

Drakenstein

# Booking System

User Guide

Ursula Achim  
9-14-2022

Introduction.....	2
How to update an existing venue .....	3
Add images to a venues page .....	3
Update the information on a venues page .....	8
Update the information on file, which in turn will reflect on the home page. ....	8
How to add a booking to the calendar.....	9
How to add a new booking .....	9
Edit an existing booking on the calendar .....	11
Best practises.....	14

## Introduction

This user guide was written for Drakenstein Municipality and is to be used to aid its staff to maintain and manage their booking system. It will cover the following:

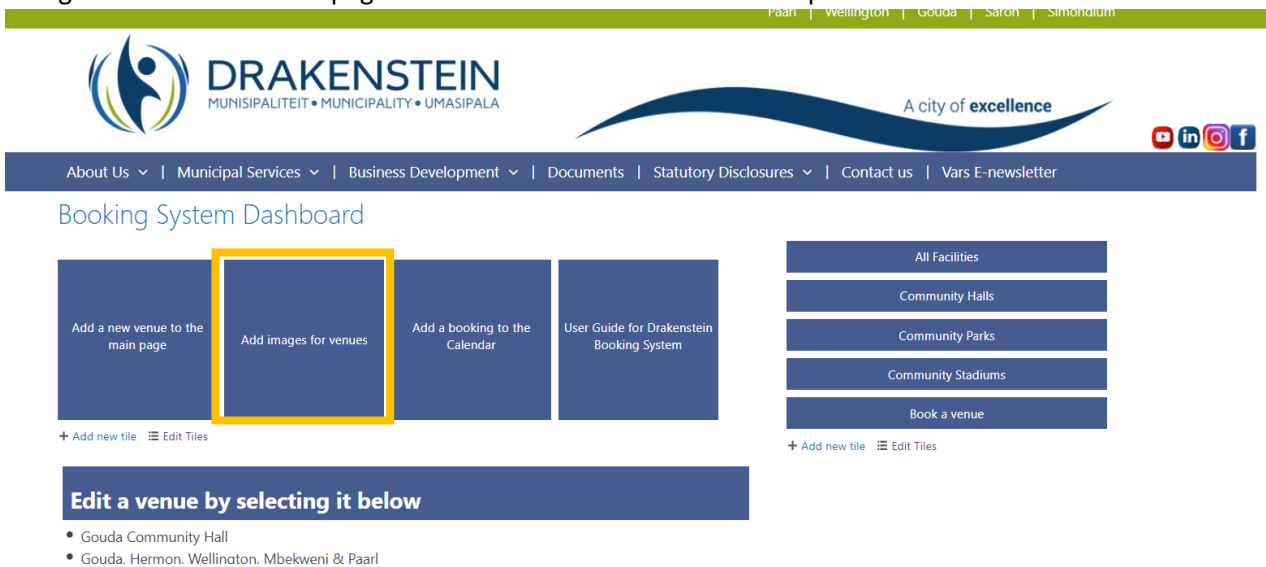
- How to update an existing venue
  - Add images to a venues page
  - Update the information on a venues page
  - Update the information on file, which in turn will reflect on the home page.
- How to create a new venue
  - Create a page for the new venue
  - Add the new venue to the booking system database
  - Add it's images to the Image library
- How to add a booking to the calendar
  - How to add a new booking
  - Edit an existing booking on the calendar
  - Best practises

If what you want to know is not covered in this document, please contact the team from Knights ISC for additional training or support. Please note this will be outside the scope of this document and so will need to be quoted on or covered under and maintenance contract for the booking system.

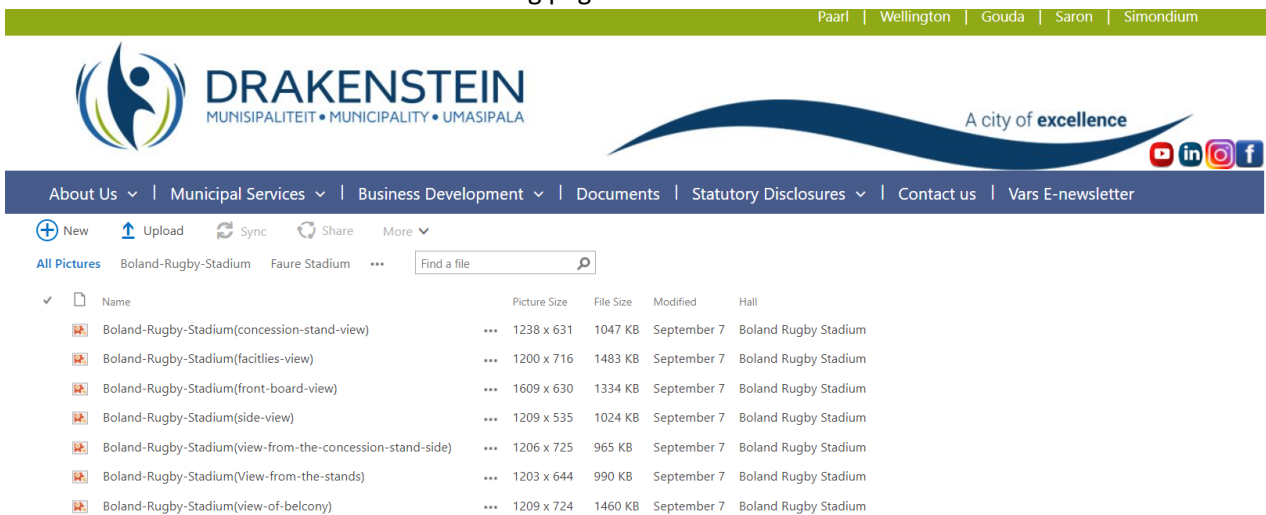
# How to update an existing venue

## Add images to a venues page

1. Navigate to the Dashboard page and select the second tile at the top

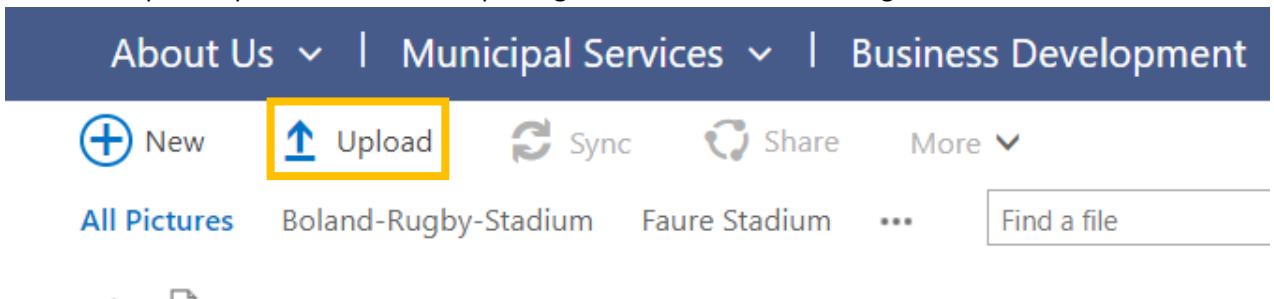


2. Once selected it should land on the following page on a new tab:



## How to upload an image

- 2.1. Select the upload option beneath the top navigation menu above the image list



2.2. The following pop-up menu should appear:

Add a picture

Emergency Numbers	Address	GPS coordinates
Life threatening 021 872 2323	Drakenstein Municipality Berg River Boulevard Paarl	S33 44.248 E18 58.108
Service Emergency 021 807 4500	South Africa 7622	

Copyright 2022 - Drakenstein Municipality [PRIVACY POLICY](#) | [TERMS OF USE](#) | [SIGN IN](#)

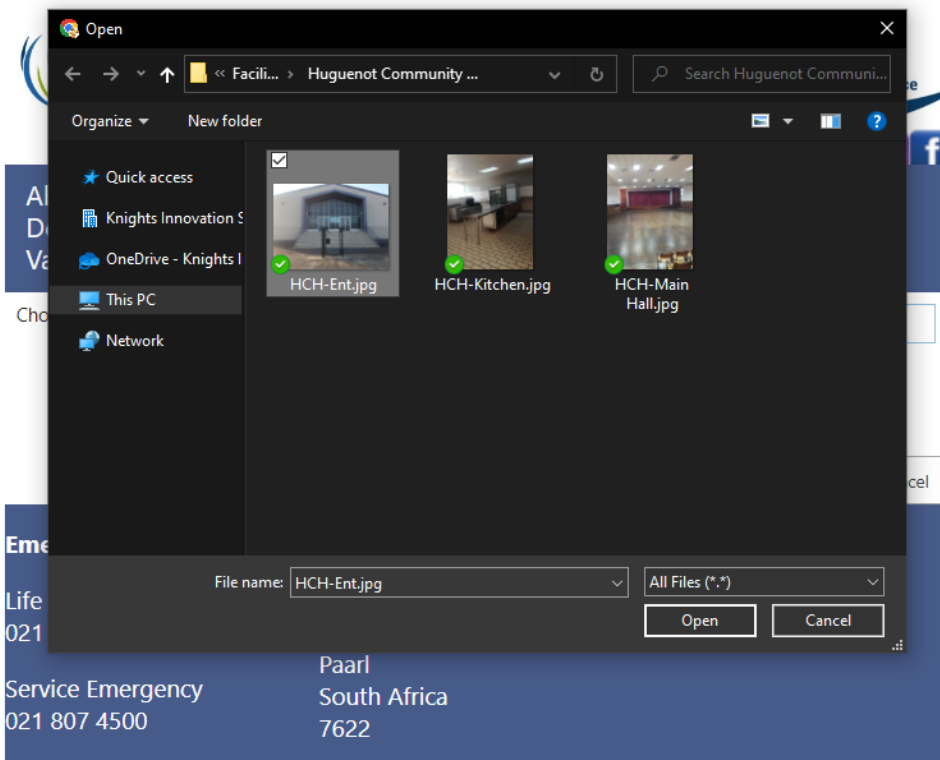
2.3. Select the 'Choose File' button

**Choose Files** No file chosen

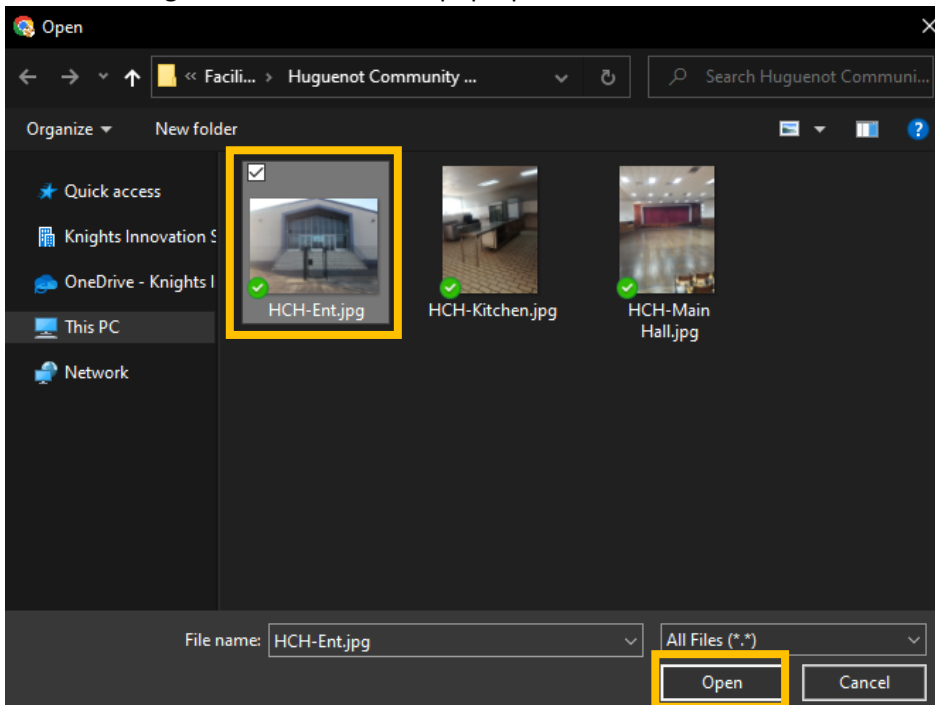
Overwrite existing files

2.4. The following file explorer pop-up menu should appear:

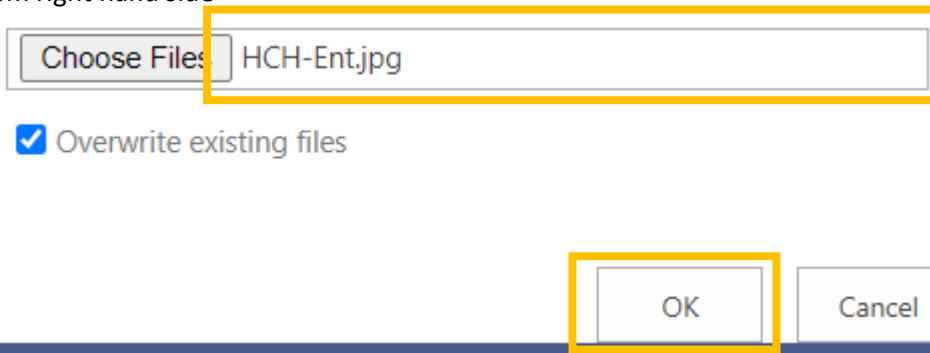
Paarl | Wellington | Gouda | Saron | Simondium



2.5. Navigate to where the image is saved on your local machine and select it. Then select the 'open' button in the bottom right hand corner of the pop-up menu.



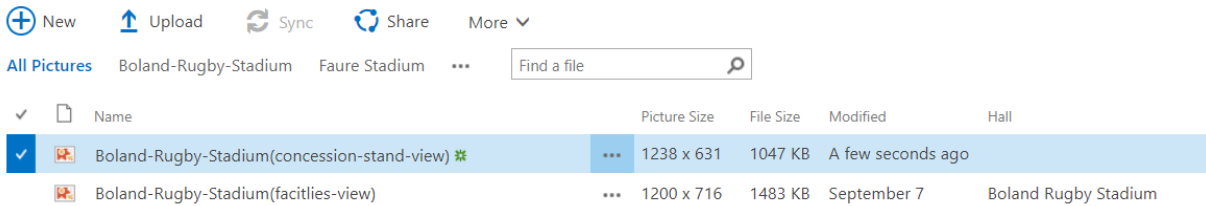
2.6. The image name should display in the box in the previous pop-up menu. Select the 'OK' button and the bottom right hand side



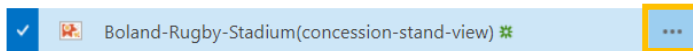
*Your Image has now been successfully uploaded.*

Editing an images property to include the general location

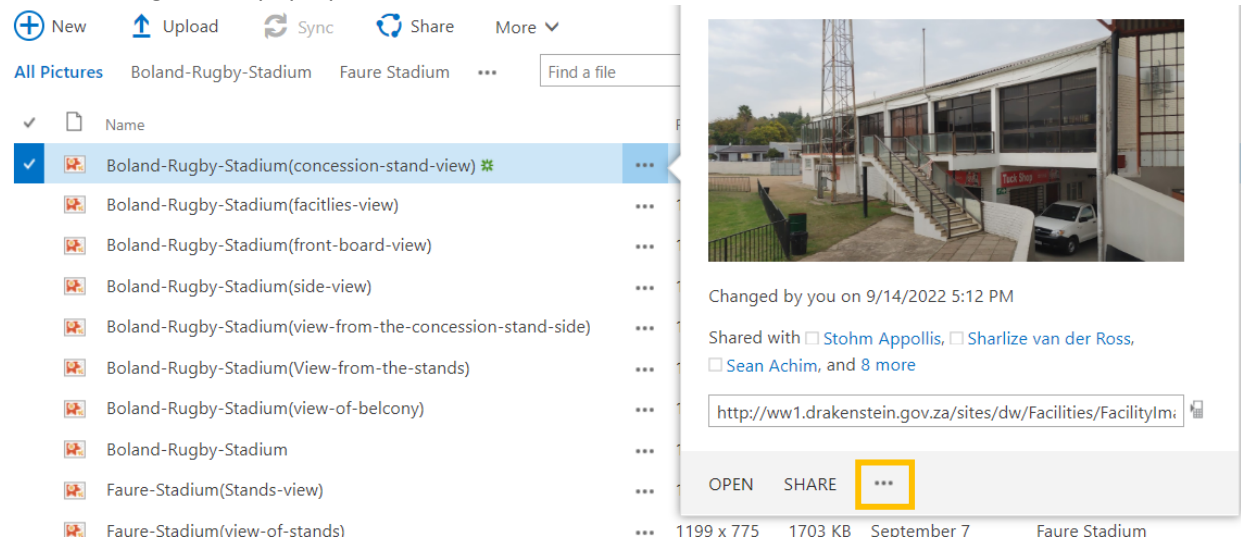
3. Your image will now be located with in the image library, select the image



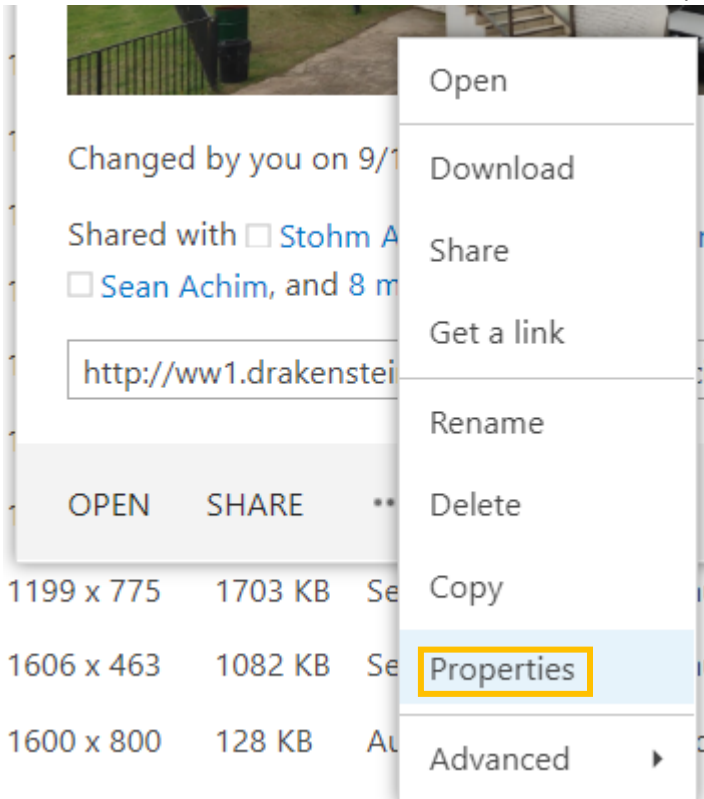
3.1. Select the 3 dots next to the image name



3.2. The following should pop-up




3.3. You will select the 3 dots in the window that would have popped-up. The following menu should appear:



3.4. Select the 'Properties' option

3.5. The following form will now appear on your screen:

Name \*

Preview 

Title

Date Picture Taken   12 AM

Description   
Used as alternative text for the picture.

Keywords   
For example: scenery, mountains, trees, nature

Hall

Created at 9/14/2022 5:12 PM by  Ursula Achim  
Last modified at 9/14/2022 5:12 PM by  Ursula Achim

3.6. Fill in as many fields as you are able, however the last field called 'Hall' is the most important and must be filled in to make sure the halls images can be displayed on the halls page. When completed select the 'save' button.

For example: scenery, mountains, trees, nature

Hall

Created at 9/14/2022 5:12 PM by  Ursula Achim  
Last modified at 9/14/2022 5:12 PM by  Ursula Achim

---

*You now have successfully updated an image's properties*

---

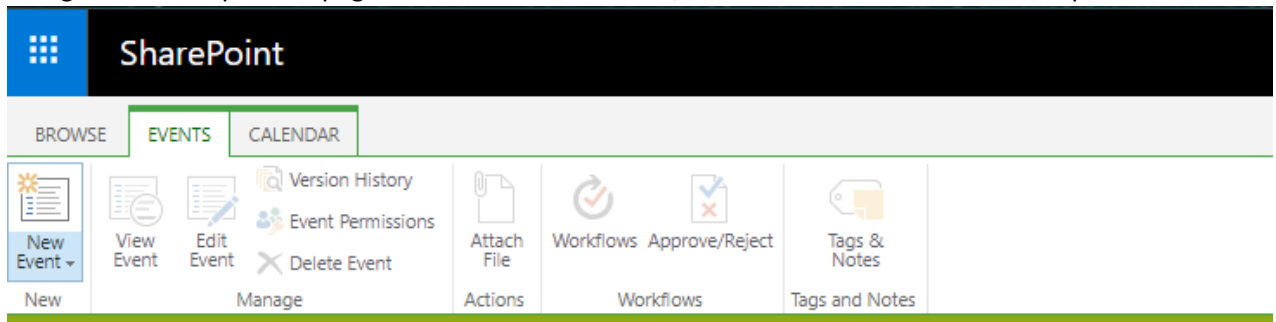
Update the information on a venues page

Update the information on file, which in turn will reflect on the home page.

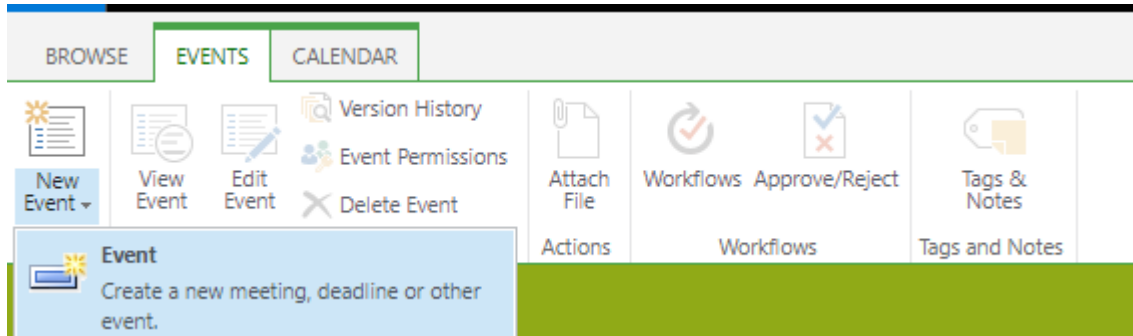
# How to add a booking to the calendar

## How to add a new booking

1. Navigate to the top of the page and select the Event tab, and then select the new event option.



2. The following should appear below the option, select the event option.



3. The following pop-up menu should appear:

Availability - New Item

EDIT

Save Cancel Paste Copy Attach File Spelling

Commit Clipboard Actions Spelling

Paarl | Wellington | Gouda | Saron | Simondium

**DRAKENSTEIN**  
MUNISIPALITEIT • MUNICIPALITY • UMASIPALA

A city of excellence

About Us | Municipal Services | Business Development | Documents | Statutory Disclosures | Contact us | Vars E-newsletter

Title \*

Location

Start Time \*

End Time \*

Description

Category

Specify your own value:

All Day Event  Make this an all-day activity that doesn't start or end at a specific hour.

Recurrence  Make this a repeating event.

4. Fill in the form that appears with the details of the booking but make sure to not include any details that are related to the person making the booking. Stick to the following as this calendar is visible to anyone looking at the site.
- Title:** Fill in the Location/ Hall that is being booked.
  - Location:** the physical address of the hall
  - Start Time and End Time:** Fill in the start and end date and time for the booking.
  - Description:** You can leave this blank.
  - Category:** if there is an option that applies to the booking you can select it.
  - All day event:** you would select this option if the booking was for the whole day.
  - Recurrence:** should be selected for events that happen repeatedly on a predictable frequency, and example would be a public holiday that happens on the same day every year.

5. Select the save option at the bottom right-hand side once you have completed filling in the form

activity that doesn't start or end at a specific  
g event.

---

*You have successfully created an event on the calendar.*

---

### Edit an existing booking on the calendar

1. To edit an existing booking double click the event on the calendar you wish to edit

	16	17	
		+ Add	
	23	24	Heritage day
	30	1	

2. The following pop-up menu should appear:

Availability - Heritage day
✕

VIEW

CUSTOM COMMANDS

 Edit Item	Version History Shared With Delete Item Manage	Alert Me Workflows Actions	
---------------	---	----------------------------------	--

Paarl | Wellington | Gouda | Saron | Simondium

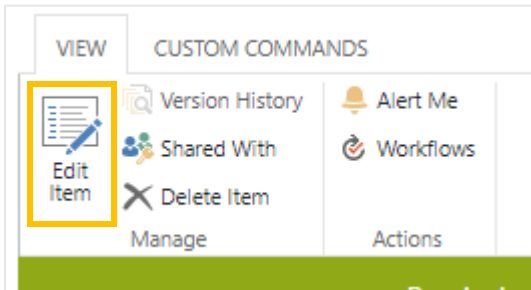
DRAKENSTEIN  
MUNISIPALITEIT • MUNICIPALITY • UMASIPALA

About Us ▾ | Municipal Services ▾ | Business Development ▾ | Documents | Statutory Disclosures ▾ | Contact us | Vars E-newsletter

Title	Heritage day
Location	
Start Time	9/24/2022 12:00 AM
End Time	9/24/2022 11:59 PM
Description	
Category	Holiday
All Day Event	Yes
Recurrence	
Content Type: Event	
Created at 9/21/2022 10:38 PM by <input type="checkbox"/> Ursula Achim	
Last modified at 9/21/2022 10:38 PM by <input type="checkbox"/> Ursula Achim	

Emergency Numbers	Address	GPS coordinates
Life threatening 021 872 2323	Drakenstein Municipality Berg River Boulevard	S33 44.248 E18 58.108

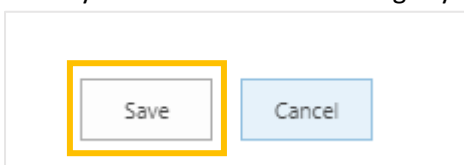
3. Navigate to the top left-hand corner and select the “Edit Item” option.



4. The pop-up form will change into edit mode and you can edit any of its fields.

A screenshot of a web-based form titled 'Availability - Heritage day'. The form is in 'EDIT' mode. At the top, there is a navigation bar with the 'EDIT' tab selected. Below the navigation bar is a toolbar with icons for 'Save', 'Cancel', 'Paste', 'Copy', 'Delete Item', 'Attach File', and 'Spelling'. The form fields include: 'Title \*' with the value 'Heritage day'; 'Location' (empty); 'Start Time \*' with the value '9/24/2022'; 'End Time \*' with the value '9/24/2022'; 'Description' (empty text area); 'Category' with a radio button selected for 'Holiday' and an option to 'Specify your own value:'; 'All Day Event' with a checked checkbox and the text 'Make this an all-day activity that doesn't start or end at a specific hour.'; and 'Recurrence' with an unchecked checkbox and the text 'Make this a repeating event.'. At the bottom, there is a 'Created at' and 'Last modified at' section, both showing '9/21/2022 10:38 PM by Ursula Achim', and two buttons: 'Save' and 'Cancel'.

5. When you want to save the changes you made to the form select the save option.



---

*You have now successfully updated an existing event on the calendar.*

---

### Best practises

- Do not enter any information about the event or any parties who have booked it. This file is a public facing calendar and this mean and one not logged into the site and those logged in. so it is best practise to ensure that none of this information in included when the event is created.
- You will not be able to edit or create any calendar events unless you are logged into the site.