

BOOKING EQUIPEMENTS

The booking service is available for all registered researchers.

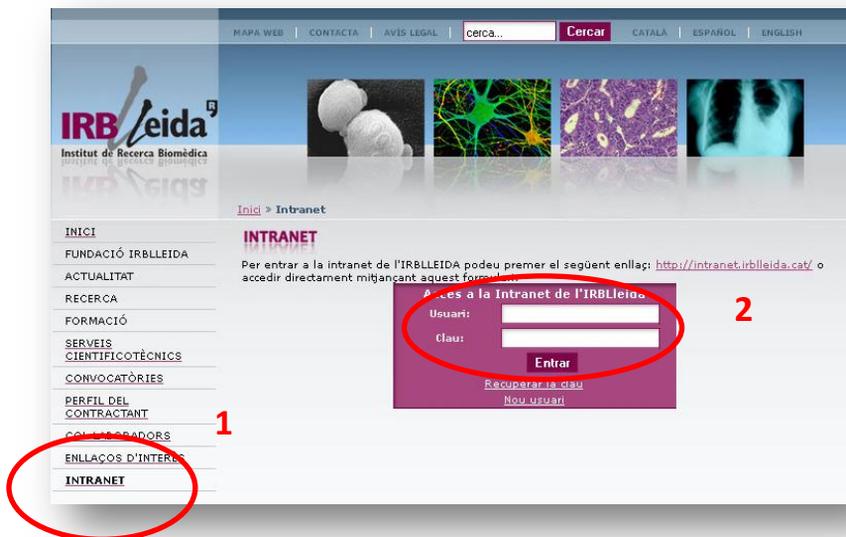
All users have to be registered in IRBLleida INTRANET and in the BOOKING SERVICE

For **NEW USERS**:

- A. Send an updated CV to info@irbllleida.cat, including recent contact details and current position in the institution (UdL, HUAUV, HSM-GSS, Primary Care,...)
- B. You will receive an e-mail with your INTRANET username and password.

1. Visit IRBLleida's website (www.irbllleida.cat) and click "Intranet" section on the left hand side panel.

2. Log in in IRBLleida's Intranet:



Usuari: your e-mail

Clau = personal password

If you cannot log in, probably:

- 1) You're not yet a registered user
- 2) You don't remember your password
- 3) You don't remember the e-mail you indicated for registration as new user

Ask for help: info@irbllleida.cat



- Once logged in INTRANET, click in “Reserves de Material” (3A) on the left hand side panel.

- If you are a registered user in the booking service, go to step 6.
- If you’re not yet registered : click on “Formulari de Registre” (5A), fill in the form with all the required information (5B) and finally submit your register (5C).

User Login:

Inici de sessió reserves de material

Username: nbrunet@irbleida.cat
Password: ●●●●●●

Login

5A [Formulari de registre](#)

5B

Username
Password
Repeat password
Name
Surname(s)
Department
Research center
University
Laboratory
Principal Researcher
Contact (phone)
Category
Brief description of work

Formulari de registre:

Formulari de registre

Servei de Citometria de flux i de Microscopia confocal

Nom d'usuari:
Contrasenya:
Repeteix la contrasenya:
Nom:
Cognoms:
Departament:
Centre de Recerca:
Universitat:
Lloc de treball (Localització):
Grup d'investigació:
Investigador principal:
Telèfon de contacte:
Categoria:
Breu descripció dels estudis a realitzar:

5C

6. Start session (6) with your username and password

Booking Calendar Navigation

User Functions: << 24 Apr 2014 >> << April 2014 >> << 2014 >>

Today: 24 Apr 2014

Select View Mode: Day Week Month

Select Location: AutoMACS Pro Separator, Citòmetre FACSCantoII, Confocal FV1000, Confocal FV10i, Confocal FV500, Coulter Z2, Criostat Leica, Criostat Microm, Microscopi Fluorescència, Microscopi Zeiss Fluorescència time-lapse

User Login:

Inici de sessió reserves de material

6 Username: nbrunet@irbllleida.cat

Password: ●●●●●●

Login

Formulari de registre

7. Select the location/equipment to book (7A) in order to check its availability. 7B – Non available . 7C – Click the (+) for new booking

Booking Calendar Navigation

User Functions: << 25 Apr 2014 >> << April 2014 >> << 2014 >>

Today: 25 Apr 2014

Select View Mode: Day Week Month

Select Location: AutoMACS Pro Separator, Citòmetre FACSCantoII, Confocal FV1000, Confocal FV10i, Confocal FV500, Coulter Z2, **Criostat Leica**, Criostat Microm, Microscopi Fluorescència, Microscopi Zeiss Fluorescència time-lapse

All April 2014 Events for Criostat Leica:

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1 (+)	2 (+)	3 (+)	4 (+)	5 (+)	6 (+)
	10:00-13:30 15:00-19:00	11:00-14:00 15:00-19:00	09:30-11:00 11:00-14:30 15:00-19:00	09:00-15:00 16:00-19:00	10:00-15:00	
7 (Week 15)(+)	8 (+)	9 (+)	10 (+)	11 (+)	12 (+)	13 (+)
09:00-11:00 11:00-14:00	10:00-13:30 14:00-18:30	11:30-14:00 14:30-18:30	10:00-14:00 15:30-19:00	09:00-13:30 13:30-15:00 15:00-19:00		
Event Time: 15:30-19:00 Event ID#: 2672 Subject: Blanca						
14:00-15:30 15:30-19:00	15:30-19:00	15:30-19:00	09:30-14:00 15:30-19:00	15:30-19:00		
21 (Week 17)(+)	22 (+)	23 (+)	24 (+)	25 (+)	26 (+)	27 (+)
10:00-14:00 15:15-18:00	09:00-13:30 13:30-15:30 15:30-18:00	09:00-13:30 14:30-18:00	09:00-13:30 14:30-18:00	09:00-13:30 14:30-18:00	10:00-16:00	
28 (Week 18)(+)	29 (+)	30 (+)				
09:30-15:00 15:15-18:00	09:30-15:00 15:00-18:00	09:30-15:00 15:00-18:00				

8. Add your new booking event filling the event booking form:

Add Booking Event:

Subject:

(Brief Description)

Location: Cristat Leica

Starting Date/Time: April 25, 2014 at 06:00

Ending Date/Time: April 25, 2014 at 06:15

Recurrence Interval: None
(Optional) Daily
Recur daily can be used to span even more days.
 Weekly
Recur every week.
 Monthly (by day of the month)
Recur based on day of the month; 3rd, 14th or 20th.
 Monthly (by occurring weekday of the month)
Recur based on the occurring weekday; 1st Thursday or 3rd Monday.
 Yearly

Recurrence Frequency: 1 (Normal)
(Optional) *For example, if the recurrence interval is set to "weekly", this setting can be used to recur on every 2 weeks, 3 weeks, 5 weeks, etc. until the recur until date.*

Recur Until Date: April 25, 2014
(Optional)

It is highly recommended to check availability before writing your description!
[Check Schedule Availability](#)

Detailed Description:

[Add Booking Event](#) [Back](#)

9. Check your booking (9A) and use the user options to modify your event (9B)

Event Details:

Event added successfully!

Location: AutoMACS Pro Separator

Telephone number:

Subject: PROVA 2

Event Description:

Booked Dates and Time Ranges:
Apr 26, 2014 6:00-6:15

Posted by:
Date Posted: Apr 25, 2014 14:57

User Options: [View](#) | [Modify](#) | [Delete Event](#) | [Delete Time Slots](#)

9A

9B