



# EZbooking

**i** Version 5.3 – New features



*Our company and our data centre are ISO 27001 certified and located in Sweden.*

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SOFTWARE FOR THE WEB



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## General

### Two-factor authentication

To strengthen login security, you can now enable two-factor authentication. This means that after standard login with username and password, the user is also prompted to enter a code generated by a so-called TOTP app (Time-based One-Time Password) on his/her phone.

The setting is enabled under *Administration > Users > User rights settings*, and you can choose from the following options:

- *Disabled*
- *Not enforced*: Two-factor authentication is optional for the user to enable
- *Not enforced but encouraged*:  
Two-factor authentication is optional, but the user is prompted to enable it at each login
- *Enforced*: Two-factor authentication is mandatory to use, and the user is required to enable it at the next login

**Two-factor authentication**

Disabled

Not enforced

Not enforced but encouraged

Enforced

The two-factor authentication has not yet been enabled on your account. We strongly recommend you to enable this feature.

In his/her profile, the user selects *Two-factor authentication enabled* and then clicks *Add an authenticator...* to open the *Configure two-factor authentication* window. When two-factor authentication is enforced, the user will come directly to *Configure two-factor authentication* at login, if he/she has not previously enabled it.

Two-factor authentication enabled

Name	Enabled
Add an Authenticator...	

**Configure two-factor authentication**

Name \*

Manual Key

Enabled



Code:

To configure two-factor authentication, you will need a TOTP app on your phone. Recommended TOTP application provided by Apple Store and Google Play Store but if you have an existing one that you trust then feel free to use it.

Save Close

The user downloads a TOTP app on his/her phone and creates a new account in the app by scanning the QR code. It is then possible to retrieve a code from the app, which is entered in the *Code* field. Finally, give the configuration a name and save.

At each login, the user opens the app and clicks on the account to see the code that is currently valid (changes every 30 seconds). After logging in with his/her username and password, the user enters the code in the *Two-factor authentication code* field.

**Two-factor authentication code**

## Public users

Under *Administration > Users > User right settings*, you can now create multiple public users. This can be useful, for example, if you want to display different public calendars, with different content depending on what the public user of the calendar has access to.

**Public functions**

Make parts of EZbooking public accessible, for example registration of users and viewing calendar.  
 Activate the possibility to use these functions by selecting a public user, whose language, theme etc. are used for presenting the public pages.

Public user publicUserID=1

Public user publicUserID=2  
 X

[Add a public user](#)

## API

Users with the right to use the API now can retrieve information about users via the API, either all active users or only a user with a certain ID. Information retrieved includes for instance first name, last name, username, email, language, organisation and permission level.

## E-mail

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### iCalendar e-mail to general e-mail address

There is a new setting under *Administration > E-mail > E-mail Settings*. If you have enabled the function to send e-mails with attached iCalendar files, this can now also be done to the general e-mail address (if one is specified). Tick the checkbox at *The General e-mail address* under *Attach iCalendar files to the e-mails sent to*. All bookings for items where it is selected that e-mails should be sent to the general e-mail address will now be sent with attached iCalendar files.

### EZ-Order: iCalendar e-mail to delivery type responsible

There is a new setting under *Administration > E-mail > E-mail Settings*. If you have enabled the function to send e-mails with attached iCalendar files, these can now also be sent to the e-mail address that is set as responsible for a Delivery type. Tick the checkbox at *The Delivery type responsible* under *Attach iCalendar files to the e-mails sent to*. Per delivery type, you can now choose whether iCalendar files should always be sent, if they should never be sent or if it should be based on the default setting set for iCalendar e-mail under *Administration > E-mail > E-mail settings*.

Note that this only applies to orders that are connected to a booking.

The calendar time itself is based on the booking time. (That is, if you have a booking between 8:00-16:00 and the order is for 12:00, the calendar booking will be between 8:00-16, but the title says that the order is for 12:00.)

**iCalendar settings**

Attach iCalendar files to the automatic booking confirmation e-mails that are sent from EZbooking.

Inactive  
 Active

Attach iCalendar files to the e-mails sent to

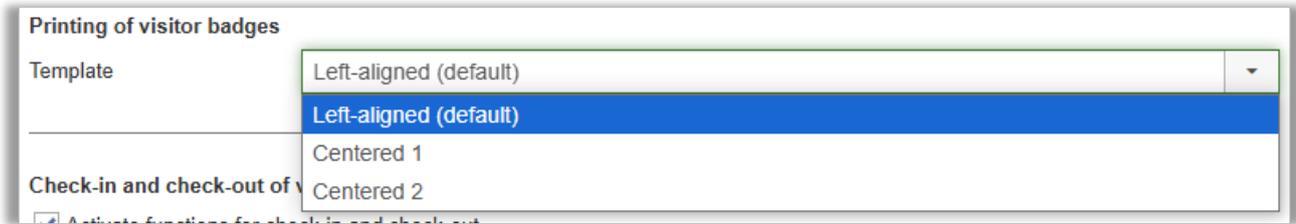
- The 'Booked for' user
- The 'Booked by' user
- The General e-mail address
- The Delivery type responsible

## EZ-Visit

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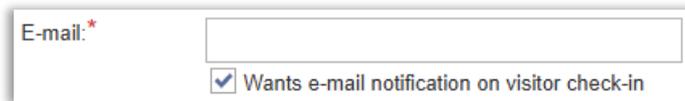
### Choice of design for visitor badges

There are now three different design templates for the visitor badges that can be printed for visitors. The design template is selected under Administration > System Settings > Advanced > EZ-Visit.

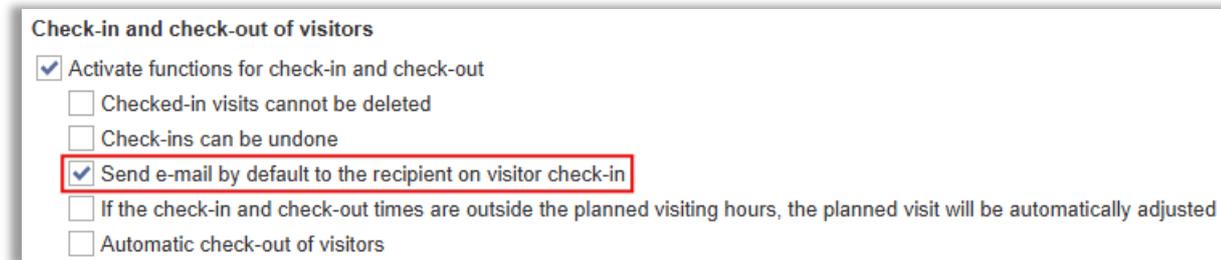


### Email when checking in visitors

Since before, under Administration > System Settings > Advanced > EZ-Visit, it is possible to activate a function that lets you check-in and check-out visitors. If this function is used, there is now a new setting for visitor registration where you can choose that the recipient should receive an e-mail as soon as a check-in of their visitor is made.



Under Administration > System Settings > Advanced > EZ-Visit, you choose whether this setting should be active as default for new visitor registrations.



Under Administration > E-mail > System Templates, there is a new e-mail template that determines how these e-mail messages should look.

### General comment for the entire visitor registration

When registering visitors, it is now possible to enter a general comment that applies to the entire visitor registration, i.e. for all visitors who have been added. This comment is then searchable so you can easily find the visitors who belong to the same visitor registration.

