

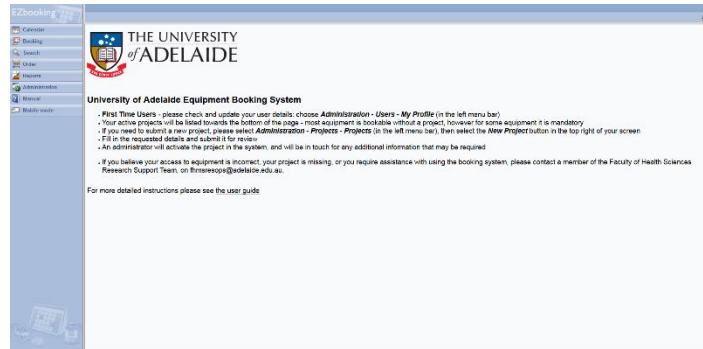


THE UNIVERSITY  
*of* ADELAIDE

# EZBooking 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 Sciences Support team by email [fhmsresops@adelaide.edu.au](mailto: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.

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


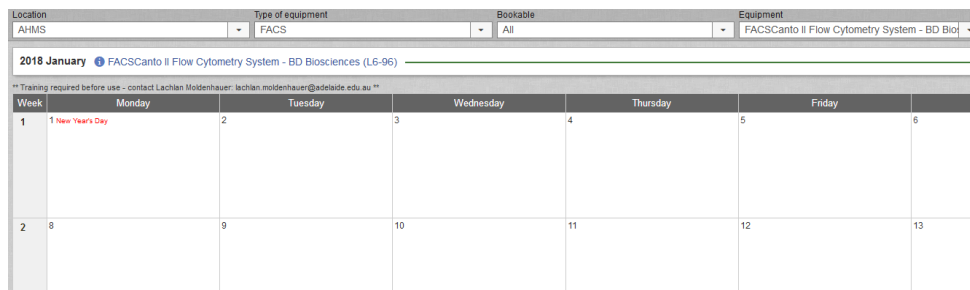

- choose from multiple views: monthly, weekly, daily, by object
- NOTE: the system will automatically choose the last piece of equipment you looked at, so change this manually if necessary
- filter equipment using the drop down menus at the top of the screen, this can be done by location, type of equipment, whether it's bookable or by the equipment name (see image 1)
- 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, booking information and the contact person
- click on the available date that you wish to book a piece of equipment and a booking window will pop up (see image 2)
- amend the equipment, date and time if required
- add a comment to your booking if needed (this will be viewable by other users)
- if you have any active projects, you can choose one from the dropdown 'Project' menu (if you only have one project then it will be automatically selected)
- NOTE: for some equipment, choosing a project may be mandatory, so in this case please email [fmsresops@adelaide.edu.au](mailto:fmsresops@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



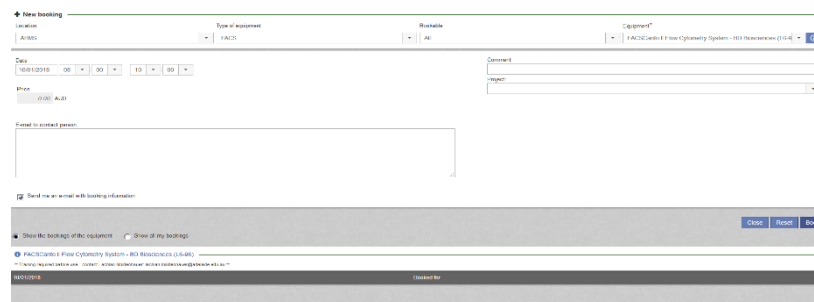
Location	Type of equipment	Bookable	Equipment
AHMS	FACS	All	FACSCanto II Flow Cytometry System - BD Bio

2018 January  FACSCanto II Flow Cytometry System - BD Biosciences (L6-96)

\*\* Training required before use...contact Lachlan Moldenhauer: [lachlan.moldenhauer@adelaide.edu.au](mailto:lachlan.moldenhauer@adelaide.edu.au) \*\*

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	1 <span>New Year's Day</span>	2	3	4	5	6
2	8	9	10	11	12	13

Image 2



New booking

Location: AHMS | Type of equipment: FACS | Bookable: All | Equipment: FACSCanto II Flow Cytometry System - BD Biosciences (L6-96)

Date: 08/12/2018 | Time: 08:00 - 19:00

Price: (AUD) AUD

Comment:

Input:

Send me an email with booking information:

Show the bookings of the equipment:  Show all my bookings:

Buttons: Close, Reset, Book

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



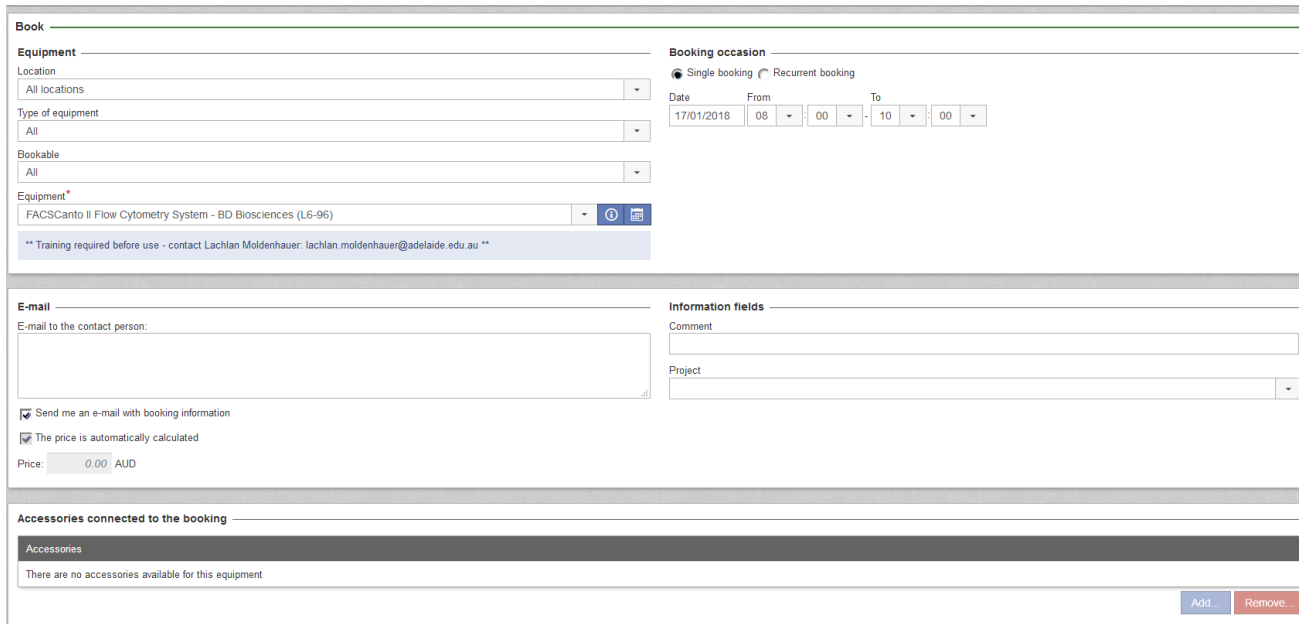
- choose Booking > Book from the left menu and you will be taken to the booking screen (see image 3)
- use the drop down menus to filter the equipment you wish to book
- NOTE: if a piece of equipment is displayed with [X] next to its name then you do not have booking rights for that item
- click on the information icon  next to the equipment name for more details, including description, location, available hours, booking information and the contact person
- click on the calendar icon  next to the equipment name to show the booked and available time that week
- amend 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 and this will be sent when you confirm the booking (if there is no 'email to contact person' field, then you will need to contact the relevant person directly)
- if you have any active projects, you can choose one from the dropdown 'Project' menu (if you only have one project then it will be automatically selected)
- NOTE: for some equipment choosing a project may be mandatory, so in this case please email [fmsresops@adelaide.edu.au](mailto:fmsresops@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 3



The screenshot displays a web-based booking interface. At the top, the title is "Book". The "Equipment" section includes dropdown menus for "Location" (set to "All locations"), "Type of equipment" (set to "All"), and "Bookable" (set to "All"). The selected equipment is "FACSCanto II Flow Cytometry System - BD Biosciences (L6-96)", with an information icon and a calendar icon to its right. A note below states: "\*\* Training required before use - contact Lachlan Moldenhauer: lachlan.moldenhauer@adelaide.edu.au \*\*". The "Booking occasion" section has radio buttons for "Single booking" (selected) and "Recurrent booking". The date and time are set to "17/01/2018" from "08:00" to "10:00". The "E-mail" section has a text area for "E-mail to the contact person:", a checked checkbox for "Send me an e-mail with booking information", and another checked checkbox for "The price is automatically calculated". The price is shown as "0.00 AUD". The "Information fields" section includes a "Comment" text area and a "Project" dropdown menu. The "Accessories connected to the booking" section shows a message: "There are no accessories available for this equipment" and "Add" and "Remove..." buttons.

### 3. Search – for specific equipment using keywords


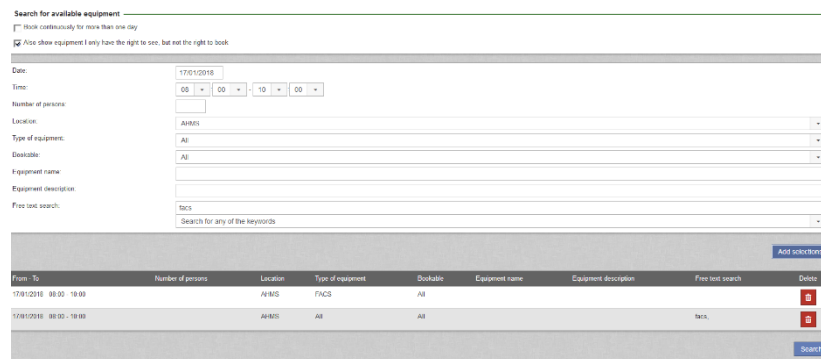
- choose Search > Search for available equipment from the left menu and the search screen will appear (see image 4)
- select the date and time you wish to book, and use the dropdown menus to filter the search by location and equipment type if required
- add the keywords you wish to search for in the 'free text search' box, these can be any words that should appear somewhere in the equipment name, description, address or any other details
- 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 5)
- 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 3)
- 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 (if you only have one project then it will be automatically selected)
- NOTE: for some equipment choosing a project may be mandatory, so in this case please email [fhmsresops@adelaide.edu.au](mailto: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 eg. '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 4





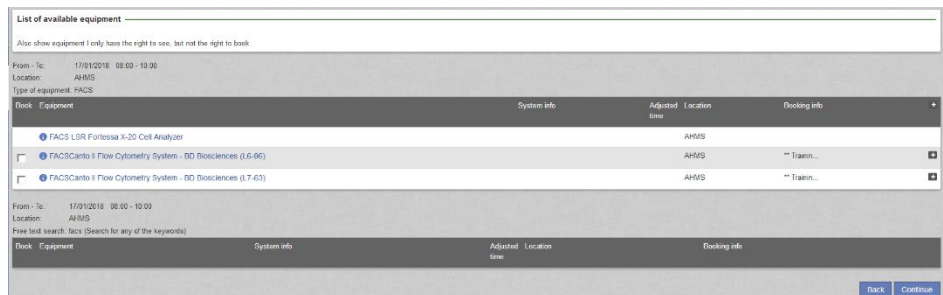
From - To	Number of persons	Location	Type of equipment	Bookable	Equipment name	Equipment description	Free text search	Delete
17/01/2018 09:00 - 10:00		AHMS	FACS	AI				
17/01/2018 08:00 - 10:00		AHMS	AI	AI			facs	

Image 5



Book	Equipment	System info	Adjusted time	Location	Booking info
<input type="checkbox"/>	FACS LSR Fortessa X-20 Cell Analyzer			AHMS	
<input type="checkbox"/>	FACSCanto 1 Flow Cytometry System - DD Biosciences (1.6-06)			AHMS	** Train...
<input type="checkbox"/>	FACSCanto 1 Flow Cytometry System - DD Biosciences (1.7-63)			AHMS	** Train...

From - To	Location	Free text search (Search for any of the keywords)
17/01/2018 08:00 - 10:00	AHMS	facs

# 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 and your bookings will be listed (see Image 6). You can adjust the date range in the 'From' and 'To' boxes at the top of the screen
- If you want to edit only 1 booking, use the icons to the right of the booking list
-  New booking icon: click this if you want to make a new booking for the same item, and the booking window will open (see image 3) then follow the same booking steps
-  Order icon: click this if you want to add or edit an order connected to your booking (eg. consumables or services) \*see 'Orders' user guide for more details
-  Edit icon: click this to edit the booking details such as date, time, equipment, project, comment or accessories and the booking window will open (see image 3). Follow the same booking steps and click 'Update' to confirm
-  Delete icon: click this to delete the booking, you will be prompted to confirm before going ahead
- Select multiple bookings by using the check boxes to the left of the date, then click the 'Edit' or 'Delete' buttons to make changes to all selected bookings
- **Edit** click this and the 'Edit bookings' screen will open. You can change equipment, and change or add a project or comment to all selected bookings, then click 'Save' to confirm the changes
- **Delete** click this to delete all selected bookings, you will be prompted to confirm before going ahead
- If you are unable to change or cancel your booking and require assistance, please email [fhmsresops@adelaide.edu.au](mailto:fhmsresops@adelaide.edu.au)

Image 6

