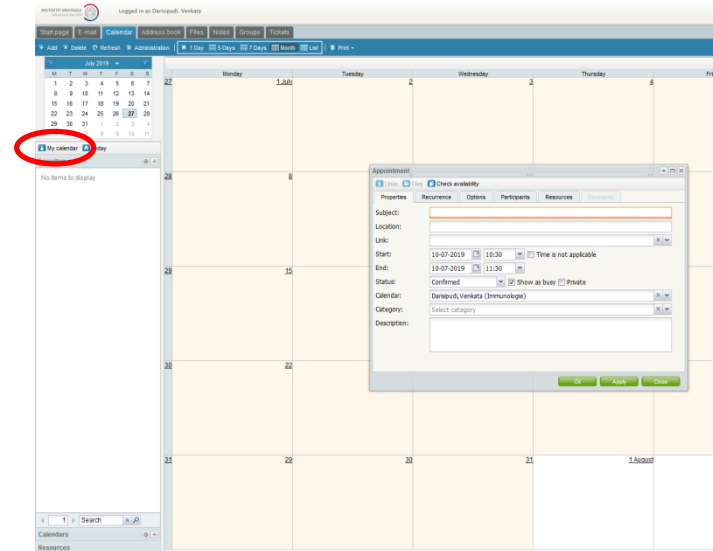


Booking of resources at Core Unit_Cytometry

Log into Groupware

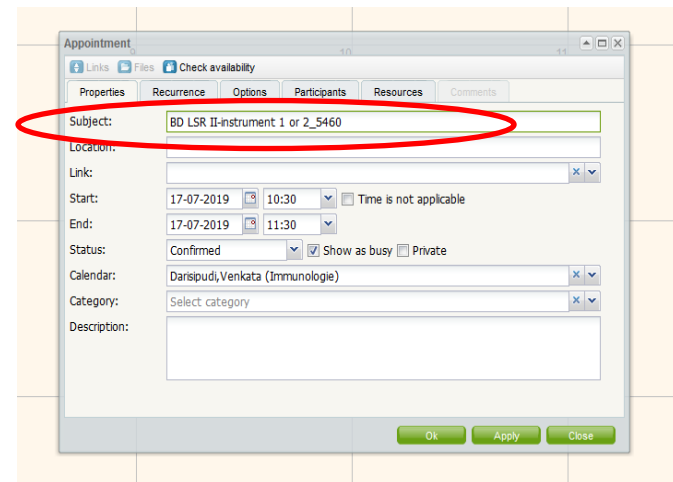
Go to -> Calendar

Choose date (double click)
and time you want to book



Subject: Please enter your name. We recommend all users to leave the phone number where people can reach you in case of any questions about the booking.

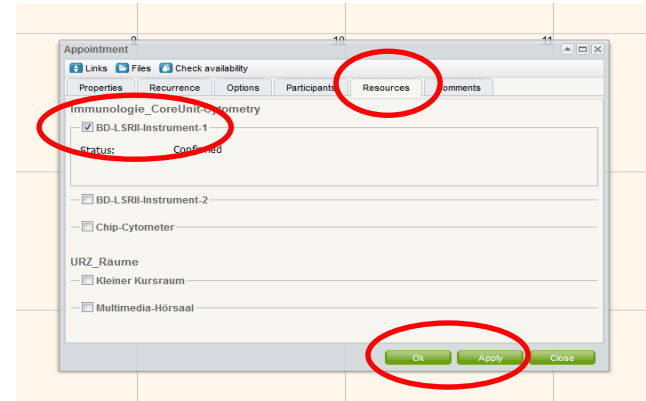
For example: Core unit_5460



Click on the „Resources“
and select the instrument you want to book

Click „Apply“ and „Ok“

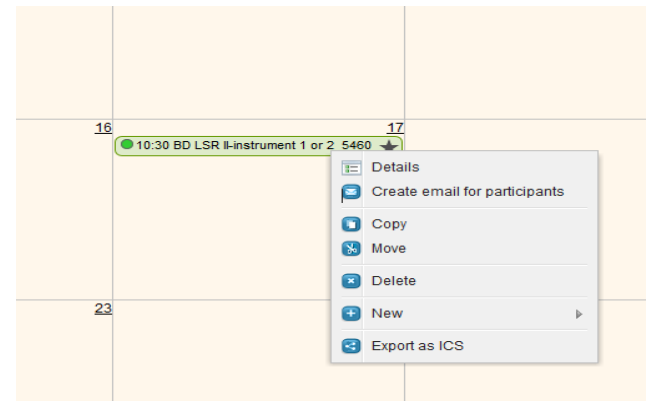
Your booking will appear in the core unit
calendar.



How to modify/delete the booking

- Users can modify the bookings only in their
personal calendar, not in the core unit calendar

- Go to -> My calendar -> Right click on the
booking -> Modify



To view the calendar

Click on the „Resources“

The screenshot shows a web-based calendar application. At the top, there are navigation tabs: Start page, E-mail, Calendar, Address book, Files, Notes, Groups, and Tickets. Below these are utility buttons: Add, Delete, Refresh, Administration, and a home icon. A secondary row of buttons shows view options: 1 Day, 5 Days, 7 Days, Month, and List. A calendar for July 2019 is displayed, with the 27th highlighted. Below the calendar is a sidebar with 'My calendar' and 'Today' tabs, and a 'Favorites' section. At the bottom of the sidebar, the 'Resources' tab is highlighted with a red circle.



Click on the instrument

This screenshot shows the same calendar application, but with the 'Resources' list expanded. The 'Resources' section is circled in red and contains two groups: 'Group: Immunologie_CoreUnit-Cytometry (3)' and 'Group: URZ_Räume (2)'. Under the first group, three items are listed: 'BD-LSRI-Instrument-1', 'BD-LSRI-Instrument-2', and 'Core Cytometer'. Under the second group, two items are listed: 'Kleiner Kursraum' and 'Multimedia-Hörsaal'. The calendar view in the background remains the same, showing the 27th of July.