

# Creating a Booking Pool in ILIAS

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## 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

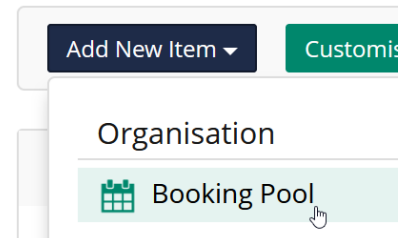


Figure 1 Add New Booking Pool

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.

Edit Booking Pool

Save

Title \*

Time bound Booking

Description

Booking Mode \*

☒ Fixed Schedule  
This type can be used for rooms, video projectors and such.

Period for the reservation list

Days  
The default value for the period-filter in days from the current date.

Reminder

☐ Send list of own reservations to users and full list of reservations to admins. Note: The corresponding cron job "Send Reservation Notifications" is currently not activated.

☐ No Schedule, Direct Booking  
This type can be used for seminar papers, seminar places and such. Participants can book items directly.

☐ No Schedule, Using Preferences  
This type can be used for seminar papers, seminar places and such. Participants will indicate their preferences. Items will be assigned automatically after the preferences deadline.

Public Reservations

☐ Users having the "read" permission only will also see reservations of other users.

Availability

Online

☒

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.

Edit Schedule

Save

Title \*

Office hours

Weekdays \*

From: 09 : 00 Until: 09 : 30 +

Mo ☐ Tu ☒ We ☒ Th ☒ Fr ☐ Sa ☐ Su ☐

From: 10 : 00 Until: 10 : 30 -

Mo ☐ Tu ☐ We ☒ Th ☐ Fr ☐ Sa ☐ Su ☐

Valid booking times for each day (HH:MM-HH:MM)

Booking deadline \*

☒ X hours prior to booking period

Deadline

24 Hours


Minimum time between booking and booked period

☐ Until begin of booking period  
☐ Until end of booking period


---

Availability

Start Time

22.04.2024 08:00 

Finish Time

05.07.2024 23:55 

\* Required

Save

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.

Edit Booking Pool

Save

Title \*

No Schedule, Direct Booking

Description

Booking Mode \*

☐ Fixed Schedule  
This type can be used for rooms, video projectors and such.
   
☒ No Schedule, Direct Booking  
This type can be used for seminar papers, seminar places and such. Participants can book items directly.
 

Limit number of book-ings

1

Bookings per User

  
☐ No Schedule, Using Preferences  
This type can be used for seminar papers, seminar places and such. Participants will indicate their preferences. Items will be assigned automatically after the preferences deadline.

Public Reservations

☐
  
Users having the "read" permission only will also see reservations of other users.

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.

Edit Booking Pool

Save

Title \*

No Schedule, Using Preferences

Description

Booking Mode \*

☐ Fixed Schedule  
This type can be used for rooms, video projectors and such.
   
☐ No Schedule, Direct Booking  
This type can be used for seminar papers, seminar places and such. Participants can book items directly.
   
☒ No Schedule, Using Preferences  
This type can be used for seminar papers, seminar places and such. Participants will indicate their preferences. Items will be assigned automatically after the preferences deadline.
 

Number of Preferences \*

1

Preferences

Number of preferences each participant can indicate.

Deadline \*

30.04.2024 12:00

Preferences can be given up to this point.

Public Reservations

☐
  
Users having the "read" permission only will also see reservations of other users.

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

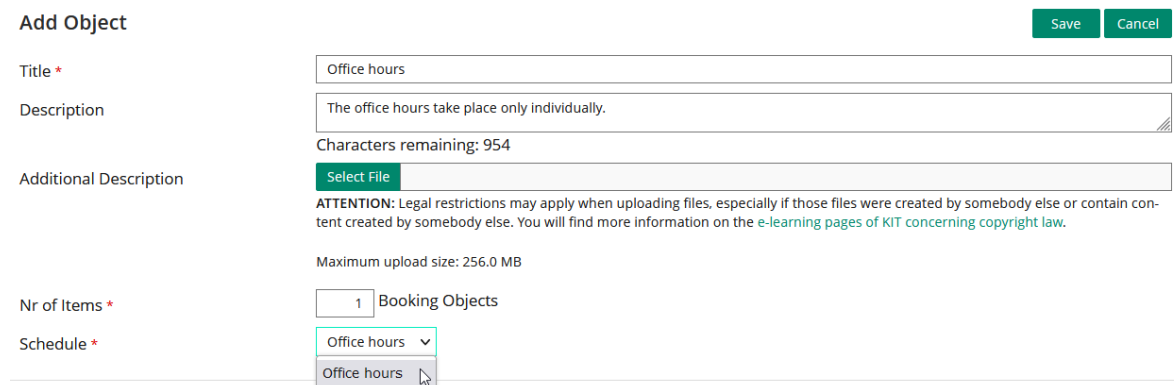
**Title:** The booking object can already be described in the title, e.g. what kind of appointment it is.

**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.



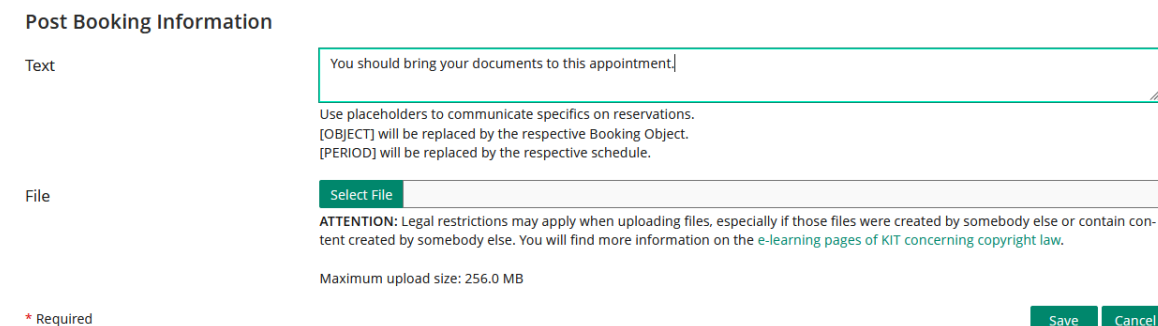
The screenshot shows the 'Add Object' form with the following fields and values:

- Title \***: Office hours
- Description**: The office hours take place only individually. (Characters remaining: 954)
- Additional Description**: Select File (ATTENTION: Legal restrictions may apply when uploading files, especially if those files were created by somebody else or contain content created by somebody else. You will find more information on the [e-learning pages of KIT concerning copyright law](#). Maximum upload size: 256.0 MB)
- Nr of Items \***: 1 Booking Objects
- Schedule \***: Office hours (dropdown menu)

Buttons: Save, Cancel

Figure 6 Object Settings

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



The screenshot shows the 'Post Booking Information' form with the following fields and values:

- Text**: You should bring your documents to this appointment. (Use placeholders to communicate specifics on reservations. [OBJECT] will be replaced by the respective Booking Object. [PERIOD] will be replaced by the respective schedule.)
- File**: Select File (ATTENTION: Legal restrictions may apply when uploading files, especially if those files were created by somebody else or contain content created by somebody else. You will find more information on the [e-learning pages of KIT concerning copyright law](#). Maximum upload size: 256.0 MB)

\* Required

Buttons: Save, Cancel

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.

Edit Object
Save

Title \*

Theme No. 1

Description

Discuss Arthur Schopenhauer's position on Immanuel Kant's philosophical approach. Please note ...  
Further information can be found in the attached article.

Additional Description

article.pdf

Select File

**ATTENTION:** Legal restrictions may apply when uploading files, especially if those files were created by somebody else or contain content created by somebody else. You will find more information on the [e-learning pages of KIT concerning copyright law](#).

Maximum upload size: 256.0 MB

☐ Delete Existing File

Nr of Items \*

1 Booking Objects

---

Post Booking Information

Text

In your presentation, please take **care that ...**  
Use placeholders to communicate specifics on reservations.  
[OBJECT] will be replaced by the respective Booking Object.  
[PERIOD] will be replaced by the respective schedule.

File

biography.pdf

Select File

**ATTENTION:** Legal restrictions may apply when uploading files, especially if those files were created by somebody else or contain content created by somebody else. You will find more information on the [e-learning pages of KIT concerning copyright law](#).

Maximum upload size: 256.0 MB

☐ Delete Existing File

Figure 8 E.g. Topic of the presentation

Your booking has been confirmed.

Post Booking Information

In your presentation, please take care that ...

Download: [biography.pdf](#)

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.

Figure 1 Information after a booking (student view)

## 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.

Booking Objects **Reservations** Info Settings Schedules Participants Permissions

Reservations

Object:

Object Title/Description:

Date Range: From  to

Slot:

Show past reservations: ☐

Status:

User:

(1 - 1 of 1)

Columns Rows Export

Title	Date	WK	Weekday	Slot	No. of Objects	User	Actions
<input type="checkbox"/> Office hours	19. Jun 2024	25	We	09:00 - 09:30	1		<a href="#">Cancel Reservation</a> <a href="#">Delete</a>

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.



## No Schedule, Direct Booking

Actions ▾

Booking Objects **Reservations** Info Settings Participants Permissions

### Reservations

Object:  Object Title/Description:  Show past reservations: ☐ Status:  User:

(1 - 1 of 1) Columns ▾ Rows ▾ Export ▾

	Title ↑	Status	User	Actions
<input type="checkbox"/>	Theme No. 1			Cancel Reservation Delete
<input type="checkbox"/>	Select All			

(1 - 1 of 1)

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.



## No Schedule, Using Preferences

Actions ▾

Overview Booking Objects **Reservations** Info Settings Participants Permissions

### Reservations

Object:  Object Title/Description:  Show past reservations: ☐ Status:  User:

(1 - 1 of 1) Columns ▾ Rows ▾ Export ▾

	Title ↑	Status	User	Actions
<input type="checkbox"/>	Theme No. 2			Cancel Reservation Delete
<input type="checkbox"/>	Select All			

Figure 11 Reservation with preference



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## Info & Contact

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### Licence note



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### Imprint

**Publisher:** Karlsruhe Institute of Technology (KIT), Kaiserstraße 12, 76131 Karlsruhe

**Contact:** Adenauer Ring 12 (InformatiKom) 76131 Karlsruhe Germany Phone: +49 721 608-48200 E-Mail: [zml-info@sdn.kit.edu](mailto:zml-info@sdn.kit.edu)