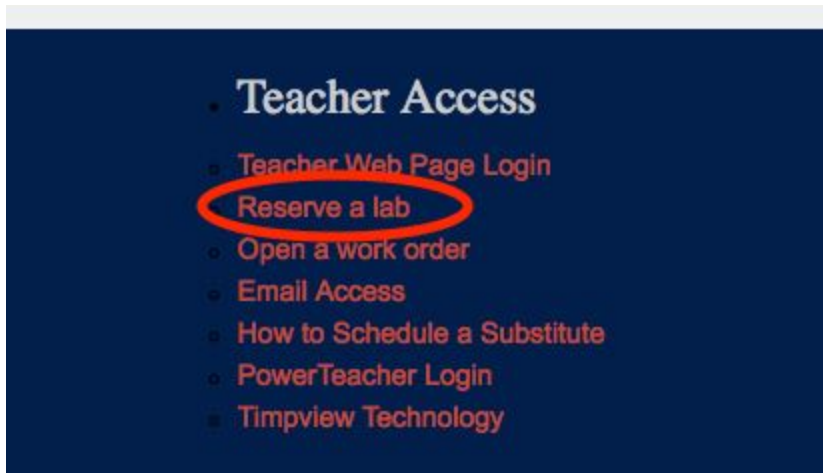


Reserving labs

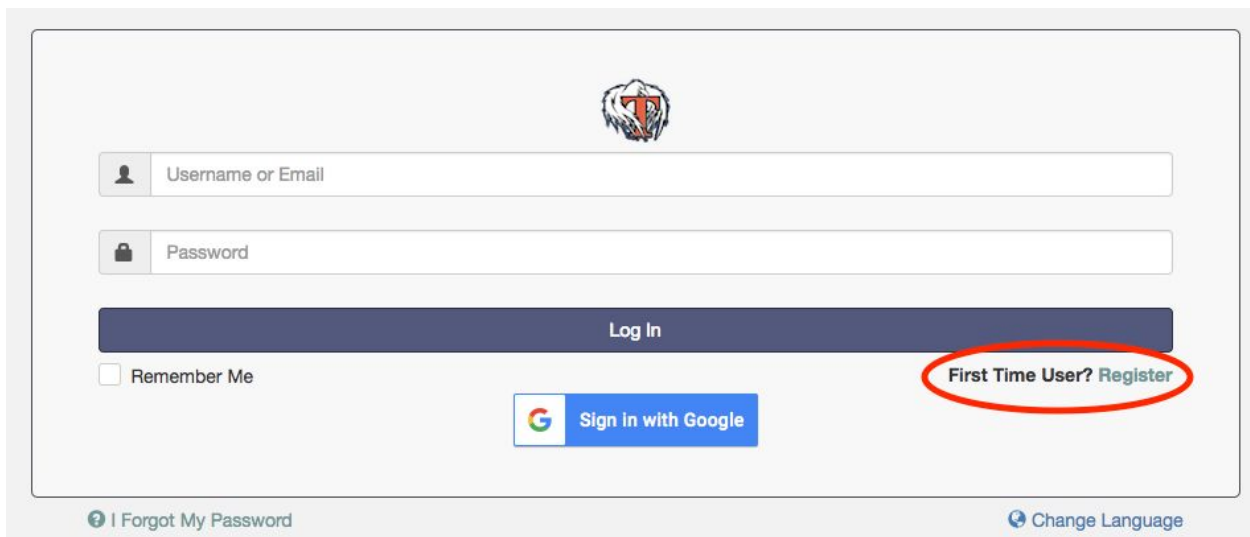
<http://timpview.bookedscheduler.com/> - This is the new lab scheduling system.

You can access this link at the bottom of the Timpview website:



Click on that link.

Register as a new user:

A screenshot of a login/register page. At the top center is a logo featuring a shield with a cross and a figure. Below the logo are two input fields: "Username or Email" and "Password". A dark blue "Log In" button is positioned below the password field. To the left of the "Log In" button is a "Remember Me" checkbox. To the right of the "Log In" button is a link that says "First Time User? Register", which is circled in red. Below the "Log In" button is a "Sign in with Google" button. At the bottom left is a link "Forgot My Password" and at the bottom right is a link "Change Language".

Use your @Provo.edu email account (otherwise it won't work):

Register A New Account


Username BobM ✓	Email BobM@Provo.edu ✓
Password ✓	Confirm Password ✓
First Name Bob ✓	Last Name Marley ✓
Default Homepage My Dashboard ✓ Schedule My Calendar Resource Calendar	Timezone America/Denver
Organization English	Put your department in here
Position 	
Security Code T8LgRE	

Register

Change the default Homepage to 'Schedule' if you'd like an easier to understand default view.

Put your department in under 'Organization'. This is for access control to department specific labs.

Login:




BobM@provo.edu

.....

Log In

Remember Me **First Time User? Register**

 **Sign in with Google**

[I Forgot My Password](#) [Change Language](#)

This is the 'Schedule' view:

	12:00 AM	7:00 AM	7:30 AM	8:00 AM	8:30 AM	9:00 AM	9:30 AM	10:00 AM	10:30 AM	11:00 AM	11:30 AM	12:00 PM	12:30 PM	1:00 PM	1:30 PM	2:00 PM	2:30 PM	3:00 PM	3:30 PM	4:00 PM	4:30 PM	5:00 PM	11:00 PM
Friday, 09/11/2017																							
CS Lab 1																							
CS Lab 2																							
CS Lab 3																							
CS Lab 10																							
CS Lab 11																							
CS Lab 4																							
CS Lab 5																							
CS Lab 6																							
CS Lab 7																							
CS Lab 8																							
CS Lab 9																							
CS Lab F																							
CS Lab G																							
CS Lab H																							
CS Lab I																							
CS Lab J																							
CS Lab K																							
CS Lab P																							
CS Lab Q																							
Saturday, 09/12/2017																							
CS Lab 1																							
CS Lab 2																							
CS Lab 3																							
CS Lab 10																							
CS Lab 11																							
CS Lab 4																							
CS Lab 5																							
CS Lab 9																							

Drag time blocks for your desired day/time:

Dashboard My Account Schedule Help Sign Out

Not everyone has access to every lab

Select the lab you'd like to reserve

Drag to select time blocks in 1/2 hour increments

This will take you to the reservation page:

Dashboard My Account Schedule Help Sign Out

New Reservation

Bob Marley (BobM@provo.edu)

Resources Change

CB Lab 3

Begin 08/15/2017 7:00 AM End 08/15/2017 3:00 PM

Reservation Length 0 days 8 hours 0 minutes

Repeat Does Not Repeat

Title of reservation **Put your room # here**

U22

Description of reservation

Additional Attributes

Reserved

Participant List

Add name or email Users Groups

Invitees

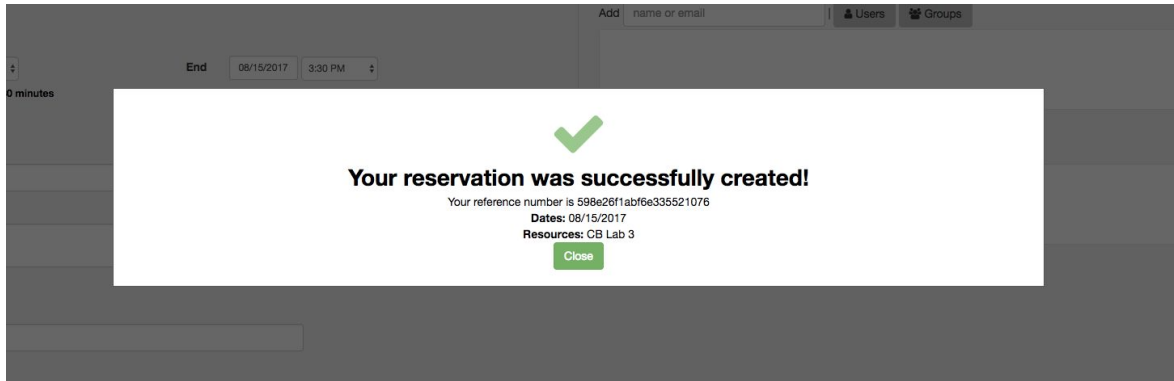
Add name or email Users Groups

Allow Participants To Join

To create the reservation click 'Create'

Cancel Create

Put your room # under ‘Title of Reservation’, click ‘Create’ to create the reservation:



You can see the reservations that have been made on the ‘Schedule’ page:

	12:00 AM	7:00 AM	7:30 AM	8:00 AM	8:30 AM	9:00 AM	9:30 AM	10:00 AM	10:30 AM	3:00 PM	3
CB Lab J											
CB Lab K											
CB Lab P											
CB Lab Q											
Tuesday, 08/15/2017											
CB Lab 1											
CB Lab 2											
CB Lab 3			Bob Marley								
CB Lab 10											
CB Lab 11											
CB Lab 4											

Alex Pedersen
Tue, 8/15 11:00 AM - 1:00 PM
2 hours
L20
Resources (1): CB Lab 11
Participants (0):
Accessories (0):
(no description)

Reserved

You can see who made the reservation and where that cart is by hovering over the reservation.