

# Schedulebook Calendar Instructions

The resources of the Ragon Institute Flow Cytometry Facility and Imaging Facility, as well as some other Ragon equipment (Luminex, RT-PCR machines, and Robosep—email separate administrators for rules for booking this equipment, in the “Notes” for the resource on the calendar) are reserved using the online calendar system “Schedulebook”. New users must request a user name and password to be able to book time on the calendars. Email [mwaring@partners.org](mailto:mwaring@partners.org) with the instruments you wish to have access to.

There is a guest account available for viewing the calendars (but you may not reserve time using the guest account). Username is “flowguest” and password is “flow”. You will NOT be able to book time with this account, only view the calendars.

- I. Calendar/Reservation restrictions for cytometers
- II. Usage instructions/tips
- III. Ragon Institute Members---booking “Ragon” reserved time
- IV. Standby Events
- V. Administrators

## I. CALENDAR/RESERVATION RESTRICTIONS FOR CYTOMETERS:

The following restrictions are in effect for booking time on the cytometers. For rules governing use of the other equipment, please contact the appropriate administrator as found in the “Resource Notes” for each device (the “N” button next to the device’s name in the calendar).

1. Users that are not members of the Ragon Institute may not book time more than 1 week in advance.
2. Do NOT book time that already shows a reservation in “standby” (narrower dark blue column to the right of the reservation column). This time should be considered “booked” (see section IV below).
3. Reservations between 12 PM and 9 PM are limited to 2 hours in duration, and no more than 2 reservations per week can be made between 2 and 6 pm.
4. Tuesday, Wednesday, and Thursday afternoons from 3 to 7 are reserved for members of the Ragon Institute, and unreserved time is released to the rest of our users on the day before the time slot. For Ragon members, see Section III below for guidelines on booking time during these hours.
5. Sorting times on Tuesday and Thursday afternoons from 2:30 to 4:30 are reserved for members of Ragon Institute, and released on the day before the time slot. Grey areas of the calendar are NOT available for booking.
6. If you decide to not use your time or will not be using the entire time reserved, please update or delete your entry as soon as possible so that other researchers will know it is available for use.
7. If you fail to delete your unwanted reservation at least 1 hour before the start time and do not use your time, you may still be billed for 1 hour usage.
8. If you do not arrive for your reservation within 20 minutes of the start time, anyone else can use the instrument and you forfeit your reservation.

## II. USING THE CALENDAR PAGE

- Once your new account is created, you can go to [www.schedulebook.com](http://www.schedulebook.com) and enter your login information in the fields on the right side of the page. If you are a sort only user, or don't yet have an account, you may log in with the Guest account, username "flowguest" and password "flow".
- There is a help menu, with a contents file that describes all of the features of Schedulebook. The basic controls have been summarized below, but this file is available for clarification.
- When you log in for the first time, all of the resources will be visible, but you will only have reservation privileges on the ones you requested. Only Administrators have reservation privileges on the sorting calendar—see the sorting guidelines for details.
- If you scroll over "tools", a dropdown menu will appear, with options for "New Event" ("sort only" or guest users will not see this option), "Search/Export", and "Personal Settings".
- Select "Personal Settings" and add an email account. Under "Visible resources", everything will be highlighted. Click on an item to select it, and then hold <control> and click to select multiple items at once (Mac users hold the <apple> key). These will be the resources you can see on your calendar page. This does NOT grant you privileges to reserve that resource, only to view it. For sorting and for Mike's calendar, you can select these items as visible, but you will NOT be able to make reservations—you must still email sort request forms to [ragonfacs@gmail.com](mailto:ragonfacs@gmail.com), or make arrangements to book training, instrument orientations, etc.
- The "Start time" and "end time" visible on this page refer to the displayed times on your calendars. If you will be booking time outside of the displayed window, you will need to adjust the times to view the other hours of the calendar. Modify the other preferences as you prefer. You can also change your password here.
- Under the "View" pulldown menu, you can change the calendar view. From the monthly view, you can switch to previous month, next month, or current month. By clicking on the number for a given day, you will switch to the daily view.
- When in the day view, you can go to previous date, next date, today, tomorrow, pick date (a popup calendar appears that you can click the desired day), and month view, which takes you back to the monthly view.
- There are also buttons on the top right to change the display date, the arrows advance day by day, or "pick date" will open a popup calendar to help you navigate to the date of interest.
- Selecting "Tools>New Event" or clicking on the "New Event" button on the top right will open a dialog window with a pull-down list of what resources you have access to and are set to "visible". If any instrument you need access to is missing, let me know and I will add it (make sure the desired resource is set to "visible" in "Tools>Personal Settings"). The date for the event will be whatever date was displayed when you chose "new event". You then choose a start time and end time, and type in any notes to create your event. Please include your telephone number as a "note".

- When you make a reservation, your display name will show on the calendar, and if there is an email address associated with it you can click on the name to send an email. If there was a note entered, it will display in a popup window if you click on the green "N". The "E" allows you to edit the reservation, and "D" will delete it. If you do not have those privileges (i.e. someone else's reservation) they will not show up as options.
- The wider column under each resource is the primary schedule, and the narrow column to the right is for events on "Standby" that overlap with another event (see images in section IV). Please do NOT book time that is already covered by a standby event, even if it is free on the main calendar, as this time should be considered reserved. I receive email notices of when each modification takes place, so I will know who actually booked the time first.
- Each resource can have a resource note associated with it, which appears at the top of the column next to the resource name as an "N" button. When it is red, it has been changed since you last viewed it. When it is green, you have already seen it. Resources also have Alerts, which will open a popup window when you attempt to make a reservation on that resource. This will contain messages about instrument down times, etc. The "!" next to the name of the instrument is a problem notification address, click on it to report a problem with the resource, and an email will be sent to the appropriate administrator.

### III. Ragon Institute members

When booking time that is saved for the Ragon Institute, you can do it 3 ways:

1. Log in as the Ragon Institute (email Mike for the login info) and modify the reservation to free up the time you want to book. Then log in as yourself and book the time.
2. Log in as yourself, and when you book the time that overlaps with the Ragon Institute, be sure to check the button under the "notes" that says to book the reservation as a "Standby" event if there is a conflict. I then go through a few times a day and update the Ragon booking to free up the time and allow the standby event to take over the primary spot. Until your "standby" event becomes the primary event, it is possible for someone else to book the "primary" reservation—i.e. the Ragon event is from 3-7, if you book from 2-4 then your entire reservation will be put on standby, and it would be possible for someone to book 2-3 before I have had a chance to edit the Ragon event to make the standby reservation into the primary one (see section IV below). So, the 3<sup>rd</sup> option:
3. Book the time that overlaps with the Ragon reservation as standby, and book the open time as a normal reservation. In the above example, book 2-3 normally, and designate 3-4 as a "standby" event, so that no one tries to reserve your time.

#### IV. “Standby” Reservations

There is time reserved for the Ragon Institute from 3 to 7 on Tuesday, Wednesday and Thursday each week. Unreserved time is made available to the general public on the day before the event and can be booked by anyone.

Time	5 Laser LSR	4 Laser LSR	3 Laser LSR2	Calibur
1:00 pm				
1:30 pm				
2:00 pm				
2:30 pm				
3:00 pm	Ragon Institute	Ragon Institute	Ragon Institute	
3:30 pm	1/2	1/2	1/2	
4:00 pm	1/2	1/2	1/2	
4:30 pm	1/2	1/2	1/2	
5:00 pm	1/2	1/2	1/2	
5:30 pm	1/2	1/2	1/2	
6:00 pm	1/2	1/2	1/2	
6:30 pm	1/2	1/2	1/2	
7:00 pm	1/2	1/2	1/2	

Sometimes when this time is reserved by Ragon members, it is booked in “Standby” which appears as a darker column next to the main reservation column.

Time	4 Laser LSR	Standby
3:00 pm	Ragon Institute	
3:30 pm	1/2	
4:00 pm	1/2	
4:30 pm	1/2	
5:00 pm	1/2	
5:30 pm	1/2	
6:00 pm	1/2	
6:30 pm	1/2	
7:00 pm	1/2	

Add Event - Mozilla Firefox

http://www.schedulebook.com/event.cfm?Date=08-18-2010&Mode=A

Resource: 4 Laser LSR  
 Submitter: Michael Waring

Event Start: Date: Wed, Aug 18, Time: 2:00 pm  
 Event End: Date: Wed, Aug 18, Time: 4:00 pm

Event Note (255 character maximum)

Place in standby if resource scheduled

OK Cancel Help

In the Schedulebook software, it is possible to still book time overlapping with the “standby” event. Please consider the “standby” time as taken, and do not encroach on this event—if there is a conflict, the core receives notifications of any changes to the calendar and I can determine who actually booked the time first—but I’d rather not have to play detective.

Time	4 Laser LSR	Standby
3:00 pm	Ragon Institute	
3:30 pm	1/2	Michael Waring
4:00 pm	1/2	
4:30 pm	1/2	
5:00 pm	1/2	
5:30 pm	1/2	
6:00 pm	1/2	
6:30 pm	1/2	
7:00 pm	1/2	

## V. For Administrators:

--Please update the resource you are responsible for-- add notes with any contact info and any links etc that apply, and if there are outages etc please add a resource alert, if you have questions about these features check the "help" menu on Schedulebook.

--When adding a user, please use the full name for "display name", no nicknames and make sure last names are included.

--Before adding a new user, check to see if the user already has an account for another device.

--When adding access to a device, hold control (or apple on mac) so that you don't de-select resources that were given access previously.

--If you need to create a new device, use the "no users have access to this device" as the default, otherwise EVERYONE will end up with access to it. This defeats the purpose of having access restricted.

--Keep the names short (for devices and users).

2/1/11