**RCOB Lab Management User Guide**



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**Registering for an account**  
  
1. Once you have accessed the application website, navigate to the “Click here to register” link located under the login textboxes.

2. Once you clicked the link, you will be directed to the registration page. Every box is required for user registration. Fill out all available information, and click the register button located at the bottom of the page

3. Once you have clicked the register button, an account will be created.

**Logging into the application**1. Navigate to the landing page of the application and input your created credentials into the respective textboxes.

2. Depending on your account credentials, you will be automatically logged in to a student/researcher/admin view.

**Resetting a forgotten password**

1. You have two options to reset your account password.

2. The first option is assuming you cannot access your account; you will navigate to the landing page of the application.

3. Once there, click on the “Reset password” link located under the “Click here to register” link.

4. Then put in the email associated with your account. It will generate a random password and send it to your email.

5. The second option is assuming you have access to your account. Once you’ve logged into the application, navigate to the “Your Account” page on the navigation pane.

6. From here you are able to update your personal information as well as password. Once done, press the “Change Password” button to update your account.



**Viewing your reservations as a student**

1. Once you’ve logged into the application, you have two options to view your reservation.

2. First, on the first page you are brought to, the calendar shows what dates are currently scheduled. Click on the “Calendar” button on the navigation page to return to this page.

3. Second, click on the “Your Schedule” page on the navigation pane. This will give detailed information for your current and past reservations.

**Canceling a lab reservation as a student**

1. If you cannot attend a lab for whatever reason, your reservation can be cancelled from the same “Your Labs” page used to view your reservations.  
  
2. Once you’ve navigated to the “Your Labs” page, then you will have to option to cancel your lab reservation on the right side of the listed reservation.

**Contacting the reservation researcher as a student**

1. Once you’ve logged into the application, access the “Your Labs” page.

2. Once you’ve navigated to the “Your Labs” page, access the “Email Researcher” to send an email to the researcher of the selected reservation.

**Creating/deleting a project as a researcher**

1. Once you’ve logged into the application, navigate to the “Manage Projects” page on the navigation pane.

2. This will give you access to the “Your Projects” page. This will allow you to create and delete projects to be used during reservations.

3. To create a project, click the “Create Project” button at the bottom of the page.

4. This will bring up another page, allowing for you to input details on the project. This includes the name, number of sessions, any delegates, and any additional notes. Once you’ve inputted the details, click the “Create Project” button to add the project to your account.

5. To delete an account, navigate back to the “Your Projects” page via the “Manage Projects” button on the navigation pane.

6. Select the project you wish to delete and click the “Delete Project” button at the bottom of the page. This will remove the project from your account.

**Viewing your lab reservations**

1. Once you’ve logged into the application, you have two options to view your reservation.

2. First, on the first page you are brought to, the calendar shows what dates are currently scheduled. Click on the “Calendar” button on the navigation page to return to this page.

3. Second, click on the “Your Schedule” page on the navigation pane. This will give detailed information for your current and past reservations.

**Creating a reservation as a researcher**

1. Once you’ve logged into the application, navigate to the “Create Reservations” page on the navigation pane.

2. The calendar displayed shows the current list of labs on the respective days. Select a day you wish to schedule a lab.

3. Select your project from the list and input the start and end times as well as the amount of occupancy.

4. Click create reservation to finalize your selection, if certain criteria are not allowed you will be notified.

**Cancel a lab reservation** **as a researcher**

1. Once you’ve logged into the application, navigate to the “Your Schedule” page on the navigation pane.

2. Select your reservation from the table above and click the cancel button below.

3. The reservation will be immediately canceled; if you change you mind you will have to recreate the reservation as shown above.

**Contacting/viewing/inviting your student roster**

1. Once logged into the application, navigate to the “Your Schedule” page on the navigation pane.

2. Select the reservation you wish to contact your roster about. The reservation **MUST** be approved for this function to be available.

3. Once you have selected the reservation, click the “View Roster” button. This will give you a list of student registered for the reservation.

4. Select the student and click the “Send Reminder Email” button to notify your roster.

5. To recruit new students, instead click the “Recruit” button.

6. This will bring a list of available students; select a student and click “Recruit” to send the student an invitation.