

## Using the NCBC Scheduling Site (<https://ncbc-scheduler.medicine.uiowa.edu>)

*If you have not done so already, please go to the scheduling site and log-in with your Hawk ID to create an account. After you have done so, we can grant you access to schedule the Core resources you have been trained to use.*

### **Reservation Process Overview:**

Once you have created an account and been granted access to the resource(s) you want to schedule you should now see said resource(s) under the “resource availability” section on the dashboard page. You can schedule it through the reserve button on the right, or you can go to “resource calendar” under the scheduling heading on the top menu. This will take you to calendar page where you can see all the reservations for the resources you have access to. This will allow you to see when they are free.

The resource calendar page defaults to a monthly view but can be changed to week or day using the buttons on the upper right. To schedule through this page, simply click on the day you want to schedule for, click create reservation, and it will bring up a reservation page (**this page will also come up if you reserve through the dashboard page**).

### **Reservation Guidelines:**

Reservations can be done in increments of ½ hours. If you should ever schedule a time slot and finish way before the end time, shoot Marisol (marisol-lauffer@uiowa.edu) an email with the details and she will adjust the reservation. **Reservations can be edited/deleted up until the time of the reservation start.** If you need to delete/adjust after this point, email Marisol and she can do it.

We do not recommend signing up for a room at (for example) 3pm if there is someone whose reservation ends at 3pm. Sometimes people run over by 5 minutes, and this can cause stress for both parties. We also recommend planning ahead if you know when you will need to reserve the room so that no one else signs up before you do and “ruins” your schedule of experiments. **Please only do this if you are confident that you will use the slots you book, and not just to hold possible times you might want to use.**

## Reservation Examples:

### 1. Reserving the room from 3-4pm on one day (4/15/19)

The screenshot shows the 'New Reservation' form in a web application. The user is Marisol Lauffer (marisol-lauffer@uiowa.edu). The resource is 'Anxiety and Stress Behavior (elevated plus/m Elevated zero/open field/forced swim)'. The reservation is for 0 days, 11 hours, and 0 minutes, starting at 3:00 PM on 04/15/2019 and ending at 4:00 AM on 04/15/2019. The repeat option is set to 'Does Not Repeat'. There are fields for 'Title of reservation' and 'Description of reservation'. On the right, there are sections for 'Participant List' and 'Invitees', each with an 'Add' field and buttons for 'Users' and 'Groups'. There are 'Cancel' and 'Create' buttons at the top right and bottom right.

### 2. Reserving the room for the same time (3-4pm) on three consecutive days (4/15-4/17). The way you set up a repeating reservation can be somewhat counterintuitive (it uses the field titled "every \_\_\_ days").

The screenshot shows the 'New Reservation' form for a repeating reservation. The user is Marisol Lauffer (marisol-lauffer@uiowa.edu). The resource is 'Anxiety and Stress Behavior (elevated plus/m Elevated zero/open field/forced swim)'. The reservation is for 0 days, 11 hours, and 0 minutes, starting at 3:00 PM on 04/15/2019 and ending at 4:00 AM on 04/15/2019. The repeat option is set to 'Daily'. The 'Every' field is set to '1 (day)'. The 'Until' field is set to 04/17/2019. There are fields for 'Title of reservation' and 'Description of reservation'. On the right, there are sections for 'Participant List' and 'Invitees', each with an 'Add' field and buttons for 'Users' and 'Groups'. There are 'Cancel' and 'Create' buttons at the top right and bottom right.

For both reservations, you could fill in the inforatory sections, but they are not necessary (filling in a title may help you keep track of what your reservations are for). If you click “create” and it gives you an error message, someone has probably already scheduled that room (check the main calendar page).

If you go to the resource calendar you will now see your reservation(s) and if you hover the mouse over them, any other details you have filled in will show up.

### **Canceling/Editing an Existing Reservation:**

To cancel (or edit) a reservation, find it on the calendar (or dashboard) and click on it, it will take you to a similar looking reservation page to the one you used to schedule it. It will have a button on the top right that was not there before—the “more” button. Click it and then select “delete” from the drop-down menu to cancel/delete the reservation. When you delete (or edit) a recurring/repeating reservation it will prompt you and ask whether you want to delete that instance, all of them, or all future reservations.

**Note:** deleting repeating/recurring reservations does not work right, so it is worth checking the calendar page afterwards to see if what you wanted deleted is what got deleted.