

How to use the eGroupware calendar (Example on microscopes)

First login & configuration

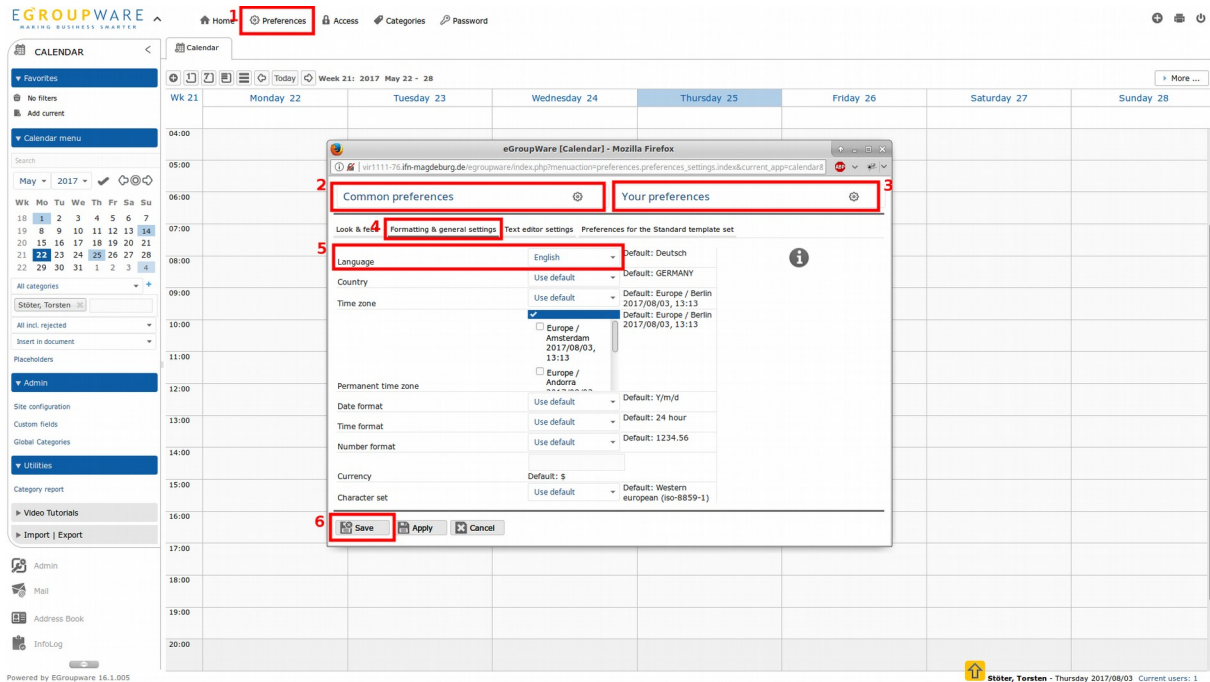


Figure 2

After Login you can change the default language setting by using the *Einstellungen* (= *Preference*) button (1, Fig. 2). In the pop-up window, choose *Allgemeine Einstellungen* (= *Common Preferences*) (2, Fig. 2) and *Persönliche Einstellungen* (= *Your Preferences*) (3, Fig. 2). Next, click on *Formatierung & allgemeine Einstellungen* (= *Formatting & general settings*) (4, Fig. 2) and then change *Sprache* (= *Language*) to your default Language (5, Fig. 2). Finally, on the bottom of the pop-up window press *Speichern* (= *Save*) (6, Fig. 2).

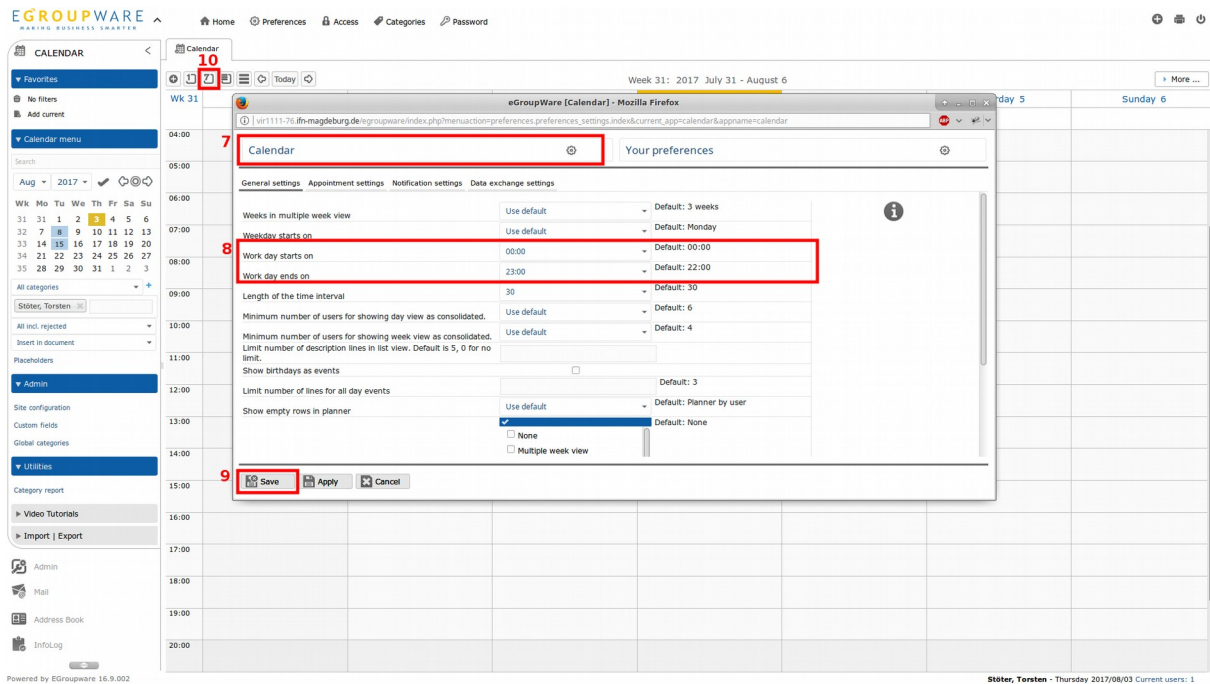


Figure 3

After that, please choose *Calendar* in the pop-up window. (7, Fig. 3). To see all calendar entries of a whole day, adjust *Work day starts on* and *Work day ends on* to 00:00 and 23:00. (8, Fig. 3) Press *Save* (9, Fig. 3) to apply and store your preferences permanently for every login.

On login you should see your own private calendar by default. We recommend the *Weekview* (10, Fig. 3) for your calendar to have an overview of all your bookings for the current or selected week.

Hint: For LIN users we have established Group views for all research groups in the institute. This means you can use this calendar as a group calendar, too. If you have questions regarding this, please ask the CNI staff.

Booking a device

Booking a device in the calendar takes four steps.

1. Browse the device's calendar to choose a free time slot

Devices are called resources within the eGroupware. To open a device's calendar, enter the device name in the search field (11, Fig. 4), e.g., *STED*, *SP8*, *Neurolucida*. A drop-down list of resources matching your search request will pop up. Choose the device which you want to book to browse its calendar. Now find a free time slot in the calendar and click on it to open the reservation window. (center, Fig. 3).

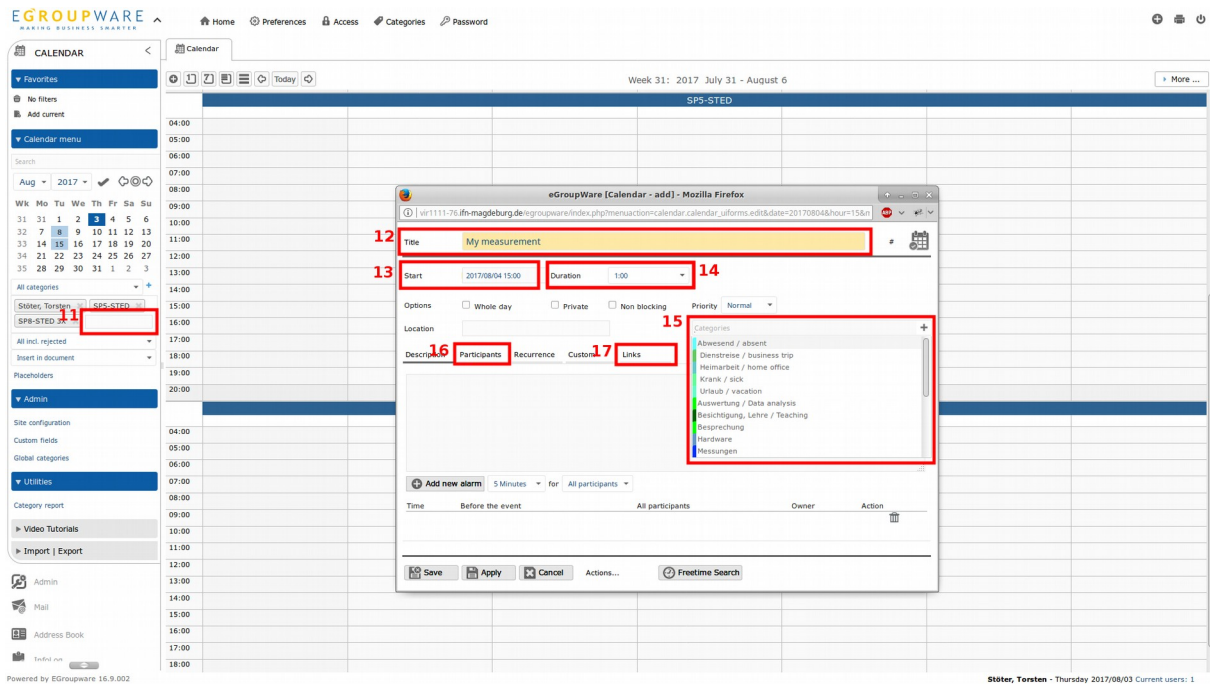


Figure 4

2. Fill in the general information

Please fill in a Title (12, Fig. 4) and set your starting date and time (Start) (13, Fig. 4) and also Duration (14, Fig. 4) for your reservation. Additionally, you are asked to indicate what you want to do by choosing the correct Categories (15, Fig. 4) as follows:

- For fixed cell imaging experiments please check <LSM_Fixed Cell Imaging>
- For live imaging experiments please check <LSM_Live Cell Imaging>
- For STED imaging experiments please check <LSM_STED Imaging>
- For FLIM imaging experiments please check <LSM_FLIM Imaging>
- For Light Sheet imaging please check <LSM_Light Sheet Imaging>
- If you want to analyze your Data by using Imaging workstations (e.g., Imaris or Huygens) please check just <Auswertung / Data analysis>

Using the plus sign (15 top right, Fig. 4) you can add more than one category to your reservation.

3. Add more participants (optional)

As a next step, please go to the Participants tab (16, Fig. 4; Fig. 5). In this tab you may invite users to your imaging session and add additional devices to use.

However, you can add individual users, your whole group or even different devices by searching. Simply type in your Search term (18, Fig. 5) and select your choice from the drop-down menu, that will appear. Your selection will be added to a list as in (19, Fig. 5). Pressing the Plus button will add this list to your reservation (21, Fig. 5). Use the Trash button (22, Fig. 5) to delete a user or device from your reservation. Adding a different user will send a Request (20, Fig. 5) for appointment at the given date and time, which the added user needs accept. Please check the Status (22, Fig. 5) of your reservation's users from time to time.

Title: My measurement
 Start: 2017/08/03 15:00 | Duration: 1:00
 Options: Whole day Private Non blocking | Priority: Normal
 Location: | Categories:

Description | **Participants** | Recurrence | Custom | Links

Type	Participants	Quantity	Role	Status	Actions
Resources	SP8-STED 3X	1	Requested	Requested	Accepted
User accounts	Kobler, Oliver		Requested	No response	Deleted (22)

Save | Apply | Cancel | Actions... | Freetime Search

Figure 5

4. Link the calendar entry to your project

As a last step, you have to link your booked session to your project, named according to your study code you provided in the online study application. For this you have to go to the Links tab (24, Fig. 6). Please choose the Project Manager from the drop down list (25, Fig. 6). By searching (26, Fig. 6) for your study code you can select your project and press the Link button (28, Fig. 6). Your project name is always given as your study code and your name. If you do not find your study code or name, please contact the CNI staff. If the session is successfully linked, it appears in the bottom list (27, Fig. 6). You can also delete linked projects from this list, when you move the mouse cursor over the list entry and click the red delete symbol. At the end again you have to press Save (29, Fig. 6).

Done :-)

Title: My measurement
 Start: 2017/08/03 15:00 | Duration: 1:00
 Options: Whole day Private Non blocking | Priority: Normal
 Location: | Categories:

Description | Participants | Recurrence | Custom | **Links** (24)

Project Manager (25) | Search... (26) | Link (28)

Existing links (27)
 P-2014-0017/0004: CNI_OK (Kobler)

Save (29) | Apply | Cancel | Actions... | Freetime Search

Figure 6

Contact & questions

In case you have any trouble, please don't hesitate to contact us:

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