

# Creating a booking pool in ILIAS

## Overview

<b>Creating a booking pool in ILIAS .....</b>	<b>1</b>
<i>Create Booking Pool .....</i>	2
Type: Occupancy for appointments .....	2
Type: "No schedule, with direct booking" .....	4
Type: "Without a schedule, with preference" .....	5
<i>Create Quotes.....</i>	5
Time-dependent offers .....	5
Offers without schedule.....	7
Bulk creation of quotations.....	8
<i>Overview of bookings made .....</i>	9
Overview under "Occupancy on dates" and "Without schedule, direct booking" .....	9
Overview at "No schedule, with preferences" .....	10
<i>Info &amp; Contact .....</i>	11
Last update 2025/04/30.....	11
License Notice .....	11
Imprint.....	11

---

Important information is marked in yellow.

Additional information is marked in blue.

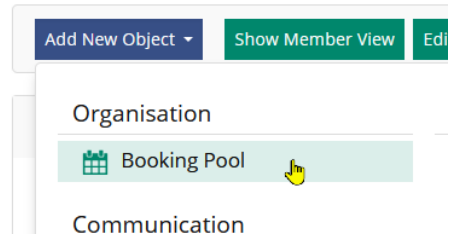
---

## Create Booking Pool

First, open the selection list of objects via **"Add new object"** and select the object.

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

1. Registrations for appointments (with schedule)
2. No schedule, direct booking
3. Without a schedule, with preferences



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

### Type: Occupancy for appointments

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

For the later view of the appointment reservations received, it is advisable to specify a date range as a filter. This will only show the reservations within that time window. 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.

To provision a booking pool, the "online" status must be activated. For a booking pool with a schedule, a prerequisite for this is that a schedule has already been defined.

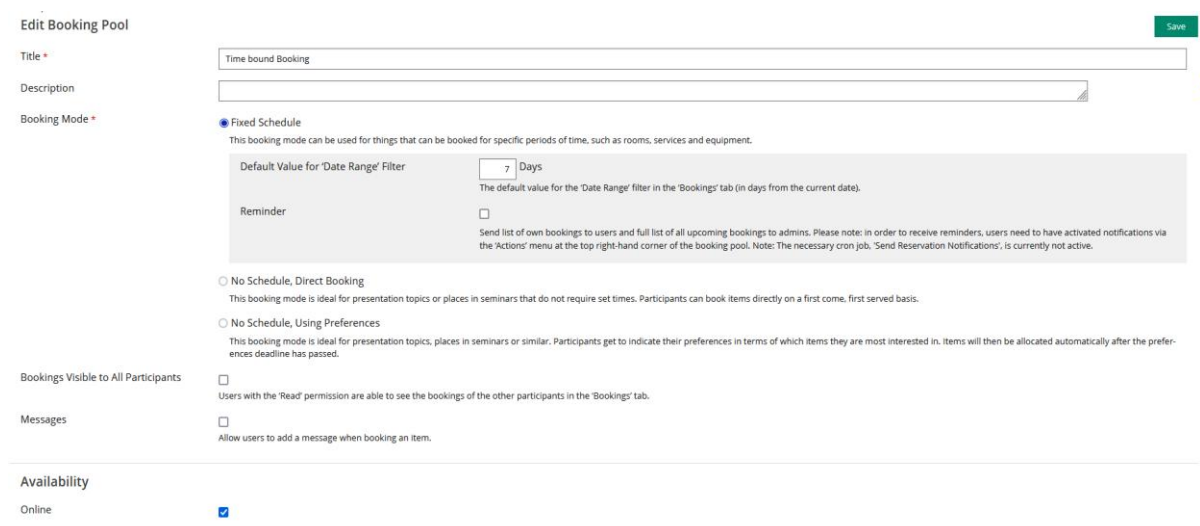


Figure 1 Creating an Appointment-Based Posting

\* Required

### Edit Schedule

Save

Title \*

Time Slots \*

From:  :  Until:  :

Mo ☐ Tu ☒ We ☒ Th ☒ Fr ☐ Sa ☐ Su ☐

From:  :  Until:  :

Mo ☐ Tu ☐ We ☒ Th ☐ Fr ☐ Sa ☐ Su ☐

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

Bookings Can Be Made Until: \*

☒ X hours before time slot begins

Deadline  Hours before start of timeslot.  
Minimum time between booking and booked period

☐ Time slot begins

☐ Time slot ends

---

### Availability

Start

End

\* Required

Save

Figure 2 Creating a Schedule

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

1. Up to n hours before the start of the time slot.  
Bookings can be made up to n hours before a single appointment.
2. Until the beginning of the time window.  
Bookings can only be made up to the beginning of a single time slot.
3. Until the end of the time window.  
Bookings can be made until the end of a single time slot.

The validity period of a schedule is limited in the "Availability" area. No appointments are displayed before or after this period.

## Type: "No schedule, with direct booking"

This type is suitable for the automatic reservation of e.g. seminar topics or places. A booking takes place directly. This means that a decision for an offer (e.g. topic) takes place directly. This is reinforced by the limitation of the number of bookings per user.

\* Required

**Edit Booking Pool** Save

Title \*

Description

Booking Mode \*

☐ Fixed Schedule  
This booking mode can be used for things that can be booked for specific periods of time, such as rooms, services and equipment.

☒ No Schedule, Direct Booking  
This booking mode is ideal for presentation topics or places in seminars that do not require set times. Participants can book items directly on a first come, first served basis.

Limit Number of Bookings  Bookings per User

☐ No Schedule, Using Preferences  
This booking mode is ideal for presentation topics, places in seminars or similar. Participants get to indicate their preferences in terms of which items they are most interested in. Items will then be allocated automatically after the preferences deadline has passed.

Bookings Visible to All Participants ☐  
Users with the 'Read' permission are able to see the bookings of the other participants in the 'Bookings' tab.

Messages ☐  
Allow users to add a message when booking an item.

---

**Availability**

Online ☒

Figure 3 Direct booking without a schedule

## Type: "Without a schedule, with preference"

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

\* required

Edit Booking Pool Save

Title \*

Description


Booking Mode \*

☐ Fixed Schedule  
This booking mode can be used for things that can be booked for specific periods of time, such as rooms, services and equipment.

☐ No Schedule, Direct Booking  
This booking mode is ideal for presentation topics or places in seminars that do not require set times. Participants can book items directly on a first come, first served basis.

☒ No Schedule, Using Preferences  
This booking mode is ideal for presentation topics, places in seminars or similar. Participants get to indicate their preferences in terms of which items they are most interested in. Items will then be allocated automatically after the preferences deadline has passed.

Number of Preferences \*  Preferences  
Number of preferences each participant is required to state.

Deadline \*    
Preferences can be stated up to this point.

Bookings Visible to All Participants ☐  
Users with the 'Read' permission are able to see the bookings of the other participants in the 'Bookings' tab.

Messages ☐  
Allow users to add a message when booking an item.

---

Availability

Online ☒

Figure 4 Booking with preference

## Create Quotes

Via the tab "Offers" you open the input mask to add offers (booking elements such as presentation topics). Quotations can be created individually ("Add Quotation") or in groups ("Bulk Creation").

An offer is always described or structured in two areas.

1. For all information and materials available prior to booking
2. Information and materials for the person(s) who have booked the property (after booking)

## Time-dependent offers

**Title:** The offer 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 obtain information on necessary documents for an appointment.

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

**Count:** The count determines the amount of available appointments within a time period.

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

**Edit Bookable Item** Save

Title \*

Description

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

Number of Items \*  Bookable Items

Schedule \*

Figure 5 Object Settings

Under "Information after a booking", information and materials can be posted that will only be accessible after the booking has been made.

**Booking Information**

Text

Use placeholders to include booking-specific information.  
[OBJECT] will be replaced by the respective Bookable Item.  
[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 Save

Figure 6 Information about an appointment

## Offers without schedule

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

### Information area of the object, which is visible to everyone.

**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 posting 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 are to be available only to the "bookers". These will be displayed or offered after booking.

\* Required

**Edit Bookable Item** Save

**Title \***

**Description**   
Further information can be found in the attached article.

**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

☐ Delete Existing File

**Number of Items \***  Bookable Items

---

**Booking Information**

**Text**   
Use placeholders to include booking-specific information.  
[OBJECT] will be replaced by the respective Bookable Item.  
[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

Figure 7 Example: Presentation topic

Your booking has been confirmed.

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 afterwards. For the files, the option "Delete existing file" must be activated, otherwise the old one will be retained.

Figure 8: Information after a booking (student view)

## Bulk creation of quotations

Offers that are largely identical can be generated in one step using the "Mass creation" option. The individual offers are defined by a title, description and number of booking options. The data is separated by semicolon or TAB, entered line by line. Special characters such as " are to be avoided. For time-dependent bookings, a schedule can also be assigned. This can be replaced at a later date for the individual offers.

Bulk Creation ×

\* Required

Item Data

Title; Description;  
Number of Units\*

Calendar week 29	Occupancy room 08/15	2
Calendar week 30	Occupancy room 08/15	2
Calendar week 31	Occupancy room 08/15	2
Calendar week 32	Occupancy room 08/15	2
Calendar week 33	Occupancy room 08/15	2
Calendar week 34	Occupancy room 08/15	2
Calendar week 35	Occupancy room 08/15	2

Enter title, description and number of units separated by semicolon or TAB character (if importing from spreadsheet software). Use one line per item.

Schedule\* Office hours ▼

\* Required

Save Cancel

Figure 9: Bulk creation of booking offers

Large series of booking offers, e.g. topics for seminar papers, can be conveniently prescribed and inserted.

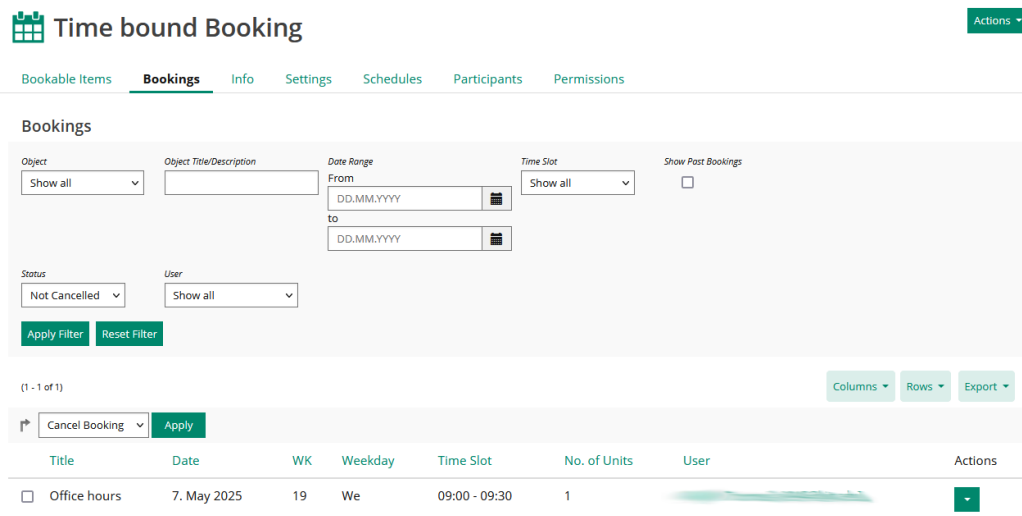


## Overview of bookings made

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

### Overview under "Occupancy on dates" and "Without 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.



**Time bound Booking** Actions

Bookable Items **Bookings** Info Settings Schedules Participants Permissions

**Bookings**

Object: Show all Object Title/Description:  Date Range: From  DD.MM.YYYY to  DD.MM.YYYY Time Slot: Show all Show Past Bookings: ☐

Status: Not Cancelled User: Show all

Apply Filter Reset Filter


(1 - 1 of 1) Columns Rows Export

Cancel Booking Apply

Title	Date	WK	Weekday	Time Slot	No. of Units	User	Actions
<input type="checkbox"/> Office hours	7. May 2025	19	We	09:00 - 09:30	1		<span></span>

Figure 10 Reservations for time-dependent bookings

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


**No Schedule, Direct Booking**
Actions ▾

[Bookable Items](#)
[Bookings](#)
[Info](#)
[Settings](#)
[Participants](#)
[Permissions](#)

**Bookings**

Object  
Show all ▾

Object Title/Description

Show Past Bookings  
☐

Status  
Show all ▾

User  
Show all ▾

Apply Filter
Reset Filter

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

Cancel Booking ▾
Apply


Title ↑	Status	User	Actions
<input type="checkbox"/> Theme No. 1			


Figure 11 Reservations for direct booking

The overview of direct reservations offers the same management options. However, the filtering here is based on an object and not on a time period.

Reservations can be cancelled by both participants and administrators (lecturers). It is advisable to formulate a reliable procedure for cancellations.

## Overview at "No schedule, with preferences"

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


**No Schedule, Using Preferences**
Actions ▾

[Overview](#)
[Bookable Items](#)
[Bookings](#)
[Info](#)
[Settings](#)
[Participants](#)
[Permissions](#)

Run Allocation Process

**Bookings**

Object  
Show all ▾

Object Title/Description

Show Past Bookings  
☐

Status  
Show all ▾

User  
Show all ▾

Apply Filter
Reset Filter

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

Cancel Booking ▾
Apply


Title ↑	Status	User	Actions
<input type="checkbox"/> Ground Beetle Family			
<input type="checkbox"/> Calant All			

Figure 12 Reservation with preference

## Info & Contact

**Last update** 2025/04/30

### License Notice



This manual from the Center for Technology Enhanced Learning (ZML) at the Karlsruhe Institute of Technology (KIT) is licensed under a Creative Commons Attribution 4.0 International License.

### Imprint

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

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