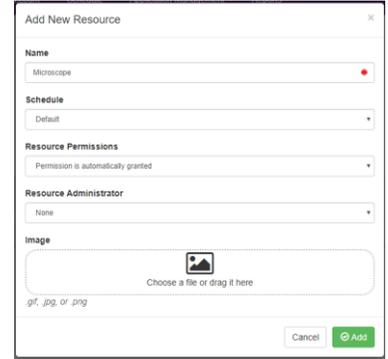


LabArchives Scheduler allows teams to reserve equipment like Balances, Chromatographs, Microscopes, or even meeting rooms. The first person to create an account has full administrative rights. The Application Administrator can create resources, invite others and manage reservations.

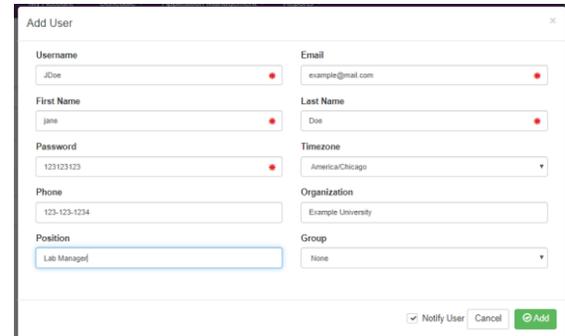
1 Setup Resources

- 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.




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 "Add User" or Invite User. You can also import a list of users.
- Each user that you invite will receive an email letting them know that can login to the account.
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.



Name	Username	Email	Phone	Organization	Position	Created	Last Login	Status	Actions
Hannah Clark	hclark	hclark@labarchives.com		LabArchives		5/28/19 2:47 PM	2/12/20 2:13 PM	Active	[Edit] [Remove] [Add]
Example Number 1	lauser1	labarchivesuser1@gmail.com				5/28/19 3:00 PM	1/13/20 12:54 PM	Active	[Edit] [Remove] [Add]
Example Number 2	lauser2	labarchivesuser2@gmail.com				5/28/19 3:00 PM		Active	[Edit] [Remove] [Add]



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"

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."