

BUCNI Calpendo User Guidance

Edition: AUGUST 2023

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Go to: BUCNI.Calpendo

1. Register as a user

1.1. If you have registered before, please log in with your username and password.



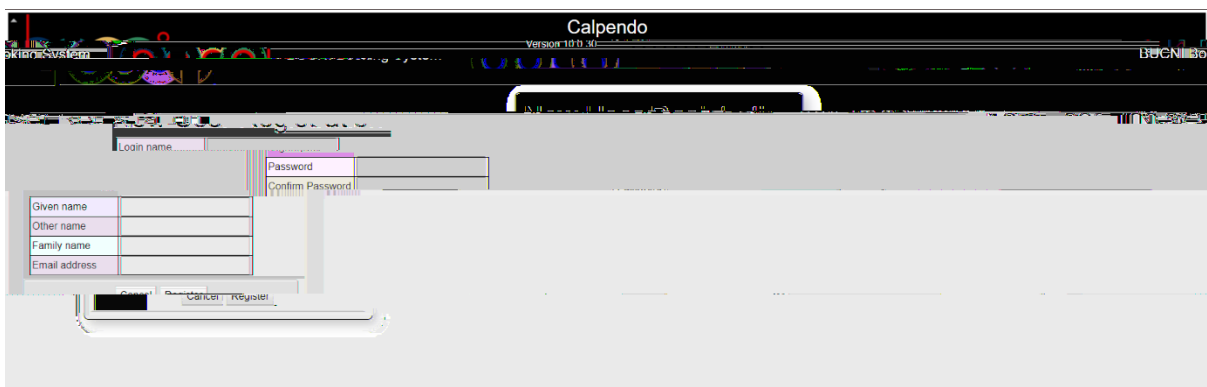
1.2. If you have **not** registered before, please register as a new user or request for a user with the BUCNI Administrator.

1.2.1. Select Register new user.

1.2.2. Select create as a Local account.

1.2.3. Fill in the form with your details and click on Register.

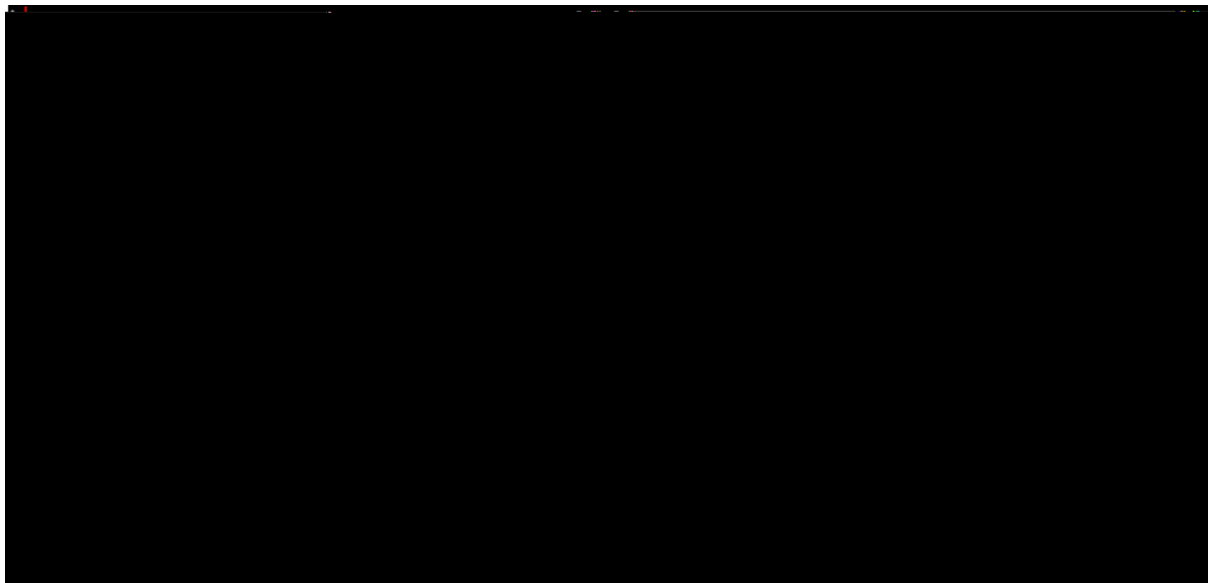
1.2.4. Once your user request has been approved, you should get an email that your user request has been approved. You can then log in with the username and password that you created.



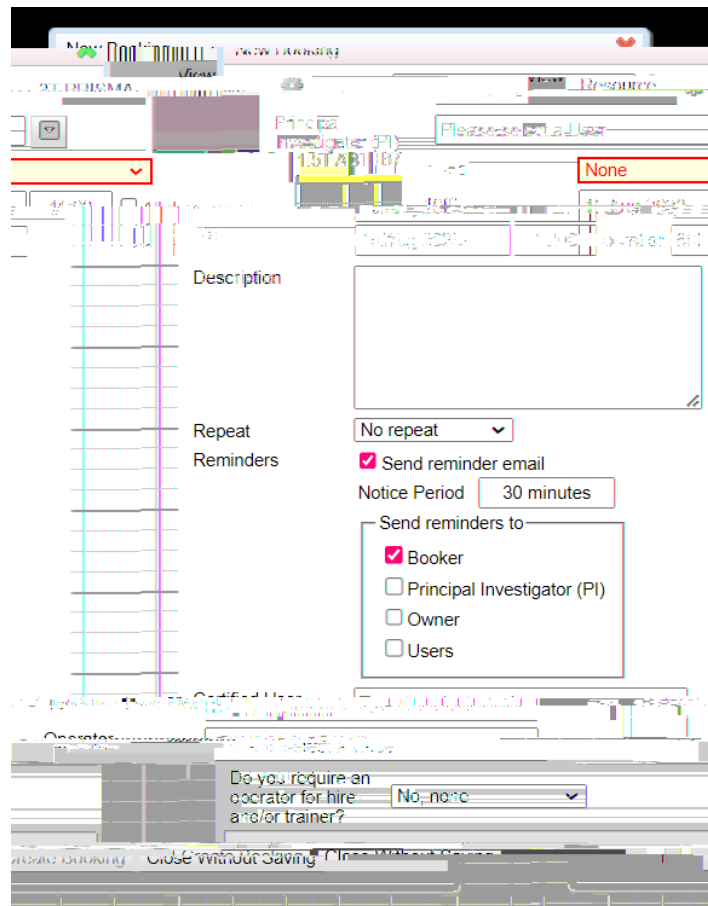
2. Making a booking

Please note: You can only make a booking if you are assigned to a project and only for your project.

- 2.1. Go to Calendars menu and select Calendar.
- 2.2. The scheduler will appear.



- 2.3. Select the time and date of your booking under the resource you would like to book (e.g., 1.5T AVANTO or 3T PRISMA).
- 2.4. A pop-up window will appear. Fill in the booking form accordingly.
 - 2.4.1. *Resource*: The resource you are booking for your scans (i.e. 1.5T AVANTO or 3T PRISMA).
 - 2.4.2. *Project*: Select the project you are making this booking for.
 - 2.4.3. *Principal Investigator*: Please select the PI of your project. *
 - 2.4.4. *From*: The starting time and date of your booking.
 - 2.4.5. *To*: The ending time and date of your booking.
 - 2.4.6. *Reminder*: If selected, it will send out a reminder email. **
 - 2.4.7. *Notice period*: When you would like the reminder emails to be sent out.
 - 2.4.8. *Do you require an operator for hire and/or trainer?* : If you need to hire an operator and/or trainer for this booking to do the scanning. Please select **Yes, both** or **Yes, just an operator** or **No, none**. The default is No, none.
 - 2.4.9. *Certified user*: Please select the certified user that will be at the booking.*
 - 2.4.10. *Operator*: Please select the operator that will be operating the resource.*



2.5. Click on Create Booking.

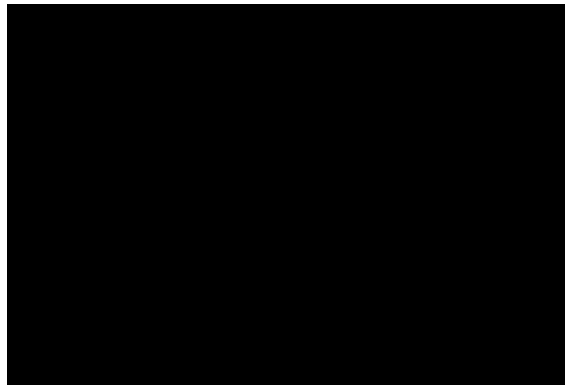
2.6. \ send out a booking confirmation with details of your booking.

Please note: Calpendo will also send a booking confirmation to the booker (you), the certified user and operator assigned to the booking.

*Please double check that you have selected the correct user for your project/booking as it is not filtered for your specific project.

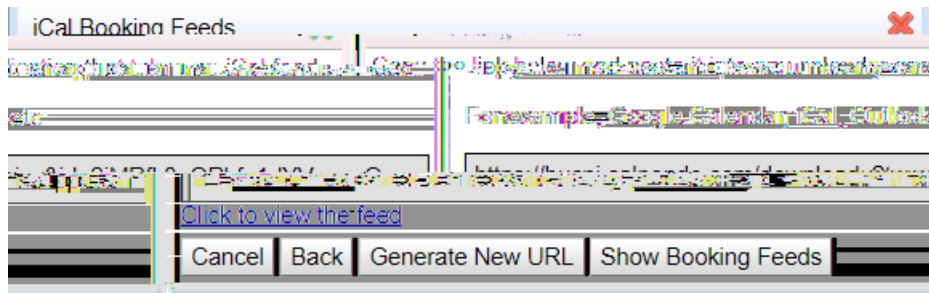
** The default is set to remind the booker, the selected Certified User and Operator at least a day before the booking.

3.3. Select whether you want to see all bookings for the selected scanner, or just the bookings that are related to you or your projects.



3.4. Click on NEXT.

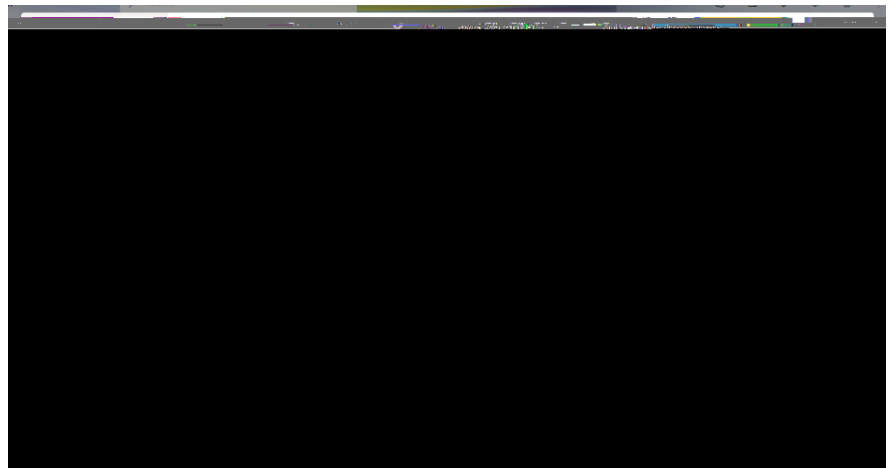
3.5. A URL will appear, **highlight the URL** and right-click Copy*.



*Ctrl-V does not work in this instance, so please right-click Copy to make sure you have the correct URL.

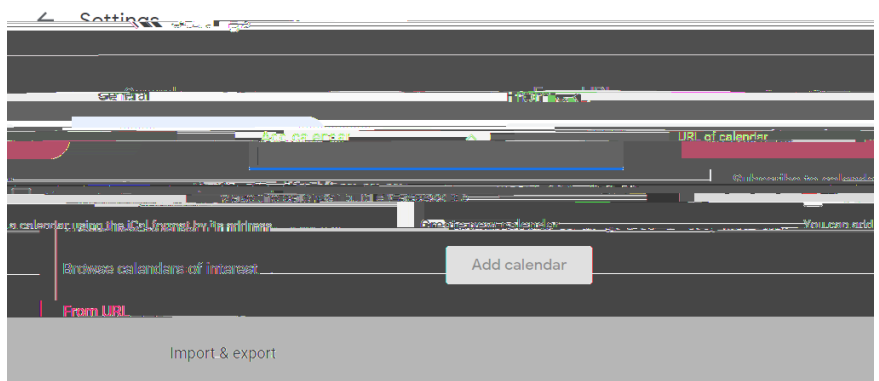
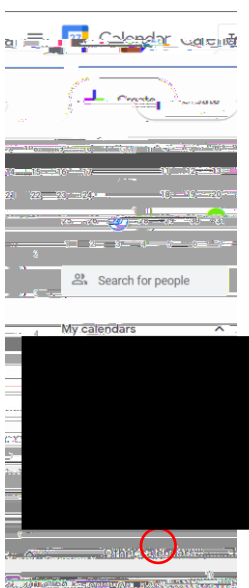
4. Adding the Scheduler to your Outlook Calendar

- 4.1. On your Outlook, click on **Add Calendar** on the left-sidebar.
- 4.2. A pop-up window will appear.
- 4.3. Choose **From URL** on the left sidebar.
- 4.4. Paste the URL and Click-on import.



5. Adding the Scheduler to your Google Calendar

- 5.1. On your Google Calendar, click on the + by **Other Calendar** to add new calendars.
- 5.2. It will take you to the Settings page.
- 5.3. Choose **From URL** and paste the URL and select Add Calendar.



7. Amending/Canceling a booking

Please note: You are only able to amend or cancel a booking that either you have made or a booking from a project that you are part of.

7.1. When you find your booking on the calendar, click on it and a small menu will appear.

7.1.1. Select **edit** and a pop-up window will appear.

7.1.2. Make your changes and click **update Booking**.

7.1.3. List of changes you **can** make to a booking:

7.1.3.1. The *date and time range* of the booking.

7.1.3.2. Whether you require

8. Projects menu

8.1. My Projects: This will show a list of the projects that you assigned to.

8.2. Project Hours Used (PIs only): This will show a report of accumulated hours and bookings each project has made and cancelled.

NOTE: Only PIs to projects have access to this.

8.3.