

# Using BookingPOINT

## About BookingPOINT

BookingPOINT is a powerful room and equipment booking system allowing you to take full control of the booking and borrowing process while making sure everything runs smoothly within your organization.

## Customization

Being a FileMaker based database system; BookingPOINT can be modified and customized to suit your needs.

You may decide to purchase an open license that will allow you internal access to modify any aspect of the system. Please ensure that you or some else is familiar with FileMaker before making any changes.

Alternatively, since we are a FileMaker development company, you may decide to hire us to make the changes you need – thus ensuring that the changes are done correctly and in an efficient manner since we know BookingPOINT best.

## Web Bookings

With BookingPOINT Deluxe and FileMaker Server Advanced, your borrowers can book equipment on-line via a modern web browser.

*Please visit the FileMaker website for current FileMaker Server Advanced pricing.*

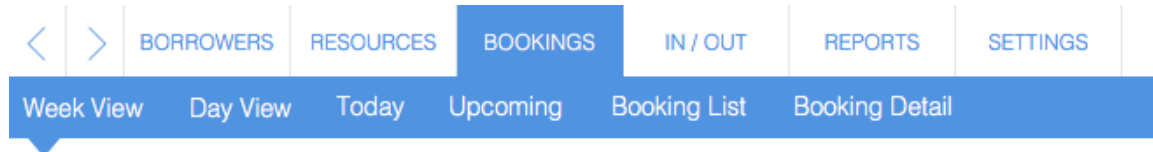
## Scheduler

With BookingPOINT Deluxe and FileMaker Server or FileMaker Server Advanced, certain tasks can be scheduled to run automatically at certain times such as issuing demerit points, sending automated reminder emails, suspending overdue borrowers etc.

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## The Basics

### Main menu



You can navigate through the different pages using the main menu as shown above.

### Back / forward navigation



You can navigate back and forth between pages you've already visited, just like a web browser.

### Tools



Type into the quick search field and hit enter to perform a basic search.

Click on the magnifying glass icon to perform an advanced search.

Click on the printer icon to print the current page.

Click on the trash can icon to delete the current record.

Click on the plus icon to create a new record.

### List Pages

The list screens show's a list of records for the current module you are in.

Borrower List

Borrower Detail

Record: 5 of 282 - Total: 282

Group records (when sort by column)

Borrower	Student No	Department	Study	Unit	Status	
Greg Hollingsworth	5001143	ARTS	ABAC	Animation	Active	✕
Andrew Ruzicic	3599587	CLACS	ABAC	Animation	Active	✕
Brendan Corbett	1504456	ARTS	ABAC	Video Production	Active	✕

Click on a column header to sort the records. If the Group records checkbox is selected, then the list will be grouped when sorted. Note – some columns won't be grouped as they contain unique values.

Click on a record row to view the record in more detail.

Click on the X button on the right-hand side of the record row to delete the selected record.

## Borrowers

**Borrower Details**

Name: Rebecca Judge

Student No: 1505558

Barcode: 00340

Department: ARTS [Apply To Set](#)

Study: ABAC [Apply To Set](#)

Unit: Video Production [Apply To Set](#)

☐ Suspended ☐ Disabled ☐ Receive SMS Messages

**Contact Methods**

**Demerit Points**

**Privilege Sets** [Apply To Set](#)

**Student**

**Notes**

**Photo**

**Borrower Details** – Contains information regarding the borrower. The ‘Apply to Set’ buttons can be used to apply changes to all records within your current found set.

**Contact Methods** – This area is where you specify phone numbers, email addresses etc. Click on the first blank line to enter details.

**Demerit Points** – Demerit points are issued automatically (Deluxe) and displayed in this area. You can delete demerit points or manually add points if you need to.

**Suspended** – Once a borrower reaches a certain number of demerit points, their account will be automatically suspended (Deluxe only). You can manually suspend or un-suspend a borrower via the checkbox.

**Disabled** – You can disable a borrower via this checkbox and they will not be able to log in via the web portal.

**Receive SMS Messages** – (Deluxe Only) If this checkbox is enabled, then the borrower will receive reminder messages via SMS (if the SMS feature is enabled in system settings).

## General Tab

The screenshot shows the 'General' tab selected. It contains a 'Privilege Sets' section with an 'Apply To Set' button and a table with a 'Student' header and several empty rows. To the right are 'Notes' and 'Photo' fields, each with a small icon in the top right corner.

The 'Privilege Sets' section allows you to assign multiple privilege sets to a borrower.

To assign a privilege set, click in the first blank line and you'll see dropdown list of available privilege sets (as defined in Settings).

Use the 'Apply to Set' button to apply the same privilege sets to all borrower records in the current found set.

## Upcoming Bookings Tab

The 'Upcoming Bookings' tab shows a list of current and future bookings for the borrower.

The screenshot shows the 'Upcoming Bookings' tab selected. It displays a table with three columns: 'Resource', 'From', and 'To'. There are several empty rows for data entry.

## Loaned Resources Tab

The 'Loaned Resources' tab shows a list of resources that the current borrower has in their possession, and also shows when it's due back or if it's overdue.

The screenshot shows the 'Loaned Resources' tab selected. It displays a table with four columns: 'Resource', 'From', 'To', and 'Due'. There are several empty rows for data entry.

### Historical Bookings Tab

The Historical Bookings tab shows a list of all past bookings for the borrower.

General	Upcoming Bookings	Loaned Resources	Historical Bookings	Web
Resource	From	To	Due	

### Web Tab

General	Upcoming Bookings	Loaned Resources	Historical Bookings	Web
<b>Web Account Settings (Deluxe Only)</b>				
<b>Note:</b> When using 'External Authentication', only Login is applicable and not Password.				
Login	1505558			
Password	****			
<a href="#">Reset Password</a>				

The 'Web' tab shows the web user login credentials, i.e. user name and password.

The default password is 1234. As soon as the web user logs on for the first time, they will be asked to enter a new password.

Use the 'Reset Password' button to reset the password back to '1234'.

**NOTE:** If you use Open Directory or Active Directory to manage student passwords, then you can use FileMaker's built in External Authentication to grant web users access to BookingPOINT using their existing passwords. If you use External Authentication then only the login field is applicable.

## Borrower List

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BORROWERS

RESOURCES

BOOKINGS

IN / OUT

REPORTS

SETTINGS

search

Borrower List

Borrower Detail

Record: 5 of 282 - Total: 282 < >

☐

Group records (when sort by column)

Borrower	Student No	Department	Study	Unit	Status	
Greg Hollingsworth	5001143	ARTS	ABAC	Animation	Active	✕
Andrew Ruzicic	3599587	CLACS	ABAC	Animation	Active	✕
Brendan Corbett	1504456	ARTS	ABAC	Video Production	Active	✕
Natalie Green	3604009	ARTS	ABAC	Video Production	Active	✕
Rebecca Judge	1505558	ARTS	ABAC	Video Production	Active	✕
Rose Wood	3564623	ARTS	ABAC	Documentary	Active	✕
Lisa Jones	3567116	ARTS	ABCM	Documentary	Active	✕
Christopher Speers	3562378	ARTS	ABCM	Documentary	Active	✕
Laura Farrar	3550966	CLACS	ABCM	Multimedia	Active	✕
Lisa Evans	3564319	CLACS	ABCM	Multimedia	Active	✕
Karen Macdougall	5003473	CLACS	ABCM	Multimedia	Active	✕
Marie Oliver	3566100	CLACS	ABCM	Multimedia	Active	✕

Show All

Delete Found Set

Import Borrowers

Import Borrower Privileges

Export Borrowers

**Show All** – Shows all records

**Delete All in Found Set** – Delete all the records in the found set. Please use caution when deleting all records as they cannot be retrieved one deleted without restoring a backup.

**Import Borrowers** – Import borrowers from an Excel or CSV file.

**Import Borrower Privileges** – Import borrower privileges from an Excel or CSV file. You will first need to make sure the privileges are defined in system settings before you can import them.

**Export Borrowers** – Export the current found set into Excel or CSV format.

## Resources

< >
BORROWERS
**RESOURCES**
BOOKINGS
IN / OUT
REPORTS
SETTINGS

search

Record: 1 of 62 - Total: 69

Resources List
Resources Detail

Resource Details

Barcode 00000002 In / Out **IN**

Type Handy Cam

Group Name MiniDV HandyCam Kit [Apply to Set](#)

Resource MiniDV HandyCam Kit 2

Model

Location

Serial No. Asset No.

Value 1,200

Date Acquired Disposed

Description

Damage Notes

URL

Bookings
Booking History
Block Out
Service Bookings
Service History
Kit Items

Current Booking

From To Borrower Due

Upcoming Bookings

From To Borrower

**In /Out** – The In / Out field shows if a resource is currently in or out.

**Type** – A type must be assigned before it can be borrowed. Types are defined via the Settings area. Types are also used to define which privilege set can borrow the resources.

**Group** – Resources that can be swapped for one another should be grouped together. At time of pickup, rather than looking for the exact barcode that the borrower booked, you can grab the first available equivalent item and swap the booking. New groups can be defined via the Settings area. Use the ‘Apply to Set’ button to apply the Group to all the records in the current found set.

**URL** – If a URL is entered, web users can click on the resource title (shown as a link) to view more information regarding the item on an existing web page you may have.

### Bookings

Bookings
Booking History
Block Out
Service Bookings
Service History
Kit Items

Current Booking

From To Borrower Due

Upcoming Bookings

From To Borrower

The ‘Bookings’ tab shows which borrower currently has the resource, and also shows a list of upcoming bookings.



## Booking History

Bookings	Booking History	Block Out	Service Bookings	Service History	Kit Items
From	To	Borrower	Returned		

The 'Booking History' tab shows a list of all the borrowers that have borrowed the resource in the past.

## Block Out

Bookings	Booking History	Block Out	Service Bookings		Service History		Kit Items						
Type	Start Date	End Date	Start Time	End Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Can book over	
Resource	15/06/2017	29/06/2017	11:00 am	12:00 pm	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The 'Block Out' tab allows you to block out a resource from being borrowed at a particular time during the day. For example, the resource is not available between 11:00AM and 12:00PM every Monday and Tuesday.

**Type** – Allows you to choose from the following options:

- **Resource** – Block Out applies to the current resource only.
- **Type** – Block Out applies to the Resource Type, and all its related Resources.
- **Group** – Block Out applies to the Resource Group, and all its related Resources.
- **All** – Block Out applies to all resources in the system.

**Start Date & End Date** – These fields are optional. If you leave them blank, then the block out applies all the time. When dates are specified then the Block Out only applies during those dates.

**Start Time & End Time** – These fields are optional. If you leave them blank, then the Block Out applies for the entire day. When times are specified then the Block Out only applies during those times.

## Service Booking

Bookings	Booking History	Block Out	Service Bookings	Service History	Kit Items
----------	-----------------	-----------	------------------	-----------------	-----------

Book Service Now

Schedule a Service

Return from Service

Current Service		
From	To	Reason

Scheduled Services		
From	To	Reason

The Service Booking tab allows you to book resources out for service / repair for a specific date range.

**Book into Service Now** – use this button to place a resource into service immediately. You will be asked to enter a return date and time, as well as a reason for the service.

**Schedule a Service** – use this button to schedule a service for a later date. You will be asked to enter the start and end date and time, as well as a reason for the service.

**Return from Service** – use this button to return a resource back into stock after a service and make it available for bookings.

**Current Service** – Shows information about the current service.

**Scheduled Services** – Shows a list of scheduled services that have been booked in.

**NOTE:** *If a resource is placed into service, any existing bookings borrowers may have will be overwritten and an email will be sent to the borrower informing them of the service and they will need to book another resource.*

## Service History

Bookings	Booking History	Block Out	Service Bookings	Service History	Kit Items
----------	-----------------	-----------	------------------	-----------------	-----------

From	To	Reason

The Service History tab shows a list of the past service details.

## Kit Items Tab

Bookings	Booking History	Block Out	Service Bookings	Service History	Kit Items
Qty	Item	Serial No.	Missing		
1	Leather pouch		<input type="checkbox"/>		<input type="checkbox"/>
1	Charger		<input type="checkbox"/>		<input type="checkbox"/>
1	USB cable		<input type="checkbox"/>		<input type="checkbox"/>

The Kit Items tab allows you to track individual kit items such as a lens, power cord, etc. that ships with the resource.

You can specify the quantity, the name of the individual item and a serial number. You can flag a kit item as missing so that future borrowers don't get questioned about the missing items. You can run a report to see a list of all missing items (see Reports).

## Resource List

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BORROWERS

RESOURCES

BOOKINGS

IN / OUT

REPORTS

SETTINGS

search

Resources List

Resources Detail

Record: 26 of 62 - Total: 69

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☐

Group records (when sort by column)

Barcode	Resource	Group	Type	Value	In / Out	Due	Borrower	
00000016	MiniDV 3CCD Kit 3	MiniDV 3CCD Kit	Handy Cam	1,300	IN			✕
00000017	MiniDV 3CCD Kit 4	MiniDV 3CCD Kit	Handy Cam	1,300	IN			✕
00000018	Digital Still Camera Kit 1	Digital Still Camera Kit	Camera	780	IN			✕
00000019	Digital Still Camera Kit 2	Digital Still Camera Kit	Camera	780	IN			✕
00000020	Digital Still Camera Kit 3	Digital Still Camera Kit	Camera	780	IN			✕
00000021	Digital Still Camera Kit 4	Digital Still Camera Kit	Camera	980	IN			✕
00000022	Digital Still Camera Kit 5	Digital Still Camera Kit	Camera	980	IN			✕
00000023	iPod Touch 64gb 1	iPod Touch	iPod	130	IN			✕
00000024	iPod Touch 64gb 2	iPod Touch	iPod	130	IN			✕
00000025	iPod Touch 64gb 3	iPod Touch	iPod	130	IN			✕
00000026	iPod Touch 64gb 4	iPod Touch	iPod	130	IN			✕

Show All

Delete Found Set

Import Resources

Import Kit Items

Export Resources

Export Kit Items

**Show All** – Shows all records.

**Delete All in Found Set** – Delete all the records in the found set. Please use caution when deleting all records as they cannot be retrieved one deleted without restoring a backup.

**Import Resources** – Import resources from an Excel or CSV file.

**Import Kit Items** – Import Kit Items from an Excel or CSV file.



**Export Resources** – Export the current found set into Excel or CSV format.


**Export Kit Items** – Export the Kit Items for the current found set.



## Bookings – Week View

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[Resources](#)
[BOOKINGS](#)
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[REPORTS](#)
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[Week View](#)
[Day View](#)
[Upcoming](#)
[Booking List](#)
[Booking Detail](#)

**Borrower**  
 Stud# / Bcode Borrower  
 3633796 [Amira Gustavsson](#)  

**Filter**  
 Show Resources  
 1. Show All 

**Search**  
 Resource Name / Barcode  
  

**Rows**  
 Show  
 All

☐ Ignore Restrictions  
☐ Ignore Closed Time

-30 -14 -7 -1 Today Fri, 14 Sep 2018 +1 +7 +14 +30

Sep							Oct													
Fri 14	Sat 15	Sun 16	Mon 17	Tue 18	Wed 19	Thu 20	Fri 21	Sat 22	Sun 23	Mon 24	Tue 25	Wed 26	Thu 27	Fri 28	Sat 29	Sun 30	Mon 1	Tue 2	Wed 3	Thu 4
Accessory																				
<a href="#">Boom Mic Pole 1</a>																				
<a href="#">Boom Mic Pole 2</a>																				
<a href="#">Tripod 1</a>																				
<a href="#">Tripod 2</a>																				
<a href="#">Tripod 3</a>																				
<a href="#">Tripod 4</a>																				
<a href="#">Tripod 5</a>																				
<a href="#">Tripod 6</a>																				
<a href="#">Tripod 7</a>																				
<a href="#">Tripod 8</a>																				
<a href="#">Tripod 9</a>																				

☐ Available  
☐ Available - Still OUT  
☐ Reserved by current borrower  
☐ Booked by current borrower  
☐ Booked by other borrower

☐ Closed - can book over  
☐ Closed - can't book over  
☐ RO Return Only  
☐ PO Pickup Only


Clear Cart Show Cart (0)  
 Save Reservations



The 'Week View' page lets you create overnight bookings or multi-night bookings on behalf of borrowers.

**Rows** You can specify how many rows are displayed at the one time. The lower the number of rows, the better performance you will see. You can specify the default within the settings area.

Show  
All

**Borrower**  
 Stud# / Bcode Borrower  
  

To select a borrower either scan the student card, type the student number in manually or choose a borrower from a list via the  button.

**Search**  
 Resource Name / Barcode  
  

Search for resources by resource name or barcode. You can even scan the barcode directly into this field if you have the item handy.

Filter

Show Resources

1. Show All

Specify the filter to apply to your list of resources:

**Show All** – shows all resources the borrower is allowed to borrow.

**Show Cart** – shows the resources the borrower currently has in their cart.

**Show Loaned** – shows the resources the borrower currently has on loan.

**Show Due** – shows resources the borrower currently has on loan that are due back.

**Show Upcoming** – shows any upcoming bookings the borrower may have.

**Resource Types** – A list of resource types will be shown and you can choose to filter by one of the resource types.

☐ Ignore Restrictions

☐ Ignore Closed Time

Use the **Ignore Restrictions** checkbox to ignore most restrictions imposed upon the borrower and/or resource such as which resources they can borrow, how long they can borrow for etc.

Use the **Ignore Closed Times** checkbox to ignore any closed times such as block outs, weekends, office hours, holidays, term or semester breaks etc.

These features can be limited to specific operators via operator privileges in system settings so only select operators can use these two features.

-30	-14	-7	-1	Today	Thu, 15 Jun 2017	+1	+7	+14	+30
-----	-----	----	----	-------	------------------	----	----	-----	-----

Use the day navigation buttons as shown above to scroll the calendar forward or backwards in time.



Use the 'Today' button to show today on the calendar. Click on the date field to choose a date via a date picker.


- ☐ The resource is available
- ☐ The resource is available for booking but not yet returned into stock
- ☐ The resource is reserved and in the cart for the current borrower
- ☐ The resource has been booked by another borrower and is not available
- ☐ The resource has been booked for the current borrower
- ☐ The office is closed and can't take bookings, but can book over the closure
- ☐ The office is closed and no bookings can span over the closure
- ☐ RO The resource can only be booked to be returned on this day
- ☐ PO The resource can only be booked to be picked up on this day



## Bookings – Day View

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[Week View](#)
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[Upcoming](#)
[Booking List](#)
[Booking Detail](#)

**Borrower**  
 Stud# / Bcode Borrower  
 3633796 [Amira Gustavsson](#)  

**Filter**  
 Show Resources  
 1. Show All 

**Search**  
 Resource Name / Barcode  

**Rows**  
 Show  
 All

☐ Ignore Restrictions  
☐ Ignore Closed Time

[-7](#)
[-1](#)
[Today](#)
[Mon, 17 Sep 2018](#)
[+1](#)
[+7](#)

[<<](#)
[<](#)
[Start](#)
[8:00 am](#)
[>](#)
[>>](#)

	8 AM	9 AM	10 AM	11 AM	12 PM	1 PM	2 PM	3 PM	4 PM	5 PM	P
<b>Accessory</b>											
<a href="#">Boom Mic Pole 1</a>											
<a href="#">Boom Mic Pole 2</a>											
<a href="#">Tripod 1</a>											
<a href="#">Tripod 2</a>											
<a href="#">Tripod 3</a>											
<a href="#">Tripod 4</a>											
<a href="#">Tripod 5</a>											
<a href="#">Tripod 6</a>											
<a href="#">Tripod 7</a>											
<a href="#">Tripod 8</a>											
<a href="#">Tripod 9</a>											

☐ Available  
☐ Available - Still OUT  
☐ Reserved by current borrower  
☐ Booked by current borrower  
☐ Booked by other borrower

☐ Closed - can book over  
☐ Closed - can't book over

[Clear Cart](#)
[Show Cart \(0\)](#)
[Save Reservations](#)

The 'Day View' page lets you create hourly same day bookings on behalf of borrowers i.e. Monday 10:00am for 2 hours.

### Rows



Show


All

You can specify how many rows are displayed at the one time. The lower the number of rows, the better performance you will see. You can specify the default within the settings area.

### Borrower


Stud# / Bcode Borrower

To select a borrower either scan the student card, type the student number in manually or choose a borrower from a list via the  button.

### Search

Resource Name / Barcode

Search for resources by resource name or barcode. You can even scan the barcode directly into this field if you have the item handy.

Filter

Show Resources

1. Show All

Specify the filter to apply to your list of resources:

**Show All** – shows all resources the borrower is allowed to borrow.

**Show Cart** – shows the resources the borrower currently has in their cart.

**Show Loaned** – shows the resources the borrower currently has on loan.

**Show Due** – shows resources the borrower currently has on loan that are due back.

**Show Upcoming** – shows any upcoming bookings the borrower may have.

**Resource Types** – A list of resource types will be shown and you can choose to filter by one of the resource types.

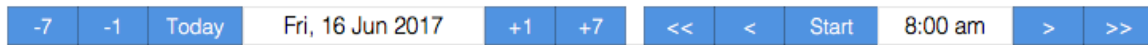
☐ Ignore Restrictions☐ Ignore Closed Time

Use the **Ignore Restrictions** checkbox to ignore most restrictions imposed upon the borrower and/or resource such as which resources they can borrow, how long they can borrow for etc.

Use the **Ignore Closed Times** checkbox to ignore any closed times such as block outs, weekends, office hours, holidays, term or semester breaks etc.

These features can be limited to specific operators via operator privileges in system settings so only select operators can use these two features.





Use the day / time navigation buttons as shown above to scroll the calendar forward or backwards in time.

Use the 'Today' button to show today on the calendar. Click on the date field to choose a date via a date picker.

Use the 'Start' button to go to the start of the day. Click on the time field to choose a time slot to view from a list.



The resource is available



The resource is available for booking but not yet returned into stock



The resource is reserved and in the cart for the current borrower



The resource has been booked by another borrower and is not available



The resource has been booked for the current borrower



The office is closed and can't take bookings, but can book over the closure



The office is closed and no bookings can span over the closure

## Working with Bookings

### Making a Booking

- ☐ Ignore Restrictions  
☐ Ignore Closed Time

☐ Ignore Restrictions
 ☐ Ignore Closed Time

	-30	-14	-7	-1	Today	Thu, 15 Jun 2017							+1	+7	+14	+30								
	Jun																			Jul				
	Thu 15	Fri 16	Sat 17	Sun 18	Mon 19	Tue 20	Wed 21	Thu 22	Fri 23	Sat 24	Sun 25	Mon 26	Tue 27	Wed 28	Thu 29	Fri 30	Sat 1	Sun 2	Mon 3	Tue 4	Wed 5			
Accessory																								
Boom Mic Pole 1																								
Boom Mic Pole 2																								
Tripod 1																								
Tripod 2																								
Tripod 3																								
Tripod 4																								
Tripod 5																								

To make a booking, simply click a cell corresponding to the resource and start date you'd like to reserve, and you will be presented a pop-up window as shown below:

### Booking Details

Borrower: Alex Grimes

Resource: Tripod 4

Booking Type: ☒ Single ☐ Recurring

From:   
Date: Fri, 23 Jun 2017 Time: 11:00 am  
To: Mon, 26 Jun 2017 Time: 1:00 pm

☐ Ignore Restrictions  
☐ Ignore Closed Time

Cancel Save

**Booking Type** – Choose 'Single' if you'd like to create a one-off booking, or choose 'Recurring' if you'd like to repeat the booking on a weekly basis.

If choosing Recurring, additional options are made available such as the end date and a button to create a weekly recurring booking for rest of the semester.

**From / To** – Specify the From date / time, as well as the To date / time.

**Save** – Saves a temporary reservation to the cart and shown on the calendar in blue:

Tripod 4																
----------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

### Editing / Deleting a Booking

Simply click on a booking within the calendar to edit or delete it. A popup window will be displayed as shown below:

#### Booking Details

Borrower

Alex Grimes

Resource

Tripod 4

Booking Type

☒ Single ☐ Recurring

Date

From

Fri, 23 Jun 2017

To

Mon, 26 Jun 2017

Time

11:00 am

11:00 am

☐ Ignore Restrictions

☐ Ignore Closed Time

Delete

Cancel

Save

**Delete** – Deletes the booking.

**Cancel** – Cancels the changes.

**Save** – Saves the changes.

### Viewing Resources in the Cart

Show Cart (1)

Click the 'Show Cart' button to show only the resources in your cart. The button shows how many resources are in your cart.

### Saving Reservations

Save Reservations

Resources are only temporarily reserved and must be saved in order to become Bookings. To save your reservations, click on the 'Save Reservations' button on the bottom right hand side of the page.

If you don't save your reservations, after a period of time or if you quit the system, the reserved items become available to other Borrowers.

[illegible]

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## Bookings – Booking List / Detail

<a href="#">&lt;</a>	<a href="#">&gt;</a>	<a href="#">BORROWERS</a>	<a href="#">RESOURCES</a>	<a href="#">BOOKINGS</a>	<a href="#">IN / OUT</a>	<a href="#">REPORTS</a>	<a href="#">SETTINGS</a>	<div>search</div>	<a href="#"></a>	<a href="#"></a>	<a href="#"></a>	<a href="#">+</a>
Week View		Day View	Upcoming	Booking List	Booking Detail		Record: 82 of 82 - Total: 82 <a href="#">←</a> <a href="#">→</a>					
<input type="checkbox"/> Group records (when sort by column)												
Barcode	Resource	Borrower	Booked	From	To	Due	Status					
00000042	Tripod 2	Alex Grimes	9/06/17	9/06/17 3:45 PM	13/06/17 10:00 AM		Missed					
00000041	Tripod 1	Alex Grimes	9/06/17	12/06/17 11:00 AM	19/06/17 10:00 AM		Missed					
00000042	Tripod 2	Alex Grimes	9/06/17	16/06/17 11:00 AM	20/06/17 10:00 AM		Missed					
00000042	Tripod 2	Alex Grimes	9/06/17	20/06/17 11:00 AM	23/06/17 10:00 AM		Missed					
00000041	Tripod 1	Aaron Calleja	9/06/17	9/06/17 3:45 PM	12/06/17 10:00 AM		Missed					
00000044	Tripod 4	Alexander Bousfield	9/06/17	8/06/17 4:00 PM	9/06/17 1:00 PM		Missed					
00000045	Tripod 5	Amber-lee Buckley	9/06/17	9/06/17 9:00 AM	12/06/17 10:00 AM		Missed					
00000045	Tripod 5	Alexander Bousfield	9/06/17	9/06/17 6:00 AM	9/06/17 7:00 AM		Missed					
00000049	Boom Mic Pole 1	Aaron Calleja	13/06/17	13/06/17 2:30 PM	14/06/17 10:00 AM		Missed					
00000050	Boom Mic Pole 2	Aaron Calleja	13/06/17	13/06/17 2:30 PM	14/06/17 10:00 AM		Missed					
00000050	Boom Mic Pole 2	Aaron Calleja	13/06/17	13/06/17 2:30 PM	14/06/17 10:00 AM	Overdue 457 days	Loaned					
00000050	Boom Mic Pole 2	Aaron Calleja	13/06/17	13/06/17 2:30 PM	14/06/17 10:00 AM	Overdue 457 days	Loaned					
00000012	MiniDV HandyCam	SERVICE	13/06/17	13/06/17 4:26 PM	13/06/17 7:15 PM	Overdue 458 days	Loaned					
00000013	MiniDV HandyCam	SERVICE	13/06/17	13/06/17 4:39 PM	14/06/17 11:30 AM		Returned					
00000111	Tripod 3	Alexander Bousfield	14/06/17	14/06/17 11:30 AM	15/06/17 10:00 AM		Missed					
00000044	Tripod 4	Amber-lee Buckley	15/06/17	15/06/17 11:00 PM	19/06/17 10:00 AM		Missed					
00000014	MiniDV 3CCD Kit 1	Amber-lee Buckley	15/06/17	15/06/17 11:00 PM	19/06/17 10:00 AM		Missed					
<div>Show AllDelete Found SetExport Bookings</div>												

The 'Booking List' page allows you to see the raw booking data, search for bookings etc.

<

>

BORROWERS

RESOURCES

BOOKINGS

IN / OUT

REPORTS

SETTINGS

search

Week View

Day View

Upcoming

Booking List

Booking Detail

Barcode

00000050

Resource

Boom Mic Pole 2

Supp. Items

Borrower

3633796

Amira Gustavsson

Date Booked

14/09/2018

From

17/09/2018

11:00 AM

To

17/09/2018

12:00 PM

Due

Returned

Status

Booked

Service Reason

The 'Booking Detail' page allows you to see the raw booking data in more detail.

## In / Out - Pickup

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**Borrower:** Look up a borrower's bookings  
 Stud# / Bcode Borrower  
 5561110 [Aaron Calleja](#)

**Transfer:** Transfer the bookings to another borrower  
 Stud# / Bcode Borrower

**Add Resources:** Adds additional resources to the booking  
 Return Date  Return Time  ☐ Ignore Restrictions ☐ Ignore Closed Time Barcode  [Add](#)

**Booked Resources / Pickup:** List of booked resources. Select which ones are to be picked up.  
 Barcode  [Select](#)

Swap Barcode	Resource / Description	From	To	Supplementary Items	Location	In/Out	All
00000041	<a href="#">Tripod 1</a>	11:00 AM Wed, 20 Jan 2021	10:00 AM Thu, 21 Jan 2021			IN	<input checked="" type="checkbox"/>
00000111	<a href="#">Tripod 3</a>	11:00 AM Wed, 20 Jan 2021	10:00 AM Thu, 21 Jan 2021			IN	<input checked="" type="checkbox"/>
00000044	<a href="#">Tripod 4</a>	11:00 AM Wed, 20 Jan 2021	10:00 AM Thu, 21 Jan 2021			IN	<input checked="" type="checkbox"/>
00000050	<a href="#">Boom Mic Pole 2</a>	11:45 AM Wed, 20 Jan 2021	10:00 AM Thu, 21 Jan 2021			OUT	<input type="checkbox"/>

[Reprint Last Loan Agreement](#)
[Pickup Selected Resources](#)

The 'Pickup' page allows resources to be checked out.

**Borrower** – To select a borrower either scan the student card, type the student number in manually or choose a borrower from a list via the button. Once a borrower has been selected, a list of bookings will be shown.

**Transfer** – Bookings can be transferred to another borrower at checkout.

**Add Resources** – Additional resources can be booked out manually at check out. Specify the return date / time, and the resource bar code. Click the 'Add' button to book the resource.

**In / Out** – Indicates whether the item is currently In or Out. An item that is currently out can't be picked up.

**Checkbox** – When selected, indicates that the resource will be picked up.


Depending on your system settings, all resources may be checked by default or none. Use the 'All' button to select or deselect all resources.

**Scanning Barcodes for pickup** – Scan (or type) the barcode in the field provided and the checkbox will be selected for pick up. Use this option to ensure that the resource you have picked up off the shelf is in fact the correct one that needs to be picked up by the borrower.

**Supplementary items** - If you're throwing in any one-off supplementary items to accompany the booking such as a cable etc., you can record this against the booking via the Supplementary Items section. Click the pencil icon to add / edit supplementary items.

**Pickup Resources** – Click the 'Pickup Resources' button to dispatch the goods. Depending on your system settings, a Loan Agreement may be printed which the borrower can sign.

**Reprint Last Loan Agreement** – After the resources have been dispatched, click the 'Reprint Last Loan Agreement' button if you want to reprint the loan agreement.

**Swap Resources** – Click  button to swap the resource with another resource within the same group.

This could be useful if you accidentally picked up the wrong barcode but the correct type of item. You can simply swap the booked item with the one you picked up providing they both belong to the same group.

Swap Resources

Swap from this:

Barcode 00000014

Resource MiniDV 3CCD Kit 1

Swap to this (via Barcode):

[Swap](#)

Swap to this (via List Selection):

Barcode	Resource	
00000015	MiniDV 3CCD Kit 2	<a href="#">Swap</a>
00000016	MiniDV 3CCD Kit 3	<a href="#">Swap</a>
00000017	MiniDV 3CCD Kit 4	<a href="#">Swap</a>

Close

There are two ways to swap resources. Either by scanning / entering its barcode, or by selecting the item from the list.

## In / OUT - Return

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By Barcode:

Barcode

Return

1. Enter or scan barcodes one by one  
2. Press the Return button or Return Key after each code

---

By Borrower:

Stud# / Bcode

Borrower

Show

1. Enter student number / barcode  
2. Select Resources & press Return

5001143

Greg Hollingsworth

Person

Close

Resources due for return

Barcode	Resource / Description	To	Due	Supplementary Items	Location	<a href="#">All</a> Return
00000002	<a href="#">MiniDV HandyCam Kit 2</a>	11:15 AM 12/09/18	Overdue 2 days	asadsadsadasDSA FDS FDS		<input checked="" type="checkbox"/> <div>More</div>

Return

The 'Return' page allows resources to be returned back into stock.

There are two ways to return resources – By Barcode or by Borrower.

### By Barcode


Scan the item barcode or type the barcode and hit enter. The resource will be returned back into stock.

### By Borrower

Specify the borrower and a list of resources due to be returned will be displayed. To return resources, specify which items will be returned via the checkbox. Use the "All" button to check all the items.

**Show** – Choose to display the resources that are currently due to be returned, or choose to display all resources on loan regardless if the items are due back or not.

**Supplementary Items** - When returning the goods, if there are any supplementary items, you will be asked to confirm if all the supplementary items have been returned.

**More information** – Click the  button to view more information about the booking.

**Return Button** – Specify which items will be returned via the checkbox and click the 'Return' button.



## In / OUT – Pickup List

[illegible]

The 'Pickup List' screen shows a list of resources that are due to be picked up. You have the option of viewing resources due to be picked up today (default), tomorrow, or a custom date.

The In/Out column shows if the resources is currently In or Out.

Click on the 'Pickup' button to the right of the resource to go to the Pickup screen for that resource / borrower.

Click the 'Print' button to print out the list.

## In / OUT – Return List

[illegible]





















The 'Return List' screen shows a list of all resources that are due to be returned.

Click on the 'Return' button to the right of the resource to go to the Return screen for that resource / borrower.

Click the 'Print' button to print out the list.

# Reports

<	>	BORROWERS	RESOURCES	BOOKINGS	IN / OUT	REPORTS	SETTINGS
---	---	-----------	-----------	----------	----------	---------	----------

Resources Reports		Borrower Reports	
Resource Usage	 Print	Overdue Borrowers	 Print  View
Resource Usage by Type	 Print	Borrower Demerits	 Print  View
Resource Usage by Group	 Print	Borrower Usage	 Print
Resource Usage by Time	 Print	Resources On Loan	 Print  View
Resources On Loan	 Print  View		
Resources Listing	 Print		
Resources Overdue	 Print  View		
Currently In Service	 Print  View		
Service History	 Print		
Missing Kit Items	 Print		

BookingPOINT has a number of predefined reports that you can run.

To run a report, either click on a **Print** button corresponding to a particular report, or click on a **View** button to see the actual records.

If you purchase an open license you will be able to create your own reports and modify the existing ones. Alternatively, if you prefer to have us create the reports for you please contact us and we will discuss your requirements further.

## Settings - General

Settings - General

Navigation: BORROWERS | RESOURCES | BOOKINGS | IN / OUT | REPORTS | **SETTINGS**

Sub-menu: General | Office Hours | Type / Group | Users / Security | Email | SMS | Web | Scheduler | Update / Renewal

**Bookings**

Maximum recurring weeks: 10

Web users can see who booked resources: ☒

Auto select all bookings at Pickup: ☒

**Calendar**

Start Day View at: 8:00 AM

Default number of rows (admin users): All

Note: Lower numbers provide better performance

**Demerit Points**

Demerit points per day: 1

Demerits required for suspension: 3

Weeks before demerits expire:

**Print Settings**

Paper Size: A4

**Loan Agreement**

Header Logo:

220px X 50px, aligned to the right

Print Settings

☒ Prompt user

☐ Don't print

☐ Always print

**Terms and Conditions**

You agree to return the following items by the due date.  
 You agree to take appropriate measures to protect the equipment from damage.  
 etc.

### Bookings

**Maximum recurring weeks** – the maximum number of weeks for a recurring booking.

**Web users can see who booked resources** – whether or not web users can see the names of other borrowers that have booked a resource.

**Auto-select all bookings at Pickup** – whether resources will be auto selected on the pickup screen.

### Calendar

**Start Day View at** – what time the Day View calendar to start at.

**Default number of rows** – specify the default number of rows to be displayed on the calendar. The lower the number, the better performance you will see.

### Demerit Points

**Demerit points per day** – how many demerit points a borrower will accrue each day they have overdue resources.

**Demerits required for suspension** – how many points before borrowers will be automatically suspended.

**Weeks before demerits expire** – how many weeks before demerit points automatically expire.

**Print Settings**

**Paper Size** - Allows you to specify the paper size use when printing. There are 3 options to choose from: A4, Letter and Legal. The default is A4.

**Loan Agreement**

**Header Logo** – lets you add your own logo to the printed Loan Agreements.

**Print Settings** – allows you to choose from three options:

- Don't print – never prints a loan agreement at time of pickup
- Always print – always prints a loan agreement at time of pickup
- Prompt user – asks the user if they want to print the loan agreement at pickup

**Terms and Conditions** – The terms and conditions to be printed on the loan agreement.

## Settings – Office Hours

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**Office Hours**

Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
From	To	From	To	From	To	From	To	From	To	From	To	From	To
9:00 AM	5:00 PM	9:00 AM	5:00 PM	9:00 AM	5:00 PM	9:00 AM	5:00 PM	9:00 AM	5:00 PM				
Pickup	<input checked="" type="checkbox"/>	Pickup	<input checked="" type="checkbox"/>	Pickup	<input checked="" type="checkbox"/>	Pickup	<input checked="" type="checkbox"/>	Pickup	<input checked="" type="checkbox"/>	Pickup	<input type="checkbox"/>	Pickup	<input type="checkbox"/>
Return	<input checked="" type="checkbox"/>	Return	<input checked="" type="checkbox"/>	Return	<input checked="" type="checkbox"/>	Return	<input checked="" type="checkbox"/>	Return	<input checked="" type="checkbox"/>	Return	<input type="checkbox"/>	Return	<input type="checkbox"/>
Return By	10:00 AM	Return By	10:00 AM	Return By	10:00 AM	Return By	10:00 AM	Return By	10:00 AM	Return By		Return By	
Pickup At	11:00 AM	Pickup At	11:00 AM	Pickup At	11:00 AM	Pickup At	11:00 AM	Pickup At	11:00 AM	Pickup At		Pickup At	

**Closed for business**

Close Date	Reopen Date	Type	Description

[Clear All](#)

### Office Hours

You can specify which days you are open by specifying the office hours for each day of the week. You can have several blocks during the day where you are open and closed, i.e. closed between 1:00pm and 2:00pm for lunch.

**Pickup checkbox** – specifies if resources can be picked up on this day

**Return checkbox** – specifies if resources can be returned on this day

**Return By** – the default return time for new overnight bookings

**Pickup At** – the default pickup time for new overnight bookings

### Closed for business

You can enter specific days that your Loans Office is closed such as public holidays, term and semester breaks. Borrowers will not be able to book resources on closed days.

To create a new entry, just start typing in one of the fields within the first blank line.

- Specify the date the office is closed
- Specify the reopening date
- Select the type from the drop down list (each type behaves differently)
- Enter a description

If you want to remove an entry, click on the X next to the line you want to remove.

Or if you would like to clear the entire set, click on the 'Clear All' button.

## Settings - Types / Groups

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Resource Types

Type	Overnight Bookings	Same Day Bookings	Requires pickup	
Accessory	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Camera	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CD / DVD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Handy Cam	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Hard Drive	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
iPod	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Projector	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Room	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Scanner	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Trolley	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Resource Groups

Group Name	
AV Trolley	<input checked="" type="checkbox"/>
Boom Mic Pole	<input checked="" type="checkbox"/>
CD Burner Kit	<input checked="" type="checkbox"/>
Digital Still Camera Kit	<input checked="" type="checkbox"/>
DVD Burner Kit	<input checked="" type="checkbox"/>
iPod Touch	<input checked="" type="checkbox"/>
MiniDV 3CCD Kit	<input checked="" type="checkbox"/>
MiniDV Cam	<input checked="" type="checkbox"/>
MiniDV HandyCam Kit	<input checked="" type="checkbox"/>
NEC Data Projector K	<input checked="" type="checkbox"/>
NEC Data Projector Kit	<input checked="" type="checkbox"/>
Scanner	<input checked="" type="checkbox"/>
Tripod	<input checked="" type="checkbox"/>

Use the 'Types / Groups' page to help you categorize the resources by type and group.

### Resource Types

**Overnight Bookings** – The resource can be booked overnight.

**Same Day Bookings** – The resource can be booked hourly.

**Requires Pickup** – The resource requires pickup. For example, rooms may not need to be 'picked up' but cameras do.

**Delete** - To delete a resource type, click on the **X** button.

**New** - To create a new resource type click on the **+** button.

## Resource Groups

Resources that can be swapped for one another should be grouped.

For example, you may have 5 Nikon D100 Camera's all belonging to the same group. This will allow you to easily substitute a camera for another if one is faulty or no longer available.

Here you define the different group names. Then via the Resources page you can assign which resource belongs to which group.

To create a new resource group, click on the **+** button.

To delete a resource group, click on the **X** button.



## Settings – Users / Security

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### Borrower Privileges

Privilege	
Staff	
Student	

### Operator Privileges

Privilege	
Admin	
Non-Admin	

### Operators

Name	Username	Privilege Set	
User	user	Admin	

The 'Users / Security' page allows you to set borrower privileges, operator privileges and operator accounts.

## Borrower Privileges

Borrower privileges allow you to nominate what each group of borrowers can and can't borrow. You can also specify various restrictions.

**Delete** – To delete a privilege set, click on the **X** button. Make sure that no borrower is still assigned to the privilege set otherwise they won't be able to borrow any resources.

**New** – To create a new borrower privilege set click the **+** button (see section ‘Create / Edit Borrower Privilege Sets’ for more information).

**Edit** – To edit a privilege set, click the  button (see section ‘Create / Edit Borrower Privilege Sets’ for more information).

**Duplicate** – To duplicate a privilege set lick on the  button.

### Operator Privileges

The 'Operator Privileges' allow you to set up different roles for administrative users. For example, some admin user may have full access to BookingPOINT, configure settings, view reports etc., whereas other users may only check resources in and out.

**New** - To create a new operator privilege set, click on the **+** button.

**Delete** - To delete an operator privilege set, click on the **X** button.

**Edit** - To edit an operator privilege set, click on the  button

### Operators

The 'Operators' section allows you to create BookingPOINT administrators.

**New** - To create a new operator, click on the **+** button.

**Delete** - To delete an operator, click on the **X** button.

**Edit** - To edit an operator, click on the **Edit** button.

**PLEASE NOTE:** By default, BookingPOINT does not use operator log-ins. This means, anyone can log-into BookingPOINT via FileMaker Pro without specifying any user name and password.

To turn the login feature on, you must edit the default operator account. The default operator account has a first name of 'user', surname of 'user' and the login name and password are also both 'user'. When this operator account exists, BookingPOINT automatically logs in.

You cannot delete the default user account because you are currently logged in under this account. You can only edit it. You will need to change the user name and password for this account, then next time you log in you will be prompted to enter your account details.

## Create / Edit Borrower Privilege Sets

When creating or editing a borrower privilege set you'll see the following window:

### Privilege Settings

**Privilege Details**

Privilege Set

Staff

\*

Expiry Date

Account Status

Active

**Privilege Options**

Maximum Booking Days (by Operator)

2

Maximum Booking Days (by Borrower)

2

Default Days for Overnight Bookings

1

\*

Weeks in advance bookings can be made

Allow Recurring Bookings

☒

Maximum Recurring Booking Weeks

1

Allow Bookings to be extended after pickup

☒

Maximum number of extensions

1

Accrue Demerit Points

☐

Ignore Term Breaks

☒

Ignore Semester Breaks

☒

Ignore Closed Time

☐

**Resources Types Allowed for Borrowing**

Accessory

[Restrictions](#)

X

Handy Cam

[Restrictions](#)

X

Hard Drive

[Restrictions](#)

X

Projector

[Restrictions](#)

X

Room

[Restrictions](#)

X

Scanner

[Restrictions](#)

X

Trolley

[Restrictions](#)

X

\* Required

Close

### Privilege Details

**Privilege Set** – the name of the privilege set.

**Expiry Date** – the date the privilege set will expire (optional).

**Account Status** – the status of the account, i.e. active or expired.

### Privilege Options

**Maximum Booking Days (by Operator)** – the maximum number of days an operator is allowed to book a resource on behalf of the borrower

**Maximum Booking Days (by Borrower)** – the maximum number of days a borrower can book resources via the web.

**Default Days for Overnight Bookings** – the default number of days for overnight / multi-day bookings.

**Weeks in advance bookings can be made** – the number of weeks ahead of time that a booking can be made.

**Allow Recurring Bookings** – allows borrowers to make recurring bookings.

**Maximum Recurring Booking Weeks** – the maximum number of weeks borrowers are allowed to create recurring bookings.

**Allow Bookings to be extended after pickup** – allows borrowers to extend their own bookings after pickup without having to return them and book them again.

**Maximum number of extensions** – the maximum number of times a booking can be extended. Leave blank for unlimited.

**Accrue Demerit Points** – borrowers will accrue demerit points for late return.

**Ignore Term Breaks** – allows bookings during term breaks.

**Ignore Semester Breaks** – allows bookings during semester breaks.

**Ignore Closed Time** – allows bookings during closed times.

### **Resource Types Allowed for Borrowing**

Allows you to specify what resource types borrowers are allowed to borrow.

**New** - Simply click on the first available blank line and choose the resource type from the dropdown list.

**Remove** – Click the X button to remove a type.

**Restrictions** – Click the ‘Restriction’ button to specify various restrictions for the resource type (see ‘Restrictions’ section for more information).

## Restrictions

### Restrictions

**Max. bookings within a time period:** i.e. maximum of 3 bookings within a 7 day period, maximum of 1 booking per 3 hours

**Max. duration per booking:** i.e. maximum of 3 hours per each individual booking.

**Max. hours outside office hours:** i.e. maximum of 3 hours per each individual booking outside of regular office hours.

**Max. active bookings:** i.e. maximum of 2 active (booked and loaned) bookings before resources are returned and more can be booked.

**Max. on loan at same time:** i.e. maximum of 2 resources out on loan at the exact same time.

#### All Resource's Within Type

Resource Type	Max. bookings within a time period			Max. duration per booking		Max. hours outside office hrs	Max. active bookings	Max. on loan at same time
	Bookings	Duration	Unit	Duration	Unit			
Accessory								

#### All Resource's Within Group

Group	Exclude	Max. bookings within a time period			Max. duration per booking		Max. hours outside office hrs	Max. active bookings	Max. on loan at same time
		Bookings	Duration	Unit	Duration	Unit			
Boom Mic Pole	<input type="checkbox"/>								
Tripod	<input type="checkbox"/>								

#### Individual Resource Items

Resource	Exclude	Max. bookings within a time period			Max. duration per booking		Max. hours outside office hrs	Max. active bookings	
		Bookings	Duration	Unit	Duration	Unit			
Boom Mic Pole 1	<input type="checkbox"/>								
Boom Mic Pole 2	<input type="checkbox"/>								
Tripod 1	<input type="checkbox"/>								
Tripod 2	<input type="checkbox"/>								
Tripod 3	<input type="checkbox"/>								

Close

The 'Restrictions' page can be used to set up certain restrictions for the resource type. For example, you can specify the maximum number of times a borrower can book a resource during a specific period, or you can specify the maximum duration for a given booking.

You can break this down to different levels. You can restrict the entire resource type, or you could restrict a specific resource group or you could restrict an individual resource. You can also mix and match however you like.

### All Resources within Type

All Resource's Within Type		Max. bookings within a time period			Max. duration per booking		Max. hours outside office hrs	Max. active bookings	Max. on loan at same time
Resource Type		Bookings	Duration	Unit	Duration	Unit			
Accessory		3	14	Days	2	Days		1	

Use this section to restrict all resources for the Type.

### All Resources within Group

All Resources within Group

Group	Exclude	Max. bookings within a time period			Max. duration per booking		Max. hours outside office hrs Duration	Max. active bookings	Max. on loan at same time
		Bookings	Duration	Unit	Duration	Unit			
Boom Mic Pole	<input type="checkbox"/>	2	7	Days					
Tripod	<input type="checkbox"/>								

Use this section to restrict all resources for the relevant Group.

### Individual Resource Items

Individual Resource Items

Resource	Exclude	Max. bookings within a time period			Max. duration per booking		Max. hours outside office hrs Duration	Max. active bookings	
		Bookings	Duration	Unit	Duration	Unit			
Boom Mic Pole 1	<input type="checkbox"/>	1	7	Days					
Boom Mic Pole 2	<input type="checkbox"/>								
Tripod 1	<input type="checkbox"/>								
Tripod 2	<input type="checkbox"/>								
Tripod 3	<input type="checkbox"/>								

Use this section to restrict individual resources.

**Exclude** – allows particular Groups or individual Resources to be excluded for bookings.

**Max. bookings within a time period** – the maximum number of bookings within a certain period. For example a maximum of 1 booking per 7 days, or a maximum of 2 bookings per 30 days.

**Max. duration per booking** – the maximum amount of days or time a resource is allowed to be booked at the one time. For example, a maximum of 3 hours at a time, or a maximum of 5 days at a time.

**Max. hours outside office hrs** – this section is grayed out if the resource cannot be booked outside office hours. A resource type that is flagged as Requires Pickup cannot be booked after hours, only resources that don't require pickup such as rooms. This section allows you to specify how many hours a resource can be booked at the one time after hours.

**Max. active bookings** – the total number of active booking. I.e. how many active bookings a borrower can have before they need to return resources in order to book more.

**Max. on loan at same time** – how many bookings of the same Type / Group the borrower can book at the one time. Note, this option does not apply to individual resources as you can only ever have 1 of each at the one time.

## Settings – Email

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BORROWERS

RESOURCES

BOOKINGS

IN / OUT

REPORTS

SETTINGS

GeneralOffice HoursType / GroupUsers / SecurityEmailSMSSMSWebSchedulerUpdate / Renewal

SetupOverdueSuspensionReturn ReminderLoan AgreementService

Email Setup

From Address

From Name

BCC Address

Mail server settings (Applies to both SMS & Email)

SMTP

Port

Authentication ☐

Send Test Email

Activate Email Reminders

☒ Enable 'Return Reminder' Email (Notify borrowers when items are due back the next day.)

☐ Email Loan Agreement at pickup (Attach the loan agreement and email it to borrower at time of pickup.)

**NOTE:** This section is only applicable to BookingPOINT Deluxe when used with the built in FileMaker Server / FileMaker Server Advanced scheduler.

**Email Setup** – Allows you to specify the From Address and Name for the emails that are sent out to borrowers. You can also specify a BCC address if you'd like to receive a copy of the emails as well.

**Mail server settings** – allows you to specify the outbound SMTP settings so BookingPOINT can send emails. Please note these settings are shared by both Email and SMS messages.

**Activate Email Reminders** – allows you notify borrowers when items are due back the next day, and to attach the loan agreement to emails at time of pickup.

**Overdue / Suspension / Return Reminder / Loan Agreement / Service**

The screenshot shows the BookingPOINT interface. At the top, there's a navigation bar with tabs: BORROWERS, RESOURCES, BOOKINGS, IN / OUT, REPORTS, and SETTINGS (which is active). Below this is a sub-navigation bar with options: General, Office Hours, Type / Group, Users / Security, Email (selected), SMS, Web, Scheduler, and Update / Renewal. The main content area has tabs for Setup, Overdue, Suspension, Return Reminder, Loan Agreement, and Service. The 'Overdue' tab is selected. It contains three text input fields: 'Subject', 'Demerit Points Email', and 'Non-Demerit Points Email'. To the right of these fields is a list of 'Available Tags': <<Borrower>>, <<Resources>>, <<DailyDemerits>>, <<BorrowerDemerits>>, and <<DemeritSuspension>>.

You can customize the email messages that are sent to borrowers via the tabs on this page.

**Overdue** - the email sent to borrowers when they have an overdue item

**Suspension** – the email sent to borrowers when they have been suspended

**Return Reminders** – the email sent to remind borrowers a day before their resources are due back the next day

**Loan Agreement** – the email that accompanies the loan agreement

**Service** – the email sent to borrowers to inform them a resource they booked has been placed into service and cannot be borrowed.

You can enter tags into your emails, which will be substituted with the appropriate text upon sending. The available tags are displayed on the page so that you can recall what they are when entering them into the email text.



## Settings – SMS

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BORROWERS

RESOURCES

BOOKINGS

IN / OUT

REPORTS

SETTINGS

GeneralOffice HoursType / GroupUsers / SecurityEmailSMSWebSchedulerUpdate / Renewal

SetupOverdueSuspensionReturn ReminderService

**SMS Setup**

To send SMS, please sign up with a local service provider that offers an 'Email to SMS' gateway. BookingPOINT will send an email to the service provider in the format cellnumber@provider.com, which will be converted into an SMS for you.

Account Email

Provider Domain

Message Sent As ☐Body ☐Subject

Send Test SMS

NOTE: Email Settings must be set up in order for SMS to work.

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**Activate SMS Reminders**

☐ Enable Overdue / Suspension SMS (Notify borrowers when items are overdue and when accounts are suspended.)

☐ Enable 'Return Reminder' SMS (Notify borrowers when items are due back the next day.)

☐ Enable 'Service' SMS (Notify borrowers when their booked item is no longer available due to maintenance / service.)

**NOTE:** This section is only applicable to BookingPOINT Deluxe when used with the built in FileMaker Server / FileMaker Server Advanced scheduler.

**SMS Setup** – In order to send SMS messages, you will need to sign up with a service provider that offers an 'Email to SMS' gateway. Your service provider will supply you with a domain name, which you enter into the 'Provider Domain' field. An email will be sent to phonenumber@providerdomain.com, which will be received by the service provider and converted into an SMS.

**Message Sent As** – Some service providers require the message to be sent as the email Subject whereas others require the message to be sent as the email Body.

**Account Email** – The 'Account Email' field is required. This is used so your SMS service provider can identify your messages and bill your account.

**Activate SMS Reminders** – allows you to activate which reminder messages you'd like to be sent via SMS.

## Settings - Web

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BORROWERS

RESOURCES

BOOKINGS

IN / OUT

REPORTS

SETTINGS

GeneralOffice HoursType / GroupUsers / SecurityEmailSMSSMSWebSchedulerUpdate / Renewal

**Login Setup**  
Use following field as login name  
Student No.

**Office Hours - Displayed on Web** (Formatted text not compatible on web)  
Monday to Thursday: 9:30am to 4:00pm  
Friday: 10:00am to 1:00pm  
Saturday & Sunday: Closed

**Terms and Conditions - Displayed on Web** (Formatted text not compatible on web)  
By pressing the Agree button, you agree to be bound by the following terms:  
<Please define your usage terms here>

This section is only applicable to BookingPOINT Deluxe when used with or FileMaker Server Advanced (or FileMaker Pro for Self-Service stations when not using FileMaker Server Advanced).

**Login Setup** – allows you to choose which field to use as the login name for web borrowers. You can choose from Student Number, Barcode, Email or Custom. When choosing custom, the Login field on the Borrower Entry page will unlocked and editable.

**Office Hours** – used to display your office hours in a readable text format on the web to remind users when they log on or make a booking.

**Terms and Conditions** – displayed on the web when users first log in.

## Settings - Scheduler

[<](#) [>](#) [BORROWERS](#) [RESOURCES](#) [BOOKINGS](#) [IN / OUT](#) [REPORTS](#) [SETTINGS](#)

General Office Hours Type / Group Users / Security Email SMS Web Scheduler Update / Renewal

**Scheduler**  
**NOTE:** This feature is only available in BookingPOINT Deluxe when hosted with FileMaker Server.  
Scheduling enables BookingPOINT to automate various tasks to run at specific times during the day. Schedules must be configured in Filemaker Server under the schedules menu. See your BookingPOINT documentation for further details.

**Email and SMS Overdue Reminders & Suspension Notices**  
Last Run: 10/11/2014, 5:11 PM  
[Run Now](#) SMS reminders are off. Go to SMS tab to activate.

**Email and SMS Tomorrow's Return Reminders**  
Last Run: 4/09/2013, 10:09 AM  
[Run Now](#) SMS reminders are off. Go to SMS tab to activate.

**Attention:** SMS's wont be sent. Go to SMS tab to configure the settings.

[Start](#) [Stop](#) ON

This section is only applicable to BookingPOINT Deluxe when used with the built in FileMaker Server / FileMaker Server Advanced scheduler.

**NOTE:** Before you can use the Scheduler page within BookingPOINT, you first need to set up script schedules within FileMaker Server 12+. If you haven't already set up the script schedules please refer to the document titled '**Installing BookingPOINT Deluxe**' for more information. Also, please note, before you can send automated emails / SMS messages, you will need to configure the email settings via the **Email / SMS** tabs within the **Settings** section.

The Scheduler allows you to send automated reminder emails, overdue notices, issue demerit points, auto suspend borrowers etc.

**Run Now buttons** – allows you to run a schedule now.

**Start / Stop buttons** – allows you to turn on or off the scheduler.

## Settings – Update / Renewal

< > BORROWERS RESOURCES BOOKINGS IN / OUT REPORTS SETTINGS

General Office Hours Type / Group Users / Security Email SMS Web Scheduler Update / Renewal

**Version Update**  
Current version: **6.0.0**  
NOTE: You can choose which operator receives notifications for new versions via Operator section on the User/Security tab.

Check for new version

**Annual Renewal**  
License Key:  
Expires:  
Once expired, you will have a 14-day grace period to renew your license, after which BookingPOINT will no longer be accessible until renewed.

Renew license

**Activate Renewal**  
Once you have renewed, you will need to click on the button below in order to activate the renewal.

Activate renewal

The **Update / Renewal** tab allows you to check for new versions of BookingPOINT manually, to renew your Support and Maintenance Plan and to activate your renewal plan.

**Check for new version** - Checks for updates manually. If your maintenance plan is

**Renew License** – Click this button to start the renewal process.

**Activate Renewal** – Once you have renewed your license, you will need to click the Activate button to activate your renewal.