

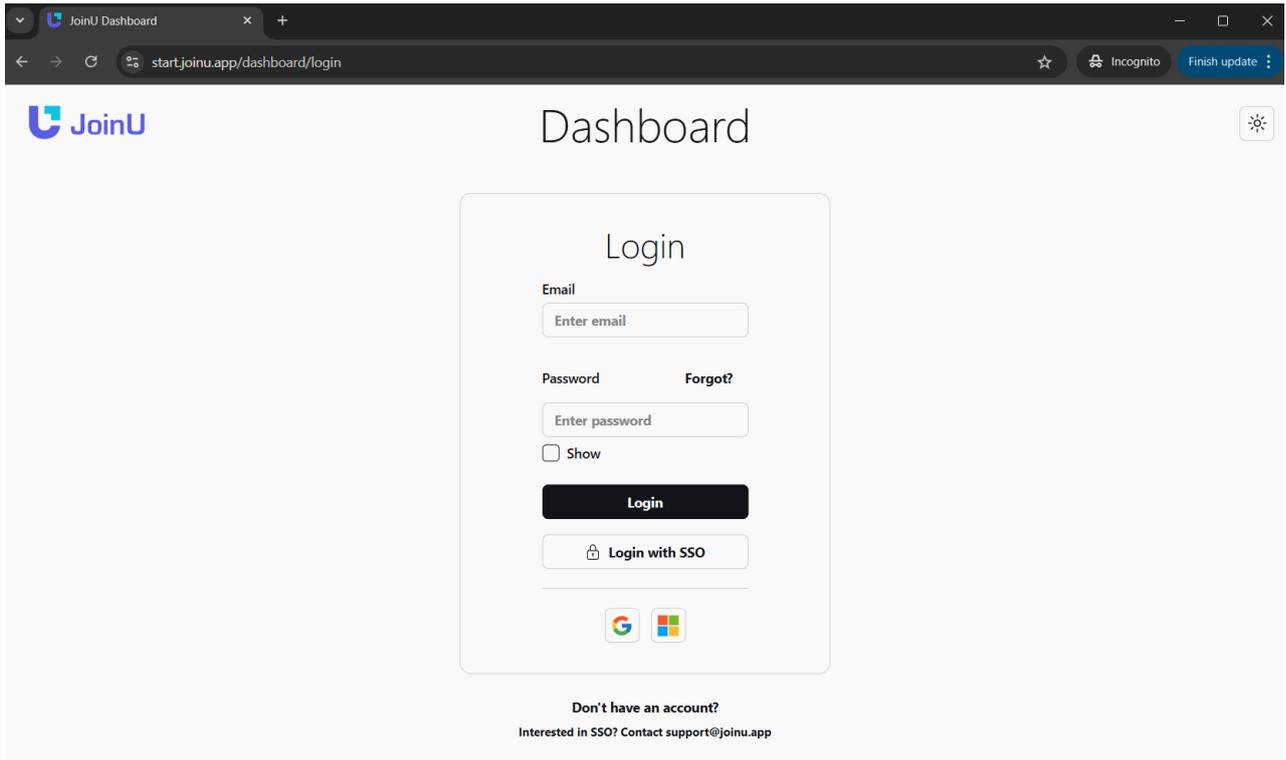
# JoinU

**Adding Scheduler to Dashboard**

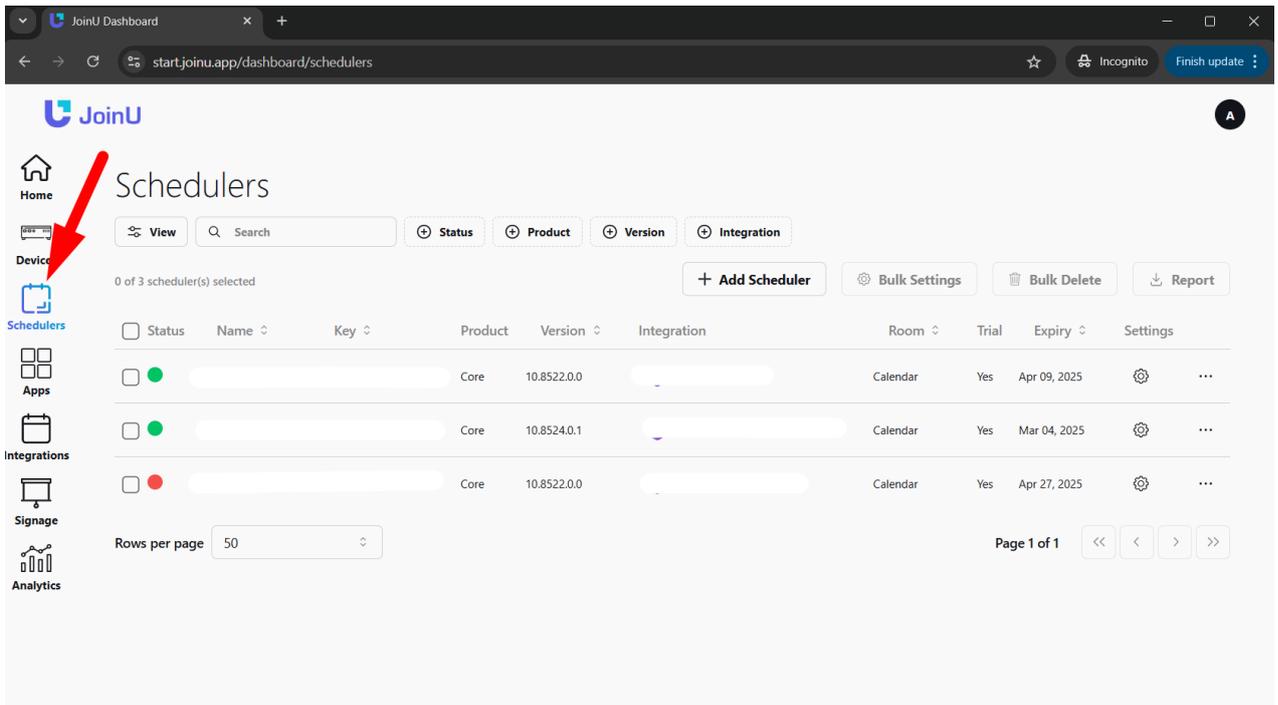
# Adding Scheduler to Dashboard

In this article, we will show you how to add JoinU Scheduler to JoinU dashboard. Adding a Scheduler to the dashboard allows you to monitor, configure, integrate and manage your JoinU schedulers easily from the centralized dashboard. Here is the step-by-step process to do it.

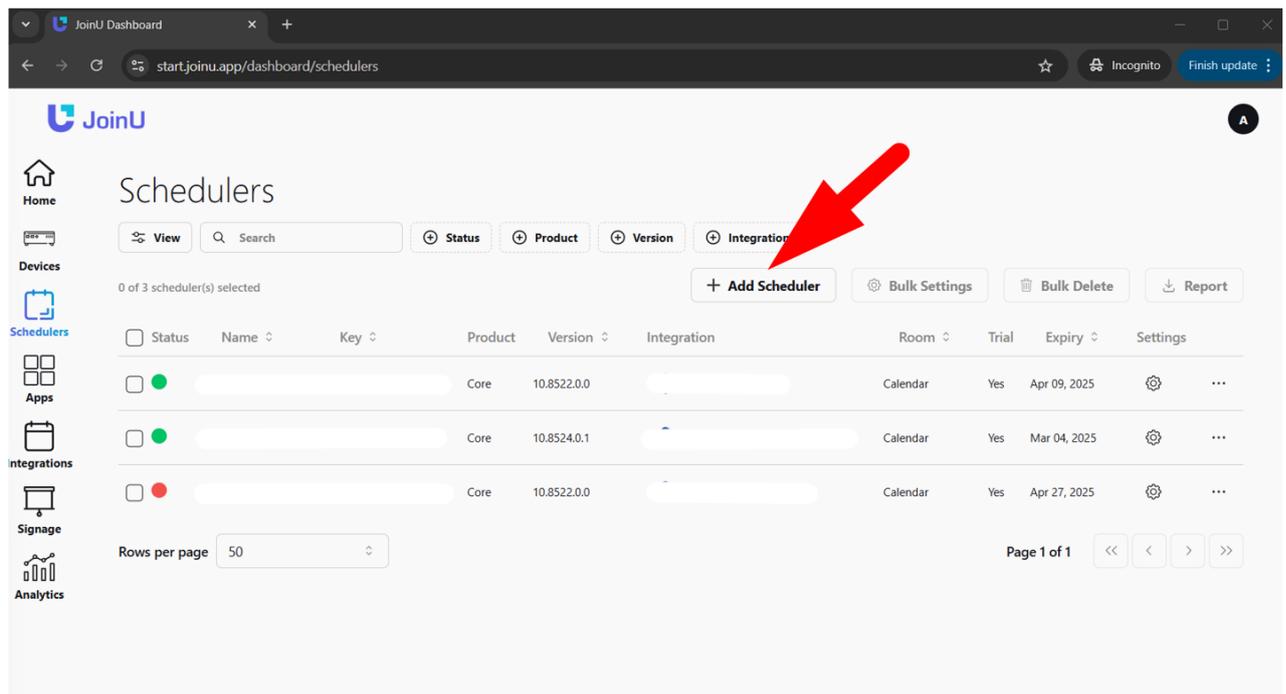
- 1) Go to <https://start.joinu.app/dashboard> and login by entering the details. If you have not created an account, sign up and create your dashboard account.



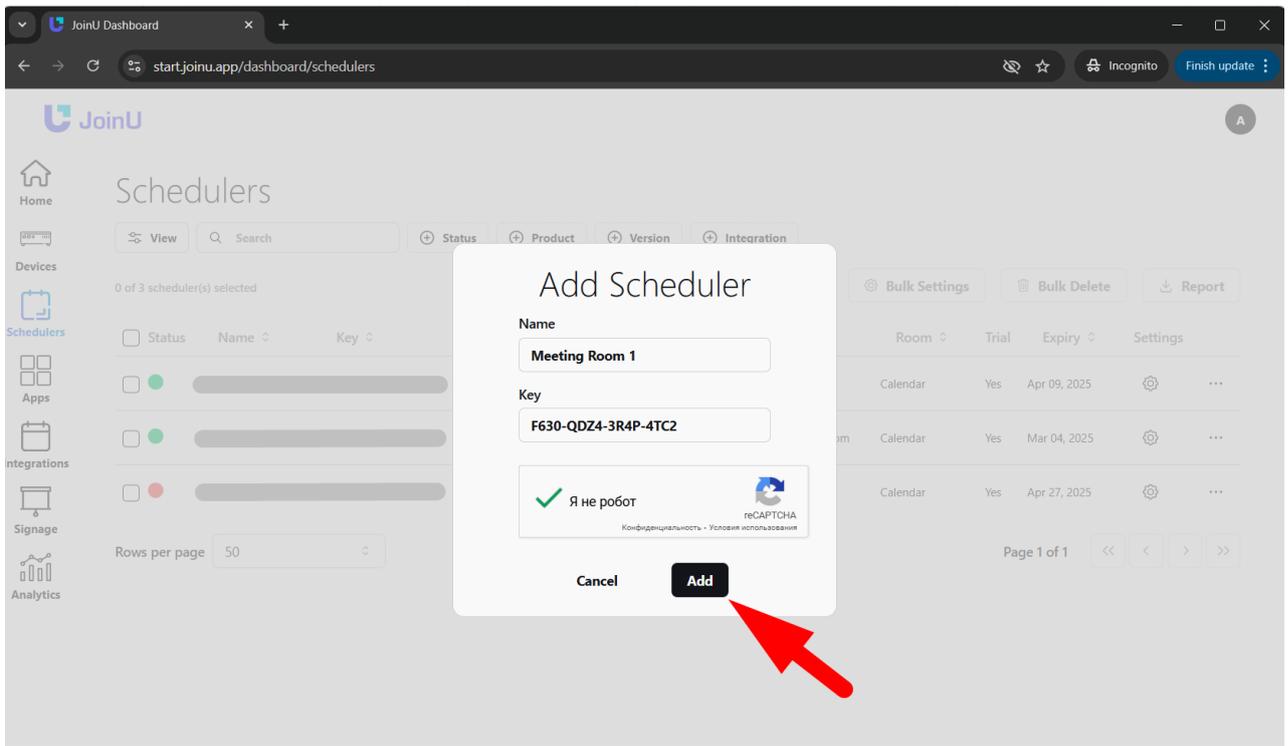
- 2) Navigate to the left menu bar and click on “Schedulers”.



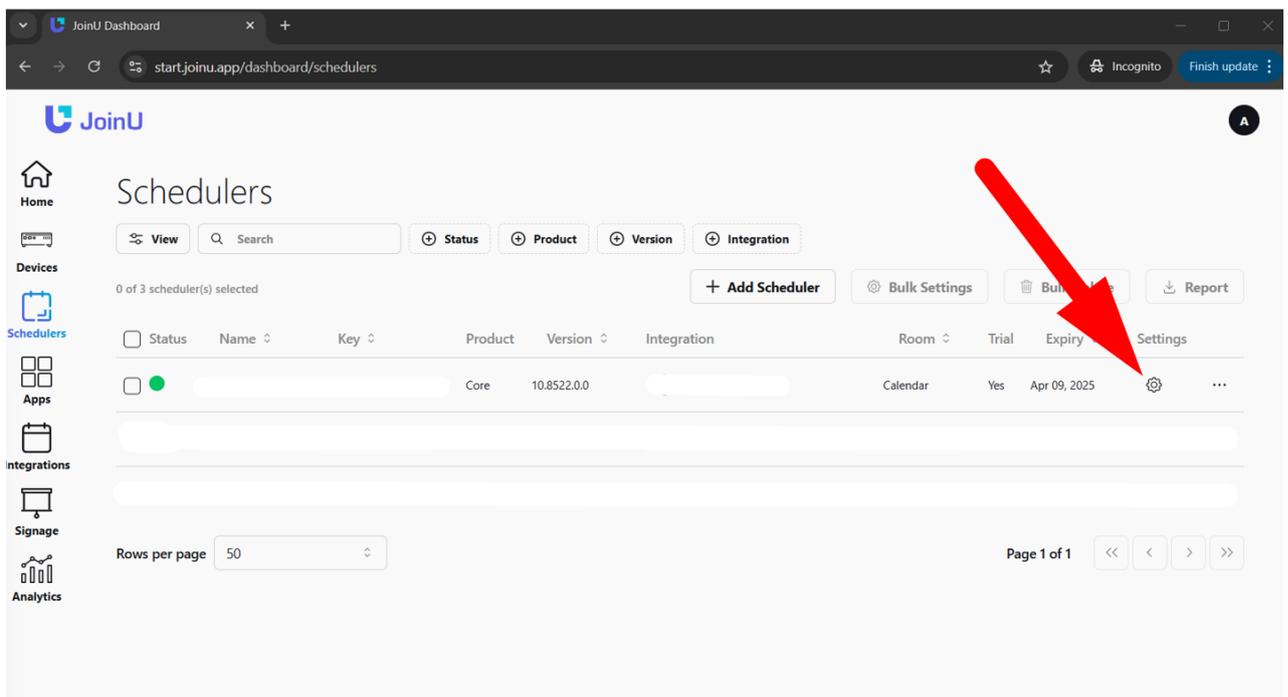
3) Locate the “Add Scheduler” button on the top-right corner and click on it



4) Provide the desired Scheduler Name (preferably conference room name) and the unique License Key associated with it. Click ‘Add’ button.



5) Now Scheduler has been successfully added in your dashboard. And you can continue with additional settings if necessary.



## Microsoft O365 Calendar- Integration and Mapping to JoinU Scheduler

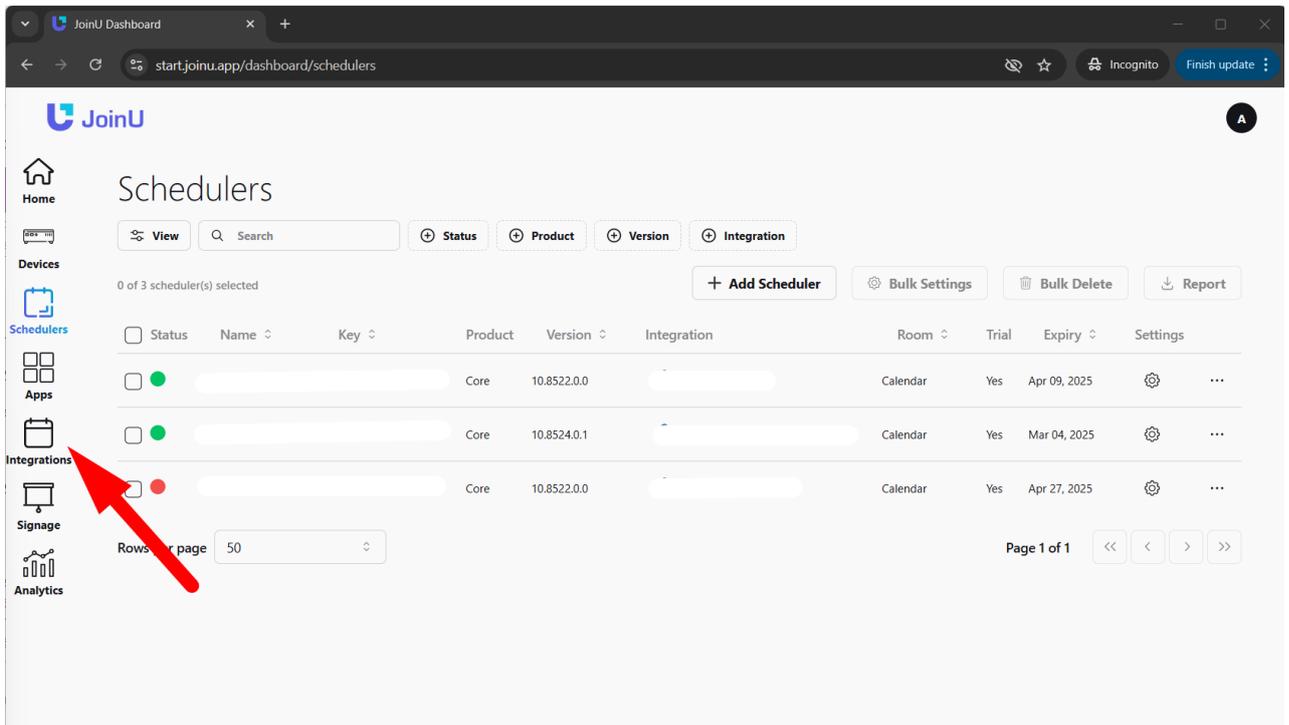
Integration and mapping of room calendar resources to your JoinU Scheduler is a mandatory step to enable its full functionality. Once successfully integrated, the Scheduler will provide the following features:

- Display upcoming meetings and the complete room calendar.
- Show room status (Available/Busy) in real-time.
- Enable on-the-spot quick room booking.
- Support auto-cancellation of unused bookings and early check-out options.
- And many other productivity-enhancing features on the JoinU Scheduler.

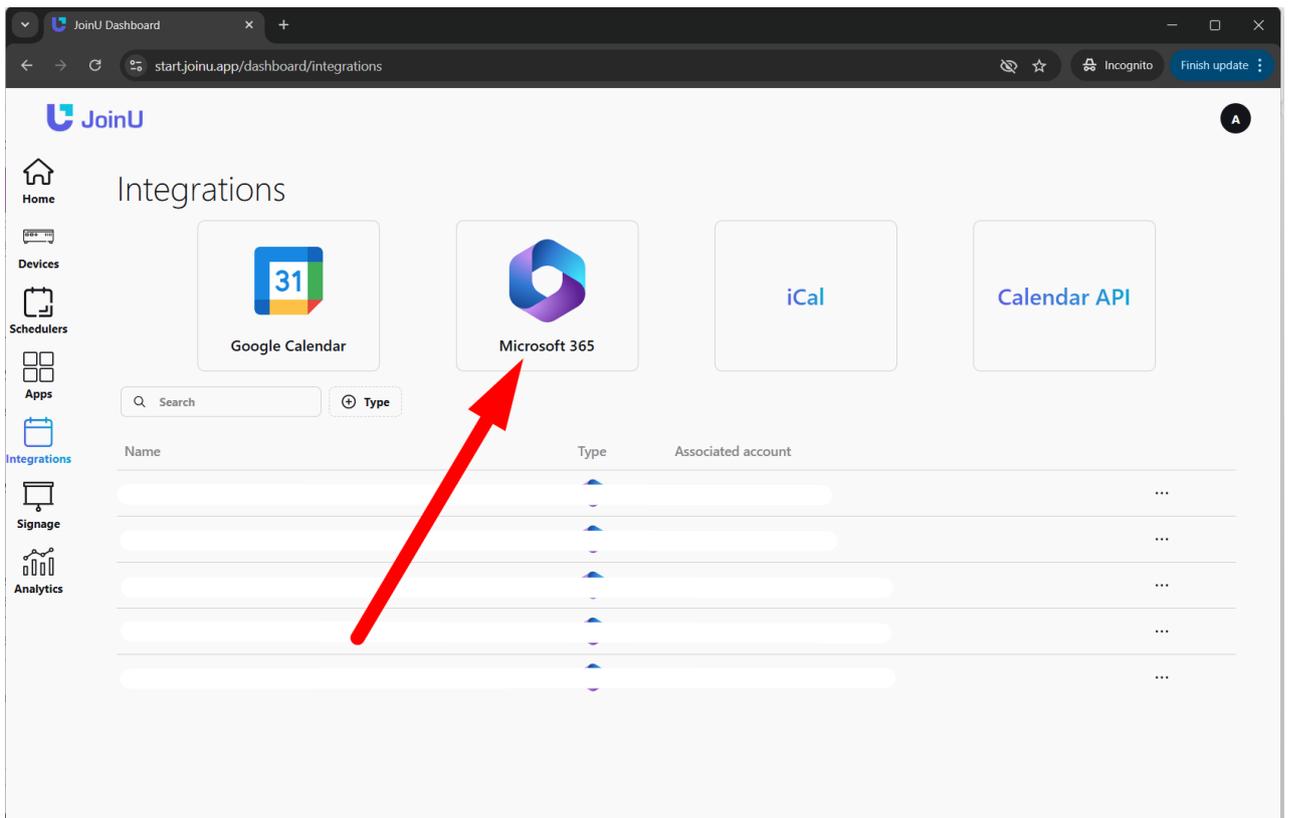
This article provides a step-by-step guide to integrating and mapping JoinU Scheduler with O365 Calendar room resources. Integration and mapping are two distinct steps in the process:

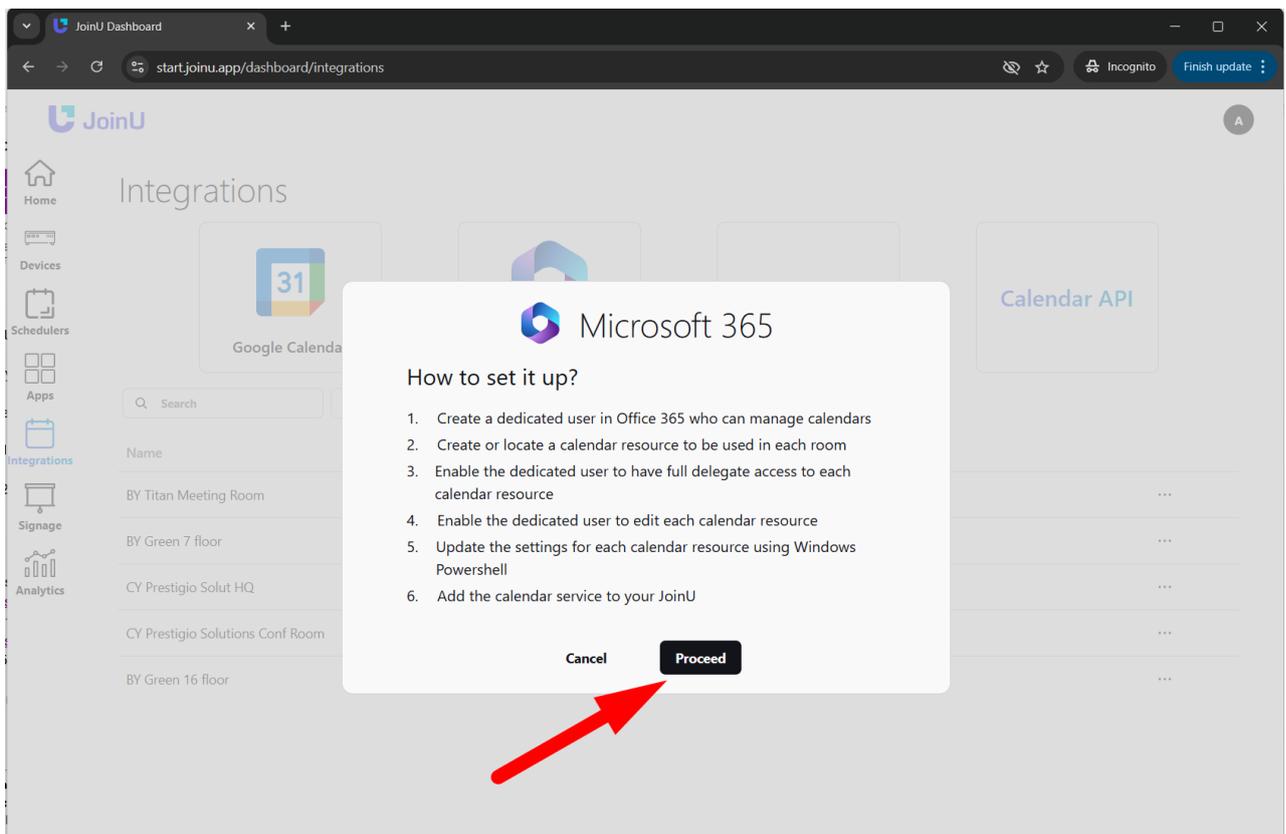
- **Integration:** This step authorizes JoinU to access and list all available room resources with the necessary permissions for mapping. Ensure that the account used for integration has delegate permissions for the required room resources. Integration is a one-time activity.
- **Mapping:** Mapping involves assigning each JoinU Scheduler to its corresponding room resource. A single integration can be used to map multiple room resources to different JoinU Schedulers.

- 1) Login to your JoinU dashboard and go to the navigation bar on the left and click on “Integrations”.

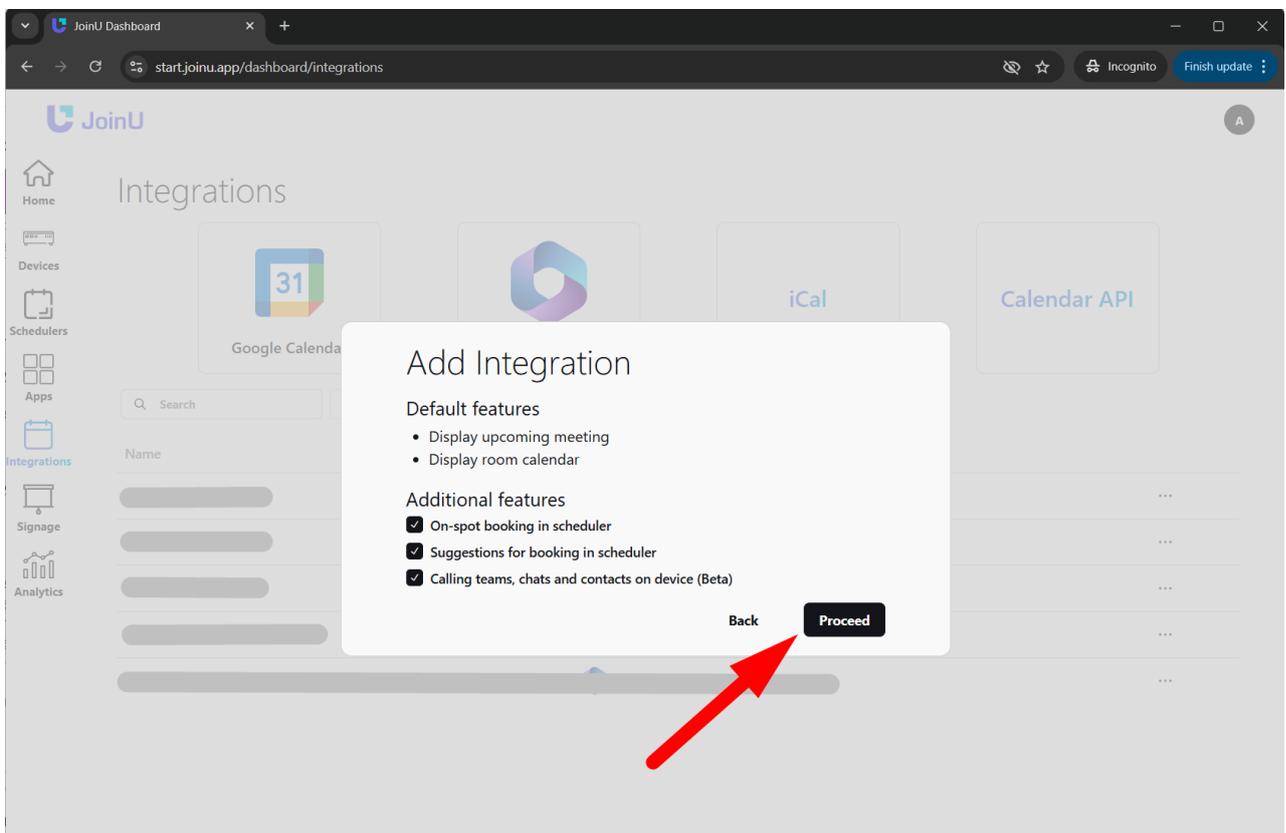


2) Select Microsoft O365 from the list and click on “Proceed”.

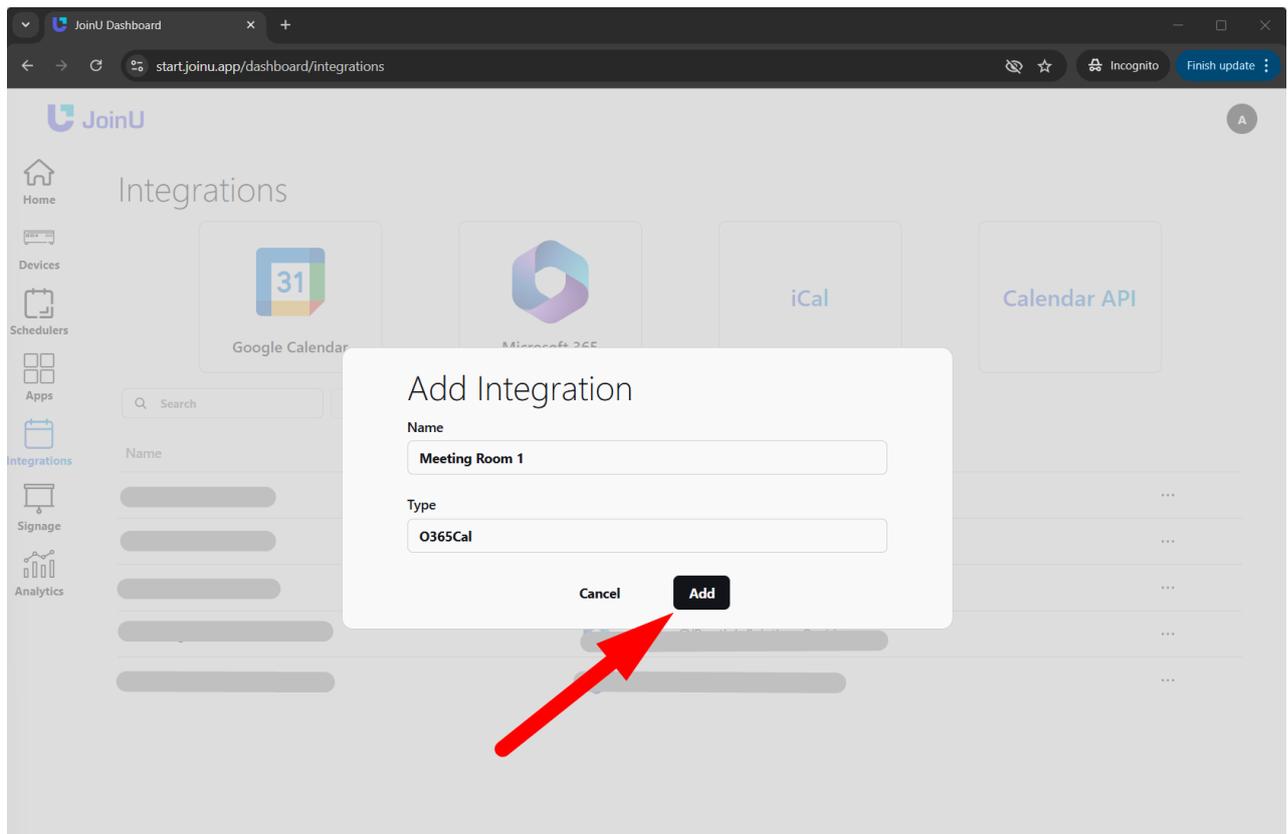




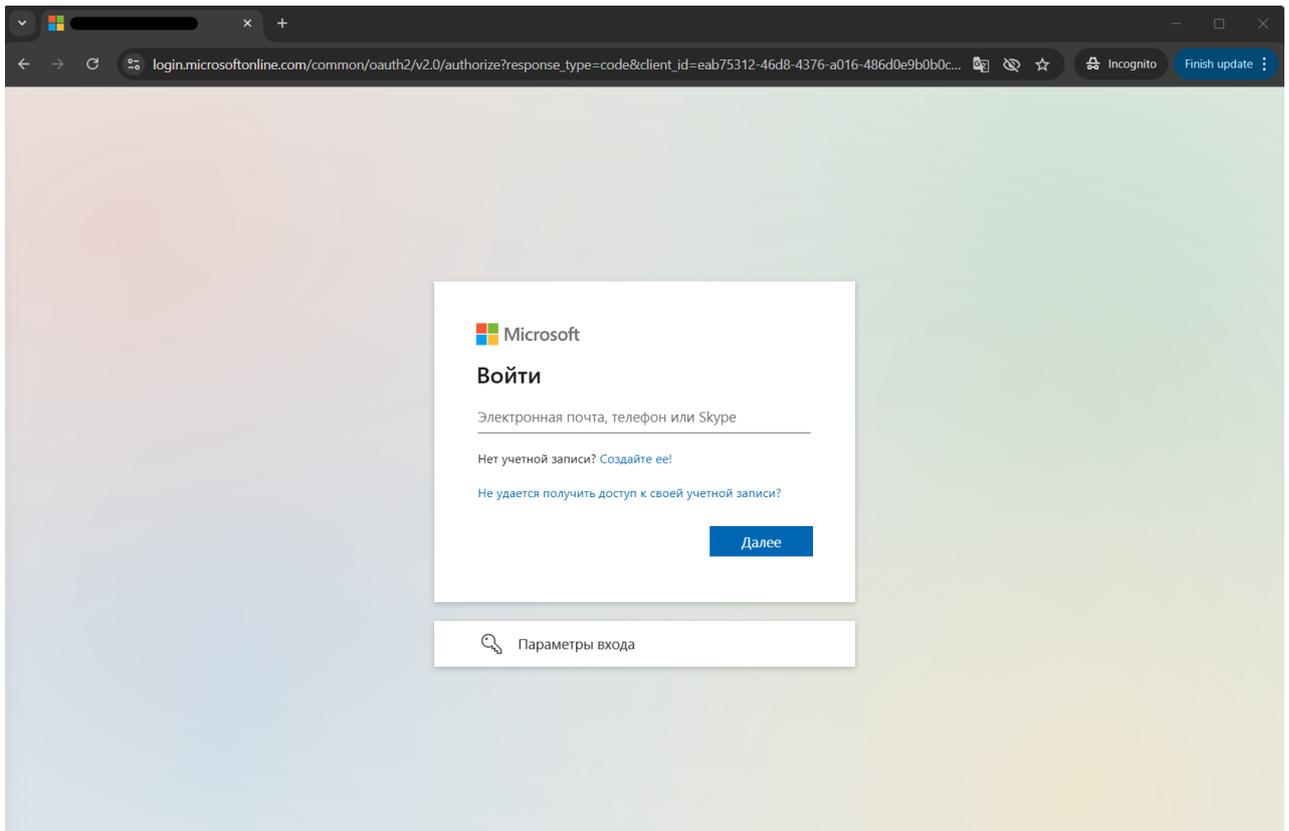
3) Choose the additional features you'd like to enable and click "Proceed".



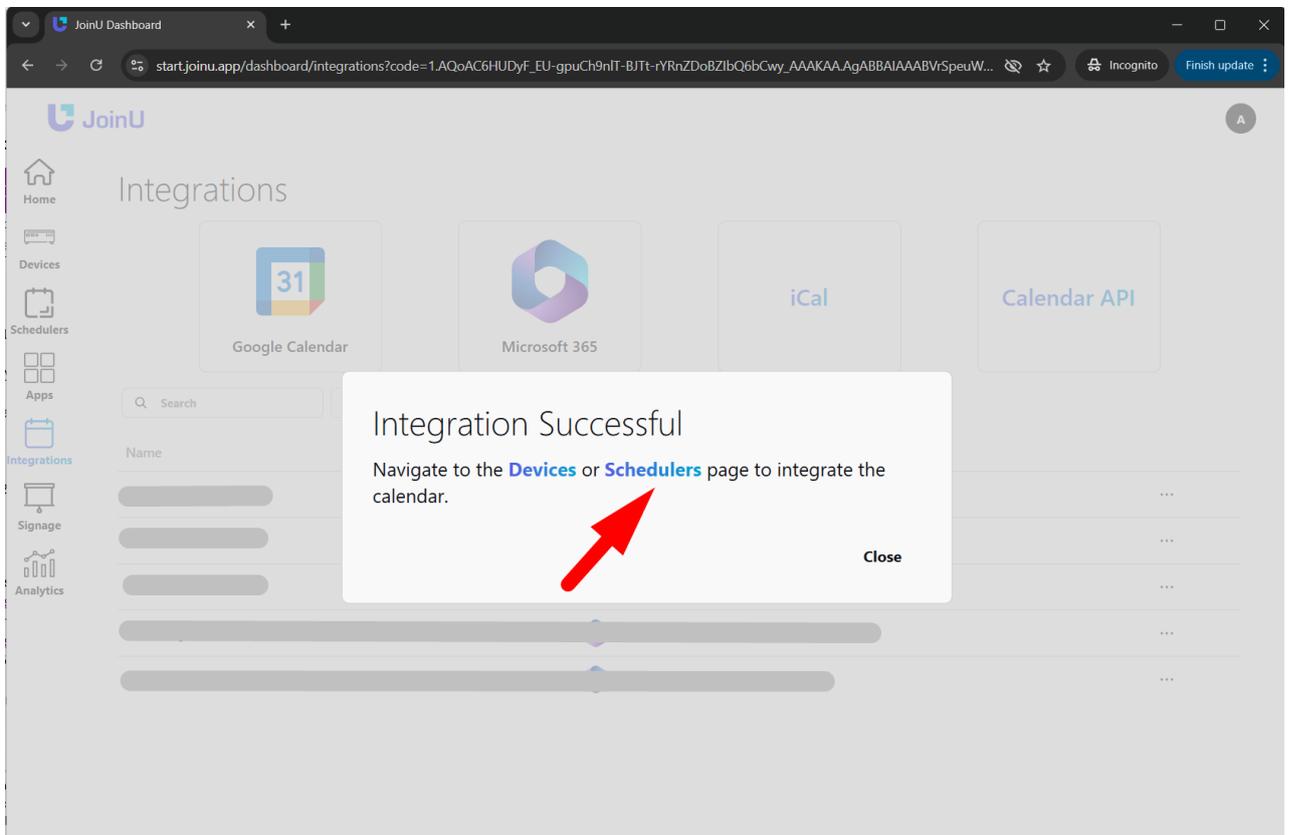
4) Enter the integration name and click “Add”



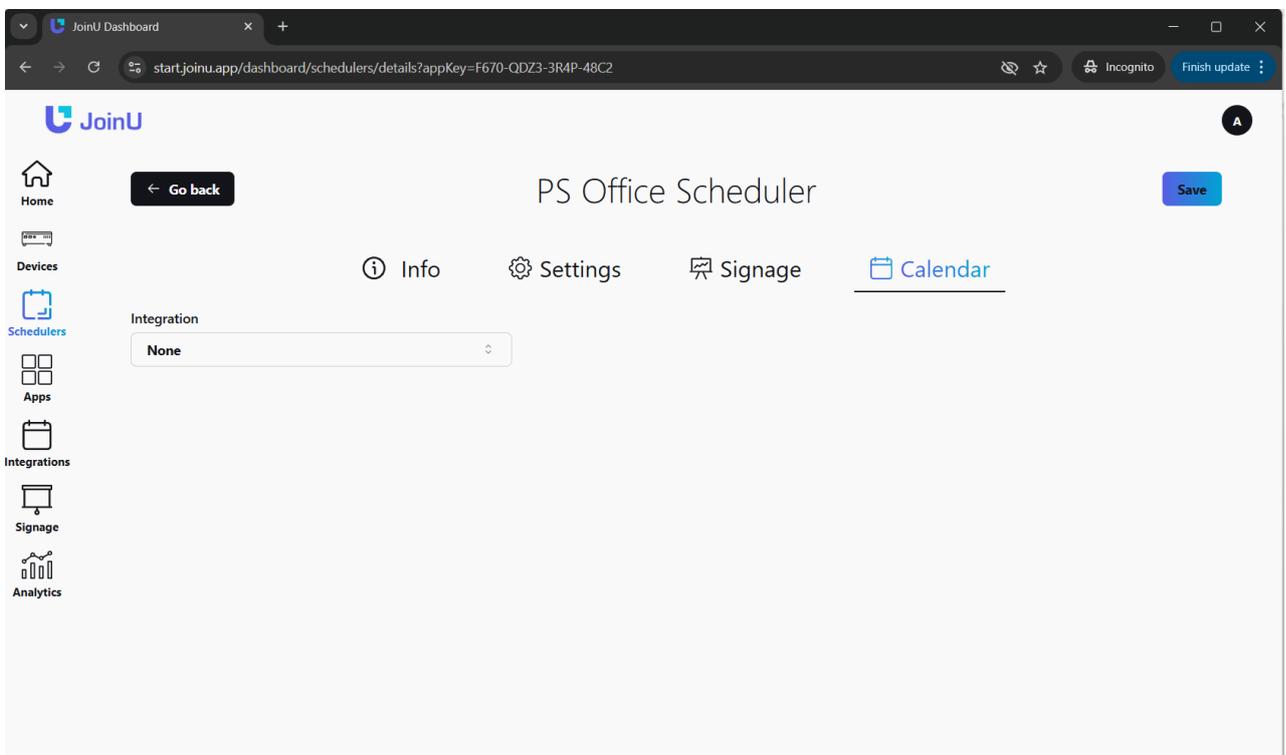
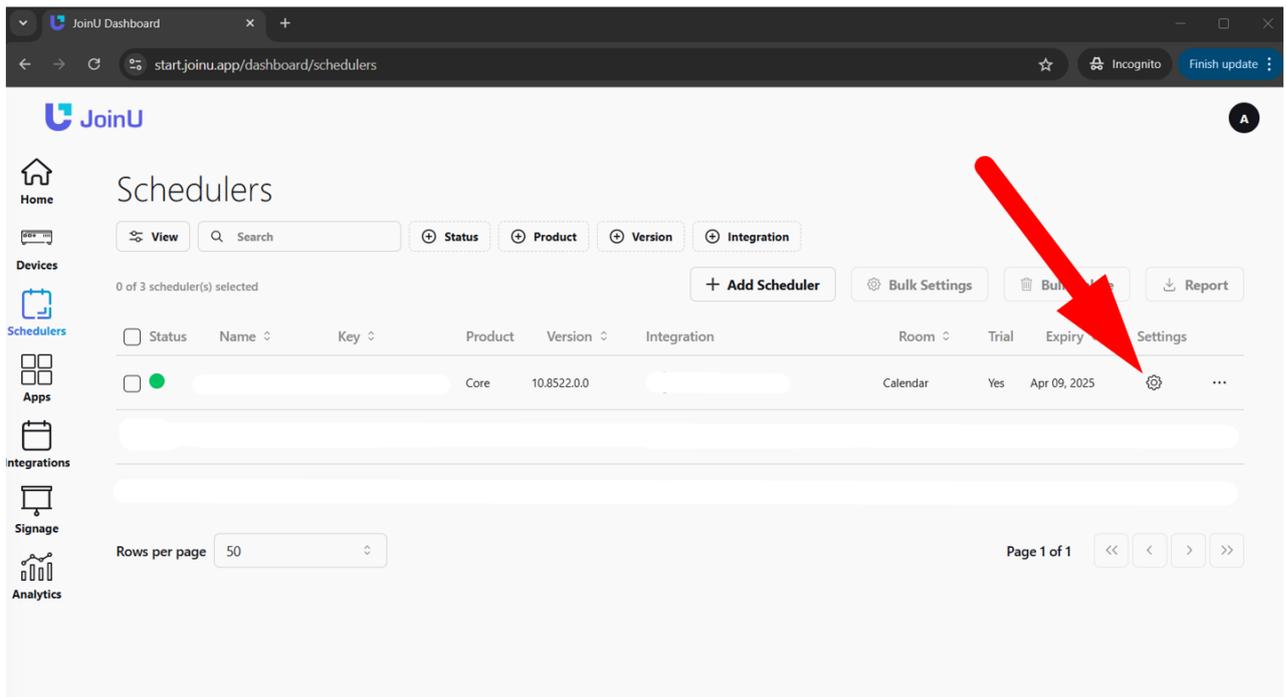
5) Select or Enter the Microsoft account you want to integrate and give the necessary permissions.



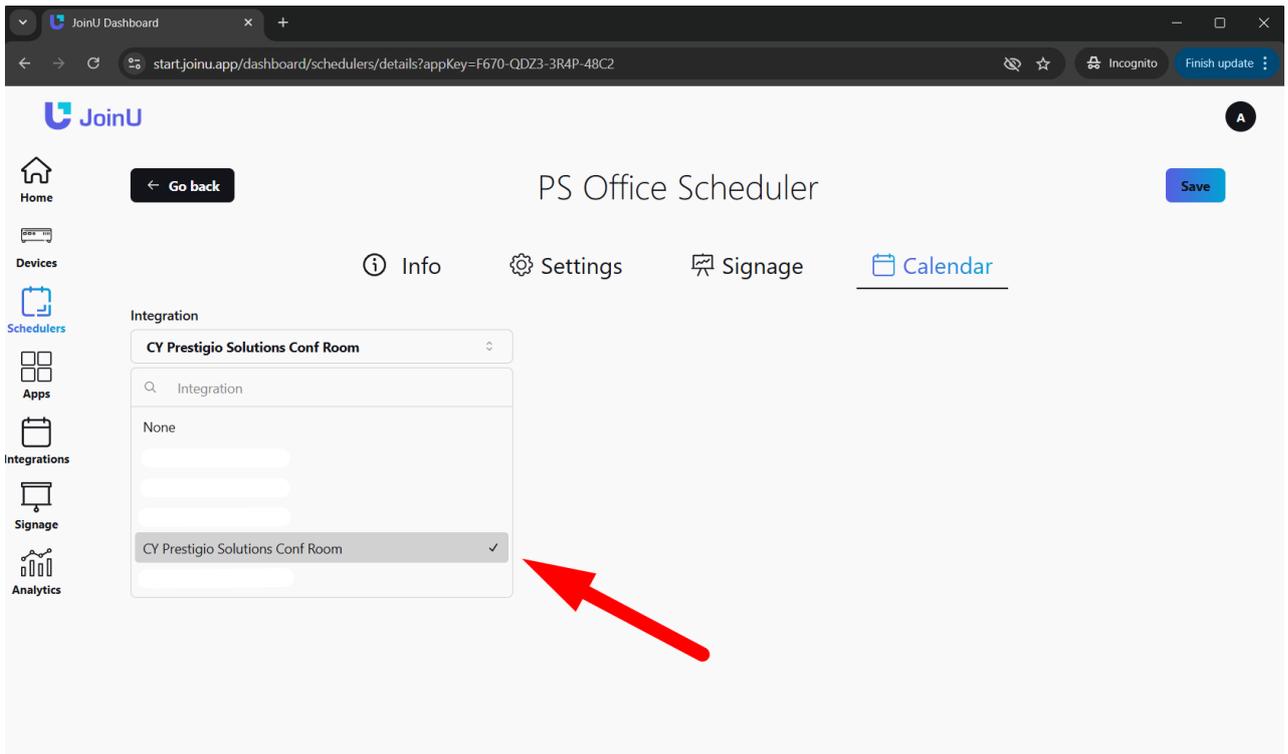
6) On successful integration, you will see the below message



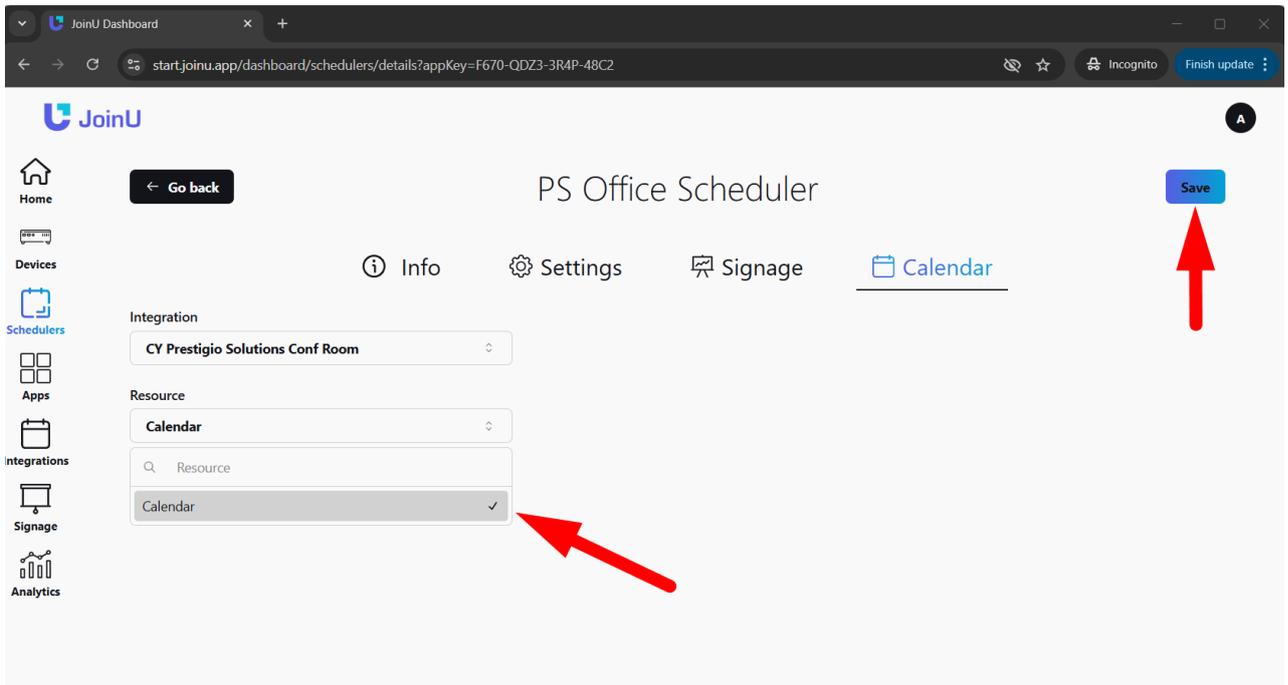
- 7) Go to the navigation bar on the left and click on “Schedulers” and Locate the desired Scheduler, click on the settings icon, and select “Calendar” tab



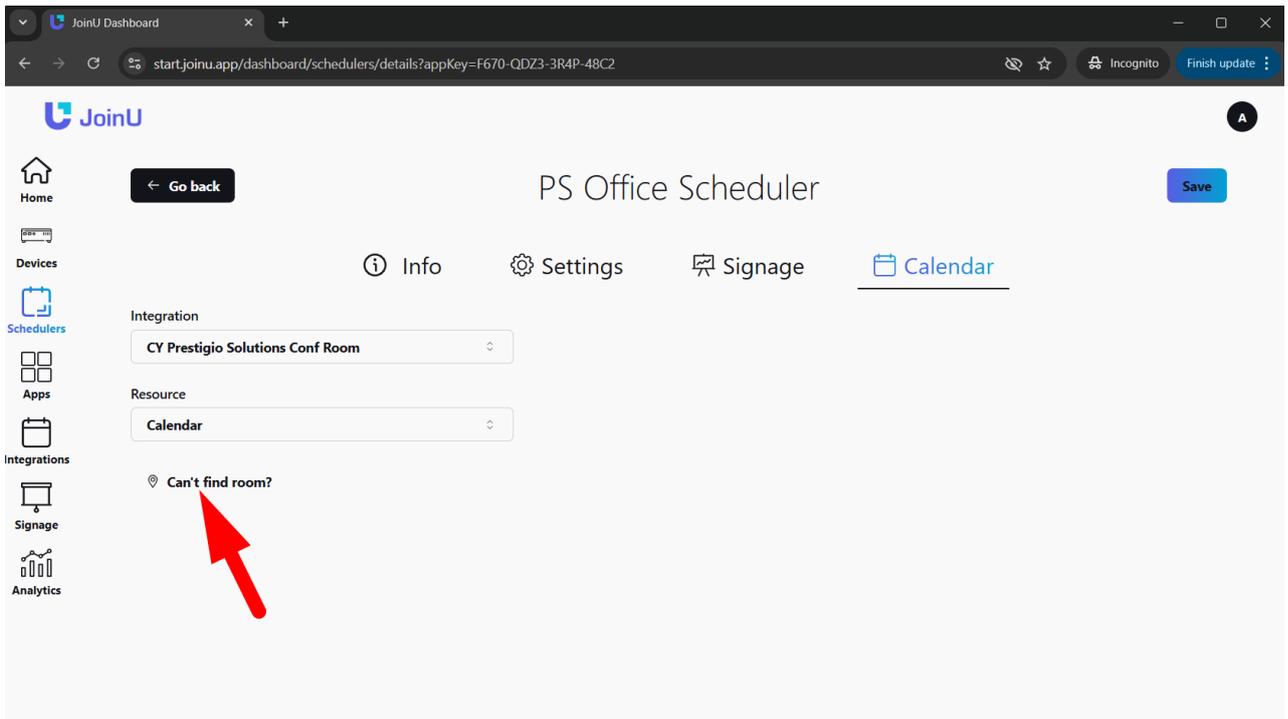
- 8) Open the dropdown menu and choose the correct your integration.



9) In the resource section, select the right room resource and click “Save”.



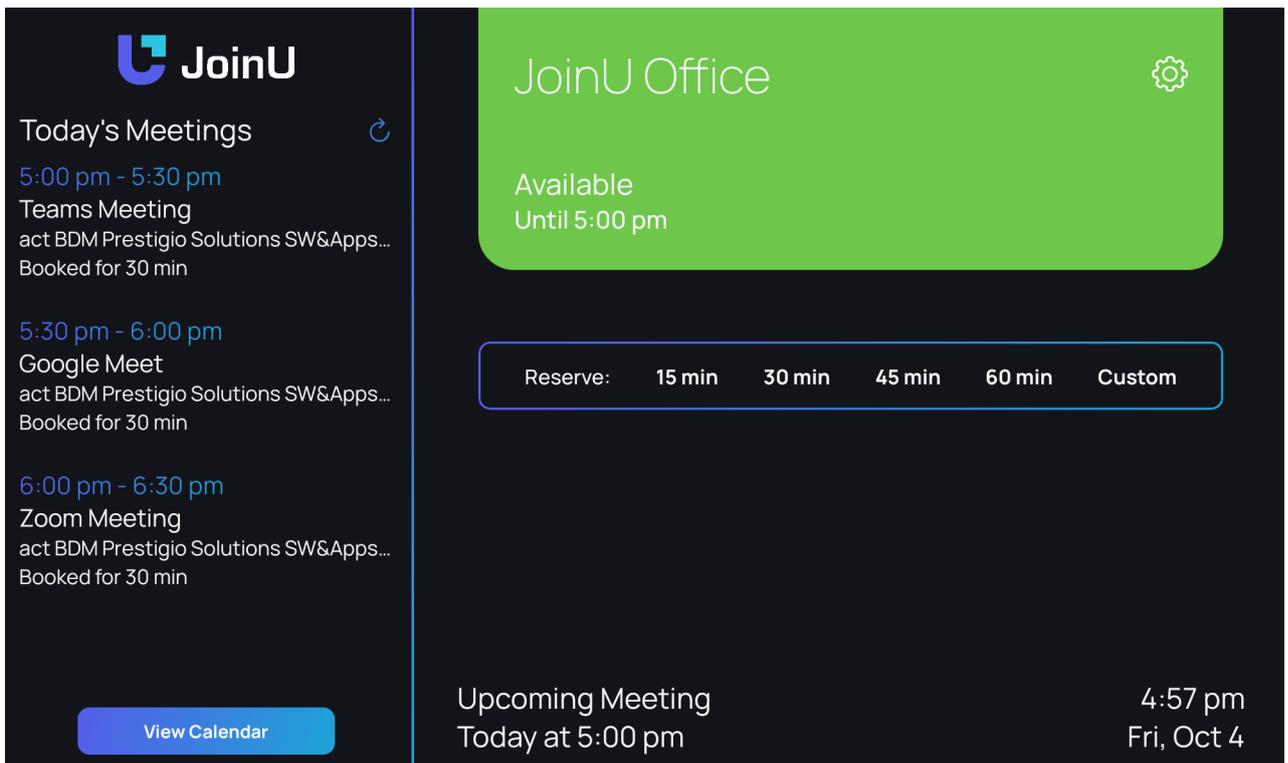
10) If room resource is not available in the drop down menu, click ‘Can’t find room?’ and manually add using email id of Room resource/Calendar. Choose the ‘Calendar’ option from the drop down to integrate user calendar.



Your JoinU Scheduler is now successfully mapped to the room resource. You should see the scheduled meetings displayed on the JoinU Scheduler screen.

**Note:** Newly created room resource might take 24hr to automatically reflect the meetings on JoinU Scheduler.

**How it should look live: (also you can set a custom wallpaper for the background)**



The screenshot displays the JoinU mobile application interface. On the left, a dark sidebar contains the 'JoinU' logo and a 'Today's Meetings' section with a refresh icon. Three meetings are listed: a Teams Meeting from 5:00 pm to 5:30 pm, a Google Meet from 5:30 pm to 6:00 pm, and a Zoom Meeting from 6:00 pm to 6:30 pm. All meetings are for 'act BDM Prestigio Solutions SW&Ap...' and are booked for 30 minutes. A 'View Calendar' button is at the bottom of the sidebar. The main content area has a red header for 'JoinU Office' with a settings gear icon. Below the header, it shows the office is 'Occupied Until 6:30 pm' with a 'Check In' toggle switch that is currently turned on. A reservation bar offers options: 'Reserve: 15 min 30 min 45 min 60 min Custom'. At the bottom right, it indicates an 'Upcoming Meeting Today at 5:30 pm' on 'Fri, Oct 4'.

**Or in vertical mode:**

# PS Office



Available  
Until 1:30 pm

Reserve: 15 min 30 min 45 min 60 min Custom

## Today's Meetings



### Teams Meeting

act BDM Prestigio Solutions SW&Apps Ali...  
Booked for 30 min

1:30 pm - 2:00 pm

### JoinU Quick Meeting

Prestigio Solutions HQ  
Booked for 30 min

2:00 pm - 2:30 pm



1:18 pm  
Mon, Jan 27