



Calendar Browser V7, User manual

Content

1	INTRODUCTION	2
2	CALENDAR BROWSER IN OUTLOOK	2
2.1	THE CALENDAR VIEW.....	2
2.2	THE CALENDAR BROWSER FOLDER	3
3	INSTALL CALENDAR BROWSER CLIENT	3
4	BROWSING ROOMS	6
4.1	ADD CALENDAR GROUP	6
4.2	SEVERAL CALENDAR GROUPS	6
4.3	SEE RESOURCES	7
4.4	VIEWS	7
4.5	SEARCH FOR ROOMS	8
4.6	SEE DESCRIPTIONS OF ROOMS	9
5	BOOKING	9
5.1	BOOK A RESOURCE	9
5.2	BOOK SUPPLIES	10
5.3	PROJECT	11
5.4	INVITE ATTENDEES.	12
5.5	CANCEL A BOOKING.....	13
6	OVERVIEW	13
6.1	CHOOSE DATE AND PERIOD	13
6.2	DESIGN ALTERNATIVES	13
6.3	DAY LIST	16
6.4	ORDERS REPORT	16
6.5	BOOK FROM WITHIN THE OVERVIEW	17
6.6	OPEN AN APPOINTMENT	17
6.7	PRINT.....	17
7	REMOVE CALENDAR BROWSER CLIENT	18



1 INTRODUCTION

Use *Calendar Browser* for Outlook when you want to book any kind of resource within your organization. It could be rooms, cars, machines or even people. *Calendar Browser* is an add-on to Outlook, so you don't have to learn a new program to make the bookings. **In *Calendar Browser* each resource has its own calendar, and when you book a resource you make an appointment in that calendar.**

Most of the installation is done centrally by the server administrator, but you have to install a minimal client tool to use *Calendar Browser*, see *Install Calendar Browser Client* below.

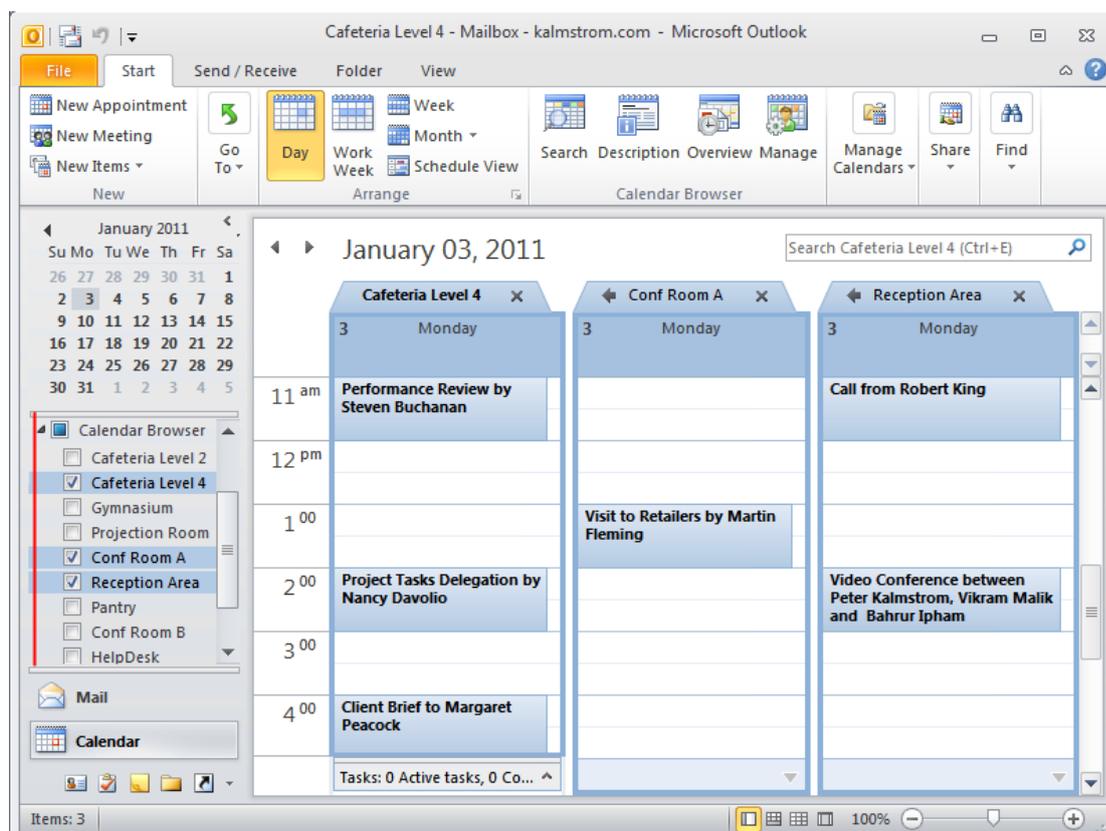
For simplicity we talk about booking rooms in this manual. Your organization might use *Calendar Browser* for booking of other resources, but the principles are the same.

Most of the screenshots in this manual comes from Outlook 2010, but where there is a significant difference we show 2007 also.

2 CALENDAR BROWSER IN OUTLOOK

2.1 THE CALENDAR VIEW

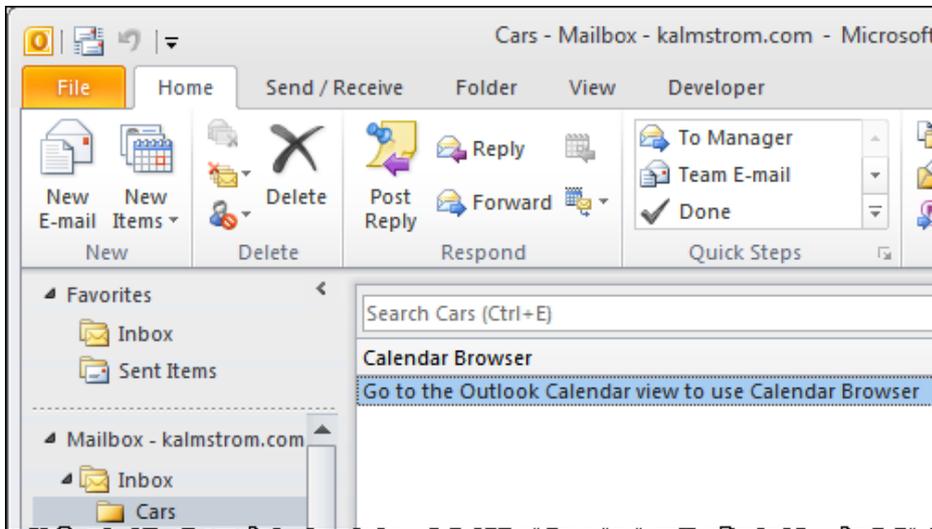
Outlook has a navigation tree to the left on the homepage. If you don't see it, click the button Folder list in the left corner of the screen or click View and choose Navigation Pane. You'll find *Calendar Browser* among your calendars.





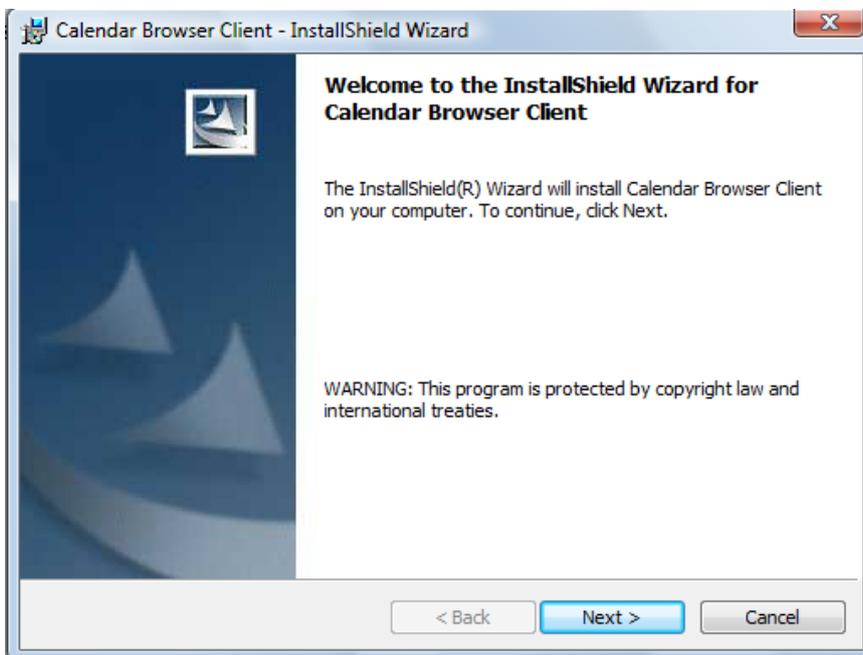
2.2 THE CALENDAR BROWSER FOLDER

There is also a *Calendar Browser* folder among the Mail folders, but you should never use that folder for bookings.



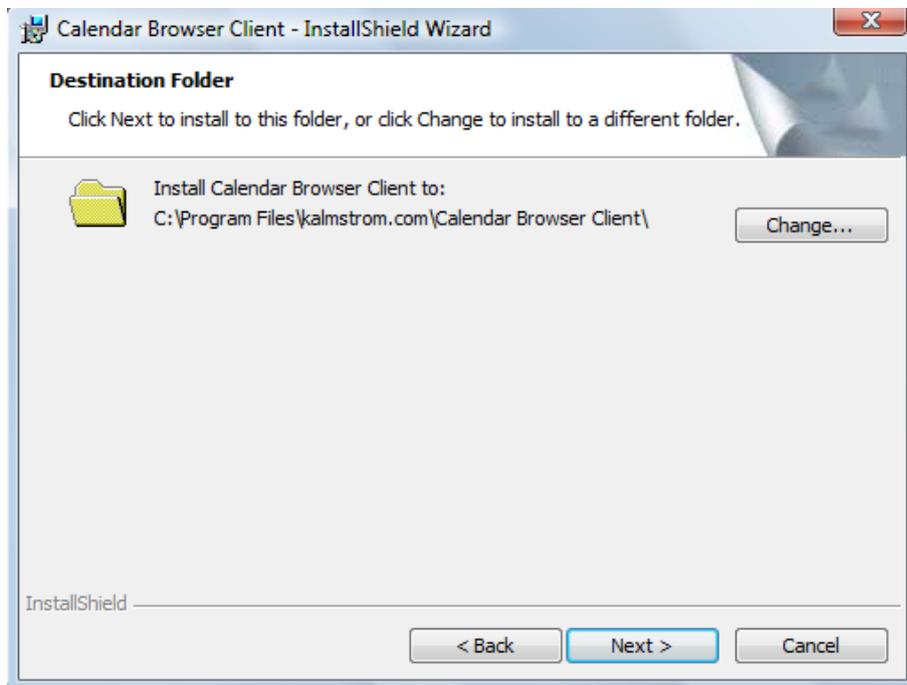
3 INSTALL CALENDAR BROWSER CLIENT

Before you start using *Calendar Browser* you have to install the Client, if that has not already been done by the administrator. *Calendar Browser* should prompt you to install it, and then you just have to click Yes. From your local machine you may also go into the central installation folder and run the file **CBClientSetup.exe**. Close Outlook before you start the installation.

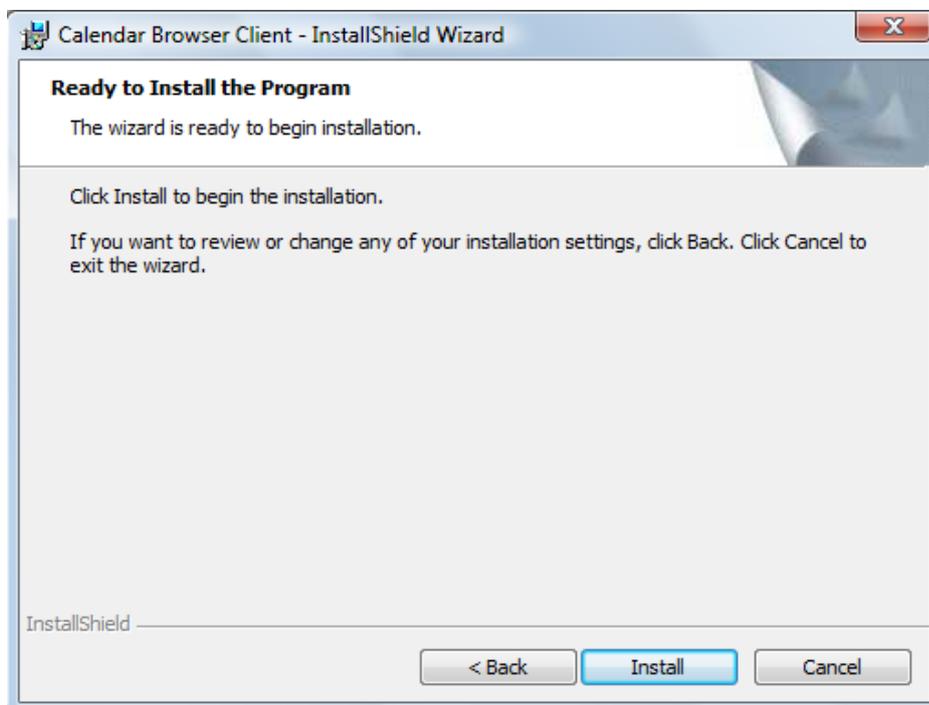




When you click Next you are asked to select folder for the Client installation. If you don't select another folder, the Client will create a **kalmstrom.com** folder under **Program Files** and install *Calendar Browser Client* there.

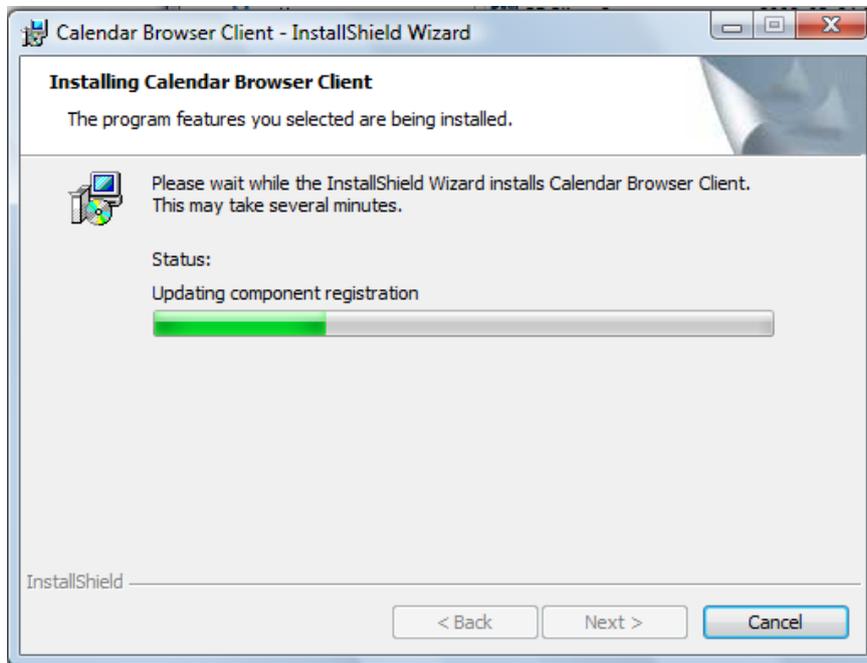


Click Next again and then Install:

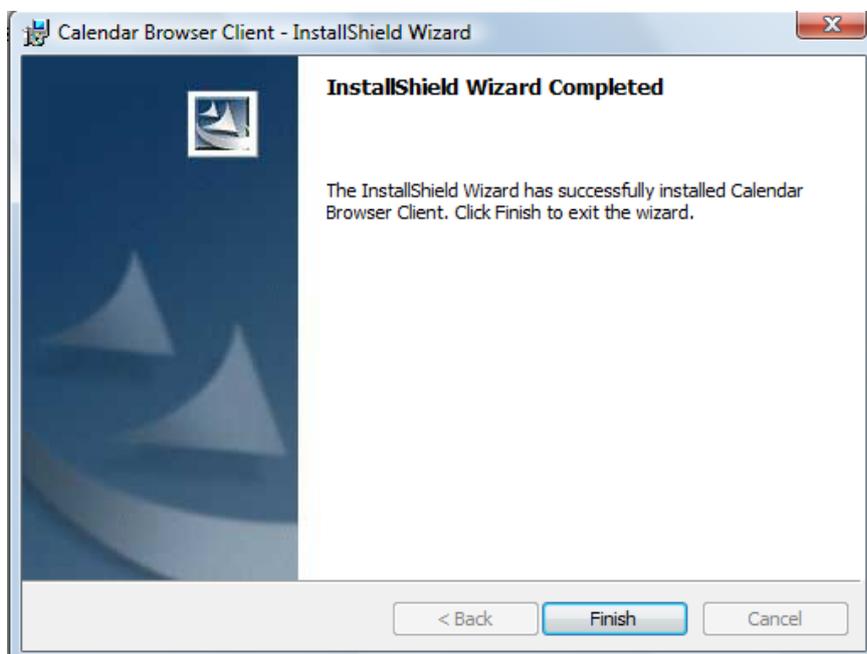




The installation starts. During the installation, the installer also sets the .NET execution rights by running 3–4 command prompt windows for a few seconds. They can be seen as black screens behind the installer window.



You will be told when the installation is completed. Then, just click Finish and you are ready to start using *Calendar Browser*. Congratulations!





4 BROWSING ROOMS

4.1 ADD CALENDAR GROUP

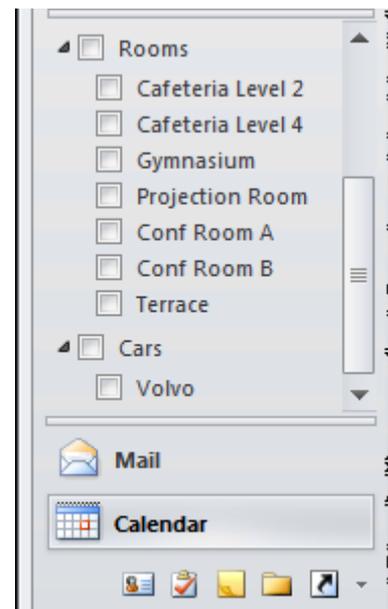
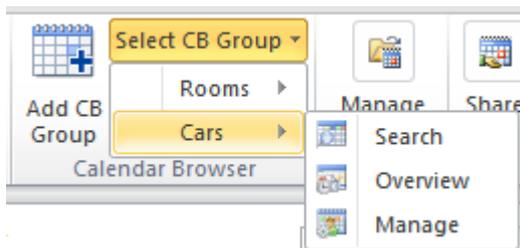


The first time you use Calendar Browser you might need to add the Calendar Group(s) you wish to use for bookings. This is done with the button in the new Calendar Browser toolbar in the Outlook Calendar View.

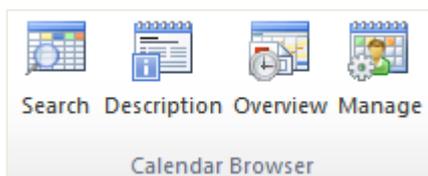
4.2 SEVERAL CALENDAR GROUPS

If you have several Calendar Groups you will have two different toolbars in Outlook: (The Manage and Overview buttons might be hidden by the administrator.)

When no calendar in any of the Calendar Groups are selected, the *Calendar Browser* toolbar gives a possibility to either add a Calendar Group or to select to work with one.



When calendars in only one Calendar Group are selected, the *Calendar Browser* Outlook toolbar will look like in the image below and the buttons will work for only that group.

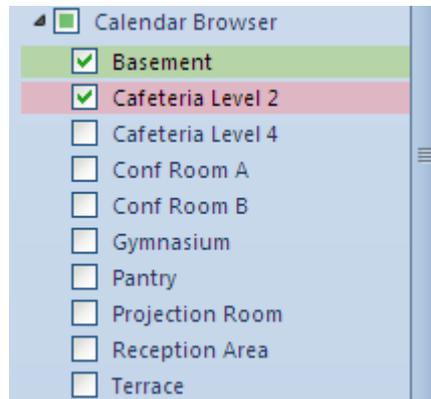




4.3 SEE RESOURCES

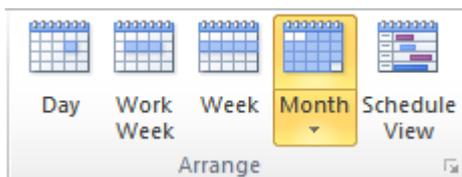
To **see** calendars, select the calendar(s) in the list that you wish to see.

How many rooms you can see at the same time depends on the resolution of your computer screen. A screen of 1024x768 shows three rooms and if you have chosen more than three you must use the scrollbar to see them.



4.4 VIEWS

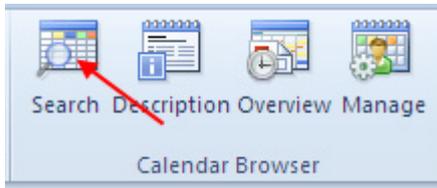
You can choose between different views, day, week or month, just like you do in your own Outlook calendar. Select a room in the list and click the desired view in the Outlook toolbar.





4.5 SEARCH FOR ROOMS

You can search for rooms that are free at specific dates and times and have as many seats as you need.

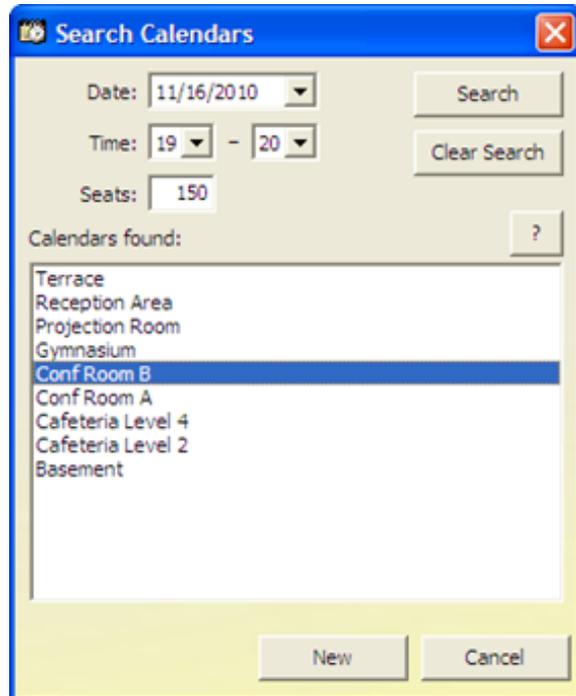


Click the Search button in the ribbon, and the Search dialog is shown. Specify date and time and how many seats you need. Then all the free rooms with the desired number of seats or more are shown in the room list.

By clicking the question mark (?) you can see a description of the selected room.

Select one of the resources and click New, and a new appointment for the selected time in the calendar of that resource will be opened.

NOTE that both the Overview and the Manage button can be hidden by the administrator. You might only see the Search and the Description buttons in your Outlook.

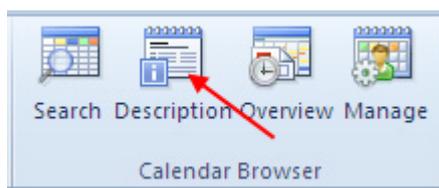




4.6 SEE DESCRIPTIONS OF ROOMS

Which one of the free rooms is best for you? To decide this you can look at the descriptions of the rooms by clicking the Description button in the ribbon.

Select a room, click the button and the description comes up!



Projection Room

Projection Room



Features

- Seating Capacity 100
- Requires advance booking by at least 1 day
- All necessary projection equipment in place, only relevant media required whether CD, DVD, Flash Player, etc.
- Clearance from CEO required before usage

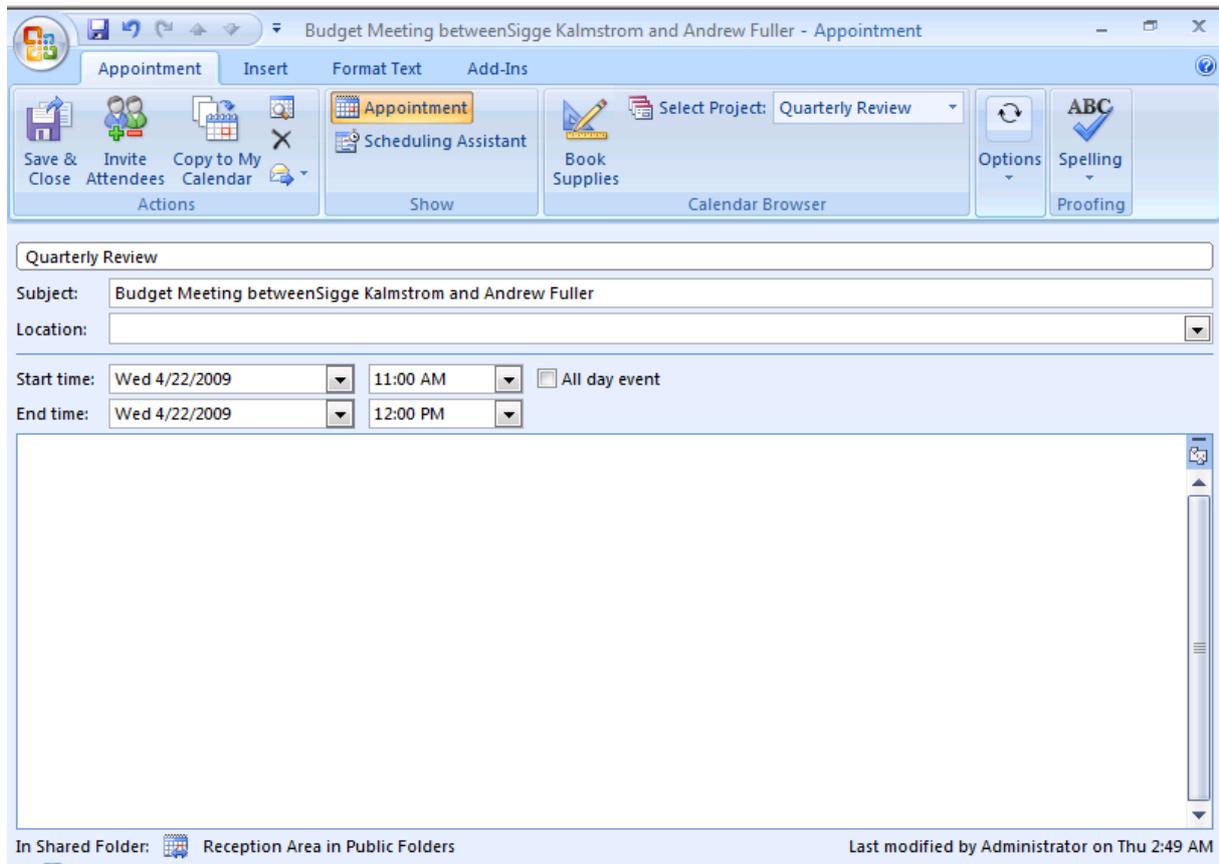
In Outlook 2007 the toolbar buttons look like this:



5 BOOKING

5.1 BOOK A RESOURCE

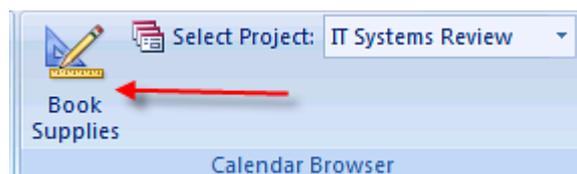
Book the resource by selecting it in the Resource list and making an appointment. You make the appointment as usual, by clicking on an empty space in the calendar. A common Outlook calendar form opens, and you can fill out time and other booking information, such as project. You may also book additional services or supplies. When you are finished, click Save and Close.



You can also book a room from the Overview, see 6.5

5.2 BOOK SUPPLIES

At the same time as booking a room you can book supplies for the meeting by clicking the button Book Supplies.



You will then be presented with a dialog where you can select what you need more than the resource you are booking. Define another number than 0, and the item will be booked.

Then also fill out your name and – if you wish – comment your order and select among the place settings defined by the administrator.

It might be mandatory to specify Cost Center. This is also defined by the administrator. If Cost Center is mandatory, you cannot save the booking without filling it out.



Booking info

Booked by: Peacock, Margaret Created: 1/2/2012 12:07:46 PM

	Item	Rate	# of items
	Coffee	5	0
	Tea	3	0
	Water	2	0
	Notepads	4	0
	Cookies	2	12
	Biscuits	5	0
	Snacks	7	0
▶	Writing Instruments	8	2
	Projectors	20	0
	Cars	200	0
	Petty Cash	45	0
	File Folders	5	0

Comment to Order

Total 14

Place settings

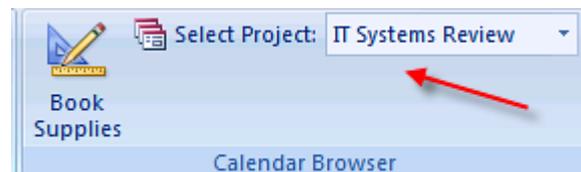
Cost Center

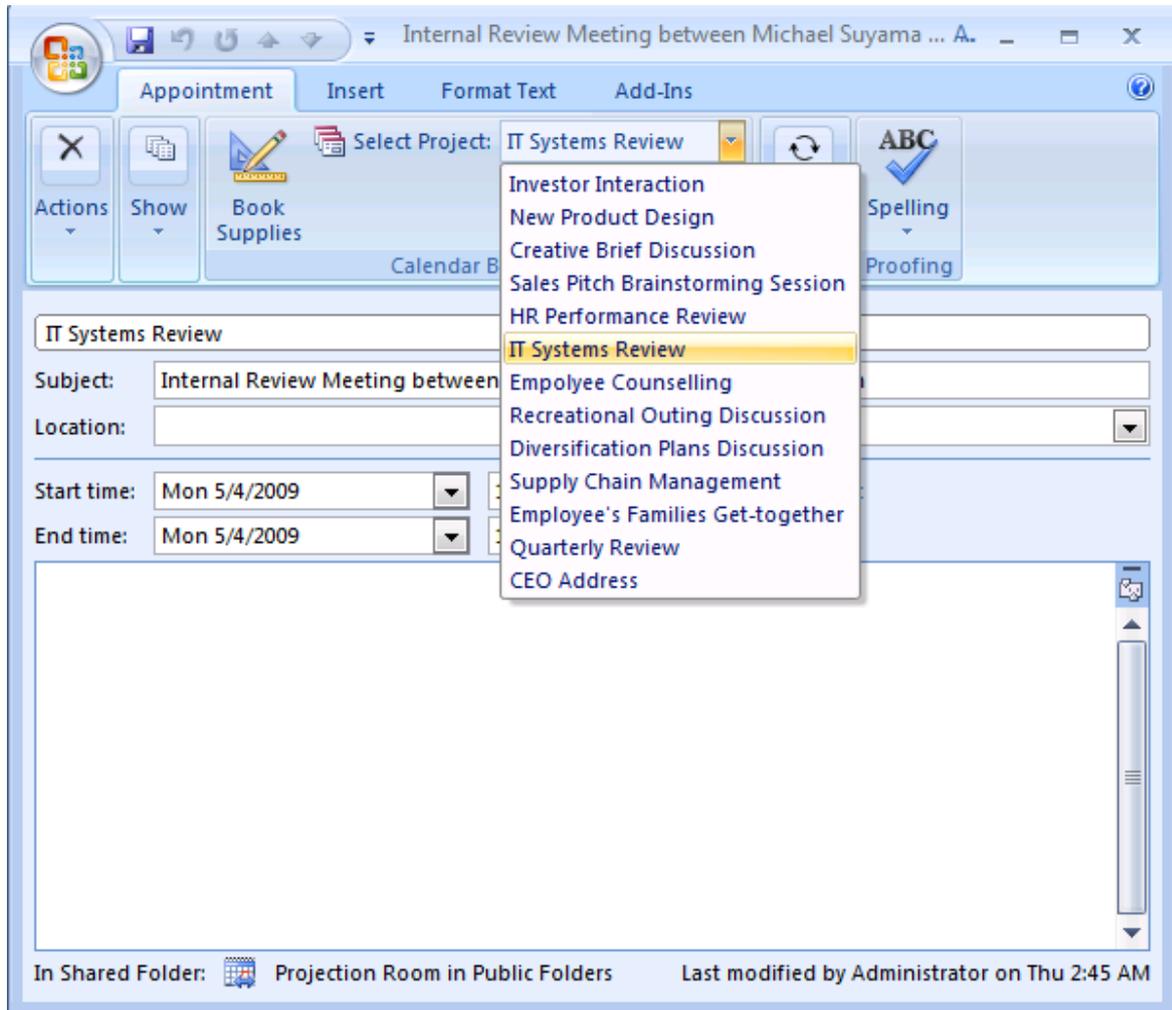
OK Cancel

5.3 PROJECT

The administrator might have predefined projects and maybe also made it mandatory to select a project for each booking.

Click the arrow to see the project list and select the project you will make the appointment for.





5.4 INVITE ATTENDEES.

If you want to invite attendees directly in the *Calendar Browser* booking sheet, you must know if the *Calendar Browser* calendars are in the form of mailboxes or public folders. Ask the administrator!

If your *Calendar Browser* calendars are mailboxes you can invite attendees at the same time as you book the resources.



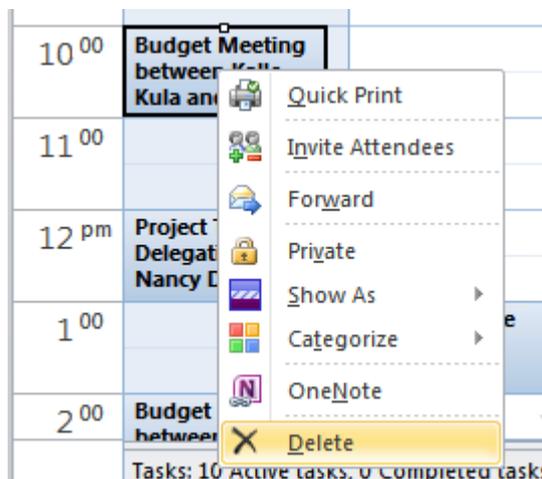


If the calendars are public folders you must go to your personal calendar and invite the attendees from there.

5.5 CANCEL A BOOKING

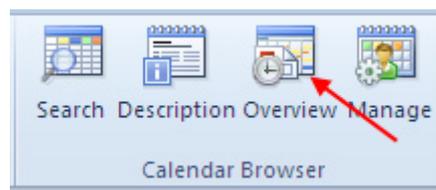
If you want to cancel a booking, you just delete it. Select the appointment, right click and choose Delete.

If you have ordered any supplies with your booking, that order will also be cancelled.



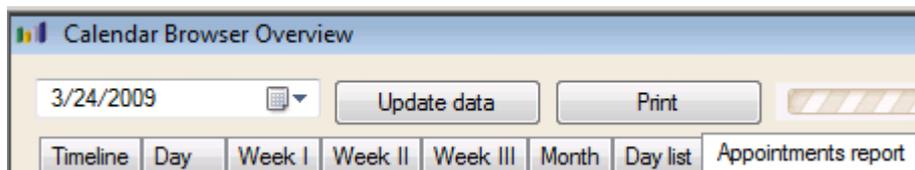
6 OVERVIEW

Through the Overview button, you can also an overview over future bookings. The orders for each room and meeting are also listed here. The administrator can hide the Overview button, so you might not see it. In that case you cannot use the Overview.



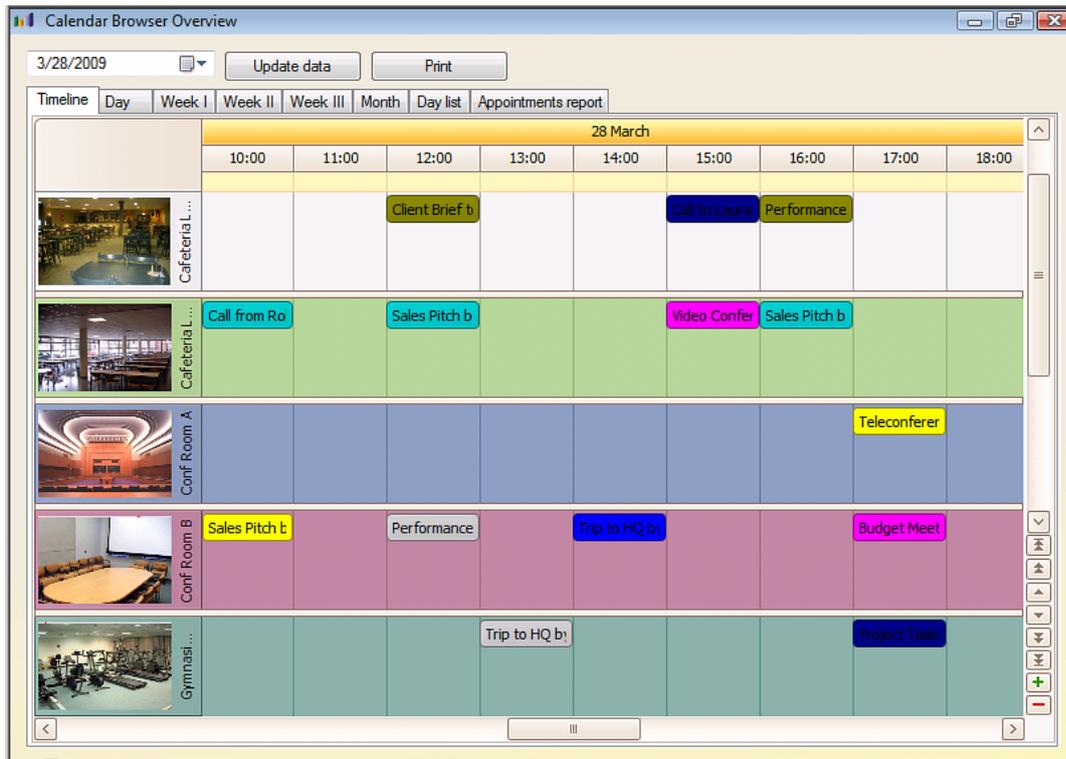
6.1 CHOOSE DATE AND PERIOD

Specify what date you are interested in and choose period, see the image below. The current day is set by default.



6.2 DESIGN ALTERNATIVES

The views can be in the form of color codes or in text form. These color codes and the images are set by the administrator.



By selecting an appointment you can show the details for that appointment.



Calendar Browser Overview

2009-04-08 Update data Print

Day Week I Week II Month

den 6 april den 7 april den 8 april den 9 april den 10 april den 11 april den 12 april

07:00
08:00
09:00
10:00
11:00
12:00
13:00
14:00
15:00
16:00

Item	# of items	Rate	Amount
Cookies	7	2,00	14,00
Water	5	2,00	10,00
Cookies	1	2,00	2,00

Start Time 2009-04-07 12:00:00
Subject Internal Review Meeting between Michael Suyama and Stina Stensson
Projects Investor Interaction

The alternatives without color codes have more textual information.

Calendar Browser Overview

3/24/2009 Update data Print

Timeline Day Week I Week II Week III Month Day list Appointments report

Calendar 16.03 - 20.03					
	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria Level 2	05:00-06:00 Visit to Retailers by Martin Fleming	01:00-02:00 Video Conference between Peter Kalmstrom, Vikram Malik and Bahrur Ipham 07:00-08:00 Project Tasks Delegation by Nancy Davolio	01:00-02:00 Trip to HQ by Janet Leverling 06:00-07:00 Project Tasks Delegation by Nancy Davolio	06:00-07:00 Video Conference between Peter Kalmstrom, Vikram Malik and Bahrur Ipham	09:00-10:00 Call to Laura Callahan 11:00-12:00 Teleconference with Raisa Zvareva 02:00-03:00 Performance Review by Steven Buchanan 04:00-05:00 Performance Review by Steven Buchanan
Cafeteria Level 4	12:00-01:00 Sales Pitch by Andrew McCarthy 01:00-02:00 E-mail to Anne Dodsworth 04:00-05:00 Project Tasks Delegation by Nancy Davolio	12:00-01:00 Performance Review by Steven Buchanan 01:00-02:00 Trip to HQ by Janet Leverling 06:00-07:00 Performance Review by Steven Buchanan	06:00-07:00 Video Conference between Peter Kalmstrom, Vikram Malik and Bahrur Ipham	10:00-11:00 Teleconference with Raisa Zvareva 02:00-03:00 Internal Review Meeting between Michael Suyama and Stina Stensson 05:00-06:00 Client Brief to Margaret Peacock	01:00-02:00 Project Tasks Delegation by Nancy Davolio 06:00-07:00 Performance Review by Steven Buchanan
Conf Room A	11:00-12:00 Teleconference with Raisa Zvareva	01:00-02:00 Internal Review Meeting between Michael Suyama	12:00-01:00 Call from Robert King 03:00-04:00	11:00-12:00 Visit to Retailers by Martin Fleming	11:00-12:00 Client Brief to Margaret Peacock

Calendar Browser V7
User Manual



6.3 DAY LIST

The Day list shows information about all bookings on the day you decide. Click on the plus sign to the left of the appointment, and the supply orders are shown.

Subject	Project	Cal...	Sta...	End...	Boo...	Ite...	Amo...												
Call from Robert King	Recreational Outing Discussion	Projec...	10:00	11:00	Ipham...	\$160.00	\$663.00												
Performance Review by Steven Buchanan	Supply Chain Management	Recep...	11:00	12:00	Kalmst...	\$38.00	\$252.00												
<table border="1"> <thead> <tr> <th>Item</th> <th># of items</th> <th>Rate</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Writing Instruments</td> <td>3</td> <td></td> <td>\$8.00 \$24.00</td> </tr> <tr> <td>Water</td> <td>7</td> <td></td> <td>\$2.00 \$14.00</td> </tr> </tbody> </table>								Item	# of items	Rate	Amount	Writing Instruments	3		\$8.00 \$24.00	Water	7		\$2.00 \$14.00
Item	# of items	Rate	Amount																
Writing Instruments	3		\$8.00 \$24.00																
Water	7		\$2.00 \$14.00																
Project Tasks Delegation by Nancy Davolio	New Product Design	Cafet...	12:00	13:00	Kula, ...	\$84.00	\$287.00												
Call to Laura Callahan	Diversification Plans Discussion	Conf ...	12:00	13:00	Peaco...	\$897.00	\$1712.00												
Call to Laura Callahan	New Product Design	Terrace	12:00	13:00	Davoli...	\$3084...	\$3691.00												
Trip to HQ by Janet Leverling	Recreational Outing Discussion	Cafet...	13:00	14:00	Callah...	\$124.00	\$241.00												
Call from Robert King	Quarterly Review	Projec...	13:00	14:00	Davoli...	\$195.00	\$698.00												
Visit to Retailers by Martin Fleming	New Product Design	Recep...	13:00	14:00	Dodsw...	\$20.00	\$234.00												
Visit to Retailers by Martin Fleming	Employee's Families Get-together	Conf ...	14:00	15:00	Dodsw...	\$26.00	\$841.00												
Call to Laura Callahan	Quarterly Review	Conf ...	14:00	15:00	Dodsw...	\$380.00	\$624.00												

6.4 ORDERS REPORT

In the Orders Report you can see all appointments that have bookings of Supplies.



Calendar Browser Overview

7/16/2009 [Update] [Print]

Day Week Week 1 Month Day list Appointments report Orders report

From: 7/16/2009 To: 7/16/2009

Trip to HQ by Janet Leverling
 Resource Name: Reception Area
 Project: Employee Counselling
 Time: 14:00 15:00
 Booked by: Stensson, Stina
 Amount: \$1075.00

Item description	# of items	Rate	Amount
Cars	3	\$200.00	\$600.00
Projectors	9	\$20.00	\$180.00
Projectors	3	\$20.00	\$60.00
Cookies	11	\$2.00	\$22.00
Total:			\$862.00

Internal Review Meeting between Michael Suyama and Stina Stensson
 Resource Name: Cafeteria Level 4
 Project: CEO Address
 Time: 16:00 17:00
 Booked by: Callahan, Laura
 Amount: \$248.00

Item description	# of items	Rate	Amount
Biscuits	9	\$5.00	\$45.00
Total:			\$45.00

Video Conference between Peter Kalmstrom, Vikram Malik and Bahrur Ipham
 Resource Name: HelpDesk
 Project: Diversification Plans Discussion
 Time: 16:00 17:00
 Booked by: Peacock, Margaret
 Amount: \$2304.00

6.5 BOOK FROM WITHIN THE OVERVIEW

Book a resource from within the overview by double clicking an empty space in one of the views. An appointment is opened for the room and time you selected, and you can book the resource with supplies and project just as you do from the Calendar.

6.6 OPEN AN APPOINTMENT

Open an appointment by double clicking a booked space in one of the views.

6.7 PRINT

Print the overview by clicking on the print button.



7 REMOVE CALENDAR BROWSER CLIENT

If you need to uninstall the *Calendar Browser Client*, go to the Control Panel, select Add-Remove programs (or Programs and Features for Vista). Click on the Calendar Browser Client and when the dialog comes up, choose the alternative Remove.

