

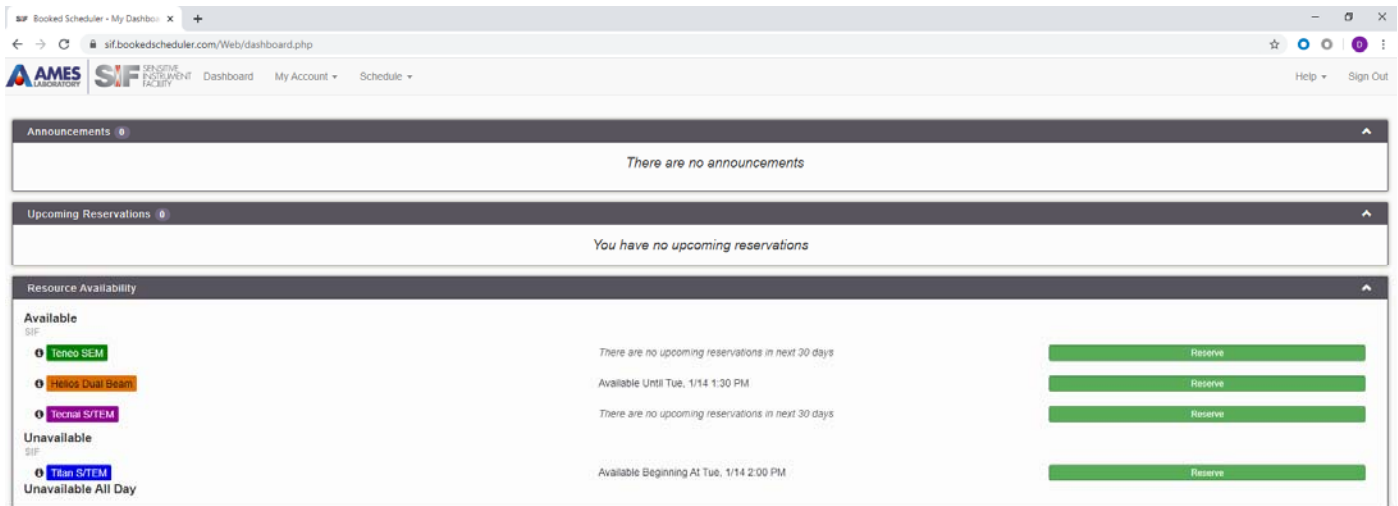
# SIF Booked Scheduler Quick Guide

## Logging in:

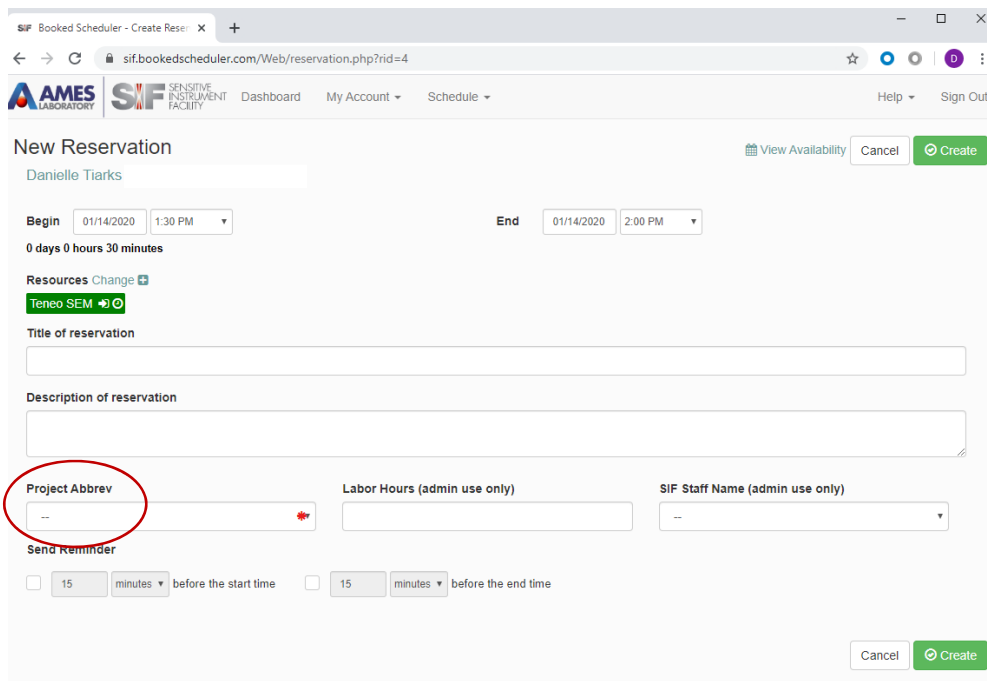
When you are first given access to [sif.bookedscheduler.com](http://sif.bookedscheduler.com), please go to “My Accounts” and change your password as well as opt into email notifications for when you create or update a reservation.

## Reservations:

From the Dashboard, you can see any Announcements that have been made regarding the instruments as well as any upcoming reservations you hold.



Click the green “Reserve” button to reserve instrument time. From here, you’ll enter your information as well as selecting the project abbrev you’ll be charging to. The project abbrev is a required field and must be selected. If the project abbrev that you wish to charge to is not listed, please contact Danielle Tiarks for assistance. The project abbrev must be open to charging and listed on your account before any reservations charging to that account can be made.



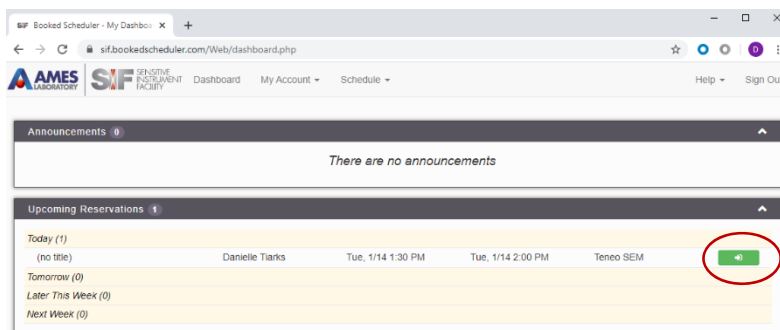
## Check-In

Once your reservation is made, you'll be able to find this reservation in your Upcoming Reservations list.

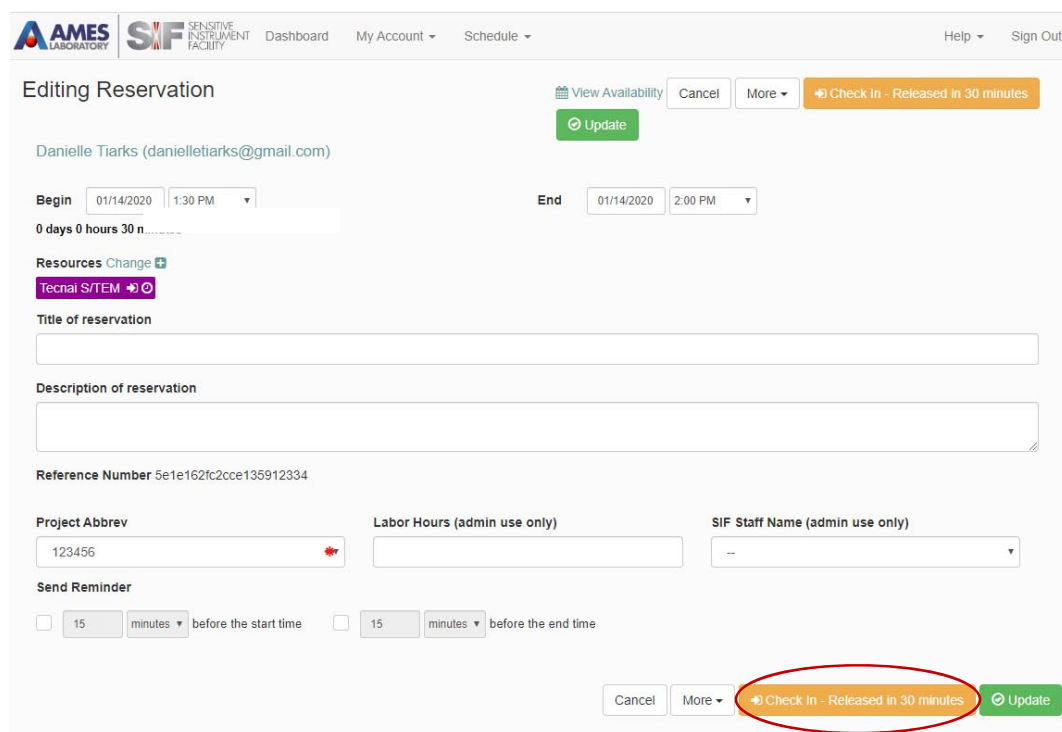
**Note:** You are charged only for the time you have "Checked In" to the system. You are not charged on reservation time.

Check in is allowed 15 minutes prior to the beginning of your reservation. *However, please note that if you check in early, you CANNOT check out until your reservation officially begins.*

Click the green arrow button ONCE to check into your reservation.



Alternatively, you can click on the reservation itself to get to the "Editing Registration" page where you can check in, add important information, and update reservation begin/end time.

A screenshot of the 'Editing Reservation' page in the SIF dashboard. The page shows the reservation details for Danielle Tiarks (danielletiarcks@gmail.com) on 01/14/2020 from 1:30 PM to 2:00 PM. The resources are listed as 'Tecnal S/TEM'. The reference number is 5e1e162fc2cce135912334. The project abbrev is 123456. The labor hours and SIF staff name fields are empty. There are checkboxes for sending reminders 15 minutes before the start and end times. At the bottom, there are buttons for 'Cancel', 'More', 'Check In - Released in 30 minutes' (circled in red), and 'Update'.

If you do not check in within 30 minutes of your reservation time, your reservation will be cancelled and released to anyone else who wishes to reserve time on that instrument. Therefore if you are more than 30 minutes late to your appointment, you must create a new reservation and check into that new reservation.

**Note:** If you reserve time and will need to check in/out more than once during your time at the SIF, the reservation will end with the check out, and you will need to create a new reservation and select the project abbrev again.

## Check-out

Every time you check into an instrument, you must check out at the end of your time. If you fail to do so, we will contact you to confirm your end time.

\*\*After your reservation ends, your reservation will disappear from the “Upcoming Reservations” list on the Dashboard. To check out from the instrument, please go to “Schedule” and select “Bookings”. Click your reservation to get to the “Editing Reservation” page.

If no one has reserved the instrument after you, you may work longer and select “check-out” when you are done so we have real-time information for your session.

The screenshot to the right was captured at 11:31am, 31 minutes past my reservation time. From this screen, I have the ability to click “Check Out” to officially end my charging time and close my session.

The screenshot shows the SIF instrument reservation system interface. At the top, there is a navigation bar with 'Dashboard', 'My Account', and 'Schedule'. A dropdown menu is open under 'Schedule', showing options like 'Bookings', 'My Calendar', 'Resource Calendar', 'Find A Time', and 'Search Reservations'. Below this is a calendar grid for Wednesday, 1/29/20, with a reservation for 'Teneo SEM' from 10:00 AM to 11:00 AM. The reservation details form is visible, including fields for 'Begin' (01/29/2020, 10:30 AM), 'End' (01/29/2020, 11:00 AM), 'Resources' (Teneo SEM), 'Title of reservation' (Test), 'Description of reservation', 'Reference Number' (5e31ae1cc305f586544570), 'Project Abbrev' (123456), 'Labor Hours (admin use only)', 'SIF Staff Name (admin use only)', and 'Send Reminder' options. The 'Check Out' button is highlighted with a red circle.

This close-up shows two input fields. The first is labeled 'Labor Hours (admin use only)' and contains the text '10 minutes'. The second is labeled 'SIF Staff Name (admin use only)' and contains the name 'Matt Lynn'. Both fields are circled in red.

## Labor

If SIF staff assist you during your reservation, please have SIF staff note this under your reservation details under “Labor Hours” and “SIF Staff Name”.

## “Description of reservation” field:

Please include the names of other users who may be observing or assisting during the reservation for documentation purposes in the Description box.

Additionally, if you forget to check out, please go back into your reservation when you remember (as described above) and write in the “Description of reservation” box what your check in/out time was as well as a brief reason why you didn’t or couldn’t check out so I can help troubleshoot and identify issues with the system.

**\*\*There is a General SIF Instrument Logbook at the front desk next to the Parking Pass binder that can be used to log instrument time in case you are unable to use Booked to log your time. Please write all information here and immediately notify Danielle of any entries.\*\***