

# „PHP Schedule It“

<http://www4.i-med.ac.at/phpscheduleit/Web/>

phpScheduleIt - Log In - Mozilla Firefox

phpScheduleIt - Log In

www4.i-med.ac.at/phpscheduleit/Web/

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You are not signed in Log In

phpScheduleIt Dashboard My Account Schedule Help

Username or Email  
<qnumber>

Password  
●●●●●●●●

Language  
Dutch

Remember Me

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„My Account“> Change Password

phpScheduleIt - My Dashboard - Mozilla Firefox

www4.i-med.ac.at/phpscheduleit/Web/dashboard.php

Signed in as S

phpScheduleIt

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Bookings

My Calendar

Resource Calendar

Open Invitations

**Announcements**

- o ALL USERS of the Biooptics equipment need a valid qNumber!!!!
- o Cell IQ can be booked here as of 1st of April, 2012. SP5 can be booked here as of 1st of May, 2012.

**Upcoming Reservations (0)**

*You have no upcoming reservations*

**Announcements:** can be made by the admin (...me).

**Bookings:** this is where you can book all instruments for which you have permission.

phpScheduleIt - Schedule - Mozilla Firefox

www4.i-med.ac.at/phpscheduleit/Web/schedule.php

Signed in as Martin  
Sign Out

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Biooptics

◀ 04/02/2012 - 04/08/2012 ▶

	Reservable	Unreservable	Reserved	My Reservation	Pending	Past	Restricted																									
<b>Monday, 04/02/2012</b>	12:00 AM	8:00 AM	8:30 AM	9:00 AM	9:30 AM	10:00 AM	10:30 AM	11:00 AM	11:30 AM	12:00 PM	12:30 PM	1:00 PM	1:30 PM	2:00 PM	2:30 PM	3:00 PM	3:30 PM	4:00 PM	4:30 PM	5:00 PM	5:30 PM	6:00 PM	6:30 PM	7:00 PM	7:30 PM	8:00 PM	8:30 PM	9:00 PM	9:30 PM	10:30 PM		
SP5 Confocal Microscope																																
Cell-IQ																																
Inaris workstation																																
LSMS10Meta																																
Live Cell Observer																																
<b>Tuesday, 04/03/2012</b>	12:00 AM	8:00 AM	8:30 AM	9:00 AM	9:30 AM	10:00 AM	10:30 AM	11:00 AM	11:30 AM	12:00 PM	12:30 PM	1:00 PM	1:30 PM	2:00 PM	2:30 PM	3:00 PM	3:30 PM	4:00 PM	4:30 PM	5:00 PM	5:30 PM	6:00 PM	6:30 PM	7:00 PM	7:30 PM	8:00 PM	8:30 PM	9:00 PM	9:30 PM	10:30 PM		
SP5 Confocal Microscope																																
Cell-IQ																																
Inaris workstation																																
LSMS10Meta																																
Live Cell Observer																																
<b>Wednesday, 04/04/2012</b>	12:00 AM	8:00 AM	8:30 AM	9:00 AM	9:30 AM	10:00 AM	10:30 AM	11:00 AM	11:30 AM	12:00 PM	12:30 PM	1:00 PM	1:30 PM	2:00 PM	2:30 PM	3:00 PM	3:30 PM	4:00 PM	4:30 PM	5:00 PM	5:30 PM	6:00 PM	6:30 PM	7:00 PM	7:30 PM	8:00 PM	8:30 PM	9:00 PM	9:30 PM	10:30 PM		
SP5 Confocal Microscope																																
Cell-IQ																																
Inaris workstation																																
LSMS10Meta																																
Live Cell Observer																																

**White fields: you can book, edit, delete**

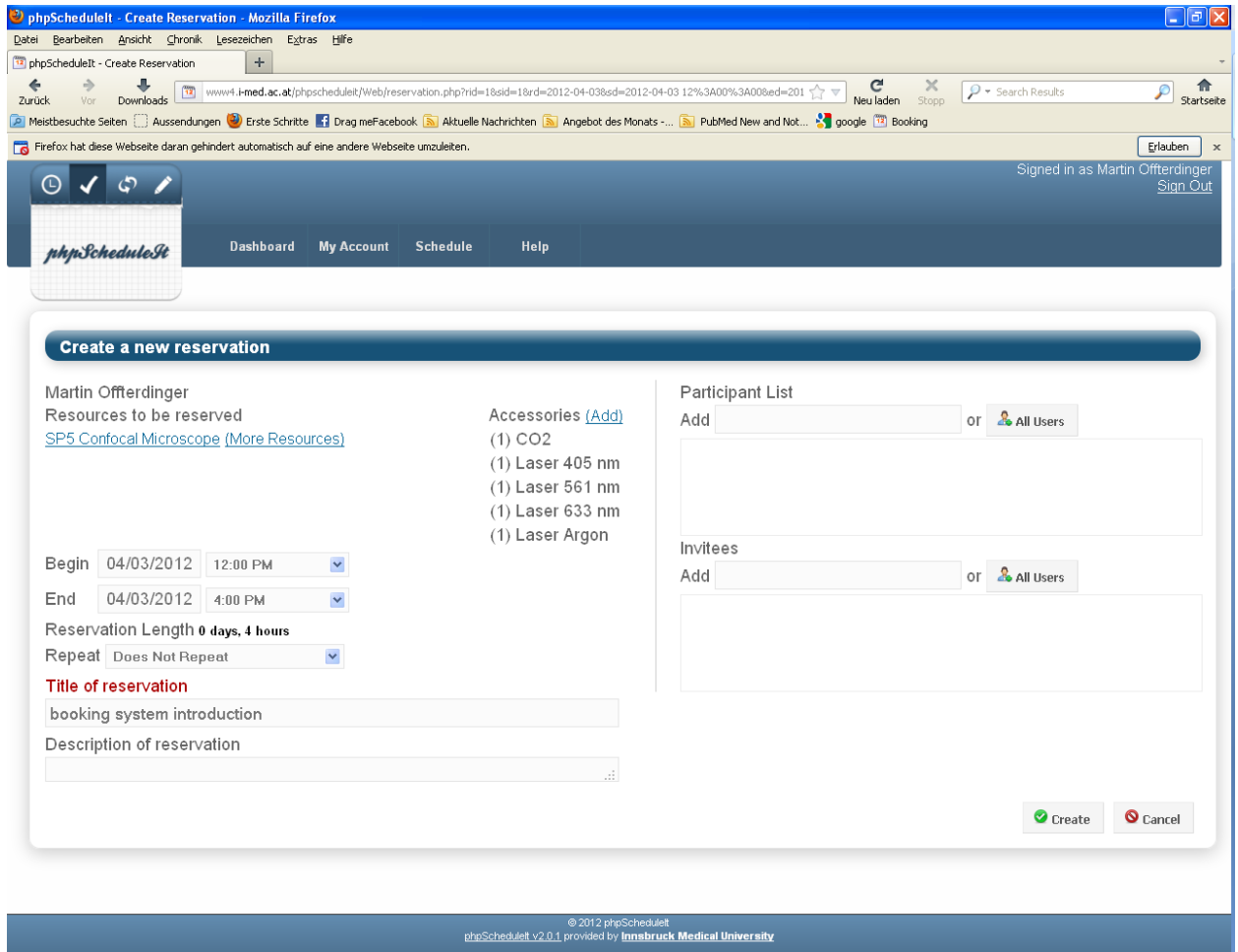
Gray fields: "past" you can neither book nor edit nor delete

White fields: you can book!

**Red lines: available instruments which you cannot book > request an introduction to get cleared for usage.**

If there is need to change beyond your permission please email to Biooptics Scheduling [biooptics-scheduling@i-med.ac.at]; the admin is able to change everything...

**SP5: let's book it!**



Book it maximum 4 hours (enforced!)/day, 14 days in advance....

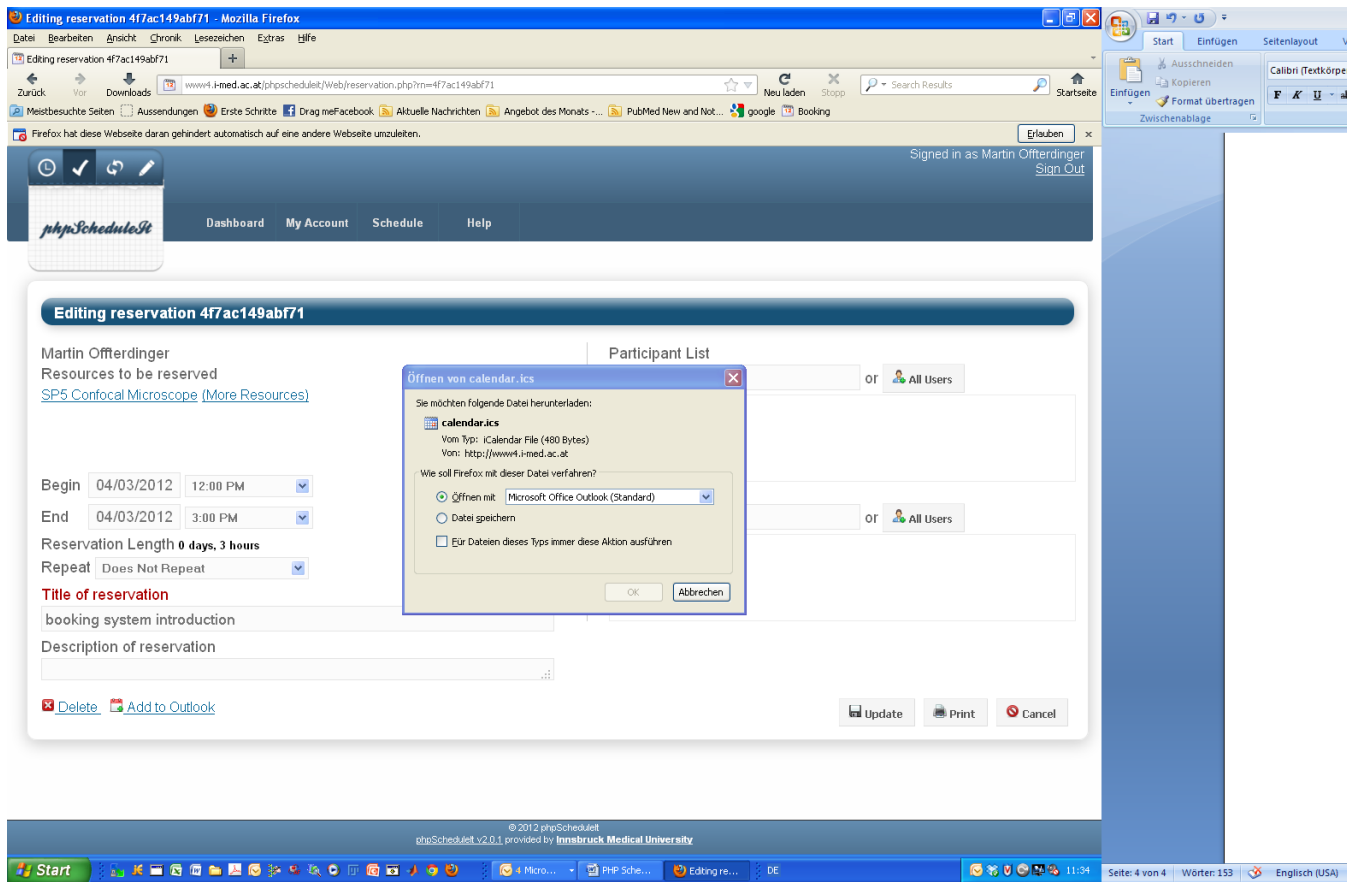
**Accessories: CHOOSE the lasers!!!!**, here I took all of them...

**“Participant list”: DON’T USE IT, don’t enter any participants !** If you do your sessions will be invoiced twice (thrice, ...) depending on the number of participants you enter there!

Press “Create”. You can see and click your booking it the SP5 line of the calendar....

To check the lasers from the previous users: double-click booking.

- **Add to Outlook:** export import appointment to MS Outlook.... for Outlook users...!



### Email notification preferences:

- send yourself an email as a reminder, etc.
- approved : not necessary, it is approved automatically
- update: maybe yes, the admin might take the system offline (broken, service,...)