

CVR Microscope Booking Instructions

1. Register to book at <http://iii-bookings.org/register.php>
2. Email me (colin.loney@glasgow.ac.uk) to let me know which of the following instruments you wish to access. If you haven't already been trained I'll arrange training before you're given access to the booking system. Please also let me know the budget holder for your project (likely your PI). Hourly charges for use of each instrument are available on request.
 - a. Confocal 1 (Zeiss LSM 880 with Airyscan). Room 416 SMSB
 - b. Confocal 2 (Zeiss LSM 710). Room 416 SMSB
 - c. Confocal 3 (Zeiss LSM 510 meta). Room 313 SMSB
 - d. Zeiss Livecell Observer Z1. Room 313 SMSB
 - e. EVOS FL fluorescent microscope. Room 416 SMSB (NB. Booking is only necessary if an extended session is required).
3. On first login to the booking system the home page looks like Fig. 1. Hopefully most of the green headed areas are self-explanatory. Of the menu items on the left hand side the one that users will use most often is 'Bookings'. The other links are all worth a look but they will rarely be used. Note that the 'manuals and instructions' option in this new booking system isn't working properly so if anyone wishes a local protocol for any of the microscopes they can find a printed copy in the blue folder beside each microscope, or I can send a digital copy on request.



The screenshot shows the home page of the CVR Microscope Booking System. On the left is a navigation menu with 'Bookings' highlighted in red. The main content area has four sections:

- My Announcements:** Shows a message: "Announcements as of 03/08/2016" with a bullet point: "Cyan ADP/Cyan is no longer operational...do not book!".
- My Reservations:** Includes a link for "Export reservations" and a table with columns: START DATE, END DATE, RESOURCE, START TIME, END TIME, CREATED, MODIFY, DELETE. Below the table, it says "You do not have any reservations scheduled."
- My Permissions:** A table with columns: RESOURCE, LOCATION, PHONE, NOTES. It lists "CVR confocal 2 - Zeiss 710" with location "SMSB Room 416", phone "0001", and notes about 2xPMTs, spectral detector, lasers, objectives, and Zen software.
- Usage:** A table with columns: RESOURCE, HOURLY RATE, ALLOWANCES, TIME SPENT, COST. It shows "CVR confocal 2 - Zeiss 710" with a rate of "£15.00 / hour" and "0 hours" spent. An "Overall" row shows "0 hours" and "£ 0".

Fig. 1 – Home page

4. Selecting 'bookings' on the home page links, unsurprisingly, to a page that allows you to create and delete bookings (Fig. 2).

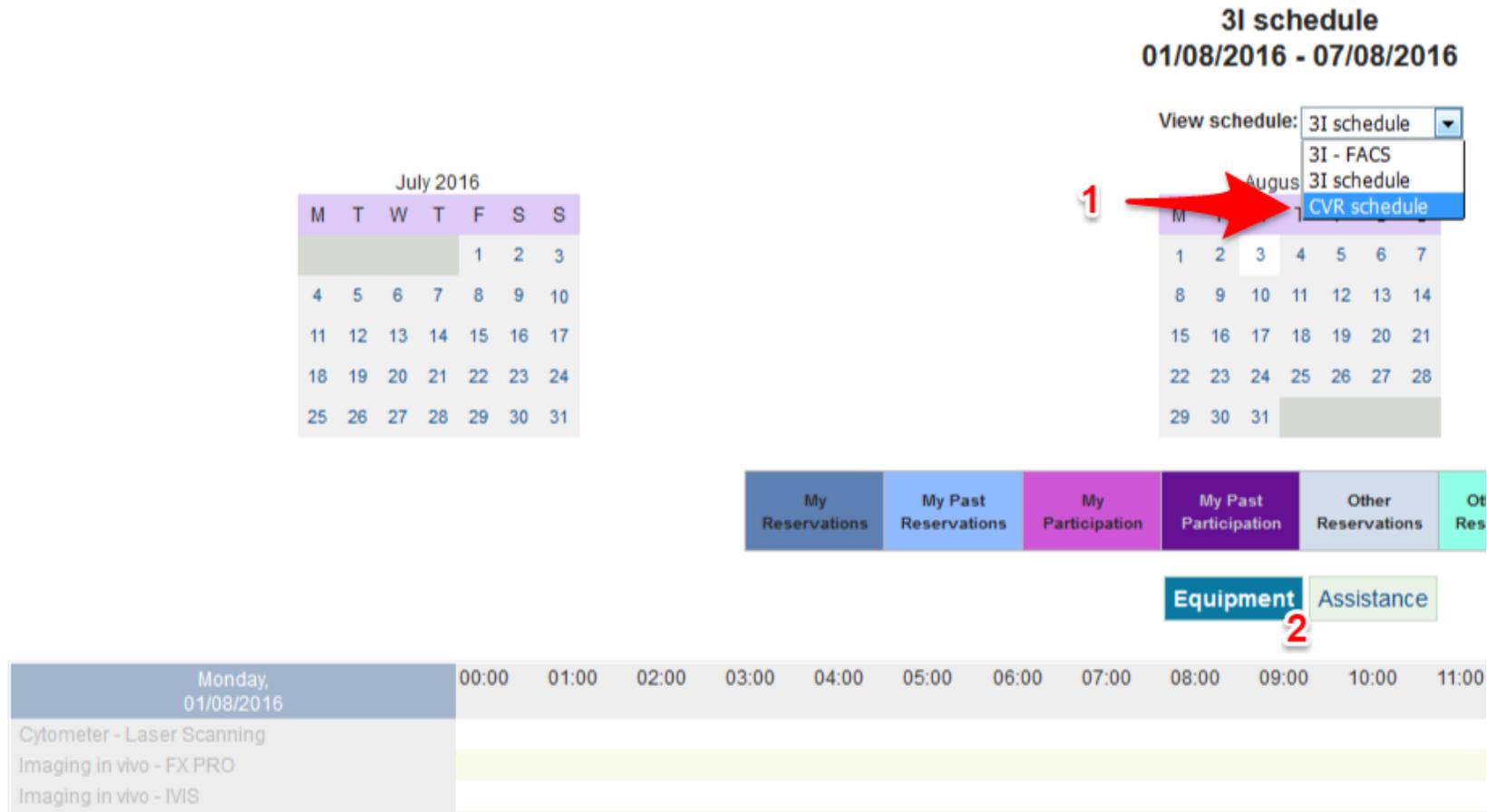


Fig.2 – Bookings page

5. On opening the bookings page the list of equipment will be relevant to the schedule selected. This defaults to '3I FACS' and as CVR users have no access to the III instruments until trained, the list of III imaging equipment on the left hand side will be greyed out.
6. To show CVR instruments select CVR schedule from the dropdown list (Fig.2 - 1). CVR microscopes will then be shown in the list of equipment (Fig. 3). If the user hasn't asked for permission to access a particular microscope it will remain greyed out. Equipment will also be greyed out on dates

earlier than the current day. You must also ensure that 'Equipment' rather than 'Assistance' is selected (Fig.2-2) although this should happen by default.

Wednesday, 03/08/2016	00:00	01:00	02:00
CVR confocal 1 - Zeiss 880 with Airyscan			
CVR confocal 2 - Zeiss 710			
CVR confocal 3 - Zeiss LSM 510 meta			
CVR EVOS FL			
CVR livecell microscope - Zeiss Observer Z1			

Thursday, 04/08/2016	00:00	01:00	02:00
CVR confocal 1 - Zeiss 880 with Airyscan			
CVR confocal 2 - Zeiss 710			
CVR confocal 3 - Zeiss LSM 510 meta			
CVR EVOS FL			
CVR livecell microscope - Zeiss Observer Z1			

Friday, 05/08/2016	00:00	01:00	02:00
CVR confocal 1 - Zeiss 880 with Airyscan			
CVR confocal 2 - Zeiss 710			
CVR confocal 3 - Zeiss LSM 510 meta			
CVR EVOS FL			
CVR livecell microscope - Zeiss Observer Z1			

Fig.3 –List of CVR equipment. If the user hasn't requested access to specific equipment the equipment is shown in grey. Bookings can't be made retrospectively so on dates earlier than the current day all equipment is also greyed out.

7. To navigate to a week other than the current one, use the calendar at the top of the page.
8. To book a slot click on the required start time beside the instrument you'd like to use. A dialogue box like the one shown on Fig. 4 will be displayed.

reserve

CVR confocal 2 - Zeiss 710

Basic | Accessories

Assistance

Location SMSB Room 416

Phone 0001

Notes **1**
2xPMTs + spectral detector. Lasers = 405,458,488,514,561,633. Objectives = 100x (oil), 63x (oil), 40x (oil), 20x, 10x. Zen software includes HDR, colocalisation modules

Price/h £ £15.00

Free hours 0

Max charge ££4000 PA

Min cancellation notice 3 hour(s)

Total cost/resource £0

Repeat every: **2**
1 -- Never --

Repeat until date: Choose Date

Reminder -- Never -- before reservation **3**

Please select the starting and ending times:

Start 05/08/2016 12:15 End 05/08/2016 12:30 **4**

Minimum Reservation Length: 15 minutes

Maximum Reservation Length: 2 hours

Will be reserved for:

Name Marion McElwee **5**

Phone 0141 330 4015

Email marion.mcelwee@glasgow.ac.uk

Summary

6

Save Cancel **8**

Check Availability **7**

1/Information about the microscope, charges and minimum cancellation notice. Note that if you attempt to cancel a booking beyond inside this notice period you will be unable to cancel and will be automatically charged. Please contact me if this happens.

2/Set up repeat bookings. This will work for multiple days in a week but won't work beyond 1 week (for confocals) or 2 weeks (for other microscopes) as bookings in advance of this aren't allowed.

3/Set up an email reminder of your booking.

4/Select start and end times for the booking. Bookings longer than the maximum reservation length won't be accepted by the system. If a time is selected that has passed or is unavailable for another reason the start and end times in the booking dialogue won't have dropdown boxes available as shown below. If this happens just close the dialogue box and choose another time.

Reserved time:			
Start		End	
04/08/2016	05:00	04/08/2016	05:15

5/User details.

6/Area for the user to keep notes on the session.

7/The 'Check Availability' button is essentially useless. By clicking on a booking time the user already can see if a slot is available!

8/Save or cancel a booking. Save must be pressed to register a booking on the system.

Fig. 4 - Booking dialogue

9. If you wish to delete a booking click on the booking slot you wish to delete and within the booking dialogue a delete option will appear (Fig. 5). Tick the box and press 'Save'. If it doesn't delete it is likely because the current time is too close to the booking time. If so, please contact me.

The image shows a dialog box titled "Summary". Inside the dialog, there is a large empty rectangular area. Below this area is a checkbox labeled "Delete?" which is checked. At the bottom of the dialog, there are four buttons: "Save", "Cancel", "Export", and "Check Availability".

Fig.5 – Delete or export a booking.

10. If you wish to export a booking to your own Outlook calendar press export (Fig.5) and choose either iCalendar or vCalendar.
11. On the home page selecting 'schedule calendar' provides an overview of all bookings on a particular microscope or with all of the CVR equipment depending on the filter selected.
12. Again on the home page, selecting email preferences provides a few options. I recommend that options chosen are the ones shown in Fig.6.

The image shows a form titled "Email Preferences". Under the heading "Email me when:", there are four rows of radio button options:

- Yes No I place a reservation
- Yes No My reservation is modified
- Yes No My reservation is deleted
- Yes No My reservation is approved

Below these options is the text "I prefer: HTML Plain text ". At the bottom of the form are three buttons: "Save", "Reset", and "Cancel".

Fig. 6 – Email Preferences