



## TimeOn – Quick-start Guide

- 1 Download “TimeOn-X-XX-XX.zip” (where X is the version number) and copy the contents to your desired directory. TimeOn works locally from any location.
- 2 Open the “BookingSettings.xlsm” file. Enable Macros in the yellow box, if required.
- 3 On the “Staff” Tab, add the details of your staff members.
- 4 Use the “Outlook Reference Finder” button to get the code reference for the required Outlook calendars (these can all be the same one for all staff, or their own personal ones. The computer doing the booking must have write access to the calendars).
- 5 Click the “Update Staff” button.
- 6 On the “Locations” Tab, add the locations you want to be available for booking.
- 7 On the “Emails” Tab, enter the personalised email content.
- 8 On the “Settings” Tab, add the email address you would like your emails to be sent from.
- 9 Enter the amount to be charged per hour and click “Update Costs”.
- 10 Change the appointment lengths (if required).
- 11 Save the file and exit.
  
- 12 Open the “TimeTableSettings.xlsm” file. Enable Macros in the yellow box, if required.
- 13 On the “Emails” Tab, enter the personalised email content.
- 14 On the “Settings” Tab, add the email address you would like your emails to be sent from.
- 15 Enter the amount to be charged per hour for Band 1 and 2 and click “Update Groups & Costs”.
- 16 On the “Function Groups” Tab, change the titles of the ten different services (Function Groups), if required. Click “Update Groups & Costs”.
- 17 Save the file and exit.
  
- 18 In “\Booking\Templates\” change/amend any of the staff availability times on MondayTimetableTemplate.xlsx through to SundayTimetableTemplate.xlsx as required. These are the staff’s usual working hours. Write “Unavailable” (capital “U”) in any boxes, or edit the times. Save and close the files.
  
- 19 Open the “TimeOn.xlsm” file. Enable Macros in the yellow box, if required.

- 20 If using the Booking function, Click "Control". Under "Add Timetable", enter the date of the Monday of the first week you wish to add. Repeat as needed.
- 21 If using the timetable function, click on the timetable tab (top left) and click "Control". Under "Update Session Start Time", enter the minutes past the hour when the sessions start. Click "Update".
- 22 If using the timetable function, under "Update Staff/Client Timetable Template", enter the date of the Monday you would like the year to start from. This could be the first Monday in the year, the first Monday after April 6<sup>th</sup>, of the first Monday in the academic year. Click "Update".
- 23 Under Control on either Booking or Timetable, add clients (or staff under Timetable) as required.