

# 3. Booking list for planners

There are 5 submenu items under the booking list, each with the corresponding details: 3.1 My bookings 3.2 Approvals 3.3 All bookings 3.4 Reports 3.5 Tax export

- 3.1. Overview "My bookings" for planners
- 3.2. Approvals
- 3.3. All bookings
- 3.5. Tax export

# 3.1. Overview "My bookings" for planners

The booking list provides you with an overview of all bookings that you have requested or booked. The list is made up of several columns.

On the left, there is a **"Test object"** column in which the test object name and the first two attributes are listed.

On the far right is the column: **"To test"**. If a drive has been approved, the column is filled with a "Car" icon. Clicking on the icon takes you to the corresponding test, i.e. a new tab opens in the tester web application.

Nutzer Name	Nutzer Vorname	Test Object	Buchungsgrund	Von	Bis	Anfrage vom	Status Buchung	Status Grund	Genehmigt 1	Genehmigt 2	Freigegeben	Status Test	Beantwortet	zum Test	Aktion
Lees	Jodie	10-Quad bike_F_1	Function test gear shifting 05	Do. 25.07	Do. 25.07	Mi. 24.07	Genehmigt		Higgins Benjamin (Planner) 24.07.2024 - 10:21			Entwurf	0		
Lees	Jodie	04-SUV_F_1	Function test air conditioning 04	Mi. 24.07	Mi. 24.07	Mi. 24.07	Gebucht		Higgins Benjamin (Planner) 24.07.2024 - 10:12	Higgins Benjamin (Planner) 24.07.2024 - 14:03		Freigegeben	1		
Lees	Jodie	04-SUV_F_1	Function test gear shifting 01	Mi. 24.07	Mi. 24.07	Di. 23.07	Abgelehnt	booking conditions not fulfilled							

The **"Status test"** and **"Answered"** columns can be sorted.

The tester only sees this one submenu item. All other submenu items listed below it are invisible to the tester.

# 3.2. Approvals

If you have been assigned the Approver role, you will find all booking requests and their statuses under this menu item:

The bookings can have following statuses:

- Approved
- Requested
- Booked
- Canceled
- Rejected

Nutzer Name	Nutzer Vorname	Test Object	Buchungsgrund	Von	Bis	Anfrage vom ↓	Status Buchung	Status Grund	Aktion
Chen	Allen	01-A-Class small car_F_1	Function test gear shifting 05	Mi. 24.07	Mi. 24.07	Mi. 24.07	Storniert	Invalid driver's license	
Lees	Jodie	10-Quad bike_F_1	Function test gear shifting 05	Do. 25.07	Do. 25.07	Mi. 24.07	Genehmigt		
Lees	Jodie	04-SUV_F_1	Function test air conditioning 04	Mi. 24.07	Mi. 24.07	Mi. 24.07	Gebucht		
Garner	Matthew	10-Quad bike_F_1	Function test gear shifting 03	Mi. 24.07	Mi. 24.07	Di. 23.07	Angefragt		
Lees	Jodie	04-SUV_F_1	Function test gear shifting 01	Mi. 24.07	Mi. 24.07	Di. 23.07	Abgelehnt	booking conditions not fulfilled	
Garner	Matthew	04-SUV_F_1	Function test air conditioning 01	Do. 25.07	Fr. 26.07	Di. 23.07	Genehmigt		
Garner	Matthew	01-A-Class small car_F_1	Function test driving assistance 01	Di. 23.07	Di. 23.07	Di. 23.07	Angefragt		
Bourke	Alexander	05-Sports car_MD_2	Function test driving assistance 02	Mi. 24.07	Do. 25.07	Di. 23.07	Angefragt		

To approve a booking, please click on the “pencil” icon. A separate pop-up will open: “Approve booking”. Here you can approve the booking and optionally enter the reason for approval.

Booking calendar Customer Demo Eingeloggt als: Evan Wood

### Genehmigungen

Liste durchsuchen

Pro Seite: 25

Nutzer Name	Nutzer Vorname	Test Object	Buchungsgrund	Von	Bis	Anfrage vom ↓	Status Buchung	Status Grund	Aktion
Chen	Allen		Function test air				Angefragt		✓ ✕ ✎
Chen	Allen						Angefragt		✓ ✕ ✎
Bourke	Alexander						Angefragt		✓ ✕ ✎

#### Buchung genehmigen

**Buchungsdetails**

Nutzer Bourke Alexander (Tester) [alexander.bourke@ivaluate.de]  
Test Object 04-SUV\_F\_1  
Buchungszeitraum Mo 29.07.2024 - Mo 29.07.2024 (1 Tag)  
Grund Function test air conditioning 03

Genehmigungsgrund (optional)

Abbrechen **Buchung genehmigen**

Version: 1.0.11.234  
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booking-calendar-frontend

The booking is approved by clicking on the “Approve booking” button.

# 3.3. All bookings

Here you can see all the bookings that have been requested in this division. The various **statuses** can be viewed under the **“Booking status”** column. Here you can subsequently enter the value of the **“kilometers driven”** and edit the reason for a blocking booking.

On the far right is the column: **“To test”**. If a drive has been approved, the column is filled with a **“Car”** icon. Clicking on the icon takes you to the corresponding test, i.e. a new tab opens in the tester web application.

The screenshot shows a web application interface for a booking calendar. The main content area displays a table titled 'Alle Buchungen' with a search bar and a 'Pro Seite: 25' dropdown. The table has the following columns: Nutzer Name, Nutzer Vorname, Test Object, Buchungsgrund, Von, Bis, Anfrage vom, Status Buchung, Status Grund, Genehmigt 1, Genehmigt 2, Freigegeben, Steuer, Gefahr. km, Status Test, Beantwortet, zum Test, and Aktion. The table contains several rows of booking data, including entries for users like Chen, Lees, Garner, and Jodie, with various test objects and statuses such as 'Storniert', 'Genehmigt', 'Gebucht', and 'Abgelehnt'. The interface also includes a sidebar with navigation options like 'Startseite', 'Buchungskalender', 'Buchungsliste', 'Meine Buchungen', 'Genehmigungen', 'Alle Buchungen', 'Auswertung', 'Steuerexport', 'Buchungsplanung', and 'Administration'. The footer of the sidebar shows version information: 'Version: 1.0.11.236 IVA Demo-System booking-calendar-demo'.

Nutzer Name	Nutzer Vorname	Test Object	Buchungsgrund	Von	Bis	Anfrage vom	Status Buchung	Status Grund	Genehmigt 1	Genehmigt 2	Freigegeben	Steuer	Gefahr. km	Status Test	Beantwortet	zum Test	Aktion
Chen	Allen	01-A-Class small car_F_1	Function test gear shifting 06	Mi. 24.07	Mi. 24.07	Mi. 24.07	Storniert	Invalid driver's license									
Lees	Jodie	10-Quad bike_F_1	Function test gear shifting 05	Do. 25.07	Do. 25.07	Mi. 24.07	Genehmigt		Higgins Benjamin (Planner) 24.07.2024 -10:21					Entwurf	0		
Lees	Jodie	04-SUV_F_1	Function test air conditioning 04	Mi. 24.07	Mi. 24.07	Mi. 24.07	Gebucht		Higgins Benjamin (Planner) 24.07.2024 -10:12	Higgins Benjamin (Planner) 24.07.2024 -14:03				Freigegeben	0		
Garner	Matthew	10-Quad bike_F_1	Function test gear shifting 03	Mi. 24.07	Mi. 24.07	Di. 23.07	Angefragt										
Lees	Jodie	04-SUV_F_1	Function test gear shifting 01	Mi. 24.07	Mi. 24.07	Di. 23.07	Abgelehnt	booking conditions not fulfilled									
Chen	Allen	01-A-Class small car_F_1	Function test air conditioning 02	Do. 25.07	Fr. 26.07	Di. 23.07	Genehmigt		Wood Evan (Planner) 24.07.2024 -09:27					Entwurf	0		
Chen	Allen	10-Quad bike_F_1	Function test gear shifting 02	Fr. 26.07	So. 28.07	Di. 23.07	Angefragt										
Garner	Matthew	04-SUV_F_1	Function test air conditioning 01	Do. 25.07	Fr. 26.07	Di. 23.07	Genehmigt		Higgins Benjamin (Planner) 24.07.2024 -09:58					Entwurf	0		

The **“Status test”** and **“Finished”** columns can be sorted.

## 3.5. Tax export

Here you can create a monthly export if the “Tax” column is filled in under the “All bookings” menu item and values are entered in the “Kilometers driven” column.

Simply select a month and the corresponding year and click on the “Create export” button at the bottom right. An Excel file will now be generated and downloaded.

If errors are found, a manual change must be made in the corresponding line under “All bookings”.