

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 dates from Monday 15.7. to Monday 22.7. The current day, Tuesday 16.7., is highlighted in orange. A purple box highlights the orange cell for Tuesday 16.7., which contains a yellow '+' button. The left sidebar shows a list of vehicle types: 01-A-Class small car_F_1, 04-SUV_F_1, 05-Sports car_MD_2, and 10-Quad bike_F_1. The top navigation bar includes 'Startseite', 'Buchungskalender', and 'Buchungsliste'. The top right shows 'Customer Demo' and 'Eingeloggt als: Alexander Bourke'.

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
- 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.

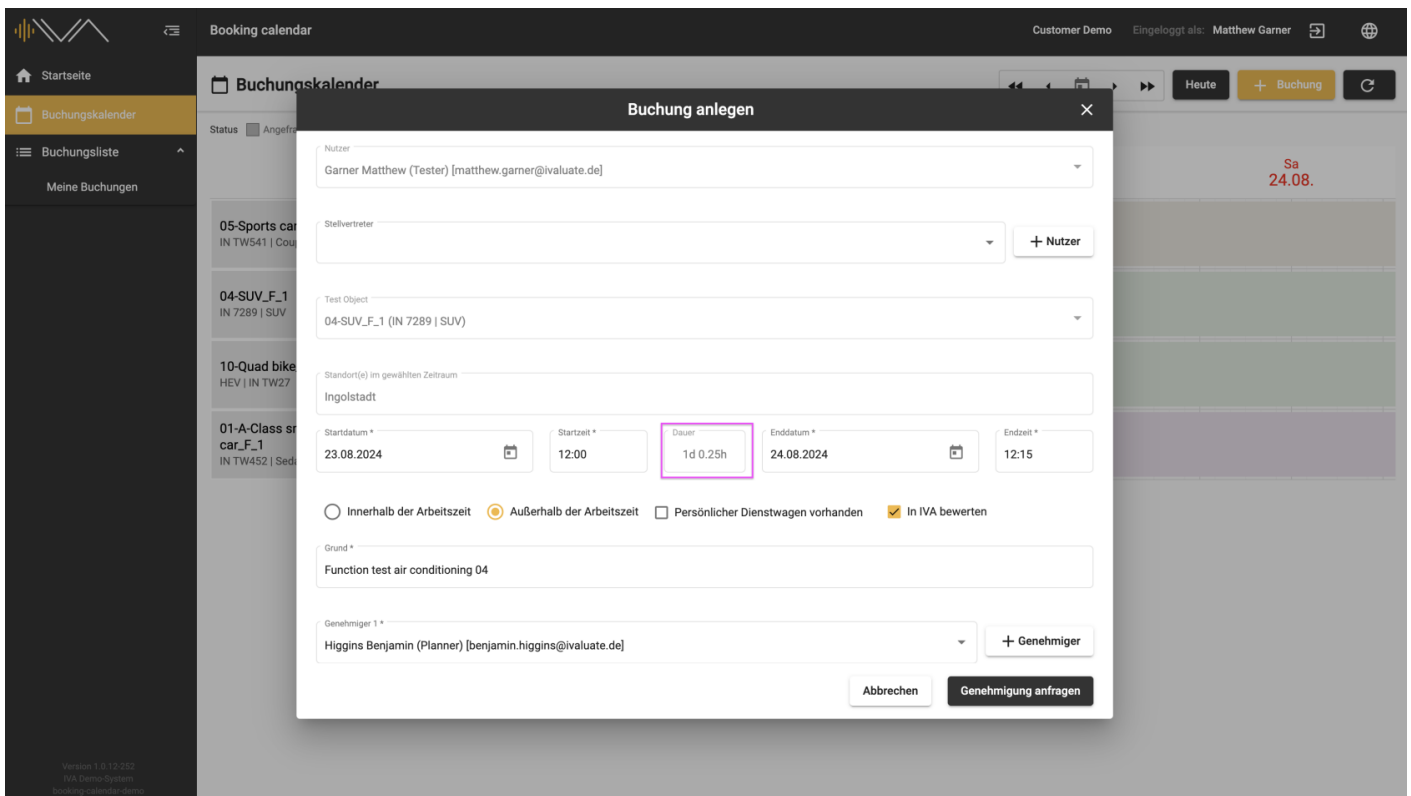
Mandatory information is marked with an “*”.

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 grid is organized by day and time slots. The first column (28.08.) is highlighted with a purple box. The second column (29.08.) is highlighted with a yellow box. The third column (30.08.) is highlighted with a red box. The grid contains four rows of test objects: '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 box highlights the booking button for the Sports car on the 28th. The interface also includes a status legend at the top and a location legend at the bottom.

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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