

Introduction

This guide will assist you with booking equipment at Adelaide Microscopy.

Refer to the end of this guide for information on editing and deleting existing bookings.

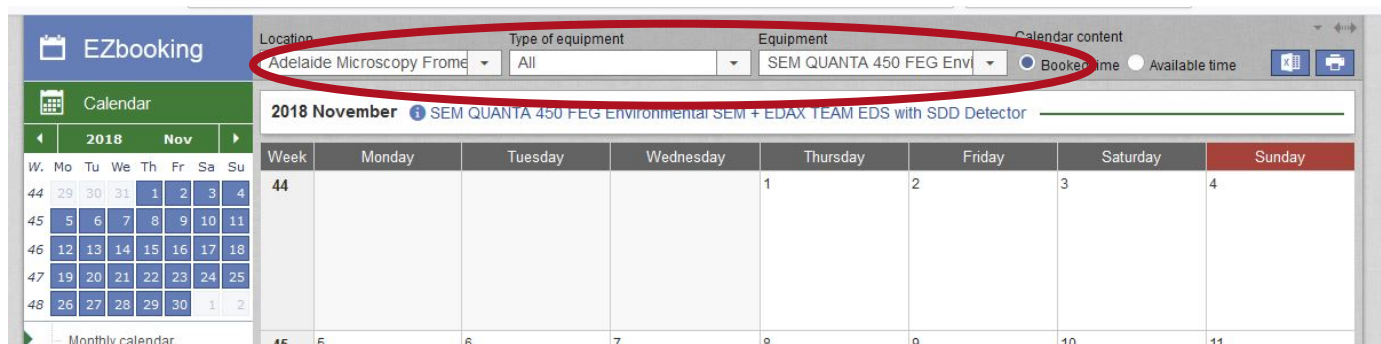
Note: You must have an active account and project in order to create a booking. If you do not have an active account, please see the [Registration](#) quick guide. In addition, some instruments are only bookable by an AM staff member and you should contact the relevant staff member in these instances.

To make a booking on a single day

Select **'Calendar'** from the left-hand menu.

Three drop-down menus will appear across the top of screen allowing you to choose the calendar for a particular instrument (equipment).

Choose the appropriate Adelaide Microscopy **'Location'** of the equipment; then choose **'All'** (this is the easiest and default selection) from the **'Type of equipment'** and select an instrument from the **'Equipment'** drop-down menu.



The screenshot shows the EZbooking interface. At the top, there are three dropdown menus: 'Location' (Adelaide Microscopy Frome), 'Type of equipment' (All), and 'Equipment' (SEM QUANTA 450 FEG Env). Below these is a 'Calendar content' section with radio buttons for 'Booked time' and 'Available time'. The main area displays a calendar for '2018 November' with a table of dates and a 'Monthly calendar' view at the bottom left.

Scroll to the month you require using the arrow buttons on the **'Calendar'** menu at the left-hand side, or if the correct month is already showing in the main (large) window, click on the day for you would like to make a booking. If the full month is not showing in the main window click on **'Monthly calendar'** or **'Equipment calendar'** in the left menu. You will be able to see existing bookings and therefore be able to decide accordingly on when you'd like to make your booking for.



This close-up shows the 'Calendar' menu with a red box around the '2018 Nov' selection. Below it, the calendar grid for November 2018 is visible, showing days from 1 to 30.

Once you have clicked on the day you want to make the booking for, a pop-up window will appear.



Booking Equipment

In this new window:

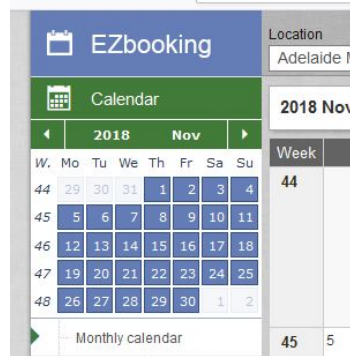
1. Choose '**Organisation**' you are associated with from the drop-down menu at the top left. Your name will appear under '**Users**'.
2. Choose the date and time you would like to book the instrument (equipment) for. Note the time is in 24-hour clock format, eg.14:00. The total cost for using the instrument for that period of time will automatically calculate.
3. From the Project drop-down menu choose the project to which your booking should be charged.
4. If you would like to have an AM staff member conduct the analysis rather than yourself (note there is an additional charge for this), please choose '**AM operator**' from the '**Available Accessories**' box and click on the double-right arrows to move the selection to the right-hand '**Accessories connected to the booking**' box. If you will be using the instrument yourself you do not need to select anything in this box.
5. If there is any information additional information you would like to include in your booking (e.g. special/unusual sample type, special sample coating) you can send a message to AM staff you by adding your request into the '**Email to contact person**' box.
6. If you would like to receive email confirmation of your booking leave the '**Send me an e-mail with booking information**' ticked. If not, select the box to untick.
7. Press the '**Book**' button at the lower right corner to complete the booking. Wait for the booking to process and, if no more single bookings are to be made, press the '**Close**' button to close this window (note you can continue to make multiple single bookings without having to close this window between bookings). You should now see your booking in the large calendar in the main window of EZ Booking. If you don't see it, refresh the view to update.

NOTE: In the menu at the left of screen the Calendar links 'Monthly Calendar', 'Weekly Calendar', 'Equipment Calendar', 'My Calendar', 'Daily bookings' and 'Monthly Bookings' allow you to see your and other existing bookings, shown in different ways.

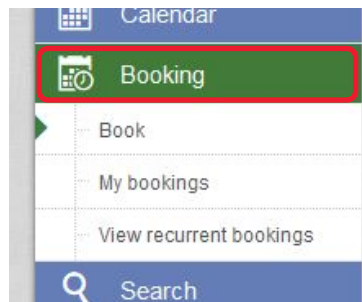
If you have a single booking to make that occurs over multiple days (which is only available for some equipment) please see the '*Booking continuously over multiple days*' part of the recurring bookings instructions over page.

To make recurring bookings or single bookings across multiple days

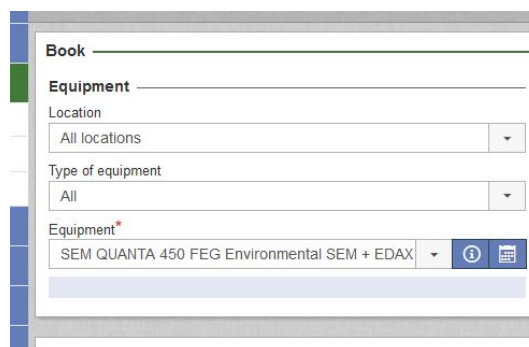
To view existing bookings, click on '**Calendar**' from the left-hand side menu and, if necessary, press the green arrows to scroll to the month you'd like to view.



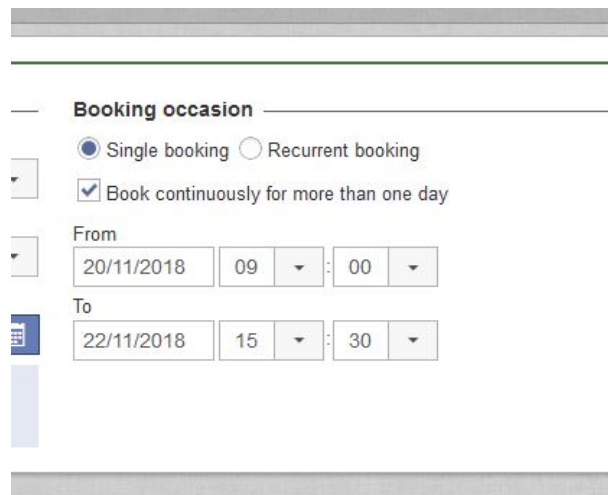
Now, click on **Booking** from the menu at the left-hand side.



In the '**Book**' part of the main window, from the three drop-down menus at the top left of the main window select the appropriate Adelaide Microscopy location of the equipment; then select '**All**' (this is the easiest and default selection) from the '**Type of equipment**' and then choose the instrument you want to make a booking for from the '**Equipment**' drop-down menu.



For single bookings that are continuous in hours but occur over multiple days you have the option to book via '**Single Booking**', ticking '**Book continuously for more than one day**' and then entering the date and time start and end information. Note the time is in 24-hour clock format, eg.14:00



Booking occasion

Single booking Recurrent booking

Book continuously for more than one day

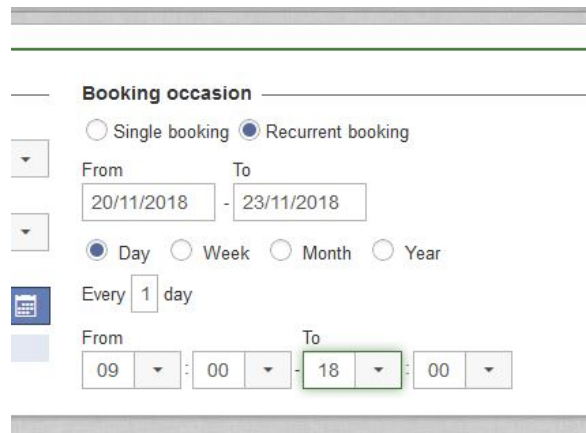
From: 20/11/2018 09:00

To: 22/11/2018 15:30

For recurrent bookings select '**Recurrent Booking**' for the booking occasion.

Booking for same time of day over multiple days:

- Select the date range for your recurrent bookings (see picture below).
- There are options to make recurring bookings every day or week or month or year of a frequency you set (in the 'Every X day/week/month/year' box), see the pictures below. Choose whichever option you're after.
- Choose the time range for the recurring bookings. Note the time is in 24-hour clock format, eg.14:00



Booking occasion

Single booking Recurrent booking

From: 20/11/2018 To: 23/11/2018

Day Week Month Year

Every 1 day

From: 09:00 To: 18:00

Above image: example of a recurrent booking **day**. Choose whether you want the recurrent booking every day, or every 2 or 3 etc. days; then choose the time of day you want for the recurrent booking.



Booking occasion

Single booking Recurrent booking

Book continuously for more than one day

From To

Day Week Month Year

Every week

Monday Tuesday Wednesday Thursday Friday
 Saturday Sunday

From : - :

Above image: example of a recurrent booking **week**. Choose whether you want the recurrent booking every week or every 2 or 3 etc. weeks; then choose which day/days (you can tick multiple days at time if needed) and then the time of day.

Booking occasion

Single booking Recurrent booking

Book continuously for more than one day

From To

Day Week Month Year

Every month

Day

The in the month

From : - :

Above image: example of a recurrent booking **month**. Choose whether you want the recurrent booking every month, or every 2 or 3 etc. months; then choose the day of the month you'd like. There are two options here – either the number of the day (e.g. 6th of the month) or the first or 1st or 2nd or 3rd or 4th or last day of the week or day in the month.

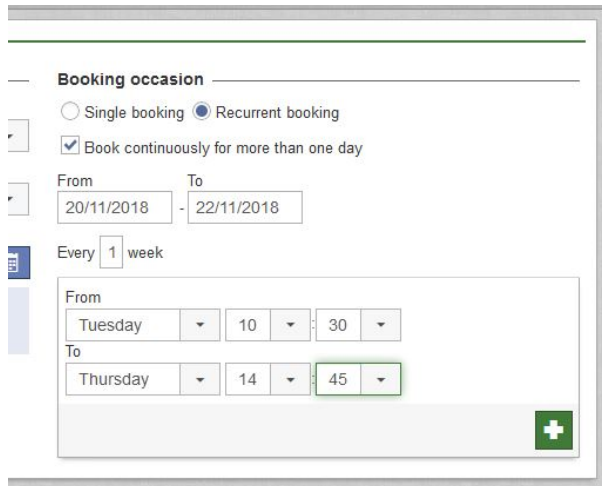


The screenshot shows a web form for booking equipment. The 'Booking occasion' section is active, with 'Recurrent booking' selected. The 'Book continuously for more than one day' checkbox is unchecked. The date range is set from 20/12/2018 to 22/12/2018. The frequency is set to 'Every 2 year'. The start time is 09:00 and the end time is 10:00. The booking is set to occur on the 'first' day of the month, specifically 'sunday' in 'january'.

Above image: example of a recurrent booking **year**. Choose whether you want the recurrent booking every year or every 2 or 3 etc. years; then choose the day & month you'd like. There are two options here – either the date directly (e.g. 23rd April) or the first or 1st or 2nd or 3rd or 4th or last day of month X.

Booking continuously over multiple days: (this is only available for selected equipment)

- Tick the **'Book continuously for more than one day'** option. This means that from the start time and day and date every hour is booked until the finish time and day and date. (Note, it is not possible to use this option to make bookings over different days that have different times if the end of one booking is not continuous in time with the start of the next session. That is, to make a booking, for example, on Monday 9am–12 noon and then Monday 3–6 pm you will need to make two separate single bookings – see the beginning of this document for details).
- Select the date range for your continuous recurrent bookings.
- Modify the **'Every X week'** frequency if your recurrent bookings are to occur over more than just a single week.
- From the day and time select the range that your continuous recurrent booking is to span. Note that the software does *not* automatically update to the correct starting day of the week based on your chosen start date, so will need to know what day of the week a given date corresponds to. For example, choosing from Monday 9am to Thursday 5pm (i.e. 17:00) will book every hour in between the start and end times.



Booking occasion

Single booking Recurrent booking

Book continuously for more than one day

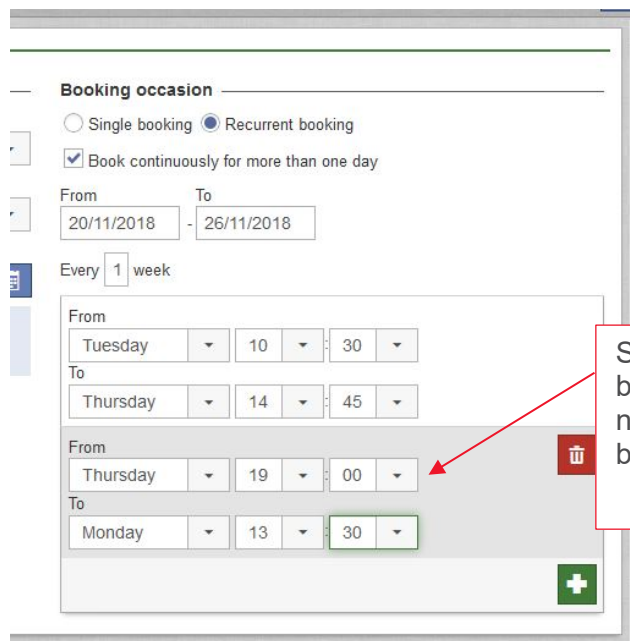
From To

Every week

From

To

If there are different continuous recurrent bookings that *do not overlap* in day and time you can add more continuous bookings by pressing the + button for as many different bookings as are required. If you mistakenly enter an additional continuous booking that overlaps with the first continuous booking only the first continuous booking request will actually process. Note the time is in 24-hour clock format, eg.14:00.



Booking occasion

Single booking Recurrent booking

Book continuously for more than one day

From To

Every week

From

To

From

To

Second recurring booking interval must not overlap the first booking interval.

In the *Make Booking For* part of the main window choose your Organisation and the Project that your booking is to be charged to.

If the **'Send booking information to user'** check box is ticked this will send a reminder email to you.



THE UNIVERSITY
of ADELAIDE

Adelaide Microscopy

Booking Equipment

Accessories Connected to the Booking part of the main window: If you would like to have an AM staff member conduct the analysis rather than yourself for the booking (there is an extra charge for this), please choose this by pressing Add and then selecting it from the choices, then press Add and Close.

Orders connected to the Booking part of the main window: for placing Orders for consumables please see the [Orders](#) quick guide.

Press the Continue button at the bottom right to initiate the submission of the booking request. The next screen that appears shows a summary of the booking, including the total price for the booking. If all looks OK, press the Book button. If not, press Back to return to the previous window and edit your booking request.

To see a booking in the calendar press the '**Calendar**' link in the left-hand side menu and scroll with the green arrow to the appropriate month.