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

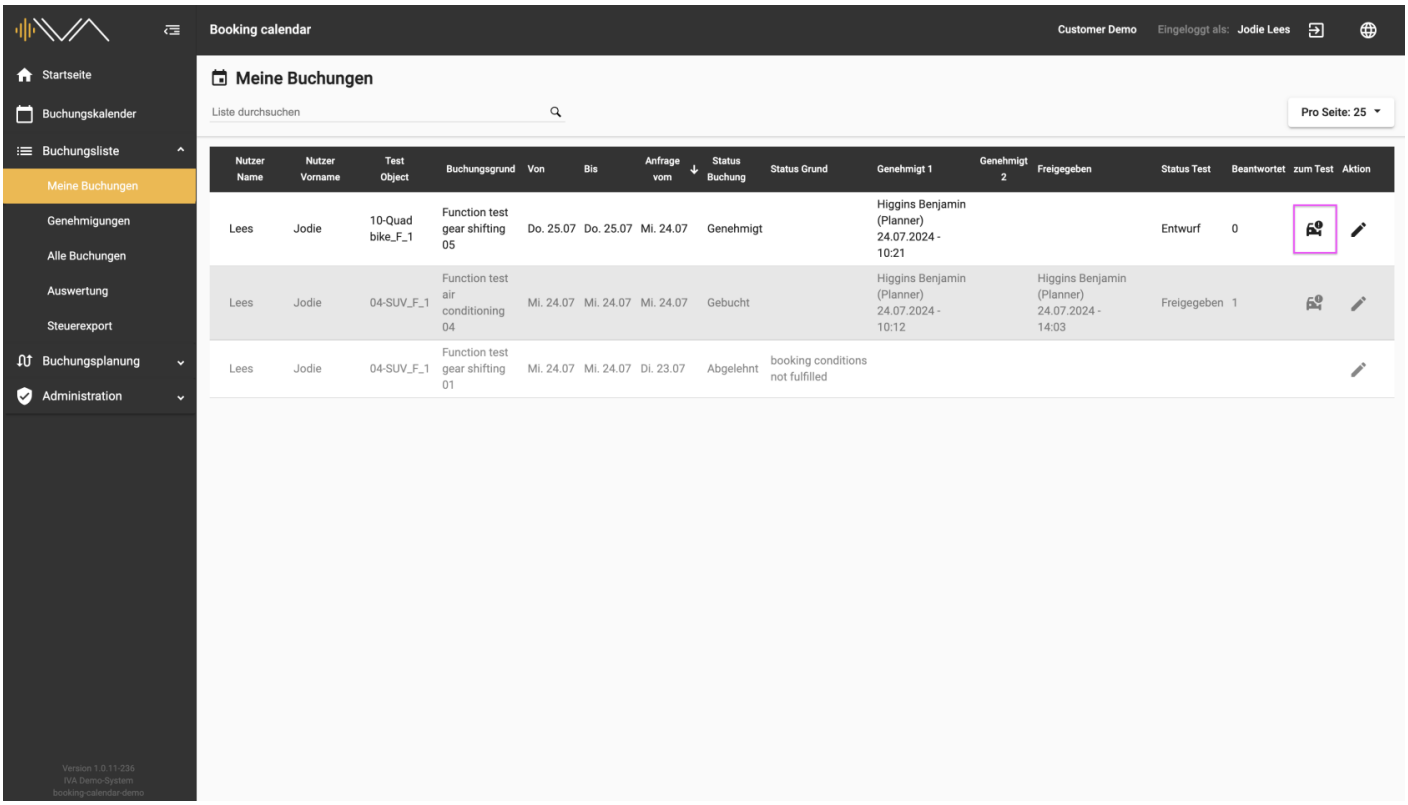
- 3.1. Overview "My bookings" for planners
- 3.2. Approvals
- 3.3. All bookings
- 3.5. Tax export

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.



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

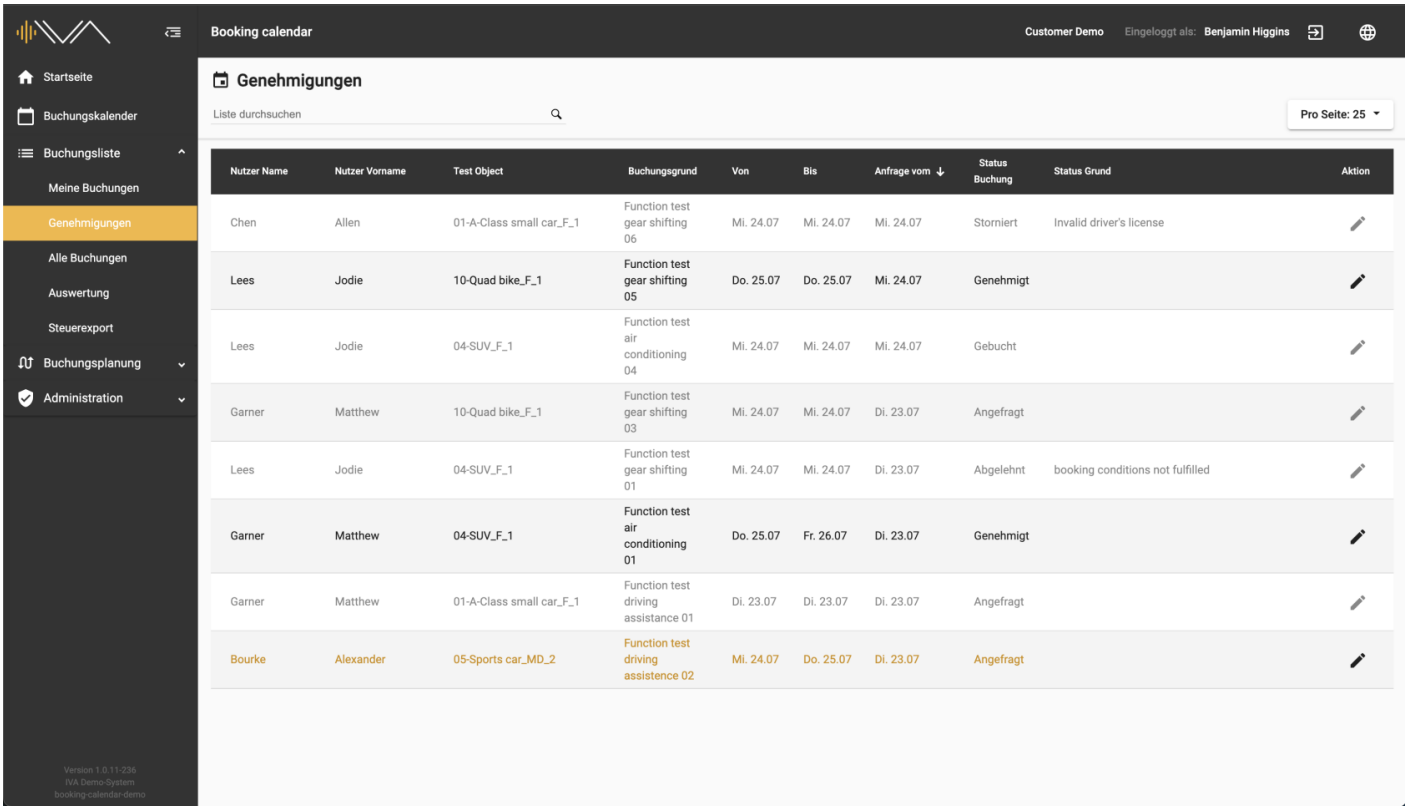
The tester only sees this one submenu item. All other submenu items listed below it are invisible to the tester.

3.2. Approvals

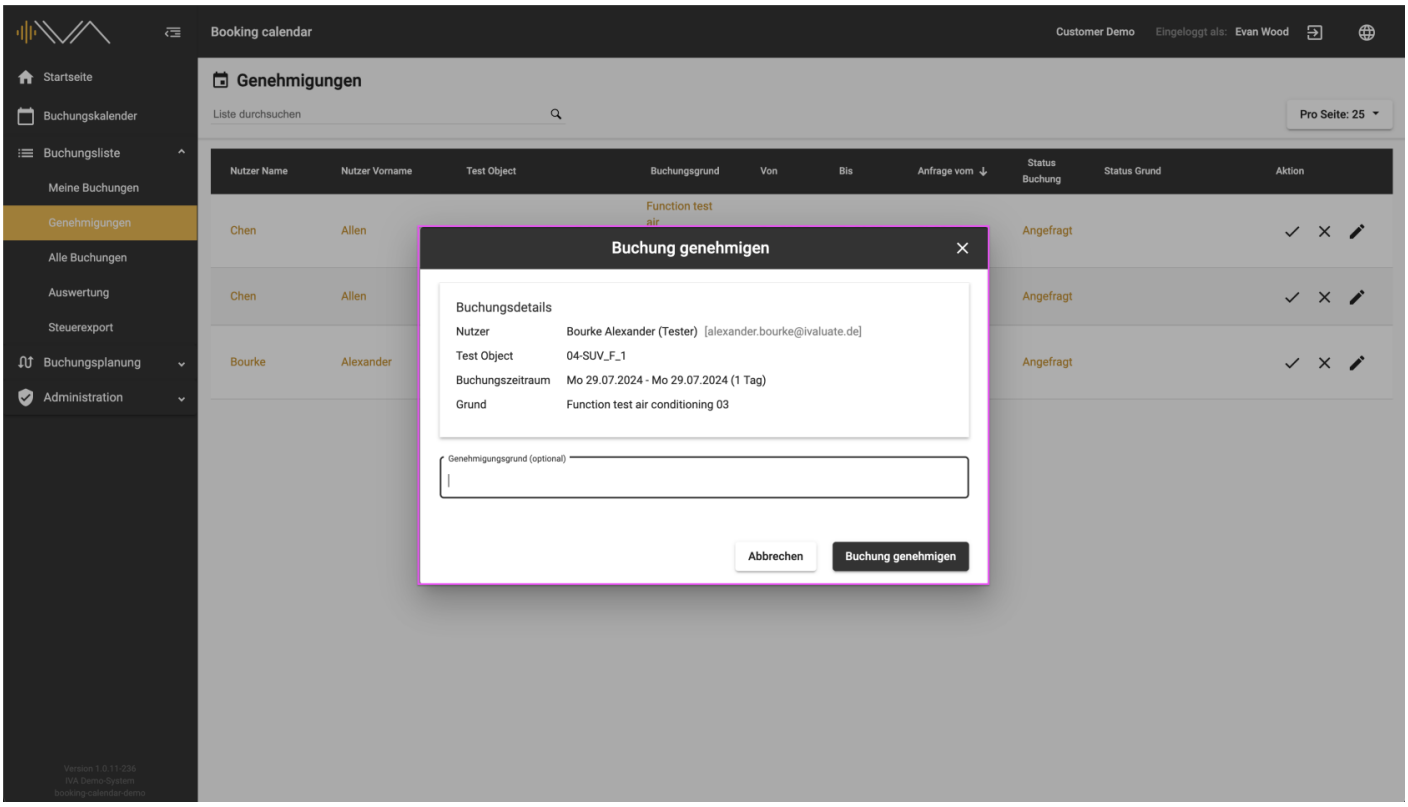
If you have been assigned the Approver role, you will find all booking requests an their statuses under this menu item:

The bookings can have following statuses:

- Approved
- Requested
- Booked
- Canceled
- Rejected



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.

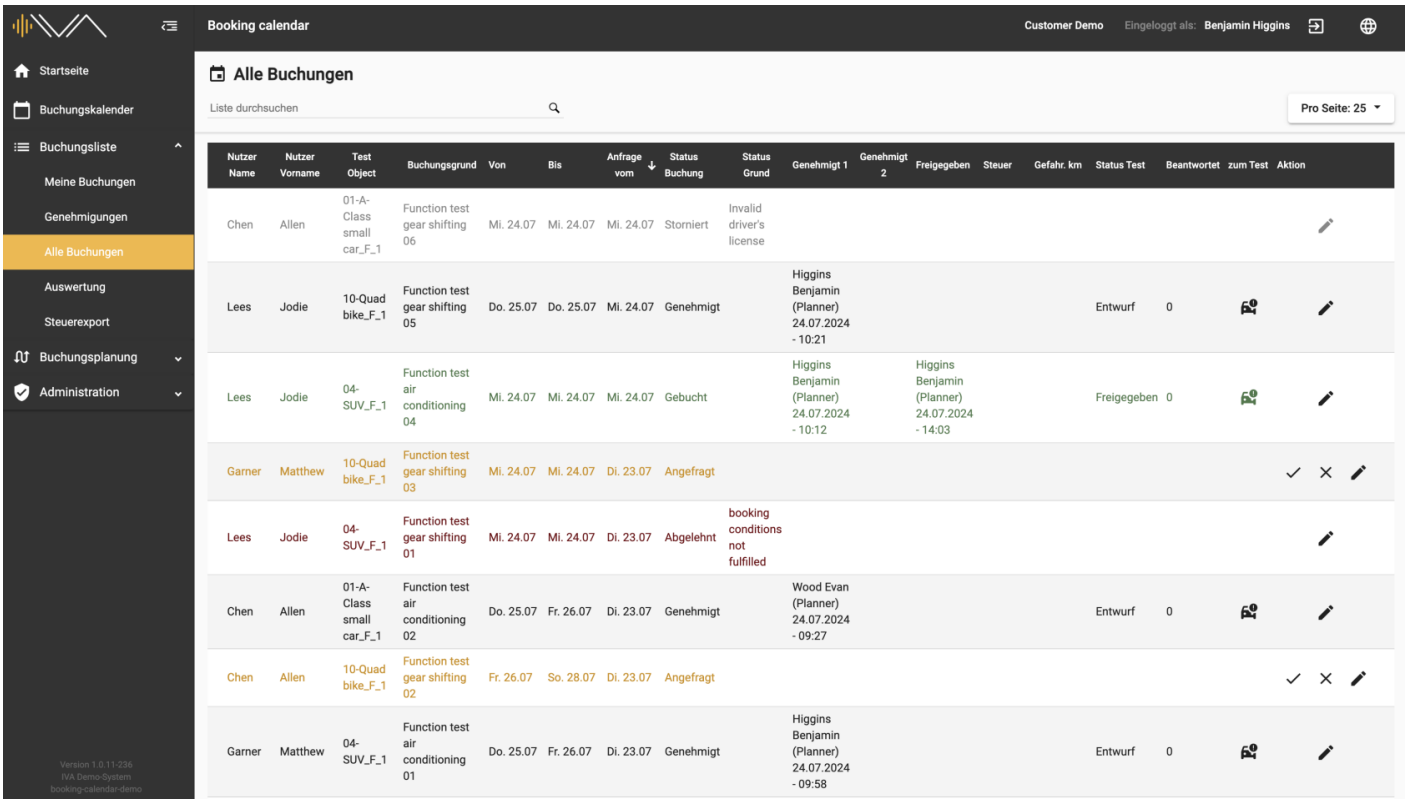


The booking is approved by clicking on the “Approve booking” button.

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 **“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”.