

impero
education pro

Room Booking
Impero learning series

English

© 2015 Impero Solutions Ltd.
power at your fingertips

impero

table of contents

Introduction	3
Configuration	3
Room Booking	6
Create Bookings	7
Cancel Bookings	9
Admin Tools	10

1 Introduction

The Impero Room Booking system allows you to give users the ability to book out specific rooms or computers at certain times. You can give users different levels of access so that certain users, for example, can only book out single computers, while users with higher privileges can book out entire rooms. Initial configurations of the Room Booking system take place in the Impero Server, and end-users are able to access it via a web browser. They are then able to select from a list of your Impero computer groups in order to pick which machine they wish to create a booking for.

2 Configuration

In order to enable and configure the Room Booking system, you must first launch your Impero Server. Once launched, select the **'Room Booking'** tab (Image 1).

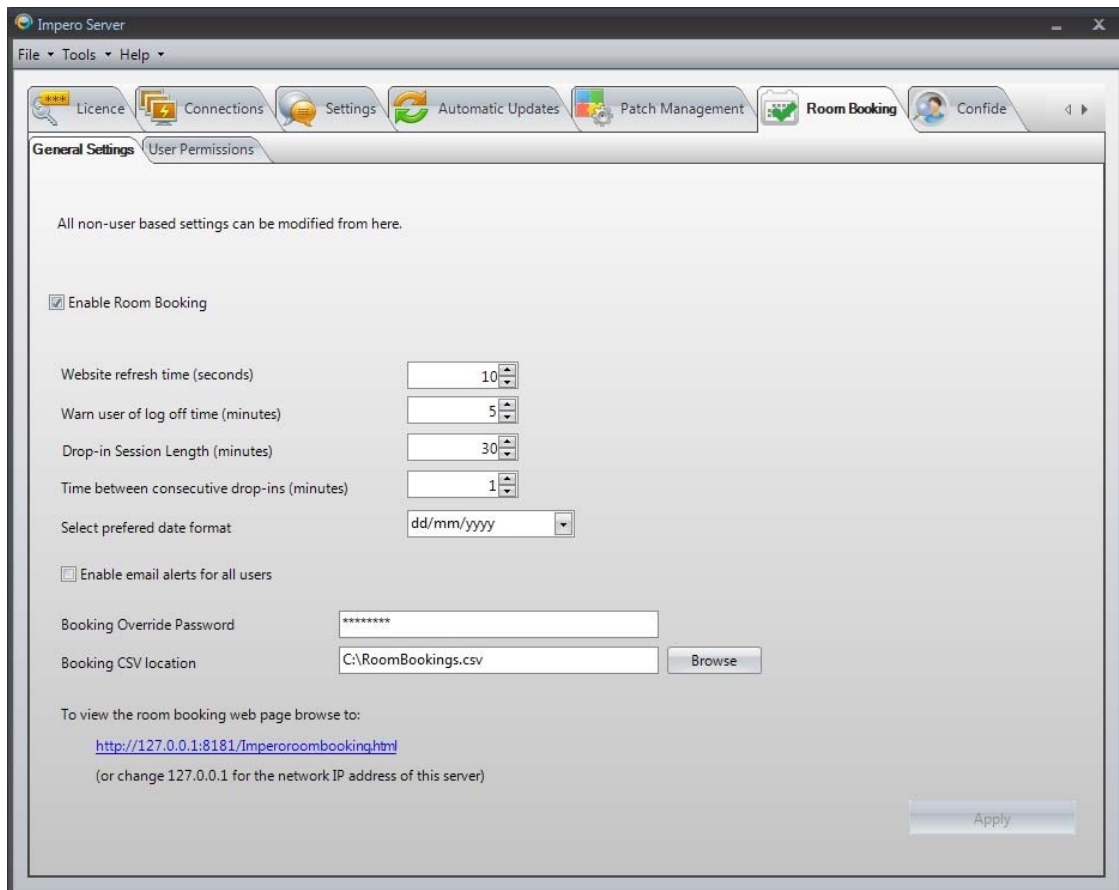


Image 1 - Room Booking

In order to use the Impero Room Booking system, you must first enable it here by ticking the **'Enable Room Booking'** option.

Once enabled, you are then able to configure the remainder of the options in the **'General Settings'** tab:

Website refresh time

Specify (in seconds) how often the Room Booking website will automatically refresh, so that users are kept up to date of any new booking that might have been made.

Warn user of log off time

Specify (in minutes) how long prior to a booked session ending the user will be warned that they are going to be logged off.

Drop-in Session Length

Specify (in minutes) the length that any user can create a drop-in session for. A drop-in session means that the computer is available for anyone to log into, but only for a maximum of the time period specified here.

Time between consecutive drop-ins

Specify (in minutes) a time period between consecutive drop-ins, so that a user would have to wait this amount of time to log into a drop-in session having just ended another session.

Select preferred date format

Select from the drop-down list which date format you wish to use on the Room Booking website.

Enable email alerts for all users

Tick this option if you want users to enter an email address upon creating a booking. The user will then receive an email confirmation of any booking they create.

Booking Override Password

When a user books a session, you may give them the option to password protect their booking. Enter a password here that will override any passwords that are applied to bookings.

Booking CSV location

All bookings that are created are saved to a CSV file on the server. This field gives you the option to set up where this CSV file is saved to, click the '**Browse**' button to navigate to the location you wish to use.

Once you have configured all the relevant settings above, click on the '**Apply**' button to save your changes. You can then select the '**User Permissions**' (Image 1.1) tab to work on further configurations.

In this tab you are able to define different levels of access and define which users are to have which level of access. Select in the '**Permissions Level**' drop-down list which user type you wish to edit the access for. By default, all system users have '**User**' access, unless you specify otherwise.

Image 1.1 - User Permissions

[1] - Excluded Groups

Define any groups that users with the selected permission level will NOT have access to on the Room Booking website. The drop-down list will contain a list of all the Impero Computer Groups that are set up on your system. If there are any groups that you do not wish for users to be able to access on the Room Booking system, select the group in the drop-down list and click on '**Add**'. Click on the '**Apply**' button after making any changes.

[2] - Included Users

Define which users will have the level of access you are currently configuring. Once your permission level is selected, type into this field the username of the user that you wish to give this level of access to, and click on the '**Add**' button. After making any changes, click the '**Apply**' button. All users default to having the 'User' permission level; users will only have a different level of access if they are specified in this field.

[3] - For the selected permission level you can also configure the following settings that will apply to all the users that are assigned this level of access:

The number of concurrent bookings the user can make

Specify the amount of bookings that users with the selected permission level can hold at any one time, i.e. if you enter '1', and a user with this access level books a computer from 14:00 - 15:00, that user will not be able to make another booking within that time period.

Maximum allowed booking time

Specify the maximum length of time (in minutes) that a user with this permission level can make a booking for.

Time before reservation times out

Specify the amount of time (in minutes) that the Room Booking system will hold a booking for before the reservation times out, i.e. if you enter '10' here, and a user has made a booking at 14:00, their reservation will time out at 14:10 if they have not accessed their booking by then.

Website session timeout length

Specify the amount of time (in minutes) that a user can be inactive on the Impero Room Booking website before their session times out.

Action to take on duplicate logins

Select from the drop-down list which action to perform if a duplicate login to the Room Booking website occurs.

No Action: No action will be taken, the first session will remain active and the second session will be permitted.

Drop existing session: The second session will be permitted, but the first session will end.

Prevent new session: The first session will continue but the user will not be permitted to commence the second session.

Repeat booking option available

Tick this option if you wish for users of the selected permission level to have access to create repeat bookings. For example, if this is ticked, a user can book a session at 14:00 on Wednesday afternoon and choose to repeat that same booking every day, every week at the same time, every fortnight at the same time, or every month at the same time.

Password protect booking

Tick this option if you want users of the selected permission level to set a password on their booking. If this option is selected, upon creating a booking, the user will be prompted to enter a password, which they then must enter in order to access the booking.

Allowed booking types

Tick the box for each type of booking that users of the selected permission level will have access to create:

Single PC: Users with this permission level will have the option to book out single specific computers.

Room: Users with this permission level will have the option to book out an entire room; which reserves every computer within the group.

Unavailable: Users with this permission level will have the option of making a computer unavailable, which means that no other user will be able to create a booking to that computer while it is unavailable.

Drop In: Users with this permission level will have the option of assigning a computer to have a "Drop-In Session", which means that any user is able to log onto the computer while it is set to "Drop In". However, a user that logs into a computer during a drop-in session will only be able to use the computer for the length of time specified under the 'Drop-in Session Length' setting in the 'General Settings' tab (Image 1)

Drop In Room: Users with this permission level will have the option of assigning an entire room to have a "Drop-In Session", which means that any user is able to log onto any computer in the room while the room is set to "Drop-In". However, a user that logs into a computer during a drop-in session will only be able to use the computer for the length of time specified under the 'Drop-in Session Length' setting in the General Settings tab (Image 1).

Ensure you click the '**Apply**' button to save any changes.

3 Room Booking

The Room Booking system is accessible via a web browser. The link on the Room Booking tab in the Impero Server (Image 1) will point you to the following URL - <http://127.0.0.1:8181/imperoroombooking.html>

This URL will only be accessible from the Impero Server machine; in order to access the website from other machines, replace 127.0.0.1 with the IP Address of your Impero Server.

Note: If you are unsure what this address should be, please contact your Network Administrator. You may wish to create a bookmark on your web browser to this page.

You will then be presented with a login screen (Image 2).

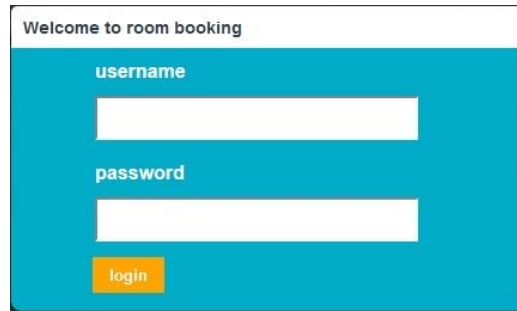


Image 2 - Room Booking Login

Enter your domain credentials (the username/password that you use to login to your computer) and press 'login'. You will then be presented with the Room Booking web page (Image 2.1).

Note: You must have your Active Directory Settings configured in the Impero Server in order for user logins to function.

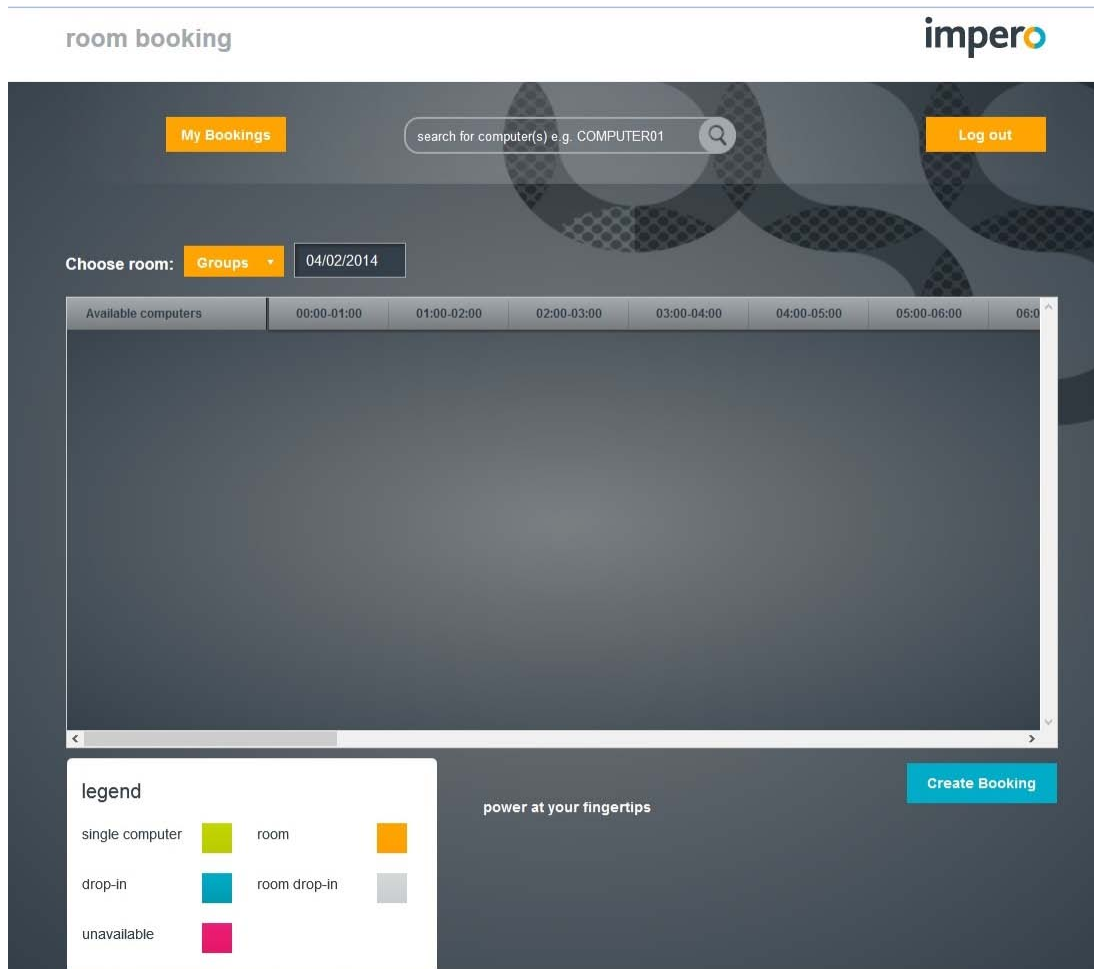


Image 2.1 - Room Booking

3.1 Create Bookings

In order to create a booking, you must first select a room (computer group) from the 'Groups' drop-down list. Once a room is selected, you will see a list of the computers within the room (Image 3).

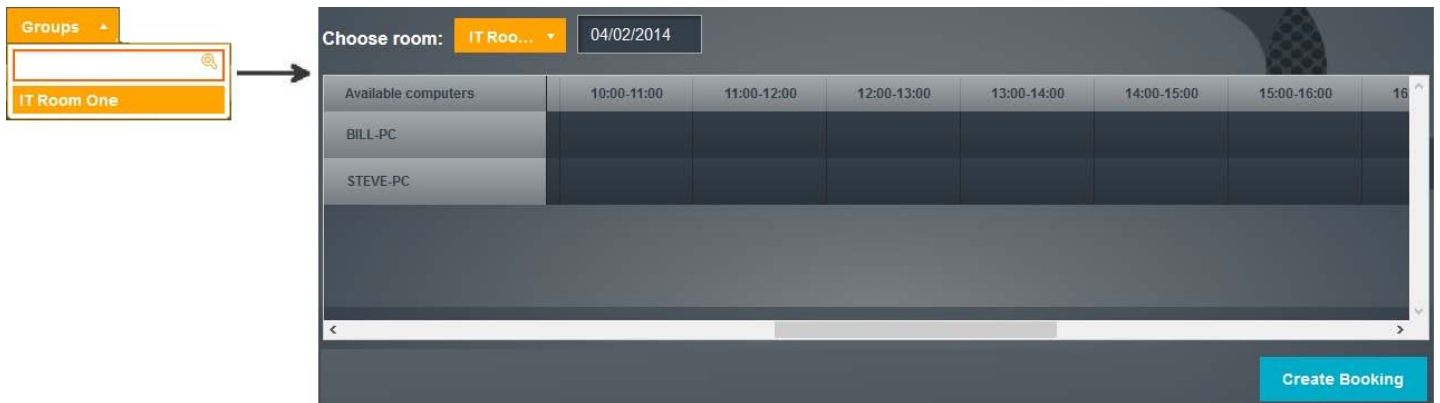


Image 3 - Select Group

You can then click on the 'Create Booking' button to begin the booking process (Image 3.1) or you can click on an hour block next to a selected computer to book it for that time (Image 3.2).

Image 3.1 - Create Booking

Image 3.2 - Selected Computer

If you select an hour block for a particular computer, the 'booking options' window is already filled in with the computer name and time you selected (Image 3.2). If you clicked the 'Create Booking' button, you can select your booking options from the drop-down lists (Image 3.1).

Computer

This drop-down list will contain the computer names of all computers within the room/computer group that was chosen. Click on the computer you wish to book.

Single Computer

This drop-down list will contain a list of all the different types of booking that the user is permitted to create, based on the permission level that has been applied to the user in the Impero Server settings. The options that may appear here depending on permission levels are 'single computer', 'room', 'drop-in', 'room drop-in' and 'unavailable'. See the [Configuration](#) section for definitions of each.

Date

By default this field will display today's date. You can click on the field to open a calendar where you can select a different date to create the booking if you wish.

Start Time

Click the drop-down list to select a start time for your booking from the list. You can also type your desired start time into this field.

End Time

Click the drop-down list to select an end time for your booking from the list. You can also type your desired end time into this field.

Password

If you have enabled 'Password protect booking' in the Impero Server settings, this field will appear. The user must then add a password to this booking; the session will then only be accessible by entering this password. If you have not enabled the setting, this option will not appear.

Email

If you have enabled 'Enable email alerts for all users' in the Impero Server settings, this field will appear. The user must then add

their email address to this booking; they will then receive an email confirmation of their booking once it is created. If you have not enabled the setting, this option will not appear.

Repeat Booking Options

If the user creating the booking has been permitted to make repeat bookings in the Impero Server settings, they will then see this drop-down box. They can then choose to repeat the booking they are creating periodically by selecting from the options in the drop-down list - **'Once'**, **'Every Day'**, **'Every Week'**, **'Every Fortnight'** and **'Every Month'**. The booking will then be automatically recreated based on this selection.

Once you have set up all the booking options, click the **'Make Booking'** button in order to save the booking. Once the booking is created, the time you booked will appear blocked off in the Room Booking view (Image 3.4). The block will appear in different colours based on the booking type that has been created; the **'legend'** at the bottom of the Room Booking website (Image 2.1) tells you which colour block refers to which type of booking.

Available computers	12:00-13:00	13:00-14:00	14:00-15:00	15:00-16:00	16:00-17:00	17:00-18:00	18:00-19:00
BILL-PC							
STEVE-PC		Yellow			Orange		

Image 3.4 - Bookings

In the above example (Image 3.4), one computer has a booking from 12:15 - 13:15, while the entire room is booked out from 16:00 - 17:00.

At the time of the booking, the specified computer will then be reserved for the user that created the booking. The screen of the reserved computer will display an Impero Room Booking screen (Image 3.5).



Image 3.5 - Reserved Computer

The user that created the booking must then enter the password they used to secure the booking, and click on **'Unlock'** in order to access the computer. Without this password, no-one can access the computer.

If you have not set the password protection option in the Impero Server, the user can simply click on the **'Unlock'** button to access the computer. If the user has not accessed the computer in a certain amount of time, the reservation will timeout and any user can then access the machine. This timeout length can be configured in the Impero Server.

Note: Administrators can use the *'Booking Override Password'* as specified in the Impero Server to access the computer from the reserved screen if they need to.

If there is a user already logged onto a computer prior to a reservation, they will be warned of an upcoming booking (Image 3.6) and will be automatically logged out. You can configure the amount of time prior to the booking that the warning will appear in the Impero Server.

Similarly, when a user has accessed their reservation but the booking is coming to an end, they will receive a warning message prior to the booking ending (Image 3.7). This warning time is also configurable from the Impero Server.

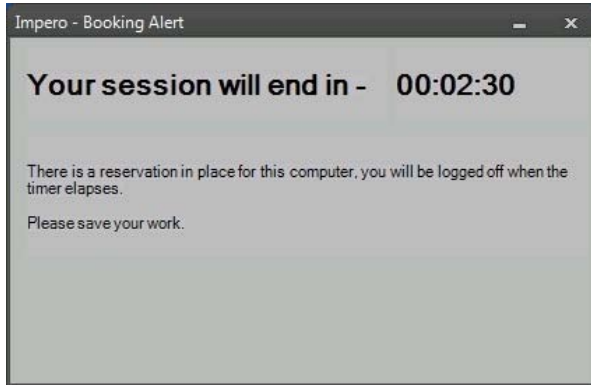


Image 3.6 - Booking Alert

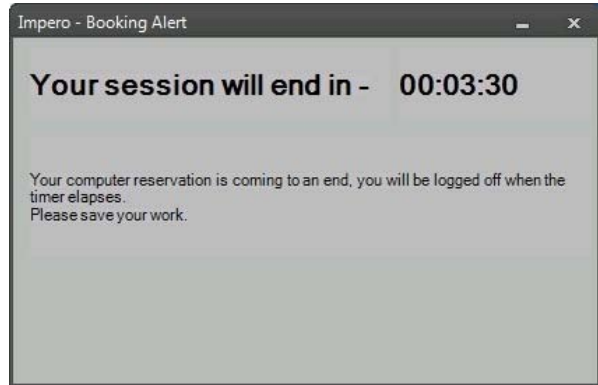


Image 3.7 - Reservation Ending

3.2 Cancel Bookings

Users can at anytime view a list of their bookings by clicking on the '**My Bookings**' button that appears at the top of the Room Booking web page. This will open a new panel on the user screen (Image 4).



Image 4 - My Bookings

The user can click on the '**Cancel Booking**' button under any of their reservations if they wish to cancel it. Reservations can also be canceled by the user locating their booking on the Room Booking website and left-clicking their mouse on the block that they have booked (Image 4.1).



Image 4.1 - Cancel Booking

3.3 Admin Tools

If a user has been assigned the 'Admin' permissions level in the Impero Server settings, they will see an additional button called '**Admin Tools**' at the top of the Room Booking web page when they log in (Image 5)

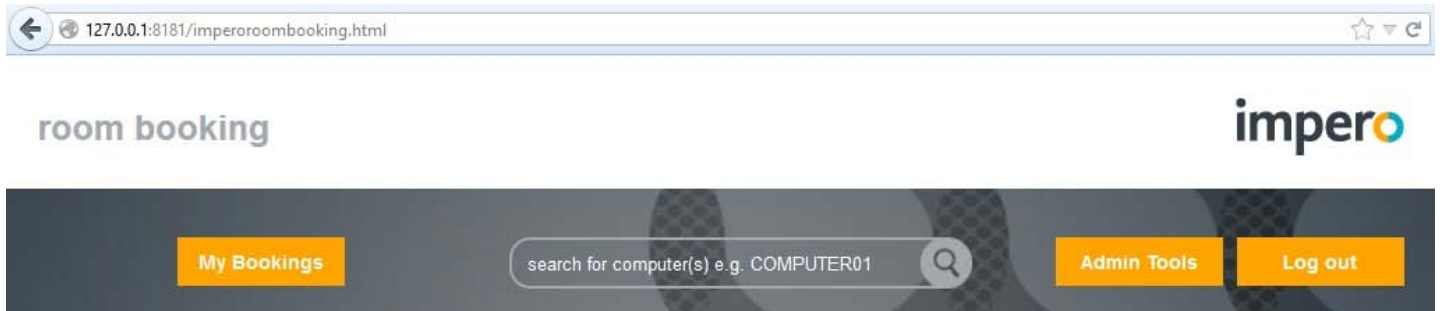


Image 5 - Admin Tools

The Admin user can click on this button to open a new window (Image 5.1) in which they can ban users from creating bookings and remove any bans that are already in place.

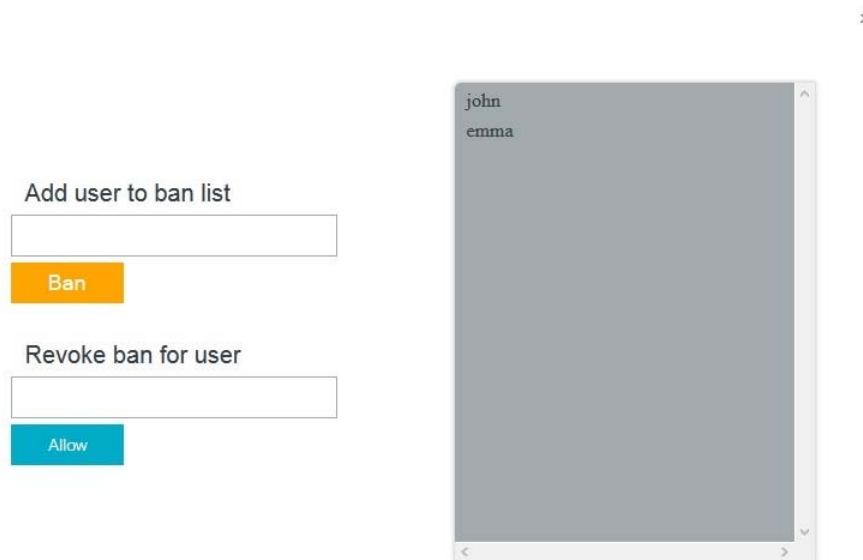


Image 5.1 - Ban List

Any users that appear in the list in the grey panel on the right-hand side of the window already belong to the banned user list. In order to ban another user, type their username into the 'Add user to ban list' field and click '**Ban**'. The username will then appear in the right-hand panel, and will also appear as a user under the 'Banned' permission level in the Impero Server.

If one of these banned users then tries to access the Room Booking web page, they will be denied access (Image 5.2).

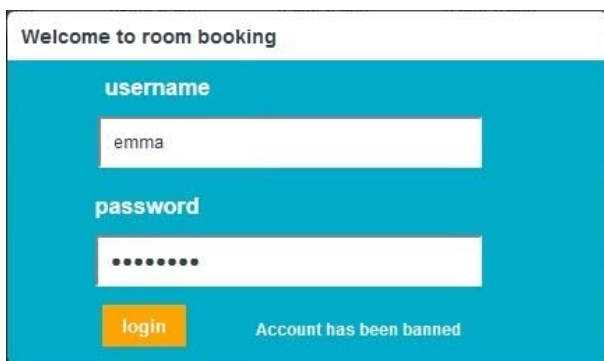


Image 5.2 - User Account Banned

The Admin user can remove a user from the ban list by either clicking on their username in the right-hand panel (which will automatically put their username into the 'Revoke ban for user' field) or by typing their username into the field, and then clicking '**Allow**'. This will remove their name from the right-hand panel and also from the 'Banned' permission level in the Impero Server.

Alternatively, the banned user can also be removed from the Impero Server 'Banned' permission level.

info@imperosoftware.com
www.imperosoftware.com

+44 (0) 1509 611 341

impero 