

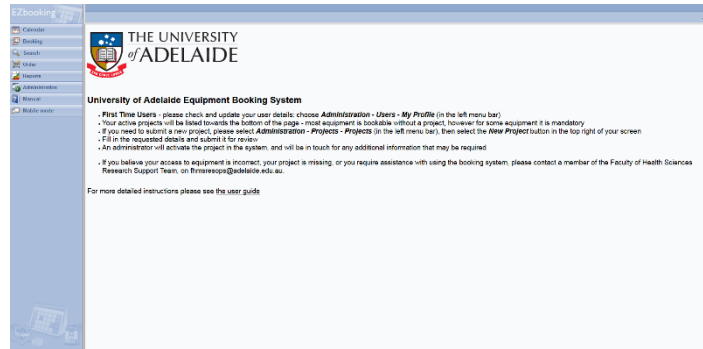


THE UNIVERSITY
of ADELAIDE

Research equipment EZBooking system user guide

Signing in

Visit: [EZBooking](#)



New users:

When you link to EZbooking you will either be taken directly in to the system, or you will be prompted to log in. If you have a University of Adelaide ID number (a*****), then use this as your Login ID, and your usual password. If you do not have a University of Adelaide ID number, then contact the Faculty of Health and Medical Sciences Support team by email fhmsresops@adelaide.edu.au or phone Research Support Officers – Asmini Athman - 8313 0910 or Nick Hatzirodos - 8313 0909 to request a user profile setup.

Repeat users:

Use your University of Adelaide ID number to log in if needed, or the User name and password previously assigned to you.

Booking equipment

There are several ways to book equipment: by choosing the Calendar, Booking or Search links from the menu on the left of the screen (see image 1).

1. Calendar – use this function to see current equipment bookings and make new bookings


- choose from multiple views: monthly, weekly, daily, by object
- NOTE: the system will automatically choose the last piece of equipment you looked at, so change this manually if necessary
- filter equipment using the drop down menus at the top of the screen, this can be done by location, type of equipment, whether it's bookable or by the equipment name (see image 2)
- NOTE: if a piece of equipment is displayed with [X] next to its name then you do not have booking rights for that item
- the calendar will display any current bookings already in place for that piece of equipment during the relevant period
- click on the information icon  next to the equipment name for more details including description, location, available hours and booking information
- click on the available date that you wish to book a piece of equipment and a booking window will pop up (see image 3)
- amend the equipment, date and time if required
- add a comment to your booking if needed (viewable by any administrators)
- if you have any active projects, you can choose one from the dropdown 'Project' menu
- NOTE: for some equipment choosing a project may be mandatory, so in this case please email fhmsresops@adelaide.edu.au for assistance
- review the details before clicking 'Book' to confirm your booking
- once booked, you are able to edit or cancel the booking within the cancellation period

Image 1

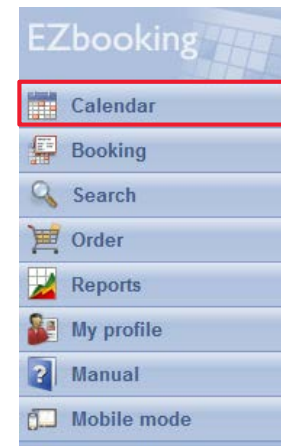


Image 2

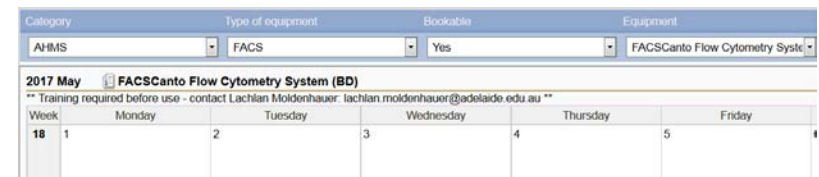
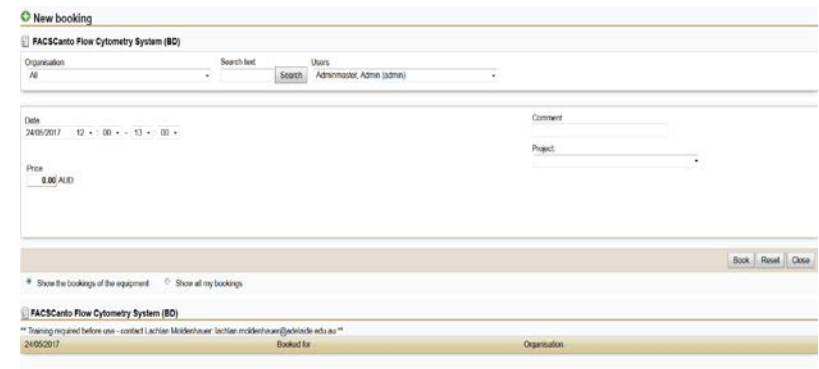


Image 3



2. Booking – use this function to choose and book equipment



- choose Booking > Book from the left menu (see image 4) and you will be taken to the booking screen (see image 5)
- use the drop down menus to filter the equipment you wish to book
- NOTE: if a piece of equipment is displayed with [X] next to its name then you do not have booking rights for that item
- click on the information icon  next to the equipment name for more details about it
- click on the calendar icon  next to the equipment name to show the booked and available time that week
- confirm the equipment, booking date and time using the dropdown menus
- if you wish to send a message to the contact person for this object, please add it to the 'email to contact person' field (if it's showing) and this will be sent when you confirm the booking
- if you have any active projects, you can choose one from the dropdown 'Project' menu
- NOTE: for some equipment choosing a project may be mandatory, so in this case please email fhmsresops@adelaide.edu.au for assistance
- review your booking details, then click 'Book' to confirm
- once booked, you are able to edit or cancel the booking within the cancellation period

Image 4

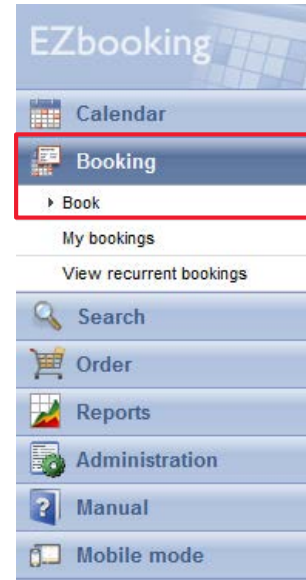
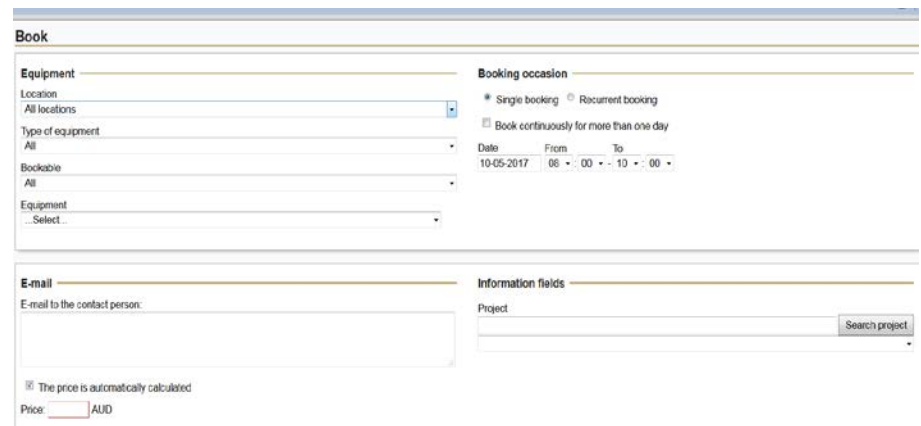


Image 5



Book

Equipment

Location: All locations

Type of equipment: All

Bookable: All

Equipment: ...Select...

Booking occasion

Single booking Recurrent booking

Book continuously for more than one day

Date: 10-05-2017 From: 06 To: 10 :00 :00

E-mail

E-mail to the contact person:

The price is automatically calculated

Price: AUD

Information fields

Project:

3. Search – for specific equipment using keywords


- choose Search > Search for available equipment from the left menu (see image 6) and the search screen will appear (see image 7)
- select the date and time you wish to book, and use the dropdown menus to filter the search by location and equipment type if required
- add the keywords you wish to search for in the 'free text search' box.
- NOTE: the default is to 'search for any of the keywords', however you can choose 'search for keywords exactly as entered' or 'search for all keywords (any order)' from the dropdown menu to the right of the search box
- click 'Add selections' and your request will be added to the list at the bottom of the page (you can add multiple search requests if required)
- click 'Search' when you are ready and the result screen will appear (see image 8)
- click on the information icon  next to the equipment name for more details
- click the check box next to the equipment name to select that item for booking, then click 'continue' to be taken to the booking screen (see image 5)
- NOTE: if there is no check box next to the equipment name, then you do not have booking rights for that item
- if you have any active projects, you can choose one from the dropdown 'Project' menu
- NOTE: for some equipment choosing a project may be mandatory, so in this case please email fhmsresops@adelaide.edu.au for assistance
- review your booking details, then click 'Book' to confirm
- once booked, you are able to edit or cancel the booking within the cancellation period
- TIP: if you need to locate a piece of equipment in a specific location, you can use the 'type of equipment' dropdown box to filter your search, or enter text into the 'equipment name' or 'equipment description' search fields, then enter e.g. 'Level 6' into the free text search and select 'search for keywords exactly as entered' – this will return all relevant items on Level 6 that are available for the specified date and time.

Image 6

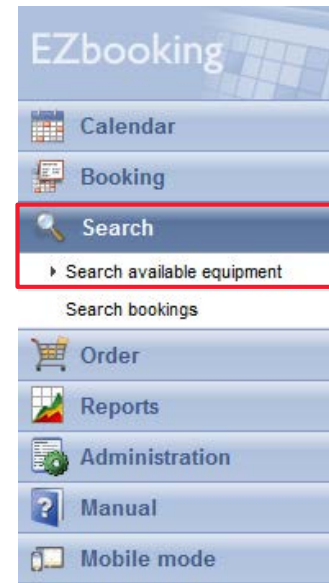



Image 7

Search for available equipment

Book continuously for more than one day
 Also show equipment I only have the right to see, but not the right to book

Date: 10-05-2017
Time: 08:00 - 10:00
Number of persons:
Location: All locations
Type of equipment: All
Bookable: Yes
Free text search: facs Search for any of the keywords:

Add selections

From - To	Number of persons	Location	Type of equipment	Bookable	Free text search	Details
10-05-2017 08:00 - 10:00		AHMS	FACS	Yes	facs	

Search

Image 8

List of available equipment

Also show equipment I only have the right to see, but not the right to book

From - To: 10-05-2017 08:00 - 10:00
Bookable: Yes
Free text search: facs (Search for keywords exactly as entered)

Book Equipment	Info	No persons
<input type="checkbox"/> FACSCanto II Flow Cytometry Analyser (BD Biosciences)		

Back Continue

Changing and Cancelling Bookings





- If you need to make changes to your booking (edit, change equipment, delete), choose Booking > My bookings from the left menu (see image 9) and your bookings will be listed (see Image 10)
- Select the booking using the check box to the left of the date
- Click the edit icon  or the Edit button, and the 'Edit booking' screen will open (see image 11)
- Change the date or time, and click 'Update' to confirm the change
- To change the equipment, click the icon  to the right of the equipment name and the 'Change equipment' screen will pop up (see image 12)
- Click the icon  next to the equipment you want to change to, and it will replace the current booked equipment and take you back to the 'Edit booking' screen
- Click 'Update' to confirm the change
- To cancel your booking, click the icon  or click 'Delete'
- If you are unable to change or cancel your booking and require assistance, please email fhmsresops@adelaide.edu.au

Image 9



Image 10

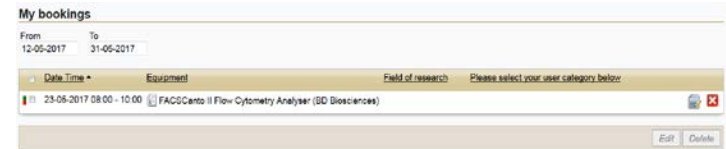


Image 11

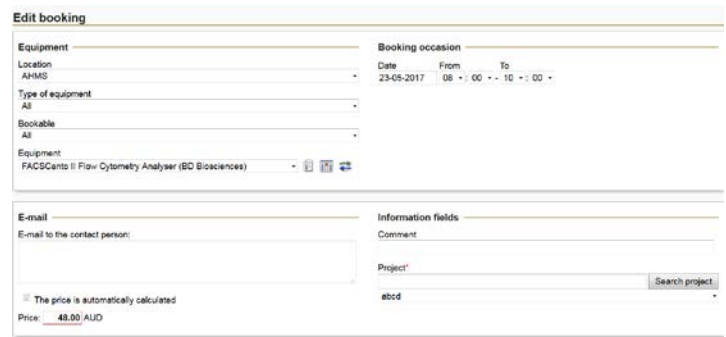


Image 12

