

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

**Your Application Administrator will invite you to LabArchives Scheduler.  
To accept the invitation, click on the link in the invitation email.**

## When is the resource available?

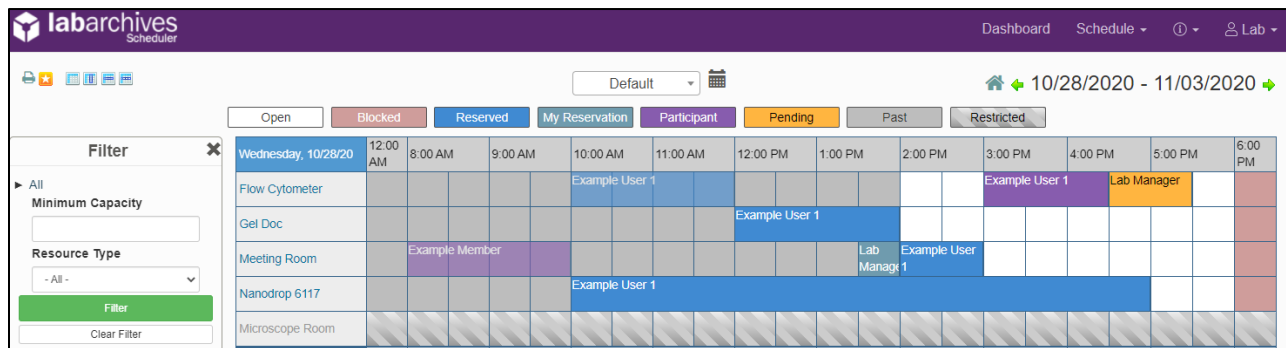
To find out when a resource is available, select “Schedules” on the top navigation menu.

**Bookings** and the **Resource Calendar** show all resources that you 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.

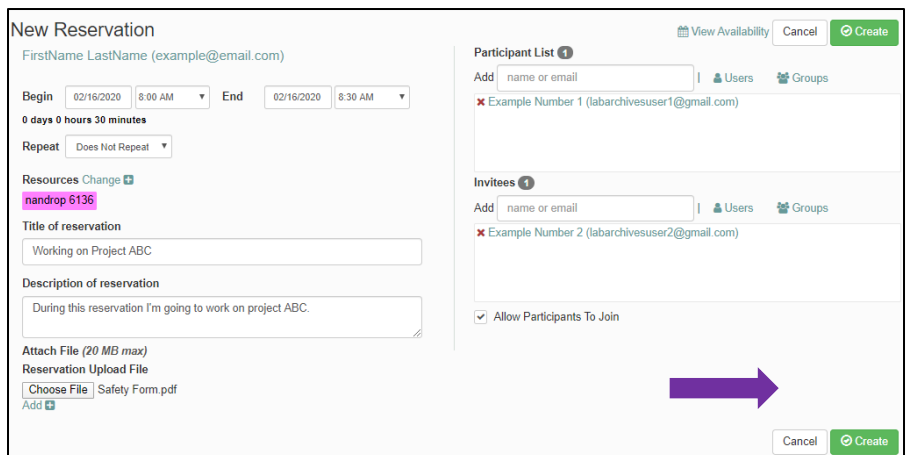
### 2. Describe the Reservation

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.



The 'New Reservation' form contains the following fields and sections:
 

- User Info:** First Name, Last Name, and Email (example@email.com).
- Time:** Begin (02/16/2020, 8:00 AM) and End (02/16/2020, 8:30 AM) with a duration of 0 days 0 hours 30 minutes.
- Repeat:** Does Not Repeat.
- Resources:** A dropdown menu showing 'nanodrop 6136'.
- Title:** Working on Project ABC.
- Description:** During this reservation I'm going to work on project ABC.
- Attachments:** Attach File (20 MB max) and Reservation Upload File (Choose File, Safety Form.pdf).
- Participant List:** A list with 'Add' and 'Remove' buttons, showing 'Example Number 1 (labarchivesuser1@gmail.com)'.
- Invites:** A list with 'Add' and 'Remove' buttons, showing 'Example Number 2 (labarchivesuser2@gmail.com)'.
- Checkboxes:** 'Allow Participants To Join' is checked.
- Buttons:** 'Cancel' and 'Create' buttons at the bottom right.

 A purple arrow points to the 'Create' button.