



Item/User Availability

Tip: This module may need to be revisited after any large-scale changes to your Users, Rooms, or Resources. Therefore, if you are still in the process of the initial site setup, please complete those areas of the system as fully as possible first.

Introduction

This guide will use the following scenario as an example of where this feature would be required...

Our school has three different types of SchoolBooking users.....

1. Teaching staff who can book all rooms/resources except for the Library and Main Hall.
2. Office staff who can book all rooms/resources.
3. Other support staff who should have access to a few specific rooms only.

To achieve this, three 'UserGroups' will need to be defined.

Each UserGroup consists of...

- i) The individual users currently assigned to this group.
- ii) The availability setting for each room/resource (bookable, view only, or hidden).

Tips:

Administrators and Booking Managers are exempt from restriction type settings and so are not included in the list of users here.

Any users added to the system in the future will be automatically assigned to Group 1. Therefore, to reduce the amount of updating required later, Group 1 should be based around the most common type of SchoolBooking user. In our example, this will be the teaching staff.

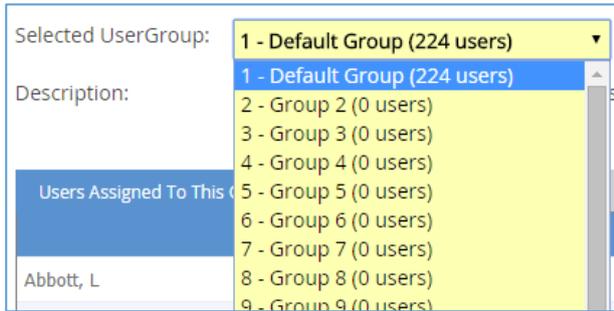
Up to twenty different usergroups can be defined here, however, a typical setup is unlikely to require anything close to that amount. Only if availability based around user departments is required would more than a handful be needed (e.g. only music teachers can book music equipment, only sports teachers can book sports equipment etc).

The settings that are covered by this module are also mentioned in User Manager and Item Manager. However, the User/Item Availability page is the only area where all settings are displayed together. Therefore, it is recommended that any changes be performed here.

Stage One – Naming your UserGroups

The drop-down menu near the top of the page includes all twenty potential UserGroups.

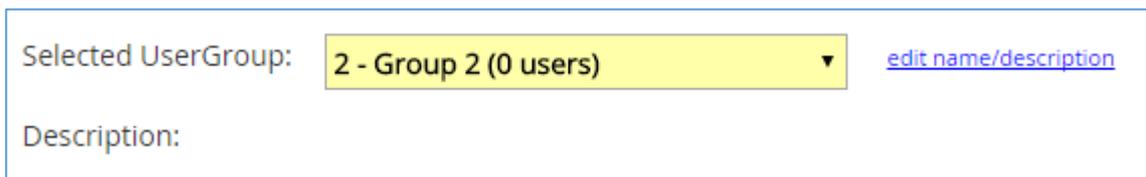
Group 1 is named 'Default Group', whilst the others initially have a simple 'Group X' name.



If required, Groups 2 to 20 can be renamed so that their purpose is clearer. To do so.....

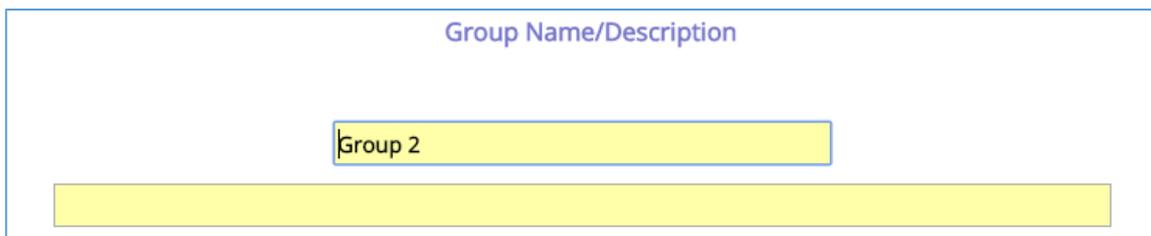
In the drop-down menu, select 'Group 2'.

The page will refresh.



Click on the 'edit name/description' link to the right of the drop-down menu.

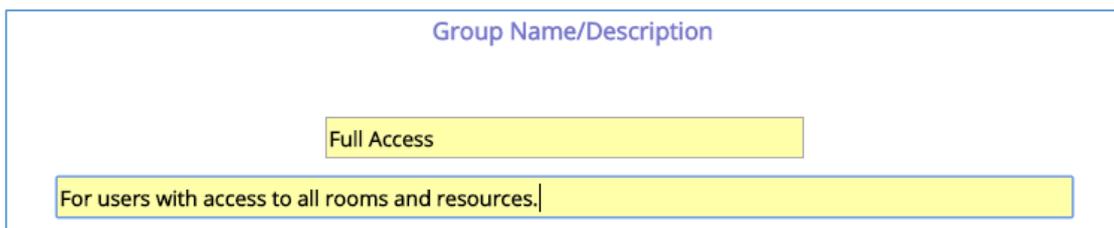
The popup menu that appears consists of two text fields.



The top field is the name of the group.

The second enables a brief description to be added.

UserGroup 2 in our example is for those SchoolBooking users who have access to all rooms and resources. Therefore, the fields should be amended accordingly.



On clicking Save, the drop-down menu and the note below it now includes the amended details.

Selected UserGroup:	2 - Full Access (0 users) ▼	edit name/description
Description:	For users with access to all rooms and resources.	

Repeat the above for Group 3 which will cover those staff who will require booking rights to just a few selected rooms.

- 1 - Default Group (224 users)
- 2 - Full Access (0 users)
- 3 - Limited (0 users)
- 4 - Group 4 (0 users)
- 5 - Group 5 (0 users)

Our example has no need for Groups 4 to 20 and so these can be left with their default names.

Stage Two – Assigning users to the relevant Group

Now that the names of the required UserGroups have been set, the applicable users need to be assigned to them.

In the drop-down menu, select Group 2.

Selected UserGroup: **2 - Full Access (0 users)** [edit name/description](#)

Description: For users with access to all rooms and resources.

Users Assigned To This Group | Room Availability | Resource Availability | **Transfer other users to this group**

Department	Account Type
There are no users currently allocated to this group. Whilst this remains the case, the Room/Resource Availability settings for this group will have no affect on any accounts. To assign users to this group, click on the green button to the right of the page.	

Over to the right, click on the green 'Transfer' button.

A new page will load listing all users that are currently assigned to a group other than Group 2 (if the group is in the process of being setup for the first time, this will be everyone).

Select those users that require moving to UserGroup 2 by clicking once on the relevant row.

UserGroups - Transfer users to Group 2 [Back](#)

The table below shows all users that are not currently allocated to UserGroup 2.
To transfer them to Group 2, click on the applicable rows.

Name	Department	Account Type	Current Group
Administrator	General	Administrator	1 - Default Group
Amos, Beth	General		1 - Default Group
Angyal, Richard	General		1 - Default Group
Antonucci, Vincenza	General		1 - Default Group
Bachelier, Emma	General		1 - Default Group
Baker, Mark	General	Administrator	1 - Default Group
Barnes, Kelly	General		1 - Default Group

When ready, click on the Transfer button below the main table.

You will then be returned to the initial page where the list of users for Group 2 is now populated.

Selected UserGroup: **2 - Full Access (5 users)** [edit name/description](#)

Description: For users with access to all rooms and resources.

Users Assigned To This Group | Room Availability | Resource Availability | **Transfer other users to this group**

Department	Account Type
Administrator	Administrator
Baker, Mark	Administrator
Butcher, Ruth	Bookings Manager
Chandler, Christian	Administrator
Cowdry, Alison	Bookings Manager

Switch over to Group 3 and repeat the same Transfer process for the users who belong to that group.

Stage Three – Setting which Items are available to each group

Set the selected group to '1 - Default Group'

Selected UserGroup: **1 - Default Group (219 users)** [edit name/description](#)

Description: Unless specified otherwise, all new users will be allocated to this group.

Users Assigned To This Group | Room Availability | Resource Availability | [Transfer other users to this group](#)

	Department	Account Type
Abbott, L	General	
Adams, R	General	
Amos, Beth	General	

Note that the main table includes two greyed out tabs... Room Availability and Resource Availability.

Click on the Room Availability tab.

Users Assigned To This Group | **Room Availability** | Resource Availability

	Bookable	View Only	Hidden
L24 - Learning Room	Bookable		
L25 - Learning Room	Bookable		
L26 - Learning Room	Bookable		
L29 - Presentation Space	Bookable		
L30 - IT	Bookable		
Library	Bookable		
Main Hall	Bookable		
U1 - Training room	Bookable		
U8A - Art - Textiles	Bookable		
U8B - Art	Bookable		
U8C - Art - Photography	Bookable		
U8D - Art	Bookable		

[set all](#) [set all](#) [set all](#)

This table lists all rooms that are included in the booking system along with their current availability setting (for this group only).

There are three options....

Bookable

This room can be booked as normal (subject to any other restrictions recorded elsewhere).

View Only

A view only setting will mean that although the room is displayed on the main booking pages (along with any existing booking/lesson data), any available booking slots for it will be disabled.

Tip: The View Only option may be useful if you don't want these users to be able to book the room themselves, but want them to be able to see its availability/usage so that they can ask a booking manager to make the booking on their behalf.

Hidden

This room will not appear on the booking pages at all.

In our example, the Default Group is for users who can book all rooms and resources themselves except for the Library and Main Hall. Therefore, only the setting for those two rooms will need adjusting.

To make a change, click on the applicable column for the rooms that need adjusting.

Users Assigned To This Group	Room Availability	Resource Availability		Save changes
		Bookable	View Only	Hidden
L24 - Learning Room				
L25 - Learning Room				
L26 - Learning Room				
L29 - Presentation Space				
L30 - IT				
Library				
Main Hall				

Once your changes are complete, click Save and then move on to the Resource Availability tab.

The Resource table works in exactly the same way as the Room version. In our example, all resources are bookable to members of the Default group and so no settings require amending.

Users Assigned To This Group	Room Availability	Resource Availability		
		Bookable	View Only	Hidden
IRIS Connect System				
Mini Bus - Disability - RA08 KUN				
Mini Bus - GY61 VKS				
Minibus - HK57 LHC				
Mini Bus - Large				
Mini Bus - Silver				

This UserGroup is now fully set up and you can switch over to the next group to define its own unique room/resource availability.

In our example, Group 2 should not require any adjustments at all (as all rooms/resources need to stay as bookable). Group 3 though will require an update.