

# Conference Rooms - Installation and Administration Guide

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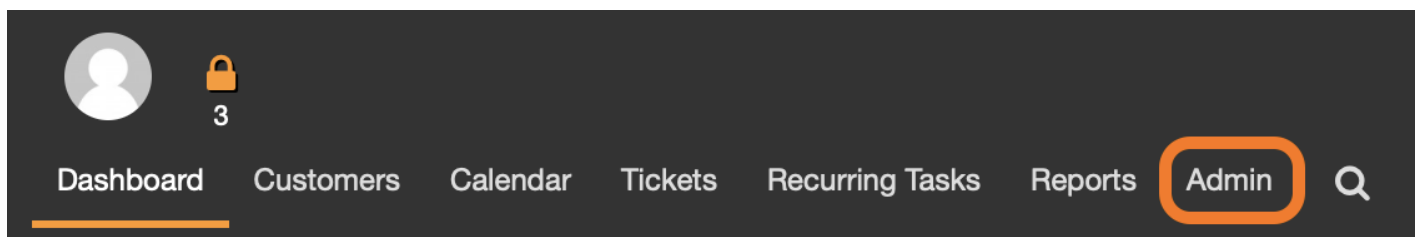
# Installation

# OTRS package installation

The Conference Rooms package for OTRS ( `.opm` file) is responsible for installing all necessary system components including:

- Database tables
- Dynamic Fields
- Backend files
- Frontend files

To install the package, login to your OTRS system and open the *Admin / Overview* page.



Find the Package Manager.

You can use the **Filter for Items** field to narrow down visible options.

Filter for Items

package

Favorites

Kontrakty

Package Manager

SQL Box

System Configuration

System Log

Szczegóły usług

You can add favorites by moving your cursor over items on the right side and clicking the star icon.

Links

View the admin manual on Github

Administration

Package Manager

Update and extend your system with ...

In the **Actions** block on the left, click *Choose file*, upload the **opm** file and click *Install Package*.

Package Manager

Actions

Wybierz plik

Brak zaznaczonych plików

Install Package

OTRS Freebie Features

Update repository information

Update all installed packages

If you see a notification about an unverified package, click Continue to proceed with the installation.

Package not verified by the OTRS Group! It is recommended not to use this package.

Intalio Conference Rooms 3.0.23

If you continue to install this package, the following issues may occur:

- Security problems
- Stability problems
- Performance problems

Please note that issues that are caused by working with this package are not covered by OTRS service contracts.

Continue

 or 

Cancel

If the installation was successful, you should see a welcome message on the screen.

Thank you!

Intalio Conference Rooms 3.0.23

Thank you for choosing the Conference Rooms module.

Continue

The new tab is also visible in the main navigation bar.

3

Dashboard

Customers

Calendar

Conference Rooms

Tickets

Recurring Tasks

Reports

Admin

The installation of packages which are not activated. These packages could threaten your whole system.

New Tickets

My locked tickets (1) | Tickets in My Queue

TICKET#	DATE	TITLE
2020040810000011	6 d 3 h	Testowe zgłoszenie cykliczne

Room Management

Building Management

City Management

Room Reservation Management

New Room Reservation

All tickets (6)

Please note that the installation process might take a while. As long as the installation process is not completed the yellow bar will be displayed on top of the page.

**The configuration is being updated, please be patient...**

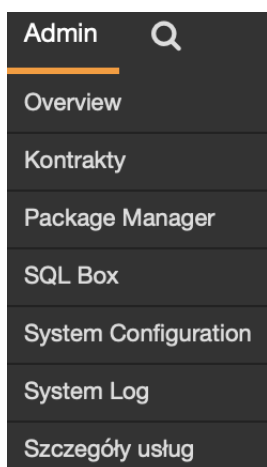
# Dynamic Fields Configuration

The correct configuration of dynamic fields will allow users to see more information about reservations on the ticket view.

## Creating a hyperlink for ReservationID dynamic field

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Open the *Admin* dropdown menu and pick *Overview*.



---

Go to *Dynamic Fields* in *Processes & Automation* section

---

Click on the ReservationID row in the list

---

Add the URL for reservation in Show link field

Example:

```
https://example.com/roomReservations/Dashboard?reservationId=[ % Data.ReservationID | uri  
%] &sessionId=[ % Env( "SessionID") %]
```

Click *Save and finish*.

General

★ Name:

Validity:

Must be unique and only accept alphabetic and numeric characters.

Field type:

★ Label:

Object type:

★ Field order:

This is the order in which this field will be shown on the screens where is active.

This is the name to be shown on the screens where the field is active.

Text Field Settings

Default value:

This is the default value for this field.

Show link:

Here you can specify an optional HTTP link for the field value in Overviews and Zoom screens. If special characters (&, @, :, /, etc.) should not be encoded, use 'uri' instead of 'uri' filter. Example: http://some.example.com/handle?query=[% Data.Field1 | uri %]

Link for preview:

If filled in, this URL will be used for a preview which is shown when this link is hovered in ticket zoom. Please note that for this to work, the regular URL field above needs to be filled in, too.

Check RegEx:

Here you can specify a regular expression to check the value. The regex will be executed with the modifiers xms. Example: ^[0-9]\$

Add RegEx:

Save or Save and finish or Cancel

# Adding dynamic fields visibility to Ticket view

Open the *Admin* dropdown menu and pick *System Configuration*.

In the search bar type  and click **Enter**.

We recommend setting visibility for the following dynamic fields:

- ReservationID
- ReservationAdditionalDescription
- ReservationNumberOfPeople
- ReservationIsManagerPresent

1. Add new entry by clicking the **Plus** sign.
2. Enter **Dynamic Field Name** (e.g. ReservationID) and enable it.



3. Repeat this process for other fields

Save the settings by clicking checkmark.

The screenshot shows a configuration window titled "Ticket::Frontend::AgentTicketZoom###DynamicField". It contains a table with five rows, each representing a dynamic field. Each row has a text input field on the left and a dropdown menu on the right. All dropdown menus are set to "1 - Enabled".

Field Name	Value
OPWorkPackageld	1 - Enabled
ReservationAdditionalDescription	1 - Enabled
ReservationID	1 - Enabled
ReservationIsManagerPresent	1 - Enabled
ReservationNumberOfPeople	1 - Enabled

On the right side of the window, there is a text box that says: "Dynamic fields shown in the sidebar of the ticket zoom screen of the agent interface."

## Settings deployment

Every changes in OTRS configuration needs to be deployed.

If you have undeployed settings you should see a yellow bar under the main menu. Click it and you will be forwarded to the deployment page.

You have undeployed settings, would you like to deploy them? →

If you don't see a yellow bar go to the *Admin / System configuration / Deployment*.

The screenshot shows the "Deployment" page in the OTRS Admin interface. It is divided into two main sections: "Actions" and "Navigation".

**Actions:** This section contains four buttons: "Deployment" (highlighted with an orange border), "Settings I'm currently editing", "My favourite settings", and "Import & Export".

**Navigation:** This section contains a search bar with the text "Intalio Conference Rooms" and a question mark icon. Below the search bar, there are two expandable sections: "Core" and "Frontend".

Check out the settings that you want to deploy (checked by default) and click **Deploy selected changes**

Changes Overview

You have 1 changed settings which will be deployed in this run. [Switch to advanced mode to deploy settings changed by other users, too.](#)

☒ Ticket::Frontend::AgentTicketZoom###DynamicField

Frontend::Agent::View::TicketZoom

OPWorkPackageId	→	1 - Enabled
ReservationAdditionalDescription	→	1 - Enabled
ReservationID	→	1 - Enabled
ReservationIsManagerPresent	→	1 - Enabled
ReservationNumberOfPeople	→	1 - Enabled

Deploy selected changes

or [Cancel](#)

Write a comment about the changes that you made and click **Deploy now**.

From now on, information saved in the added dynamic fields will be visible in the ticket, in the "Ticket details".

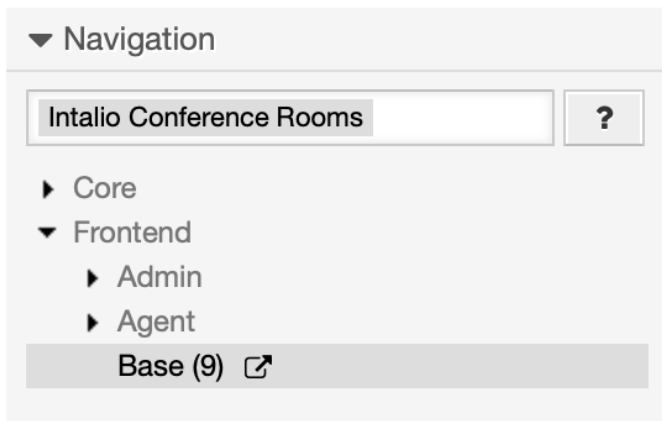
# Administration

# System configuration

In the system configuration you will find plenty of fields that will allow you to customise your conference rooms system.

To see all configuration options:

1. Click on the *Admin* tab and pick *System configuration*
2. Find **Intalio Conference Rooms** in the *Navigation bar*
3. From the dropdown menu choose *Frontend* -> *Base*



## ResourcesManagement::AdditionalResources

List of additional resources that are available to pick by the users when they schedule a reservation i.e.

- catering
- Internet connection
- videoconference
- projector
- board

## ResourcesManagement::RoomReservationAdminGroup

Defines group name for the Conference Rooms admin users.

Add an agent to this group to gain the Admin permissions.

Example value: `closed successful`

## ResourcesManagement::RoomReservationActiveState

Defines the default state of accepted reservation

Example value: `closed successful`

## ResourcesManagement::RoomReservationNotActiveYetState

Defines the default state of pending reservation

Example value: `new`

## ResourcesManagement::RoomReservationRejectedState

Defines the default state of rejected reservation

Example value: `rejected`

## ResourcesManagement::RoomReservationMinTimeBetweenReservation

Defines the minimum time (in minutes) between reservations.

The user will not be able to create another reservation in less than e.g. 15 minutes before and after the given reservation. This limitation allows you to prepare the room for the next meeting.

Example value: `15`

## ResourcesManagement::RoomReservationDefaultQueue

Defines the default queue for new room reservation ticket.

Example value: `Reservations`

## ResourcesManagement::RoomReservationRoomTypes

List of possible room types.

Users will be able to filter rooms based on this parameter.

- Conference
- Computer
- Other

[Read more](#) about configuring Conference Room including administrators group name

There is a label in the title bar on the dashboard and check config pages that describe your current role. If you see the `You are admin` label it means that you have the admin rights.

[illegible]

# Checking configuration

We created a simple page that allow administrators check out the current Conference Rooms system configuration.

Go to Conference Rooms' check config page -

`/checkConfig?sessionId=tpXQ89oXql0BfuPKvfss09wZwC232yHA` (remember to update the sessionId parameter).

Only administrators are allowed to see the page content. [Read more](#) about system configuration including setting the administrator group.



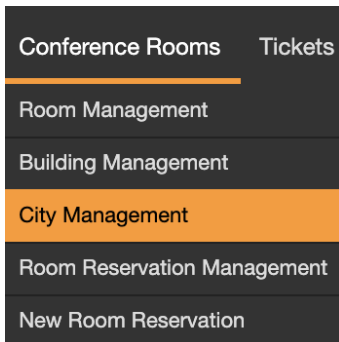


# Adding cities

You can manage cities in a few simple steps.

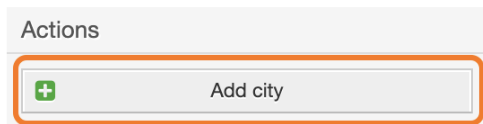
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Go to the cities list by opening the *Conference Rooms* tab in the main menu and clicking *City Management*.



Click **Add city** button in the actions block to add a new city.

## City Management



Fill out the city name and make sure that the **Validity** is set to  .

Submit the form.

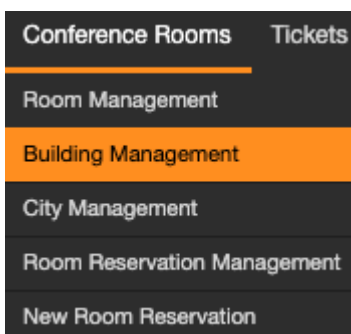
You should see a new city on your cities list. You can add more cities if necessary.

# Adding buildings

You can manage buildings in a few simple steps.

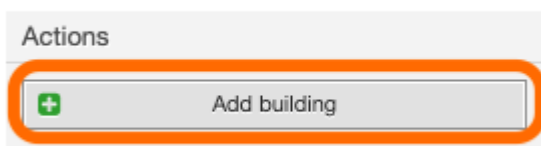
Buildings must be placed in the cities so make sure you have added at least one city before proceeding further.

Go to the buildings list by opening the *Conference Rooms* tab in the main menu and clicking *Building Management*.



Click **Add building** button in the actions block to add a new building.

## Building Management



Fill out the information about your building and make sure that the **Validity** is set to  .  
Submit the form.

#### Add building

* Name:	<input type="text" value="Intalio HQ"/>
* Street:	<input type="text" value="Piękna"/>
* Building number:	<input type="text" value="30"/>
* City:	<input type="text" value="Poznań"/>
* Zip:	<input type="text" value="60-591"/>
* Administration information:	<input type="text" value="Intalio Headquarter"/>
* Validity:	<input type="text" value="Yes"/>

or [Cancel](#)

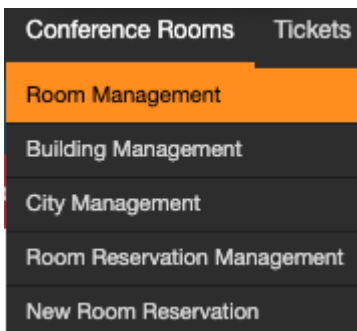
You should see a new building on your buildings list. You can add more buildings if necessary.

# Adding rooms

You can manage rooms in a few simple steps.

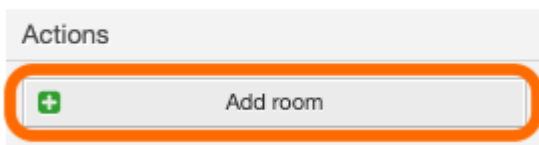
Rooms must be placed in the buildings so make sure you have added at least one building before proceeding further.

Go to the rooms list by opening the *Conference Rooms* tab in the main menu and clicking *Rooms Management*.



Click **Add room** button in the actions block to add a new room.

## Room Management



Fill out the information about your room.

## Type

Users will be able to filter rooms based on this parameter.

If you wish to add more room types look for the System Configuration in the manual.

## Room managers e-mail addresses

Users whose e-mail addresses will correspond to the addresses indicated in this field will receive the rights to administer the rooms. They will be able to **accept**, **reject** and **edit** other users' reservations.

Example value: `room.manager1@intalio.pl,room.manager2@intalio.pl`

## Additional resources

Select resources that are available in this room. You can add more than one by holding `Ctrl` key (or `⌘` key on a Mac).

If you wish to add more resources look for the System Configuration in the manual.

## Private

Reservations for private rooms can only be made by local administrators. Regular users will still see private room on the rooms list, but they will not be able to book it by themselves. Contact with room manager will be required.

Add room

* Name:	<input type="text" value="Conference Room (1st floor)"/>
* Type:	<input type="text" value="Conference"/>
* Building:	<input type="text" value="Intalio HQ"/>
* Available seats:	<input type="text" value="6"/>
* Room managers e-mail addresses (comma separated):	<input type="text" value="room.manager1@intalio.pl,room.manager2@intalio.pl"/>
* Additional resources:	<div><div>videoconference</div><div>projector</div><div>computer</div><div>board</div></div>
* Description:	<input type="text" value="Conference Room on the first floor in Intalio HQ"/>
* Validity:	<input type="text" value="Yes"/>
* Private:	<input type="text" value="No"/>

lub

Make sure that you set the **Validity** to `Yes` and submit the form.

You should see a new room on your rooms list. You can add more rooms if necessary.