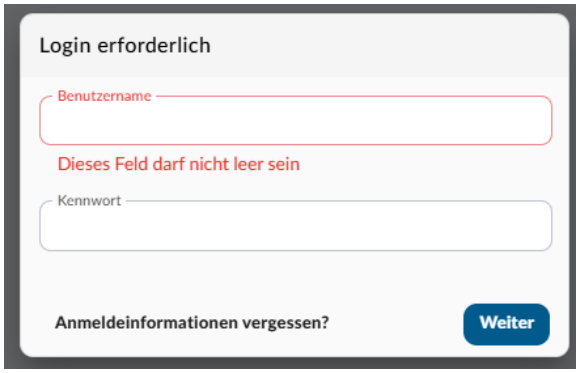
Core Unit Cytometry – Booking Instructions

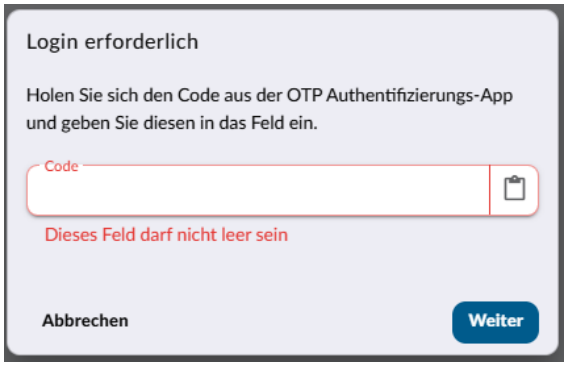
This guide explains how to book, modify, delete, and view instrument reservations for the CU Cytometry using the Groupware calendar system.

1. How to book a resource

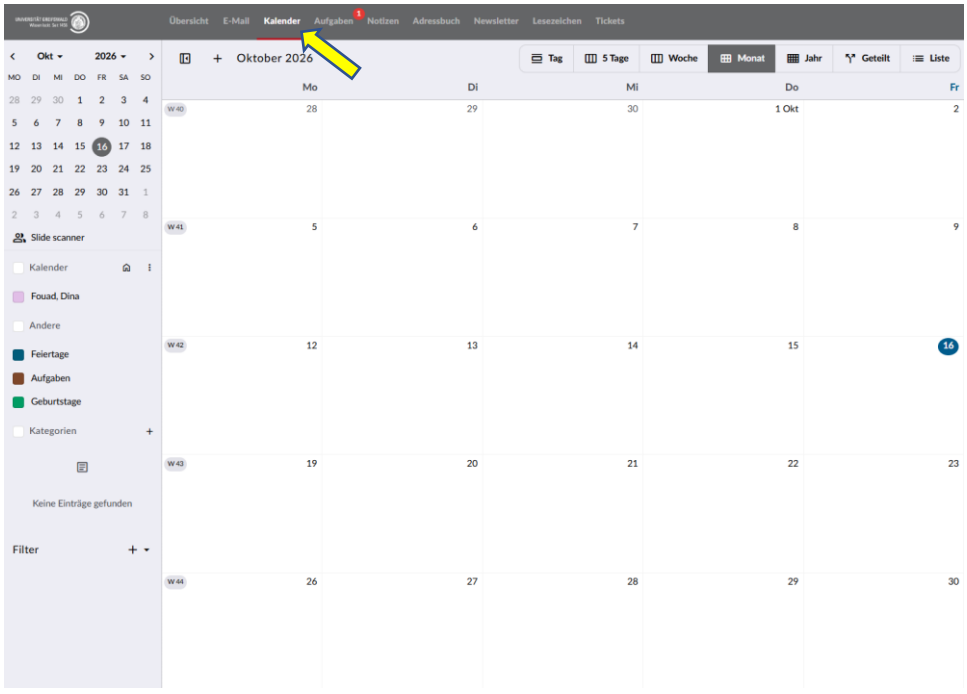
1. Log into Groupware using your personal credentials.



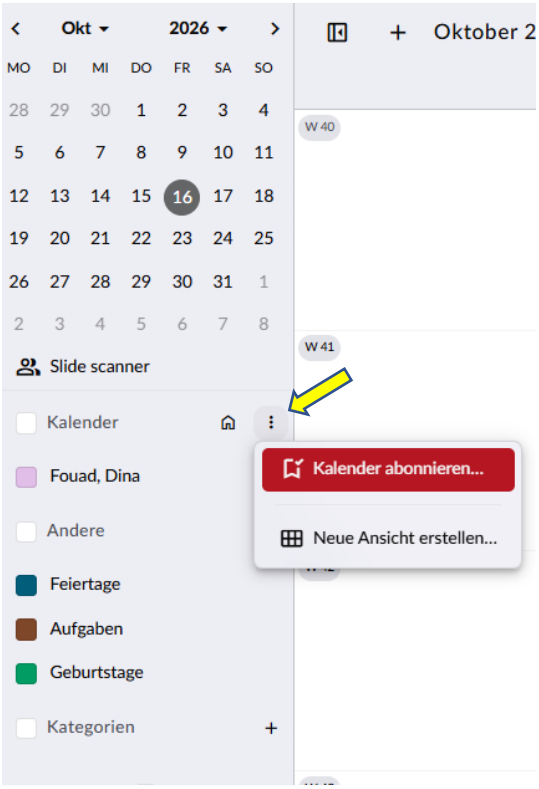
2. Enter the required OTP-Code



3. Go to the “Kalender / Calendar” tab.



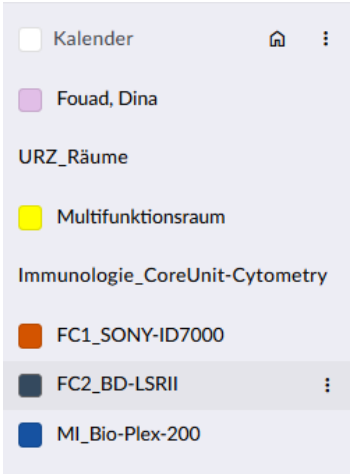
4. In order to be able to access the calendar of the Core Unit Cytometry, you would have to “subscribe” to the different resources. Go to the three dots next to your calendar, and subscribe -> “Kalender abonnieren”.



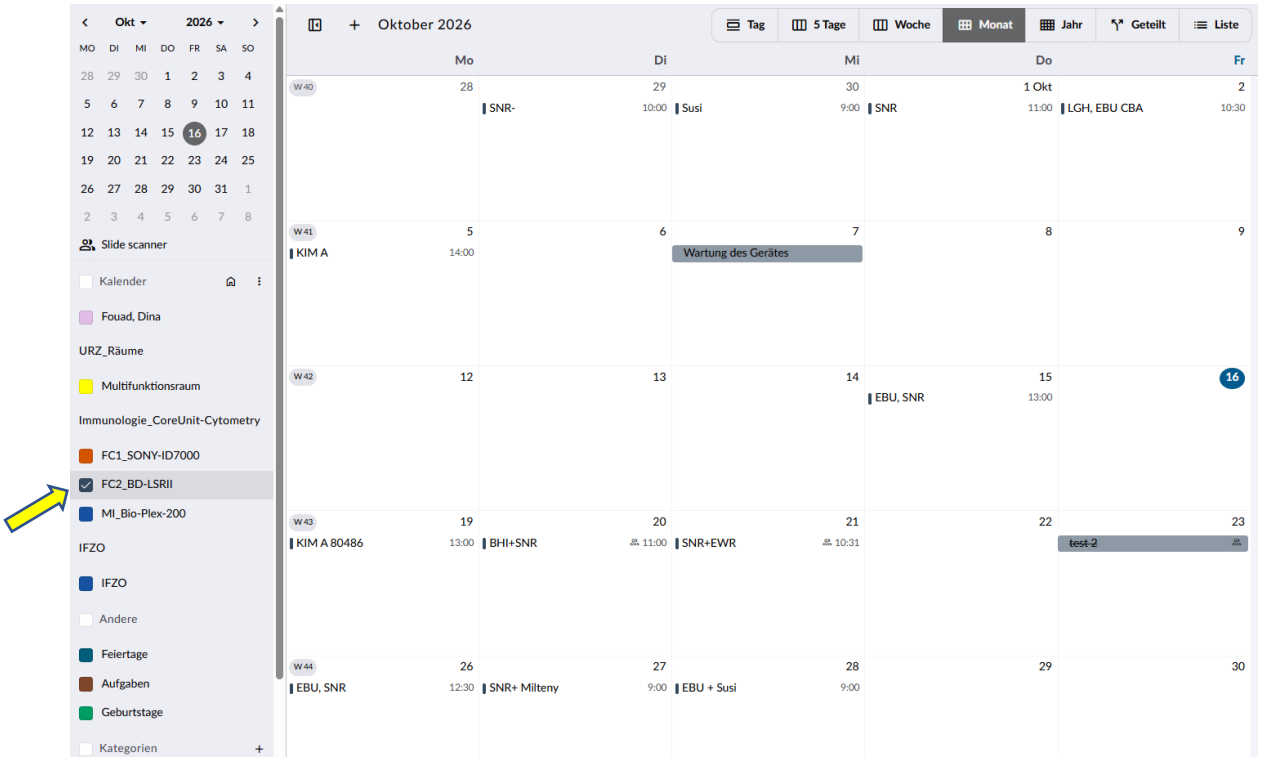
5. You will find the resources you have been approved for. Click on “Abonnieren / Subscribe” to be able to view the calendars of the resources of the Core Unit Cytometry (marked with yellow arrows).



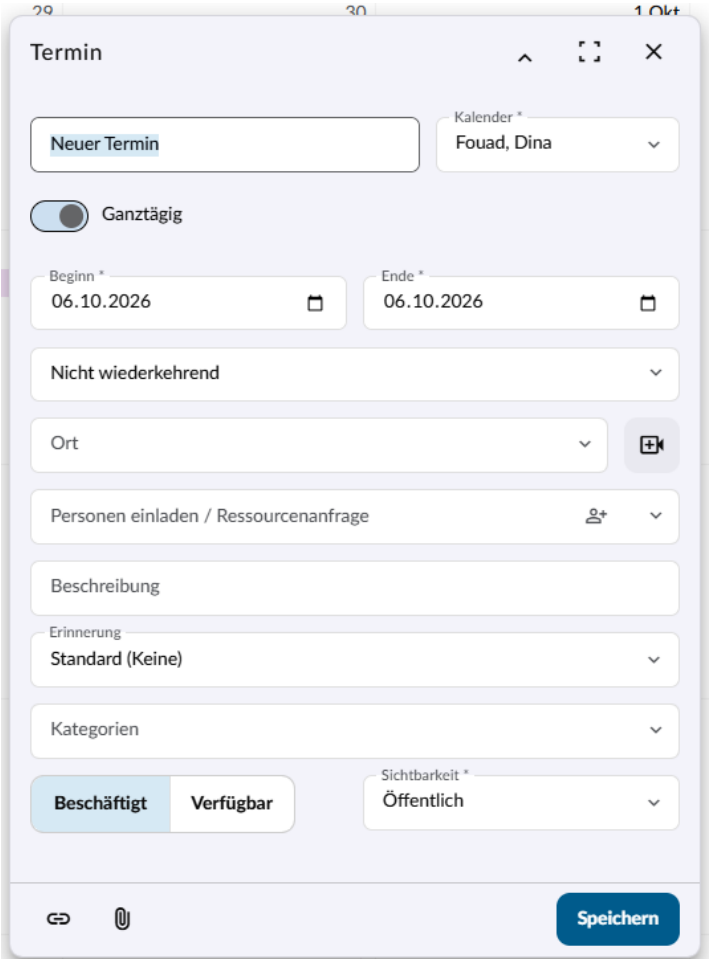
6. The resources will appear to the left under your calendar.



7. If you click on the box to the left of the name of the resource, you will be able to see the calendar of each of these resources.

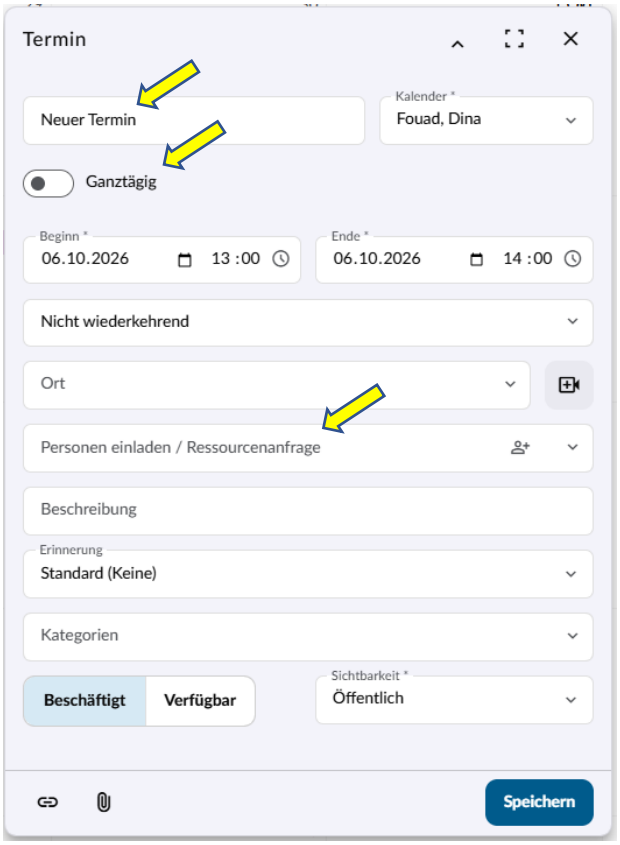


8. To book a resource, go to your own calendar, and double-click on the date and time slot you want to book to create a new entry.

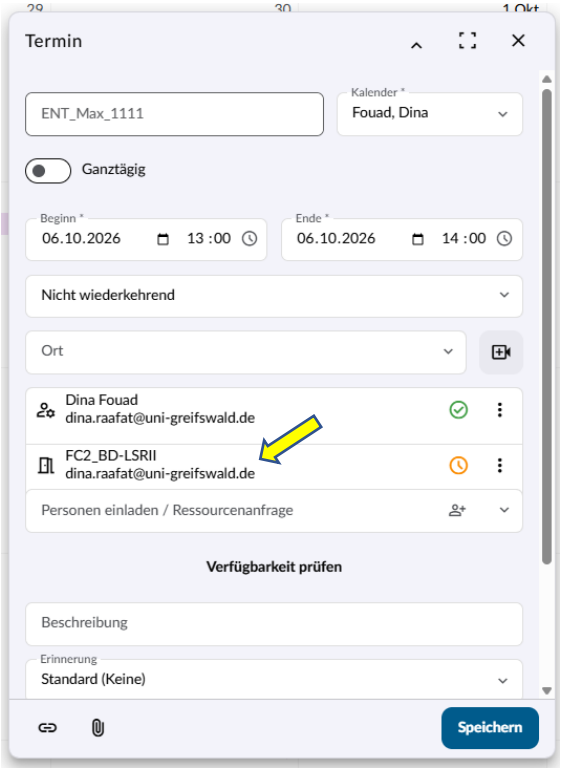


9. Enter a subject for the booking under “Neuer Termin” in the format “Department_Name_Phone number”, e.g. “ENT_Max_1111”. We recommend all users include a phone number where they can be reached in case of questions about the booking.

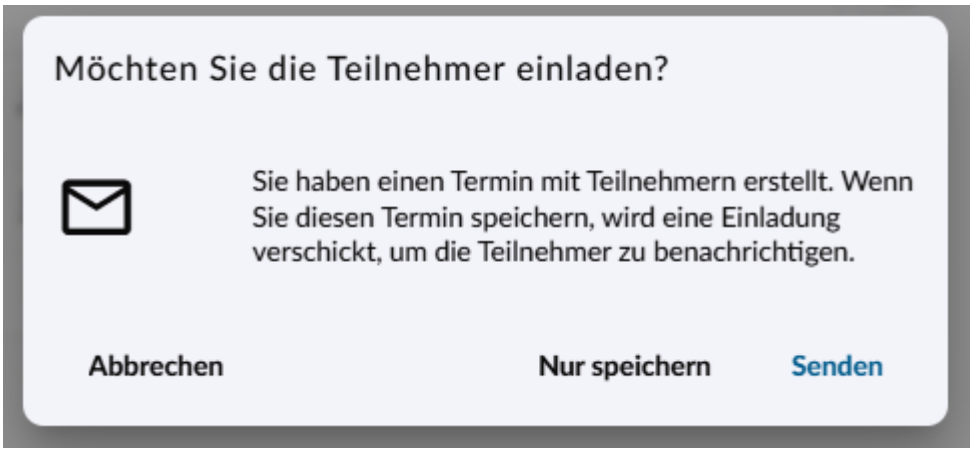
   Make sure to unselect “Ganztägig” so that you can enter the time you want to book the resource for.



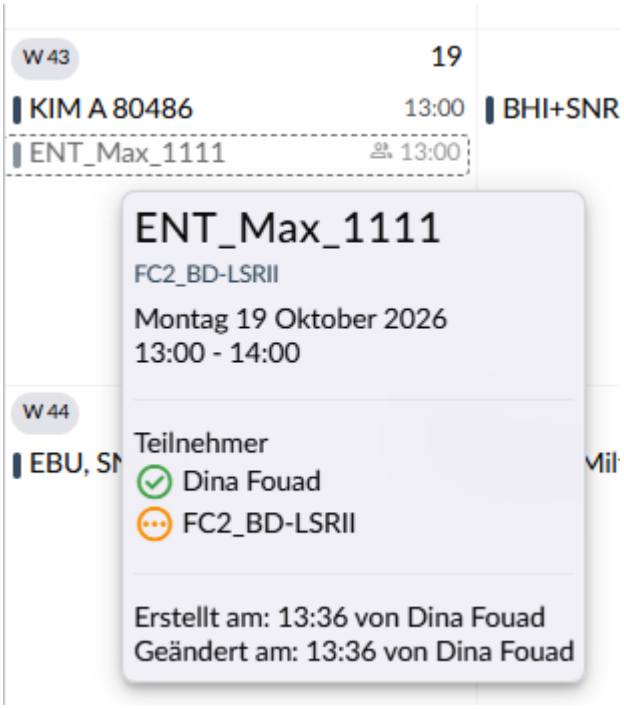
10. To book a certain resource, go to the field “Personen einladen / Ressourcenanfrage” and type the name of the instrument, e.g. BD-LSRII. When you find it, click on the name and then “Speichern / Save”.



11. When you get this message, please click on “Senden / send”



12. The appointment will appear in your personal calendar, and will appear in the Resource calendar, awaiting review by admins.



13. As soon as the booking is accepted by the admins, you will be notified by email.