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 <u>will</u> 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.

*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).

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.
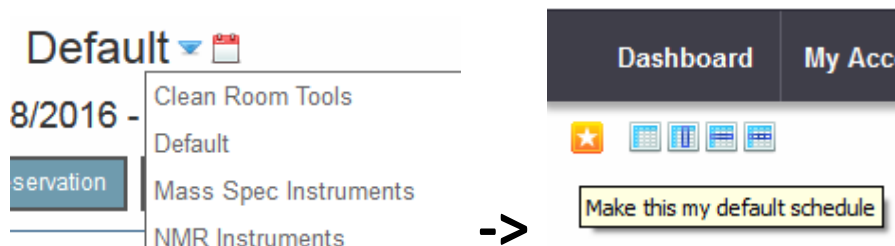


Notice that the other icons in this group can be used to change from "Standard Schedule Display" as seen below to tall, wide, or condensed displays.

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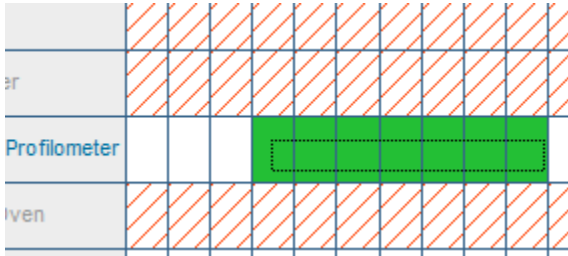
This will open a detailed "Create a Reservation" view. Make any changes and add a reservation title or description if you wish, then select Create.
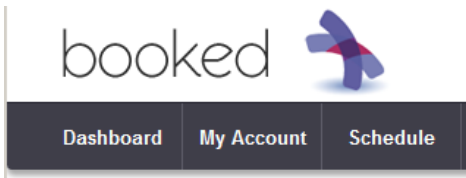

Once a reservation has been created, you will be able to left-click on it in your schedule and take further action, including adding it to your Outlook or Google calendar, or deleting it if necessary.

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.

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.

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