

# Booking system

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*www.YOURDOMAIN.xx/booking*

## A short introduction to the system

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The booking system is an optional addition to the admin system which enables you to add booked photoshoots in a calendar. Jobs/bookings added via the booking calendar will then show as a new job with job status 1 in admin.

## Contents

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[A short introduction to the system](#)

[Contents](#)

[How it works](#)

[Unavailable photographer](#)

[Warnings](#)

[Unconfirmed booking warning](#)

[Changes](#)

[Booking color codes](#)

[The photographers read only calendar view](#)

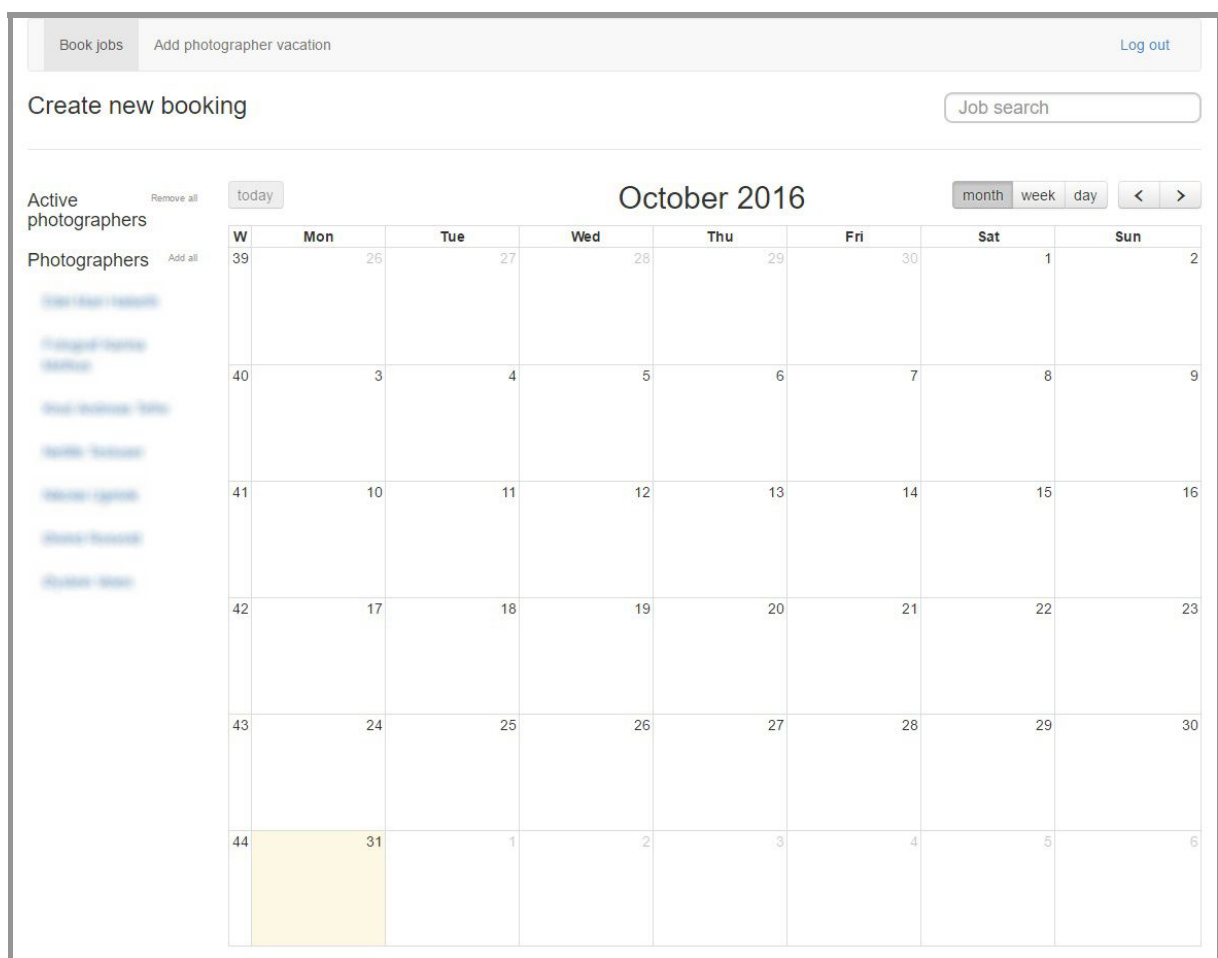
[How to define Booking confirmed email / SMS in /admin.](#)

## How it works

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Admin/Users Edit information: Add access keyword 'BOOKER' to users responsible for booking time and location for photo shoots.

Bookers then log in to *YourDomain.xx/booking*, for example:  
<http://www.volume-photography.com/booking>



The screenshot shows the 'Create new booking' interface. At the top, there are tabs for 'Book jobs' and 'Add photographer vacation', and a 'Log out' button. Below this is a 'Create new booking' section with a 'Job search' input field. The main area features a calendar for 'October 2016' with navigation options for 'month', 'week', and 'day', and arrows for navigation. To the left of the calendar is a list of 'Active photographers' with a 'Remove all' button and a 'today' button. The list includes names like 'John Smith', 'Mary Jones', etc. The calendar grid shows dates from 30 to 6, with the 31st highlighted in yellow.

	W	Mon	Tue	Wed	Thu	Fri	Sat	Sun
39		26	27	28	29	30	1	2
40		3	4	5	6	7	8	9
41		10	11	12	13	14	15	16
42		17	18	19	20	21	22	23
43		24	25	26	27	28	29	30
44		31	1	2	3	4	5	6

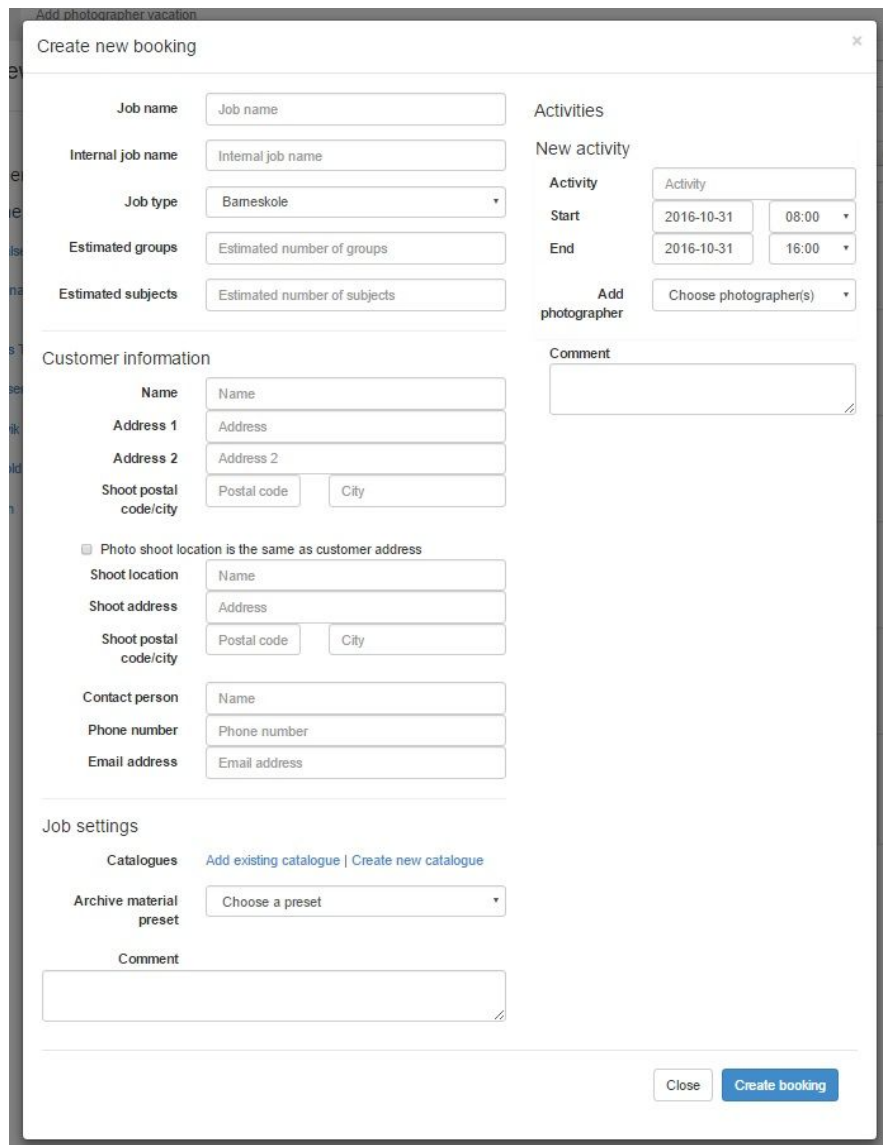
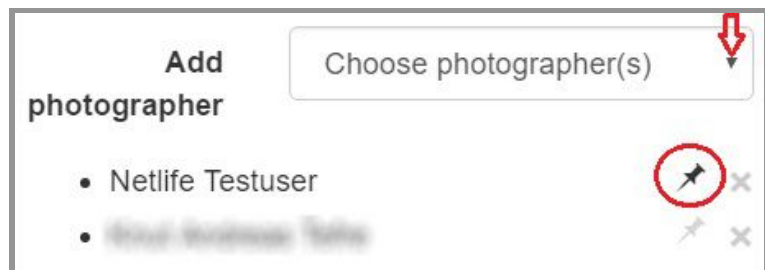
All photographer users are listed to the left, and the booker may select the photographers that are relevant for the new booking. These photographers will be added to the *Active photographers* list on the top left hand side.

The booker may then click on an available date in the calendar to add a new booking/photoshoot, and add all relevant booking details. Job information is defined on the left hand side of the dialogue, and the job activities are added on the right hand side. One booking may have several job activities each on different dates for example 'Student Photos' and 'Staff Photos'.

The Name field under *Customer information* has an auto search function which enables the booker to copy details from older bookings to streamline the new booking. If applicable, a hit list will appear when typing the customer name.

It is possible to add several email addresses in the *Contact person email* field using comma separation.

Add photographers by selecting names from the drop down list. The booker may define one of the photographers as head photographer by clicking the pin icon next to the name.

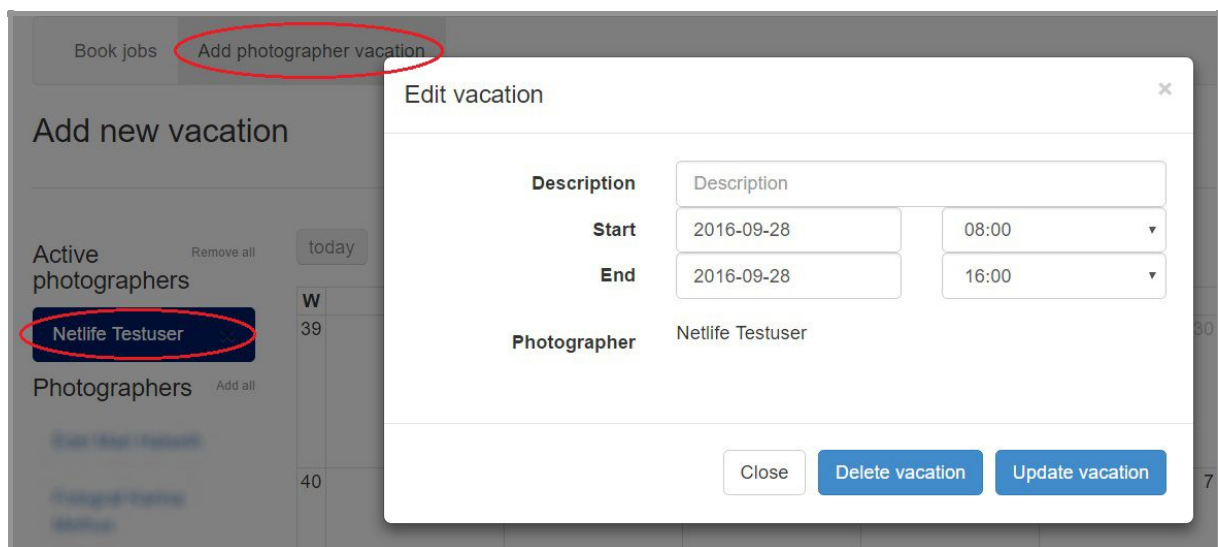



When all details are registered the booker then clicks *Create booking*, and a dialogue presenting the following options will appear:

- Create booking and add activity
  - Create booking and send confirmations
  - Create booking
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- By selecting *Create booking and add activity* the calendar will open in an *add activity for job name*-mode. When selecting a new date in the calendar the booking details will re-open, and the booker may add a second activity to the booking.
  - By selecting *Create booking and send confirmations* the booking will be registered, and shown in */admin* as a new job with job status 1. If a *booking confirmed email* is already defined in *Job Type Settings* this mail will be sent to *contact person email* and all photographers added to the booking.
  - Selecting *Create booking* will create the job and shown in */admin* as new job with job status 1

### Unavailable photographer

To define days/times when a photographer is unavailable the booker may define this by selecting the photographer in the list on the left hand side, clicking *add photographer vacation* at the top and selecting the correct date. A window will pop up, in which you can fill in the correct information.



The screenshot displays the 'Add new vacation' interface. At the top, there are two buttons: 'Book jobs' and 'Add photographer vacation', with the latter circled in red. Below these is a section for 'Active photographers' with a 'Remove all' button and a 'today' button. A list of photographers is shown, with 'Netlife Testuser' circled in red. To the right, a calendar grid shows the date '39' under the letter 'W'. A modal dialog box titled 'Edit vacation' is open, containing the following fields: 'Description' (text input), 'Start' (date: 2016-09-28, time: 08:00), 'End' (date: 2016-09-28, time: 16:00), and 'Photographer' (Netlife Testuser). At the bottom of the dialog are three buttons: 'Close', 'Delete vacation', and 'Update vacation'.

## Warnings

### Unconfirmed booking warning

In Admin-Settings one may define the number of days before an activity starts warning emails and sms to photographers that a booking is unconfirmed shall start distributing. The default value of 12 days will be used if no other value is defined.

- 12 days (if not changed in Admin-Settings) before a job activity is due all photographers added to the booking will receive a standardised text by email and sms:
  - Email: It is now 12 days left until the photoshoot at *job name activity name*. Please contact *contact person name, telephone, email* to confirm all details with them, and then login to *domain/booking/jobname* to confirm that this is done.
  - SMS: It is now 12 days left until the photoshoot at *job name activity name*. Please contact *contact person name, telephone, email* to confirm all details.
  
- When there are 11 days (if not changed in Admin-Settings) or less until a job activity is due, and the booking still is not confirmed by the head photographer, all photographers added to the booking will receive a standardised text by email and sms:
  - Email: It is now 11-10-9-8.. days left until the photo shoot at *job name activity name*. Please contact *contact person name, telephone, email* immediately to confirm all details with them, and then login to *domain/booking/jobname* to confirm that this is done.
  - SMS: It is now 11-10-9-8.. days left until the photo shoot at *job name activity name*. Please contact *contact person name, telephone, email* immediately to confirm all details.

## Changes

- If the photoshoot changes date/time/location all photographers added to the booking will receive a standardised text by email and sms, and an email will be sent to *contact person email*: The details for *job name activity name* has changed. @ACTIVITIES@ / @SHOOT\_LOCATION@ has been changed from *old info* till *new info*.
  - If one or more photographers are removed or added to a booking *all* photographers added to the booking will receive a standardised text by email and sms: Photographers defined for *job name activity name* has changed from *previous list of photographers* to *new list of photographers*.
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## Booking color codes

RED:	New booking not confirmed by photographer, and there are less than 12 days left until the first job activity
YELLOW:	New booking not confirmed by photographer, and there are more than 12 days left until the first job activity
GREEN:	Booking confirmed by photographer
WHITE:	Photographer is unavailable at this date/time

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## The photographers read only calendar view

When a photographer logs in to *domain/booking* to view the calendar all booking details shown will be presented as *read only* including a Google map for the photoshoot location. If the photographer has been defined as head photographer for the booking he/she will have the possibility to mark the booking as confirmed.

## How to define *Booking confirmed email / SMS* in */admin*.

Templates for the *Booking confirmed email* and *Booking confirmed SMS* are created by opening */admin/prophoto/emails/* and */admin/prophoto/mobile/*, creating a new template, adding the text of your choice and using the following tags where applicable:

- @ACTIVITIES@  
Lists activities for a job
  
- @SHOOT\_LOCATION@  
The name and address for the shoot location
  
- @BOOKER\_INFO@  
Name and contact information to the booker/customer contact
  
- @PHOTOGRAPHER\_INFO@  
Name and contact information to the photographer in charge
  
- @JOBTYPE@  
The job type name (Ex. School photo, Sport photo)

The mail template then needs to be defined as 'Booking confirmed email' in the appropriate job type settings.

When a booking has been created and the booker has clicked *Create booking and send confirmations* an email containing the booking details will be sent to *contact person email* and all photographers added to the booking.