

Resource Reservation Add-in PRO

SharePoint 2013/2016 Server and SharePoint Online Add-in

Guide for Administrators

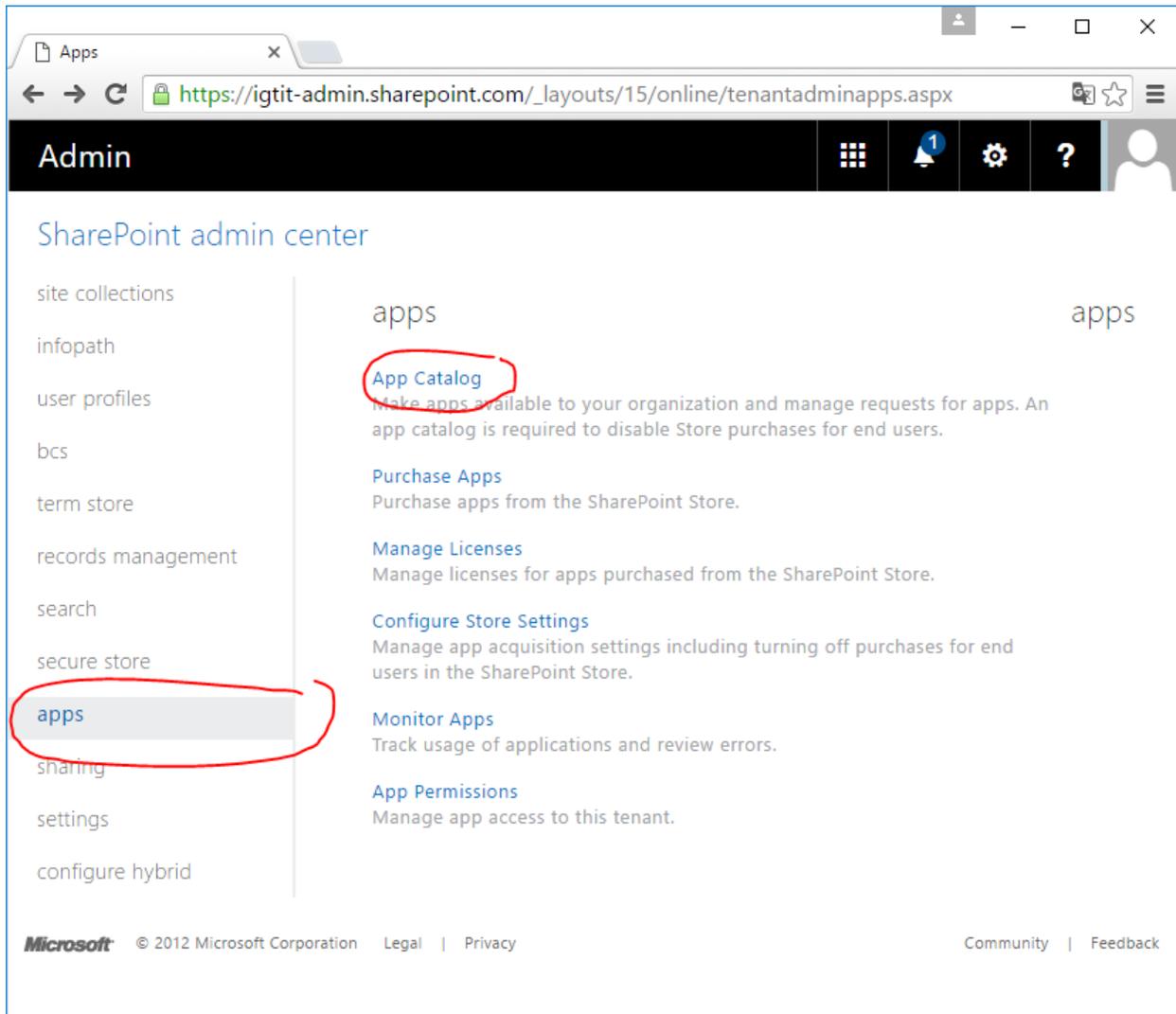
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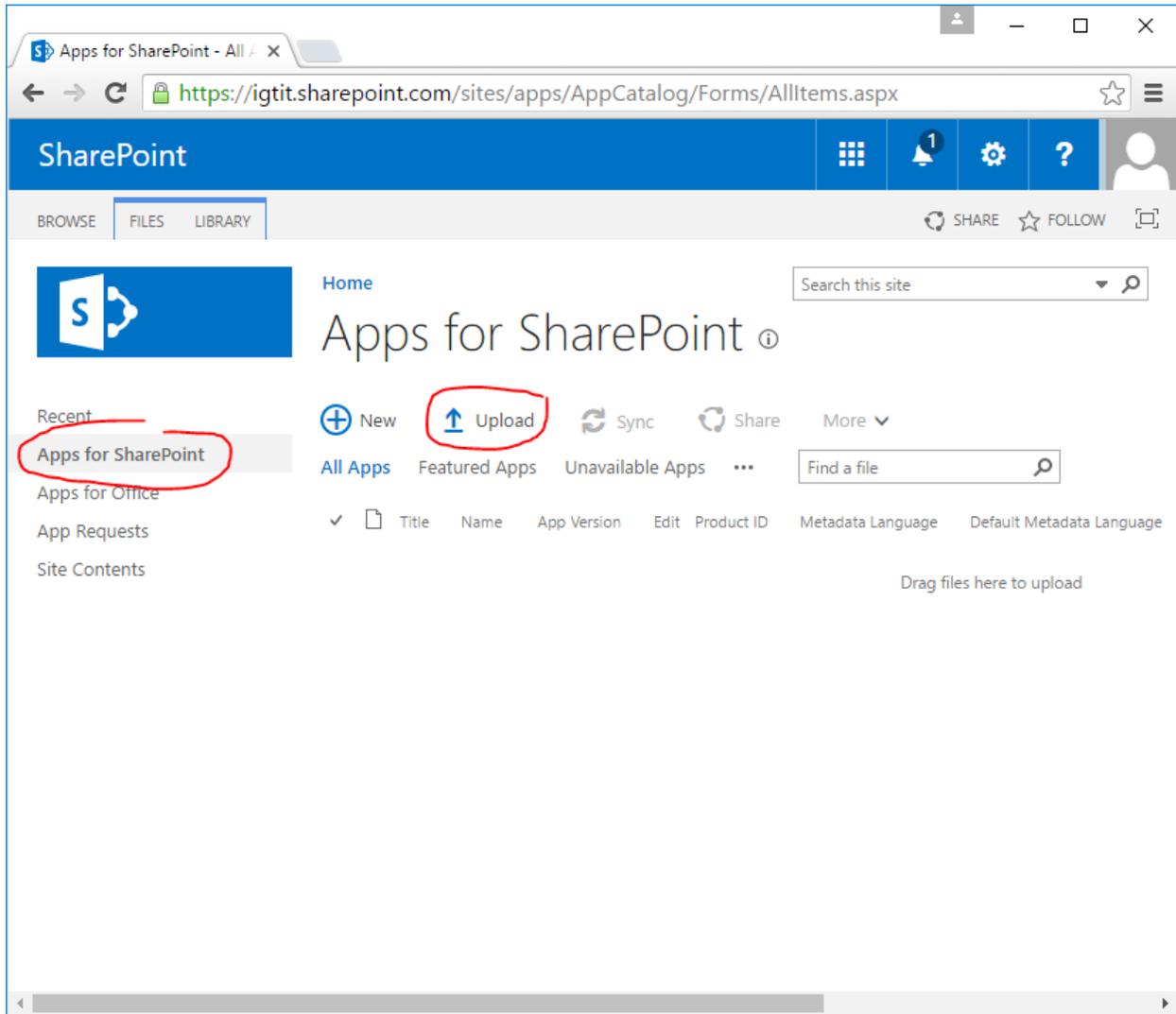
Install Add-in

Install

1. Add Add-in to the app catalog
 - a. Open SharePoint admin center
 - b. Go to App Catalog



c. Upload Igotta.BookingApp.app file to Apps for SharePoint catalog



Apps for SharePoint - All / x

https://igtit.sharepoint.com/sites/apps/AppCatalog/Forms/AllItems.aspx#InplviewHash21fb4

SharePoint

BROWSE FILES LIBRARY

SHARE FOLLOW

Home

Search this site

Apps for SharePoint

Upload completed (1 added) Refresh

New Upload Sync Share More

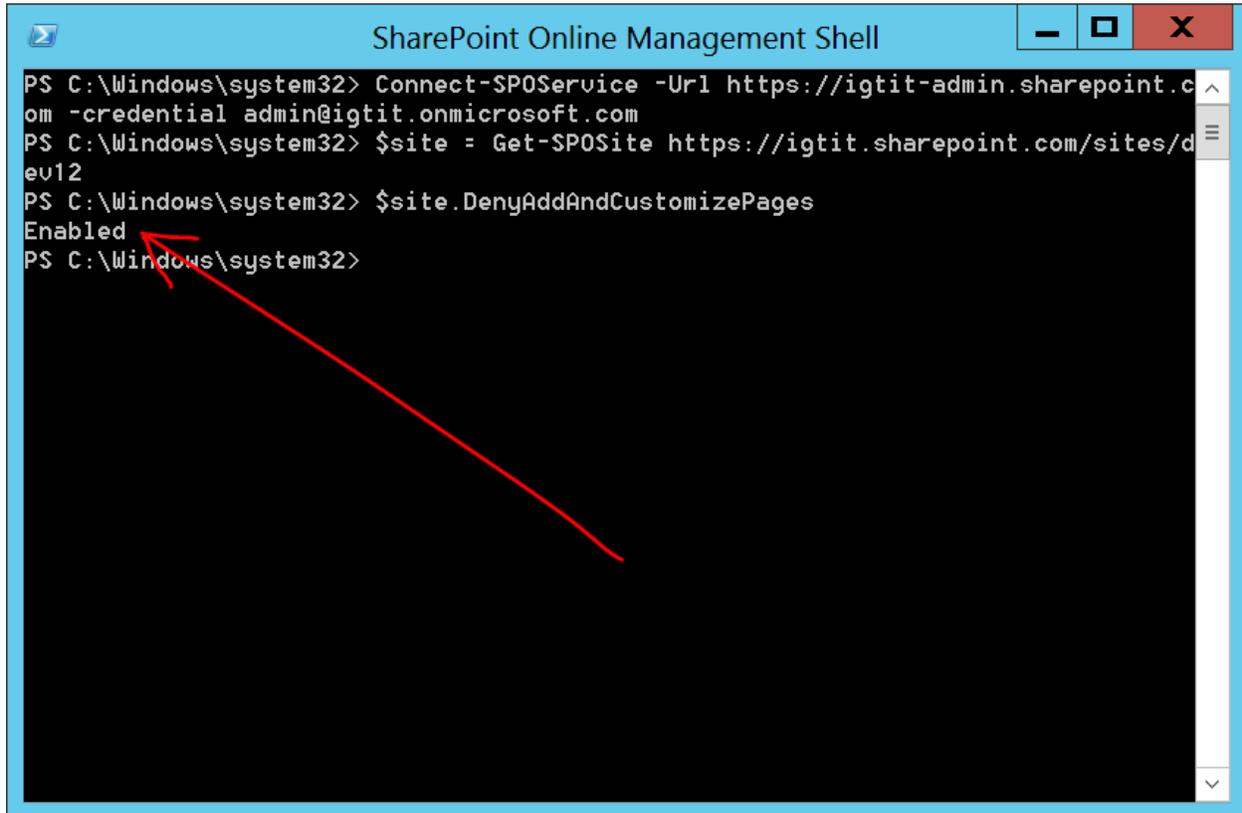
All Apps Featured Apps Unavailable Apps Find a file

✓	📄	Title	Name	App Version	Edit	Product ID	Metadata
Product ID : {20F7C743-887B-47A3-8864-40C2DA1BDB84} (1)							
✓	📄	Resource Reservation	Igotta.BookingApp ✳	2.0.0.5		{20F7C743-887B-47A3-8864-40C2DA1BDB84}	Russian

Drag files h

2. Check NoScript option is disabled for SiteCollection where you want to create Resource Reservation web
 - a. Open SharePoint Online Management Shell, use command below to check DenyAddAndCustomizePages property (set **your sitecollection url**)

```
$site = Get-SPOSite https://igtit.sharepoint.com/sites/dev12  
$site.DenyAddAndCustomizePages
```

A screenshot of the SharePoint Online Management Shell window. The title bar reads "SharePoint Online Management Shell". The command prompt shows the following sequence of commands and output:

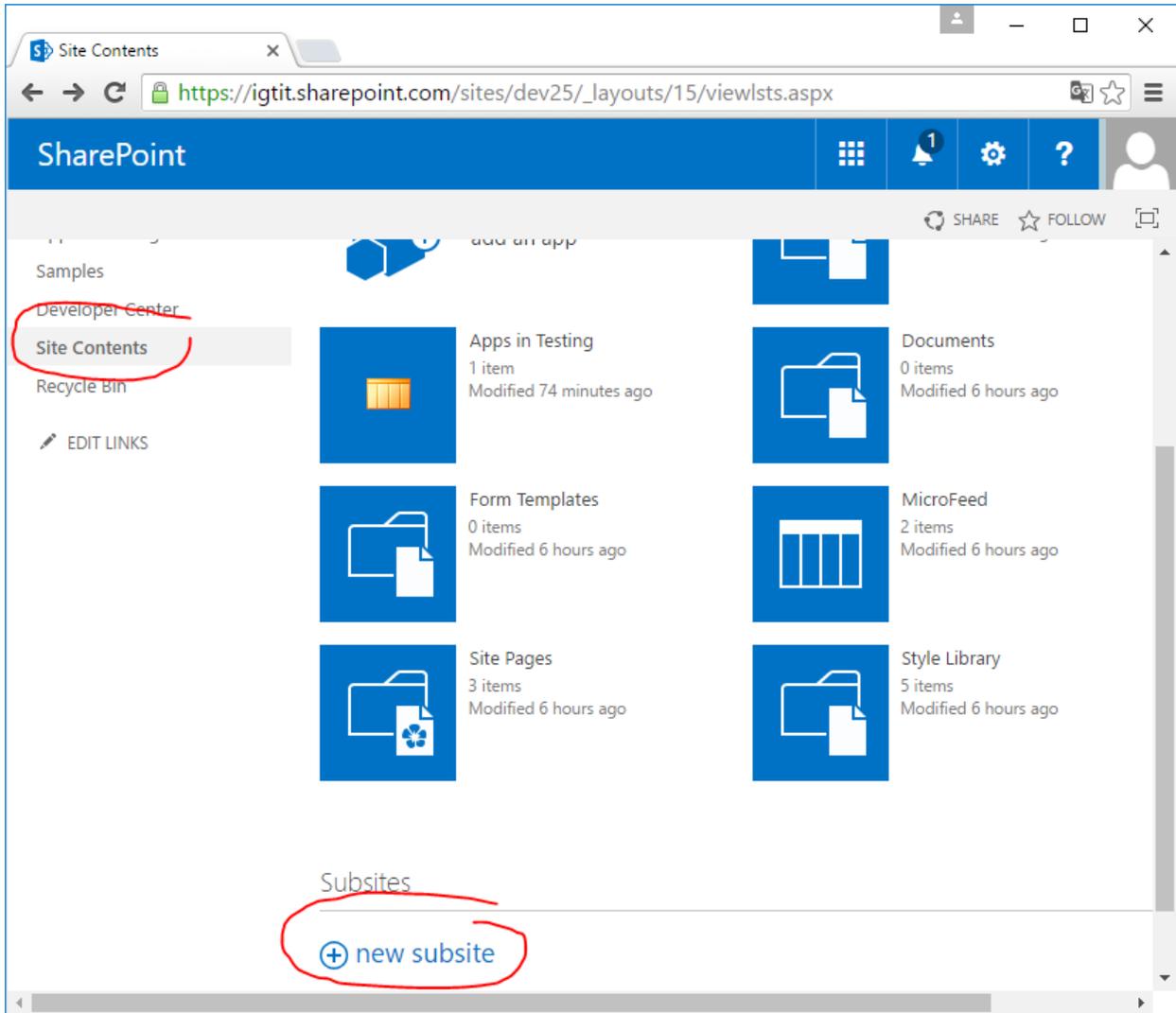
```
PS C:\Windows\system32> Connect-SPOService -Url https://igtit-admin.sharepoint.com -credential admin@igtit.onmicrosoft.com  
PS C:\Windows\system32> $site = Get-SPOSite https://igtit.sharepoint.com/sites/dev12  
PS C:\Windows\system32> $site.DenyAddAndCustomizePages  
Enabled  
PS C:\Windows\system32>
```

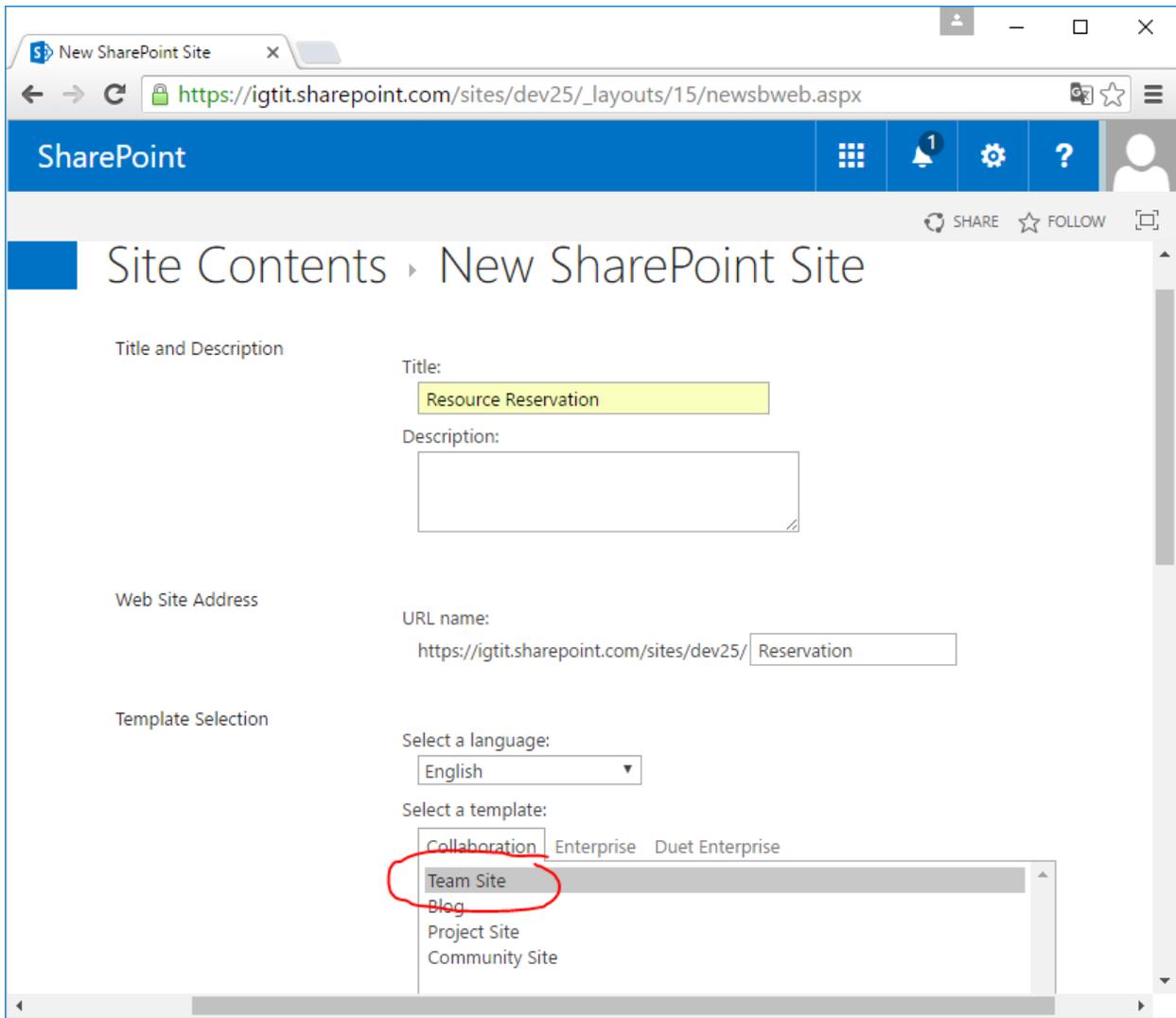
A red arrow points from the word "Enabled" to the prompt of the final command line.

- b. If DenyAddAndCustomizePages is Enabled, it is need to disable it. After installation it is possible to enable DenyAddAndCustomizePages again.
To disable DenyAddAndCustomizePages use command (set **your sitecollection url**)

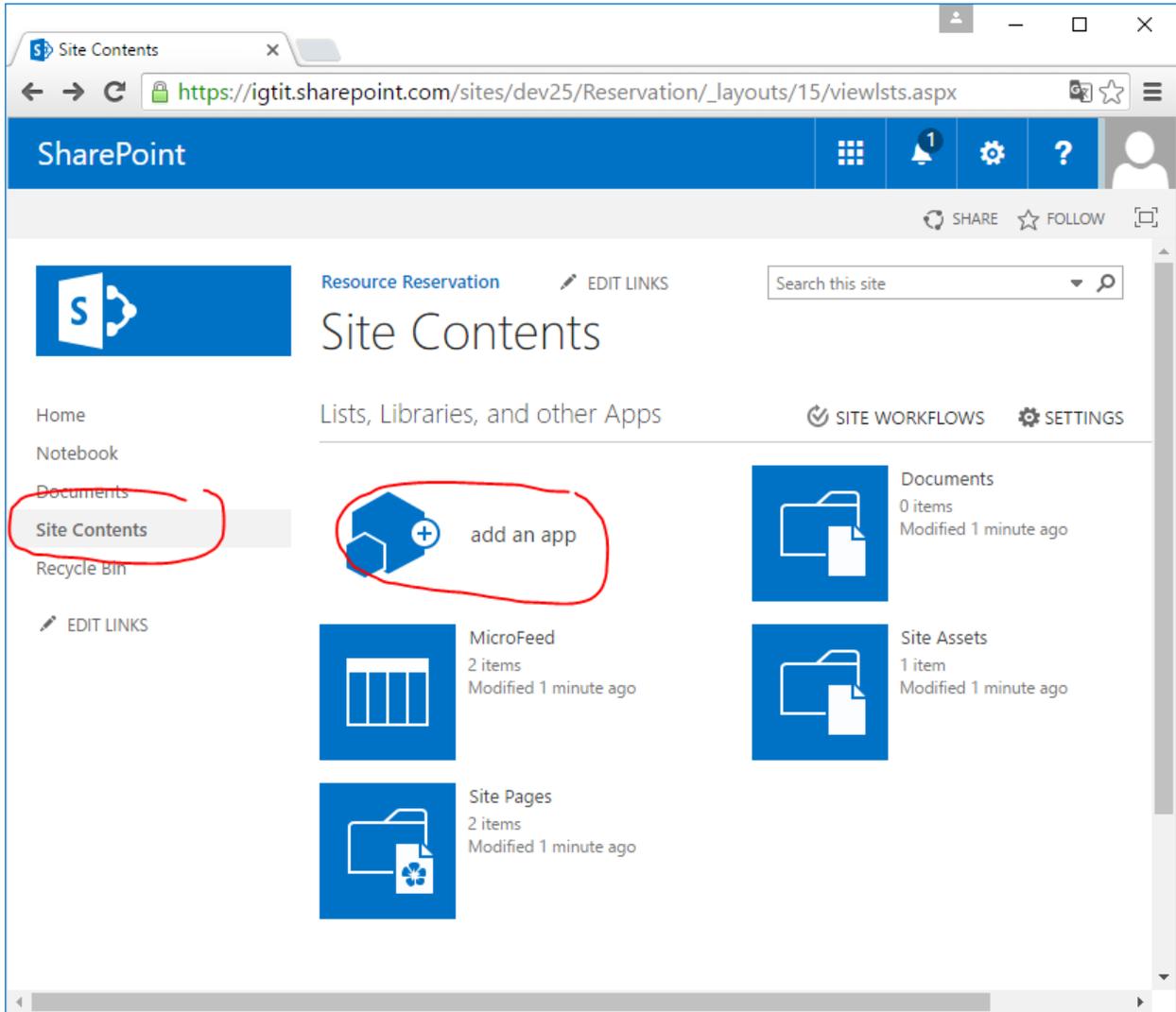
```
Set-SPOSite https://igtit.sharepoint.com/sites/dev12 -DenyAddAndCustomizePages 0
```

3. Create new web for Resource Reservation
 - a. Go to SiteCollection where you want to create Resource Reservation web
 - b. Create web from team site template





4. Add "Resource Reservation Add-in" to web
 - a. Add add-in



Browser window: Your Apps
URL: https://igtit.sharepoint.com/sites/dev25/Reservation/_layouts/15/addanapp.aspx?Source=...

SharePoint

Resource Reservation EDIT LINKS

Site Contents ▸ Your Apps

Your Apps

Apps You Can Add

- From Your Organization**
- Manage Licenses
- Your Requests
- SharePoint Store

Apps from your organization

Newest Name



Resource Reservation
[App Details](#)

Browser window showing a SharePoint page with a security warning dialog box.

URL: https://igtit.sharepoint.com/sites/dev25/Reservation/_layouts/15/addanapp.aspx?Source=...

Page Title: Resource Reservation

Dialog Box Title: Do you trust Resource Reservation?

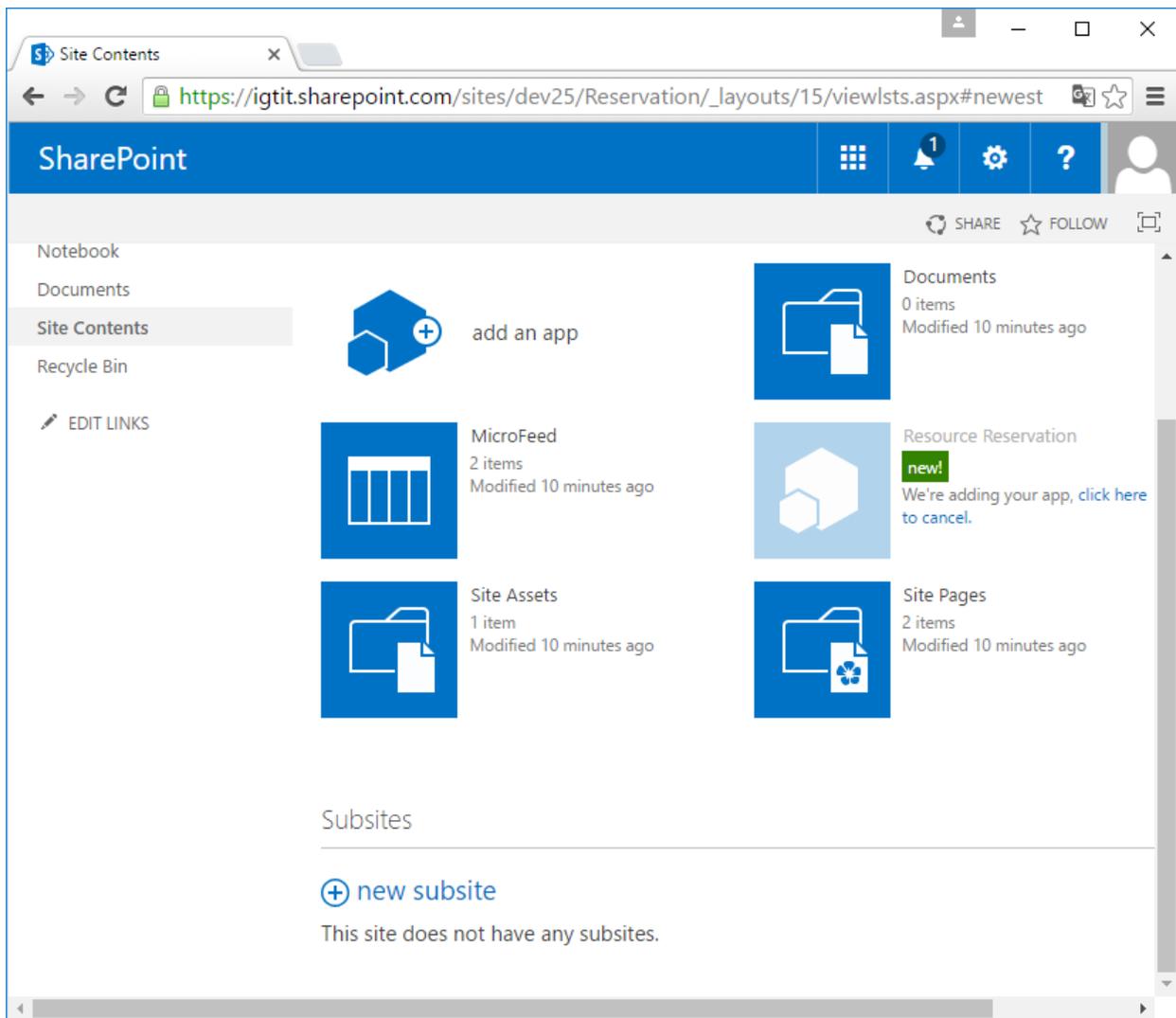
Permissions:

- Let it create or delete document libraries and lists in this site collection.
- Let it have full control of this site.
- Let it access basic information about the users of this site.

Resource Reservation logo

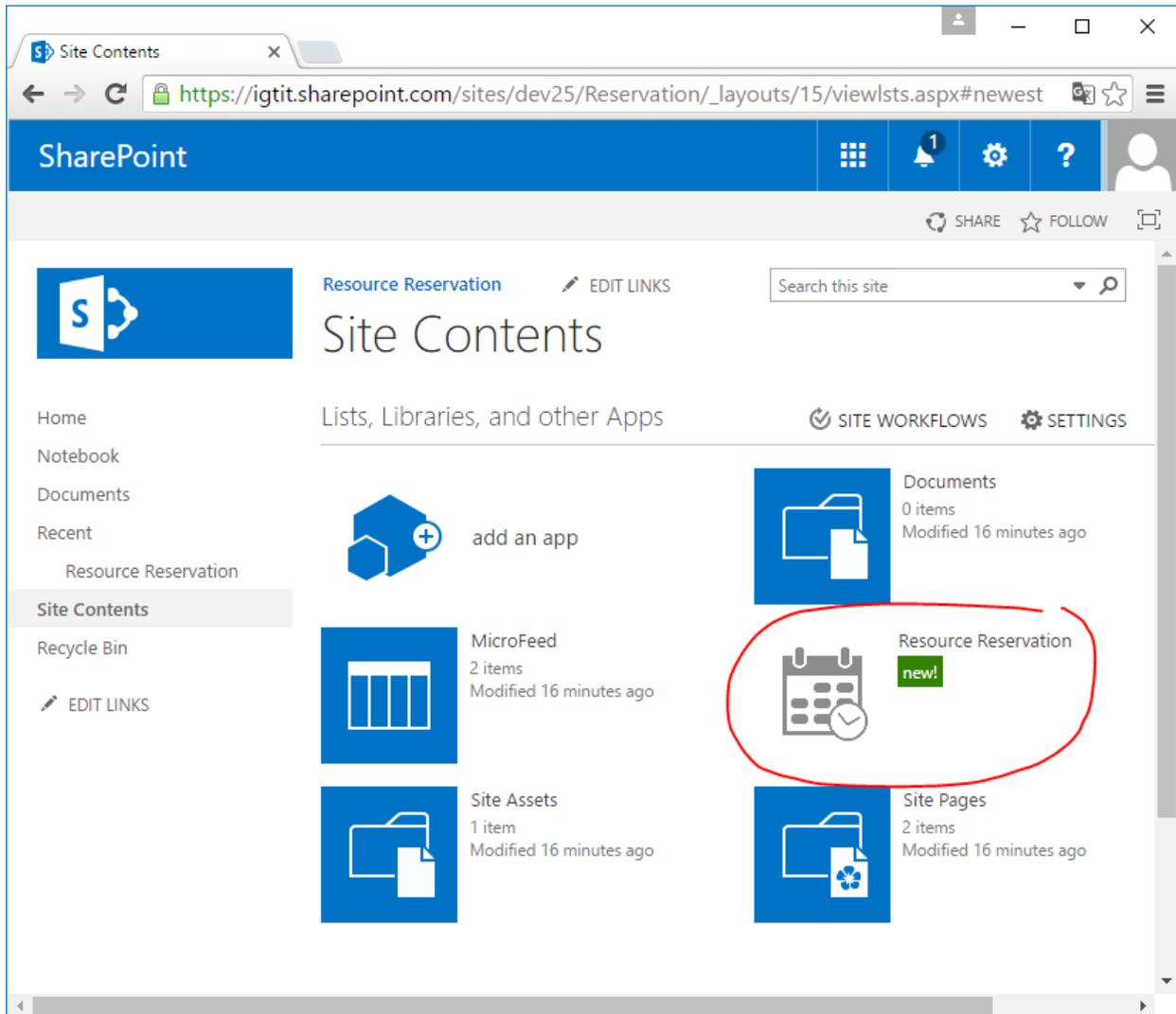
Buttons: Trust It (circled in red), Cancel

Link: SHOW LANGUAGE OPTIONS

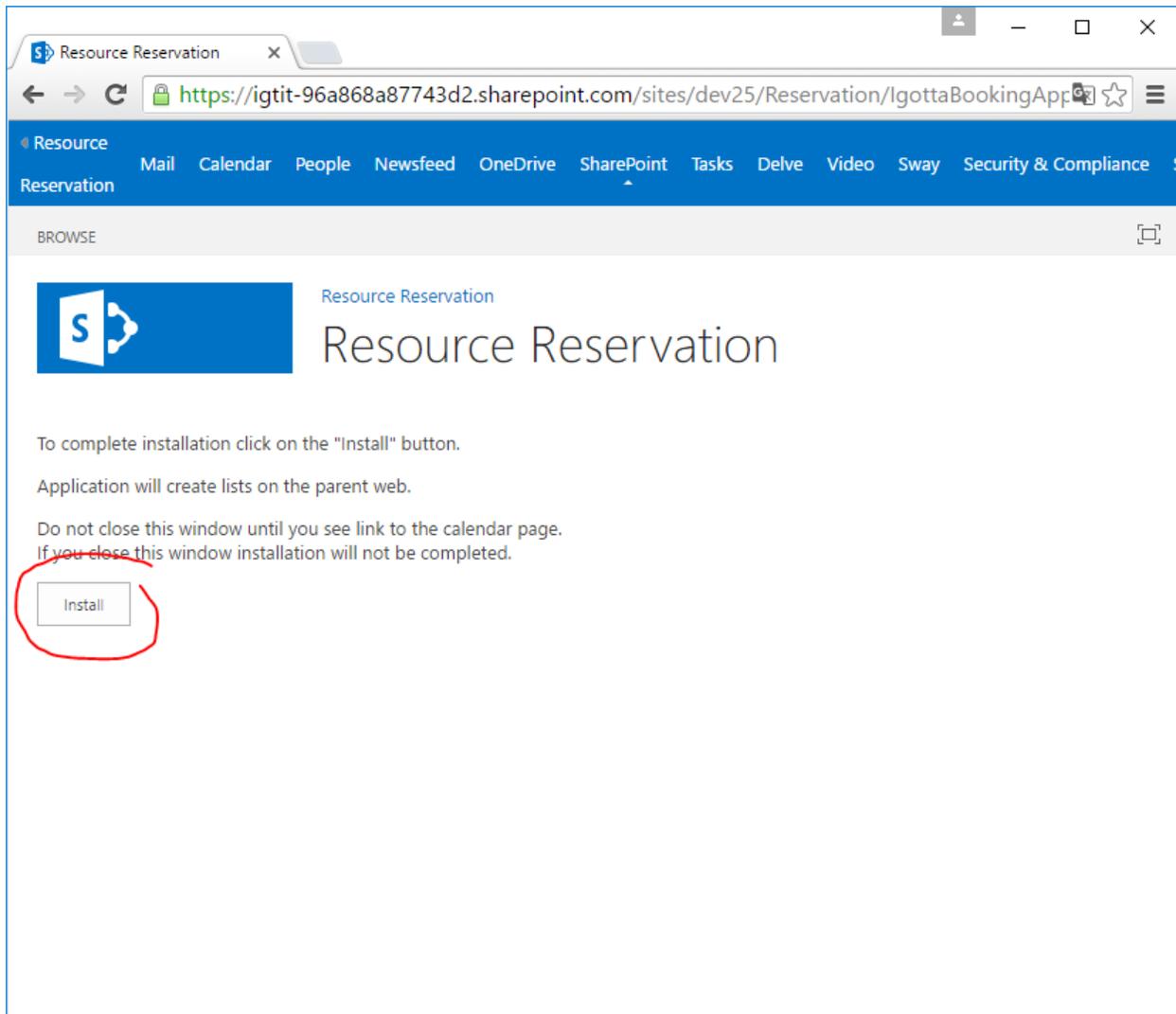


b. Wait for installation complete

5. Complete installation with "Install" button within Resource Reservation Add-id page.
 - a. Click on the «Resource Reservation» add-in



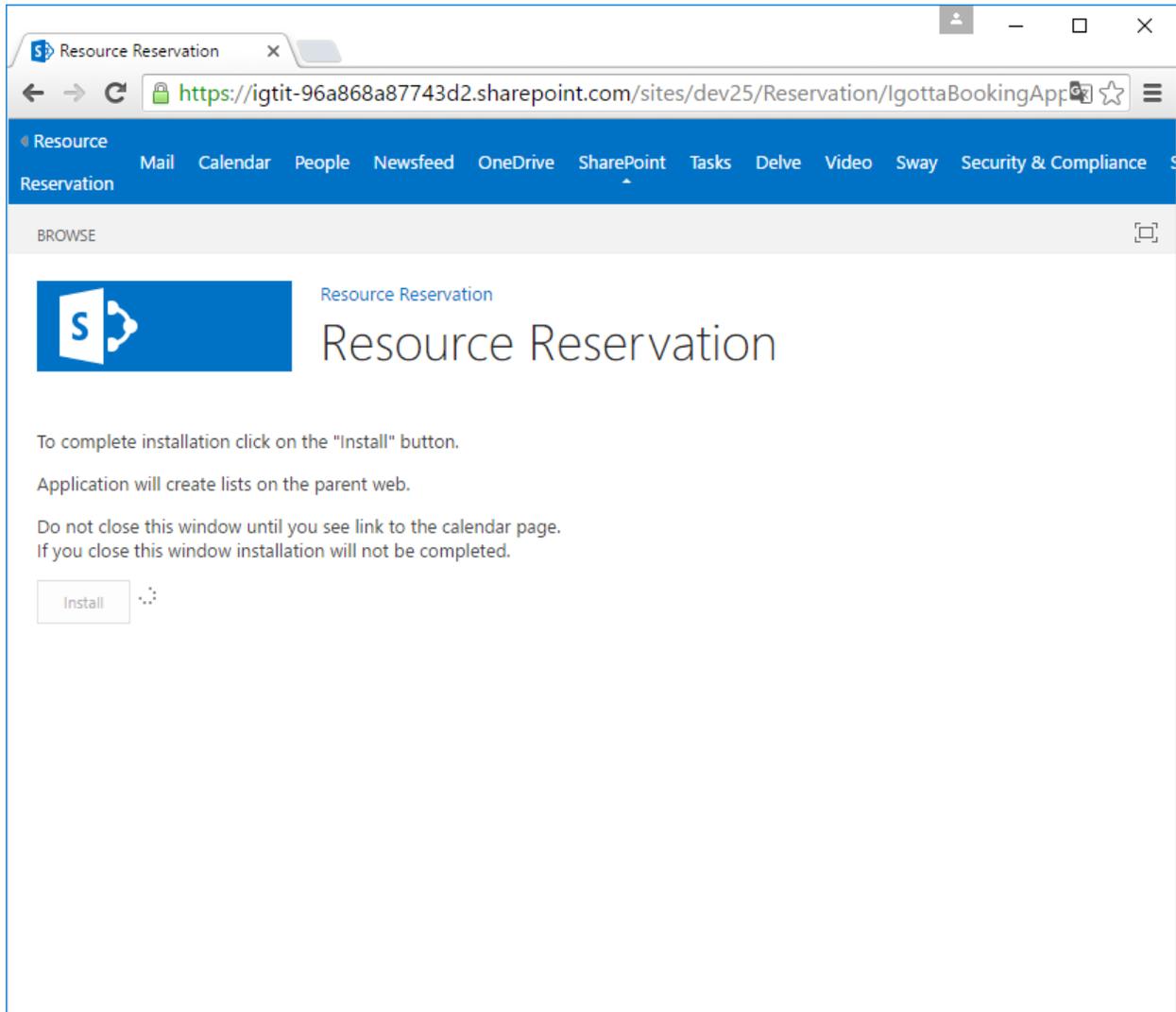
- b. Click on “Install” button. Do not close window until «Install» button disappear. Add-in use JavaScript to create lists and files on parent web, if you close this windows installation will not be completed.



The screenshot shows a web browser window with the following elements:

- Browser Tab:** Resource Reservation
- Address Bar:** <https://igtit-96a868a87743d2.sharepoint.com/sites/dev25/Reservation/IgottaBookingApp>
- Navigation Bar:** Resource Reservation, Mail, Calendar, People, Newsfeed, OneDrive, SharePoint, Tasks, Delve, Video, Sway, Security & Compliance
- Section Header:** Resource Reservation
- Text:**
 - To complete installation click on the "Install" button.
 - Application will create lists on the parent web.
 - Do not close this window until you see link to the calendar page.
 - If you close this window installation will not be completed.
- Button:** A button labeled "Install" is circled in red.

c. Wait for installation complete, it may take some time.



The screenshot shows a web browser window with the following elements:

- Browser Tab:** "Resource Reservation"
- Address Bar:** <https://igtit-96a868a87743d2.sharepoint.com/sites/dev25/Reservation/IgottaBookingApp>
- Navigation Bar:** Home, Mail, Calendar, People, Newsfeed, OneDrive, SharePoint, Tasks, Delve, Video, Sway, Security & Compliance
- Page Header:** BROWSE
- Logo:** A blue square containing a white "S" and a white arrow pointing right.
- Page Title:** Resource Reservation
- Text:**
 - To complete installation click on the "Install" button.
 - Application will create lists on the parent web.
 - Do not close this window until you see link to the calendar page.
 - If you close this window installation will not be completed.
- Install Button:** A button labeled "Install" with a loading spinner icon to its right.

Resource Reservation

https://igtit-96a868a87743d2.sharepoint.com/sites/dev25/Reservation/IgottaBookingApp

Resource Reservation

Mail Calendar People Newsfeed OneDrive SharePoint Tasks Delve Video Sway Security & Compliance

BROWSE



Resource Reservation

Resource Reservation

To complete installation click on the "Install" button.

Application will create lists on the parent web.

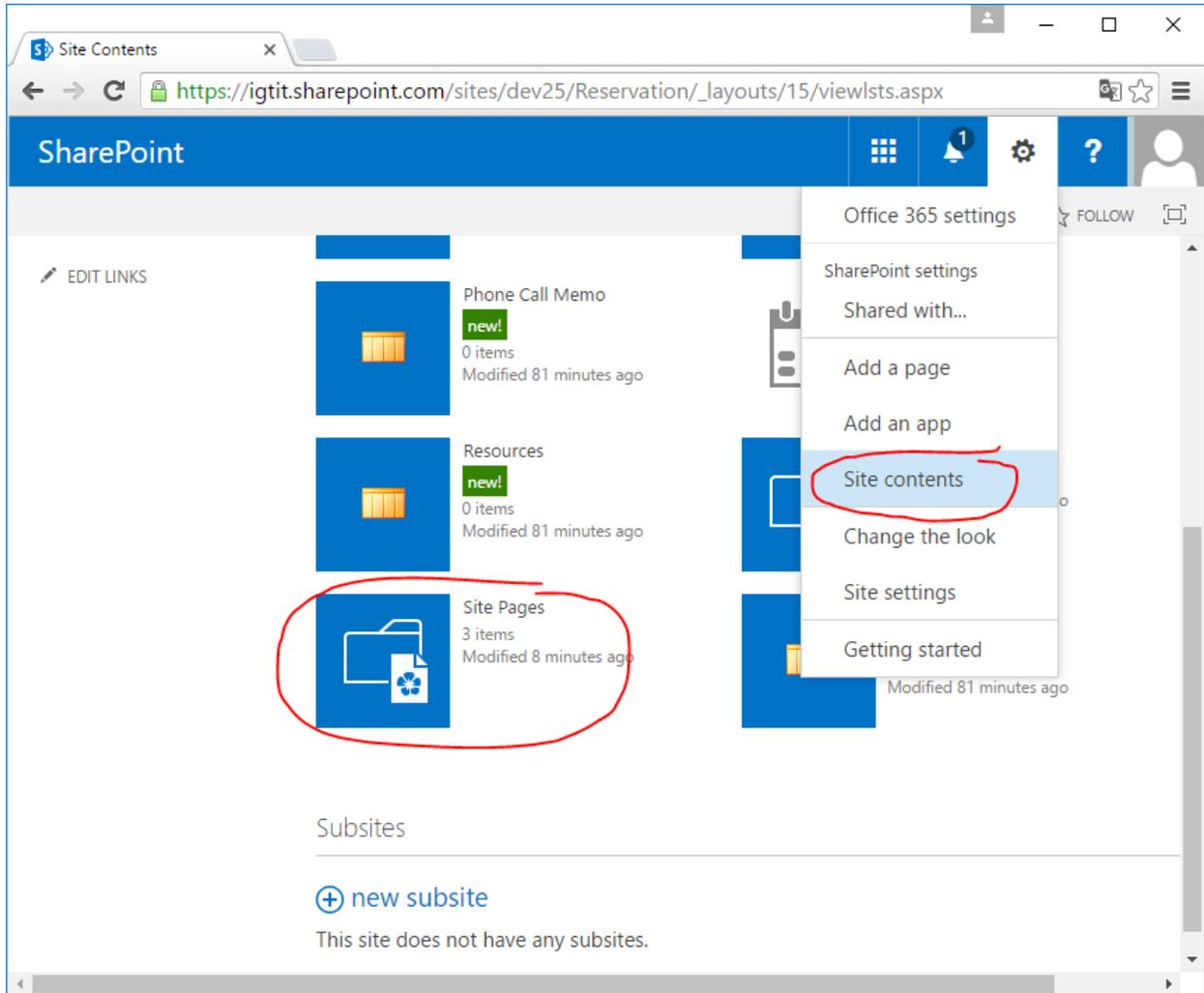
Do not close this window until you see link to the calendar page.
If you close this window installation will not be completed.

Installation successful
[Go to calendar page](#)

Setup timeLine page as default

If you want set up page with timeLine as default page for Resource Reservation web, just rename "ResourceReservation" page to "Home"

1. Open Site Pages library



2. Rename "ResourceReservation" page to "Home"

The screenshot shows a SharePoint web browser interface. The address bar displays the URL: <https://igtit.sharepoint.com/sites/dev25/Reservation/SitePages/Forms/ByAuthor.aspx>. The page title is "Resource Reservation" and the library name is "Site Pages".

On the left sidebar, the navigation menu includes: Home, Notebook, Documents, Recent, Group Calendar, Phone Call Memo, Resource Reservation, Site Contents, and Recycle Bin. The "Resource Reservation" item is highlighted.

The main content area shows a list of site pages. The "ResourceReservation" page is selected and highlighted in blue. The list includes the following items:

✓	Name	Modified By	Modified	Created
	How To Use This Library ✱	Alexey Boyko	2 hours ago	2 hours ago
✓	ResourceReservation ✱	Alexey Boyko	About a minute ago	About an hour ago
	HomeOld ✱	Alexey Boyko	A few seconds ago	2 hours ago

User's Role Authority

There are 2 roles:

1. User. Where is possible to view and make bookings.
2. Administrator. Where you can add/edit resources.

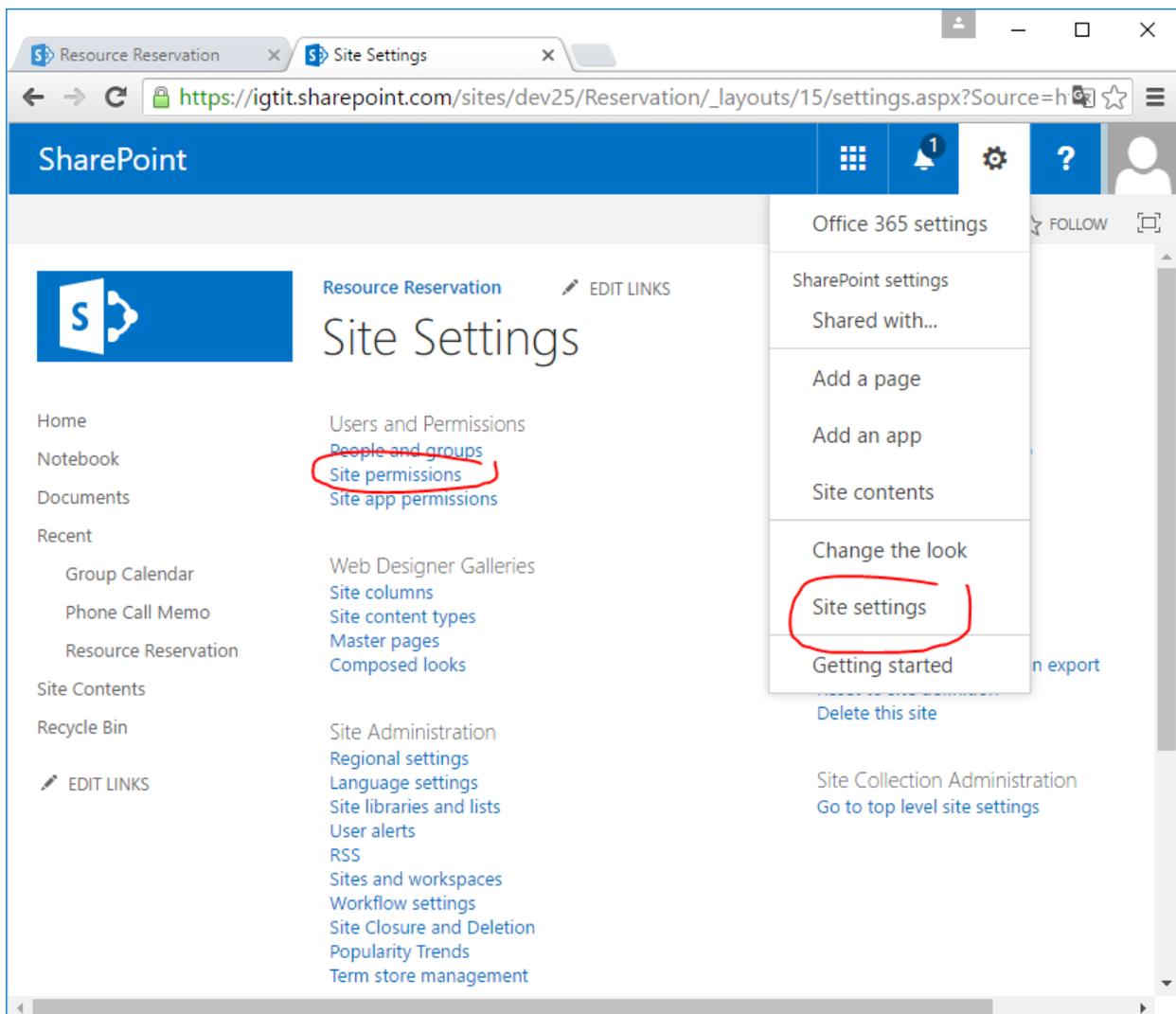
The system supports the standard SharePoint distribution of rights.

At first, you have to restrict edit permissions for all non-administrator users, and then grant edit permissions to users only to Bookings list.

Restrict edit permissions for non-administrator users

To restrict edit permissions, you have to set right permissions to the Resource Reservation web.

1. Open Resource Reservation web permission page.



2. On the App permissions page change the permissions so only administrators can edit lists.
 - a. Stop inheriting permissions

The screenshot shows a SharePoint web browser interface. The address bar displays the URL: https://igtit.sharepoint.com/sites/dev25/Reservation/_layouts/15/user.aspx. The page title is "SharePoint". The navigation bar includes "BROWSE" and "PERMISSIONS" tabs, with "PERMISSIONS" selected. Below the tabs are icons for "Manage Parent", "Stop Inheriting Permissions" (circled in red), "Grant Permissions", "Create Group", and "Check Permissions". A yellow warning banner states: "Some content on this site has different permissions from what you see here. [Show these items.](#) This Web site inherits permissions from its parent. (dev25)". Below the banner is a table listing site contents and their permissions.

	Name	Type	Permission Levels
	<input type="checkbox"/> dev25 Members	SharePoint Group	Edit
	<input type="checkbox"/> dev25 Owners	SharePoint Group	Full Control
	<input type="checkbox"/> dev25 Visitors	SharePoint Group	Read
	<input type="checkbox"/> Excel Services Viewers	SharePoint Group	View Only

Resource Reservation x Set Up Groups for this Site x

https://igtit.sharepoint.com/sites/dev25/Reservation/_layouts/15/permsetup.aspx?HideCa

SharePoint

SHARE FOLLOW

Resource Reservation EDIT LINKS

People and Groups › Set Up Groups for

Home
Notebook
Documents
Recent
Group Calendar
Phone Call Memo
Resource Reservation
Site Contents
Recycle Bin
EDIT LINKS

Visitors to this Site
Visitors can **read** content in the Web site. Create a group of visitors or re-use an existing SharePoint group.

Create a new group Use an existing group

dev25 Visitors

Members of this Site
Members can **contribute** content to the Web site. Create a group of site members or re-use an existing SharePoint group.

Create a new group Use an existing group

dev25 Members

Owners of this Site
Owners have **full control** over the Web site. Create a group of owners or re-use an existing SharePoint group.

Create a new group Use an existing group

dev25 Owners

OK

- b. Only administrator group (“dev25 Owners” on this screen) must have add/edit/remove permissions to the list. Give members group only read rights.

The screenshot shows the SharePoint interface for the 'Resource Reservation' site. The 'PERMISSIONS' tab is active, and the 'Edit User Permissions' button is circled in red. A yellow warning banner states: 'Some content on this site has different permissions from what you see here. [Show these items.](#) This web site has unique permissions.'

	Name	Type	Permission Levels
<input checked="" type="checkbox"/>	dev25 Members	SharePoint Group	Edit
<input type="checkbox"/>	dev25 Owners	SharePoint Group	Full Control
<input type="checkbox"/>	dev25 Visitors	SharePoint Group	Read
<input type="checkbox"/>	Excel Services Viewers	SharePoint Group	View Only

Resource Reservation x Edit Permissions x

https://igtit.sharepoint.com/sites/dev25/Reservation/_layouts/15/editprms.aspx?obj=http

SharePoint

Permissions Edit Permissions

Users or Groups
The permissions of these users or groups will be modified.

Users:
dev25 Members

Choose Permissions
Choose the permissions you want these users or groups to have.

Permissions:

- Full Control - Has full control.
- Design - Can view, add, update, delete, approve, and customize.
- Edit - Can add, edit and delete lists; can view, add, update and delete list items and documents.
- Contribute - Can view, add, update, and delete list items and documents.
- Read - Can view pages and list items and download documents.
- View Only - Can view pages, list items, and documents. Document types with server-side file handlers can be viewed in the browser but not downloaded.

OK Cancel

The screenshot shows a SharePoint interface for a site named "Resource Reservation". The "PERMISSIONS" section is active, displaying a toolbar with actions like "Delete unique permissions", "Grant Permissions", "Create Group", "Edit User Permissions", "Remove User Permissions", and "Check Permissions". Below the toolbar, a table lists the site's permissions:

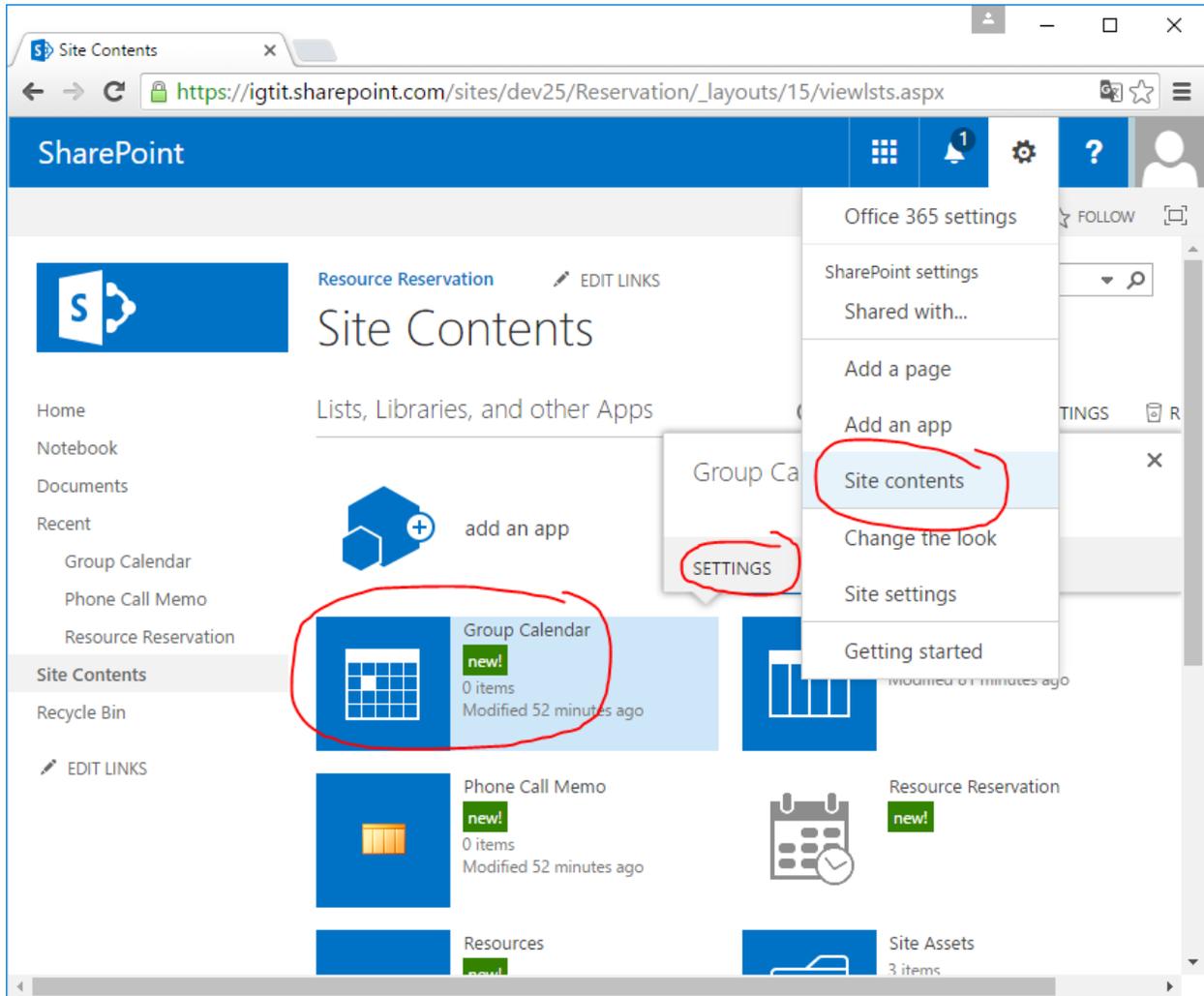
	Name	Type	Permission Levels
<input type="checkbox"/>	dev25 Members	SharePoint Group	Read
<input type="checkbox"/>	dev25 Owners	SharePoint Group	Full Control
<input type="checkbox"/>	dev25 Visitors	SharePoint Group	Read
<input type="checkbox"/>	Excel Services Viewers	SharePoint Group	View Only

A yellow warning banner at the top of the table area states: "Some content on this site has different permissions from what you see here. [Show these items.](#) This web site has unique permissions."

(on the screen "dev25 Owners" is administrative group, only "dev25 Owners" group can add/edit/remove list items)

Grant permissions to users to create bookings

1. Open Group Calendar permissions page.



SharePoint

Resource Reservation EDIT LINKS

Group Calendar Settings

Home
Notebook
Documents
Recent
Group Calendar
Phone Call Memo
Resource Reservation
Site Contents
Recycle Bin
EDIT LINKS

List Information
Name: Group Calendar
Web Address: https://igtit.sharepoint.com/sites/dev25/Reservation/Lists/CalendarWithResources/calendar
Description:

General Settings	Permissions and Management	Communications
<ul style="list-style-type: none">List name, description and navigationVersioning settingsAdvanced settingsValidation settingsAudience targeting settingsRating settingsForm settings	<ul style="list-style-type: none">Delete this listSave list as templatePermissions for this listWorkflow SettingsGenerate file plan reportEnterprise Metadata and Keywords SettingsInformation management policy settings	<ul style="list-style-type: none">RSS settings

https://igtit.sharepoint.com/_layouts/15/sharepoint.aspx

2. Change the permissions so users (“dev25 Members” on this screen) can add/edit/remove items in Group Calendar list.

The screenshot shows the SharePoint interface for the 'Group Calendar' list. The 'PERMISSIONS' tab is selected, and the 'Stop Inheriting Permissions' button is circled in red. A yellow warning banner at the top of the list content area states: 'This list inherits permissions from its parent. (Resource Reservation)'. Below the banner is a table of permissions for the list.

Name	Type	Permission Levels
<input type="checkbox"/> dev25 Members	SharePoint Group	Read
<input type="checkbox"/> dev25 Owners	SharePoint Group	Full Control
<input type="checkbox"/> dev25 Visitors	SharePoint Group	Read
<input type="checkbox"/> Excel Services Viewers	SharePoint Group	View Only

Permissions: Group Calenc

https://igtit.sharepoint.com/sites/dev25/Reservation/_layouts/15/user.aspx?obj=%7bA7AD63/

SharePoint

BROWSE PERMISSIONS

DELETE UNIQUE PERMISSIONS GRANT PERMISSIONS EDIT USER PERMISSIONS REMOVE USER PERMISSIONS CHECK PERMISSIONS

INHERITANCE GRANT MODIFY CHECK

SHARE FOLLOW

Home

Notebook

Documents

Recent

- Group Calendar
- Phone Call Memo
- Resource Reservation

Site Contents

Recycle Bin

EDIT LINKS

This list has unique permissions

Name	Type	Permission Levels
<input checked="" type="checkbox"/> dev25 Members	SharePoint Group	Read
<input type="checkbox"/> dev25 Owners	SharePoint Group	Full Control
<input type="checkbox"/> dev25 Visitors	SharePoint Group	Read
<input type="checkbox"/> Excel Services Viewers	SharePoint Group	View Only

SharePoint

Permissions > Edit Permissions

Users or Groups
The permissions of these users or groups will be modified.

Users:
dev25 Members

Choose Permissions
Choose the permissions you want these users or groups to have.

Permissions:

- Full Control - Has full control.
- Design - Can view, add, update, delete, approve, and customize.
- Edit - Can add, edit and delete lists; can view, add, update and delete list items and documents.
- Contribute - Can view, add, update, and delete list items and documents.
- Read - Can view pages and list items and download documents.
- View Only - Can view pages, list items, and documents. Document types with server-side file handlers can be viewed in the browser but not downloaded.

OK Cancel

Permissions: Group Calenc

https://igtit.sharepoint.com/sites/dev25/Reservation/_layouts/15/user.aspx?obj={A7AD63A6-...

SharePoint

BROWSE PERMISSIONS

DELETE UNIQUE PERMISSIONS GRANT PERMISSIONS EDIT USER PERMISSIONS REMOVE USER PERMISSIONS CHECK PERMISSIONS

Inheritance Grant Modify Check

SHARE FOLLOW

Home

Notebook

Documents

Recent

- Group Calendar
- Phone Call Memo
- Resource Reservation

Site Contents

Recycle Bin

EDIT LINKS

This list has unique permissions

Name	Type	Permission Levels
<input type="checkbox"/> dev25 Members	SharePoint Group	Contribute, Read
<input type="checkbox"/> dev25 Owners	SharePoint Group	Full Control
<input type="checkbox"/> dev25 Visitors	SharePoint Group	Read
<input type="checkbox"/> Excel Services Viewers	SharePoint Group	View Only

3. Restrict users from edit another's bookings

The screenshot shows the SharePoint interface for the 'Group Calendar' list settings. The browser address bar indicates the URL: https://igtit.sharepoint.com/sites/dev26/t/_layouts/15/listedit.aspx?List=%7BCCBB92E8-6F9F-4D1C-80D2-A3835D9CAACB%7D. The page title is 'Group Calendar > Settings'. On the left sidebar, there are navigation options: Home, Notebook, Documents, Recent (Group Calendar, Phone Call Memo, Resource Reservation), Site contents, and Recycle Bin. The main content area is titled 'List Information' and shows the list name 'Group Calendar' and its web address. Below this, there are four categories of settings: General Settings, Permissions and Management, Communications, and Versioning settings. Under 'General Settings', the 'Advanced settings' option is highlighted with a red circle. Other options include 'List name, description and navigation', 'Versioning settings', 'Validation settings', 'Audience targeting settings', 'Rating settings', and 'Form settings'. Under 'Permissions and Management', options include 'Delete this list', 'Save list as template', 'Permissions for this list', 'Workflow Settings', 'Generate file plan report', 'Enterprise Metadata and Keywords Settings', and 'Information management policy settings'. Under 'Communications', there is an option for 'RSS settings'. The bottom of the page shows a partial URL: https://igtit.sharepoint.com/sites/dev26/t/_layouts/15/ListGeneralSettings.aspx?List=%7BCCBB92E8-6F9F-4D1C-80D2-A3835D9CAACB%7D.

SharePoint

Settings > Advanced Settings

Content Types

Specify whether to allow the management of content types on this list. Each content type will appear on the new button and can have a unique set of columns, workflows and other behaviors.

Allow management of content types?

Yes No

Item-level Permissions

Specify which items users can read and edit.

Note: Users with the Cancel Checkout permission can read and edit all items. [Learn about managing permission settings.](#)

Read access: Specify which items users are allowed to read

Read all items
 Read items that were created by the user

Create and Edit access: Specify which items users are allowed to create and edit

Create and edit all items
 Create items and edit items that were created by the user
 None

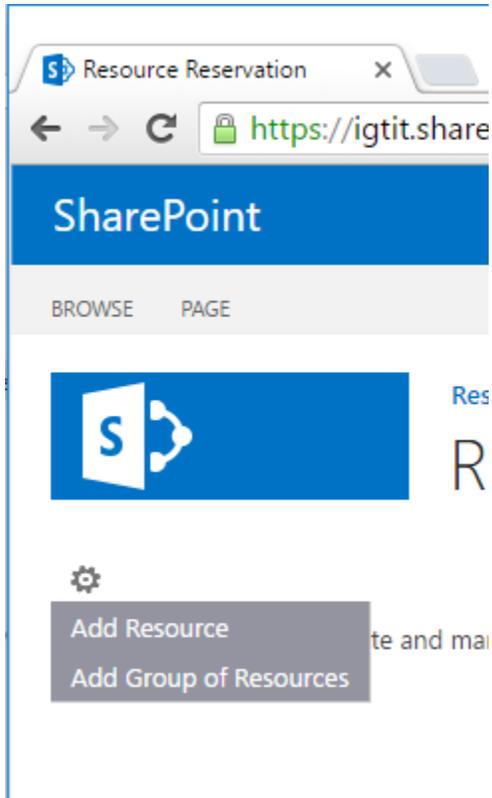
Attachments

Specify whether users can attach

Attachments to list items are:

Creation / Edition / Deletion of the Resource Groups, Resources

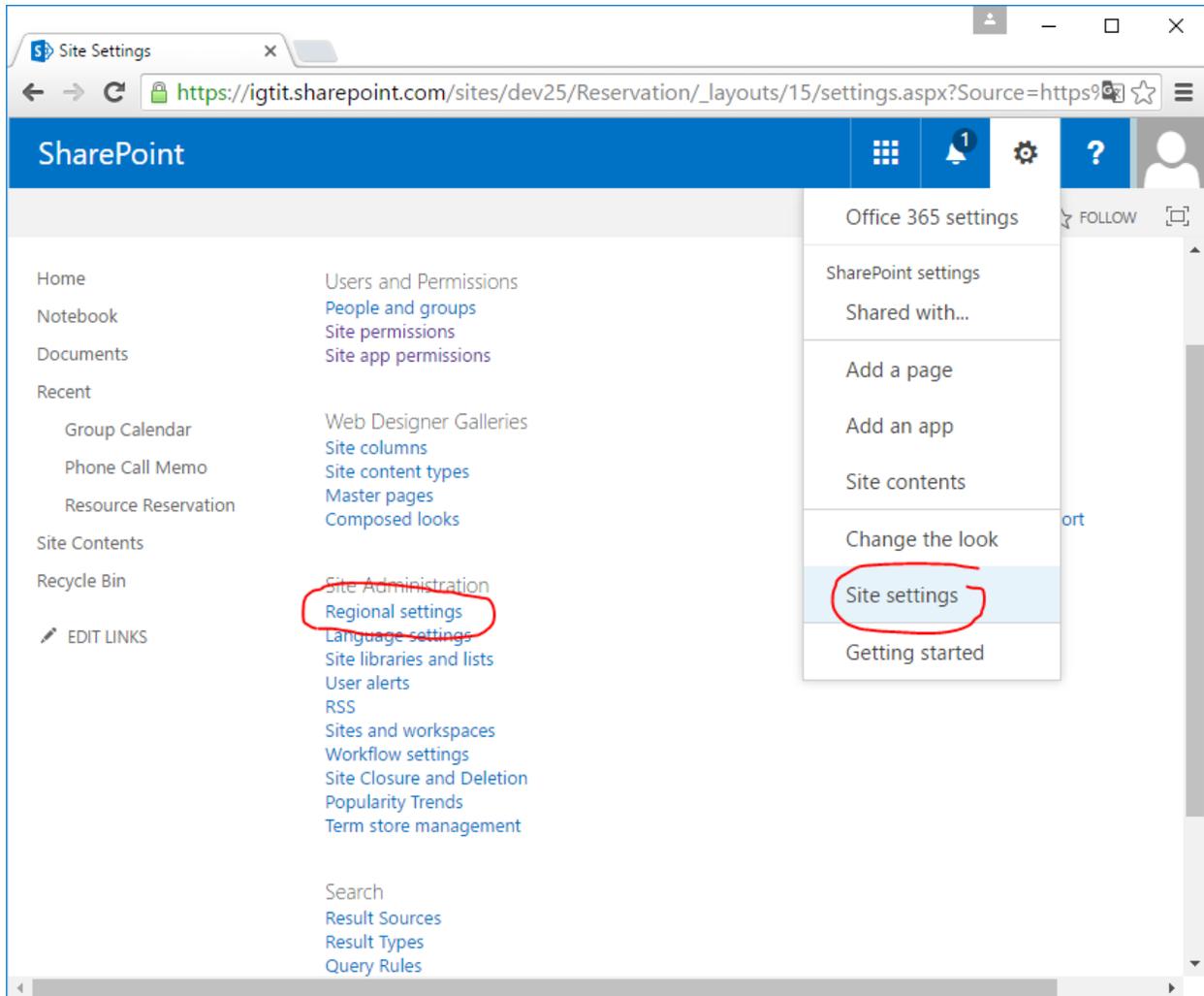
The “Administrator” rights allows to create/ edit/ delete the resource groups, resources. Use the “cogwheel” to do it.



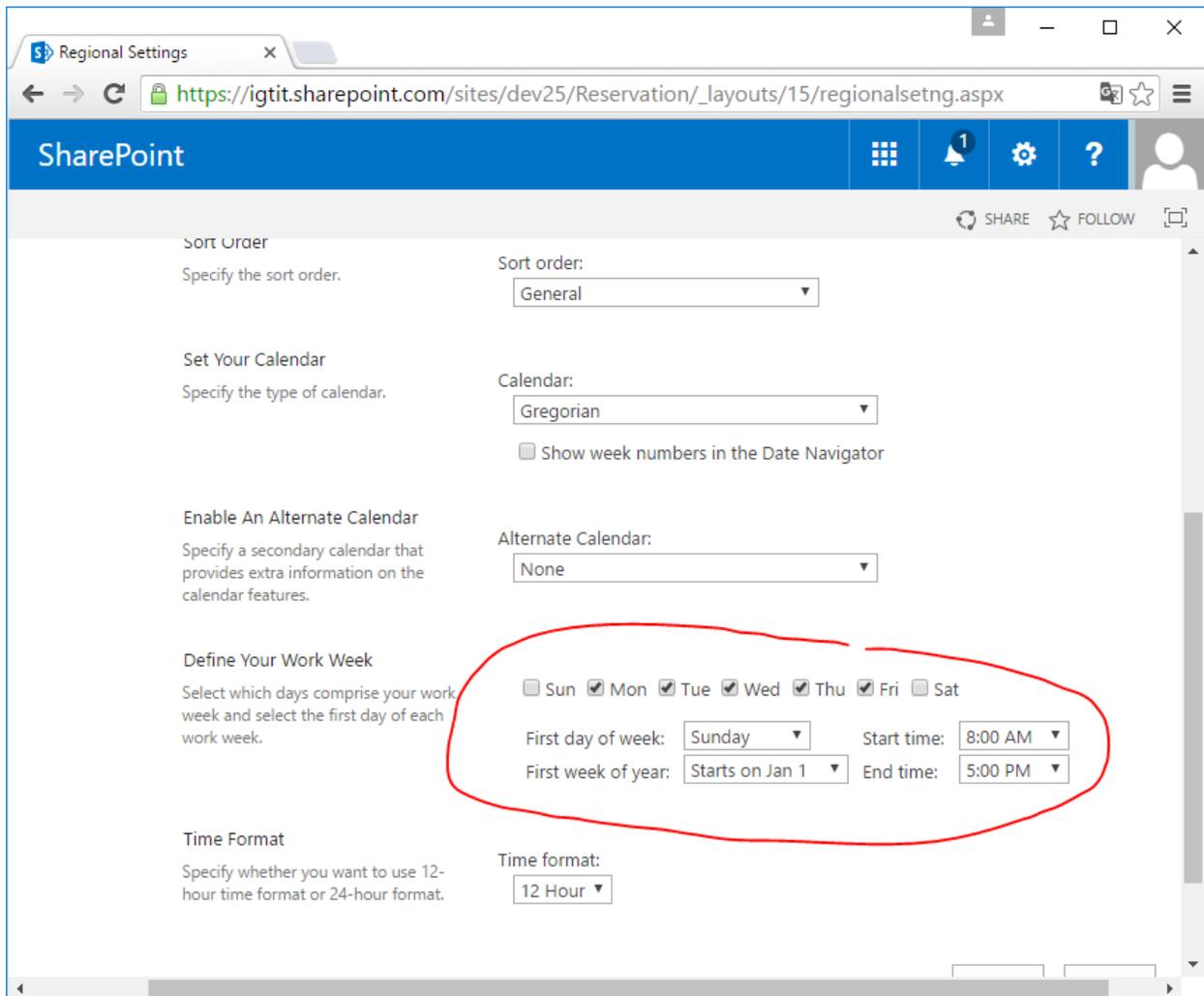
Settings of days and time

Only working hours are displayed on the time tape. To set the working time:

1. Go to the regional settings of the website.



2. Set the working hours and days.



The screenshot shows the SharePoint Regional Settings page. The 'Define Your Work Week' section is circled in red. It includes the following settings:

- Sort Order: General
- Set Your Calendar: Gregorian
- Enable An Alternate Calendar: None
- Define Your 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: 12 Hour

Only the working hours would be displayed on the timeline.