

room!MATE – Calendar



Calendar Functions

The room!MATE Calendar software is the heart of the room management application. Meeting rooms are found and booked directly in the calendar views. Door signs and information screens read the information for their display from the calendar. Powerful functions for the administration of users and user privileges control access to the calendar and to rooms.

room!MATE is an „out-of-the-box“ solution. It is installed and up for operation in very short time. The calendar user interface is accessible with standard Internet browsers from any PC in the network. There is no installation of additional software required.

The room!MATE Calendar software is pre-installed on a small Linux server or can be installed on an existing VMware server. Major functions are:

Calendar views

Various periods for the calendar views – year, month, week, day. Calendar views show all existing meeting room reservations.

Calendar view sorted by rooms. Used to find free rooms and to get an overview over the booking situation.

Calendar view sorted by user. Used to quickly find reservations of certain users.

Filter for rooms. Select rooms and limit the visibility of rooms to this selection.

Filter for user groups. Restrict the visibility of rooms and reservations to certain user groups, i.e. to focus on reservations of the members of user group Manager.

Search functions for user defined information retrieval. Search all reservations and list hits in tabular form.

Print calendar view.

Room management

Add and edit rooms. An user with Administrator privileges may add new rooms or change the properties of existing rooms.

Individual room colours. An individual colour is assigned to each room for displaying room reservations in the calendar views.

Warning messages and mechanisms to prevent users from making overlapping reservations.

Default end time for reservations. A default period for reservations is assigned to each room. If a user misses to enter an end time for the reservation, the default period is used instead.

Approvals for user reservations. If enabled for a room, a reservation needs the approval of a person with Manager privileges. A reservation will only be visible to others if a manager agrees to the reservation.

User management

The calendar offers two methods to add users. An Administrator registers a user and assigns a user group and user privileges. As an alternative, a user self registration can be activated. When logging in for the first time, a user enters his/her login credentials. All self-registered users are assigned to a user group which has been specified during configuration.

Manage user privileges. All users are assigned to a user group with its individual user privileges. The calendar offers the following basic privileges:

- No access. Used, if the calendar is only accessible for registered users. No access to the calendar without registration.
- Read access. An user can access the calendar and overlook all reservations, but has no rights to make own reservations.
- Book own. An user can make reservations under one's own name and edit or delete own reservations.
- Book all. An user can make reservations on behalf of all registered users and edit or delete all reservations.
- Manager. An user with Manager privileges has all of the above rights of the Book own user group and additional rights to approve reservations and to add or edit user profiles.
- Administrator. All rights without limitation.

Create new user groups. Additionally to the above six user groups, the Administrator can create new user groups with individual user rights.

Limit access to rooms. Assign one or more rooms to a user group and visibility and access for all members is limited to those rooms.

Select between a public or private calendar. A public calendar is accessible to everybody who opens the calendar user interface. A private calendar is only accessible for registered users and requires a login before the user interface of the calendar opens..

Reservations

Making reservations. A mouse click into the calendar opens the booking dialog. Date and start time are initialised.

Calendar / door sign display. Different text fields are available for information displayed in the calendar and on the door signs.

A reservation includes the following information: Date, start time, end time, room identification, text displayed in the calendar, text displayed on the door sign, name or company. The name of the user is automatically assigned to a reservation and displayed in the calendar.

Events lasting more than one day. A reservation can easily be edited and copied to the next day if the event lasts longer than one day.

Avoid overlapping reservations. When making a reservation, the calendar checks for overlapping reservations. Trying to double-book a room results in an error message and the user is requested to select another room or time.

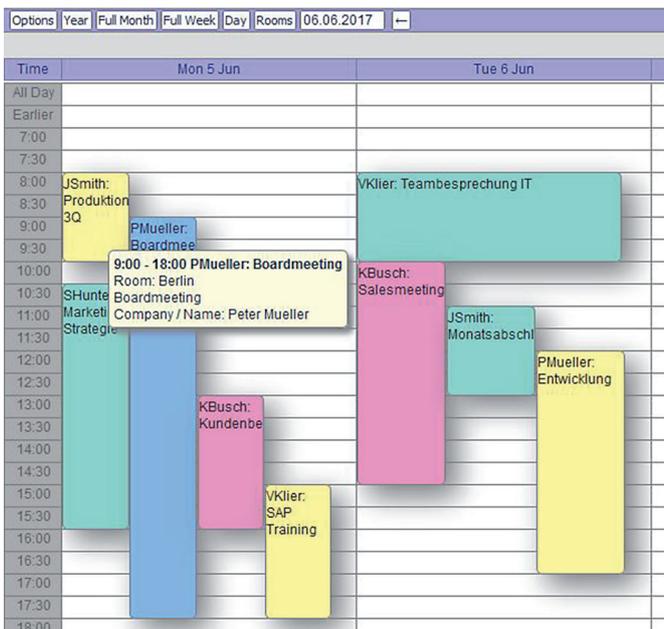
Automatic functions

Delete reservations from the calendar after a certain number of days.

Send an E-mail notification if the information in the calendar has been changed.

Send reminder e-mails for due events.

Daily backup.



Reservation form

Calendar view with reservations. Move the mouse pointer over a reservation to open a tooltip with additional information.



The room!MATE Calendar is shipped pre-installed on a small Linux server and ready for use after few configuration steps. The small size of 190x165x43 mm (WxDxH) allows for an installation at almost any location. As an alternative, the calendar software can be installed on an existing VMware server.