Using the Yale Resource Scheduler

The Yale Resource Scheduler (http://scheduler.yale.edu) is an online booking system for the Yale Medical School's research resources, such as facilities, instruments, and locations.

Users can access resource schedules, reserve time slots, identify payment accounts, and create billing reports through the site.

For Users

1. *Request Access:*

   In order to see a resource's availability schedule and book time slots, you must first request access to that resource by contacting the administrator for that resource, listed at http://scheduler.yale.edu.

   - Click on **Reserve Resource** and choose the resource you want access to. Resources will give a list of administrators and their contact information; all you need to do is email them and ask permission.
   - You will probably be required to undergo a training or informational session before you can use the resource.

   External: The administrator will have to add the external email address to the scheduler and schedule any training or initiation time with you. Once you have been added, you can create your own password. Your email address is your username.

   Internal: For users within the Yale network, contact the administrator for access to the resource and perform any training or initiation required. The administrator then adds you as a member to the resource.

   Once you have registered, you can log in to the site. You may now sign up for resources and create payment accounts.

2. *Create a Payment Account*

   Some resources are free; others charge per hour of use, per reservation, or per unit. To book a resource that charges, you must first create a payment account.

   - Under **Manage**, you will find a link to set up a payment account.

   You can create as many payment accounts as you want, using different billing schemes, like PTAEOs or purchase orders. When you sign up to use resources, you can specify which account gets billed, and even spread expenses over multiple accounts.

   To create a payment account, fill in all the fields under **New Account**, and then click **Save Changes**. Your account will be added to a list below.

3. *Reserve*

Once you have been granted permission, you will see that resource appear under the heading "My Resources." You may now access its schedule by clicking on it.

Under **Reserve Resource**, you will find a calendar for every resource, with available slots in blue. To book a time, click a slot and click **Submit Booking**.

If the resource requires payment, you will first be prompted to choose one or more payment accounts. If you have multiple accounts, you can choose which account to charge to, or allocate the charge across several accounts.

You can view your booking history under **View Reports**. Here, you will see all of your previous reservations; you can also save this information by downloading your **Resource Bookings Spreadsheet.**