



Quick Start Guide for Scheduler Users

LabArchives for Government

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.

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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.gov.com
- Enter your email address or select your institution from the **Sign in through your institution** list.

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.

The image shows an email invitation from LabArchives and a corresponding sign-in form. The email, titled 'Hi,', explains that a colleague is using LabArchives Scheduler and has invited the user to join their organization's online reservation system. It includes a link to accept the invitation: <https://scheduler.labarchives.gov.com/a097a443834a20ec33faa8f40612199fdd4b587>. The sign-in form on the right has a 'Sign in' header, an 'Email address' input field, a 'Next' button, and a section for 'Don't have an account? Select your institution from the drop-down list.' with a dropdown menu labeled 'Sign in through your institution'.

This screenshot shows the user profile dropdown menu in the top right corner of the application. The menu is open, showing options: 'User Properties', 'Profile', 'Notification Preferences', 'Credits', 'Switch Organizations' (highlighted with a red box), and 'Sign Out'. The user's name 'Gloria' is visible in the top right of the navigation bar.

When is the Resource Available?

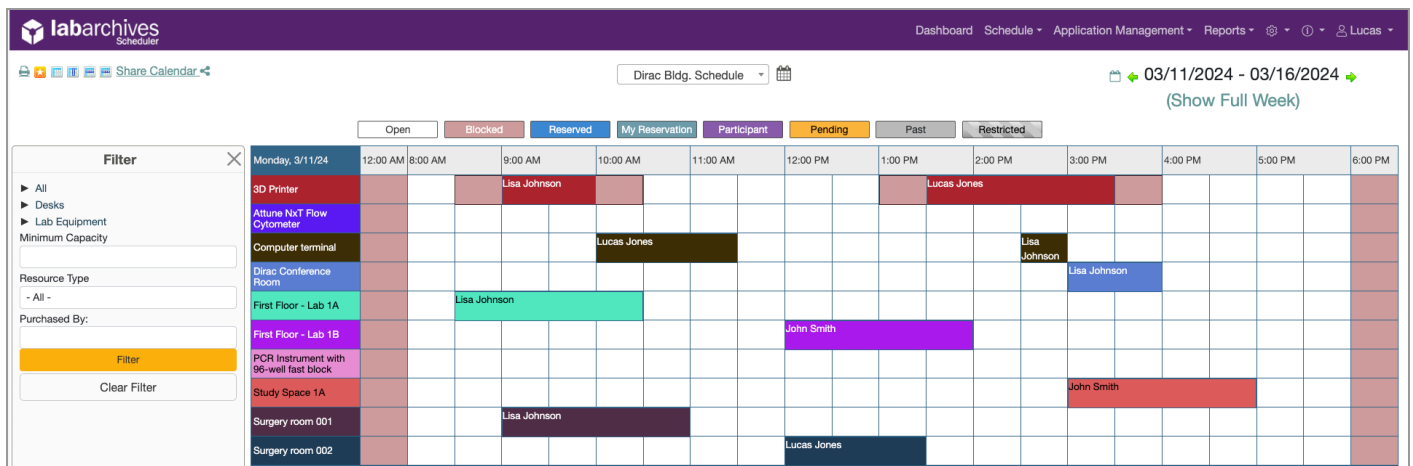
To find out when a Resource is available, select **Schedule** from the top navigation bar.

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

This screenshot shows the top navigation bar of the application. The 'Schedule' dropdown menu is open, showing options: 'Bookings', 'My Calendar', 'Resource Calendar', 'Find A Time', and 'Search Reservations'. The 'Schedule' dropdown is highlighted with a red box. The navigation bar also includes 'Dashboard', a user icon, and the name 'Gloria'.

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.

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, it shows the user 'Researcher One (labarchivesresearcher1@gmail.com)' with a 'Change' link. It also displays 'Available Credits 0.00 | Credits Required 0 (US\$0.00)'. The form has two main columns. The left column contains: 'Begin' and 'End' date and time pickers (both set to 31/03/2023, 09:00); a duration selector set to '0 days 0 hours 30 minutes'; a 'Repeat' dropdown set to 'Does Not Repeat'; a 'Resources' section with a '3D Printer' resource; a 'Title of reservation' text field; a 'Description of reservation' text area; and a 'Send Reminder' section with checkboxes for '15 minutes before the start time' and '15 minutes before the end time'. At the bottom left is an 'Attach File (20 MB max)' section with a 'Choose file' button. The right column contains: a 'Participant List' section with an 'Add' input field and 'Users'/'Groups' icons; an 'Invitees' section with an 'Add' input field and 'Users'/'Groups' icons; and a checkbox labeled 'Allow Participants To Join'. At the bottom right, there are 'Cancel' and 'Create' buttons.

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 or submit a question directly to our [Government Support team](#). Review the [Quick Start Guide for Scheduler Administrators](#) to learn how to set up an Organization and invite members.