Booked Scheduler

User Guide

Author: ICT Service Desk

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1) Using a modern browser (Chrome, Firefox, Safari), open the website
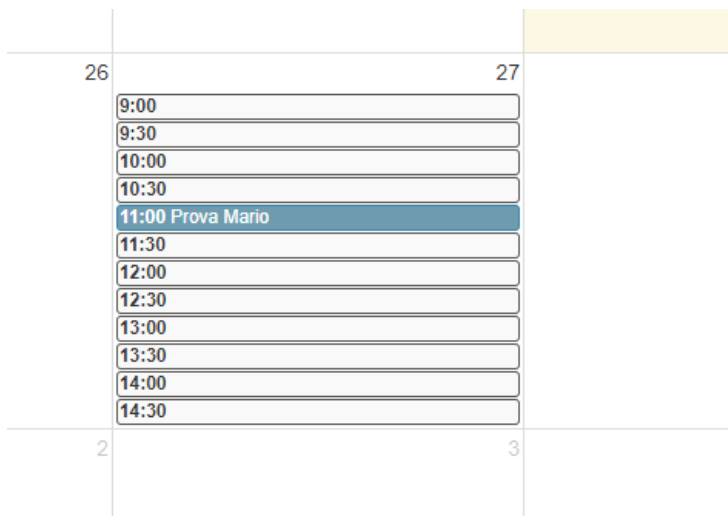https://booked.iit.local/Web/calendar.php?.

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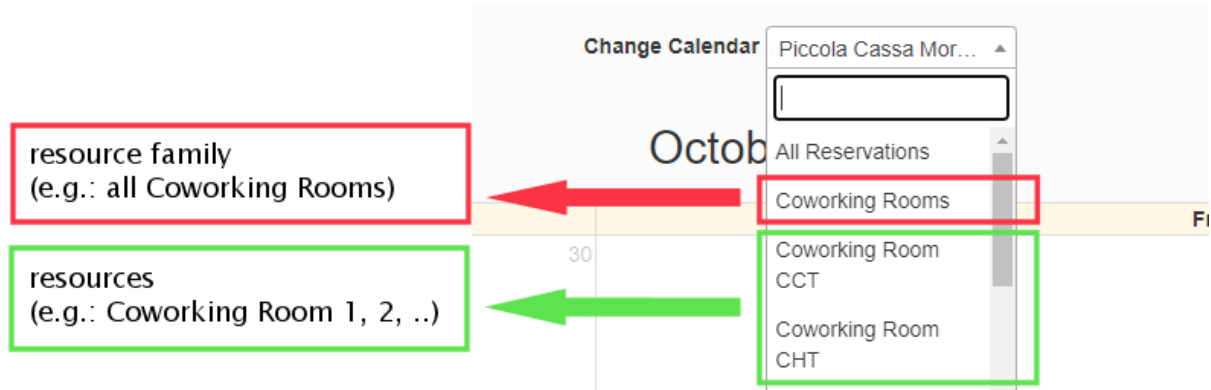
4) Find in the calendar a free time slot and click on it (in the picture below, any time except 11:00).

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

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