

CALCIUM - Online Instrument Booking System Instructions

1. Using your web browser, go to the **BOOK NOW!** link on the Adelaide Microscopy website.
<http://www.adelaide.edu.au/microscopy>

2. **Login** using the allocated **Name** and **Password**

If you have not received this information contact Adelaide Microscopy on 8303 5855 to update your client record and to obtain your Name and Password.

*On your first visit, please Select **User Options** then change your **password** and check your **email address**.

3. Select the **Name** of the Instrument you wish to view/book. The calendars are in three groups, Major Instruments, Sample Preparation and Computing Suite.

4. You will only have editing rights if you have been trained to use a particular instrument. Click on the **Date** to make a booking. If you have not been trained then this option will not be available.

Add New Event

Date: July 31 2003	When included in other calendars: Display this event
Enter text for a new event: <div style="border: 1px solid gray; padding: 5px; min-height: 20px;"> A </div>	Start Time: None <input type="text"/> End Time: None <input type="text"/>
Category: - B	Background: Default Foreground: Default <input type="checkbox"/> Draw Border Color Names
Enter a URL, or text for a popup window: <div style="border: 1px solid gray; padding: 5px; min-height: 40px;"> E </div>	
Anything starting with http:, https:, mailto:, ftp:, file:, or a 'www' string (e.g. www.domainname.com) will be a link. Anything else will be popup text.	

A **Enter** your **Name** (in full) **Contact Phone Number** (optional remembering your details are on the public domain) and **Department** in the Box labelled “A”.

E.g. **John Smith**
Chemistry

B Indicate your **Category** from the pull down menu. Careful this determines the billing rate.

C Set **Start Time**

D Set **End Time**

E In the box labelled “E” you can type a descriptive text of your application and your special requirements. For example, cryo/EBSD (XL30) and EDX (XL20) or personal contact details. No one else can view these details.

NOTE A, B, C & D are MANDATORY FIELDS to be completed

Email Notification (Optional)

Specify email addresses to notify that this event has been added. (Use commas between addresses.)

TO:

CC:

BCC:

Specify any additional comments that you would like included with the notification.

Email Reminders (Optional)

Send reminder email: before, and before the event.

Email Address:

Email Notification (Optional)

In this section it is essential to email microscopy@adelaide.edu.au or an Adelaide Microscopy staff member to ensure that we are aware if you require assistance or any special needs such as cryo set-up etc.

F **Create Event** by clicking on the bottom left hand corner button.

Click on **View Calendar** at top left of page to ensure that your booking is correct.

Finished? Logout

If you do not logout the system security resets your permissions to view only.

Editing - To change a day, booking time or details click on the **day** of your booking, click **Edit** button, change details and click **Replace Event**

Deleting – To delete an event, click on the **day** of your booking, click **delete**.

Instrument Booking System Conditions

To maximise the use of the major equipment items in Adelaide Microscopy and to provide a fair allocation of this resource the following conditions should be observed when booking instruments.

- 1 Minimum booking time on ALL instruments is 1 (one) hour.
- 2 Maximum booking time on ALL instruments is 5(five) hours in one core period (8am- 5pm) of any one day. Longer bookings can be made out of core periods or by consultation with AM staff.
- 3 Bookings can only be made by Users who have satisfied Adelaide Microscopy staff of their competency on a particular instrument.

All training must be carried out by Adelaide Microscopy Staff