



# Help Documentation

<http://mid.as/help>

v4.07

*...making your facilities work for you!*





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# Getting Started

## About This Documentation

This is the complete offline documentation for MIDAS, a complete web based room and resource scheduling solution, available through <http://mid.as/>

The online version of this documentation may be viewed at <http://mid.as/help>



NOTE: This offline documentation relates to MIDAS v4.07. For updates and other versions, please visit <http://mid.as/manuals>

## Conventions used in this documentation

A number of helpful boxes appear within this documentation, their meanings are as follows:



General Information / Additional Notes



Tips & Tricks



Warnings



See Also / Further Reading / Links



NOTE: Depending upon the [permissions](#) that have been setup for you by your MIDAS Administrator, not all the functions and features outlined in this documentation may be available to you



NOTE: Icons and images within in this help documentation assume MIDAS is running in the "Default" visual theme. If you're running MIDAS with a different theme, icons and images may differ from those shown

## System Requirements

We offer two editions of MIDAS, a "self-hosted" edition as well as a "remotely-hosted" edition.

For our "remotely-hosted" edition, there's nothing to install! - All you need to be able to use MIDAS is a connection to the internet and a modern web browser, and all five major browsers are supported too!



Recommended Version	11.0+	31.0+	36.0+	7.0+	23.0+
Minimum Version Supported	9.0	13.0	10.0	5.1	11.0

Your browser should also have Javascript and Cookies enabled.

For our "self-hosted" edition (where MIDAS is instead installed and run on your own server), in addition to the above browser requirements, your server will need to meet the minimum server requirements.

➔ See Also: [Minimum Server Requirements](#)

## Logging In and Out


You can access MIDAS by entering the URL (internet address) of your MIDAS into your web browser's address/location bar and selecting "Go" or pressing "Enter".

If you've entered the correct URL, you should see a login screen similar to this:





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 If you have enabled and correctly configured Single-Sign On (Active Directory) authentication, you won't see a login screen, as you'll automatically be logged in each time you open MIDAS

To login to MIDAS, please enter your email address and MIDAS password.

 **Remember, your password is case sensitive**


If multiple databases have been setup for your version of MIDAS, you may also be presented with an option to select which database you wish to login from a "Database" drop-down list.

If your MIDAS administrator has enabled the multiple languages feature, you may also be able to select the display language for MIDAS from a "Language" drop-down list.

If your MIDAS administrator has enabled the multiple themes feature, you may also be able to select a visual "theme" for your MIDAS experience.

Select the "Remember Me?" option to have your browser remember your username, password, language, and theme settings for the next time you login to MIDAS on that computer.

If you select the "Remember Me?" option, a further "Auto-Login?" option will be shown. Selecting "Auto-Login" before you login will mean that even if you close your browser, the next time you open it and navigate to your MIDAS, you will bypass the login screen and be logged in automatically.

 **Tip: If multiple MIDAS users will be accessing MIDAS from the same shared device, you should consider disabling the "Remember Me" and "Auto-Login" options – see [Managing Security Settings](#)**

To then login to MIDAS click/tap the "Login" button.

Your MIDAS administrator may also have set up your account to prompt you to change your password upon your first login.

If your browser supports "Full Screen" mode, clicking/tapping the "Full Screen" link will maximize MIDAS to fill your entire screen (You can exit full screen mode at any time by selecting an "Exit Full Screen" link or by hitting Esc).

Once logged in, you may log out of MIDAS at any time by using the "Logout" link under the main date near the top of the window.



## Resetting a Lost Password

If you cannot remember your MIDAS password, use the "Forgot Your Password?" link on the login screen.

You will then be prompted to enter your email address, and MIDAS will then automatically email you a password reset link.

Once you receive this email, follow the password reset link contained within. MIDAS will then generate a random, temporary password, which will be emailed to you, and upon your next login, you will be prompted to change your password.



If you do not receive a password reset email, it is possible that your email address was either not found, or differs from the one held in MIDAS' database. In these circumstances, you will need to contact your MIDAS administrator, who will be able to reset your password for you

## Changing Your Password

To change your password at any time, use the [Change Password] link near the top of the main window when logged in.

You will then be prompted to enter your current password, followed by your desired new password.



If you have enabled Single-Sign On (Active Directory) authentication, the "Change Password" option is not shown





## The Main Window







Once you login to MIDAS, you'll see a screen similar to the above. The majority of this screen is occupied by the "booking grid" - a graphical representation of bookings for the selected date(s). In the "booking grid", your venues are stacked vertically down the left hand side and the times of day are across the top (the "Timeline"). The position of booking "blocks" within the grid denotes their time and venue. Blocks can also be color-coded to allow them to be easily identifiable in the booking grid.


## The Calendar



In the very top left hand corner of the window (on a landscape orientation device), or bottom left corner (on a portrait-orientate device) is the navigation calendar.

You use this to select the date, or date range to view in the booking grid.

-  Jump forward a month
-  Jump back a month.
-  Jump forward a year
-  Jump back a year

 **Tip:** Selecting the Month/Year heading of the calendar will allow you to quickly "jump" to specific months/years

Under the Default visual theme for MIDAS, dates in the calendar that appear in **red** indicate weekends. A **blue** date denotes today. Dates that are highlighted in white are those which are currently shown in the Booking Grid.

Clicking/tapping on the "Today" button below the calendar at any time will jump you back to the current day if not already selected.

## The Booking Information Panel

The "Booking Information Panel" is located on the left hand side of the screen directly beneath the navigation calendar on landscape-orientated devices, and at the bottom to the right of the calendar on portrait-orientated devices. This panel displays a wealth of information about any booking you "hover" your mouse over (or tap) in the booking grid.





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The Booking Information Panel has three tabs:

Booking	History	Client
Start: 21/10/2013 @ 07:00		
Finish: 21/10/2013 @ 15:00		
Venue: Room 3		
Client: Admin User (MIDAS Demo)		
Attendees: 25		
Type: Corporate		
Notes: PST Training		
Resources: x1 Data Projector		
x5 Flipchart		
x1 Laptop		
x1 Security Guard		
Invoice: MIDAS0582		

## Booking

Displays specifics about the selected booking, including venue, times, attendees, notes, resources, and any [custom booking fields](#)

## History



Displays the history of the selected booking. Whenever a booking is modified, MIDAS will log the date and time of the modification as well as the user responsible for the update

## Client

Displays extended information about the client who the booking is for, including their address, email, phone/fax numbers, etc.











A list of other dates the client has bookings on is also shown on the Client tab, which can be clicked/tapped to "jump" to that date in the booking grid. Additionally, a list of the client's paid/outstanding invoices may also be shown on this tab, each of which can be clicked/tapped to view the corresponding invoice.



Tip: Selecting the  icon in the top-right corner of the Booking Information Panel will "pin" the current details shown in the panel. Details will then no longer disappear when the mouse moves away from a booking block in the booking grid! Once the panel has been "pinned", you will then be able to interact with the information within - for example, if an invoice is attached to the booking, you'll be able to jump straight to that invoice, or from the "Client" tab, you'll be able to email the client directly by clicking/tapping on their email address, or instantly jump to other dates where the client has bookings. To "unpin" information from the Booking Information Panel, simply select the  icon again.

## The Toolbar Icons

The main toolbar in the top right of the screen will contain some or all of the following icons (depending upon your user permissions):

-  [Add Booking\(s\)](#)
-  [Pending Booking Requests](#)
-  [My Messages](#)
-  [Search](#)
-  [Recent Activity](#)
-  [Statistics](#)
-  [Print](#)
-  [Invoicing](#)
-  [MIDAS Admin Options](#)
-  [Print Emergency Evacuation Data](#)



## View Options



Near the top right of the screen are a number of options that control the display of the booking grid and how you interact with it. First off, a "View" drop-down allows you to "filter" which group of venues are shown in the booking. For example, you can choose to show only those venues with bookings for that particular date (In Use), or certain "groups" of venues. (To define "venue groups" please see [Managing Venues](#)). The other option present in this "View" list is "Clients". If this is selected, the booking grid will change to show clients instead of venues on the vertical axis of the booking grid.

Alongside the "View" drop down, some or all of the following icons may be present (depending upon your user permissions)



Lock / Unlock Grid



Selecting this icon will present you with a choice of Dynamic Grid Editing modes:

**Disabled** – Dynamic Grid Editing Disabled.

**Unlock Grid (Move)** – When selected will then allow you to "move" (reschedule) bookings in the booking grid by simply "dragging" them to new positions.

**Unlock Grid (Duplicate)** – When selected will then allow you to "duplicate" (copy) a booking in the booking grid to a new slot by simply "dragging" it.

**Retain Start Time** – This option is used in conjunction with the Move/Duplicate editing options above. With "Retain Start Time" also selected, moved or duplicated bookings will retain the start time of the original booking. For example, if a booking that starts at 9am on a Monday is "dragged" to any point on Tuesday, its start time will automatically be adjusted to 9am. Without "Retain Start Time" selected, the start time of moved or duplicated booking will depend upon the precise position in the grid where they are "dropped".

When Dynamic Grid Editing is disabled, the  icon will show and it will not be possible to "drag" bookings around the booking grid. When Dynamic Grid Editing is enabled, the icon will change to show .



Show Pending Bookings

If selected, the Booking Grid will also display "Booking Requests" along with actual bookings.



Show Deleted Bookings

If selected, the Booking Grid will also display bookings that have been recently deleted along with actual bookings.



Day View

Display between 1 and 14 days at a time in the booking grid (Use the selector immediately above the list of venues stacked vertically to the left of the booking grid to change the number of days shown in the grid at any one time)



**Note:** The multi-day selector will only be available if the hours you have access to in your booking grid run Midnight-Midnight. If your hours have been restricted to only show a portion of each day the multi-day selector will not be available to you.



Month View

Display one month at a time in the booking grid.

## The Booking "Grid"

The majority of the main window is taken up with the "booking grid" - a visual depiction of bookings for the current date/time range.

Each booking "block" may be color-coded to denote its type.

"Hovering" your mouse over a booking in the grid, clicking, or tapping a booking will display additional information in the Booking Information Panel.

Clicking/tapping a booking "block" may (depending upon your account permissions) present you with options allowing you to, for example, modify or delete the booking.

Clicking/tapping and "dragging" a block when the booking grid is "unlocked" will allow you to "move" (reschedule) or "copy" (duplicate) the booking.


➔ See Also: [Modifying Bookings](#)

Clicking/tapping and "dragging" across a blank area of the booking grid when its "unlocked" will take you directly to the "Add Bookings" screen with the venue, start and finish times you dragged across pre-selected.

# Bookings

## Adding Bookings

There are a couple of ways to add new bookings to MIDAS:

1. Click/tap the "Add Booking" icon  in the toolbar. This will display the "Add Booking(s)" screen.
2. Click and drag your mouse (or tap and drag with your finger, if using a touch screen) across an empty area of the Booking Grid to create a booking for the times/venue you are dragging across. This will then open the "Add Booking(s)" screen with the venue and times pre-filled in for you.

A number of fields will be present on the "Add Booking(s)" screen.

 The fields that are shown can be customized via the [Manage Booking Fields](#) administrative settings



The screenshot shows the MIDAS booking interface for July 2012. On the left is a calendar with the 16th selected. Below the calendar is a list of venues: Room 1, Room 2 (highlighted), Room 3, Room 4, and Room 5. A 'Check Availability & Book' button is at the bottom left. On the right, the 'Date(s)' field shows 'Monday, 16 July 2012'. The 'Times' section has 'From: 09:00' and 'To: 10:00'. The 'Client / Organization' field shows 'Client: Some User (Some Org)'. The 'Expected Attendees' section shows 'Room 2: 12'. The 'Booking Type' is set to 'Community'. The 'Booking Notes' field contains 'Drama Workshop'. The 'Resources' section shows 'Room 2' selected, with 'Add Resources' and 'Remove' buttons, and a list of resources: 'x1 Projector' and 'x1 Screen'.

If the date you wish to add a booking for isn't already selected, use the calendar to navigate to the appropriate date, in the same manner as which you navigate around the main calendar.

## Multiple Discrete Dates

The screenshot shows the MIDAS booking interface for November 2013. The calendar on the left has four dates selected: 5, 14, 23, and 27. On the right, the 'Date(s)' field shows '4 Date(s) [Remove]' and lists the selected dates: 'Tuesday, 5 November 2013', 'Thursday, 14 November 2013', 'Saturday, 23 November 2013', and 'Wednesday, 27 November 2013'. The 'Times' section has 'Start:' and 'Finish:' fields with hour and minute dropdowns.

You can select multiple dates to add the same booking to by holding down the "Ctrl" key (Cmd key on a Mac) on your keyboard whilst selecting dates.



## Continuous Booking Across Dates

If two dates are selected, an additional "Book Between" tick box is shown

November 2013

Mon Tue Wed Thu Fri Sat Sun

28 29 30 31 1 2 3

4 5 6 7 8 9 10

11 12 13 14 15 16 17

18 19 20 21 22 23 24

25 26 27 28 29 30 1

2 3 4 5 6 7 8

Date(s): 2 Date(s) [Remove]

Monday, 11 November 2013

Friday, 15 November 2013

☒ Book between

Times:


Start: Hour Min Finish: Hour Min

Client / Organization:

If this box is selected, a continuous booking will be made commencing from the start time on the first selected date through to the end time on the second selected date.

**i** The "Book Between" option will not be shown to you if the standard Start/Finish time selector on your booking screen has been replaced with a Start/Duration selector or a Period list - See also [Manage Time Lists](#)

## Repetitive Bookings

As well as selecting multiple individual dates for your booking, you can swiftly add repetitive bookings via the  icon above the selected dates.

Clicking/tapping this icon allows you to quickly generate other dates that you'd also like to add your booking to.

Repetitive Booking From Monday, 21 October 2013

Repeat Every: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Repeat For: Or Until:

OK

On the Repetitive Booking window, you'll be presented with a "tick box" representing each day of the week as well as a "repeat" drop down containing a number of options.

You can also specify a duration (Repeat For), or specific end date (Or Until) to generate repetitive bookings until.

For example, if you select "every" from the repeat drop down, tick the box for "Monday" and select repeat for "6 weeks", MIDAS will then automatically calculate and generate for you (from the currently selected date on the Add Bookings screen onwards) the dates of the next 6 Mondays.

As a further example, let's say you have a booking which takes place on the 2nd Thursday of every month. You'd select "On the 2nd" from the repeat drop down, tick the box for "Thursday", and select repeat for "6 Months". MIDAS will then automatically generate these 6 dates for you!



Once you've selected a date, multiple dates, or a date range, next one or more venues may be selected from the list of venues beneath the calendar.

The date and venue fields will always be present on the "Add Booking(s)" screen as these are the minimum items of information that are needed to add a booking. Other common fields that may be present on your "Add Booking(s)" screen are as follows...

## Times

Depending upon your user permission, the "Times" are may appear in one of the following ways:

### Start Time + Finish Time


Select a start and a finish time for your booking(s)


### Start Time + Duration

Select a start time and a length for your booking(s)

### Pre-Defined Time "slot"


Select a time "slot" for your bookings


 Tip: Duration and Time Slot lists can be predefined – even on a per-user basis! – See [Managing Time Lists](#)

 Tip: You can run MIDAS in either 12 or 24 hour clock mode – See [Date/Time Settings](#)

## Client

Next, you will need to specify the client who the booking is for. Begin typing the first few letters of the client's name in the Client field. As you type, a small drop down will appear showing you existing clients matching the characters you are typing. Selecting a client from this drop-down list will make the booking for that client. Alternatively, you can double-click the client field to perform a search for an existing client.

Once you select an existing client, an  icon will appear alongside the client field, allowing you to update the client's details (if required)

If, however, the client you wish to add the booking for doesn't already exist in MIDAS, you can use the  button alongside the client field to add details of your new client to the database.

 See Also: [Adding Clients](#) | [Modifying Clients](#)





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## Attendees

Allows you to specify or estimate the number of people that are expected to attend the booking for each selected Venue. If the number of "Attendees" exceeds the maximum occupancy level (capacity) of a venue(s), MIDAS will prompt you to make another selection.

➔ See Also: [Setting Maximum Occupancy Levels](#) | [Managing Safety Settings](#)

## Booking Type

You can "categorize" your bookings by assigning a colored "booking type" from the drop down list. This makes them easier to distinguish in the Booking Grid

➔ See Also: [Managing Booking Types](#)

## Notes

There is also space to add notes or a description about the booking. It can be useful to give as much additional information here about the booking as possible, especially if other MIDAS users will see this booking.

## Resources

You can also add resources, including equipment, consumables, and staffing to each selected venue in your booking

➔ See Also: [Adding Resources to Bookings](#) | [Managing Resources](#)

💡 Tip: MIDAS can automatically notify specific users when certain resources are added to booking – See [Watches](#)

## Custom Booking Fields

Other custom booking fields may also be present on your Add Booking(s) screen

➔ See Also: [Custom Booking Fields](#)

Once you are happy with all the details of your booking(s), click/tap the "Check Availability and Book" button.

MIDAS will prompt you if it notices anything obviously wrong with the information you have entered thus far, otherwise MIDAS will proceed to check that the selected venue(s) are available on the selected date(s) and times. The results of which will be displayed on the Booking Availability screen.

## Booking Availability

The "Booking Availability" screen shows a summary of your proposed booking(s). This will include current venue and resource availability for your booking(s)

Booking Availability			
Date(s) / Times	Venue	Venue Availability	Resource Availability
19/7/2012 @ 18:00 - 22:00	Room 2	Outside Operating Hours	
19/7/2012 @ 18:00 - 22:00	Room 3	Available	x1 Laptop (Available) x1 Projector (Available)

☐ Send Booking Confirmation  
☐ Create Invoice



**Unavailable** will be shown if your booking clashes with an existing booking  
**Outside Operating Hours** will be shown if the booking falls outside a venue's Operating Hours  
**Blocked By X** will be shown when attempting to book a venue that is "blocked" by another

The "Book all Available" button adds those bookings to MIDAS that are listed as being "Available", and takes you to the day of the booking. Bookings that are not "Available" will not be added. Also, only resources that are listed as "Available" will be added to the booking(s).

If none of the desired dates/times/venues are available, the "Book All Available" button will be disabled, and you should use the "Change Booking" button to go back to the previous screen and allows you to make any alterations, before checking booking availability again.

Depending upon how your MIDAS administrator has configured MIDAS, additional options may also be present on the Booking Availability screen. These may include:

### Send Booking Confirmation

If present and selected, an email booking confirmation will be send to the client once the "Book All Available" button is clicked/tapped (This option will only be present if an email address exists for the client)

### Create Invoice

If present and selected, an invoice will automatically be created including all the bookings and resources listed as being "Available" once the "Book All Available" button is clicked/tapped.

## Adding Resources To Bookings

When adding/updating a booking, it's possible to assign "Resources" to each venue.


Resources can be added to a booking in the following way:


- Either start a new booking, or modify an existing booking.
- In the "Resources" section of booking details screen, select the venue to which you wish to assign resources, and click/tap the adjacent "Add Resources" button
- A window will open showing a full list of existing resources, split into 3 categories - Equipment, Consumables, and Staffing
- Use the tabs above the common resources list to switch between these categories
- To add resources, simply enter a desired quantity for each resource you wish to assign.
- Once you have added a quantity of each resource you require, click/tap the "OK" button to close the resource selector and return to the booking form, with your desired resources listed.
- If the booking includes more than one venue, repeat this process to assign resources to the other venues as necessary

➔ See Also: [Managing Resources](#)


## Modifying Bookings


### Quickly Rescheduling (moving) a Booking

- Click/tap the  icon
- In the Dynamic Grid Editing selector, select "Unlock Grid (Move)" and then "OK"
- "Drag" the booking to a new time slot and/or venue
- Once you've finished moving bookings, open the Dynamic Grid Editing selector again and choose "Disable (Lock Grid)" to prevent any further accidental moving of bookings

 **Tip:** Selecting the "Retain Start Time" option in the Dynamic Grid Editing selector will retain the start time of the booking(s) you're moving on whichever date/venue they are moved to


### Quickly Duplicating (copying) a Booking

- Click/tap the  icon
- In the Dynamic Grid Editing selector, select "Unlock Grid (Duplicate)" and then "OK"
- "Drag" the booking to the new time slot and/or venue you wish it to be copied to
- Once you've finished duplicating bookings, open the Dynamic Grid Editing selector again and choose "Disable (Lock Grid)" to prevent any further accidental duplication of bookings


 **Tip:** Selecting the "Retain Start Time" option in the Dynamic Grid Editing selector will retain the start time of the booking(s) you're duplicating on whichever date/venue they are copied to



## Modifying a single Booking


- Click/tap a booking block and select the "Modify Booking" icon  from the pop-up menu.

## Modifying multiple Bookings


- Click/tap a booking block and select the "Modify Similar Bookings" icon  from the pop-up menu.
- A window will open allowing you to specify the criteria that MIDAS should use to locate similar bookings to the one you've selected.
- MIDAS will then search for and list bookings that are similar to the booking you've selected.
- Select from this list the bookings you wish to modify and select "Modify Selected Bookings"

## Deleting Bookings

### Deleting a single Booking

- Click/tap a booking block and select the "Delete Booking" icon  from the pop-up menu.

### Deleting multiple Bookings

- Click/tap a booking block and select the "Delete Similar Bookings" icon  from the pop-up menu.
- A window will open allowing you to specify the criteria that MIDAS should use to locate similar bookings to the one you've selected
- MIDAS will then search for and list bookings that are similar to the booking you've selected
- Select from this list the bookings you wish to delete and select "Delete Selected Bookings"

➔ See Also: [Restoring Deleted Bookings](#)

## Booking Requests


The "Web Request" function allows non-MIDAS users (i.e. members of the public and/or visitors to your website) to check room availability and make "booking requests" for your rooms. Once enabled, simply direct people to [http://your\\_midas\\_url/request](http://your_midas_url/request) (where "your\_midas\_url" is the actual URL of your MIDAS) to allow them to start making requests!

"Booking Requests" are not actual bookings - they first require approval by a MIDAS user with sufficient privileges before they become actual bookings.

➔ See Also: [Processing Booking Requests](#) | [Managing Booking Request Settings](#)



## Processing Booking Requests

The "Pending Booking Requests"  icon in the toolbar allows you to view "Booking Requests" awaiting approval for the venues for which you are a "Manager".

➔ See Also: [Booking Requests](#) | [Managing Booking Request Settings](#)

From the "Pending Booking Requests" screen you can action booking requests in the following ways:



### Approve

Accept the Booking Request, add it to MIDAS as a confirmed booking, and automatically notify the client via email that their request has been approved.



### Query

Compose a new email to the client to request more information/query their booking request, etc



### Modify

Allows you to make modifications to the original Booking Request, before it is added to MIDAS as a confirmed booking - for example the client may have requested "Room 1", you may wish to move them into "Room 2" instead. Once the modified request has been added to MIDAS, the client is automatically notified via email that a modified version of their original request has been approved, and the revised details are also included in the email.



### Reject

Reject the selected Booking Request, and remove it from MIDAS. You will be prompted to give a reason why you are rejecting the request, which will be sent to the client via email.



### Lock / Unlock

Click/tap this icon to "lock" a Booking Request to you. When a request is "locked", no MIDAS user other than yourself may perform any action upon the request. This is useful if you have multiple MIDAS users with access to the Pending Booking Request screen, and you're in the process of querying a request with a client - you don't want another user to approve/reject it if you're currently dealing with the request yourself!



Tip: Select the "Notify me by email when new requests are received" option at the bottom of the screen to receive automated email notification whenever new booking requests for a venue you manage are received



Tip: Tick the "Approve/Reject silently" option at the bottom of the Pending Booking Requests screen prior to processing a booking request to do so "silently" (with no email notification sent to the original requester that their request has been approved/rejected). Note: To prevent this option from being inadvertently left selected, the "silent" setting will not be saved when you navigate away from the Pending Booking Requests screen







Tip: If a number is visible on the "Pending Booking Requests" icon in the toolbar, this indicates the number of Booking Requests that are currently awaiting approval for the venues you manage


# Clients


## Adding Clients

New Clients can be added to MIDAS in the following ways:

1. When adding a new booking, clicking/tapping the  icon alongside the "Client" field on the "Add Booking(s)" screen will pop open a new window allowing you to enter details for a new client. Once details have been entered select the "Add New Client" button at the bottom of this window to save the client. The window will close, and the client's name and organization will then be shown on the booking form, allowing you to make a booking for the new client.
2. By searching for a client via the  icon in the main toolbar. If the client you search for cannot be found in the database, an  icon will be displayed, which when selected will allow you to enter details for a new client and add them to the database.


 Tip: If you wish to be able to send booking confirmations, email invoices, or contact clients via email directly from within MIDAS, a valid email address must be specified for your clients


 Tip: The "e-mail Reminders" setting can be used in conjunction with [Scheduled Tasks](#) to automatically send the client reminders of their upcoming bookings and/or unpaid invoices

 Tip: The "Tax Exempt" setting, if enabled, will exclude tax from being charged on invoices for the client


## Modifying Clients

To modify an existing client's details, you will firstly need to locate the client in the database

To find the client, use the search function by selecting the  icon in the main toolbar. Enter part of the client's name into the search field (ensuring the "Clients" search option is selected so that MIDAS knows what to search for)

Locate the client in the list of search results, and click/tap that entry's corresponding  icon

You can then view and modify all the details on file for that client. Once done updating, select the "Modify Client" button to save changes

 Tip: If you wish to be able to send booking confirmations, email invoices, or contact clients via email directly from within MIDAS, a valid email address must be specified for your clients




Tip: The "e-mail Reminders" setting can be used in conjunction with [Scheduled Tasks](#) to automatically send the client reminders of their upcoming bookings and/or unpaid invoices




Tip: The "Tax Exempt" setting, if enabled, will exclude tax from being charged on invoices for the client

## Deleting Clients

To delete a client from MIDAS, firstly locate the client in the database

To find the client, use the search function by selecting the  icon in the main toolbar. Enter part of the client's name into the search field (ensuring the "Clients" tick box is selected so that MIDAS knows what to search for)

Locate the client in the list of search results, and click/tap that entry's corresponding  icon


You will be prompted for confirmation that you wish to remove the selected client from the database





**Warning: Removing a client from MIDAS will also remove any bookings that have been made for that client**

## Emailing Clients

MIDAS provides the ability to email your clients directly from within the software at any time!

Firstly, you will need to locate the client you wish to email, via the search icon  in the main toolbar. Enter part of the client's name into the search field (ensuring the "Clients" search option is selected so that MIDAS knows what to search for)

Locate the client in the list of search results, and if an email address exists for the client, a corresponding  icon will be displayed

Selecting the  icon will allow you to compose an email to the client.

Once you have composed your email, click/tap "Send" to send your email



Tip: Tick the "BCC to me" box before selecting "Send" to have a copy of the email also sent to your email address for your records



See Also: [Managing Email Settings](#)



## Invoicing

➔ See Also: [Managing Invoice Settings](#)

### Creating Invoices

Invoices can be created in a number of ways:

#### Automatically create an invoice at time of booking

Depending upon how your MIDAS administrator has configured MIDAS, invoices may be automatically created for every booking made, with no user interaction required on your part.

Alternatively, when adding a new booking you may be presented with a "Create Invoice" option on the "Booking Availability" screen. Make sure this box is ticked before selecting "Book All Available" to automatically create an invoice for your booking. This invoice will include all the bookings shown on the Booking Availability screen that are "Available", and any "Available" resources that have been assigned to the booking as well.

#### Automatically generate an invoice for an existing booking

When clicking/tapping a booking in the Booking Grid, the following icon may be offered to you:






Selecting this icon will automatically generate an invoice for this booking, including any resources that have been assigned to it.

This icon will only be available if you have sufficient user privileges and no invoice has previously been created for the selected booking.

#### Automatically generate an invoice for a client's bookings over a date range

You can generate a single invoice for all client's bookings over a specific date range as follows:


- Select the  icon in the main toolbar.
- In the top right corner of the Invoicing screen, click/tap the  icon
- You will then be prompted for a client to generate an invoice for, and a date range of bookings for that client to include in the invoice
- Select "Generate" to generate the invoice

 Only bookings for which no invoice has been previous created will be included when generating invoices in this way



## Manually create an invoice

You can create your own invoices to your clients via the  icon in the main toolbar

- On the invoicing screen, click/tap the "Create Invoice"  icon
- A blank invoice will then be displayed allowing you to create your invoice
- Start by entering the client you wish to invoice in the "Invoice To" field
- Next, you can add the items you wish to invoice the client for.




Tip: If the "Calculate Totals?" tick box is selected, line totals, subtotal, and total values will be automatically updated as you modify rates/quantities



Tip: Selecting the last blank line of the invoice will add a new line to the invoice, allowing you to add more items

- Once you are happy with your invoice, select the "Save Invoice" button



Note: Invoices, however created, are not automatically sent to clients. They must be actioned (printed or emailed) via the  icon in the main toolbar

## Modifying Invoices

Once an invoice has been created, before it has been printed or emailed, you can modify it.





Warning: Once an invoice has been printed or emailed, MIDAS assumes it has been "finalized" and sent to the client. Therefore, no further editing of the invoice, other than updating its payment status, will be allowed



See Also: [Updating Invoice Status](#)

### Modifying an invoice:

- First, select the  icon in the main toolbar
- On the invoicing screen, use the "Jump to Invoice No" function to locate your invoice, or
- Use the "Show Invoices" drop down to select "Invoices not actioned". When the results are displayed, locate the invoice you wish to modify
- Finally, select the invoice's corresponding  icon
- The invoice will then be displayed in an editable form, allowing you to make changes



Tip: If the "Calculate Totals?" tick box is selected, line totals, subtotal, and total values will be automatically updated as you modify rates/quantities



Tip: Selecting the last blank line of the invoice will add a new line to the invoice, allowing you to add more items





Note: Invoices are not automatically sent to clients. They must be actioned (printed or emailed) via the Invoicing icon in the main toolbar

## Updating Invoice Status



Once an invoice has been printed or emailed, it can no longer be modified (as after printing or emailing, MIDAS assumes that the invoice has been "finalized"). Once an invoice has been "finalized", you can however still update its status as payments are received.

To update the status of an invoice:

- Select the  icon in the main toolbar
- On the invoicing screen, use the "Show Invoices" drop down to select "Invoices outstanding"
- When the results are displayed, locate the invoice you wish to update the status of, and click/tap its corresponding  icon
- The invoice will then be displayed along with a new editable field entitled "PAID"
- Enter the amount the client has so far paid against this invoice into the PAID field, and select the "Update Status" button

## Deleting Invoices


To permanently remove an invoice from MIDAS:


- Select the  icon in the main toolbar.
- On the invoicing screen, use the "Jump to Invoice" function to locate a specific invoice, or use the "Show Invoices" drop down to filter invoices held in MIDAS and locate your invoice from the results.
- Finally, click/tap the invoice's corresponding  icon. After being prompted for confirmation, the selected invoice will be deleted.





Warning: Once an invoice has been deleted, it is removed from the system, and can only be retrieved by restoring the database to an earlier point in time. See [Manage Database Settings](#)

## Printing Invoices


An invoice may be printed at any time, by selecting the  icon in the main toolbar.


- On the resulting invoicing screen, use the "Jump to Invoice" function to locate a specific invoice, or use the "Show Invoices" drop down to filter invoices held in MIDAS and locate your invoice from the results.
- Click/tap the invoice's corresponding  icon to print out the invoice.


 **Note:** Once an invoice has been printed, MIDAS assumes it has been "finalized" and the invoice becomes "locked". Therefore, no further editing of the invoice, other than updating its payment status, will be allowed

 See Also: [Updating Invoice Status](#)

## Emailing Invoices

An invoice may be emailed to the client at any time, by selecting the  icon in the main toolbar.

- On the resulting invoicing screen, use the "Jump to Invoice" function to locate a specific invoice, or use the "Show Invoices" drop down to filter invoices held in MIDAS and locate your invoice from the results.
- Click/tap the invoice's corresponding  icon to send the invoice to the client via email.

 **Note:** Once an invoice has been printed, MIDAS assumes it has been "finalized" and the invoice becomes "locked". Therefore, no further editing of the invoice, other than updating its payment status, will be allowed

 See Also: [Updating Invoice Status](#)


## Online Payments



If you have a PayPal account, you can setup MIDAS to allow your clients to pay your invoices online!

 [Get a PayPal Account](#)

### Setup payment of invoices through *PayPal*


- Select the  toolbar icon
- Select "Manage MIDAS"
- Select the "Invoicing" tab
- In the "Online Payments" section, click "Enabled" under the PayPal logo
- Enter the email address associated with your PayPal account. This is the account where you receive payments
- Click/tap "Save Changes"


### How your clients can pay their invoices online

Once you have configured PayPal as outlined above, your clients can then pay online the invoices you send them from MIDAS.

In order to pay an invoice online, clients will need to do the following:

- Open their browser, and navigate to [http://your\\_midas\\_url/pay](http://your_midas_url/pay) (Where "your\_midas\_url" is the URL of your MIDAS)
- Enter their Invoice Number, For example, **MIDAS1234**
- Enter the date shown on their Invoice
- If you've enabled additional security (See also [Manage Invoice Settings](#)), the client may also be required to enter their email address
- Click/tap "Pay Invoice"
- MIDAS will then retrieve and display their invoice, and the total amount due
- The client then clicks "Pay Invoice" and is transferred to a secure PayPal payment page where they can pay their invoice

 **Note:** A client can only pay an invoice once it has been actioned (printed, emailed, etc) within MIDAS. Until it has been either printed or emailed to a client, MIDAS assumes that the invoice has not yet been sent


 **Tip:** You can configure your PayPal account to automatically notify MIDAS once an invoice has been paid, allowing MIDAS to automatically update the invoice's payment status accordingly.  
Please see: [Configuring PayPal Integration](#)


 **See Also:** [Managing Invoice Settings](#)


# Printing



➔ See Also: [Managing Print Settings](#)

## Printing Daily Bookings

Clicking/tapping the "Print"  icon in the toolbar will print out the bookings for the currently selected date.


Right-clicking the "Print"  icon will present you with a number of additional options to further customize your printout. You can choose a specific date or date range to print bookings for, narrow down the print out to a set time period, as well as select which venues and/or booking types should be included in the print out and the print layout itself.


 **Tip:** If printing bookings in a "table" layout across a date range, the "Split Dates" option can be used to force a new printed page for each date. Left unticked, bookings over the date range will be combined into a continuous printout

 **Tip:** You can also print out a monthly overview of your bookings by switching to the "Month View" screen () and clicking/tapping the Print icon

## Printing Bookings For A Client

To print bookings for a particular client, you will firstly need to locate the client in the database

To find the client, use the search function by selecting the  icon in the main toolbar. Enter part of the client's name into the search field (ensuring the "Clients" search option is selected so that MIDAS knows what to search for)

Locate the client in the list of search results, and click/tap that entry's corresponding  icon

You will then be offered a choice to print that client's previous bookings, their future bookings, or their bookings across a date range.



## Emergency Evacuation Data

If your MIDAS administrator has granted you sufficient privileges you may see this icon in the main toolbar:




This is a one-click emergency printout button, which will generate a printout of all ongoing bookings at the point in time when the button is clicked/tapped. This feature is very useful if you need to conduct an emergency evacuation/roll call of your premises, as it will instantly show you, or the Emergency Services, the location and estimated number of occupants across your site.



**DISCLAIMER:** We do not advocate putting yourself or others at risk in a building being evacuated by staying behind in order to print off data from MIDAS. You should **ONLY** use the "Emergency Evacuation Data" button if you are not putting yourself or others at increased risk



# Searching

MIDAS provides a set of powerful search functions, accessible via the  icon in the main toolbar

## Locating Clients

Enter a keyword or phrase to search for, ensure the "Clients" search option is selected. Hit "Enter", or click/tap the search button and MIDAS will search for client records matching your search terms. Searching will include all client data, not just client and organization names, but also addresses, phone, fax, email address records

## Locating Bookings

Enter a keyword or phrase to search for, ensure the "Bookings" search option is selected, and select from the following options to search for matching bookings in MIDAS:

### **My Bookings**

Restrict your search to only those bookings added to MIDAS by yourself (bookings added by other users will be ignored)

### **All Bookings**

Search bookings added to MIDAS by anyone

### **Added**

Search only bookings that were added to MIDAS during the date range specified

### **Modified**

Search only bookings that have been modified during the date range specified

### **Added or Modified**


Search bookings that were added or modified during the date range specified


### **Taking Place**

Search bookings actually taking place during the date range specified

### **Limit To**

Restrict search results to a particular booking type, or "All Booking Types"

 **Note:** Searching for bookings will search in all booking fields that have been configured to appear in the search results

 **Tip:** Search terms are not case sensitive


 **See Also:** [Managing Booking Fields](#)

## Statistics

MIDAS automatically generates a range of graphical statistics and reports on demand so you can monitor your bookings and facilities.

Statistics can be accessed via the  icon in the main toolbar.



Tip: You can also print the currently displayed statistics screen using the  icon in the main toolbar

The following sets of statistics are available:

### Bookings

Displays statistics over a selectable date range for bookings taking place, added, and modified. These statistics can be further filtered by Booking Type.

### Clients

Displays statistics including; Total clients/organizations in MIDAS, Newest client, Top 10 clients, and Organization popularity. Individual client statistics can also be viewed indicating dates the client was added, when their previous, next, first and last bookings are, the total and average length of their bookings, and the number of invoices for the client.

### Invoices

Displays a breakdown of clients or organizations invoiced between a selected date range. Statistics are further given showing percentage breakdowns of the total amount invoiced during the selected period, as well as breakdowns of the amount of income received and still outstanding.

### Resources

Provides details of resource popularity, and potential income from those resources across a date range. Also provides details on most watched resources, and total resources in MIDAS.

### Venues

Displays global statistics for venue capacities and venue usage over a selectable date range. Venue statistics are also viewable for individual venues.

### Users

Displays MIDAS usage statistics including; User activity, Total users, Newest user, and currently logged in users.



MIDAS


## Help Documentation

### MIDAS


Displays statistics including; Current MIDAS version, Build Date, Change log, and Diagnostics.

## Activity Tracker

MIDAS includes an "activity tracker" that keeps a log of all user activity in MIDAS. This recent activity log records logins/outs, bookings and clients added, modified, or removed, emails sent, database backups, etc.

The activity tracker can be accessed via the  icon in the main toolbar

Newest activity is shown first, and the log can also be filtered by user

 **Tip:** It is possible to set individual users to be "invisible" so that their MIDAS activity won't appear in the "Recent Activity" log - see [Managing Users & Permissions](#)




# Messages, Notes, Watches, & Reminders

## Day Notes


Clicking/tapping the main date heading in the main window will allow you to add notes to the currently selected date range.

These notes will be shown to all users when they navigate to that date within the selected range. This feature can be used to remind other users of special dates, public holidays, or other activities taking place to be aware of on specific dates.

To edit or remove notes for a particular date or date range, click/tap on the main date heading at any time.

Any date with notes will also be indicated on the Booking Availability screen by the presence of an  icon. Hovering over this icon will display that date's corresponding notes.

## My Messages

Selecting the  icon in the main toolbar opens the "My Messages" screen

This screen contains three sections:

### My Messages

This section displays internal messages you've received from other MIDAS users

➔ See Also: [Messaging Another User](#)

### My Reminders

This section displays reminders of important bookings you chosen to be reminded of, and any other custom reminders you have set

➔ See Also: [Setting Reminders](#)

### My Watches

This section displays activity for the venues, booking types, and/or resources you are currently "watching" for booking activity, as well as notifications of low consumable levels.

➔ See Also: [Watches](#)



Tip: Clicking/tapping on the "My Messages", "My Reminders", or "My Watches" headings will expand/contract that section




Tip: The numbers in brackets after the "My Messages", "My Reminders", or "My Watches" headings denote how many live items are currently contained within each section




Tip: By default, if you have Messages, Reminders or Watches, these will be displayed to you whenever you login to MIDAS. You can suppress this popup by unticking the "Show My Messages popup on login" box

## Message Another User

MIDAS allows you to leave messages to other MIDAS users which they will see whenever they login, or check their messages via the  icon in the main toolbar

### Leaving a message for other MIDAS users

- Select the  icon in the main toolbar
- Click/tap the left side of "My Messages" header to display a box into which you can enter your message and choose which user (or users) it is for. You can also set an expiry date & time for your message, so if the user(s) doesn't log in again until after this time, the message will be automatically removed.
- Select "Leave Message" to leave your message for the selected user(s).




See Also: [My Messages](#)

## Setting Reminders

MIDAS allows you to set yourself reminders about forthcoming bookings, or anything else you wish to be reminded about!

Until they expire, your reminders can be viewed via the  icon in the main toolbar, and you may optionally set these to be displayed automatically when you login.

### Setting yourself a reminder of a booking

Navigate to the date of the booking you wish to set yourself a reminder for, and click/tap its booking block. In the pop-up menu, select the  icon.


### Sending booking reminders to your external calendar (Outlook, Lightning, etc)

If your mail client has an associated calendar application (such as Microsoft's Outlook, or Lightning (for Thunderbird)), selecting the "Send Booking Reminders as Calendar events to my email" option at the bottom of the My Messages screen will cause MIDAS to generate and email you a calendar event for any booking you set a reminder for. Depending upon your mail client, these "events" can usually be added to your external calendar with a single click of an "Accept" button.





Some email clients may also offer you "Decline" and/or "Tentative" options when you receive these automated calendar event emails. It's important to note that these options specifically relate to the adding of the event to your external calendar application only. "Declining" an automated event email will not cancel or remove the booking from MIDAS itself, it simply won't be added to your external calendar

## Setting yourself a reminder for something else

- Select the  icon in the main toolbar
- Click/tap the left side of "My Reminders" header to display a box into which you can enter your own custom reminder and set an expiry date for it.
- Select "Add Reminder" to save your reminder. You will be shown your reminders whenever you login/check your messages up until this expiry date/time, after which the alert will automatically expire.


## Removing a reminder

Reminders are automatically removed after their expiry dates, however, you can manually remove a reminder at any time by clicking/tapping the small  icon next to the reminder you wish to remove

 See Also: [My Messages](#)

# Watches

MIDAS has the ability to alert you when booking activity occurs for certain venues, booking types, and/or resources you wish to monitor and keep track of other their usage within MIDAS.

To setup a "watch" of a venue or venues, first select the  icon in the main toolbar

Click/tap the left side of "My Watches" header to allow you to select one of two options to watch:

## Watching Booking Activity

Selecting "Bookings" from the Watch drop-down will display options allowing you to select which venue(s), booking type(s), and/or resource(s) you want to monitor for activity.

Additional "AND"/"OR" and "{ }" boolean grouping options are available to further refine your watch settings. "AND" means two or more conditions must be met, "OR" means either condition must be met to "trigger" a watched event. When three conditions are set (i.e. a Venue, Booking Type and Resource), the grouping brackets "{ }" are used to denote which two of these conditions should be matched first before the third. These options are all are best illustrated with some examples:



Example	Options to select
Trigger only when activity occurs for a certain venue only	<Venue>
Trigger only when activity occurs for a certain booking type only	<Booking Type>
Trigger only when activity occurs for a certain resource only	<Resource>
Trigger when activity occurs for either a certain venue or a certain booking type	<Venue> OR <Booking Type>
Trigger when activity occurs for a certain booking type within a certain venue	<Venue> AND <Booking Type>
Trigger only when activity occurs for a certain venue, of a certain booking type, and includes a certain resource	<Venue> AND <Booking Type> AND <Resource>
Trigger only when a certain resource is added either a certain venue or a particular booking type	<Venue> {OR} <Booking Type> AND <Resource>
Trigger when activity occurs for either a certain venue or a when a resource is added to a specific booking type	<Venue> OR <Booking Type> {AND} <Resource>

Finally, there are a number of levels of monitoring available for your "watch":

#### New Additions Only

You will only be notified when new bookings that match your watch conditions are added

#### New Additions & Modifications

You will be notified of any new additions or modified bookings that match your watch conditions

#### Additions, Modifications & Removals

You will be notified of all booking activity that matches your watch conditions

#### Removals Only

You will be notified of all removed bookings that match your watch conditions


#### Modifications & Removals of my bookings by others only

You will only be notified is another user modifies/removes a booking that you've previously entered into MIDAS

## Watching Consumable Levels

Selecting "Consumables" from the Watch drop-down will list all the consumables defined in MIDAS. You can then set a "threshold" for each consumable, and when the quantity of that consumable falls below the "threshold", MIDAS will trigger a notification for you that that particular consumable is running low, so that you can re-order supplies!

Notifications will be displayed whenever you log on to MIDAS (unless you've chosen not to receive such

notifications), and whenever you select the  icon in the main toolbar. Additionally, you can use the "Also notify me of Watches via email" setting to have watch notifications sent to your email address as well!

➡ See Also: [My Messages](#)




# MIDAS Admin Options


## Restore Deleted Bookings

If an important booking has accidentally been deleted, the "Restore Deleted Bookings" function allows you to selectively re-instate bookings that have been recently deleted by MIDAS users.

You can restore deleted bookings via the  icon and selecting "Restore Deleted Bookings".

Simply select all the bookings you wish to reinstate, and click/tap the "Restore Booking(s)" button.

Alternatively, you can restore individual bookings direct from the booking grid! Clicking/tapping the  icon in the main window (to the right of the "View" selector) will toggle the showing of recently deleted bookings in the grid. Subsequently clicking/tapping one of these deleted bookings will present you with the option to restore or completely remove the booking.

 **NOTE:** You cannot restore a booking if another booking, which occupies the same date, time, and venue, has been made since the original booking was deleted

## Manage Venues

You can manage venues via via the  icon and selecting "Manage Venues".

"Manage Venues" allows you to Add, Remove, Rename, set the maximum occupancy level (capacity), as well as specify the "Operating Hours" of venues. You can also place venues within "Groups", which can be "filtered" from the "Grid View" to only show certain venues to certain users.

### Add a new Venue

Click/tap the "New Venue" button and proceed to enter the name of the new venue.

### Setting the Maximum Occupancy Level

In the "Capacity" field, enter the maximum number of people your venue can (or is licensed) to hold at any one time. When making bookings for this venue, MIDAS will warn and prevent you from exceeding this capacity.

### Making the Venue available to the Public

If you select the "Publicly Requestable?" option, and have Booking Requests enabled, members of the public will be able to check the availability of this venue, and make booking requests for it



## Setting Operating Hours

By default, MIDAS will assume that the venue will be available (open) 24 hours a day, 7 days a week. If this is not the case, you can define the "Operating Hours" for each day of the week (the times the venue will be available from and to) via the "Hours" tab.

The "Hours of Operation" panel is a grid of 24 x 7 squares, each representing a 1 hour period during the week. A fully green square means the venue is "open" during that hour. A fully red square indicates the venue is "closed" during that hour. Left-clicking a square will toggle its open/closed state. Right-clicking a square instead will allow you to "close" the venue in 15 minute portions of that hour.



Tip: Select the "All Venues" tickbox to copy the Operating Hours you've set for the current venue to all venues when the "Save Changes" button is clicked/tapped

MIDAS also allows you to close venues entirely between two dates (i.e. if your venue is closed for maintenance, refurbishment, etc) by defining a "Closed From" and "Closed Until" Date. If only one date is specified, i.e. a "Closed Until" date, no bookings can be made for this venue prior to this date. This may be useful if you have new facilities being built that aren't coming "on-line" for several months - you can add them to MIDAS now, but not take bookings before its opening!

Users will not be allowed to make bookings when your venues are closed, unless they have been granted the "Can Book Outside Operating Hours" permission.



See Also: [Managing Users & Permissions](#)

## Setting Venue Rates

MIDAS allows you to define venue hire charges on an hourly, daily, or per booking basis for each day of the week via the "Rates" tab.

You can furthermore specify different rates based on the length of a booking. For example, you could charge a room at \$100/hour for bookings up to 4 hours long, and only charge \$60/hour for bookings lasting longer than 4 hours.

Once you've finished making changes to a venue, click/tap the "Save Changes" button to save the venue.

## Defining Venue "Managers"

The "Managers" tab lists all users who have been granted the "Can Process Web Requests" permission. Selecting one or more such users from this list will make them "Managers" of that venue - this means that they are authorized to approve/reject booking requests for that venue.



If more than one user is setup as a "Manager" of a venue, any of these users can approve/reject booking requests for that venue



See Also: [Managing Users & Permissions](#) | [Booking Requests](#)



## Blocking other Venues

The "Blocking" tab allows you to setup a list of venues that will automatically be made "Unavailable" when a booking is taking place in the currently selected venue.

For example, let's assume you have a large Hall that can be booked in its entirety or as two halves. You could add this to MIDAS as three individual venues; "Hall" (representing the entire hall space), and "Half Hall A" and "Half Hall B" each representing the two individual halves of the hall. "Hall A" and "Hall B" could both have bookings running concurrently, but "Hall" and "Half Hall A", for instance, couldn't. So, you can use venue "Blocking" rules to set "Half Hall A" and "Half Hall B" to both become "Unavailable" when "Hall" is booked, and "Hall" to become "Unavailable" whenever either "Half Hall A" or "Half Hall B" are booked.

## Adding a Venue Description

The "Description" tab allows you to enter additional details/a description of the venue. This description is shown in a tooltip when a user hovers over the venue name in the booking grid, or over a venue in the public booking request form. HTML is allowed in this description, meaning that you can include photos/images of your venue too!

## Modify an existing Venue


Select the venue you wish to modify from the "All Venues" list.

Details for the selected venue will appear to the right

Rename, change the capacity or Operating Hours of the venue, and click/tap "Save Changes" once complete.

## Removing a Venue

Select the venue you wish to modify from the central "All Venues" list, then click/tap "Remove Venue". After confirmation, the selected venue will be removed from MIDAS, together with any bookings for that venue.

 **Warning: When a venue is deleted, all bookings within MIDAS for that venue will also be removed!**

## Re-ordering Venues


MIDAS allows you to change the order in which your venues are listed in MIDAS.

Select a venue and then use the arrow buttons alongside the venue list to move the selected venue up or down in the list.

Once you are happy with the order of your venues, click/tap the "Save Changes" button to save the new order.

## "Grouping" venues

In MIDAS you can "group" similar venues together and filter them in the main window to only display venues in the selected group. Venues can appear in multiple groups. You can also restrict access to certain "groups" on a per user basis.

 See Also: [Managing Users & Permissions](#)



### Creating a new "Group" of venues

Select the "Groups" tab, and then click/tab the "New Group" button. You will then be prompted to enter a name for your new group. Once created, you can then assign your venues to the group.

### Adding/removing venues to/from a "Group"

Select a venue from the "All Venues" list.

Select the "Groups" tab and hi-light all the groups you wish the selected venue to appear in.

Click/tap "Save Changes" when done.

### Renaming an existing "Group"

From the "Groups" tab, select the group you wish to rename "Groups" tab, and then click/tap "Rename Group". You will then be prompted to enter a new name for the group.

### Deleting a "Group"

From the "Groups" tab, select the group you wish to remove, and click/tap "Remove Group".



Removing a venue group will only remove the group itself, the venues that were contained within the group will remain after a group has been removed

## Manage Booking Types

"Manage Booking Types" allows you to Add, Remove, Rename, and set the color of different Booking "Types" - Grouping similar bookings together in this way make them visually easier to identify in the booking grid. All currently defined Booking Types are listed, and their corresponding colors are shown in the palette.

### Adding a New Booking Type

- Click/tap the "New Type" button.
- Proceed to enter a unique name for your new booking 'type', and select a color for this type of booking from the color palette.
- Entering a numeric value in the "Booking Type Discount" field will apply a percentage discount to room rates for bookings of that type. For example, if you normally charge \$100/hour to hire a room for corporate events, you can have a "Community" booking type with a booking type discount of 60% meaning that the same room will only be charged at \$40/hour
- Select "Save Changes" to save your new Booking Type. Once saved it will appear in the "All Booking Types" list, and be accessible throughout MIDAS.

### Modifying a Booking Type

- Select the Booking Type you wish to modify from the "All Booking Types" list.
- The name and color of the selected Booking Type will then appear in the "Booking Type Details" area.
- Enter a new name and/or select a new color, then select "Save Changes"



If renaming a Booking Type, MIDAS will automatically change all existing bookings of the original booking type to that of the new Booking Type



Tip: Try to choose colors which are substantially different to each other in order to make each booking type more distinguishable in the booking grid

## Deleting a Booking Type

- Select the Booking Type you wish to modify from the "All Booking Types" list.
- Click/tap "Remove Type" to remove the selected Booking Type.
- After confirmation, the Booking Type will be removed, and MIDAS will automatically remove all existing bookings from its database that matched that Booking Type.



Warning: When a booking type is removed, all bookings within MIDAS of that type will also be removed

## Manage Resources

"Manage Resources" allows you to inventory resources that may be assigned to your bookings.

Resources are split into 3 categories; Equipment, Consumables, and Staffing. The differences between each category are outlined below:

### Equipment

Resources categorized as "Equipment" are those which are charged per booking, irrespective of the length of a booking. For example, a Flip Chart may be added to this section, as its charge would be the same for 30mins or 2hours. The "Quantity Available" allows you to define how many flipcharts are available site-wide at any one time. So, if you own 5 flipcharts, set the "Quantity Available" to 5. MIDAS will then not allow more than 5 flipcharts to be in-use at the same time.

### Consumables

Resources categorized as "Consumables" are those which would only be used one-time, and cannot be reused. For example, paper for a flipchart could be classed as a consumable. The "Quantity Available" figure is very fluid in this category. For example, you may have bulk purchased 100 flipchart paper pads, so you would set the "Quantity Available" to 100. However, unlike the other categories, whenever a quantity of a consumable is added to a booking, the remaining "Quantity Available" of that resource decreases by the same amount. i.e. once all 100 flipchart pads have been used, they will no longer be able to be added to bookings, until your stocks are replenished, and the "Quantity Available" updated accordingly. Consumables, like Equipment, are charged per booking.

### Staffing

Staffing is a section to list human resources you have available to clients. These are charged per hour when added to bookings. For example, you may have 3 AV Technician's on staff, with an hourly rate of \$40. Adding these details to the Staffing section of resources will allow your staff to be allocated to bookings and the client charged accordingly.



## Adding a New Resource

Click/tap the "Add" button underneath the list of existing resources. You will then be prompted to enter the name of your new resource, the quantity you have available, and the associated charge for use of this resource by a client. You will also need to categorize the resource (see above) before clicking/tapping the "Add" button.


Additionally, you can also specify the resource to be "Publicly Requestable". If selected, and resources are enabled on the Web Request Form, this resource will then appear on this form.

➔ See Also: [Booking Requests](#)


By default, resources that you add will be available across all of your venues. To make a resource venue-specific, so that it can only be assigned to certain venues, untick the Limit To "All Venues" box. When unticked, a list of your venues will be displayed allowing you to select one or more venues that your resource will be available to.

➔ See Also: [Adding Resources To Bookings](#)

## Modifying an Existing Resource

Click/tap the small  icon alongside the existing resource you wish to modify, make your changes, and click/tap the "Modify" button.

## Removing a Resource

Click/tap the small  icon alongside the resource you wish to remove from MIDAS.

 **Warning: Removing a resource will also remove it from any existing bookings**



## Manage Users and Permissions

"Manage Users & Permissions" gives you extensive control over user accounts. Use this option to add/remove users, and to control which MIDAS features each user has access to. Active Directory integration can also be enabled and configured from this screen.

➔ For more information on Active Directory integration, please refer to the dedicated documentation available online at <http://mid.as/ldap>

There are three tabs on the Manage Users & Permissions screen:

**Users** – From this tab you can add a new user, remove an existing user, or modify an existing user's details or permissions.

**Groups** – For this tab you can define a new a new user group, remove an existing user group, or modify the permissions on an existing group.

**Single Sign-On (SSO)** – From this tab you can configure and enable/disable single-sign on integration with an Active Directory

### Adding a New User

- On the "Users" tab, click/tap the "Add New User" button. You can then proceed to add details for the new user.
- Enter the new user's Full Name and e-mail address in the "User Settings" area - it is important to enter a valid email address, as the user will require this if they need to reset a lost/forgotten password.
- Enter a "password" for the user, or use the "Random" button to automatically generate a random password.

⚠ **Remember: Passwords are case sensitive**

- If you would like MIDAS to automatically e-mail the new user their login and MIDAS access details, ensure that the "Auto send User their Login details via email" option is checked.
- If the "User must change password on next login" option is selected, the next time the user logs in to MIDAS they will be prompted to change their password - It is recommended that this option is selected, especially if you have generated a "random" password for that user, which will be difficult to remember.
- Manually set "permissions" (privileges) for the user from the list of available "User Permissions", or use the "Assign Permissions From Group" drop-down to use current permissions from an existing user group.
- Select "Save Changes" when complete to add the user to MIDAS.



If you have enabled Single Sign-On (Active Directory) authentication with the "Update User Permissions upon each authentication" option, user's permissions will be updated whenever they access MIDAS with current permissions from the user group in MIDAS matching their Primary Group in your Active Directory



## Cloning (copying) a User

- On the "Users" tab, select the existing user whose permissions you wish to "clone" (Create a New User based on the User Permissions of another user)
- Select the "Add New User" button.
- The "User Settings" area will be cleared allowing you to add details for the new user.
- The rest of the "permissions" (privileges) will have remained from the previously selected user. You may "tweak" these for your new user accordingly.
- Select "Save Changes" when complete to add the new user to MIDAS.

## Modifying a User

- On the "Users" tab, select the user you wish to modify from the list of users
- The selected user's settings and permissions will then be displayed.
- Make changes to the user's settings/permissions as necessary and select "Save Changes" when done.



**NOTE:** For security, the user's password is not displayed when modifying. Only add text to this field if you wish to change the user's password. Leaving it blank when proceeding to "Save Changes" will leave the user's password unchanged



If you have enabled Single Sign-On (Active Directory) authentication with the "Update User Permissions upon each authentication" option, user's permissions will be updated whenever they access MIDAS with current permissions from the user group in MIDAS matching their Primary Group in your Active Directory

## Removing a User

- On the "Users" tab, select the user who you wish to delete from MIDAS from the left-hand list of current users, and then click/tap the "Remove Selected User" button.



Only the user will be removed - any bookings made by that user will still remain in MIDAS



If you have enabled Single Sign-On (Active Directory) authentication, removing a user will only be temporary – the next time that user authenticates, they will be added back to MIDAS. In such instances, "Suspending" the user (via the "Account is Suspended" option) rather than removing them, will revoke their access

## Changing/Resetting a User's password

- Users can change their own password at any time using the [Change Password] link at the top of the screen when logged in
- Administrators can also change/reset a user's password for them (via MIDAS Admin Options → Manage Users & Permissions → [select user]), by entering a new password for the user (or selecting the "Random" button to generate a random password), and then clicking/tapping "Save Changes"



**Tip:** After entering a new password for the user, before proceeding to "Save Changes", tick the "Auto send User their Login details via email" option to have MIDAS send the new password to the user via email





## Forcing a User to change their password at next Login

- Select the user who you wish to force to change their password upon their next login from the left-hand list of current users
- The selected user's details and permissions will be displayed to the right.
- Select the "User must change password on next login" option, without altering any other settings, then select "Save Changes"
- The user will then be prompted to change their password the next time they login to MIDAS.

## Suspending/Unlocking a user account

- Tick the "Account is suspended" to prevent the user from logging in
- Untick the "Account is suspended" to allow the user to log in
- Note: Individual accounts will be automatically suspended if the "Max Failed Login Attempts" setting has been reached for that account. If this happens, the user account will remain suspended until either you untick the "Account is suspended" option for that user, or the user restores access to their account themselves (an activation email will be sent to the email address associated with their account if their account exceeds the "Max Failed Login Attempts" setting)

➔ See Also: [Managing Security Settings](#)

## User Groups

User Groups allow you to define a sets of permissions that can then be easily applied to individual user accounts. This saves you from having to manually define each permission for each user at a time. Instead, the "Apply Permissions from Group" drop-down list on the "Users" tab will allow you to quickly update the selected user's permissions with the permissions assigned to a particular user group.

In addition, if you have enabled Single-Sign On (Active Directory) authentication for your MIDAS, User Groups are used to determine the permissions assigned to each user who authenticates via your Active Directory.


In such instances, MIDAS user permissions will be assigned from a MIDAS User Group with the same corresponding name as the user's "Primary Group" name in your Active Directory.

➔ For more information, please refer to the dedicated Active Directory Integration documentation available online at <http://mid.as/ldap>





## List of Available User and Group Permissions

The following user permissions can be set on a "per user" or user group basis:

Setting	Description
Can Change Password	Allow/Deny the user the ability to change their password at any time.  <b>Note:</b> This option is not applicable to "Group" permissions, and has no affect if you have enabled Single-Sign On (Active Directory) authentication
Can Add Bookings	Allow/Deny the user the ability to add new bookings to MIDAS. Available options are: <b>No</b> - User cannot add any bookings <b>Yes</b> - User can add new bookings <b>Requests Only</b> - User can only make booking requests (bookings which must first be approved by a MIDAS user with "Can Process Booking Requests" permission)
Can make Historical Bookings	Allow/Deny the user the ability to add bookings for dates earlier than the current date (i.e. in the past) - useful for maintaining accurate booking records.
Can book outside Operating Hours	Allow/Deny the user the ability to make bookings which fall outside the normal "Operating Hours" of each venue.
Can Modify Bookings	Controls how the user can modify bookings. Options are: <b>No</b> - User cannot modify any bookings <b>Own Bookings</b> - User can only modify bookings they originally entered <b>All Bookings</b> - User can modify any booking
Can Delete Bookings	Controls how the user can remove bookings. Options are: <b>No</b> - User cannot remove any bookings <b>Own Bookings</b> - User can only remove bookings they originally entered <b>All Bookings</b> - User can remove any booking
Can Add Clients	Allow/Deny the user the ability to add new clients to MIDAS
Can Modify Clients	Allow/Deny the user the ability to modify existing clients in MIDAS
Can Delete Clients	Allow/Deny the user the ability to remove existing clients from MIDAS
Can Email Clients	Allow/Deny the user the ability to directly email clients from within MIDAS
Can View Client Info	Controls the level of client information displayed to the user. Options are: <b>No</b> - User cannot see who has made a booking, only that a venue is "Unavailable" <b>Client/Org Only</b> - User can only see client's names & organizations <b>Full Info</b> - User can view all client contact info (addresses, phone, fax, etc) <b>Own Bookings</b> - User will only see booking and client information for their own bookings. Other user's booking's will simply display in the booking grid as "Unavailable" time slots
Can Print (Bookings)	Allow/Deny the user the ability to print booking data
Can Print (Emergency Evacuation Data)	Allow/Deny the user the ability to instantly print out ongoing bookings at that point in time (Useful in the event of an Emergency, so you can instantly see who is on-site and where)
Can use Invoicing	Allow/Deny the user the ability access to MIDAS's Invoicing features
Can process Booking Requests	Allow/Deny the user access to "Pending Booking Requests" to approve/reject incoming booking requests
Can use My Messages	Allow/Deny the user use of the "My Messages" feature
Can make Day Notes	Allow/Deny the user the ability to attach notes/reminders, viewable by all users, to specific dates. To edit notes; use the main calendar to navigate to the date you wish to add notes to, then click/tap the full date (just above the "Logged in as" line)
Can use Activity tracking	Allow/Deny the user use of the "Big Brother" feature - a log of recent activity by MIDAS users
Can use Statistics	Allow/Deny the user to view Statistics about bookings, clients, venues, invoices, resources, and users





Can Restore Bookings	Allow/Deny the user the ability to restore recently deleted bookings
Can Manage Booking Types	Allow/Deny the user the ability to add/modify/remove Booking Types
Can Manage Resources	Allow/Deny the user the ability to add/remove common Resources
Can Manage Venues	Allow/Deny the user the ability to add/modify/remove/group Venues
Can Manage Users	Allow/Deny the user the ability to add/remove users & set user permissions
Can Manage MIDAS	Allow/Deny the user the ability to manage key MIDAS settings
Is Invisible	Controls the level of logging of a user's MIDAS activity. Options are: <b>No</b> - All user's activity is logged by MIDAS (accessible via "Recent Activity") <b>Login/Outs Invisible</b> - All user's activity except their logins and outs is recorded <b>Full Invisibility</b> - Nothing the user does is recorded in the <a href="#">Recent Activity</a> log
Group Access	Controls which "groups" of venues the User has access to (accessed via the "View" drop-down list in the main window. This can be used to "hide" venues for certain users.
Day Starts At X and runs for Y hours	By default, a day starts at Midnight and runs for 24 hours. If your operations are only 9am - 5pm, for example, you can restrict MIDAS to only show and allow access to this portion of the day. Alternatively, if you run a night time entertainment venue, with operating hours from 7pm - 3am, setting the "Day starts at" to "19:00" and the "and runs for" setting to "8" hours will then restrict MIDAS to those times. <div> <b>Note:</b> If you restrict a user's hours in this way, the user will only be able to view those hours in the booking grid - they will no longer have access to the multiple day view</div>
Times List	If " <a href="#">Time Lists</a> " have been setup in your MIDAS, this field will allow you to assign a "Time List" to this user, that is, the list of time periods/durations they will be allowed to select from when making bookings. If set to "None", the user will be presented with standard Start/Finish time selectors

 For security, the primary/initial MIDAS user will always have access to manage users and MIDAS and cannot be deleted

## Single-Sign On (SSO)

If present, the Single-Sign On (SSO) tab of the "Manage Users & Permissions" screen allows you to enable and configure integration with an Active Directory, allowing users to seamlessly login to MIDAS without having to enter credentials each time.

 **IMPORTANT:** Single-Sign On (SSO) Active Directory support is only available if your MIDAS is "self hosted" AND licensed for "Unlimited" users

 For more information, please refer to the dedicated Active Directory Integration documentation available online at <http://mid.as/ldap>



## Manage MIDAS

### Managing Default Settings

There are a number of sub-settings under the "Default Settings" tab. These are:

#### Default View

The "Default View" option sets which "group" of venues (venue group) will be displayed initially when a user logs in to MIDAS, provided that the user has access to the group (if not, the first group they do have access to will be displayed instead)

#### Default Language

The "Default Language" option sets the initial display language for MIDAS. If the "Show Language Selector on login page" option is also selected, users will be allowed to change their display language whenever they login, otherwise the default language will be used throughout.

#### Account for Pending Booking Requests when checking Booking Availability

By default, when making bookings, MIDAS doesn't take into account any outstanding Pending Booking Requests when checking Booking Availability. For example, if a booking request is currently "pending" for Room 1 on Monday from 9am-10am, whilst it remains "pending", other actual bookings can still be made for this venue/time slot. To prevent any other bookings being made in slots where "pending" bookings are still awaiting approval, select this option. MIDAS will then show "Unavailable" for subsequent bookings that would conflict with outstanding booking requests.

#### Enable links for phone numbers (Skype integration)


If enabled, phone/cell numbers displayed within MIDAS will become clickable/tappable (prefixed with `callto://`). If you have compatible software installed on your device, such as Skype, clicking/tapping these numbers within MIDAS will initiate a call to the corresponding number.

#### Maximum Search Results To Display Per Page

Sets a limit on the number of search results to display per page when searching for clients/bookings, listing invoices, or viewing pending booking requests, etc

#### Maximum File Upload Size

If a custom "file" field has been defined (to allow attaching of files/documents to bookings), this setting controls the maximum size of file that users will be permitted to attach to bookings.

 File Uploads are only available in self-hosted editions of MIDAS

#### Keep Temporary Logs For

Specifies for how many days MIDAS will keep logs, such as "Recent Activity", a record of "Deleted Bookings" (for restore), and certain "Statistics" etc. Higher settings will keep logs for longer, but will take up more server space, and may reduce performance. Note: This does not affect your actual bookings.



## Browser

MIDAS can notify users if their browser is obsolete (the browser version is less than the minimum version supported by MIDAS) or falls short of the recommended version to get the best experience out of MIDAS. If these options are selected, and the user's browser falls short of the minimum/recommended versions, a small bar will be displayed across the top of their MIDAS, prompting them to update their browser to the latest version.

## Managing Appearance Settings

This section allows you to control a number of visual aspects of the MIDAS interface, including visual "Themes" and Date/Time settings:

### Theme Settings

#### Default Theme

Specifies the visual Theme MIDAS should use by default.

#### Allow Users to select theme at login

This option will present all MIDAS users a drop-down list of installed themes on the Login page, allowing them to select a different visual theme for their session. Please note, that this setting has no affect if only one theme is installed.

➔ See Also: [MIDAS Knowledgebase: How to customize the appearance of MIDAS](#)

## Date/Time Settings

This section controls how dates and times are displayed in MIDAS:

### Date Format

Controls the order in which dates are displayed, i.e. day before month, month before day, 2 or 4 digit years, etc

### Date Separator

Allows changing of the single character used to separate the day, month, and year segments of dates

### Time Format

Switches between a 24 hour or 12 hour clock, with the two "12h Format" boxes providing control over "AM" and "PM" symbols under a 12 hour clock.

### Time Separator

Allows changing of the single character used to separate hours and minutes

If the "Show Date Before Time" option is selected, then where both date and time information are displayed together, the information will be displayed with the date first, followed by the time. If unselected, times will be shown before dates

### Date / Time Separator

Allows control over the visual "link" between dates and times. For example, a value of " @ ", would display dates & times in a similar manner as follows: 17/08/2007 @ 14:06



# Help Documentation

## Time / Time Separator

Allows control over the visual "link" between two times. For example, a value of " - ", would display a time range in a similar manner as follows: 14:00 - 15:00

## Default Interval

Rather than displaying every single minute (0-60) in time drop-downs when adding or modifying a booking, this setting allows you to "round" minutes to, for example, the nearest 5 minute interval, if you don't need to book to the minute.

## Week starts on

Sets which day of the week MIDAS should consider as being the first day of the week.

## Timezone

By default, current times & dates in MIDAS are based on the server time zone. If you are located in a different Time zone, you can specify it here.

## Booking Grid Settings

This section controls the appearance of bookings in the booking grid:

### Show on Blocks

Specify up to two booking fields to show on booking blocks within the grid

### Show on Tooltips

Specify up to two booking field to show when "hovering" over booking blocks within the grid

### Venue Height

Specifies the height (in pixels) of each "row" in the booking grid. Increase this value to show bigger blocks in the grid.

### Venue Width

Specifies the width (in pixels) of the first column in the booking grid. This column usually contains the venue name. Increase this value if you have long venue names that don't fully fit into the first column.

### Number of days to show by default

The booking grid can display 1-14 day's bookings on a single screen. Use this setting to control how many days are shown by default

### Background data refresh

When viewing the booking grid, MIDAS can silently perform regular background checks on the bookings currently shown on your screen and update your display accordingly if any have changed since your display was first generated. Lower values will perform these checks more often, but will increase the number of requests sent to and data received from your server. In most cases, it should not be necessary to change this setting.

### Show on Month Cells

Specify a default booking field to show on dates within the monthly overview

### Users can choose what's shown on month cells

If selected, allows users to select any booking field to view on the monthly overview. If not selected, all users will only see the monthly overview using the above "Show on Month Cells" setting.



## Managing Booking Fields

MIDAS gives you extensive control over the fields that appear on the booking form, request form, search results and print outs. By default, 8 booking fields are present: Date(s), Times, Venue(s), Attendees, Client, Type, Notes, and Resources. With the exception of the Date(s) and Venue(s) fields, each field can be shown/hidden, and on the booking and request forms also set to be optional or required.


You can also add your own custom fields to the booking and request forms....

### Adding a Custom Booking Field

- Click/tap the "Add Custom Field" button
- A small window will open allowing you to specify the following:
- Field Name - The display name of your new booking field
- Field Type - The type of custom field you wish to add. Available options include:
  - **Text** - A single-line text field
  - **Number** - A field that will only accept numerical input
  - **List** - A drop-down list of pre-defined items
  - **Text Area** - A multi-line text field
  - **URL** - A navigable web link to an external resource
  - **File** - Allows uploading/attaching of files and documents to bookings
- List Items - If a "list" Field Type is selected, the items in your custom list may be added here
- Default Value/Item - The default value (or item in case of a list) for the custom field
- Show Field To - This setting allows you to restrict showing this field to just the user(s) you select, rather than showing it to all users (which is the default)
- Click/tap "Ok" when done to create your new custom booking field


 The "File" Field Type is only available in self-hosted editions of MIDAS

### Editing a Custom Booking Field

- Click/tap the  icon alongside the field you wish to edit
- A small window will open allowing you to modify the custom field (see above for options available in this window)
- Click/tap "Ok" when done to update your custom booking field

### Removing a Custom Booking Field

- Click the  icon alongside the field you wish to delete

 Default booking fields cannot be deleted. They can however, with the exception of "Dates(s)" and "Venue(s)", be "hidden" if they are not required

### Re-Ordering Booking Fields

- You can change the order in which fields are shown, via the "Re-order Fields" button



## Managing Time Lists


MIDAS allows you to customize, on a per user basis, the "Times" field shown on the Add Bookings screen.

By default, users are shown standard "Start & Finish" time inputs for their bookings.

These "start" & "finish" inputs can be substituted for either a start time and pre-defined duration, or a complete list of pre-defined time "slots" (periods).




Pre-defined time periods are ideal for use in schools or other such environments which have "structured" days. For example, if "Lesson 1" in a school takes place between 8.45am and 9.45pm, instead of users having to manually select these discrete bookings times, they can instead simply select "Lesson 1" from a drop down list on the booking form.

Start times with pre-defined durations instead of a finish time are ideal for use in appointment or "fixed period" scheduling applications. For example, if all your bookings or appointments are either 30 or 45 minutes in length, instead of having to set a start time and then work out the end time, this option allows you to simply set a start time, and then pick either "30 minutes" or "45 minutes" from a simple drop-down list. You can also use this feature to restrict certain users to only make bookings of a fixed length of time by simply creating a duration list for them with just a single entry.

Pre-defined duration/period time lists can be setup/modified by selecting the  icon adjacent to the "Times" field, which can be accessed via MIDAS Admin Options → Manage MIDAS → Fields



Users can then be assigned to a particular duration/period list via MIDAS Admin Options → Manage Users & Permissions → [select user] → Times List (This option will only be present once one or more times lists have been created)

### Creating a new time list



- Go to MIDAS Admin Options → Manage MIDAS → Fields
- Select the  icon adjacent to the "Times" field
- In the small window that appears, click/tap the "Edit Time Lists" button at the bottom to open the time lists editor.
- Near the top-right of the editor, click/tap the  icon to enter a name for your new time list.
- Next, select whether you are create a list of "Durations" or "Periods"
- If creating a list of durations, use the "Add New" field to enter your desired durations (in minutes), pressing Enter, clicking or tapping the adjacent  icon after each one. These will then appear in the "Durations" list above. Once you've entered all your durations, select "Save Changes"
- If creating a list of periods, enter the name of your first period in the top row, and first column of the blank periods table. Specify the Start and Finish times for this period in the adjacent columns. Repeat this process in subsequent rows to add the rest of your periods (if you use up all the empty rows, new ones will be automatically added to the end of the table). Once you have defined the names and times of all your periods, select "Save Changes"



## Modifying an existing time list

- Go to MIDAS Admin Options → Manage MIDAS → Fields
- Select the  icon adjacent to the "Times" field
- In the small window that appears, select the "Edit Time Lists" button at the bottom to open the time lists editor.
- Select the time list you wish to modify.
- If you wish to change the name of the selected list, use the  icon to enter a new name
- Make the necessary changes to the existing time list then select "Save Changes"

## Deleting an existing time list

- Go to MIDAS Admin Options → Manage MIDAS → Fields
- Select the  icon adjacent to the "Times" field
- In the small window that appears, select the "Edit Time Lists" button at the bottom to open the time lists editor.
- Select the time list you wish to delete, and click/tap the adjacent  icon
- Note: Any users currently set to use this delete list (as well as your Public Web Request Form) will be reverted back to using standard Start and Finish times.

## Showing a time list on the Public Booking Request screen

- Go to MIDAS Admin Options → Manage MIDAS → Fields
- In the "Web Requests" column for the "Times" field, select the time list you wish to appear on your public booking request form from the drop-down options.
- Select "Save Changes"
- To revert back to the standard Start and Finish time selector at any time, simply repeat the above process but select "Times" from the drop-down options.

## Replacing a user's Start & Finish time options with a time list

- Go to MIDAS Admin Options → Manage Users & Permissions → [select user]
- Scroll down through the various permissions for the selected user until you reach the "Times List" option
- Select the time list that should be shown to the selected user in place of the standard Start & Finish time selector
- Select "Save Changes"
- To revert the selected user back to a standard Start and Finish time selector, simply select "None" from the "Times List" selector and save changes.



## Managing Security Settings

### Password Settings

#### Minimum password length

All users will have to choose a password of at least this number of characters.

#### Force Password Change Every X Days

All users will be required to change their password every X days.

#### Offer to save credentials?

Give users the option to save their login credentials, language and theme selections in the browser they are currently using for the next time they access MIDAS

### Session Control

#### Inactivity forces logout after

Automatically logs out users if they have been idle for the defined period

#### Allow Multiple Logins By Users?

If selected, will allow a user to be logged in from multiple locations at the same time. If not selected, a user will only be able to be logged in from one location at any one time (logging in from another location will automatically logout the previous location)

#### Max Invalid Login Attempts

To prevent unauthorized access and "brute force" attacks, your MIDAS can automatically "suspend" an account if a certain number of consecutive login attempts fail. Once an account becomes "suspended", the user who owns that account is sent an email containing a link allowing them to restore access to their account. Additionally, an administrator with sufficient privileges can "unlock" a suspended account via the Manage Users & Permissions.

### SSL Access

If the server hosting MIDAS allows for secure (https://) connections, the SSL Access setting will allow you to encrypt your browser's connection to the server, reducing the risk of any data being intercepted during transit. Options are:

#### Disabled

Force all users to connect to MIDAS via http://

#### Enabled

Allow users to access MIDAS via either http:// or https://

#### Forced

Force all users to connect to MIDAS via https:// (http:// connections will be replaced with https:// connections)



**Warning:** Do not "Force" MIDAS into SSL mode if your server doesn't accept SSL connections as you will lock yourself and others out of MIDAS completely! When you alter this setting, MIDAS will attempt to verify that SSL connections can be made to the server. If you select "Forced" and MIDAS cannot determine that your server accepts SSL connections, it will default down to "Enabled"



## Allowed IP Range

For increased security, you can limit who can access the MIDAS login page, based upon their Internet IP address, irrespective of whether they have a valid login for MIDAS.

You can restrict access to a single IP address, or an IP range. This can be useful if MIDAS is hosted on a public web server, which potentially could be accessed by anyone worldwide. MIDAS' "**Allowed IP Range**" setting can be used to restrict access to users in your own country, organization, or to just you!

IPs are made up of a set of 4 numbers, each ranging from 0-255. These four numbers are each separated by a period (dot) character, and together form an IP address. For reference, MIDAS also displays your current IP address in the security screen.

By default, the "**Allowed IP Range**" setting in MIDAS is set to \*.\*.\*.\*

"\*" is a wildcard character, meaning that any value is acceptable. This will not restrict IPs, and will allow access from any IP. You can change this to only allow access from a single IP, by entering the target IP in this box - If you only want to allow access for yourself, simply enter your IP here.

To restrict access to within your own organization / site, you could instead enter something along the lines of "192.168.\*.\*" - This would allow access to anyone with an IP starting "192.168", so "192.168.2.1" and "192.168.10.200" are examples of IPs that would be allowed.

Rather than use the "\*" wildcard character, which will allow any value in the range 0-255, you can instead further limit this to a range of values. For example entering [127-255] would only allow IP's that fell within the 127 to 255 values (inclusive). Example: 172.16.10.[127-255] - Allowed IPs fall in the range 172.16.10.127 - 172.16.10.255



**Warning: Proceed with extreme caution when restricting access to MIDAS based on an IP address/range - if you're not careful, you could lock yourself out of MIDAS completely!**



**Warning: If you are restricting access to a single IP address, such as your own, ensure that you have a static IP that will not change, and not a "dynamic" IP, which may periodically change, resulting in you being locked out of MIDAS**

## Managing Email Settings

This section contains a number of settings relating to email functions:

### Send outgoing emails using

Choose whether MIDAS should send emails via Perl's built in "Sendmail" program, or via an external SMTP relay.

#### Sendmail

If "Sendmail" is selected, you must specify the location of where Sendmail resides on your server, for example /usr/sbin/sendmail

If Sendmail is not available on your server, you should choose the SMTP option instead for sending outgoing email from your MIDAS.

#### SMTP

If "SMTP" is selected, you will need to specify your organization's SMTP host (i.e. smtp.yourdomain.com).

Additionally, if your SMTP host requires a username/password for authentication, you can specify these credentials.



# Help Documentation

By default, connections to the specified SMTP server will be made on Port 25. To use a different port, append the port number to the end of your SMTP host (i.e. smtp.yourdomain.com:port)

If your SMTP server requires a SSL connection, select the SSL option. This will then attempt to securely connect to your SMTP server on Port 465. To use a different port, append the port number to the end of your SMTP host preceded by a colon character.

If your SMTP server requires a TLS connection, select the TLS option. This will then attempt to connect to your SMTP server on Port 586. Again, to use a different port, append the port number to the end of your SMTP host after a colon.

## MIDAS Generated Emails Appear From

This is the email address from which any outgoing system initiated (as opposed to user initiated) e-mails will appear to be sent from.

For example, a password reset request, or notification of a submitted booking request would appear sent from this address. Whereas a booking confirmation or an emailed invoice would appear from the email address associated with the account of the user who confirmed the booking/emailed the invoice.

Whilst this doesn't have to be a real email address (i.e. you could use a generic noreply@yourorganization.com address for example), it does need to be a properly formatted email address. If this email address is blank, or improperly formatted, MIDAS may be unable to send automated emails and/or they may be deemed as spam.

## BCC outgoing email to

This field allows you to enter an e-mail address to which e-mail (excluding generated notifications) sent by your users through MIDAS will be BCC'd (Blind Carbon Copied) to. This setting may be of use to administrators to keep track of outgoing e-mails, or for archiving purposes.

➔ See Also: [MIDAS Knowledgebase: I'm not receiving emails from my MIDAS](#)

## Managing Print Settings

The Print settings allows you to control how MIDAS produces print outs.

### Sort By

When printing a list of bookings, by default the bookings are ordered by ascending start time. You can change this to instead sort printed booking lists by another booking field and/or in descending order instead.

### Emergency Evacuation Data (Accuracy)

Sets a time (in Minutes) either side of the current time in which to include bookings when printing Emergency Evacuation data. For example, set to "0 minutes", an Emergency Evacuation printout will only include bookings actually taking place at that point in time. However, if set to "15 minutes", such printouts will also include any bookings that ended within the last 15 minutes, or that are due to start within the next 15 minutes.

➔ See Also: [Emergency Evacuation Data](#)

## Managing Invoice Settings

Allows you to change various invoicing settings within MIDAS.

### Currency Symbol

Defines the currency symbol to use. (examples: \$, £, €)

### Currency Code

Defines the currency code to use (examples: USD, GBP, EUR)

### Default Tax Amount

The "tax" element (percentage) to be added to invoices by default.  
Setting this to "0" will not apply any tax by default to created invoices.



Tip: Setting "Default Tax Amount" blank (instead of "0") will hide the Tax line completely on subsequently created invoices (existing invoices with Tax elements will not be affected)

### Payment Terms

The number of days you allow your clients to pay their invoices from the date of invoice. This value can be used in conjunction with [Scheduled Tasks](#) to automatically send clients payment reminders / payment overdue notifications.

### Invoice Prefix

Specifies a short "prefix" to add to the start of your invoices. For example if set to "MIDAS" the first invoice you create will have the ID "MIDAS0001", the second "MIDAS0002" and so forth. You may wish to change this prefix each year, for example "MIDAS2011" will generate "MIDAS20110001", "MIDAS20110002", etc...

### Include in Invoice Notes

This setting allows you to include the contents of an additional booking field in the notes section of your generated invoices. For example, setting this to "Notes" will combine the booking notes of all bookings included on subsequently generated invoices. Ticking the additional "Itemize?" box would itemize these notes, associating each to its corresponding booking on the invoice.

### Create Invoices by Default?

When bookings are added to MIDAS a small "Create Invoice?" tick box is shown. If "Create Invoices by default" is selected, this tick box will always be ticked by default i.e. an invoice will be created for every booking, unless otherwise specified.

### Apply Discounts Silently

If you've set up discount rates depending upon the type of booking, when MIDAS generates invoices, it will apply this discount, and reference the fact that a particular discount has been applied. Enabling the "Apply Discounts Silently" option will still apply these discounts, but no reference to the fact that a discount has been applied will appear on your invoices.

### Round up values?

If selected, when invoices are generated, MIDAS will automatically round up totals to their nearest whole unit.



# Help Documentation

## Include zero value invoice items?

If selected, venues and resources for which there is no charge will still be included on invoices for completeness and/or if you need to denote that the client is getting something free of charge. If this option is not selected, items whose total charge is zero will not appear on generated invoices.

## Create invoices if invoice total is zero?

If unselected, MIDAS will only generate invoices where the invoice total is greater than zero. If selected, MIDAS will generate invoices regardless of invoice total.

## Prevent modification/deletion of bookings for which invoices have been created?

This setting will "protect" bookings, for which invoices have been created, from further modification or deletion. Such bookings can then only be modified/delete once their associated invoices have been deleted or until this setting is disabled. This setting applies to all users, meaning when enabled, no user will be able to modify/delete such bookings.

## After sending, prevent invoice deletion until paid in full?

This setting will prevent invoices that have been sent (i.e. printed or emailed) from being deleted, until such time as the invoice has been paid in full. Invoices that have been created but not sent, or those paid in full, can still be deleted with this setting enabled.

## Online Payments

If you have a PayPal or Google Wallet (formally Google Checkout) account, you can allow your clients to pay invoices created in MIDAS, online!

## Client must enter their email address to access their invoice online

Setting this option will require clients to enter their Invoice Number, Invoice Date and their email address in order to view and pay their Invoice online. Unselected, clients will only need to enter their Invoice Number and Invoice Date. If you email invoices to all your clients through MIDAS, you should consider selecting this option for increased security.

Clients without an email address on record within MIDAS will not be able to pay their invoices online if this option is selected. If you print off and post physical invoices to clients, and their email addresses are not present in MIDAS, you should consider de-selecting this option to allow your clients to pay their invoices online.

➔ See Also: [Online Payments](#)



## Managing Safety Settings

Allows you to control the Maximum Occupancy safety settings within MIDAS.

### Warn if the estimated total number of persons on site will exceed

Setting a number here will display a warning at time of booking if the estimated number of persons on site (including the booking you're making) will exceed this total. Your booking can still be made, as long as the maximum occupancy level is not exceeded (see below)

### Prevent further bookings if the estimated total number of persons on site will exceed

Setting a number here will display a warning at time of booking if the estimated number of persons on site (including the booking you're making) will exceed this total. No further bookings will be permitted during the period when your maximum occupancy level is estimated to be exceeded

### Show the estimated total number of persons on site when booking

If enabled, will display the estimated number of persons on site (including the booking you're making) on the "Check Availability" stage of adding/modifying bookings.

## Managing Database Settings

This section contains a number of settings relating to the backing up of the database(s):

### Database Admin

This section contains a number of settings relating to multiple databases:

#### Show Database Selector on Login page

If this option is selected, and more than one database is defined, users will be prompted to choose which database they wish to login to and use from the login page.

#### Create New

Allows you to setup another MIDAS database, running in parallel, on your server - provided your existing MIDAS license allows. You may wish to have multiple databases running in parallel via the same interface if, for example, your business has multiple offices/site locations and you want to have a separate database for each. If your current license doesn't allow you to create any additional databases, please contact [sales@mid.as](mailto:sales@mid.as) to upgrade your license. However, if your license is valid for creating additional databases, clicking/tapping this button will open a pop-up to allow you to setup your new database. You will need to give your new database a name, as well as setup the initial user(s). Options for the initial user are as follows:

- Transfer You & Your Permissions - This option will create the new database, and copy your login details from the current database to the new database.
- Transfer All Users & Permissions - This option will create the new database, and copy all users of the current database to the new database.
- Create new Admin User - Create a new database with a new Admin user. Selecting this option will prompt you for further details about the new user.

If your database is to be created on a different MySQL server to the current database, you will need to untick the "Use Current" MySQL option, and enter details for the new MySQL server.

#### Set as Default

Select a database from the database drop-down, then use this button to make it the "default" database. This database will be selected by default on the login page (Users may still change databases, provided the "Show Database Selector on Login page" is selected, otherwise the default database will be used)




# Help Documentation

## Rename

Rename the selected database.

## Delete

Remove the selected database

 For safety, you cannot remove the database you are currently logged into - To remove the current database, you will need to logout, log into another database and delete from there

## Database Backups

### Current Backups

Lists all backups of your MIDAS database(s) currently stored on your server. The list shows the date & time of the backup, and the amount of disk space being taken up by the backup.

### Backup Now

Create an instant backup of the current database.

### Delete

Delete the selected backup

### Restore

Restore your MIDAS data from the selected backup. Selecting this button will open a window allowing you to selectively choose which parts of the database to restore (i.e. bookings between two dates, client, invoices, etc). Alternatively you can select "Everything" to completely roll back MIDAS to the state it was in when the selected backup was taken.


 **Warning: Restoring a backup will overwrite any data added/modified in MIDAS since the date of the backup**


### Keep Server Backups

Controls how long MIDAS backups will remain on your server before being automatically deleted to conserve disk space. If the "Forever" option is present and selected, backups will remain on your server indefinitely, however you can still manually remove these backups at any time via the "Delete" button.

For additional piece of mind, if you enter your e-mail address in the "Email Backups To" field, MIDAS will automatically email a copy of the backup to that address every time it makes one.

Then, in the unfortunate event you lose data on your server, you can upload these backups to your MIDAS/BKUPS directory and restore them from within MIDAS.

 MIDAS automatically backs-up its database(s) upon the first logon of each day, however MIDAS does not perform automatic backups on days where there are no logins, and therefore no new activity

 Database backups are usually very small in size, as they are compressed. Typically, each backup will usually be less than 500Kbytes in size!

 The "Forever" option is not available if your MIDAS is "remotely hosted"





## Export

This section allows you to export your MIDAS Bookings, Clients, Resources, or Invoice Summaries in a range of different formats for use elsewhere in 3rd party applications, for example spreadsheets, calendar programs, finance packages, etc. Simply select the parts of the database you wish to export. If exporting bookings, you can additionally select the date range of bookings to export. Finally, choose the format for the exported data from the drop-down list and use the "Export" button to begin your export. You will then be prompted to open/save the exported data file.

## Database Tools

This section contains a number of useful database management and optimization tools. These tools may be accessed via MIDAS Admin Options → Manage → MIDAS Database



**WARNING:** Some of the tools presented here are capable of permanently removing data from your MIDAS. These tools should only be used once you are fully familiar with their actions, and we strongly advise backing up your database before proceeding



**TIP:** These tools are only available to administrative users with the "Can Manage MIDAS" user permission, however for additional safety, you can remove or disable these tools completely by either removing the "dbtools.pl" file from your server, or blocking access to it

## Import Data

This tool allows you to import bookings, clients, or users from 3rd party applications or other sources.



For more information and instructions on importing data into your MIDAS, please refer to our [Knowledgebase](#)

## Merge Booking Types

This tool allows you to "merge" two or more booking types into a single booking type, updating all existing bookings accordingly.

## Merge Clients

This tool allows you to "merge" the bookings & invoices from two or more clients into a single client. For example, if a user adds a new client named "Jo Blogs" and then another user adds the same client but spells it slightly differently as "Jo Bloggs" - these will be seen as two separate clients in MIDAS. The "Merge Clients" tool will allow you to combine these two clients into a single client.

## Remove Obsolete Bookings

This tool allows you to remove very old bookings held in your MIDAS, dating back several months or years. Whilst maintaining accurate booking records is important, many organizations don't need to keep track of bookings that took place more than a few years ago. This option allows you to choose to wipe bookings from your MIDAS that are more than either 6 months old, or older than 1-10 years.

Keeping your booking data trimmed by removing old booking data can also increase the performance of MIDAS.

## Remove Inactive Clients

This tool allows you to "clean up" the client database by removing obsolete clients who haven't had a booking in MIDAS for a long time. You can choose to remove clients with no bookings in the last 6 months, or in the last 1-10 years.



## Remove Inactive Users


This tool allows you to "clean up" the user database by removing obsolete user accounts that haven't been logged into MIDAS for a long time. You can choose to remove users who haven't logged in within the last 6 months, or within the last 1-10 years.

## Change Primary User


By default, the initial user account that was created for your MIDAS at time of install is known as the "Primary User" account. This administrative account will always have access to "Manage MIDAS" and "Manage Users & Permissions" and also cannot be deleted.


The "Change Primary User" tool allows you to change which existing user should be considered to be the "Primary User".

## Optimize Database

 This tool is not available if your MIDAS is "remotely hosted" by us

This tool runs the "OPTIMIZE TABLE" MySQL command on your MIDAS database. This command effectively "de-fragments" your MIDAS database by reorganizing the physical storage of data. In doing so, it can reduce the amount of storage space and improve overall efficiency of your MIDAS database.

 Depending upon the size of your database, this may take several minutes to complete

 Tip: Another great way to further improve the efficiency of your MySQL server is to use a tool like [MySQLTuner](#)



## Managing Templates

You can customize a variety of templates in MIDAS to suite your particular organization. Templates that can be customized (via MIDAS Admin Options → Manage MIDAS → Templates) include:

### e-mail: Miscellaneous

The default e-mail template allows you to customize the HTML for all emails sent via MIDAS, other than those listed below (which can be customized separately). MIDAS sends emails in both HTML and Plain Text formats, and so any HTML tags used will be stripped out of the template when sending in Plain Text format.

### e-mail: Booking Confirmation

This template allows you to customize the content of email notifications that may optionally be sent to clients when a booking is added for them by a MIDAS user. You can further separately specify the subject line for such emails.

### e-mail: Booking Reminder

This template allows you to customize the content of automated booking reminder emails that may optionally be sent to clients in advance of their bookings taking place. You can further separately specify the subject line for such emails.

### e-mail: Booking Request Approved

This template allows you to customize the content of email notifications that are sent to clients when a booking request they have made is approved by a MIDAS administrator. You can further separately specify the subject line for such emails.

### e-mail: Booking Request Approved (with changes)

This template allows you to customize the content of email notifications that are sent to clients when a booking request they have made has approved by a MIDAS administrator, but with some changes made that differ from the original request. You can further separately specify the subject line for such emails.

### e-mail: Booking Request Rejected

This template allows you to customize the content of email notifications that are sent to clients when a booking request they have made is rejected/denied by a MIDAS administrator. You can further separately specify the subject line for such emails.

### e-mail: Booking Request Submitted

This template allows you to customize the content of email notifications that are sent to clients when they submit a booking request. You can further separately specify the subject line for such emails.

### e-mail: Invoice Overdue

This template allows you to customize the content of automated email notifications that may optionally be sent to clients when an unpaid invoice is overdue. You can further separately specify the subject line for such emails.

### e-mail: Invoice Reminder

This template allows you to customize the content of automated email notifications that may optionally be sent to clients when an upcoming unpaid invoice is shortly due to be paid. You can further separately specify the subject line for such emails.



# Help Documentation

## Invoice

The "Invoice" template allows you to customize the appearance of invoices generated or created within MIDAS. For example, you may wish to include a logo and your organization's address at the top of all your invoices, and payment terms at the bottom. This template applies to invoices shown on screen, in printouts, and in emails.

## Online Payments

The "Online Payments" template controls the appearance of the online payment screen your clients can use to pay their invoices. You can further customize the appearance of these screens by specifying your own external .css style sheet in the corresponding field, which will then override the visual "theme" applied by MIDAS to these screens with your own styles.

## Print

The "Print" template controls the appearance of printouts generated by MIDAS.

## Web Requests

The "Web Requests" template allows you to customize the appearance of the Public Web Request screens of your MIDAS, from which non-MIDAS users can check availability of your venues and make booking requests. It's therefore a good idea to include useful information for your public visitors here, including contact information. You can further customize the appearance of these screens by specifying your own external .css style sheet in the corresponding field, which will then override the visual "theme" applied by MIDAS to these screens with your own styles.

➔ See Also: [Booking Requests](#) | [Managing Booking Request Settings](#)

## Welcome Note

The "Welcome Note" template allows you to edit a message which will appear on your MIDAS login page, and be visible to all visitors who login to your MIDAS.

**i** You may use valid HTML code and inline CSS in your templates, however, <SCRIPT> and <STYLE> tags are not permitted

## Template Variables

Depending upon the template, the following dynamic variables may be inserted:

Variable	Description	Applies To Templates
%BUILD%	Your MIDAS Build Number	All
%BUILDDATE%	The Build Date of your MIDAS	All
%CLIENT%	The full name of the client	Email
%CLIENT_FIRSTNAME%	The first name of the client	Email
%CONTENT%	Main Generated Content	Email (All except Invoice Overdue/Reminder), Invoice, Online Payments, Print, Web Requests
%DATABASE%	Current MIDAS Database name	Email, Invoice, Online Payments, Print, Web Requests
%DATETIME%	Current Date & Time	All
%HEADING%	Default Generated Heading	Online Payments, Print, Web Requests
%INVOICEDATE%	Invoice Date	Invoice
%INVOICEDUEDATE%	The date by which payment is due	Email (Invoice Overdue/Reminder)
%INVOICEDUEIN%	The number of days until payment is due	Email (Invoice Reminder)



# Help Documentation

<b>%INVOICENO%</b>	Invoice Number	<i>Invoice</i>
<b>%INVOICEOVERDUEBY%</b>	The number of days payment is overdue by	<i>Email (Invoice Overdue)</i>
<b>%INVOICETO%</b>	Full details of the client being invoiced (including organization, address, and email address)	<i>Invoice</i>
<b>%INVOICETO_ADDRESS%</b>	Postal address of client being invoiced	<i>Invoice</i>
<b>%INVOICETO_CLIENT%</b>	Name of the client being invoiced	<i>Invoice</i>
<b>%INVOICETO_EMAIL%</b>	Email address of the client being invoiced	<i>Invoice</i>
<b>%INVOICETO_ORG%</b>	Organization of the client being invoiced	<i>Invoice</i>
<b>%LOGO%</b>	Your custom/company logo	<i>All</i>
<b>%MIDASLOGO%</b>	The MIDAS Logo	<i>All</i>
<b>%MIDASURL%</b>	Your MIDAS URL	<i>All</i>
<b>%PRINTTYPE%</b>	Print Type	<i>Print</i>
<b>%REASON%</b>	The reason why the booking request has been rejected	<i>Email (Booking Request Rejected)</i>
<b>%REQUEST_DATE%</b>	The date/time the booking request was submitted	<i>Email (Booking Request Submitted/Approved/Rejected)</i>
<b>%THEME%</b>	The currently selected MIDAS Theme	<i>All</i>
<b>%UNSUBSCRIBEURL%</b>		<i>Email (Booking Reminder, Invoice Overdue/Reminder)</i>
<b>%USER%</b>	Full Name of the currently logged in User	<i>Print</i>
<b>%VERSION%</b>	Your MIDAS Version Number	<i>All</i>

## Notes about special variables:


- The %CONTENT% variable should be present in every template where it's applicable. This variable allows MIDAS to know where it should insert its generated content for that template. If this variable is omitted from templates requiring it, generated content will be inserted at the end of the template.
- If the %LOGO% variable is used, MIDAS will try and display a PNG image file named "mylogo.png" residing in your MIDAS "img" sub-directory. This image could be your organization's logo or other such image. For best results, an image dimension of 200 x 70 pixels is suggested.


➔ See Also: [MIDAS Knowledgebase: How to add your company/corporate logo](#)



## Managing Booking Request Settings

The following settings control the public "Web Request" interface to your MIDAS, allowing non-MIDAS users to check your room availability and make booking "requests"

 You can specify which of your venues are requestable through the [Manage Venues](#) screen

 **Tip:** You can customize and add text/graphics, etc to your public "Web Request" form through the use of [templates](#)

### Enable Public Booking Requests

Turn the public "Web Request" interface on or off

### Requests must be made at least X days in advance

Prevent users from making last minute booking requests by insisting that all requests are made in advance by a minimum number of days you specify.

### Requests may not be made more than X days in advance

Prevent users from requesting too far in advance by restricting the number of days ahead you will accept booking requests for.

### Requests cannot be made past

Specify an absolute date past which booking requests will not be allowed

### Show on blocks


When checking venue availability, if you don't want public to see who's already booked, set "Show on blocks" to "Unavailable". Public will then only see that a venue is unavailable, but won't see who's actually booked it. Alternatively you may wish to display the name of the client, organization, or type of booking instead

### Block color

Change the appearance of booking blocks when public check your venue's availability.

### Show Hours of Operation

If selected, a visual indication of each selected venues hours of operation will also be shown on the Web Request screen.

 **NOTE:** Requests will still not be permitted outside of a venue's operating hours regardless of this setting. This setting only controls whether hours of operation are indicated to requesters or not

### Show Venue Capacities

If selected, the maximum capacity (occupancy level) for each venue will be indicated when selecting venues on the Web Request screen.

### Only allow requests from these email domains

This option allows you to restrict booking requests to requesters with certain email addresses. For example, if you were to enter "yourdomain.com" in this field, booking requests can only be made by persons entering a "@yourdomain.com" email address. So, if you only wish to accept booking requests from people within your own organization, this setting can be used to filter out any third party requests.



Tip: You can specify multiple allowed domains here in the form of a comma separated list. For instance, to only allow booking requests from your own organization and hotmail accounts, you would enter "yourdomain.com,hotmail.com"

## Auto-Approve Booking Requests

If this option is selected, all booking requests are automatically approved by MIDAS (availability permitting) as soon as they are received - they do not require approval by an administrator first.

## Managing Scheduled Tasks

The Scheduled Tasks feature allows MIDAS to automatically send your clients reminders of their upcoming bookings, invoice payment reminders, and invoice overdue notifications, based on a schedule you set.



In order for the Scheduled Tasks component of MIDAS to correctly function, you will need to setup a CRON job (or equivalent) on your server to execute the "cron.pl" file in your MIDAS installation once every per hour. The "Last Run" time provides an indication of when Scheduled Task were last run and can be used to verify your CRON job is running correctly.

For more information on setting up your CRON, please see [Configuring your server to run Scheduled Tasks](#)



Tip: You can customize the content of these automated reminders/notifications through the use of [Templates](#)



Tip: You can control which of these reminders individual clients receive by updating their "e-mail reminders" preference - See: [Modifying Clients](#)

## Bookings

To have MIDAS send booking reminders to clients in advance of their bookings taking place, tick the "Send clients reminders of their upcoming bookings around X hours before they start" option, and set X to the number of hours before a booking starts that a reminder should be sent to a client.

For example, if X is set to "6", and a client's booking is due to start at 2.30pm, MIDAS will send them a reminder between 8am-9am the same morning.


## Invoices

To have MIDAS send invoice reminders to clients prior to the date their invoices are due, tick the "Send payment reminders to clients X days before an unpaid invoice is due" option, and set X to the number of days before an unpaid invoice is due that a reminder should be sent to the client.

For example, if X is set to "5", and an unpaid invoice is due on 15 April, MIDAS will send the client a reminder of their unpaid invoice on 10 April.

To have MIDAS send payment overdue notifications to clients if their invoices haven't been paid within the "Payment Terms" time frame (You'll find this setting on the Invoicing tab of the Manage MIDAS screen), tick the "Send payment overdue notifications to clients X days after an unpaid invoice was due" option, and set X to the number of days after an unpaid invoice was due that a notification should be sent to the client.


For example, if X is set to "5", and full payment for an invoice was due on or before 15 April, MIDAS will send the client a notification of their overdue invoice on 20 April.

 **Tip:** The "Run Daily Tasks Between" setting can be used to control during which hour of the day invoice reminders/overdue notifications should be sent

## Checking for Updates

The "Check for Updates" button will check to see if there is a newer version of MIDAS available to you.

You can also set MIDAS to automatically check for available updates on a recurring schedule. This background automatic update check will only take place for those users with the user "Can Manage MIDAS" user permission, and if an update is detected, will prompt the user to confirm the update.

 The "Update" option is not present if your MIDAS is "remotely hosted" on MIDAS servers, as your MIDAS will be kept up-to-date automatically!

 See Also: [Latest Changelog](#)

## Manage Addons

The "Manage Addons" screen shows installed and available addons for your MIDAS, as well as any additional settings available for your installed addons.

- Selecting an installed addon will open the its corresponding settings page
- Selecting an available addon will take you to the addons site where you can find out more about the selected addon, and get it for your MIDAS
- "**Addons Ready to Install**" are addons which you have purchased, and which can now be installed to your MIDAS with a single click/tap.
- "**Addons Ready to Update**" are previously installed addons for which an update is available. You can quickly update the addon with a single click/tap.

 See Also: [Available Addons](#)





# Keyboard Shortcuts

MIDAS supports a number of Keyboard Shortcuts to facilitate quick access to key areas of the software.

Shortcut Key	Action
<b>a</b>	Recent Activity Log
<b>b</b>	Add Bookings
<b>e</b>	Print Emergency Evacuation Data
<b>f</b>	Select the View Filter
<b>h</b>	Open Help
<b>i</b>	Invoicing
<b>l</b>	Logout
<b>m</b>	My Messages
<b>o</b>	MIDAS Admin Options
<b>p</b>	Print
<b>r</b>	Pending Booking Requests
<b>s</b>	Search
<b>t</b>	Statistics
<b>v</b>	Toggle between Day/Month View
<b>x</b>	Full Screen

The exact combination of keys you'll need to press in order to trigger these shortcuts varies between browsers and operating systems. For example, on current versions of Firefox, you can open the MIDAS help window by holding down **Alt + Shift + h**, whereas in Google Chrome, the combination is simply **Alt + h**. Please refer to your browser's documentation to determine the specific combination of keys to use to trigger these shortcuts in your browser.

## Other Sources of Support

➔ See Also: [Video Tutorials](#) | [MIDAS Knowledgebase](#)