



ISTITUTO ITALIANO
DI TECNOLOGIA

Booked Scheduler

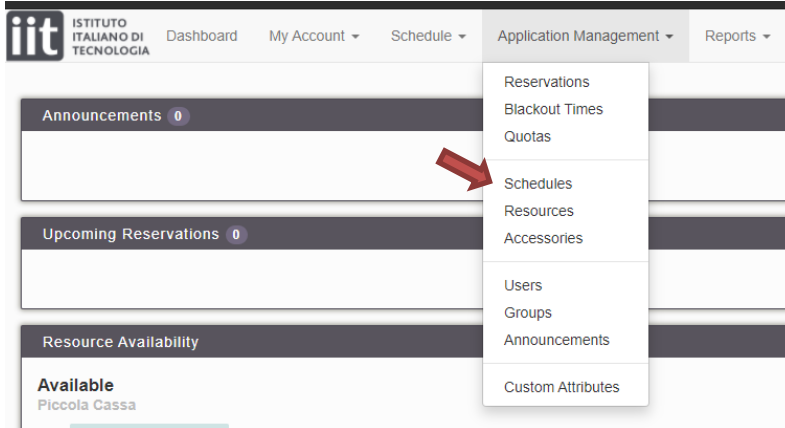
Administration Guide

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Last modified: 21/08/2020

Revision: 1.0

- 1) Using a modern browser (Chrome, Firefox, Safari), open the website <https://booked.iit.local>.
The website is available only when connected to the IIT network or via VPN.
- 2) Login using your IIT email and password.
- 3) From the Dashboard, click on the top menu on “Application Management” and then “Schedules”.



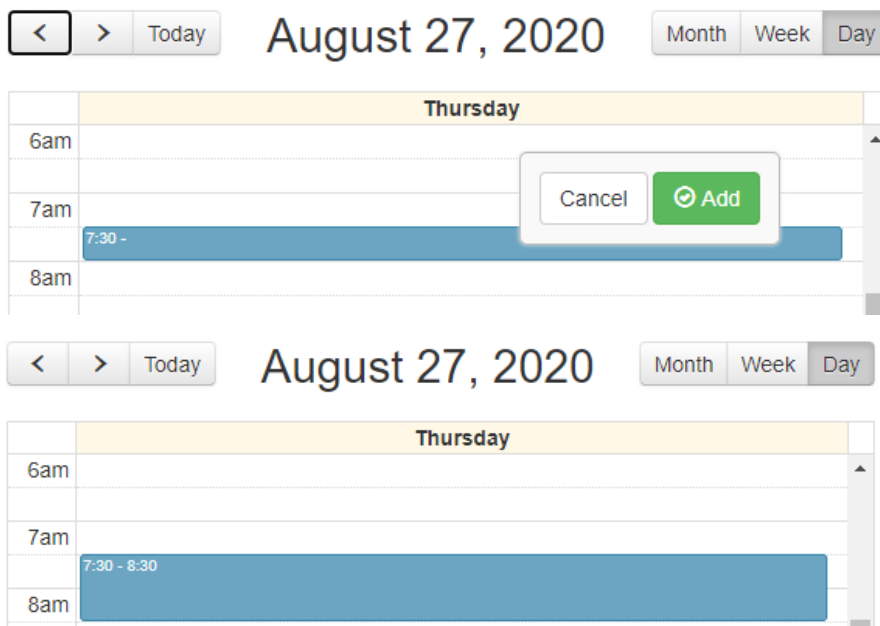
- 4) Click on the button of the schedule you need to modify.



- 5) Click on the “Day” button to switch to a daily view of the calendar.



- 6) From this view, if you click on an empty slot you can add a time slot that can be dragged to edit the duration.



If click on a slot already used, you can Delete the time slot.

<
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Today

August 27, 2020

Month
Week
Day

Thursday	
6am	
7am	
8am	<div style="background-color: #4682b4; color: white; padding: 2px 5px;">7:30 - 8:30</div>

Delete this time slot?

Cancel

🗑️ Delete