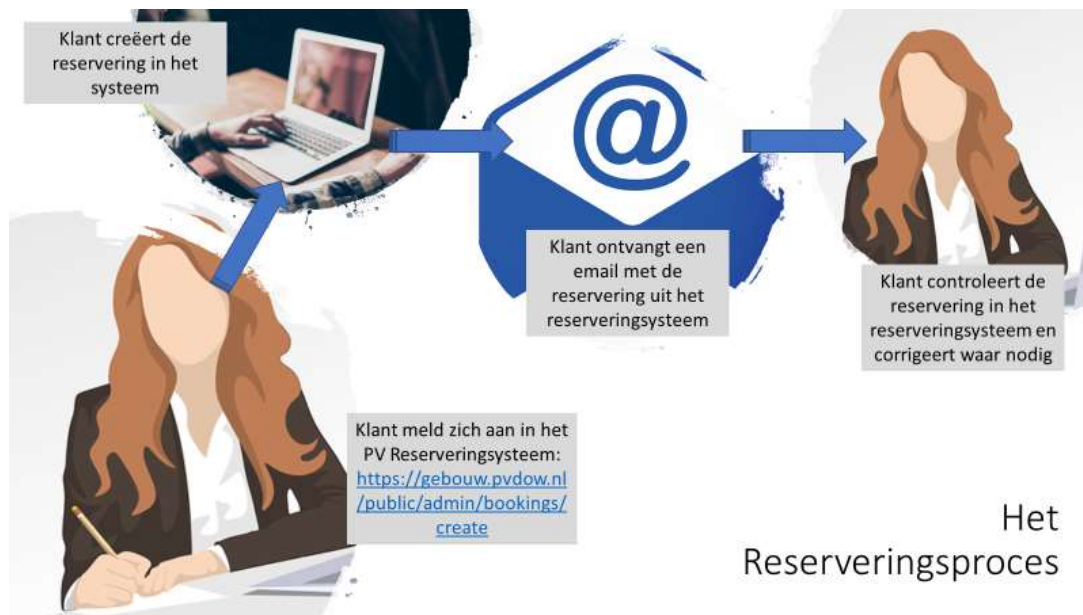


Internal Reservation

The reservation process is quite simple, once one is registered (see [Registreren - PV-Gebouw \(pvdow.nl\)](#)).

Main features of the process

The main process works as follows:



There are two ways to make a reservation, once the customer has a customer account:

- Go to the option "Reserveringen => Kalender" (Reservations => Calendar) and choose a day where there is an open part of the day (half-days) to make the reservation. When the date / part of the day is found, click "Boeking Toevoegen" (Add booking).
- To create a new reservation, the user goes to the menu option: Reserveringen => Nieuwe Boeking (Reservations => New Booking).

The screenshot shows the 'Beheer PV Gebouw' web application interface. The main content area displays a table titled 'Recente boekingen' (Recent bookings) with the following data:

| Resnr # | Contactpersoon | Zaal | Datum | Tijdstip | Contactpersoon | Telefoonnummer | Staat | Acties |
|----------|-----------------|-----------------|------------|---------------|-----------------|----------------|---------|--------|
| 20050466 | Hans Hartman AC | Aula met podium | 2020-05-14 | 08:00 - 23:00 | Hans Hartman AC | 06-12209230 | Geboekt | |

As soon as you have clicked on " Nieuwe Boeking" (New Booking), you will get the following screen:

↳ [boeking toevoegen](#)

Resnr # ✓

Staat Geboekt

Klantnaam

Zaal

Datum

Starttijd ✓

Eindtijd ✓

Herhalen Doorlopende reservatie

Wekelijks Dag

Elke Dag van de maand

Contactpersoon

Telefoonnummer

Account-nummer

Evenement nummer

Aantal personen

Extra faciliteiten nodig?

Opmerkingen

¶ B / G ≡ ≡ ≡ A A ↻ ↻ ↻

|

Speciale wensen en of details:

Draaiboek

¶ B / G ≡ ≡ ≡ A A ↻ ↻ ↻

Bestanden (max. aantal bestanden: 10 bestanden)

Drop files here to upload

The screen should be filled in as follows:


| Field name | Definition |
|---|--|
| Resnr | This field does not need to be filled in, this reservation number is created by the system. |
| Staat | Indicates the status of the reservation (Booked); field does not need to be filled in because the system automatically indicates "Booked". |
| Klantnaam (Customer name) | That is the name of the person who makes the reservation. Press "Enter" if the name is selected. |
| Zaal (Lounge) | Choose <i>one or more</i> rooms for this reservation. You can choose as many as necessary. |
| Datum (Date) | Choose the date of the reservation |
| Starttijd (Start time) | This is the time from which the room(s) must be available. <i><u>NB: if an event takes place from a certain time (say 19:00), but the rooms must be available 30 minutes before that time, then the start time must be 18:30!</u></i> |
| Eindtijd (End time) | The time when the event ends. |
| Herhalen (Repeat) | In case this reservation is made periodically (weekly, monthly, etc.) then check/check this field. |
| Doorlopende tot datum (Continuous until date) | Please specify the date until which this periodic reservation must take place. So if a year ahead is planned, then choose the date that is a year ahead. |
| <i>Weekelijks (Weekly)</i> | In the event that "Repeat" is checked, choose every week or every two weeks. |
| <i>Dag (Day)</i> | Please indicate on which day of the week this reservation must take place. |
| Elke (Each) | In the event that meetings are only held once a month, you can indicate in this field which week of the month this reservation must take place (first week, second week, etc.); this field belongs to the field "Day of the Month" |
| <i>Dag van de maand (Day of the Month)</i> | If you have indicated in "Elke" which week you want the reservation, you can now indicate which day of that week you want to meet. |
| Contact persoon (Contact name) | This field must show the name of the person who is the contact person of the event / reservation for the administrators. For internal reservations, this field is initially taken from the Customer Name, but can be overwritten |
| Telephone number | This is the contact person's phone number. Can be the mobile number |
| Account number | For the interns, this account number is taken from the customer name and therefore does not need to be adjusted. |
| Evenementnummer (Event number) | This number is only of interest to the Events coordinators / events committee. In the loading of the catering list, this will be booked at the relevant event in the PV accounting. |
| Aantal personen (Number of attendees) | In this field the estimated / registered participants must come. |
| Extra Facilities Needed | Fill in this field if additional facilities are required at the time of booking such as tents, audio and video equipment, etc. |

| Field name | Definition |
|--------------------------|--|
| Opmerkingen (Comments) | All specific wishes can be made known here. The more accurate, the better the managers prepare for the reservation. |
| Draaiboek (Script) | In the event that a large event takes place, a script can be delivered via a download, so that the administrators know what exactly will take place on this reservation. |
| Bestanden (Files) | Any other file that can help to prepare the reservation according to the wishes of the respective customer. |
| Opslaan (Save) | Click on this button when the reservation is complete. |
| Annuleren (Annul) | Click on this button if you do not want to make this reservation. |

After making the reservation, the relevant customer will receive an email with the confirmation of the reservation.


What if you find an error in the reservation?

Then you can easily correct it in the reservation in the following way:

1. Go to "Reserveringen => Lijst" (Reservations => List)
2. In the "Zoeken"(Search) field, type the reservation number and click "Zoeken" (Search)
3. When the reservation is found and click on the blue icon  Bewerk (Edit)
4. You then open the reservation.
5. Make the changes and click "Opslaan" (Save)
6. The customer will now receive an email confirming the change of reservation.

What if you want to cancel a reservation?

You can also do this quickly in the following way:

1. Go to "Reserveringen => Lijst" (Reservations => List)
2. In the "Zoeken" (Search) field, type the reservation number and click "Zoeken" (Search)
3. When the reservation is found and click on the red Recycle Bin icon  "Annuleren" (Delete)
4. You will now receive a notification asking for confirmation that you want to delete the reservation.
Click "Bevestigen" (Confirm) if you want to delete the reservation.
5. The reservation has now been deleted.

Review and look up reservations

You can do this via the "Reserveringen => Lijst" (Reservations => List) option or via the "Reserveringen => Kalender" (Reservations => Calendar).