

Booking Equipment

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

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).

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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 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 e

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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 ' thefr

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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

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

Booking for same time of day over multiple days:

- a. Select the date range for your recurrent bookings (see picture below).
- b. 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.
- c. Choose the time range for the recurring bookings. Note the time is in 24-hour clock format, eg.14:00

_____ : 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.



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_____ : 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)

- a. 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).

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If there are different continuous recurrent bookings that _____ in day and time you can add more continuous bookings by pressing the + button for as many different bookings

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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.

part of the main window for placing Orders for consumables
please see the [Orders](#)