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.
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.

Making Reservations

1. 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).

2. Fill up/verify:
   - Begin and End time/date
   - Resources you would like to reserve.
   - Title of reservation
   - Description (optional)

3. 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.
Managing Reservations

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

My Account

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