LAB BOOKING SYSTEM
BOOKED/CHEMISTRY

<table>
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<tr>
<th>① LOG IN</th>
<th>② FIND YOUR LAB</th>
<th>③ BOOK EQUIPMENT</th>
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<tbody>
<tr>
<td>Fill in your details to</td>
<td>Each laboratory has a schedule with a list of bookable equipment</td>
<td>Easy to use calendar view to book out time on equipment</td>
</tr>
<tr>
<td>register, log in with IT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>username</td>
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LOG IN AND REGISTER

- Register with details *once* – *you must use your UNIVERSITY USERNAME* without the @leeds.ac.uk suffix to get access to the system

- A generic password will work as you should not need it after registration

- **Click Log In to access** – once registered you only need to click “log in” – you don’t need to fill in the details each time

- Contact the relevant lab manager/researcher to get training and access to the equipment.
DASHBOARD

- Shows upcoming reservations in your schedules
- **Announcements** – show any issues with equipment or lab access
- Tabs at top give you access to your account and schedule
MY ACCOUNT

- **Profile:**
  - Update Registration details
  - Change default homepage
- **Notification preferences**
  - Change individual email options
- **Change password**
  - Booked passwords are not used so a generic password can be used
- **Open invitations**
  - Lists Reservations you have been invited to
- **Bookings**
  - Calendar view of availability and reservations
  - Blue down arrow let you choose between all Schedules
  - Orange star lets you change the default Schedule - so if you’re only using the SEM you can click this to make it the first calendar you see
  - Colour coded Resource availabilities and Reservation information (to gain access to resources email the lab manager or staff member who trained you – equipment you are not trained on will show up as restricted)
  - Atom/iCalendar export to outlook
  - Click on desired time and Resource to create Reservation

- **My Calendar**
  - Shows only reservations of which you are participant (iCalendar export)

- **Resource Calendar**
  - Calendar view of individual Resources
CREATE NEW RESERVATION

- Add Title and Description
- Option to add Participants
  - Participants must be registered
  - User will be informed by email
- Option to add file (risk assessments, SOP...)
- Adjust times and Resources
- Must agree to lab rules and risk assessments
- Can cancel when creating
- Can be deleted once created up until the end time
GET STARTED

Access the website using the link below:

HTTPS://APPS.ENGINEERING.LEEDS.AC.UK/BOOKED/CHEMISTRY WEB/REGISTER.PHP?REDIRECT

Need Help? Fa-eng-bookapp@leeds.ac.uk

Email Alex Kulak for training and access to SEM: A.Kulak@leeds.ac.uk

Email Mary Bayana for training and access to iPRD: m.e.bayana@leeds.ac.uk