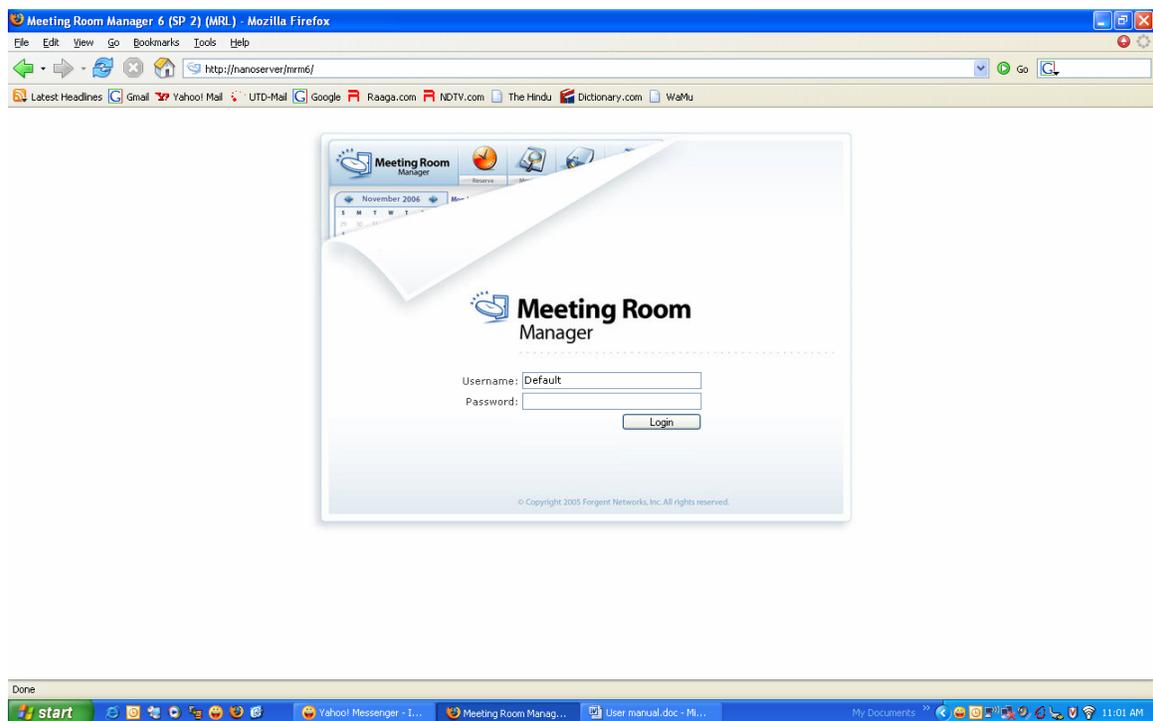


Resource Scheduler (Meeting Room Manager) User's Manual

Resource Scheduler (or Meeting Room Manager) is a web based software package for reserving facilities and equipment. The NS&M web client can be run by directing your web browser to <http://nanoserver/rmr6/>.

Log In

When we go to the link <http://nanoserver/mrm6/>, the following page will be displayed in your web browser:



If the Network Administrator has assigned you a username and password for logging into Resource Scheduler, type your username and password in the Login form and click Login.

If you are using Resource Scheduler for the first time, contact your Network Administrator, Praveen Arumugam (pxa031000@utdallas.edu) to register.

Day / Week / Month Views

When you login the reservation grid displays operating hours vertically and available resources horizontally across the top. The grid displays both confirmed and unconfirmed reservations. In the Web Client, there are three different viewing options: Day, Week and Month. You can select any of the views by using the tabs located on the calendar. If any tab listed below is not visible, your Network Administrator has turned its visibility to 'off'.

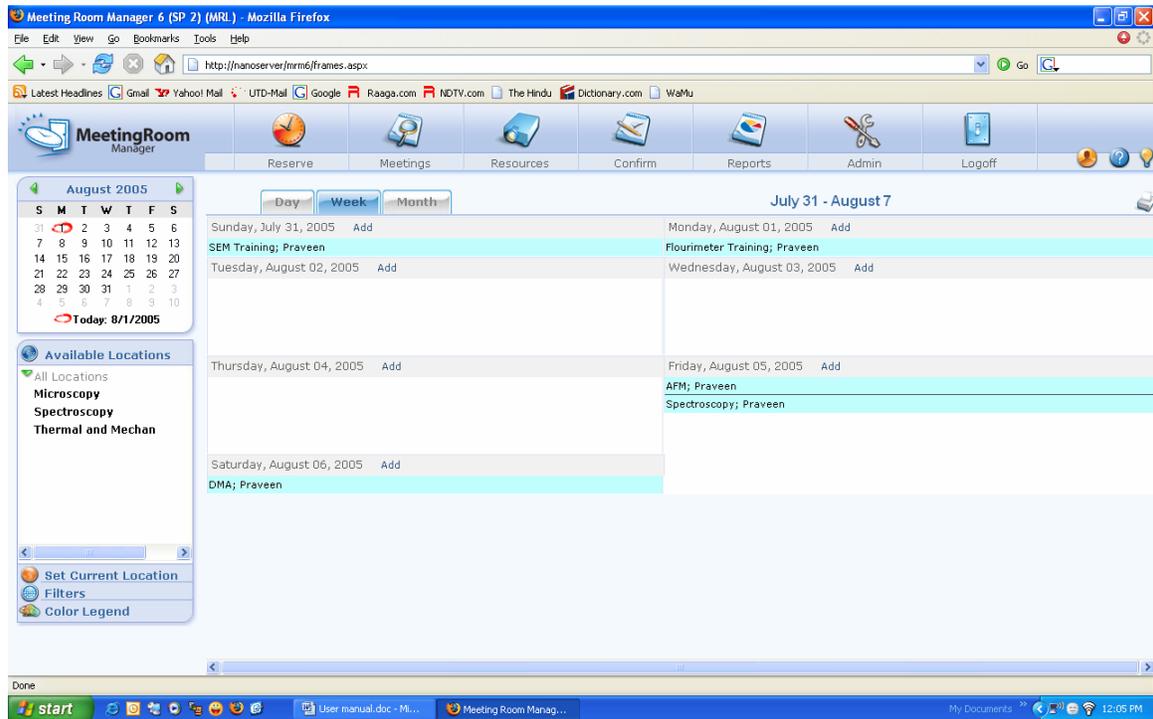
Day View

The Day view displays resource reservations for a single day. Reservations can be copied, cut, pasted, and opened in this view. Selecting a blank time slot opens a new reservation form enabling you to create a new detailed reservation.

The screenshot shows the Meeting Room Manager 6 (SP 2) web application interface. The browser window title is "Meeting Room Manager 6 (SP 2) (MRL) - Mozilla Firefox". The address bar shows "http://nanoserver/frrm6/frames.aspx". The application has a navigation menu with tabs: Reserve, Meetings, Resources, Confirm, Reports, Admin, and Logoff. The main content area displays a calendar for August 2005, with the "Day" view selected for Monday, August 01, 2005. The calendar grid shows time slots from 12 AM to 9 AM. The resources listed at the top are FTIR, SEM, Flourimeter, AFM, LabRam Raman, UV-Vis/NIR, and DMA 7e. The left sidebar contains "Available Locations" (All Locations, Microscopy, Spectroscopy, Thermal and Mechan) and "Set Current Location", "Filters", and "Color Legend" buttons. The Windows taskbar at the bottom shows the start button, several application icons, and the system tray with the time 11:50 AM.

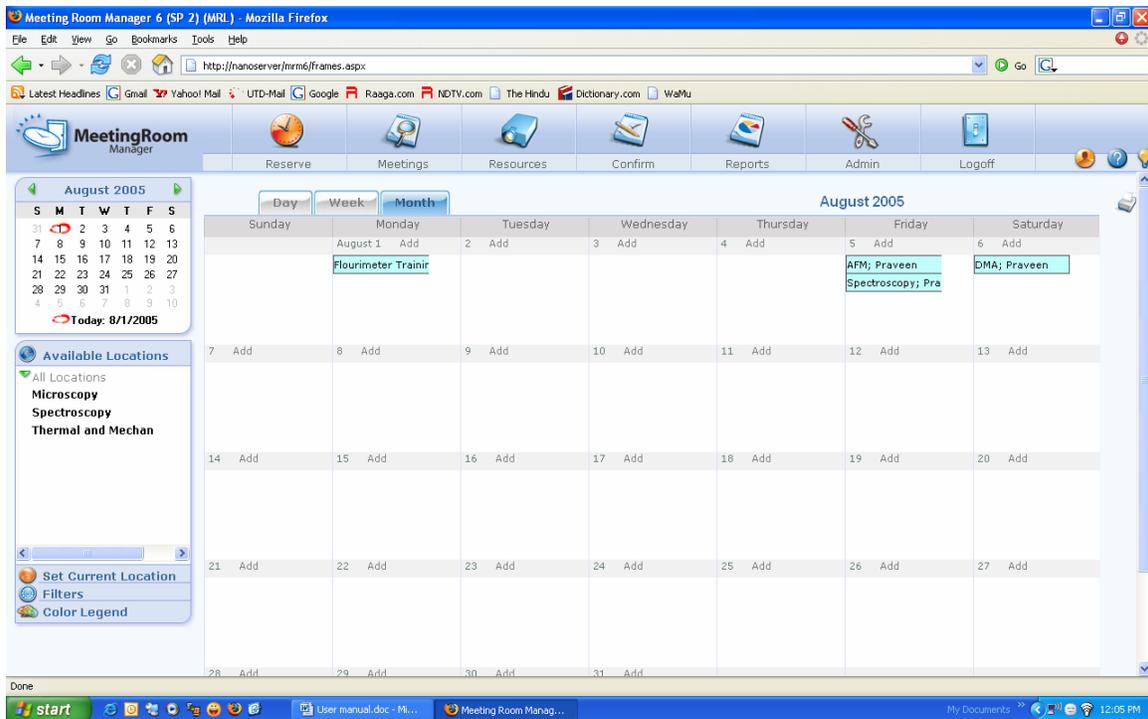
Week View

The Week view displays reservations of resources for an entire seven day week. All reservations are displayed, including those scheduled outside of normal operating hours.



Month View

The Month view displays reservations of resources for an entire month. All reservations are displayed, including those schedules outside of normal operating hours.



Checking Resource Availability

Using Filters

1. Select Filter on the side bar.



2. Selecting a particular resource allows you to view the availability of a particular resource. By default the filter option is set to show the schedule and availability of all resources.

Creating a New Reservation

Follow the instructions below to create a new reservation:

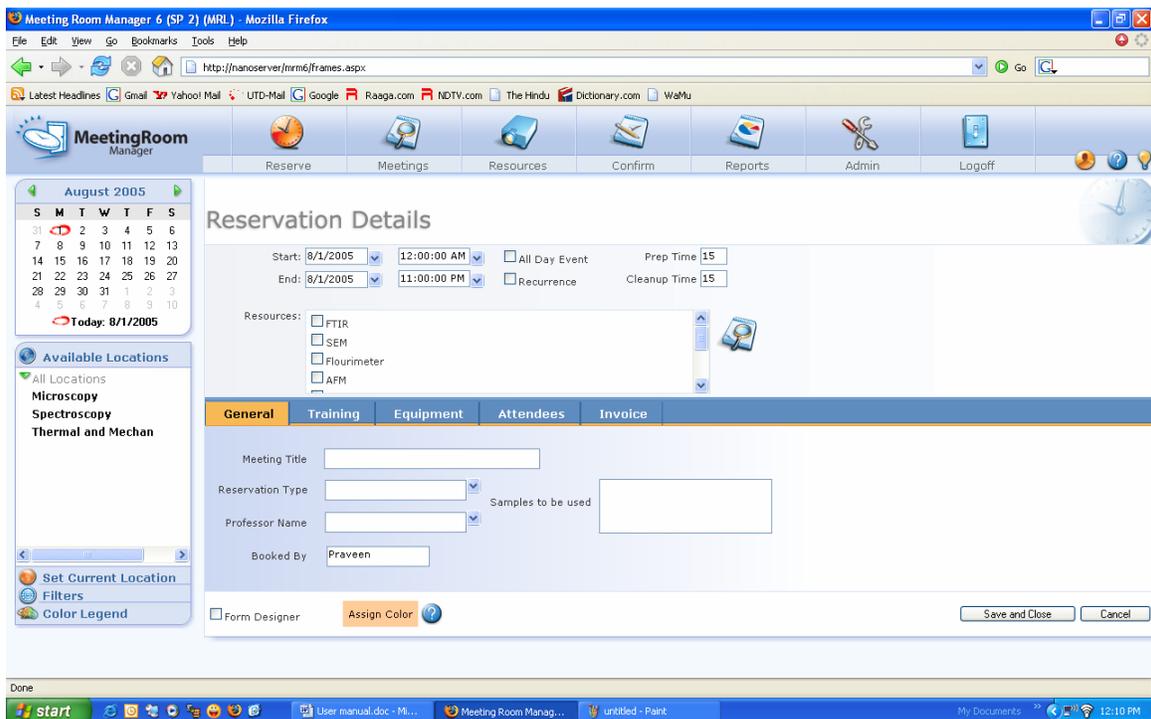
1. From the main screen, select the Reserve icon.



– OR –

Click on the resource and time for the reservation.

2. The Reservation form opens. Enter reservation title and other reservation details according to the information set out in the following sections of this chapter.



The screenshot displays the Meeting Room Manager 6 (SP 2) web application. The browser window shows the URL `http://nanoserver/nrm6/frames.aspx`. The application has a navigation bar with icons for Reserve, Meetings, Resources, Confirm, Reports, Admin, and Logoff. The main content area is titled "Reservation Details" and contains the following fields:

- Start: 8/1/2005, 12:00:00 AM, All Day Event checkbox, Prep Time: 15
- End: 8/1/2005, 11:00:00 PM, Recurrence checkbox, Cleanup Time: 15
- Resources: FTIR, SEM, Flourimeter, AFM (checkboxes)
- Meeting Title: [Text Input]
- Reservation Type: [Dropdown]
- Professor Name: [Dropdown]
- Samples to be used: [Text Input]
- Booked By: Praveen

At the bottom of the form, there are checkboxes for "Form Designer" and "Assign Color", and buttons for "Save and Close" and "Cancel". The sidebar on the left shows a calendar for August 2005 and "Available Locations" including Microscopy, Spectroscopy, and Thermal and Mechan.

Steps to Create a Reservation:

1. Select starting date and time

Reservation Details

The screenshot shows the 'Reservation Details' form. At the top, there are fields for 'Start' (8/1/2005) and 'End' (12:00:00 AM). There are checkboxes for 'All Day Event' and 'Recurrence', both currently unchecked. 'Prep Time' and 'Cleanup Time' are both set to 15. A calendar pop-up is open over the 'Start' field, showing the month of August 2005. A blue arrow points to the date '1' in the calendar. Below the calendar, there are tabs for 'General', 'Attendees', and 'Invoice'. The 'General' tab is selected. At the bottom, there is a 'Reservation' field with a dropdown menu showing 'javascript: __doPostBack('Cal#C...')' and a 'Samples to be used' field.

Drop down menu near the start date and end date field helps us to choose the date and time from the calendar as above.

Prep Time and Cleanup time are set to the default value.

2. Recurrence option

Reservation Details

The screenshot shows the 'Reservation Details' form. The 'Start' field is 8/1/2005 and the 'End' field is 11:00:00 PM. The 'All Day Event' checkbox is unchecked, and the 'Recurrence' checkbox is checked. 'Prep Time' and 'Cleanup Time' are both set to 15. Below these fields, there is a 'Resources' section with a list of checkboxes: FTIR, SEM, Flourimeter, and AFM. A blue arrow points to the 'Recurrence' checkbox. To the right of the resources list, there is a search icon.

Selecting the recurrence check box pops up a recurrence form which allows us to make a weekly or monthly reservation.

http://nanoserver - RecurrenceForm - Mozilla Firefox

Set Recurrence

Daily **Weekly** Monthly Yearly Random

Weekly Recurrence Setup

Every week(s) on

Sunday Monday Tuesday Wednesday

Thursday Friday Saturday

Click 'Next' to go to random tab with selected dates generated.

End After Occurrences

End By

Next

Done

3. Select resources to be reserved

Resources:

- F
- SEM
- Flourimeter
- AFM

Navigation: ↑, ↓, ☰, 🔍

Multiple resources can also be selected.

4. General tab

The screenshot shows a web form with a blue header bar containing two tabs: 'General' (selected) and 'Attendees'. Below the header, the form has several input fields: 'Meeting Title' (text box), 'Description of Samples' (text box), 'Reservation Type' (dropdown menu), 'Principle Investigator' (dropdown menu), and 'Booked By' (text box containing 'trialUser'). To the right of the 'Principle Investigator' field is a checkbox labeled 'Have you been trained on this instrument?'. At the bottom of the form, there is an orange button labeled 'Assign Color' with a question mark icon, and a grey button labeled 'Save and Close'.

The General tab contains the following information

- Meeting Title – summary of experiment; example; DSC of SWNT/PVA fibers
- Reservation Type
- Booked By - owner of the reservation
- Principle Investigator - investigator sponsoring reservation
- Description of Samples – detail of samples you will be using; example: SWNT/PVA composite fibers

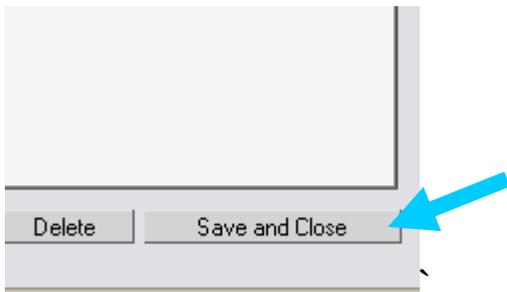
NOTE: Your reservation WILL NOT be confirmed unless all fields are completed.

5. Training

This screenshot is similar to the one above but highlights the 'Have you been trained on this instrument?' checkbox. The checkbox is checked, and the word 'YES' is visible next to it. A blue arrow points from the right side of the image towards the 'YES' text.

- Select yes if you have received training on the instrument you are reserving.

7. Save and Close:



Press Save and Close button to save your reservation.

8. Confirmation:

- Once the reservation is saved it must be confirmed by a lab manager
- Confirmation may take maximum of one working day
- Confirmed and unconfirmed reservations are differentiated by color

A screenshot of a calendar for August 2005. The calendar shows reservations for various days. Two boxes with arrows point to specific reservations: 'Unconfirmed reservation' points to 'SEM Training; Prax' on August 15, and 'Confirmed reservation' points to 'Microscopy; Prave' on August 17.

Day	Week	Month	August 2005						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			
	August 1 Add Flourimeter Trainir	2 Add	3 Add	4 Add	5 Add AFM; Praveen Spectroscopy; Pra	6 Add DMA; Praveen			
7 Add	8 Add		Ad		12 Add	13 Add			
14 Add	15 Ad SEM Training; Prax	16 Add	17 Microscopy; Prave	18 Add	19 Add	20 Add			

Check the status of newly created reservations before showing up.