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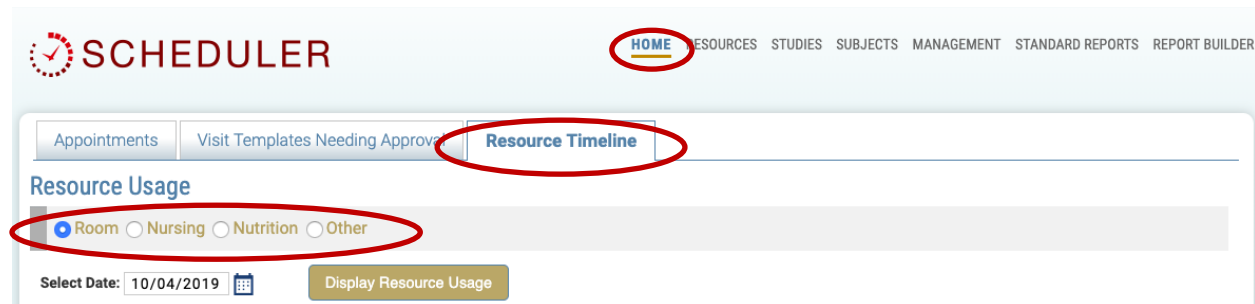
# Quick Start Guide: Resource Timeline

Resource Timeline is a real time feature that allows users to view resources either scheduled or checked-in for a particular date. It is a useful tool to identify available dates for scheduling visits and to review resource utilization.

Questions? Please reach out to the HCCRC Scheduler Support Team  
help desk - [harvardcatalyst.zendesk.com](https://harvardcatalyst.zendesk.com)  
email - [support@harvardcatalyst.zendesk.com](mailto:support@harvardcatalyst.zendesk.com)

Updated 11/20/2019

The Timeline feature is found within the Home Module in the Scheduler System. To get to Timeline, first click on the *Home* Module, then click on the Resource Timeline tab next to the Appointments tab. Resources are organized in radio buttons by their Resource Type. (Note: You can review Resource Types in the Resource Module)



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After selecting your resource type, select the date and click the “Display Resource Usage” button.

In this example, all Room resources for the selected date will display.

< Friday, October 4, 2019 >

Resource ^	07	08	09	10	11	12	13	14	15	16	17	18	19
+ Room 1 - Sub-Location 1													
+ Room 1 - Sub-Location 2													
+ Room 1 - Sub-Location 3													
+ Room 2 - Sub-Location 2													
+ Room 2 - Sub-Location 4													
+ Room 3 - Sub-Location 1													
+ Room 3 - Sub-Location 3													

< Friday, October 4, 2019 >

The bar length represents the duration of the **RESOURCE**. Resources for scheduled or checked-in visits will be displayed in Timeline in real time.

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Users can initiate a hover by moving their cursor over the green resource bar. This hover displays the scheduled start and end time of the **VISIT** associated with the resource.

The screenshot shows a resource timeline for Friday, October 4, 2019. The interface includes a filter bar at the top with checkboxes for Sub-Location 1, 2, 3, 4, and All Sub-Locations, along with Filter and Reset buttons. A tooltip is displayed over a green resource bar for Room 1 - Sub-Location 2, showing the following details:

Subject Name:	SUBJECT3, TEST
Local ID:	TA-001
PI Name:	Hayes
Visit Name:	In TA-001 CNY
Room(s):	Room 1 - Sub-Location 2
Resource Start:	09/26/2019 22:00
Resource End:	10/27/2019 01:00
Visit Start:	09/26/2019 22:00
Visit End:	10/27/2019 01:00

Users can also filter by resource sub-location. To do this, check the checkbox(es) for the desired sub-location and click the “Filter” button. Note: You can review resource sub-locations in the Resource Module.

You can reset the filter by clicking on the “Reset” button.

The screenshot shows the Resource Usage section of the interface. It includes a tab for Resource Timeline, a filter bar with checkboxes for Sub-Location 1, 2, 3, 4, and All Sub-Locations, and Filter and Reset buttons. A red oval highlights the filter bar and buttons. The interface also shows a date selector for 10/04/2019 and a Display Resource Usage button.

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