



## Instrumentation Booking System User Guide

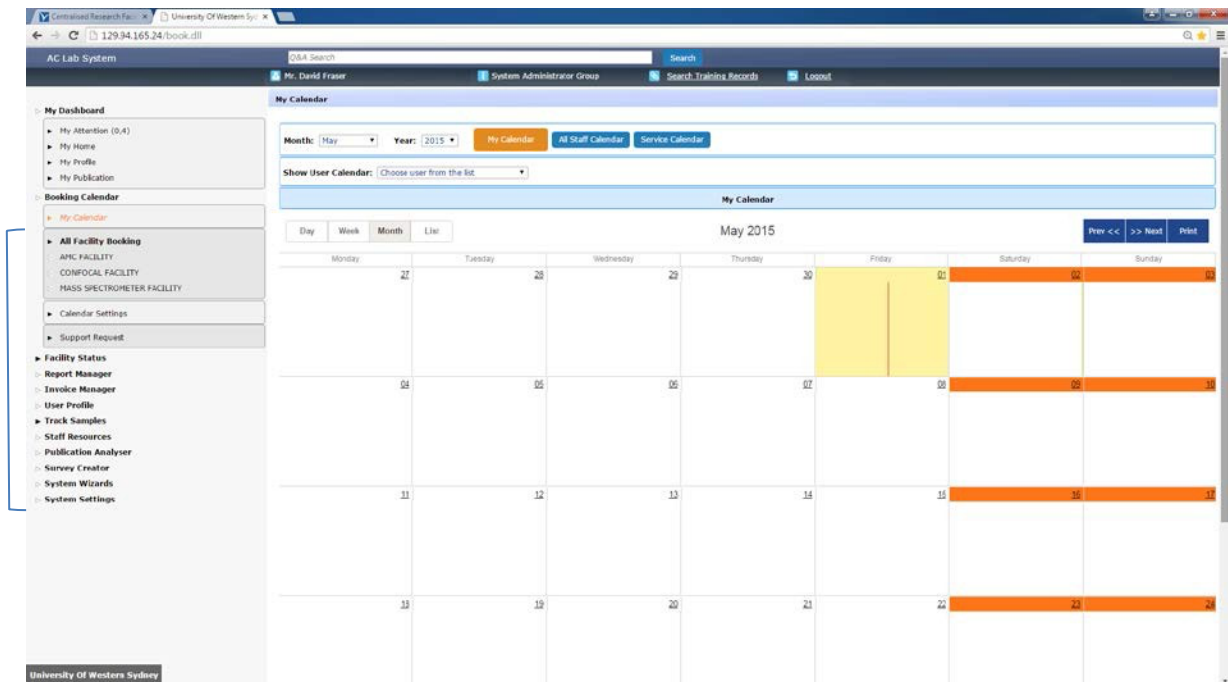
Western's Research Infrastructure utilises an online booking system, provided by Unilabs, to facilitate access to Western's state of the art facilities and instruments.

Instrument booking site: <https://acls-wsu.unilab.com.au/> . Please note that by following this link you are leaving the University's environment.

Username: Your email  
Password: Chosen by you.

Note: for technical assistance, please email [researchfacilities@westernsydney.edu.au](mailto:researchfacilities@westernsydney.edu.au)

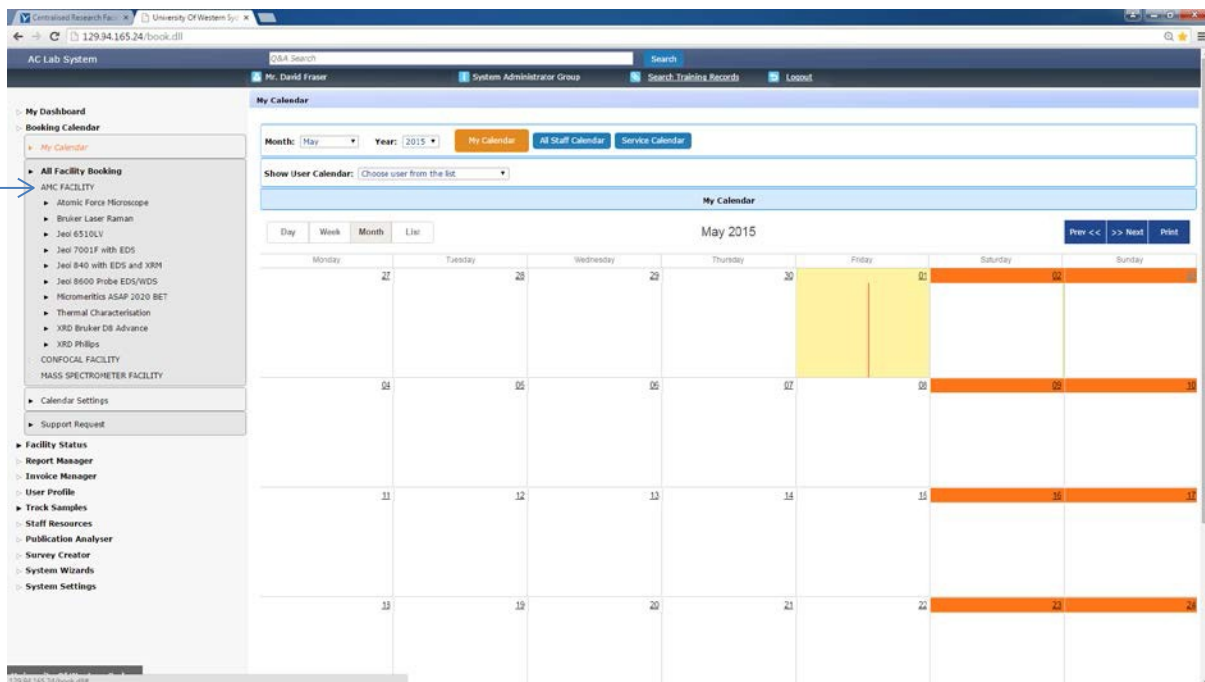
My Dashboard:  
After login on you will be taken to the My Calendar page.



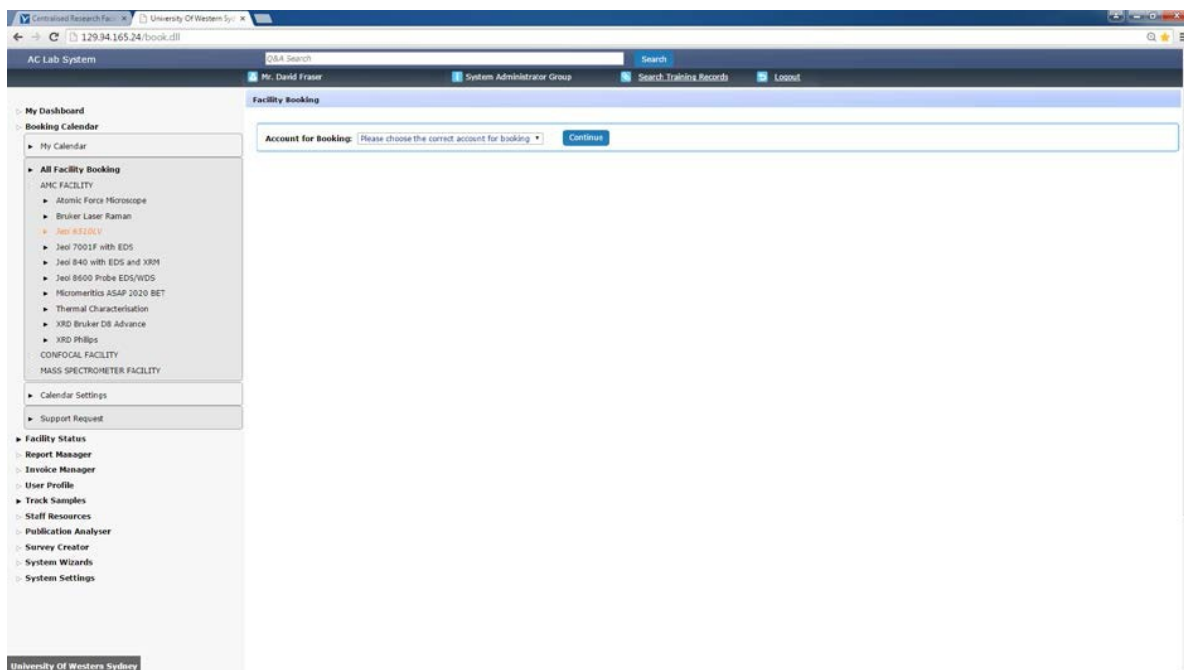
Using the links on the left, you can view instrument bookings, make bookings, cancel bookings and edit your profile.

Making a Booking:

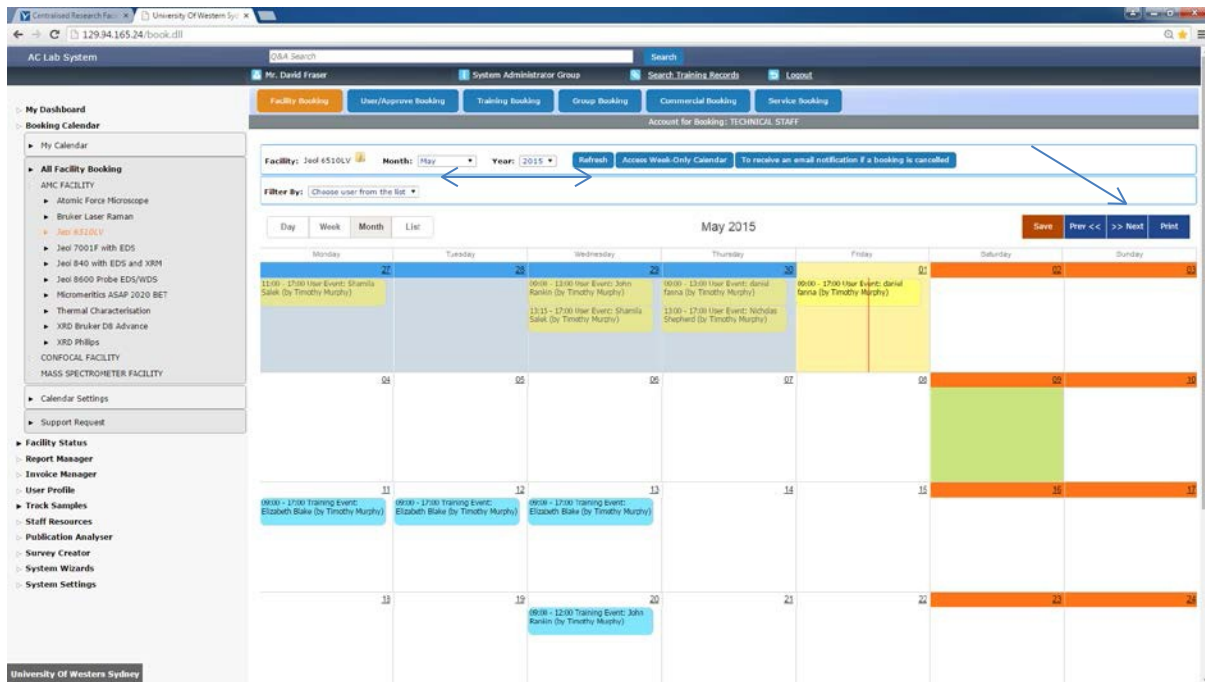
Click on the Facility whose instrument you wish to book. A full list of Instruments will appear.



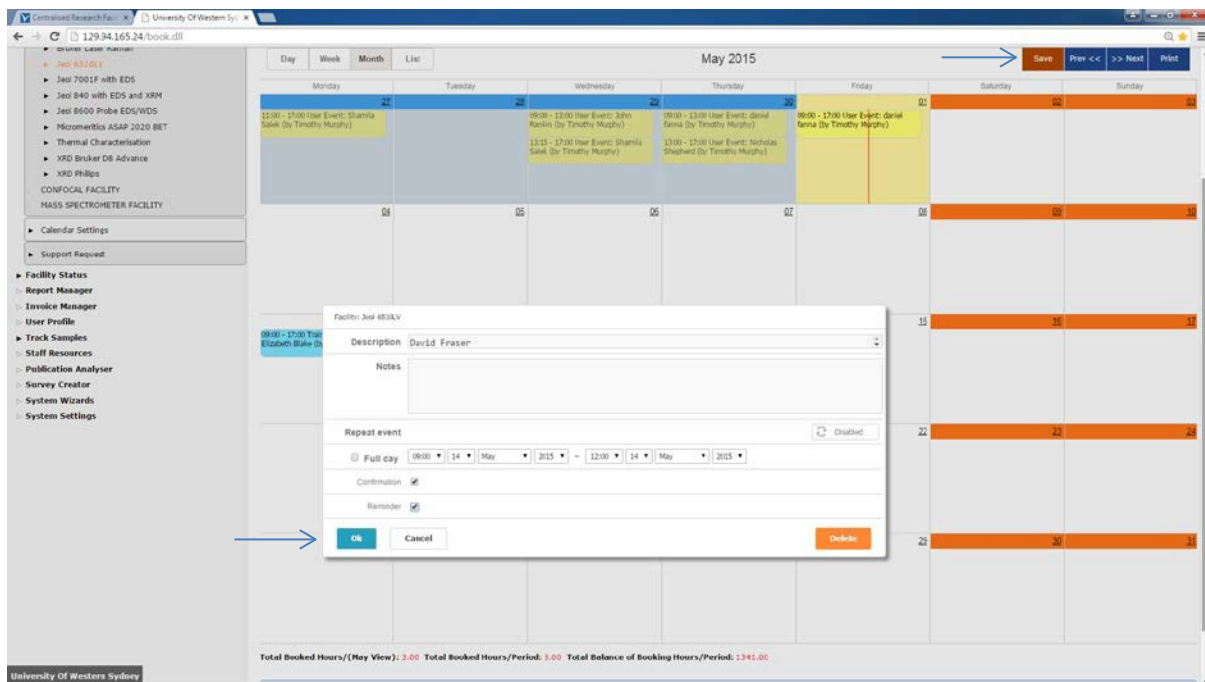
Click on the Instrument you wish to book, and then select the user account using the drop down list.



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.

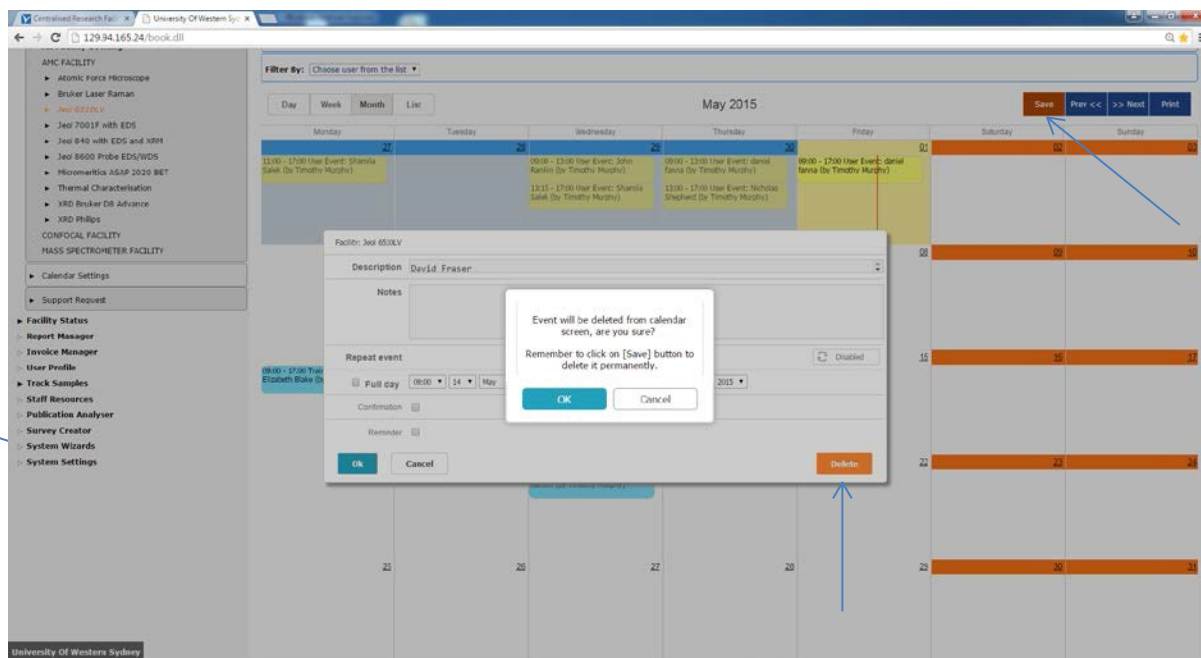
The screenshot shows a web-based booking calendar for the University of Western Sydney. The interface includes a left-hand navigation menu with categories like 'Facility Status', 'Report Manager', 'Invoice Manager', 'User Profile', 'Track Samples', 'Staff Resources', 'Publication Analyser', 'Survey Creator', 'System Wizards', and 'System Settings'. The main area is a calendar grid for May 2015. Bookings are represented by colored blocks: yellow for 'User Events' (e.g., Shamilia Salek, John Rankin, Daniel Faria, Nicholas Shephard) and blue for 'Training Events' (e.g., Elizabeth Blake, John Rankin). A specific booking on Thursday, May 14th, from 09:00 to 12:00, is highlighted in green and labeled 'David Fraser'. A blue arrow points to this booking. At the bottom of the calendar, summary statistics are provided: 'Total Booked Hours/(May View): 3.00', 'Total Booked Hours/Period: 3.00', and '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...'.

Canceling a Booking:

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

The screenshot displays the 'AC Lab System' booking interface. At the top, there is a search bar and user information for 'Mr. David Fraser' in the 'System Administrator Group'. Below this are navigation tabs for 'Facility Booking', 'User/Approve Booking', 'Training Booking', 'Group Booking', 'Commercial Booking', and 'Service Booking'. The main content area is titled 'Account for Booking: TECHNICAL STAFF' and shows a calendar for 'May 2015'. The calendar grid is similar to the previous screenshot, showing various bookings. The left-hand navigation menu is more detailed, listing specific facilities such as 'Atomic Force Microscope', 'Bruker Laser Raman', 'Jeol 6310CI', 'Jeol 7001F with EDS', 'Jeol 840 with EDS and XRM', 'Jeol 8600 Probe EDS/WDS', 'Micromeritics ASAP 2020 BET', 'Thermal Characterisation', 'XRD Bruker D8 Advance', 'XRD Philips', 'CONFOCAL FACILITY', and 'MASS SPECTROMETER FACILITY'. The University of Western Sydney logo is visible at the bottom left.

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.



University Of Western Sydney

### 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 groups  
i.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. 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.
- Newer level users will only have access to the instrument 9am-5pm Mon-Fri, whereas experienced users with proven competency will have access to the facility 24 hours a day including weekends.

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