

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

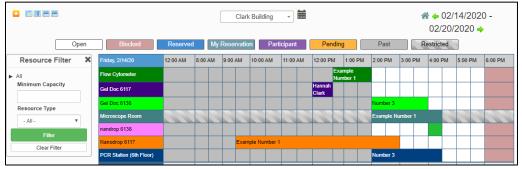
When is the resource available?

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 ReservationYou 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.

New Reservation		Create
FirstName LastName (example@email.com)	Participant List 1	
	Add name or email	
Begin 02/16/2020 8:00 AM ▼ End 02/16/2020 8:30 AM ▼	x Example Number 1 (labarchivesuser1@gmail.com) x Example Number 1 (labarchivesuser1@gmail.com)	
0 days 0 hours 30 minutes		
Repeat		
Resources Change	Invitees 1	
nandrop 6136	Add name or email	
Title of reservation	➤ Example Number 2 (labarchivesuser2@gmail.com)	
Working on Project ABC		
Description of reservation		
During this reservation I'm going to work on project ABC.	✓ Allow Participants To Join	
Attach File (20 MB max)		
Reservation Upload File		
Choose File Safety Form.pdf Add Add Safety Form.pdf		
		Create