labarchives
Scheduler

QUICK START GUIDE FOR USERS

Rev 1.0

LabArchives Scheduler allows teams to reserve equipment like Balances, Chromatographs, Microscopes, or even meeting rooms.

Your Application Administrator will invite you to LabArchives Scheduler.
Click on the link in the invite email to create your account.
If you create an account before you are invited contact LabArchives Scheduler Support

When is the resource available?

To find out when a resource is available, select "Schedules" on the top navigation menu.

Bookings and the **Resource Calendar** show all resources that have access to and any reservations that have been made.
My Calendar shows all reservations that you have created or that you have been invited to.
Find a Time allows you filter the resources, time, and availability to find the best time for you to create the reservation. As an example, you may want to see a list of all microscopes that are available tomorrow for more than 2 hours.

- To create a new reservation at a specific time, select the time that you would like to use the resource.
- To view more information about a reservation or to edit an existing reservation, click on the reservation.
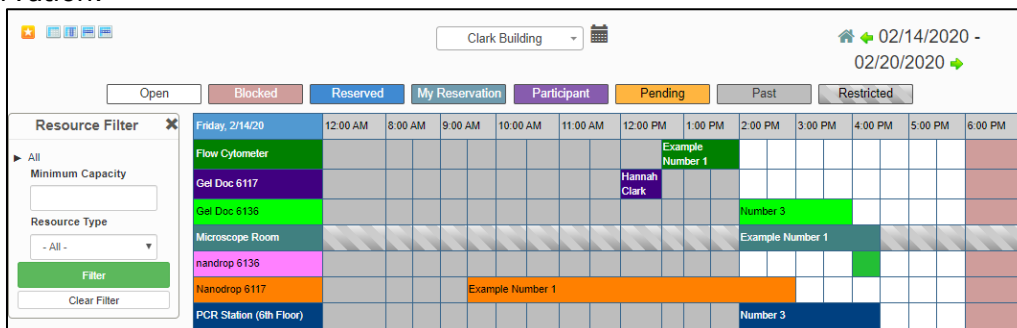
How do I Create a Reservation?

Once you select a time and resource that you want to use, you will be brought to the "New Reservation" page.

1. **Date and Time**
   You must set a time for the reservation and you can set the reservation to repeat.
2. **Describe the Reservation**
   You may want to add a title or description for the reservation. You can also upload a file.
3. **Invite Others**
   If other users will be using the same resource, you may want to invite them to the reservation or add them as a participant
4. Click "**Create**" to save.