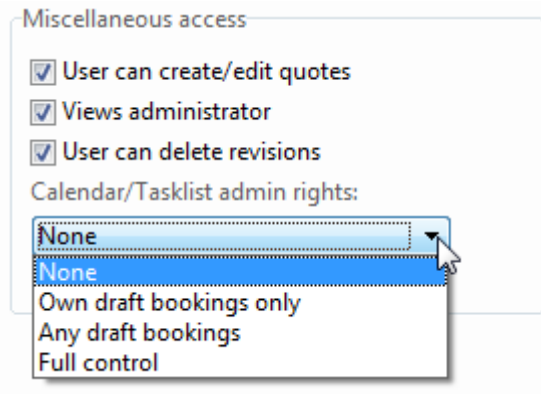# Synergist calendar bookings – new features added to v11 - August 2015

Draft bookings

Allowing certain users to make new, move or amend draft bookings. 4 different user levels replace the current user setting for Calendar/Task-list administrator. The levels are: "None", "Own draft bookings only", "Any draft bookings" and "Full control". The main full calendar screen shows a message as previously indicating what the user has rights to do.
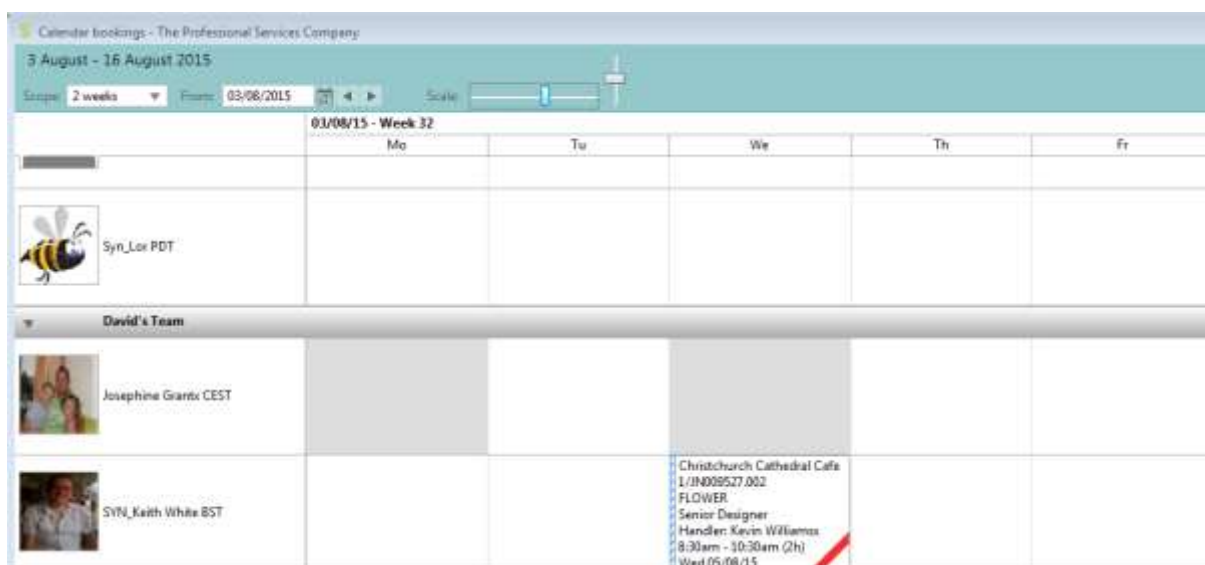
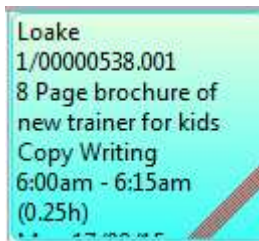"Access" tab on a user record has changed to provide a drop-down:-

Draft bookings allow certain users to put their job resourcing requirements into the Synergist calendar, in some cases potentially "double-booking" a resource. The calendar administrators can then "level" the resource requirements out as required.

Traditional calendar admins (now "Full control" users) can confirm individual draft bookings or revert them to draft. Once a booking is confirmed, lower level users are no longer allowed to move or amend it.

Draft bookings are indicated clearly in the main full calendar with a red diagonal line across the bottom-right corner of the booking. See screenshot below.

For the user setting "Own draft bookings only", the user is only able to move, amend or remove any bookings that were created by themselves. In order to indicate that a draft booking is not available to amend, the diagonal red line is shown slightly differently:

You can choose to show/hide either draft or confirmed bookings in the main full calendar, regardless of user level setting.

The lower part of the calendar bookings screen includes a new column to show the draft booked hours. This is informational only and the original "booked" column already includes both draft and confirmed bookings.
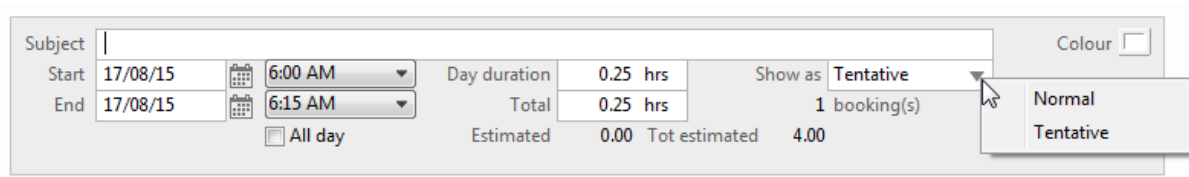
There is currently no feature to confirm/revert all bookings, or a selection of bookings, in one go. Such a feature is possible, but needs requirements feedback as to scope (single resource, whole team, date range…)

Draft bookings currently intentionally do not show in the user web calendars, nor in any iCal/Outlook feeds. The absence of the draft bookings is desirable, but requirements feedback is needed for this.

Draft bookings do appear in the web team calendar view and are indicated as such.

Tentative bookings

Allowing any booking to be marked as "Tentative", by users who are able to amend the booking.

Tentative bookings are indicated in the main full calendar with a hatched area at the left hand side of the booking (ala Outlook Tentative bookings)

Tentative bookings are shown in user's web calendar and web team calendar and are indicated as such.

Tentative bookings are indicated in iCal feeds as such, but whether they are visually indicated depends whether the calendar application used supports it. Outlook will indicate them correctly, but other calendar applications may vary.

Data viewer

New option to allow calendar bookings to be filtered out between confirmed and draft. The available feature (available – booked) will calculate using both confirmed and draft bookings by default, unless you have also elected to also show only confirmed bookings or draft bookings.