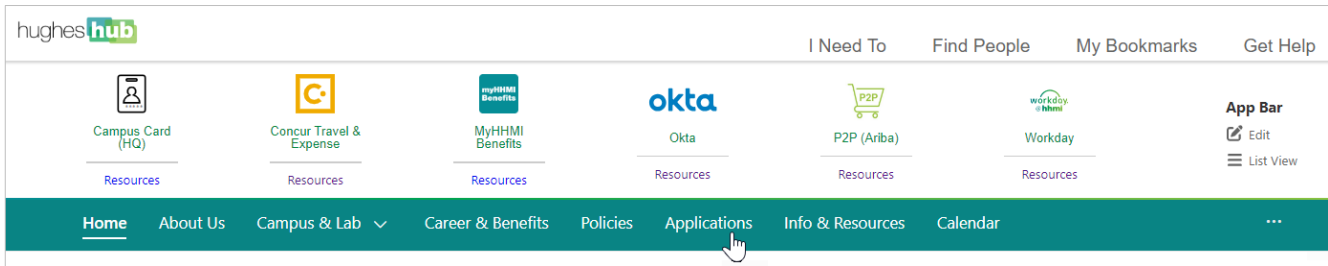


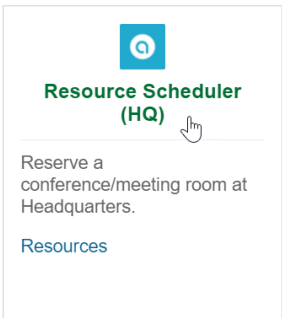
Resource Scheduler (RS):

HQ Quick Step Guide to Resource Scheduler

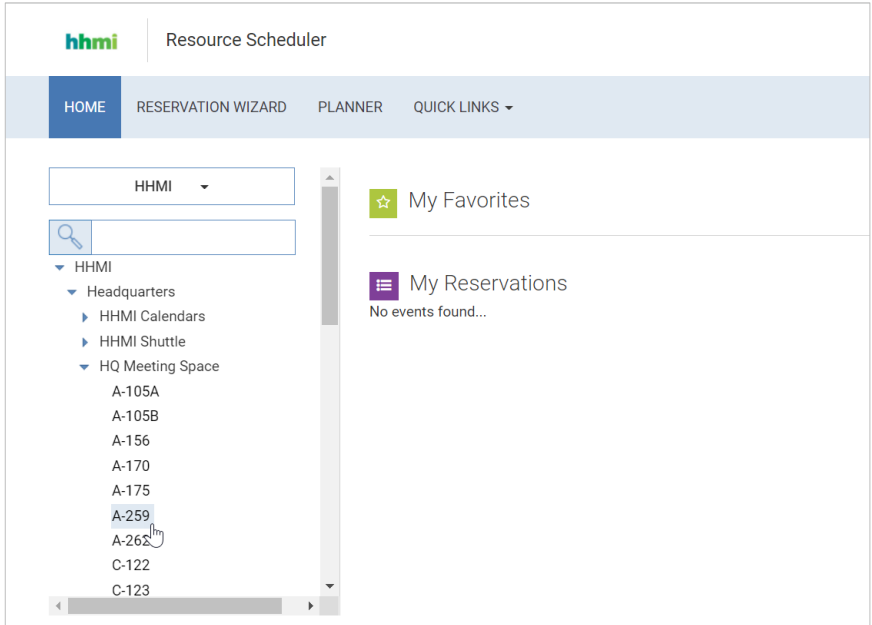
To access Resource Scheduler, go to <https://hugheshub.hhmi.org> and click **Applications**



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.

The screenshot shows the 'Resource Scheduler' interface. On the left is a sidebar with a search bar and a list of rooms under 'HHMI' and 'HQ Meeting Space'. The main area displays a calendar for room 'A-259 (Ca)'. A 'Quick Reserve' pop-up form is open, containing the following fields:

- Reservation Title: [Text input]
- # Of Attendees: [Text input]
- Color: [Dropdown menu, currently 'Internal']
- Resource: [Dropdown menu, currently 'A-259 (14)']
- Start Date/Time: [Date/Time picker, currently 'Feb 16, 2022' at '8 AM']
- End Date/Time: [Date/Time picker, currently 'Feb 16, 2022' at '9 AM']
- or All Day: [Checkbox]
- Requested For: [Text input]
- Buttons: 'SUBMIT' and 'MORE...' (with a mouse cursor pointing to it)

Click on the appropriate options and fill in information as requested.

Then, click **SAVE** to confirm room reservation.

The screenshot shows the 'Team Meeting' reservation details form. At the top, it displays the meeting title 'Team Meeting', ID '-1999902582', and location 'US - Maryland (Eastern)'. Below this are date and time pickers for '02/16/2022' from '08:00 AM' to '09:00 AM', with options for 'All Day' and 'Repeat...'. A row of tabs is visible: 'Details', 'Advanced Scheduling', 'Options' (highlighted with a red circle), 'AV Requirements', 'Food Service', 'Room Requirements', and 'History'. The 'Options' tab contains the following fields:

- Host: [Text input, 'Lorelei Castro #']
- Invite: [Text input, 'Lorelei Castro', with '(1) Attendees' next to it]
- Description: [Text input]
- Internal: [Dropdown menu]
- # Of Attendees: [Text input, '0']
- Private: [Checkbox]
- Flag for Follow-up: [Checkbox]
- Setup Time: [Dropdown menu, '0']
- Cleanup Time: [Dropdown menu, '0']
- Buttons: 'ADD RESOURCES +', 'REMOVE ALL'
- Room Selection: A list of rooms including 'Headquarters - HQ Meeting Space' and 'A-259 (14)' (highlighted with a red circle).

At the top right of the form, there are buttons for 'CANCEL', 'SAVE' (highlighted with a red circle), and 'MORE'.

Resource Scheduler (RS):

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.

The screenshot shows the 'Team Meeting' booking form. At the top, it displays the event name 'Team Meeting', ID '-1999902582', and location 'US - Maryland (Eastern)'. There are buttons for 'CANCEL', 'SAVE', and 'MORE'. Below this, the date and time are set for '02/16/2022' from '08:00 AM' to '09:00 AM'. There are checkboxes for 'All Day' and 'Repeat...'. A tabbed interface shows 'Details' as the active tab, with other tabs including 'Advanced Scheduling', 'Options', 'AV Requirements', 'Food Service', 'Room Requirements', and 'History'. The 'Host' field contains 'Lorelei Castro'. The 'Invite' field also contains 'Lorelei Castro' with a note '(1) Attendees'. The 'Description' field is empty. Below the description, there is a dropdown menu set to 'Internal', a field for '# Of Attendees' set to '0', and a 'Private' checkbox which is checked and circled in red. There is also a checkbox for 'Tag for Follow-up'. Below these are 'Setup Time' and 'Cleanup Time' dropdowns, both set to '0'. At the bottom, there are buttons for 'ADD RESOURCES +' and 'REMOVE ALL'. A resource selection box shows 'Headquarters - HQ Meeting Space' with 'A-259 (14)' selected and a 'SWAP RESOURCE' button.

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

The screenshot shows the Resource Scheduler interface. At the top, it says 'hhmi Resource Scheduler' and 'Hello Lorelei Castro'. There are navigation links for 'HOME', 'RESERVATION WIZARD', 'PLANNER', and 'QUICK LINKS'. A search bar is present. On the left, a sidebar shows a tree view of resources under 'HHMI', including 'Headquarters', 'HHMI Calendars', 'HHMI Shuttle', and 'HQ Meeting Space'. The 'HQ Meeting Space' is expanded, showing a list of rooms: A-105A, A-105B, A-156, A-170, A-175, A-259 (selected), A-262, C-122, C-123, C-235, C-246 OGC Conference Rm, C-260, D-113*, D-115, and D-116. The main area displays a calendar for 'A-259 (capacity 14)' in 'US - Maryland (Eastern)'. The calendar shows a week view from Sunday, February 13, 2022, to Saturday, February 19, 2022. A purple reservation for 'Team Meeting' is visible on Tuesday, February 15, from 8:00 AM to 9:00 AM. A modal window is open for the 'Team Meeting' reservation, showing details: Start Date/Time: 2/16/2022 8:00 AM (Eastern), End Date/Time: 2/16/2022 9:00 AM (Eastern), Location: Headquarters, HQ Meeting Space; A-259, # Of Attendees: 0, Contact: Lorelei Castro, Phone Number: +1 (301) 215-8742 x8, Description: , and Options: AV, Food Service & Room Req.

Resource Scheduler (RS):

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

N

noreply@peoplecube.com

To

Castro, Lorelei D

← Reply

↶ Reply All

→ Forward

⋮

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

HQ Quick Step Guide to Resource Scheduler

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

Team Meeting

02/16/2022 08:00 AM

Details Advanced Scheduling History

Host: Lorelei Castro

Invite: Lorelei Castro (1 Attendees)

Description:

Internal # Of Attendees: 0 Private ☒ Flag for Follow-up

Setup Time: 0 Cleanup Time: 0

ADD RESOURCES + REMOVE ALL

Headquarters - HQ Meeting Space

A-259 (14)

SWAP RESOURCE

hhmi.resourcescheduler.net says
Continue with delete of this schedule?

OK Cancel

CANCEL SAVE MORE

PRINT
EMAIL
COPY
DELETE

You will receive an email confirming your reservation is cancelled.

Cancelled Reservation - Team Meeting - Headquarters; HQ Meeting Space; A-259

noreply@peoplecube.com
To: Castro, Lorelei D
Tue 2/15/2022 9:09 PM

This message was sent with High importance.

External Email: Use Caution

Resource Scheduler Notification	
Subject: Cancelled Reservation	
General Information	
Action Performed By: Lorelei Castro	
Meeting Contact: Lorelei Castro, castrol@hhmi.org , +1 (301) 215-8742 x8	
Reservation Title: Team Meeting	Location: Headquarters; 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 -	

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