



Instrumentation Booking System User Guide

The online instrumentation booking system allows you access to the Western Sydney University's state of the art science facilities and instruments.

To log in go to: [Instrumentation Booking site](#)

User name: The email you used to register

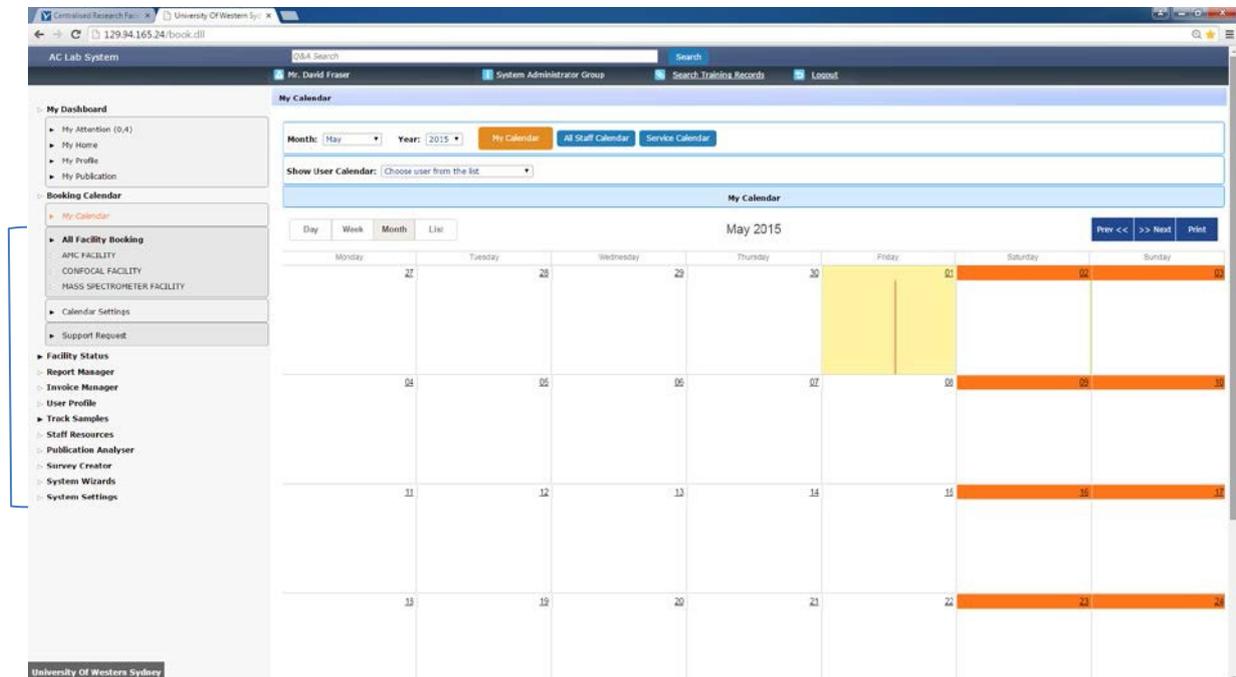
Password: Which you chose when you registered

Note. If you cannot remember your password please email

researchfacilities@westernsydney.edu.au to have your password reset.

My Dashboard:

After login on you will be taken to the My Calendar page.



Using the links on the left, you can view instrument bookings, make bookings, cancel bookings and edit your profile.

Making a Booking:

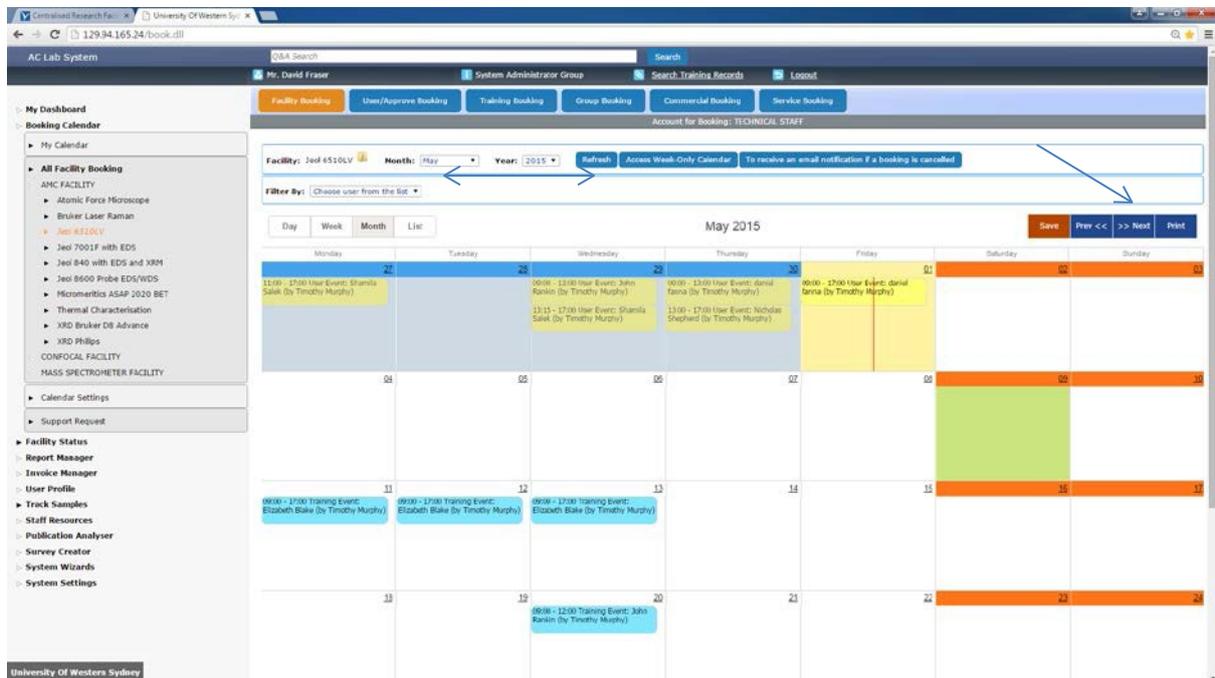
Click on the Facility whose instrument you wish to book. A full list of Instruments will appear.

The screenshot shows the 'AC Lab System' interface. On the left, a navigation menu is expanded to 'All Facility Booking', which is further expanded to 'ANFC FACILITY'. A blue arrow points to this menu item. The main content area is titled 'My Calendar' and shows a calendar for May 2015. At the top of the calendar, there are tabs for 'My Calendar', 'All Staff Calendar', and 'Service Calendar'. Below the tabs is a 'Show User Calendar' dropdown menu with the text 'Choose user from the list'. The calendar grid shows dates from Monday 22 to Sunday 24, with some dates highlighted in orange and yellow.

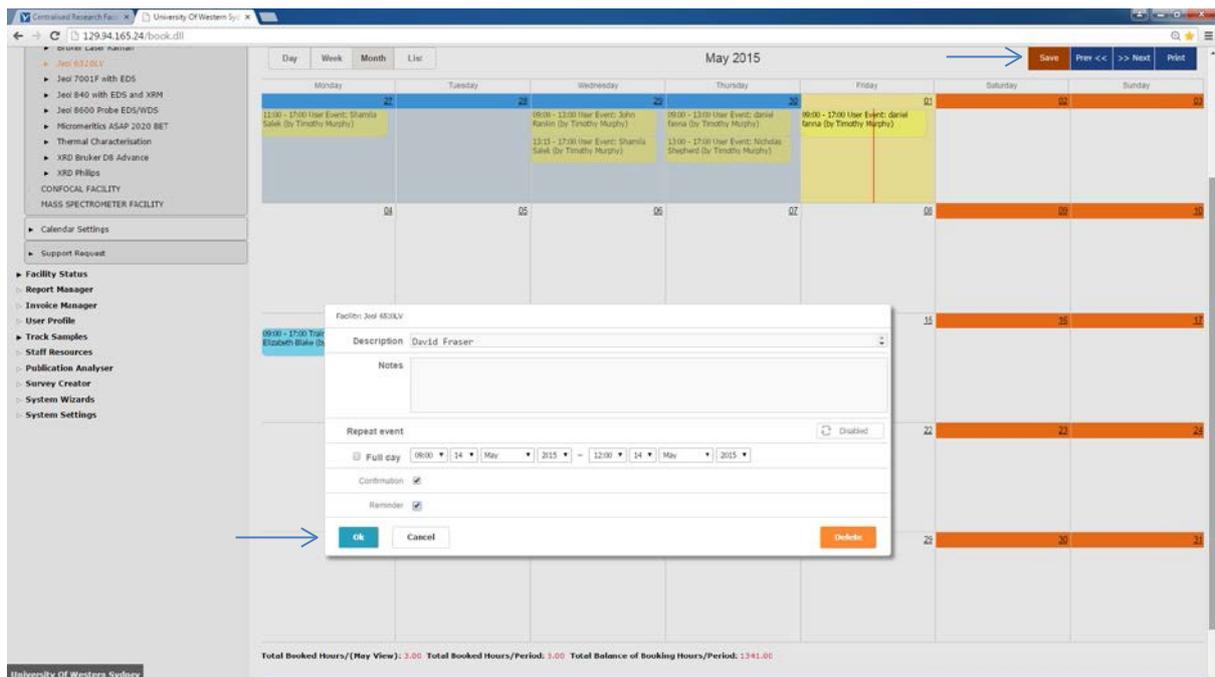
Click on the Instrument you wish to book, and then select the user account using the drop down list.

The screenshot shows the 'AC Lab System' interface. On the left, the navigation menu is expanded to 'All Facility Booking', which is further expanded to 'Jeol 6510LV'. The main content area is titled 'Facility Booking' and shows a form with a dropdown menu for 'Account for booking' with the text 'Please choose the correct account for booking'. Below the dropdown is a 'Continue' button. The University of Western Sydney logo is visible at the bottom left of the page.

You will then see a calendar which will show all current bookings and available time slots. Change the month by either selecting the correct month from the drop down menu and hitting refresh, or clicking on the 'Next' button.



Click on the date you'd like to book and the following window will appear. This allows you to select the length of your booking and to make notes if required. Tick the Confirmation and Reminder boxes to generate an email reminder to your inbox. Once you click 'ok' you must then click on 'Save' otherwise the booking won't be created.



Once you have finished making your booking it will be visible to yourself and others on the booking system.

The screenshot displays a web-based booking system interface. The browser address bar shows '129.94.165.24/book.dll'. The interface is divided into a sidebar on the left and a main calendar area on the right.

Sidebar Navigation:

- Microanalysis ASAP 2020 BET
- Thermal Characterisation
- XRD Bruker D8 Advance
- XRD Philips
- CONFOCAL FACILITY
- MASS SPECTROMETER FACILITY
- Calendar Settings
- Support Request
- Facility Status
- Report Manager
- Invoice Manager
- User Profile
- Track Samples
- Staff Resources
- Publication Analyser
- Survey Creator
- System Wizards
- System Settings

Calendar Data:

Date	Event	Time	User
04	11:00 - 17:00 User Event: Shania Salek	11:00 - 17:00	Shania Salek (By Timothy Murphy)
05	09:00 - 11:00 User Event: John Rankin	09:00 - 11:00	John Rankin (By Timothy Murphy)
06	11:11 - 17:00 User Event: Shania Salek	11:11 - 17:00	Shania Salek (By Timothy Murphy)
07	09:00 - 11:00 User Event: Daniel Faria	09:00 - 11:00	Daniel Faria (By Timothy Murphy)
07	11:00 - 17:00 User Event: Nicholas Shephard	11:00 - 17:00	Nicholas Shephard (By Timothy Murphy)
08	09:00 - 17:00 User Event: Daniel Faria	09:00 - 17:00	Daniel Faria (By Timothy Murphy)
11	09:00 - 17:00 Training Event: Elizabeth Blake	09:00 - 17:00	Elizabeth Blake (By Timothy Murphy)
12	09:00 - 17:00 Training Event: Elizabeth Blake	09:00 - 17:00	Elizabeth Blake (By Timothy Murphy)
13	09:00 - 17:00 Training Event: Elizabeth Blake	09:00 - 17:00	Elizabeth Blake (By Timothy Murphy)
14	09:00 - 12:00 David Pinner	09:00 - 12:00	David Pinner
19	09:00 - 12:00 Training Event: John Rankin	09:00 - 12:00	John Rankin (By Timothy Murphy)
20	09:00 - 12:00 Training Event: John Rankin	09:00 - 12:00	John Rankin (By Timothy Murphy)
21	09:00 - 12:00 Training Event: John Rankin	09:00 - 12:00	John Rankin (By Timothy Murphy)
22	09:00 - 12:00 Training Event: John Rankin	09:00 - 12:00	John Rankin (By Timothy Murphy)
23	09:00 - 12:00 Training Event: John Rankin	09:00 - 12:00	John Rankin (By Timothy Murphy)
24	09:00 - 12:00 Training Event: John Rankin	09:00 - 12:00	John Rankin (By Timothy Murphy)
25	09:00 - 12:00 Training Event: John Rankin	09:00 - 12:00	John Rankin (By Timothy Murphy)
26	09:00 - 12:00 Training Event: John Rankin	09:00 - 12:00	John Rankin (By Timothy Murphy)
27	09:00 - 12:00 Training Event: John Rankin	09:00 - 12:00	John Rankin (By Timothy Murphy)
28	09:00 - 12:00 Training Event: John Rankin	09:00 - 12:00	John Rankin (By Timothy Murphy)
29	09:00 - 12:00 Training Event: John Rankin	09:00 - 12:00	John Rankin (By Timothy Murphy)
30	09:00 - 12:00 Training Event: John Rankin	09:00 - 12:00	John Rankin (By Timothy Murphy)
31	09:00 - 12:00 Training Event: John Rankin	09:00 - 12:00	John Rankin (By Timothy Murphy)

Summary: Total Booked Hours/(May View): 3.00 Total Booked Hours/Period: 3.00 Total Balance of Booking Hours/Period: 1241.00

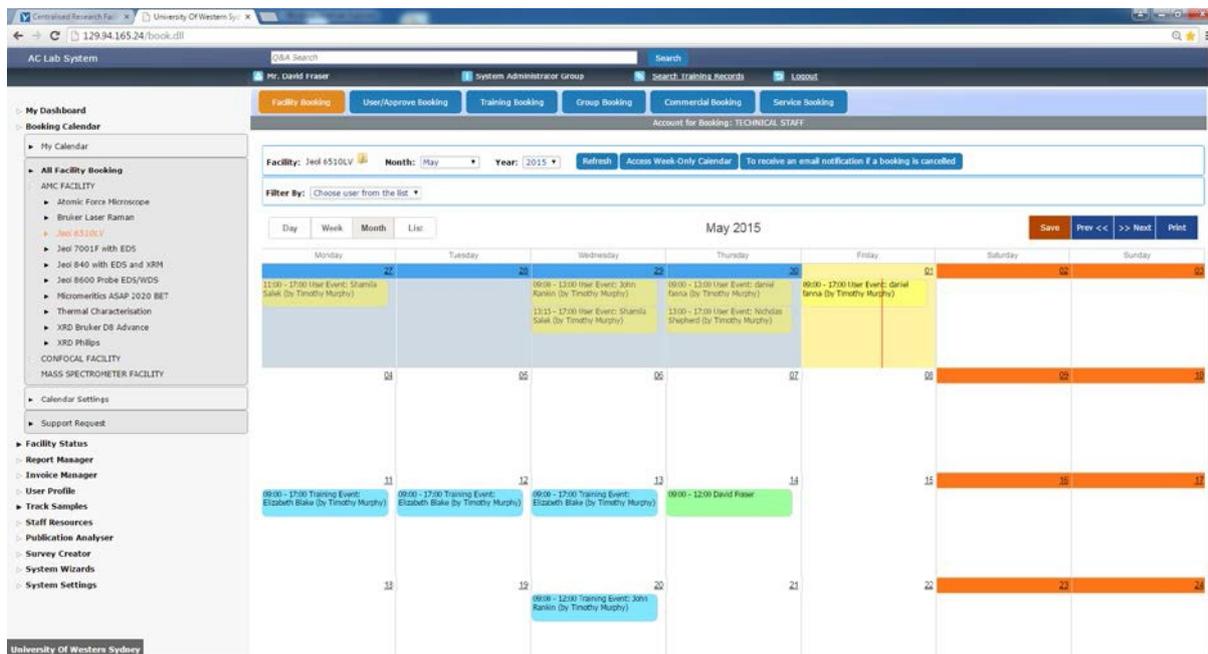
[Click to view the booking restrictions...](#)

[Click to view user contacts...](#)

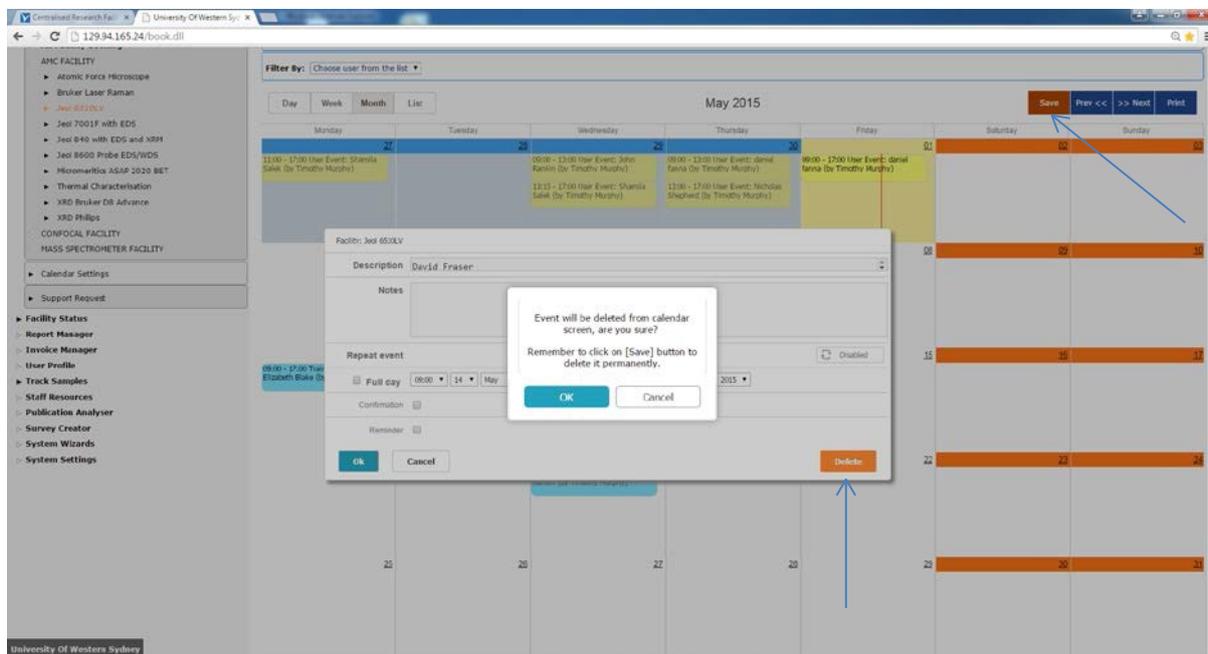
University Of Western Sydney

Cancelling a Booking:

Go to the booking calendar where you have made your booking.

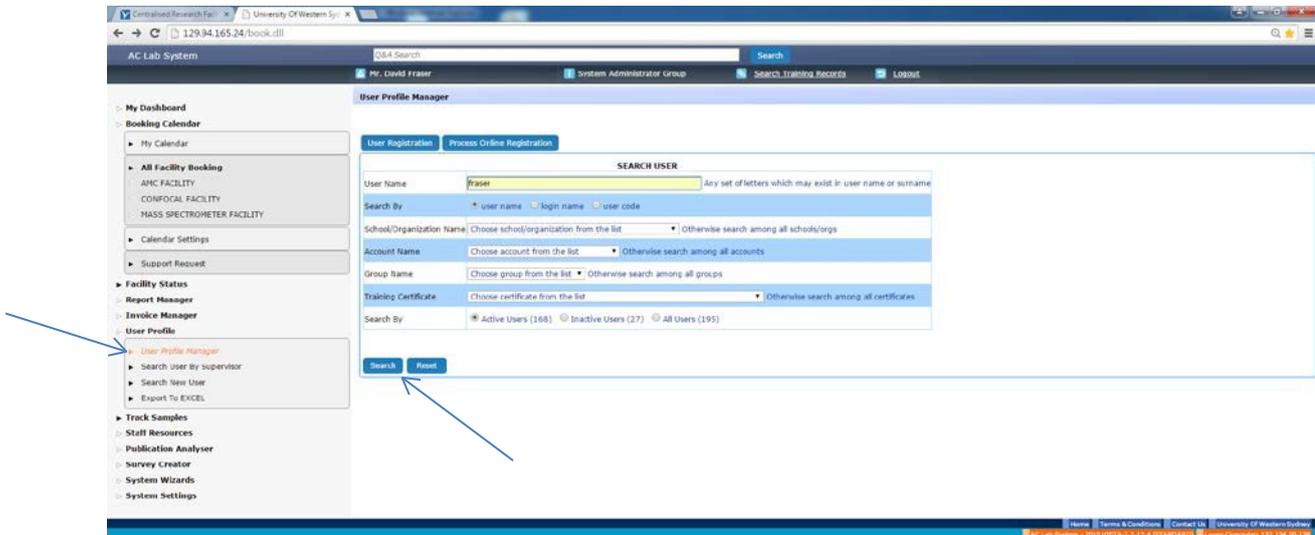


Your booking will be in green. Click on your booking and the following window will open. To cancel your booking click 'Delete', another box will appear click OK, then you must hit 'Save' to complete the process.



Editing Your Profile:

To edit your contact details, project details or add more information click on 'User Profile' from the left hand menu, then 'User Profile Manager'. Enter your name in the user name field and click on search. Locate your user name and click Edit User Profile. Once you have made the necessary changes click on 'Update'.



Notes:

- It is important to note that in this booking system
 - A) Instruments are referred to as facilities and
 - B) Facilities are referred to as facility groupsi.e. The Joel 6510LV (a scanning electron microscope) is referred to as a facility however the Advanced Material Characterisation Facility (AMCF) is referred to as a facility group.
- When you first sign up to the booking system as a new user you will not be able to book any instruments until you have received training or the permission of the facility manager. In order to receive this training or to book so time on the instrument as a beginner please contact the relevant facility manager.
- As you receive more training and experience you may be upgraded to a higher user level, the higher the level the more access you have to the instrument.
- Please do not use the facilities unless you have booked them using the online booking system.
- Low level users will only have access to the instrument 9am-5pm Mon-Fri, whereas high level users will have access to the facility 24 hours a day including weekends.

If you have any questions on instrumentation within the Facilities please contact a Facility Manager

https://www.westernsydney.edu.au/research/centralised_research_facilities/contact_information