**D!BS Setup Document**

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**Please complete the sheet listed in the "Attachments" section below, and send it to <u>Evanced Support via thi</u>** your D!BS configuration. **BUILDINGS** Â

**Building Name: Supply the name of the building displayed in the D!bs application. Please limit your building**

# ROOMS

**Room Name: Supply the name of the room displayed in the D!bs application. Please limit the room name to 1**

**Minimum Occupancy: The minimum number of people necessary to use this room.**

**Maximum Occupancy: The maximum number of people that can use this room.**

**Note:If a room has a maximum occupancy that is less than the maximum size in a search category, the room will not display. For example, if the room has a max occupancy of 3, it will not display if the smallest room size category is configured for 1-4. If the search size configurations do not match up** Â **with the individual maximumÂ occupancyÂ then there is the potential for that room to be excluded from the search. Search Size Categories are controlled under Global Rules.**

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**Building Name: Supply the name of the building this room is in. This MUST match a building name from the**

**Description: The description of the room that will be displayed to the user. Please limit the descriptions to 10 You may want to include any assets that a room has in your description. I.E. room has a podium, projector, e**

**Picture: The name of the picture file. Must be a .jpg or .png. For example: roomAphoto.jpg The pixel count ca 60 height.**

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**Room Name: Supply the name of the room these hours apply to. This name MUST match a room name that i**

**Start Time: The start time of a block of hours for when this room is open. (Use hours 0 - 23)**

**End Time: The end time of a block of hours for when this room is open. (Use hours 1-24)**

**Reservation Length Options: Desired available options for reservation lengths. The default is always one ho know if you also want 2, 3, 4, etc to show on the list.**

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**Notes: Multiple listings for a single room are possible. However, each start/end time for an entry must be con into another listing. For example, a room can be available from 7 to 12 and again from 14-22. A room cannot and from 11-22. To make a room available for 24 hours enter start time=0 and end time =0.**

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**Best Practice Notes:**

 **Dibs sites will not work until the Current Time Zone, Room Size Settings, and Maximum Future Reservation** been set.

 **Maximum Total Reservations, Maximum Daily Reservations, and Maximum Daily Reservations Per Room are** settings.

 **The Maximum Total Reservations needs to be a value greater than or equal to the Maximum Daily Reservati Maximum Daily Per Room.**

 **If the email domain is left blank then any email can register. @evancedsolutions.com does not need to be in coded into the application.**

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- The SMS message for confirmation and cancellation can be customized but it is limited to 160 characters or less.

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- **Applicable To:** All Users
- **Attachments:** Yes
- **Summary:** D!bs setup

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