

Using WASE to schedule Equipment, Facilities or other Resources

In addition to scheduling office hours and advising appointments, WASE is specifically designed to support the scheduling of equipment or facilities – “resources”, as opposed to “people”. A resource can be any object/facility/item/system that has limited availability, and which you wish to make available for scheduling.

The first step in making a resource, or a set of resources, available for scheduling through WASE is to create a calendar on which the resource, or resources, will be scheduled. You can use your personal WASE calendar for this, but it probably is more effective to create a special resource calendar for this purpose. If you are using WASE to schedule a set of resources (e.g., a number of pieces of equipment), you do not need to create separate calendars for each resource --- you can instead create one resource calendar on which you schedule multiple resources.

Create one or more calendars for the resource(s):

- You can use your personal calendar for this, but it may be more effective to create a separate resource calendar.
- Each such calendar has a title, which can be something like “Laser Cutter” or “MMR machines”, or whatever you want. People will look up the resource using the title, so make it something descriptive of the resource(s).
- Each calendar has a unique URL which can be advertised to users, OR, users can look up the calendar when they login to WASE and search using any part of the calendar title (or calendar owner netid or name).
- The calendar owner (whoever created it) has complete authority over the calendar.
- Calendars can also have zero or more “managers”, staff who act on the owner’s behalf.
- You can turn on the “wait” list for the calendar – this allows you to be notified if people are trying to schedule the resource but there is no availability.
- You can reset the “Labels” that WASE uses to refer to appointments for the resources being scheduled. For example, you might want to use “reservation” instead of “appointment” when referring to scheduled use of the resource.

Add @members to the calendar, one @member for each resource you are scheduling:

- Once you have created the calendar, go into Calendar Settings and add members to the Calendar, one member for each resource you are scheduling.
- Each member’s name should start with an ‘@’ sign, followed by a word that describes the resource. For example, you might add an “@Laser_Cutter_1” and an “@Laser_Cutter_2” member to your Laser Cutter calendar.
- When adding the members, fill in contact information in case users have questions about the resource. This is also the person who will receive email notifications about the resource.

- Additional @members (corresponding to other resources) can be added at any time.

Schedule “blocks” of availability for the @members on the calendar:

- The owner or any manager adds blocks of availability to the calendar for each @member --- times when the @member (resource) is available for scheduling.
- Blocks can be one-time or recurring (e.g., every Tuesday from 3-4pm).
- Blocks can be divided into appointment slots, or left as a single first-come, first-served block.
- Appointment making can be restricted by course enrollment, userid, AD group membership, or left open either to anyone at Princeton, or anyone at all (guests are optionally supported).
- Block owners, managers and appointment makers can receive email notifications and reminders of appointments, if they wish.
- Block owners, managers and appointment makers can have blocks and appointments synced to their Google or Exchange calendars.
- When blocks or appointments are cancelled, WASE sends email notifications to all affected users.
- When a block is cancelled, all appointments in the block are cancelled (with email notifications that includes any text specified by the block owner).
- Each block has its own unique URL, so users can be directed to a specific block, if desired.