

# ICT Reservations

**Pro Version 3.06**

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## **INTRODUCTION**

This application requires <sup>®</sup> Microsoft Excel 97 or above installed on your computer and a screen resolution of at least 800x600. When you open the workbook it will run full screen so there are no Excel menu bars, tool bars or scroll bars visible to the user. There is little evidence that you are using Excel at all.

ICT Reservations is a utility designed to make it easy for people to use, easy to manage, and easy to customise for different establishments and for different languages. Bookings may be made simultaneously over a network by more than one user without loss of data. Once registered, each module (of which there are up to six) can be used for booking up to:

- 10 (or more) computer rooms or other resources
- 10 periods per day
- 5 , 6 or 7 days a week
- 1-6 terms or seasons

If that is not enough then you can install the program twice. It is also suitable where establishments work on a two-week timetable or where each day is divided up differently - the last period on Monday for staff meetings perhaps.

If you are upgrading from an earlier version please refer to the **Upgrade History** first to see what has changed.

## **SYSTEM REQUIREMENTS**

- For use with <sup>®</sup> Microsoft Excel 97-2010
- Operating system - Windows 95, 98, 2000, XP, Vista, 7
- A screen resolution of 800x600 or greater is required
- Suitable for multiple users on a network (RM Connect<sup>®</sup> Network friendly).
- Compatible with timetable data output from Sims.net and NovaT.
- Added support for many European languages.

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# **INSTRUCTIONS FOR USE**


## **START MENU**



### **The Start Screen**

The buttons on the start screen perform the following functions:

**About** - This button gives a copyright message, version number and web address.

**Instruction Manual** - This button displays this instruction manual. Same as  in the top right hand corner.

**Edit Message** - The management password will be requested when you click this button. This button allows the editing of the message that opens when the program starts. It opens in Microsoft Notepad so can be edited and resaved in the normal way. (You may need to tick the Word Wrap option in the Format menu to see all the text on the screen). This is the same function as found on the Site Customisation section of the Management Console but here it enables editing to be carried out without taking the program out of shared use.


**Read Message** - This button provides another chance to read the message that opens when the program starts.

**Register Now** - This button opens the webpage to enable registering of the product. Full registration unlocks all functions of the program.

**Report a Fault**

- This button displays a webpage for users to report a fault. It shows a few questions to help narrow down the source of the problem. The answers are emailed to the network administrator. (The button can be left blank to disable it if not wanted at your establishment.)

**Exit**

- This button closes the program. Same as  in the top right hand corner.

**Module buttons –****Autumn Term - Rooms**

These, like all buttons, have configurable labels and they make it possible for you to run six separate modules (copies of the workbook) for different purposes. Each button will provide its own **Menu Screen** (see illustration below)

The six module buttons could be made use of in the following ways:

- As 'Autumn Term - Building1' and 'Autumn Term - Building2' with up to 10 computer rooms/resources for each, thus giving you up to 20 bookable computer rooms or resources. This would then be repeated for each of the other terms or seasons. You could even install the package to another folder and have one whole package with a separate shortcut for each building.
- As 'Autumn Term - Rooms' and 'Autumn Term - Resources' so that bookings may be made for up to 10 computer rooms and up to 10 items of equipment such as digital cameras and mobile projectors. Again this can be repeated to cover all three academic terms.
- Non-academic establishments could cover the whole year by dividing it into the four seasons and using just four of these buttons
- Buttons not immediately required may be left blank and deactivated.

Other key features are:

- You will be able to customise the title, logo, photo, the room and period labels, and the room information, on-screen instructions, validation rules and help texts. In other words, everything seen by the user.
- You can translate all of the text seen by the end-user into another language. A number of European language sets are provided.
- Wizards are provided to guide you through your first install, and for quickly setting up a new year or new term.

***You can use the downloaded program and see its full functionality and customisation potential without registering, but it is fixed at 2 rooms, 4 periods a day, and one module only.***

## MODULE MENU




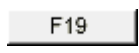
## The Menu Screen

The current day is also highlighted to provide a quick reference point for you to go straight to the current period.

The buttons on the menu screen perform the following functions:



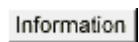
 **Lesson Booking** - these buttons will take you to the Lesson Booking Screen for the day of the week and the period of the day that you select.



**F19 Room Timetables** - these buttons display the full timetable for each specific room or resource for the whole term.

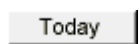


**Resource Information** - these buttons display information about each specific room or resource labelled above them>>>>>>>>>>

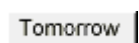


**Information** **Resource Information Manual**

- this button will load a web page giving all the information about each room or resource plus links to any manufacturers' manuals that may be available.




**Today** - This button provides a print preview of all today's reservations.




**Tomorrow** - This button provides a print preview of all tomorrow's reservations.

**Weekly** - This button provides a print preview of the reservations for the whole of any selected week.

**Statistics** - This button takes you to a Statistic Screen. See section **below...**

**Help** - This button displays help on how to use the menu screen. Same as  in the top right hand corner.

**Exit** - This button saves the module and returns you to the Start Screen. Same as  in the top right hand corner.

**M Manage** - This button (or key press **Ctrl/Shift/M**) enables the network manager to customise and update all the information.

## LESSON BOOKING

Simply choose the day and the lesson from the buttons on the menu screen and it will show you a screen for up to 10 rooms or other resources for the whole term at that period in the weekly timetable. The current week is temporarily highlighted to provide a quick reference point (see illustration below):




Week	Date	Notes	S1	S5	S6	S7	S8	F19	C13
1	4 Sep 2006	INSET							
2	11 Sep 2006		IT 10 TB	00 9A TL	00 11.1 80	HI 0B 7C	IT 9A TL		
3	18 Sep 2006		IT 10 TB	00 9A TL	00 11.1 80	HI 0B 7C	IT 9A TL	00 12 8A	
4	25 Sep 2006		IT 10 TB	00 9A TL	00 11.1 80	HI 0B 7C	IT 9A TL	00 12 8A	
5	2 Oct 2006		IT 10 TB	00 9A TL	AR 7B AB	AR 7B AB	IT 9A TL		
6	9 Oct 2006		IT 10 TB	00 9A TL	00 11.1 80	AR 7B AB	IT 9A TL		
7	16 Oct 2006		IT 10 TB	00 9A TL	00 11.1 80	AR 7B AB	IT 9A TL		
<-	23 Oct 2006	Half Term							
8	30 Oct 2006		IT 10 TB	AR 7B AB	AR 7B AB		IT 9A TL		
9	6 Nov 2006		IT 10 TB	AR 7B AB	AR 7B AB		IT 9A TL		
10	13 Nov 2006		IT 10 TB	00 12 8A	00 11.1 80		IT 9A TL		
11	20 Nov 2006		IT 10 TB	00 12 8A	00 11.1 80	00 12 8A	IT 9A TL		00 12 8A
12	27 Nov 2006		IT 10 TB	00 12 8A	00 11.1 80	00 12 8A	IT 9A TL		00 12 8A
13	4 Dec 2006		IT 10 TB	AR 7B AB	00 11.1 80		IT 9A TL		
14	11 Dec 2006		IT 10 TB	AR 7B AB	00 11.1 80		IT 9A TL		
15	18 Dec 2006		IT 10 TB	AR 7B AB	00 11.1 80		IT 9A TL		

**A Booking Screen** (current week is highlighted)

Bookings are entered in the white area on this screen against the week required in whichever room is available. Access is not provided to any other part of the screen. You should use the common format: 'Subject' 'Class'



'Teacher' if later analysis of departmental use is required. For example, **SC 9B IL**. These terms may be changed by the IT Manager and the subject codes should conform to those defined by the IT Manager - users can click on  for more details.

You can also 'copy and paste' or 'fill column' for every week down the columns using the right-click context menu.



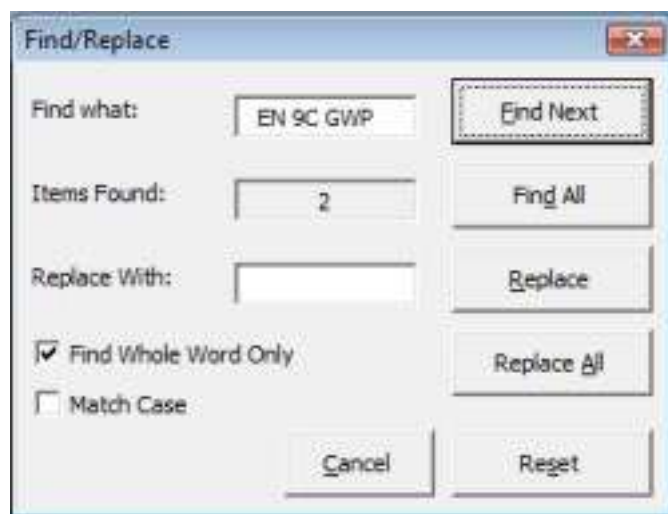
**Navigation** buttons are provided for further movement between days and periods.



**Save** - This button will save the contents to disk. A backup copy is created before a user saves for the first time.



**Find/Replace** - This button opens a dialogue box enabling you to search all bookings for a part or whole entry and counts the bookings found. The replace function will let you replace an entry or all entries found matching the search criteria.



**Undo** - This button will undo the last change only.



**Cut** - This button will delete the contents of the selected cell or cells. It will also store it in memory for pasting elsewhere.



**Copy** - This button will copy the contents of the current cell into memory. It will not copy any formatting or a selected group of cells.



**Paste** - This button will paste the contents of the cell copied using the 'Cut' or 'Copy' button above into the selected cell or cells.




**Insert Break/Holiday** - This toggle button both adds and removes shading. The shading in of half-term, public holidays, inset days, lunchtimes, etc. is essential if you want the statistics concerning percentage use for lessons to be worked out correctly, as cells marked in this way are ignored for statistical purposes. It should only be used to correct deletions made in error when editing bookings, otherwise any changes will be undone during administration procedures.





**Change Ink - Red/Green/Black** - This toggle button allows you to change the font colour of the booking entries. Red for permanently timetabled lessons (usually locked by the administrator so that you cannot change them). Green is useful for block bookings yet to be confirmed and therefore possibly

negotiable. Black is for bookings that you definitely require. This function may be disabled for normal users by the administrator in the Management Console.


 **Diary** - This button can link to your school calendar, which has been stored preferably in html or pdf format. Users would then be able to check for up-to-date information on the days they want to book. It can be used to link to any web address or file path, either internal or external. This address or path is entered by the administrator in the Management Console. Alternatively, if left empty or file not found then a default pop-up calendar will open. This calendar is customisable to display key dates such as British Summer Time (BST) and bank or school holidays.





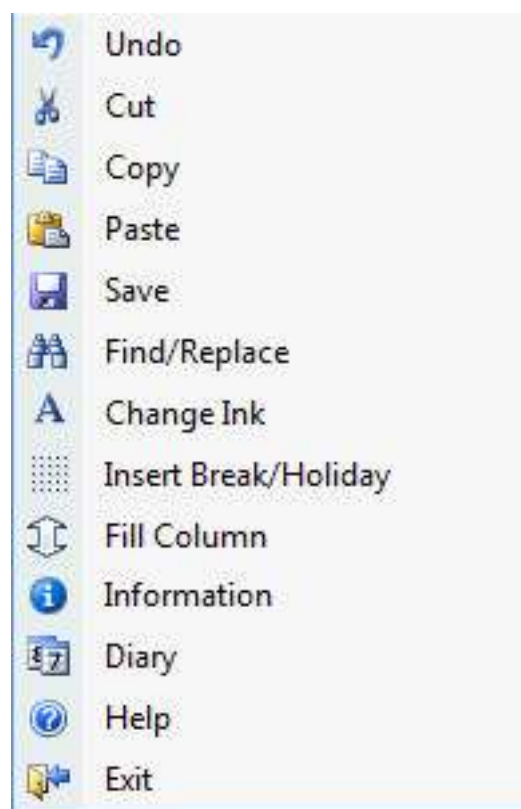
 **Help** - This button provides relevant information about what is on the screen and instructions on how to enter your bookings. This information is entered by the administrator in the Management Console.

 **Exit** - This button takes you back to the Menu Screen.

In the **right-click context menu** there are the above options plus a few more:

 **Fill Column** - the selected booking or bookings will be copied to every week in the column, but only where there is no booking or holiday there already. This is useful for entering block bookings over a whole term. Works with two-week timetables by copying cells selected two-deep.

 **Information** - right-clicking in a resource column and selecting this option displays information about that specific room or resource. This is the same as  on the Menu Screen.



The current date and time is given at the top of the lesson booking screen for convenience. The time is only updated upon screen changes.



## ROOM/RESOURCE TIMETABLES

Full timetables for each room/resource covering the whole term can be previewed and printed by selecting from the various labelled buttons such as **F19** near the bottom of the menu screen. Note that these timetables cannot be edited directly.

**A Room/Resource Timetable Screen**

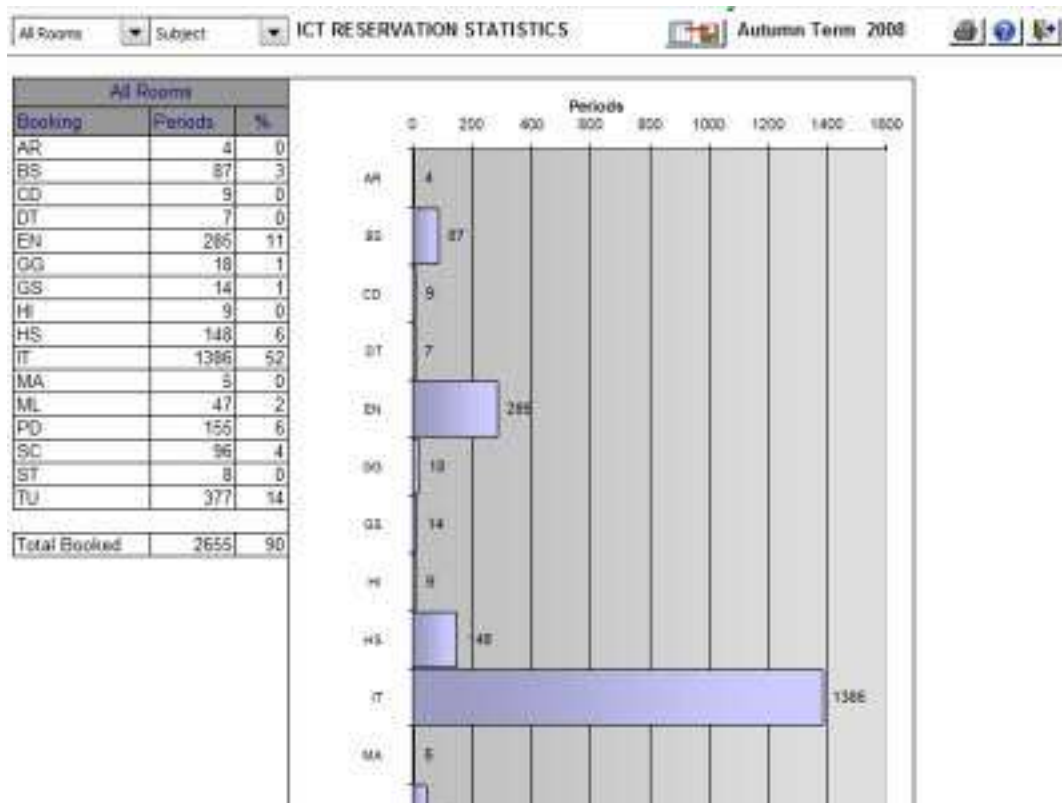
Alternative displays are also available giving current booking information for all rooms **Today**, **Tomorrow**, **Weekly** all on one A4 sheet.

**A Today or Tomorrow Screen**

The daily and weekly printouts cover all rooms and fit on one sheet of paper. You also have the option to choose any week. (Note to administrators: I find it very useful to print out a weekly timetable at the beginning of each week for my notice board.)

## CREATING STATISTICS

The buttons on the Menu Screen (and Management Console) take you to the Statistic Screen.



**A Statistics Screen**

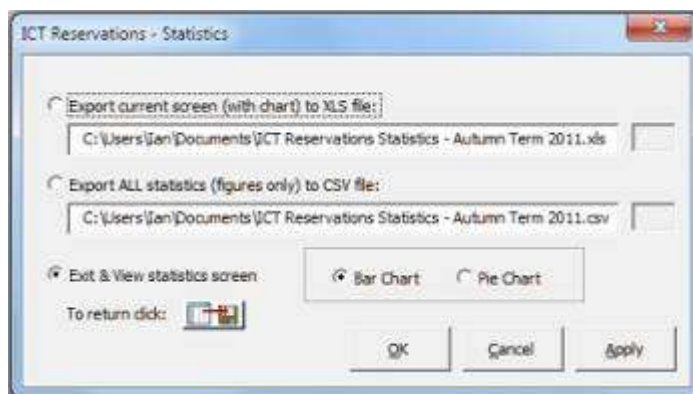
This screen is for looking at various statistics about the use of rooms or other resources. Select from the options in the panels at the top left-hand corner of the screen to display statistics for each or all rooms/resources by subject, class or teacher. This will only be effective if all entries conform to a set standard - Subject Class Teacher, separated by a single space between each item.

Other than using this information to help you create your annual reports, one use might be for checking to see that you have made all of your bookings. The percentage column shows relative usage and could be used to calculate the allocation of printing costs per subject in each room. The bottom figure shows how much the room was used as a percentage of the total possible bookings (excluding breaks and holidays).

**Note:** the display of charts while the file is shared across a network does not work very well as it is unable to expand the chart to fit all the data- enter management mode for full functionality of this option.



**Export** – A popup menu provides two export options: All statistics (figures only) may be exported to a csv file. In Management Mode you may also export the currently displayed screen (with chart) to an xls file and also change between a bar chart (default) and a pie chart. This menu appears on entry and also on clicking the [Export] button.



**Print** - This button provides the normal print preview screen.



**Help** - This button provides relevant pop-up information about what is on the screen. This information is entered by the manager in the Management Console.



**Exit** - This button clears the data and takes you back to the Menu Screen or Management Console.

Important Notes:

- The statistics will only be effective if all booking entries conform to a set standard of 3 items - Subject Class Teacher, separated by a single space between each item. However, you may change any or all of these 3 items to suit how you want the bookings to be entered.
- Cells on the booking screens marked : : : : : : using the shading button are ignored for statistical purposes. This is done so that holidays and breaks periods do not get included.
- This sheet is not protected so care should be taken not to interfere with the items in the title section on the screen. Everything below the top line is redrawn each time an option is selected.
- The editing and display of charts while the file is shared across a network does not work very well - enter management mode for full functionality of this option.

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Note: When the workbook is loaded it should fully fill the screen. The Windows 95/98 task bar should also disappear from the bottom. If however, you do wish to see the task bar to gain access to other programs, press [Ctrl/Esc]. Sometimes during development the task bar has remained on screen. This appears to be a memory problem characteristic of the Windows 95/98 operating systems following heavy use and will not occur on a freshly started machine. With Windows XP the task bar remains on the screen unless it is lowered manually by the user (not essential).

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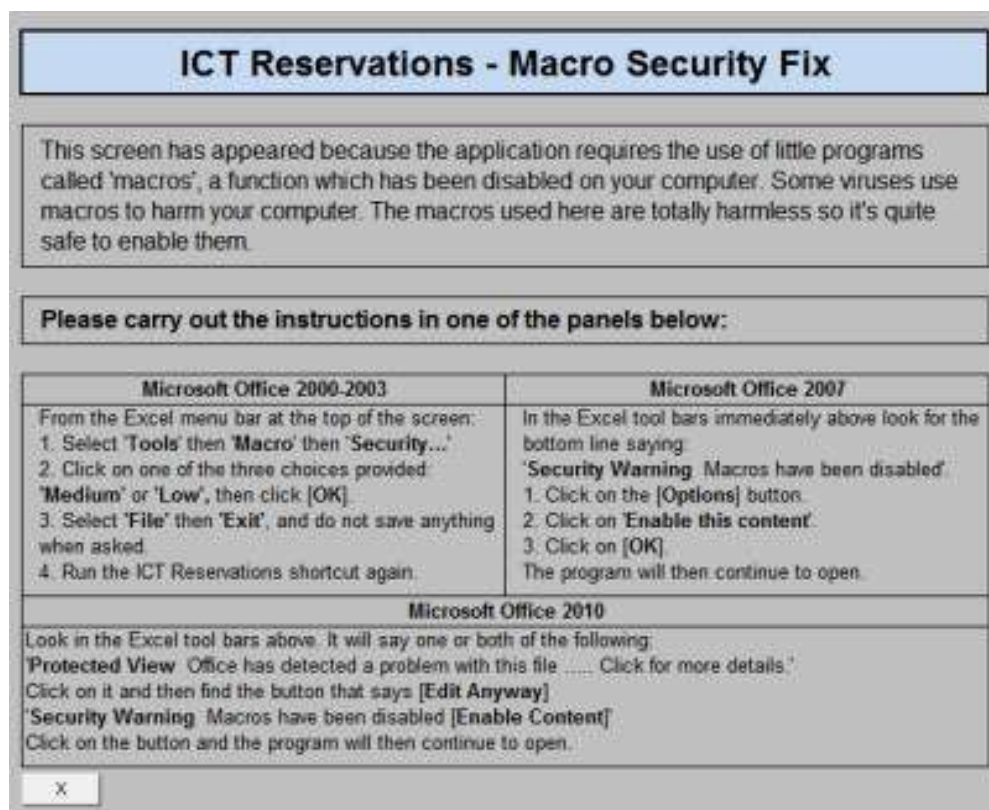
# **INSTALLATION INSTRUCTIONS**

In order to install or upgrade this application you MUST:

- be logged on with full system security permissions;
- have exclusive access to all files throughout the process;

The file you have downloaded is provided in compressed form as a self-extracting exe file. On execution it will unpack the files into a folder called 'Reservations' in your user's temporary directory. The installation procedure should then start automatically. If it doesn't start automatically then search for the above mentioned folder and run 'Setup.vbs'.

As this product relies totally on the use of macros you must have macro security set correctly for the program to run. The setup procedure should modify these settings for you automatically. If not then instructions may appear to show you how to change the security. **In earlier versions of 'Excel'** (pre-2007) you will then need to exit the program and execute the downloaded file again.



## UPGRADE AN EXISTING INSTALLATION

1. **Rename existing location** - First use 'Windows Explorer' to locate the existing destination folder and rename it temporarily (don't forget to change it back afterwards). This will prevent other users opening files during the upgrade process. If you cannot rename the folder then you must get other users to close the program. If you do not do this then it has been known for the installation to fail and data may be lost. If this should happen then locate the backup folder containing a copy of your original files and manually copy them back.
2. **Setup program** - Within the Setup program browse to the installation folder. Click the [Upgrade] button when ready. The upgrade procedure will automatically copy all of your old bookings, notes and customisations into the new version. This may take some time if you have a number of existing modules and various screens will appear and hang for a while. Exit once the finish installation screen appears.
3. **Check and test** - A new shortcut will have been placed on your desktop during the installation. Run the program, enter the Management Console and check that all is at it should be.
4. If not done already set up a **scheduled task** (important); and if desired an optional **fault report** and **resources manual** - see end of section below.

## NEW INSTALLATION

1. **Setup program** - This package is intended for network use and should be installed from a management station onto a mapped network server drive. The suggested location is 'X:\Staff\Reservations' but you can put it anywhere you like depending on restrictions on your network - users will need to be given full access permissions in the folder's security properties. Click the [Install] button when ready and installation will proceed. Have your registration certificate available. Exit once the finish installation screen appears.
2. **Make shortcut available** - A new shortcut will have been placed on your desktop during the installation. Make this shortcut available to your users in the normal way.
3. **Customise to your requirements** - Run the shortcut and select the first module button, which may be labelled [Autumn Term] or similar. Click on the [M] button found on the menu screen when it appears and enter the password MANAGE to enter the 'Management Console'. A wizard will then run to take you through the various sections where you will need to make changes. Click on a help button [?] if you are not sure what is required. Don't worry if you miss anything as you can return to it later via the 'Management Console', which will appear when the wizard has finished. This may seem a big task but once it is done you won't need to do most of it again. See the '**Management Console**' section below for further details.
4. **Set file permissions** - The intended network user group must have full read, write and delete permission on the installation folder's security

properties. If you do not get this correct then the users will get an error message when trying to save. They may also find the file saved in their own work area, which will need to be deleted.

Open Windows Explorer on the server and locate the installation folder. Right-click on the folder icon to get the context menu and select Properties. Select the Security tab then click on the Permissions button. Remove 'Everyone' and/or 'Domain Users' and add your target user group, eg. 'Staff'. Set the permissions to 'Change', 'Modify', or similar depending on your operating system.

5. **Set macro security** - For the package to work best, the default macro security level in Excel (pre-2007) should be set to 'Low' or 'Medium'. In Excel 2007 and later the installation folder will need to be set up as a 'Trusted Location'.

**RM Connect 3 Network** - Users must belong to the 'Advanced Staff' user type, otherwise macros cannot be run at all. You can set the macro security in advance and permanently as follows:

1. Open the RM Management Console. In the left-hand pane under 'Configuration Settings' select 'User Types'.
2. If you are already using your own copy of the Advanced Staff user-type then go on to the next step, otherwise in the right-hand pane right-click on the Advanced Staff user type. Select the 'Copy User Type' option and give it a new name.
3. Right-click on your copy of the Advanced Staff user type and select 'Custom Settings' from the bottom of the 'Category' drop down list.
4. Click on the 'Add' button and browse to the folder this package was installed.
5. Locate the file 'FixExcelMacros.reg', found in the installation folder.
6. If you did step 2 above then now change the user-type for all your staff users to the new user-type that you created.

**RM Connect 4 Network** - You can set the macro security in advance and permanently as follows:

1. Open the RM Management Console. In the left-hand pane under 'Registry Policies' select 'User Policies' then 'Staff'.
2. If you are already using your own copy of the 'Staff' policy then go on to the next step, otherwise right-click on the 'Staff' policy. Select the 'Copy' option and give it a new name.
3. Select your copy of the 'Staff' policy and in the right-hand pane scroll down and select 'Custom Settings'.
4. Click on the 'Add' button and browse to the folder this package was installed.
5. Locate the file 'FixExcelMacros.reg', found in the installation folder.
6. In the right-hand pane scroll up and select each of your versions of Office. Ensure that 'Disable Visual Basic (VBA) and Web features in Excel' is unticked. For Office 2003 also untick 'Default macro security to High'. For Office 2007 untick the relevant 'Set Macro Security Level' items so they remain with the default settings.
7. If you did step 2 above then now change the registry policy for all your staff users to the new policy that you created.



**Other Networks** - Your system must NOT have a policy set to prevent users from enabling macros. Two methods are available:

1. If possible apply the file 'FixExcelMacros.reg', found in the installation folder, to your staff user group. This will enter the installation path as a 'Trusted Location' into the windows registry for Excel 2007 and remove macro security completely for earlier versions. If you wish to maintain a moderate degree of security when using earlier versions then use a text editor to change all the '00000001' entries to '00000002'. The user will then be asked to allow macros every time they open the program.
2. If you don't know how or are not able to do that then there is also a script file called 'Start.vbs' that you can re-point the shortcut to - this will set up the necessary macro security permissions before opening the program.

**Stand-alone installation** - The necessary macro security settings should have already been dealt with during the installation procedure. If not then run the file 'FixExcelMacros.reg', found in the installation folder.

6. **Test it works** - Log on as a normal staff user and test to see if you can open the program, make a booking, and save it. If any problem occurs then recheck 3, 4, or 5 above.
7. **Set up a Fault Report (optional)** - This is the file called '**FaultReport.htm**' which provides a web-based questionnaire form for users to send a report of any fault to you by email. You will probably want to deactivate the button for this for the moment and set it up at a later date. **More ...**
8. **Create a Resources Manual (optional)** - This is the file called '**Resources.htm**' which provides the user with information about all available resources. You will probably want to deactivate the button for this for the moment and set it up at a later date. **More ...**

## **COPY AN EXISTING INSTALLATION:**

If at any time you wish to keep your old installation (for statistic purposes) and start a new one for the year or simply wish to run another copy for a different purpose then run 'Setup.xls' from the installation folder and install it to a new location (see above). Make sure you untick the checkbox to delete all source files before exiting setup.

## **RESTRICTIONS IN DEMO VERSION (IF AVAILABLE):**

You will NOT be able to make the following configuration changes until you have purchased this software and entered a registration key:

- Change period labels or number of periods.
- Change resource/room labels or number of resources.
- Change the number of days in the week.

- Change the current language.
- Change button labels or deactivate any buttons.

You will be able to install and setup the software to work on your network, see how it works for your users and investigate all the other management options that are provided.

## FILES INSTALLED

The following files are installed in the destination folder:

- **Att.rex** - rename as Att.reg. If you use the fault report system, the reports are sent to the network manager by email as .ATT file attachments. This registry fragment will associate these with Notepad so that they can be read easily.
- **Custom.ini** – the file used to store all site customisation settings.
- **FaultReport.htm** - a webpage for reporting a hardware fault. It contains a few questions to help narrow down the source of the problem. The answers are emailed to the network administrator.
- **FixExcelMacros.reg** - specially created during setup for use to control macro security via a user policy.
- **FixToolbars.xls** - if users crash out of the program they will find that they have no toolbars next time they open Excel. This can be rectified by opening and closing the reservations package once more or by opening this file.
- **ICT Diary Events List.RptDef** - a Sims.net report file for importing events and dates from the school diary.
- **ICT Room Timetable.RptDef** - a Sims.net report file for creating room timetables, which can then be imported.
- **ICTbooking.xls** - the first main booking file. When you create more modules you will see up to 6 numbered copies.
- **ICTschedule.job** – sample job file for Scheduled Tasks in Windows pre-Vista.
- **ICTschedule.xls** - the file that does some regular maintenance tasks and is set up to run using Scheduled Tasks found in the Windows Control Panel.
- **KeyDates.txt** – file used to store events and dates for the popup calendar.
- **Logo.gif** - the school logo currently in use. Other numbered examples are also included.
- **Macros.xls/MacrosM.xls** - all the clever stuff to make it all work.
- **Manual.pdf** - this manual you are reading.
- **Message.txt** - the message to staff that appears at start up. It can contain latest information about your resources.
- **MgrHelp.txt** - help texts and messages for management tasks. A translated copy is stored in each of the language folders.
- **Module1.ini** - file used to store all module configuration settings. When you create more modules you will see up to 6 numbered copies.

- **OnlineHelp.htm** – form for sending details and request for help by email.
- **Photo.gif** - the photo currently in use on the startup screen. Other numbered examples are also included.
- **ReadMeFirst.txt** - brief installation notes provided during setup. A translated copy is stored in each of the language folders.
- **Register.htm** - registration document for you to fill in and post if you wish to make full use of this package.
- **Setup.txt** - instructions and messages given during installation. A translated copy is stored in each of the language folders.
- **Setup.vbs/Setup.xls** - the installation program that automatically transfers all bookings and customisation details from an existing installation.
- **Start.ico** – icon image for the program shortcut.
- **Start.vbs** - a script file that you can repoint the shortcut to if you are unable to set up the necessary macro security permissions for users by the more preferred methods.
- **Start.xls** - provides the Start Screen and sets up various Excel properties and establishment customisations. The package can only be run by opening this file. The shortcut made available to users is pointed to this file.
- **SubjectCodes.txt** - list of teaching subjects and their recommended two-digit codes. A translated copy is stored in each of the language folders.
- **Term1.xls** - the first calendar file. Up to 6 numbered copies can be created later for the other terms.
- **Title.gif** – the main title currently in use. Other numbered examples are also included.
- **UserScreens.txt** - instructions, help texts, messages and button labels seen during normal use. A translated copy is stored in each of the language folders.
- **Info\Resources.htm** - a webpage for describing all your rooms and resources in one manual. With links to manufacturers manuals if you have them. Manufacturers manuals should be in pdf format (often available from their websites) and stored in the 'info' folder.
- **Languages\..** – Folders containing the translation files for a number of languages.

## UNINSTALLATION

To uninstall the software simply delete the whole folder in which you installed it, and delete any shortcuts copied elsewhere.

# **MANAGEMENT INSTRUCTIONS**



**The Management Console**

Clicking the **[M]** button on the Menu Screen will take you to the Management Console. If a macro error occurs press keys **Ctrl/Shift/M** to fix it. First you will then be asked to enter a password which is initially set to:

**manage** (case sensitive)

You will be warned if anyone else on the network is currently using the program otherwise any changes they are making will be lost. No-one else will be able to open the package once you have the package open in management mode. They will get a message asking them to try again later and the program will then shut down automatically.

Buttons are provided on the Management Console so you can easily update and customise, and then reset everything again for use without having to worry about what is involved and how to do it. The function of each button is described in detail below (**functions that are marked \* will NOT work without registration**):

## SETUP WIZARDS

**[New Install] button** - This setup wizard will guide you through all the stages necessary to setup a new installation. Fill in your requirements on each of the screens presented, including each tabbed page. Click on the help buttons [?] for further instructions. Do not worry if you are uncertain about anything as you can always come back to it later.

**[New Year] button** - This setup wizard will guide you through all the stages necessary to setup a module for a new year. All files are copied into an archive folder for the current year. A shortcut is created on the desktop so that the current package can continue to be used - perhaps to go back and obtain statistics for the past year. The wizard will then automatically delete all bookings and wipe the bookings screens completely clean. Your breaks and holidays are then updated from the entries you make or import into the new calendar. Finally you can enter any block bookings or import them from a file obtained from your timetable software. Click on the help buttons [?] for further instructions. Do not worry if you are uncertain about anything as you can always come back to it later.

**[New Term] button** - This setup wizard will guide you through all the stages necessary to setup a module for a new term by making a copy of the current module. After first performing a full backup, the wizard will automatically delete all unlocked bookings and holidays. The locked bookings, intended to be permanent for the year, are not touched. Any gaps are filled in as intelligently as possible and breaks/holidays updated from the entries you make in the new calendar. Finally you can enter any new block bookings. Click on the help buttons [?] for further instructions. Do not worry if you are uncertain about anything as you can always come back to it later.

## SITE CUSTOMISATION

This button takes you to a screen that will allow you to change everything to suit your own establishment. Enter registration key and password. Change name, title, logo and picture to suit your establishment. Apply time periods for each day. Edit text used on button labels. Set validation requirements for booking entries. You will probably only need to use this screen when you first obtain the package.

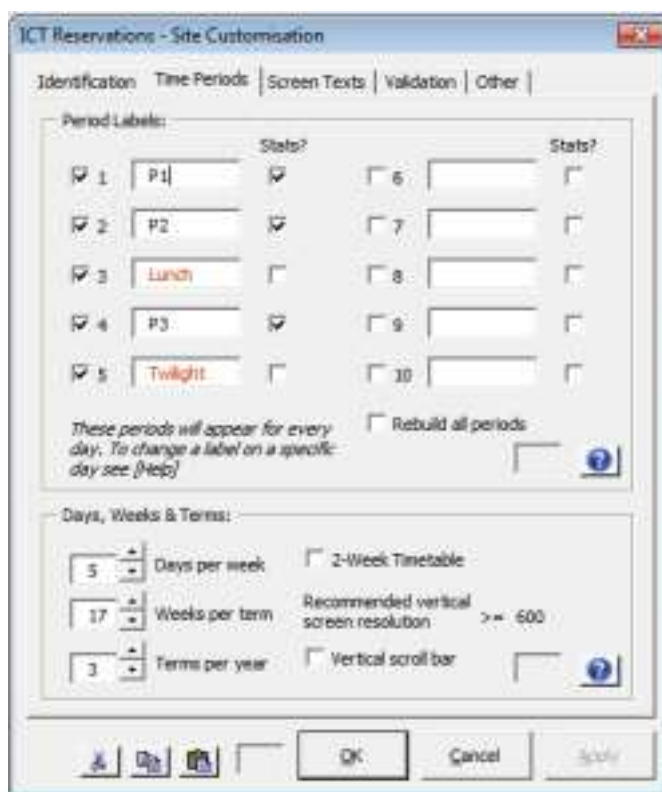
## Identification

- **Name of Institution** - Enter the name of your school or college. Maximum around 50 characters. This will appear immediately on the Menu Screen (but not on the Start Screen until you have 'Applied Changes').
- **Registration Code** - When you register you will receive a registration code, enter this in the panel provided. It is case sensitive and contains no spaces. Without the registration code many of the reconfiguration procedures will not work. Keep your registration document in a safe place in case you need to re-enter the code after downloading an upgrade.
- **Management Password** - This is required for you to enter the Management Console. It can be changed here. Remember that it is case sensitive. If you forget your password then use the default password: 270950, which may be found on your registration document.
- **Screen Images** - Your images must be in GIF or JPG format. Consider saving the images for your logo and title in transparent gif rather than jpg format so that any unwanted background colour outside the design will not be visible.
  - **Replace Logo** - The size and shape of your logo should be no more than 140 pixels wide by 120 pixels high.
  - **Replace Photo** - The size and shape of your picture should be no more than 250 pixels wide by 200 pixels high.
  - **Replace Title** - The size and shape of your title should be no more than 400 pixels long by 65 pixels high. I used Word Art to create it then copied and pasted it into a graphics program such as Paint.net. Some commonly requested examples are provided in the



installation folder - ICT RESERVATIONS, RESERVATIONS, and VENUE RESERVATIONS under the file names Title0, Title1, etc.

WARNING: Check the size and shape of your image carefully, if it is too big then you may have trouble removing it, should you need to. Before opening an image, right-click on the filename and select 'Properties'. Click on the 'Summary' tab and, if necessary, click the [Advanced >>] button. You will then see the width and height value in pixels.



## Time Periods

- **Period Labels\*** - Enter the 'actual' names you use to divide up your normal day, such as P1, P3/4, Lesson 6, Lunch, Twilight. Any period, such as lunch, which is NOT required for statistical purposes should be unticked in the checkbox to the right. You must click on the [Apply] button for any changes to take effect. These changes cannot be made until you have entered a valid registration code.

NOTE: The period names will be applied to every day of the week but if you wish you can make a day different from another. For example: the last period on Friday might be 'Meetings' and/or the first period on Monday could be 'Tutor'. To do this select the [Update Calendar] button from the Management Console. Note that any such minor changes you make on the calendar will be undone if you change the periods here again.

- **Rebuild all periods** - Tick this box if anything looks wrong. Then try again.
- **Days, Weeks & Terms** -

- **Days per week\*** - Enter the required week length from 5-7 days. (The week starts on Monday.)
- **Weeks per term\*** - Enter the largest term length that you will ever require, from 16-52 weeks. Three terms of 17 weeks is a sufficient maximum for most schools and will fit exactly on screens with the standard resolution of 800x600 pixels. Increasing the weeks would ideally require a greater vertical screen resolution (shown as a guide) or you may wish to switch on the vertical scroll bar using the tick box provided. If you do neither then navigation through the weeks will still be possible using the keyboard arrow keys.
- **Terms per year\*** - This will change automatically with the weeks chosen above but it can be changed independently if you wish. Select between values of 1-6. To cover a whole calendar year then 4 terms (seasons) of 16 weeks is recommended.
- **Two-Week Timetable** - Tick this box if your timetable cycles every 2 weeks. This will help to ensure that block or permanent bookings are filled in correctly when setting up a new term.
- **Vertical scroll bar** - This will be ticked automatically if needed for the vertical screen resolution you have chosen as the default setting. Tick this box if some of your network stations will have a lower screen resolution and you find that all the weeks do not show on the booking screens or leave them to navigate using the arrow keys on the keyboard.



## Screen Texts

- **Language\*** - Select a default language set for button labels, help scripts, and other texts to be seen on all user screens. A number of common European languages are provided. This action is best carried out before any more modules or calendars are created. These changes cannot be made until you have entered a valid registration code.

You can edit these language sets yourself (they are not perfect). Use the [Edit] button to open the chosen language folder and edit the file 'UserScreens.txt' using a suitable text editor. You can also use the [Edit] buttons provided in the 'User Screens' section below for some of the items and it may be easier to follow. This management help text 'MgrHelp.txt' and other texts may also be edited here. Please send me your corrected files so that others may benefit.

You must click on the [Apply] button to apply any change of language or any change to the current language. Changes of language cannot be made until you have entered a valid registration code.

To remove a language from the list simply delete its folder then click the [Delete] button to update the list.

To add a new language use the [+] button and enter a name for the language. The first 2 letters of the name must be unique. A new folder will be created containing copies of the English files for you to translate. This may be obtained from '[www.google.com/language\\_tools](http://www.google.com/language_tools)' or similar sites. A national flag can be obtained from '[www.enchantedlearning.com/geography/flags](http://www.enchantedlearning.com/geography/flags)' and resized to 27x18 pixels.

- **Out-of-Service Message** - This is the message that users will get if they try to open the package while you have it open in management mode.
- **Startup Message** - Here you can edit the message that opens when the program starts. This option has the same function as the button on the Start Screen.
- **User Screens\*** - Edit the texts and button labels that appear on the Startup, Menu Screens, Booking and Statistics Screens, including the texts that are to be

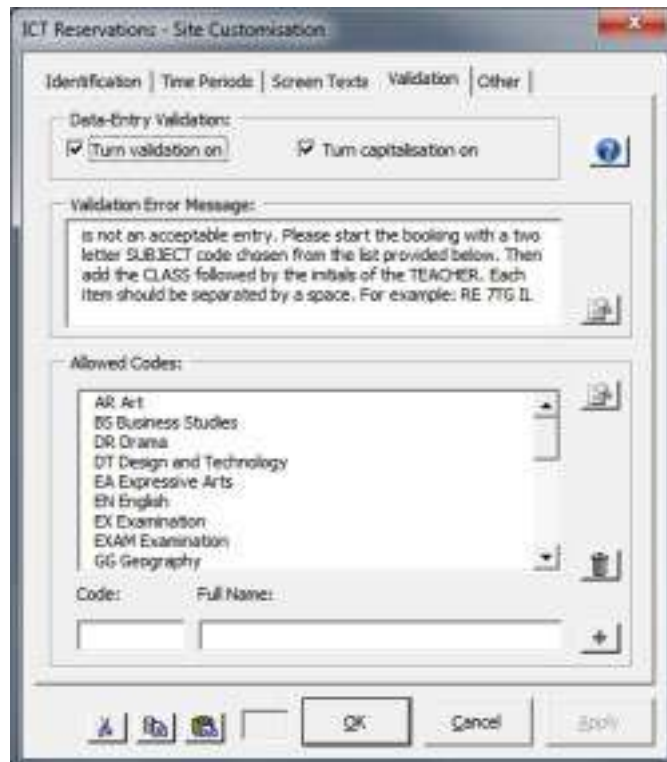


provided for the users via the [Help] or [?] buttons. The text windows provided for the buttons are a rough guide to the amount of room available for the text, so do check it later. The function of buttons may not be changed however you may deactivate a button by removing its label. Items marked with an asterix (\*) are the ones you are most likely to want to change. You are unlikely to need to make any more changes unless you are translating into a different language. You must click on the [Apply] button that becomes enabled after making a change. Changes to the button label cannot be made until you have entered a valid registration code.

There are two buttons that do need some attention if you intend to make use of the functions they provide, if not just delete the labels to deactivate them for the moment:

**Report a Fault button** - This is the label for the button on the Start Screen. This function works with local POP3 email systems using email clients such as Outlook Express but may be a problem with some web-based email systems that have not been set up to respond to the mailto command. Open the file '**FaultReport.htm**' using a suitable text or html editor. The sections that will need editing are clearly marked within the script. The first thing to do is change the email address then edit the lists of buildings and equipment to suit your own establishment. If you do not wish to use this facility or have trouble with it then either delete the text in this cell to deactivate the button or completely change the web page and put it to some other purpose. (Note that you can change the button label and the contents of the web page but not its file name).

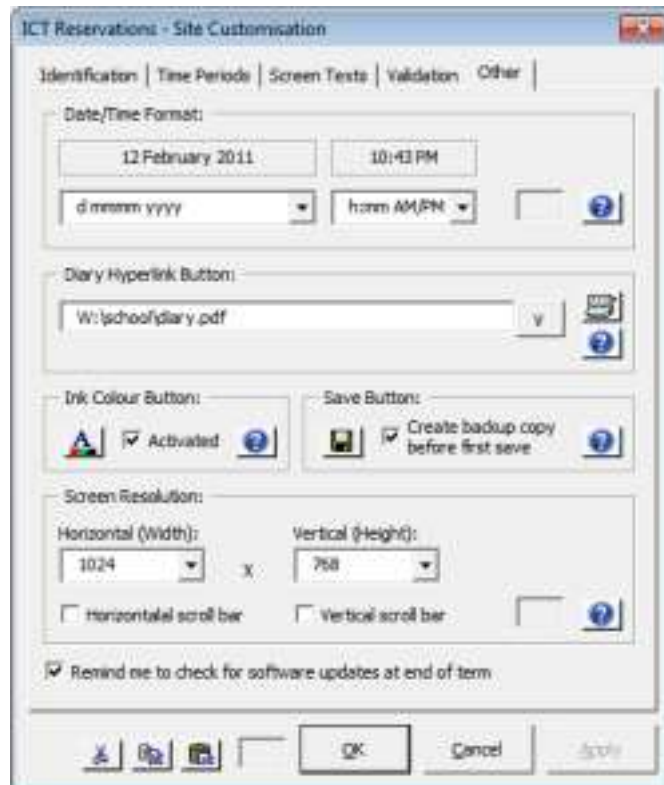
**Information Button** - This is the label for the button on the Menu Screen that will load a web page giving all the information about each room or resource plus links to any manufacturers' manuals that may be available. Open the file '**info\Resources.htm**' using a suitable text or html editor and change the information to suit your own rooms and resources. Also, you can store in this folder any manufacturers' manuals you may have for your cameras and other resources, preferably in Adobe Acrobat pdf format - links are already provided if you name such files as R1.pdf, R2.pdf, etc.. You can deactivate the [Information] button on the menu screen that calls this file if you wish by simply removing its label here. Or you could completely change the web page and put it to some other purpose. (Note that you can change the button label and the contents of the web page but not its file name).




## Validation

Data-Entry Validation: Validation works on the first few characters up to the first space. It checks against the list of codes that you provide here. If you do not wish to use this function you can turn the validation off. Note that the Statistics Screen will be of limited use if the bookings do not conform to 3 items of information each separated by a single space. There is a lot of scope here for customising the validation and associated statistics.

- **Data-Entry Validation** - Tick the first check-box if you want all entries to start with a recognised code (from the list defined by you. Ticking the second check-box will cause the validation procedure to remove any leading & trailing spaces and capitalise the text.
- **Validation Error Message** - Edit the validation error message and change the choice of permissible codes to suit your establishment.
- **Allowed Codes** - Here you may change the list of permissible codes to suit your establishment. Use the two panels below the list to add a code followed by the full subject name. Click the [+] button to create the addition. Each code may be of any length. To see a list of the official UK subject codes (published by DFE), click the read button provided. Alternatively you might want initials and staff names instead of subject codes and names to be validated (staff initials would then need to be the first part of a booking entry instead of the subject code). To remove a code from the list, select it and then click the dustbin button.



## Other

- **Date & Time Format** - A variety of the common date formats are available and you can choose between a 12 and a 24 hour clock. Changes here will effect the date and time on the Start Screen and Menu Screen.
- **Diary Hyperlink Button** - Enter the full address or directory path to your school calendar if you have one, or any hyperlink, either internal or external. A button  is provided to test the link that you have entered. If this option is left empty or the file is not found then a default pop-up calendar will open. This calendar is customisable to display key dates such as British Summer Time (BST) and bank or school holidays.
- **Ink Colour Button** - If you should wish to prevent users from changing the colour of bookings and only allow it for yourself then untick the check box.
- **Create Backup Copy** - Tick the check-box if you want a backup copy of the booking file to be made from the original file before a user saves. It will only occur the first time the user saves during a session. If the file should then in some way be damaged by the user making it unavailable to the next user at startup then you will be able to restore it easily. The



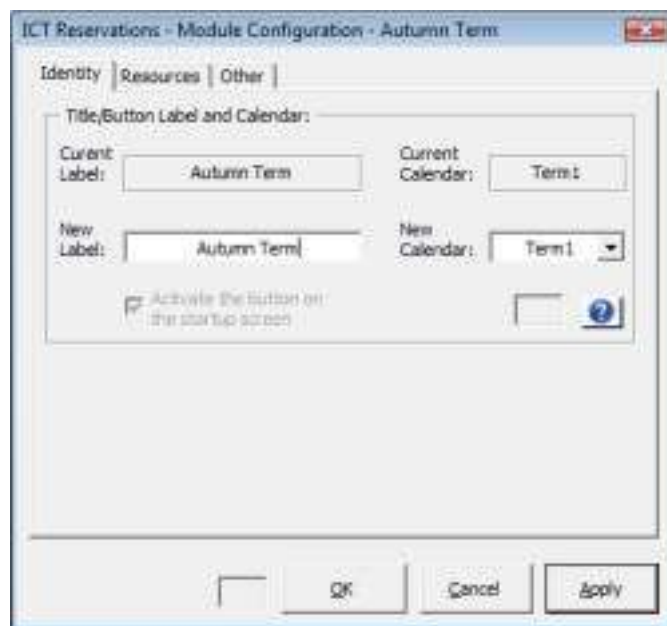


backup copy will be found in the 'Backup' folder inside the installation folder. It will be the file with the most recent date.

- **Screen Resolution** - Select the lowest screen resolution that is in use on the computers on your network. The program will then be centred on those screens. If you decide to set higher values to suit most of your computer screens then you may need to tick the boxes to show the scroll bars for those screens having a lower resolution.

## CONFIGURE MODULE

This button takes you to a screen that will allow you to change everything to suit each booking module. Change name, calendar and resources for current module. Edit instructions and resource information for users.



### Identity

- **New Label** - Here you can change the name for the current module, which will appear as a title on its menu screen and as the label for the button on the Startup Screen.
- **New Calendar** - Select from 4 possible calendars called Term1 to Term4, to be used with this module. Each one covers up to 17 weeks. Hence you can cover all 3 academic terms (or trimesters); or the whole year divided into 4 seasons.
- **Activate the button on the startup screen** - clearing the tick in this box will remove the label for this module and deactivate the button on the Startup Screen. Useful while preparing the module before putting it into use.

ICT Reservations - Module Configuration - Autumn Term

Identity Resources | Other |

Type of Resources:

Resource Information:

Resource Labels:

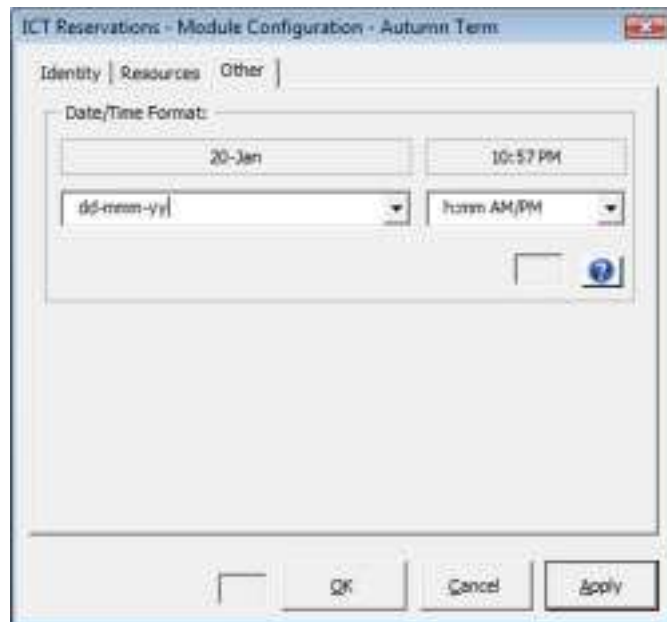
<input checked="" type="checkbox"/> Resource 1: <input type="text" value="R1"/>	<input type="checkbox"/> Resource 6: <input type="text"/>
<input checked="" type="checkbox"/> Resource 2: <input type="text" value="R2"/>	<input type="checkbox"/> Resource 7: <input type="text"/>
<input checked="" type="checkbox"/> Resource 3: <input type="text" value="R3"/>	<input type="checkbox"/> Resource 8: <input type="text"/>
<input checked="" type="checkbox"/> Resource 4: <input type="text" value="R4"/>	<input type="checkbox"/> Resource 9: <input type="text"/>
<input checked="" type="checkbox"/> Resource 5: <input type="text" value="R5"/>	<input type="checkbox"/> Resource 10: <input type="text"/>

☐ Rebuild all resources

## Resources

- **Type of Resource\*** - Enter word "Rooms" or "Resources" or similar to identify the type of resources referred to in this module.
- **Resource Information** - Use the [Edit] button to create or edit information for the user about each resource. Create a paragraph of general information about all resources then add information on each separate resource - this might include where to find the room, what facilities are available or instructions for use.
- **Resource Labels\*** - Enter the 'actual' names for your computer rooms or resources, such as Room 9, NB16, DigiCam. These will appear on all the other screens. Label the boxes consecutively (with no gaps) as this will provide the total number of rooms/resources used by the update process when you have finished. You will then need to select the [Apply] button to create or relabel the rooms/resources. The title bar must contain either of the words "Rooms" or "Resources" or other similar title. This will appear on the Menu Screen and the Statistics Screen. These changes cannot be made until you have entered a valid registration code.
- **Rebuild all resources** - Tick this box if anything looks wrong. Then try again.

***Note that removing a resource will delete any existing bookings for that resource.***



## Other

- **Date & Time Format** - A variety of the common date formats are available and you can choose between a 12 and a 24 hour clock. Changes here will effect all occurrences of the date and time throughout the current module.

## UPDATE CALENDAR



The Update Calendar button is the one that you will need to use the most often - at least every term. It is used to set up the dates and notes used by the module.

**Name for Term** - Enter a suitable name for the calendar term, eg. Autumn Term. The year, obtained from the start date entered below, will be added automatically to the end of this name. This name can be the same as the title for the module, but not necessarily, as the same calendar may be used by more than one module.

**Start Date** - Enter the date for the start of the term using the button provided to popup a calendar - dates will automatically be converted to the start of the week.

**Holiday Week** - Enter the date for the  
[29]

start of the mid-term holiday (if any) using the button provided to popup a calendar - dates will automatically be converted to the start of the week. Do this if you want only 'active weeks' labelled consecutively, skipping the mid-term holiday week. It is essential if you have a 2-week timetable and a mid-term break.

**Relabel weeks starting with** - The options provided here depend on whether you have a normal or a 2-week timetable.

**Events where rooms will normally be out of use (single word only)** - for example on a holiday or training day. When importing the diary from Sims.net an event descriptions containing one of these words will be shortened to this word so that it will fit in the spaces provided on the Booking and Calendar Screens. The matching of text is not case sensitive. The text will be coloured brown on the Calendar Screen and the relevant cells on the Booking Screens will be filled to indicate such events. These periods will then be omitted when calculating usage statistics.

Alterations to all of the above and further changes may be made on the Calendar Screen that follows.

**Wipe all data and import new events from file** – You can import events & dates using a file exported from your calendar software.

**The file must be in 'comma separated variable, CSV or Excel, XLS format. Any** timetable software should be able to create and export such a file but the layouts produced can vary considerably. This program is able to process files created by Sims.net. Any calendar software should be able to create and export such a file but the layouts produced can vary considerably so you may have to do some editing.

A pre-prepared report definitions template called 'ICT Diary Events List.RptDef' is available in the installation folder for importing into Sims.net. You will then be able to export a spreadsheet containing all the required information. The exported file obtained will be in the form of a csv or xls file with all the following columns (the headings and column order may differ):

Event-type	Category	Description	Date			
Staff Training	Staff Training Day	Inset	04/01/11			
Holiday	February Holiday		19/02/11 - 27/02/11			
Holiday	Easter Holiday		09/04/11 - 25/04/11			
Public Holiday	Bank Holiday	Royal Wedding	29/04/11			

You will first be asked to locate the csv or xls file to import. It will then be processed and displayed on the screen:

ICT Reservations - Import From File

Import calendar events from file: C:\Roma\VRMDelivery\Staff\Store\Reservations\Reservations sample\DailyDates.xls

Row	Event type	Category	Description	Date	Select	Select	Select
1	Event type	Category	Description	Date			
2	Staff Training	Staff Training	Inset	04/01/11			
3	Holiday	February Hol		19/02/11 - 27			
4	Holiday	Easter Holiday		09/04/11 - 25			
5	Public Holiday	Bank Holiday	Royal Wedde	29/04/11			
6	Public Holiday	Bank Holiday	May Day	03/05/11			
7	Holiday	May Holiday		28/05/11 - 05			
8	Staff Training	Staff Training	Inset	01/07/11			
9	Holiday	Summer Holi		23/07/11 - 04			
10	Staff Training	Staff Training	INSET	05/09/11			
11	Staff Training	Staff Training	INSET	06/09/11			
12	Staff Training	Staff Training	INSET	07/10/11			
13	Holiday	October Holi		22/10/11 - 30			
14	Holiday	Christmas Holi		17/12/11 - 02			
15	Staff Training	Staff Training	INSET	03/01/12			
16	Holiday	February Holi		11/02/12 - 19			

**STEP 1: Check the heading for each column and select if necessary.**

☒ First item in each column is a heading

☒ Also update the variable events in the pop-up calendar using: 9 - 21

Records found: 18

[View Error Log](#) [Cancel](#) [Next](#)

Any empty entries in the Description column will be automatically copied from the Category column. Only the last two columns will actually be used to fill the Calendar Screen. Any dates outside the current term will be ignored. Known descriptions will later be shortened to fit in the columns on the Calendar Screen, any others will if necessary have to be shortened manually.

\* **First item in each column is a heading** - The data exported from Sims will contain column headings by default. If your data does not include column headings then untick the checkbox provided.

\* **Also update the variable events in the pop-up calendar using rows ?** - If you also want to use this data to update the 13 fixed events in the pop-up calendar then leave this checkbox ticked. You can also choose the row from which to start or finish, which is useful if it is nearly the end of the year and there is data for the following year. Further changes can be made later using the editing facility provided in the pop-up calendar.

**STEP 1:** Check and if necessary select the correct heading for each column then click [Next].

**STEP 2:** Check that the Description column shows all events correctly. If there were any empty entries in the Description column then they will have been copied from the Category column. Click [Apply] when ready.

**STEP 3:** Finished - Check the number of events imported against the number of actual records found in your input file. Click the [View Error Log] button for an explanation of any difference in these numbers.

The following screen will then appear, most of it will have been filled in already:

Calendar		Term1									
Autumn Term		2011	MONDAY					TUESDAY			
Week	Date	Notes	P1	P2	Lunch	P3	Twilight	P1	P2	Lunch	
1	05/09/11	Term starts Wednesday	INSET	INSET	INSET	INSET	INSET	INSET	INSET	INSET	IN
2	12/09/11										
3	19/09/11										
4	26/09/11										
5	03/10/11	Inset on Friday									
6	10/10/11										
7	17/10/11										
<>	24/10/11	Holiday week	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday	H
8	31/10/11										
9	07/11/11										
10	14/11/11	Y11 Mocks (Tue-Fri)									
11	21/11/11										
12	28/11/11										
13	05/12/11										
14	12/12/11	Term ends Friday									
15	19/12/11		Holiday	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday	H
16	26/12/11		Holiday	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday	H
17											

## The Calendar Screen

To update this calendar you really only need to make changes in the white areas and much of it may already have been done earlier. This sheet is not for entering any bookings and much of it will be left blank.

**Top row** - The name for the term may be changed here. For example - Autumn Term, Spring Term, Summer Term, Michaelmas Term or First Semester. This name can be the same as the title for the module, but not necessarily, as the same calendar may be used by more than one module.

**Second row** - The period labels (blue cells) that you have already entered on the Site Customisation Screen will automatically appear here and are repeated for every day of the week. You can allow for some day-to-day variations, for example, P8 on a Monday could be changed to 'Meeting'. Note that any changes you make to them here will be undone if you change the periods again during Site Customisation.

**Column 1** - If necessary, adjust the labelling for the weeks down the first column. The dates for each week will be shown automatically in the second column. If you run a two-week timetable the weeks must be labelled as 1A, 1B, 2A, 2B, etc. You may leave out or remove labels at the end if they go beyond what you require.

**Column 2** - The date for the start of the first week may be changed using the button provided to pop up a calendar. Any date for a day later that same week will automatically be corrected to the previous Monday. The rest of the column



will be calculated automatically. Note that a date will only appear if there is a week ID entered next to it in column 1.

**Column 3** - Useful notes that will appear on the full room timetable sheets only, such as 'Term Starts Thursday', 'Inset on Friday'. This will particularly help users if they prefer to look at the printed sheets prior to going online to make their bookings.

**Columns 4,5, etc.** - Finally enter or amend any information such as INSET, holiday or other details from your calendar - use the buttons provided to either view your own calendar, the default pop-up calendar or you can import events from a file that you have exported from your Sims database. This information may be useful for someone to know when they are booking the rooms or other resources. You can 'copy and paste' along a row using the right-click context menu. Use the 'Change Ink' [A] button to change the colour of any period, such as a holiday or training day, which is NOT required for statistics purposes to brown.

**There are 5 buttons at the bottom of the screen -**



The back button enables you to restart this procedure.



The help button provides a brief summary of the above instructions.




The calendar button opens your web-based diary if you have entered a link to one in the Site Customisation options. This may help you make your entries on this screen. If this option was left empty or the file is not found then the default pop-up calendar will open. The pop-up calendar is customisable to display key dates such as British Summer Time (BST) and bank or school holidays.



The ink colour button is for switching the ink colour between black and brown to indicate breaks and holidays. Change the colour of any entry, such as a holiday or training day, which is NOT required for statistics purposes to brown. Changing the colour of the period title, such as 'Lunch' will automatically have an effect on the whole column.

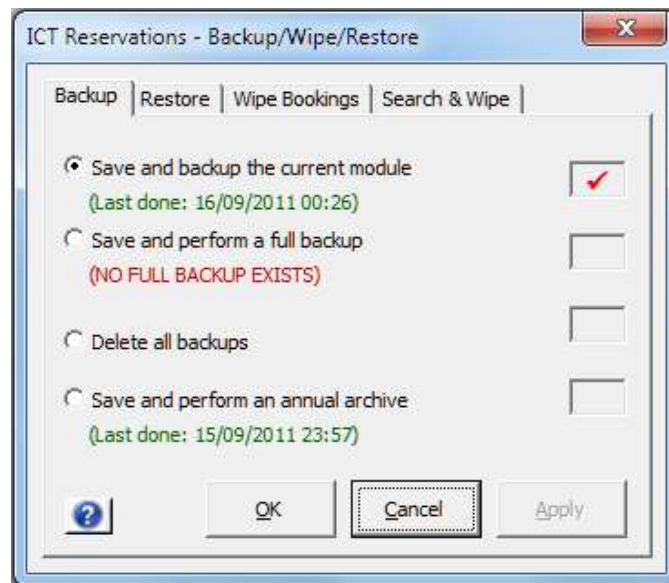


These buttons scroll the screen directly to each day of the week.

The exit button  at the top of the screen returns the display to the Management Console. On exit you will be given the option to transfer all the breaks and holidays to the booking screens. This will also fill in any gaps made in the permanent bookings for the term.

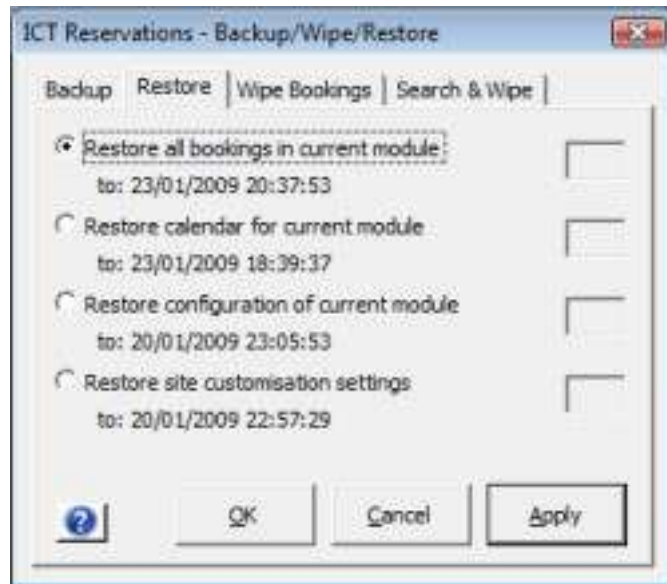
## BACKUP/WIPE/RESTORE

Provides the following 'global' options:



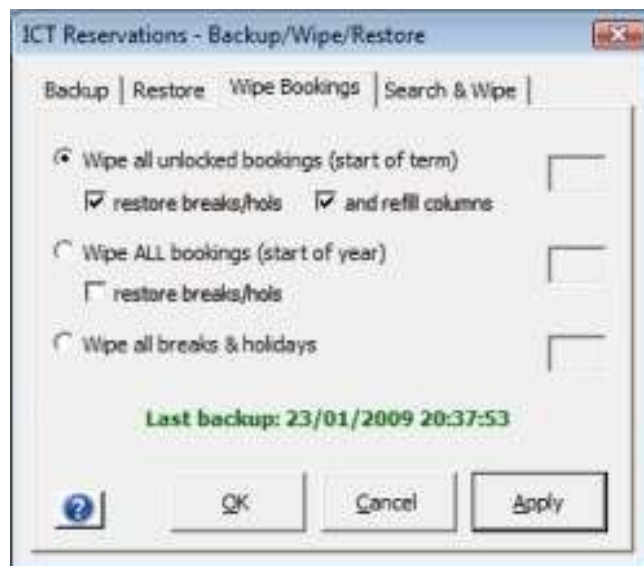
### Backup

- **Save and backup the current module** - backs up the current bookings, module configuration, and calendar from which a restore can be carried out if required. A choice will be given before any previous backup is overwritten. Backing up the bookings may be set to happen automatically before a user saves any changes - see Configure Module.
- **Save and perform a full backup** - copies all files into a backup folder from which a restore can be carried out if required. A choice will be given before any previous backup is overwritten. A full backup is also created automatically during an upgrade.
- **Delete backup** - does what it says. The whole backup folder will be deleted.
- **Save and perform an annual archive** - this should be done at the end of a year before everything is deleted and started again. All files are copied into an archive folder for the current year. A shortcut is created on the desktop so that the package can continue to be used - perhaps to go back and obtain statistics for the past year.



## Restore

- **Restore all bookings in current module** - restores all booking data from last saved backup file.
- **Restore calendar for current module** - restores the current calendar from last saved backup file.
- **Restore configuration of current module** - restore information for users about the resources.
- **Restore site customisation settings** - restore registration key, management password, name of establishment, time periods for each day, language and text used on button labels and instructions, and validation requirements for booking entries.



## Wipe Bookings

- **Wipe all unlocked bookings** - at the start of each term, you will probably want to wipe all previous bookings and shading for holidays but not all the bookings that are permanently timetabled (and locked) for the

whole year. This button will do it quickly for you. Note that this action is not reversible. Leave the two checkboxes ticked if you also want holidays and breaks restored and the permanent bookings to be copied to any empty cells created by this function.

- **Wipe ALL bookings** - at the start of the year, you will probably need to wipe all previous bookings. This button will do it quickly for you. It will also remove any cell locking, shading and font colouring so that you can start with completely clean booking screens. You should not do this during the year as you will lose all the bookings that are permanently timetabled for the whole year. Note that this action is not reversible. Leave the checkboxe ticked if you also want holidays and breaks restored.
- **Wipe all breaks & holidays** - happens anyway with the above options but it might be useful to do separately.



## Search & Wipe

**Search for a booking** or part of a booking and delete all those found between and including the selected dates. This is useful for removing permanent block bookings when you discover that for example all Year 10 will be out on work experience or they have finally set the date for the Year 11 mock examinations.

- **Delete ALL bookings** - Tick this checkbox if you want to delete ALL bookings between and including the chosen dates. This is useful if your normal timetable is suspended for an activities week.
- **List deleted bookings** - Tick this checkbox if you want a list made of all the deleted bookings (recommended).

## BOOKINGS SECURITY

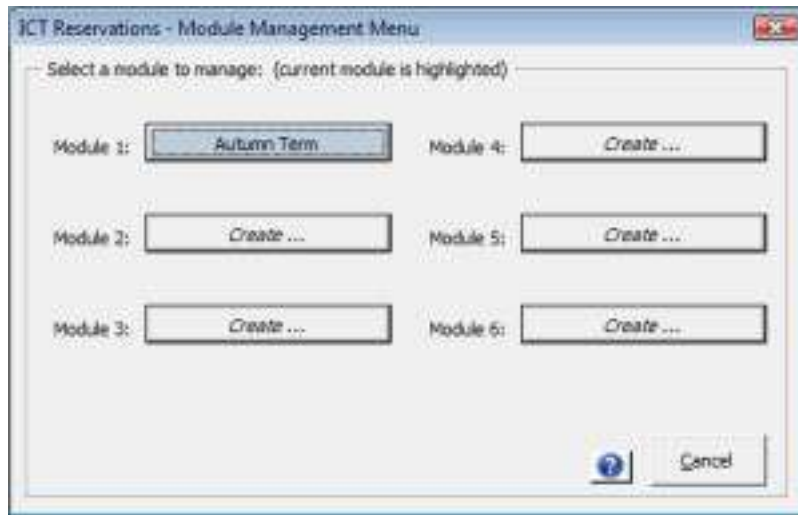
Provides the following 'global' options:



- **Lock all permanent (RED) bookings** - all current bookings in red, and only those in red, will be locked. Bookings in black or green will not be affected.
- **Lock ALL bookings** - useful if you have entered all your fixed timetabled lessons at the start of the year and not locked them using the various methods provided. Tick the first checkbox if you want to turn all current bookings red at the same time. Tick the second checkbox if you want all bookings to be locked automatically at the end of each day. You will have to use 'Scheduled Tasks' (in Windows Control Panel) to run the file 'ICTschedule.xls' once a day from your management station at a time when no-one else will be using the program.
- **Lock down after +? week(s) from now** - restrict bookings to selected number of weeks in the future by locking all cells up to the end of term. Note that all bookings have to be first unlocked so all those in red will also be locked afterwards. To keep this moving forward automatically use 'Scheduled Tasks' (found in the Windows Control Panel) to run the file 'ICTschedule.xls' once a week from your management station at a time when no-one else will be using the program.
- **Unlock ALL bookings** - use this to undo any of the options described above. It will also deactivate the Lockdown function by resetting it to zero. Tick the checkbox if you want to turn all current bookings black at the same time.

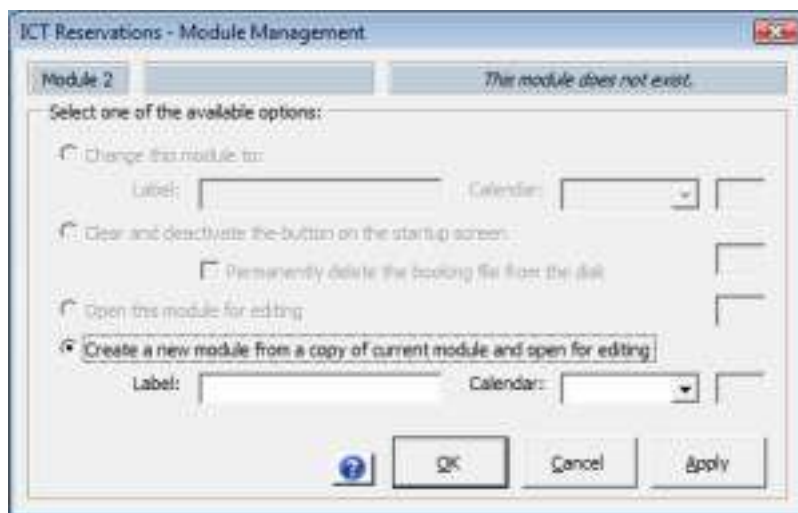
## MODULE MANAGEMENT

This is best done after the current module has been fully configured and used for some time.



The first screen provides a menu showing the labels for the six buttons on the Start Screen. These buttons make it possible for you to run up to **six** separate booking modules. Select the module you want to create, delete, open, or rename, or change its associated calendar.

The currently active or open module is highlighted - selecting this has the same effect as the [Configure Module] button on the Management Console.

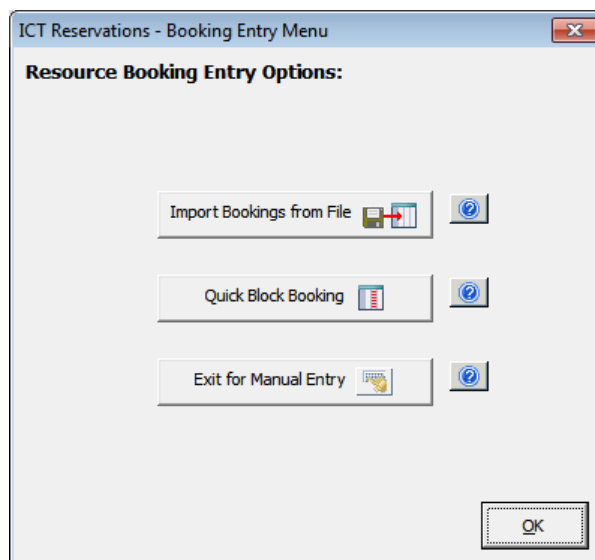


Selecting any of the inactive modules will provide a screen showing the allowable options depending on whether the module already exists or not. You may deactivate or delete an existing module (only if it is not currently active or open). You may deactivate but not delete Module 1. If the module does not yet exist then the only option will be to create it.

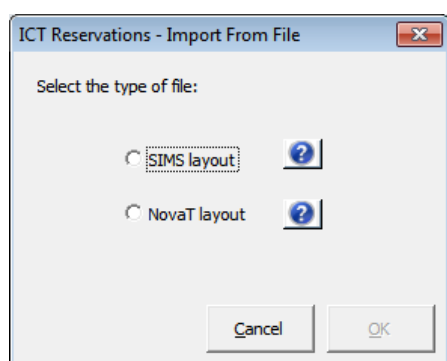
To create a new module, first enter its title in the panel provided, select which term calendar to go with it from the choice of four provided. Copies will be made (where necessary) of the files currently open and the new module will then become the currently active module. You should then configure it, perhaps to just change the rooms or simply to change the dates and notes for a new calendar.

## BOOKING ENTRY

Three methods are available for the entering of bookings:



**[Import Bookings from File] button** - Import room bookings using a file exported from your timetable software. Note: This procedure must only be performed at the start of a new year after deleting all existing bookings and updating the calendar.



The file **must be in 'comma separated variable, CSV or Excel, XLS format**. Any timetable software should be able to create and export such a file but the layouts produced can vary considerably. This program is able to process files created by Sims.net and NovaT. Note that Sims may not give up its data before the start of the school year but NovaT will.

Select the type of layout or source. You will then be asked to locate the csv or xls file to import. It will then be processed and displayed on the screen.

### SIMS Layout:

A pre-prepared report definitions template called 'ICT Room Timetable.RptDef' is available in the installation folder for importing into Sims.net. You will then be able to export a spreadsheet containing all the required information. The exported file obtained will be in the form of a csv or xls file with all the following columns (the headings and column order may differ):

Room	Day	Period	Subject	Sub Code	Class	Initials
A5	Mon	Mon: 3	ICT	It	7P/It	GI



A5	Tue	Tue: 3	ICT	It	8A/It	CMM
S5	Fri	Fri: 1	H&ScC	Hs	12D/Hs	LJE
S6	Mon	Mon: 1	English	En	9a/En2	NW

If you use a different system and need to edit the data then the 'Period' column should contain just numbers and the 'Class' column should contain just the name of the class (the / and everything after is ignored).

If you have a **2-week timetable** then the days must be shown here as MoA, MoB, TuA, TuB, etc. (MonA or AMon formats also acceptable but must be consistent). Also, your weeks on the calendar screen must be labelled as 1A, 1B, 2A, 2B, etc..

The **period names** you use when setting up the booking software must contain the corresponding period numbers used by your timetable software, as shown in the table above. For example 'Mon: 1' shown above will match with 'P1' or 'Period 1' but not with a period labelled as 'Lunch'.

The **room names** must be the same as those used in this program (not case sensitive).

### NovaT Layout:

To export the data from NovaT first select 'Timetable' > 'Selection' from the menu bar; click on ALL the rooms in the list that you want; OK; select 'File' > 'Copy to Clipboard/File' from the menu bar; tick 'Concatenate cell items on each row'; tick 'Include column headings'; OK; tick 'Comma Delimited'; tick Disk file [ IT Rooms.csv ]; OK.

The file exported from NovaT should look like the following:

	Mon 1	Mon 2	Mon 3	Tue 1	Tue 2	Tue 3
A5	----	----	7P/It	----	----	8A/It
	----	----	It GI A5	----	----	It CMM A5
S6	9a/En2	----			----	
	En NW S6	----			----	

### **Important Note - Both Layouts:**

If you have a **2-week timetable** then the days must be shown here as MoA, MoB, TuA, TuB, etc. (MonA or AMon formats also acceptable but must be consistent). Also, your weeks on the calendar screen must be labelled as 1A, 1B, 2A, 2B, etc..

The **period names** you use when setting up the booking software must contain the corresponding period numbers used by your timetable software, as shown in the table above. For example 'Mon 1' shown above will match with 'P1' or 'Period 1' but not with a period labelled as 'Lunch'.

The **room names** must be the same as those used in this program (not case sensitive).

The imported file will then be processed and displayed on the screen:

Row	Room	Day	Period	Code	Subject	Class	Initials
1	Room	Day name	Period	Subject code	Subject	Class	Initials
2	A5	Mon	Mon:3	It	ICT	7P/It	GI
3	A5	Thu	Thu:3	It	ICT	8A/It	CMM
4	A5	Fri	Fri:3	It	ICT	101/It1	CC
5	A5	Mon	Mon:5	Bs	Bus St	102/Bs1	CMM
6	A5	Wed	Wed:5	Hs	H&Sc C	111/Hs1	PR
7	A5	Mon	Mon:4	Ms	Media Stud	114/Ms1	ML
8	A5	Thu	Thu:4	Ms	Media Stud	114/Ms2	HP
9	A5	Fri	Fri:1	Co	CoPE/ASDAN	114/Co1a	MC
10	A5	Fri	Fri:2	Co	CoPE/ASDAN	114/Co1b	UOM
11	A5	Wed	Wed:2	Tu	Tutor	127/Tu1	HMP
12	A5	Tue	Tue:1	It	ICT	138/It1a	JS
13	A5	Tue	Tue:2	It	ICT	138/It1b	NOV
14	L1B	Wed	Wed:2	E	English	7A/E	PKT
15	L1B	Mon	Mon:2	E	English	7G/E	CHS
16	L1B	Wed	Wed:1	E	English	7K/E	PKT

STEP 1: Check the heading for each column and select if necessary.

☒ First item in each column is a heading

☐ 2-Week Timetable

Separator used in Class column: \

Records found: 117

[View Error Log](#) [Cancel](#) [Next](#)

### Import Datafile - Step 1:

The first thing to do is to check and if necessary select the correct heading for each column.

The data exported from Sims will contain column headings by default. If your data does not include column headings then untick the checkbox provided.

If you run a 2-week timetable then the checkbox should already be ticked.

In the next step the data will be adjusted to create the booking entries then displayed on screen. If a subject is found that is not currently in your subject validation list then you will be given the option to add it, change it or ignore it.

The first option allows you to add the subject code to the validation list. You may also edit them so that the code and subject name are exactly how you want

ICT Reservations - Reformat Data

The following subject does not appear in the validation list:

☒ Add:

☐ Convert to:

☐ Ignore

[OK](#) [Cancel](#)

them to appear. Check that the code entered does not already exist in the drop-down list below.

The second option allows you to replace the subject code in the booking with one that is already in your validation list. This is useful if you want to confine your codes to subject departments or faculties rather than every subject taught.

The third option allows you to ignore it and enter the booking exactly as it is without changing your validation rules.

If you [**Cancel**] then you 'ignore all' and will not be asked to make any further changes.

The adjusted booking entries are then displayed on screen:

Row	Room	Day	Period	Code	Subject	Class	Initials	Booking
1	Room	Day name	Period	Subject code	Subject	Class	Initials	Booking
2	A5	Mon	3	IT	ICT	7P	GI	IT 7P GI
3	A5	Thu	3	IT	ICT	8A	CMM	IT 8A CMM
4	A5	Fri	3	IT	ICT	10.1	CC	IT 10.1 CC
5	A5	Mon	5	BS	Bus St	10.2	CMM	BS 10.2 CMM
6	A5	Wed	5	HS	HS Sc C	11.1	PR	HS 11.1 PR
7	A5	Mon	4	MS	Media Stud	11.4	ML	MS 11.4 ML
8	A5	Thu	4	MS	Media Stud	11.4	HP	MS 11.4 HP
9	A5	Fri	1	CO	CoPE/ASDAN	11.4	MC	CO 11.4 MC
10	A5	Fri	2	CO	CoPE/ASDAN	11.4	UQM	CO 11.4 UQM
11	A5	Wed	2	TU	Tutor	12T	HMP	TU 12T HMP
12	A5	Tue	1	IT	ICT	13B	JS	IT 13B JS
13	A5	Tue	2	IT	ICT	13B	NOV	IT 13B NOV
14	LIB	Wed	2	EN	English	7A	PKT	EN 7A PKT
15	LIB	Mon	2	EN	English	7G	CHS	EN 7G CHS
16	LIB	Wed	1	EN	English	7K	PKT	EN 7K PKT

**STEP 2: Check that the final column shows all bookings correctly.**

Lock bookings: ☒

Ink colour: ☒ Red ☐ Green ☐ Black

Records found: 117

[View Error Log](#) [Cancel](#) [Apply](#)

## Import Datafile - Step 2

The first thing to do is to check the last column which shows the bookings that will be entered. You may save the processed file at this point if you need to edit some of the bookings manually and then try importing the file again.

Select the colour and security properties you want for the booking entries and click [**Apply**] to perform the task. Any errors in importing the data will be displayed.

ICT Reservations - Import From File

Import Room Bookings from Datafile: X:\Staff\Store\Reservations sample\AllITrooms.xls

Row	Room	Day	Period	Code	Subject	Class	Initials	Booking
1	Room	Day name	Period	Subject code	Subject	Class	Initials	Booking
2	A5	Mon	3	IT	ICT	7P	GI	IT 7P GI
3	A5	Thu	3	IT	ICT	8A	CMM	IT 8A CMM
4	A5	Fri	3	IT	ICT	10.1	CC	IT 10.1 CC
5	A5	Mon	5	BS	Bus St	10.2	CMM	BS 10.2 CMM
6	A5	Wed	5	HS	H&Sc C	11.1	PR	HS 11.1 PR
7	A5	Mon	4	MS	Media Stud	11.4	ML	MS 11.4 ML
8	A5	Thu	4	MS	Media Stud	11.4	HP	MS 11.4 HP
9	A5	Fri	1	CO	CoPE/ASDAN	11.4	MC	CO 11.4 MC
10	A5	Fri	2	CO	CoPE/ASDAN	11.4	LKM	CO 11.4 LKM
11	A5	Wed	2	TU	Tutor	12T	HMP	TU 12T HMP
12	A5	Tue	1	IT	ICT	13B	JS	IT 13B JS
13	A5	Tue	2	IT	ICT	13B	NXW	IT 13B NXW
14	LDB	Wed	2	EN	English	7A	FKT	EN 7A FKT
15	LDB	Mon	2	EN	English	7G	CHS	EN 7G CHS
16	LDB	Wed	1	EN	English	7K	FKT	EN 7K FKT

STEP 3: Finished - Check the error log and number of bookings imported.

Records found: 117

Bookings imported: 117 ☒

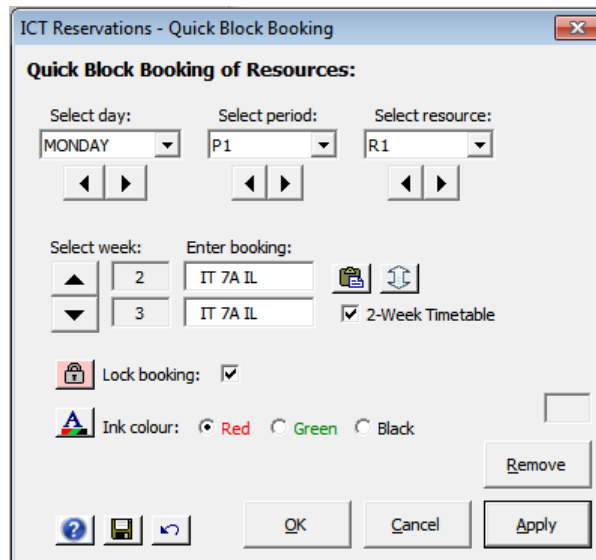
View Error Log OK Cancel Apply

### Import Datafile - Step 3

Check the number of bookings imported against the number of actual records found in your input file. Click the [**View Error Log**] button for an explanation of any difference in these numbers.


If you need to start again for any reason then the [**Undo**] button will delete all bookings and restore breaks and holidays from your calendar.

**[Quick Block Booking] button** - Enter bookings manually from your room timetables and they will be automatically inserted for every week of the term with the properties you select. Existing entries are not deleted.



Use the drop-down menus or scroll buttons to navigate between days, periods and rooms. Type your booking into the input panel provided then select the ink colour and security you require.

Tick the check-box if you have a 2-Week timetable. Add a booking to both input panels and it will attempt to fill in both bookings intelligently for the whole term. A copy and a swap button are provided in case you need to remove all bookings and swap them around for a second term that starts with week 1B instead of 1A.

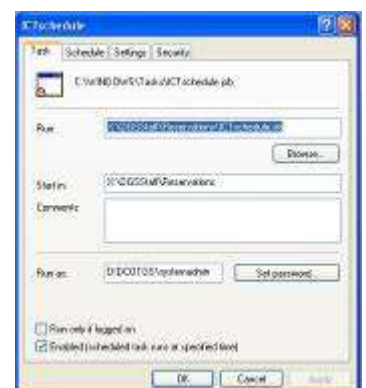
Use the  or **[Remove]** button if you make a mistake - you must be on the day, period and resource whose entry you wish to remove and the entry to remove must appear in the input panel (a convenient paste button is provided if it does not).

**[Exit for Manual Entry] button** - Exit the management console and return to the main user menu for manual entry of bookings onto the booking screens using the keyboard and the tools provided by the toolbar and context menu.

## MAINTENANCE SCHEDULE

This function will create a scheduled task called 'ICTschedule' (if it is not already present) on your management computer, and then open it for editing. Make sure that the file paths, username and password are correct for your system, then set a time when it is likely that no-one else will be using the program and you do not have any other Excel spreadsheets open on your own screen.

FULL LOCAL ADMINISTRATOR permissions are required to perform the task.



The scheduled task will perform five useful maintenance jobs:

- Remove temporary files that are created during normal use but get left behind after an unclean exit.
- Help prevent the shared booking files storing too much unnecessary user data and growing too large whilst in normal use. You will receive a warning when entering management mode if this is happening.
- Fix any mislinking of files that may rarely occur due to Excel crashing in normal use.
- Keep the 'Lockdown after ? week(s)' function up to date, should you decide to use it.
- Keep the 'Lock all bookings' function up to date, should you decide to use it.

## MANAGING BOOKING SCREENS

When you exit the Management Console you will need to fill in all the lessons that are permanently timetabled in the computer rooms for the year, such as ICT lessons. Do this yourself on the Booking Screens (not on the Calendar Screen). I also collect and enter all the block bookings before the start of term so that I can juggle them around to fit everybody in fairly. You must use the common format: 'Subject' 'Class' 'Teacher' if later analysis of departmental use is required. For consistency and space requirements the **subject codes** should conform to the 2-digit codes published by the DfEE. You can 'copy and paste' using the right-click context menu or use the normal drag and drop facility which is not available in normal use (use with care).

**Tool buttons are provided on all Booking Screens that are most useful for management purposes.**



**Change Ink - Red/Green/Black** - This toggle button allows you to change the font colour of the booking entries. For the start of the next term you will want to keep any permanently timetabled lessons but delete just those bookings made by everyone else, therefore it is a good idea to highlight the former in red when you first enter them. It is also useful for staff to know that they will never be able to use that room at that time for the rest of the year. Note that the [Lock/Unlock Bookings] button on the Menu Screen listed below gives you the option to make all bookings red and lock them in one go. These booking will then be kept when creating a module for a new term. Green is useful for block bookings yet to be confirmed and therefore possibly negotiable. This function may be disabled for normal users by the administrator in the Management Console.





**Insert Break/Holiday** - This toggle button both adds or removes shading. The shading in of half-term, public holidays, inset days, lunchtimes, etc. is essential if you want the statistics concerning percentage use for lessons to be worked out correctly, as cells marked in this way are ignored for





statistical purposes. It should only be used to correct deletions made in error when editing bookings. It's use has been somewhat superseded by other options on the Menu Console listed above, which have a more 'global' action and will overwrite any changes made here.


**The right-click context menu contains the above as well as extra options not seen by the general user, marked (M).**

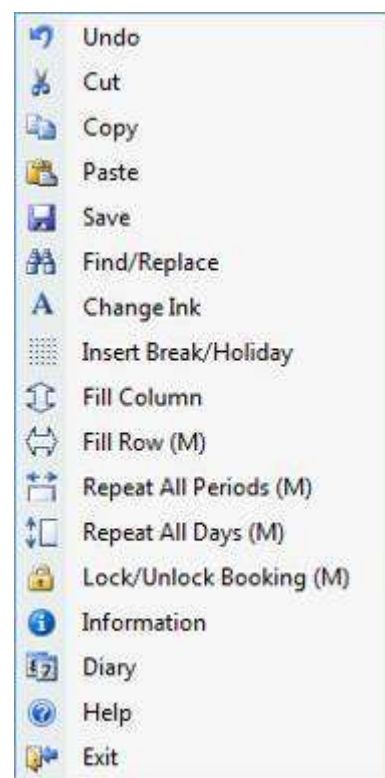
 **Fill Column** - the selected booking or bookings will be copied to every week below, but only where there is no booking or holiday there already. Useful for entering block bookings over the whole term without removing the holidays. Also for filling in lunchtimes and holidays over a large area (if not using the [Insert Holidays] options on the Menu Screen listed above, which have a more 'global' action). Works with two-week timetables by copying cells selected two-deep.

 **Fill Row (M)** - the selected booking or bookings will be copied to every empty room in the row. Useful for filling in lunchtimes and holidays over a large area (if not using the [Insert Holidays] options on the Menu Screen listed above, which have a more 'global' action). It will fill all cells to the right excluding previously booked ones and holidays.

 **Repeat All Periods (M)** - the selected booking or bookings will be copied to every period of that day. You get an option to replace any existing bookings found and a list will be provided to help remake those bookings if necessary. Holidays are replaced.

 **Repeat All Days (M)** - the selected booking or bookings will be copied to the same period for every day. You get an option to replace any existing bookings found and a list will be provided to help remake those bookings if necessary. Holidays are replaced.

 **Lock/Unlock Booking (M)** - This button is a toggle button, which allows you to lock (or unlock) bookings, especially those you have done in red. A slight shading is added to indicate that the cell will become locked when the workbook is in normal use. It use has been somewhat superseded by other options on the Menu Console listed above, which have a more 'global' action.



***Important Note*** - *If you find you cannot click on a previously locked cell and you want to unlock it then lock and unlock a cell that you can click on and this will free up the screen for all periods on that day.*



When you have finished your management session you should click the exit button, which will then go through the process needed to re-enable shared use across the network. If you run the workbook to see how it looks and forget to go back and do this here, never mind, as the re-sharing routine will be activated if necessary when you finally exit the workbook.

## **REGISTRATION**

To register please print out the **registration form** included with the download package.

You can either pay by PayPal or send a cheque drawn on an British bank account or international money order to the value shown on the registration form.

When the cheque has cleared or within a day of receiving payment by PayPal you will be emailed your registration details. You will be sent a receipt, a licence certificate and information to enable you to download the latest Pro version of the software.

### **The Registered Version:**

The main features are:

- Customise and configure easily with the intuitive management procedures.
- Insert your own title, establishment's name, logo and photograph.
- Configure up to 10 (or more) computer rooms (or other resources).
- Insert your own room/resource labels.
- Write your own information for the user about each room or other resource.
- Configure up to 10 (or more) periods per day.
- Insert your own labels for each period (P1, P3/4, Lunch, Twilight, 9-10am).
- Customise on-screen instructions, entry validation rules and help-button texts.
- Covers an optional 5, 6 or 7-day week.
- Divide the year into separate modules to cover from 1-6 terms or perhaps 4 seasons (for non-academic establishments).
- Configure to suit any timetable or calendar requirements, including 2-week timetables.
- Insert relevant notes for each day (Training Day, Bank Holiday, Y7 Exams).
- Configure up to 6 modules to provide advanced bookings, each for up to 10 rooms, laptop trolleys or resources such as projectors and cameras.
- Many user functions - cut, copy, paste, undo, fill column, find and replace.

- Hyperlink to own web-based school calendar to check for events or use it for any other web address.
- Hyperlink to web-based fault reporting included with package.
- Quick view buttons to enable printing of timetables for today, tomorrow, selected week, or for each room or resource.
- Create statistics table and bar chart to show usage for your reports.
- Instant on-screen help for all management tasks at the touch of a button.
- Selectively or globally lock/unlock/delete bookings at the start of each term.
- Lockdown option to deter block booking too far in advance and option to lock all bookings daily.
- Customise all text seen by the end-user.
- Language sets for many European languages - Dutch, French, German, Italian, Norwegian, Spanish, Welsh. Easy to edit and add new languages.
- Editable text labels for all menu buttons. Unwanted buttons can be temporarily deactivated by removing labels.
- Automatic installation program that preserves all existing links, configuration details and bookings when upgrading.
- Other users listed before entering management mode (which disconnects them).
- A scheduled task procedure that can be used to perform four functions: 1) Remove any temporary files created during normal use by Excel; 2) Remove temporary user data that causes the booking file to grow bigger whilst in shared use; 3) Keep the optional 'lock down after so many weeks' function moving forward in time; 4) Perform the option to lock all existing bookings.
- Backup and restore functions for both booking data and configuration settings.
- Adapts to all screen resolutions.
- Quick filling in of block bookings and holidays.
- Wizards to help setting up during first installation and at the start of a new term or new year.
- Search & wipe management facility to search for a booking or part of a booking and delete all those found between the selected dates. Useful for late announcements of Year 11 study leave, work experience, etc.. You can also delete all bookings between selected dates - useful if your normal timetable is suspended for an activities week.
- Import room bookings using a file exported from your timetable software, such as Sims.net.

### **The Unregistered Version (if available):**

- Fixed at 4 computer rooms with non-customisable labels.
- Fixed at 4 teaching periods with non-customisable labels.
- Fixed number of days in the week.
- Fixed language (English).
- Fixed button labels.

## **UPGRADE HISTORY**

**Version 1.00** - A first attempt back in 2001 with 4 periods and 5 computer rooms, intended for internal school use.

**Version 1.02** - A fifth period added to each day. Navigation buttons added to room timetable sheets. All room names and period names now linked from the separate 'Data' sheet so that they can be easily changed by other establishments. Instructions also improved and updated to reflect those changes.

**Version 1.03** - Help dialogue and buttons added. Improvements made to message dialogues on saving, etc. Warning message added on attempting to use the [Wipe old bookings] button. The action of the [Set for Use & Save] button now ends with it really looking ready for use. Macro programming much simplified and improved.

**Version 1.04** - Editing restrictions added to prevent cells on the day sheets being dragged and dropped as this damages formula and cell borders on the final room sheets. Similar problem with using 'cut' so [Repair] button added to all room sheets (only works when set for editing in management mode, and not visible during normal use). Cell selection is now disabled for locked cells to improve appearance (no blue box appears when you click on a locked cell). Auto-complete when entering bookings turned off. The print button now gives a print preview instead of directly printing with no option to cancel or change printer.

**Version 1.05** - Current day, date and time displays added to menu and all lesson entry sheets.

**Version 1.06** - Lesson entry pages simplified to remove repetition of buttons and restructured to allow easier insertion of an extra column for another room in the future. Menu page altered to list days vertically - easier to add an extra period if needed.

**Version 1.10** - Major changes and improvements - now extended to include up to 7 computer rooms for up to 8 lessons per day. Extra sheet added to contain all custom details. All customisation for other establishments is now fully automated and access to the normal Excel GUI now unnecessary. This process also now automatically repairs any cut & paste damage referred to in Version 1.04 above, so [Repair] button removed from room sheets.

**Version 1.11** - Corrected errors created during development of 1.10, which prevented some customisation functions from working when the workbook was still shared. Improved the error and message handling, plus a few more minor changes. The Update sheet now picks up period labels from the Customisation sheet, to avoid some reported confusion, but may still be individualised for each day if required. Can now edit the text message that appears on the lesson entry sheets. Edit buttons added to toggle red/black font and the

shading of cells - only in unshared mode. The [M] button on Start-up Sheet now activated as access to Management Suite now under password control.

**Version 1.20** - Increased to a maximum of 10 periods per day. Unwanted periods on the Update Sheet are also now hidden. Logos now replaced in a better way and an associated bug fixed. An extra [ **L** ] toggle button added so that the manager, only, may lock or unlock cells whilst in unshared mode. Compacting method now added to actually delete rather than just hide unwanted parts of the workbook and thus reduce the file size. Revised layout for Customisation Sheet to accommodate these changes. Transfer utility added to make it easier to copy bookings from old versions when upgrading.

**Version 1.21** - Now able to replace the picture as well as the logo on the Start Page. Minor bugs in the logo and repair functions corrected.

**Version 1.22** - The workbook will now be re-shared automatically on exit if this has not already been done. Also, on finishing customisation a warning will remind you to apply any changes first.

**Version 1.23** - A minor but important change - after finishing a management session the workbook is now re-shared and saved to its correct location instead of your default folder. Bug fixed on the update sheet preventing entries for Friday periods 9 and 10.

**Version 1.30** - Statistics sheet added. Two configurable start buttons added to enable two different working copies to be used (see above introduction). Automatic date generation added to update sheet. Date format changed from 02/12/01 to a more friendly Dec 2. (V1.301/2) Transfer utility improved to copy dates and notes as well as bookings.

**Version 1.31** - Customisable room information added. (V1.311) Changed to allow Michaelmas Term, First Semester or other descriptions, improved error handling in the Transfer utility. Errors for periods 9/10 corrected.

**Version 1.32** - Serious error created in the 1.3 series - Room2 timetable sheet was showing the same bookings as Room1 - now corrected.

**Version 1.40** - Can now copy & paste booking entries from one day to the next and 'actual dates' are now given for each weekday rather than the 'week beginning' date. Revision of the menu screen design. Weekday names, all on-screen instructions and help text now fully editable. This version therefore makes it about as multilingual as it can be without altering the simple labels (Exit, Finish, Help, Print, etc) on the command buttons seen by the end-user. For European users, all that is required is for the ICT Manager to have a reasonable command of the English language to be able to follow these and the on-screen management instructions, and be able to translate existing on-screen text for the end-user into their own language. Setup program added to aid installation and some bugs fixed(V1.402). Help button bug fixed. Improved structure for readme/help files. Error message added to admin-only tool

buttons on booking sheets(V1.403). Configurable date and time formats added(V1.404). List of subject codes added (V1.405).

**Version 1.50** - Renamed ICT Reservations and adapted for the booking of other resources as well as rooms. Hyperlink added to these help pages and a calendar button with customisable link to school calendar or any other web address. Background colour and title changed (V1.503). Various attempts followed to fix bugs in hyperlink procedures for different versions of Excel. Setup and transfer utilities upgraded to become fully automated (no longer necessary to copy files to Office default folder) (V1.509).

**Version 1.51** - Extra buttons added to the start screen to enable 4 copies to be run. If this is not enough, the whole package can also now be copied to another folder in order to run a second copy from a separate desktop icon. Screen updating now hidden while applying configuration changes to improve speed and appearance. Fixed bug causing permanent change to default directory by this version (V1.511).

**Version 1.52** - Current week is now highlighted on all relevant sheets when selected. [Today] button added on Menu sheet. Date/time now updates on all navigation mouse clicks. Improved colour support for Office XP. Fixed bug in start buttons introduced in v1.511.

**Version 1.60** - Macro programming now separated from main file to reduce duplication when creating further copies and to enable easier upgrading in the future. Compulsory saving on finishing menu screen, with associated button changes.

**Version 1.61** - Validation procedures added on the Lesson Booking Screens - entries must now start with a recognised subject code (something many teachers found difficult). As with everything else these codes can be customised. Entries will also be converted to upper case. The former should improve the usefulness of the statistics functions. (Further validation is possible but I felt that this might restrict the versatility of the program). The shortcut menu (the right-click context menu) has now been reduced to 'Copy', 'Paste', 'Clear Contents' and 'Undo' options only, thus removing the possibility of damaging the sheet by using 'Cut'. Because the validation procedure includes some capitalisation it might not always be possible to 'Undo' an entry. There is also a more friendly procedure for entering the management password.

**Version 1.62** - The Start Screen is now in a separate file (Start.xls) to reduce duplication. More buttons added to the start screen to enable up to 6 copies to be run. The management button has been moved to the Menu Screen. Some re-arrangement and consolidation on the Customisation Screen. Compulsory saving replaced with an option message on leaving the Menu Screen. Validation and capitalisation can now be turned on or off.

**Version 1.70** - Saturday added with option to hide it. Some rearrangement of the Customisation Screen. Improved screen positioning throughout to allow for

thicker task bar in Windows XP. Numbered buttons added on Timetable and Update Screens to enable a quick jump to each weekday. A web-based fault reporting facility added.

**Version 1.71** - Copy and paste capability improved and now works between screens. Shortcut menu contains more tools and is context based. Text buttons in toolbars on booking screens replaced with picture icons.

**Version 1.72** - All standard buttons on all booking screens replaced with picture icons instead of English text. Now fully translatable into other languages. The numbered buttons on Timetable and Calendar Screen for quick jump to each weekday now replaced with just two arrowed buttons.

**Version 1.73** - 'Copy', 'Paste' and 'Undo' functions improved. 'Find' function added (v1.733). Hyperlink to web page for resource information and manufacturers manuals added (v1.734)

**Version 2.00** - Quick view/print buttons for today, tomorrow, whole week, and separate room timetables created when required. Major changes made to management features to make updating easier each term. Main establishment customisations now on a separate screen; copies of modules are now created automatically within the program; option for three separate calendar files to cover whole year. Each module now has its own reduced configuration screen. Improvements to 'Undo' and 'Find' functions. Options to lock or unlock all booked cells. Editable text labels on menu buttons for easier use and translation if required. Bar chart on Statistics Screen now available in normal use. Other users on network locked out when opened in management mode.

**Version 2.01** - A lockdown option provided to help deter block booking too far in advance. Drag and drop allowed in management mode for easier mass booking and editing. Fix for RM Connect 3 networks added.

**Version 2.02** - Various minor bug fixes and improvements. Improved RM Connect 3 support with solution to macro security problem.

**Version 2.04** - Customisation changes stored separately to ease upgrading.

**Version 2.10** - Full installation procedure and automatic upgrade to preserve all existing booking and configuration settings.

**Version 2.11** - Improved procedures and instructions for editing and creating modules. Potential file linking problems rectified, temporary files looked for and deleted, and other users listed before entering management mode. Ability to change the main title. Accepts a photo in JPG as well as GIF format.

**Version 2.12** - Task bar made visible to show progress during management operations. Extra options added to context menu on booking screens: 'Fill Down', 'Fill Right', 'Repeat All Periods' and 'Repeat All Days'. User and management context menus now contain different options. Management Screen redesigned with buttons laid out in the order in which they might be

used. Some options on Management Screen redesigned to open dialogue boxes with more options and on-screen help. The option to selectively or globally lock/unlock/delete bookings at the start of each term have been refined. New function added to restrict bookings to selected number of weeks in the future - and kept up to date by running a scheduled task. The latter will also remove temporary files and stop booking files from growing too large with added temporary data. Extra functions added to 'Insert Holidays', including lunch breaks and training days on a global level. Option added to backup files before changing or deleting data. The upgrade procedure now fully maintains the booking colours and locking property - perfect duplication now achieved.

**Version 3.00** - Updated for code variations and different macro security found in Excel 2007 and Windows Vista. Management password entry now obscured from view. All management options now accessed via easy-to-use tabbed forms. On-screen help added to all management tasks. Language sets added for many common European languages, with facility to edit and add new languages. Backup and restore functions added for both booking data and configuration settings. Browse facility added for changing logo, photo and title. Now covers a full 7-day week with Sunday added. Wizards to help setting up during first installation and at the start of a new term or year. Can be adjusted to suit different screen resolutions, now allowing up to 10 rooms or resources per module.

**Version 3.01** - The 'Insert Breaks & Holidays' management function no longer required. This information is now transferred automatically from the calendar. A 'Search & Wipe' management facility added to search for a booking or part of a booking and delete all those found between the selected dates. Option added to lock all bookings automatically on a regular scheduled basis. Validation adapted to suit codes of any length. Management function added for fast block booking.

**Version 3.02** - Better support for 1 or 2-week timetables when block booking and updating permanent bookings for a new term. Code improvements to speed up room and period changes. Command buttons for management facilities reduced and standardised. 'Find' function on booking screens improved and 'Replace' function added. Real-time calendar function added on Calendar Screen to assist with start date entry.

**Version 3.03** - Now capable of 16-52 weeks per module and 6 calendars now possible. A 'delete all between selected dates' option added to the management 'Search & Wipe' function. Function added to import room timetable data from Sims.net

**Version 3.04** - Now compatible with Excel 2010. Improvements made to validation management. Error logging function added. Import procedures extended to include timetable data from NovaT. Installation procedure revised to handle macro security settings automatically during installation.

**Version 3.05** - More adaptable to screen size and centres on screen for all pre-configured resolutions. Minor cosmetic improvements. Management



procedure for scheduled tasks added. Created a customisable pop-up calendar for the calendar button as one is no longer included with Excel 2010.

**Version 3.06** – Form-based procedure for editing the pop-up calendar added. Improvements made to the Update Calendar procedure. Events for the Calendar Screen and for the new pop-up calendar can now be imported from the diary in Sims.net. A management button is now included on the Startup Screen so that all modules may be disabled while under preparation. Export functions added for storing and reporting statistics. Pie charts as well as bar charts now included.

## **LICENCE AGREEMENT**

In this document the following definitions are used:

The Copyright Holder: Ian Lee.

The Software: ICT Reservations

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Any reports of bugs, ideas, or suggestions will be gratefully received.

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