Dotmatics
LabArchives

# 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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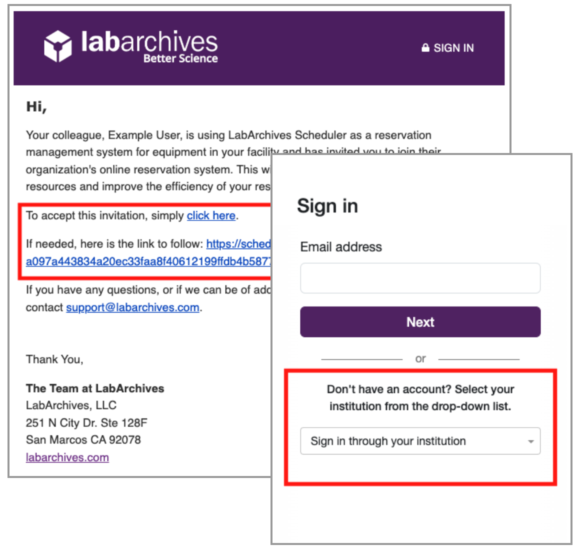
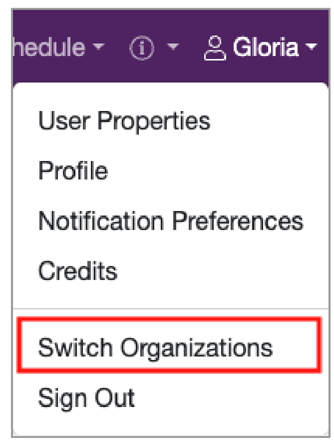
# Accepting your Scheduler Invite

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.

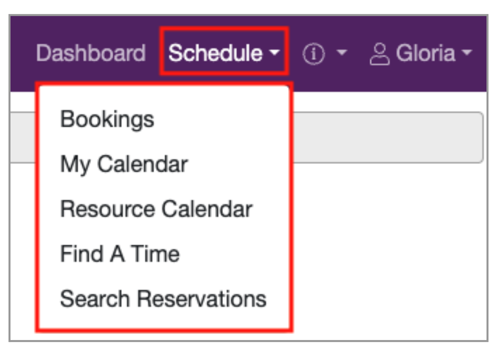



- Create your account at [scheduler.labarchives-gov.com](scheduler.labarchives-gov.com)
- Enter your email address or select your institution from the **Sign in through your institution** list.




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.

# When is the Resource Available?

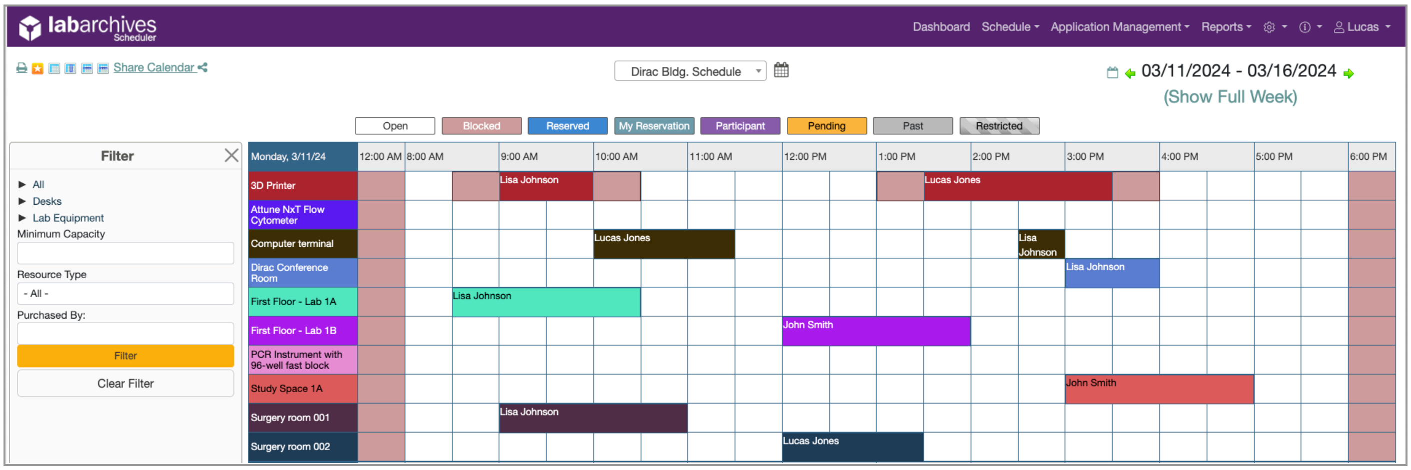



To find out when a Resource is available, select **Schedule** from the top navigation bar.

**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.



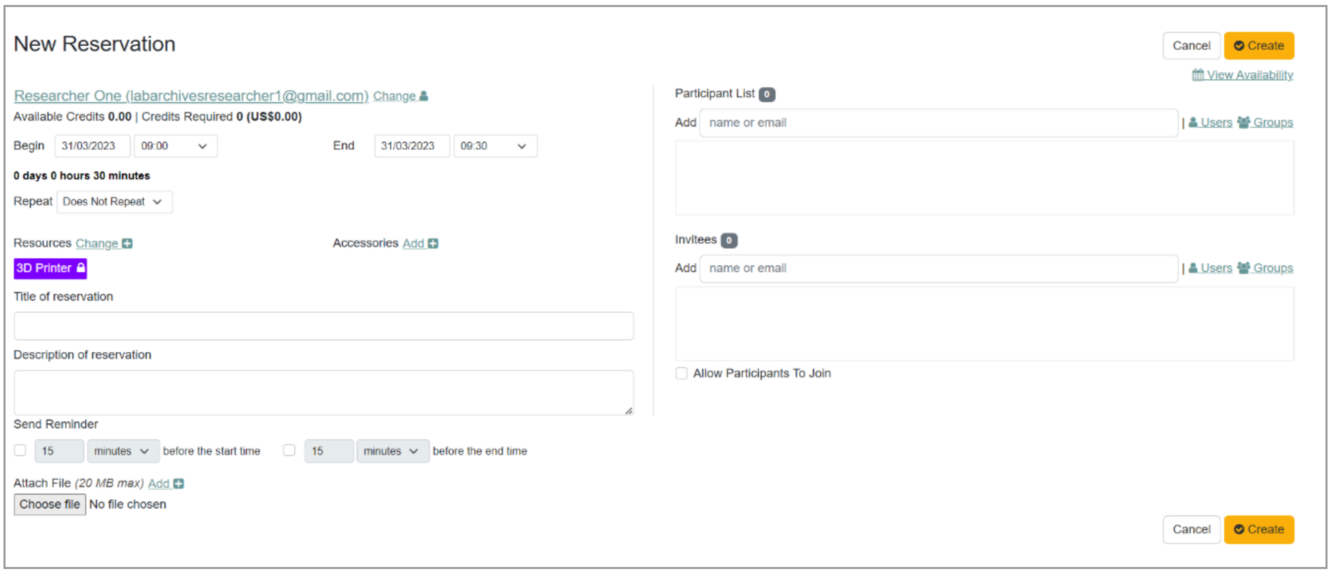

## How do I create a Reservation?

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.

# 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.