

# Basic users (status 1)

Define your password (login jean.dupont for jean.dupont@ens-lyon.fr by default but may differ)

Build your schedule : **you will be able to edit slots only if the slotstatus is  $\leq$  to your own status**

You can book three rooms maximum at the same time: **your office**, **your workplace** and **a single extra room** (analysis, meeting)

For your office and workplace, there are shortcuts that you can click on, and an extra option to add both simultaneously

For the extra room, you have to click on the room on the maps, you will see the name of the room updated

You can check the occupation of the room thanks to the graph for the selected day (green line : occupation after your slot, violet line : before) and the table below.

Color code :		office
		workplace/lab
		extra room
		In the morning
		In the afternoon