

Resource Reservation

SharePoint 2013 Solution

Guide for Administrators

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Installation

Necessary Conditions

The solution is designed for the SharePoint 2013.

The solution includes wsp-package:

- Igotta.Booking.wsp

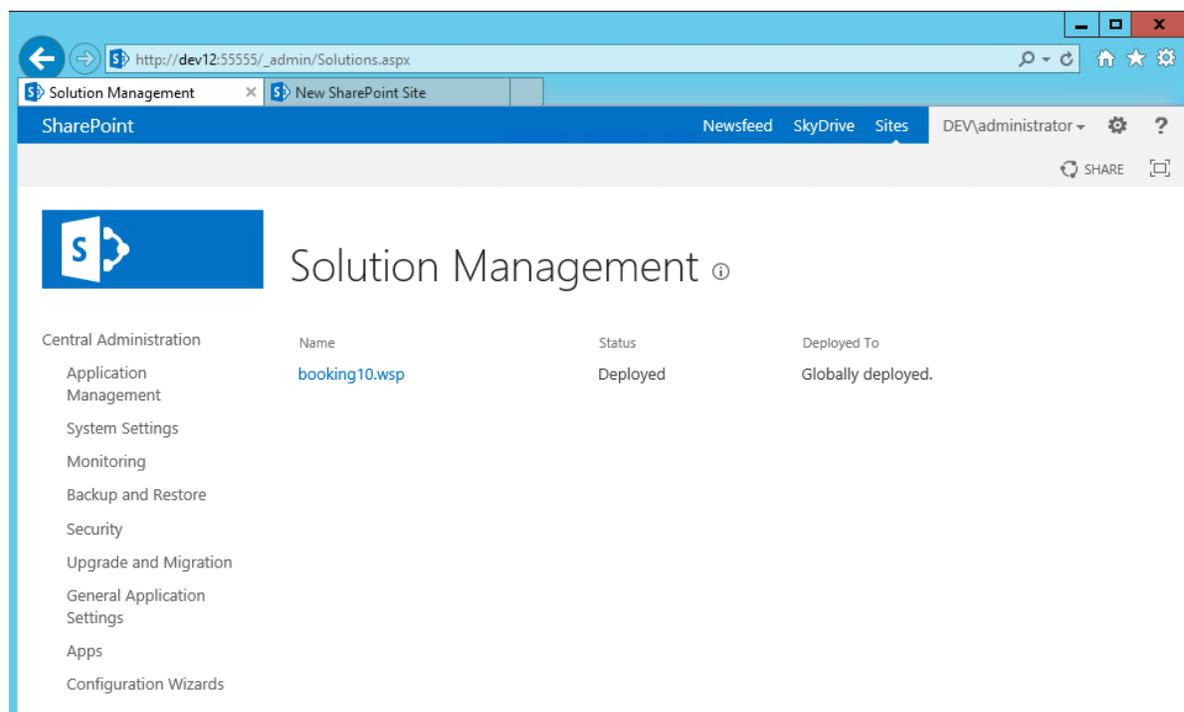
The following steps can be implemented with in the SharePoint farm administrating rights.

Wsp-package Installation, Website's Templates

User should have the SharePoint farm administrating rights for the wsp-package deploying.

Wsp-package Installation steps:

1. Copy the "booking10.wsp" wsp-package to the "Web Front End" server (WFE) of the SharePoint farm.
2. Run the "SharePoint 2010 Management Shell" with the farm administrating rights.
3. Install wsp-packages by using these commands:
 - Add-SPSolution -LiteralPath "<Path>\Igotta.Booking.wsp"
 - Install-SPSolution -Identity Igotta.Booking.wsp -GACDeployment
 - , and where
 - <Path> - is the way to WFE, where wsp-packages were copied to.
4. Check out if wsp-packages are correctly installed in the centre of the SharePoint administration. The solution should have the "Deployed" status in the "Solution Management" section.



5. Create a website in the right sector by using templates.

http://dev12/sites/test1/t1/t2/_layouts/15/start.aspx#/_layouts/15/viewlists.aspx

Solution Management Site Contents

SharePoint Newsfeed SkyDrive Sites administrator

SHARE FOLLOW

SITE CONTENTS

Home Documents Recent

Поручения проекта

Site Contents

EDIT LINKS

Lists, Libraries, and other Apps

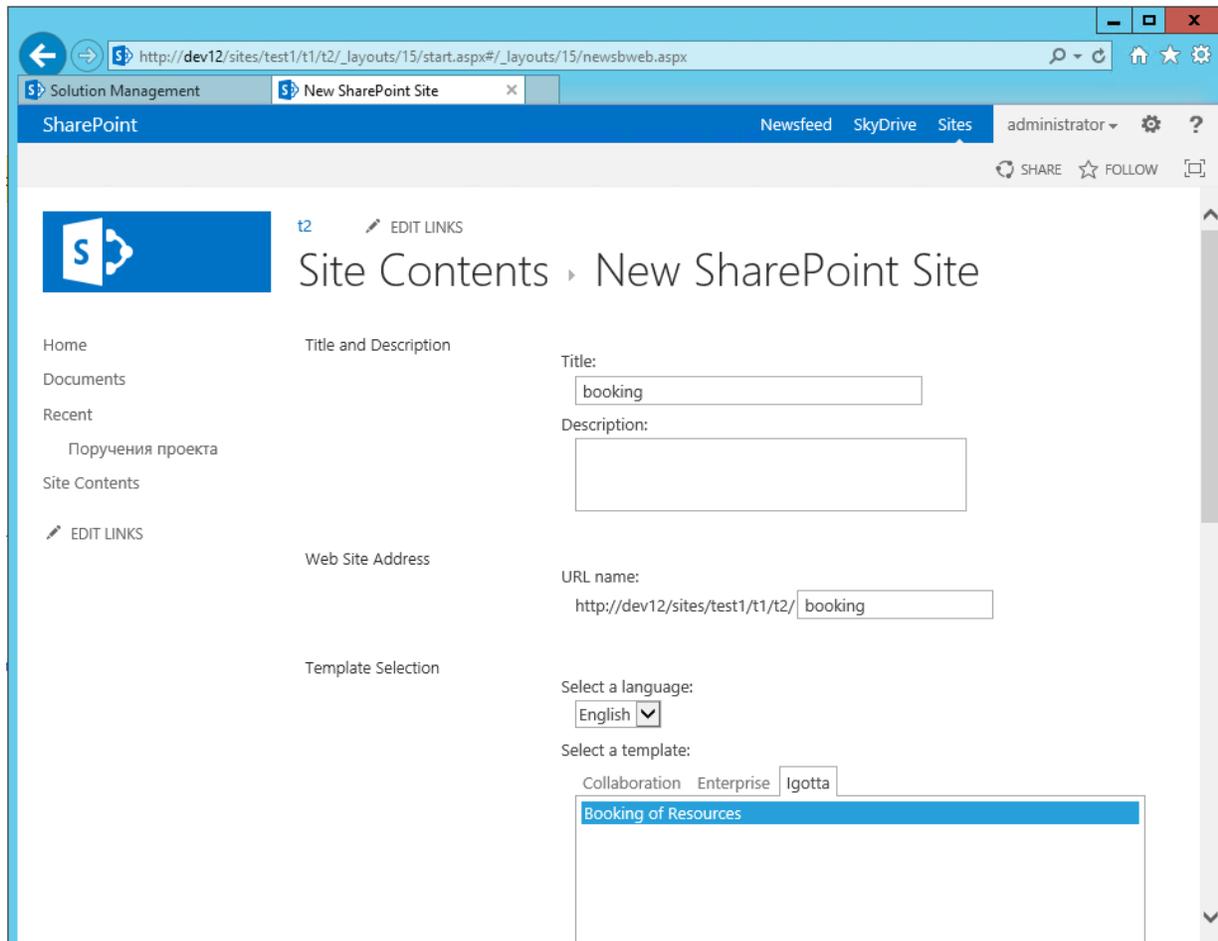
SITE WORKFLOWS SETTINGS RECYCLE BIN (0)

- add an app
- Documents
0 items
Modified 3 weeks ago
- MicroFeed
2 items
Modified 3 weeks ago
- Site Assets
0 items
Modified 3 weeks ago
- Site Pages
2 items
Modified 3 weeks ago
- Поручения проекта
0 items
Modified 3 weeks ago

Subsites

[+ new subsite](#)

This site does not have any subsites.



Website Configuration

User's Role Authority

There are 2 roles:

1. User. Where is possible to make and view bookings.
2. Administrator. Where you can edit and approve bookings (if the approval function is on).

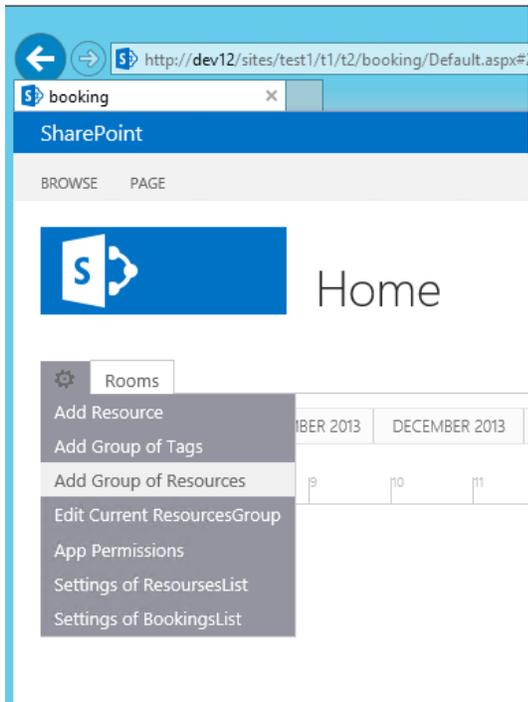
Add a member to the "Members" group at the website level for choosing the role of "User".

Add a member to the "Owners" group for choosing the role of "Administrator".

The system supports the standard SharePoint distribution of rights. The edit possibility can be restricted of such lists as: "Groups of Resources", "Groups of Tags", "Resources of Booking", "Tags", by distributing these lists on the appropriate rights. Take in consideration that the user should be allowed to read.

Creation / Edition / Uninstallation of the Resource Groups, Resources, Tag Groups, Tags

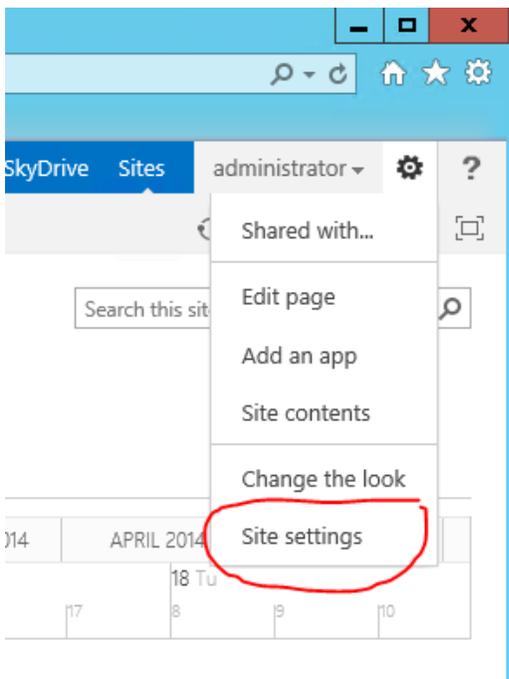
The "Administrator" rights allows to create/ edit/ uninstall the resource groups, resources, tag groups and tags. Use the "cogwheel" to do it.



Settings of days and time

The working hours are displayed only on the time tape and in the booking form. To set the working time:

1. Go to the regional settings of the website.



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Site Settings

Recent

- App Assets
- BookingSettings
- Tags
- Groups of Tags
- Resources of Booking
- Site Contents

Users and Permissions

- People and groups
- Site permissions
- Site app permissions

Web Designer Galleries

- Site columns
- Site content types
- Master pages
- Composed looks

Site Administration

- Regional settings
- Language settings
- Site libraries and lists
- User alerts
- RSS
- Sites and workspaces
- Workflow settings
- Site Closure and Deletion

Look and Feel

- Title, description, and logo
- Quick launch
- Top link bar
- Tree view
- Change the look

Site Actions

- Manage site features
- Save site as template
- Enable search configuration export
- Reset to site definition
- Delete this site

Reporting Services

- Manage Shared Schedules
- Reporting Services Site Settings
- Manage Data Alerts

2. Set the working hours and days.

Regional Settings

SharePoint Newsfeed SkyDrive Sites administrator

Site Settings > Regional Settings

Recent

- App Assets
- BookingSettings
- Tags
- Groups of Tags
- Resources of Booking
- Site Contents

Time Zone

Time Zone

Specify the standard time zone.

Time zone: (UTC+04:00) Abu Dhabi, Muscat

Region

Locale

Select a locale from the list to specify the way the site displays numbers, dates, and time.

Locale: English (United States)

Sort Order

Specify the sort order.

Sort order: General

Set Your Calendar

Specify the type of calendar.

Calendar: Gregorian

Show week numbers in the Date Navigator

Enable An Alternate Calendar

Specify a secondary calendar that provides extra information on the calendar features.

Alternate Calendar: None

Define Your Work Week

Select which days comprise your work week and select the first day of each work week.

Sun Mon Tue Wed Thu Fri Sat

First day of week: Sunday Start time: 8:00 AM

First week of year: Starts on Jan 1 End time: 5:00 PM

Time Format

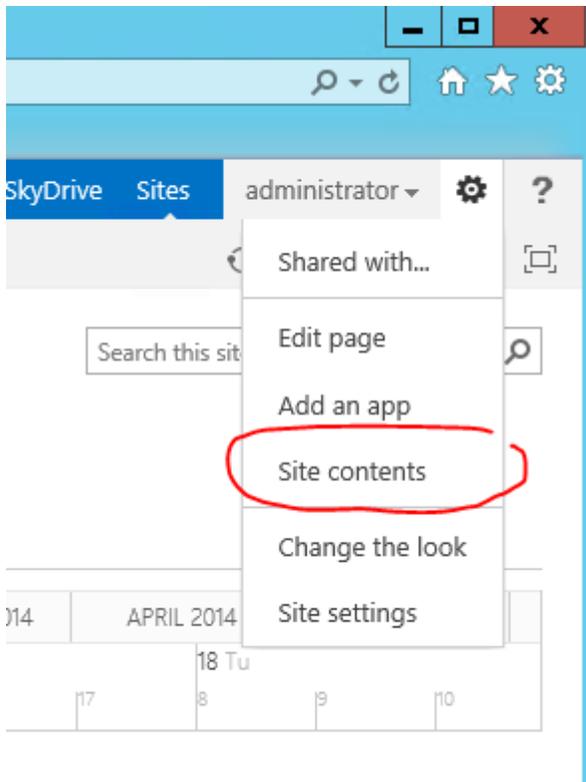
Specify whether you want to use 12- Time format:

Only the working hours would be displayed on the time tape and in the booking form.

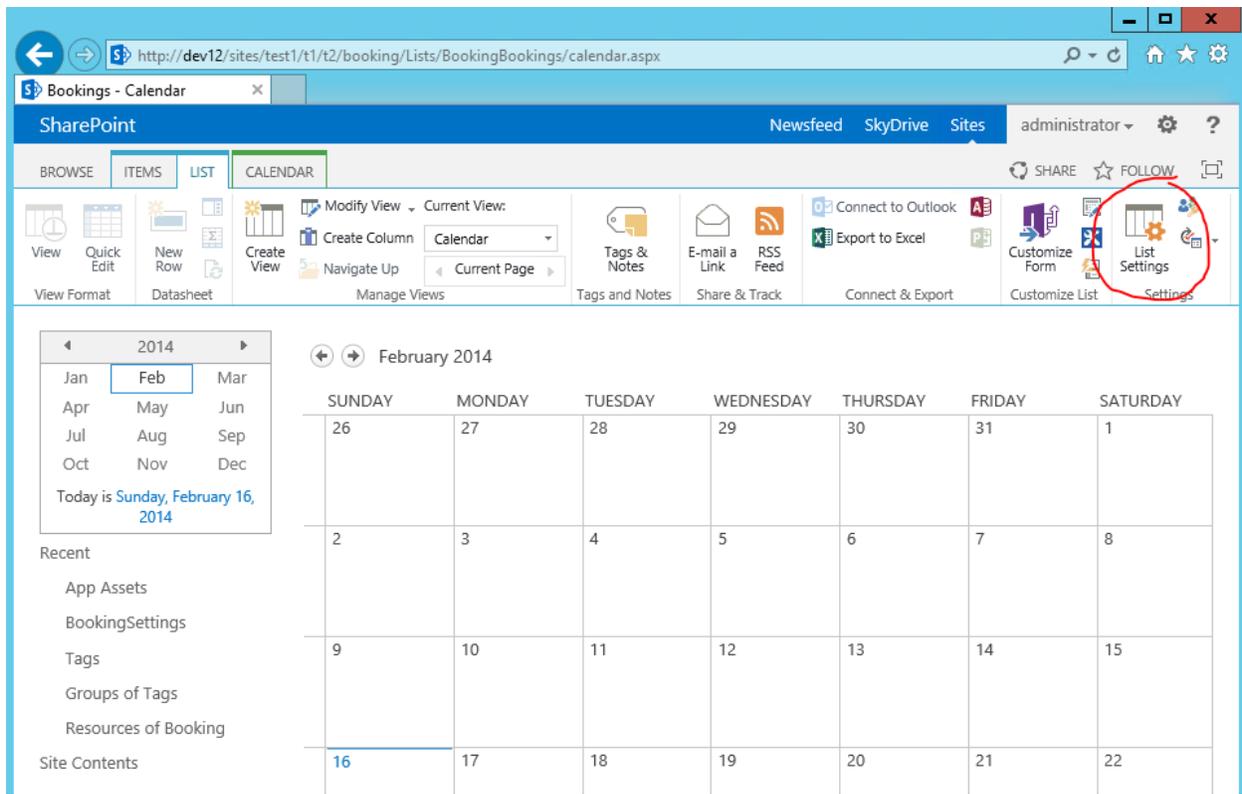
Only the ticked days would be displayed on the time tape, but you can choose a non-working day in the booking form.

Booking Approval Settings

1. Go to settings of the booking list.
 - a. Open the "Site contents" menu.



b. Click "Bookings". Go to the list settings.



2. Go to the version control by clicking "Versioning Settings".

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Bookings > Settings

Recent

- App Assets
- BookingSettings
- Tags
- Groups of Tags
- Resources of Booking

Site Contents

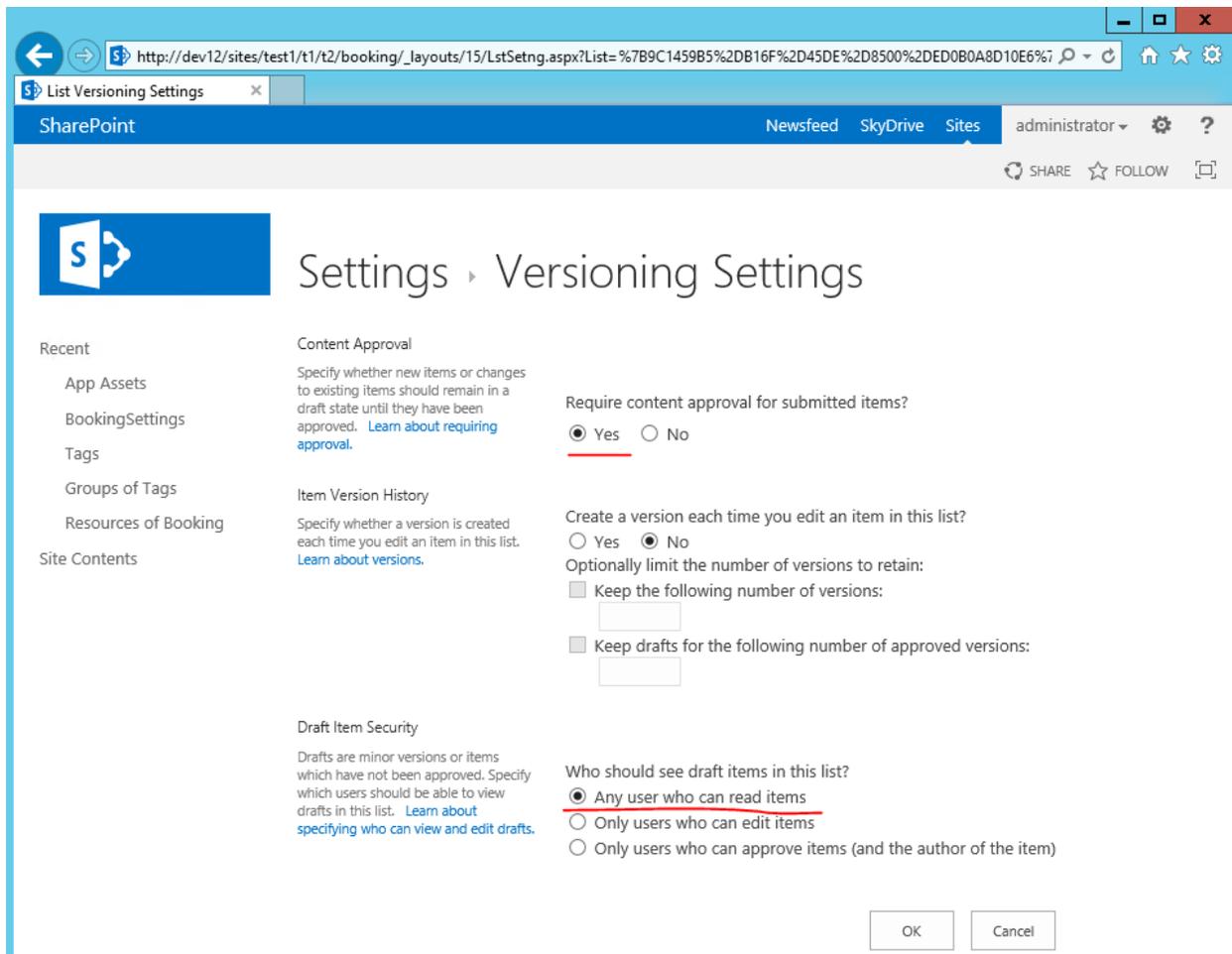
List Information

Name: Bookings
Web Address: http://dev12/sites/test1/t1/t2/booking/Lists/BookingBookings/calendar.aspx
Description: List of Bookings

General Settings Permissions and Management Communications

- List name, description and navigation
- Advanced settings
- Validation settings
- Audience targeting settings
- Rating settings
- Form settings
- Delete this list
- Save list as template
- Permissions for this list
- Generate file plan report
- Enterprise Metadata and Keywords Settings
- Information management policy settings
- RSS settings

3. Click “yes” in the “Content Approval”, and choose “Any user who can read items” in the “Who should see draft items in this list?”.

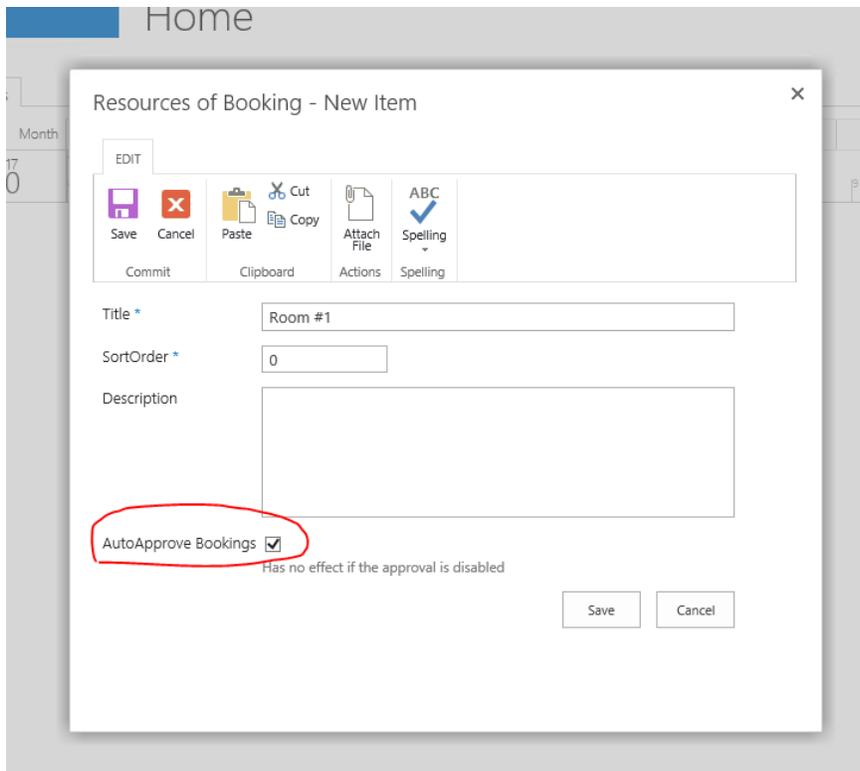


Settings of the automatic booking approval for the selected resources

It is not necessary to set automatic approval if you didn't turn on the booking approval in the list of bookings.

To do the automatic approval for the selected resource:

1. Open the edit form of the selected resource.
 - a. Click the resource name in the time tape from the main booking website page.
 - b. Click the "Edit Item" in the opened form view of the resource features.
2. Tick the "AutoApprove Bookings" box.



Settings of the field order in the reservation form

To set the field order in the reservation form:

1. Go to the settings of the booking list (see "Booking Approval Settings").
2. Go to the content type in the booking list settings.

SharePoint Newsfeed SkyDrive Sites administrator

Bookings > Settings

Recent

- App Assets
- BookingSettings
- Tags
- Groups of Tags
- Resources of Booking

Site Contents

List Information

Name: Bookings
Web Address: http://dev12/sites/test1/t1/t2/booking/Lists/BookingBookings/calendar.aspx
Description: List of Bookings

General Settings | Permissions and Management | Communications

- List name, description and navigation
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- Rating settings
- Form settings
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- Permissions for this list
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- Enterprise Metadata and Keywords Settings
- Information management policy settings
- RSS settings

Content Types

This list is configured to allow multiple content types. Use content types to specify the information you want to display about an item, in addition to its policies, workflows, or other behavior. The following content types are currently available in this list:

Content Type	Visible on New Button	Default Content Type
ListFieldsContentType	✓	✓

- Add from existing site content types
- Change new button order and default content type

3. Click "Column Order" in the content type settings.

Content Type

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SHARE FOLLOW

Settings List Content Type

Recent

- App Assets
- BookingSettings
- Tags
- Groups of Tags
- Resources of Booking

Site Contents

List Content Type Information

Name: ListFieldsContentType
Description:
Parent: Event

Settings

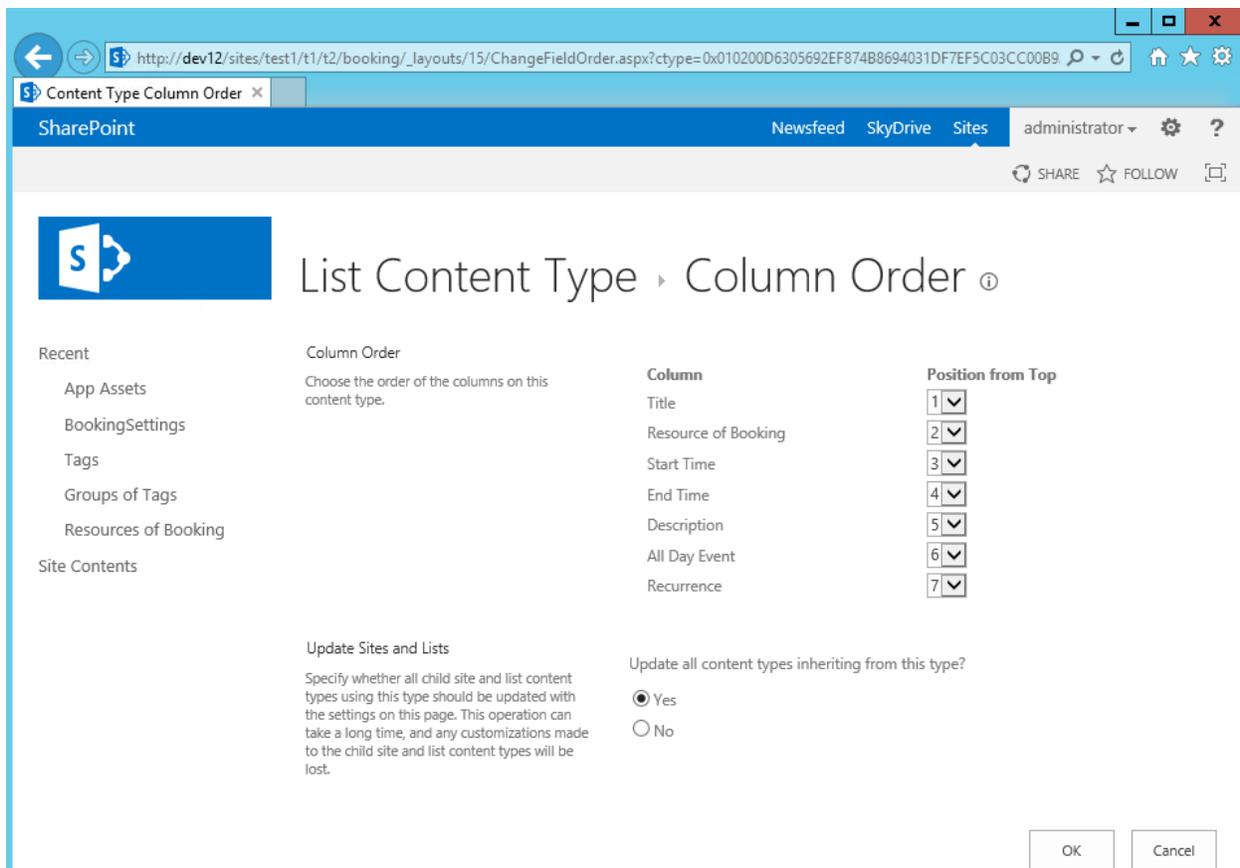
- Name and description
- Advanced settings
- Workflow settings
- Delete this content type
- Information management policy settings

Columns

Name	Type	Status	Source
Title	Single line of text	Optional	
Resource of Booking	Lookup	Optional	
Start Time	Date and Time	Required	
End Time	Date and Time	Required	
Description	Multiple lines of text	Optional	
All Day Event	All Day Event	Optional	
Recurrence	Recurrence	Optional	

- Add from existing site or list columns
- Column order

4. Set the needed field order



Uninstallation, edition, re-creation of the present fields are not supported.

Creation of your own lists and fields in the present lists

Creation of your own lists

To create your own lists:

1. Activate the possibility of the “Team Collaboration Lists” at the website level. After on the standard SharePoint list templates would appear in the list creation dialog.
2. Create a list.

Uninstallation and re-creation of the present lists are not supported.

Creation of fields in the present lists

Uninstallation, edition, re-creation of the present fields in the present lists are not supported. It’s possible to add your own fields in the resource and booking lists.

Mail Notifications Management

The standard SharePoint subscription is used for the administrator’s notification about all changes in the booking list (creation/ edition/ uninstallation), you just need to subscribe the administrator on all changes in the “booking” list.

The notification of the booking creator is made automatically about the changes in the booking approval status.

The temple should be edit in XML-format to set the temple for creator's notification about the booking approval status changes.

1. Go to the hidden settings list (uninstallation/ re-creation/ addition of items is prohibited in the hidden list) by typing in the browser address bar the URL:
http://<site_url>/Lists/BookingSettings/AllItems.aspx
2. Open the "EmailTemplate" item of the list for edition and make the settings of the XML-temple. It's possible to edit only the notification's context without any XML-structure changes (removing and adding of nodes and attributes are also forbidden).

Branding

The following files can be used for setting the external solution look:

- branding.css
- branding.js

The files are located in the "App Assets" library and they consist the branding examples.

The files uninstallation and re-naming are not supported in the "App Assets" library.

Changes in the external solution look by using CSS

The external solution look can be set with CSS-file: «branding.css». For setting the CSS-file:

1. Go to the "App Assets" library and download the "branding.css" file.
2. Make the necessary changes.
3. Download the file back to the library.

Settings of the Booking Text, Tooltip Text, Booking Color Change Depending on the Booking Types

You can dynamically control the booking colour, booking text and tooltip text by using JavaScript-functions. The JavaScript-function should be registered:

1. Go to the "App Assets" library and download the "branding.js" file.
2. Make the necessary changes.
3. Download the file back to the library.

The JavaScript-function example:

```
// register custom JS-function
lgotta.ResourcesBooking.PeriodPrepearFunctions.push(function (period) {

    // read booking field value. Array 'period.Properties' contains all booking fileds including custom fields
    var title = period.Properties['Title'];

    // create tooltip
    period.Comment = title;

    // add css class 'red'
    if (title == 'mytitle')
        period.Classes = period.Classes + ' red';

    // modify title
```

```

period.Title = 'New' + period.Title;

//
// work with lookups

// lookupValueAsString: 1;#title1;#2;#title2;#3;#title3
// result:      [{id:1, title:'title1'}, {id:2, title:'title2'}, {id:3, title:'title3'}]
function parseLookupValue(lookupValueAsString) {
    if (!lookupValueAsString || lookupValueAsString.length == 0) {
        return null;
    }

    var items = [];
    var itemsInfos = lookupValueAsString.split(';#');
    for (var ii = 0; ii < itemsInfos.length; ii = ii + 2) {
        items.push({ id: itemsInfos[ii], title: itemsInfos[ii + 1] });
    }
    return items;
}

// if field 'MyLookup' exists
if (!!period.Properties['MyLookup']) {
    var myLookupItems = parseLookupValue(period.Properties['MyLookup']);

    if (myLookupItems != null) {
        for (var ii in myLookupItems) {
            // if lookup filed contains item with id = 1, mark title with '!' symbol
            if (myLookupItems[ii].id == 1) {
                period.Title = '!' + period.Title;
                break;
            }
        }
    }
}
});

```

Administration

Booking Approval/ Rejection

The booking approval and rejection could be made by “Administrator”. The setting is available if the booking approval is turned on.

3. Click the booking, in appearing window choose “Approve/Reject” in the ribbon.

Bookings - test

VIEW

Edit Item	Version History	Alert Me
Delete Item	Shared With	Approve/Reject
Manage		Actions

Workflows

Title test

Resource of Booking rs1

Start Time 2/17/2014 9:45 AM

End Time 2/17/2014 11:00 AM

Description

All Day Event

Recurrence

Approval Status Pending

Content Type: ListFieldsContentType
Created at 2/16/2014 8:35 PM by administrator
Last modified at 2/16/2014 8:35 PM by administrator

Close

Approve/Reject

Approval Status

Approve, reject, or leave the status as Pending for others with the Manage Lists permission to evaluate the item.

Approved. This item will become visible to all users.

Rejected. This item will be returned to its creator and only be visible to its creator and all users who can see draft items.

Pending. This item will remain visible to its creator and all users who can see draft items.

Comment

Use this field to enter any comments about why the item was approved or rejected.

OK Cancel