# HOW TO USE THE BOOKING CALENDAR

TERMS OF USE

You must first approve the general calendar terms before you can use this feature. Once you have approved the terms you can browse the available calendars and create bookings.

Calendar-specific settings determine for which time you can create bookings and how many active bookings you can have. These settings are managed by the housing company or real estate.

Depending on the settings, individual calendars may also have terms that must be approved before you can create bookings.
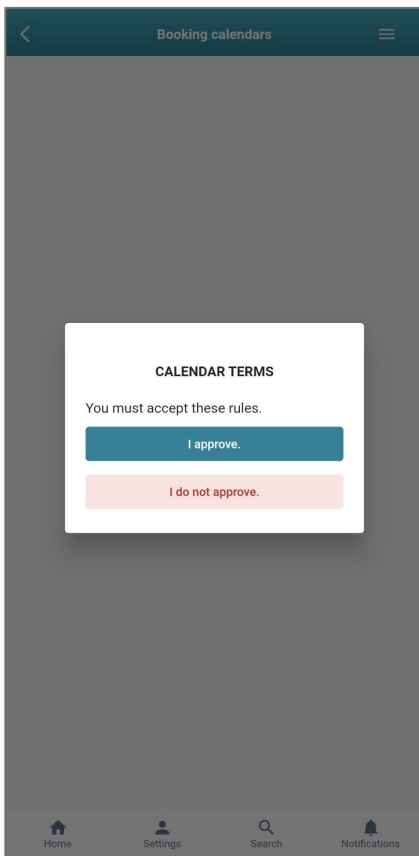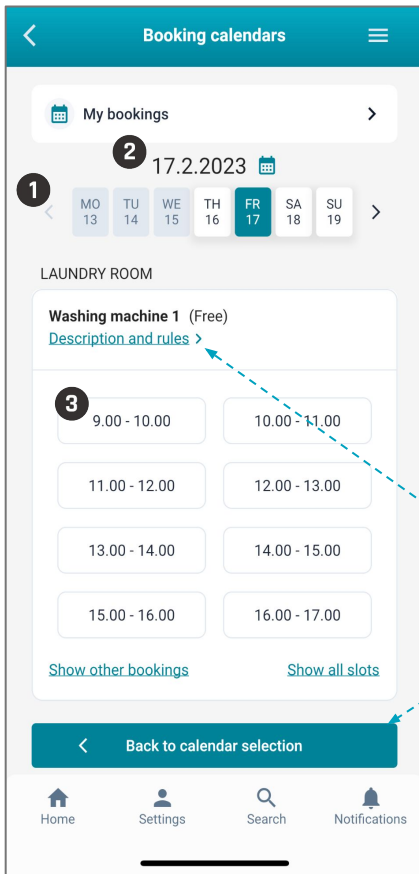
CREATING A BOOKING

1 First, **select** the **calendar(s)** or **calendar group(s)**.

2 If calendar groups are available, you can see the individual calendars of the group by pressing the arrow, which expands the view.

3 After you have selected one or more calendars, **press choose date**.

Your bookings are always available at the top of the booking calendar in My bookings. You can also cancel bookings from there.

ONE4ALL
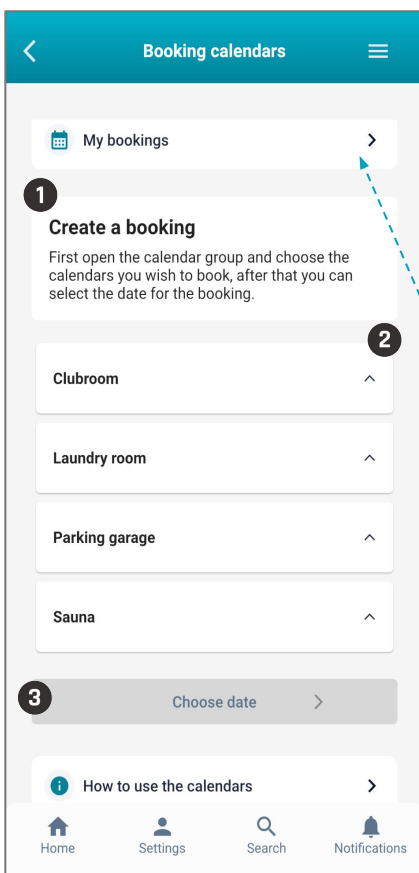
BOOKING CALENDAR

SELECTING A DATE AND CONFIRMING A BOOKING

1 **Select a date** from the calendar by pressing the desired date. The view shows one week at a time. You can browse the weeks by pressing the arrows.

2 You can also select the day and month by pressing the date text. A date picker opens up in a pop-up window.

You can read the calendar description, rules and possible additional information from the calendar description and rules link.
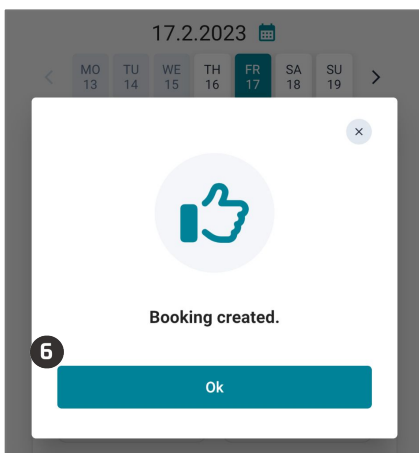If you want to change your calendar selection, press Back to calendar selection.
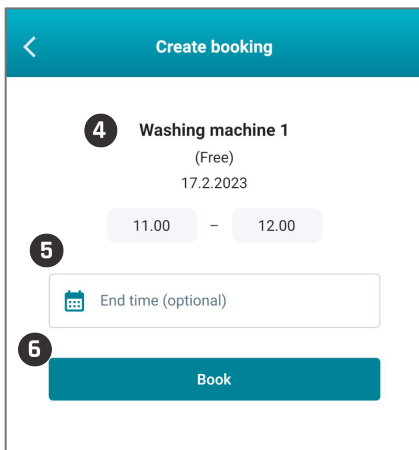
**3** After you have selected a date, **select a time slot** by pressing the desired time slot.

4 The booking view for the time slot you selected will open.

5 If selecting an end time for the booking has been enabled in the calendar settings, you can add an alternative end time to the field.

**6** **Confirm the booking** by pressing Book. A confirmation pop-up window opens. Press OK.

Note! Calendars may have different booking rules, such as maximum allowed booking amounts and cancellation rights. For example, if you are not entitled to create more bookings for a certain week, the calendar will notify you about it.
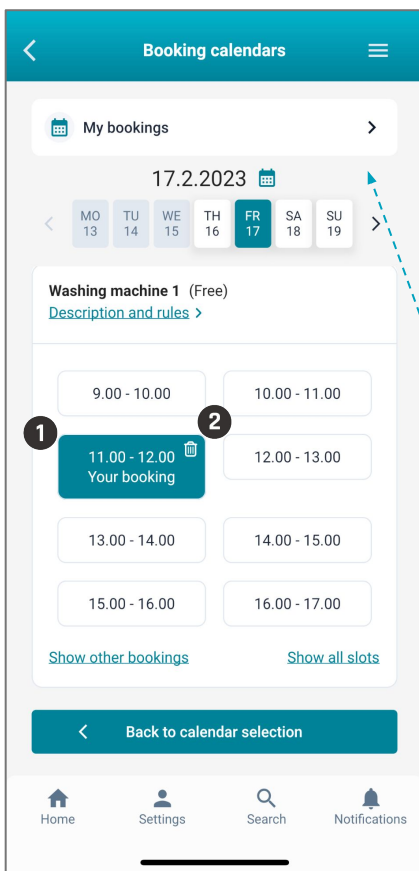
CANCELING A BOOKING

❶ After you have booked and confirmed a slot, you will return to the previous calendar view. The slot you booked is now highlighted and it states **Your booking**.

❷ You can **cancel a booking** by pressing the trash bin icon next to the time slot if canceling is allowed.

❸ You are asked to confirm the cancellation. Select **Delete** to confirm the cancellation.

> You can also cancel bookings in the **My bookings** section.
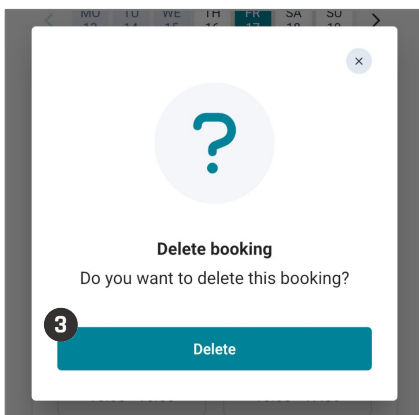
MY BOOKINGS

❶ My bookings shows your upcoming and past bookings.

❷ Pin code is a code you use to enter the space you have booked if the space has access control in use.

❸ If you have many bookings, you can search for bookings with the **Search bookings** function.

❹ You can cancel a booking by selecting **Delete** next to the booking. A pop-up window opens asking for confirmation of the cancellation.
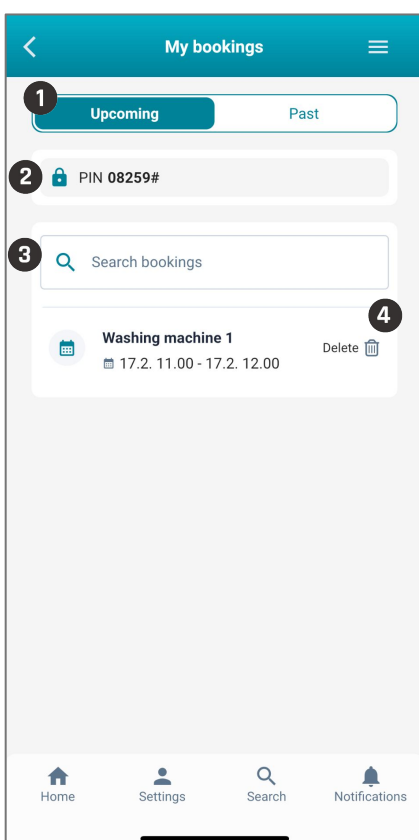
> Note! If access control is in use, you can enter the space with a PIN code only during the time slot you have booked.

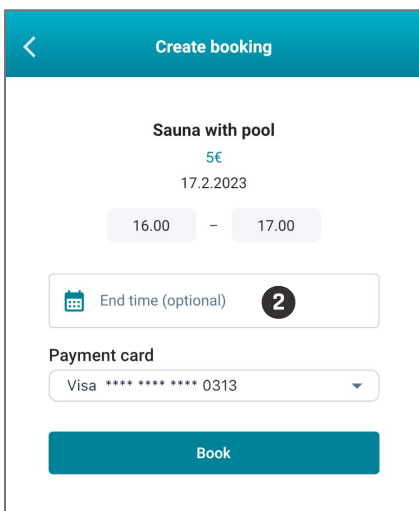ONE4ALL

PAID BOOKINGS / One4all Pay
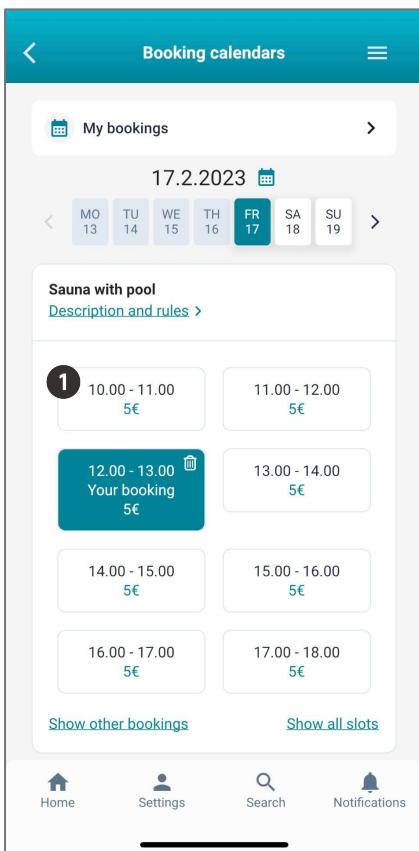
If there are paid calendars in use for common spaces or goods, you need to **add a payment card** before you can create bookings. The calendar guides you in adding the payment card. The payment card information can also be entered in Settings under Manage payment cards (see next page).

❶ The price of the booking is stated below the time slot.

You can create bookings only after you have added your bank or credit card information.

> Your card details are stored in Paytrail Oyj's service. The data is never stored in One4all's service.

❷ You are asked to create a **One4all Pay code** before adding the payment card information.

Once the payment card has been added, you can create bookings. If you have added more than one payment card, you can select the desired card from the drop-down menu.
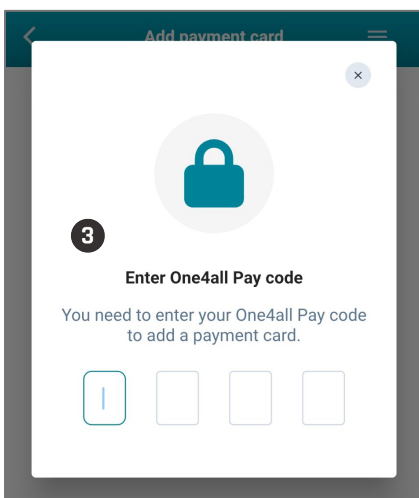
❸ You are required to enter your One4all Pay code every time you add payment card information or create paid bookings.