

# 2.2. Making a booking as a tester

## DAILY VIEW

The current day, weekday and date are always highlighted with a color.

The screenshot displays the 'Buchungskalender' (Booking Calendar) interface. The calendar grid shows days from Monday 15.7. to Monday 22.7. The current day, Tuesday 16.7., is highlighted in orange. A purple box highlights the '+ Buchung' button in the first row of the calendar grid. The left sidebar shows navigation options: Startseite, Buchungskalender, and Buchungsliste. The top bar includes the user name 'Alexander Bourke' and a 'Buchung' button.

	Mo 15.7.	Di 16.7.	Mi 17.7.	Do 18.7.	Fr 19.7.	Sa 20.7.	So 21.7.	Mo 22.7.
01-A-Class small car_F_1 IN TW452		+						
04-SUV_F_1 IN 7289								
05-Sports car_MD_2 IN TW541								
10-Quad bike_F_1 HEV								

Looking at the individual day, through hovering over it, you can find a “+” button.

The screenshot shows the 'Buchung anlegen' (Create booking) pop-up form. The form is titled 'Buchung anlegen' and has a close button (X). The fields are as follows:

- Nutzer:** Garner Matthew (Tester) [matthew.garner@ivaluate.de]
- Stellvertreter:** (Empty field with a dropdown arrow and a '+ Nutzer' button)
- Test Object:** 01-A-Class small car\_F\_1
- Standort(e) im gewählten Zeitraum:** Munich
- Startdatum \*:** 23.07.2024
- Tage:** 1
- Enddatum \*:** 23.07.2024
- Radio buttons:** ☒ Innerhalb der Arbeitszeit, ☐ Außerhalb der Arbeitszeit
- Grund \*:** Function test driving assistance 01
- Genehmiger 1 \*:** Higgins Benjamin (Planner) [benjamin.higgins@ivaluate.de]
- Buttons:** Abbrechen, Genehmigung anfragen

Clicking on it opens a separate pop-up “Create booking” with the following information:

- **"User"**, automatically selected
- **"Delegate"**
- **"Test object"**, automatically selected
- **"Location"**, selected if the assignment has been selected
- Tax-relevant settings:
- two radio buttons: **“Within”** or **“Outside working hours”**
- a checkbox: **“Personal company car available”** appears next to the selected radio button **“Outside working hours”**
- a checkbox: **“Evaluate in IVA”** an optional setting, depending on the settings in the administration
- **"Start date"** and **"End date"**, automatically selected
- **"Reason"**
- **"Approver 1"**
- **"Approver 2"**, for drives outside working hours

You can change or add to your details during the booking process. To complete the booking process, please click on the “Request approval” button below. Your request will be saved and, in most cases, forwarded to the approver. Under the booked day and the corresponding vehicle tile, you will then see your name, part of the reason and the status “Requested”.

The second way to make a booking is by clicking on the “+ Booking” button. A separate pop-up “Create booking” will then open with the same details as above. The test object needs to be selected manually here.

After making a booking, you will see your requested booking in the booking list. The text line containing the booking information is colored orange. You can edit the booking afterwards by clicking on the “Pencil” icon.

More information can be found under the menu item **“Booking list”**.

If the test object is assigned a current location for a specific period, you will see the name of the location in a tile at the top left.

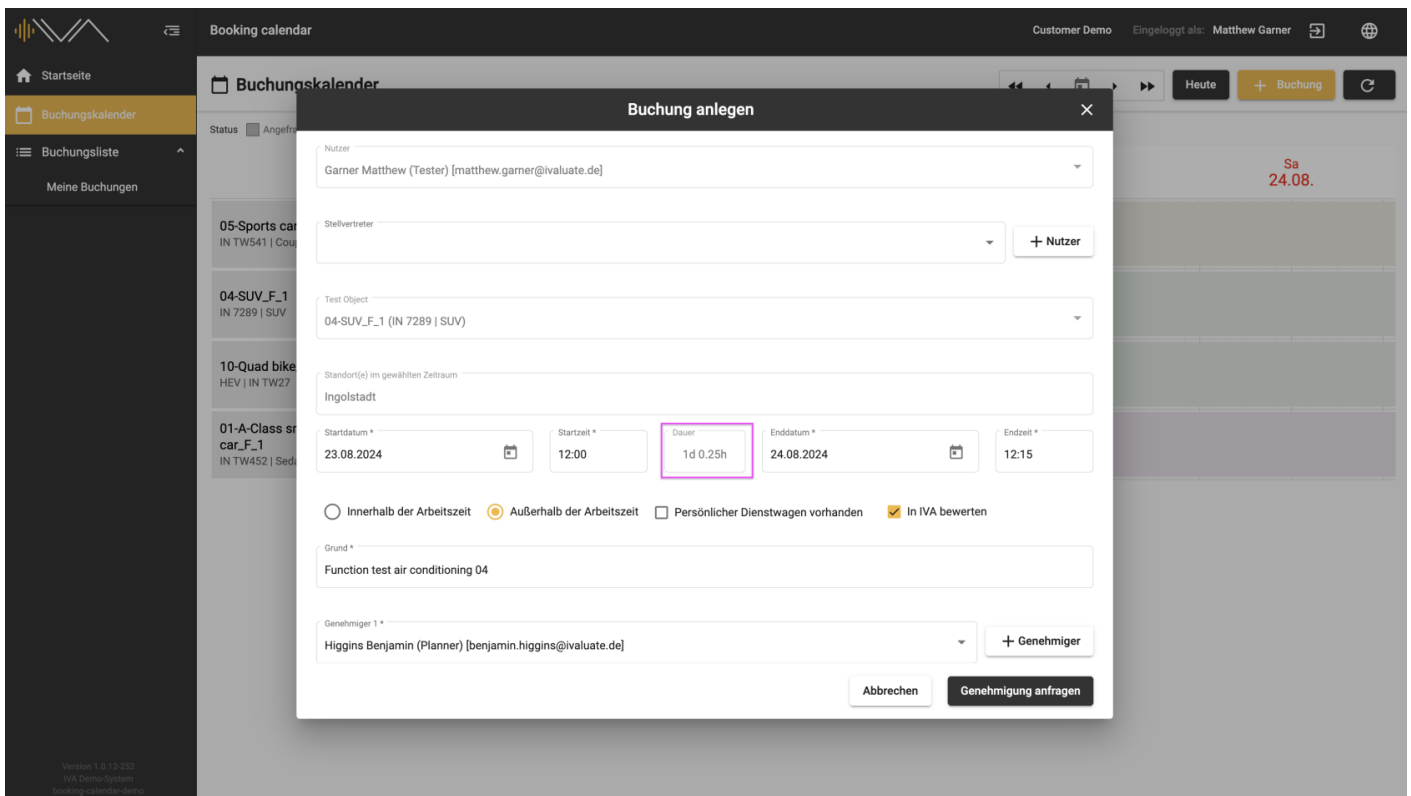
Mandatory information is marked with an “\*”.

## QUARTER-HOURLY VIEW

The column for each day is wider here than in the “Daily view”. It is possible to book a test object for a day in a quarter-hourly cycle.

The screenshot displays the 'Booking calendar' interface. The top navigation bar includes a logo, a home icon, and the text 'Booking calendar'. The sidebar on the left contains links for 'Startseite', 'Buchungskalender', and 'Buchungsliste'. The main content area shows a calendar for August 28th, 29th, and 30th, 2023. The calendar is organized into a grid with columns for each day. The first column (28th) is highlighted with a purple box. The second column (29th) is labeled 'Do 29.08.' and the third column (30th) is labeled 'Fr 30.08.'. The legend at the top indicates the status of bookings: 'Angefragt' (grey), 'Gebucht' (green), 'Genehmigt' (purple), 'Teilweise genehmigt' (orange), and 'Nicht verfügbar' (light grey). It also shows the location: 'Standort' (Berlin, Ingolstadt, Munich). The test objects listed on the left are: '05-Sports car\_MD\_2' (orange), '04-SUV\_F\_1' (green), '10-Quad bike\_F\_1' (green), and '01-A-Class small car\_F\_1' (purple). A yellow '+' button is visible in the top right corner of the first row for the 28th of August.

Looking at the individual day, through hovering over it, you can find a “+” button.



Clicking on it opens a separate pop-up “Create booking” with the following information:

- **"User"**, automatically selected
- **"Delegate"**
- **"Test object"**, automatically selected
- **"Location"**, selected if the assignment has been selected
- **"Start date"** and **"End date"**, automatically selected
- **"Duration"**, automatically calculated
- Tax-relevant settings:
  - two radio buttons: **"Within"** or **"Outside working hours"**
  - a checkbox: **"Personal company car available"** appears next to the selected radio button **"Outside working hours"**
  - a checkbox: **"Evaluate in IVA"** an optional setting, depending on the settings in the administration
- **"Reason"**
- **"Approver 1"**
- **"Approver 2"**, for drives outside working hours

The checkbox: “evaluate in IVA” depends on the settings in the administration and is optionally available.

If the checkbox is selected, a test is created in IVA.

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