



Dotmatics

LabArchives

Quick Start Guide for Users

LabArchives Scheduler

LabArchives Scheduler is a calendar and scheduling service for the management and scheduling of resources – from desks to lab space or from microscopes to flow cytometers; if you have a resource that you need to manage access to, Scheduler provides an easy and customizable solution for your team. Scheduler users can easily view and search schedules for the easy booking of resources.

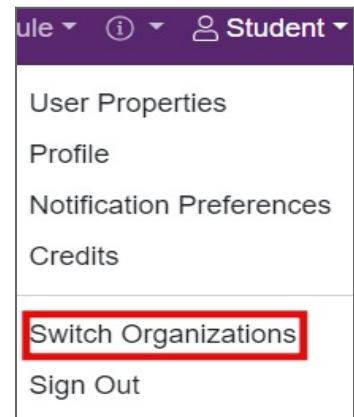
support@labarchives.com

Version 04.11.2024

Accepting your Scheduler Invite

Your Application Administrator will invite you to Scheduler. To accept the invitation, click on the link in the invitation email. Please note that the invitation is specific to a single user and cannot be reused by other members.

If your institution has an Enterprise License to Scheduler, it is possible that multiple Organizations have been created and are being used across different teams. Please click on your name in the top right-hand corner of the purple navigation bar and select **Switch Organizations** from the dropdown menu. Once you have accepted an invite to your Scheduler Organization you can login via scheduler.labarchives.com to begin making reservations to use the resources.



When is the Resource Available?

To find out when a resource is available, select **Schedule** from the top navigation bar.

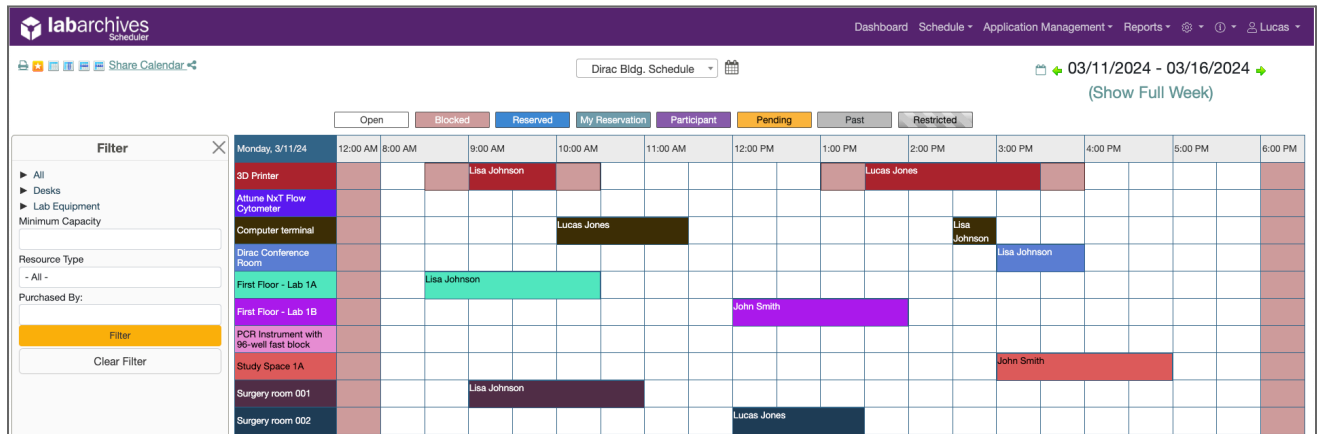
Bookings and the **Resource Calendar** show all resources that you have access to and any reservations that have been made.

My Calendar shows all reservations that you have created or that you have been invited to.

Find a Time allows you to filter on 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 two 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

Additional users can be added to your reservation by adding them as a **Participant** or **Invitee**. Participants will be added to the reservation and receive an email notification. Invitees will receive an email invitation and are given the option to accept or decline.

4. Create Your Reservation

Click **Create** to save your reservation. To adjust the notifications that are sent to you after reservations are made, click on your name in the top right-hand corner of the purple navigation bar and select **Notification Preferences** from the dropdown menu.

The screenshot shows a 'New Reservation' form. On the left, there are fields for 'Researcher One (labarchivesresearcher1@gmail.com)', 'Available Credits 0.00 | Credits Required 0 (US\$0.00)', 'Begin' (31/03/2023, 09:00), 'End' (31/03/2023, 09:30), 'Repeat' (Does Not Repeat), 'Resources' (3D Printer), 'Title of reservation', 'Description of reservation', and 'Send Reminder' (15 minutes before the start time). On the right, there are 'Participant List' and 'Invitees' sections, each with an 'Add' field and a 'Users'/'Groups' selection button. There are 'Cancel' and 'Create' buttons at the top right and bottom right of the form.

If your Application Administrator has required that all users **Check In** prior to the start of a reservation and **Check Out** of a reservation when it is complete, that can be done from the reservation page.

Additional Help and Support

Find help through the Information icon and visit the [Knowledgebase](#) to browse by support topic, view [Video tutorials](#) or submit a question directly to our [Support team](#). Register for one of our [regional webinars](#) to attend a live training session hosted by a LabArchives trainer.