

D!BS Setup Document

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Please complete the sheet listed in the "Attachments" section below, and send it to [Advanced Support via this link](#) for your D!BS configuration. **BUILDINGS**

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

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 with the individual maximum occupancy then there is the potential for that room to be excluded from the search. Search Size Categories are controlled under **Global Rules**.

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 1000 characters. You may want to include any assets that a room has in your description. I.E. room has a podium, projector, etc.

Picture: The name of the picture file. Must be a .jpg or .png. For example: roomAphoto.jpg The pixel count cannot be less than 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 is

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 hour. You can know if you also want 2, 3, 4, etc to show on the list.

Notes: Multiple listings for a single room are possible. However, each start/end time for an entry must be contained into another listing. For example, a room can be available from 7 to 12 and again from 14-22. A room cannot be available 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 Reservations have 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 Reservations Maximum Daily Per Room.

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

- 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:** Dibs setup

Online URL: <http://kb.demcosoftware.com/article.php?id=445>