

Benson IT Solutions, Inc. Resource Scheduler

The resource scheduler makes it easy to schedule almost any type of resource.

- Provides a central web system to schedule your organization's resources.
- Customize resource types to meet your needs
Add your own resource types, i.e. "Laptops, Meeting Room, etc."
- Add your organization's resources
- Add any resource your group needs to share among users
- Each resource may have many unique values entered
- Assign specific details to a resource such as building, floor, department and more
- Upload an image of the resource
- A resource may have one or more administrators
- Resources may be scheduled in 15 minute increments by clicking on grid, can be customized for different time intervals
- Reservation notifications and reminders may be emailed to users and/or administrators
Email settings can be configured per resource
- View a resource's schedule without an account
- Login required to make a reservation
- Share resources among Departments
Resources may be assigned to one or more departments to restrict use
Users may view all/or only those items assigned to their departments
- System administrators can add, edit and track resource details in the online interfaces
- Requires Cold Fusion Server 4.5 or higher
Integrates with BIT Web Calendar v3.3 & higher

Online demo <http://www.bensonITSolutions.com>

Resource Reservation Grid

Resource Scheduler
Features List Back To Calendar Resource Admin

Page Layout Options Left Column

Change Event Type	1/8/2007	Conference Room Reservations For Monday, Jul 16, 2007	Room 1001	Room 1002	Room 2004	Test Room
Conference Room	Time	Exec Room	Red Room	Room 1001	Room 1002	Room 2004
Jul 16 2007	7:00 AM					
	7:15 AM			Last Name, First Name Sales Meeting		
	7:30 AM					
	7:45 AM					
Jul 16 2007	8:00 AM				Last Name, First Name Sales Meeting	
	8:15 AM					
	8:30 AM					
	8:45 AM					
Jul 16 2007	9:00 AM					
	9:15 AM					
	9:30 AM					
	9:45 AM					
Jul 16 2007	10:00 AM		Last Name, First Name Red Room Sales			
	10:15 AM					
	10:30 AM					
	10:45 AM					
Jul 16 2007	11:00 AM					
	11:15 AM					
	11:30 AM					
	11:45 AM					
Jul 16 2007	12:00 PM					
	12:15 PM					
	12:30 PM					
	12:45 PM					
Jul 16 2007	1:00 PM					
	1:15 PM					
	1:30 PM					
	1:45 PM					
Jul 16 2007	2:00 PM					
	2:15 PM					
	2:30 PM					
	2:45 PM					
Jul 16 2007	3:00 PM					
	3:15 PM					
	3:30 PM					
	3:45 PM					
Jul 16 2007	4:00 PM					
	4:15 PM					
	4:30 PM					
	4:45 PM					
Jul 16 2007	5:00 PM					
	5:15 PM					
	5:30 PM					
	5:45 PM					
Jul 16 2007	6:00 PM					
	6:15 PM					
	6:30 PM					
	6:45 PM					
Jul 16 2007	7:00 PM					
	7:15 PM					
	7:30 PM					
	7:45 PM					
Jul 16 2007	8:00 PM					
	8:15 PM					
	8:30 PM					
	8:45 PM					
Jul 16 2007	9:00 PM					
	9:15 PM					
	9:30 PM					
	9:45 PM					
Jul 16 2007	10:00 PM					
	10:15 PM					
	10:30 PM					
	10:45 PM					
Jul 16 2007	11:00 PM					
	11:15 PM					
	11:30 PM					
	11:45 PM					
Jul 16 2007	12:00 AM					
	12:15 AM					
	12:30 AM					
	12:45 AM					

Adding a Resource Reservation

Schedule Room 1002

Start Date/Time: 07/16 9:00 AM

End Date/Time: 07/16 9:15 AM

Subject: Sales Meeting

Description: Sales Meeting

Primary User: Last Name, First Name

Optional Event Reminders 2

Send Reminder When Event is Added and / or None Day(s) Before Event

Select User: test, robyn, 123, 123, 21, 21

Email Address:

To enter multiple email addresses separate using a comma.

The event reminder feature is not functional in the demo calendar.

Save Return

Resource Admin Search

Admin Links

Search Resources | Add Resource | Resource Types | Resource Characteristics | Departments | Locations |

Search Resources

Resource Type: Computer Lab

Search:

Search by: Resource Name Description
Primary User Admin User

Search

Results

Name	Type
Lab 1000	Computer Lab
lab 1111	Computer Lab
Lab 6	Computer Lab
Lab 5	Computer Lab
Lab 0	Computer Lab
Lab 7	Computer Lab
Proc 2002	Computer Lab
Test Lab 2	Computer Lab
test lab2	Computer Lab

To view the demo visit:

<http://www.bensonITSolutions.com>

info@bensonitsolutions.com

703.501.0300