

Booking the Flow Cytometry Core

Booking Large Equipment

- Meeting requests will be confirmed by email between 9am and 5pm
- Bookings may take up to 12 hours to be confirmed.

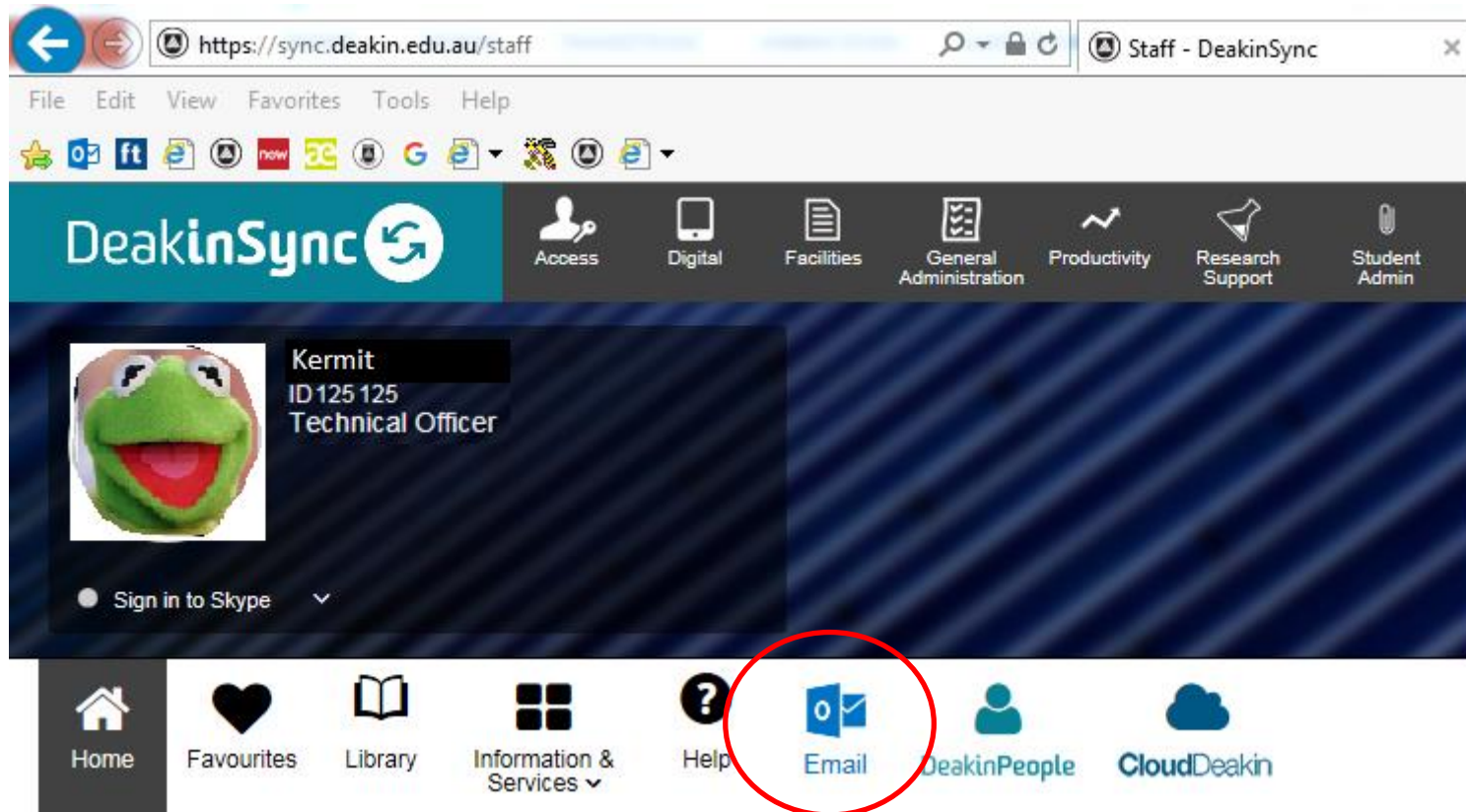
Booking Large Equipment

- Maximum **one** (1) person per booking
- The person booking the instrument is responsible for the care, turning off and covering of the instrument.
- 0.5 to 1.0 hour time slots - 9 am to 5 pm weekdays
- If you can't make your booking **cancel it!**
- The technical staff (Siyng Ye) may cancel bookings to suit circumstances eg. timetable changes

Booking a time slot

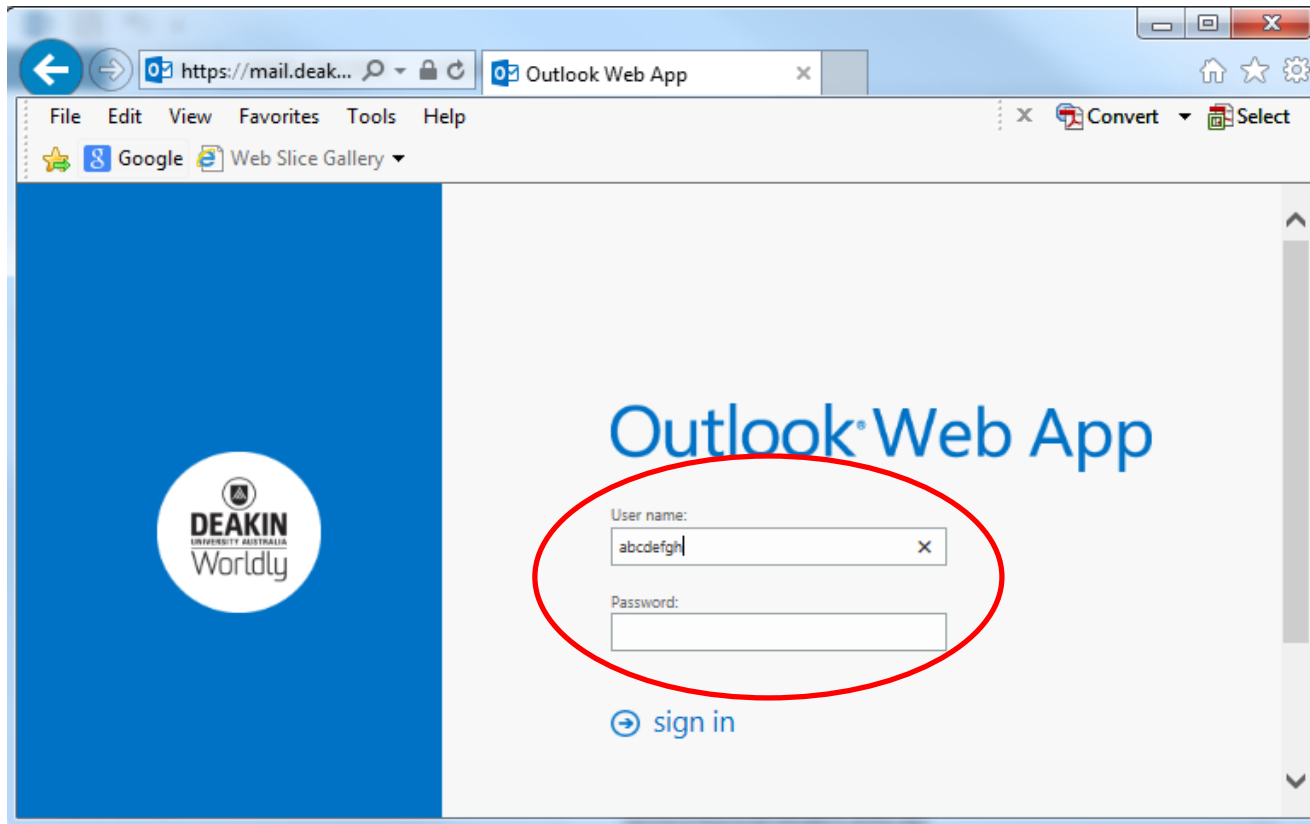
Booking a timeslot

- Login into Deakin webmail



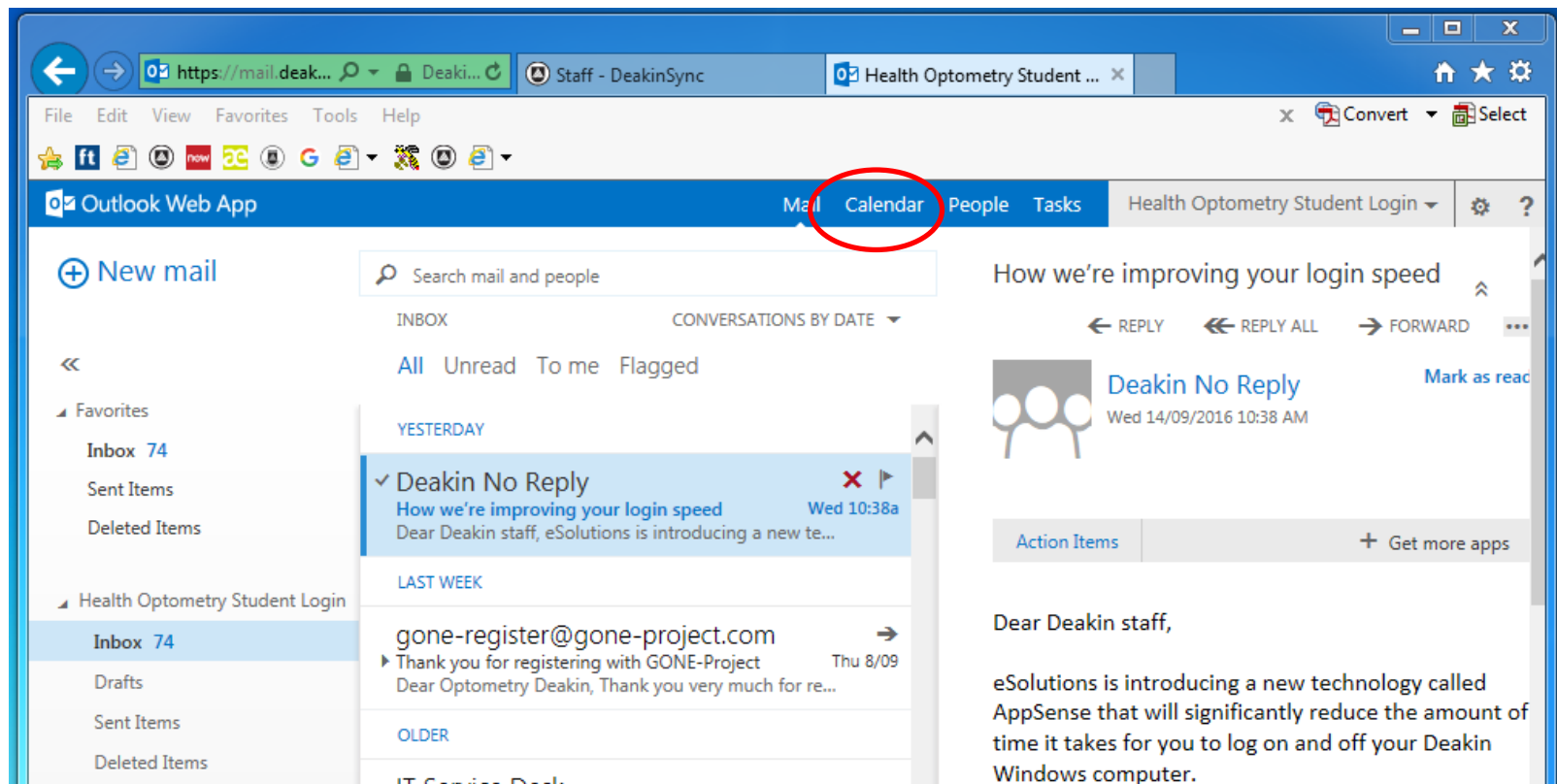
Booking a timeslot

- Login into the Outlook Web App with **your** username and password



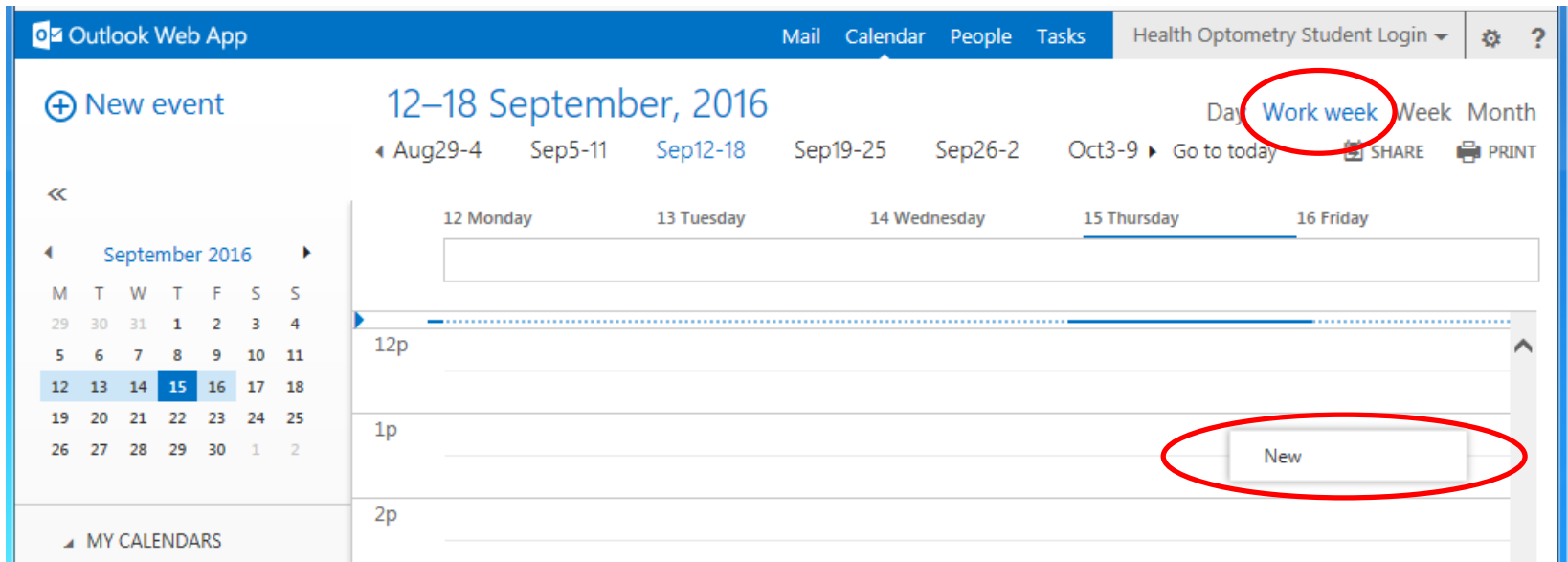
Booking a timeslot

- Click on Calendar



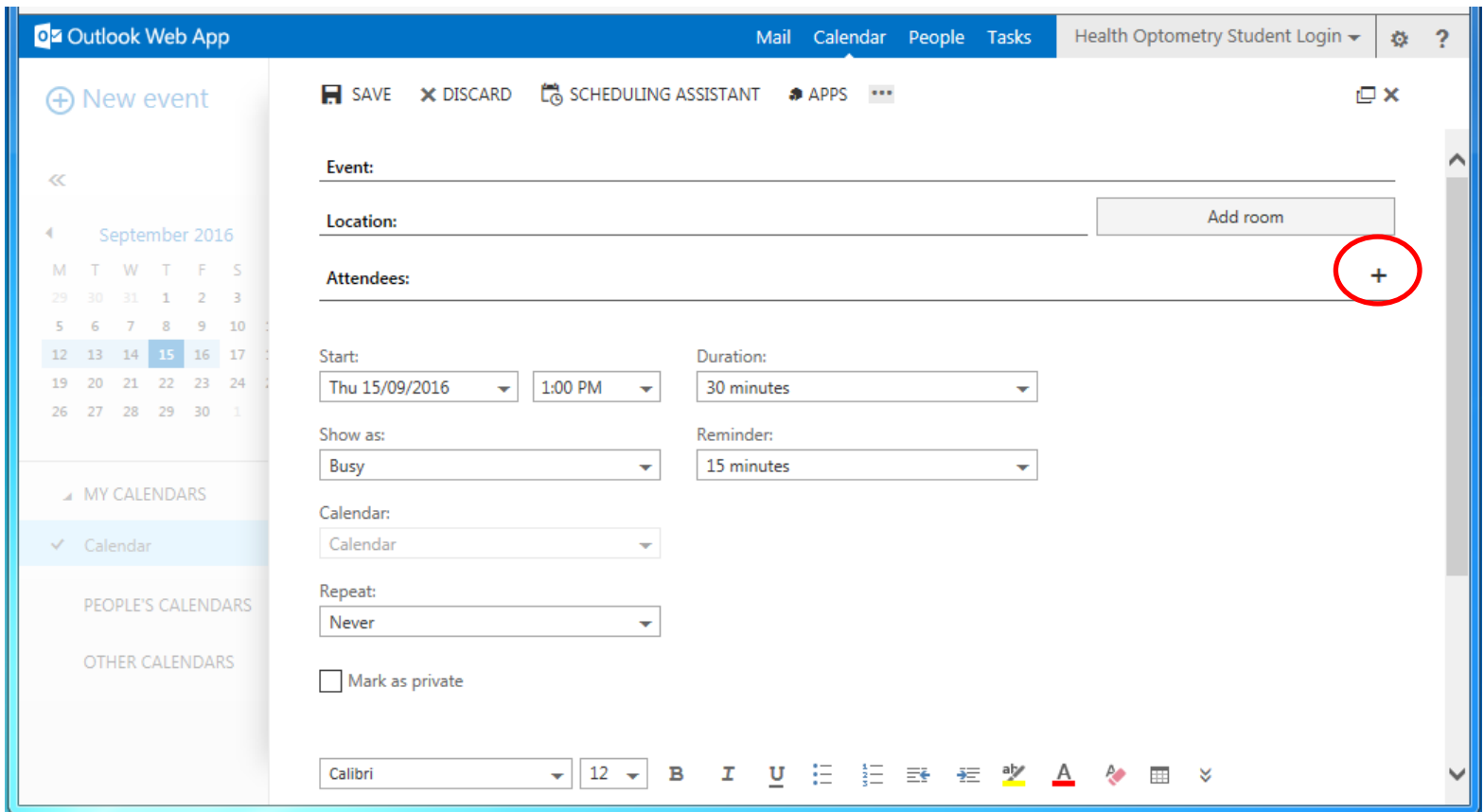
Booking a timeslot

- Change the calendar view to *day* or *work week*
- **Right** click on the time and day of your *preferred* booking.
- Click *New*.



Booking a timeslot

- Click on + to add an attendee



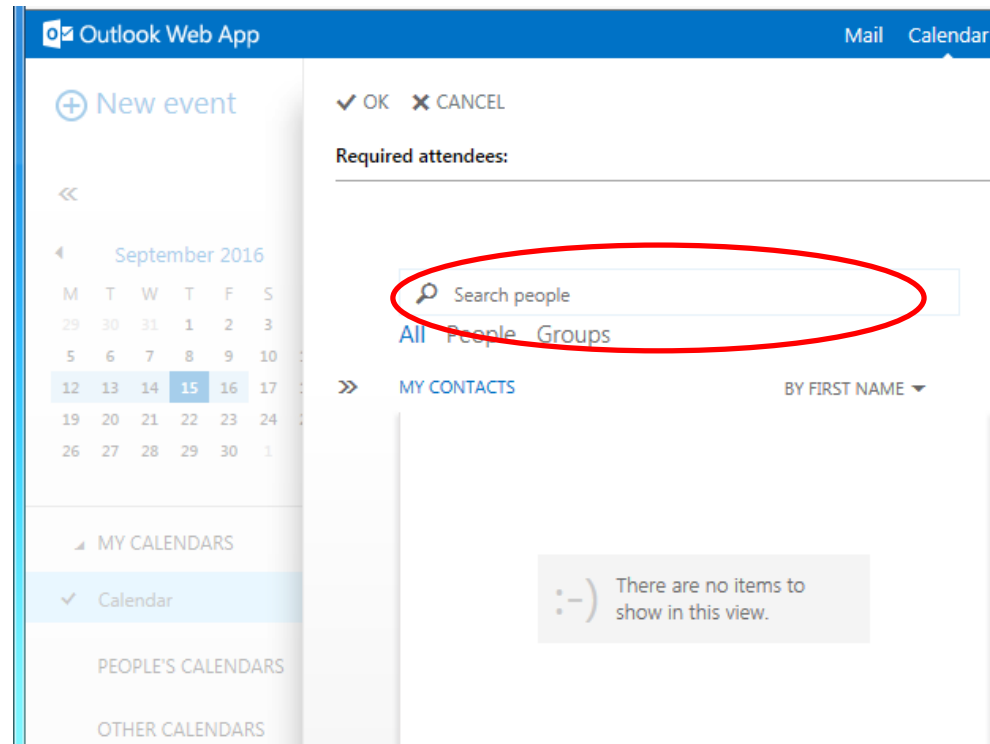
The screenshot displays the Outlook Web App interface for creating a new event. The top navigation bar includes 'Mail', 'Calendar', 'People', and 'Tasks'. The user is logged in as 'Health Optometry Student Login'. The main area shows the 'New event' form with the following fields:

- Event:** (Empty text field)
- Location:** (Empty text field with an 'Add room' button)
- Attendees:** (Empty text field with a red circle around the '+' icon)
- Start:** (Date: Thu 15/09/2016, Time: 1:00 PM)
- Duration:** (30 minutes)
- Show as:** (Busy)
- Reminder:** (15 minutes)
- Calendar:** (Calendar)
- Repeat:** (Never)
- Mark as private

The left sidebar shows a calendar view for September 2016, with the 15th highlighted. Below the calendar are sections for 'MY CALENDARS', 'PEOPLE'S CALENDARS', and 'OTHER CALENDARS'. The bottom of the form features a rich text editor with a font dropdown set to 'Calibri', a size dropdown set to '12', and various formatting icons (bold, italic, underline, list, link, unlink, background color, text color, link, unlink).

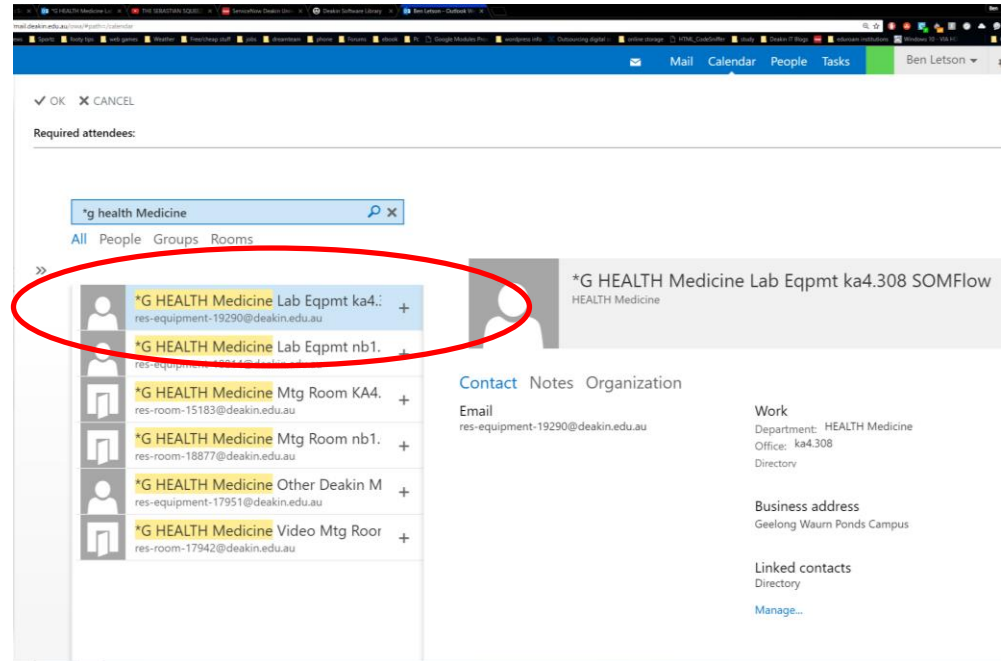
Booking a timeslot

- Type ***G HEALTH Medicine** in the *Search people* box and hit *Enter*



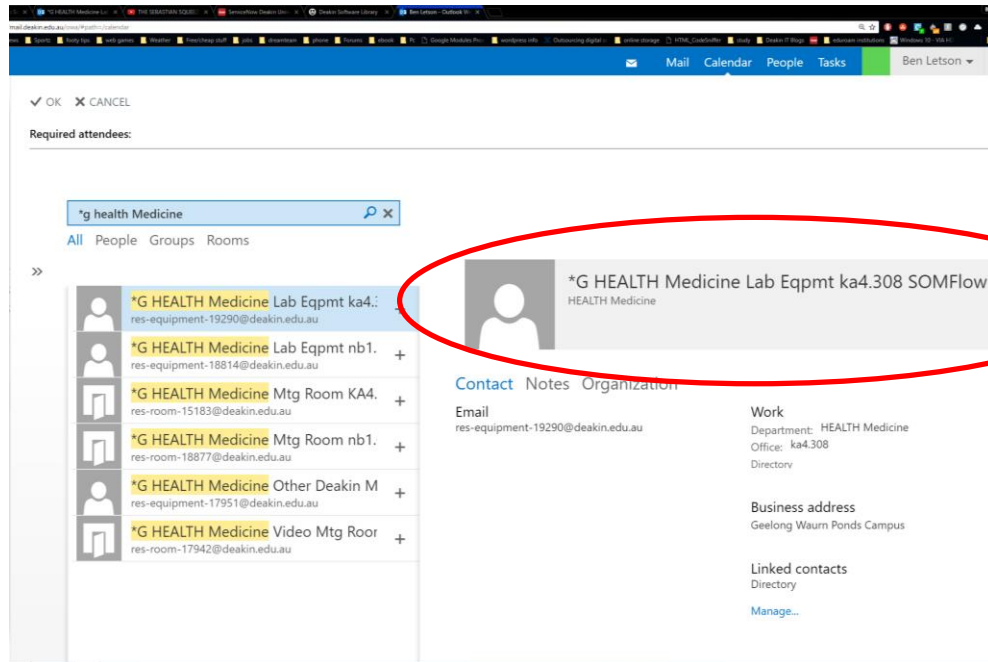
Booking a timeslot

- Select the instrument you wish to book from the list



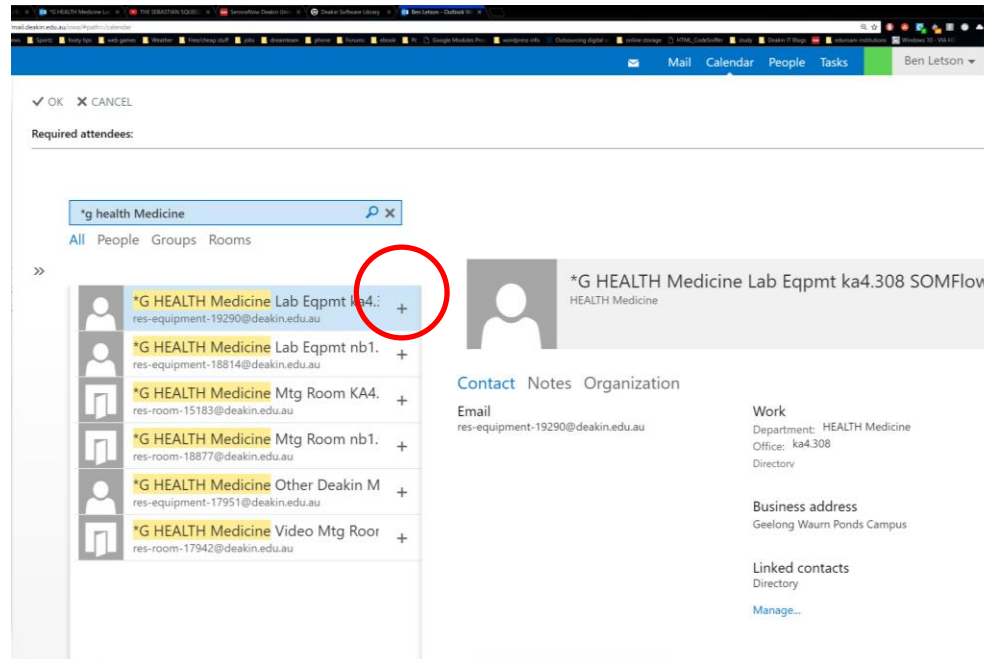
Booking a timeslot

- Check the instrument description to make sure you are booking the correct type and model.



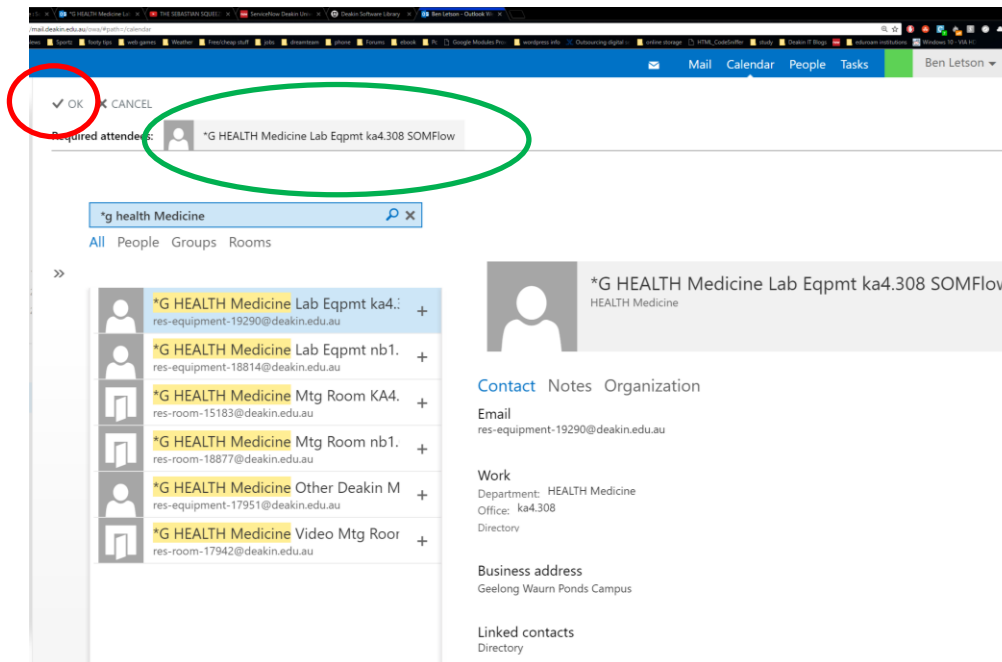
Booking a timeslot

- Click on the + sign to add this instrument to your booking.



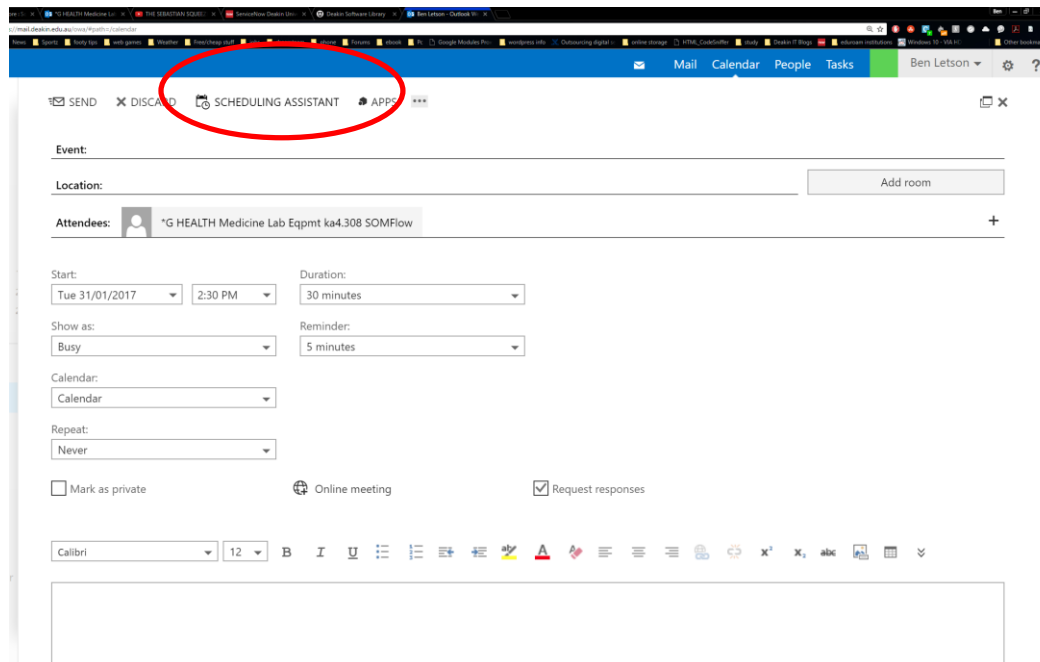
Booking a timeslot

- Click OK



Booking a timeslot

- Now click *SCHEDULING ASSISTANT*



Booking a timeslot

- You will now see the instrument calendar beside your calendar.

The screenshot shows the Outlook Web App interface for booking a meeting. The main view is for Thursday, 22 September 2016. The meeting details panel shows the title 'Untitled meeting', the date and time 'Thu 22/09/2016 3:30 PM', and a duration of '30 minutes'. The attendees list includes 'Health Optometry Student Login' and '*G OPT Lab Eqpmt dd3.205 Visual field HS Octopus', both of which are circled in red. The timeslot grid on the right shows the meeting is booked for 3:30 PM to 4:00 PM. The grid also shows 'Not available' slots for 9a-11a and 5p-6p.

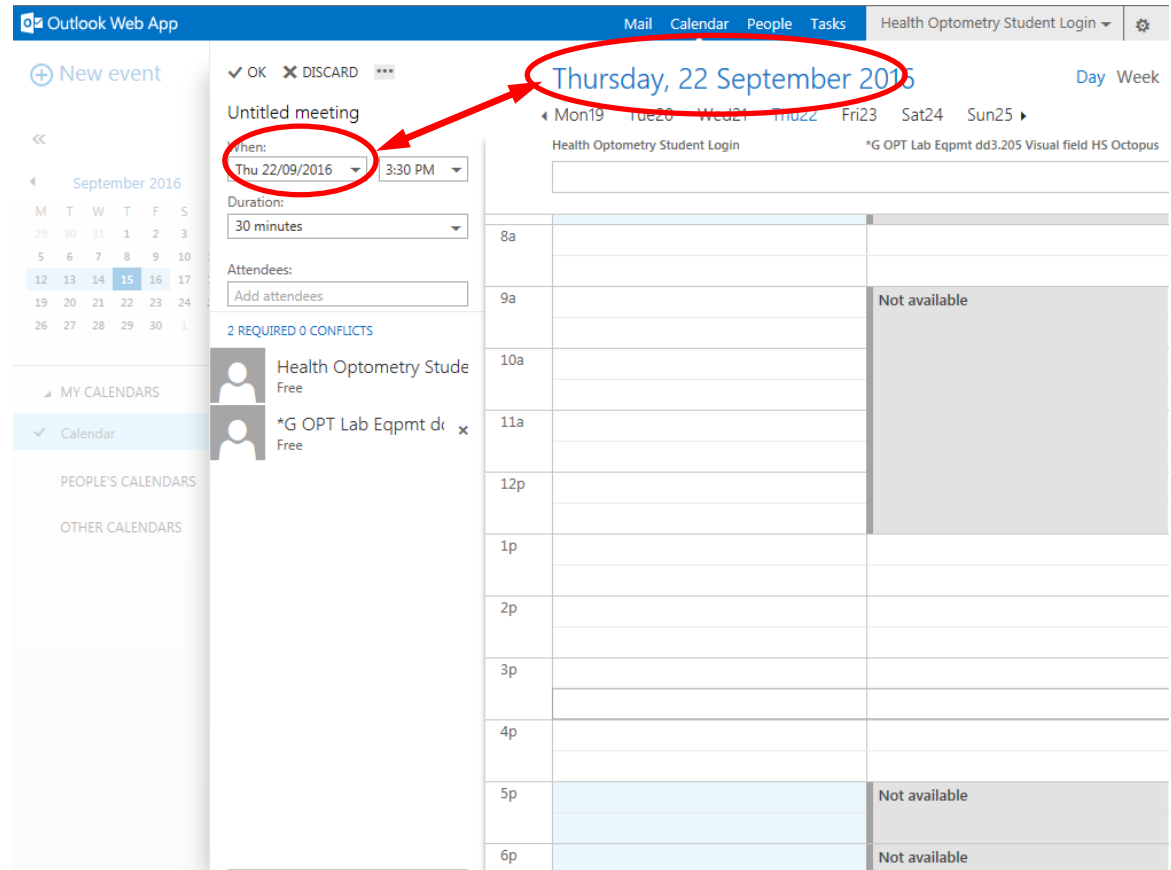
Booking a timeslot

- Timeslots in grey are not available for booking.

The screenshot shows the Outlook Web App interface for booking a meeting. The top navigation bar includes 'Mail', 'Calendar', 'People', and 'Tasks'. The user is logged in as 'Health Optometry Student Login'. The main view is for 'Thursday, 22 September 2016'. The booking form on the left includes fields for 'When' (Thu 22/09/2016, 3:30 PM), 'Duration' (30 minutes), and 'Attendees' (Add attendees). The calendar grid on the right shows timeslots from 8a to 6p. Two timeslots are highlighted in grey and circled in red: 9a-11a and 5p-6p, both labeled 'Not available'. The 5p-6p slot is also highlighted in light blue.

Booking a timeslot

- The day shown will be today's date.
- Select another day if required.



The screenshot shows the Outlook Web App interface for booking a meeting. The top navigation bar includes 'Mail', 'Calendar', 'People', and 'Tasks'. The current view is 'Calendar', and the date is 'Thursday, 22 September 2016'. The meeting title is 'Untitled meeting'. The 'When' field shows 'Thu 22/09/2016' and '3:30 PM'. The 'Duration' is set to '30 minutes'. The 'Attendees' field is empty. The meeting is scheduled for 'Health Optometry Student Login' and '*G OPT Lab Eqpmt dd3.205 Visual field HS Octopus'. The calendar grid shows a 'Not available' block from 9a to 6p. The date 'Thursday, 22 September 2016' is circled in red, and a red arrow points to the date dropdown menu in the 'When' field.

Booking a timeslot

- Select a time from the dropdown list that is available in the equipment's calendar

The screenshot displays a meeting booking interface. On the left, a sidebar contains a dropdown menu for time selection, currently showing '3:30 PM' selected. A red circle highlights this option, and a red arrow points from it to a corresponding empty slot in the calendar grid on the right. The calendar grid shows a week view for Thursday, 22 September 2016, with time slots from 9a to 5p. A large grey 'Not available' block covers the 10a to 11a slot. The 3p slot is highlighted with a red circle. The interface also shows meeting details like 'Untitled meeting', 'When: Thu 22/09/2016', 'Duration: 30 minutes', and 'Attendees: Health Optometry Student Login, *G OPT Lab Eqpmt dd3.205 Visual field HS Octopus'.

Booking a timeslot

- Click *OK*

The screenshot displays a meeting booking interface. On the left, a panel titled "Untitled meeting" contains the following fields:

- When:** Date: Thu 22/09/2016, Time: 3:30 PM
- Duration:** 30 minutes
- Attendees:** Add attendees
- 2 REQUIRED 0 CONFLICTS**
- Attendee 1:** Health Optometry Student Login (Free)
- Attendee 2:** *G OPT Lab Eqmmt dd3.205 Visual field HS Octopus (Free)

A dropdown menu is open over the time field, showing a list of time slots from 3:30 PM to 8:00 PM. The 3:30 PM slot is selected and highlighted in blue.

On the right, a calendar grid for Thursday, 22 September 2016 is shown. The grid has time slots from 8a to 3p. A large grey block labeled "Not available" covers the 9a to 11a slots. The 3:30 PM slot is highlighted in light blue.

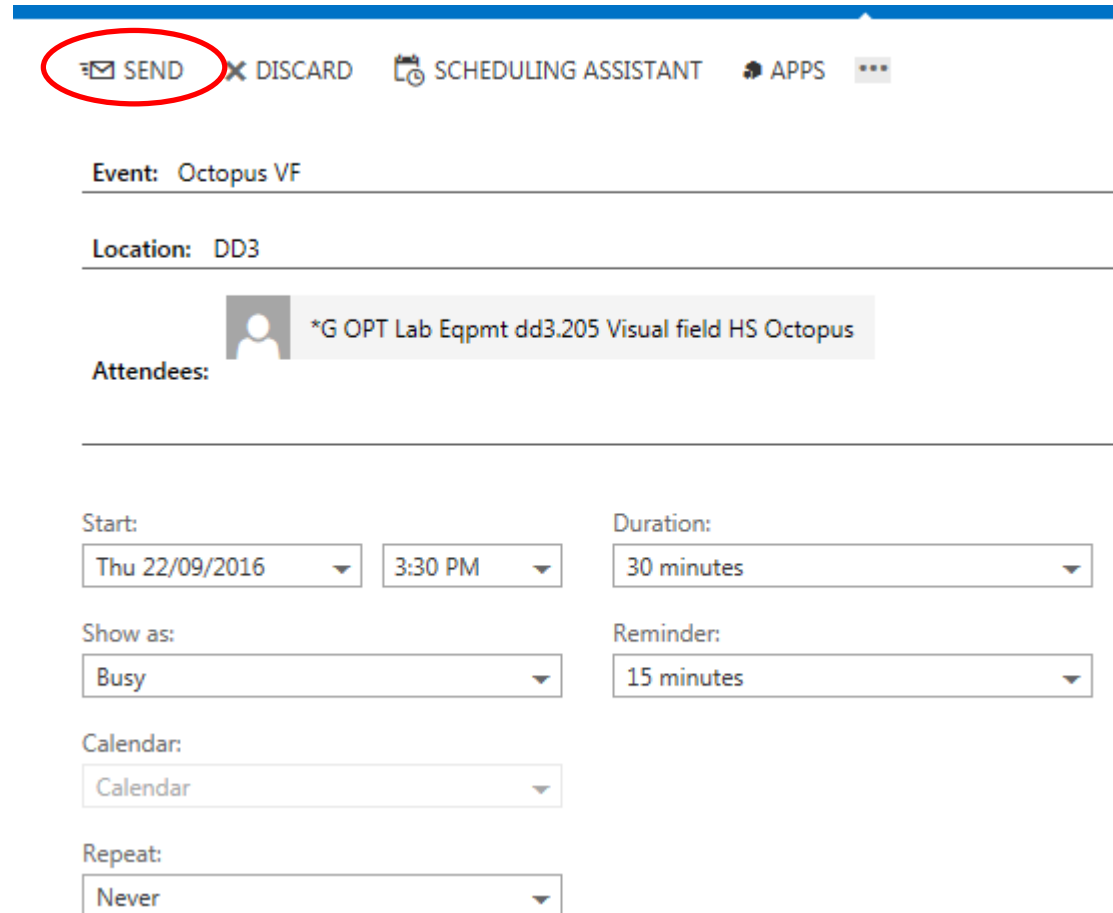
Booking a timeslot

- Type the instrument name in the *Event* field e.g. SOMFlow
- Change the meeting length to one (1) hour

The screenshot shows the Outlook Web App interface for booking a meeting. The 'Event' field is set to 'SOMFlow'. The 'Location' field is empty, with an 'Add room' button. The 'Attendees' list includes '*G HEALTH Medicine Lab Eqpmt ka4.308 SOMFlow'. The 'Start' field is set to 'Tue 31/01/2017' at '2:30 PM'. The 'Duration' dropdown menu is open, showing options from '0 minutes' to '2 hours', with '1 hour' selected. The 'Show as' field is set to 'Busy'. The 'Calendar' field is set to 'Calendar'. The 'Repeat' field is set to 'Never'. The 'Mark as private' checkbox is unchecked. The 'Online meeting' checkbox is checked. The 'Request responses' checkbox is checked. The interface includes a toolbar with various editing and sharing options.

Booking a timeslot

- Click *SEND* to submit your request



The screenshot shows a booking interface with a blue header bar. In the header, the 'SEND' button is circled in red. Other buttons include 'DISCARD', 'SCHEDULING ASSISTANT', 'APPS', and a menu icon. Below the header, the event details are as follows:

Event: Octopus VF

Location: DD3

Attendees: *G OPT Lab Eqpmt dd3.205 Visual field HS Octopus

The form includes several dropdown menus for scheduling options:

- Start: Thu 22/09/2016 (date) and 3:30 PM (time)
- Duration: 30 minutes
- Show as: Busy
- Reminder: 15 minutes
- Calendar: Calendar
- Repeat: Never

Booking a timeslot

- **Your Outlook** calendar now shows the tentative booking.

The screenshot displays the Outlook calendar interface for the week of September 19-25, 2016. The calendar is set to 'Work week' view. The days of the week are listed at the top: 19 Monday, 20 Tuesday, 21 Wednesday, 22 Thursday, and 23 Friday. The time slots are listed on the left: 8a, 9a, 10a, 11a, 12p, 1p, 2p, 3p, 4p, and 5p. A blue bar representing a tentative booking is visible in the 3p slot on Thursday, September 22. The booking is labeled 'Octopus VF DD3 He' and is circled in red. The top navigation bar includes 'Mail', 'Calendar', 'People', and 'Tasks', along with a user profile 'Health Optometry Student Login'.

Booking a timeslot

- Click Mail and check for a message

The screenshot displays a calendar interface with a blue header bar containing navigation options: Mail, Calendar, People, and Tasks. The 'Mail' option is circled in red. Below the header, the calendar shows a weekly view for the period 19–25 September, 2016. The days of the week are listed as 19 Monday, 20 Tuesday, 21 Wednesday, 22 Thursday, and 23 Friday. The time slots are labeled from 8a to 5p. A single event is visible on Friday, September 23rd, between 3p and 4p, titled 'Octopus VF DD3 He'.

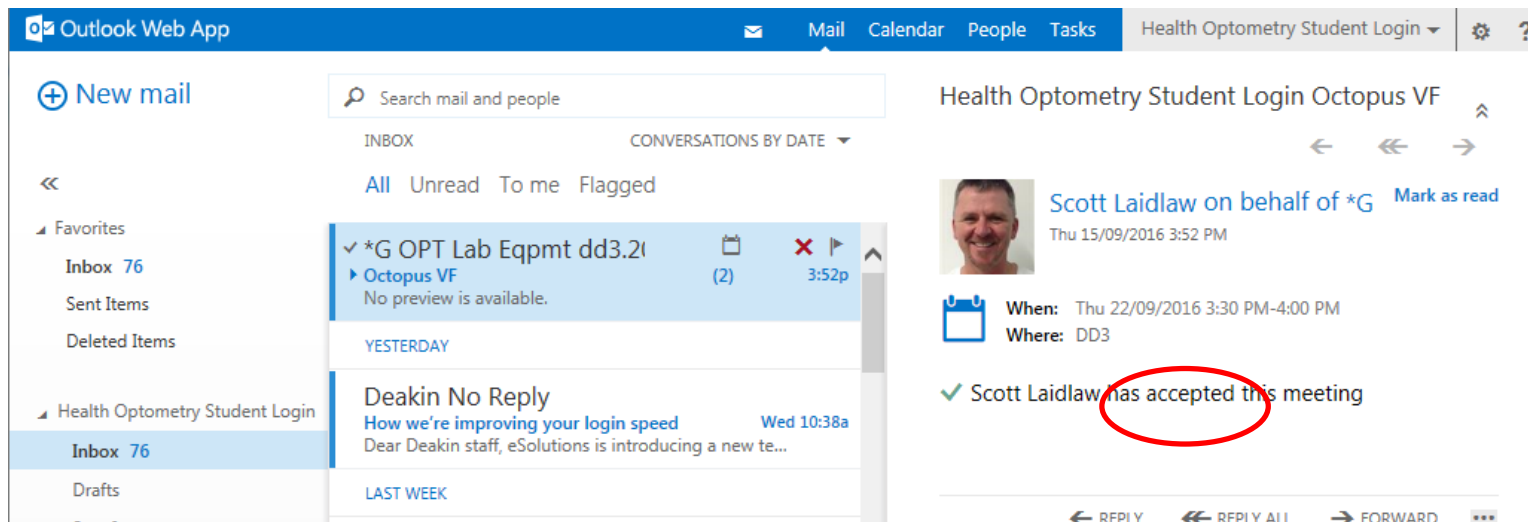
Booking a timeslot

- You will receive a response indicating the booking is waiting on approval

The screenshot displays the Outlook Web App interface. The top navigation bar includes 'Outlook Web App', 'Mail', 'Calendar', 'People', 'Tasks', and 'Health Optometry Student Login'. The left sidebar shows the 'Inbox' with 75 items. The main content area shows a list of emails. The top email, from 'Octopus VF', is circled in red and contains the text: '*G OPT Lab Eqpmt dd3.205 Visual field HS Octopus has tentatively accepted this meeting'. Below this, the 'To:' field is also circled in red and contains the text: 'Your request was received and is pending approval.'

Booking a timeslot

- You will then receive an email **confirming** your booking from the technical staff.



- Bookings will only be confirmed during working hours.
- Confirmations may take up to 12 hours

Booking a timeslot

- If you wish to make a second booking follow the same procedure as before.
- Make sure you have selected the correct day and remember to use scheduling assistant to check timeslots are free on the instrument you are booking

The screenshot shows a calendar interface for the week of September 19-25, 2016. The interface includes a navigation bar with 'Mail', 'Calendar', 'People', and 'Tasks' options, and a user profile 'Health Optometry Student Login'. The calendar view is set to 'Day' and shows the following schedule:

19 Monday	20 Tuesday	21 Wednesday	22 Thursday	23 Friday
8a				
9a				
10a				
11a				
12p				
1p				
2p				
3p				
4p				Octopus VF DD3 He
5p				

The 2p slot on Thursday, September 22, 2016, is circled in red, indicating it is the selected booking time.

Edit or cancel a booking

Edit or Cancel a Booking

- If your booking is declined you can either edit the request or delete it from your calendar.

The screenshot displays an email client interface. On the left, a search bar is at the top, followed by 'INBOX' and 'CONVERSATIONS BY DATE'. Below this are filters for 'All', 'Unread', 'To me', and 'Flagged'. A list of emails is shown, with the top one highlighted in blue: '*G OPT Lab Eqpmt dd3.2i' with a sub-item 'Octopus VF' and a note 'No preview is available.' Below this is a 'YESTERDAY' separator. The next email is 'Deakin No Reply' with the subject 'How we're improving your login speed'.

On the right, a meeting notification is shown for 'Health Optometry Student Login Octopus VF'. It includes a profile picture of Scott Laidlaw, the name 'Scott Laidlaw on behalf of *G', and the date 'Thu 15/09/2016 3:58 PM'. Below this is a calendar icon, the meeting details: 'When: Thu 22/09/2016 3:30 PM-4:00 PM' and 'Where: DD3'. At the bottom, a red 'X' icon is followed by the text 'Scott Laidlaw has declined this meeting', where the word 'declined' is circled in red.

Edit a booking

- Left click on your booking in your calendar

The screenshot displays a calendar for the week of 19-25 September 2016. The calendar is in 'Work week' view, showing days from Monday to Friday. A booking titled 'Octopus VF DD3 He' is visible on Thursday, 22/09/2016, from 3:30 PM to 4:00 PM. The booking is circled in red. A modal window is open over the booking, showing the following details:

- Title: Octopus VF DD3
- Organizer: Health Optometry Student Logi
- Date and Time: Thu 22/09/2016 3:30 PM-4:00 PM
- Actions: EDIT, CANCEL
- Status: Declined 1

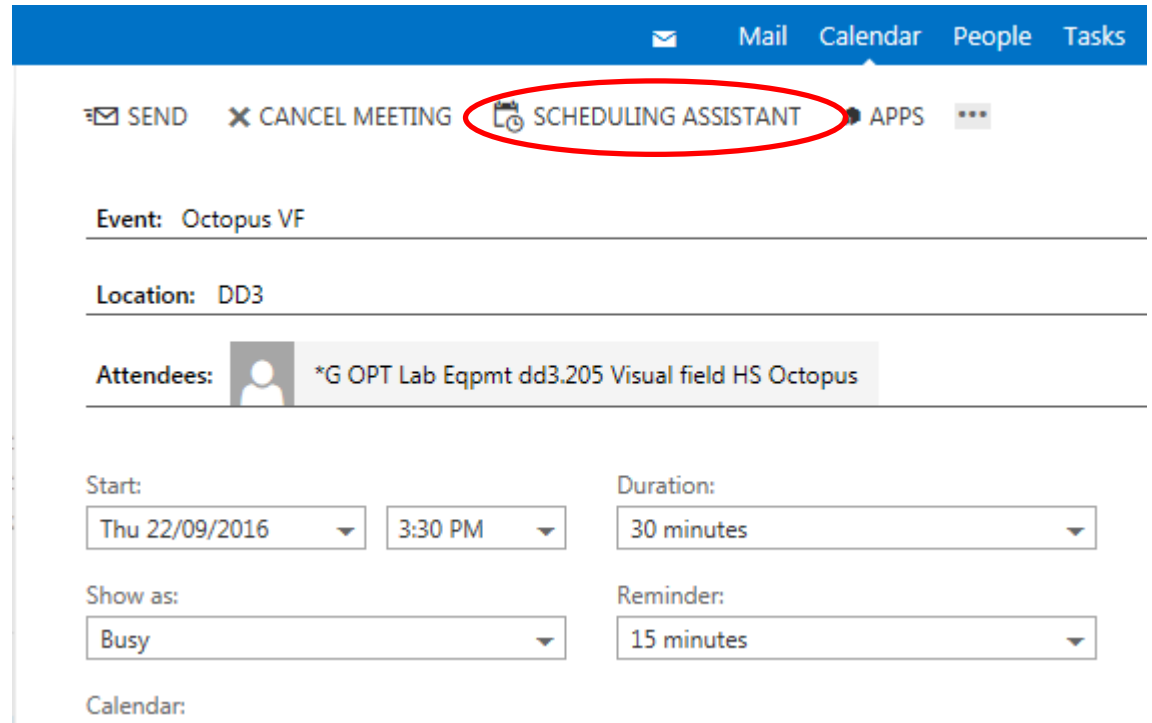
Edit a booking

- Click EDIT in the popup window.

The screenshot displays a calendar interface for the week of September 19-25, 2016. The calendar grid shows time slots from 1p to 7p. A booking titled "Octopus VF DD3 He" is visible on Thursday, September 22, 2016, from 3:30 PM to 4:00 PM. A popup window is overlaid on the calendar, showing the booking details: "Octopus VF DD3", "Health Optometry Student Logi", and "Thu 22/09/2016 3:30 PM-4:00 PM". The "EDIT" button in the popup is circled in red. Other buttons in the popup include "CANCEL" and "Declined 1". The calendar interface includes navigation options like "Go to today", "SHARE", and "PRI".

Edit a Booking

- Use *SCHEDULING ASSISTANT* to change the day or time



The screenshot shows a meeting booking interface with a blue header bar containing 'Mail', 'Calendar', 'People', and 'Tasks'. Below the header, there are action buttons: 'SEND', 'CANCEL MEETING', 'SCHEDULING ASSISTANT' (circled in red), 'APPS', and a three-dot menu. The meeting details are as follows:

- Event: Octopus VF
- Location: DD3
- Attendees: *G OPT Lab Eqpmt dd3.205 Visual field HS Octopus
- Start: Thu 22/09/2016, 3:30 PM
- Duration: 30 minutes
- Show as: Busy
- Reminder: 15 minutes
- Calendar: (empty)

Edit a Booking

- Change the time or day

✓ OK ✗ DISCARD ...

Thursday, 22 September 2016

Octopus VF

When: Thu 22/09/2016 3:30 PM

Duration: 30 minutes

Attendees: Add attendees

2 REQUIRED 0 NEW CONF...

Health Optom...
*G OPT Lab E
Declined

Health Optometry Student Login *G I

1p
2p
3p
4p
5p

Octopus VF DD3

Edit a Booking

- Click OK

Mail Calendar People Tasks

✓ OK ✗ DISCARD ...

Octopus VF

When:
Thu 22/09/2016 4:30 PM

Duration:
30 minutes

Attendees:
Add attendees

2 REQUIRED 0 CONFLICTS

Health Optometry Stude
Free

*G OPT Lab Eqpmt dc ✗
Free

Thursday, 22 September 2016

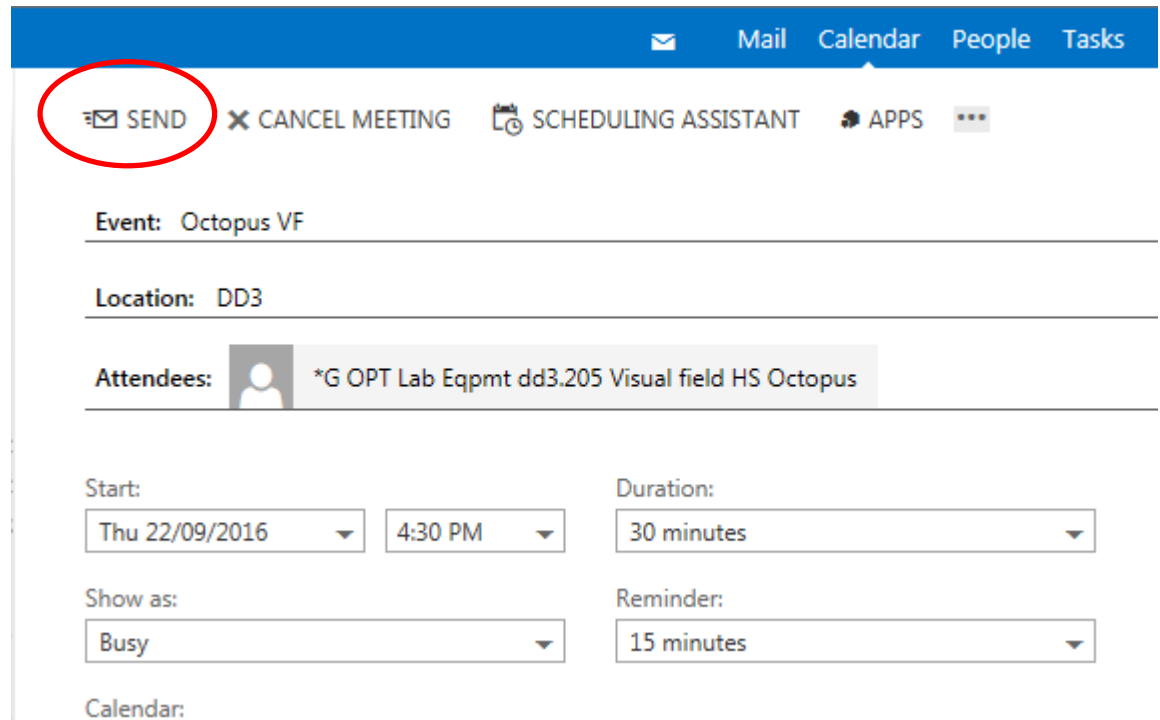
Mon19 Tue20 Wed21 Thu22 Fri23

Health Optometry Student Login *G

1p	
2p	
3p	Octopus VF DD3
4p	
5p	

Edit a Booking

- Click SEND
- Check your email for confirmation of your new booking time



The screenshot shows a meeting booking interface. At the top, there is a blue navigation bar with icons for Mail, Calendar, People, and Tasks. Below this, a toolbar contains several buttons: 'SEND' (circled in red), 'CANCEL MEETING', 'SCHEDULING ASSISTANT', 'APPS', and a three-dot menu. The main content area displays the following information:

- Event:** Octopus VF
- Location:** DD3
- Attendees:** *G OPT Lab Eqpmt dd3.205 Visual field HS Octopus
- Start:** Thu 22/09/2016, 4:30 PM
- Duration:** 30 minutes
- Show as:** Busy
- Reminder:** 15 minutes
- Calendar:** (field is empty)

Cancelling a booking

Cancelling a booking

- Left click on your booking in your calendar

19–25 September, 2016

Day Work week Week Mon

◀ Aug29-4 Sep5-11 Sep12-18 Sep19-25 Sep26-2 Oct3-9 ▶ Go to today

SHARE PRINT

19 Monday 20 Tuesday 21 Wednesday 22 Thursday 23 Friday

1p

2p

3p

4p

5p

6p

7p

Octopus VF DD3

Health Optometry Student Logi

Thu 22/09/2016 3:30 PM-4:00 PM

EDIT CANCEL

Declined 1

Octopus VF DD3 He

Cancelling a booking

- Click CANCEL in the popup window.

The screenshot shows a calendar interface for the period 19-25 September, 2016. The calendar is in 'Work week' view, showing days from Monday to Friday. A booking titled 'Octopus VF DD3 He' is visible on Thursday, 22/09/2016, from 3:30 PM to 4:00 PM. A popup window is open over this booking, displaying the following information:

- Booking title: Octopus VF DD3
- Participant: Health Optometry Student Logi
- Date and Time: Thu 22/09/2016 3:30 PM-4:00 PM
- Buttons: EDIT and CANCEL (circled in red)
- Status: Declined 1

Cancelling a booking

- Select **YES** from the popup

19–25 September, 2016

Mail Calendar People Tasks Health Optomet

19 Monday 20 Tuesday 21 Wednesday 22 Thursday

1p

2p

3p

4p

5p

6p

Cancel meeting

Are you sure you want to cancel this meeting?

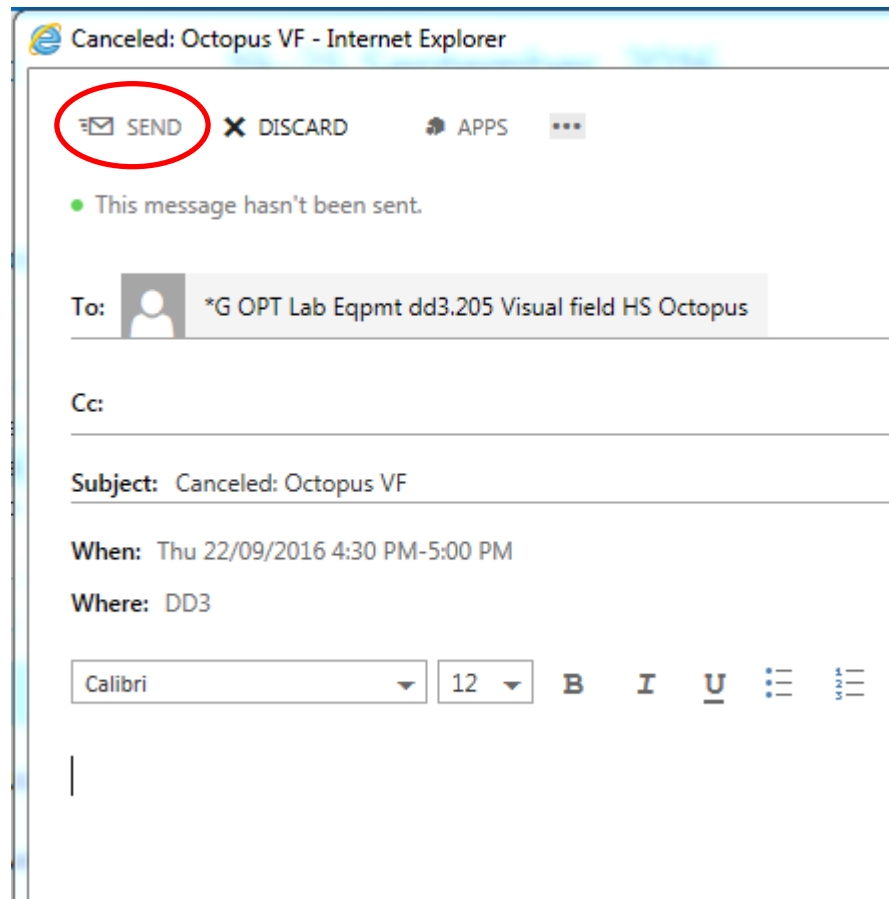
Yes
You'll have a chance to type a message to attendees.

Back
Return to the event.

Octopus VF DD3 He

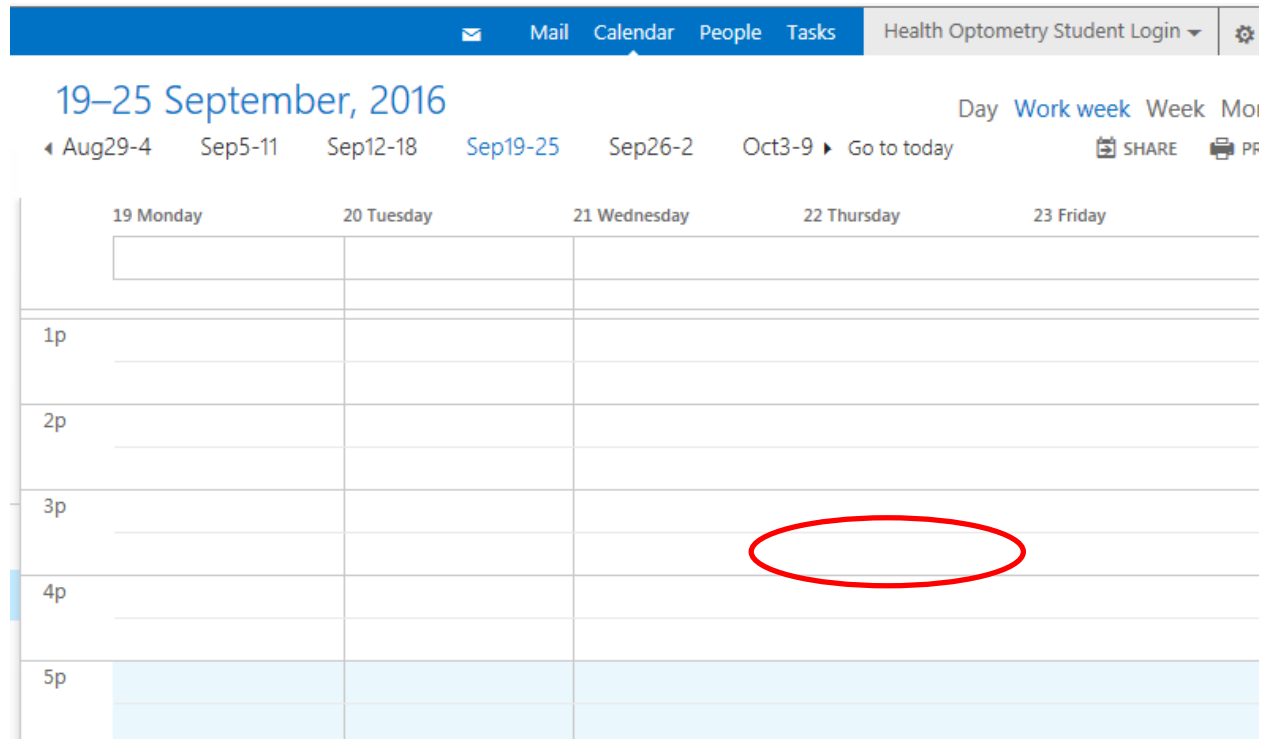
Cancelling a booking

- Click **Send** in the popup window



Cancelling a booking

- The booking has disappeared from your calendar



The screenshot shows a calendar interface for the week of September 19-25, 2016. The calendar is displayed in a 'Work week' view. The days shown are Monday (19), Tuesday (20), Wednesday (21), Thursday (22), and Friday (23). The time slots are labeled on the left as 1p, 2p, 3p, 4p, and 5p. A red oval highlights a greyed-out area in the 4p slot on Thursday, indicating a cancelled booking. The top navigation bar includes 'Mail', 'Calendar', 'People', and 'Tasks'. The user's name 'Health Optometry Student Login' is visible in the top right corner.

Help?

- Contact the tech team (Scott or Fiona) for help.
- We can give limited advice by email
- Request a time for a hands on demonstration