


Priorities:	
1	Minor changes to be made immediately
2	Larger changes as soon as possible
3	Not essential, but would help a lot
4	On hold, will try to solve issues via guidelines, may require change to RBS at later date

Proposed changes to RBS:

Title	Type of field	Remarks
Name of meeting / event:*	<input type="text"/>	1 - Change of title only, now called "brief description" 2 - Make required field without which booking cannot be made
Informatics contact:*+	<input type="text"/>	1 - Create field and send email confirmation to both contact and booker 2 - Make required field without which booking cannot be made
Secondary contact:+	<input type="text"/>	3 - Create field and send email confirmation to both contact and booker (is it possible to make this a field that can take up to 3 email addresses?)
Date:*	19 <input type="text"/> Dec <input type="text"/> 2008 <input type="text"/>	Already exists
Duration:*	1 <input type="text"/> hours <input type="text"/> <input type="checkbox"/> all day	Already exists
Start Time:*	08 <input type="text"/> . 00 <input type="text"/>	1 - Create field 2 - Make required field without which booking cannot be made 2 - Add to report function
End Time:*	09 <input type="text"/> . 00 <input type="text"/>	1 - Create field 2 - Make required field without which booking cannot be made 2 - Add to report function
No. of people:*	<input type="text"/>	1 - Create field 2 - Make required field without which booking cannot be made
Lay-out:*	<input type="text"/>	1 - Create field 2 - Make required field without which booking cannot be made 3 - If possible only required field for GF meeting rooms with automatic email to

		reception
AV info	<p>* Yes/No drop-down menu, with – as default value: ‘AV required’ Description of required AV facilities: <input type="text"/></p> <p>* Yes/No drop-down menu, with – as default value: ‘Network connection required’</p>	
Cleaning*	Yes/No drop down menu, with – as default value.	4 – will try to arrange via guidelines to bookers, otherwise make required field with automatic email to Nicola Tait & Peter Thomson
Servitor*	Yes/No drop down menu, with – as default value.	4 – will try to arrange via guidelines to bookers, otherwise make required field with automatic email to Steve Downes
Catering:*	<p>* Yes/No drop-down menu, with – as default value: ‘Catering’</p> <p>Company name: <input type="text"/></p> <p>Contact name: <input type="text"/></p> <p>Contact details: <input type="text"/></p> <p>* Yes/No drop-down menu, with – as default value: ‘Requires use of GF Kitchen’</p> <p>Further info: <input type="text"/></p>	<p>1 – Create fields (further info should be a text box for about 7 lines)</p> <p>2 - Make Yes/No choices required fields without which booking cannot be made</p> <p>2 – Send email to David Wyse and Joanna Treichel if Yes is selected for use of GF kitchen</p>

Further details:		1 - Change of title only, now called “full description”
Rooms:	<input type="text" value="G.01 - Atrium"/> Use Control-Click to select more than one room	Already exists
Type:	<input type="text" value="Internal"/> → add more categories. Required are at least: internal / UoE / external	1 – add type ‘provisional’ (and add to report function)

Other functionality:

1) Minor changes to get started

- Open up to all admin staff with access to book and change their own bookings and assign a few people as administrators that maintain the system and can delete / change bookings
- Send automated emails to both booker and requestor confirming the booking and giving further information, such as to send attendee list (if external) to reception, to inform reception when cancelling booking, how to request AV support etc. This email should contain a link to a webpage with information about organising events in Informatics.
- Send automated emails to both booker and requestor when changes are made or the booking is deleted

2) Larger changes as soon as possible

- System should not accept booking if fields marked with * above are left blank

3) Not essential, but would help a lot

- System should not accept booking if fields marked + above do not contain valid DICE username / email address
- When making block bookings can we exclude the unavailable dates rather than refuse the whole booking?
- When looking up information regarding a booking, it now shows:
 - **Created By:** mvugts
 - **Last Updated:** 10:46:57 - Monday 16 March 2009
 - **Repeat Type:** Nonecould we have add a field “Last Updated By”?
- Optional, but helpful: Can the bookable resources be linked to the events so event show the bookable resources it is using and the resources show which event it is being used for?

4) On hold, will try to solve issues via guidelines, may require change to RBS at later date

- Info pop-ups at several items above, e.g. room lay-out, standard available AV etc.
 - Bookable resources: is it possible to add a function for booking posterboards that shows how many are left? Most people book out a number of boards, but hardly ever all boards are booked out for an event. It would be good if the system could show how many are booked out and how many remain available. For the time being we will split the posterboards in groups of 10.
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