

IMS Lab Scheduler Tutorial

(User's Guide)



Most laboratories within IMS have a designated scheduler with independent administration. It provides students, faculty and other users a convenient online reservation that has a uniform format throughout IMS facilities.

After creating an account, users must notify the lab manager to access lab resources. They are then able to reserve a time with certain limitations set by administrator.

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.

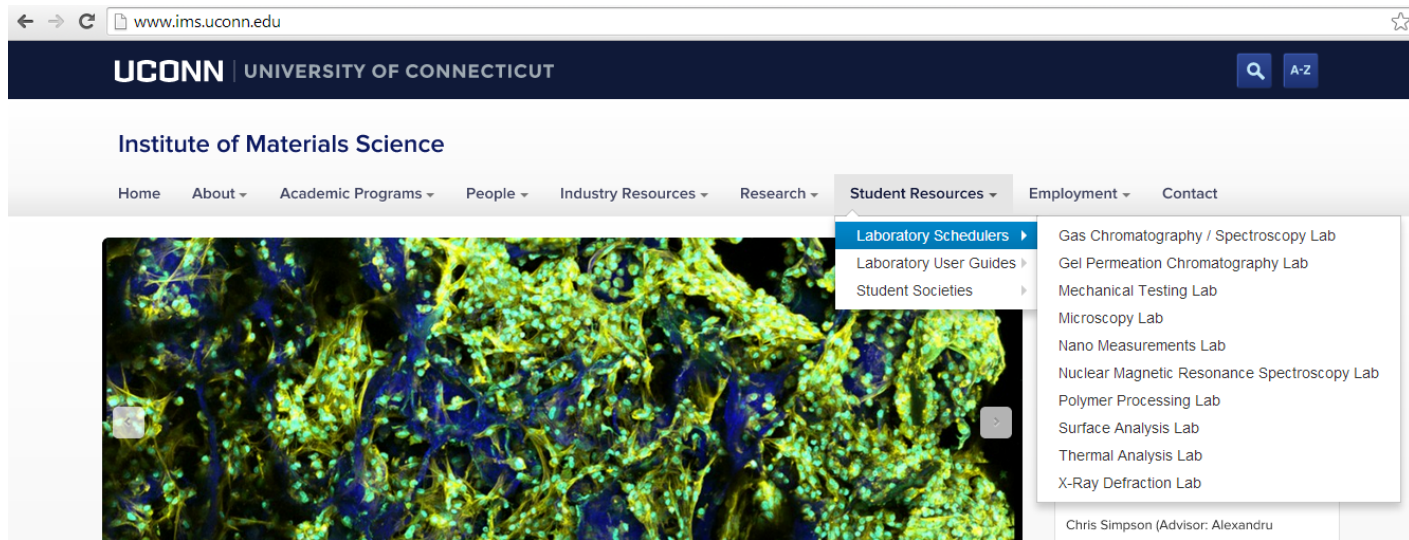
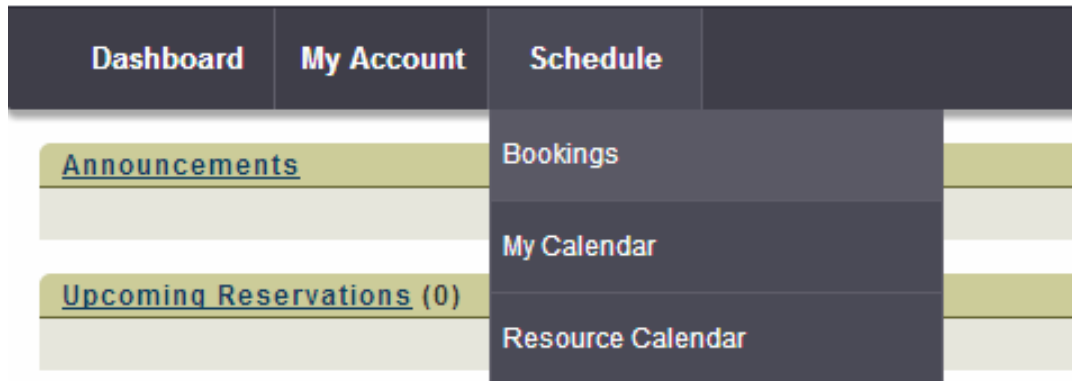


Figure 1

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.

← 06/22/2014

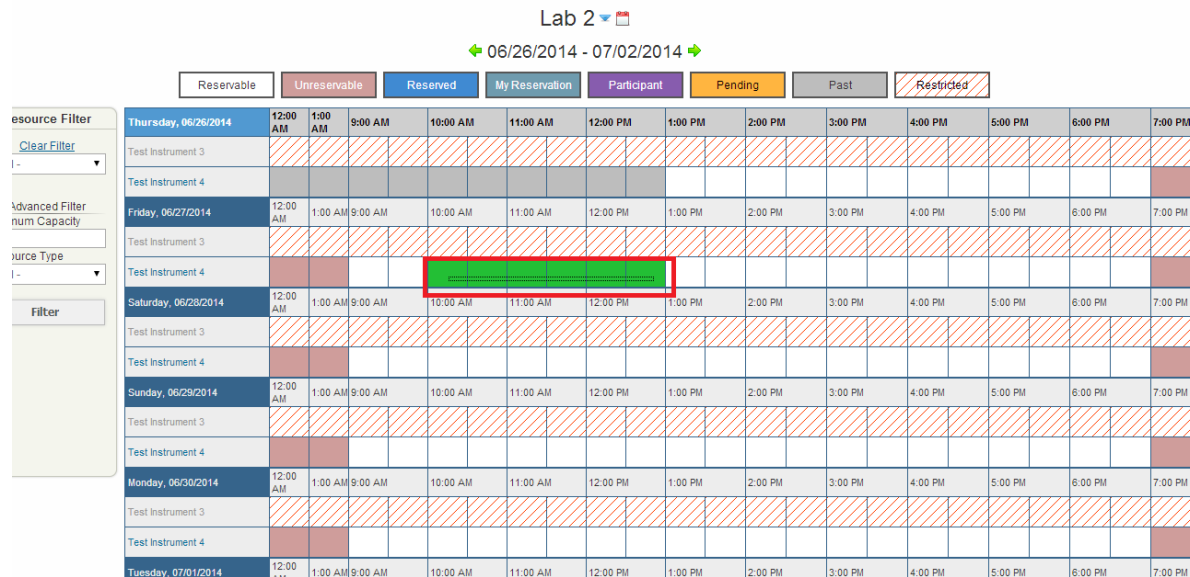
Default

- Default
- Lab 1
- Lab 1 night time
- Lab 2

Reservable Unreservable Reserved My Reservation Pending Past Restricted

Filter	Sunday, 06/22/2014	12:00 AM	1:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM
Monday, 06/23/2014	12:00 AM	1:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	
Tuesday, 06/24/2014	12:00 AM	1:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	
Wednesday, 06/25/2014	12:00 AM	1:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	
Thursday, 06/26/2014	12:00 AM	1:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	
Friday, 06/27/2014	12:00 AM	1:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	
Saturday, 06/28/2014	12:00 AM	1:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	

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.



Dashboard My Account Schedule Help

Create new reservation

Ehsan M (ehsan1@test.com)
Resources to be reserved
[Test Instrument 4](#) [More Resources](#)

Begin 06/27/2014 10:00 AM
End 06/27/2014 1:00 PM
Reservation Length 0 days, 3 hours
Repeat Does Not Repeat

Title of reservation
Description of reservation

Participant List
Add or [Select User](#) [Groups](#)

Invitees
Add or [Select User](#) [Groups](#)

Create Cancel

Create Cancel

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.