

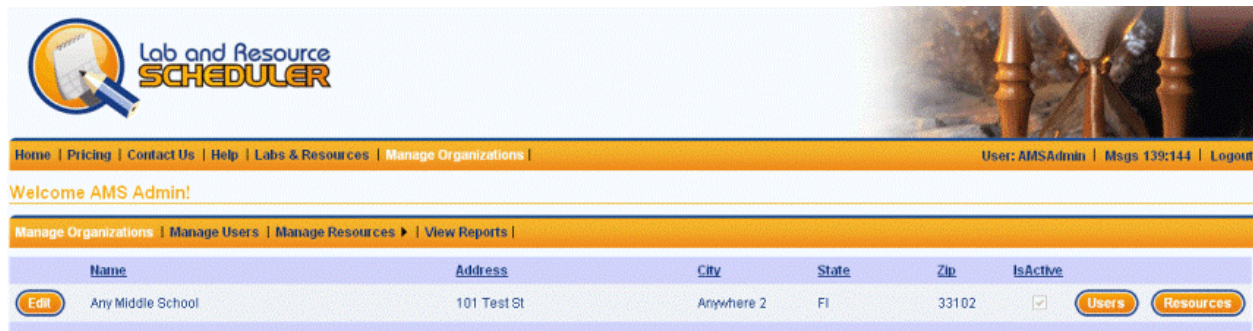


Welcome to Lab and Resource Scheduler. Once logged in you will find simple direction on creating and editing the tasks commonly associated with managing meeting rooms, audio/visual equipment and other items.

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MANAGE ORGANIZATIONS

Click on Manage Organizations to begin the process of editing all of the resources used in the management of your organization. Once selected a list of all users within the organization will be listed. The drop down box will state "All". Click on the drop down box to choose the organization you wish to work with.



The screenshot shows the 'Lab and Resource SCHEDULER' web application. The header includes a logo and navigation links: Home | Pricing | Contact Us | Help | Labs & Resources | Manage Organizations |. The user is identified as 'User: AMSAdmin | Msgs 139:144 | Logout'. A welcome message reads 'Welcome AMS Admin!'. Below this, there are navigation links: Manage Organizations | Manage Users | Manage Resources | View Reports |. The main content area displays a table with the following data:

Name	Address	City	State	Zip	IsActive	
Edit Any Middle School	101 Test St	Anywhere 2	FL	33102	<input checked="" type="checkbox"/>	Users Resources

EDIT ORGANIZATIONS:




– If any information needs to change this is the place. Simply clicking on Edit will allow you to edit the Address, City, State or Zip Code.

You will also notice that Name, Address, City, State and Zip are clickable. If you are managing more than one property this will allow you to perform a sort in the order with which you wish to view.

For Example: If you are managing multiple properties and wish to view them by City, simply clicking on City will immediately sort them in alphabetical order.

MANAGE USERS



- Once selected you are brought to an area which allows you to edit the users of any organization you are directly responsible for. This is also the  button that you see in the banner line underneath your welcome message.

While in this portion of the site you will notice that you are able to choose from the organization drop down field. If you are responsible for more than one you will see all of them here. Most are directly responsible for one organization so therefore we will concentrate on this field.



Selecting the Edit button will bring up a screen of the individual that needs to have information altered or possibly a new password.

Choose a User and select the Edit Button. Once the button is selected a screen will come up with that user's information. It is in this area that you can alter the following:

- User Login Name
- User First Name
- User Last Name
- User Email Address
- User Password

You can also select the checkbox to select whether the User is Active or Inactive. There is also a checkbox that enables the User to operate as an Administrator or the Organization. It is especially helpful having a proxy if you are on vacation or leave and are unable to address issues with your organization.

The Cancel button will of course cancel any action and revert back to the information prior to any alteration. SO, if you make a mistake or question the information you need to edit, you can simply choose cancel and go back once you are sure of the information.

You will notice that the Users password contains a series of black dots (●●●●●●●●). The ensures that the User's password is kept private so that they are able to use their special password on other sites without worrying if anyone knows what it is, even if it is you.

Deassign

This is where you need to be careful – by selecting De-assign you will immediately remove the user from your organization and will not be able to re-assign them without contacting a system administrator at LPC. This should only be used when you wish a user leaves your organization.

*** Be advised that once you remove a user and try to put them back in you will get an error message stating that the “**User with the same login and/or Email address already exist**”. If this is the case you will need to contact the webmaster using the [Contact Us](#) button located in the top menu bar ***

CREATING USERS:

Creating users is extremely simple when following the flow of the input boxes. Begin by having all of the new user’s information in front of you. Most importantly, you must know the new user’s email address. The password is not much of an issue as you can set a temporary password as they will simply change it later at a later date.

Create new user

Login: First Name: Last Name:

E-mail: Password:

Is Active Is Organization Admin

To begin, enter the new user’s login name. Select a Login name they would typically use for their online presence or one you feel is befitting to them.

Then simply enter their name, email address and give them a temporary password. Alert them that they will need to change this password when they first log in.

There are two checkboxes located underneath the Email field. These boxes will be checked if the user is to be active upon their first login and a checkbox which will make them an administrator of your organization.

MANAGE YOUR INFO:

You will notice on the toolbar your username. It is located on the far right of the screen. When you roll your mouse over your username you will see that it has turned white and the cursor has turned into a hand. This is where you will be able to change your information.

Once you have clicked on your name you will notice that a new screen has popped up allowing you to edit certain items of your online system information. If at any time you decide you do not wish to change your information, click the "Cancel" button and it will take you to the previous screen.

CHANGE YOUR NAME:

If for any reason you decide you need to change your name within the system this is the area to do so. Now, you will not be able to edit your username, but you can edit your first and last name which was added by the Organizational Administrator.

A screen has popped up which appears as the one below this text (less our test user information). Let's begin by editing your First Name. Scroll your mouse pointer within the name box and you will see that the arrow has now become a text cursor. You can either click in this box and press delete (or backspace) to remove the information or while holding down the left mouse button and sweeping over the name, you will notice that it has turned blue. Release the mouse button and simply press Delete (or backspace). You will notice the name is no longer there.

With that being done, type in the first name you wish to use and then press the "Update" button. This can be done for either the First Name or the Last Name or both.

If you are going to change your last name as well as your first name, change them both and then press the "Update" button. You will then receive a message stating: "Update user details was successful".

CHANGE YOUR EMAIL ADDRESS:

As you did with the First Name, changing the email address is the exact same process for alteration. Simply remove or change the information within the email address box and press **“Update”**.

Edit user: AMSAdmin

User name:	<input type="text" value="AMSAdmin"/>
First name:	<input type="text" value="AMS"/>
Last name:	<input type="text" value="Admin"/>
E-mail:	<input type="text" value="admin@LARS.com"/>

CHANGE YOUR PASSWORD:

To change your password, click on the “Change Password” button located to the bottom of the information area. Once clicked, it will open a new form asking that you enter your “Old” password and prompt you for your new password. It will also ask you to repeat the new password to ensure it was correctly entered as above. For security and safety reasons, your password will be encrypted – providing only a simple black dot instead of the actual typed information.

If you do not wish to change your password at this time, simply click on the “Return to User Detail” button and no changes will have been made.

Once your information has been placed within the boxes (all fields are mandatory), click the “Change Password” button. The next time you log in you will need to enter your new password.

Old password:	<input type="text"/>	*
New password:	<input type="text"/>	*
Confirm new password:	<input type="text"/>	*

MANAGE RESOURCES

Once you have chosen “Manage Resources”, a screen will open showing you the various items that can be managed for your organization.

Organizations:
Any Middle School

Resources:

	Description	Resource Category	Resource Type	Schedule Type	
Edit Delete	1st floor lab	Digital Cameras	Lab	By Block	View Calendar
Edit Delete	2nd floor lab	Digital Cameras	Lab	By Block	View Calendar

You will notice the similar fields of “Edit” and “Delete” – but there is also a new button labeled “View Calendar”, more about this in just a bit.

In order to change any information about one of your resources you must choose the resource you want to change by clicking “Edit”. This will bring you into the Resource Details screen as shown below.

RESOURCE DETAILS

Resource Details

Edit Details for Resource '1st floor lab' - Any Middle School

Related Items

[Blocks](#)

[Unavailable Dates](#)

Category: Digital Cameras

Resource Name: 1st floor lab

Resource Type: Equipment Lab

Schedule Type: By Block By Time

Number Of Available Seats (for Labs): 0

Max Number Of Slots To Schedule In A Day: 8

Max Number Of Consecutive Slots: 8

Max Weeks Ahead To Schedule: 6

Max Consecutive Days To Schedule: 3

Notify All Administrators When a Resource is Scheduled or Un-Scheduled: Notify All Users When a Resource is Scheduled or Un-Scheduled:

[Update](#) [Cancel](#)

In this location you are able to change everything from the name or the resource to the dates or when a User is allowed to schedule it for.

We will begin by going through each line item:

- **Category:** The Name of the Category to place the Resource. This is a drop down field which contains all categories.

Note: These category names are entered by clicking "Edit Categories"

- **Resource Name:** The name of your resource. Keep it as short as possible
- **Resource Type:** Is the resource a piece of equipment or is it a lab/room? The only difference as far as scheduling is concerned is that labs/rooms can be scheduled by seats.
- **Schedule Type:** Will this resource be scheduled by block or by time?
- **Number of Available Seats:** How many seats are available for this resource.

NOTE: This field is used for Labs/Rooms in which you want to schedule by seats instead of the entire room. If you do not want your users to schedule at the seat level, then place a **0** in this field. Otherwise, place the maximum number of seats that are available. By doing so, more than one user can schedule the same room but the system will track exactly how many seats are available to schedule.

- **Max Number of Slots to Schedule:** How many slots of time will be allowed to be scheduled for this resource? This provides a way to limit those users from overbooking a resource.
- **Max Number of Consecutive Slots:** How many slots will the user be able to schedule concurrently? This provides a way to limit those users from overbooking a resource.
- **Max Weeks Ahead to Schedule:** How many weeks will the User be allowed to schedule this resource in advance? This provides a way to limit those users from overbooking a resource.
- **Max Consecutive Days to Schedule:** How many days will the User be allowed to schedule this resource for? This provides a way to limit those users from overbooking a resource.
- **Notification Checkbox:** Click this checkbox if you wish all Administrators to receive an email when this resource is scheduled or un-scheduled.

- Notify All Users checkbox: click this checkbox when you want all Users to be notified of a change in the schedule for this resource.

Once you have selected all of these items you may select the "Update" button to update this resource or the "Cancel" button to remove any changes.

While we are still on this page you will notice that this resource has 3 other items with which to edit: Related Items, Blocks and Unavailable Dates.

RELATED ITEMS:

Selecting "Related Items" will list any items associated with that resource. As shown in the image below, the "1st Floor Lab" has several Related Items. Clicking on the "Edit" button will simply allow you to change the name of the item. Once you have selected to edit the item, the Edit button will then become an "Update" button. You can always press the "Cancel" button as well to go back to the corresponding page.

The screenshot shows a web interface for editing related items. On the left is a navigation menu with links for 'Resource Details', 'Related Items' (which is selected), 'Blocks', and 'Unavailable Dates'. The main content area is titled 'Edit Related Items for Resource "1st floor lab" - Any Middle School'. It features a table with a 'Description' header and four rows of items: 'Assistant', 'Laser Pointer', 'PowerPoint', and 'Wireless Projector'. Each row has 'Edit' and 'Deassign' buttons. Below the table, it says 'No items found.' and has a 'Create new item' button. At the bottom right, there is a 'Description:' text input field and 'Create' and 'Cancel' buttons.

To create a new item, simply enter a description of the new item in the description field and press "Create". If you wish to remove this related item, just de-assign it. This will remove it from association with this resource but leaves it in the system so that you can assign it to other resources. If you truly need to delete the item from the system, you will need to click "Edit Related Items" under the "Manage Resources" main menu item.

CAUTION: Once you click on the "Deassign" button, the item will be removed completely. There will be no warning or added box asking if this is what you want to do. It will simply go away.

EDITING BLOCKS:

Often you will find it necessary to block out certain resources on dates or blocks of time. This is especially useful, for example, if your organization's janitorial staff must clean the building between a certain set periods of time. You of course will not allow anyone to schedule an area while it is being cleaned, so therefore you can block out these times. Of course there are a number of other reasons to block out times but this will be the example.

The screenshot shows a web interface for editing resource blocks. On the left is a sidebar with links: 'Resource Details', 'Related Items', 'Blocks' (highlighted), and 'Unavailable Dates'. The main area is titled 'Edit Blocks for Resource '1st floor lab' - Any Middle School'. It contains a table with 8 rows, each representing a block labeled 'pd 1' through 'pd 8'. Each row has an 'Edit' button, a 'Delete' button, a small blue arrow pointing up or down, and an 'Unavailable Dates' button. Below the table is a 'Create new block' section with a 'Description:' label, an input field, and 'Create' and 'Cancel' buttons.

Pressing **"Edit"** will simply allow you to change the name of the block. For this instance, "PD8" would be the block we would change.

Pressing the small blue arrow moves the item up or down. This order dictates the exact order as they appear on the calendar when users are scheduling.

To create a new block for this resource, simply enter the description of the new block in the "Description" field and click on the "create" button.

Clicking on "Unavailable Dates" will bring up a screen where you can block out the starting and ending date for that particular block and resource. For example: during period 8 (PD8) the walls are getting painted in the first floor lab. It will need to be shut down for several days. It would be in this section where you would lock out the schedule so that no one would be able to schedule this room.

Resource Details **Edit Unavailable Dates for Block: 'pd 8'**

Related Items No unavailable dates found.

Blocks **Create new unavailable data**

Unavailable Dates

Description:

Start Date: 8/14/2008

End Date: 8/14/2008

Day:

Create **Cancel**

Back

To lock out the room you would enter a short description; enter the starting date, the ending date and the day you will not have it open for scheduling.

EDIT CATEGORIES:

From the Manage Resources drop down, select the Edit Categories button. This will bring up a way for you to edit the name of the categories and also a way to add categories.

Organizations:
Any Middle School

Categories:

<u>Description</u>				
Update	Cancel	Block-Based Resource Examples		
Edit	Delete	Digital Cameras		

Create new category

Description:

Create **Cancel**

CAUTION: You can also "Delete" a category, but once you do so it will totally be removed from all areas.

EDIT UNAVAILABLE DATES:

In this section you will be able to create, edit, or delete any unavailable date configuration for a particular resource. These dates cover all blocks for a particular resource whereas the example, a few pages above, was related to making individually defined blocks unavailable. Below is an image created for the "1st Floor Lab", you will notice that the room was not available on 8/1/2008 so that the room could be remodeled. You will also see that there was no school for a few weeks.

Resource Details

Related Items

Blocks

Unavailable Dates

Edit Unavailable Dates for Resource '1st floor lab' - Any Middle School

	Description	StartDate	EndDate	Day
Edit Delete	Remodel Room	8/1/2008	9/6/2008	
Edit Delete	No School	6/24/2008	7/11/2008	

Create new unavailable data

Description:

Start Date:

End Date:

Day:

[Create](#) [Cancel](#)

So, to create an unavailable date for a resource:

1. Choose the Resource in the Manage Resource area.
2. Click on Edit next to the resource you want to block
3. Enter a description in the description box in the Create New Unavailable Data section.
4. Enter a Start Date
5. Enter an End Date
6. If you do not wish to use the entire date range but only a specific date between that range, then select the DAY. For example, assume that every Monday for the next month, the resource was going to be unavailable to schedule, you would enter the date range and select Monday as the day within to limit the range.

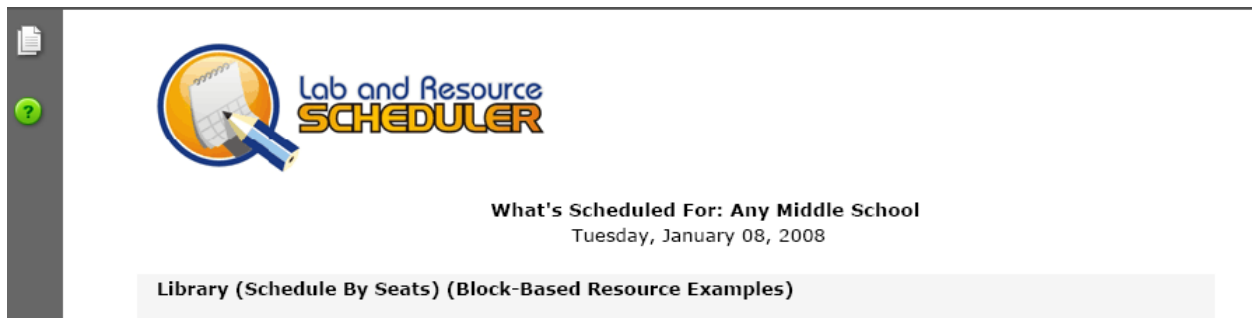
VIEW REPORTS:

One of the finest features of this service is to get accurate reports based on a number of factors. Simply click on "View Reports" from the toolbar menu and Reporting will now be on the screen, ready for use.

To start, select the organization you wish to find reports for. Click on the drop down list to choose.

In the "What's Scheduled" section you will notice 6 different reports which can be run for any single or multiple resources.

Start by entering the dates for the reports. Select the starting date, and then select the ending date. You can now view the report as a PDF file or as an Excel spreadsheet. You will see a PDF file that begins as such:



An Excel spreadsheet appears as a PDF but is workable in regards to fields and tabs. The PDF will not be adjustable as it is a copied form.

Reporting

Organizations:

Any Middle School

What's Scheduled Report

On this report you can view what's scheduled on selected date

Time period:

Start Date: 8/14/2008

End date: 8/14/2008

[View PDF](#)

[View EXCEL](#)

Organization Users Report

Resource Usage Report

Resource Usage Report By Month

Average Resource Usage Per Day Report By Month

Average Resource Usage Per Day Report By User

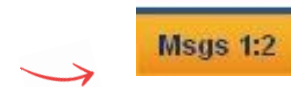
User Usage Report

- **Organization Users Report:** On this report you can view all users from current organization. This can be viewed as a PDF or Excel spreadsheet.
- **Resource Usage Report:** On this report you can view number of periods used within a time period for each resource. You may select the starting and ending date form this resource report as well choose whether to receive as a PDF or Excel spreadsheet.
- **Resource Usage Report by Month:** On this report you can view number of periods used within a time period for each resource by month. You may select the starting and ending date form this resource report as well choose whether to receive as a PDF or Excel spreadsheet.
- **Average resource Usage per Day Report by Month:** On this report you can view average number of periods used within a time period per day for each resource by month. You may select the starting and ending date form this resource report as well choose whether to receive as a PDF or Excel spreadsheet.
- **Average Resource Usage per Day Report by User:** On this report you can view average number of periods used within a time period per day for each resource by user. You may select the starting and ending date form this resource report as well choose whether to receive as a PDF or Excel spreadsheet.
- **User Usage Report:** On this report you can view who used each resource and the number of times utilized within a given time period. You may select the starting and ending date form this resource report as well choose whether to receive as a PDF or Excel spreadsheet.

MESSAGES

While in LARS, you may find it necessary to communicate with the Users of your association.

If you look to the top right of the site you will notice a line of text within the text bar that looks like this:



Now, the text on your bar might be different depending upon the amount of messages in your mailbox. For instance, in my mailbox I have 2 messages total. You will see in the button representation the numbers 1:2 – this simply means that I have 1 message unread and 2 messages total.

Clicking on this link will take you directly into your message center and will show you all messages within your mailbox. As shown below, you will notice that the two messages are listed. The first message is similar to your first message which will of course be a “Welcome Message” from the main Administrator.

READING and MANAGING:

You will notice that the first message has an open envelope and the second message has a closed envelope. The open envelope means that the message has been opened. Whereby, a closed envelope means the message has not been read yet.

Messages

Title	Posted date	New	Delete
From user: admin (Lab And Resource Scheduler 2.0)	8/10/2008 1:33 PM		<input type="checkbox"/>
Resource Scheduled - Patriot Lab (Any Middle School) (AMS Admin)	8/7/2008 6:54 PM		<input type="checkbox"/>

After reading your messages (or not), you can easily remove them from the system by placing a check in the checkbox to the right of your message (under the Delete button). Once you have chosen which message(s) to delete simply click the “Delete” button and they will instantly disappear.

Be mindful that once you have opted to delete these messages, they will be immediately removed from the system they will no longer be able to be retrieved.

REPLYING:

If you find that at any time you need to post a message for an Administrator, Organization or User simply go to this location and begin by entering a title of your message in the Title bar.

Then simply enter your message in the message box. Now if you also want to send yourself a copy click the Send Copy to Email checkbox and you will receive a copy of the message you are sending to the Administrator(s).

Once complete click "Send Message" button. That's it, nothing to it.

Send Message

Title:

Message:

Send to all users of my managed organizations

Send to all users of selected organizations:

Send only to Organizations Administrators

Any Middle School

Send to selected users:

Admin AMS (AMSAdmin)

[User Name]

[User Name]

[User Name]

[User Name]


[User Name]

[User Name]

Send to System Administrators

Send copy to e-mail

Send Message



If you also want to send yourself a copy of the messages, select the checkbox located just above the "Send Message" button.

If you find yourself stuck or needing additional assistance, please contact your Administrator. If you find that is not an option or need help you are unable to find within this manual, please go to the Contact Us section of the website and leave us a detailed message. We will return messages as soon as they are received and can be answered appropriately. Please notice that items marked with a red asterisk (*) are mandatory fields which must be entered.

If you would like to browse the Self Help videos, please go to the Help section of the site. All videos are labeled accordingly and are expertly recorded for content.

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