Registering a scheduler account

Any user without a CWRU Network ID must register a user account. To get started click the link for external registration provided in the login text. You will be asked to provide your name, a username, and password on the first screen. On the second screen you enter your contact information. The final screen is for entering billing information. After you submit your registration SCSAM staff will evaluate your input and activate your account. You will receive an email when the process is complete, until this point attempting to log in will present an error.
Logging In

Before you login you will see a menu like the one picture below.

To log in with your scheduler user name and password enter them into the user and password box and press login. If you have forgotten your password you can click the Reset Password link and enter your user name in the popup. We will send you an email to verify you clicked the link and then we can send you a new password. When you log in you will find your menu has changed and will look similar to the one below. Clicking home will return you to the welcome screen.

Scheduling brings you to the instrument calendar. You can view and edit your personal information in My Profile as well as view your permission level on all instruments. When you are finished please remember to click log out. You may only be signed in at one location at the same time.
Scheduling Events

Upon clicking Scheduling on the menu you will be presented with a grid like the one above. All of the instruments you can schedule on are presented on the y-axis with a 24 hour scale on the x-axis. You can move back and forth one day with the left and right grey and blue arrow buttons in the top left corner. The double arrow buttons skip back and forth on week. The today button brings you back to the current day. To begin scheduling locate your instrument on the left then click and drag in the appropriate cells in the row to fill in a bar of approximately the time you wish to schedule. You can also double click in the cell of the hour you wish to start. Either method will then open the details box seen below.
This is the details windows. If you only have supervised access to an instrument you must select an engineer and you will only be able to schedule between 9am and 5pm. Users with daily access do not need to select an engineer but the time must still be between 9am and 5pm. The 24/7 permission allows you to schedule without an engineer at any time of the day. While adding an event you may choose to change the selected instrument through a drop down box. Any text entered in the new comments box will be saved to the event and is visible to all other users. The account to be billed can be selected from a drop down box. If you have billing accounts you select one and are billed later. The projects list available for personal tracking of project time and the entries have no effect on your appointment time. Project names and durations are arbitrary and can be of any unit. To add a new project type a name into the drop down box and press the green add button. This will add an entry to your project list as well as save your new project in the drop down. To use an existing project find it in the project drop down and click the green plus button. To remove a project from the list click it and then
click the red minus button. When finished press submit and your request will be validated. When successful you will see your name on a blue bar occupying the correct time and instrument on the calendar like below.

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**Editing Events**

Editing events is very similar to adding them. You get started by double clicking an existing event on the calendar. You will see the details window again, shown below. When editing events you cannot change the instrument selected previously, if you need to change instruments please delete the event and resubmit with the correct information. If you need to reschedule your appointment simply edit the event before the event begins. Changes to the time after the beginning of the event are recorded as corrections. You can submit a correction if your time goes over or is cut short.
Deleting events

To delete an event open its details by double clicking it and then press the delete button near the submit button. You will be asked to verify your decision before any action is taken.

My Profile

The My Profile page allows you to view and edit parts of your profile. You can edit your email, phone number, or address by pressing the appropriate button under your details on the left. On the right you will see a table that shows your permission on each instrument. See below.