

Mini user-guide to the new Neuroscience Instrument Booking system

Booking system will move from the actual system to the **Scheduler** already in use to book rooms for events, lessons and meetings

! REMEMBER THAT THE SCHEDULER WILL WORK ONLY WITHIN SISSA NETWORK !

To reach it, go to: **<u>scheduler.sissa.it</u>** and log in with your SISSA credentials.

First, select *Neuroscience Instruments Booking* from the dropdown menu:



Use the filter! To have a cleaner view, it's advisable to check \square only the rooms/instruments you are interested in:

✓ I SISSA Scheduler - Schedule ×	-														i i			-	•	×
← → ♂ ⋒ 😄 scheduler.sissa.i	t/Web/schedule.php?res	ourceld%5B%	5D=54&resou	urceld%5B%5D=	94&resourc	eld%5B%5D	=44&reso	urceld%	65B%5D=46	6&resource	eld%5B%5	D=83&reso	ourceld%5B%5	D=88&resc	ourceld%5	8%5D=84	&resourc	el 🛧	-	
SISSA Dashboard	d My Account 👻	Schedule 👻															ł	leip 👻	Sign C	Dut
					Neuroscir	ance Instrum	ients Book	ing 🔻						* +	04/14	/2025 -	04/20	/2025		
	Open	в	locked	Reserved	My Rese	ervation	Participar		Pendin	g	Past	R	estricted							
Filter 🗙	Monday, 4/14/25	12:0 AM 8:00 AM	9:00 A	M 10:00	AM 1	1:00 AM	12:00 PN	1	1:00 PM	2:00	РМ	3:00 PM	4:00 PM	5:0	0 PM	6:00 PN		7:00 PM	8 F	:00 PM
All Lecture Rooms	ALLIANCE Imaging New																			l
v Neuroscience v Cell Sorter 13	Beckman Avanti J30I																	SSI		
Cell Sorter S3e	Beckman J-26XP				ТЦ	ТЦ	ТIJ			ŢЦ		ТЦ		ĒЦ	ТЦ		\square			
Beckman J.26XP	Beckman J265-XP New																			41
Beckman Optima XE-90	Beckman Optima XE-90				\downarrow		_									<u> </u>	\square			
Sigma 3-16KL Cryo/Minstome	Behavioral tests & Biosignal recording			++++		est								\square			\square	<u> </u>		
Cryperotome Bright	Behavioral tests 244			++++	++									\square	\square		\square	\rightarrow	+	
Crymicrotome Microm	Behavioral tests 248-A		+++	++++	+++	+++	++	+		+++			Not Book	kable .					4	
 Human labs Microsomes and Imaging 	CEX96 Real Time PCR 2			++++	+++	+++	++	+	+++	+++		+++	+					—	-	
Confocal Nikon A1R	CFX96 Real Time PCR1			++++	+++	+++	+	+	+++			+++	+++-	\vdash		++-	++	++	+	
Leica DM6000	CFXConnect Real Time PCR			++++	+++	+++	+++	1	$\left \right $	+++		+++	++++		$\left \right $.++-		,++	+	
Volocity Workstation Zeiss Axioscope 2	Confocal Nikon A1R				Test2					+++	++	+++				,††		,††		
 Molecular Biology Tissue culture rooms 	Confocal Nikon C2																			
Owner	Crymicrotome Bright					Here a	ppears the re	aservatio	on title											
Participant	Crymicrotome Microm						ŢП	Ļ	ĘЩ	ŢЦ		ΤЦ	ŢĽĽ	Ш						
(B)	EEG 246				\downarrow	+++		\vdash					<u> </u>	\square		<u> </u>			\square	
Minimum Capacity	EEG 345			++++	+++	+++	++		+++	+++		+++	!	\square	\square		\square	<u> </u>		
Resource Type	Eye-tracking				+++	+++		+		+++		+++	'	\square	\square		\square	<u> </u>	+	A
- All - VIII- VIIII- VIII- VII	Leica DM6000			++++	+++	+++	++	<u> </u>	+++	+++		+++	+++-'	\square	+++	++-	+++	++	+	
-	Olfactometer & Behaviora			++++	+++	+++	++	+	+++	+++		+++	+++-'	\vdash	+	++-	$\left \right $	+	+	
Clear Filter	QX200 Droplet Generator			++++	+++	+++	+++	+	+++	+++		+++	+++-!	\vdash	+	++-	$\left \right $	++	+	
J			<u>+++</u>	++++	+++	+++	++	+	++++	+++		+++	+++	+++-	+++	-+	+++	++		

Customize your view!

The pre-defined view (here showed) is set to start from the current day and show the next six days one below the other, but if you prefer, you'll be able to visualize the calendar in other 3 different ways.

² Using the *home icon*, you can return to the current day, while with the *arrows* you can view previous or future weeks.



You may find some **Blocked** time slots that cannot be booked (these time slots are set by the administrators and cannot be edited by users):



Restricted instruments may appear. If you have activated notifications, the system administrators will have informed you about the reason (tool breakdown, maintenance, etc.):



Some instruments require administrator approval to be booked, in this case the booking will remain in **Pending** status until authorization will be granted:



To know all the **details** and **usage/limitation rules** of the desired instrument, simply hover the mouse cursor over the box with the instrument/room name:



A very quick method to **book**, is to click with the mouse on the start-time of the booking and drag to the end-time (don't worry if you make a mistake, you can still modify everything later!):



Now a 'New Reservation' window will open.

! Administrators may add or remove some of these fields as needed !

Mandatory fields (marked with a red or black asterisk *):

- 1. Start & end date and day of the reservation.
- 2. Title of the reservation (this will appear in the calendar; if you do not want to enter a title, you must enter at least one character).
- 3. Declaration that you are authorized and trained to use the instrument/room.
- 4. The work group you belong to (or, if you belong to more than one, the one that you are working for that reservation).
- 5. * For some tools, it may be necessary to add accessories to complete the reservation (e.g., rotors for some ultracentrifuges).

Other fields are optional:

- 1. Description of the reservation.
- 2. Add other participants or invitees to join your booking.

(Add Invitees requires acceptance/refusal from the invitee, whereas participation does not)

e.g.: you are a post-doc that requires a master-student to attend > add participant e.g.: you wish a colleague/ neurostaff to help you with your work > add a user as invitee

Dashboard My Account - Schedule - Help -	Sign Out
New Reservation	Create
	Availability
Test NB Account (provanb@sissa.it) Participant List ()	
Add name or email	
0 days 3 hours 0 minutes	
Repeat Does Not Repeat V	
Resources Change 🖬 Accessories Add 🖬 Invitees 🕕	
Eye-tracking Add name or email I 👗 Users 👹 Groups	
Title of reservation	
Description of reservation	
I'm authorized and formed *	
-	
Cancel	Create

Now press **Create** botton to book your desired room/instrument.

If there are any inconsistencies with your booking, a pop-up will appear with the reason for the reservation rejection.

With the \bigcirc **Change Reservation** button, you can make the necessary additions/modifications without having to start over:

SISSA Dashboard My A	Account - Schedule -		Help + Sign Out
New Reservation			Cancel O Create
			M View Availability
Test NB Account (provanb@sissa.it)		Participant List	
Begin 04/14/2025 11:00 AM ↔	End 04/14/2025 2:00 PM 👻		
0 days 3 hours 0 minutes			
Repeat Does Not Repeat V			
Resources Change E			
Title of reservation		A	
	Your reservation	could not be made	
Description of reservation	There are problems with the	additional attributes you provided:	
	Cab. Groups is a required field the	ge Reservation	
	Lab Groups		
I'm authorized and formed *	-	*	
			Cancel O Create

If all fields have been correctly filled out, but the reservation requires approval, a pop-up of the forwarded request will appear:

Repeat Does Not Repeat 🗸	
Resources Change Eye-tracking Title of reservation	
- Description of reservation	La tua richiesta è stata inoltrata Il tuo numero di riferimento è 676cb00dza0a3732605778
	Date: 14/04/2025 Risorse: Eye-tracking Chuci
I'm authorized and formed *	CNS-Zoccolan

If all fields have been correctly filled out and the reservation has been successfully made, this pop-up will appear:

Offactometer & Behavioral tests Title of reservation	Add name or enail Livers M Groups	
Description of reservation	~	
Fm authorized and formed	Your reservation was successfully created! Vour reference number is 074c06033e022400090802 Dates: 0414-2025 Resources: 0145-00011 tests Clace	
		Cancel O Create

At this point, you will receive an **email** with the reservation details, and through the links, if you wish, you can easily add it to the calendar, view it, etc.:

	reservation.ics 860 byte	~			
D					
Rese Stari End: Title	ervation Details: t: 04/14/2025 @ 10:15 AM (Eu : 04/14/2025 @ 2:45 PM (Euro :	urope/Rome) ope/Rome)			
Deso Reso Refe	cription: purce: ALLIANCE Imaging Ne rence Number: 67fcc9b8463	w bf299547317			
View	this reservation Add to Cale	ndar Add to Goo	ogle Calendar Log	<u>in to LibreBooking</u>	
<u> </u>	Rispondi 🦳 Alnoltra				

The reservation will now be visible to all users on the scheduler:



In some cases, you may find a **Query-code** on the lab door or on the instrument that will direct you to a booking page (basic booking mode valid only within the same day).



e.g.:

INSTRUMENT BOOKING

Administrators may implement a **check-in/out** requirement for certain tools; this means that users will be required to confirm their booking within "x" minutes from the reservation start, <u>otherwise the booking will be canceled by the system</u>, and the slot will be freed up for other users.

You can easily check-in/out from the main menu: **Dashboard > Upcoming Reservations**. On the right part of the *upcoming reservation* line check-in/out button will appear.

As always, all info and booking rules will be displayed in the resource details, so please check them before booking!

Administrators will always warn you via messages/mails about any modification. For this, it may be important to switch on the notifications! To modify your notification preferences, you can go to **MyAccount > Notification Preferences** and change them as you wish:



The **Dashboard** is another way to control instruments/rooms status and warnings, here you'll find:

> **Announcements** from the Administrators (check them to be aware of upcoming programmed maintenance / updates).

> **Upcoming Reservations** with all the main details (and, if the instruments requires it, the possibility to check-in/out).

> **Resource Availability** of all instruments/rooms and, if you want, another way to book them.

Dashboard My Account - Schedule -					Help + Sign Out
Annune and A					
Announcements o		There are no announcements			
Upcoming Reservations 1					^
Today (1)	Test NB Account	Mon. 4/14 11:00 AM	Mon 4/14 2:00 PM	Eve-tracking	
Tomorrow (0)				ajo addang	
Later This Week (0) Next Week (0)					
Resource Availability					^
Available Neuroscience Instruments Booking					
Beckman J-26XP		There are no upcoming reservations in next 30 days		Reserve	
Beckman J265-XP New		There are no upcoming reservations in next 30 days		Reserve	
Beckman Optima XE-90		There are no upcoming reservations in next 30 days		Reserve	
Behavioral tests & Biosignal recording		There are no upcoming reservations in next 30 days		Reserve	
Behaworal lests 244		There are no upcoming reservations in next 30 days		Reserve	
Behavioral tests 247		There are no upcoming reservations in next 30 days		Reserve	
Defiance all losis 246-4		There are no upcoming reservations in next 30 days		Receive	
CENSORE SSE		There are no upcoming reservations in next 30 days		Reserve	
CEV06 Dayl Time PCP1		There are no upcoming reservations in next 30 days		Berene	
CEXConnect Real Time PCB		There are no upcoming reservations in next 30 days		Reserve	
Conficci Nikon A1		There are no upcoming reservations in next 30 days		Reserve	
Confocal Nikon C2		There are no upcoming reservations in next 30 days		Reserve	
O Crymicrotome Bright		There are no upcoming reservations in next 30 days		Reserve	
Crymicrotome Microm		There are no upcoming reservations in next 30 days		Reserve	
6 EEG 246		There are no upcoming reservations in next 30 days		Reserve	
0 EEG 345		There are no upcoming reservations in next 30 days		Reserve	
0 Eye-tracking		Available Until Mon, 4/14 11:00 AM		Reserve	
O Leica DM6000		There are no upcoming reservations in next 30 days		Reserve	
Microtome		There are no upcoming reservations in next 30 days		Reserve	
Otfactometer & Behavioral tests		There are no upcoming reservations in next 30 days		Reserve	
QX200 Droplet Generator		There are no upcoming reservations in next 30 days		Reserve	
QX200 Droplet Reader		There are no upcoming reservations in next 30 days		Reserve	
0 Real Time Hood		There are no upcoming reservations in next 30 days		Reserve	
G Sigma 3-16KL		There are no upcoming reservations in next 30 days		Reserve	
Tactile perception lab		There are no upcoming reservations in next 30 days		Reserve	
TMS & Eye-tracking		There are no upcoming reservations in next 30 days		Reserve	

For any issues related to the individual instrument/room, please send an e-mail to the <u>contact listed in the resource details</u>.

If unavailable, the general e-mail is neurostaff@sissa.it

For problems related to the booking system, please contact via e-mail: <u>helpdesk@sissa.it</u> by phone: extension 802