



Quick Start Guide for Scheduler Users

LabArchives Scheduler

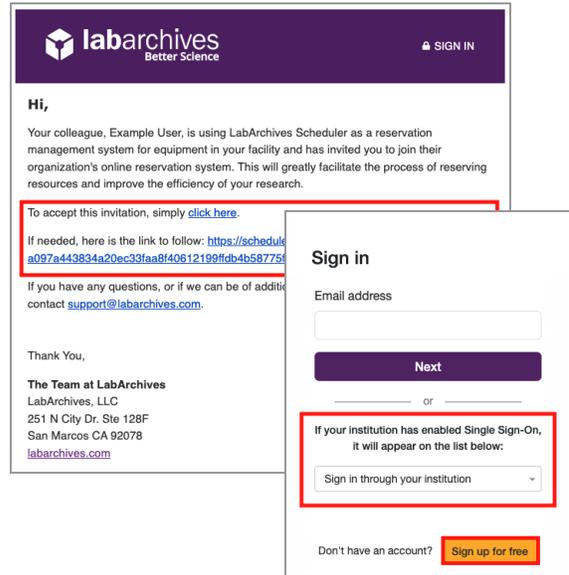
LabArchives Scheduler makes it easy to check availability and receive real-time updates on all the resources in your lab. Schedule lab time, meeting rooms, and reserve lab equipment with a simple click and drag. We recognize that we have a significant responsibility to protect and secure your data, which is why our application undergoes annual external audits.

support@labarchives.com

Version 2.21.25

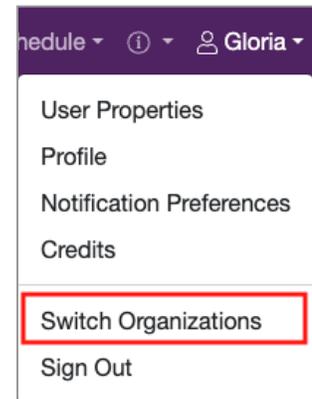
Accepting your Scheduler Invite

Your Scheduler Application Administrator will invite you to a Scheduler Organization. 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.



- Create your account at scheduler.labarchives.com.
- Enter your email address or select your institution from the **Sign in through your institution** list.
- If you would like to create a free account, click **Sign up for Free**.

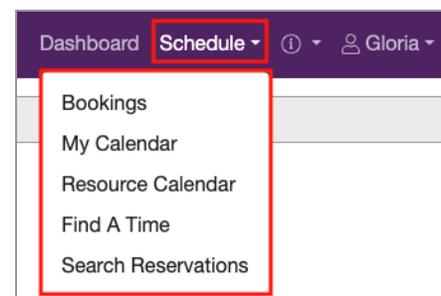
It is possible to be a member of multiple Scheduler Organizations. Click on your name in the top right-hand corner of the purple navigation bar and select **Switch Organizations** to view and select the Organization that you wish to use.



When is the Resource Available?

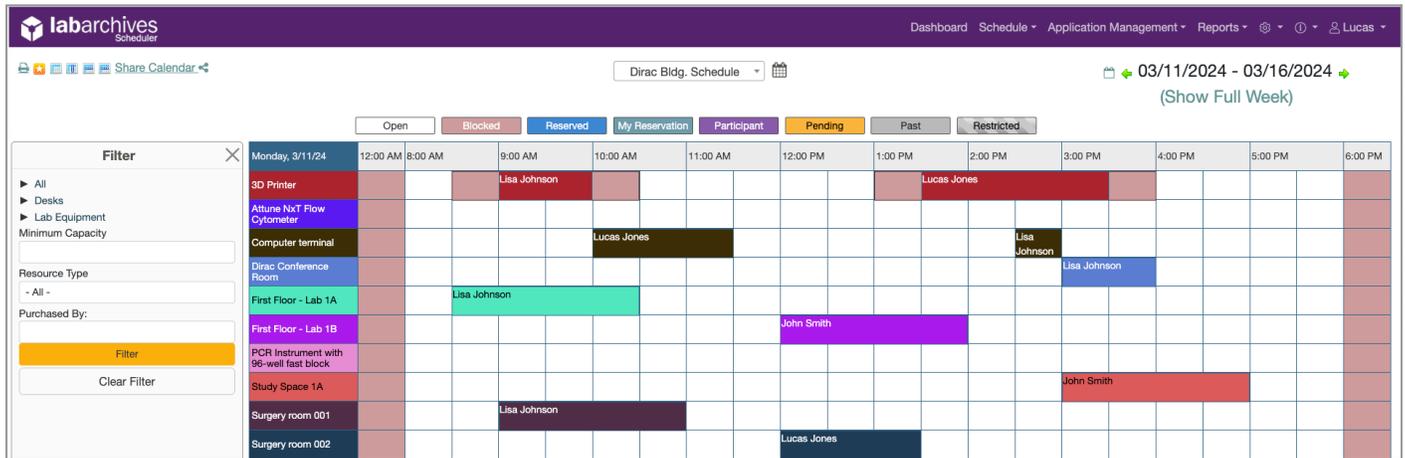
To find out when a Resource is available, select **Schedule** from the top navigation bar.

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.



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.

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.

The screenshot shows the 'New Reservation' form. At the top left, it says 'New Reservation'. On the top right, there are 'Cancel' and 'Create' buttons. Below the title, the user's name 'Researcher One (labarchivesresearcher1@gmail.com)' is displayed with a 'Change' link. The 'Available Credits' section shows '0.00' available and '0 (US\$0.00)' required. The 'Begin' and 'End' time slots are set for 31/03/2023 from 09:00 to 09:30. The duration is '0 days 0 hours 30 minutes' and the repeat option is 'Does Not Repeat'. The 'Resources' section shows '3D Printer' selected. There are fields for 'Title of reservation' and 'Description of reservation'. The 'Send Reminder' section has two checkboxes for sending reminders 15 minutes before the start and end times. An 'Attach File' section is at the bottom left. On the right side, there are sections for 'Participant List' and 'Invitees', each with an 'Add' field and a 'Users'/'Groups' icon. At the bottom right, there are 'Cancel' and 'Create' buttons.

Additional Help and Support

Find help through the **Information** icon and visit the [Knowledgebase](#) to browse by support topic, view [Video tutorials](#), register for one of our [regional webinars](#), or submit a question directly to our [Support team](#).

Review the [Quick Start Guide for Scheduler Administrators](#) to learn how to set up a Scheduler Organization and invite members.