Reservation Details

Booking · https://www.bookedscheduler.com/help/booking/reservation-details/

A simple reservation only requires a resource and a time, but Booked allows for much more.

Multiple Resources

You can book all resources that you have permission as part of a single reservation. To add more resources to your reservation, click the Change link, displayed next to the name of the primary resource you are reserving. You will then able to add more resources by selecting them and clicking the Done button.

To remove additional resources from your reservation, click the Change link, deselect the resources you want to remove, and click the Done button.

Additional resources will be subject to the same rules as primary resources. For example, this means that if you attempt to create a 2 hour reservation with Resource 1, which has a maximum length of 3 hours and with Resource 2, which has a maximum length of 1 hour, your reservation will be denied.

It is important to note that your administrator may have disabled or limited the ability to book more than one resource per reservation.

Adding Resources By QR Code

If QR codes have been printed for resources, you can use them to book a resource or to add resources to your reservation.

Use the QR scanner on your mobile device to start a new reservation by scanning the resource QR code.

To add additional resources by QR code, use the QR code scan button on the Booked reservation screen.

Recurring Dates

A reservation can be configured to recur a number of different ways. These options allow for flexible recurrence possibilities.

Repeat Daily sets a reservation to recur on a daily interval. For example, Repeat Daily every 2 days will create a reservation every other day at your specified time.

Repeat Weekly sets a reservation to recur on a weekly interval and optionally, specific days of the week. Foe example, Repeat Weekly every 1 week on Monday, Wednesday, Friday will create a reservation on each of those days every week at your specified time.

Repeat Monthly sets a reservation to recur monthly on the specific day of the month or the specific week of the month. For example, if it were the 2nd Wednesday of the month, Repeat Monthly on the day of the week would repeat the reservation at your specified time every 2nd Wednesday of the month. If it was the 10th of the month, Repeat Monthly on the day of the month would repeat the reservation at your specified time on the 10th of every month

Repeat Yearly sets a reservation to recur on the same date and time every year.

Repeat Custom allows you to pick specific dates to repeat the reservation on. The reservation will occur on all selected dates at your specified time.

It is important to note that your administrator may have disabled the ability to create recurring reservations.

Co-Owners

As a reservation owner, you can add co-owners to your reservations. Adding a co-owner gives them the same permissions as the owner.

Only registered users can be set as a co-owner.

Additional Participants

You can invite other people to participate when booking a reservation. Inviting a user will send an invitation email and give the user an option to accept or decline the invitation. Accepting an invitation adds the user to the participants list. Declining an invitation removes the user from the invitees list.

The total number of participants is limited by the resource’s participant capacity.

If enabled, you can also invite unregistered users as guests by entering an email address. Also, if enabled, you can allow other people to join your reservation without being invited by checking the *Allow Others to Join* option

It is important to note that your administrator may have disabled the ability to add participants.

Accessories

Accessories can be thought of as extra objects used during a reservation. Examples may be projectors or chairs, or even parking spaces.

To add accessories to your reservation, click the Add link to the right of the Accessories title. From there you will be able to select a quantity for each of the available accessories. The quantity available during your reservation time will depend on how many accessories are already reserved and may be

limited by your administrator.

Booking on Behalf of Others

Application Administrators and Group Administrators can book reservations on behalf of other users by clicking the Change link to the right of the user’s name.

Application Administrators and Group Administrators can also modify and delete reservations owned by other users

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