



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

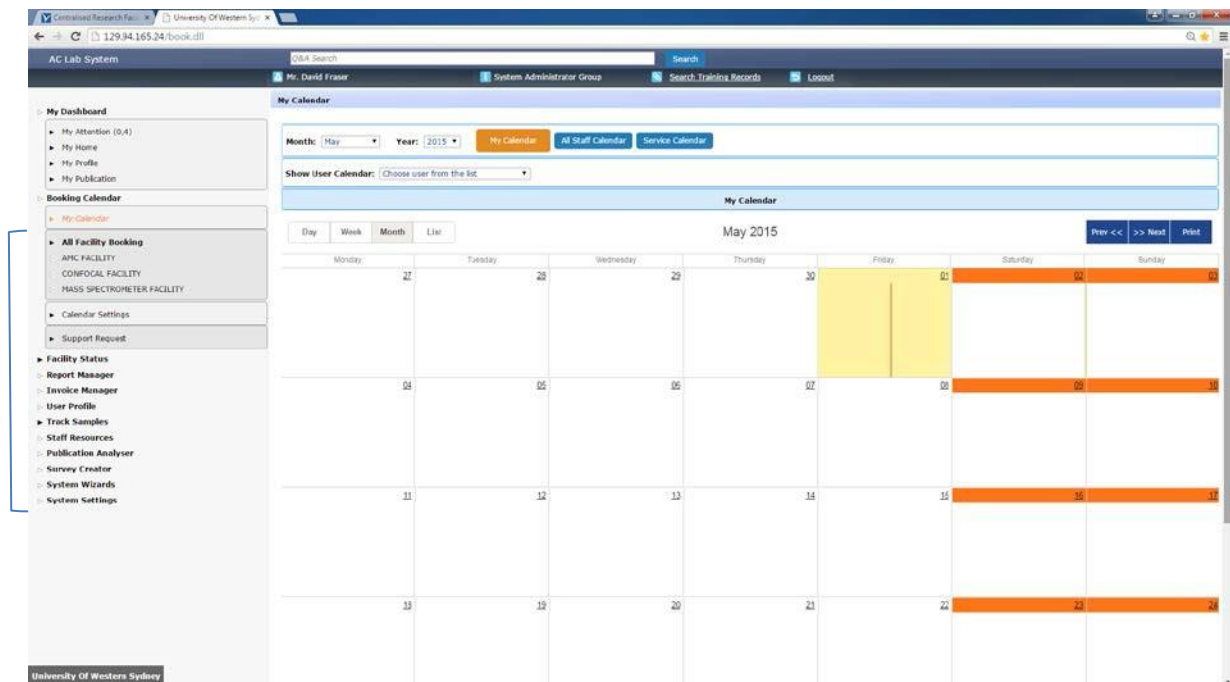
Password: Which you chose when you registered

Note. If you cannot remember your password please contact David Fraser on

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:

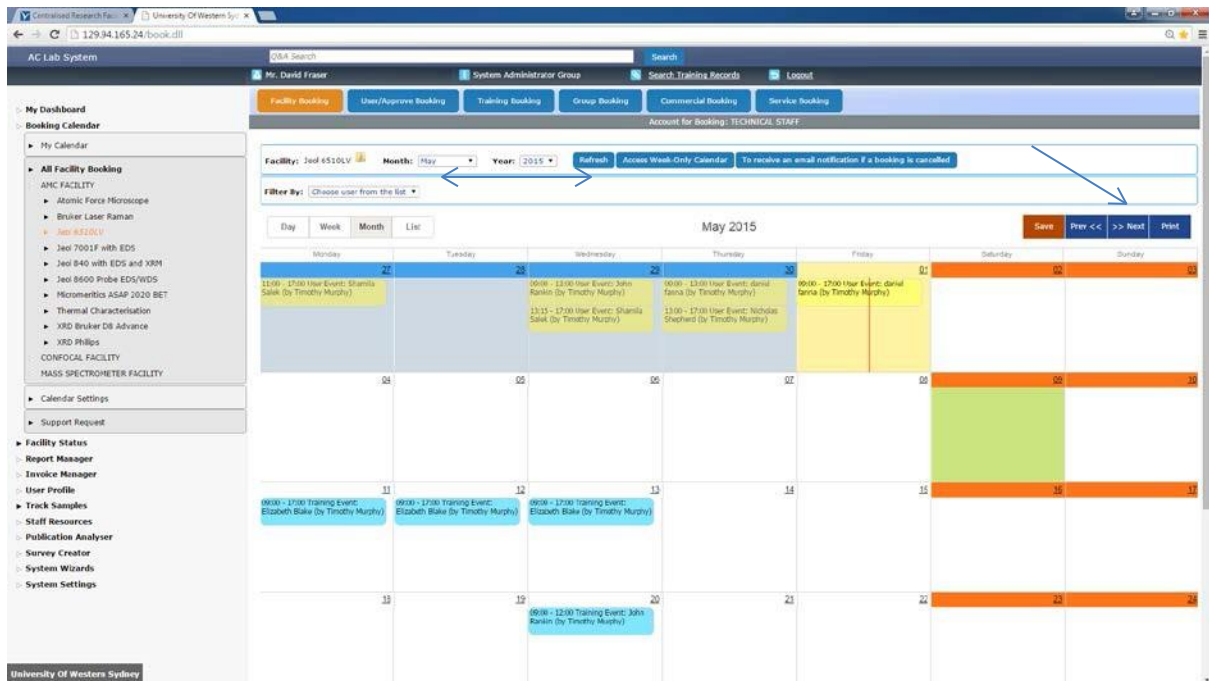
Click on the Facility whose instrument you wish to book. A full list of Instruments will appear.

The screenshot shows the 'My Calendar' interface. On the left, a sidebar menu is expanded to 'All Facility Booking', which lists various facilities including 'Jeol 6510LV'. A blue arrow points to this menu item. The main content area shows a calendar for May 2015. The calendar has tabs for 'My Calendar', 'All Staff Calendar', and 'Service Calendar'. Below the tabs is a 'Show User Calendar' dropdown menu. The calendar grid shows dates from Monday, May 12th to Sunday, May 18th. The date Friday, May 15th is highlighted in yellow. The top of the page includes a search bar and user information for 'Mr. David Fraser'.

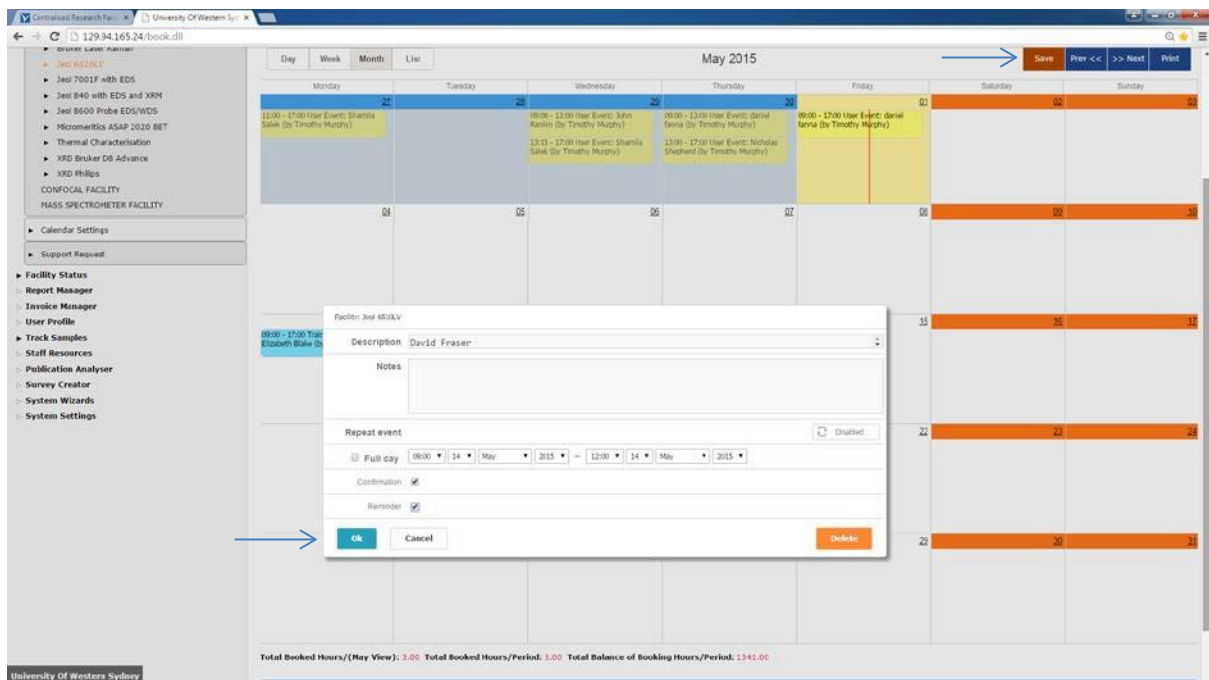
Click on the Instrument you wish to book, and then select the user account using the drop down list.

The screenshot shows the 'Facility Booking' page. The left sidebar menu is expanded to 'All Facility Booking', and 'Jeol 6510LV' is selected. The main content area displays a form with a dropdown menu labeled 'Account for Booking' and a 'Continue' button. The dropdown menu contains the text 'Please choose the correct account for booking'. The top navigation includes 'Facility Booking', 'All Staff Calendar', and 'Service Calendar'. The user information at the top shows 'Mr. David Fraser'.

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.

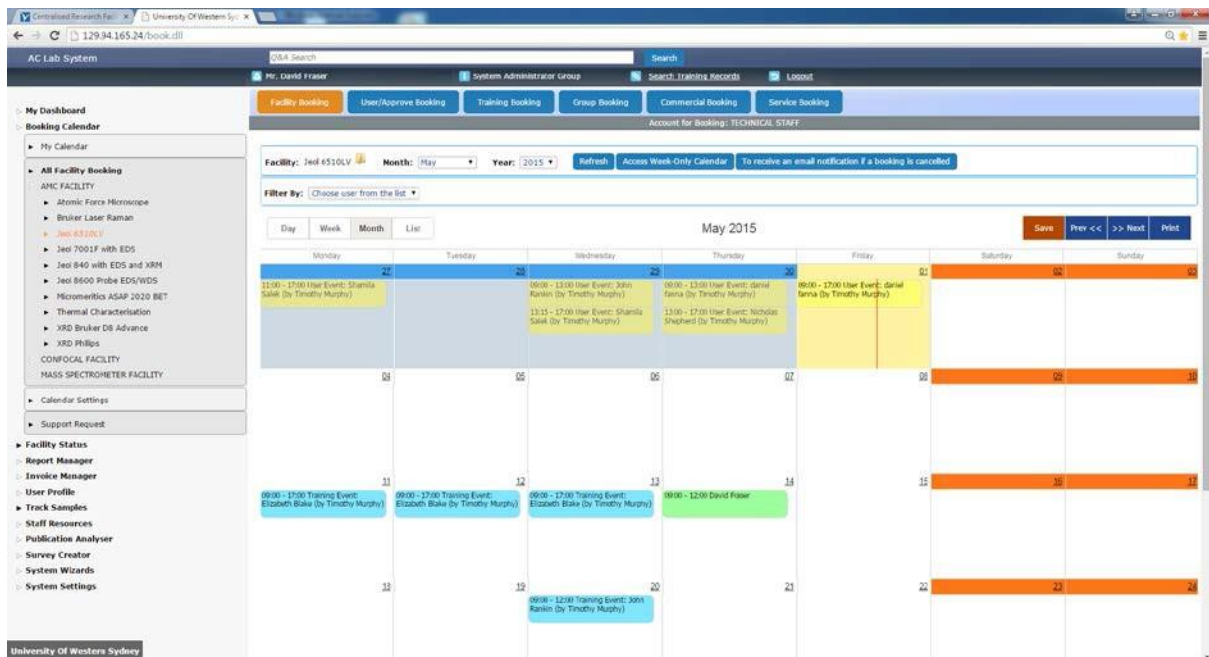


Once you have finished making your booking it will be visible to yourself and others on the booking system.

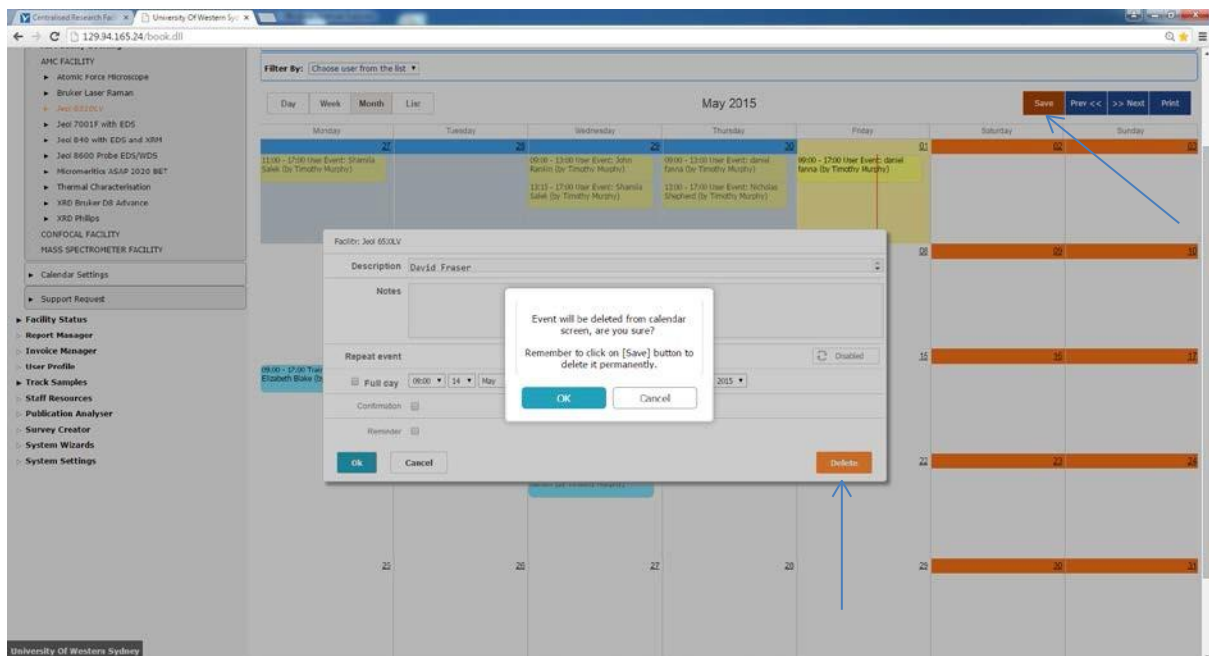
The screenshot displays a web-based booking system interface. On the left is a sidebar menu with the following items: Micromeritics ASAP 2020 BET, Thermal Characterisation, XRD Bruker D8 Advance, XRD Philips, CONFOCAL FACILITY, MASS SPECTROMETER FACILITY, Calendar Settings, Support Request, Facility Status, Report Manager, Invoice Manager, User Profile, Track Samples, Staff Resources, Publication Analyser, Survey Creator, System Wizards, and System Settings. The main area is a calendar grid for the month of May, with dates from 01 to 31. Events are shown as colored blocks: yellow for user events (e.g., '11:00 - 17:00 User Event: Shamsa Salek (By Timothy Murphy)'), blue for training events (e.g., '09:00 - 17:00 Training Event: Elizabeth Blake (By Timothy Murphy)'), and green for a specific event ('09:00 - 12:00 David Prewer'). A blue arrow points to the green event on May 14th. At the bottom of the calendar, a summary bar shows: 'Total Booked Hours/(May View): 3.00 Total Booked Hours/Period: 1.00 Total Balance of Booking Hours/Period: 1341.00'. Below the calendar are two links: 'Click to view the booking restrictions...' and 'Click to view user contacts...'. The University of Western Sydney logo is visible in the bottom left corner.

Cancelling a Booking:

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

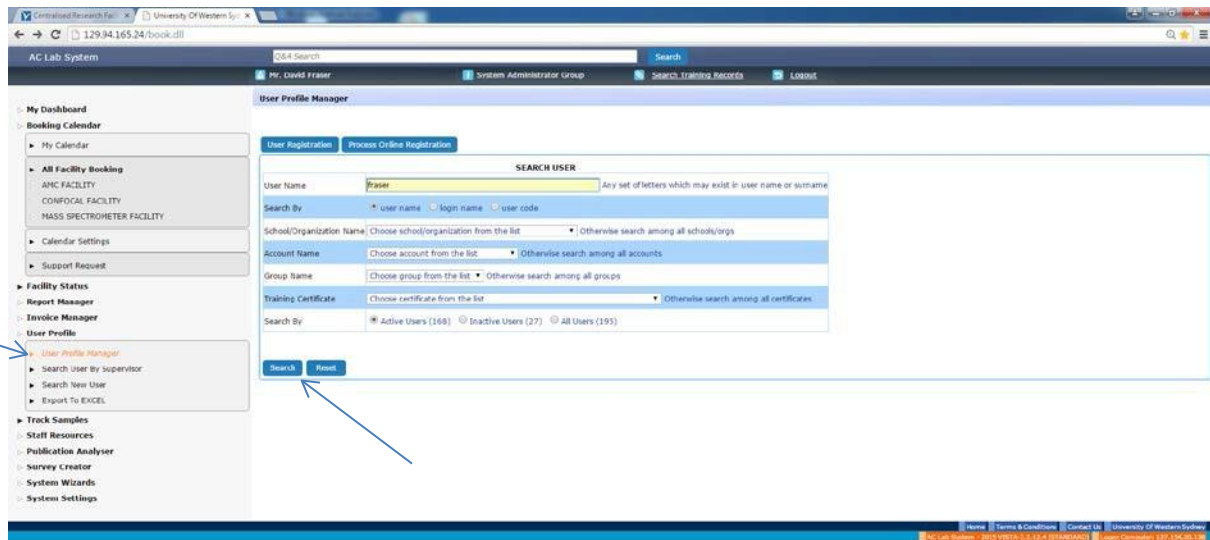


Your booking will be in green. Click on your booking and the following window will open. To cancel your booking click 'Delete', another box will appear click OK, then you must hit 'Save' to complete the process.



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'.



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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 further questions please contact a facility manager.

Facility Managers:

Advanced Materials Characterisation Facility (AMCF):

Dr. Richard Wuhrer

richard.wuhrer@westernsydney.edu.au

Confocal Bio-Imaging Microscope Facility:

Dr. Anya Salih

a.salih@westernsydney.edu.au

Next Generation Sequencer:

Dr. Caroline Janitz

c.janitz@westernsydney.edu.au

Mass Spectroscopy Facility (Mass Spec):

Dr. David Harman

d.harman@westernsydney.edu.au

Nuclear Magnetic Resonance (NMR) Biomedical Medical Resonance (BMR):

Prof. Bill Price

w.price@westernsydney.edu.au

Secondary Ion Mass Spectrometer (SIMS):

Dr Rong Liu

Rong.liu@westernsydney.edu.au