IMS Lab Scheduler Tutorial

(User’s Guide)

Where to start?

http://www.ims.uconn.edu/

Click on Student Resources/Laboratory Schedulers/select the lab you are looking for and then click on the scheduler link. (→ Figure 1)

This should bring you to scheduler login page. You need to create an account if it is your first time. Contact the lab manager and ask them to give you permission for reserving a specific instrument. Your account is specific to every analysis lab. You need to create a new account once you need to reserve an instrument in another lab. You can use the same username and password to facilitate your login process.

Figure 1
Reservation

For reservation, you need to have permission from lab manager. Contact lab manager for access to specific instrument in the lab. On the Schedule menu, click on Bookings.

Click on the dropdown list next to default and pick the calendar you need. Usually calendars are named after the instruments.
Just click and drag a time space on the calendar relevant designated for the instrument.

This brings you to the confirmation page. Change the details of the reservation as you wish and then confirm your reservation by clicking on the **create** button. Your reservation is saved.

To cancel your reservation, you just need to go back to the calendar and click on your reservation to edit and then click on delete.