



ISTITUTO ITALIANO  
DI TECNOLOGIA

# Booked Scheduler

---

## *User Guide*

**Author:** ICT Service Desk

**Last modified:** 14/10/2020

**Revision:** 1.2

Fondazione Istituto Italiano di Tecnologia - Italian Institute of Technology

Sede Legale: Via Morego, 30 16163 Genova Uffici di Roma: Via Guidubaldo del Monte, 54 00197 Roma

Tel. 010 71781 Fax. 010 720321

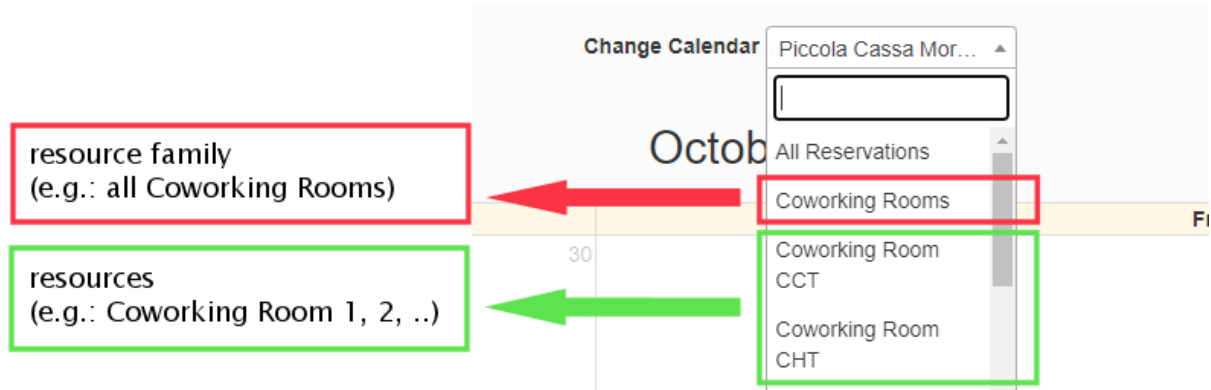
C.F. 97329350587 P.I. 09198791007

- 1) Using a modern browser (Chrome, Firefox, Safari), open the website

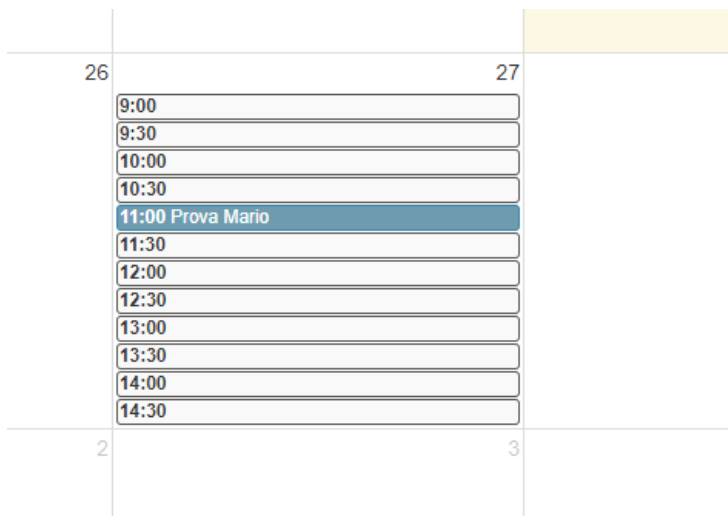
<https://booked.iit.local/Web/calendar.php?>

Please note: the website is available only when connected to the IIT network or via VPN.

- 2) Login using your IIT email and password.
- 3) Click on “Change Calendar” and select the resource (or the resource family) you need to book.




- 4) Find in the calendar a free time slot and click on it (in the picture below, any time except 11:00).




- 5) Click on the green “Create” button to confirm the reservation. Add participants if needed.

### New Reservation

Mario Zelaschi (mario.zelaschi@iit.it) [Change](#) 

**Begin** 14/10/2020 08:00 **End** 14/10/2020 09:00  
0 days 1 hours 0 minutes  
**Repeat** Does Not Repeat

**Resources** [Change](#)   
Coworking Room CCT

**Title of reservation**

**Description of reservation**

[View Availability](#) [Cancel](#) [Create](#)

#### Participant List 0

Add  | [Users](#) [Groups](#)

#### Invitees 0

Add  | [Users](#) [Groups](#)

☐ Allow Participants To Join


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

- 6) In case you need to delete your reservation, just click on it from step 4) and from the “More” button click on “Delete”.

### Editing Reservation

Prova Mario (prova.mario@iit.it)

**Begin** 27/08/2020 11:00 **End** 27/08/2020 11:30  
0 days 0 hours 30 minutes







**Resources** [Change](#)   
Piccola Cassa Morego

**Title of reservation**

**Description of reservation**

**Reference Number** 5f3ff3dcd7bfd838339605

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

-  Add to Calendar
-  Add to Google
-  Email
-  Print
-  Duplicate
-  Delete

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