal for training:- ½ room - 20 people around U shaped tables or 25 sitting in a horseshoe ½ room - syndicates refreshment area	100	✗
Add New			Admin Page		

SEARCH		
Keyword	<input type="text"/>	<input type="button" value="Search"/>

4.1.1 Adding a new room

To add a new room select Add New at the bottom of the table

Facilities		
Edit	Id	Facility Name
	179	Interview Room
	180	Meeting Room
	181	Training Room
	182	Small Hall
	183	Conference Hall
Add New		



Add Facility	
Name	<input type="text"/>
Description	<div><div></div><div></div></div>
Places	<input type="text"/>
Image	None
Active	No
<input type="button" value="Add"/> <input type="button" value="Cancel"/>	

- Enter the Name of the Room
- Enter a description of the Room
- Enter the number of places the room will hold
- Select the image of the room (See 3.4 Images Manager on adding images)
- Select Yes to activate the Room
- Select No to hide the Room from Users
- Click Add to complete entry
- Select Cancel to discard all entries

4.1.2 Editing a Room

Select the Edit Icon against the Room you wish to Edit

Facilities			
Edit	Id	Facility Name	Description
	179	Interview Room	1 – 1 counselling. Can seat 6 people on lo
		Meeting	1st Floor - Meetings 6/7 people around a

This section allows you to change all the details described in “2.1.1 Adding a Room” and also allows deletion of an existing room

Facilities					
Edit	Id	Facility Name	Description	Places	Active
	179	Interview Room	1 – 1 counselling. Can seat 6 people on low level seats	6	

4.1.3 Id

This field shows the id field in the database. It is used for database management only and cannot be changed

4.1.4 Facility Name

This allows the Administrator to view the information given to Users.

4.1.5 Description

This provides a full description of the room

4.1.6 Places

Describes the number of places available in each Room

4.1.7 Active

Shows whether a Room is Active, a tick, or Inactive, a cross

4.1.8 Search

SEARCH		
Keyword	<input type="text"/>	<input type="button" value="Search"/>

The search facility allows the Administrator to find a particular Room from the Room list

Active	Yes 
<input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/>	

- To save all changes select Update
- To discard all changes select Cancel
- To delete the room select Delete

4.2 Booking Manager

The Booking Manager allows administration of all on-line bookings

My Reservation									
Edit	Frequency	Added by	Facility	Title	Start Date	End Date	Start Hour	End Hour	Activate
	Once	Bridgit Pointer	Meeting Room	Kent Family Mediation Service	Thu 26/10/2006		09:30 AM	09:00 PM	Delete
	Once	Donna Elliott	Meeting Room	RSS OSS	Mon 09/10/2006		12:30 PM	03:00 PM	Delete
	Once	Sue Ridge	Training Room	MVB Intra-Des/Japanese Visitors	Thu 26/09/2006		11:30 AM	12:30 PM	Delete
	Once	Bridgit Pointer	Meeting Room	KPIRS	Wed 01/11/2006		09:30 AM	09:00 PM	Delete
	Once	Wendy Giles	Small Hall	Monitoring Officer	Thu 19/10/2006		05:30 PM	09:00 PM	Delete
	Once	Carol Gould	Meeting Room	Reflex Gravesend	Wed 15/11/2006		10:00 AM	04:00 PM	Delete
	Once	David Lusham	Meeting Room	Jacky Hammond and Melanie Shad Kent DATS Meeting	Fri 03/11/2006		10:00 AM	01:00 PM	Delete
	Once	Blair Gill	Meeting Room	YOS/Referral Order Team	Tue 24/10/2006		11:00 AM	11:30 AM	Delete
	Once	Sue Ridge	Training Room	MVB BOARD MEETING	Mon 17/10/2007		05:30 PM	07:30 PM	Delete
	Once	Sue Ridge	Training Room	MVB BOARD MEETING	Mon 26/11/2007		05:30 PM	07:30 PM	Delete
	Once	Sue Ridge	Training Room	MVB BOARD MEETING	Mon 26/11/2007		05:30 PM	07:30 PM	Delete
	Once	Sue Ridge	Training Room	MVB BOARD MEETING	Sun 28/09/2007		05:30 PM	07:30 PM	Delete
	Once	Sue Ridge	Training Room	MVB BOARD MEETING	Mon 20/08/2007		05:30 PM	07:30 PM	Delete
	Once	Sue Ridge	Training Room	MVB BOARD MEETING	Mon 30/07/2007		05:30 PM	07:30 PM	Delete
	Once	Sue Ridge	Training Room	MVB BOARD MEETING	Mon 26/06/2007		05:30 PM	07:30 PM	Delete
	Once	Sue Ridge	Training Room	MVB BOARD MEETING	Mon 21/05/2007		05:30 PM	07:30 PM	Delete
	Once	Sue Ridge	Training Room	MVB BOARD MEETING	Mon 30/04/2007		05:30 PM	07:30 PM	Delete
	Once	Sue Ridge	Training Room	MVB BOARD MEETING	Mon 26/03/2007		05:30 PM	07:30 PM	Delete
	Once	Sue Ridge	Training Room	MVB BOARD MEETING	Mon 26/02/2007		05:30 PM	07:30 PM	Delete
	Once	Sue Ridge	Training Room	MVB BOARD MEETING	Mon 20/01/2007		05:30 PM	07:30 PM	Delete
Admin Page									
First 1 January 2003 29 September 2006 Delete Old Booking									
Previous (1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56) Next									



When a User books a Room on-line the details are shown on the Booking Manager page. The Administrator can then

- Edit a Booking
- Check a Users details
- Go directly to the Booking in the calendar
- Activate a Booking
- Delete a Booking
- Delete Old Bookings from the database
- Search for a booking

4.2.1 Edit a Booking

This allows the Administrator to Edit a requested booking

Edit	Frequency	Added by	Facility
	Once	Bridgit Pointer	Meeting Room
	Once	Donna Elliott	Meeting Room



Booking Meeting Room			
Booked By	Bridgit Pointer		
Title	<input type="text" value="Kent Family Mediation Service"/>		
Facility	Meeting Room <input type="button" value="v"/>		
Date	26 <input type="button" value="v"/>	October <input type="button" value="v"/>	2006 <input type="button" value="v"/> 
Repeat Period	None <input type="button" value="v"/>		
End Date	26 <input type="button" value="v"/>	October <input type="button" value="v"/>	2006 <input type="button" value="v"/>  Include Week-End <input type="checkbox"/>
Start Hour	09:30 AM <input type="button" value="v"/>		
End Hour	05:00 PM <input type="button" value="v"/>		
Other Details	<div><div></div><div></div></div>		
Equipment	<div> <div>Flip Charts</div> <div>OHP</div> <div>TV & Video</div> <div>Tea & Coffee</div> </div>		
Active	Yes <input type="button" value="v"/>		
<input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/>			


From here the Administrator can change any of the details associated with a booking (See section 7.6 for full details)

- To save all changes select Update
- To discard all changes select Cancel
- To delete the booking select Delete

4.2.2 Check a Users Details



By clicking the Added By name directly the User Registration Details are displayed. See section 3.3 for more details of the User interface

My Reservation			
Edit	Frequency	Added by	Facility
	Once	<u>Donna Elliott</u>	Meeting Room
	Once	<u>Sue Ridge</u>	Training Room



4.2.3 Go directly to the Booking in the calendar

By clicking the date of the Booking the Administrator is taken directly to the Day Calendar. This will allow the Administrator to view the days bookings and take the appropriate Booking decision

My Reservation						
Edit	Frequency	Added by	Facility	Title	Start Date	End
	Once	Donna Elliott	Meeting Room	WSS OSS	Mon 09/10/2006	
	Once	Sue Ridge	Training Room	MVB Infra.Dev/Japanese Visitors	Thu 28/09/2006	

4.2.4 Activate a Booking

The Administrator, once a confirmation of a Booking has been agreed, can activate a Booking by clicking the Activate button. Once clicked an automatic confirmation email is sent to the User advising that their booking has been confirmed.

	Start Date	End Date	Start Hour	End Hour	Activate	Delete
	Mon 02/10/2006		10:00 AM	11:00 AM	<input type="button" value="Activate"/>	<input type="button" value="Delete"/>
	Mon 09/10/2006		12:30 PM	03:00 PM	<input type="button" value="Activate"/>	<input type="button" value="Delete"/>

4.2.5 Delete a Booking

Should for any reason a Booking needs to be deleted the Delete button is selected. A confirmation pop-up appears to ensure the correct decision has been made. An email is automatically sent to the User advising them that their booking has been declined.

Date	Start Hour	End Hour	Activate	Delete
	10:00 AM	11:00 AM		<input type="button" value="Delete"/>
	12:30 PM	03:00 PM		<input type="button" value="Delete"/>

4.2.6 Delete Old Bookings

This allows the administrator to delete old booking from the database between certain dates. **NB: This option should only be used after billing and reports have been completed otherwise all data will be lost.**

The screenshot shows a web interface for deleting old bookings. At the top, there are tabs for 'Onsite', 'Sales Report', 'Training Room', and 'MVB BOARD MEETING'. Below these is a header bar with 'Admin Page' and a 'Delete' button. The main area contains a date range selector with 'from' and 'to' labels. The 'from' date is '1 January 2003' and the 'to' date is '2 October 2006'. Below the date pickers, there are labels 'Delete from' and 'to' with red arrows pointing to the date pickers. A 'Delete Old Booking' button is also visible.

4.2.7 Search for a Booking

Allows the Administrator to find a booking


- Keyword
- User
- Activation status

The screenshot shows a search interface with a header 'SEARCH'. Below the header is a form with the following fields: 'Keyword' (text input), 'Booked By' (dropdown menu with 'All' selected), 'Active' (dropdown menu with 'All' selected), and a 'Search' button.


4.3 User manager

The User Manager allows the Administrator to add new, delete and manage existing Users. It also allows the Administrator to search for a particular User.

4.3.1 Adding a User

Users				
Edit	Login	First Name	Last Name	Email
	RAINER	Mandy	Glen	mandy@aol.com
	rfm	Debbie	rfm	debbie@help.co.uk
	stgilestrust	Barbara	Murray	barb@hotmail.com
	mcch	sarah	Leetham	s.leetham@nowhere.com
Add User				Admin Page

[Previous](#) [1 2 3 4] [Next](#)



To add a User select Add User at the bottom of the table. A registration page is shown

Registration	
Choose Login*	<input type="text"/>
Choose Password*	<input type="text"/>
Repeat Password*	<input type="text"/>
First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Email*	<input type="text"/>
Address 1	<input type="text"/>
Address 2	<input type="text"/>
City / Town	<input type="text"/>
ZIP / Postcode	<input type="text"/>
State / County	<input type="text"/>
Country	United Kingdom 
Phone Number	<input type="text"/>
Fax	<input type="text"/>
Charity	No 
<input type="button" value="Submit"/>	

Complete all fields and press the Submit button. Compulsory fields are shown by an asterix *

PLEASE NOTE *When selecting a User password it is essential that it is at least 6 characters long and is a mixture of letters and numbers. Do not use proper words as these are easily “hacked”*

The User name and password is automatically sent to the User via email

4.3.2 Making a User an Administrator

To make the status of a User an Administrator the User is edited once they have been set-up.

Here you can make the status of a User an Administrator by selecting the drop down box next to Status field.


This phase is added to reduce the possibility of someone being set-up as an Administrator by mistake



A screenshot of a web form for editing a user. The form has two rows: 'Charity' with a dropdown menu set to 'No', and 'Status' with a dropdown menu set to 'Admin'. Below these fields are three buttons: 'Update', 'Delete', and 'Cancel'. A red arrow points to the 'Update' button.

Click Update once the status of the User has been changed to an Administrator

4.3.3 Edit a User

Select the Edit User Icon, , next to the User you wish to edit.

This section allows you to change all the details described in “4.3.1 Adding a User” and also allows deletion of an existing User

- To save all changes select Update
- To discard all changes select Cancel

4.3.4 Search

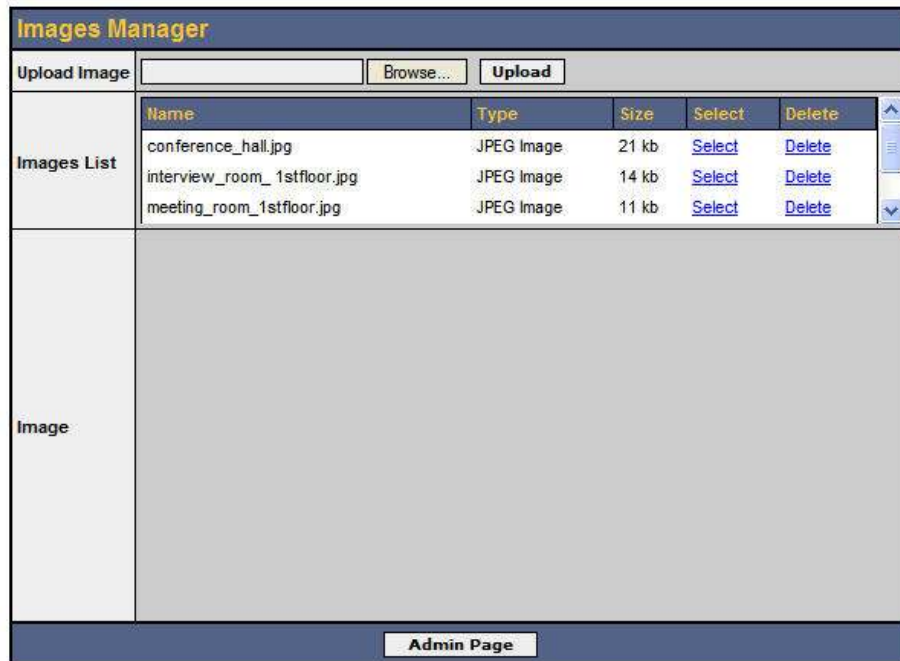
The search facility allows the Administrator to find a particular User from the User list



A screenshot of a search bar. It has a blue header with the word 'SEARCH' in yellow. Below the header are two input fields: 'Keyword' and 'User'. The 'User' field has a dropdown menu set to 'All'. To the right of the 'User' field is a 'Search' button.

4.4 Images Manager

The Images Manager allows the Administrator to upload images of the Rooms from their local computer to the server. The image can then be selected under Add or Edit a Room (See sections 3.1.1 and 3.1.2)



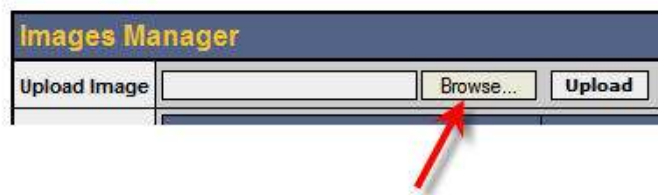
The screenshot shows the 'Images Manager' interface. At the top, there's a title bar 'Images Manager'. Below it, there's an 'Upload Image' section with a text input field, a 'Browse...' button, and an 'Upload' button. To the right of this is an 'Images List' section containing a table with columns: Name, Type, Size, Select, and Delete. The table lists three images: 'conference_hall.jpg' (21 kb), 'interview_room_1stfloor.jpg' (14 kb), and 'meeting_room_1stfloor.jpg' (11 kb). Below the table is a large 'Image' placeholder area. At the bottom right, there's an 'Admin Page' button.

Name	Type	Size	Select	Delete
conference_hall.jpg	JPEG Image	21 kb	Select	Delete
interview_room_1stfloor.jpg	JPEG Image	14 kb	Select	Delete
meeting_room_1stfloor.jpg	JPEG Image	11 kb	Select	Delete

4.4.1 Uploading an image

Before you upload an image please ensure that it has been optimised (see Appendix 2)

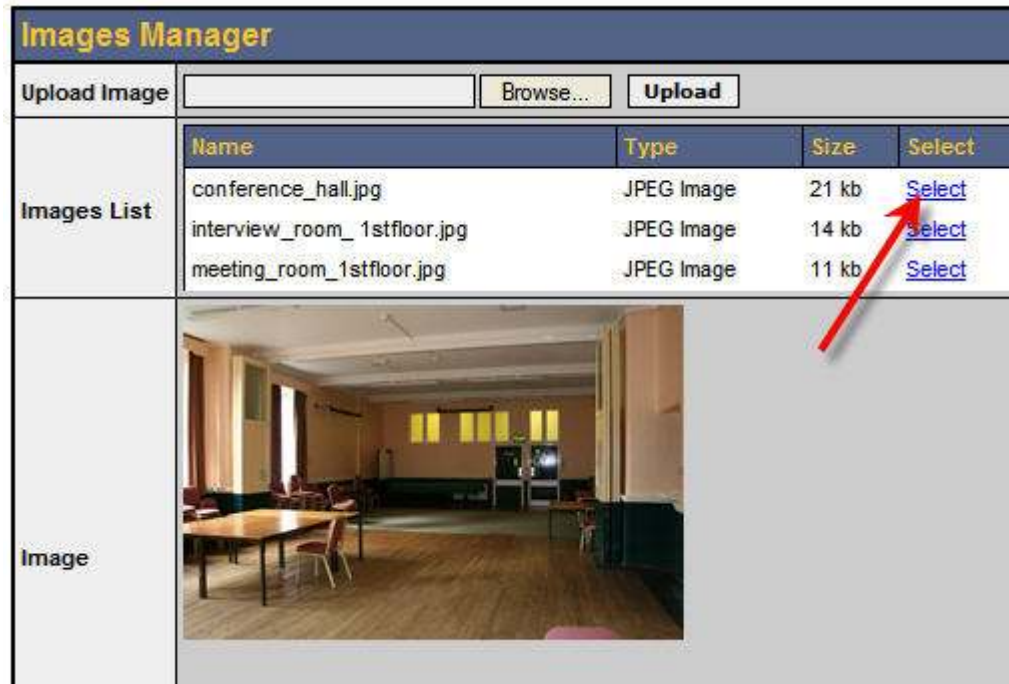
Select the Browse button. Search for the file on your local computer and select the file. The file name and path will appear in the Upload Image box.



Select the upload button. The file will be loaded onto the server and will appear in Image List.

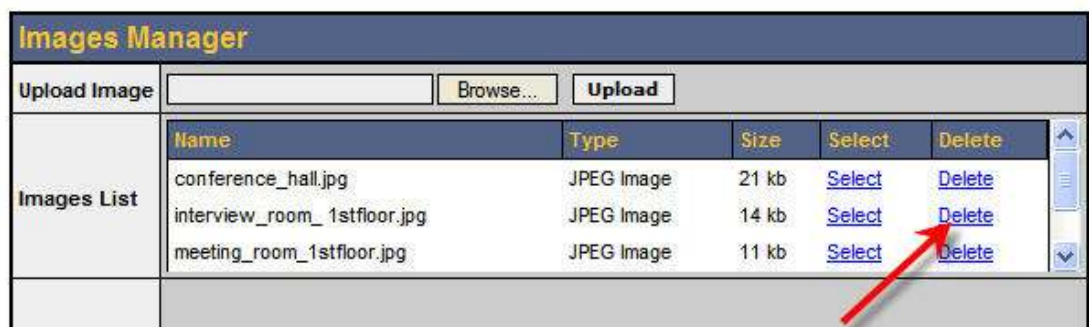


By choosing the select image the image will appear in the Image display.



4.4.2 Deleting an Image

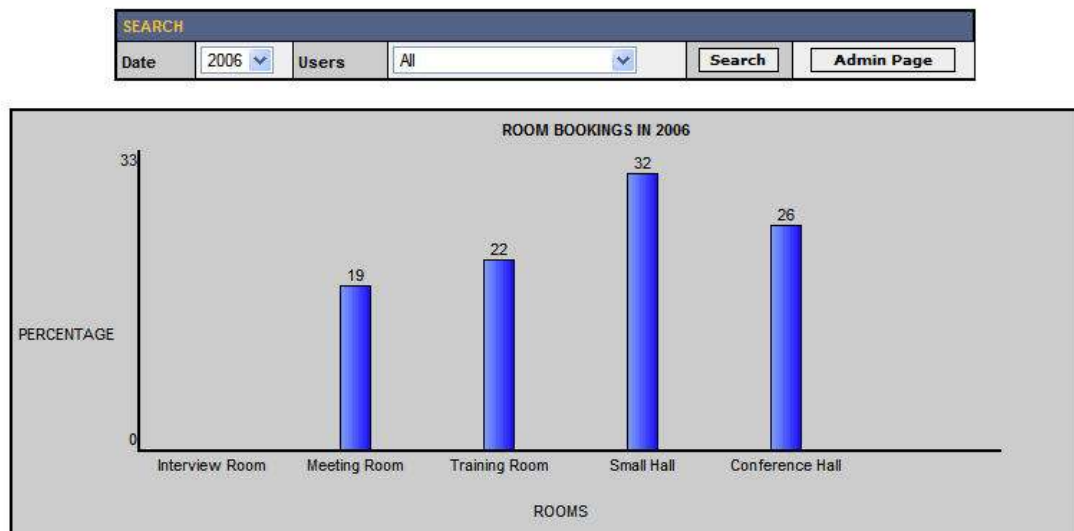
In the Images Manager click the Delete option. A confirmation box will appear. Say OK to delete or Cancel.



4.5 Statistics

The statistics option provides a graphical report on each Users bookings over a 12 month period.

The Year and Users can be selected from the drop down boxes.



4.6 Reports

The reports option allows all Room Bookings between two dates to be generated.

Once the dates have been selected click the validate button to generate the report The report can then be printed.

From to

Mon 02 October 2006

Training Room reserved from 08:00 AM to 04:00 PM Booked By Jackie Avery, Title: Painting of Room, Information:

Small Hall reserved from 09:00 AM to 12:30 PM Booked By Sarah Priest, Title: Club Connect, Information: Art Session

Meeting Room reserved from 10:00 AM to 12:00 PM Booked By Jackie Avery, Title: WSS OSS, Information:

Conference Hall reserved from 02:00 PM to 04:00 PM Booked By Jackie Avery, Title: m and s, Information:

Meeting Room reserved from 06:00 PM to 07:00 PM Booked By Jackie Avery, Title: SOAR, Information:

Training Room reserved from 07:00 PM to 09:00 PM Booked By Annette Hinton, Title: mediation training, Information:

Tue 03 October 2006

Conference Hall reserved from 08:00 AM to 06:30 PM Booked By Jackie Avery, Title: MCSC, Information:

You can also output the report to a .csv file for use in programs such as Microsoft Excel etc.

From to

Mon 02 October 2006

Training Room reserved from 08:00 AM to 04:00 PM Booked By Jackie Avery, Title: Painting of Room, Information:

Small Hall reserved from 09:00 AM to 12:30 PM Booked By Sarah Priest, Title: Club Connect, Information: Art Session

Meeting Room reserved from 10:00 AM to 12:00 PM Booked By Jackie Avery, Title: WSS OSS, Information:

Conference Hall reserved from 02:00 PM to 04:00 PM Booked By Jackie Avery, Title: m and s, Information:

Meeting Room reserved from 06:00 PM to 07:00 PM Booked By Jackie Avery, Title: SOAR, Information:

Training Room reserved from 07:00 PM to 09:00 PM Booked By Annette Hinton, Title: mediation training, Information:

Tue 03 October 2006

Conference Hall reserved from 08:00 AM to 06:30 PM Booked By Jackie Avery, Title: MCSC, Information:

Once a report has been run select the Export button

From the file download pop up Browse select Save and to a folder on your computer and save the file.

5 System

5.1 System Configuration

The System configuration allows the Administrator to change the system settings described below.

PLEASE BE CAREFUL WHEN CHANGING THESE FEATURES

System configuration	
Start Hour	08:00 AM ▼
End Hour	11:00 PM ▼
Language	English ▼
Display Format Date	European ▼
Server Format Date	American ▼
Hours Position	Vertical ▼
Calendar Position	Left ▼
User must Register to see the facility booking system	No ▼
User must Register to add a facility booking	Yes ▼
Only Admin can add users	Yes ▼
Admin must confirm new bookings	Yes ▼
Groups Manager	No ▼
Country	United Kingdom ▼
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

- Start Hour. This is the earliest a Room can be booked
- End Hour. This the latest a Room can be booked
- Display Format Date. Allows European or America date formats
- Server Format Date. Allows European or America date formats
- Hours Position. Allows the Hour to be shown vertically or horizontally
- Calendar Position. Allows the calendar to be positioned either left or right
- User must Register to see the facility booking system. Allows for Users to be registered or unregistered to see the Booking System
- User must Register to add a facility booking – Allows for Users to be registered or unregistered to Book a room
- Only Admin can add Users – Allows the Administrator or Users directly to become Users
- Groups Manager – Allows rooms to be grouped e.g. Ground Floor, Floor 1, Floor 2 etc.
- Country – Sets the location of the Booking System for time synchronisation

5.2 Email Configuration

The Email configuration allows the Administrator to configure email setting and automatic emails sent to Users.

PLEASE BE CAREFUL WHEN CHANGING THESE FEATURES

Email configuration	
Email Component	CDONTS
SMTP/Remote Host	mail.btinternet.com
Email Sender Address	peter.ananicz@seweb.co.uk
Registration Confirmation Body	Thank you for Registering with us and welcome to our Room Booking system! Your Username/Login is: {login} Your Password is: {password} Regards,
Lost Password Body	Per your request, we are emailing you your login information. Your Username/Login is: {login} Your Password is: {password} Regards, Jacqueline Avery
Booking Approved	Dear {name}, Your booking has been validated. You can see the information below: {info} Regards,
Booking Declined	Dear {name}, Your booking has been declined. You can see the information below: {info} Regards,
Don't delete the words {login} and {password} because they will be replace with their real values when sending email	
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

- Email component selects the email client used to send the emails. This will be set by the system designer
- SMTP/Remote Host is the ISP used to send the email
- Email Sender Address is the Administrators email address
- Registration Confirmation Body, Lost Password Body, Booking Approved & Booking Declined fields are the content of the emails sent to Users. These field gives you the flexibility to allow you to configure the email messages you send to Users.

Do not delete the words {login} and {password} because they will be replaced with their real values when sending email

Once changes have been made select the Update option to make the changes.

6 Display










6.1 Header and Footer

The Header and Footer allows graphics or words to be added to each page viewed by Users of the booking system. To be able to use this feature you must use HTML (Hyper Text mark-up Language). If you are unsure please contact the system designer

THIS FEATURE SHOULD ONLY BE USED BY THE SYSTEM DESIGNER

6.2 Colours Manager

The colours manager allows box colours to be changed

Colours Manager		
Background 1	#EFEFEF	
Background 2	#CCCCCC	
Background 3	#526388	
Background 4	#FF9900	
Background 5	#CCCC33	
Background Reserved	#0099CC	
Background Unconfirmed	#99CC99	
Text Colour 1	#000000	
Text Colour 2	#FFC233	
<div>Update Cancel</div>		

To change a colour enter the # code and the new colour will be displayed.

7 User Interface

7.1 Understanding the User interface

The on-line bookings are colour coded to enable the User to easily identify the status of a room booking



Day View

Click within the time slot if you wish to book

	Meeting Room	Interview Room
08:00 AM		
09:00 AM		
10:00 AM	WSS OSS	Conference
11:00 AM		
12:00 PM		
01:00 PM		

Confirmed Un-confirmed Free

7.2 My Booking

◀ 02 October 2006 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Go to Today: 02/10/2006

Available

Confirmed

Unconfirmed

	i	Meeting Room
08:00 AM		
09:00 AM		
10:00 AM		WSS OSS
11:00 AM		
12:00 PM		
01:00 PM		
02:00 PM		
03:00 PM		

By selecting My Booking each registered User can view all the room bookings they have made on the system

My Reservation								
Edit	Frequency	Facility	Title	Start Date	End Date	Start Hour	End Hour	Delete
	Once	Small Hall	Cruise	Fri 11/03/2006		18:00 PM	10:30 PM	<input type="button" value="Delete"/>
	Once	Small Hall	Cruise	Fri 11/03/2006		07:00 PM	10:30 PM	<input type="button" value="Delete"/>
	Once	Conference Hall	Cruise	Fri 11/03/2006		07:00 PM	10:30 PM	<input type="button" value="Delete"/>
	Once	Conference Hall	Milestone Cruise	Mon 13/02/2006		07:00 PM	09:00 PM	<input type="button" value="Delete"/>
	Once	Small Hall	Cruise Friendship Group	Wed 13/10/2006		01:00 PM	04:00 PM	<input type="button" value="Delete"/>
	Once	Small Hall	Cruise Friendship Group	Wed 29/11/2005		02:00 PM	04:00 PM	<input type="button" value="Delete"/>
	Once	Small Hall	Cruise Friendship Group	Wed 25/10/2006		02:00 PM	04:00 PM	<input type="button" value="Delete"/>
	Once	Small Hall	Cruise Friendship Group	Wed 27/09/2006		02:00 PM	04:00 PM	<input type="button" value="Delete"/>
	Once	Small Hall	Cruise Friendship Group	Wed 29/09/2005		02:00 PM	04:00 PM	<input type="button" value="Delete"/>
	Once	Small Hall	Cruise Friendship Group	Wed 26/07/2006		02:00 PM	04:00 PM	<input type="button" value="Delete"/>
	Once	Small Hall	Cruise Friendship Group	Wed 28/06/2006		02:00 PM	04:00 PM	<input type="button" value="Delete"/>
	Once	Small Hall	Cruise Friendship Group	Wed 21/05/2005		02:00 PM	04:00 PM	<input type="button" value="Delete"/>
	Once	Small Hall	Cruise Friendship Group	Wed 28/04/2006		02:00 PM	04:00 PM	<input type="button" value="Delete"/>
	Once	Small Hall	Cruise	Mon 23/01/2006		07:00 PM	09:00 PM	<input type="button" value="Delete"/>
	Once	Small Hall	CRUISE	Wed 29/03/2006		02:00 PM	04:00 PM	<input type="button" value="Delete"/>
	Once	Small Hall	CRUISE	Wed 25/01/2006		02:00 PM	04:00 PM	<input type="button" value="Delete"/>
	Once	Meeting Room	CRUISE	Tue 21/03/2006		06:30 PM	08:00 PM	<input type="button" value="Delete"/>
	Once	Training Room	CRUISE	Wed 18/01/2006		06:00 PM	08:00 PM	<input type="button" value="Delete"/>
	Once	Conference Hall	CRUISE	Thu 28/06/2006		05:00 PM	06:00 PM	<input type="button" value="Delete"/>

[Previous](#) | [1](#) | [2](#) | [Next](#)

From the My Booking List User can:

- Edit any of their bookings directly by selecting the edit booking icon (See section 3.2.1 for full details on editing a booking)

My Reservation			
Edit	Frequency	Facility	Tit
	Once	Small Hall	Cru
	Once	Small Hall	Cru
	Once	Conference Hall	Cru

- Delete a booking

	Start Date	End Date	Start Hour	End Hour	Delete
	Fri 31/03/2006		10:00 PM	10:30 PM	Delete
	Fri 31/03/2006		07:00 PM	10:00 PM	Delete
	Fri 31/03/2006		07:00 PM	10:30 PM	Delete

Selecting Delete will allow the User to delete any of their bookings. A confirmation Yes/No pop up box allows the User to confirm the deletion.

- Selecting the Index Page will take the User back to the booking view

Group	Wed 21/06/2006
Index Page	
Previous [1 2 3] Next	

7.3 Email Admin

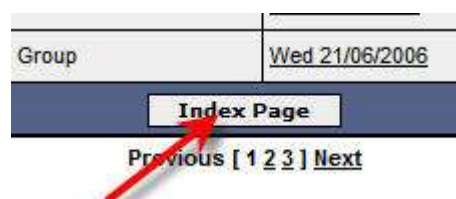
The eMail admin option allows the User to send an email directly to the Administrator.

Email	
Name	Christine Allen
Email	office@maidstonecruse.fsnet.co.uk
Email Administrator	peter.ananicz@seweb.co.uk
Body	<div></div>
<div>Send Email Index Page</div>	

- The Name field shows the Users name
- Email shows the Users email registered on the system
- Email Administrator shows the Administrators email address
- The User can type their email in the Body field of the admin box

The User then selects the Send Email option to send the Email to the Administrator

- The Index Page takes the User back to the booking view



7.4 User Log Out

Once the User has finished using the Booking System they can log out of the system by selecting the Log Out option



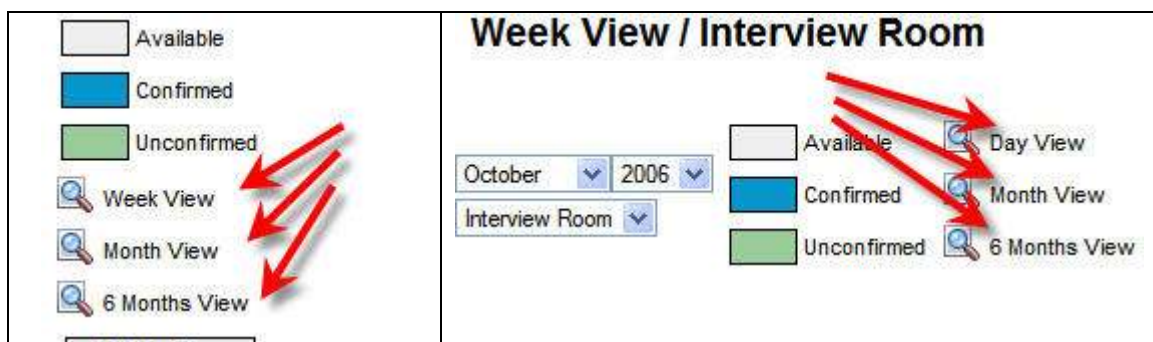
7.5 Views

The system allows Users to view the calendar in four different view modes

- Daily
- Weekly
- Monthly
- Six monthly

The selection changes dependant on which view the User is in.

e.g. In weekly view the options change to daily, monthly and six monthly.



7.6 Making a Reservation

To make a reservation the User selects the date required from the side calendar

2 October 2006 Go

< 02 October 2006 >						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Go to Today: 02/10/2006



☐ Available
☒ Confirmed
☐ Unconfirmed

The User then selects the start time and clicks on the full calendar

Click

	Meeting Room	
08:00 AM		
09:00 AM		
10:00 AM	WSS OSS	
11:00 AM		
12:00 PM		
01:00 PM		
02:00 PM		
03:00 PM		

The room details are then displayed

Booking Meeting Room	
Booked By	Christine Allen
Title	<input type="text"/>
Facility	Meeting Room <input type="button" value="v"/>
Date	2 <input type="button" value="v"/> October <input type="button" value="v"/> 2006 <input type="button" value="v"/> 
Repeat Period	None <input type="button" value="v"/>
End Date	2 <input type="button" value="v"/> October <input type="button" value="v"/> 2006 <input type="button" value="v"/>  Include Week-End <input type="checkbox"/>
Start Hour	01:00 PM <input type="button" value="v"/>
End Hour	01:30 PM <input type="button" value="v"/>
Other Details	<input type="text"/>
Equipment	<div>Flip Charts OHP TV & Video Tea & Coffee</div>
<div>Submit Cancel</div>	

- Booked By – The name of the User booking the room. This is generated by the system when the User logs on
- Title – Title of meeting. This can be used for cross referencing with invoices etc.
- Facility – Name of the room booked. This can be changed but if the room is already booked a warning message is given
- Date – Date of booking. This can be changed but if the date is already booked a warning message is given
- Repeat Period. This allows the User to repeat a booking either, daily, weekly or fortnightly.
- End date – If a repeat period is selected the User can enter the end date for a series of booking.
- Start Hour – Start time of booking. This can be changed but if the time is already booked a warning message is given
- End Hour – The end time for the meeting. If the meeting time selected runs into another meeting a warning message is given
- Other details – The User can type in specific details for the Administrator
- Equipment - This allows Users to pre book equipment for a meeting. By holding the Ctrl key several items can be selected.

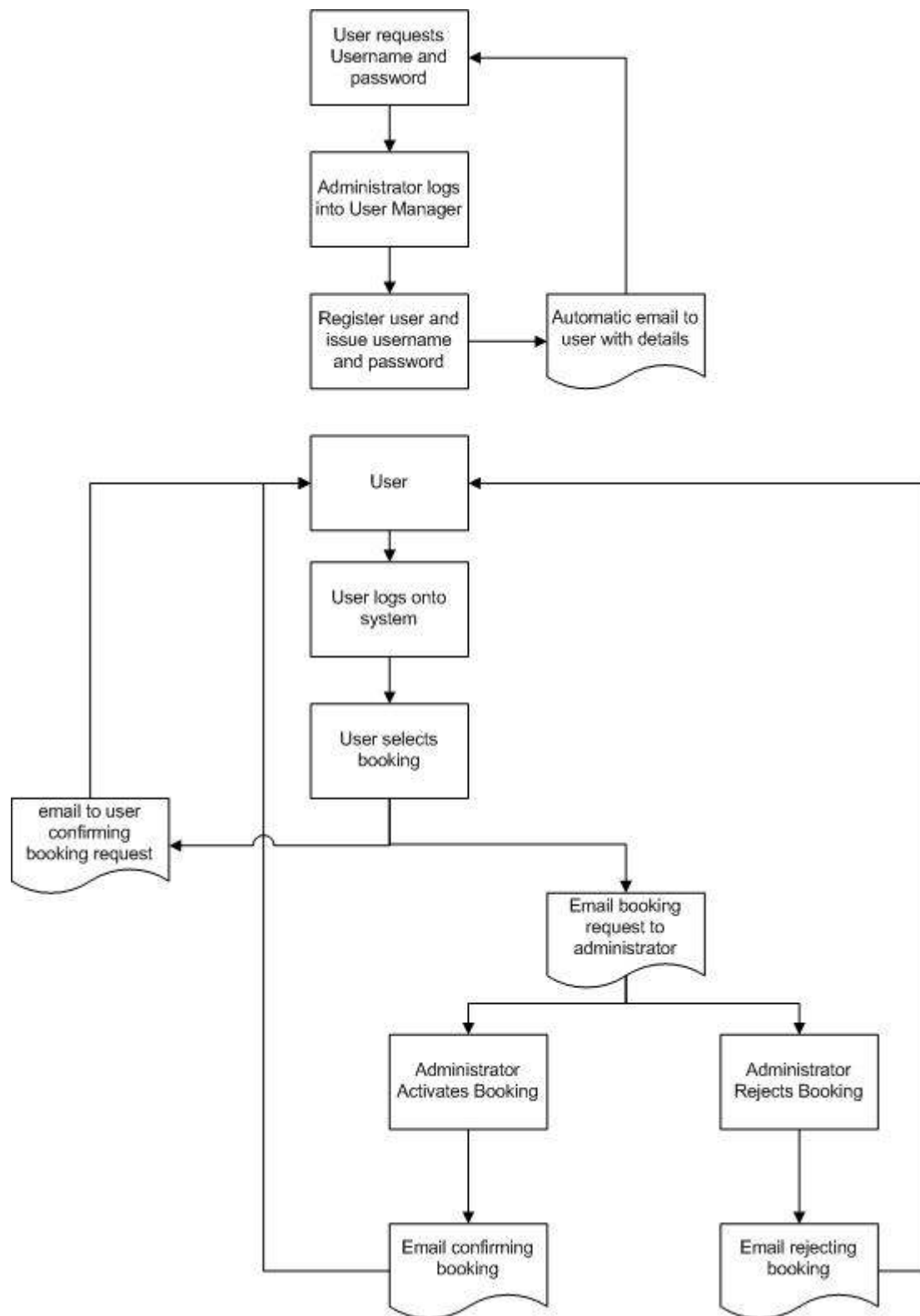
Once the details are complete the User selects the submit button and an email is sent to the Administrator for activation and the User to confirm that the meeting request is acknowledged.

7.7 Logout

Once the User has finished using the system they should log out by selecting the Log Out option



8 Appendix 1 – Workflow



9 Appendix 2 – Optimising Images

Reducing the size of graphics images is a great way to increase the overall friendliness of a Web page. A page with well-optimized graphics is friendlier in at least three respects:

- Bandwidth-friendly (smaller images = less traffic across the Internet)
- Server-friendly (smaller images = less work for the server to transmit)
- Reader-friendly (smaller images = pages load more quickly)

Depending on the image(s) involved and the techniques used, it's really fairly easy to reduce the size of graphics files by at least 50% *without* perceptibly affecting image quality. Savings of 75% and more are not uncommon.

The vast majority of images on the Web come in two flavours: JPEG and GIF. Both of these formats are self-compressing, and both are platform-independent, which makes them ideal.

Selecting Software

Many software tools allow you to optimize graphics for size. Certainly, high-end image-editing packages such as CorelDraw and Adobe Photoshop enable you to exert considerable influence over the size of a graphic image file. If you already have and use a high-end image-editing tool, then by all means, exploit its capabilities.

However, using such high-end tools **just** for basic image optimization is very much a piano-for-a-paperweight proposition. Simpler, less expensive tools perform the task just as well, for little or no cost.

For Windows, shareware programs like L-View Pro and Graphics Workshop accomplish the task very nicely.

Size Matters

One of the key optimisation factors of any picture is the size it will need to be made to fit on the page.

Size is measured in pixels so a typical size for a picture from a camera will be 1250x800 (1250 pixels wide by 800 pixels high) but if you were to put this on a 800x600 web page it would fill everything and make the site unreadable.

Therefore before you start any of the following techniques resize the image to a size that will look sensible.

For the on-line booking system 250x167 pixels is acceptable. Do not worry too much about the second figure. Set the size to 250 and accept whatever height the program sets. This will depend on the size of the original picture.

Optimising JPEGs

One of the handiest things about JPEGs is that they allow **you** to control how compression to use. The quickest way to optimize a JPEG image is to increase the compression on the file.

If you're trying to optimize a JPEG, experiment with different compression ratios. Typically, programs will talk about JPEG compression as "high/medium/low," or else as a percentage value. Make a copy of the original image to experiment on, and start exploring.

As you increase JPEG compression, many images will suffer unacceptable losses in display quality. Increase compression gradually (in increments of, say, 10%), until you find that image is truly suffering, then ease back up a bit. Again, this is an instance where no hard-and-fast rules exist. You simply have to experiment until you achieve an optimal balance of compression and image quality.

Optimising GIFs

Unlike JPEGs, GIFs do not allow you to control compression directly. But happily, a GIF can adjust its size automatically to fit into the smallest possible space, given a specific number of colours in an image. The process of rendering an image in fewer colours is sometimes referred to as "reducing colour depth" or "palette optimization."

Once you determine how to reduce color depth using your software package of choice, begin to experiment with the image. Explore options for color, dithering, etc. until you find an optimal balance of color depth and image appearance. (Note: In general, "dithered" images do not optimize as well as non-dithered images.)

Use the smallest number of colors that render the image acceptably, without compromising its quality. When you save the file in a GIF format, the image will automatically be reduced to the smallest possible size for the color palette you've selected.

SPECIAL THANKS

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