EVENT SOFTWARE

FASTbook Online version 5.0

User's Guide

FASTBOOK ONLINE

User's Guide

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1

Introduction

What is FASTBook Online?

F ASTbook Online (FBOnline) is an add-on package to Event Software's FASTbook facility scheduling program. FBOnline makes it possible to display an organization's scheduling information on an intranet or Internet web site.

Many organizations take the time to organize and streamline their business. With the new global marketplace, there are now greater distances required for communications. Much of the needed information gets lost or becomes inaccessible as soon as someone leaves your facility.

FASTbook provides you with the ability to optimally schedule your facility and its resources, but how does that information get to where you need it to go? Can all of your customers and employees see the information about your organization? Is that information readily available?

FBOnline increases that visibility and global awareness. With FBOnline, your information is available anywhere in the world. And because it is a browser based application, a viewer can use it with virtually any operating system, palm device or any other web enabled device, and there is no installation required for them.

FBOnline uses Active Server Pages (ASP) technology developed by Microsoft. ASP comes with most of the free Microsoft web servers included with your Windows operating system. FBOnline takes the scheduling information you choose to display from your FASTBook database and displays the information on web pages that a company can

place for others to see. In addition, people can make requests and search a company's calendar for specific events of their interest.

FBOnline is a calendar style display. It shows a calendar in month, week, year or day format. You can further drill down into each event and see event details. It also provides functionality for users to see a list of events in a given month, and/or filter a calendar for a certain criteria.

Using ASP, FBOnline is available to anyone whose web server can interpret the technology (i.e. Microsoft Internet Information Server.) Ultimately, FASTBook must be present in the environment and for Internet use there must be a working Internet connection.

FBOnline's calendar is fully customizable so that it will integrate into a company's website seamlessly. This is possible by letting the company change almost every aspect of color and style, with an easy to use configuration page or for more advanced customization cascading stylesheets.

Following this step-by-step guide, you will easily be able to install, configure, and run FASTbook Online, in no time.

Chapter

2

Server Requirements

What do I need to run FASTbook Online?

Any Windows 98/NT/2000/XP/2003 machine with IIS installed will work. We do recommend that you increase the memory to the Microsoft <u>recommended</u> amount for that version, rather then just the minimum required. Also, a good processor can help keep the computer's workload to a minimum. A Pentium II 266 mHz or better is recommended.

It must have a network card installed and configured to run on your network if you intend anyone other then the server itself to view the web pages.

FBOnline uses Microsoft's Active Server Pages (ASP) technologies and must be used on a web server that supports that technology. It is currently known to work on the following web servers.

- Microsoft Internet Information Server 4.0,5.0,5.1,6.0

- Microsoft Personal Web Server 5.0

- WebSite Pro

You will also need to have Microsoft Data Access Components 2.1 or greater installed. This is available from http://www.microsoft.com.

Chapter

3

Installation

How do I install FASTBook Online?

Preschedule

Make sure that your Web Server is working properly according to its documentation and that it supports Active Server Pages (ASP.)

Verify that Microsoft Data Access Components (MDAC) version 2.1 or greater is installed.

For Internet use make sure your Internet connection is established and present.

Copy ASP files into the directory

Create a directory to store the ASP files that support FBOnline. These files will be run from the web server. The storage space can be anywhere that your web server can serve pages from. If necessary, adjust your web server to grant ASP rights to that space. You may also desire to create a virtual web directory for the space, consult the web server's documentation to see if you wish to use that feature.

Make sure to assign the correct permission to the folder for the Internet Guest Account. And assure that the \config folder has read and write permissions to that account as this folder is used for saving settings. You can consult the operating system manual on how to set permissions. You will also need to mark this directory as an application in your Internet Services Manager.

ODBC DSN

Point ODBC System DSN to FASTbook Database

You should create an ODBC DSN that points FASTbook's database. Consult the documentation for your version of Windows to see how one is created. Usually, this is done in the control panel. When making the DSN select, the XTG Systems driver and name the DSN "FBOnline5" and then set the database path to your FASTbook database. This in most cases is identical to the path in the BDE that the FASTbook client workstations are using. Make sure you save all your settings.

AESTHETICS

Adjust FBOnline aesthetic settings to get desired look.

Once all the other steps have finished, you may now go to the admin.asp page and start adjusting FBOnline to your likeness. The specifics for this are under the Configuration section.

FINISHED

You are ready to use FASTbook Online!

FBOnline should now be viewable on your intranet or Internet. You will need to consult your web server's documentation to find the exact IP or domain name to view it at. Typically you can view it at http://localhost/<folder name>. If you chose to use fbonline5 as your folder name this would be http://localhost/fbonline5/. This URL will work only on the web server itself.

Configuration

How can I configure FASTbook Online to work best for me?

Two files included with FBOnline are **pageheader.inc** and **pagefooter.inc**. These two files may be edited to display anything you wish to appear above or below your calendar (e.g. your company logo.) You may use any standard HTML code, as long as you do not put in <BODY> tags and <HEAD> tags. Most other HTML is acceptable.

A simple example would be to include your company logo above each page in the calendar. To do this, the pageheader.inc would need to include this information.

 <DIV align="center"><IMG SRC=".\images\filename.ext"></DIV>

This would center an image file named "filename.ext" that was in the "images" directory of your FBOnline installation. Contact your system administrator for help when editing these files.

Note: One file that may not be removed or changed is copyright.inc, which is included unobtrusively on the bottom of each of the calendar pages.

This is the default header.

And the default footer.

FASTbook Online 5.0: Relational Database Driven Events Calendar

WEB PAGES

Once FBOnline is installed, you can then configure the calendar and give it the look that you want it to have.

You can customize virtually every aspect of the calendar display to make it look like anything from a plain gray and white calendar to a three dimensional looking multicolored display. Also, the information displayed in the Event Details screen can be selected and your choice of filters for the calendar screen.

To access the configuration, go to **admin.asp** (This will be prefixed with http:// and then the designator your web server provides and then the folder name where FASTbook Online resides, if you are unsure of this, please, contact your system administrator for assistance. i.e. http://mycompany/fbonline5/admin.asp) and type in your password. Then click the "Configure Calendar" button.

FBOnline Administration

Administration Login

Password [   ]

[Configure Calendar]

After FBOnline verifies the password it's given, a configuration page is displayed. On this page you can change several aspects of the calendar. As you make your choices the corresponding selection in the sample

calendar is changed so you can see what your settings will look like before you save your changes (MS Internet Explorer only).
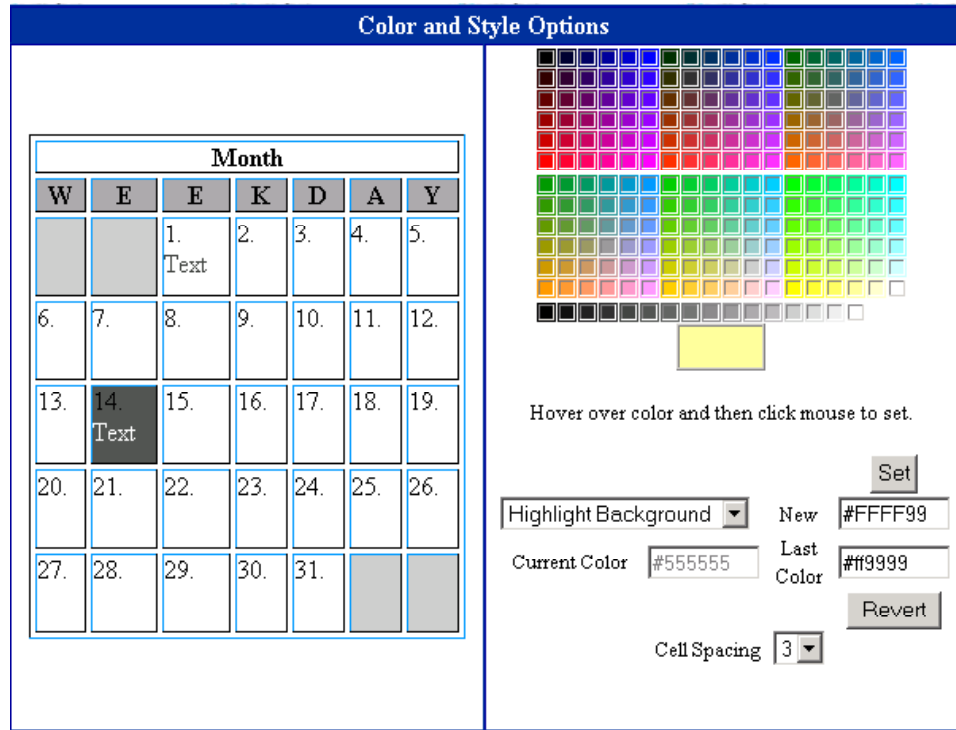
Simply select the attribute you wish to change from the drop down box, then drag your mouse over the color palette and click. If you decide you don't like the color change click the "Revert" button and it will go back to the previously viewed color. If you want a color that is not on the palette you may type it in the "New" box and then click the "Set" button. The cell spacing for the calendar can also be adjusted from the "Cell Spacing" drop down box.

You can change the following settings for your calendar.

Month Background: title bar   The background color of the Month

Week Background title bar   The background color of the Week

Month Font   The color of the font in the Month
title bar

Week Font   The color of the font in the Week title
bar

Day Font   The color of the font in the Days
section of the calendar

Highlight Background   The background color of a cell that is
highlighted

Dark Border   The color of the dark border around a
cell.

Light Border   The color of the light border around a
cell.

Page Background   The background color of the page the
calendar is displayed on.

Day Background   The color of the unhighlighted cells in
the days sections of the calendar

Number Font   The color of the day of the month in
each cell in the Days section of the calendar.

Highlight Font   The color of the font in a highlighted
cell.

Extra Cell Background   The color of the cells that occur in the
same week as the 1st and/or the 30th but that are not in the current
month.

Cell Spacing   The spacing between each cell in the
days section of the calendar.

After you have made the selections you wish to use, move on to the next
section.

In this section, we can tell FBOnline which sections on the top we wish to use. There is the navigational bar which allows you to change the data, do fast searches, select filters and some other tasks. There is the View bar, which lets you change between the monthly, weekly, yearly and daily views and allows you to scroll through the dates. Also is the ability to use a Custom Navigation bar, which we will go more in-depth into later in the manual.

Navigational and View Bar

Choose whether you would like to use the navigational bar at the top of the screen. This allows you to perform searches, filters and get to the various pages. Without this some pages may be unaccessible without providing another means to get to them. The shows the tabs that allow you to move between the monthly, daily, weekly and yearly views.

Navigational Bar	⦿ Yes ○ No
View Bar	⦿ Yes ○ No
Custom Navigation Bar	○ Yes ⦿ No

Select the desired options then scroll down on the page for the next section.

This next section lets us specify a date for FBOnline to start showing events for. Only events occurring after this date will be displayed.

Begin Date

Show Events From This Date and on.	10/1/2003

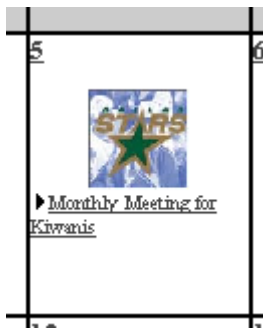Select the date you wish to use and scroll down to move to the next section.

This next section lets us decide whether or not to use security in FASTbook Online. This allows us to control what people can see based on whether or not they have logged into FBOnline.

Security

Choose whether you would like to use user level security in FASTbook Online. This will hide some information until a user signs into FASTbook Online. This will check against their FASTbook account and then grant the user more access and more information on views.

Use User Level Security?	○ Yes ⦿ No

Select your option then scroll down to move on.

Here we tell FBOnline whether or not to check for images when displaying the events on the monthly, weekly and daily calendars and if that image should be shown as is or stretched to fit the cell holding it.

This is an unstretched Image.

This is a stretched image.

Select your option then scroll down to move to the next section.

The next section allows you to specify whether or not you want to show and use events based on their start and end time or based on their show start and show end time.

Select your option then scroll down to move to the next section.

These options are filters, which tell FBOnline what to show. Only the statuses and event types selected here will be displayed on the FBOnline's pages. If you think something isn't showing on FBOnline and it should, this is the first place you should check. See if the event in question is filtered out by this list.

Select your filters, using CTRL-Click or SHIFT-click and then scroll down to the next section.

Here we can determine what information about events that will be displayed on the Event Detail Screen. There are two columns. The first is "User Defined Title" and the second is "Fastbook Field." Here you can type in the label of the field you would like to show on the Event Detail screen and then in the second column you can specify which field in FASTbook you would like displayed.

Event Options

Choose the event fields you wish to display on the Event Information page. Each field allows you to type in a custom label.

User Defined Title	Fastbook Field
Event Type	Eventtype
Event Status	EventStatus
Client	Customer
	None
	None
	None
	None
	None
	None
	None
	None

User defined titles that are left blank will not display, but if they have a corresponding FASTbook field that is not set to "None" then that field will display. If you do not want a field to display make sure there is no user defined title and that the FASTbook field is set to none. Blank titles with fields selected are left to show up to allow flexibility in configuration.
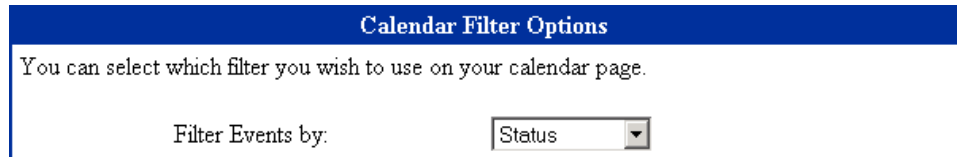
The next section works the same way as the event information did, only this time with the subevent information for each event.

Subevent Options

Choose the subevent fields you wish to display on the Event Information page. Each field allows you to type in a custom label.

User Defined Title	Fastbook Field
Room Name	Room
Start	StartTime
End	EndTime
	None
	None
	None

Make these selections similarly, and followed the same rules.

Note: The labels and fields will appear in the same order they are entered on this screen.

After you have made your selections you may move on to the next setting in the calendar configuration. In the navigation bar for the calendar page, you have a choice to let the viewer filter the events displayed on that page by event type, by room or not at all. You may make that selection here.

Calendar Filter Options

You can select which filter you wish to use on your calendar page.

Filter Events by: Status ▼

You can select "Event Types", "Rooms", "Locations", "Status", "Clients" or "NONE." If "NONE" is selected, the viewer of your web page will not see a filtering option at all.

The next section allows you to customize the Requests page. You can choose between two different types of request page. The "Classic" request page will show a form that a user can fill out. The information on that form is then emailed to a FASTbook user for further processing. The "Live" request page will allow a user to fill out a series of forms which will then be put automatically into FASTbook as a "Request" status. FASTbook will notify the booking administrator that there is a new request in the system.

Request Page Configuration

WIth FASTbook Online you can have up to five definable fields on the request page. Please, type them below or put in a value of "NONE" to not use them.

⊙ Use Classic Request Page

User Definable Field 1	NONE
User Definable Field 2	NONE
User Definable Field 3	NONE
User Definable Field 4	NONE
User Definable Field 5	NONE

Requests are sent to:	chris@eventsoft.com
SMTP Server (ex. smtp.server.com)	smtp.futuresights.com
SMTP Username (if needed)	escmeelhuysen
SMTP Password (if needed)	cmeelhuysen

If you re using the "Classic" request page you can choose up to 5 custom fields on the request form. Simply type them in the boxes and type "NONE" in any box you don't wish to use. You can also select the email address you wish the requests to be sent to along with the SMTP information for that email account.

If you are using the "Live" request page you will have different options. These are mostly the defaults for the screens required to make the request. Here you can select the default room, client category, room style, and event type. You can also set up 2 custom fields and 1 custom note on the request page. After this is some general information to let FBOnline know how to handle request intake. The processing hours sections is what hours your staff will process requests (e.g. 8:00 to 17:00.) The Maximum Request Time is how many hours before the event you will allow them to make a request. Maximum range for a request is how much a single request can span. This is to prevent a malicious internet user from requesting 1/1/1901 to 1/1/5020 or other such bogus requests. The Accept request up to X years out is how many years out you will accept requests for.

And if you don't wish to use the request page at all you have the option of disabling it.

Once you have chosen your selections we can move on to the final section of the configuration.

After you are satisfied with all the changes you made and you are ready to proceed, press the "Save Changes" button.

If you have successfully followed all the steps in the Installation and the Configuration sections of this manual, you and your viewers are now ready to view your FBOnline calendar.

Accessing Your Calendar

I have it installed. Now what can I do with it?

Once your calendar is installed, you can begin using it as a powerful, flexible tool for your business. You can retrieve information about events on any given day and then further drill down and show more specific information on the event you are interested in. You may also search the events for a specific event you are looking for and you or your external customers can make a request for an event from the web pages themselves.

NAVIGATION / VIEW BAR

The Navigation Bar and View Bar allow you to move easily between the pages of FBOnline. They contain buttons that can lead you to any page necessary. Simply by supplying it information, and then pressing a button take you taken to the page you need. And best of all its in the same place on every page so you do not have to find it again.
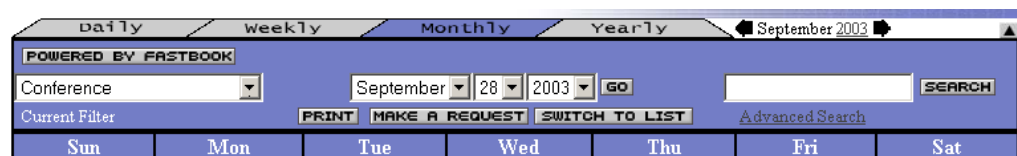

The top portion is the View bar. This lets you switch between the different views on FBOnline. They are Daily, weekly, monthly and yearly. Also in the view bar are arrows that let you scroll through pages of each display. Between the arrows the current date displaying is shown. You can click portions of this date to get to a view specific to that portion. At

the far right of the View bar is a small vertical arrow. This allows you to "collapse" the navigational bar to increase screen space.

Click the arrow again will "expand" it back to its default position.
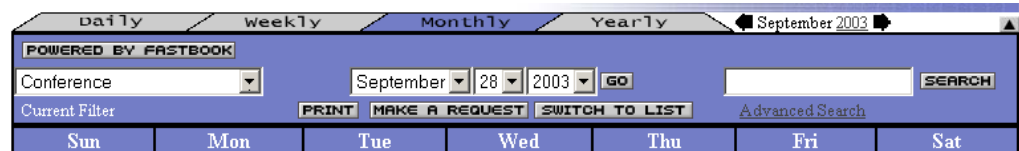
Below the View bar is the Navigational Bar. This allows you to change filters, change to a specific date, print the page, make a request, show an event list, get to the search page or do a quick search right off the bar.

The filter will allow you to filter events by eventtype, location, status, client, or by the event's room. This may not show up if it is set to "None" in your configuration (see section 4 Configuration.) Simply select an option from the drop down list and the page is refreshed to show you the filtered events.

The second section allows you to jump to a particular date on the calendar. Just select the month, day and/or year you want to see on the calendar and click "Go".

The buttons "Print," "Make A Request," and "Switch to List" will take you to each section respectively once you click them. They will only show up on pages where they are applicable. You can, also, type in a search term and click search and you will receive a list of all events with the search term in the title. Advanced search will take you to a much more detailed search screen.

MONTLHLY VIEW

The monthly view page is the default interface for FBOnline. It shows you all the days in a given month and all the events on each day (as allowed by the filter you setup in configuration.)
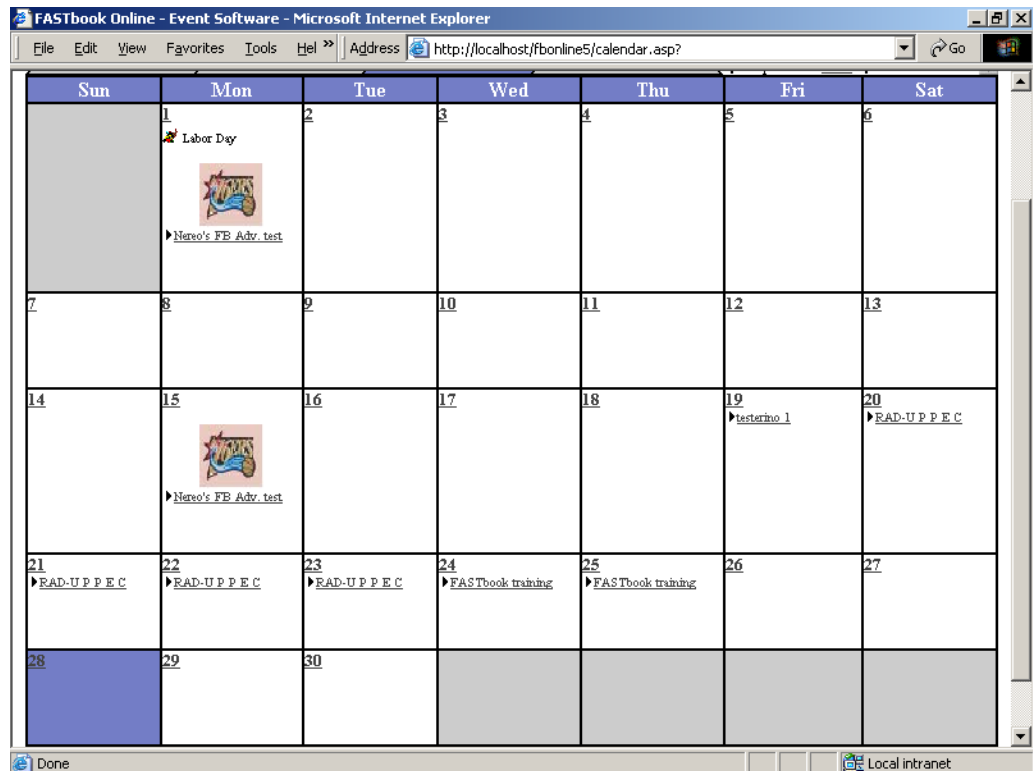
All the colors that make up the look of your calendar can be changed to fit your needs (see section 4 Configuration.)

The starts with simply the weekday names and will be the same on every monthly view displayed.

The bottom portion of the calendar, displays each day in the month and their events. You can click on the number representing the day of the month and you will be taken to the daily view for that day. You can also click on any event title and it will take you to a page that will detail that event.

As the number of events on a certain day gets larger the cell of each day on the calendar will expand to allow for each event so that no events get left behind.
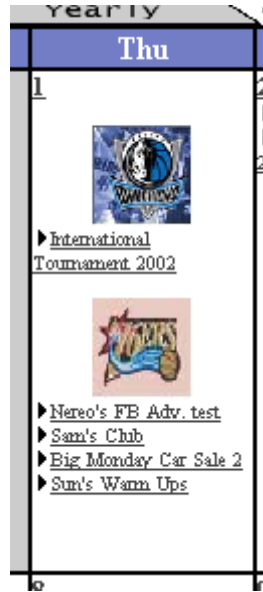
Notice that this day is elongated to hold all the necessary information.

DAILY VIEW

The daily view page shows all events for a particular day (as allowed by the filter you setup in configuration.)

Time Period	Event Information Vertical Timeline Horizontal Timeline

08:00	6:00 AM-12:00 AM
	        Event Title: Smith & Son Inc.
	        Customer: A S A E
	        Status: Tentative
	        Room(s): RM A & B
	
	6:00 AM-12:00 AM
	        Event Title: Zoo Inc.
	        Customer: U S D A NATURAL RESOURCES CONSERV SERVIC
	        Status: Firm
	        Room(s): RM A & B

09:00	
10:00	
11:00	
12:00	
01:00	
02:00	
03:00	
04:00	
05:00	
06:00	

Time are to the left and the details of the event on the right.

At the top there are links to the vertical and horizontal timelines for that day.

The weekly view page shows all events for a particular week (as allowed by the filter you setup in configuration.)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	1	2	3
6:00 AM-7:00 PM Month test **Equipment Rental**	6:00 AM-7:00 PM Month test **Equipment Rental**	6:00 AM-7:00 PM Month test **Equipment Rental**	6:00 AM-12:00 AM Night Hawks **Arena**		6:00 AM-12:00 AM Sam's Club **Arena**	6:00 AM-12:00 AM Smith & Son Inc. **RM A & B**
			6:00 AM-7:00 PM Month test **Equipment Rental**	6:00 AM-12:00 AM International Tournament 2002 **Plaza Courtyard**	6:00 AM-12:00 AM Smith & Son Inc. **RM A & B**	6:00 AM-12:00 AM Zoo Inc. **RM A & B**
			6:00 AM-12:00 AM Smith & Son Inc. **RM A & B**	6:00 AM-12:00 AM Smith & Son Inc. **RM A & B**	8:00 AM-5:00 PM Big Monday Car Sale 2 **RM A**	
			8:00 AM-5:00 PM This is a test event **A Brand New Room A Brand New Room #2**	8:00 AM-5:00 PM Sam's Club **A Brand New Room #2**		
			8:00 AM-5:00 PM test yet again for -1 **A Test Room Another New Room**			
			8:00 AM-5:00 PM Long Term Health Care Groupd **Ballroom A**	8:00 AM-9:00 AM Nereo's FB Adv. test **Ballroom**		

Each day has one column under the name of the day. Events and images for those events are below. You can click on the title of any event to see its details.

The yearly view page shows all events for a particular week (as allowed by the filter you setup in configuration.)

January						
S	M	T	W	T	F	S
▶			1	2	3	4
▶ 5	6	7	8	9	10	11
▶ 12	13	14	15	16	17	18
▶ 19	20	21	22	23	24	25
▶ 26	27	28	29	30	31	

February						
S	M	T	W	T	F	S
▶						1
▶ 2	3	4	5	6	7	8
▶ 9	10	11	12	13	14	15
▶ 16	17	18	19	20	21	22
▶ 23	24	25	26	27	28	

March						
S	M	T	W	T	F	S
▶						1
▶ 2	3	4	5	6	7	8
▶ 9	10	11	12	13	14	15
▶ 16	17	18	19	20	21	22
▶ 23	24	25	26	27	28	29
▶ 30	31					

April						
S	M	T	W	T	F	S
▶		1	2	3	4	5
▶ 6	7	8	9	10	11	12
▶ 13	14	15	16	17	18	19
▶ 20	21	22	23	24	25	26
▶ 27	28	29	30			

May						
S	M	T	W	T	F	S
▶				1	2	3
▶ 4	5	6	7	8	9	10
▶ 11	12	13	14	15	16	17
▶ 18	19	20	21	22	23	24
▶ 25	26	27	28	29	30	31

June						
S	M	T	W	T	F	S
▶ 1	2	3	4	5	6	7
▶ 8	9	10	11	12	13	14
▶ 15	16	17	18	19	20	21
▶ 22	23	24	25	26	27	28
▶ 29	30					

July						
S	M	T	W	T	F	S
▶		1	2	3	4	5
▶ 6	7	8	9	10	11	12
▶ 13	14	15	16	17	18	19
▶ 20	21	22	23	24	25	26
▶ 27	28	29	30	31		

August						
S	M	T	W	T	F	S
▶					1	2
▶ 3	4	5	6	7	8	9
▶ 10	11	12	13	14	15	16
▶ 17	18	19	20	21	22	23
▶ 24	25	26	27	28	29	30
▶ 31						

September						
S	M	T	W	T	F	S
▶	1	2	3	4	5	6
▶ 7	8	9	10	11	12	13
▶ 14	15	16	17	18	19	20
▶ 21	22	23	24	25	26	27
▶ 28	29	30				

October						
S	M	T	W	T	F	S

November						
S	M	T	W	T	F	S

December						
S	M	T	W	T	F	S

This view shows the entire year. Days with events on them are bolded. Before each week is an arrow pointing at the week. If you click on this you are taken to the weekly view for that week.

The current date you are working with is highlighted.

S E A R C H

The search page allows you to search for a piece of or an event's entire name, the room, location, status, customer, event type, and/or date range.

It will then show you a list of events that match you criteria and you can then click on one and you will be taken to a page detailing that event. The results will appear in a window like below.

Search Results for "meeting"

Event Name (sort)	Room (sort)	Date (sort)	Start	End
PADI Monthly Dive meetings	Promenade	1/18/2003	1/18/2003 6:00:00 AM	1/18/2003 12:00:00 PM
PADI Monthly Dive meetings	Promenade	1/19/2003	1/19/2003 6:00:00 AM	1/19/2003 12:00:00 PM
PADI Monthly Dive meetings	Promenade	2/15/2003	2/15/2003 6:00:00 AM	2/15/2003 12:00:00 PM
PADI Monthly Dive meetings	Promenade	2/16/2003	2/16/2003 6:00:00 AM	2/16/2003 12:00:00 PM
PADI Monthly Dive meetings	Promenade	3/15/2003	3/15/2003 6:00:00 AM	3/15/2003 12:00:00 PM
PADI Monthly Dive meetings	Promenade	3/16/2003	3/16/2003 6:00:00 AM	3/16/2003 12:00:00 PM
PADI Monthly Dive meetings	Promenade	4/19/2003	4/19/2003 6:00:00 AM	4/19/2003 12:00:00 PM
PADI Monthly Dive meetings	Promenade	4/20/2003	4/20/2003 6:00:00 AM	4/20/2003 12:00:00 PM
PADI Monthly Dive meetings	Promenade	5/17/2003	5/17/2003 6:00:00 AM	5/17/2003 12:00:00 PM
PADI Monthly Dive meetings	Promenade	5/18/2003	5/18/2003 6:00:00 AM	5/18/2003 12:00:00 PM

This search returned 10 match(es) of 17187 records.

Just click on the event you want to view. You can sort by different columns by clicking on the respective sort button near the column header.

REQUEST

If a user wishes to request an event, they may do so on the Request page.

If you are using the "Classic" request page, simply fill in all the necessary fields and then click the "Send Request" button. If at any time they wish to start over, click the "Clear Entries and Restart" button.

Event Request Form

Contact Information

Name*	
Email*	
Organization	
Phone	

Event Information

Start Date	
End Date	
Start Time	
End Time	
Event Name	
Participants	

Comments

[Send Request] [Clear Entries and Restart]
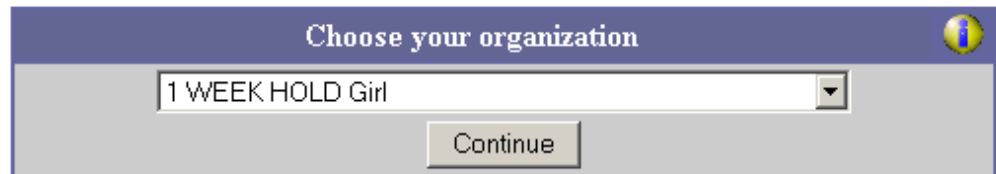
The 5 custom fields are definable by you on the Configuration page (see section 4.)

If you are using the "Live" request then there will be a series of screens to go through while submitting a request.
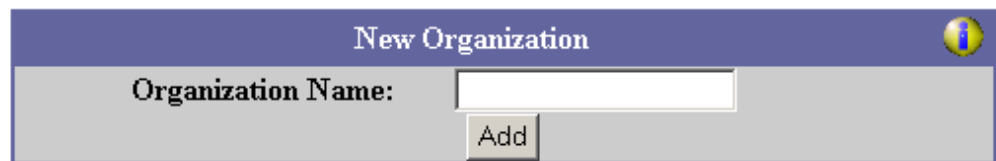
The first asks what company the requestor belongs to.

Event Request Form

New Event Request
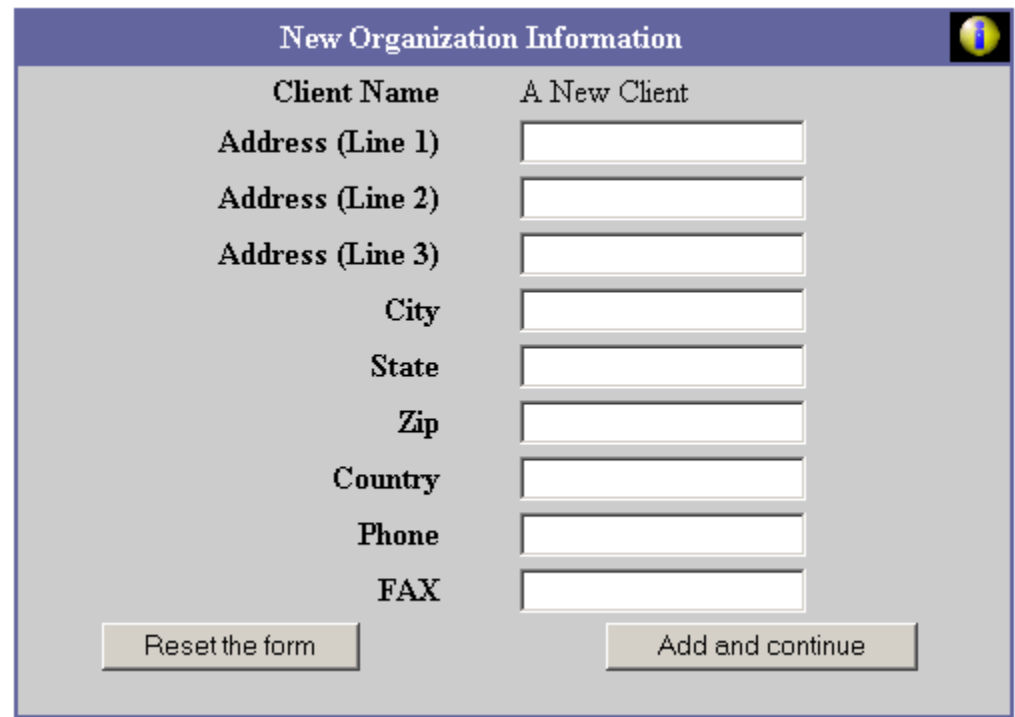
Choose your organization

1 WEEK HOLD Girl ▾

Continue

New Organization

Organization Name: [_____]

Add

If the company is not already in the list, they can type in the name of their organization in the second box and click add.
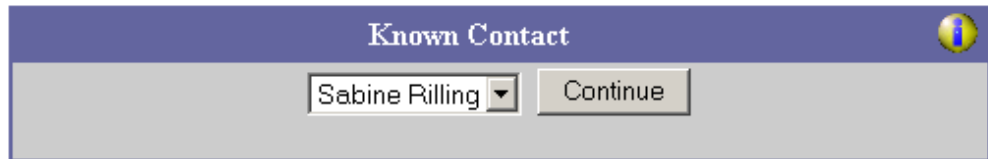
New Organization Information

Client Name	A New Client
Address (Line 1)	[_____]
Address (Line 2)	[_____]
Address (Line 3)	[_____]
City	[_____]
State	[_____]
Zip	[_____]
Country	[_____]
Phone	[_____]
FAX	[_____]
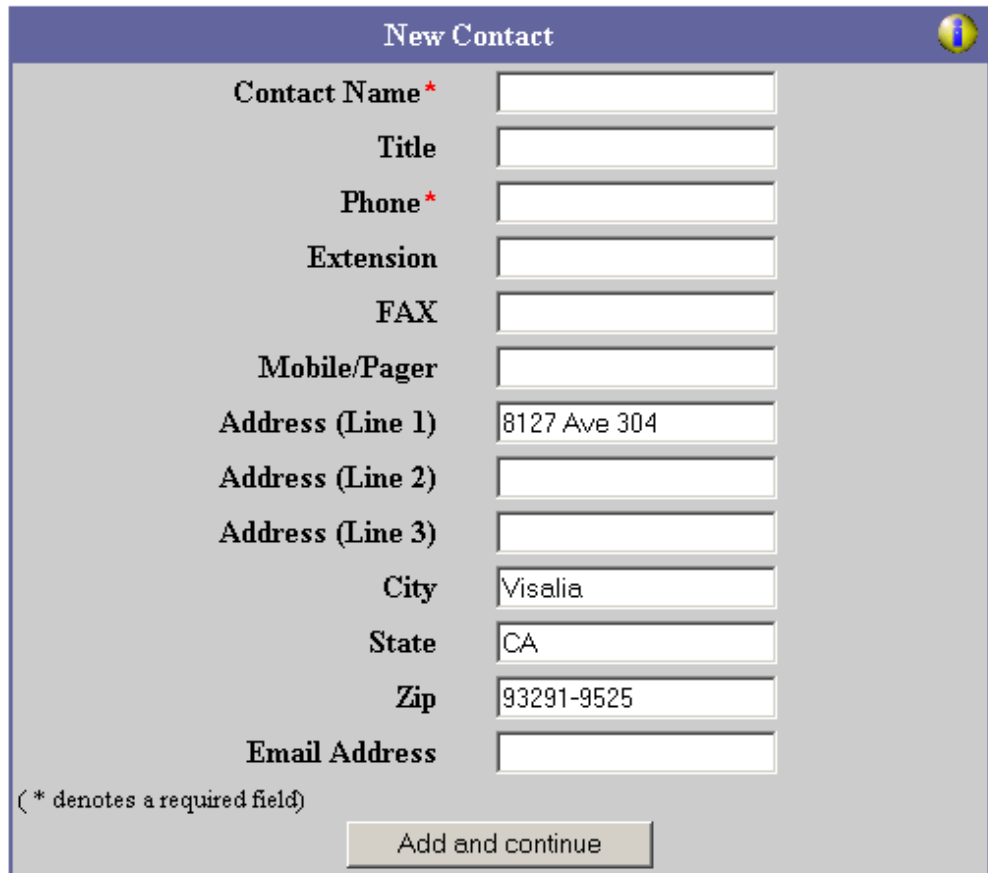
Reset the form   Add and continue

They will get this screen and after filling it out they will be able to continue.

Next, FBOnline needs to know who the requestor is.

If their name is in the drop down list they can select it and continue or they can type in their information and add themselves in and continue. Field values are defaulted from the Customer record where available.

Then, FBOnline needs specific information about the request

Contact Information			
Organization: ABLE INDUSTRIES			
8127 Ave 304			
Visalia		CA	93291-9525
Phone:			
FAX:			
Contact:	Sabine Rilling		
	Title:		
	2525 S K Street		
	Tulare	CA	93274
	Phone:(559) 686-8506		
	Extension:		
	Mobile/Pager:		
	FAX:		
	Email:		

Date and Time

Start Date*	[ ]	**End Date***	[ ]
Start Time*	[ ] [00] [AM ▼]	**End Time***	[ ] [00] [PM ▼]
			Spans past midnight? ☐

At the top, it recaps who the requestor is and what company they come from. Then it will ask them for the date and times of their event. If an event's end time spans past midnight they will need to click the spans past midnight checkbox so FBOnline can tell it is supposed to have an end time lesser than the start time and that it wasn't a data entry error.

Now, FBOnline needs to know the room or rooms the requestor is requesting, the style the rooms need to be setup in, the event name, type of event, estimated attendance and any equipment needed.

If you are using any custom fields or a custom note it will be display next and the requestor will fill in the pertinent information.

Finally, any further information about the even is captured in the comments.

After the requestor has filled in all the necessary information, they can click the "Submit Event Request" button to confirm the request.

Confirmation of Request

Organization	ABLE INDUSTRIES
	8127 Ave 304
	Visalia CA 93291-9525

Contact	Sabine Rilling
	2525 S K Street
	Tulare CA 93274
	(559) 686-8506

Event Name	Requested Meeting
Start Date	Oct 30 2003
End Date	Oct 30 2003
Start Time	8 : 00 AM
End Time	5 : 00 PM
Room(s)	All Lobbies
Room Style	
Event Type	Banquet

Additional Information

Estimated Attendance: 20

Equipment Needed: Big Screen TV

Tax Exempt: : No

Kids Allowed: : Yes

Meal Information: :
Lunch buffet

Comments:
Please have the thermostat set low.

Cancel   Change/Edit   OK - Send Request

If everything on this screen is correct they can click "OK –Send Request", if not they can cancel or choose to make changes.

Your request has been entered into our database.

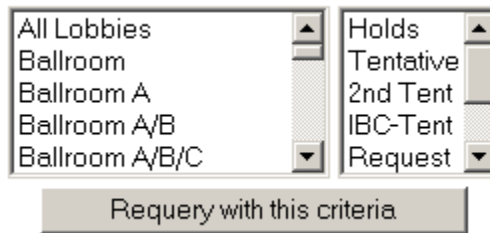**If you need any further assistance please contact us at XXX-XXX-XXXX**

or email at XXXX@XXXX.XXX

Return to the Calendar

If they Ok'ed the request, they will see the Thanks page. This page is customizable by you. (Look at the customizing section)

In the Daily view users may want to see the events in a timeline format. By pressing either Vertical Timeline or Horizontal Timeline they will be taken to one of the timeline views. Each of these views, can be filtered for easier viewing.

All Lobbies	Holds
Ballroom	Tentative
Ballroom A	2nd Tent
Ballroom A/B	IBC-Tent
Ballroom A/B/C	Request

Requery with this criteria

Selecting the criteria and then requerying will narrow what is displayed. Hovering over the bar will display a hint window with more information on the event.

Vertical Timeline

Horizontal Timeline

EVENT LIST

Some users may want to see the events that they have on the calendar in a list form. By pressing the "Event List" button, a list of all the events currently on the calendar will be created. You can peruse this or print it at your leisure. Further drill down is possible by clicking on the title of each event.

Date	Time	Event Name	Room	Type
5/1/2003	6:00:00 AM - 12:00:00 PM	Smith & Son Inc.	RM A & B	Conference
5/1/2003	6:00:00 AM - 12:00:00 PM	International Tournament 2002	Plaza Courtyard	Miscellaneous
5/1/2003	8:00:00 AM - 5:00:00 PM	Sam's Club	A Brand New Room #2	Consumer Show
5/1/2003	8:00:00 AM - 5:00:00 PM	Big Monday Car Sale 2	RM B	Meetings
5/1/2003	8:00:00 AM - 5:00:00 PM	Big Monday Car Sale 2	RM A	Meetings
5/1/2003	8:00:00 AM - 9:00:00 AM	Nereo's FB Adv. test	Ballroom	Meetings
5/1/2003	9:00:00 AM - 3:00:00 PM	Sun's Warm Ups	Arena	Basketball
5/1/2003	9:00:00 AM - 3:00:00 PM	Sun's Warm Ups	Arena	Basketball
5/2/2003	6:00:00 AM - 12:00:00 PM	Sam's Club	Arena	Consumer Show
5/2/2003	6:00:00 AM - 12:00:00 PM	Smith & Son Inc.	RM A & B	Conference
5/2/2003	8:00:00 AM - 5:00:00 PM	Big Monday Car Sale 2	RM A	Meetings
5/3/2003	6:00:00 AM - 12:00:00 PM	Smith & Son Inc.	RM A & B	Conference
5/3/2003	6:00:00 AM - 12:00:00 PM	Zoo Inc.	RM A & B	Conference
5/5/2003	10:00:00 AM - 1:00:00 PM	Monthly Meeting for Kiwanis	Executive	Meetings
5/5/2003	10:00:00 AM - 1:00:00 PM	Monthly Meeting for Kiwanis	Executive Lobby	Meetings
5/5/2003	10:00:00 AM - 1:00:00 PM	Monthly Meeting for Kiwanis	San Joaquin A	Meetings
5/5/2003	10:00:00 AM - 1:00:00 PM	Monthly Meeting for Kiwanis	San Joaquin B	Meetings
5/15/2003	8:00:00 AM - 9:00:00 AM	Nereo's FB Adv. test	Ballroom	Meetings
5/17/2003	6:00:00 AM - 12:00:00 PM	AAAAAAAA	Ballroom B	Concert
5/18/2003	6:00:00 AM - 12:00:00 PM	AAAAAAAA	Ballroom B	Concert

EVENT DETAIL

The detailed screen showing specific event information is used very often. Here one can see specific information that you select in configuration (see section 4 Configuration.) This may show the start time of the event, its type or one of a number of selections you can make. These display via two columns. On the left, are the user defined labels and on the right is the information displayed in the corresponding FASTbook fields.

Notice there is a blank line dividing two sections. The bottom section is information specific to each of the rooms in that event on that day, also separated by blank lines. The top portion is information about the entire event.

CONCULSION

FASTbook Online provides an extremely visible and flexible tool for viewing your organization's event and for showing those events to others. With FASTbook as your scheduler and FASTbook Online installed to give that information out to the world, you are not only well managed, but are widely accessible to everyone in the world. If you need any further assistance, please, contact us at Event Software.

Chapter

6

Customization

The basic setup does not allow me enough control. What else can I do?

FASTbook Online is equipped to handle what are known as cascading style sheets. These allow us to customize any specific look and feel of any page based on its class type. Your system administrator or web designer should know more about this and know how to implement it. The style sheet FBOnline uses is called fbonline.css and is in the \config folder

STYLE SHEETS

The styles used in FBOnline are:

- OuterNavTable

- InnerNavTable1

- InnerNavTable2

- NavTableFont

- CopyrightTable

- ColumnHeader

- DayView

- TimeDayCell

- Event

- MiniTime

- FieldTitle

- EventField

- StatusField

- EventImage

- WeekDayHeader

- ViewBar

- ViewBarFont

- HolidayImage

- HolidayFont

- MonthView

- FillerCell

- HighlightedEvent

- VerticalTimeline

- Hour

- Minute

- Timeline

- HorizontalTimeline

- RowHeader

- EventDetails

- EventList

- Message

- YearView

- YearRow

- Month

- MonthHeader

- YearWeekdayHeader

- YearDay

- YearHighlightedDay

- WeekView

- WeekdayHeader

- WeekDay

- WeekDayNumber

- SearchTable

- OddRow

- EvenRow

Chapter

7

Troubleshooting

What can I do if I'm stuck?

FBOnline runs virtually error free. With the Internet and web servers there does come the standard issues of pages not being found or loading errors. If you cannot find your specific page error on your browser's documentation, check the FBOnline configuration, and try again. If it persists contact us at Event Software and we will provide you with assistance.

Chapter

7

Support Contact Information

How do I contact Event Software for help?

If you come to a point where you determine you need further assistance, please, feel free to contact us for assistance. You can do this by phone or by email or at our web site.

Email: support@eventsoft.com

Phone: (480) 517-9990

FAX   (480) 517-9994

Web Site: http://www.eventsoft.com

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