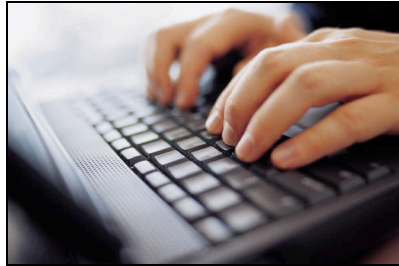


Setup Guide

c2book.com



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Introduction

Welcome to c2book.com – an easy and productive way to book your resources.

Whether you manage a Meeting Room or School Hall, our online service lets you create a Booking Sheet for your resource and then allows your members to make bookings at any time.

This Setup Guide highlights all of the different options available to the Administrator of each Account.

Setting up your c2book.com Account can be done in three easy steps

1. Create your Booking Sheets
2. Create your Users
3. Start Booking!

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Booking Sheets (how to add / edit)

Booking Sheet ID

The unique number that identifies your Booking Sheet. The ID is automatically generated by our database. Quote this number in your Support Request if you experience a technical problem.

Name

The name of your Booking Sheet. Keep it short and relevant, for example “Office (Floor 2)” or “School Hall”. You can change the Booking Sheet name at any time.

Status

Generally the Status should be set to *Enabled* – allowing Users to book and view the Booking Sheet. If for some reason you need to quickly stop Users booking or need to ‘hide’ the Booking Sheet simply select *Disabled*.

Default Sheet

Tick this box if you want this Booking Sheet to be the first thing Users see when they log in.

Moderated By



This is how the Administrator can control how Users book. You will see there are two special Users in the Moderator list: (*No One*) and (*Admin*)

Select (*No One*) to allow any User to book without Moderator approval.

Select (*Admin*) to allow the Administrator to moderate bookings (Confirm/Delete)

What happens when a Booking Sheet is Moderated?

When a User makes a booking they will be told that the booking needs to be confirmed.

On the Booking Sheet it will block out the time with a (*To Be Confirmed*) message.

When a Moderator logs into the website the booking will be displayed on the Moderator page. The Moderator can either confirm or delete the booking.

If the User has *Email Alerts* enabled they will receive an email detailing what the Moderator has done.

You can also give one or more Users the ability to Moderate. To do this, firstly make sure *Moderator Rights* are enabled in the Users profile. Then edit the appropriate Booking Sheet, selecting the Users name from the list of available Moderators.

Moderation is turned off by default...

When you create a new Booking Sheet, (*No One*) is selected by default – allowing any User to make a booking.

Viewed By

Specify whether the Booking Sheet can be viewed by the Public or restricted to Users who have logged in. If you select *Public* you can specify whether User names are shown in Public or just the generic text "Booked".

UTC / GMT offset

Specify your time offset so that the website correctly calculates what day you are actually on.

You can set a global time offset in your Account settings, or specify a time offset for an individual Booking Sheet (this is ideal if you are managing resources that are spread over a number of time zones).

You will need to manually change the time offset if your country has Daylight Savings.

Allow Bookings On

Specify which days the Booking Sheet can be booked on. To select multiple days Ctrl-left click on the day's name. The day selection can be changed at any time.

Bookings Open

Specify the earliest time a booking can start. This can be changed at any time.

Bookings Close

Specify the latest time a booking can end. This can be changed at any time.

Maximum Booking

Specify the maximum length of any one booking. This restriction only applies to Users. The Administrator can book any length of time for any User.

Booking Limit

Specify how far in advance bookings can be made. This can be changed at any time.

Booking Options

Specify a list of Options that the User can select from. Separate each option with a comma. For example: Requires Assistance,Requires Training,Requires Keys

Please note that Users can only select one option.

You can also specify whether the User must choose an option before the booking is processed.



Users (how to add / edit)

User ID

The unique number that identifies each User in our database. The ID is automatically generated by our database. Quote this number in your Support Request if you experience a technical problem.

Display Name

This is the unique name for the User that is shown every time they have a booking. Keep the name short and relevant. This can be changed at any time.

Password

A Password and Email Address are required for the User to log in. The Administrator can set the Users password the first time. After that, the User is the only one that can change their password. This field is optional.



If a User forgets their password they can get it emailed to them by filling in the "Lost Password" form on the Log In page.

Email (private)

A Password and Email Address are required for the User to log in. The User's email address is only available to the Administrator. It is not displayed to other Users or the public. This field is optional.

Phone (private)

The User's phone number is only available to the Administrator. This field is optional.

Secure Connection

Specify whether the User accesses the website through a secure SSL connection (https). When enabled all data is encrypted, making it harder for a third-party to intercept. Because of the encryption/decryption process the User will notice a small slowing down in website performance.

Email Alerts

If *Enabled* the website will automatically email the User whenever a booking has been confirmed or deleted.



Users should always log in to the website to confirm bookings, they should not rely solely on email alerts as their spam filter may delete an alert.

User Booking

Specify whether a User can make a booking themselves. This option is controlled by the Administrator. If set to *Disabled*, the User can still view Booking Sheets but not make bookings.

Moderator Rights

Specify whether a User has Moderator rights. This option is controlled by the Administrator. If set to *Enabled*, the User can be selected from the list of Moderators when you edit a Booking Sheet.

Upcoming Bookings

Click on the link to see a list of upcoming bookings for the User.


Delete User

Click on the link to delete the User and all of their future bookings from our database. Please note that you cannot undo this action.



Booking Sheet Features



Booking

Making a booking is easy – simply click on the green  next to the time you want to book.


Notes

Add short notes for a specific day.
For example “Christmas Day”, “Not Staffed”, “Unavailable” etc.


Contact Details

If the User has an email address  or phone number  in the database it will appear alongside their booking – allowing for easy communication.



User Details

You can adjust User details at any time by clicking on the User icon  beside their booking.

Delete Bookings


Non-repeat Bookings: Click on the red  to the left of the booking time.

Repeat Bookings: You have two options.

1. To delete TODAY’s booking click on the red  to the left of the booking.
2. To delete all of the repeats AFTER TODAY click on the delete icon to the right (red  marked with an R in the middle).



How do you clear a whole day of bookings, for example Christmas Day?

Click on the red  to the left of the booking on that day (*Delete Today’s Booking*).
Ongoing repeats before or after this date will not be affected.



Your Account (how to edit)

Account ID

The unique number that identifies your Account in our database. The ID is automatically generated by our database. Quote this number in your Support Request if you experience a technical problem.

Display Name

This is the name of your organization. It will be displayed on any Booking Sheet that is made Public.

Admin Email

This is the primary email address for this Account. It is used when you log in to the website, as well as being displayed on any Booking Sheet that is made Public. It is also the address that your Users can email for support.

Admin Password

The Admin Email and Admin Password are required for you to log in to the website.

Secure Connection

Specify whether the Administrator accesses the website through a secure SSL connection (https). When enabled all data is encrypted, making it harder for a third-party to intercept it. Because of the encryption/decryption process the Administrator will notice a small slowing down in website performance.

Email 2-Day Record

Specify whether the Administrator receives an automated email at the start of every day detailing bookings for the next two days. This is useful in the event that you temporarily lose connection with the website and you need to know what has been booked.

UTC/GMT Offset

You can specify your time offset so that the website correctly calculates what day you are actually on. You can set a global GMT offset in your Account settings, or specify a time offset for an individual Booking Sheet (ideal if you're managing resources that are spread over a number of time zones).

You will need to manually change the time offset if your country has Daylight Savings.

Billing Information

Billing information is only accessible by the Administrator and c2book.com staff.