

## APPENDIX A: ADMINISTRATORS CONFIGURATION WORKSHEET

This worksheet provides a guide for EZBook Administrators to configure their site.

### STEP 1 – CONFIGURE YOUR ORGANIZATION’S DETAILS

1.1 Do you want a link to your company website from your EZBook opening page?					
1.2 If <b>Yes</b> , please provide your company <b>URL</b> :	<b>http://</b>				
1.3 How will User names be captured?	<b>Administrator</b>	<b>Users to Self-Register</b>			
1.4 If Users self-register, do you want a control password?	<b>No password</b>	<b>Password:</b>			
1.5 How do you want the Resource (Facility) Groups described? (Select One)					
<b>None</b>	<b>Department</b>	<b>Location</b>	<b>Section</b>	<b>Category</b>	<b>Other:</b>

The Resource Group Name entered here will appear on the Booking Page above the Resource list as a drop-down box to select all or specific group lists.

## STEP 2 - ENTER YOUR USERS GROUPS, USERS AND CONFIGURE THEIR RIGHTS

### USER GROUPS

2.1 If you want to group your users, give User Group names (add more if required)

None	<i>Management</i>	<i>Operations</i>	<i>Admin</i>	<i>IT</i>	<i>Finance</i>
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Other:

2.2 **User list:** List all your organizations staff members. Include e-mail address wherever possible for easy notification options. (add more if required)

User Group	First & Last Name	Email Address	General User / Administrator?

## STEP 3 - CREATE RESOURCE GROUPS, TYPES AND RESOURCES.

3.1 What Resource groups are needed (if any)? (E.g. Boston, New York etc)

Resource Group 1 \_\_\_\_\_

Resource Group 2 \_\_\_\_\_

Resource Group 3 \_\_\_\_\_

Resource Group 4 \_\_\_\_\_



