Creating a Booking Pool in ILIAS

Overview

Create a booking pool

First, click on "Add New Item" to open the selection list of objects and select the object.

Basically, three booking pools, different in their function, can be generated.

1. Appointments on dates (with schedule)
2. Without a schedule, direct booking
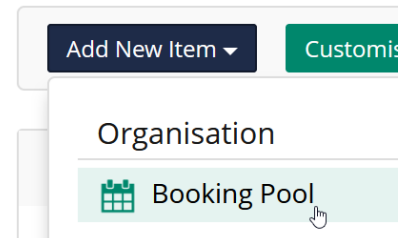3. Without a schedule, with preferences

Figure 1 Add New Booking Pool

What they all have in common is that when they are created, the booking pool is first given a title and, if necessary, a short summary of the content as an explanation.

Type: Assignments for appointments

This type is suitable for all time-dependent automatic bookings, such as rooms, devices or meeting dates.

Figure 2 Create a time-bound booking

For the later view of the received appointment reservations, it is recommended to specify a date range as a filter. As a result, only the reservations within this time slot will be displayed. In the example shown, these are all reservations for the next seven days. This means that you have a weekly preview of upcoming reservations, such as office hours.

In order to provide a booking pool, the status "online" must be activated. For a booking pool with a schedule, it is necessary that a schedule has already been defined.

Figure 3 Creating a Schedule

First of all, the individual appointments applied. For each appointment, the corresponding period and days of the week are defined. The number of the individual dates can be chosen freely.
There are three options available for the latest possible booking of an appointment.

1. X hours prior to booking period:
   Bookings can be made up to n-hours before a single appointment.
2. Until begin of booking period.
   Bookings can only be made up to the beginning of a single time slot.
3. Until end of booking period.
   Bookings can be made until the end of a single time slot.

The validity period of a schedule is narrowed down in the "Availability" section. Before and after this period, no appointments are displayed.

Type: "No schedule, with direct booking"

This type is suitable for the automatic reservation of, for example, seminar topics or places. A booking takes place directly. That means a decision for a booking item (e.g., topic) is made directly here. This is reinforced accordingly by limiting the number of bookings per user.

Figure 4 Direct booking without a schedule

Type: "No schedule, with preference"

This type is suitable for the automatic reservation of e.g. seminar topics or places by naming one or more preferences. A final booking or assignment takes place after the expiry of a period.

Figure 5 Booking with preferences

Creating Booking Objects

The "Add Object" tab opens the input mask to add booking objects (posting elements such as unit topics).

A booking object is always described or structured in two areas.

1. Information and materials visible to all before booking
2. Information and materials for the person(s) who have booked the property (after booking)
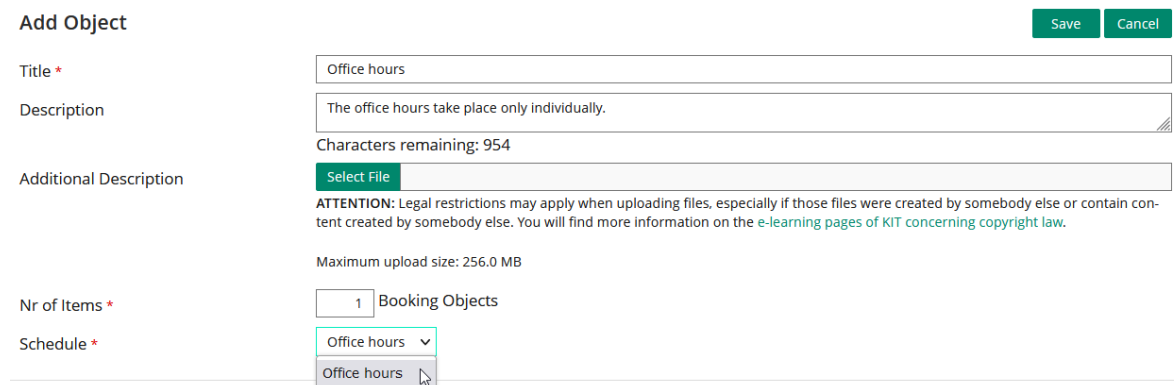
Time-dependent booking objects

Title: The booking object can already be described in the title, e.g. what kind of appointment it is.

Summary: Here an appointment can be further specified, e.g. to provide information on necessary documents for an appointment.

Additional description: Additional material can be attached here in file form.

Quantity: The number specifies the number of available appointments within a period of time.

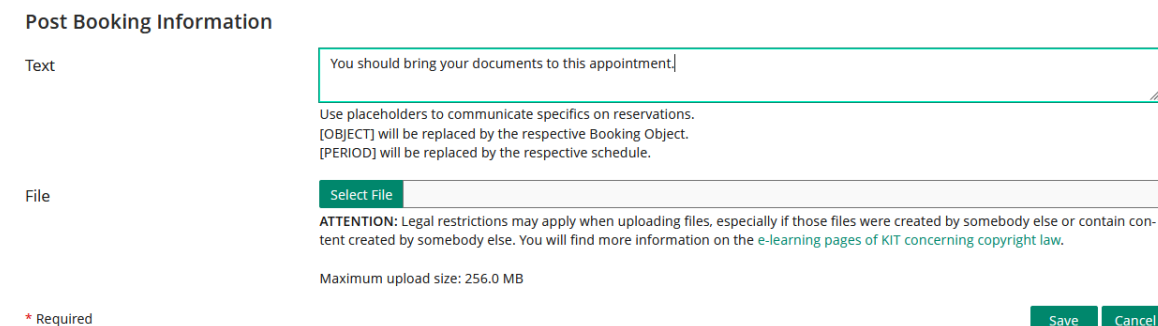**Schedule:** This is where the associated schedule is selected.

Figure 6 Object Settings

Under "Post Booking Information" you can enter information and materials that only become accessible after the booking has been made.

Figure 7 Post Booking Information

Booking objects without a schedule

"Add objects" opens the input mask, in which all information and materials related to the posting element can now be entered or attached.

Information area of the object, which is visible to all.

Title: The title can already roughly describe the topic of the presentation.
Summary: Here the topic can be further specified and further information on the scope or similar can be given.
Additional description: For more complex topics (or other booking objects), additional material can be attached here in file form.
Quantity: This determines how often an object can be booked.

Information that is only available after booking.

Text: Information e.g. on meetings, deadlines, etc.
File: The working materials for the object (e.g. A bibliography), which should only be available to the "bookers". These will be displayed or offered after booking.

Figure 8 E.g. Topic of the presentation

Figure 1 Information after a booking (student view)

All information, the number of bookings and the attached files can be exchanged subsequently. For the files, the option "Delete existing file" must be activated, otherwise the old one will be retained.

Overview of the bookings made

The view of the list of the completed bookings depends on the respective booking type.

Overview of "Occupancy for appointments" and "No schedule, direct booking"

In the case of a booking pool with a schedule, as well as direct booking, all bookings made are listed in the "Reservations" tab.

Figure 9 Reservations for time-based bookings

In this view you will find all the management functions for the reservations received. Filter functions can be used to display reservations as required. Individual appointments can be cancelled or deleted directly. The "Export" function offers the possibility to download the reservations as a table.

The overview of direct reservations offers the same management options. However, the filtering is done here in relation to an object and not to a period of time. Reservations can be cancelled by both participants and administrators (lecturers). It is advisable to formulate a reliable procedure for cancellations.

Figure 10 Direct Booking Reservations

Overview of "No schedule, using preferences"

In the case of a booking pool of the type "No schedule, with preferences", the bookings made are stored in the "Participant" is displayed. The view can be changed by participant or objects/topics can be filtered. The "Assign booking object" option can be used to manually assign an object, e.g. to defaulting participants.

Figure 11 Reservation with preference

Info & Contact

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