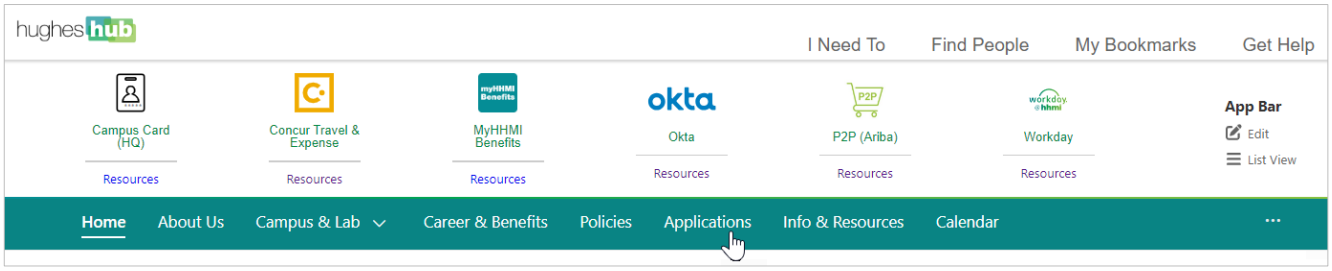
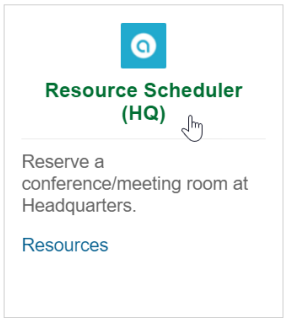
Resource Scheduler (RS):

HQ Quick Step Guide to Resource Scheduler

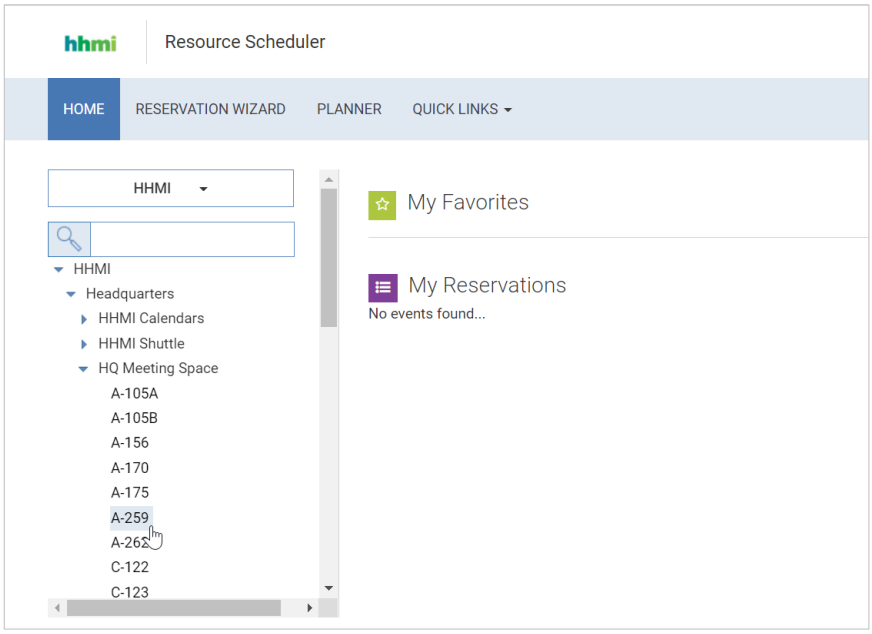
To access Resource Scheduler, go to https://hugheshub.hhmi.org and click **Applications**



On the Applications page, search or navigate to **Resource Scheduler (HQ)** tile and click on it.



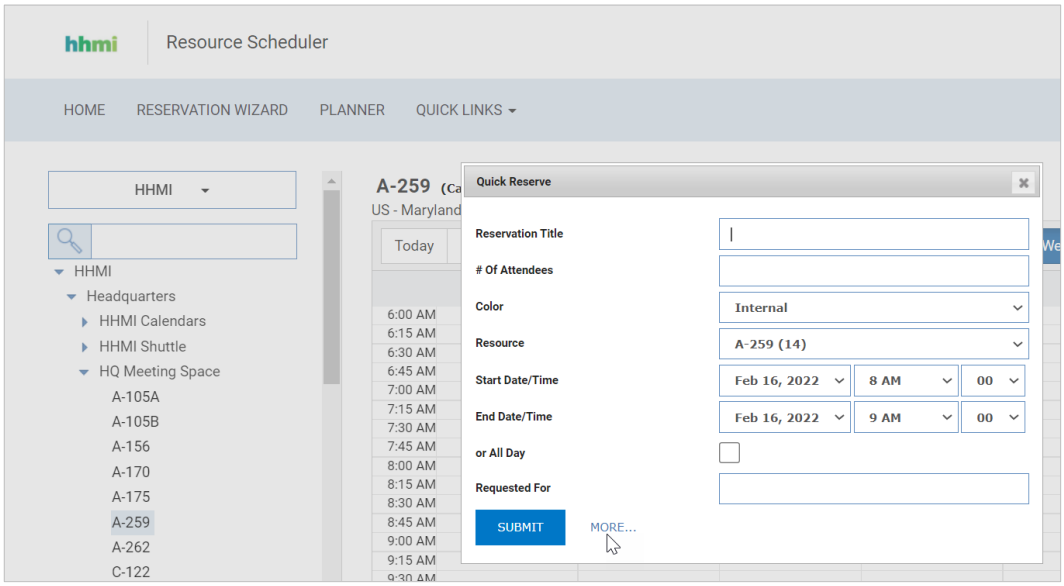
In Resource Scheduler, select location desired on left side.



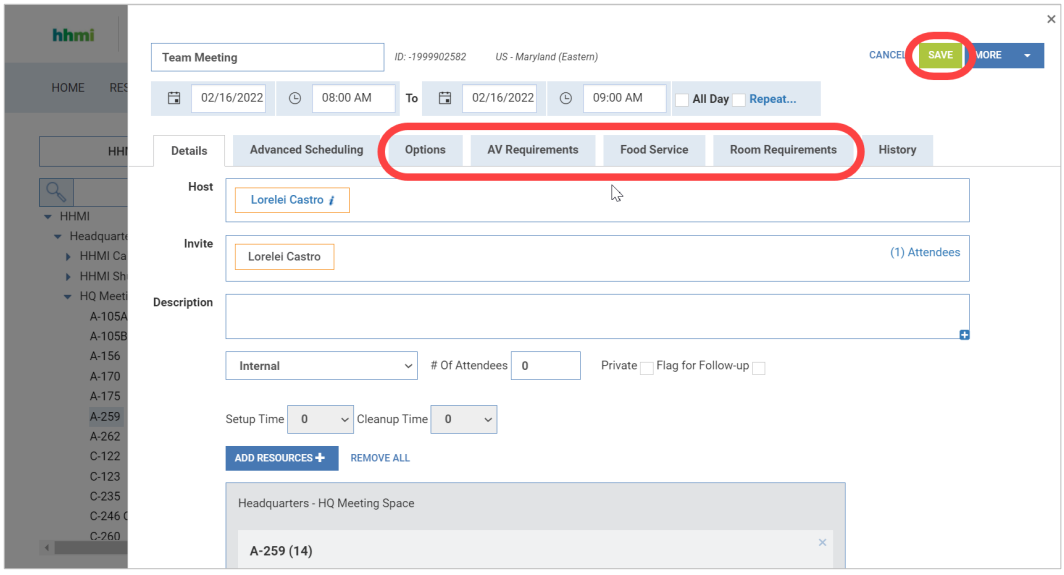
HQ Quick Step Guide to Resource Scheduler

View room calendar and click on desired available day/time box on calendar to set up room reservation.

To request food and beverage services, AV specifics, or room setup assistance, select the **MORE** option in the pop up box.

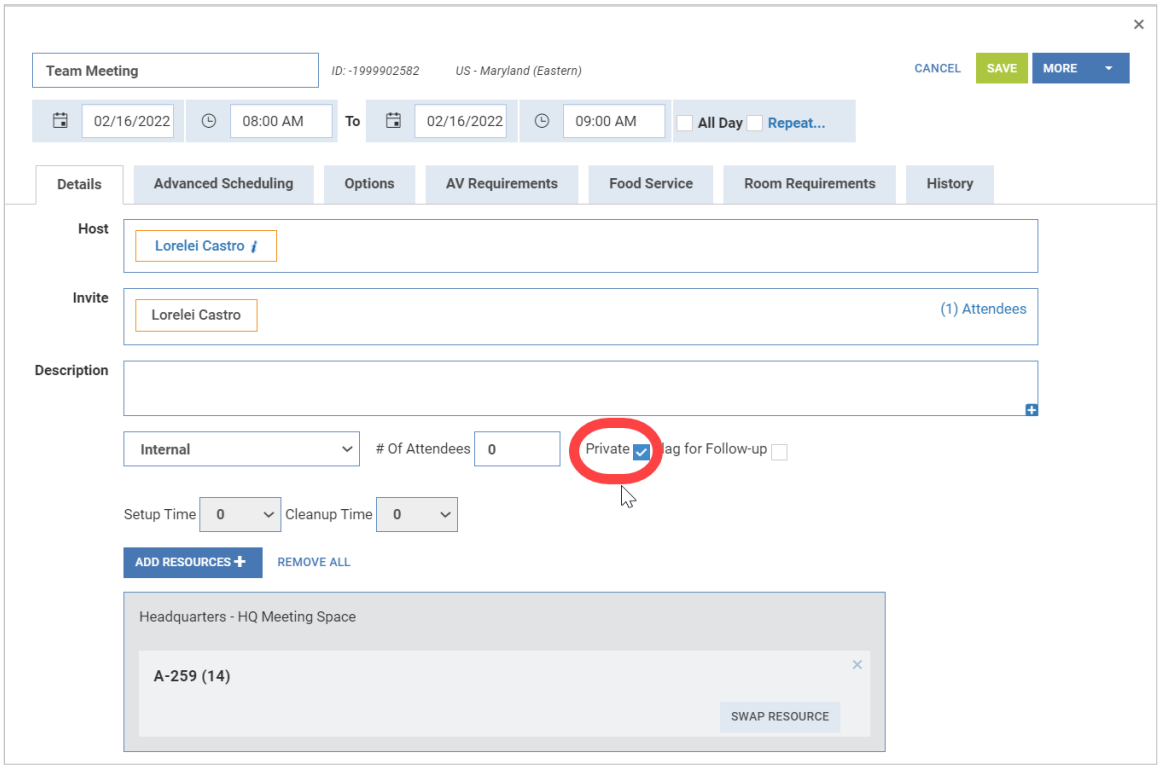


Click on the appropriate options and fill in information as requested.
Then, click **SAVE** to confirm room reservation.

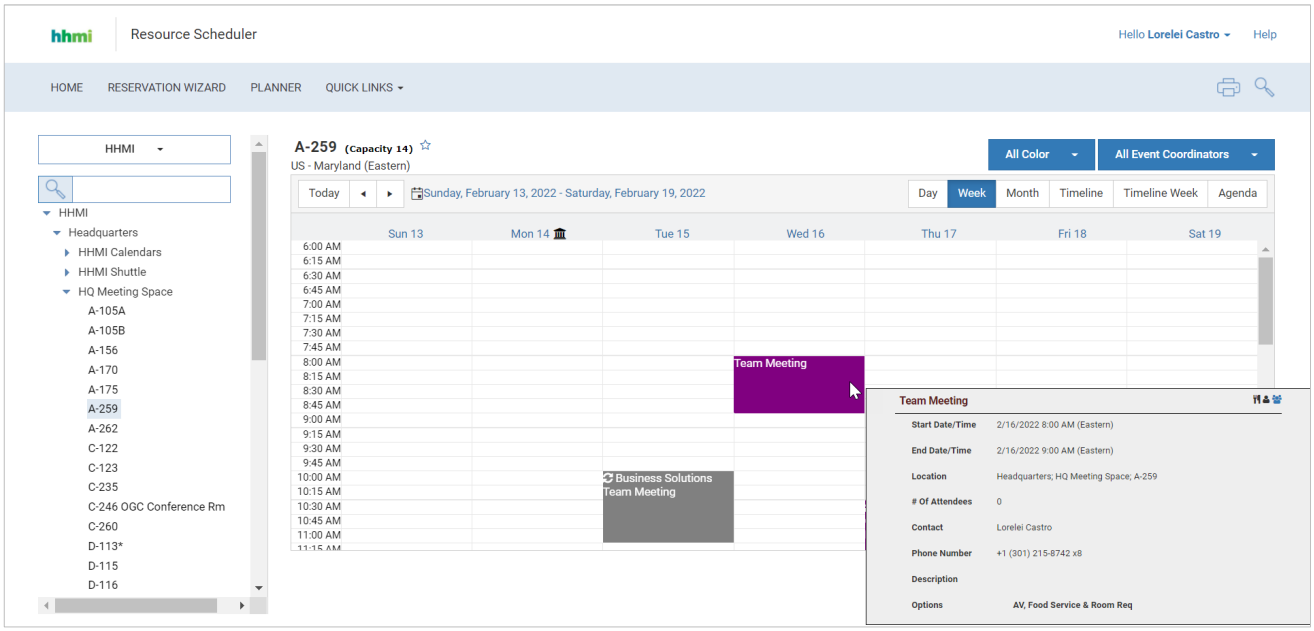


HQ Quick Step Guide to Resource Scheduler

*Note: If you need to mark a reservation private, click the **Private** box when booking your meeting room. This is useful when reserving rooms (i.e. A105B (Lactation Room)) for private use.

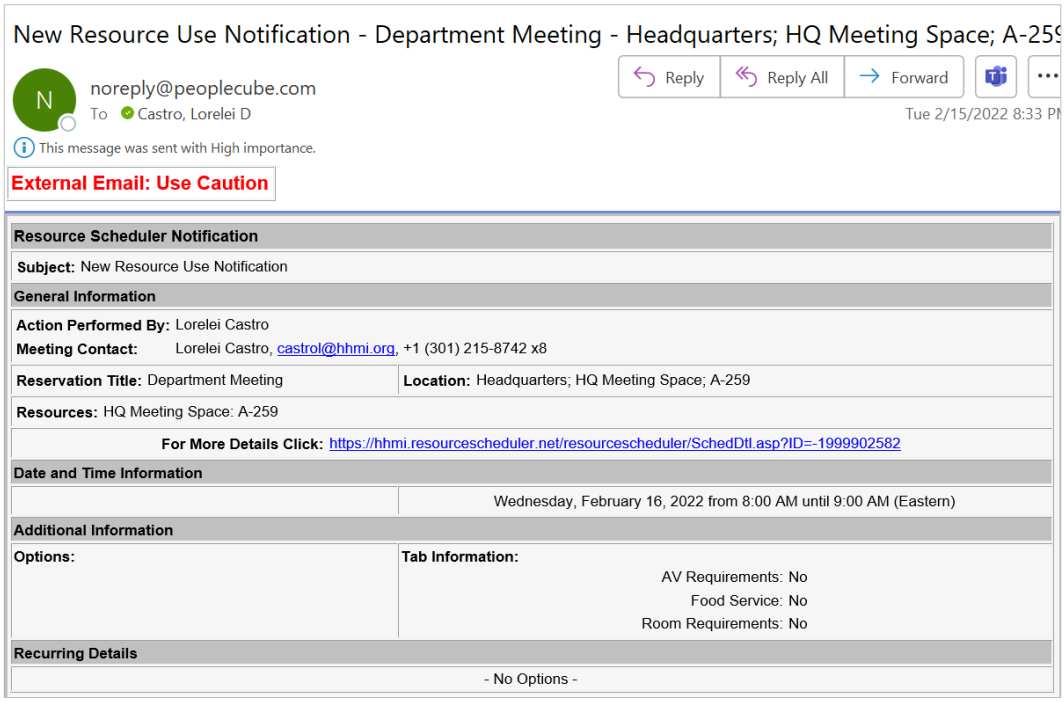


You will see your reservation on the calendar once it is saved.



HQ Quick Step Guide to Resource Scheduler

You will get two email confirmations confirming your reservation: one from Resource Scheduler and another from MS Outlook.



New Resource Use Notification - Department Meeting - Headquarters; HQ Meeting Space; A-259

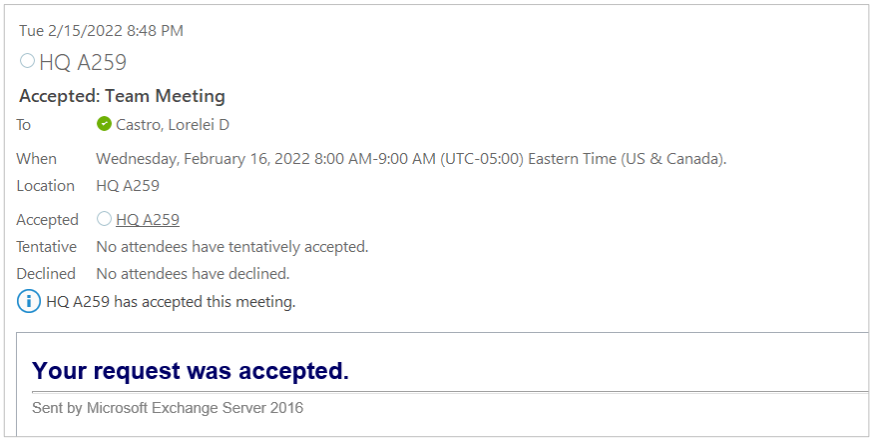
Reply | Reply All | Forward

N noreply@peoplecube.com
To Castro, Lorelei D
Tue 2/15/2022 8:33 PM

This message was sent with High importance.

External Email: Use Caution

Resource Scheduler Notification	
Subject: New Resource Use Notification	
General Information	
Action Performed By: Lorelei Castro **Meeting Contact:** Lorelei Castro, castrol@hhmi.org, +1 (301) 215-8742 x8	
Reservation Title: Department Meeting	**Location:** Headquarters; HQ Meeting Space; A-259
Resources: HQ Meeting Space: A-259	
For More Details Click: https://hhmi.resourcescheduler.net/resourcescheduler/SchedDtl.asp?ID=-1999902582	
Date and Time Information	
	Wednesday, February 16, 2022 from 8:00 AM until 9:00 AM (Eastern)
Additional Information	
Options:	**Tab Information:** AV Requirements: No Food Service: No Room Requirements: No
Recurring Details	
- No Options -	



Tue 2/15/2022 8:48 PM

HQ A259

Accepted: Team Meeting

To Castro, Lorelei D

When Wednesday, February 16, 2022 8:00 AM-9:00 AM (UTC-05:00) Eastern Time (US & Canada).

Location HQ A259

Accepted HQ A259

Tentative No attendees have tentatively accepted.

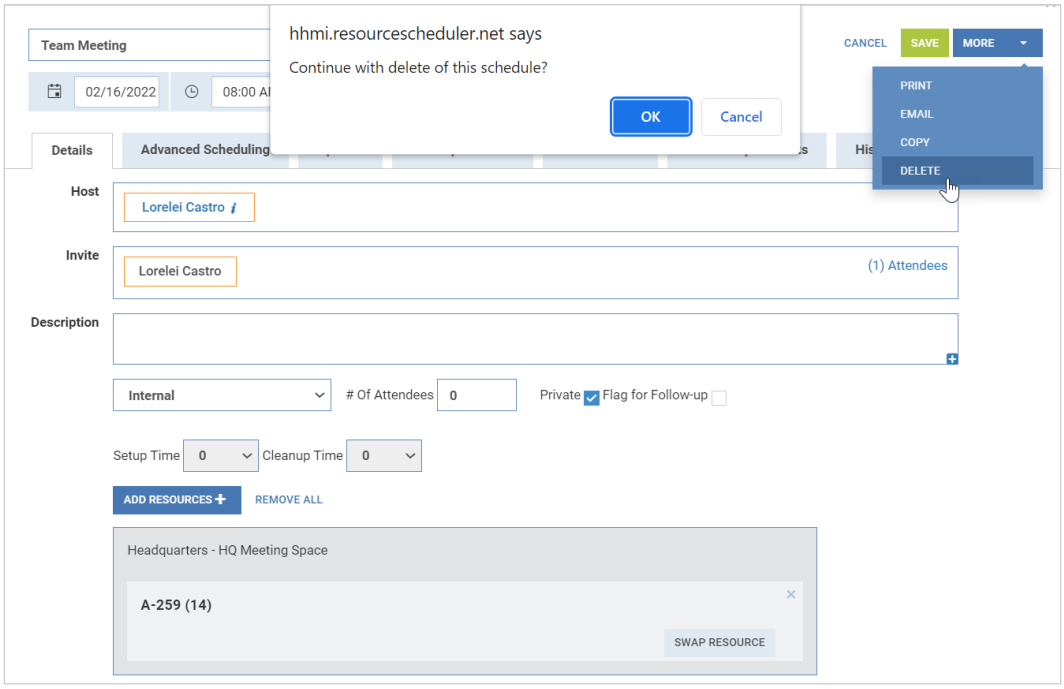
Declined No attendees have declined.

HQ A259 has accepted this meeting.

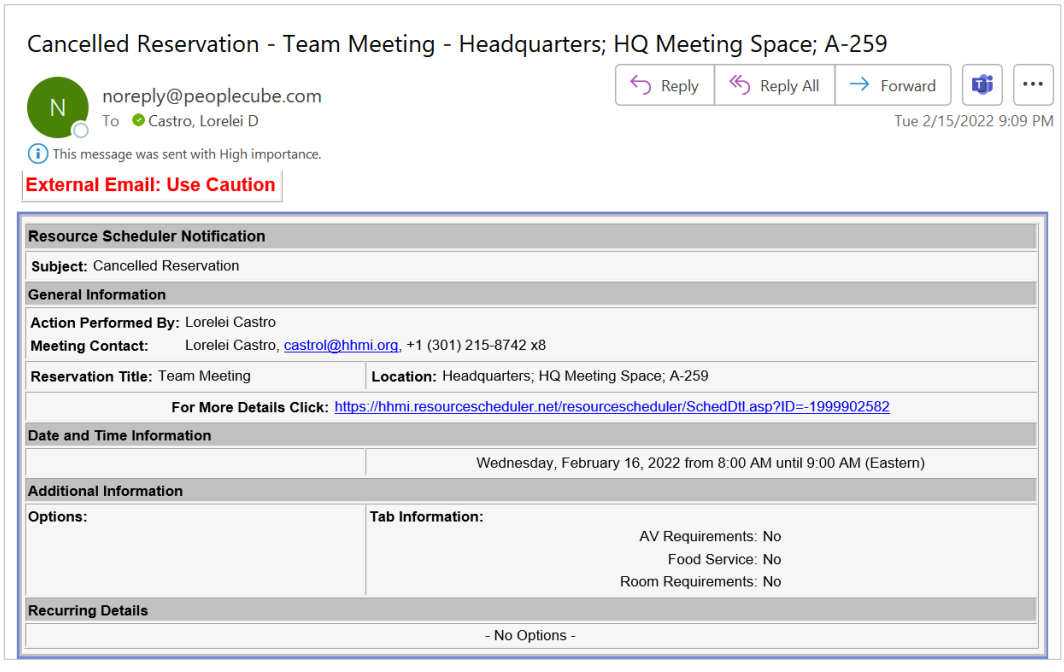
Your request was accepted.

Sent by Microsoft Exchange Server 2016

To cancel your room reservation, click on the reservation in the calendar.
Then on reservation, click **MORE** > **DELETE**. Then, click **OK** to confirm.



You will receive an email confirming your reservation is cancelled.



If you need assistance in using Resource Scheduler or reserving a conference room requiring additional services (food service, A/V, etc.), contact Conference Services at hqconfsvcs@hhmi.org or extension 8700.