

Imaging Center OCF Scheduler Quick Start Guide

Tracy E. Anderson, 3/2008

Creating an account

1. Go to icschedule.umn.edu, scroll to the bottom, and click **Login/Logout**. Click the link **New User Sign up**.
2. Fill out New User Registration information. All fields must be filled in.

New User Registration

Login Name: ande0198 *no spaces please*

First Name: Trazy

Last Name: Anderson

E-mail address: trazy@umn.edu

Alternate email: trazy@blah.com

Phone: (612) 624-3454

Make Public: *(Let other users view your personal calendar)*

Password: *****

Password (again): *****

Address: Snyder Hall

Room #: 23

City: Saint Paul

State: MN

Zipcode: 55108

Affiliation: In-state University

Department: Imaging Center

PI: Mark Sanders

Account #: 4441234

**required information for billable resources:*

additional accounts can be added later

Submit

**Required for billable resources*

- a. **Login Name** is the username you will use to login.
- b. In the **Phone** field, enter your full 10-digit campus phone number, including area code.
- c. Selecting **Make Public** will allow others to view your personal calendar. Normally, you would keep this unchecked, but some people may want to check this box for communication between colleagues.
- d. **IMPORTANT** - In the **Address** field, the software does not allow numbers. I'm working on a fix for this. For now, please just enter your building name in this field (e.g. Gortner, Bioscience, MCBB, etc.)
- e. UMN users: use **In-State University** in the **Affiliation** field. Companies: please select Private Company. Government agencies outside the U of MN: select Out of State University / Federal Agency.
- f. If your department is not listed in the pull down menu, choose **Other... Unlisted**.
- g. In the **PI** field, select the lead investigator / supervisor in the pull down menu. If yours is not listed, please choose **Other... Unlisted**.
- h. **Account Number** field: U of MN users - enter your default CUFS number **without any non-numeric characters** (no dashes). If you are using equipment that is not billable, you may leave this field blank. Non U of MN users, please enter your own identification number specific to your particular project.

Account numbers may be between 1 and 12 digits long. Additional account numbers will be able to be added later once you're logged in.
- i. After all fields have been filled in, click **Submit**.
- j. If your Account, Department, and/or PI, was unlisted you will now be prompted to enter that information. All fields need to be filled in. If you are entering a new account number, you will need to enter a name descriptor and expiration date. If there is no account expiration date, choose an arbitrary future date (i.e. 1/1/2028). Click **Save**.
- k. You will not be able to log in using the screen immediately displayed after saving your info. Please navigate away from this page, and back to icschedule.umn.edu. Scroll to the bottom, click Login/Logout, and you will now be able to log in with the username and password you set up.

Reserving a Resource

1. Upon logging in, you will see a list of all the resources at the Imaging Center and CBS Instructional Labs. Below each resource link, you may also see a description as well as a **More Details** link taking you to page with more information about the resource.
2. Click on the resource you wish to reserve. You will now see the reservation calendar for that resource. You can navigate to past and future dates by clicking the mini calendars at the top, or with the pull down menus at the bottom.
3. On the main calendar, click **Add New** on the date you wish to reserve the resource. At this point you may be prompted to enter missing profile information. Enter the missing info and click **Submit**.
4. If this is your first time reserving a particular resource, you will see a message saying that your request requires administrative approval. Click **Send Access Request** to request approval from Imaging Center staff.

Note: most resources require an initial training session with Imaging Center staff. If you are requesting access to such equipment without having been trained, you will be denied access. In this event, please contact Imaging Center staff directly to set up an appointment for training.

5. Upon resource access approval, you will receive an email notification and may now reserve time for this resource.
6. As an approved resource user you will now see this screen after clicking the **Add New** link on the calendar:

Reserve Time for Nikon C1 Spectral Imaging Confocal Microscope

Tracy Anderson

Event Name: GFP in root tissue

Description: For the cover of Science

*Date: 27 Mar 2008 Select...

Time: 1:00 am pm

Duration: 1 hour 15 minutes

Service: Instrument Time [\$11.25 per 15 minute block]

Account: Imaging Center [4363005]

Availability	
Sundays	All Day
Mondays	All Day
Tuesdays	All Day
Wednesdays	All Day
Thursdays	All Day
Fridays	All Day
Saturdays	All Day

Reservations available 364 days in advance
Mon March 16, 2009

Session Requests (emailed to Admin)
I will need 60x oil objective.

Repeat this entry

Send confirmation email

Send reminder: 2 days in advance

Send to: trazy@umn.edu

Export this entry (Palm, Outlook, iCal)

Save

7. Fill in the reservation information. If you have special requests for this session, please enter this in the **Session Requests** field.
8. To edit or delete an entry, click on the event either on the main calendar or your **Personal Schedule**, which you can find at the top of the page. You will now be able to edit or delete this entry using the menu on the left side.

Note: reservations may only be edited or cancelled up to 8 hours before the event time. If you need to cancel less than 8 hours before the reservation, contact Imaging Center staff.

Advanced features

Details on advanced features such as exporting your personal calendar to UMCal, adding new account numbers, changing your password, etc. can be found in the OCF Resource User Guide downloadable at:

www.cbs.umn.edu/ic/scheduling/ocf_userguide.pdf

If you need further assistance with the OCF Scheduler, please contact Tracy Anderson at trazy@umn.edu.