

Using BOOKED Scheduler Software (USER Version)–

8/9/16 draft SWV

INTRODUCTION

Booked is used to schedule the use of Keck Clean Room tools and also to schedule many of the instruments in CIF. The program is web-based and is hosted by ISU IT Services. The program is quite similar to the NMR scheduling software many of you will be familiar with. The URL link to the program is currently:

<http://dev2.acide.chem.iastate.edu/booked/Web>.

Keck Clean Room *resources, schedules, and users* are being managed by Min Li and Feili Qin. They will help you register and set up your Dashboard and Schedules. The login portal does not automatically use your ISU credentials, but your account will be set up with your ISU netid and ISU e-mail address. Your initial password will be set to <netid123>, but that can be changed by you at any time.

The image shows the login form on the left and the dashboard navigation on the right. The login form has fields for Username or Email (containing 'mini'), Password (masked with dots), Language (English US), and a Remember Me checkbox. A Log In button and a link to 'Create an Account' are also present. The dashboard navigation bar includes 'Dashboard', 'My Account', and 'Schedule'.

NOTE: Do NOT select “Create an Account” to register!

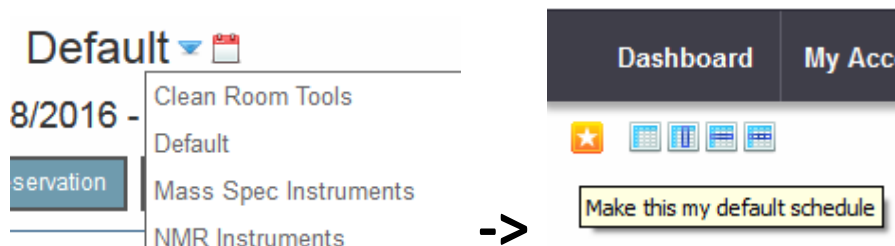
GETTING STARTED

Your account profile is initially set to the “My Calendar” homepage, with the default set to show all reservations on all of the calendars and resource groups you may have access to (Clean Room, NMR, Mass Spec, et cetera).

The image shows the user dashboard for the BOOKED scheduler. It features the 'booked' logo, a navigation bar with 'Dashboard', 'My Account', and 'Schedule', and a 'Signed in as Lauren Sign Out' link. Below the navigation bar is a 'Change Calendar' dropdown set to 'All Reservations' and a 'Resource Groups' link. The main content area displays a calendar for August 2016, with a reservation for '12:00p ABM Mask Aligner' on Tuesday, August 9th. The calendar grid shows days from Monday to Sunday, with dates 1 through 14.

On this view you can easily see the reservation calendars available to you and “resource groups” with instruments or tools you can reserve.

From **My Account -> Profile**, you can change your default homepage from “My Calendar” to either “Bookings (Schedule)” or “Resource Calendar”. Note that the “Bookings (Schedule)” page initially opens to the “Default” schedule. Change it to see your schedule of interest, then save that change by clicking on the gold star icon.



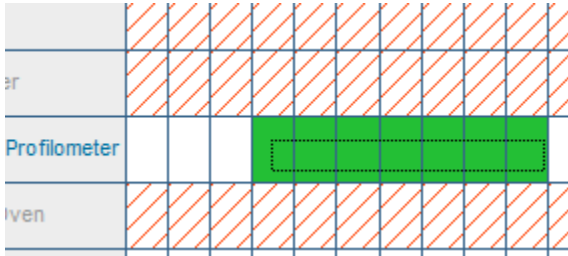
Notice that the other icons in this group can be used to change from “Standard Schedule Display” as seen below to tall, wide, or condensed displays.

		12:00 AM	1:00 AM	2:00 AM	3:00 AM	4:00 AM	5:00 AM	6:00 AM	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM
Tuesday, 08/09/2016													
ABM Mask Aligner													
Cleanroom Oven	Min Li												
dummy ins1		Unreservable (diagonal lines)											
Hybond Wire Bonder		Unreservable (diagonal lines)											
KLA Tencor Stylus Profilometer													
Lindberg Vacuum Oven		Unreservable (diagonal lines)											

MAKING RESERVATIONS

To view the details of a current reservation, simply “mouse-over” the block of time:

To make a new reservation, left-click and drag on a block of unreserved time for the instrument or tool you wish to reserve.



This will open a detailed “Create a Reservation” view. Make any changes and add a reservation title or description if you wish, then select Create.

Create a new reservation

[Lauren Dunteman \(lld@iastate.edu\)](#)
Resources to be reserved
[KLA Tencor Stylus Profilometer](#) [More Resources](#) ⓘ

Begin

End

Reservation Length **0 days, 4.5 hours**

Repeat

Title of reservation

Description of reservation

->

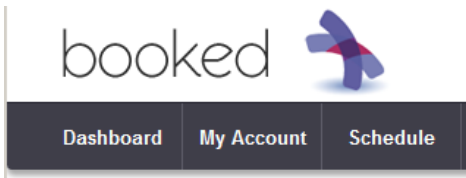
Once a reservation has been created, you will be able to left-click on it in your schedule and take further action, including adding it to your Outlook or Google calendar, or deleting it if necessary.

Description of reservation

Additional Attributes
Test Number: Test Stri

Keck Clean Room reservations should not be deleted without sending an e-mail to kecklab@iastate.edu!!

DASHBOARD



The **Dashboard** view presents an overview of announcements, upcoming reservations, and resources available to the person logged in. Understanding Dashboard functions is fairly straight forward. The Dashboard view is also one of the places where new reservations can be created.

Announcements

- We are testing this calendar software for eventual use with all of our instruments.

Upcoming Reservations (2)

Today (1)

(no title)	Lauren Dunteman	Tuesday, 08/09/2016 12:00 PM	Friday, 08/12/2016 12:30 PM
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Tomorrow (0)

Later This Week (1)

(no title)	Lauren Dunteman	Thursday, 08/11/2016 1:30 AM	Thursday, 08/11/2016 3:30 AM
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Next Week (0)

Resource Availability

Available

[KLA Tencor Stylus Profilometer](#)

[SCS Spin Coater](#)

[SCS Vacuum Hotplates](#)

Available Until Thursday, 08/11/2016 1:30 AM

There are no upcoming reservations in next 30 days

There are no upcoming reservations in next 30 days

[Create Reservation](#)

[Create Reservation](#)

[Create Reservation](#)

MY ACCOUNT

The **My Account** menu allows you to modify your profile, change your password, and set e-mail notifications pertaining to your reservations. Unless you are correcting mistakes, you should not edit the entries on your profile page that have been set by the administrator when you registered. In particular, *username* and *e-mail* must not be changed.

The image shows a screenshot of the 'My Account' page. On the left is a dark sidebar with the title 'My Account' and four menu items: 'Profile', 'Change Password', 'Notification Preferences', and 'Open Invitations'. The 'Notification Preferences' menu item is highlighted. To the right of the sidebar is the 'Notification Preferences' form. It contains four rows of notification settings, each with a radio button for 'Send me an email' and a radio button for 'Do not notify me'. The 'Do not notify me' option is selected for all four rows. At the bottom of the form is an 'Update' button with a green checkmark icon. An arrow points from the 'Notification Preferences' menu item in the sidebar to the form.