CFL HASLER ONLINE Reservation for Hasler boats, vehicles, rooms, zoom, etc https://reserve.limnology.wisc.edu/.

Email/see Amber Mrnak for resources at Trout Lake Station

booked 👈		
	L Usemame or Email	ked 👈
	Password	
		Log In
	Remember Me	First Time User? Register
	I Forgot My Password	Change Language

First Time User? Register: Create an Account: 1) Create a username using the 1st initial of your 1st name plus last name (e.g. koferrell). 2) Create a password. 3) Default Homepage – if you pick 'Keep My Dashboard' you will not automatically be able to see if someone has reserved the resource you want to reserve. I prefer to select ' as your default homepage so you can view any announcements added to the site. 4) Enter your first and last names and email. 5) Leave the time zone as America/Chicago. 6) Add phone #, organization (CFL or other UW department) and position. 7) Enter security code that's provided on the screen and click on register. You will be directed to your default homepage

Register A New Account

Username	Email
koferrell	oferrell@wisc.edu
Password	Confirm Password
	······ ·
First Name	Last Name
Kelly	O'Ferrell
Default Homepage	Timezone
Schedule	America/Chicago
Phone	Organization
608-262-3014	CFL
Position	
Hasler Lab Administrative Coordinator	
PAS6D6 Security Code	
pAs6D6	
	Register

IF YOU SELECTED MY DASHBOARD as your 'Default Homepage', you'll come to this page. One way to create a reservation is to click on Schedule and then Bookings.

IF YOU SELECTED 'SCHEDULE' as your 'Default Homepage', you can skip this step.

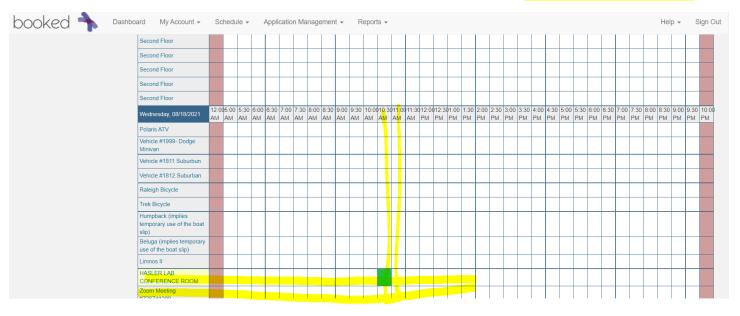
booked 👈 Dashboard My Account -	Schedule - Applica	tion Management • Reports •	Help 👻	Sign Out
Announcements 3 Effective 1/25/21 you must have a negative COVID test Please fill up the gas tank when it's a 1/4 tank or less! If a vehicle is not picked up within a 1/2 hour, it will be op	Pind A fillio	gs on the UW-Madison campus. See https://covidresponse.wisc.edu for additional information.		^
Upcoming Reservations 0				^
		You have no upcoming reservations		
Resource Availability				^
Available Default Polaris ATV		There are no upcoming reservations in next 30 days	erve	
Vehicle #1999- Dodge Minivan		Available Until Thu, 7/29 9:00 AM Res	erve	

The Schedule page AUTOMATICALLY goes to the current day AND you'll notice that you can easily see a view of each item, who has it reserved, when and for how long. From this page, you can scroll up and down and see the current week.

If you want to make a reservation for a later date or see previous reservations, scroll to the top and click on the calendar icon. When you click on a date outside of the current week, you'll be taken the Sunday of that week.

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Resource Filter All Minimum Capacity	×	Sunday, 07/25/2 Polaris ATV Vehicle #1999- Minivan			05:00 5 AM A	:30 6 M A				8:00 8 AM A		00 9:3 M AN		010:301 AM A																		3:30 9:0 PM PM		
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To create a reservation (this example shows reserving the Hasler Lab Conf Room AND Zoom together): I can see that no one has the conference room or zoom reserved for Wednesday, Aug 18th at 10:30am. Double click on that square.



- Resources Change + : Use the plus sign to add resources (see next page)
- Begin and End date(s) and time(s) add ½ hour on each end for set-up if needed.
- Title and Description of reservation (VEHICLE RESERVATIONS: Title and Description information is very helpful for Fleet Usage Reporting that Kelly works on. PLEASE provide where you are going and funding/grant or something to help her know where to charge the vehicle use.
- **Optional**: If you'd like to add a participant, or invite someone, click on Select User and click on the box beside their name(s). Note: Only users with an account will show up on the list. (Participant someone who you want to add to a reservation, i.e., will be using the vehicle with you; and Invitee similar to participant but the person must accept the invitation either by responding to the email that will be automatically sent, or by logging in and going to My Account, Open Invitations. To remove a participant or invitee, click on the icon beside their name.
- See snip on next page to add Zoom (or any other resource if needed) to this reservation.

If no other resource needed, click Create, Close and scroll back to date to confirm reservation is on correct date.

booked 🔷 Dashboard My Account - Schedule - Application Management - Re	eports 👻	Help 👻 Sign Ou
New Reservation Booked Admin (reservation-noreply@limnology.wisc.edu) Change a Resources Change a Accessories Add a	Add name or email	Cancel O Create
HASLER LAB CONFERENCE ROOM Begin 08/18/2021 10:30 AM Reservation Length 0 days 0 hours 30 minutes Repeat	Kelly O'Ferrell (oferrell@wisc.edu)	
Title of reservation Add title and your name	Add name or email 🛓 Users 🚰 Groups	
Description of reservation VEHICLE USE: Add purpose and funding/grant, some information so that Kelly knows what to charge vehicle use to for quarterly Fleet Usage Report.	Allow Participants To Join	
		Cancel O Create

To add Zoom (or any other resource) to this reservation, click on the + sign beside of 'Change' and a list of resources will pop up. Click on Hasler Lab Conference Room and click 'Done'.

×

Add Resources

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□Polaris ATV				
□Vehicle #1999- Dodge Miniv	/an			
□Vehicle #1811 Suburbun				
□Vehicle #1812 Suburban				
□Raleigh Bicycle				
□Trek Bicycle				
□Humpback (implies tempor	ary use of the	boat slip)	1	
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Zoom Meeting #726741289				
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			Cancel	Done

Click 'Create' (either top or bottom, doesn't matter) and a confirmation box will pop up. Click 'Close'.

OOKED 👈 Dashboard My Account + Schedule + Application Management + Ri	eports 👻	Help 👻 Sign O
ew Reservation		Cancel O Create
Booked Admin (reservation-noreply@limnology.wisc.edu) Change 🛔	Participant List	
tesources Change 🗈 Accessories Add 🖸	Add name or email & Users & Groups	
HASLER LAB CONFERENCE ROOM Zoom Meeting #726741289	Kelly O'Ferrell (oferrell@wisc.edu)	
Begin 08/18/2021 10:30 AM → End 08/18/2021 11:30 AM →		
Reservation Length 0 days 1 hours 0 minutes		
tepeat Does Not Repeat 🗸	Invitees	
Itle of reservation	Add name or email & Users & Groups	
Add title and your name		
Description of reservation		
VEHICLE USE: Add purpose and funding/grant, some information so that Kelly knows what to charge		
vehicle use to for quarterly Fleet Usage Report.	 Allow Participants To Join 	
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× .		
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Your reference number is 6100806c93b37164866286		
Your reference number is 6100806093b37164866286		
Dates: 08/18/2021		
Dates: 08/18/2021 Resources: HASLER LAB CONFERENCE ROOM, Zoom Meeting #726741289		

You'll need to scroll back down to date of reservation to confirm information.

	12:00	05:00	5:30	6:00	6:30	7:00	7:30	8:00	8:30	9:00	9:30	10:00	010:30	011:00	11:30	012
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Vehicle #1999- Dodge Minivan																
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Vehicle #1812 Suburban																
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Trek Bicycle																
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Beluga (implies temporary use of the boat slip)																
Limnos II																
HASLER LAB													Book	ed		┢
CONFERENCE ROOM													Admi			
Zoom Meeting																
#726741289													Admi	in		

To get the zoom link, hover over 'Zoom Meeting #726741289' and a box with link will pop up. Right click to copy link.

	12:0	05:00	5:30	6:00	6:30	7:00	7:30	8:00	8:30	9:00	9:30	10:0	010:30	011:00	11:30	12:0
/ednesday, 08/18/2021	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	ΡM
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To change the reservation, double click on the reservation box and change resources or make any other changes.

To delete, double click on the reservation box and click the arrow

booked 👈 Dashboard My Account + Schedule + Application Management + Re	eports 🗸	Help 👻 Sign Out
Editing Reservation Booked Admin (reservation-noreply@limnology.wisc.edu) Change Resources Change Re	Cancel Participant List Add name or email I & Users Groups Kely O'Ferrel	More - O Update
Reservation Length 0 days 1 hours 0 minutes Repeat Dees Not Repeat Title of reservation Add title and your name	Invitees Add name or email LUsers Mar Groups	
Description of reservation VEHICLE USE: Add purpose and fundingigrant, some information so that Kelly knows what to charge vehicle use to for quarterly Fleet Usage Report.	 Allow Participants To Join 	
Reference Number 6100912964bb9923914876	Cancel	More
	de Toes Software heduler v2.6.8	* Delete