



Room Planner

User Manual

The instructions in this manual are for informational purposes only and are subject to change. Protonic Software GmbH assumes no liability. The software described in this manual requires a license.

The individual functions are described using screenshots. Depending on your easyjob license, operating system or Office version, the functions and screenshots you have in your environment may differ from this manual or may only be available in later versions.

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INTRODUCTION

Information about the structure and content of this document can be found here.



Important notice

This manual will help you get started with easyjob 6 rental software room planner.

The development of the easyjob rental software as well as the documentation has been done with great care. The individual program functions are constantly checked through our Quality Assurance Process. However, errors can still occur.

Main Office

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<http://www.protonic-software.com>

Support

You can find more information about the support options on-line at <http://www.protonic-software.com/en/easyjob/corporate/support/>.

In addition, there is a support forum where you can exchange information with other users. The support forum can be found at <http://forum.protonic-software.com>

Training

We offer customized training programs for the following extensive topics. To learn more, please visit <http://www.protonic-software.com/en/service/training/> or contact our sales office at sales@protonic-software.com.

About this manual

The individual functions are described using screenshots of easyjob license 6. Depending on your easyjob license, the forms you have in your environment may differ from the screenshots shown in the manual.

How to use this manual

This document uses the following standards




Functions that require a license

Individual program functions are made available in your easyjob environment based on your license. This may concern individual program functions or entire modules.

Functions that are only available in individual modules are marked with minimum-edition symbols **S**, **M**, **L** or **XL**. Some functions are limited in easyjob S. There is no indication of this. You can find the limitations in the version comparison matrix on our website.

Functions that are only available by subscription are marked with the symbol .

For example:


L	The function is only available in easyjob L and easyjob XL
L 	The function is only available in easyjob L and XL with a current subscription.

easyjob-specific terms

In order to make a description better understood, in some cases easyjob-specific terms are highlighted with a color.

For example: with the Project and Job Groups, you also have the possibility to select a Template.


Work steps, buttons, actions and menu paths


Individual work steps, actions, menu paths or clicks are separated from each other or initiated by the symbol ".

Buttons, menus, tabs, etc. used in context are **highlighted** in color.

Example 1: Check the box in the [Activate List Editor](#) field.

Example 2: easyjob Menu  [View](#)  [Monthly Overview](#)

Example 3:  [Help](#)

Example 4:  [Ok](#)

Reference to other chapters

References to other chapters and sections are underlined and displayed in color.

Example: See section  [Important information](#).

Important information

Important information is highlighted in orange and presented with a light bulb.



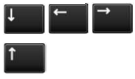







Example:



This information is important. This information is important. This information is important. This information is important. This information is important. This information is important. This information is important. This information is important. This information is important. This information is important. This information is important. This information is important.

Special keys

Special keys are represented with the following symbols:

	Windows key
	Tabulator key
	Arrow keys
	Return key
	Context Menu key
	Escape key
	Function key 1
	Control key. Keep the control key pressed down and press the A button.
	Alt key. Keep the Alt key pressed down and also press the H button
	Delete key

Phrasing

In this manual and in the easyjob examples, terms such as employee, assistant, technician or carpenter are used both for men and for women.

Screenshot explanations

The screenshots will be explained using numbers ① ② ③ and arrows → marked. Screenshot highlights will be marked with orange frames.

Number	Name	Invoice Date	Total	Total incl. Tax	Name1	Status	Paid	Terms of Payment	Open
13-0006	Big Show	27/04/2015	€36,000.00	€36,000.00	Big Events Inc.	Open	<input type="checkbox"/>	Big Project Payment Plan	€36,000.00
13-0008	Downtown Art Exhibition	27/04/2015	€16,650.00	€17,899.50		Open	<input type="checkbox"/>	Big Project Payment Plan	€17,899.50
12-0007	Big Opening Shopping Mall 1b	14/04/2016	€7,150.00	€7,865.00		Open	<input type="checkbox"/>	Big Project Payment Plan	€7,865.00
12-0004	Big Opening Shopping Mall 2	14/04/2016	€7,150.00	€7,865.00		Open	<input type="checkbox"/>	Big Project Payment Plan	€7,865.00
12-0006	Big Opening Shopping Mall 1a	14/04/2016	€7,150.00	€7,865.00		Open	<input type="checkbox"/>	Big Project Payment Plan	€7,865.00
12-0008	Big Opening Shopping Mall 1c	14/04/2016	€6,300.00	€7,049.00		Open	<input type="checkbox"/>	Remit within 30 days	€7,049.00
12-0001	Repair	29/03/2016	€1,160.10	€1,170.21		Open	<input type="checkbox"/>	Pre-paid by credit card	€1,170.21
02-0001	Sample Project	26/11/2012	€492.00	€492.00	Max Sample Customer	Exported	<input type="checkbox"/>	Remit within 30 days	€492.00
10-0001		21/04/2015	€1.00	€1.00		Open	<input type="checkbox"/>	Big Project Payment Plan	€1.00
13-0009		27/04/2015	€0.00	€0.00		Open	<input type="checkbox"/>	Big Project Payment Plan	€0.00
13-0007	CATS Revue	27/04/2015	€0.00	€0.00		Open	<input type="checkbox"/>	Big Project Payment Plan	€0.00
13-0005	Big Show	27/04/2015	€0.00	€0.00		Open	<input type="checkbox"/>	Big Project Payment Plan	€0.00
Totals		Quantity	17	Total	€82,053.10	Total incl. Tax	€86,199.71		

Additional documentation

In order to make it easier to become acquainted with and consult the easyjob documentation, we have divided it into multiple sections.

You can find an overview of all documentation on the following website.

<https://help.protonic-software.com/en/documentation/>

ROOM PLANNER

The easyjob Room Planner provides you with support when planning and calculating room rental, staff and equipment

Room Planner

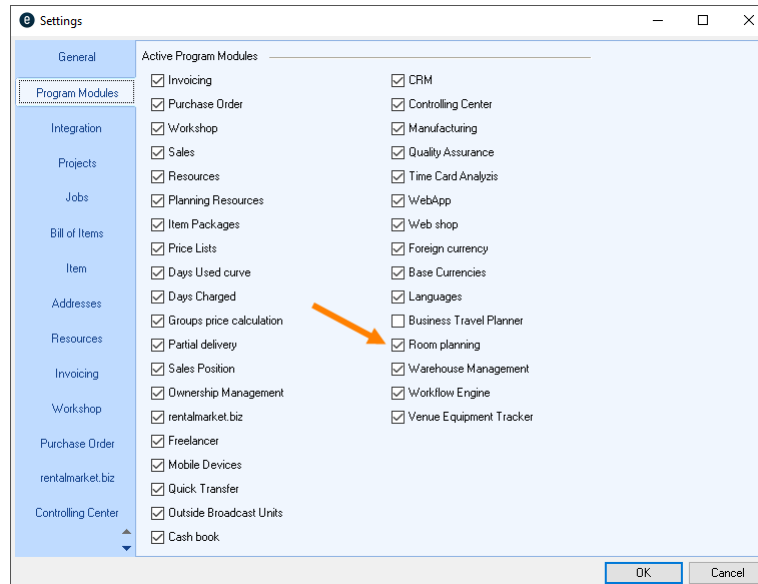
The easyjob Room Planner (RP) makes it possible for you to indicate, the specific requirements of your location with different spaces (divisible multi-purpose rooms or multipurpose halls with different standard equipment), to create, plan and calculate them with details (dimensions, types of use, etc.) It is also possible to define different room configurations (e.g. different seat arrangement and technical equipment) as well as enter different use times (e.g. setup, rehearsal, event, strike) for the rooms. You can see room availability at a glance graphically in order to avoid overbookings and to make best utilization of your rooms. You can directly invoice the room after the event.

Installation and activation

Go to the easyjob program settings to activate the easyjob Room Planner module: A separate installation is not required.

Activating the Room Planner module

1. easyjob Menu ↪ • Tools ↪ • Settings
2. ↪ • Functions tab
3. Select room planning



4. ↪ • Ok

easyjob must be restarted to activate the settings.

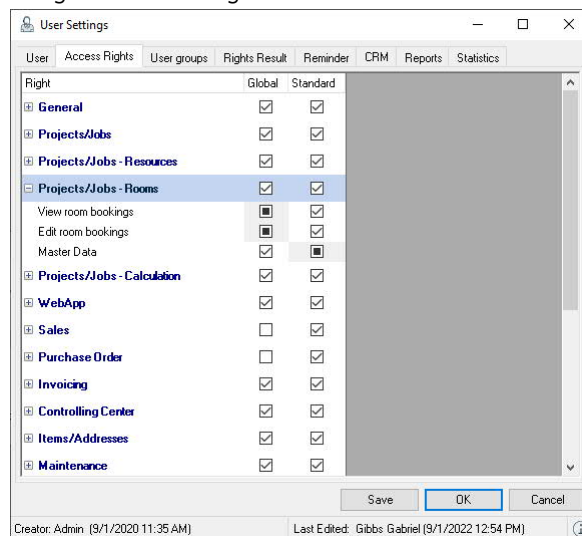
Configuration and settings

User settings

The rights for creating and editing the master data for Room Planning out are defined in the user settings.

Assigning the user rights for Master Data

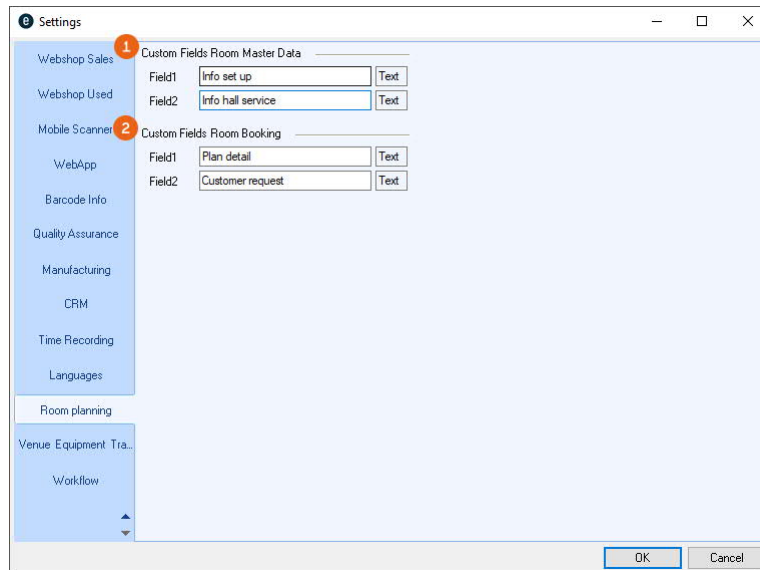
1. easyjob Menu ↪ • Tools ↪ • Manage Users
2. ↪ • Select a user
3. ↪ • Edit
4. ↪ • Access Rights tab
5. ↪ • Projects/Jobs - Rooms
6. Assign the desired rights



7. ↪ • Save
8. ↪ • Ok

Defining custom fields

In the program settings, you can use two additional custom fields for the room master data ① and for the room booking ②. You can name the title and content to meet your needs and output the information in different reports (Proposed, Information for technicians, etc.).



Defining custom fields

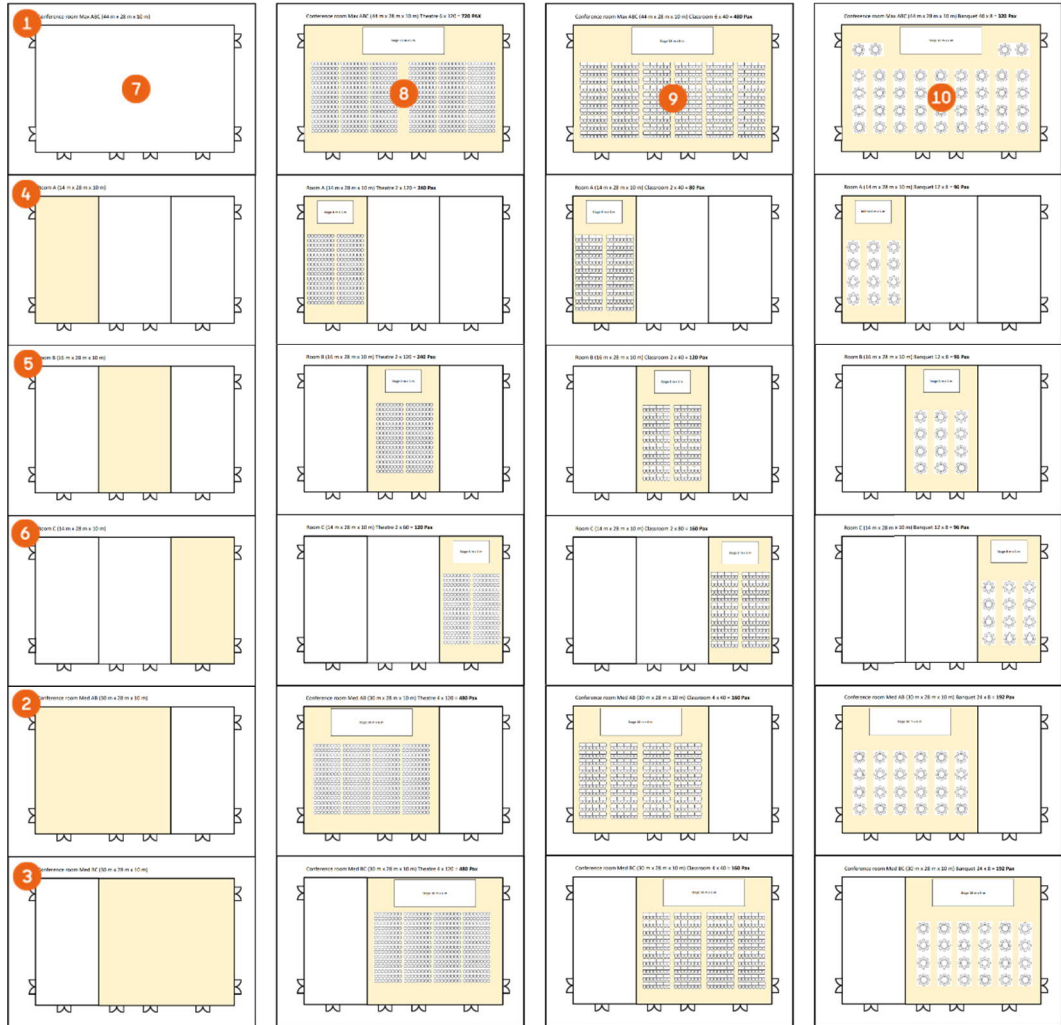
1. easyjob Menu \hookrightarrow Tools \hookrightarrow Settings
2. \hookrightarrow Room planning
3. Enter the desired title for the fields
4. \hookrightarrow Ok

easyjob must be restarted to activate the settings.

Defining rooms

In the first step, create your rooms in the easyjob master data. First define the smallest unit of your hall with all the related properties.

For a better understanding, the following example uses a hall that can be used completely as a 3/3 hall (Max ABC) ①, as a 2/3 hall (Med AB ② or Med BC ③) or as a 1/3 hall (A ④, B ⑤ or C ⑥). Each hall size has different seating arrangements, e.g. empty ⑦, row seating (RB) ⑧, row seating with tables (AT) ⑨ or seating around round tables (banquet) ⑩.



Creating room master data

1. easyjob Menu Master Data Rooms
2. Add
3. Enter the desired data as described below
4. Save
5. Ok

Main Data

In the master data, you can first enter a **Name** ①, a general **Description** ② and a **technical Description** ③. easyjob uses the **Dimensions** ④ to automatically calculate the **Area** ⑤. With **Availability based on area** ⑥ checked, you specify the basis for the availability calculation. You can assign standard equipment ⑦ to the room. Standard equipment is an item package and can be created as required in the master data. In addition to an image ⑧ or a plan, there are also two text fields ⑨⑩ you can use to describe the title and content. For information on how to change the title, refer to [Defining custom fields](#). With **Room Warehouse** ⑪ you define the items that are stored in the room. See also [Creating and managing the room warehouse](#).

Creating and managing standard equipment as an item package

An item package is a group of different items ①. If you book a room with standard equipment assigned to the job, the stored item package is automatically booked in the job's bill of items as an item package. You can define a fixed price ② for the item package.

Quantity	Number	Name
1	1000009.00	Christie - Boxer 4K20
1	1000119.00	Crown MA 5000i
2	1000142.00	Meyer 750-LFC Sub
2	1000140.00	Meyer UltraV40
2	1000310.00	Sennheiser EW 100 G4-ME2/835-S (516-558 MHz) Set
3	1000091.00	Shure MX415 gooseneck microphone
4	1000184.00	Strand Leko LED Profile
1	1000098.00	YAMAHA QL5 Digital console

Creating and managing item packages

1. easyjob Menu ↪ • Master Data ↪ • [Item Packages](#)
2. Select an item package with [Edit](#) or create a new one with [Add](#)
3. Enter a name for the item package
4. Book the desired item with [Add](#).
5. ↪ • [Close](#)

Each item package is identified with a clear name.

You can add as many items to an item package as you like. Associated items are automatically considered when booking and do not need to be added separately.



We recommend first creating the room's standard equipment as empty (e.g. only with minimum equipment such as hall lights or carpet tiles) and entering a base price. You can then add additional set ups and different seating arrangements, equipment, stages, etc. in the [Configuration](#) with item packages and markups.

Prices

For the room, you can enter a Daily price ① as well a daily price for Setup ② and Strike ③. If you want to rent your booms based on an area unit ④, enter that price. By checking the [Item price included](#) ⑤ box, all items booked in the item package of the standard equipment in the bill of items will be discounted 100 %. You can select a revenue account ⑥ for invoicing.

Field	Value
Daily price	€3,000.00
Setup daily Price	€1,500.00
Strike daily Price	€1,500.00
Price per unit area	€2.50
Price per unit area for setup	€1.25
Price per unit area for strike	€1.25
Item price inclusive	<input type="checkbox"/>
Revenue Account	Income Rental

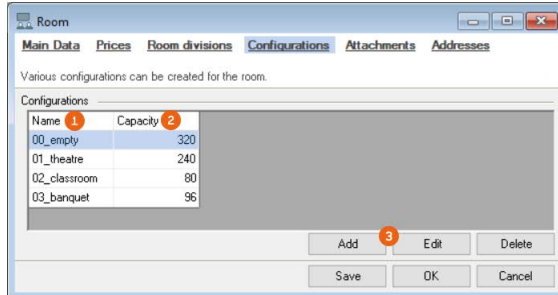
Room divisions

When you have created all rooms in the hall, which in our example are rooms A ①, B ② and C ③, create a new room with a name, such as Conference Max ABC or Total hall and assign the smallest units to this room under room divisions, using [Add](#) ④. See also [Configuration](#).

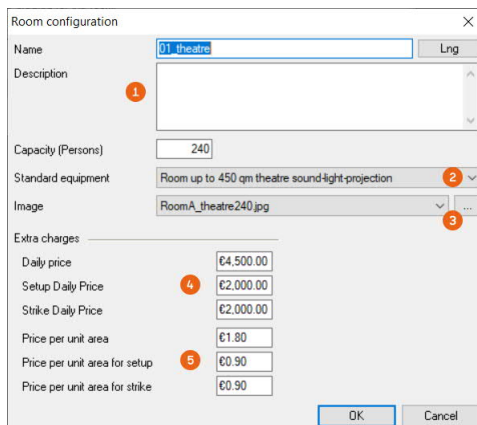
Room Division
Conference A
Conference B
Conference C

Configuration

Under room configuration, define all the variants with which you want to rent your room. The overview shows you the Name ① and Capacity (number of persons) ② of the room with the various variants (e.g. seating). Add further details using Edit or Add ③. If you want your variants to always be displayed in the same order, number them.

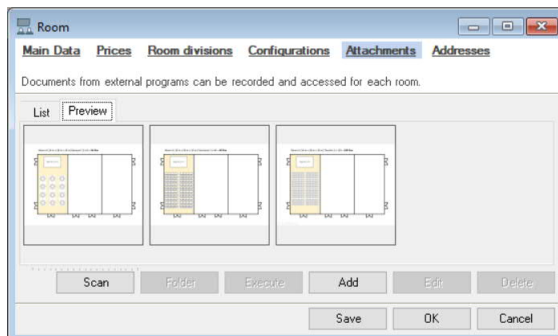


With Add or Edit you can define not only the name, description and capacity ① but also what the standard equipment ② should include for this rental variant (e.g. row seating with stage, sound, light and projection equipment). A Plan or Image ③ can also be entered. Depending on if you are charging rent based on the Room ④ or the Area ⑤, define the markups for the respective configurations.



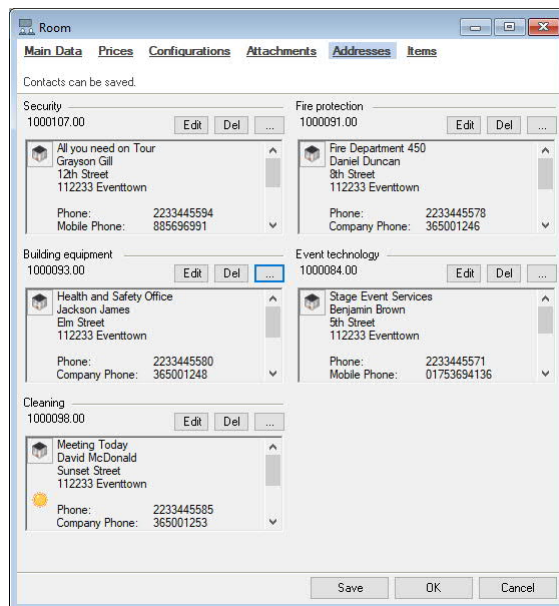
Attachments

All documents added as an image or plan are displayed here in a list and as a preview. You can add additional information (e.g. hall arrangement, building plan, etc. as usual).



Addresses

You can assign the addresses and contacts you need in the room for each room.





Creating and managing the room warehouse

Please note that the room warehouses are warehouse locations in addition to your standard warehouse and each room warehouse requires a fee-based activation. If interested, please contact our [Support](#).

In a room warehouse, you can store **Items** and **Devices** that belong fixed to this specific room by means of an inventory transfer. Room warehouses are handled like separate **Sites** where items are stored and can be transferred from the main warehouse to the room warehouse. The room warehouse must first be created.

Creating a room warehouse

1. easyjob Menu [↔](#) • [Master Data](#) [↔](#) • [Site Management](#)
2. [↔](#) • [Add](#)
3. Enter a Name (e.g. room warehouse A)
4. Enter the desired data such as Initials, Addresses, etc.

5. [↔](#) • [Save](#)
6. [↔](#) • [Ok](#)

Then assign the room warehouse to the room.

Assigning a room warehouse to a room

1. easyjob Menu [↔](#) • [Master Data](#) [↔](#) • [Rooms](#)
2. Select a Room [↔](#) • [Edit](#)
3. Select the desired room warehouse
4. [↔](#) • [Save](#)

Then transfer the desired items to the room warehouse.

Transferring items to a room warehouse

1. easyjob Menu ↪ • Master Data ↪ • Rooms
2. Select a Room ↪ • Edit
3. ↪ • Items
4. ↪ • Transfer
5. Select the required items
6. Enter the quantity and if required additional details (e.g. device)

7. ↪ • Ok

You can transfer items away from a room warehouse by suitably adjusting the **Inventory Deletion** and **Inventory Entry Site**.

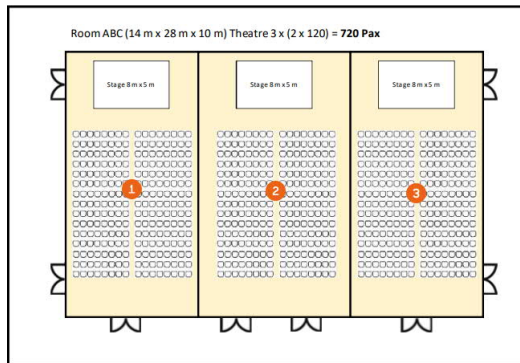
Items

The view shows the items ① contained in the assigned room warehouse. You can control the view of the devices ② with **Show Devices** ③. By checking the **Add automatically** ④ box the items of the room warehouse are added automatically to the bill of materials when the room is booked. If you have assigned a room warehouse to a room, you can transfer items (or devices) to the site of this room warehouse ⑤ (see also [Creating and managing the room warehouse](#)).

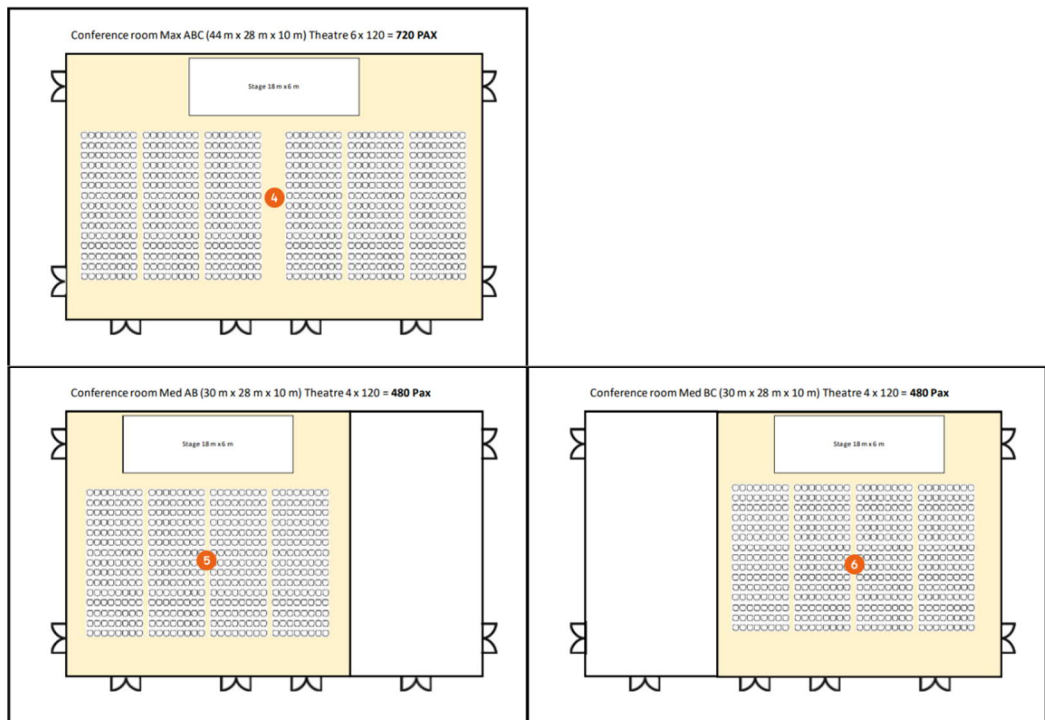
Number	Own Number	Name	Device	Inventory	Add automatically
1000183.00	DEV SING SALE	Strand Cantata LED Fresnel	#1 STRA-50080 - 200800 (@si2457)	10	<input checked="" type="checkbox"/>
1000183.00	DEV SING SALE	Strand Cantata LED Fresnel	#10 STRA-50089 - 200809 (@si2466)	1	<input type="checkbox"/>
1000183.00	DEV SING SALE	Strand Cantata LED Fresnel	#2 STRA-50081 - 200801 (@si2458)	1	<input type="checkbox"/>
1000183.00	DEV SING SALE	Strand Cantata LED Fresnel	#3 STRA-50082 - 200802 (@si2459)	1	<input type="checkbox"/>
1000183.00	DEV SING SALE	Strand Cantata LED Fresnel	#4 STRA-50083 - 200803 (@si2460)	1	<input type="checkbox"/>
1000183.00	DEV SING SALE	Strand Cantata LED Fresnel	#5 STRA-50084 - 200804 (@si2461)	1	<input type="checkbox"/>
1000183.00	DEV SING SALE	Strand Cantata LED Fresnel	#6 STRA-50085 - 200805 (@si2462)	1	<input type="checkbox"/>
1000183.00	DEV SING SALE	Strand Cantata LED Fresnel	#7 STRA-50086 - 200806 (@si2463)	1	<input type="checkbox"/>
1000183.00	DEV SING SALE	Strand Cantata LED Fresnel	#8 STRA-50087 - 200807 (@si2464)	1	<input type="checkbox"/>
1000183.00	DEV SING SALE	Strand Cantata LED Fresnel	#9 STRA-50088 - 200808 (@si2465)	1	<input type="checkbox"/>

Combining rooms

After you have created all the small units for a hall of a large room (in our example A①, B② and C③), you can assign the individual rooms to a larger room.



In addition to the individual rooms A, B and C, you can now create the rooms Max ABC ④, Conference Med AB ⑤ and Conference Med BC ⑥ in the master data.

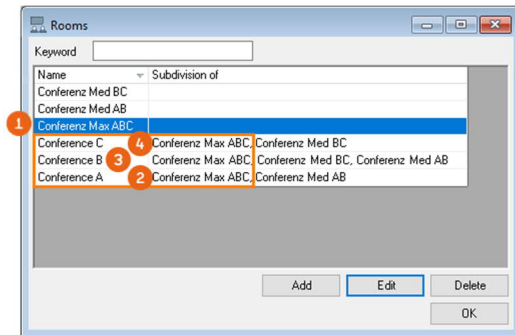


Creating room master data

1. easyjob Menu ↵ • Master Data ↵ • Rooms
2. ↵ • Add
3. Enter a name (e.g. Conference Room Max)
4. Enter the desired data as described starting from 📄 Main Data.
5. ↵ • Save
6. ↵ • Ok

Room Planner - Room use types

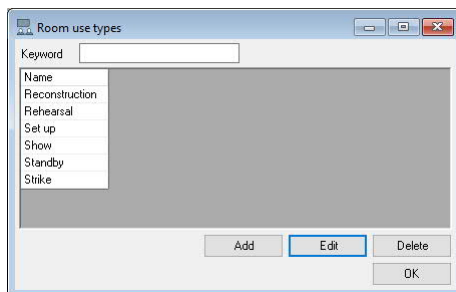
The room master data summary displays the Conference Room Max ① with divisions A ②, B ③ and C ④.



If you book a combined room (e.g. Conference Max ABC), only the properties for the combined room (price, text fields, plans, etc.) will be applied, and not those for the divided rooms (e.g. Room A, B and C), as the conference room Max ABC is handled as a separate unit with its own standard equipment and configuration.

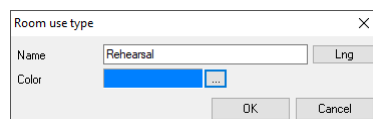
Room use types

In addition to the rooms, you can enter as many types of room uses in the master data as you wish.



Creating room use types in the Master Data:

1. easyjob Menu \hookrightarrow Master Data \hookrightarrow Room use types
2. \hookrightarrow Add
3. Enter the desired name
4. Define a color



5. \hookrightarrow Ok

Room booking in the project

As soon as you have defined your rooms in the master data, you can use them in a project or in individual jobs.

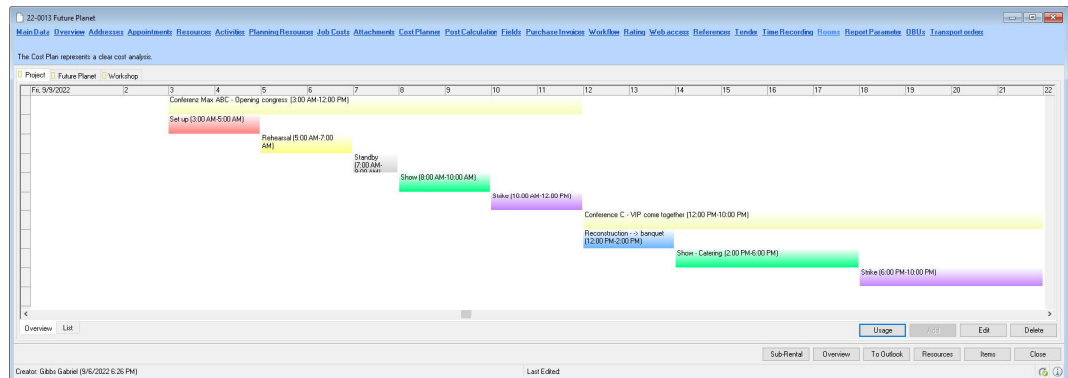
Opening a project:

1. easyjob Menu ↶ • Projects
2. ↶ • Create project or Edit project
3. ↶ • Rooms ① tab

Under Project ②, an overview of all booked Rooms ③, their Configurations ④ and Room use type ⑤ is displayed. You can customize the Usage times ⑥, Edit or Delete rooms ⑦.

Start	End	Room	Configuration	Name
9/9/2022 3:00 AM	9/9/2022 12:00 PM	Conferenz Max ABC	01_theatre	Opening congress
9/9/2022 3:00 AM	9/9/2022 5:00 AM	Conferenz Max ABC	01_theatre	Set up
9/9/2022 5:00 AM	9/9/2022 7:00 AM	Conferenz Max ABC	01_theatre	Rehearsal
9/9/2022 7:00 AM	9/9/2022 8:00 AM	Conferenz Max ABC	01_theatre	Standby
9/9/2022 8:00 AM	9/9/2022 10:00 AM	Conferenz Max ABC	01_theatre	Show
9/9/2022 10:00 AM	9/9/2022 12:00 PM	Conferenz Max ABC	01_theatre	Strike
9/9/2022 12:00 PM	9/9/2022 10:00 PM	Conference C	04_banquet	VIP come together
9/9/2022 12:00 PM	9/9/2022 2:00 PM	Conference C	04_banquet	Reconstruction - classroom-banquet
9/9/2022 2:00 PM	9/9/2022 6:00 PM	Conference C	04_banquet	Show - Catering
9/9/2022 6:00 PM	9/9/2022 10:00 PM	Conference C	04_banquet	Strike

A graphical overview with details about use and availability is also available.



This overview is also available on the job level.

Booking rooms in a job

Booking rooms in a job:

1. easyjob Menu View Jobs
2. Select job
3. Rooms tab
4. Add

General

To book the desired room for a job, select the Room ① and the Configuration ②. Enter a Name ③ and a Comment ④ if necessary. You can rename the two free text fields, named Plan note ⑤ and Customer request ⑥ in the program settings [Defining custom fields](#). Based on the Period ⑦ easyjob converts hours into days ⑧, which can be used for the calculation ⑨. Alternatively, you can use the days from the Job period ⑩ or enter them manually ⑫. You can also enter the number of People ⑪.

The screenshot shows the 'Room booking' dialog box with the following fields and callouts:

- Room: Conferenz Max ABC (1)
- Configuration: 01_theatre (2)
- Name: Opening congress (3)
- Notes: All technicians need to pick up badges from orga office. (4)
- Plan detail: 2 wheelchair spaces in row 2 and 16 (5)
- Customer request: technicians wear black and name label (6)
- Start: 9/ 9/2022 07:00 AM Time (7)
- End: 9/10/2022 10:00 PM Time (7)
- Days: 1.63 (8)
- Apply days: Apply days (9)
- Apply days from the Job period (10)
- Quantity Persons: 700 (11)
- Calculation table (12-16):

	Area	Days	Price	Factor	Total
Daily price		7.00	€34,500.00	1.00	€241,500.00
Setup Daily Price		0.25	€15,000.00	1.00	€3,750.00
Strike Daily Price		0.08	€15,000.00	1.00	€1,200.00
Area price	1,232.00	7.00	€28.03	1.00	€241,730.72
Area price setup	1,232.00	0.25	€12.39	1.00	€3,816.12
Strike area price	1,232.00	0.08	€12.39	1.00	€1,219.04
					€493,215.88

The calculation results in the Price ⑬ based on the daily price of the room plus any entered markup for the respective configuration (also for the Set up and Strike daily price). With the Factor ⑭ you can enter additional discounts or markups. Day x Price x Factor results in the Total price ⑮. Alternatively you can make the calculation based on the Area ⑯.

Addresses

When booking the room, you can enter all the addresses related to this room on the [Addresses](#) tab.

The 'Room booking' dialog box, 'Addresses' tab, displays the following information:

- Security (1000107.00):** All you need on Tour, Grayson Gill, 12th Street, 112233 Eventtown. Phone: 2233445594, Mobile Phone: 885696991.
- Fire protection (1000091.00):** Fire Department, 450 Daniel Duncan, 8th Street, 112233 Eventtown. Phone: 2233445578, Company Phone: 365001246.
- Building equipment (1000093.00):** Health and Safety Office, Jackson James, Elm Street, 112233 Eventtown. Phone: 2233445580, Company Phone: 365001248.
- Event technology (1000084.00):** Stage Event Services, Benjamin Brown, 5th Street, 112233 Eventtown. Phone: 2233445571, Mobile Phone: 01753694136.
- Cleaning (1000098.00):** Meeting Today, David McDonald, Sunset Street, 112233 Eventtown. Phone: 2233445585, Company Phone: 365001253.

Use

You can enter detailed Times ^① that only concern this room on the [Use](#) tab. In addition to the Use type ^② you can also enter a Comment ^③. Click ^④ the empty line to add new lines. In addition you can record the consumption and the counter readings ^⑤ for electricity and heat.

The 'Room booking' dialog box, 'Usage' tab, displays the following information:

Start	End	Room use Type	Name
9/9/2022 3:00 AM	9/9/2022 5:00 AM	Set up	collect carpet
9/9/2022 5:00 AM	9/9/2022 7:00 AM	Rehearsal	customer 7:00 AM on site
9/9/2022 7:00 AM	9/9/2022 8:00 AM	Standby	standard light
9/9/2022 8:00 AM	9/9/2022 10:00 AM	Show	
9/9/2022 10:00 AM	9/9/2022 12:00 PM	Strike	lectern accessories back to customer

Consumption/Counter readings:

	Start	End
Electricity	3.598.0	3.999.0
Heat quantity	5.489.0	5.791.0



All fields used for the room booking and in the room master data can be displayed as required in a report (e.g. as an equipment form, room information, time plan. etc.). If you require support for report design, please contact our [Support](#).

Rooms in the Cost Planner

In the Cost Planner ① the prices for Rooms ② are summarized separately. The overview ③ also shows how the prices are distributed over the individual rooms, daily price, set up, strike or area price. If you defined an item price as all inclusive, the items are discounted 100 % and the income for the rental items is € 0.00. See also [Prices](#).

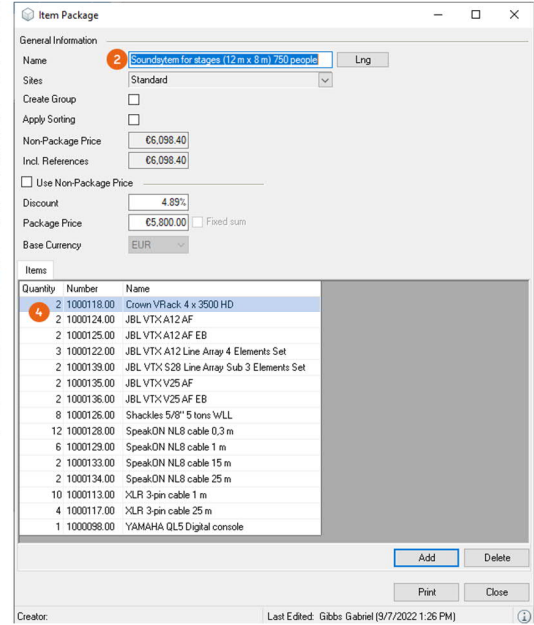
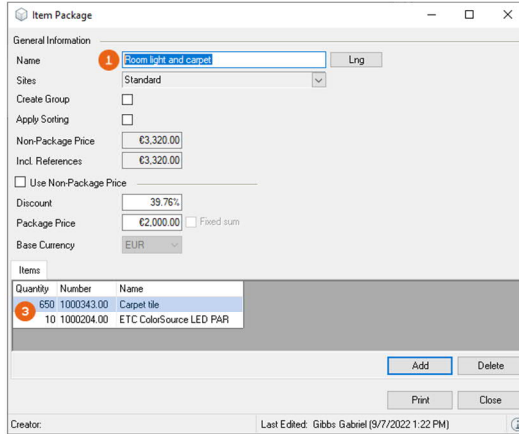
The screenshot shows the 'Cost Planner' window for project '22-0013 Future Planet'. The interface includes a menu bar, a toolbar, and a main data area. The main data area is divided into several sections: 'Items', 'Resources', 'OBUs', 'Rooms', 'Job Costs', and 'Total'. Each section has a table with columns for 'Income', 'Expenses', and 'Profit'. The 'Items' section shows 'Rental Items' with an income of €0.00, expenses of €21,692.00, and a profit of -100%. The 'Rooms' section shows a total income of €49,769.20, expenses of €0.00, and a profit of 0%. The 'Total' section shows a total calculated income of €49,769.20, tax of €0.00, gross of €49,769.20, and profit of €28,077.20 (56%).

Below the summary table, there is a detailed table for 'Rooms' with columns: Name, Room, Daily price, Setup Daily Price, Area price, Area price setup, Strike Daily Price, Strike area price, and Total. The table contains two rows: 'Opening congress' and 'Youth forum'.

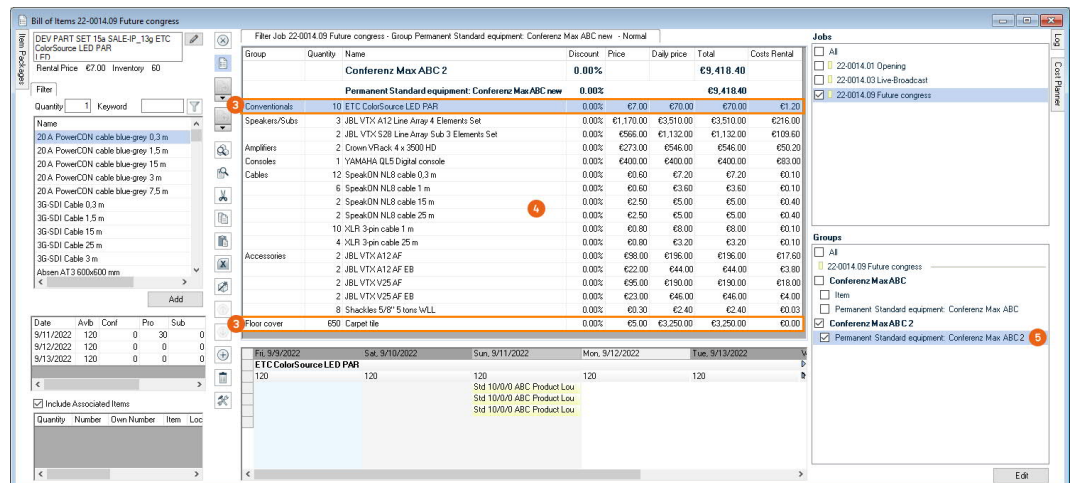
Name	Room	Daily price	Setup Daily Price	Area price	Area price setup	Strike Daily Price	Strike area price	Total
Opening congress	Conferenz Max ABC	€34,500.00	€3,750.00	€0.00	€0.00	€1,200.00	€0.00	€39,450.00
Youth forum	Conference A	€9,000.00	€1,000.00	€0.00	€0.00	€319.20	€0.00	€10,319.20

Rooms in the Bill of Items

The standard equipment for a selected room (e.g. for Conference Max ABC Ceiling light and carpet tile room item package ①) and the standard equipment for the selected configuration RB (e.g. item package Sound-Light-Projection ②) is automatically booked when booking a room under the standard equipment item package: Conference Max ABC ⑤. If this room is used frequently for a job, it is numbered accordingly (in the example, standard equipment for Conference Max ABC 2).

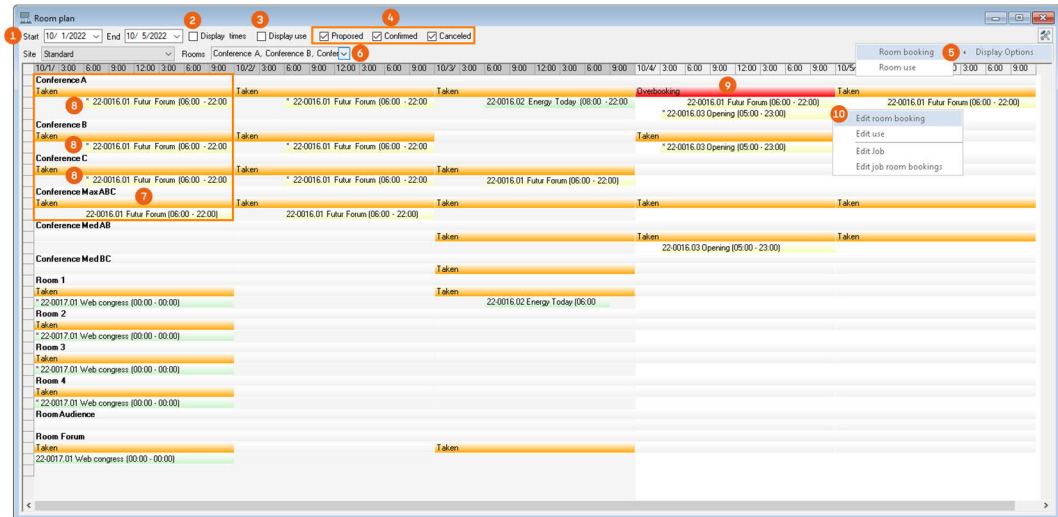


The items from both item packages ① ② are summarized in the bill of items in a group as standard equipment ⑤. The Items ③ ④ are sorted in order by sub category.



Room plan

The room plan summarizes the occupancy of all rooms and their use times. You can select the Period ^① of the view. In addition you can **Display times** ^②, **Display use** ^③, filter according to **Job status** ^④, adapt the **Display Options** ^⑤ of the **Room booking** and **Room use** and show/hide the desired rooms ^⑥. If a room (e.g. conference room Max ABC ^⑦) is booked that contains multiple rooms, all concerned rooms are marked as **Taken** and the rooms that are also taken mandatorily are displayed with an asterisk before the job name ^⑧. If the room is booked twice, an **Overbooking** warning ^⑨ appears. A context menu ^⑩ makes it possible to change the overbooked room or perform other actions.



Opening a room plan

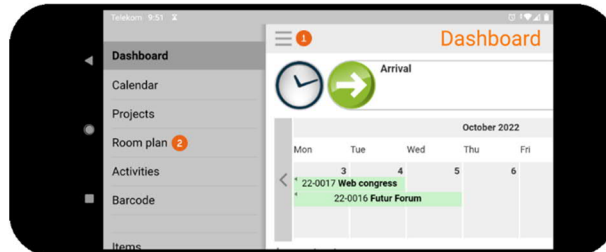
1. easyjob Menu View Room plan

Room plan in the WebApp

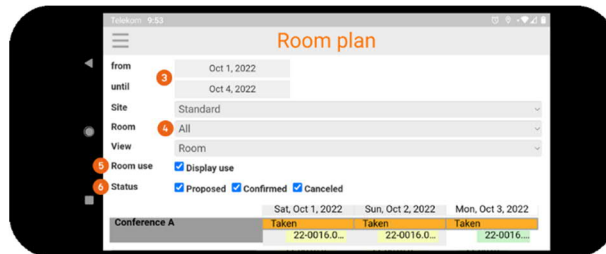
If you are on the road and want to take a quick look at the current room plan and the booking, you can do that easily with the WebApp. A summary of the room plan is also available here.

Opening the room plan in the WebApp

1. ↶• WebApp Dashboard ①
2. ↶• Room plan ②

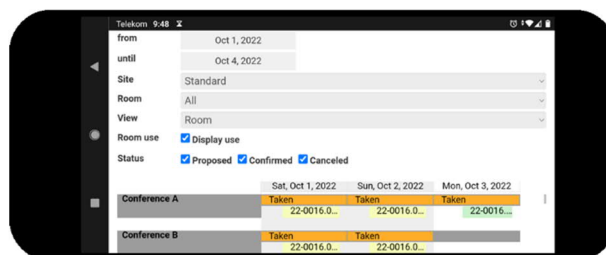


In addition to the Period ③ and Room ④ the overview can be created as required with additional filters such as Room use ⑤ or Job status ⑥.



Also without access data to the WebApp third parties can view the room plan at any time. For example, if an employee that usually does not require easyjob would like to check if a room is booked for the next hours or if it can be used spontaneously. The room plan can be opened by a so-called **Anonymous User**.

To do so, use the address <http://SERVER:PORT/roomplan.htm>. You can find the name of the server and port can be found in its public URL. See also [Configuring the easyjob service](#).



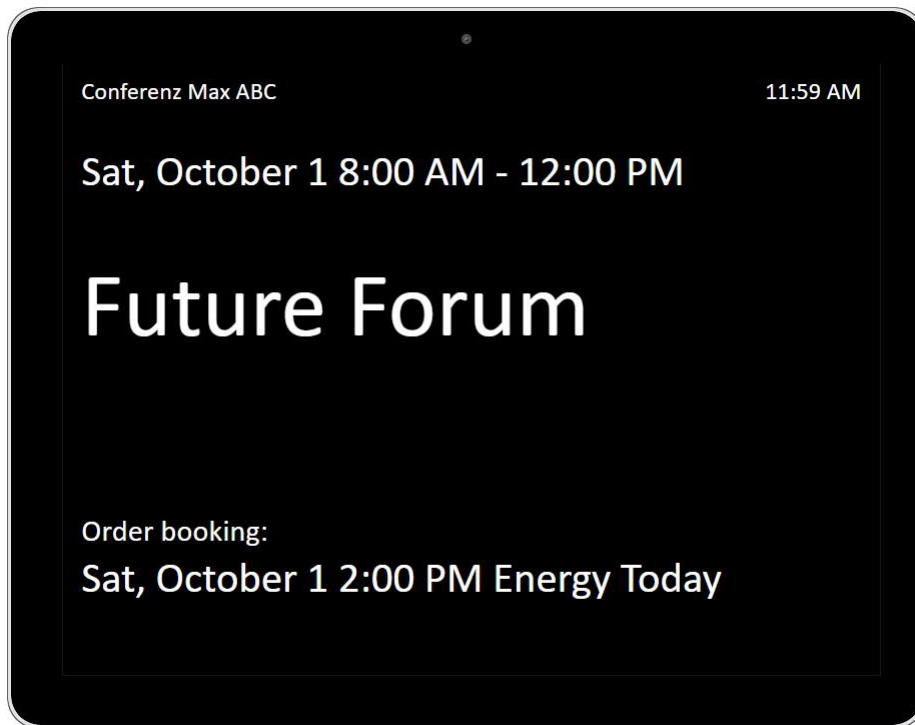
Room signage via WebApp

You can also use a virtual door plate for your room bookings. This requires a web-enabled end device/display to be able to open an internet address.

The view is called up via the URL of the WebApi. You can find the name of the server ① and port ② can be found in its public URL. See also [Configuring the easyjob service](#). The room number of the room (Id) ③ is assigned in the order in which you created your rooms. The display language is controlled directly via lng ④ for German lng=de (z. B.

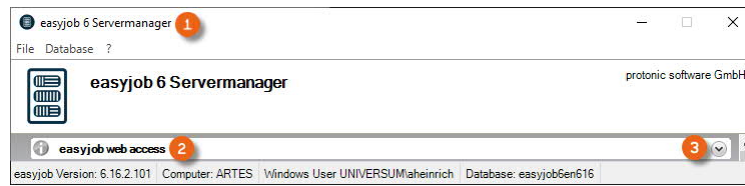
<http://SERVER:PORT/room.htm?id=1&lng=de>) or for English lng = en (<http://SERVER:PORT/room.htm?id=1&lng=en>).

<http://SERVER:PORT/room.htm?id=1&lng=de>





Configuring the easyjob service

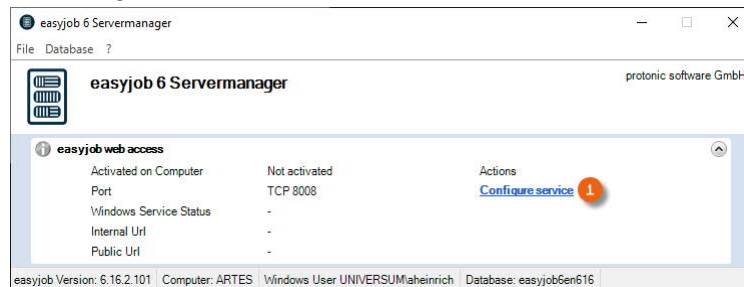
To be able to use the WebApp functionality, the easyjob Web Access service must first be activated and configured in the Service Manager.



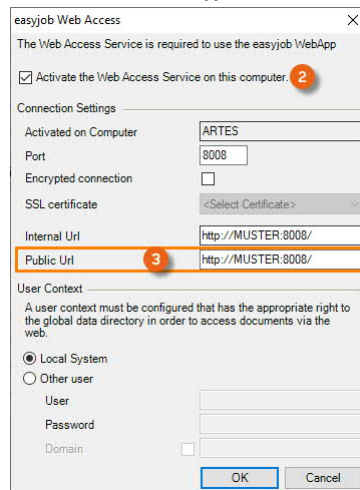
This service can be found in the easyjob server manager ①. To start the described service ②, open it ③ and make the configurations.


Activating the easyjob Web Access Service

1. Open easyjob 6 server manager
2.  easyjob Web Access
3.  Configure the service ①



4. Check the box easyjob web access on this computer ②



5. Define the public URL ③
6.  Ok

The service will be executed by default with the Local System user context.



A functional public URL must be set up in order to be able to use the Room Planner via the WebApp.

Configure the Windows Firewall

If required, configure the firewall for this service. See also  [Configure the windows firewall](#).