



Confocal Microscopy Core Facility

Brigham and Women's Hospital



Online Scheduling Guide

Make sure you have completed the registration form found on our website <http://confocal.bwh.harvard.edu/registrationform.html>. You will be unable to make reservations until this is completed. It can take up to 48 hours for an account to be setup so please plan in advance.

A few guidelines to remember when making appointments:

1. You'll be able to create, modify and cancel appointments prior to the start time. Within certain time frame of your reservation you will be unable to change reservations through the online system and must email the manager in order to cancel.
2. If you need to cancel an appointment please do so as soon as possible, to free up the time for others. If you cancel by having to contact the manager, you will be charged for the first hour. If you don't show up, you will be charged for the full reservation.
3. When booking, please make the best estimate possible of the time you'll need.
4. Be on time to your appointment – you will be charged from your reserved start time, unless you have contacted the manager and cancelled that time in advance.

Using the online schedule:

1. Visit <http://confocal.bwh.harvard.edu/cal/>.
2. Fill in your registered email address and password then press "Log In."

Please Log In	
Email address	<input type="text" value="scientist@partners.org"/>
Password	<input type="password" value="*****"/>
Language	<input type="text" value="English US (Default)"/>
Keep me logged in (requires cookies)	<input type="checkbox"/>
<input type="button" value="Log In"/>	
First time user? Click here to register	
View Schedule I Forgot My Password Help	



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3. Click on "Schedule Calendar" on the top left under "My Quick Links."



4. Click on the number of the date when you would like to make an appointment. Notice you can see other appointments made that day.



5. Click on an open block for a start time (such as 4pm in the image below). Other users times are shown as well. Make sure not to double-book over a time where another user has registered. Warning: the scheduler will allow you to book over a time of another category (such as "Independent" or "Off Hours Use." Be careful not to overlap booking with these other categories. Black out times are shown in maroon, representing times when tech assistance is unavailable, or the scope is down for maintenance or upgrades.

Wednesday, 11/28/2007	6:00am	7:00am	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm
Independent Use	[Maroon block]					James Watson					
Off Hours Use	[Yellow block]										
Tech-assisted Use	[Maroon block]			Rosalind			[Maroon block]				[Red arrow pointing to 4:00pm]

Please Note that no Tech-assisted use could be booked currently.



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6. Choose your start time and end time. Fill in the "summary" with many details of your planned experiment, such as whether you are using live or fixed cells, and which lasers you will be using. This allows us and other users know what equipment to leave on or warm up. If you are using tech-assistance, detailed information about staining and fluorophores has proven useful. **Make sure to click save when you are done!**

Location	
Phone	
Notes	Most users require tech assistance unless they have familiarity with the software/instruments, use it frequently and have completed training. Experienced users may choose to use tech assistance for more difficult techniques, or methods which require two experienced microscopists.

Please select the starting and ending times:	
Start	End
11/28/2007	11/28/2007
4:00pm ▼	5:00pm ▼
Minimum Reservation Length: 30 minutes	
Maximum Reservation Length: 8 hours	

Will be reserved for:	
Name	Tyler Hickman Change
Phone	617-525-
Email	thickman@rics.bwh.harvard.edu

Summary
Live cell imaging, 37 C. 35mm glass-bottom culture dish. Confocal wavelengths 488 (GFP), 543 (RFP), and Draq5 (633).



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7. Refresh the original schedule page to verify that your reservation has been made. Notice that there are no overlaps between Rosalind's, James', and Tyler's reservations. This is exactly as it should be. If you notice an overlap, please edit your appointment to avoid schedule conflicts.

Wednesday, 11/28/2007	6:00am	7:00am	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	
Independent Use	[Red]				James Watson [Green]							
Off Hours Use	[Yellow]											
Tech-assisted Use	[Red]				Rosalind [Green]			[Red]			▶ Tyler [Grey]	

Below is an example of an overlapped appointment. If you notice your reservation overlaps another, make the necessary changes immediately by editing your reservation as explained below.

Wednesday, 11/28/2007	6:00am	7:00am	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	
Independent Use	[Red]				James Watson [Green]							
Off Hours Use	[Yellow]											
Tech-assisted Use	[Red]				Rosalind [Green]		[Red]		OVERLAP [Red]			Tyler Hickman Live cell [Grey]

8. To edit or delete your reservation:

- Log in.
- Click on your reservation in the "Schedule Calendar."
- Follow steps 6 and 7. If you wish to delete your reservation, make sure "Delete" is checked.

Summary

Live cell imaging 37C

Delete?

Note that reservations may only be modified or deleted more than 24hrs in advance of the scheduled start time. A one-hour fee is charged to those who cancel an appointment within 24 hrs of the scheduled start time. The full time will be charged for appointments canceled after the scheduled start time or for no shows. Please be courteous to others who may be eager to use your scheduled time by canceling as early as possible.

Thank you!