

Booking Biological Facility Equipment

Booking Large Equipment

- Meeting requests will be confirmed by email between 9am and 5pm
- Bookings may take up to 12 hours to be confirmed.
- Histology equipment calendars are as follows:
 - *G HEALTH Medicine Lab Eqpmt Nb1.108 Zeiss Axioskop2
 - *G HEALTH Medicine Lab Eqpmt Ka4.316.1 Olympus MVX10
 - *G HEALTH Medicine Lab Eqpmt Ka4.316.1 Olympus IX71
 - *G HEALTH Medicine Lab Eqpmt Ka4.316.2 Olympus Fluoview FV10i

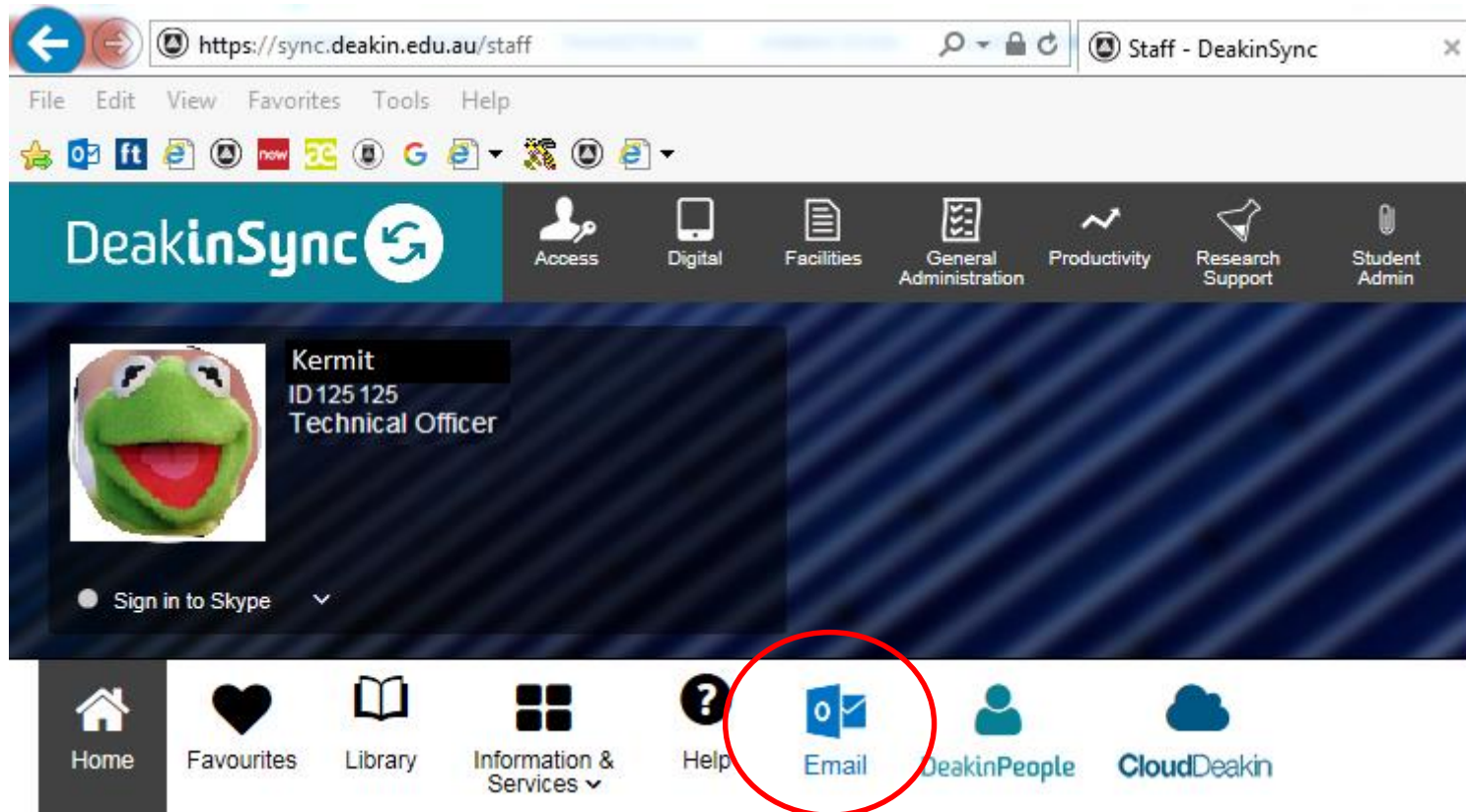
Booking Large Equipment

- Maximum **one** (1) person per booking
- The person booking the instrument is responsible for the care, turning off and covering of the instrument.
- If you can't make your booking **cancel it!**
- **Please ensure all booking requests include all relevant information**
- The technical staff (Sanna Barrand) may cancel bookings to suit circumstances eg. timetable changes

Booking a time slot

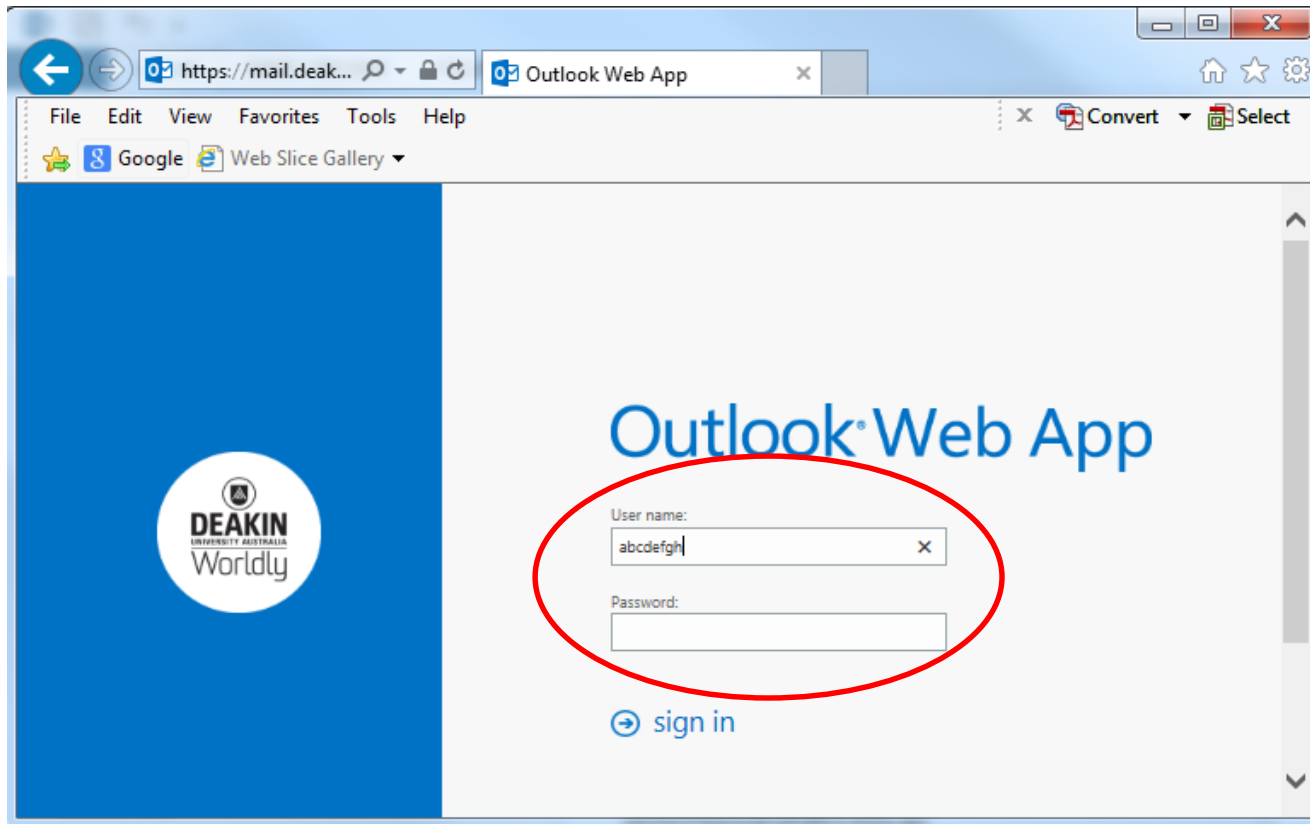
Booking a timeslot

- Login into Deakin webmail



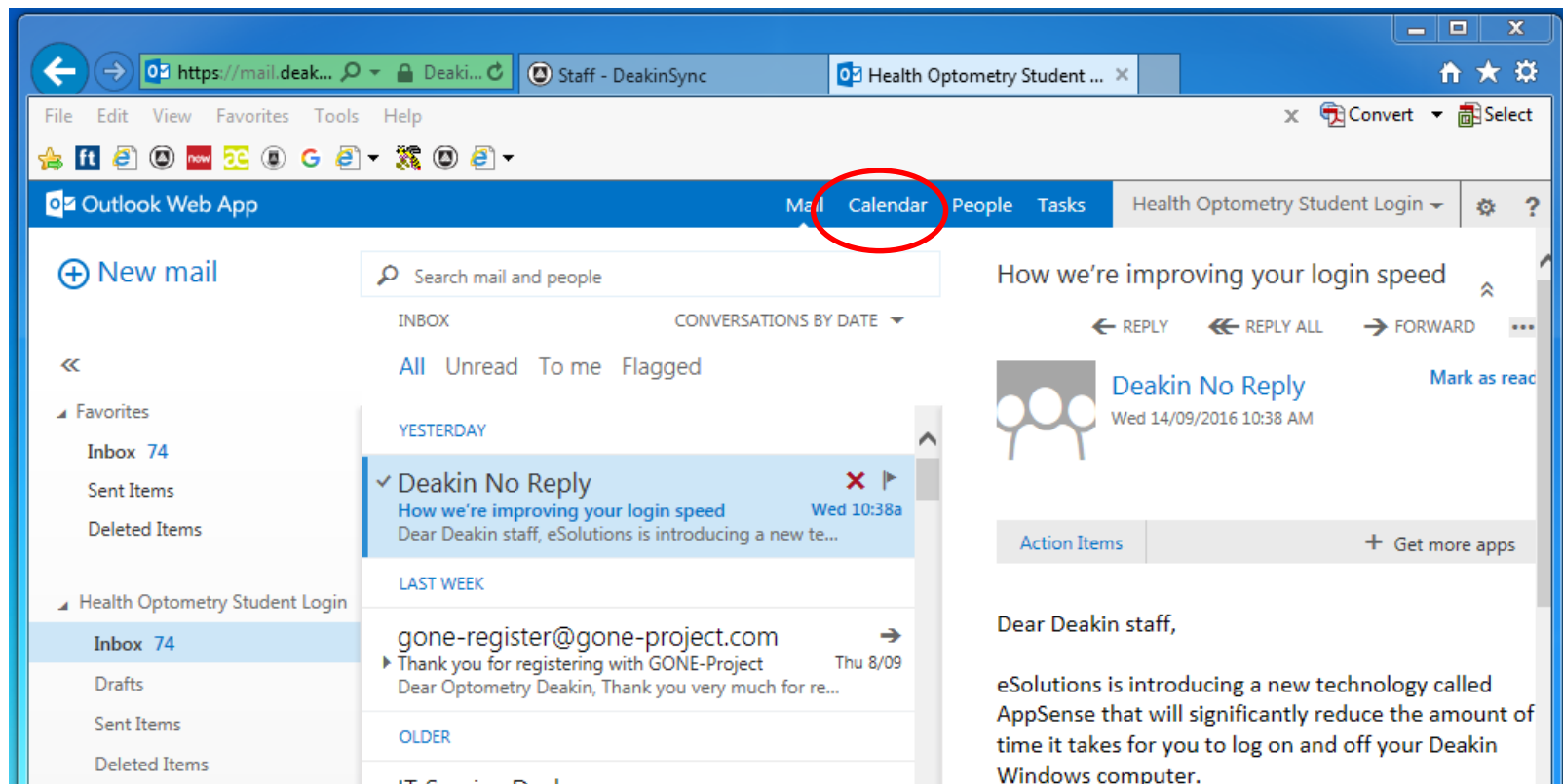
Booking a timeslot

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



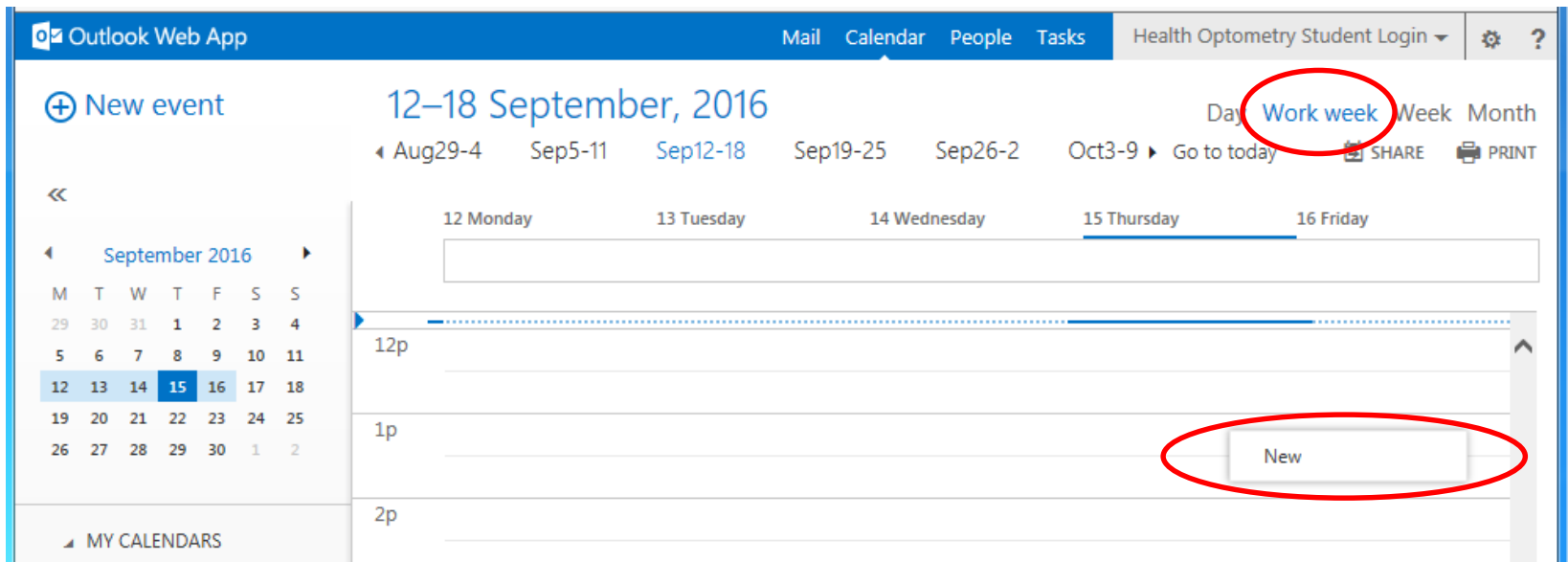
Booking a timeslot

- Click on Calendar



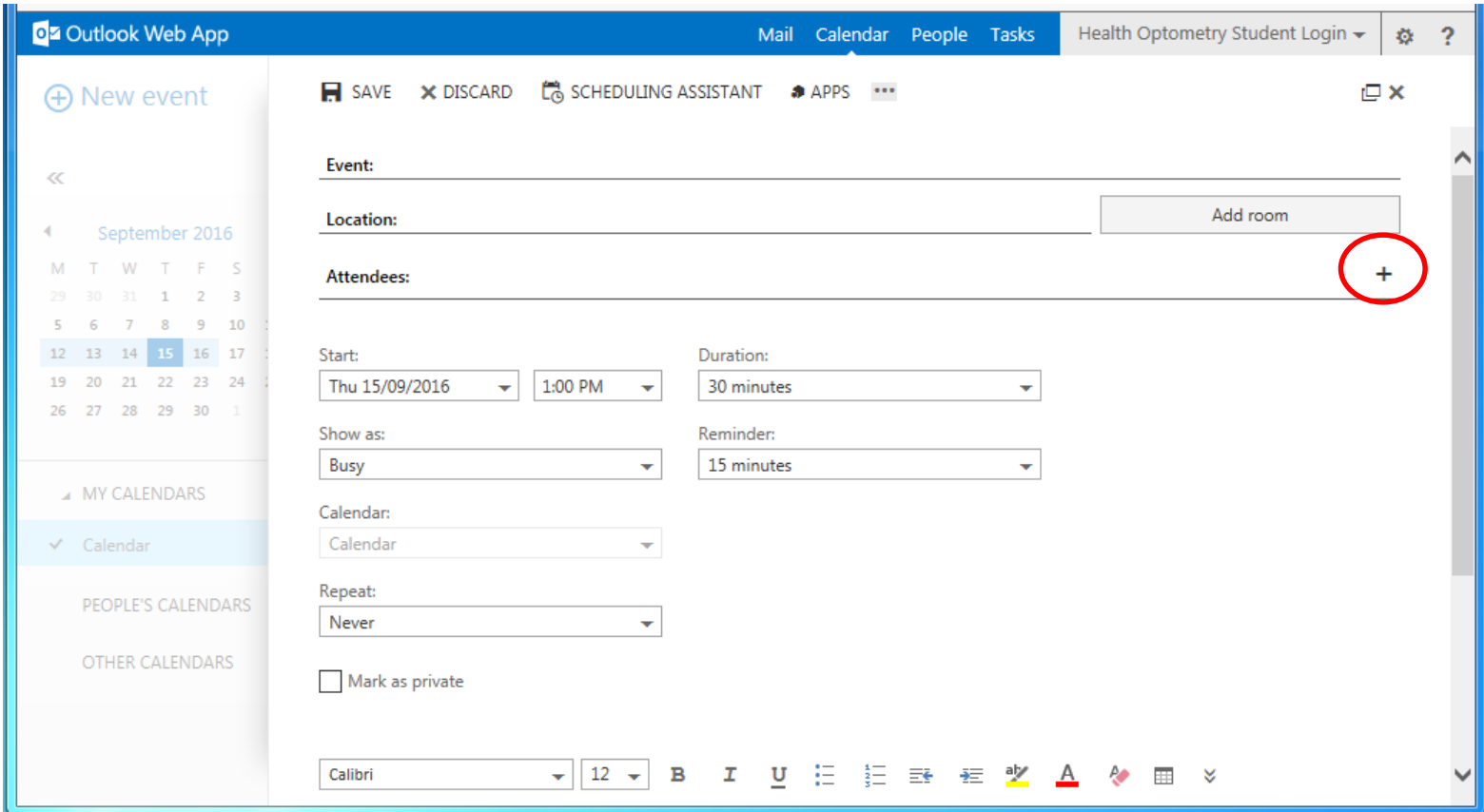
Booking a timeslot

- 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



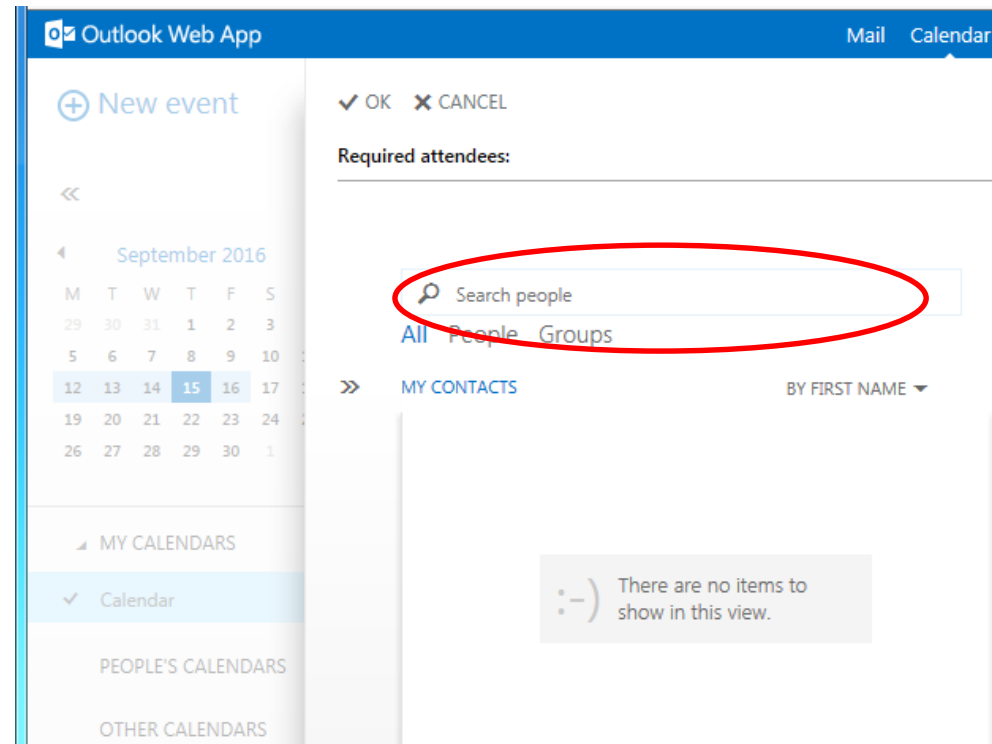
The screenshot shows the Outlook Web App interface for creating a new event. The top navigation bar includes 'Mail', 'Calendar', 'People', and 'Tasks'. The user is logged in as 'Health Optometry Student Login'. The main form is titled 'New event' and includes the following fields:

- Event:** A text input field.
- Location:** A text input field with an 'Add room' button to its right.
- Attendees:** A text input field with a red circle around the '+' icon on the right side, indicating the button to add attendees.
- Start:** A date and time selector set to 'Thu 15/09/2016' at '1:00 PM'.
- Duration:** A dropdown menu set to '30 minutes'.
- Show as:** A dropdown menu set to 'Busy'.
- Reminder:** A dropdown menu set to '15 minutes'.
- Calendar:** A dropdown menu set to 'Calendar'.
- Repeat:** A dropdown menu set to 'Never'.
- Mark as private

At the bottom of the form, there is a text formatting toolbar with options for font face (Calibri), size (12), bold (B), italic (I), underline (U), list creation, and text color.

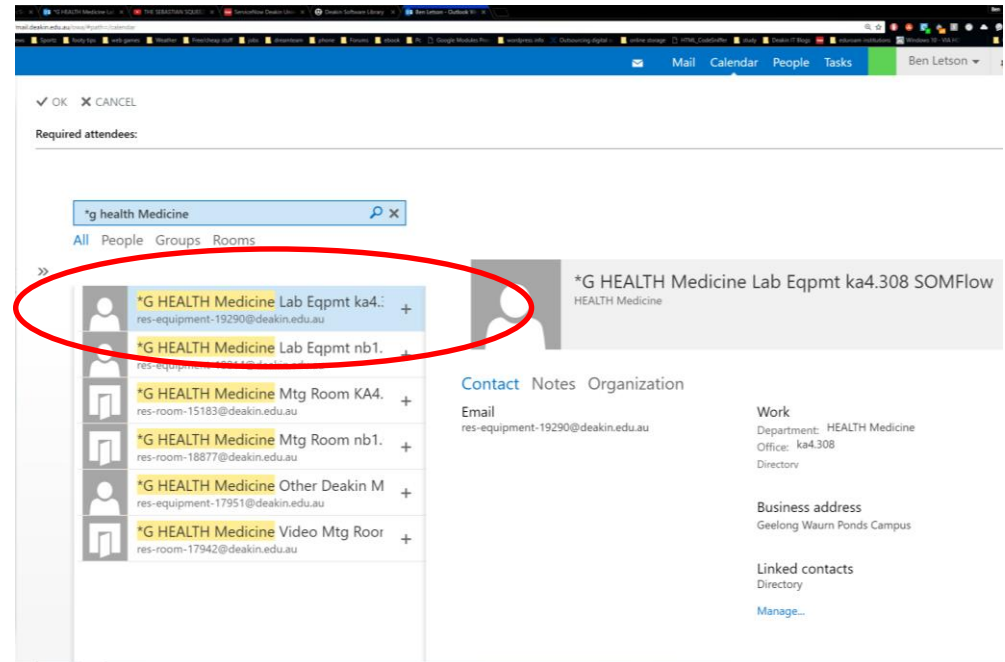
Booking a timeslot

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



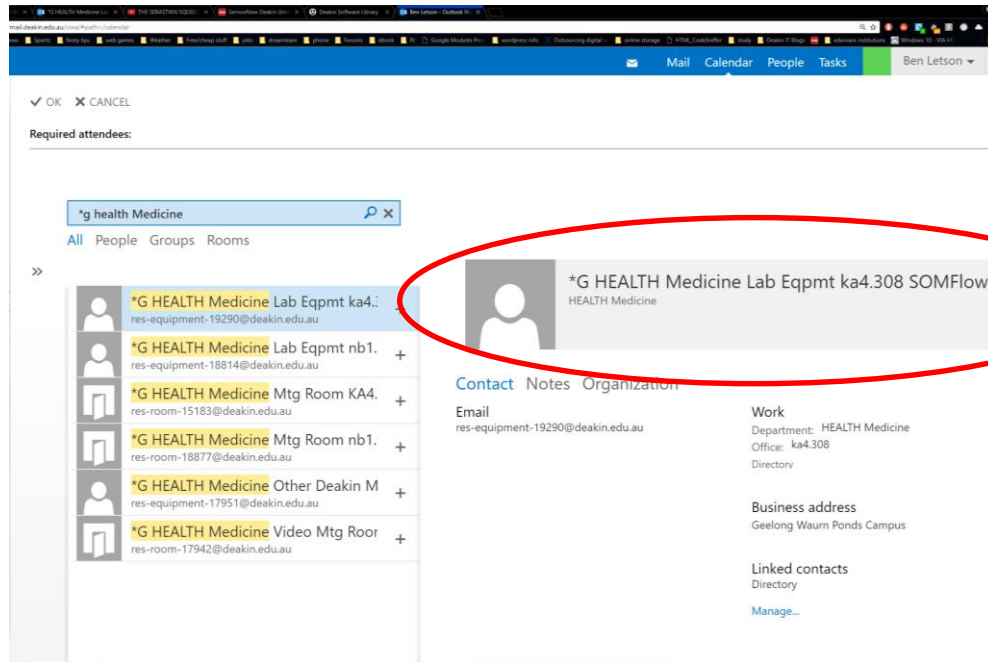
Booking a timeslot

- Select the instrument you wish to book from the list



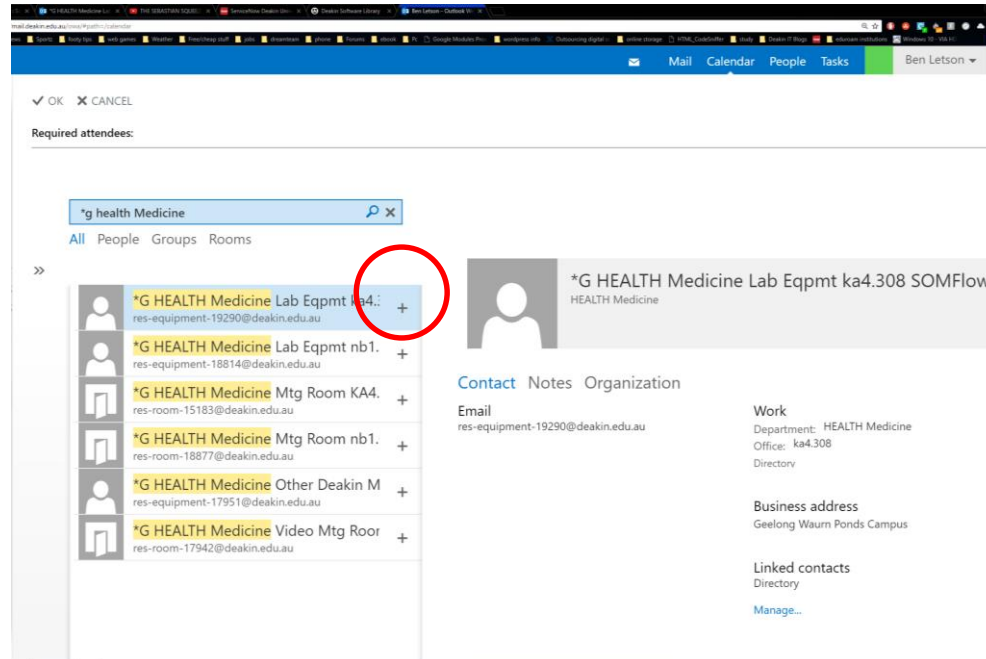
Booking a timeslot

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



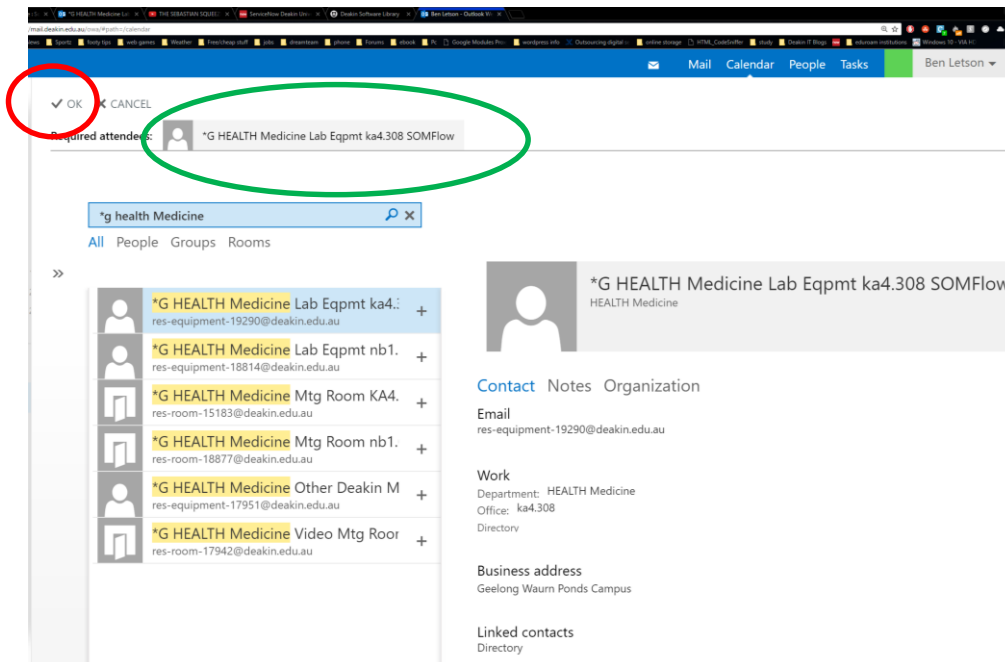
Booking a timeslot

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



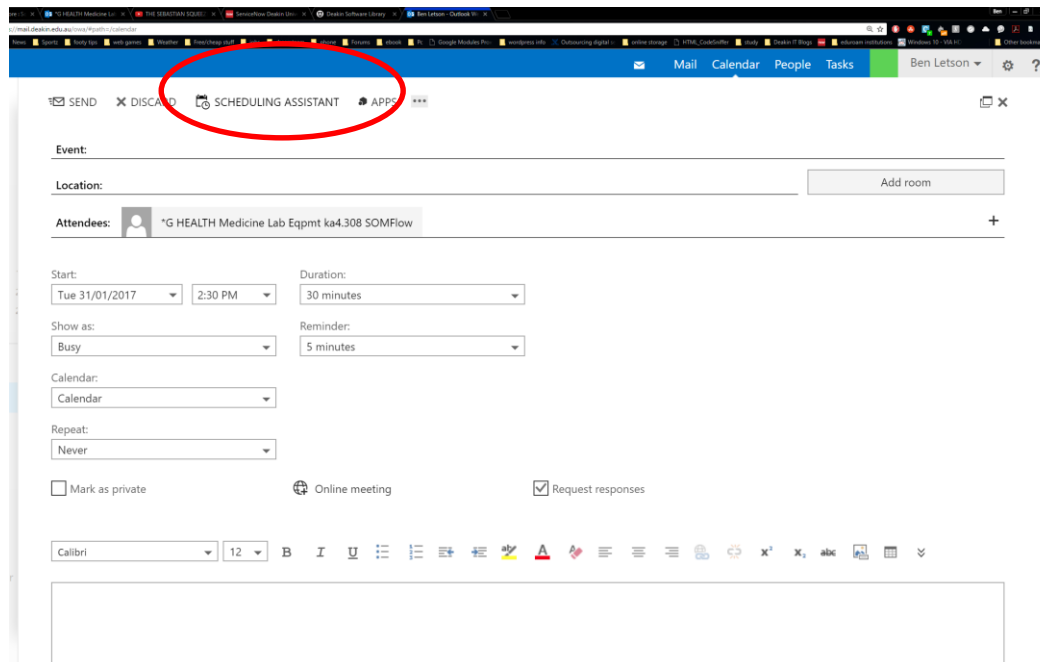
Booking a timeslot

- 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 window displays a calendar for Thursday, 22 September 2016. The meeting details are as follows:

- Title:** Untitled meeting
- When:** Thu 22/09/2016, 3:30 PM
- Duration:** 30 minutes
- Attendees:** Health Optometry Student Login, *G OPT Lab Eqpmt dd3.205 Visual field HS Octopus

The calendar grid shows the following timeslots:

Time	Status
8a	Available
9a	Not available
10a	Not available
11a	Not available
12p	Not available
1p	Available
2p	Available
3p	Available
4p	Available
5p	Not available
6p	Not available

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'. On the left, there is a 'New event' form with fields for 'When' (Thu 22/09/2016, 3:30 PM), 'Duration' (30 minutes), and 'Attendees'. Below the form, it shows '2 REQUIRED 0 CONFLICTS' and two attendees: 'Health Optometry Stude Free' and '*G OPT Lab Eqpmt dk Free'. The main calendar grid shows timeslots from 8a to 6p. Two timeslots are highlighted in grey and labeled 'Not available': 9a-11a and 5p-6p. These greyed-out areas are circled in red in the image.

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 calendar view shows a grid of timeslots from 8a to 6p. The timeslots 9a-11a and 5p-6p are marked as 'Not available'. 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. The dropdown is open, showing a list of times from 3:30 PM to 8:00 PM. The 3:30 PM option is selected and circled in red. A red arrow points from this selection to a corresponding empty slot in the calendar grid on the right. The calendar grid shows the date Thursday, 22 September 2016, and the time slots from 9a to 5p. The 3p slot is circled in red. Other slots are marked as 'Not available'.

Meeting details: **Untitled meeting**, **When:** Thu 22/09/2016, **Duration:** 30 minutes, **Attendees:** Health Optometry Student Login, *G OPT Lab Eqpmt dd3.205 Visual field HS Octopus.

Calendar grid (Thursday, 22 September 2016):

Time	Status
9a	Available
10a	Available
11a	Available
12p	Available
1p	Available
2p	Available
3p	Available
4p	Available
5p	Not available

Booking a timeslot

- Click *OK*

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

- When:** Thu 22/09/2016 (dropdown), 3:30 PM (dropdown)
- Duration:** 30 minutes (input field)
- Attendees:** Add attendees (button)
- 2 REQUIRED 0 CONFLICTS** (status)
- 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 selection, showing options from 3:30 PM to 8:00 PM. The 3:30 PM option is selected and highlighted in blue.

On the right, a calendar grid for Thursday, 22 September 2016 is displayed. The grid shows 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.

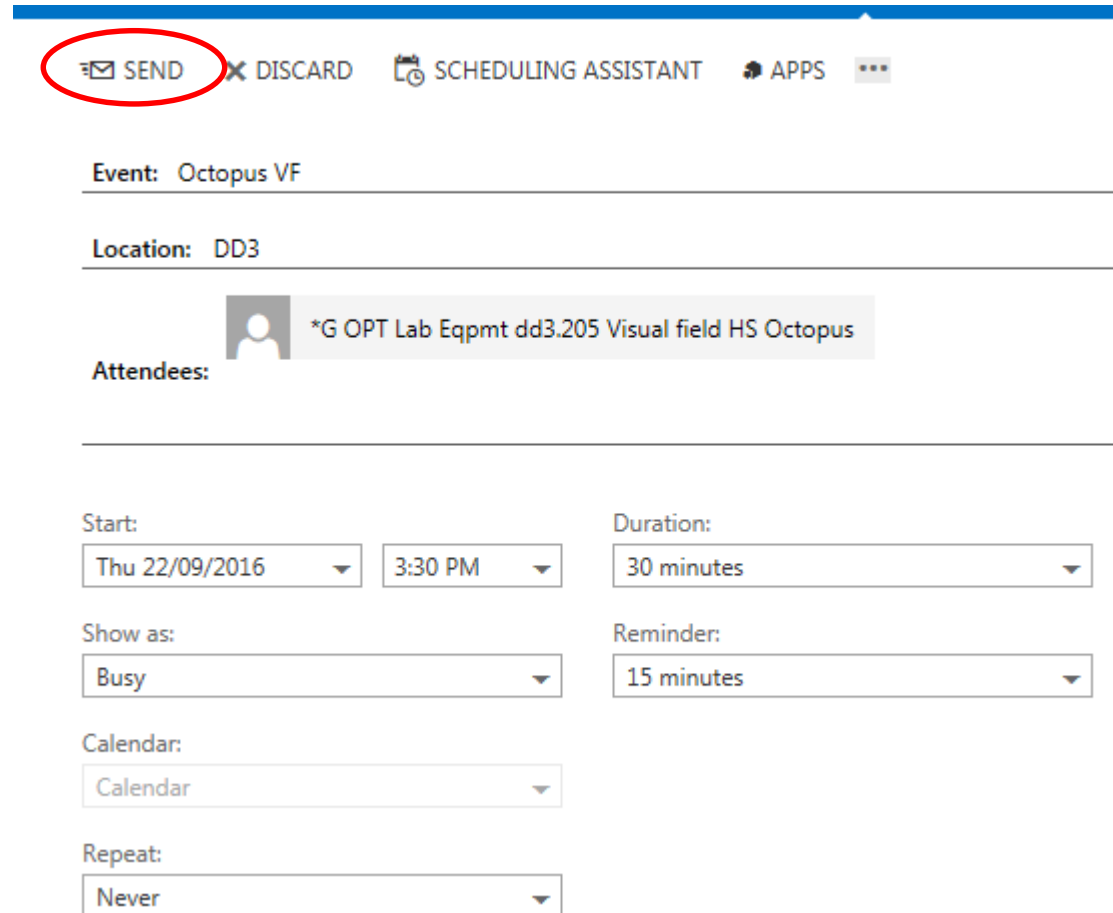
Booking a timeslot

- Type the instrument name in the *Event* field e.g. SOMFlow
- Change the meeting length to desired time

The screenshot displays the Outlook Scheduling Assistant interface. The 'Event' field is highlighted with a red circle and contains the text 'SOMFlow'. Below it, the 'Location' field is empty, and an 'Add room' button is visible. The 'Attendees' field shows a single attendee: '*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, with '1 hour' selected and highlighted by a red circle. Other options in the dropdown include '0 minutes', '30 minutes', '2 hours', 'All day', and 'Custom'. The 'Show as' field is set to 'Busy'. The 'Calendar' field is set to 'Calendar'. The 'Repeat' field is set to 'Never'. There are checkboxes for 'Mark as private', 'Online meeting', and 'Request responses'. The bottom of the interface shows a rich text editor with a font set to 'Calibri' and a size of '12'.

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 displayed: 'Event: Octopus VF', 'Location: DD3', and 'Attendees: *G OPT Lab Eqpmt dd3.205 Visual field HS Octopus'. The bottom section contains several dropdown menus for scheduling options: 'Start' (Thu 22/09/2016, 3:30 PM), 'Duration' (30 minutes), 'Show as' (Busy), 'Reminder' (15 minutes), 'Calendar' (Calendar), and '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 'Day' view. A tentative booking is visible on Thursday, September 22, 2016, at 3p. The booking is titled 'Octopus VF DD3 He' and is circled in red. The calendar interface includes a navigation bar at the top with 'Mail', 'Calendar', 'People', and 'Tasks' tabs, and a user profile 'Health Optometry Student Login'. The calendar grid shows time slots from 8a to 5p, with the booking occupying the 3p slot on Thursday.

Booking a timeslot

- Click Mail and check for a message

The screenshot displays a calendar application interface. At the top, a blue navigation bar contains the following items: a mail icon, the text 'Mail', 'Calendar', 'People', 'Tasks', and a user profile 'Health Optometry Student Login'. The 'Mail' text is circled in red. Below the navigation bar, the date range '19–25 September, 2016' is shown. Navigation links include 'Aug29-4', 'Sep5-11', 'Sep12-18', 'Sep19-25' (the current view), 'Sep26-2', and 'Oct3-9'. There are also links for 'Go to today' and 'SHARE'. The main area is a weekly view grid with columns for '19 Monday', '20 Tuesday', '21 Wednesday', '22 Thursday', and '23 Friday'. The rows represent timeslots from 8a to 5p. A blue bar representing a booking is visible in the 4p slot on Friday, labeled 'Octopus VF DD3 He'.

Booking a timeslot

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

Outlook Web App | Mail | Calendar | People | Tasks | Health Optometry Student Login

New mail | Search mail and people

INBOX | CONVERSATIONS BY DATE

All | Unread | To me | Flagged

✓ *G OPT Lab Eqpmt dd3.205 Visual field HS Octopus VF 3:45p
Your request was received and is pending approval...

YESTERDAY

Deakin No Reply Wed 10:38a
How we're improving your login speed
Dear Deakin staff, eSolutions is introducing a new te...

LAST WEEK

gone-register@gone-project.com Thu 8/09
Thank you for registering with GONE-Project
Dear Optometry Deakin, Thank you very much for re...

Octopus VF

← REPLY | ← REPLY ALL | → FORWARD | ...

*G OPT Lab Eqpmt dd3.205 Visual field HS Octopus VF Mark as read
Thu 15/09/2016 3:45 PM

When: Thu 22/09/2016 3:30 PM-4:00 PM
Where: DD3

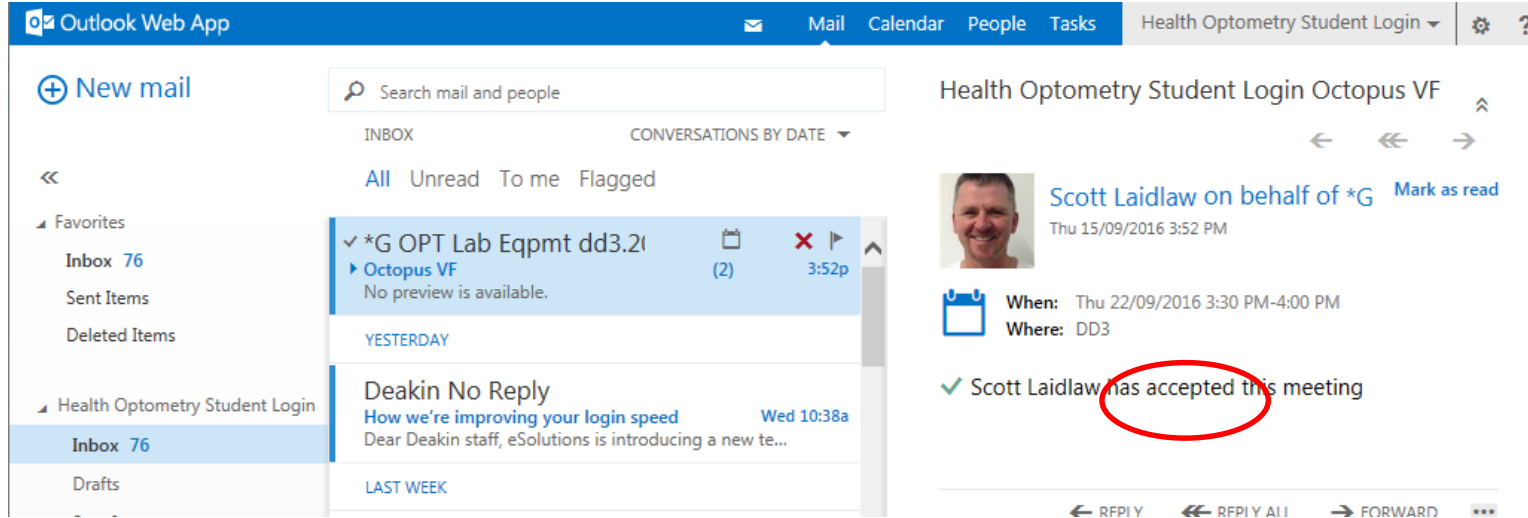
? *G OPT Lab Eqpmt dd3.205 Visual field HS Octopus has tentatively accepted this meeting

To: Health Optometry Student Login;

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:

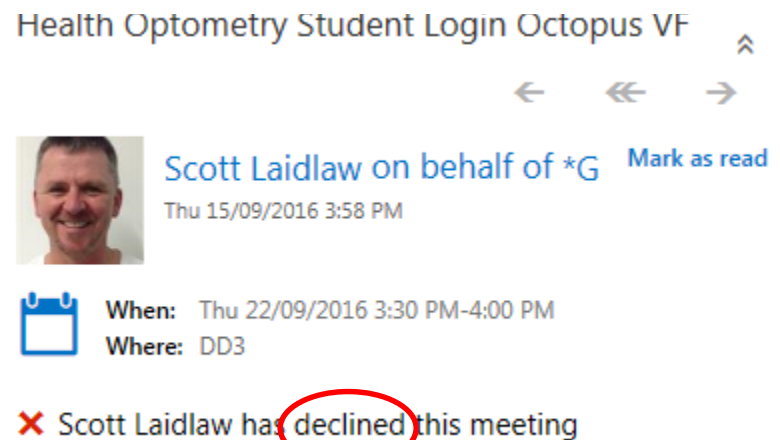
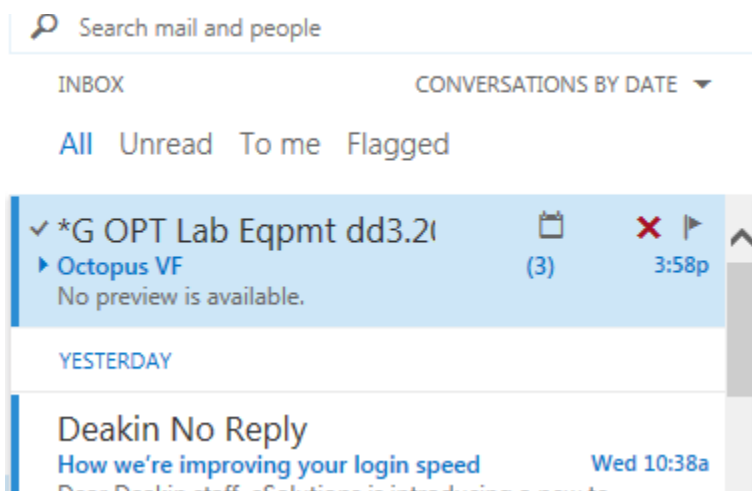
19 Monday	20 Tuesday	21 Wednesday	22 Thursday	23 Friday
8a				
9a				
10a				
11a				
12p				
1p				
2p				
3p				
4p				
5p				

A red oval highlights the 2p slot on Thursday, September 22, 2016. A blue bar at the bottom of this slot contains the text 'Octopus VF DD3 He'.

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.



Edit 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

Edit a booking

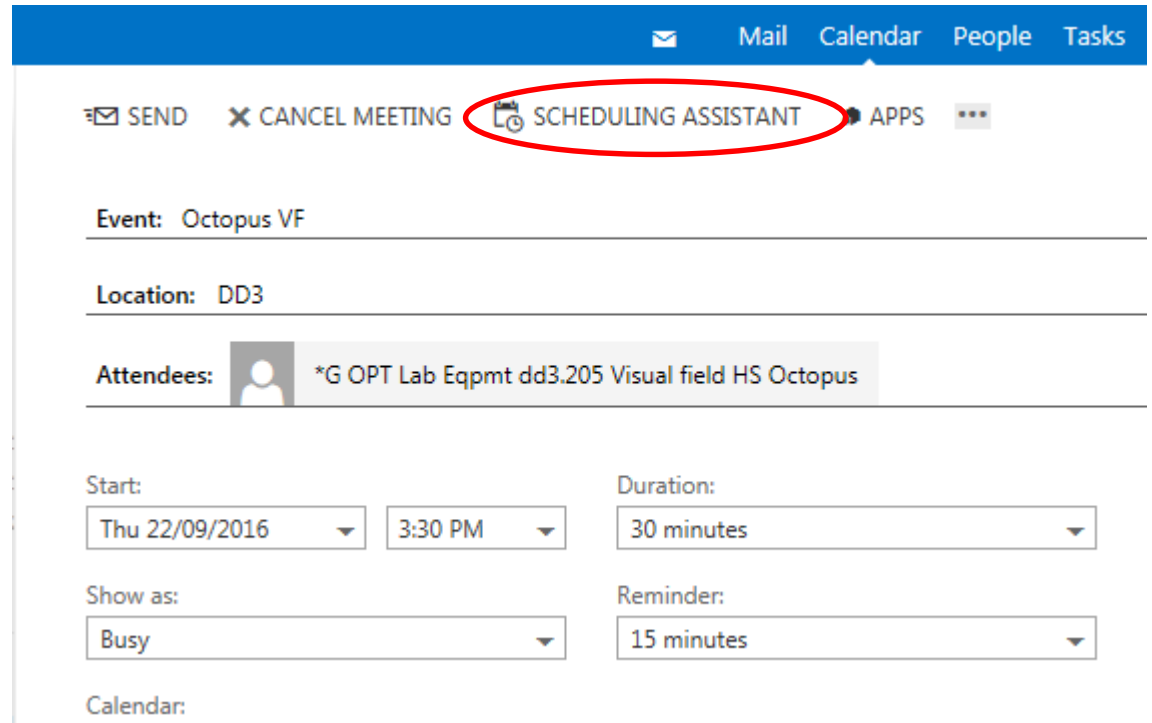
- Click EDIT in the popup window.

The screenshot shows a calendar interface for the week of 19-25 September 2016. The calendar is set to 'Work week' view. A booking for 'Octopus VF DD3' is scheduled for 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
- Health Optometry Student Logi
- Booking date and time: Thu 22/09/2016 3:30 PM-4:00 PM
- Buttons: EDIT (circled in red), CANCEL
- Status: Declined 1

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

The screenshot displays a calendar interface with a blue header bar containing 'Mail', 'Calendar', 'People', and 'Tasks'. Below the header, there are navigation options: 'OK', 'DISCARD', and a menu icon. The main heading is 'Thursday, 22 September 2016', with a navigation bar for 'Mon19', 'Tue20', 'Wed21', 'Thu22', and 'Fri23'. The booking details for 'Octopus VF' are shown, including the date 'Thu 22/09/2016' and the time '3:30 PM'. A dropdown menu is open, showing a list of times from 3:30 PM to 8:00 PM in 30-minute increments. The time '4:30 PM' is circled in red. The duration is set to '30 minutes'. The attendees list includes 'Health Optom' and '*G OPT Lab' with a 'Declined' status. The calendar grid shows a booking for 'Octopus VF DD3' at 4:00 PM, which is also circled in red. The grid shows time slots from 1p to 5p.

Edit a Booking

- Click OK

The screenshot shows a calendar interface with a blue header bar containing 'Mail', 'Calendar', 'People', and 'Tasks'. Below the header, there are navigation options: '✓ OK' (circled in red), '✗ DISCARD', and a three-dot menu. The main content area is titled 'Thursday, 22 September 2016' and shows a calendar grid for the week of Mon19 to Fri23. The selected date is Thursday, 22 September 2016, at 4:30 PM. The booking is for 'Octopus VF' and is 30 minutes long. The attendees list includes 'Health Optometry Student Login' and '*G OPT Lab Eqpmt d'. The booking is highlighted in blue on the calendar grid. The status bar at the bottom indicates '2 REQUIRED 0 CONFLICTS'.

✓ 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 d ✗
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 the 'Edit a Booking' interface in Microsoft Outlook. At the top, there is a blue navigation bar with 'Mail', 'Calendar', 'People', and 'Tasks'. Below this, a toolbar contains several icons and labels: 'SEND' (circled in red), 'CANCEL MEETING', 'SCHEDULING ASSISTANT', 'APPS', and a three-dot menu. The main content area displays the following details:

- 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:** (label visible, no selection shown)

Cancelling a booking

Cancelling a booking

- Left click on your booking in your calendar

The screenshot shows a calendar for the week of 19-25 September 2016. The view is set to 'Work week'. A booking titled 'Octopus VF DD3' is scheduled for 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, displaying the following information:

- Booking 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

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
- 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

Octopus VF DD3 He

Cancel meeting

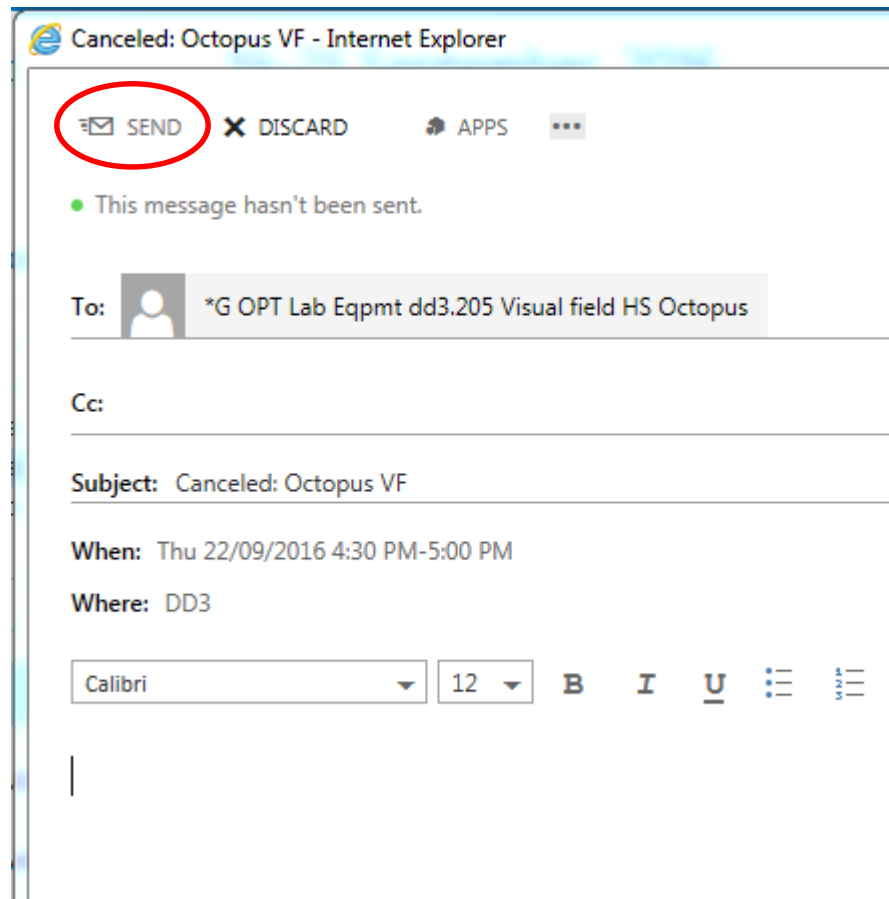
Are you sure you want to cancel this meeting?

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

Back
Return to the event.

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 in 'Work week' view. The days are 19 Monday, 20 Tuesday, 21 Wednesday, 22 Thursday, and 23 Friday. The time slots are 1p, 2p, 3p, 4p, and 5p. A red oval highlights a cancelled booking in the 4p slot on Thursday, September 22nd. The booking is represented by a light blue bar that is partially obscured by a red oval. The 5p slot is also highlighted with a light blue bar.

	19 Monday	20 Tuesday	21 Wednesday	22 Thursday	23 Friday
1p					
2p					
3p					
4p					
5p					

Help?

- Contact the tech team (sombif@deakin.edu.au) for help.
- We can give limited advice by email
- Request a time for a hands on demonstration