



Dates and Facilities

The modular software for the event, exhibition and congress management

Manual

RUBIN Dates and Facilities form the basis for the congress and event business and for trade fair events. With the booking overview there is a powerful tool at work, with which events can be searched for and created. In further mask the event is surrounded by services and workflows. Optionally bookings for events can be generated. The invoice management of the event uses all types of common invoice methods and supports presale invoicing, the creation of final invoices and credit notes. A whole register of lists and statistics complete this module.

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1 Dates and Facilities

1.1 General things about RUBIN Dates and Facilities

RUBIN Dates and Facilities support the resource management of an event company. Also the correlating offer, rent contract and invoice functions are parts of this **RUBIN** component.

Rooms (Halls, open air sites, multi purpose area), services (services for organisers, exhibitors and visitors), material (energy supply, furniture, general eventing material, catering) and specific personell services (technical service, hall master, ambulances) can be allocated to defined processes.

The complete contract processing that covers all areas of the automatic contract creation and pricing over the work commands for the technical department to the invoiceing and factorizing. You can differ between personal events and rental businesses. The aim is to provide up to date and immediate information about the work progress of running and planned projects.

The integrated and central schedules replaces the conventional booking books and has unlimited, company wide validity. Vague, duplicated and wrong bookings are there through avoided.

In an event booking all relevant data for an event are entered. In a complete event booking the following data is remarked:

- The resources (rooms, services, etc.)
- Dates and Facilities are saved centrally and accessable over graphics and evaluations.
- The business processes in combination with the event are defined and all created documents, dates and written traffic are documented (workflow).
- The services are remarked with their specifications, amounts, peculiarities and prices. They are available for invoice and factorizing (rooms, services).
- The involved divisions / crafts have access to the applicable information (check technic).

1.2 Booking overview

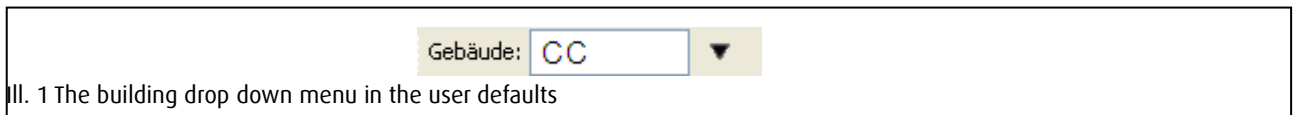
The button booking overview in the start up mask under favourites or the button booking overview in the room booking mask.

Hint: All screen shots are available in the in the button version „Classic“ and „lucid blue“.

The booking overview is the central information instrument to display the current booking situation.

In the upper area, the company calendar is available so that all current events, results or specialties are easily viewed in context with the booking situation.

The calendar standardly displays the situation of the building that is entered in the user defaults.

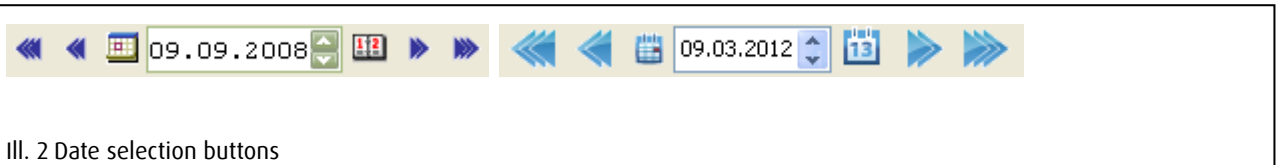


Ill. 1 The building drop down menu in the user defaults

In this field you can enter the building that is to be displayed. It can either be a real or a virtually composed building. You can get a list with "F9". The black arrow opens the list of values of all buildings as well.

Here one can display an unlimited number of physical or respectively virtual buildings.

When opening the booking overview, then either the current date is displayed or a day that has been previously defined in the user defaults.



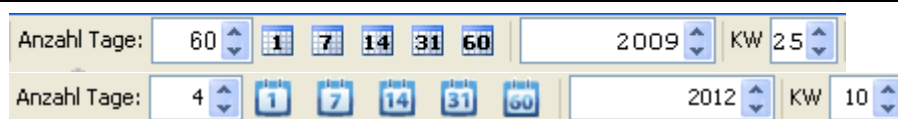
Ill. 2 Date selection buttons

Over these buttons the user can move in time through the calendar, in other words can access other data.

- The triple arrow to the left means „one month back“
- The double arrow to the left means „one week back“
- The double arrow to the right means „one week ahead“
- The triple arrow to the right means „one month ahead“

Apart from this, the exact date can be entered in the respective field. The arrows next to the date move it by one day. If a date component is marked (e.g. the month) then the arrow keys can navigate through the months. With the calendar button a small calendar for the applicable date is opened. With the button "go to today" the current date is set.

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The screenshot shows two rows of date selection controls. The top row is for the year 2009, week 25, with 'Anzahl Tage' (Number of days) set to 60. It includes buttons for 1, 7, 14, 31, and 60 days, and a year dropdown set to 2009 and a week dropdown set to 25. The bottom row is for the year 2012, week 10, with 'Anzahl Tage' set to 4. It includes buttons for 1, 7, 14, 31, and 60 days, and a year dropdown set to 2012 and a week dropdown set to 10.

Ill. 3 Number of days mask

With this mask the number of days that are displayed can be altered. Here again the system works with direct entry of the date or by navigating the dates by using the arrow keys. The setting with which the mask starts, every user can individualize this in the user defaults.

With the buttons „1“, „7“, „14“, „31“, „60“ the value of the day can be changed by the number of days which are displayed on the calendar. For „7“ a whole week is meant while „31“ means a whole month.

The other buttons control the year and the calendar weeks and each can be changed with the arrow keys or the drop down menu.



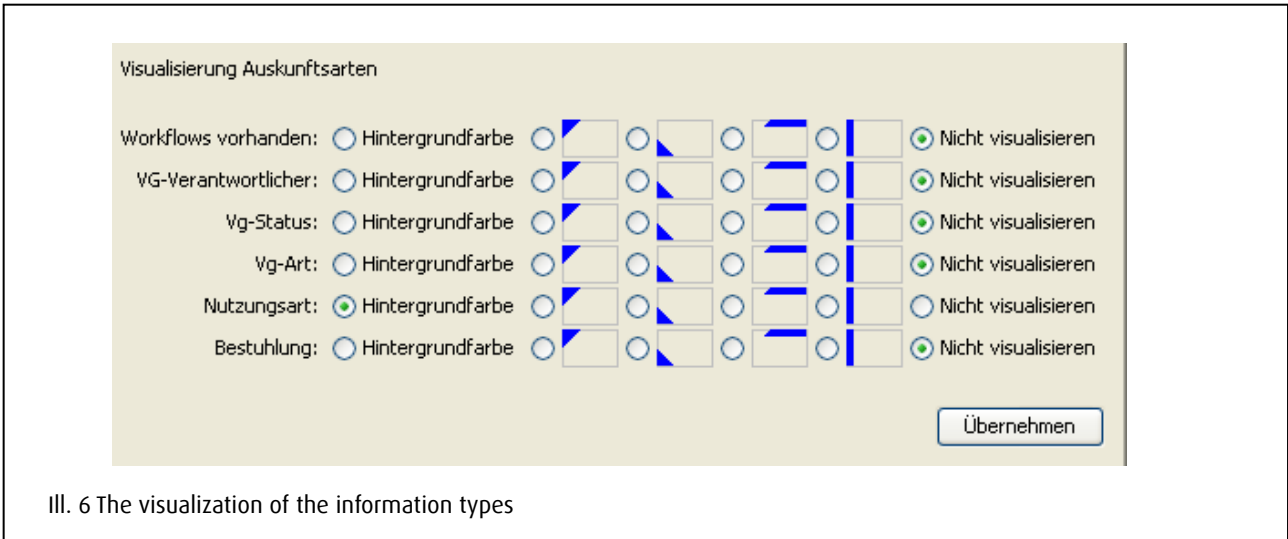
Ill. 4 Update button

The button updates the calendar. This can be applicable when colleague update their systems with new bookings while your mask is still open, so that you can be up to date with the bookings. An overbooking of rooms is yet still not possible. The button is further of use if the user wants to use the “Display changes” function. After updating this function, the calendar has to be updated.



Ill. 5 Visualization button

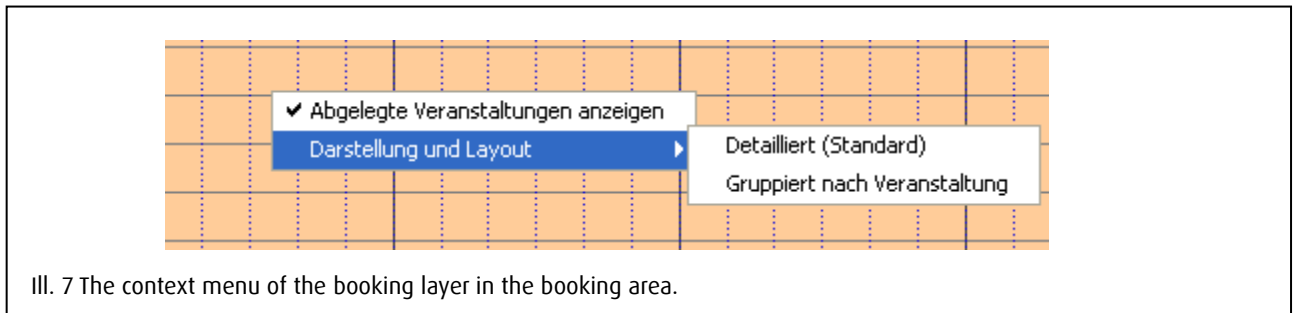
This button can display additional information cards. Currently four information types can be displayed simultaneously and this over colourful areas in the corners or edges respectively as a frame around the bookings. The colours for the information type in the calendar are set under Admin / Colour definition Calendar. After updating the setting the information is displayed in colour in the calendar.



Ill. 6 The visualization of the information types

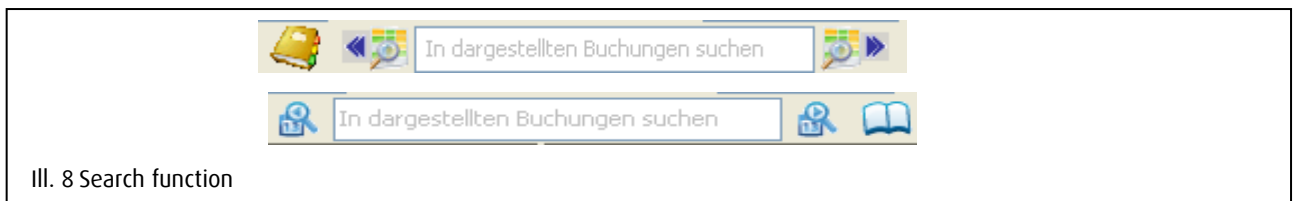
With the context menu option „Show details“ of the week day, the day is displayed with detailed information concerning the bookings. In this mask you can also see the event without room bookings and the booking history.

With the context menu option „Display laid off events“ the room bookings for laid off events are displayed. The context menu option „Display and Layout“ offeres two display versions for the booking overview.



Ill. 7 The context menu of the booking layer in the booking area.

By double clicking a booking the corresponding booking is opened.



Ill. 8 Search function

With the „Book“, the colour key is opened. Depending on the chosen information type the colour and their meanings are explained. With the search function you can mark bookings and respectively navigate them over the arrow keys with the magnifying glass. The buttons right of the field go into the future while the left ones scroll into the past.

In the user defaults, the user has multiple options to adjust the booking overview according to their requirements.

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Use magnetic grid

When activating this function the user can only book in specific time frames.

Depending on the settings then, you can only allow bookings for hourly, half hourly and quarter hourly (only for function "Graphical booking").

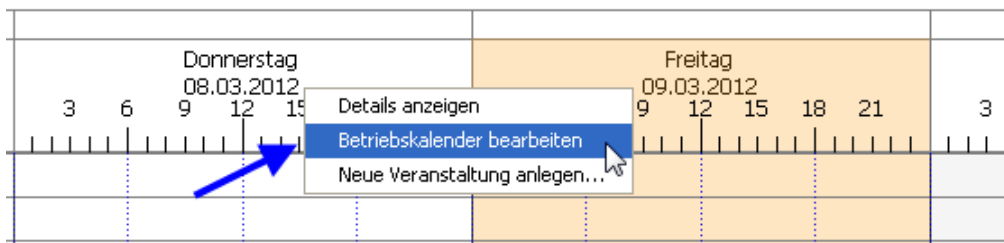
- Grid level
In this field the grid unit is displayed for the prior selected magnetic grid, 60 for example means that bookings can only be done every hour, 1 means every minute (only for the function „Graphical booking“).
- Maximise window
With this setting you can decide whether the mask is to start in full screen mode or not.
- Search for window activation
Should the display be updated automatically when returning to the allocation overview or only manually by the user.
- Booking en block / Display waiting lists separately
This decides whether bookings that go over multiple days are to be displayed as individual bookings or one coherent in the allocation overview.
- Utilise grid
This grid is used in the allocation overview to ensure a better orientation for the day. The grid is displayed as a vertical line.
- Grid for one day / multiple days
This entry defines with which distance the selected grid is displayed. With this you can define the day grids or multiple day grids. Depending on the screen size the grid will not be displayed after a certain number of days because the overview will then be lost.
- Number of displayed days
With this you can define the number of days that are to be displayed when the user opens the mask. This can be changed at any time.
- Position of start date
With this parameterization you can define where the chosen date is to be displayed (left, right and centered). This parameterization is valid for the current opening of the mask as well as for future search requests. With the option "absolute" you can define that the displayed date is to be shown in any position. So if „2“ is entered then on Monday the previous Sunday is still shown.
- Connection target when double clicking
This defines what happens when the user double clicks on a allocated booking. Currently there are the options for either linking into the room booking or into the event. A larger choice of connection possibilities is available over the right click menu.
- Start date
The user can enter a fixed date so that the allocated overviews are always displayed in relation to a certain event. If this field stays empty then the current date is entered.

RUBIN - Dates and Facilities

Ill.: User defaults

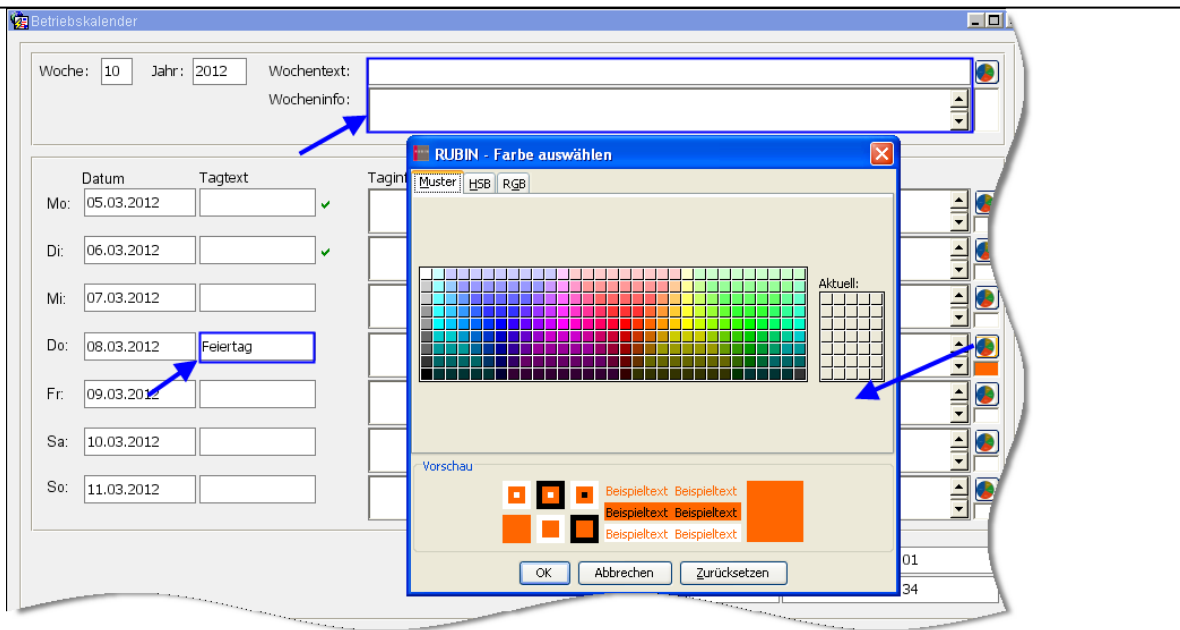
1.2.1 Business calendar and date marking

With the right click one can link into the business calendar. Here holidays, bank holidays and specialties are displayed that influence the event business (for instance sporting events in the vicinity). The entries can be color coded with a freely choosable color.

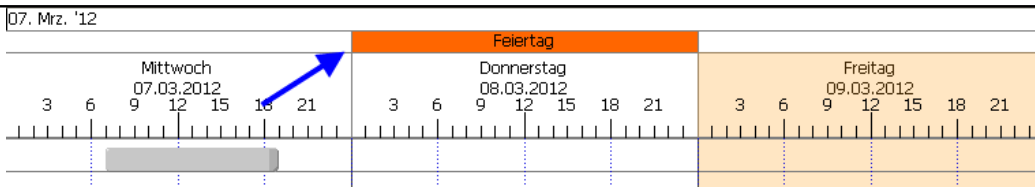


Ill. 9 With the context menu you can link directly into the business calendar.

RUBIN - Dates and Facilities

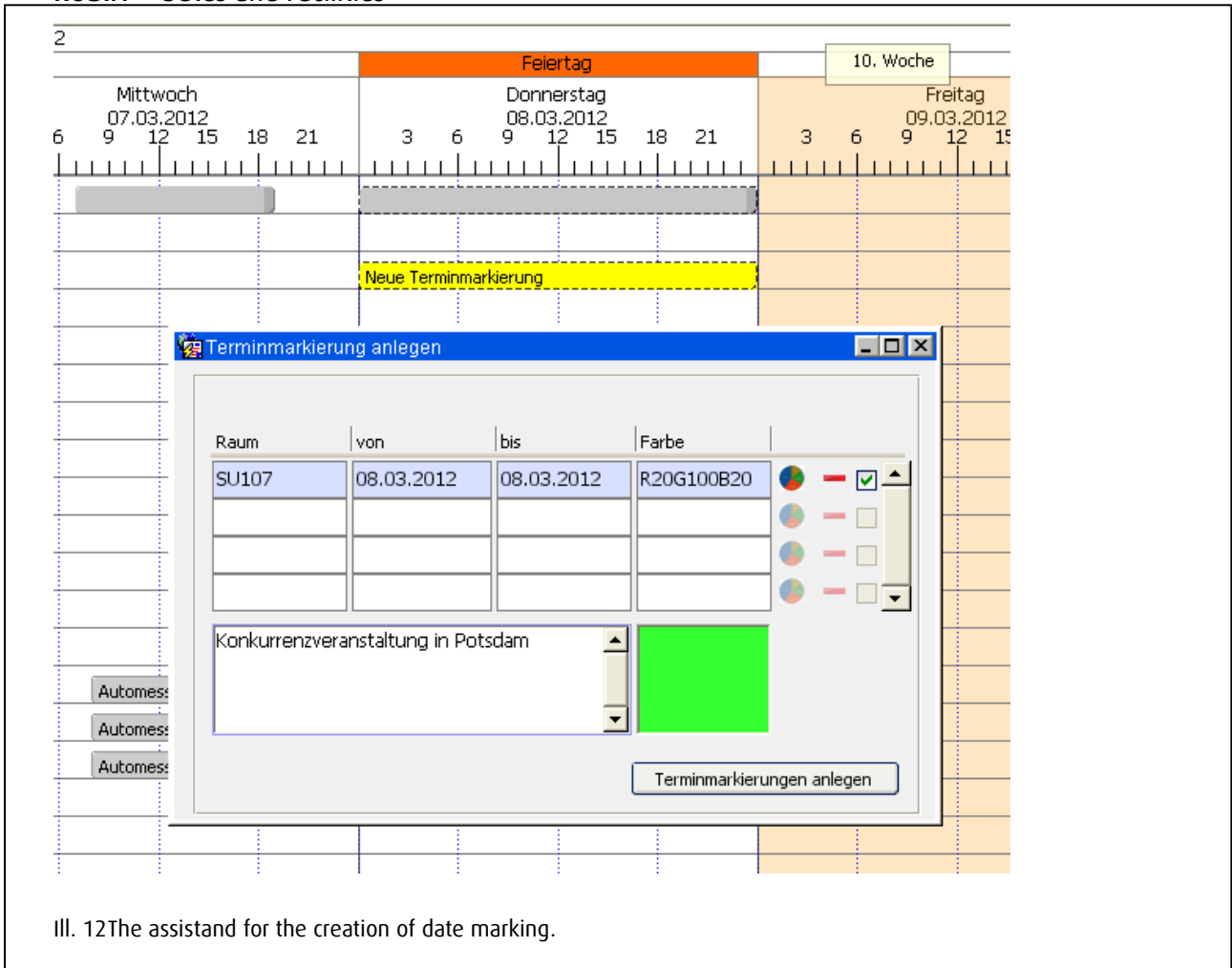


Ill. 10 In the business calendar the fields „Week text“, „Week info“, „Day text“ and „Day info“ can be filled. With the color selection a color can be chosen for the entry.



Ill. 11Abb.: The result in the allocation overview.



As an alternative or addition to the business calendar the „Date marking“ can be entered. This is opened with the button  directly in a room in the allocation overview. The date marking are always daily and can only be used once on the same day and are allocated a color.

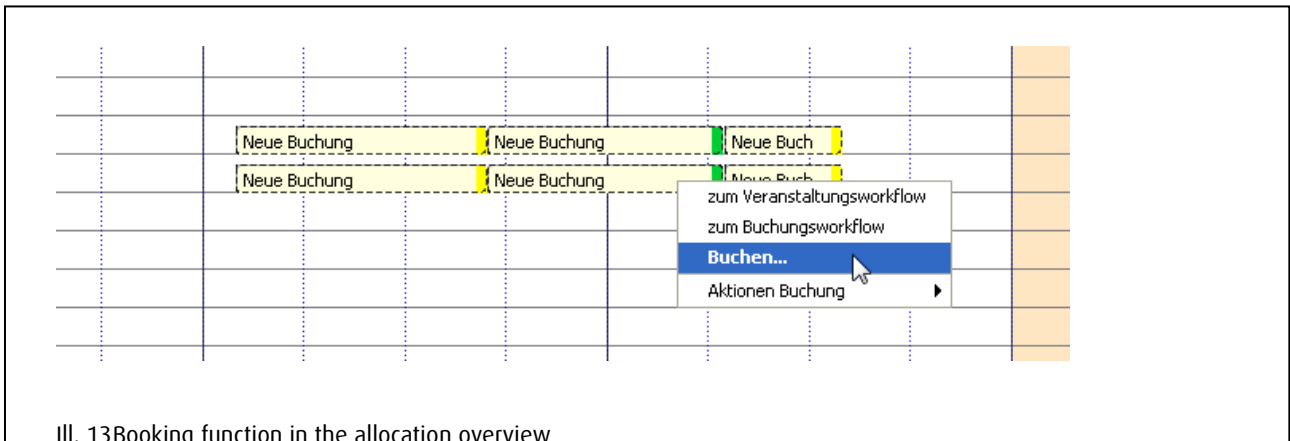


Ill. 12 The assistant for the creation of date marking.

With the button „Further editing“ the assistant is opened for the creation of date marking.

1.2.2 Graphical booking in the allocation overview

With the „Brush button“   a booking can be created. By clicking and dragging further bookings are done. After all bookings are made, the usage type can be chosen with the „Arrow mode“ and the right click. For this there is the option „Change usage type“ in the context menu.



Ill. 13 Booking function in the allocation overview

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With the button „Further editing“ one links into the booking assistant for the event.

In the booking assistant the user sees the selected rooms with the time and usage type. The data is always changeable. The user can decide whether the booking is a room booking or a waiting list. Furthermore there are daily bookings or ongoing bookings. The continuous booking corresponds with the display in the allocation overview. A daily booking is only viewable after the saving and updating of the booking. The function can be found in the same way under the room booking.

The red „-“ at the end of the row can delete the entire booking.

With the room booking the user can see a main event, this one is implemented from the user defaults and can be changed. There under are the fields „Event ID“ and the option buttons „Create new event“ and „Attach to current event“. When creating a new booking the field „Event“ can be filled with an ID. Should this stay empty then RUBIN fills in these fields automatically.

If an existing event is being expanded then there is a list of values in the field „Event“. Like this it is possible that the user can select an event from the provided list of values. The booking can so be added to the chosen event. Already existing bookings for said event will not be displayed. A changing of the event title is not possible in this case.

The screenshot shows the 'Buchungen anlegen' (Create Bookings) window. At the top, there are radio buttons for 'Neue Veranstaltung anlegen' (selected) and 'An bestehende Veranstaltung anhängen'. Below this, there are fields for 'Oberveranstaltung:', 'Vg-Ident:', 'Preisliste:' (value: PL11), 'Vg Titel:' (value: Bitte VG-Titel eintragen), 'Zeitraum:' (value: 25.03.2014 - 25.03.2014), 'Kurztitel:' (value: Bitte VG-Titel e), and 'Sprache:' (value: D). A table lists bookings with columns: Raum, von, bis, Nutzungsart, Anlegen als, and Zyklus. The table contains four rows for KIEW, MOSKAU, BRUESSEL, and BERLIN, all with dates 25.03.2014 and times 09:00 to 16:00. Each row has radio buttons for 'Raumbuchung' (selected) and 'Warteliste', and radio buttons for 'durchgehend' (selected) and 'täglich'. A red minus sign is at the end of each row. Below the table, there are fields for 'Name / Firma:', 'Informationenfreigabe:' (value: GESAMT), and 'Teilnehmeranmeldung'. At the bottom, there are fields for 'Template:' (value: DEF), 'Vertragsadr.:', 'Mandant:' (value: DC0050, Düsseldorf Congress), 'Bemerkungen:', and 'Sond. Bem.:'. A 'Buchungen anlegen' button is at the bottom right.

Raum	von	bis	Nutzungsart	Anlegen als	Zyklus	
KIEW	25.03.2014	09:00	25.03.2014	16:00	AUF	<input checked="" type="radio"/> Raumbuchung <input type="radio"/> Warteliste <input checked="" type="radio"/> durchgehend <input type="radio"/> täglich - [X]
MOSKAU	25.03.2014	09:00	25.03.2014	16:00	AUF	<input checked="" type="radio"/> Raumbuchung <input type="radio"/> Warteliste <input checked="" type="radio"/> durchgehend <input type="radio"/> täglich - [X]
BRUESSEL	25.03.2014	09:00	25.03.2014	16:00	AUF	<input checked="" type="radio"/> Raumbuchung <input type="radio"/> Warteliste <input checked="" type="radio"/> durchgehend <input type="radio"/> täglich - [X]
BERLIN	25.03.2014	09:00	25.03.2014	16:00	AUF	<input checked="" type="radio"/> Raumbuchung <input type="radio"/> Warteliste <input checked="" type="radio"/> durchgehend <input type="radio"/> täglich - [X]

Ill. 14The booking assistant for the event

Under the booking the address data can be entered. Either the address data is added in free text or can be entered in the structure provided behind it so that sending an order is directly possible since a letter head, email address and address is then available. The entering of the address can be split into contract, correspondence and invoice address. A later and direct implementation in RUBIN is not planned currently, these address datas can be seen completely through the address directory in the event. It is essential that such a freely entered address is later on replaced by a real „Order address“ otherwise no invoice is possible. This shortend entry stops the entry of addresses for events that later on do not exist.

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The screenshot shows a software window titled "Bearbeiten Adressstutz" with three tabs: "Vertragsadresse", "Rechnungsadresse", and "Ansprechpartner". The "Vertragsadresse" tab is active. The form contains the following fields:

- Firma: Siemens AG
- Straße: Münchener Straße 23
- Land: D, PLZ: 89123, Ort: München
- Anrede: H, Titel:
- Vorname: Hermann
- Nachname: Thesing
- Telefon:
- E-Mail: h.thesing@siemens-ag.de
- Briefanrede:
- Formatart: F
- Fenster-Automatik:

A preview box on the right shows the formatted address: Siemens AG, Hermann Thesing, Münchener Straße 23, 89123 München.

III. 15 Structured entry of address fields

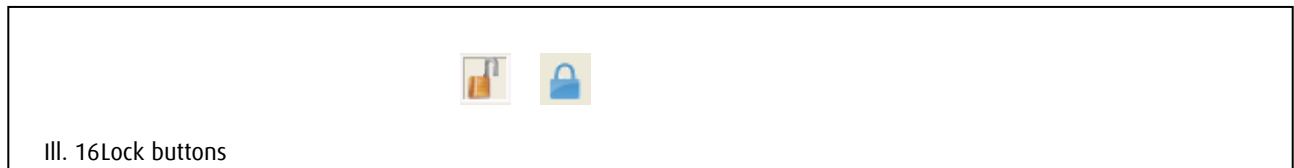
If the address already exists in RUBIN then the address ID can be entered and you are linked into the address search mask to search the address.

Once all data are entered properly, the booking can be entered. Now with the button "Create booking" the booking is entered into the data base with the corresponding checks and examinations and price definitions. The mask is still open and the user now has the possibility to switch into the event specific workflow to send the client an appropriate order (button behind the event ID). Or he can link into the room booking to execute necessary changes / specifications like for instance the number of participants. Once these changes are done the mask can be closed. There is also the possibility that by setting a check box after the booking the user links directly into the event.

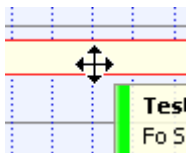
RUBIN - Dates and Facilities

1.2.3 Changing of existing bookings

With the lock button the existing bookings can be changed.



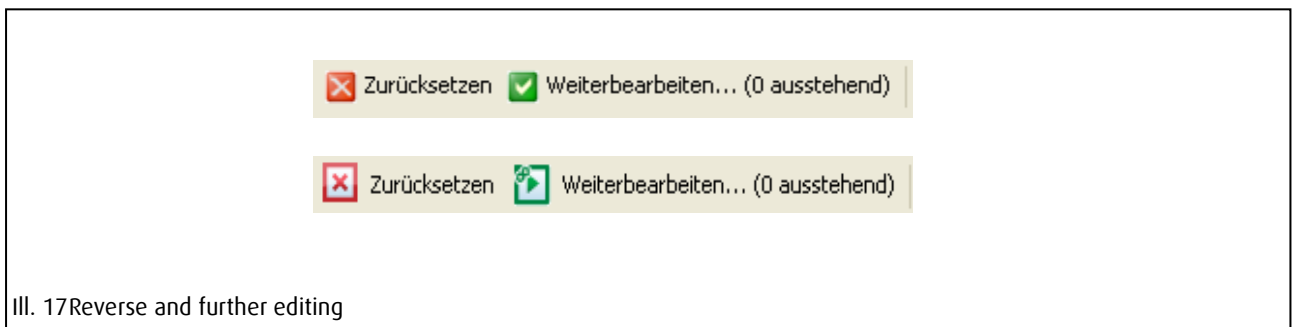
After opening the locks, the displayed bookings are changeable. A change can mean that the booking is timely limited or prolonged or is being switched in room and tag (only necessary for „Graphical booking“).



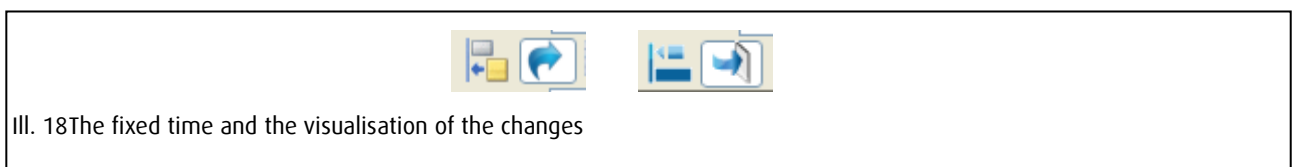
By clicking the complete booking (cursor is a cross) the booking can be moved to another room and/or time.



By clicking on the ends the booking can be changed in time (cursor is double arrow).



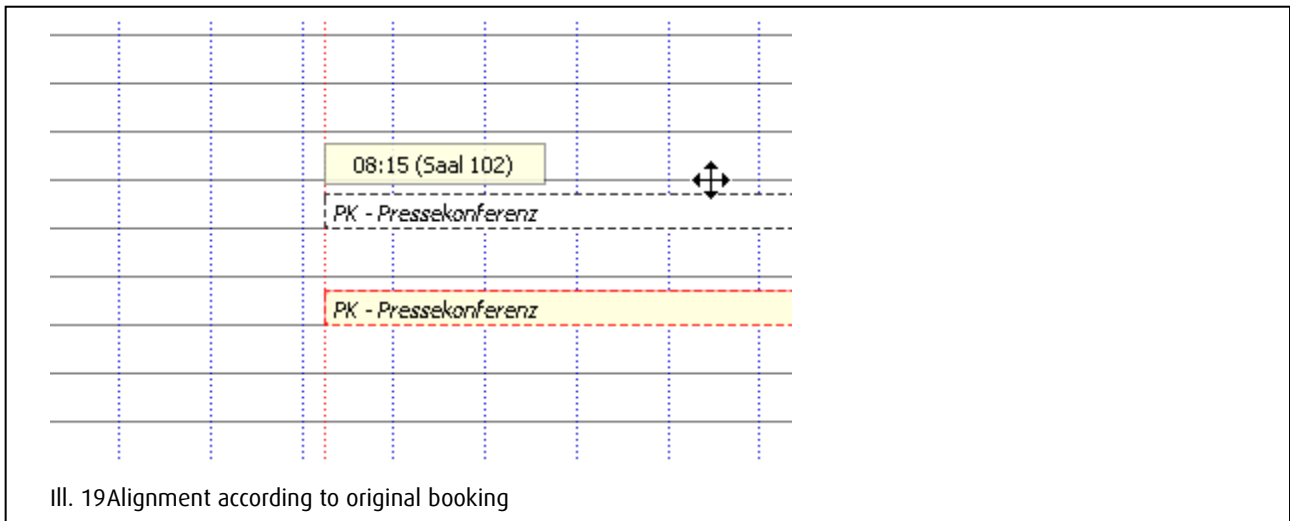
These two buttons correspond to the buttons „Reject“ and „Accept“. „Reverse“ deletes all bookings that have not been saved. „Further editing“ also displays the bookings that would be saved in the data base, in other words the bookings that have not been saved yet. When saving the booking assistant then opens that displays the complete booking again.



The first button („Fixed time“) enables that while moving the room booking the times of the original are always displayed as a magnetic grid (only in the function „Graphical booking“).

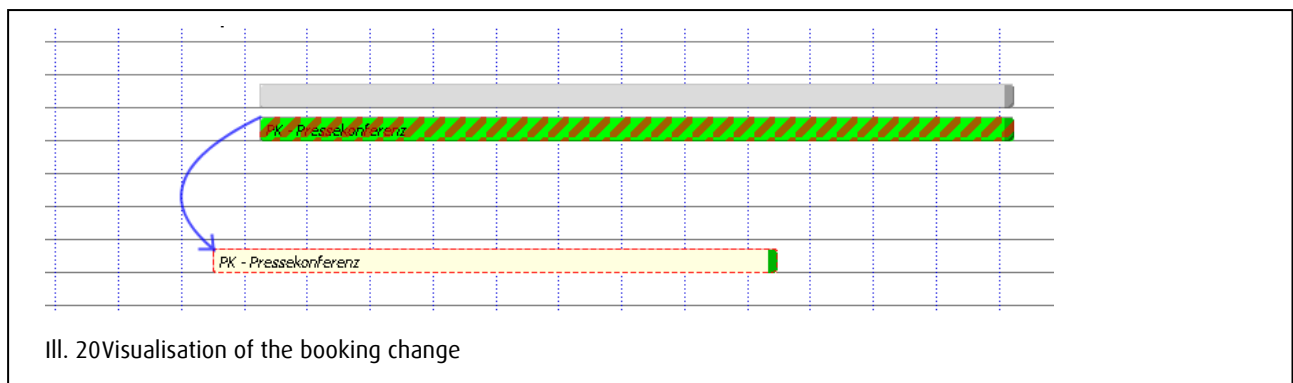
RUBIN - Dates and Facilities

Like this the user can orientate himself along the original time and only change room. Yet this is only an orientation so that the time can be completely changed if wished so.



The second button ensures that when you change the booking that you see the status (currently saved in the data base) as well as the not yet saved change. The original booking is displayed as a shaded region. Both of the bookings are connected with arrows (necessary only for function „Graphical booking“).

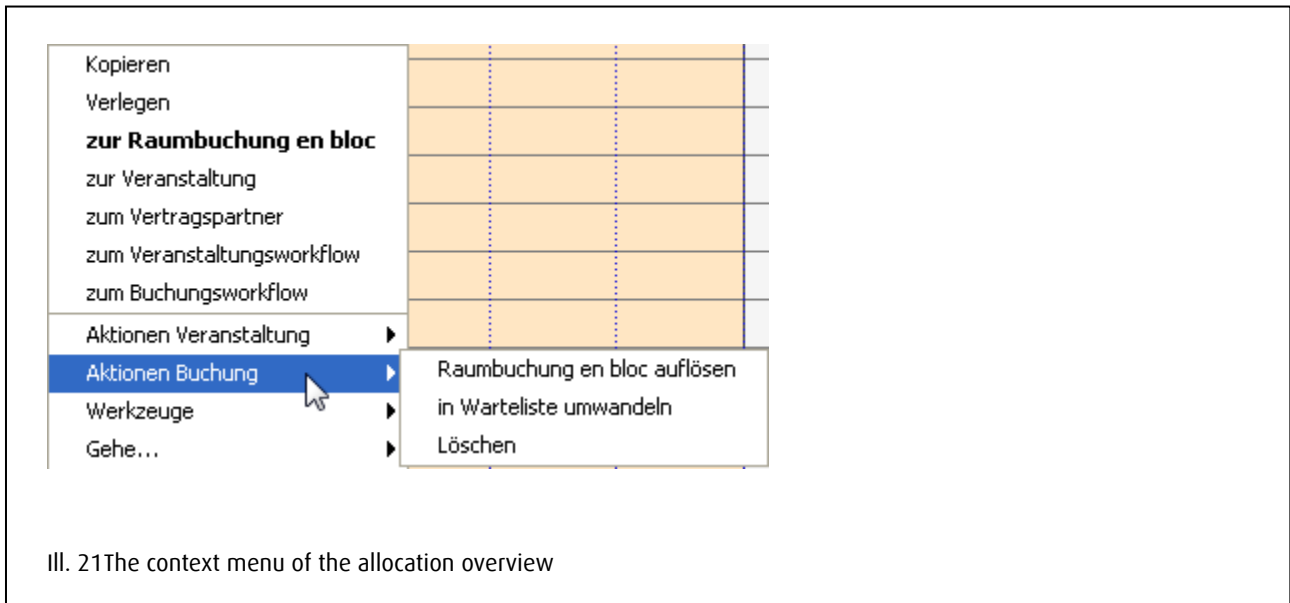
After the activation of the function the display has to be updated (individual button).



The option „Expand event“ in the context menu of the booking overview enables that you can book single rooms into the chosen event. This function is also available in the booking assistant. If the function was chosen in the context menu then a notice appears in the menu bar that the event is now being expanded. To deactivate the function click on the entry in the menu.

Via the context menu a row of further actions for the booking and events can be executed:

- Deleting a booking
- Cancelling or deleting an event
- Copying, moving or changing an event
- Remove room group
- Remove booking en bloc
- Changing a room booking into a waiting list
- Changing a waiting list into a room booking



1.2.4 Graphic area layout (optional)

With the context menu on the date display the function „graphical area layout“ can be opened. In the graphical area layout the room allocations are graphically displayed. If a room of an event is booked for a certain day, then the room is displayed red. If the room is free then the room is displayed in green. If there are multiple bookings for a room on one day then the room is displayed in magenta. The bubble help displays which event is relevant. For the graphical area layout itself a JPG - file is sufficient. The saving of the event in RUBIN is responsibility of the RUBIN hotline.

ADR:	Event und Messe GmbH
PK Welt:	2012 (nicht freigegeben)
Halle:	5
offizieller Aufbau (maskiert):	
29.08.2012 00:00 - 00:00	
Kalender:	DEF
Personen erw.:	
Status:	GP - Geplant
Vg-Art:	Kongress
Kostenträger:	10194
Verantwortlicher:	Rainer Dorfeld-Rainer Dorfeld
Bemerkung:	Öffnungszeiten: 10-18 Uhr
Workflows VG:	1
Workflows RB:	0

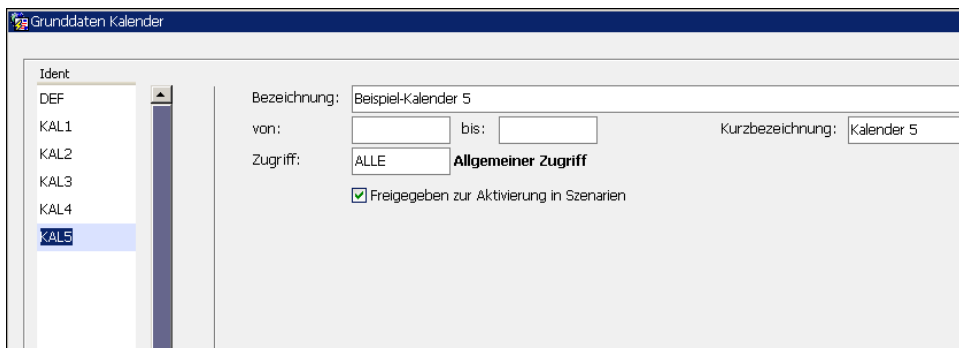
Ill. 22 The graphical area layout displays the orders graphically.

1.2.5 Booking in different calendars (optional)



If needed one can book in different „Calendars“. A calendar in itself is consistent which means that no overbooking is possible. But one can book on different calendar simultaneously that are then displayed accordingly. Standardly the „Default calendar“ is used for bookings.

The calendar can be saved in an individual master data mask. For a new calendar the ID, the description and a term is entered. In needed the calendar can be activated for scenarios (is the check box not activated, then these cannot be added over the Bulb button of the allocation overview). Then infouser2 can also utilize these calendars in the scenario view.

RUBIN - Dates and Facilities



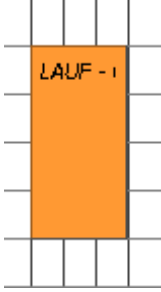
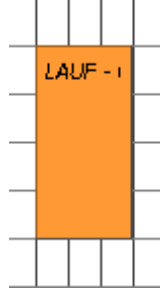
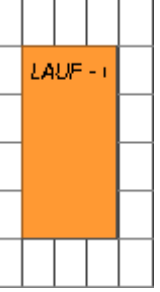
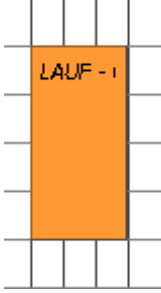
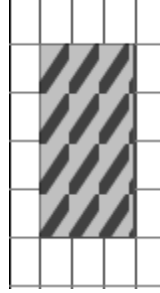
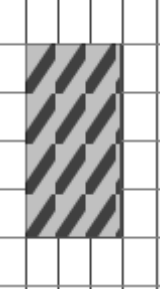
Ill. 23 The new master data mask for the calendar

With the   - buttons can turn calendars on or off.

1.2.6 Information access for event (optional)

Each event including all bookings have a new „information access“. With the information access the display in the allocation overview for infouser and the printing of lists and the interface of different systems.

There are three information conditions:

Condition	Description	View power user	View info user 2	View info user 1
Display	The event / booking is displayed without limitations (as long as the user has the authorization for this calendar!).			
Masked	The event / booking is displayed „masked“. Masked means that the area is occupied but not by who or what. Bubble help, usage type, etc. are not displayed.			

RUBIN - Dates and Facilities

Hidden	Hidden – the event / booking is not displayed. For the info user it looks like the room is free in this time frame.			
--------	---	--	--	--

The information conditions can use so called „information access“. For this dynamic usage types with different information conditions can be allocated.

Standardly there are three information accesses:

Accesses	Description
Total	All usage types and event without limits are displayed.
Run time	„display only run time“. The usage type is displayed. All other usage types are hidden.
Blocked	„not allowed“. No usage data are displayed.

Next to the three standardized available information conditions, an unlimited number of new ones can be defined. Respectively tell us which further information conditions you need.

III. 24Abb.: In the new creation assistant of the allocation overview the information condition can be defined for an event. Apart from that you can define in which calendar it is to be used.

The information access can be defined when creating a new event in the new creation assistant. For later changes these can be only edited in the event. For this you can link directly into it by right clicking. There are the information access in the register "Publications" and can be changed under F9.

7 Tage (21.09.2009 - 16.10.2009)

freigab Vertrags-Nummer: 154

Sprache: D

Status: am: Storno

Allgemeines Verantw. Statistik Veröffentlichung Statistik(Messe)

nicht veröffentlichen
 auf Vg-Kalender
 für Presse
 im Internet
 auf Plakat

Informationsfreigabe: GESP nicht freigegeb.

Kennungen Raumbuchungen
 Pauschalpr. * Raumbuchungen en bloc
 Warteliste

1. Währung:
 2. Währung:

Pauschalen definieren

Ill. 25 The information access can be changed here. So that the event is displayed in the "Event list Excel" the control box "in event calendar" has to be checked.

1.2.7 Project and plan event (optional)

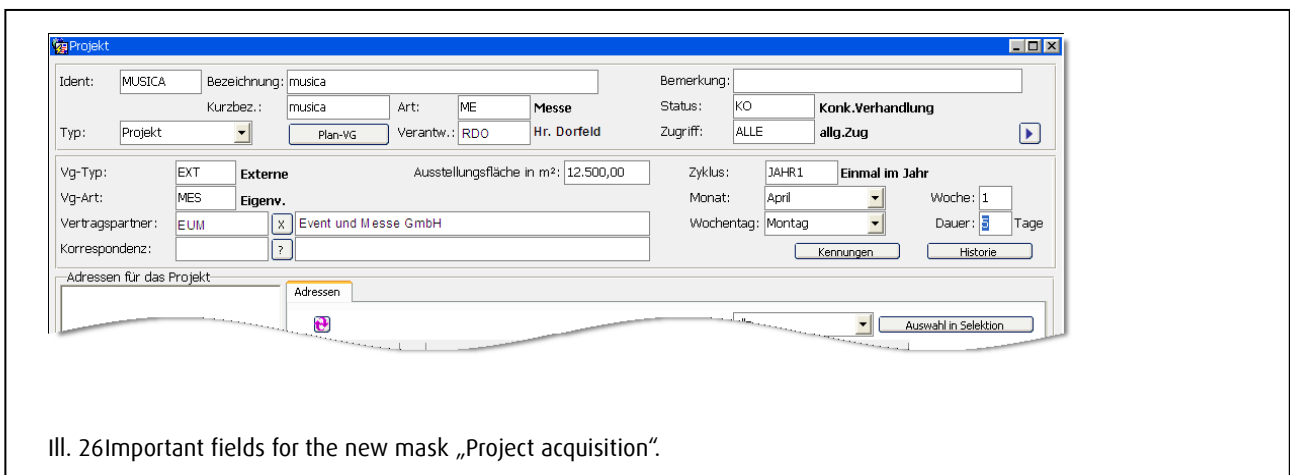
For the graphical booking there is the possibility to reserve specific information over so called "Projects" and "plan events". In the new creation assistant of the allocation overview or while copying and moving events these can be chosen (only for the defaults calendar). These information's are maintained over the mask "Addresses / Project acquisition".

The following fields are available in the project:

Field	Description
ID	Individual abbreviation for the project
Description	Description of project (for internal use)
Comment	Comment for project
Type	Here „Project“ must be chosen
Short description	Short description of project. 16 characters max that are displayed in the masks in RUBIN.
Type	Type of project - used for internal evaluations
Status	Status for this project. The RUBIN manager can define the status themselves over a key.

RUBIN - Dates and Facilities

Responsible	Responsible for the project. Can be a different person then the person in charge of the event.
Access	Access for this project. Only users with corresponding access can change the information in the project.
Event type	Defaults for the plan event.
Contract partner	Default of the contract partner for the plan event.
Exhibitor area in m ²	Probable exhibition area for this project.
Cycle	Cycle for this project
Month	Month of project
Week day	Week day of first run day for event
Week	Week in month in that the project begins.
Duration	Number of days for that the project runs
Rooms / Halls	Currently not in use. The idea is to pre reserve the halls here.
Attribute	Attribute of the project. These can be defined by the RUBIN manager
History	Here the history of the project can be entered. Is interesting for the foreign events that are changing campus.
Plan event	From here one can create a plan event out of the project.



Ill. 26 Important fields for the new mask „Project acquisition“.

From the project a new plan event can be created. After clicking on the button with the same name the assistant is opened. In the assistant the next year is automatically reserved. It has to simply be entered (in instance in the format <PROJECT_ID>YY, so for instance „MSUCIA11“ for the “musica” in 2011) and then “Start” clicked.

RUBIN - Dates and Facilities

RUBIN automatically creates the potential date for the created plan event. The date can be changed if this year there is a different date needed.

The following fields are interesting for the plan event:

Field	Description
ID	Individual abbreviation for the plan event
To project	Shows the ID of the project to which the plan event belongs.
Description	Default for the event title
Short description	Default for the short description of the event.
Event	ID of the event with connection possibility. If the plan event has not been allocated to an event yet then the field stays empty.
Potential date:	The potential date is automatically calculated from the project data. This date can be changed (either now or when booking the event).

In the new creation assistant of the allocation overview, projects and plan event can be chosen. First the project has to be chosen. Depending on which project was chosen all the plan events are displayed that still have to be allocated. If a plan event is already allocated, then it is not displayed in the list of values.

1.3 Free dates

In the free dates option you can search in any number of room for free dates.

The time frame in which the search is to happen has to be defined.

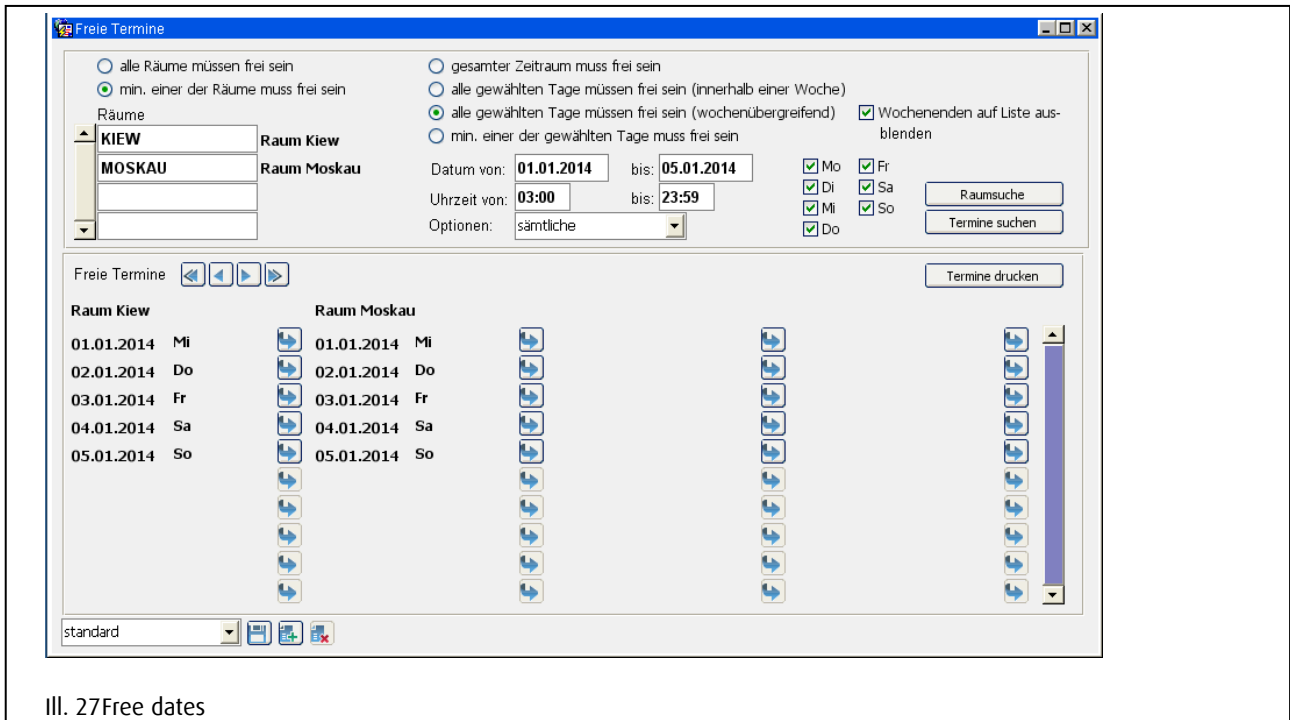
The reservation time, in which the room is to be blocked, has to be defined. Standard is the entire day.

The days in question can be defined separately. Standard is that every week day is considered a possibility.

Days for which an entry already exists in the business calendar are marked blue. By navigating the mouse into such blue field the content is shown in a "Bubblehelp" field.

The found days with vacancies in one or multiple rooms are displayed on the screen and can be printed. When needed certain events can be marked with the status „Free“ and be printed as such.

RUBIN - Dates and Facilities



Ill. 27 Free dates


- Rooms that are chosen for research. The selection can also happen via the room search.
- Mon-Sun is the choice of the week days which are applicable.
- Date for the beginning of the search
- Till end date of search time frame.
- Time within the day in which the event is supposed to be placed.
- Search dates starts the search
- Print dates prints a list of all available dates on paper.

1.4 Resource overview

The resource overview offers an overview for the number and usage of individual resources (Article with Inventory) with in a certain time frame.

For this the current inventory is displayed.

Displayed are all service bookings with the booking time frame of the event as well as the booked amount.

From the displayed booking from an order you can link directly into the event with the button .

RUBIN - Dates and Facilities

Ressourcenübersicht

Ressource: Großbildprojektor Sanyo 7700 ANSI Lumen

Zeitraum von: bis:

Auftragskontext:

Bestandsführung
Bestand:

Buchungszeitraum	Leistung	Auftragskontext	Menge
21.01.2010 10:00 - 21.01.2010 13:00	25110126	Rambu.:VG022774 Info VA VAdr:HANNOVER LE	1
23.01.2010 11:00 - 23.01.2010 21:00	25110126	Rambu.:VG022711 Delius Klasing VAdr:EVENTDI	1
30.01.2010 10:00 - 30.01.2010 15:00	25110126	Rambu.:VG022183 VDST Bundesausbi VAdr:VD	1
23.03.2010 09:00 - 23.03.2010 12:00	25110126	Rambu.:VG021937 PV Stadt VAdr:STADT DÜSS	2
21.05.2010 14:00 - 21.05.2010 17:00	25110126	Rambu.:VG022808 Sparda BV und Fe VAdr:SPA	1
26.05.2010 10:00 - 26.05.2010 17:00	25110126	Rambu.:VG022691 Deutsche Post AG VAdr:DEU	1
08.06.2010 09:00 - 08.06.2010 16:00	25110126	Rambu.:VG019825 Trinkaus & Burk VAdr:HSBC	2
19.06.2010 14:00 - 19.06.2010 16:00	25110126	Rambu.:VG022725 Kumon 2010 VAdr:Kumon E	2
29.06.2010 14:00 - 29.06.2010 15:00	25110126	Rambu.:VG022582 Brandschutztagun VAdr:Ing	1
13.09.2010 07:00 - 13.09.2010 13:30	25110126	Rambu.:VG023392 Grips & Co VAdr:medialog G	1
13.09.2010 15:00 - 13.09.2010 20:00	25110126	Rambu.:VG023389 Systemgastro VAdr:Messe E	1
14.09.2010 08:00 - 14.09.2010 13:00	25110126	Rambu.:VG023389 Systemgastro VAdr:Messe E	2

Ill. 28 Resource overview

- Resource ID of a service with an inventory list
- Time frame from - till
- Display inventory of the warehouse
- Order context enables the search for specific orders in the field „Order context“

1.5 Workflow management

The workflow management shows you the pending and open workflows for the given time frame. The possibility of limiting to one responsible or displaying the workflows for all responsibilities.

Limitation to one particular workflow process or the display of all processes.
Limitation through choosing the wanted order types.

There is the possibility to directly link into an event, order or address by clicking on the arrow button behind the process. The document that is connected with the process (**RUBIN**, Word, Email, File) can be viewed and respectively edited.

Workflowmanagement

Auswahl: Wiederverlage von: 01.01.2010 bis: 25.03.2014 Verantwortlichkeit: Verantw.: RD Workflows: Vorgang:

Veranstaltungsbezug: Adressbezug: Bemerkung:

Workflows: 666 unerledigte Workflowvorgänge

WW-Datum	WW-Zeit	Ident. Vorgang	Kurzbezeichnung	Beschreibung	Bemerkungen	erf.		
25.03.2014	12:00	ABLAG	VG abgelegt	Vg:VG025495 Geburtstagsfeier 25.03.2014. 25.03.2014 Adresse:infoteam GmbH Berlin Berlin		<input type="checkbox"/>		
25.03.2014	12:00	ABLAG	VG abgelegt	Vg:VG025496 Konzert 27.03.2014-28.03.2014 Adresse: infoteam GmbH Berlin Berlin Telefon (+49)		<input type="checkbox"/>		
19.02.2014	12:00	OSCPW	OSC Passwort	MesseVg: 23215 Testveranstaltung Gastveranstaltershop /KAISERCOMMUNICATION		<input type="checkbox"/>		
18.02.2014	12:00	OSCPW	OSC Passwort	MesseVg: 22937 Testveranstaltung Gastveranstaltershop /INFOTEAM GMBH BERLIN	Serienlauf: 6585 Test js Versenden Logindaten an Gastveranstaltungsauffrage	<input type="checkbox"/>		
18.02.2014	12:00	HPRUF	Rechnung erst.?	MesseVg: 22937 Testveranstaltung Gastveranstaltershop /INFOTEAM GMBH BERLIN		<input type="checkbox"/>		
18.02.2014	12:00	OSCPW	OSC Passwort	MesseVg: 22938 Testveranstaltung Gastveranstaltershop /INFOTEAM GMBH BERLIN	Serienlauf: 6585 Test js Versenden Logindaten an Gastveranstaltungsauffrage	<input type="checkbox"/>		
18.02.2014	12:00	HPRUF	Rechnung erst.?	MesseVg: 22938 Testveranstaltung Gastveranstaltershop /INFOTEAM GMBH BERLIN		<input type="checkbox"/>		

Adresse: infoteam GmbH Berlin, Königsberger Straße 14, 12207 Berlin. (+49) info@infoteam-Berlin.de (+49)

Workfloweigenschaften: Status: In Arbeit, erledigt. Verantw.: RD, Rainer Dorfled. Zugriff: ALLE, Allgemeiner Zugriff. Bemerkung:

Ill. 29 Workflow management

In the user defaults it can be set that when the workflow mask is opened that the follow up dates are automatically displayed by **RUBIN** for all the pending points.

- Only process limitations for the display of specific workflow processes.
- Only responsible limitations for the display for one responsible.
- Follow up from – till definitions of the selection time frame, in which the follow up date should lie
- With event follow ups for event bookings are considered.
- With room booking follow up for room bookings are considered.
- With stand registrations follow up for stand registrations are considered.
- With address follow ups for addresses are considered.
- With participant registrations follow ups for participant registrations are considered
- With catalog follow ups for catalog orders are considered

1.6 Booking events

The event mask is opened first of all in search mode.

Additionally to standard search possibilities of RUBIN you can specifically search for events that lie within a specific time frame.

Suchmaske Veranstaltung

Ebenen Auswahl

1. Ebene

2. Ebene

3. Ebene

Veranstaltung

Titel / Kurztitel:

Termin von: 01.09.2014 Termin bis: 30.09.2014 Im Zeitraum auch teilweise

VG-Typ: VG-Art:

Verantw. Vg: Verantw. Tech.:

nur Hospitalityveranstaltungen
 Abgelegte Verant. mit berücksichtigen
 Stornierte Verant. mit berücksichtigen

Vertr. Nr.: Gebuchte Gebäude:

Vg-Ident:

Veranstaltungskennungen

Kennung: Kategorie:

Veranstaltungsadresse

Adresse:

Zusatz:

Adress-Ident: Suche nach Vertragsadresse Korrespondenzadresse Rechnungsadresse
 incl. den Veranstaltungen, die den Ansprechpartnern der Adresse zugeordnet sind

Veranstaltungsselektion

Selektion:

Suche starten

Ill. 30Search mask event

The event booking contains all entries for the event. Room bookings, workflow, waiting lists and services are booked in the following masked. For an event the following information need to be entered:

III. 31Event booking

- Title is the event title, like on the forms, publications, evaluations ,etc.
- From is the beginning date of the event.
- Till is the end date. For a check by the system the week days are displayed.
- Event ID is the definite key of the event. If no key is entered then the system automatically enters "VG" + contract number. The ID cannot be changed at a later point in time.
- The contract number is given by the system.
- The short title describes the event in abbreviated form for digital display.
- Status shows the current status of the order. The status cannot be changed manually but is defined by a workflow.
- Event cancelled on shows that and when the event was cancelled.

Attention!

Hint for the cancellation of events.

The cancellation of an event deletes all attached room and service bookings but not the event bookings, workflow processes and the already invoiced invoice positions. The cancelled event is marked by a red banner "cancelled event" at the top of the event. In the hit list the cancelled events are marked with a red „S?". You should print the current situation of the check technic before the event is cancelled.

A cancelled event can be deleted as long as no invoices have been factorized.

ID is the address ID of the contract partner. Additionally deviating correspondence and invoice addresses are entered under "further fields".

Attention!

Addresses that are blocked (Checkbox „blocked“) cannot be chosen as contract, invoice or correspondence addresses.

- By clicking the ? behind the address ID a search mask is opened in which you can comfortably search addresses from the address book according to different criteria. Start the search by clicking the Search button. The address ID is taken into the event mask when exiting the search mask with the button “Back”. If an address ID is already entered then instead of a ? there is an X that gets the address in a text editor.
- Company is the name of the contract partner. The field is automatically filled once the address ID is entered.
- If a hint is entered in the contract, invoice and correspondence address then it is highlighted in blue above the company.
- Addition describes the contact person for the contract partner.
- Price list is the ID of a valid price list that are applicable for all services of this event.

Attention!

The price list can be changed at a later point in time by entering another price list ID. This has the consequence that all service that are not fixed are changed in their net price and sometimes the VAT rate as well. For services which have fixed special prices the net price and sometimes VAT rate is modified.

If invoice positions already exist then a price list change is not possible; the corresponding hint is displayed.

- Client is freed of VAT means that a client does not have to pay VAT for rooms and service. In this case the field for VAT is not filled.
- Currency is the ID of the currency unit in that prices are given. The currency is taken from the price list.
- 2nd currency contains the ID for the 2nd currency in due payment is written on the invoice.
- The field Status is automatically filled by the workflows.
- If the event is cancelled then it says the cancellation date in the field Event cancelled on.
- For responsible events the user abbreviation for the event responsible is entered.
- Event type is the classification of the event for individual, foreign, guest events, etc. just like the master data.
- Event type is the classification of the event by sports, musik, etc. like defiend in the master data.
- The check box public event indents the event as public. For any new creation the presettings are gotten from the user defaults.
- Admittance is the time point for the public.
- Beginning is the time for the event begin.
- End is the time for the event to end.
- Publication indents the media in that the event is to be publicized. For new creation the presettings from the user defaults are used.
- With catering shows that catering is necessary.
- Type describes the type of catering. The types are saved in the master data.
- Main event (optional) displays the possibility to create multiple layers of events. If this field is left empty when creating then the event is entered as main exhibitor. Under this main event main events can be created and added.
- Lump sum definition for the definition of lump sums. Which services are included can be checked in the lump sum manager.
- Comment/Receipt text (intern) for the event and invoice text for this event.

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- Responsible press (optional) contains the ID for the press work for the event responsible co worker.
- Responsible tech. (optional) contains the ID for the maintenance of the event responsible technician.
- Additionally responsible (optional) like this any number of responsible persons can be defined.
- Correspondence address can searched simultaneously to the contract address and entered as such. The correspondence address is entered as official address for letters instead of the contract address by the system.
- Invoice address can be simultaneously used as a deviating address like the correspondence address and will be used as the preferred address when invoices are created. Otherwise the contract address is also the invoice address.
- Additional invoice addresses (optional) here further invoice addresses can be added. Services can be distributed over multiple addresses.
- Query date, revenue expected, probability in % fields for the control list.

The following four fields are for the EVVC statistic:

- Nr of events, that are executed enclosed by the main event.
- Nr of event days is sometimes deviating from event time frame.
- Rough nr of people
- Nr of people


The mask „further fields“ contains the following fields:

Ill. 32 Further fields

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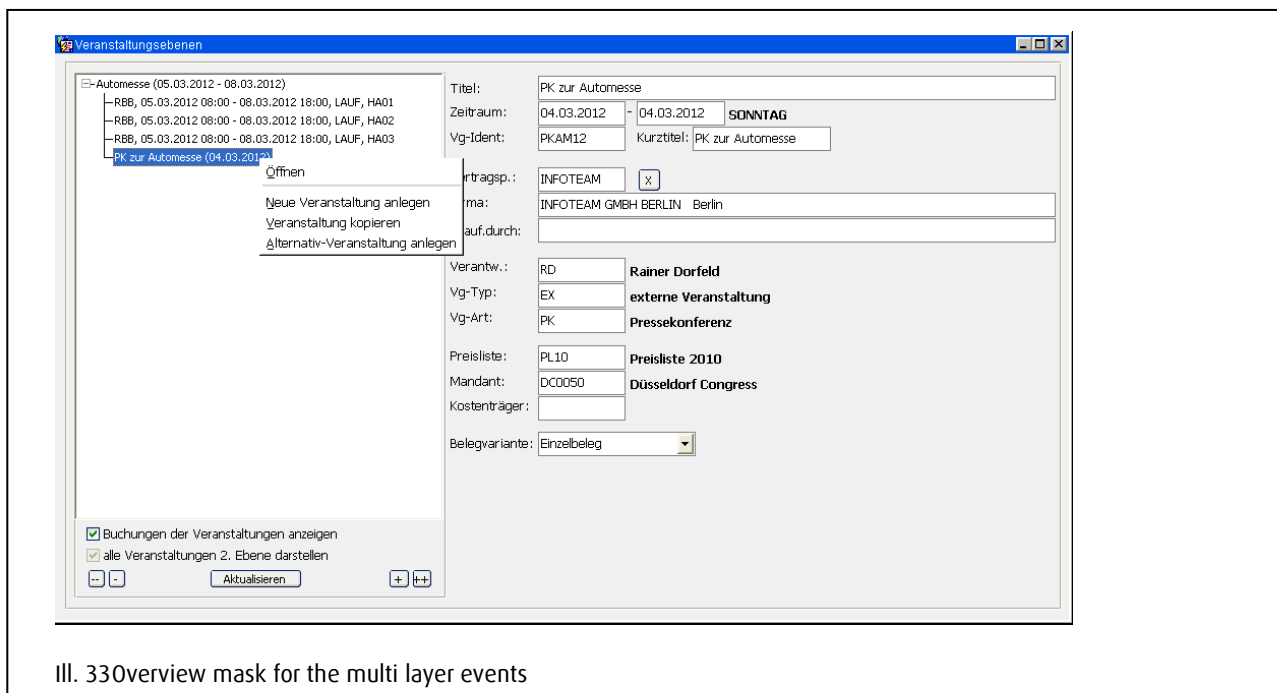
- Long title describes the complete event title that might be too long for the forms.
- Date corresponding currently to the creation date.
- Order origin can be either internal or external.
- Status shows the invoice status of the event.
- Accounting area is the accounting area number.
- CPD-Acc.: CPD Account, in case you are not working with accounting areas.
- Cost unit, that is used for the booking of this event. When using a corresponding interface for the accounting software (optional) the cost units saldo can be displayed.
- Access the user circle is controlled that has access to the event.
- Change access invokes that the accesses to rooms and service bookings can be changed in series.
- Free access **Online Service Center** determines that the event has access to the **RUBIN Online Service Center**.
- Invoice total leads into a further mask in which all invoice and to invoice bookings are contained.
- Stand registration (optional) indents the event as a trade fair so that the appropriate stand registrations can be made.
- Participant registrations (optional) invokes the creation of participant registrations for the event.
- Protocol (optional) enables the creation of protocol registrations for this event.
- History (optional) connects into the history of the events.
- Event description for general orders displays if referenced general orders are allowed to be created for the event.
- Booking block (optional) here you can define is users without access can booking events.
- Prepayment here you can save the the prepayment services (see point 1.14).

1.7 Overview mask for multi layer events

The mask „overview for multiple events“ can be accessed with the button  in the event mask. If the button has red points then it means that the event already has events in relationship. In the mask you can view the events and room bookings of the connected events and by right clicking linking into these. In the context menu there are the following points available:

- Create new event opens the new creation assistant. In the mask a new event can be made.
- Copy event links into the mask „Copy event“
- Create alternative event links in to the mask „Copy event“. The chosen event is the new main event in the new alternative event.

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Ill. 33 Overview mask for the multi layer events

RUBIN - Dates and Facilities

1.8 Room bookings

In the room booking mask you can get through the menu points Orders / Rooms or over the respective button in the event mask.

With the creation of the event booking there are no resources reserved for the event time frame and on the dates and facility plans the event is not marked. Only through booking:

- the reservation of the building sources
- the getting of the rent price under consideration of the chosen price list with the different usages and scales
- the specialization of usage details such as admission, hints for check technic, etc.
- the fixing of specialties such as alarm type and seating types

are the events displayed.

III. 34Room booking

For a room booking, the following information has to be given:


- The booking day is the date of the room booking.
- Booking time from / till

Attention!

Attention! The booking time can be till 6:00 in the morning, like this a booking day can have 30 hours!

- Usage type describes the for the time interval booked usage type in the key directory. The usage type can for instance be, execute, build, build down or tests but they can also be individually defined in the user defaults. For each usage type an individual price generation.

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- Room is a bookable position that represents a room, room partition or a group of rooms. The booking considers all rooms in a room booking in a group of rooms. Rooms that are already booked are displayed with an appropriate error message when chosen. Search the valid room ID with F9.
- (grey box) this button opens the mask for booking room allocated services.
- Admission is the time where the rooms are opened for visitors only if this is not identical to the reservation time frame.
- As alarm – types of the expected interference for instance specialties like noise pollution, smell disturbance, security and other special wishes by the organiser are saved. The alarm types are marked specially on evaluations and allocation plans so that a resulting situation from the event can be perceived. Choice over F9.
- The seating arrangement indicates the general equipment of the room in the master data defined seating types. Choice with F9.
- With the check box lists for instance special price the price generation is chosen. For list price the price is generated by the price list for that the calculation type, booking duration, etc. is considered. For special price the price is entered in the price field.
-  The room booking is entered in the waiting list and is from now on marked as waiting. The entry is removed from the room booking.

Attention!

Happens in case of a room booking or a booking en bloc with duplicates (error message) a chosen reservation can be moved into a waiting list by clicking on the respective button „Enter in waiting list“. It vanishes (together with error message) in this instance and can be found as an entry in the waiting list.

- Dissolve room group, this button pops up when a group of rooms is booked. It divides the group of rooms into individual bookings (one per group aspect).
- Workflow opens the mask to edit the room allocated workflows.

With the button „Allocation overview“ you can jump into the allocation overview.

With the  - button you can jump into the mask for „further fields“, where further information for the room booking can be added.

Ill. 35 Further fields room booking

- Comment check technic is a text with hints that are printed on the check technic form for a room and include technical details such as equipment.
- Comment check accounting (optional) is a text with hints that are printed on the form for check accounting.
- The entries for breaks contains for example time and duration of planned breaks.
- Booking day, booking time, admission, alarm, seating, beginning, end, usage type, price type, room and description correspond to the fields in the booking mask.
- Usage describes the application of the room for this booking. The field is layed out for the long description of the usage type but can be overwritten or respectively modified. With the F9 button you can chose from recurring usage texts that are saved as text anchors.
- Nr of expected participants is the number of participants per room.
- Nr of participants are is the number of people who actually came.
- Price list is the price list entered specifically for this event. This field can not be changed.
- Scale value contains for scale price calculation the scale value.
- Price is the net price.
- Part is VAT free is the amount of the price that does not adhere to VAT.
- Part for VAT is the amount of the price that does adhere to VAT.
- VAT index identifies the VAT rate and displays the VAT rate in % behind such.
- VAT is value added tax
- Gross price is the calculated gross amount for the position.
- The dissolve group of rooms buttons appears when a group of rooms is booked. It splits the group booking into individual bookings (one per room group).
- Invoice status displays if the room bookings have already been invoiced.
- Invoice opens the mask for editing invoice positions.
- Cancellation deletes the room booking and creates when it was already invoiced a credit note.
- Credit note write an already invoiced room booking so that it cannot be changed anymore.
- Services opens the mask for booking room allocated services.
- Workflow opens the mask for editing the room allocated workflows.
- Participant regulation in contract (optional) here the passage of nr of people is fixed for the event. There are fixed formulations (F9) that are combined to a text passage

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in combinations with number and area. The generated text is displayed in the lower line.

In the second „further fields“ mask you can add:

Ill. 36 Even more fields room booking

- Print choice, on which forms these room bookings are printed or not printed.
- Sorting defines the order in that the booking is to be done for the booking mask.
- Long description room here you can enter deviating room descriptions and hints for the room that for instance replaces room description on the contract or check lists.
- Print with... enables that the price or time can be printed on lists.
- For invoice for rooms with price „0“ the room can be excluded from the invoice.
- Subsidy and subsidy including tax (optional) displays the subsidy type for the room bookings.

1.8.1 Booking assistant for room bookings

To ease the booking of bigger times frames multiple rooms there is a booking assistant in the room booking mask that, depending on your own preferred method set the next booking record to defaults.



Before switching into a new booking line a corresponding possibility is selected.

- Different room – same record with same day, same time, same type of usage. A new room but be entered.
- Subsequently – an identical record is set as default, for who the end time of the previous record is set as the begin time and the end time is empty.
- Next day – an identical record is created. The date is last record + 1. The record can be accepted without further changes by clicking the down arrow button.
- Next week – like next day just that date is increased by 7.
- empty – no defaults

1.8.2 Sorting of room bookings



By clicking the button sort (booking assistant line right) the right part of the booking mask is changed so that the sort field opens for editing. The fields only affect the sorting the content of the bookings are not affected. Like this the priority of the room display can be changed independently of the chronological order (for instance to display certain rooms as first). With the selection „Lump sums“ you can view which rooms are part of lump sums and how these are accounted within these lump sums.

1.8.3 Special price reason (optional)

If a special price is entered instead of a price calculated by the price agent according to the price lists the an automatic mask appears with options of reasons that are saved in the master datas. One of these comments must be chosen and is then shown in the information section.

The special price reason is also valid in other masks (room booking en bloc, services, etc.)

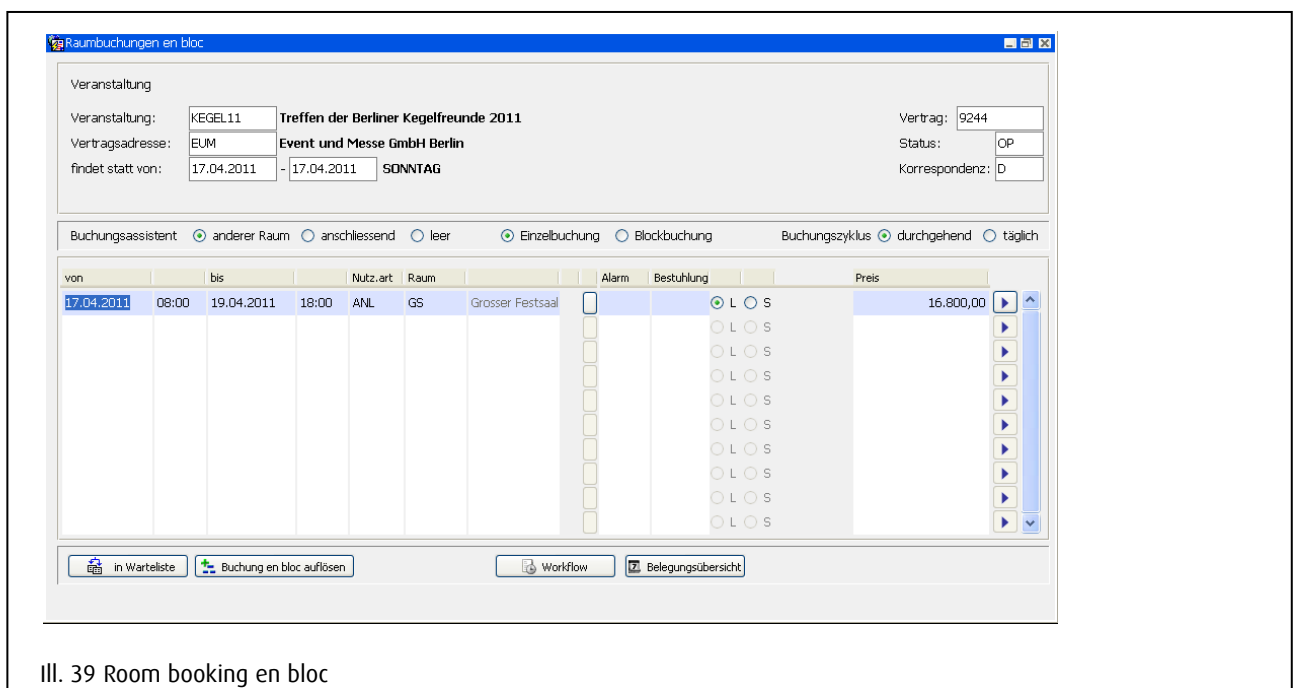
1.9 Room booking en bloc

You get into the room booking en bloc mask over the menu points Orders / Rooms en bloc or over the button Room booking en bloc in the event mask.

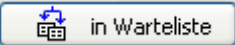
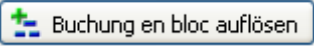
With the option of booking rooms en bloc, whole time frames (multiple days) can be reserved en bloc. This corresponding booking can be shortened, lengthened and moved.

From the block booking, the individual bookings are added for every day that are marked with a B in front of the row. These bookings cannot be individually edited while they are connected by the room booking en bloc.

Only when the booking en bloc is disbanded then the rooms can be individually edited.



Ill. 39 Room booking en bloc

- Booking cycle, the reservation can be continuous (from to day one time X till the last day time Y) or daily (from time X to Y).
-  **in Warteliste** The room booking is added to the waiting list and is from now own masked as waiting. How ever the entry is missing.
-  **Buchung en bloc auflösen** The room bookign en bloc will be disbanded and is only available as normal room bookings
- With the button "allocation overview" you can link into the allocation overview can be viewed.

By double clicking the field „Room“ in a room booking en bloc you can link into the „view n bloc“ in the room booking en bloc. The bookings are all displayed.

When needed services can be added to an en bloc. If the time frame changes then the booked services are changed as well. If the room bookings en bloc are disbanded then all the services are booking to the first day.

Attention!

A room furnishing, that was originally booked for the first event day will still be on the first day of the event even after shortening or enlargement. Like this the services of the second, third and following days stay on these days.

When shortening an event, the room allocated services expire and on the last days of the event. A corresponding error message appears in this case.

The booking en bloc can be disbanded by clicking the „Disband booking en bloc“ button in the „Further Fields“ mask. Like this the individual events are now treated as such and can be changed accordingly.

Attention!

The disbanding of an en bloc booking cannot be reversed and should only be done in a time frame where the booking time is fixed.

1.10 Waiting list bookings

Reachable with the button „Waiting List“ in the event booking.

Waiting list bookings in comparison to room bookings and room bookings en bloc the possibility to overbook a hall or room in the same time period. These waiting list bookings are contained as reminders in **Graphics** and weekly allocation so that in case an event is cancelled then these events can be called up.

This moving up does not happen automatically but a waiting list booking can be entered as a real reservation by clicking „Enter in bloc booking“.

A workflow is automatically executed for events that references to entries in the waiting list (WL_WART) and to free rooms (WL_FREI). In the further fields of the workflow the waiting list bookings are displayed.

A waiting list booking can be changed into a real booking yet only if the room for the chosen period is free. This you can see because there is an F next to the corresponding waiting list booking.

Attention!


Waiting lists with the booking cycle „daily“ or „continuous“ are transferred into block bookings.


Ill. 40 Waiting list booking mask

The upper block displays the most important event information.

Waiting list bookings are organised like block bookings. If wanted, service bookings can be added here as well.

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 transforms the waiting list bookings in the room bookings (is only possible, is only possible if the the corresponding line has an F for free resource).

With the  - button the mask for „Further fields“ is opened where further information can be entered for the waiting list booking or the room booking respectively block booking.

III. 41 Further fields of the waiting list booking

The system, ensures that the correct system for the workflow process WL_WART (waiting list available) and WL_FREI (waiting list free) is in the workflow management. Manual changes made by the user are not allowed.

The processes are dependently added to an event and get a responsible like the event.

What do the processes say:

Status	WL_WART	WL_FREI
On follow up (follow up date is entered, not completed)	For this event there are waiting list bookings. In the comments it says all waiting list bookings that are waiting. (*)	For this event there are waiting list bookings that are free. In the comments it says all the waiting list bookings that are free.
Not on follow up (no follow up date entered)	For this event there are no more waiting list bookings.	There are no waiting list bookings that are free for this event.

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(*) - It is possible that the comments are empty.

1.11 Room allocated services

You can get into the mask for room allocated services over the menu points Orders / Services / room allocated or


With the „grey box“ button in the room booking

With the button services in the further fields of the room booking.

For a room, room allocated services can be booked. The booking mask is opened over the button „Services“ in the „Further fields“ mask. While booking it is checked if the service is available for this room and if so, if enough inventory is available if inventory is allowed. Only services can be booked that are listed in the price list of the event. The price definition happens automatically on the basis of price lists or manually defined special prices.

III. 42Mask for the service bookings

- Quantity is the nr of bookable services
- ID of the services, choice over F9. The service is displayed in the field description. The master data information for the ID are interpreted and checked while booking, for instance for inventory checks and site allocation.
- Service group is preset from the master data and can be changed if needed
- L / S choice, if list price or special price (see room booking) should be used. For special price, amount has to be entered in field „Price“. For list price the system generates the price according to the saved lists.

Opening the mask „Further fields“ with the  button with the following fields:

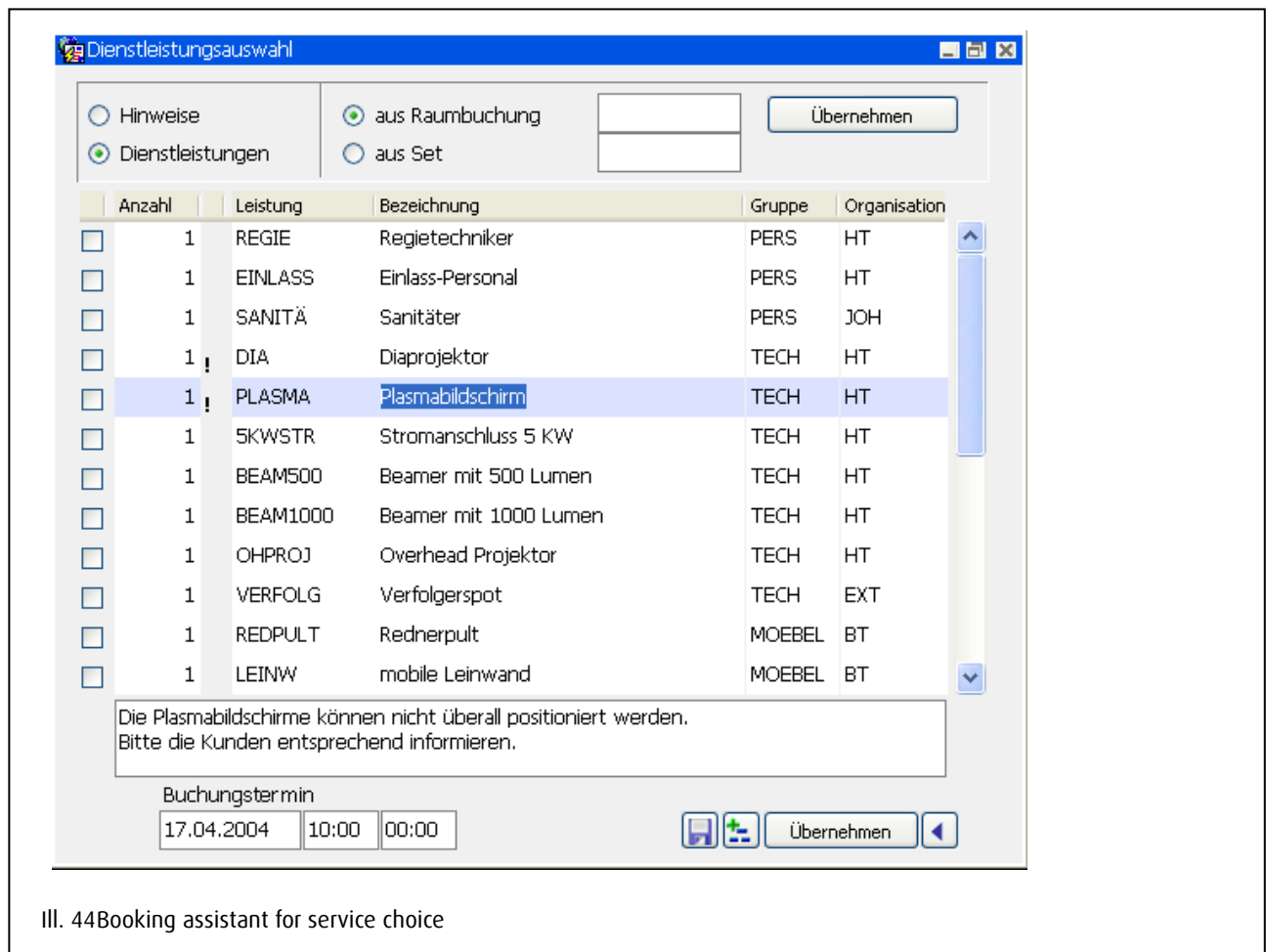
Ill. 43 Further fields: service bookings

- Booking period: if the booking period of the services deviates from the times of the room, they can be changed here.
- Scale value: scale value contains the value for the scale price calculation.
- VAT index: valid VAT rate is saved in the price list (not changeable).
- Long description: can be a different service description or an hint toward the service, for instance on the contract or check list, where it replaces the service description.
- Comment check technic: is a text with details that are printed on the form check technic for the services and hints on technical equipment.
- Comment check accounting: is a text with details that are printed on the accounting form (for instance, reason for special price).
- Service group: the description of the service group can be manually changed.
- Sub service group: for the finer separation of existing service group.
- Print... choice on which forms the service bookings are to be printed or not printed.
- Sort order: defines the order in which the booking is to be printed in the booking mask. The sort order is composed of the sort number of the service group, the sort number, the sub group and the sort number of the service.
- Invoice: opens the mask for the invoice positions.
- Cancellation: deletes the room booking and creates a credit note if it was already invoiced.
- Credit note: offers the possibility of a credit note for invoiced positions but the position is not deleted like in cancellation.

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1.11.1 The booking assistant for services

The booking assistant supports the booking of services for events and rooms. For this you have to consider that only services are offered for the booking that are entered into the price lists of the event!




Ill. 44Booking assistant for service choice

Method:

Open the assistant before creating a new record.

Choose hints or services (all possible bookable services respectively hints are displayed).

Choose one after the other all wanted services respectively hints by selecting the check boxes in front of the fields. If there are more service then can be displayed then these can be accessed by moving the scroll bar up and down.

You can sort by all fields by selecting the appropriate field with the cursor and then clicking on the  buttons you can sort them in ascending or descending order.

In search mode (for instance by clicking F7) you can search for specific services within the booking assistant (for instance over the service group).

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Once all wanted hints and services are chosen and respectively the number changed then the booking period (already filled in for room allocated services) can be entered in the lower part of the mask and then accepted. The bookings are now automatically implemented.

The booking assistant enables the copying of services from room to room or from one event into the next.

Dienstleistungsauswahl

Hinweise aus Raumbuchung MU09

Dienstleistungen aus Set

Anzahl	Leistung	Bezeichnung	Gruppe	Organisation
<input type="checkbox"/>	1	REGIE	Regietechniker	PERS HT
<input type="checkbox"/>	1	EINLASS	Einlass-Personal	PERS HT
<input type="checkbox"/>	1	SANITÄ	Sanitäter	PERS JOH
<input type="checkbox"/>	1	DIA	Diaprojektor	TECH HT
<input checked="" type="checkbox"/>	1	PLASMA	Plasmabildschirm	TECH HT
<input type="checkbox"/>	1	SKWSTR	Stromanschluss 5 KW	TECH HT
<input type="checkbox"/>	1	BEAM500	Beamer mit 500 Lumen	TECH HT
<input type="checkbox"/>	1	BEAM1000	Beamer mit 1000 Lumen	TECH HT
<input type="checkbox"/>	1	OHPROJ	Overhead Projektor	TECH HT
<input type="checkbox"/>	1	VERFOLG	Verfolgerspot	TECH EXT
<input type="checkbox"/>	1	REDPULT	Rednerpult	MOEBEL BT
<input type="checkbox"/>	1	LEINW	mobile Leinwand	MOEBEL BT

Die Plasmabildschirme können nicht überall positioniert werden.
Bitte die Kunden entsprechend informieren.

Buchungstermin
17.04.2004 10:00 00:00

a) Copying of services from room to room.

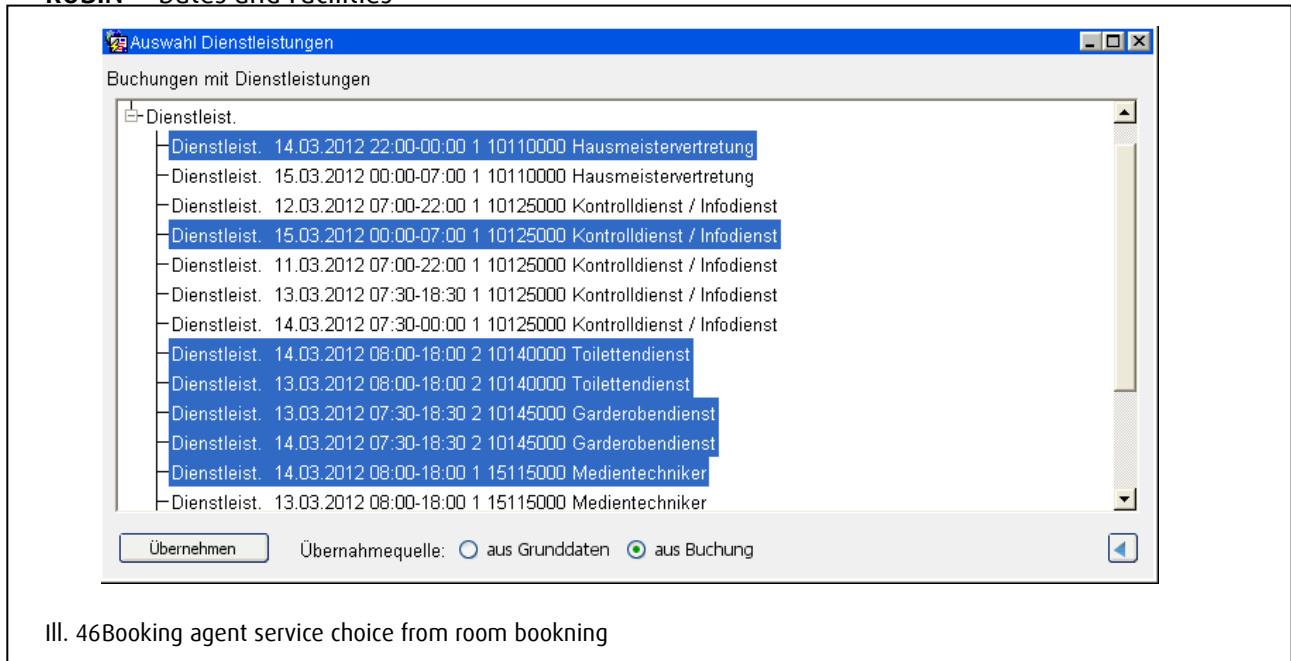
b) Copying services from a service set (optional)

c) Copying from the RAM of the user

Ill. 45 Booking agent service choice

- a) Clicking on the button „from room booking“, another window is opened that displays the already booked rooms with their services. If the event is filled then the bookings of the chosen events will be displayed.

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By expanding the rooms in this window the booked services for this room can be viewed and marked (Ctrl + click) for the transfer into the current room bookings. By choice the bookings can be transferred "from Master data" or "from booking". For the later option all the special prices and comments of the bookings are transferred.

By clicking the button „Accept“ all the selected services are transferred into the current room booking with the prices from the source room booking and the window closes.

b) Service set (optional): by selection a service set then all services of the set that are in the price set of the event are transferred into the booking assistant.


c) If individual services are marked with check boxes in the booking assistant, then by clicking on the button the services are saved in the RAM.

In every other booking assistant (within the **RUBIN** Dates and Facilities module) by clicking the button of the RAM the constellation of services can be marked and transferred. But like this the prices from the source are not transferred. By using this RAM it is possible to copy and transfer service constellations throughout the whole system.

Every user has their own RAM.

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1.11.2 Room allocated services en bloc

Simultaneously to the room allocated services, other room bookings exist en bloc. The service mask is opened over the button in the room booking en bloc. 

The functionality is identical with the room allocated services, just that here there is the opportunity to book over multiple days and whether the block booking should be a continuous booking or daily.

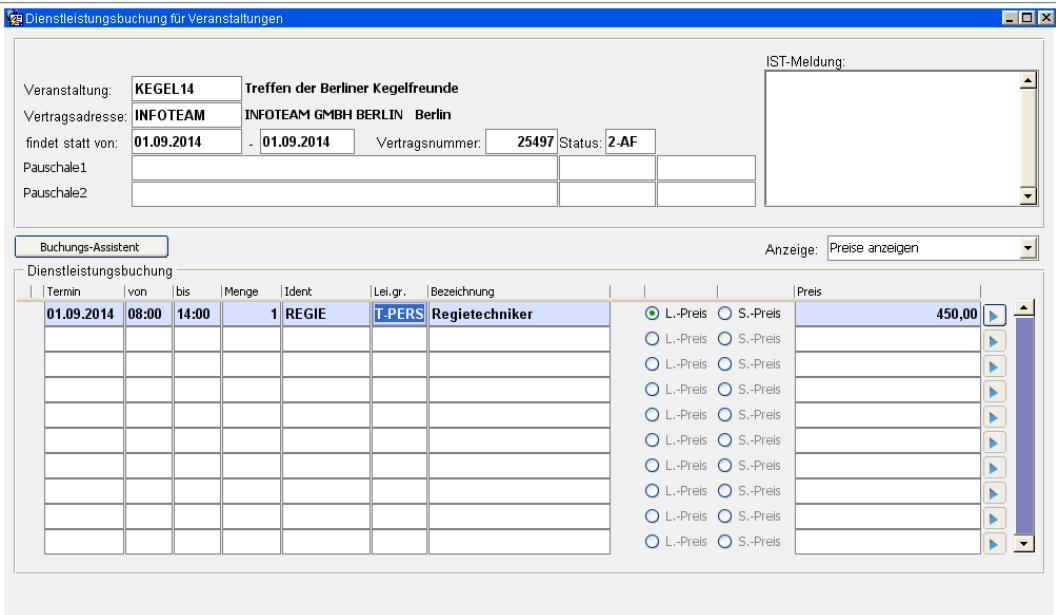
1.12 Event allocated services

Into the mask for event allocated services you can get by choosing the menu point Orders / Services / general or

With the button services in the event booking.

Opening the mask with the button event allocated services in the mask event booking.

The event allocated services more or less correspond to the room allocated services but affect the whole event in comparison to rooms or halls (for instance decorations, billposting, etc.). Apart from the room allocated services the booking period has to be entered for every booking. The resources of the here booked services cannot be allocated to one specific room.



III. 47Service bookings for events

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1.13 Event allocated services en bloc

Optionally you can book event allocated services „en bloc“ (multiple days). The function is the same as the normal service bookings.

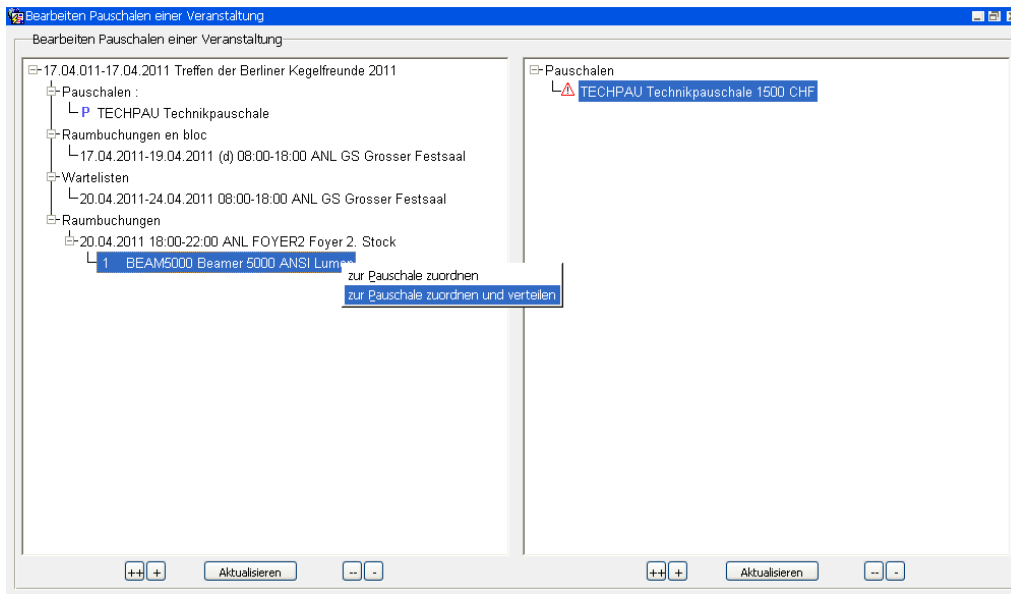
1.14 Lump sum price manager (optional)

In the lump sum price manager, all room bookings / services for the event are displayed and can be allocated to a lump sum by ticking a respective check box. Before the allocated you have to book a service with the „Lump sum definition“ mask, that then works as lump sum. Normally two lump sums can be used by event.

Ill. 48 Lump sum definitions

After that the lump sum can either be distributed by Tree view („Lump sum price“ button) or with the mask „Lump sum price manager“. The mask „Lump sum price manager“ can be opened over the tree view (Context menu point „Edit lump sums“).

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Ill. 49 Allocation by tree view

Art	Menge	Ident	Bezeichnung	Buchungszeitraum	von	bis	Preis fixiert	Bezugspreis	Pauschale A	Pauschale B	Kontierungspreis
OF	R	1	FOYER2 ANL / Foyer 2. Stock	20.04.2011	18:00	20.04.2011 22:00	<input type="checkbox"/>	0,00	<input type="checkbox"/>	<input type="checkbox"/>	
OF	D	1	BEAM5000 Beamer 5000 ANSI Lumen	20.04.2011	18:00	20.04.2011 22:00	<input type="checkbox"/>	45,00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1.500,00
OF	RB	1	GS ANL / Grosser Festsaal	17.04.2011	08:00	19.04.2011 18:00	<input type="checkbox"/>	16.800,00	<input type="checkbox"/>	<input type="checkbox"/>	
SP	W	1	GS ANL / Grosser Festsaal	20.04.2011	08:00	24.04.2011 18:00	<input type="checkbox"/>	28.000,00	<input type="checkbox"/>	<input type="checkbox"/>	

Ill. 50 Lump sum price manager

If the sum of the individual prices does not equal the price of the lump sums then the accounting prices can be distributed proportionally to the source price with the button



behind the lump sum price. Price fixed services (special prices) cannot be divided. Here the accounting price stays the same which has an effect on the other prices that are not prices fixed and therefore the difference is divided amongst the other prices.

1.15 On account / Prepayment service

The prepayment service are booked over the „further fields“ in the event booking with the button „On account“. There the order values are displayed after room and service booking have been distributed. In the field “invoice from” from when on the services are to be invoiced. A workflow reminds the project leader to create an invoice. In the field “Amount EUR” the amount to be payed is entered.

Leistung	Bezeichnung	fakturieren ab	BetragEUR
VORK	Vorauszahlung lt. Vertrag (Raummiete)	28.03.2011	6.605,00
VORK	Vorauszahlung lt. Vertrag (Dienstleistungen)	28.03.2011	975,00

Ill. 51Mask prepayment

1.16 Workflow

Under workflow (menu point: orders / workflow events), the business processes that are important for the upcoming event are controlled and documented. Workflow processes can be connected with each other and therefore can open each other as well. With the workflow process the corresponding forms are filled out and executed and are then saved in the master data.

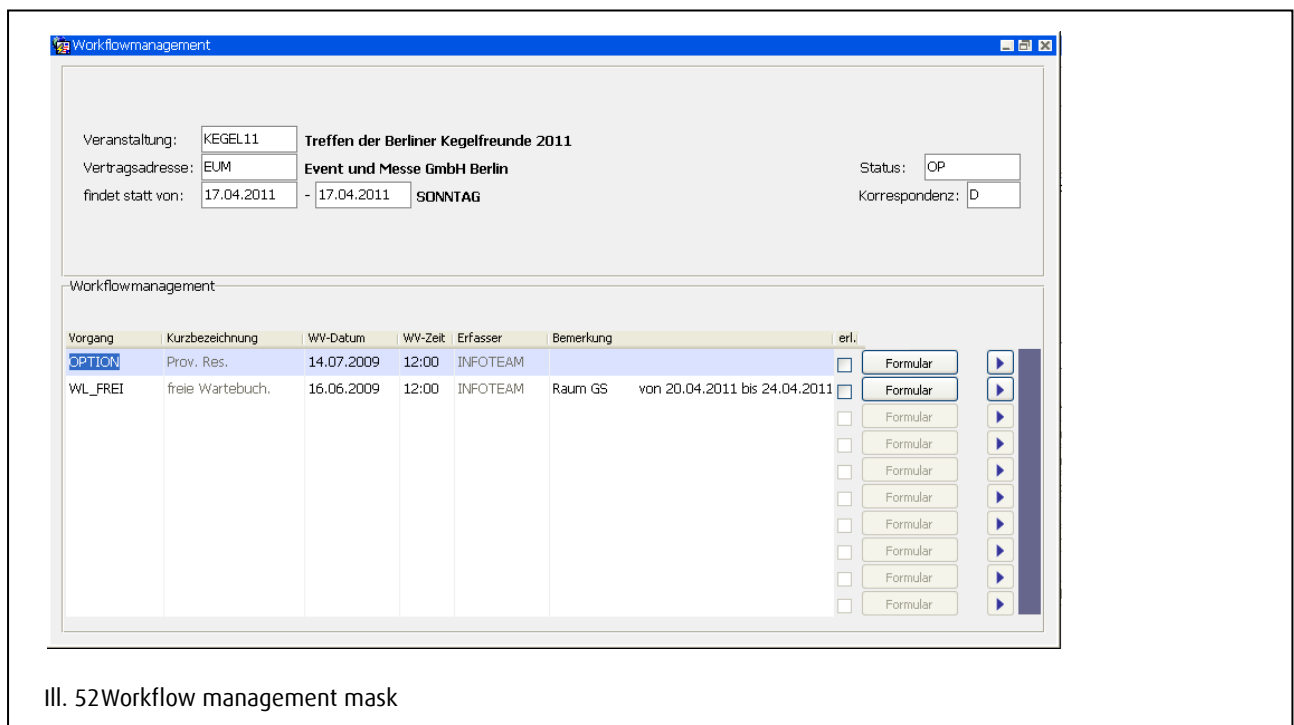
To see which workflow processes are defined in your house, open the list of available IDs with F9 or print the master data list „Workflow process“ from the menu point List / Master data lists / Workflow processes.

The forms are predefined with standard texts. Variables are currently drawn from the **RUBIN** data (Event title and date, room and service bookings, signature lines, telephones, etc.).

The standard texts can be modified and/or added in the dialog field. There is also the possibility, to use predefined texts or to add them or to use either or the other text.

Another possibility is the create workflow documents that are then replaced by predefined WORD documents which are imported over an OLE interface. When creating a new WORD default, a **RUBIN** consultant is happily at your service.

Some workflow processes are automatically created by the system and cannot be changed (invoice and credit note references).



Ill. 52 Workflow management mask

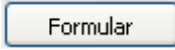
- ID process: is the ID of the workflow process like it was defined in the master data. Behind the ID the short description of the process is displayed.

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- Follow up date: defines the date on which the follow up is to be displayed on the follow up list again. For a manually entered process with document print, the follow up is normally without relevance since the process is set to done automatically once it has been printed. For processes that are started by another process the follow up date is calculated and depending on parameterising set automatically to either the date, event begin or event end (see point master data workflow processes).
- Follow up time: further sorting criterion for the workflows



Under comment more hints can be entered concerning the process.

By clicking the compl. Field, the process is set to completed.

After filling in the previous fields the mask for the editing and printing of forms can be opened with the  button provided a form was allocated to the process.

The form mask pops up in individual layouts depending on which form is being treated. Only general editing hints can be entered here. The document is composed of different areas that have different properties.

Inside the field you can navigate with the scroll bar which can be strenuous for longer texts. By double clicking the field, a larger editing window appears in which the text can be edited more comfortably.

The edited form can be printed in the preview with the  button. Here the layout, page break and the content of the forms can be controlled. If the forms corresponds to the wishes of the user then it can be printed with the  button over the printer listed in the bottom line.

Attention!

Only when printing the document do the connected processes like „Complete process“ or „Start follow up“ get executed.

There are the following text possibilities:

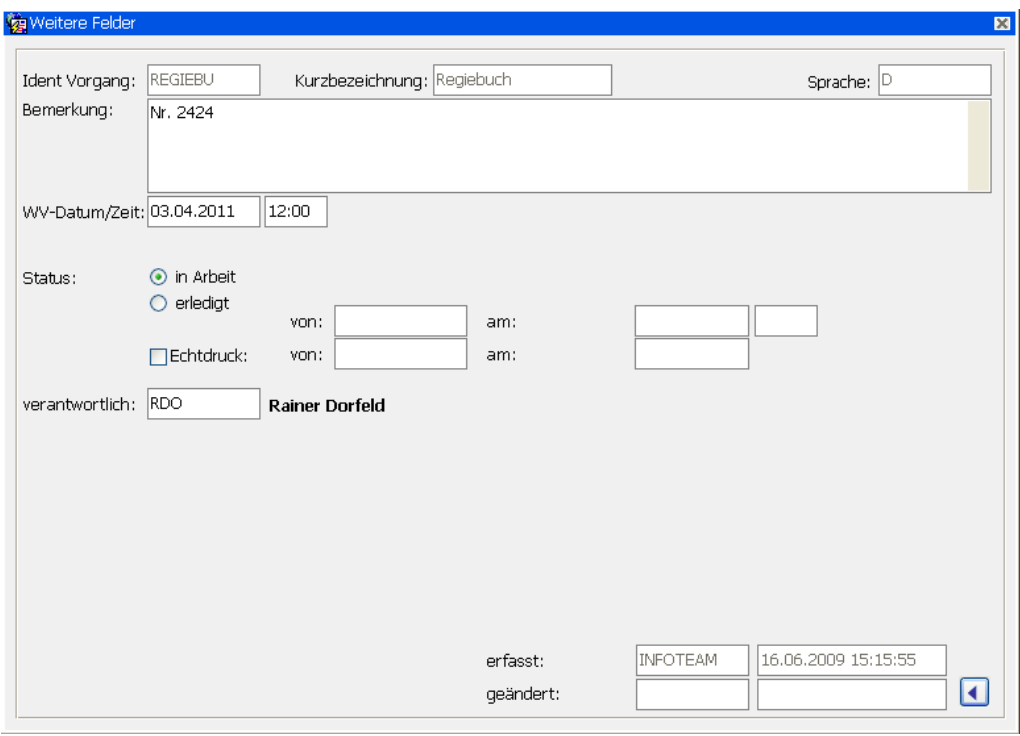
- Upper right corner are short ID, telephone + fax of user for the printing in the letter head set as default. These data can be overwritten.
- The date field contains the date of the document and can be modified.
- The title is composed from the address data and set as default.
- There are fixed text parts that cannot be changed. Paragraphs with fixed text are highlighted yellow. Fixed field can be loaded into the editing fields but cannot be modified there.
- Additionally to fixed texts, you can add up to 9 text parts over the check box selection next to the field. Check boxes only appear when the cursor is positioned over the corresponding field! The additive texts are added to the end of the text.
- There are also variable text parts that are fixed into the document but can be edited.

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- Then there are optional text parts which can be activated over a check box to the left edge. Further additive or subtractive text boxes can be added over check boxes to the right, as long as these have been defined in the master data.
- There are signature bars that are automatically composed from the user defaults and then changed when needed.
- Attachement and distributor can be defined and activated over the buttons „Attachement“ and „Distributor“ and manually or added to over predefined check boxes. Attachement and distributor are printed under the signature bar.

There is the possibility to define a paragraph as a double column and the texts then as column ready. If a form is designed for columns then over the button „Column editing“ the mask can be activated. Over the scroll bar then both columns are moved parallel so that the lines are next to each other.

With the  button, the further fields of the workflow mask is opened.




The screenshot shows a window titled "Weitere Felder" (Further Fields) with the following fields and controls:

- Ident Vorgang: REGIEBU
- Kurzbezeichnung: Regiebuch
- Sprache: D
- Bemerkung: Nr. 2424
- WW-Datum/Zeit: 03.04.2011 12:00
- Status: in Arbeit, erledigt
- Echtdruck: (with associated "von:" and "am:" fields)
- verantwortlich: RDO Rainer Dorfeld
- erfasst: INFOTEAM 16.06.2009 15:15:55
- geändert: (empty fields)
- A blue arrow button is located at the bottom right of the dialog.


Ill. 53 Further fields of the workflow management

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- Comment can be extensively formulated here.
- The follow up date
- Status is either „in progress“ or „completed“.
- Responsible controls to whom the process is allocated.
- With the  button you jump back into the main mask.

1.16.1 Interface to Microsoft Word

A Word document default can be added to with **RUBIN** event or address data. Like this, contracts, cover letters, etc. can be written. These word documents are saved under the event and can be edited in Word.

After clicking on  the system queries whether the document should be manually edited in Word or after replacing the text markers with **RUBIN** data it should be saved and printed.

When choosing „Edit“ you stay in Word after opening and replacing and can manually edit the document.

When closing Word the document asked „Save changes“, please accept this with yes under the name that the system provides. **RUBIN** then saves the document under the corresponding event, so that the workflow can be easily found.

When editing an imminent process you are asked if the existing document should be edited or a new document created from the defaults. Attention! When choosing „create new“ the manual changes in a document are overwritten by the defaults!

Attention!

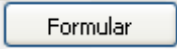
When using the Word interface please consider the following limitations:

Manual changes in the document are not written into **RUBIN** and can lead to the situation that the status of the document is not up to date with the latest booking status.

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1.16.2 Email interface

Word document defaults can also be sent directly out of **RUBIN** as an attachment.

After clicking on  then it says „send as Email“ next to the options of „Edit“ and „Print“.

Additionally a mask opens in which the accompanying email can be edited.

1.17 Order generation (optional)

With the order generation the orders for services that are made by external partners are automatically created.

1.17.1 Booking of supply services

Always when a service is booked, it is first checked it is a supply service. If this is the case then **RUBIN** tries to get the supplier and the EK price according to a standardized process. This process is to be explained for better comprehension.

Example

Master data:

The clip microphone is delivered by the company Greisser. This company has special conditions for the event house. So that this microphone is allocated to this supplier. Subsequently a supplier allocated price list for the company Greisser is compiled and the clip microphone is added to the price list.

Booking:

If a clip microphone is now booked, **RUBIN** looks first for a supplier of the commodity.

If this is found then **RUBIN** searched for a special price list that contains the data of this supplier. This is found corresponding to the master data and the constellation of supplier and price lists is saved for the booked service.

RUBIN - Dates and Facilities

The screenshot displays the 'Weitere Felder Dienstleistungsbuchungen für Raumbuchungen' window. It contains a table with booking details and several form sections for pricing and supplier information.

Buchtag	Buchungszeit von	bis	Menge	Leistung	Bezeichnung	Leistungsgruppe
17.04.2004	10:00	00:00	1	DIA	Diaprojektor	TECH

Preisliste: PLO3

Staffelwert:

Einzelpreis: 45,00

Anteil MwSt.-frei:

Anteil MwSt.-pflichtig: 45,00

Einzelpreis brutto: 52,20

Preis: 45,00

Anteil MwSt.-frei:

Anteil MwSt.-pflichtig: 45,00

MwSt.-Index: 6

MwSt.: 7,20

Preis brutto: 52,20

Preisart: Listenpreis Sonderpreis

Faktor: Autom. 1,00

Sortierung: Autom. Sortierung

Leistungsgruppe: 60

Unterleistungsgruppe: 0

Leistung: 5

Allgemein | Bestellung

EK-Preisliste: EK03 **EK-Preisliste 03**

EK-Preisart: Listenpreis Sonderpreis

EK-Einzelpreis: 30,00

EK-Gesamtpreis: 30,00

Elektro Reimer
Am Messepark 18
12207 Berlin

Lieferant: REIMER

Fakturierstatus: zu fakturieren stornierbar

Zugriff: ALLE **Allgemein**

erfasst: INFOTEAM 16.06.2009 15:34:31

geändert:

Faktura
Gutschrift
Storno

Ill. 54 Further fields service bookings events

If **RUBIN** does not find any special supplier price lists than the standard price list (Type: EK) is used for the event and the combination of this price list saved.

If **RUBIN** finds multiple suppliers that offer the service clip microphone, then not one price list or supplier is automatically saved. The **RUBIN** user has to then manually decide for one possible supplier or one price list. For this obviously only valid price lists and suppliers in relation to the event are displayed in the choice lists (F9).

Especially for this order agreed supply conditions can be saved in this part of the mask through the change of list price to special price.

In the further run of the event planning **RUBIN** checks every change of room, of booking time, etc. and respectively demands the generation of bookings.

1.17.2 Triggering orders

RUBIN automatically recognizes that orders have to be triggered for suppliers. The user can see this status, that in the event mask the button „Generate order“ pops up.

RUBIN - Dates and Facilities

Ill. 55Event booking

If the status of the order is up to date and no orders are to be generated, the this button vanishes.

By clicking on the button „Generate order“ a further mask is opened. Here one can decide if the order is for the whole event or only for a special supplier. By clicking on „Preview“ or on „Print“ the corresponding order form is generated.

Once bookings that have already printed orders that are being changed, then **RUBIN** independently displays the button „Generate order“ again. On the order form a relation to previous orders is displayed and all positions are marked with one of the following change symbols.

- OK = no change, position stays as before
- AEN = Change, informations were changed (for instance the quantity)
- STOR = Cancellation, this position was deleted
- NEU = New access, this position is additionally ordered.

1.17.3 Inspecting the orders

With the button „Order“ the current batch of orders can be opened and viewed. Here also a repeated print of the orders is possible.

The respective most up to date order for the supplier ca be deleted. During this the change signs are set to default. If there is a previous order then this becomes the current one. Subsequently the order can be generated.

Attention!


Attention:

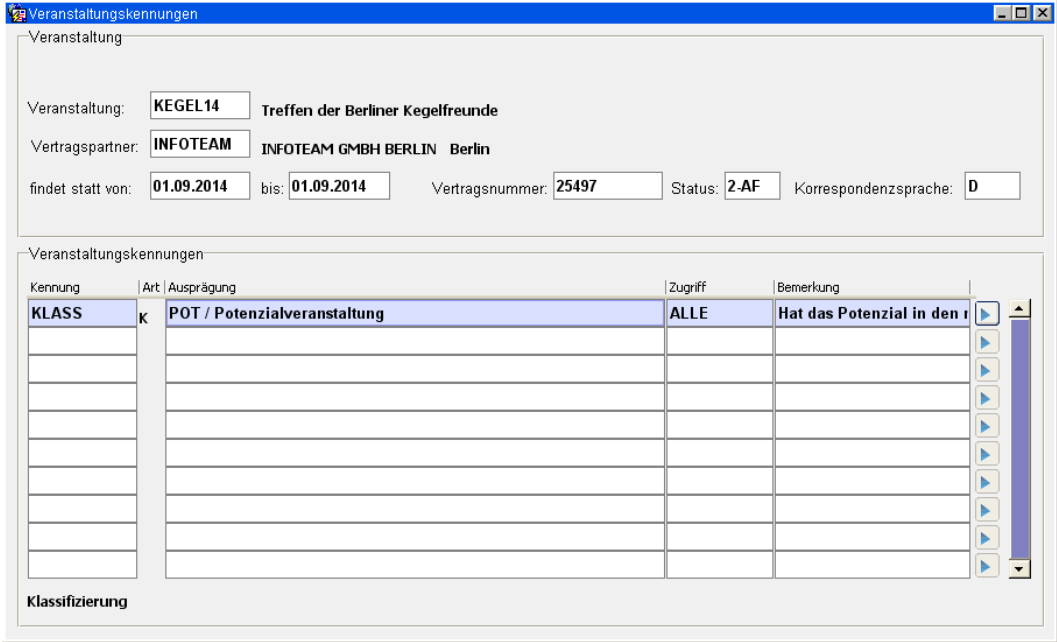
Even though this is technically possible, orders that have been already sent to the supplier are not allowed to be deleted anymore.

The data base saves the deleted orders in the background.

1.18 Event attributes

With attributes, events can be allocated and unlimited number of additional characteristics.

With the button  in the event mask the mask for the saving of attributes can be opened.



Ill. 56Event attributes

- ID of the attribute: the choice of possible, in the master data saved, attributes can be viewed with the button F9.
- Type of attributes (Category attributes, Without Category, Text attribute, Number attribute)
- Feature Description, category, text or number of attribute (Choice with F9)
- Access on attributes can be limited with accesses.
- Comment: here you can enter a free text comment for attributes.

1.19 Copying events

This mask is used to copy, to move or to change bookings for events with the same properties from the pre-event. When copying all room and service bookings the date is changed accordingly.

With the button „Open event“ you can open a new event directly after the copy process to make changes and additions.

With the booking preview (optional) you can remove single bookings from the copy process or modify them during the process. Optionally the function can be opened with the context menu with the allocation overview.

Ill. 57 Copying events

Block „event for copy“

- Event ID: the Id of the event that is to be copy has to be entered. Search with F9
- The otehr fields in the block „event for copy“ are simple display fields that offer information for the event.

Block „New event“

All the fields influence the new event and have the same functions as in the event booking.

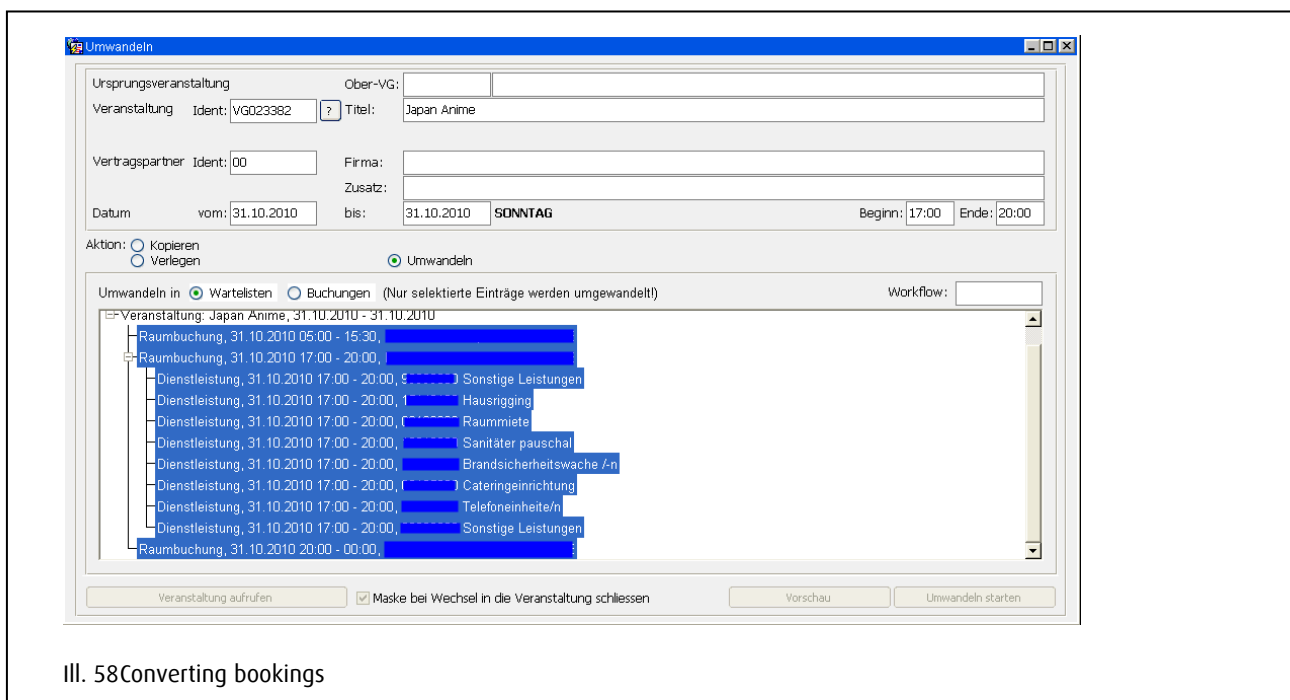
- Main ID: event ID of the main event (only for three event layers)
- Title: event title
- Short title: short title of event
- Contract number: (only info, distributed by the system).

RUBIN - Dates and Facilities

- Contract partner ID: Address Id of contract partner
- Company: (only info, display of contract address).
- Contact: contact person of contract partner
- Responsible: responsible project leader
- Migrate comment: if this check box is active, then the comments for check technic and check accounting as well as the event comments are copied.
- Exclude bookings with reservation conflicts: bookings are not transferred if the rooms are already booked.
- Implement bookigns with reservation conflicts into the waiting list: rooms that are already reserved, will be transferred as waiting list bookings.
- Implement all bookings into the waiting list: all rooms are copied as waiting list bookings
- Migrate services: migrates the services of the event.
- Migrate waiting lists: migrates the waiting lists of the event.
- Migrate statistics field: transferes the statistic fields of the event.
- Migrate attribute: transfers the attributes the event.
- Migrate additional invoice recipiant: migrates the additional receipients of the invoices for the event.
- Migrate special conditions / lump sums: migrates the lump sums and special prices of the event.
- Correspondence language of the contract partner (from address)
- Only copy event header: only the event header is copied without the bookings
- Copy congress master data: the conrgress master data are copied as well
- Migrate expense accounts / suppliers: the respective deviating expense accounts and suppliers are copied.

Events can be chosen to be „moved“. In comparison to copying, the source event stays the same and only the date is changed.

When „converting“ bookings, waiting list bookings in room bookings are converted or reversed. From a tree view display the convertible bookings are chosen. By choice the bookings can be “dissolved” en bloc.

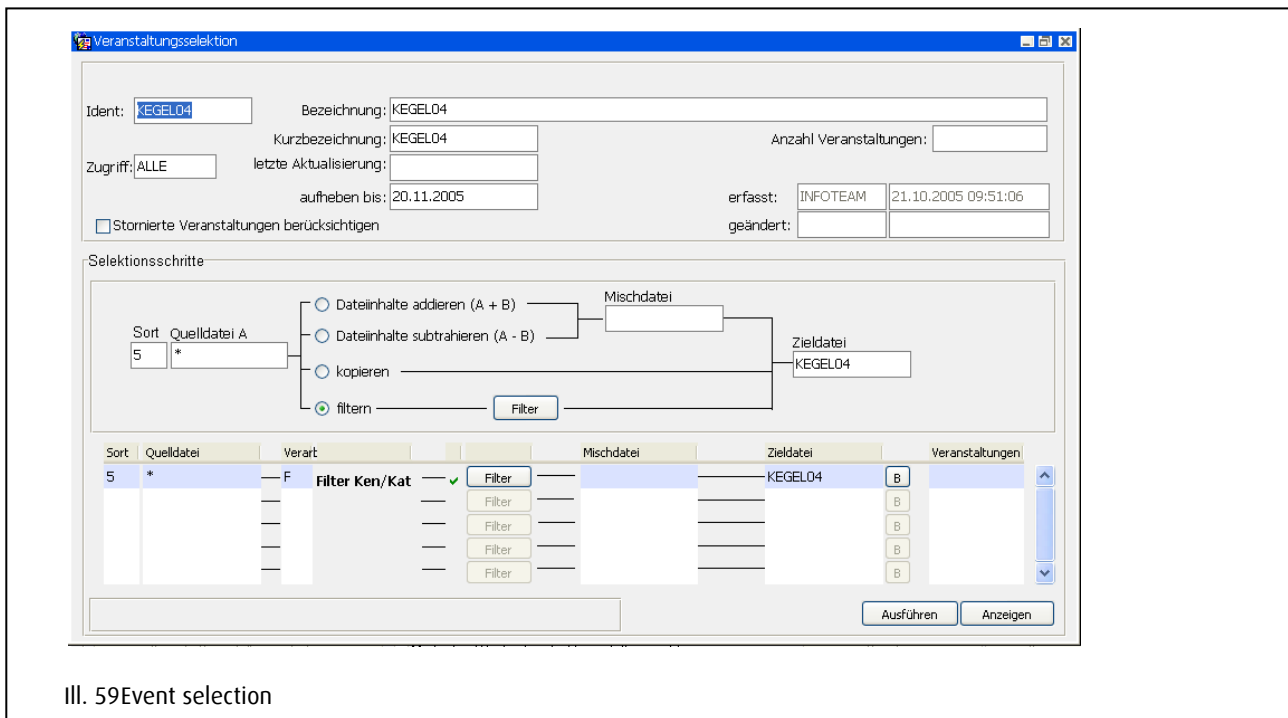


Ill. 58 Converting bookings

1.20 Event selection

The event selection provides the tool with whos help the total pool of events can be divided into any number part pools. This tool also relates to the address selection function.

In the upper part of the mask the selection is described in general form.



Ill. 59 Event selection

In the lower part of the mask the criteria are defined by which the events are to be chosen.

Like this it is possible as in the address area, to merge existing addresses (additive or subtractive), to copy one selection into another, or to filter a source file (selection or total inventory) for certain criteria.

A filter is defined over the mask filter positions, that is openable over the button



RUBIN - Dates and Facilities

Filterpositionen

Eine Veranstaltung wird aus der Quelldatei * in die Zieldatei KEGELO4 übernommen, wenn

min. eine der untenstehenden Bedingungen ist erfüllt: (ODER-Verknüpfung) alle untenstehenden Bedingungen erfüllt sind: (UND-Verknüpfung)

Ursprung	Beschreibung
<input type="checkbox"/> nicht	XEN
<input type="checkbox"/> nicht	
<input type="checkbox"/> nicht	
<input type="checkbox"/> nicht	
<input type="checkbox"/> nicht	

Kennung : Kongressgröße gleich >500

Filterbedingungen - Ursprung Kennungen genau im Bereich von

Kennung: KONGR Kongressgröße

Kategorie / Ausprägung: >500 mehr als 500 Teilnehmer

Ausprägung bis:

III. 60Filter positions

Filter positions can be created through field contents of event room and service bookings, through workflows or through attributes.

During this the features of the field contents respectively the attributes or workflows are defined in the lower part of the mask.

1.21 Serial editing for events

1.21.1 Event exports

The event export creates a text file that can for example be imported into MS Excel, so that you can create lists yourself.

The export differentiates between seven record types:

VG: The fields of the event header can be printed here. This includes "from", "till", "title", "nr. of persons", etc.

RBU: Fields that are taken from the room booking

DBU: Fields that can be taken from the service bookings

ADR: Fields from the address of the contract partner

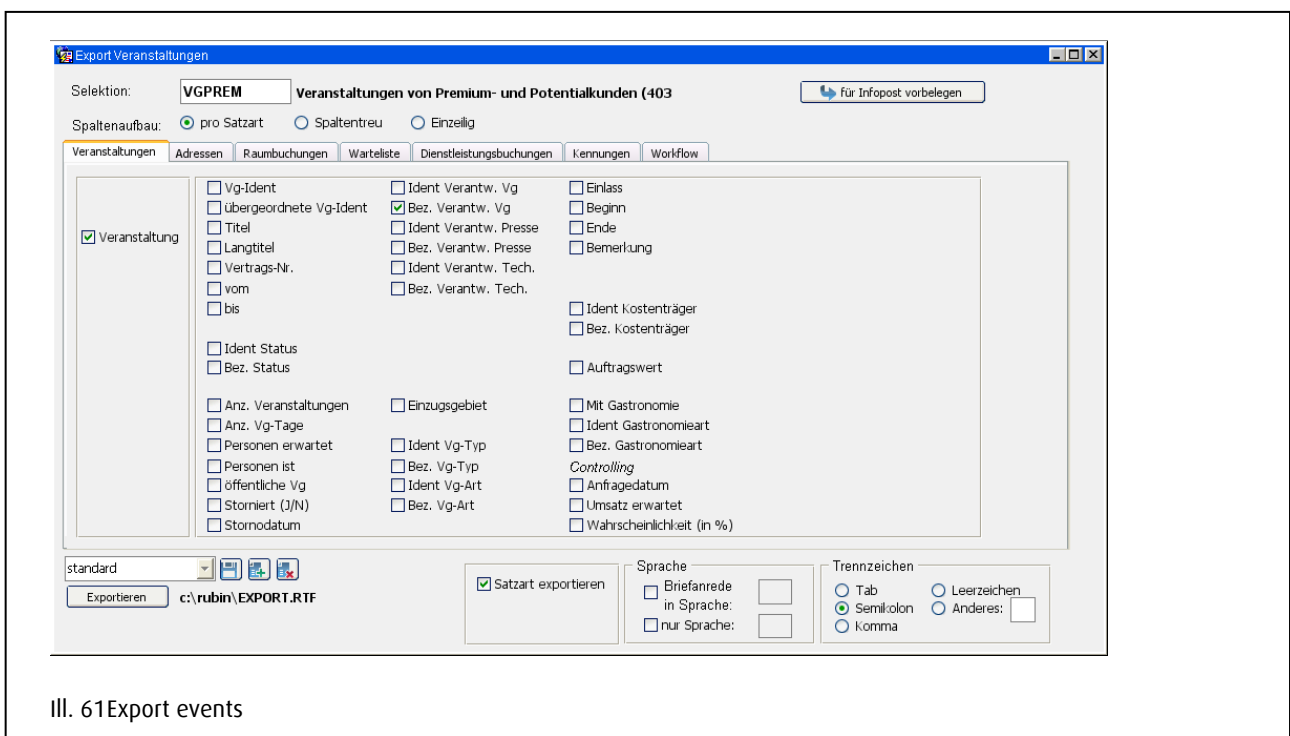
WL: Fields from waiting list bookings

KEN: Fields from the attributes of the event

WF: Fields of the workflow of the event

In the frame of an export either all record types or only individual records can be exported, through which the lists are composed firmly.

If an export file is opened in MS Excel, then it always says the record type in the first column. In the first line the column descriptions are entered of the respective record type.



Ill. 61 Export events

1.22 Lists

Evaluations are started under the menu point lists and printed on the set printer. Forms, contract, etc. that are opened in correlation with the event can be opened in the workflow mask. The evaluations are divided into the options Reports, Statistics and Master data lists in the menu.

2 Master Data

The master data constitute the basis of working with **RUBIN**. In these the specific rules, stuctures, resources and services are described as they exist in your environment.

The complete creation and permanent maintenance is a must for the effective use of the total sytem.

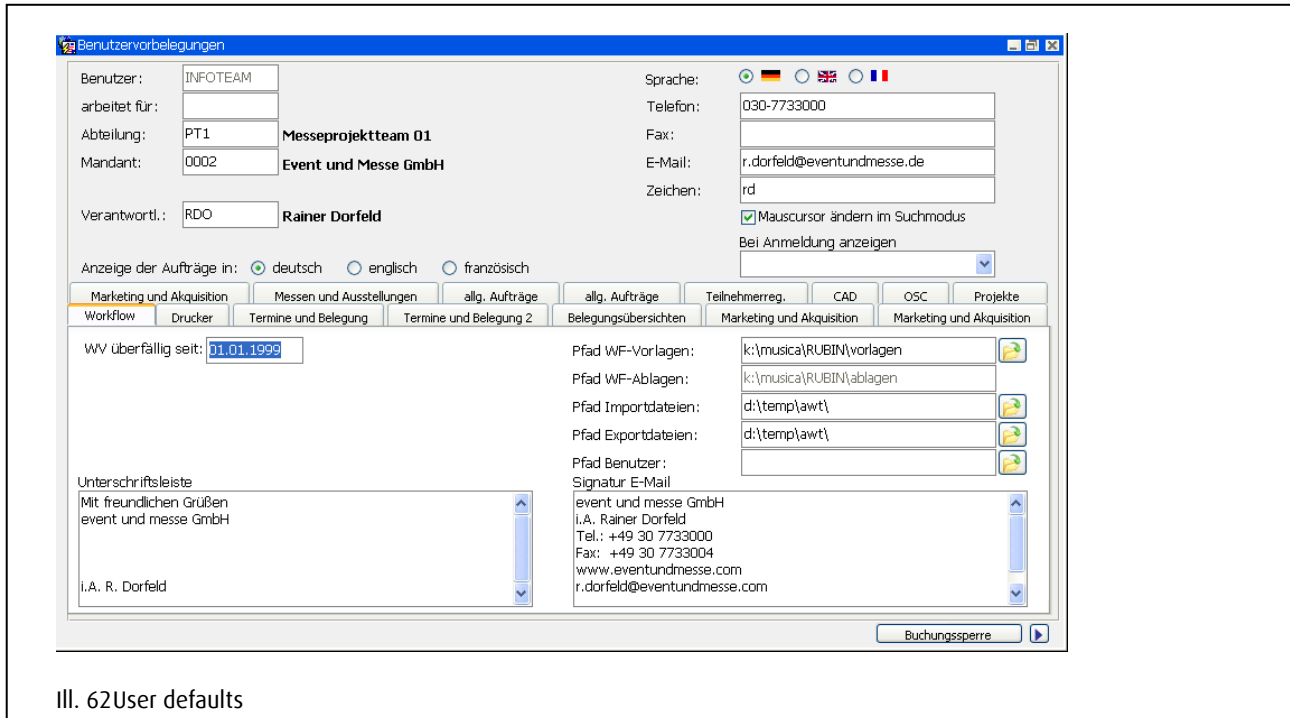
Attention!

The new creation and maintenance of master data postulates the access of the **RUBIN** Manager or Master data manager.

All other users find the user defaults under the menu Master data.

2.1 User defaults

In the user defaults that you can reach under Master data / User defaults every user has the possibility to set certain standard settings for themselves that can be used in the booking masks and forms. The defaultls can be migrated into the booking masks if needed.



- Accounting area shows the ID of the valid accounting area (only when accounting area possibility is active).
- Responsible contains the short sign of the for an event responsible coworker. Selection with F9.
- When the change mouse cursor option is chosen in the search mode, a ? appears next to the cursor.

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- Displaying the orders in: chooses the language in that the orders are to be displayed.
- The signature bar is used in all created letters.
- With the signature email a deviating signature for email from RUBIN can be predefined.
- Printer contains the description of the default printer. (Check under the windows start menu under Settings / Printer).
- Tel / Fax contains the area code or the total number.
- Sign is the short sign to mark on the letter head.
- Follow up due since is the begin date that was entered when the follow up was created. If this field stays empty, then the current date is entered.
- When registering workflow display all active workflows automatically open in new windows when logging into RUBIN.
- Directory follow up defaults: harddrive and directory in which that Word defaults are saved.
- Directory follow up deposits: harddrive and directory in which the Word documents are saved.
- Directory import files: harddrive and directory in which imported files are to be saved.
- Directory export files: harddrive and directory in which files for export are to be saved

For the special relevance of the individual RUBIN modules there are additional masks, that can be opened over the respective buttons:

Dates and Facilities

- Event type for event booking
- Usage type of the event
- Layer
- ID price list describes the current price list
- Buildings that are always set in the week allocation
- Check field public event defines newly created events as public
- Publication defines in which media the event is to be published.

The defaults of a value only makes sense when the field should actually have the wanted value.

With the button „Assistant“, settings can be predefined by the bookings assistant.

2.2 Resources

With the menu point Master data / Resources you get into the resource mask.

Resources are all rooms and services that are not available at an unlimited supply and therefore have to be bound by a reservation. The difference to a bookable positions (see bookable position) is that for a resource information like inventory, reservation, dependency (room group/room part, room allocated, etc.) has to be saved while the bookable positions contain entries for their use as service positions (static features, prices, et.).

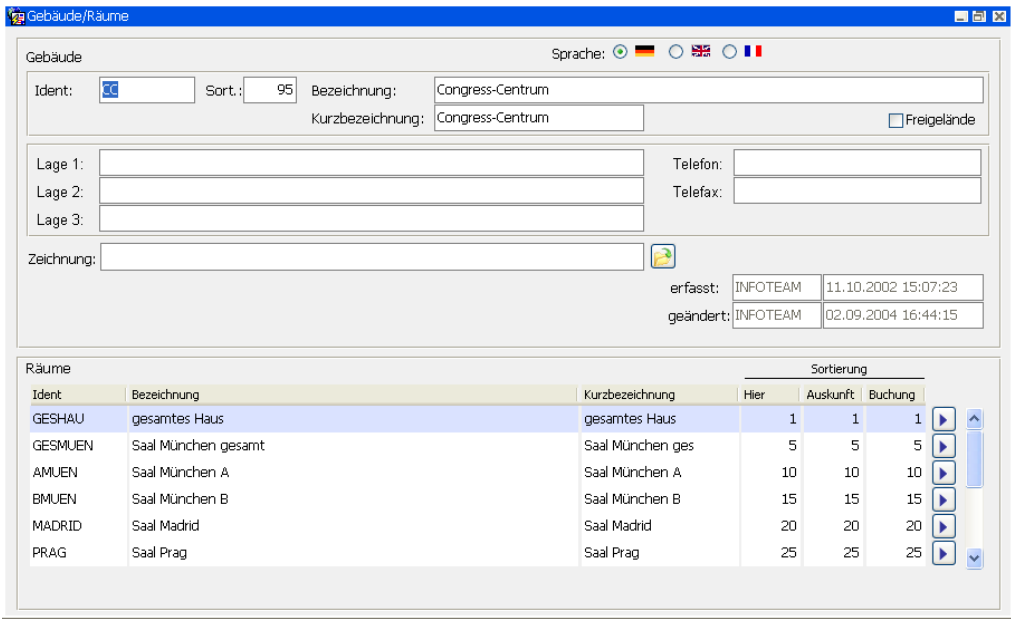
Resources are:

2.2.1 Buildings / Rooms

Menu points: Master Data / Resources / Buildings / Rooms

Terrain, halls, rooms, open spaces etc., how they physically exist and for used for events.

A building can be the actual building (e.g. event hall) or it can be an entire complex (trade fair grounds). The building is created with a description (long and short), max three lines for location respectively address, the attribute "opens space" and the telephone and fax nr.



The screenshot displays the 'Gebäude/Räume' (Buildings/Rooms) data entry form. The form is titled 'Gebäude' and includes a language selection bar (Sprache) with options for German, English, and French. The main form fields are:

- Ident: CC
- Sort.: 95
- Bezeichnung: Congress-Centrum
- Kurzbezeichnung: Congress-Centrum
- Freigelände:
- Lage 1, Lage 2, Lage 3: (empty text boxes)
- Telefon: (empty text box)
- Telefax: (empty text box)
- Zeichnung: (empty text box with a drawing icon)
- erfasst: INFOTEAM 11.10.2002 15:07:23
- geändert: INFOTEAM 02.09.2004 16:44:15

Below the main form is a table titled 'Räume' (Rooms) with columns for 'Ident', 'Bezeichnung', 'Kurzbezeichnung', 'Hier', 'Auskunft', and 'Buchung'. The table contains the following data:

Ident	Bezeichnung	Kurzbezeichnung	Hier	Auskunft	Buchung
GESHAU	gesamtes Haus	gesamtes Haus	1	1	1
GESMUEN	Saal München gesamt	Saal München ges	5	5	5
AMUEN	Saal München A	Saal München A	10	10	10
BMUEN	Saal München B	Saal München B	15	15	15
MADRID	Saal Madrid	Saal Madrid	20	20	20
PRAG	Saal Prag	Saal Prag	25	25	25

Ill. 63 Resources: Buildings / Rooms

RUBIN - Dates and Facilities


For the buildings one can add an unlimited nr. of rooms respectively individual buildings. The sorting influences the order of rooms in the master data, in information and when booking.

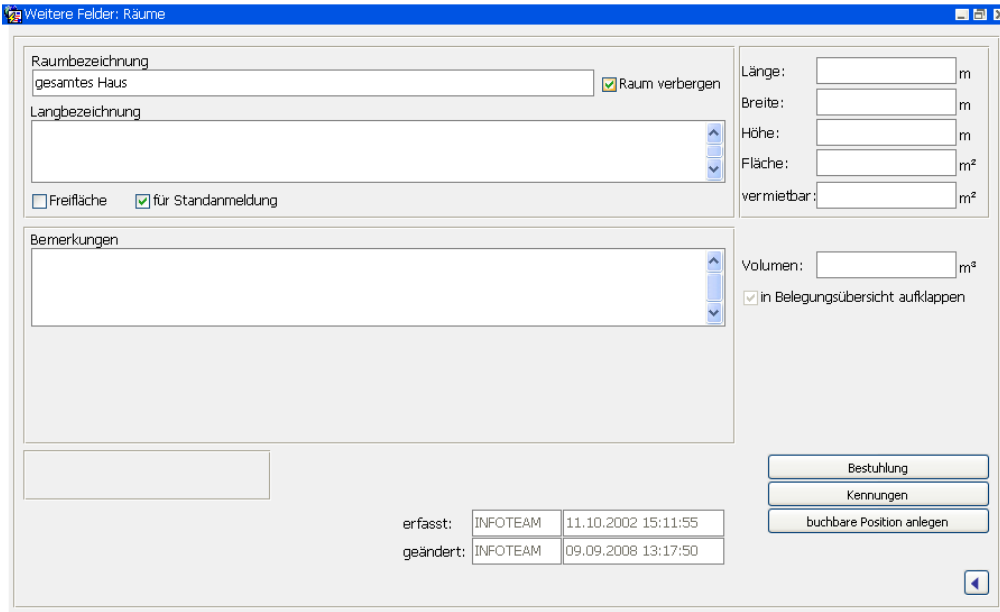
Buildings:

- ID of the building
- Sort is the sorting number
- Description of building
- Short description of building
- Open space is a check box for the differentiation of building and terrain parts (e.g. parking lots)
- Location 1, Location 2, Location 3 contain the addresses or location description of the building
- Telephone and telefax are the numbers of the building

Rooms

- ID of the room
- Description of the room
- Short description of rooms
- Sorting here is the sort number for the display of the mask
- Sorting here information is the sort number for the display for instance in the weekly allocation
- Sorting booking is the sort number for the display in the room booking mask

By clicking on the  button on the right next to the room column, the further fields mask appears in which some technical value for the room are entered. Further more there are (optional) the seating types of the room with the maximum people capacity. These are definite for the booking in case they are entered. With the button "Attribute", room features can be allocated that are displayed in **RUBIN**.



erfasst:	INFOTEAM	11.10.2002 15:11:55
geändert:	INFOTEAM	09.09.2008 13:17:50

Ill. 64 Further fields: Rooms

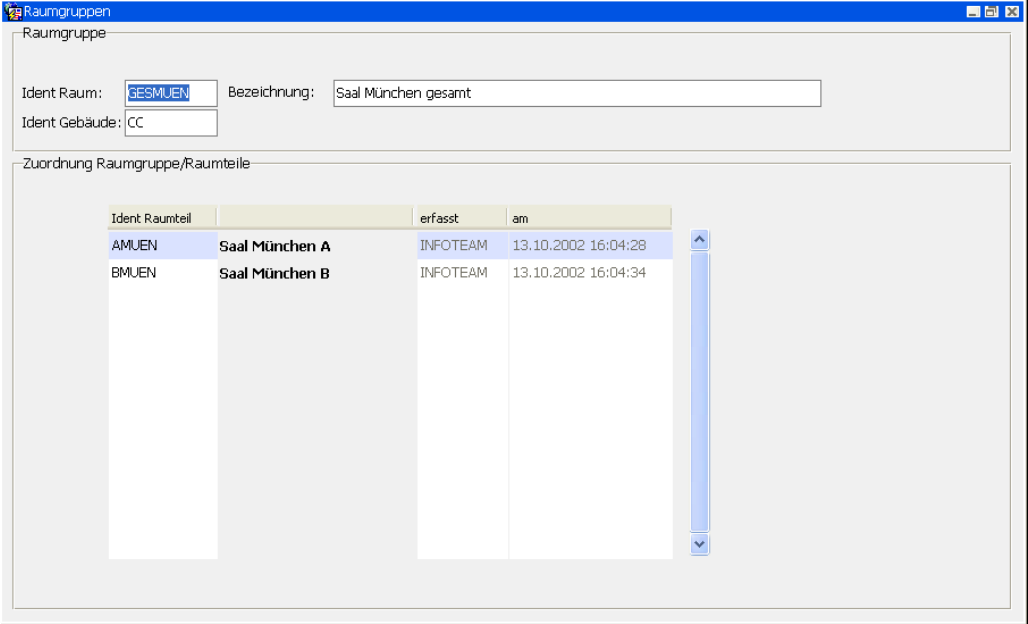
RUBIN - Dates and Facilities

Use the function „create bookable position“. The system creates a bookable position in the master information. In the next step these informations just have to be completed. (see point Master Data / Bookbale positions for rooms)

2.2.2 Room group / parts

Menu point: Master Data / Resources / Room groups / parts

Room respectively room parts are summarized as bookable positions as a single utility.



Ident Raumteil	erfasst	am
AMUEN Saal München A	INFOTEAM	13.10.2002 16:04:28
BMUEN Saal München B	INFOTEAM	13.10.2002 16:04:34

Ill. 65Room groups

Example: one hall (total) can be divided by partition walls into the north hall and the south hall.

Each other these parts can be individually booked or as a whole.

If a specific date is booked in the north hall then an event can be booked simulatneously in the south hall but not in hall total.

You can also book different rooms that are often used as one as a room group so that less individual bookings have to be done.

Attention!

All rooms must be defined under Buildings / Rooms

RUBIN - Dates and Facilities

2.2.3 Further Resources

Menu point: Master Data / Resources / Further Resources

Further resources are technical equipment, personal, etc., that are only available in limited inventory. The resource is classified with description, classification, some technical specification and the inventory. When the inventory is active, the system denies further requests of the limit has been reached. By clicking a corresponding bookable position can be created.

In the lower part of the mask it is possible to enter room allocations. So that this resource is only available in combination with certain rooms (for instance mounted walls).

Ill. 66 Further resources

- ID of the resource
- Sort contains the sort number
- Resource type describes the type of resource. Choice with F9.
- Quantity unit in which the resources is quantified. Choice with F9.
- Description, Short description and long description of the resource
- Length and width of the resource (for table, stages, etc.)
- Inventory
- Room ID of room in which the resource is usable. If no room is entered then the resource can be used in all rooms respectively is available.

RUBIN - Dates and Facilities

2.2.4 Virtual Buildings / Rooms

Menu point: Master Data / Resources / Virtual Buildings / Rooms

Room that are not in the same building can be summarized to be virtual building. These virtual buildings are useful for information and evaluations like physical buildings and offer for special needs the appropriate views (for example all foyers of the first floor). With this function a separate line of "View buildings" can be created for the weekly allocation. The order of the rooms can be controlled by the sort number.

Virtuelle Gebäude

Ident: Sort: Bezeichnung:
Kurzbezeichnung:

erfasst:
geändert:

Zuordnung Räume / virtuelle Gebäude

Ident Raum		erfasst	geändert		
CCDST	CSAALGES	Congress-Saal gesamt	5	INFOTEAM 23.10.2003 11:23:36	
CCDST	OFFENB	Offenbachsaal	10	INFOTEAM 23.10.2003 11:23:40	
CCDST	EUROPA	Europasaal	15	INFOTEAM 23.10.2003 11:23:44	
CCWEST	CH8	Congress-Halle 8	20	INFOTEAM 23.10.2003 11:23:55	
CCWEST	GRAUENS	großer Auensaal	25	INFOTEAM 23.10.2003 11:24:04	
CCWEST	GRRHEIN	großer Rheinsaal	30	INFOTEAM 23.10.2003 11:24:08	
GÜRZEN	GRSAAL	großer Saal	35	INFOTEAM 23.10.2003 11:24:19	
TANZBR	THEATER	Theater am Tanzbrunnen	40	INFOTEAM 23.10.2003 11:24:36	
TANZBR	PARKSAAL	Parksaal	45	INFOTEAM 23.10.2003 11:24:39	

Zuordnung Personalressourcen

Ill. 67 Virtual buildings / rooms

2.3 Bookable positions / prices

Menu point: Master Data / Bookable positions

Bookable positions contain all information that are needed for the booking of a service. The bookable positions can relate to rooms, services or hints. Rooms are normally allocated to a resource, services can be allocated to one or more resources.

The following information are saved for services:

Ill. 68 Bookable positions for services

- The ID is the abbreviation for the service, that is also used for the booking.
- Relationship, short and long description of the service. Used by different forms.
- Classifications of the service for the service type, service group and responsible organisational unit. Like this the service is structured and can be targeted and allocated. Selection with F9.
- Unit (Quantity Unit), in that the service is calculated. Choice with F9.
- Print control on which forms and in which form the services are printed.
- Cost centres and general ledger accounts where these are allocated. Choice with F9.
- The check box „Not VAT exemptable“ invokes a ban on invoicing without VAT.
- The check box „Foreign invoice“ declares that the service is invoiced by an external partner.

In the lower part of the mask one can allocate one or more resources to a service. When booking the services, all resources are regarded according to inventory.

RUBIN - Dates and Facilities

Example:

The service transmission device contains the following resources: Cabin, 2 wireless microphones, 4 cable microphones, 1 monitor, 4 active speakers.

When booking the inventory of all resources are checked and respectively messages sent depending on availability.

With the button Prices another window is opened that contains the price information for the services. For hints there are no prices.

- For a service there has to be a valid price list, for services with rooms also a valid combination price list.

Services without saved prices cannot be booked. For free services the calculation system of "free" has to be chosen.

The screenshot shows the 'Preislistenpositionen' window. On the left, a list of price list positions is shown, with 'DIA' selected. The main area displays the configuration for the selected position: 'Diaprojektor' (group: TECH, Technik). The calculation type is 'Standard-Preisliste 2009'. The calculation system is set to 'automatisch'. The tax index is 6 (16%). The booking price is 45,000. The supplier is 'REIMER Elektro Reimer Am Me'.

Ill. 69 Price list positions

- Price list contains the ID of the price list. Always the blue marked price lists are displayed.
- Usage type: here the room prices of the usage type is entered for the respective price list position.
- With the calculation type that type of service calculation is controlled. For instance daily prices, booking prices, hour etc. In dependence of the chosen calculation type the corresponding price fields are activated for entry.
- The following calculation types are supported:
 - Booking price Price is valid for booking independent of time
 - Basic hour price Valid for the entered time, anything more is hour price

RUBIN - Dates and Facilities

- Hour price Price per started, booked hour. In the field extension hours, a rate can be specified after a certain time.
 - Daily price Price per tag, although the period within that day can be specified.
 - Minimum price Combination of hour price and day price. **RUBIN** calculates the cheaper version and sets it.
- All prices must be entered as Net price (without VAT).
 - Calculation system is either:
 - Automatic Price is calculated according to accounting system of system.
 - By expense The price must be set manually as special price before invoice (for **RUBIN** Dates and Facilities)
 - Free The service is free
 - Upon enquiry The price must be set manually as special price before invoice (for **RUBIN** Events and Congresses and **RUBIN Online Service Center**).
 - VAT index: describes the VAT rate
 - VAT compulsory part within the price (Standard is 100%)
 - Free hours: contains the number of free hours that are deducted from the Hour price calculation from the booking period.
 - Number of free: contains the number of free that are deducted from the price calculation of the booked amount. For buyers price lists, the free amount is valid for the buy price.

Example for the price calculation:

Base price:	100,-	for 4 hours
then	10,-	per hour
from 8pm	15,-	per hour

So a booking from 3pm to 9pm costs 125 EURO.

4 hr. base price	100,-
1 hr. before 8pm	10,- +
1 hr. after 8pm	15,- +
	<hr/>
	125,-
	=====

RUBIN - Dates and Facilities

2.3.1 Scales

If scale prices are used, then the type of scale has to be set in the price list position.

For individual scales the scale value has to be manually entered into the scale value field when booking. (Example: Catering revenue, admission price)

If the scale type „number of booked hours“ is entered, **RUBIN** automatically fills the scale value according to the booking.

The function of the free amounts or price calculation via scales is only used in **RUBIN** Trade fair and events. If you want to also use it in Dates and Facilities, contact a consultant.

2.3.2 Link to external article numbers

If different key terms for terms are used in systems that are connected with **RUBIN** via an interface, then the article numbers can be referenced in **RUBIN**.

The references can be saved as a price list position or a scale value. A corresponding field always exists over that F9 offers a choice of entries.

2.3.3 Vorkasseleistungen

Over the menu point „Master data / bookable Positions / for prepayment“ you can view the existing prepayment services for an event and can be either edited in text or accounting. The hotline gladly creates new prepayment services for you. The price list allocation happens here – in comparison to the other services- in the lower part of the mask. Here the price list, VAT index and calculation type is set. For prepayment position a special price is set that fixes the booking.

Preisliste	MwSt-Index	Berech. Art	Sachkonto	Kostenstelle
PL07	19	Mehrwertsteuer B	Buchungspreis	<input type="checkbox"/> mengenunabhängig
PL11	19	Mehrwertsteuer B	Buchungspreis	<input type="checkbox"/> mengenunabhängig
PL11NOEU	19	Mehrwertsteuer B	Buchungspreis	<input type="checkbox"/> mengenunabhängig
PL11EU	19	Mehrwertsteuer B	Buchungspreis	<input type="checkbox"/> mengenunabhängig

erfasst: INFOTEAM 24.02.2010 08:18:29 geändert: MM 17.01.2011 14:51:14

erfasst: DF 12.01.2011 16:03:18 geändert: MM 17.01.2011 14:51:15

Ill. 70 Vorkasse Grunddatenmaske

2.4 Price calculation

Menu point: Master data / Price calculation

For the price calculation the following information are saved:

- VAT: the VAT rates are saved with their validity periods.
- Currency: here the exchange rates are saved.
- Price lists: price lists are defined with validity period and currency. A valid price list is a requirement for the fixing of prices for bookable services and for event booking.
- Price list position: this mask corresponds to the price mask for bookable positions. Although here it says the price list in the header and the table contains the different bookable positions. Alternatively a service can be chosen in the header. The different price lists are displayed in the table for price list positions. Always displayed are the price list positions marked in blue.
- Copy price lists: see below

2.4.1 Copy price lists

Menu point: Master data / Price calculation / copy price lists

Ill. 71 Copy price lists

RUBIN - Dates and Facilities

The copy function for price lists offers the possibility to copy all bookable positions of a price list into a new price list. The prices can be changed by the percent or rounded or the VAT rate changed or allocated to other general ledger accounts.

The copy process can either be executed for bookable positions or for bookable position services.

The copy prices can be executed for services or after the selection criteria type, service group, usage type (rooms).

- Choice bookable position for rooms: allows only price list positions for rooms
- Choice bookable position for services: copies only price list positions for services.
- Copying of price list: sets the price list which position is supposed to be copied.
- By price list: is the new price list for which positions are created. The new price list must be saved in the master data.
- The delete button invokes that the price list position in the target price list is deleted. All positions of the price list are deleted.
- Choice price change: the price is adjusted by the % rate in the entered field.
- Choice price rounding: when calculating the price one of the chosen rounding techniques is implemented.
- Choice VAT change and VAT allocation: sets all positions of a certain VAT record into a new record.
- Choice general ledger account changes: orders the chosen positions of entered general ledger accounts.
- Copy: starts the process

2.5 Accounting data

Under the menu point Configuration data you have to enter:

Accounting areas

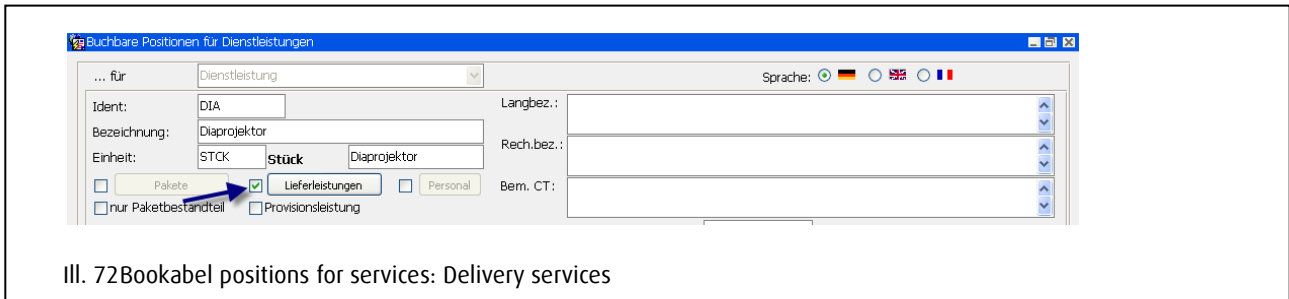
- Const units
- Cost centres
- General Ledger Accounts
- Expense accounts

All accounting data are created with sorting, validity period and description. For booking the accounting data is checked against the accounting table.

If you use the **RUBIN** accounting interface then this accounting data is automatically partly transferred from the accounting software.

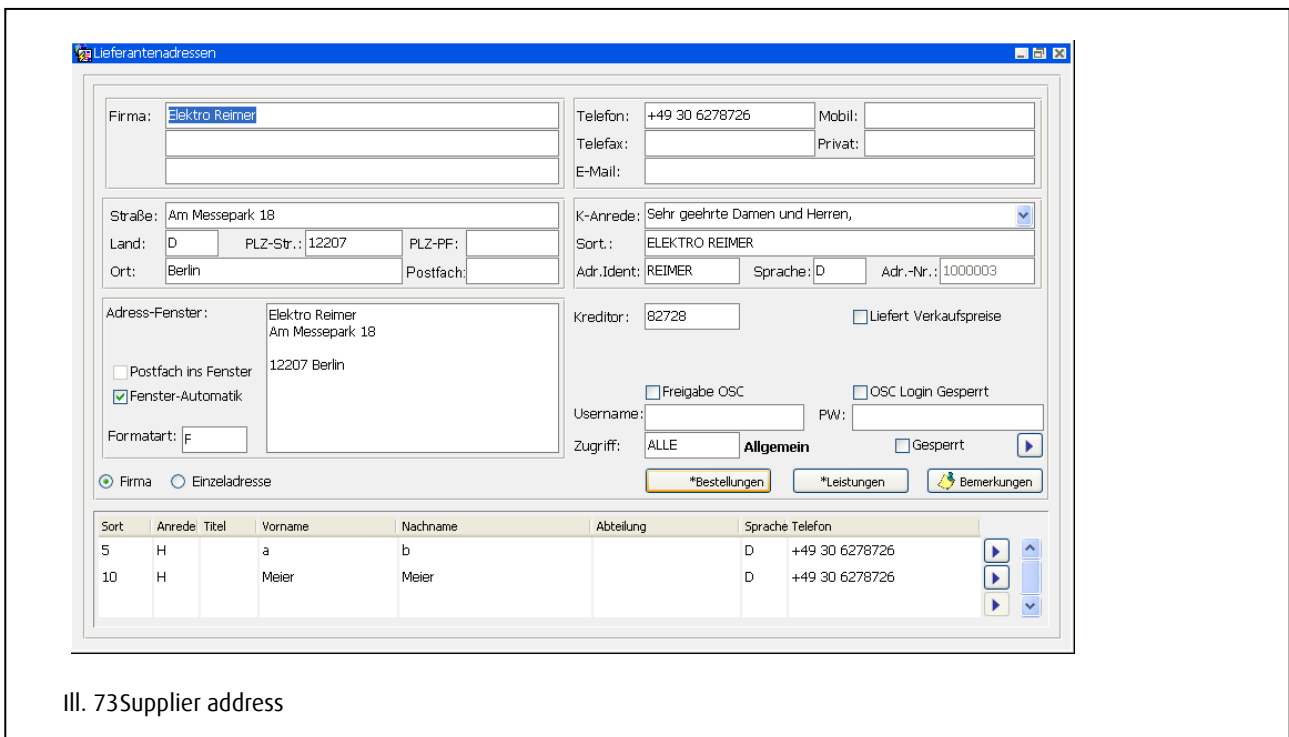
2.6 Delivery service (optional)

Services that are generated for the order have to be marked as delivery services or allocated to multiple suppliers.

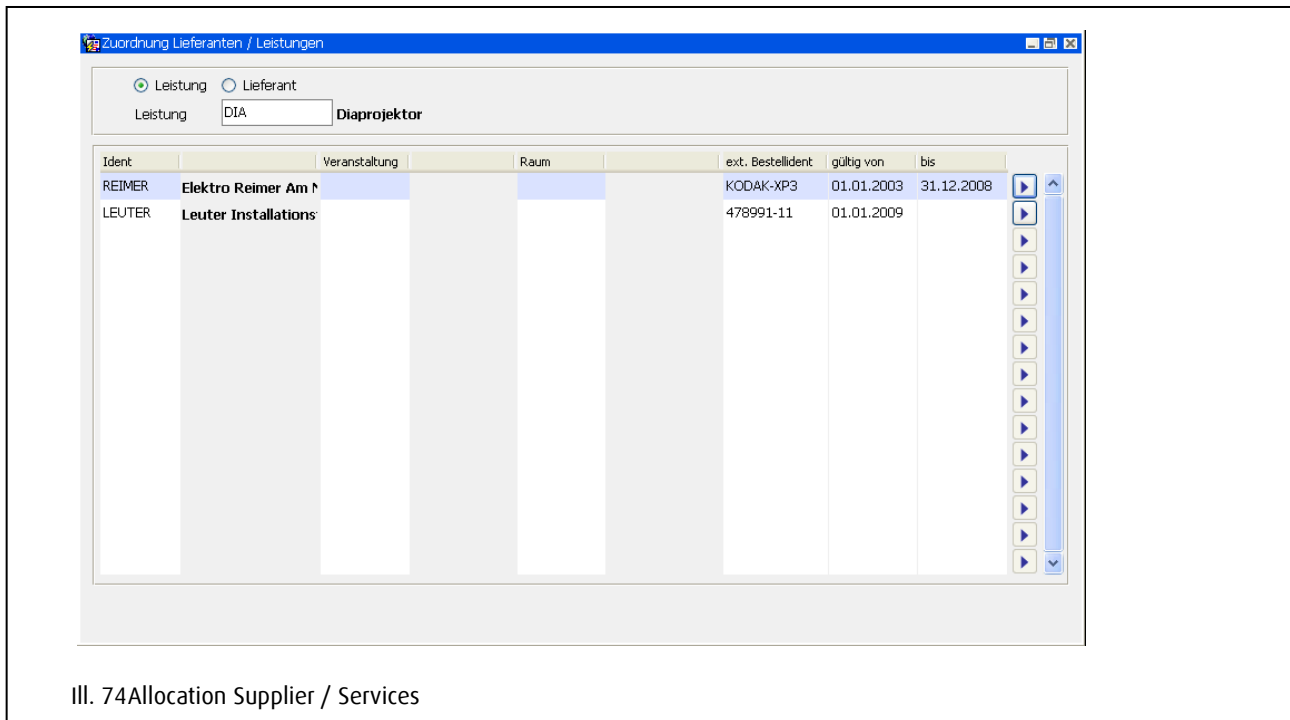


2.6.1 Supplier address

The address of the supplier and their credit number are entered into a separate address mask and maintained. For the new creation of a supplier a corresponding address ID is assigned.



In this mask the suppliers are allocated to their services and the other way around.



Ill. 74 Allocation Supplier / Services

Next to the possibility to allocate the external order ID and to enter a validity period, you can limit the supplier and service combinations to events or rooms. Like this it is possible to supply certain halls, rooms or events with specific suppliers.

If the noted fields are empty when allocating then the allocation is valid for every event respectively room.

2.6.3 Supplier dependent price lists

In this mask the price lists are defined and allocated.

Ill. 75Mask in the price list headers

In scope of the order generation of **RUBIN** Dates and Facilities there are three interesting price list types:

- VK: The sell price list contains the prices for the clients.
- EK: The buy price lists contain the buy prices for the sold services. A sell price list is always allocated to one of these through which it becomes a standard buy price list.
- EKLF: The supplier allocated buy price list contains services that a certain supplier offers with the prices that the supplier wants. For this price list a supplier is always allocated.

Attention!

Obviously these price lists can only be allocated to services that have previously been allocated to suppliers.

2.7 Workflow

Menu point: Master Data / Workflow

The workflow controls the business processes as they are defined and saved in their time processes.

The workflow has two elements, workflow process and the workflow document.

A workflow process can be created manually or be executing a workflow document.

2.7.1 Workflow process

Menu point: Master Data / Workflow / Workflow processes

In a workflow process the following functions can run:

- Printing a workflow document
- Changing the event status
- Initialising one or more new workflow processes
- Setting the follow up for one or more recipients
- Automatic generation of workflows when booking an event.
- Calculating and setting a follow up date, relative to the current date, event begin and end.

III. 76Workflow process

- ID: name of process under which it can be accessed.
- Description and short description of process.
- The check boxes manually doable, deletable, changeable show that a process can be modified by hand.
- Is done by document: the process invokes that through the print of the documents it is sent to complete. If the checkbox is not activated then the document opens without setting the process to complete. The document must be entered as workflow document. The document name is unimportant, in this case the process is a single follow up process.
- Event status when creating: sets the event status that is entered when the new workflow is created.
- Event status when done: sets the event status that is evented when workflow is done.
- For the automatic calculation of the follow up date the date is calculated relative to the current date, event begin or event end.
- Process for: sets the editing mask in that the workflow is to be used.
- When creating: offers for events and room bookings the possibility to generate the marked workflows for new creation of events.
- Choice box responsible: allows the choice of one or more responsible for a workflow. If none is entered then the responsible of the event is entered. If needed then a specific responsible from the event can be entered.

Attention!

The „for completion“ set event status updates itself for multiple responsibility only then, when the last of the entered responsible the process completes.

The for a workflow entered follow processes are entered once the first responsible has set his process to complete.

- Choice box follow processes: one or more follow processes can be defined that are implemented when the process is finished.

Example:

The process UT – „non obligatory date confirmation“ is started.

Prints the document “non obligatory date confirmation”

Sets the status of the event to UT

Sets the process UTCHECK „non obligatory date confirmation check“ as a 30 day follow up.

30 days later the process UTCHECK is on the follow up if it was not done till then.

If the contract is demanded prior by the tenant then the process is set to done and the process „Create tenant contract“ is created. This process

- Prints the document Tenant contract
- Sets the process „Tenant contract cover letter“
- Sets the process „Tenant contract back from tenant?“ as 14 day follow up (without document)
- The event is changed to „Tenant contract is created“

14 days later the follow up reminds of „Tenant contract back from tenant?“. If back the process can be set to done. Now the following functions are done:

- Process „Cover letter back to tenant signed“ and the corresponding can be printed
- The event status is set to „Fixed“
- Process „ Decide on briefing date with tenant“ with the date „2 weeks before event begin“ as follow up.
- The process „Invoice event“ is set with date „1 week after event end“ as follow up.

For all processes there are editor, date and time so that the entire business process is documented on paper.

2.7.2 Workflow Document

Menu point: Master Data / Workflow / Workflow documents

Workflow documents can only be defined and created in cooperation with infoteam. Ask your **RUBIN** consultant.

The document can also be a Word document.

- The document type **RUBIN**, WORD97-2010. **RUBIN** takes a defined document, WORD97-2010 a MS Word document.
- Create form: is for document type **RUBIN** a under the menu point Report text created document. For document type WORD97-2010 is a WORD file (.doc or .dot). This file must be saved on the harddrive and directory that was entered by the user as the default in the user defaults. After updating the variable text markers through **RUBIN** the file is saved under a new location which is saved as well in the directory of the user defaults.

2.7.3 Interface to Word (97-2013)

A Word document default can be added with **RUBIN** event or address data. Like this contracts, cover letter, etc. can be created. The **RUBIN** based forms can be used as well.

The following settings have to be done to use the interface.

- Workflow Document
A new workflow document has to be created with document type WORD 97-2010.
Create from is the Word file name incl. .DOC or .DOT.

The harddrive and the path is saved in the user defaults so that each user can individually save these documents (see point user defaults).

- User defaults: every user can define their directory of the documents themselves. For this the user defaults in the field for follow ups must be entered in form H:\Directory\Filename.
- In the field Path follow ups the format for the documents is to be entered.
Create Word defaults: a word document is saved under the name stated in the workflow in the default directory. The parts of the document that are to be replaced by **RUBIN** data have to be defined as Word text markers.

2.8 Business Calendar

Menu point: Master Data / Business Calendar

The business calendar contains the additional calendar information like bank holidays, company holidays, maintenance, competition events, etc., that can be used in allocation evaluations and information masks.

Always one calendar week is edited. Calendar weeks, in which no additional information is added do not have to be created.

- Week / Year mark the calendar week
- Week text is the hint for the entire week. The text is printed after the calendar week.
- Week information can contain information for the entire week.
- The day texts and day information are used simultaneously on day layer.

2.9 RUBIN Manager

Menu point: Admin

The functions summarized under „Admin“ need the access rights of the RUBIN manager. These masks are not available for other users.

2.9.1 Key

Menu point: Admin / Key

Keys are in the system fixed abbreviations respectively codes that are used in the booking masks. Key have to entered in the key directory with the long description.

When trying to use not entered key words then a window pops up with all the possible keys for that field. Like this it is confirmed that only appropriate and valid keys are used.

There are keys, that are defined on the system layer (system key) and cannot be changed or added to since they are defined for program functioning.

The other keys (for instance, usage types, event status, etc.) can be changed and edited by the RUBIN manager.

The key masks are order by:


- Addresses
- Bookbale positions
- Event
- Stand registrations
- Invoice editing

Other

Keys, that are marked with the ID „DEF“ are used as standard for the booking mask by the system.

The masks are the same in their structure and functionality.

The key types have to be configured in the key index with their properties.

- The sorting controls the order on the lists.
- ID is the key term that is entered in the booking masks.
- Description respectively short description are displayed on masks or lists instead of the ID.
- If none of the check boxes are standard for groups and if used is clicked, then this key cannot be chosen in the booking mask.
- Is the  button checked, then standards are saved for the keys that control the usage of keys for specific program functions. This standards are defined from application side and cannot be changed.

2.9.2 User maintenance

Menu point: Admin / User / User maintenance

In the user maintenance the allowed users are entered, maintained and transferred in the presettings. The presettings can later be modified by the user.

- User ID is the definite key for the user.
- Login name indicates the user entry in the ORACLE database. It is useful to keep User ID and Login name the same.
- Given and sur name of user.
- Access opens a mask, in which all the for the users allowed access are entered.
- The defaults creates the user specific default.

Depending on the oracle license there is the possibility the create data bank user in Oracle and to distribute accessses. For instance campus licenses. Otherwise infoteam takes the mainentance and creation of Oracle users into their care.

2.9.3 User concept for the allocation overview

The three layer access distribution concept for the different users was implemented for the creation of users. Differentiate between the following user types:

User	Database access
„PowerUser“	Dates and Facilities Master data Dates and Facilities Booking user one Export event Statistic Graphical booking Strategic hall allocation
„InfoUser2“	Read of DaFa
„InfoUser1“	Info (in register „Standard“)

The user can be created over the menu point Admin / User / User maintenance.

III. 77The relevant rights for the „PowerUser“ and for „InfoUser2“

Benutzerberechtigung

Login Name: INFO1 ✓
Kennwort:
Kennwort Wiederholung:

erfasst: INFOTEAM
geändert:

Berechtigungen des Anwenders

Standard Marketing und Akquisition Termine & Belegung Allgemeiner Auftrag Fakturierung

- Leseberechtigung
- Objektberechtigung
- Anmeldeberechtigung
- Grunddaten Bestellung
- RUBIN Manager
- Personalressourcen
- Grunddaten Personalressourcen
- Lagerbewirtschaftung

Ill. 78 The „InfoUser1“ has only three rights

2.9.4 Access Maintenance

Menu point: Admin / User / Access maintenance

In the access maintenance the access rights are defined for addresses and the relevant users entered. A user can be allowed for multiple accesses although his standard access he can be chosen under User defaults / Marketing and Acquisition.

- Access for – defines for which module the access is valid
- ID – specific key of access
- Sort – defines the order of accesses for information
- Description of access
- Short description of access for display print
- Long description of access

For the access there can be any number of users entered as long as they are entered in the user maintenance.

- Sort
- User (ID), the user details are flashed across screen

For the function of the access in the address editing see also address maintenance.

The allocation „Users for access“ can be done in the user maintenance but only from the view „Access to user“.

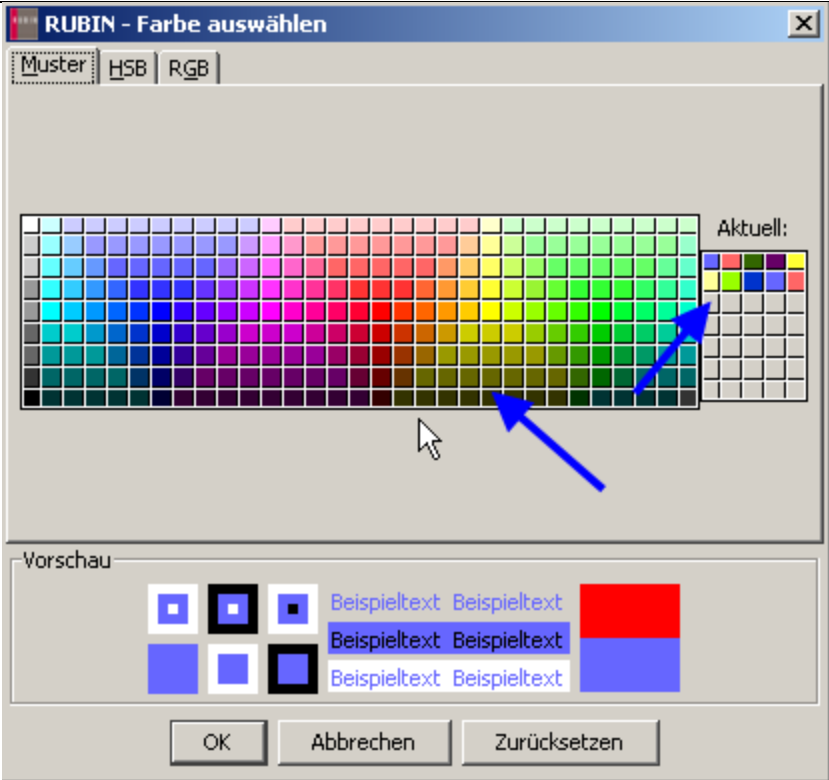
2.9.5 Master data weeks

Menu point: Admin / Master data weeks

It is defined for all weeks with which date the year begins (Monday of the first week) and with which date the year ends (Sunday of the last week). Like this the different calendar methods of the different countries can be recreated.

2.9.6 Colour coded calendar

The colors for the allocation overview can be chosen over the menu point „Color definition calendar“. After clicking on “Choose colour” a colour palette opens that offers the following possibilities:

<p>Examples</p>	<p>In the area „Examples“ 255 basic colors are shown. By clicking on a color, this element is taken. In the area “preview” the color is shown in comparison to white and black frames. It is also shown how the color is displayed in combination with text. On the right the currently chosen color is displayed. In the area „current“ it shows all the colors that have been chosen. These can be chosen by clicking also for other elements.</p>
	
<p>HSB</p>	<p>In the area „HSB“ (Hue Saturation Brightness) the color areas are displayed with flowing transitions. By moving the fader or by clicking on a color value any color can be chosen.</p> <p>The color (H) gives the basic color as an angle in the color circle. In that the colors rotate from red (0°) to yellow (60°) to green (120°) to cyan (180°) to blue (240°) to magenta (300°) and then back</p>

to red.

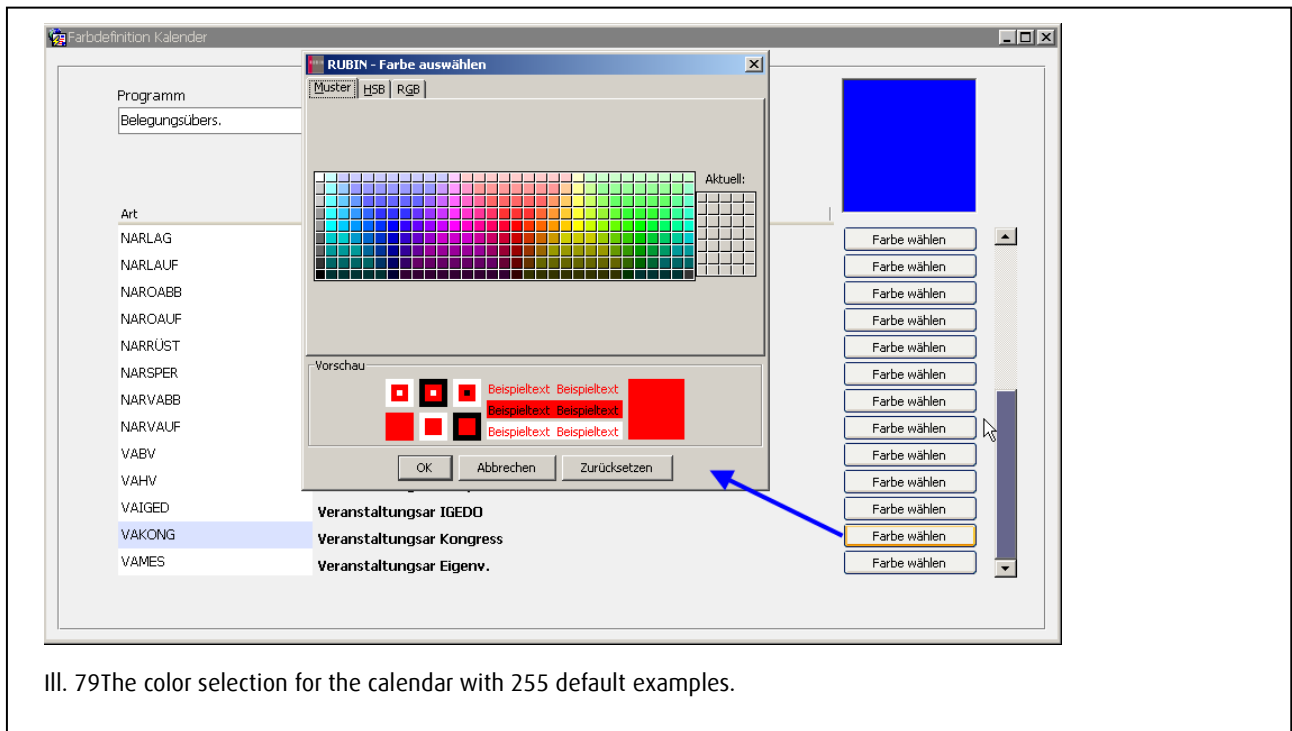
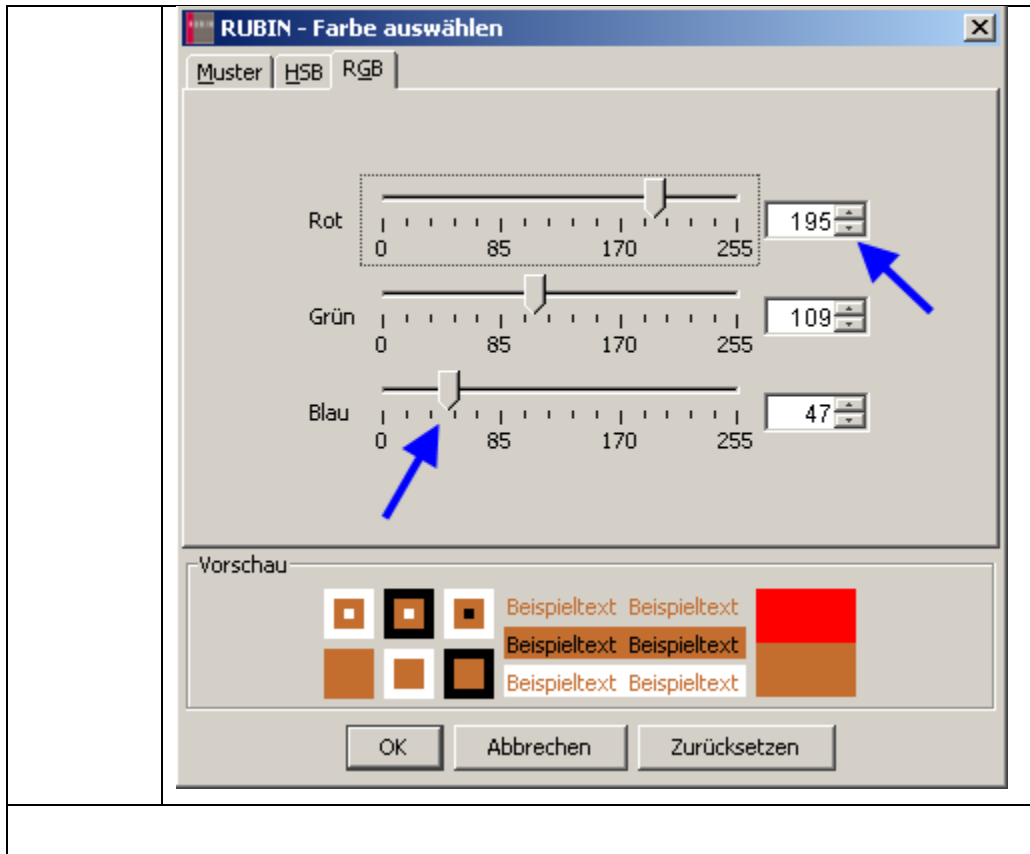
The saturation (S) shows how strong a color is. It is shown in percent. The higher the color saturation the more intense and bright are the colors. Base colors have a high saturation, pastel a small and grey tones are unsaturated.

The brightness (B) shows the white and black components of the color. This value is also in percent. 100% have no white while 0% have the maximum black quantity.



RGB

In the area „RGB“ value can be entered directly for red, green and blue (value from 0 to 255). This is useful when the colors are predefined by a company-wide CI default.



III. 79The color selection for the calendar with 255 default examples.

3 Invoicing

3.1 General

The invoicing of **RUBIN** supports all **RUBIN** modules in which invoiceable services are generated.

The invoice collects all invoiceable services and checks the for plausibility and consistency.

If some positions are not yet ready for invoicing then they can be marked with a check box in the further fields mask of the Invoice mask. Like this they are exempted from the invoice run.

The services are summerized to a receipt (invoice or credit note) and are given a header in which all general informations are stated.

Invoices and credit notes are summerized and checked in an invoice run and added with special information concerning the invoice layout.

Teh receipt can be printed as sample, real or repeated run.

The real run invoicing blocks all invoice positions for further editing in the source system and enters the status „real invoice“. They can only be cancelled.

Cancelled positions execute a credit note. Credit notes are identical in their importance and handling.

The optional accounting interface of **RUBIN** manages the exchange of master and booking date between **RUBIN** and the finance accounting.

The exchange is done over defined interface fiels and protocol respectively error files. The run is managed and controlled by an accounting agent.

3.2 Requirements

To run the invoice the event has to be booked with all the information that are necessary for accounting.

Which fields are necessary for your accounting may vary. Fields that are not relevant for your house should be turned off in the system.

For event:

- Accounting area (event, further fields)
- Cost unit (event, further fields)
- The debtor must be saved for the contract address respectively for the invoice address. (Debtor data are displayed in the event, further fields down left). These are only valid for the service in the accounting interface!

Only company and single addresses can be debtors! If a contact person address entered as a contract address then this cannot be a debtor address. In this case the debtor address can be defined as a invoice address.

For the booking positions:

- The general ledger account have to be entered in the master data – bookable positions. In the individual price lists the general ledger account can be defined deviating from this. If under “prices” a general ledger account is entered, then this has priority before entering into the bookable positions.
- The cost centre are treated in same time with the general ledger account.

General ledger account and cost centre can be manually edited or entered in the invoice mask. Never the less the correction of the master data is suggested, since thing might occur next time again!

A valid VAT rate must be entered. The VAT rate cannot be changed in the booking, it must be correct in the price lists.

If the VAT rate changes yearly then a new price list with a new VAT rate has to be created and using the function „Copy price lists“ the services have to be copied from one to another. For services that are entered after the day for the VAT change, a new price list has to be created. A price list can be changed in the event booking, if no positions have yet been invoiced.

3.3 The service positions

Services are booked so that they are available for invoicing without further editing. Only if deviation are necessary, then manual changes are needed.

3.3.1 Invoice positions

A invoiceable position can be every service position (room booking, service booking, etc.) that is

- Not marked as free
- Not blocked for invoice
- Marked with valid accounting data
- Marked with a price
- Marked with a valid VAT rate
- Not cancelled

You can block a position for invoice by clicking the check box „don't invoice“ behind the receipt in the further fields mask of positions.

For the invoice of an event the non completed or blocked positions are not considered.

3.3.2 Cancelling

Services are cancelled by clicking the „Cancel“ button in the further fields mask.

Subordinate services are automatically cancelled. The corresponding message appears.

If a service was already invoiced and has the respective status then it cannot be deleted anymore but had to be cancelled. You then get a credit note with the corresponding amount.

When cancelling not yet invoiced services, the services are automatically deleted.

Events, which include not cancelled stand bookings cannot be cancelled.

3.3.3 Block invoice

Services can be blocked for invoice by clicking the corresponding check box in the invoice mask.

3.4 The invoice run

Menu point: Orders / Invoice Event or

Menu point: Accounting / Invoice Event

A invoice run treats the service positions of an event that are to be summarized in an invoice.

The creating of credit notes happens just like the invoice. The invoice program has to find one or more cancelled records.

Credit notes can be combined in a invoice run together with invoices. Yet they get a separate receipt number and receipt type G.

An invoice run is newly created and gets a invoice run number.

With the invoice run number or the choice a existing invoice run can be found.

The choice which is event is to be invoice is done over the event ID.

The positions of a invoice run have to be checked before the run is executed, that checks the completion of all the required fields.

Till the execution of a trial invoice run, a invoice run can be reset, so that all generated receipt are completed deleted.

If an invoice run has no receipt then it too can be deleted.

If an error is found, a check list appears that describes the type of errors and makes their correction easier. The invoice run stays blocked for the invoice.

- Debtor not available (only with interface)

Cause: the event address respectively the invoice address is not a debotr address.

Solution: create the debtor under addresses / address maintenance or create one under the relevant interface.

In the event mask – further fields – the debtor is displayed at the bottom left.

- Accounting area or cost unit is not available

Cause: accounting area and cost unit are not entered in the event booking. (accounting area can be entered in the user defaults).

Solution: in the event booking – further fields – you can enter accounting area and cost unit.

- Cost centre or general ledger account is not available

Cause: cost centre or general ledger account is not entered in the service positions. Both information can be entered for bookable services in the price lists. These standard entries are entered for the booking although the value from the price list have priority before the new bookable positions.

Solution: add in the room booking or service booking – further fields – invoice – cost centre and general ledger accounts or add in master data – bookable positions.

- Accounting (cost centre, cost unit, general ledger account, accounting area, VAT rate) not in valid period.
Cause: the chosen accounting data is for the booked period not valid.
Solution: choose a valid account and invoke an extension of the validity period in the master data.

After the correcting the error the check can be done again. This process is to be done until the check comes back without any errors and the status is set to checked.

A invoice run can have different stati that show the status of the run.

- V: invoice in process
Meaning: position was created as service, room booking, stand registration, etc.
Effect: position can still be deleted or modified.

- G: Invoice checked

Meaning: The event was checked for completeness and plausibility. The position gets the status „in progress“.

Effects: the editing of the position is not possible anymore. By discarding the invoice run the status of all in the run included positions are set back to V.

- PF: Trial run

Meaning: a trail invoice was created (without receipt number)

Effects: none, positions can still be modified or changed (see status G)

- EF: Real invoice

Meaning: the invoice was written as real run the booking records were not booked under accounting.

Effects: The service cannot be changed or cancelled in this state. A discarding of the invoice run is also not possible after the real invoice.

- F: Invoice completed

Meaning: the invoice was written, the booking records were given into accounting and a successfully booked OP records from the accounting are without error messages.

Effects: positions are blocked for all. The position are blocked for all changes. The positions can now be cancelled. When cancelling the corresponding credit note is created and saved as records in accounting.

In dependency of the editing status of the invoice run the service positions also get a invoice status.

- To invoice

Meaning: the position is invoiced in a invoice run where the order is to be regarded. If this is not wanted then the position must be blocked in the following mask.

Effects: position will be invoiced, but can still be edited or deleted.

- Invoice blocked

Meaning: The position was blocked under invoice and is not part in the invoice positioning.

Effects: positions are not considered for invoice until the blockade for the positions are deactivated.

- In progress

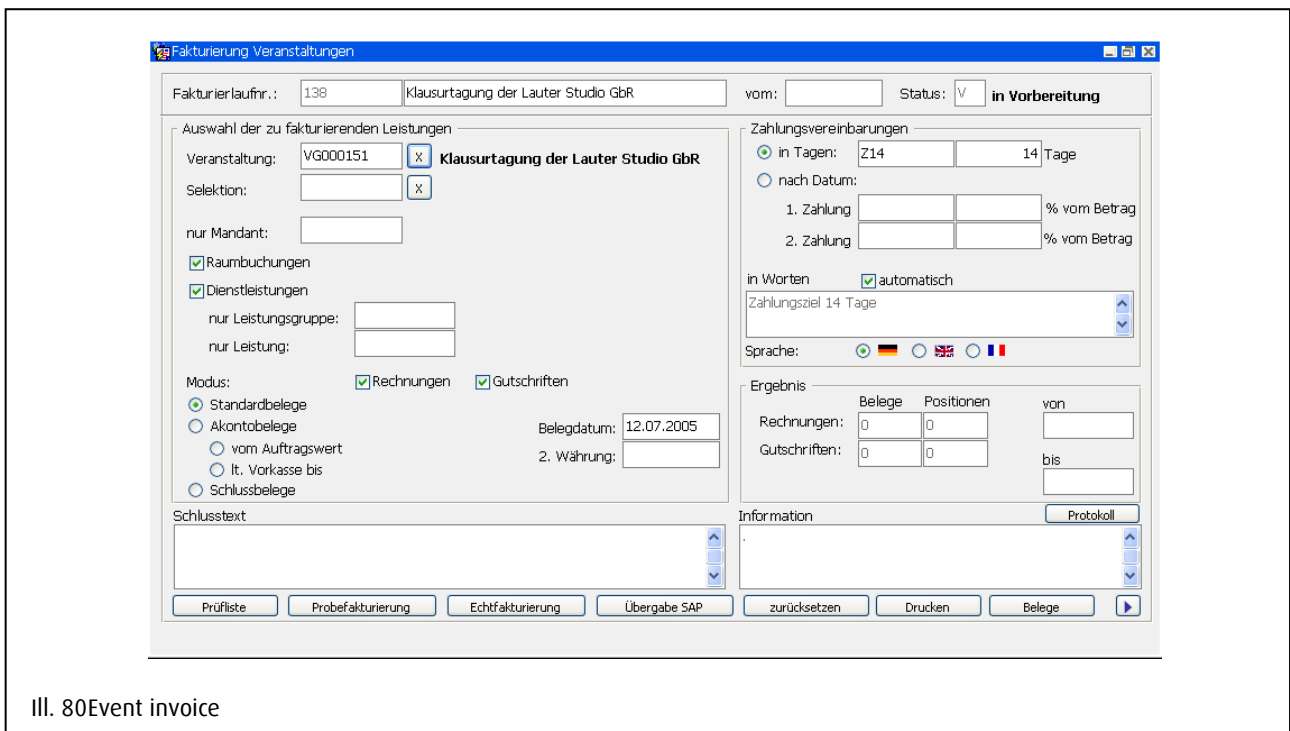
Meaning: the position was checked by a invoice run respectively used for a trail calculation and cannot be changed. (when using the accounting interface then this status is also valid for real runs.

Effects: this status stays active as long as the trail invoice is not reset (the invoice run is then "to invoice") or the real calculation is written (the invoice status is "invoiced")

- invoiced

Meaning: the position was real invoiced, without the accouting interface. Or the accouting was completed sucessfully.

Effects: the position cannot be changed (only cancelled). In the mask invoice the invoice runs are created, marked with payment target and the further edited controlled. The contents of the invoice run is defined by the choice of the invoice services.



Ill. 80Event invoice

- Invoice run number are distributed when creating.
- Form date of the new creation of the invoice run
- Status: current status of invoice run
- Event ID of the event for invoice
- Room booking choice: should the rent be invoiced
- Service bookings choice: should service bookings be invoiced.
- Only service group choice: when only services from a specific group should be invoiced.
- Only service entry: if bookings of a specific service should be booked
- Modus:
 - Standard receipts: standard invoice concept
 - Prepayment method: „Prepayment till“ invoiced all services for which the date in the mask is calculated.
 - Final invoice: the final invoice for prepayment accounting methods (only with corresponding option)
 - Choice receipt types: if invoices, credit notes or both should be generated
 - Receipt data: the date that is printed on the receipts (can be modified)
 - 2nd currency for the parallel working of two currencies can be entered, if the 2nd currency should be printed on the receipt or not.
 - Payment agreement: sets the modalities for the payment date (are set as keys)
 - In days ID is the fixed payment date in the master data.
- or
-
- By date: the payment can be allocated to maximal two dates.
- 1st and 2nd payment date
- In words they are the payment conditions as they are to be printed in the invoice. With the automatic checkbox you can choose if the field is filled by the programm or manually.
- Results: here as statistic about the quantity and type of created receipts, number of positions and the receipt numbers.
- Informations for the individual steps a protocol window appears in the window.
- Creation and Editing information: name and date of the last creation / edit / reset.
- Check list buttons for start of plausible and completeness check
- Trail invoice button to start the trail invoice
- Real invoice button to start the real invoice
- Transfer to accounting to start the accounting transfer. This button only appears for the accounting allowed users.
- Reset buttons for reset of a trail invoice run
- Print button for print of receipts.
- Receipt button for opening of receipt mask in which the generated receipts can be edited.

3.4.1 Print of invoices and credit notes

The print of the invoice respectively the credit note form is executed by clicking the button print.

A mask controls the process, although the choice of the form in creation is small and limited to the current status. It is not possible to print the trail invoice, once the real invoice run has been executed. The follow up print is only possible when a real print has been done.

The printer can be selected in the lower field. The standard printer of the user is the default.

3.4.2 Receipt editing

You can get into the editing mask over the menu point Accounting / Receipts, over the button Receipts in the invoice mask or with a double click on the receipt number in the total invoice mask.

When entering over the invoice run only the generated receipts for the invoice run are shown. All generated receipts are shown in a line mask.

If needed a receipts can be opened into a full mask and edited by clicking the arrow button-

When entering over the menu point accounting you can search for nearly all fields. Like this receipts can be searched by

- Receipt number
- Invoice run number
- Contract partner
- Invoice recipient
- Amount to pay.

In the receipt editing you can still change the receipt header during the trail calculation.

- Invoice recipient
- Accounting area
- Cost unit
- Payment target and deductions

Apart from that any wanted header or footer can be added to the invoice.

With the button positions each individual service can be controlled and checked for validity.

With the print button the document (trail, follow up or real invoices) corresponding to the current state is printed.

3.4.3 Printing Invoice / Credit note forms

The printing of the invoice respectively of the credit note form is done by clicking the button print.

A mask controls the print process although the choice of which form is to be printed is limited to the current status. It is not possible to print a real invoice as a trail print if the real invoice was already done. The follow up print is only done if the real invoice was already printed.

The printer can be chosen in the lower field, while the default is the standard printer of the user.

For each type of invoice receipt (trail, real or follow up print, etc.) the number of prints and the printer can be set in the user defaults (Printer). Like this for instance, certain paper trays can be chosen.


3.4.4 Create credit note

The creation of credit notes happens just like the invoicing. The invoice program has to find one or more cancelled records.

Credit notes created in the same run as invoices. They get their own receipt number and the receipt type G.

Credit notes can be individually edited in the receipt head and printed.

3.4.5 Receipts of an invoice run

This mask shows up when clicking on the button „Receipts“. Here you can see all the receipts generated in the invoice run. With the  button you can jump into the editing mask for the receipts.

- Receipt number: from the system allocated receipt number. Until the creation of the real invoice, no receipt number is allocated, the field stays empty.
- Contract partner: ID of the contract partner
- Receipt type: invoice or credit note
- Receipt date: date of receipt creation
- Invoice recipient: the address ID of invoice recipient
- Invoice sum (net): the sum of the single positions of the receipt (invoice / credit sum)
- Payment target: the agreed upon payment target
- Currency: chosen currency that is shown in the receipt
- Language: the correspondence language in that the invoice is created.

3.4.6 The mask for receipt editing

The receipt editing is a further fields mask in that the receipt of a line mask can be edited in detail.

In the receipt editing mask some fields can still be changed until the real invoice. Fields that cannot be changed due to the invoice status and are displayed in grey.

The single positions of the receipt are displayed by clicking on the button positions.

The print is activated (corresponding to the status) over the button print.

The screenshot shows the 'Belegkopf' (Receipt Header) form. Key fields include:

- Fakturierlauf:** 164 (Fakturiert)
- Belegnummer:** 10000084 (RECHNUNG)
- Veranstaltung:** VG000268 (Mitarbeiterversammlung ADAC)
- Buch.datum:** (Empty)
- Belegdatum:** 07.08.2007 (Echtdruck), 07.08.2007 (Wiederholddruck), 06.09.2007
- Zeitraum:** 20.06.2007
- Vertragsnr.:** 268 (x)
- Vertragspartner:** 00000841 (x) ADAC e.V. Am Westpark 8 81373 München
- Rech.empf.:** 00000841 (x) ADAC e.V. Am Westpark 8 81373 München
- Debitor:** 10000076 (x) ADAC e.V. Am Westpark 8 81373 München
- Belegtext:** Mitarbeiterversammlung ADAC
- Zahlungsart:** RE
- Summe(netto):** 8.344,00
- Summe(brutto):** 9.929,36
- Abzüge:** 0,00
- Betrag:** 9.929,36 in EUR /
- bereits bezahlt:** (Empty)
- Mehrwertsteuer:** 1: 19,00; 2: (Empty); 1.585,36
- Zahlungsvereinbarungen:**
 - in Tagen: Z14 14 Tage
 - nach Datum:
 - 1. Zahlung: % vom Betrag
 - 2. Zahlung: % vom Betrag
 - automatisch
- in Worten:** Zahlungsziel 14 Tage
- Buttons:** Beleg gutschreiben, Drucken, Positionen, CPD

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- Event: event id and description of event
- Contract number is the contract number for event invoices or the registration number for trade fair
- Receipt number: the system allocated receipt number
- Real print: date of real print
- Follow up print: date of last follow up print
- Receipt date: date of receipt creation
- Contract partner: address ID of contract address
- Receipt recipient: address ID of invoice address. Can still be changed in trail invoice
- Debtor: debtor number of the address connected with the debtor
- Receipt text: free text that is printed in the header of the invoice / credit note. Is set as default with event name and contract number.

- Sum (net): is the net total sum of receipt
- Sum (gross): is the gross total sum of receipt
- Deductions: shows all the cumulated payment entries for a receipt. The payment entries is fixed in the booking position with the button „Payment is done“, the sum of all marked positions is entered here.
- For payment: is the amount that has to be paid in the end
- Discard receipt: resets the invoice run individually. The other receipts stay active.
Attention! This button is only available in the “Trail invoice”
- Payment arrangement defined payment target like invoice. Can be changed in trail invoice
- In words: the payment agreement are automatically checked by default. If not automatically checked then the text can be manually changed.
- VAT: valid and used VAT rates with corresponding sum
- Print: button to open the mask for receipt printing
- Positions: view of the individual positions of the receipt
- Further fields: button to open the further fields mask

In the further fields mask there are:

- Accounting area: the valid accounting area, under which the receipt is booked
- Cost units: valid cost units for receipt
- EU Revenue tax ID: defined key for revenue tax ID
- Key text: free text that can be printed at the end of the receipt

3.4.7 Prepayment invoice

In the mode „it. prepayment till“ the prepayment positions from the “Prepayment” masks are invoiced, only those that have reached the entered date. The advantage of the prepayment invoice is that only the prepayment positions are shown on the invoice while room and service bookings can be changed until the very final invoice. When creating a final invoice then the prepayment receipt is deducted from the final receipt. For each event exactly one final receipt can be created. If services are added afterwards then these have to be invoiced with the standard method (detailed information under the function description “Prepayment”).

3.5 Protocol files

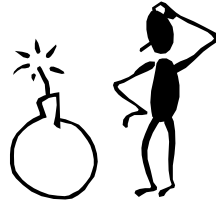
For each invoice run and for each accounting agent a protocol file is continued in which all runs and processes are documented with results or errors.

Protocol files are saved under the path of export files (user defined in the user defaults).

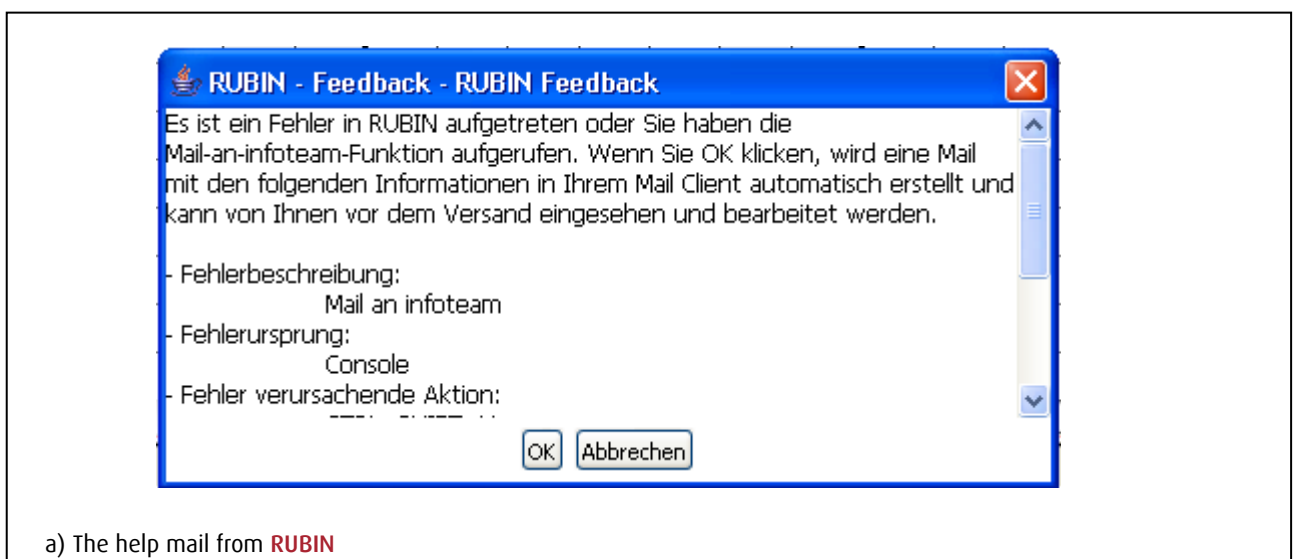
The files name for the invoice protocol file has the format fakt_logF.nnn (nnn = invoice run nr.).

4 For futher questions....

You can reach us over the hotline if there are any further questions. For error messages and technical problems of any kind, please send us an email in addition to your call with a screen shot of the problem and the java console. Please press the key combination "CTRL + SHIFT + H".



Tel.: 030 / 77 30 31 31 or 0700 / infoteam



Or directy to hotline@infoteam-berlin.de

To make the error search easier for us, when calling hold your TeamViewer ID ready so that we can look at the effect ourself on your computer. The TeamViewer can be found under R:\Hotline\Monitoring or under www.teamviewer.de.