

Booking system

www.YOURDOMAIN.xx/booking

A short introduction to the system

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.

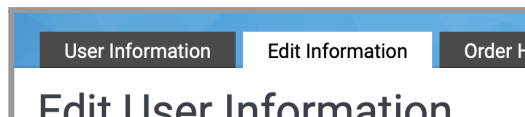
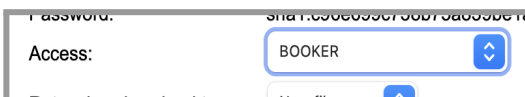
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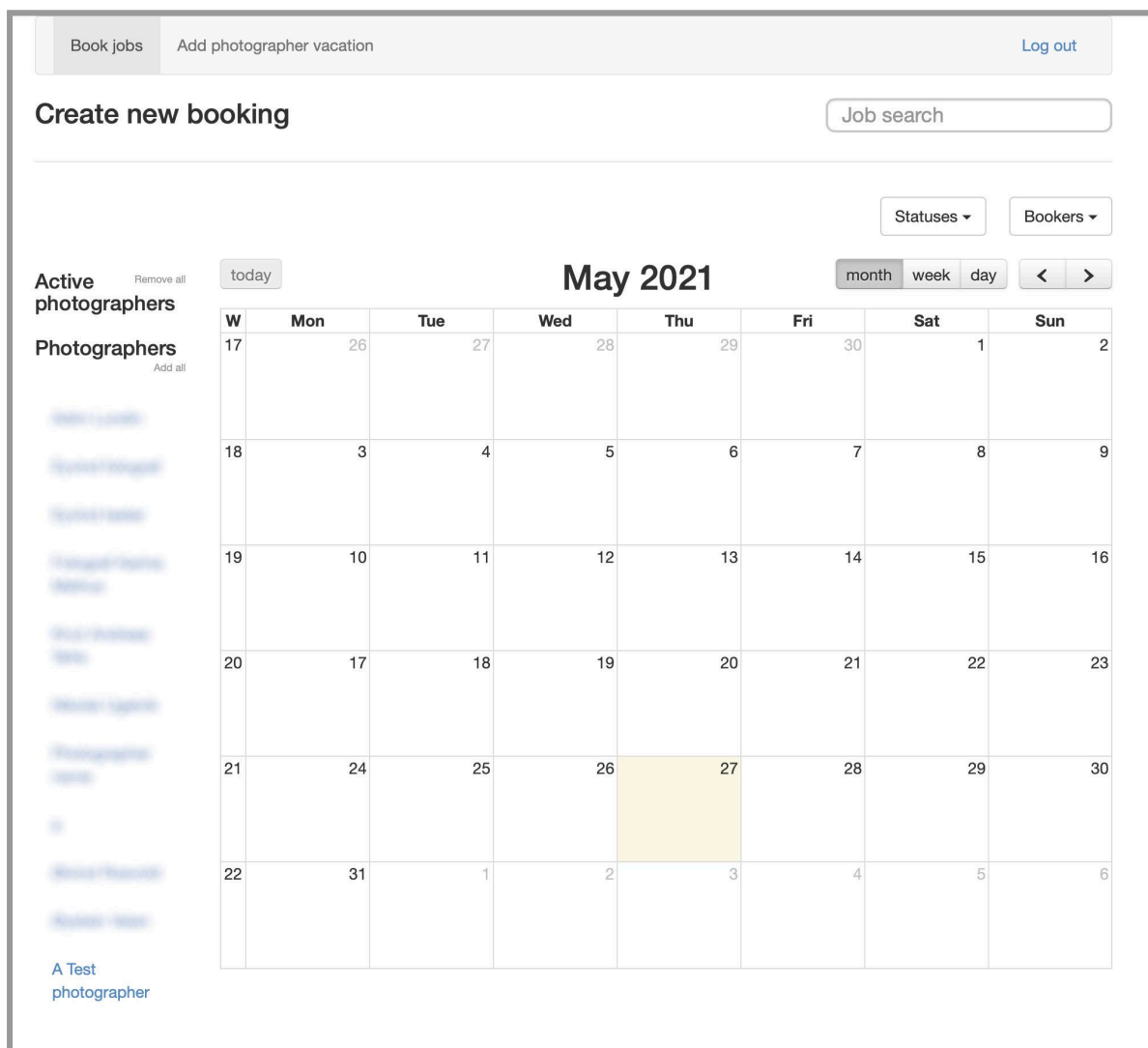
How it works

Access /booking

In *www.YourDomain.xx/admin/portal*
/users/ booker access may be given to the users
responsible for booking time and location for
photo shoots. Open the edit information site
and add the access keyword 'BOOKER' to users.

Bookers then log in to *www.YourDomain.xx/booking*. In the booking calendar 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.



Book jobs Add photographer vacation Log out

Create new booking Job search

Statuses Bookers

today May 2021 month week day < >

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

Active photographers Remove all

Photographers Add all

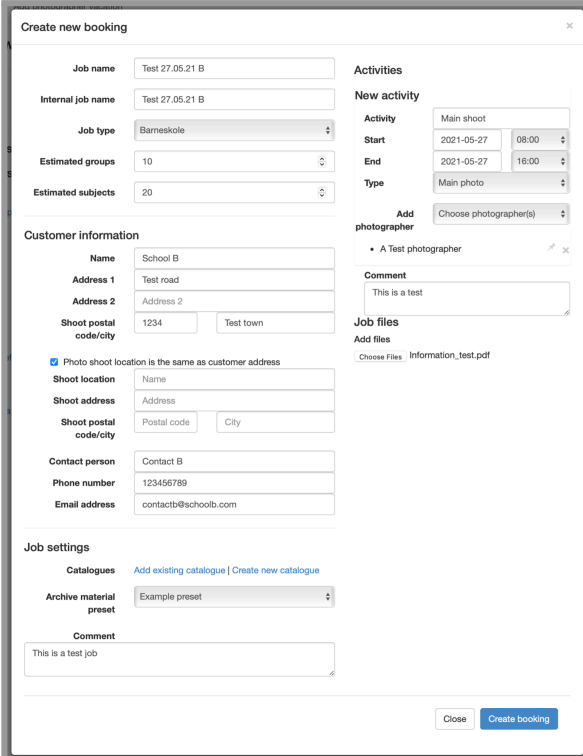
A Test photographer

Create new booking

To add a new booking/photoshoot click on a date in the calendar, 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'.

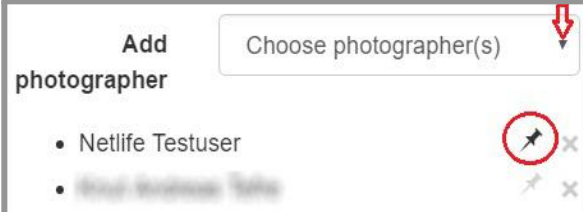
The Name field under *Customer information* has an auto search function which enables the booker to copy details from older bookings to streamline the new booking. If applicable, a hit list will appear when typing the customer name.

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



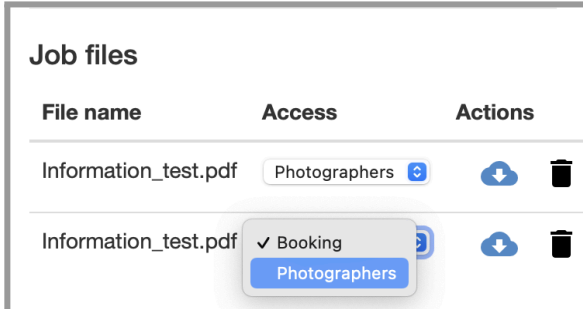
Add photographer





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.



Upload files

Upload files for the photographers or bookers to see by clicking *choose file* on the right hand side. Once the booking is completed click *create booking*. To make changes for the file(s) added open the edit window by clicking on the booking and change access for the file (see example screenshot). You may choose to give either *booking* or *photographers* access to the file(s).



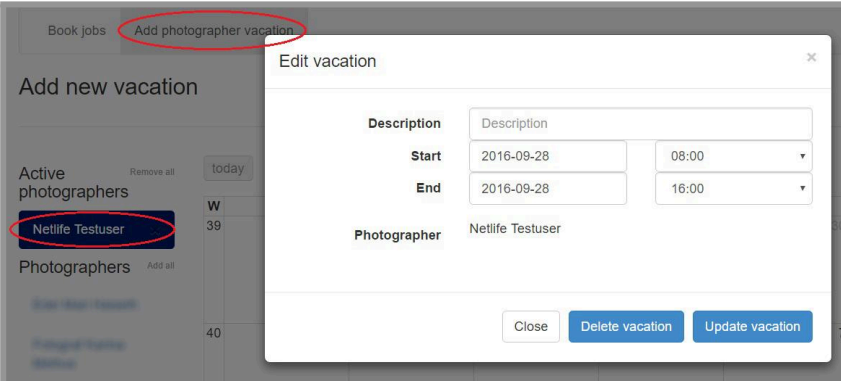
File name	Access	Actions
Information_test.pdf	Photographers	 
Information_test.pdf	✓ Booking Photographers	 

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
-
- 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 reopen, 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* and *booking confirmed sms* is already defined in *Job Type Settings* this mail and sms will be sent to *contact person email* and *phone number* 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

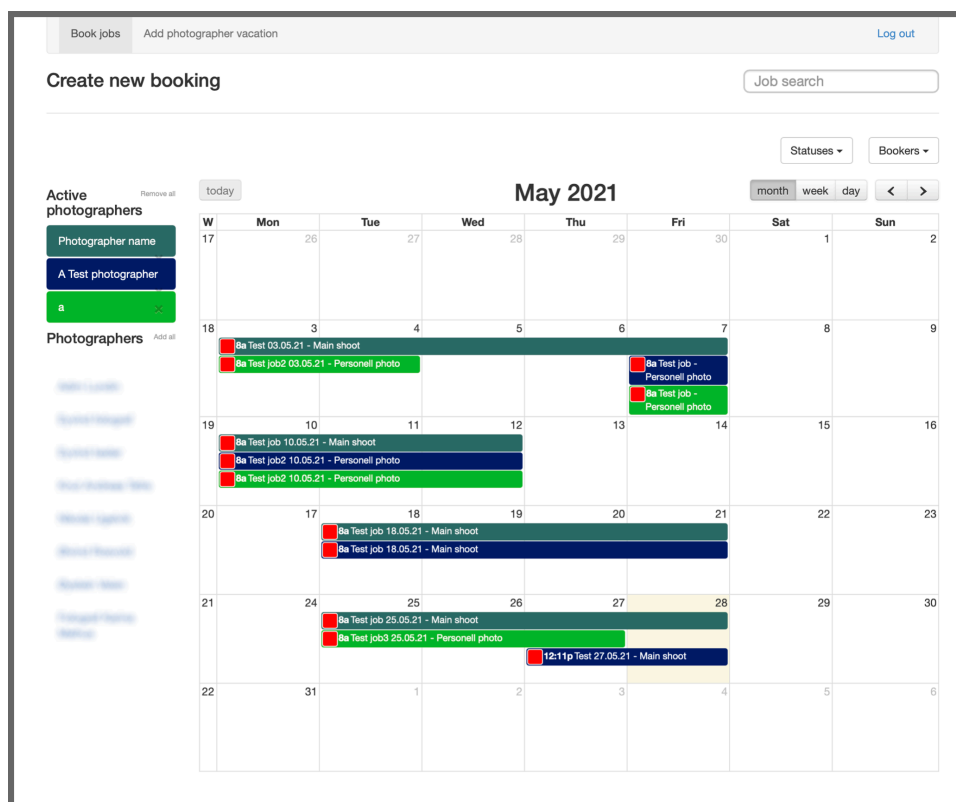
Unavailable photographer

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



The screenshot shows the Netlife Photosuite interface. On the left, there is a list of photographers under the heading 'Active photographers'. The photographer 'Netlife Testuser' is selected and highlighted with a red circle. At the top of the interface, there is a button labeled 'Add photographer vacation', which is also circled in red. A modal dialog box titled 'Edit vacation' is open in the foreground. The dialog box contains the following fields: 'Description' (a text input field), 'Start' (a date picker set to '2016-09-28'), 'End' (a date picker set to '2016-09-28'), and 'Photographer' (a dropdown menu set to 'Netlife Testuser'). At the bottom of the dialog box, there are three buttons: 'Close', 'Delete vacation', and 'Update vacation'.

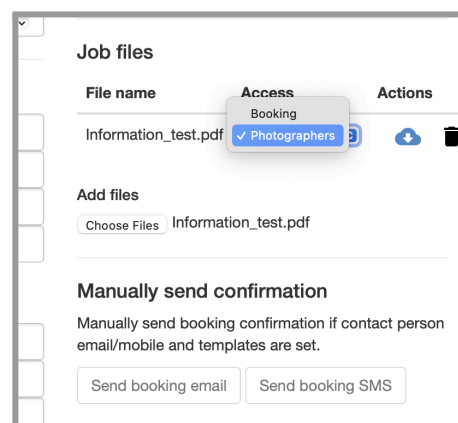
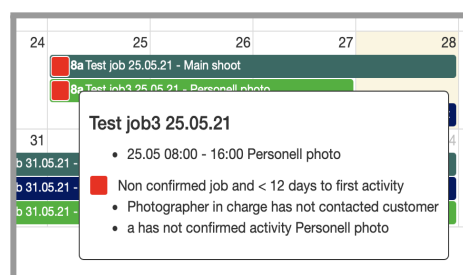
Calendar view and edit booking



When bookings are created and photographers are selected (set as active in the left hand side list), the calendar may look like the screenshot example above. The calendar may be viewed either by month, week or day. There is a search bar and filter choices on top that can be helpful to locate a specific shoot.

As shown each photographer has its own color to make the calendar tidy. Each shoot is presented with the job name and activity type. Mouse over the shoot to see some more information (see screenshot example to the right). To edit an already created booking click the shoot to open the edit booking window.

As mentioned in the *create booking* section, changes to eventual files uploaded to the booking may be done in the edit window. Booking confirmation may be sent manually from the edit window if contact person email/mobile and templates are set.



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

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. The photographer may also download files relevant to the job. If such files are uploaded they are located in the bottom right corner in the booking details window (see example screenshot).

Test 27.05.21 B

Job information

Job name	Test 27.05.21 B
Internal job name	Test 27.05.21 B
Booked by	Karina Melhus Booker
Job type	Barneskole
Estimated groups	10
Estimated subjects	20

Customer information

Name	School B
Address	Test road
Address 2	
Postalcode/city	1234 Test town

Shoot location

Name	School B
Address	Test road
Postalcode/city	1234 Test town

Comment
This is a test job

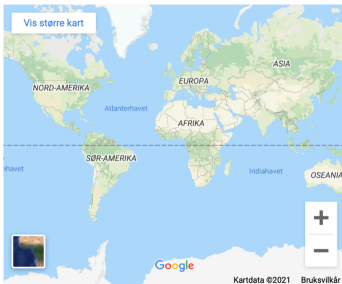
Contact person

Name	Contact B
Mobile	123456789
Email address	contactb@schoolb.com

Activities

Type	Main shoot
Date/Time	27.05 08:00 - 16:00
Photographers	• A Test photographer

Comment
This is a test



Job files

File name	Actions
Information_test.pdf	

Close

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. Value=0 will disable automatic email and sms booking reminders.

- 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.

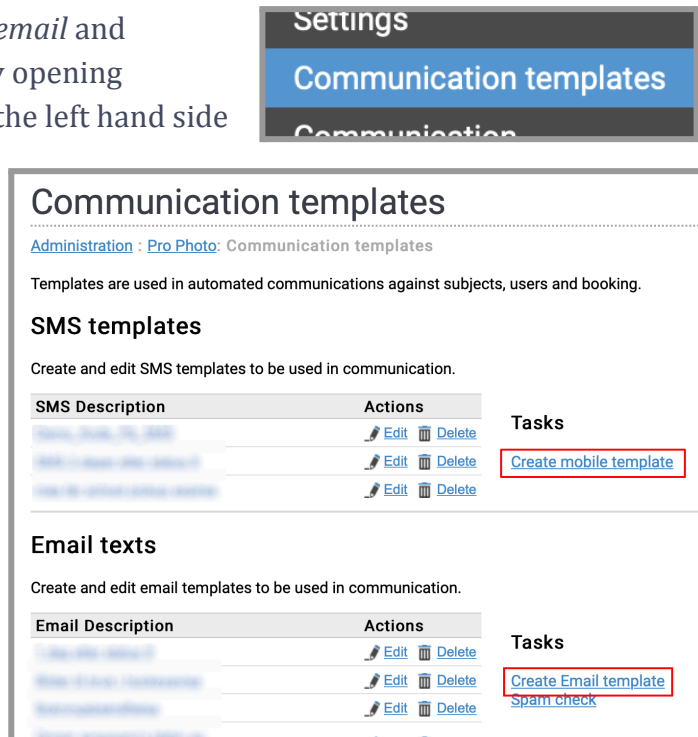
Changes

- 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*.

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

Templates for the *Booking confirmed email* and *Booking confirmed SMS* are created by opening *communication templates* (located in the left hand side menu in */admin*), creating a new sms or email 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)



Settings

Communication templates

Communication templates

Administration : Pro Photo : Communication templates

Templates are used in automated communications against subjects, users and booking.

SMS templates

Create and edit SMS templates to be used in communication.

SMS Description	Actions	Tasks
...	Edit Delete	Create mobile template
...	Edit Delete	
...	Edit Delete	

Email texts

Create and edit email templates to be used in communication.

Email Description	Actions	Tasks
...	Edit Delete	Create Email template Spam check
...	Edit Delete	
...	Edit Delete	

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.