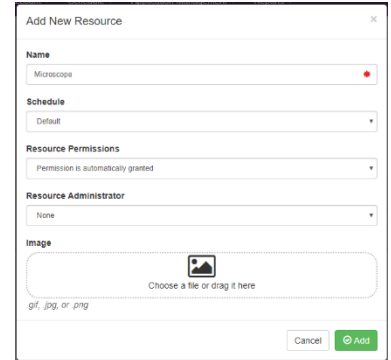




LabArchives Scheduler allows teams to reserve equipment like Balances, Chromatographs, Microscopes, or even meeting rooms. The first person to create an account has full administrative rights. The Application Administrator can create resources, invite others and manage reservations.

## 1 Setup Resources

- To setup the resources, click "Application Management" and select "Resources."
- Click "Add Resource" on the right side. You can also import a list of resources. By default, the resource will be available 7 days a week from 8am-6pm and other members of your team will be able to reserve the equipment without requesting permission.
- Click "Add" to save the resource. Repeat these steps for each resource.
  - On the list of resources, you can add additional information or adjust settings for the resource.





Resource Color 

Remove

**Gel Doc 6117** 🔗 📄 📅 📄

Status ● Available

Schedule **Hepner Research Bldg (S3)** Move

Resource Type (no resource type set)

Sort Order 0

Location (no location set)

Contact **If the room needs repairs contact John doe:**  
919-600-6000

Description

This is the Gel Doc in room 6136

Notes (no notes)

Resource Administrator **None**

Print QR Code

**DURATION**

There is no minimum reservation duration

There is no maximum reservation duration

There is no buffer between reservations

Reservations can be made across days

**CAPACITY**

This resource has unlimited capacity

**PERMISSIONS**

Users | Groups

**PUBLIC**

Show to public (RSS, iCalendar)

**ACCESS**

Reservations can be made up until the current time

Reservations can be updated up until the current time

Reservations can be deleted up until the current time

Reservations can end at any point in the future

Reservations do not require approval

Permission is not automatically granted

Does not require check in/out

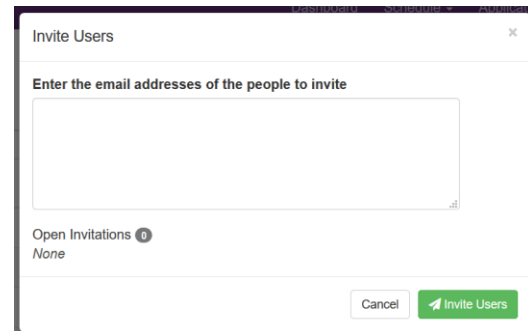
Do not allow concurrent reservations

**RESOURCE GROUPS**

None

## 2 Share the Resources with Others

- To invite others to LabArchives Scheduler, click "Application Management" and select "Users."
- Click the triple dot menu on the top right and select "Invite User." You can invite one or multiple people.
- Each user that you invite will receive an email prompting them to login (they will create an account if they don't have one). By default, a user will be able to reserve any resources that have been setup by the Application Administrator. However, they will not be able to create new resources or invite others to reserve equipment.



- On the list of users, you can view or edit information about each person.
- On the "Actions" column, you can remove someone from the resources, change the permissions that they have, or view the reservations that they have created.

Users						
Find User   All Users		Status				
<input type="text"/>		All				
Name	Username	Email	Created	Last Login	Status	Actions
Example Member	example1@example.com	example1@example.com	10/28/20 12:05 PM	10/28/20 12:10 PM	Active	⌵
Example User 1	labarchivesuser1@gmail.com	labarchivesuser1@gmail.com	10/28/20 11:53 AM	10/28/20 12:09 PM	Active	⌵

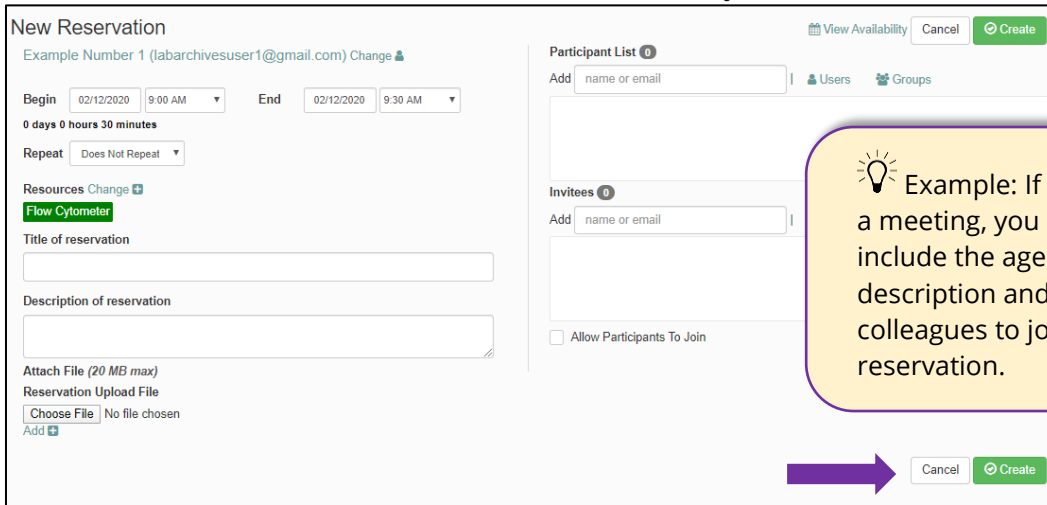
Rows: 1 - 2 (2)


Permissions  
 Groups  
 Reservations

3

## Create Reservations

- To create a new reservation, you must find a resource that is available for a specific time.
  - To view a calendar showing all resources, click "Schedule" and select "Bookings."
  - To search for a time, click "Schedule" and select "Find a time." This tool allows you to find a time that meets certain criteria.
- To create a reservation, select the time and resource that you would like to use.
- On the new reservations screen, add more information about your reservation and click "Create"



 Example: If you are hosting a meeting, you may want to include the agenda in the description and invite your colleagues to join the reservation.

4

## Manage Resources and Reservations

### Blackout Times

- If a resource is going to be unavailable (for maintenance, cleaning, calibration, etc.) you can setup a Blackout time.
- To create a blackout time, click "Application Management" and select "Blackout Times."

### Announcements

- An announcement will be available on the "Dashboards" page and it's a great way to notify your team about important information.
- To create an announcement time, click "Application Management" and select "Announcements."

### Reports

- As members of your team create reservations you can review these reservations or run reports on usage.
- To create a report, click "Reports" and select "Create New Report."

