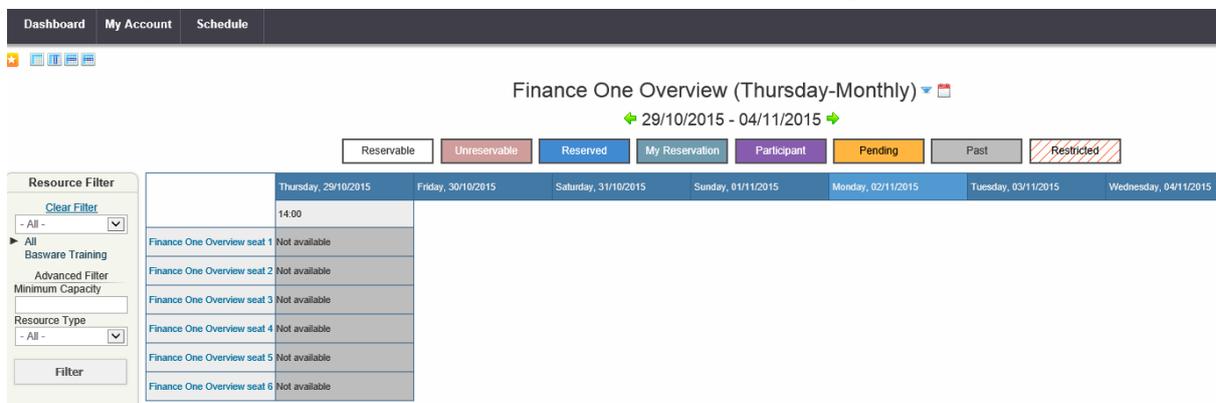


# How to use Booked Scheduler to book a training course

1. Visit Office of Financial Services webpage [ofs.mq.edu.au/finance\\_training/index.htm](http://ofs.mq.edu.au/finance_training/index.htm), click of the following link for booking *Finance One or Invoices training/clinic*. You will be directed to: [secure.mq.edu.au/staff-bookings/Web/schedule.php?sid=3](http://secure.mq.edu.au/staff-bookings/Web/schedule.php?sid=3)
2. Using your OneID and password to log onto *Booked Scheduler*.
3. After you log onto *Booked Scheduler*, the *Booked* window (below) is displayed

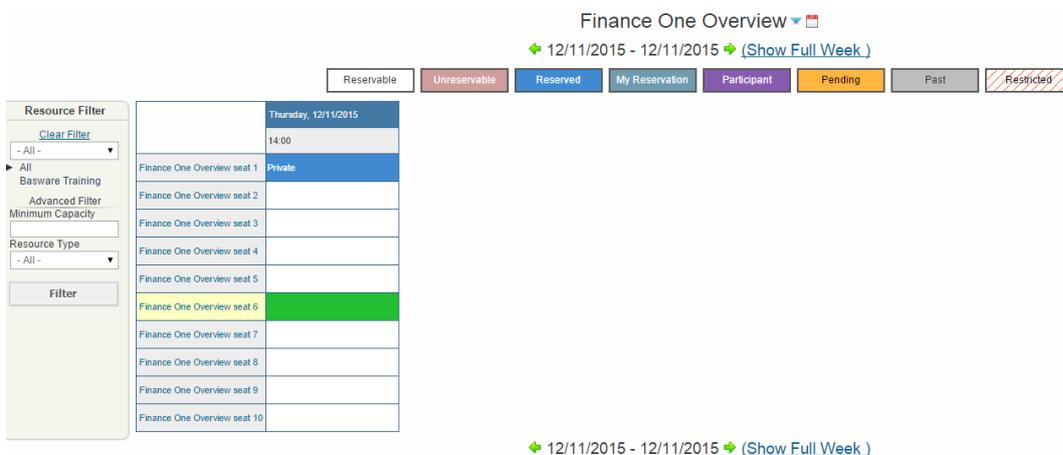


Under **Dashboard** tab

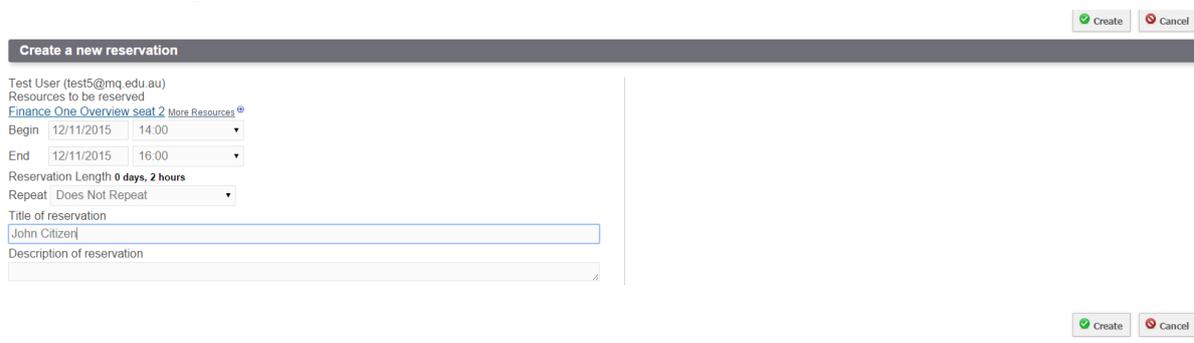
- **Announcements:** contain broadcast messages from system administration if there is any.
- **Upcoming reservations:** display training course reservations that you have made.

Under **My Account** tab, it contains your account information; no change is required.

4. To book a training course, Click **Schedule** tab > **Booking** option



- The training course name (eg Finance One Overview) is displayed at the top section, you can select other training course by click the drop-down arrow  to the right of the training course name (eg Finance One Overview). Click the **Show Full Week** link under the training course name (eg Finance One Overview) to display the training calendar in weekly view. Using the Green arrows   to navigate the training calendar to find a suitable training date, all Finance One and Invoices training courses start at 2pm.
- Click a reservable space (white) to make a reservation. The space marked as **Private** means someone has booked that place.



- Enter your name in the **Title of reservation** field. Then click the **Create** button to make a booking. You will receive an email confirmation of your reservation. To cancel a reservation, double-click your name in the booking calendar to open your reservation, then click the **Delete** button, you will receive an email notification.
- After you have finish with the *Booked Scheduler*, click the **Sign Out** link at the top right hand corner of the screen to close the application.
- Mark the date and time of your training in your Google calendar or Outlook calendar.



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