

Chemistry Bookings User Guide

Introduction

Chemistry Bookings is a web application used to reserve rooms and other resources available at the Lash Miller building. It is based on the open source Booked (<https://www.bookedscheduler.com/>) software. This application is available to all members (graduate students, postdocs, staff, faculty) of UoT's Department of Chemistry. The URL is:

<https://trackit.chem.utoronto.ca/booked/Web/>

Getting Started

To login, point your web browser to: <https://trackit.chem.utoronto.ca/booked/Web/> and login using your UTORID credentials. Once logged in, you will be presented with your dashboard. The dashboard shows any announcements, a list of your upcoming events and the resources availability.

The top line shows the menu items: Dashboard, My Account, Schedule, Help, and Sign Out.

The screenshot shows the Chemistry Bookings dashboard. At the top, there is a navigation bar with the University of Toronto logo, the text 'Chemistry UNIVERSITY OF TORONTO', and menu items: 'Dashboard', 'My Account', 'Schedule', 'Help', and 'Sign Out'. Below the navigation bar, there are three main sections:

- Announcements 1**: A dark header with a count of 1. Below it, a white box contains a single bullet point: "Please note that you may only create three (3) bookings per week at any given time."
- Upcoming Reservations 0**: A dark header with a count of 0. Below it, a white box contains the text: "You have no upcoming reservations".
- Resource Availability**: A dark header with an expand/collapse arrow. Below it, there are two sections:
 - Available**: A sub-section titled "Library Space" containing a list of resources. Each resource has an information icon, the resource name, a status message, and a green "Reserve" button.

Resource	Status	Action
Acetylcholine	There are no upcoming reservations in next 30 days	Reserve
Caffeine	There are no upcoming reservations in next 30 days	Reserve
Dopamine	There are no upcoming reservations in next 30 days	Reserve
Library Common Area	There are no upcoming reservations in next 30 days	Reserve
Serotonin	There are no upcoming reservations in next 30 days	Reserve
Theobromine	There are no upcoming reservations in next 30 days	Reserve
 - Unavailable**: A sub-section titled "Unavailable All Day".

To view the current schedule, click on **Schedule -> Bookings**. The default schedule view shows 3 days starting with the current day.

The display is color coded with the legend shown above the schedule. You may need to scroll up if you do not see the legend.

Chemistry UNIVERSITY OF TORONTO Dashboard My Account Schedule Help Sign Out

Library Space 10/04/2020 - 10/06/2020 (Show Full Week)

Open Blocked Reserved My Reservation Participant Pending Past Restricted

Filter

- All
- Common Study Areas
- Library Brain Rooms
- Meeting/Seminar Rooms
- RevTouch AV Rooms
- Study/TA Teaching Rooms
- Minimum Capacity

Resource Type: - All -

Filter Clear Filter

Sunday, 10/4/20	12:00 AM	1:00 AM	2:00 AM	3:00 AM	4:00 AM	5:00 AM	6:00 AM	7:00 AM	8:00 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	7:00 PM	8:00 PM	9:00 PM	10:00 PM	11:00 PM
Acetylcholine																								
Caffeine																								
Dopamine																								
Library Common Area																								
Serotonin																								
Theobromine																								
Monday, 10/5/20	12:00 AM	1:00 AM	2:00 AM	3:00 AM	4:00 AM	5:00 AM	6:00 AM	7:00 AM	8:00 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	7:00 PM	8:00 PM	9:00 PM	10:00 PM	11:00 PM
Acetylcholine																								
Caffeine																								
Dopamine																								

Making Reservations

- Create a new reservations using one of the following methods:
 - From the dashboard: under the “**Resource Availability**” section, click on the name of the resource or the “**Reserve**” link on the right of the resource.
 - From the schedule view: Click on the menu **Schedule -> Bookings**. Then select the specific resource you wish to book.
 - From the Schedule view: Click on the menu **Schedule -> Bookings**. The click and drag across the specific block of time you wish to reserve on the row corresponding to the resource(s).
- Fill up/verify:
 - Begin and End time/date
 - Resources you would like to reserve.
 - Title of reservation
 - Description (optional)
- Click on “**Create**” to finish the reservation. A verification email will be sent to you along with a .ics file that you can import into your calendar.

New Reservation

Test User ([] @utoronto.ca) Cancel Create

Begin 10/05/2020 9:00 AM **End** 10/05/2020 9:30 AM
 0 days 0 hours 30 minutes
Repeat Does Not Repeat

Resources Change +
 Caffeine

Title of reservation
 Study time

Description of reservation
 []

Cancel Create

Managing Reservations

- Select the reservation you would like to edit or modify by:
 - From your dashboard: under the “**Upcoming Reservations**” section
 - From the schedule view
- Make your changes and click “**Update**”.

Editing Reservation

Test User (chem.ecf@utoronto.ca) Cancel More Update

Begin 10/04/2020 10:00 PM **End** 10/04/2020 10:30 PM
 0 days 0 hours 30 minutes
Repeat Does Not Repeat

Resources Change +
 Caffeine

Title of reservation
 Study time

Description of reservation
 []

Reference Number 5f7a163b79f5a349939374

Cancel More Update

My Account

The “**My Account**” menu allows you to change your display name, default display upon login (homepage), and notification preferences.