

Quick Reference Guide Equipment/Room Booking System

Open on Biocentrum Website

Open your Browser and visit the Website of Biocentrum of the University Würzburg.

<http://www.biozentrum.de> or <http://www.biozentrum.uni-wuerzburg.de/>

Now click on Facilities -> Core Units -> Electron Microscopy

Or directly on: <http://www.em.biozentrum.uni-wuerzburg.de/>

Now click on Booking System

The Equipment/Room Booking system will open shortly.

Direct Option

Click on: <http://132.187.19.160/>

Now this window will open:

Biozentrum
Equipment/Room Booking System

24.11.2015 go! Help Equipment/Rooms Report Search:

Unknown user
Log in

Areas: Microscopy, Zoology II
Equipment/Rooms: CLSM-Leica-SP2, CLSM-Leica-SP8, CLSM-Leica-SP8-MP, Stereofluo-Geb-80, TEM-JEM-2100, Widefield-Imaging-System, Workstation-EM, Workstation-LM, Zeiss-SIM

October 2015 November 2015 December 2015

November 2015 - Microscopy - CLSM-Leica-SP2

<< Go To Month Before Go To This Month Go To Month After >>

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Click now in the top right corner on the Button „Log in“ (red box) and log in with your network credentials.

You can now choose between the Areas and the Equipment/Rooms under this Area (blue box).

At the lower edge you can choose between a Month, Week or Daily View.

Choose the Day you would like to book the Equipment/Room.

You can do this with the calendar in the top right corner, the „goto“ Button in the top middle or over a direct click in the big calendar.

Click now on the specific Day (or the specific hour in daily view) you would like to book.

You should see following Window now:

Biozentrum
UNIVERSITÄT
WÜRZBURG

Equipment/Room Booking System

11.11.2015 goto Help

Add Entry

Brief description: Max Mustermann, phone:12345

Full description:
(Number of people,
Internal/External
etc.)

Start: 11.11.2015 06:00 All day

End: 11.11.2015 07:00 (1 hour)

Area: Microscopy

Equipment/Rooms: CLSM-Leica-SP2
CLSM-Leica-SP8
CLSM-Leica-SP8-MP
Stereofluo-Geb-80
TEM-JEM-2100 Use Control-Click to select more than one Equipment/Room

BZ-Internal for Biozentrum employee use only
Type: BZ-Internal

Confirmation status: Confirmed Tentative

Fullname: Max Mustermann

Department: Lehrstuhl ABC

Cost center: 12345678-12345678

Fullservice:

Repeat type: None Daily Weekly Monthly Yearly Monthly, corresponding day n-Weekly

Repeat end date: 11.11.2015

Repeat day:
(for weekly or n-
weekly) Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Number of weeks:
(for n-weekly)

Skip past conflicts:

Back Save ✓ ✓

View Day: Nov 05 | Nov 06 | Nov 07 | Nov 08 | Nov 09 | Nov 10 | [Nov 11] | Nov 12 | Nov 13 | Nov 14 | Nov 15 | Nov 16 | Nov 17 | Nov 18
View Week: Oct 12 | Oct 19 | Oct 26 | Nov 02 | [Nov 09] | Nov 16 | Nov 23 | Nov 30 | Dec 07
View Month: Sep 2015 | Oct 2015 | [Nov 2015] | Dec 2015 | Jan 2016 | Feb 2016 | Mar 2016 | Apr 2016 | May 2016

In the field „Brief description“ you can now see your name and phone number. You can modify this if you want. This information will be shown to all logged in users in the calendar view.

Brief description:

Now choose a time value for your booking.

Start: All day
End:

If you are not an Employee of the Biocentrum, please choose under „Type“ the value „External“.
If you are not an Employee of the University of Würzburg, please add in the Field „Full description“ your working group and your Chair or if you are from an external company the company adress.
This information will be taken for expenses.

BZ-Internal for Biozentrum employee use only
Type:

If you need it, you can choose the option „Fullservice“. An specialized Employee will then help you. But please recognize the higher costs.

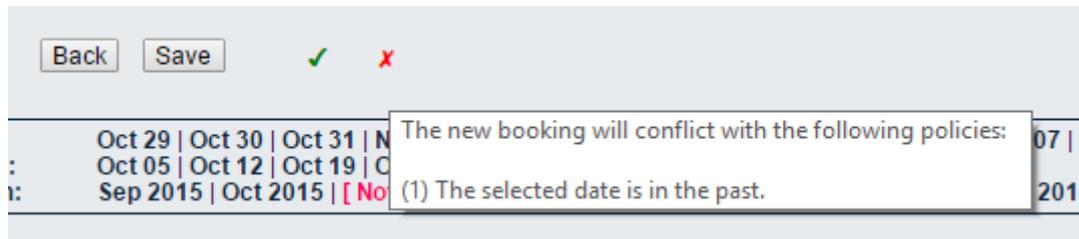
Fullservice:

You can also repeat the booking. You can choose between this following options.

Repeat type: None Daily Weekly Monthly Yearly Monthly, corresponding day n-Weekly
Repeat end date:
Repeat day: Monday Tuesday Wednesday Thursday Friday Saturday Sunday
(for weekly or n-weekly)
Number of weeks:
(for n-weekly)
Skip past conflicts:

If you have done all your settings, please control them again (specially the chair and cost center). If anything is correct and the date is not in the past and there is no conflict with other entries you should see two green hooks next to the „save“ button.

If you see here an red cross, there is some error in your booking. If you move your mouse arrow over the red cross, you get some further information.



If are all inputs correct and you have saved the booking, you and the administrator of the equipment/room will get an email.

You can modify the booking or delete if, until the date is in the past. Afterwards only the equipment/room administrator can modify/delete it.