

Sveriges lantbruksuniversitet Swedish University of Agricultural Sciences

Document title: Booking BÖL Equipment			Pages 4
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## **BOOKING BÖL EQUIPMENT**

## Before booking:

- For off-site access, please connect via SLU VPN.
- While on campus, access is automatic.
- A computer for booking is available in BÖL hall.

If you need any assistance with this please let Albina Bakeeva know.

## **Booking:**

- 1. Go to <u>https://booking.bioc.slu.se</u>
- 2. Click Lab Equipment under Biology Exercises Course Laboratories

	booking.bioc.slu.se	S	<u>ث</u> + 8
	IboCenter Booking systems		
<b>BioCenter Bookir</b>	ng systems		
Confocal Microscopy P	Platform		
Zeiss LSM 780 NLO Zeiss LSM 800			
Confocal Graphics Computer ZEN Software Dongles			
Department of Molecula	ar Sciences		
Fermenter Booking System	*		
Polarstar Plate Reader			
Department of Plant Bi	ology		
Lab Equipment			
Biology Exercises Cou	rse Laboratories		
Lab Equipment		)	
<u>Lao Lyapment</u>			
BioCemer			
IT stuff			

3. Log in with your username and password

Go to				l ≱lp Log in
		November 2022		
	Autoclave	•	Autoclave 💌	Day Week Month
Tuesday	Wednesday	Thursday		
1	2	3	Biology Exercises Course Laborato Lab equipment booking	pries
8	9	10	Please log in	
			User: aaba0004	
15	16	17	Password:	0
			Log in	
22	23	24	25 26	27
29	30			

4. Click scroll down Meny to choose lab equipment for booking

				1.	1y 2022	1
<	Today >			Autoclave	*	Autoclave *
	Monday	Tuesday	Ne			Frida
				Autoclave		1
				Binoculars		
				Centrifuge Large Flo	or	
		_		Centrifuges Small		
27	4	5		Centrifuges Table (Jo	ouan)	8
				Certoclaves		
				Electrophoreses		
00	11	12		13	14	15

If there is more than one item all are shown simultaneously.

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														Ju	ly 2	202	2															
<	Today		>							Bi	nocul	lars				*	ŀ	<all></all>			*						ſ	Day	Wee	ek	Mo	nth
		Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	S
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	-
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Binoc	ulars 12																															

5. If you want to choose several items drag the mouse over the wanted time and dates in the calendar.

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						🙏 Lab equ	ipment booking					
Biolo	gy Exer Lab	rcis equ	es Course ipment bo	Laboratorie oking	es	Help	Report	Import	Units 08/07/20	Nils Mikkelser	h - nilsegil Search	Log off
						Friday 8	July 2022	2				
<	Today	>				Binoculars		*		(	Day Week	Month
Time	Binocular	s 01	Binoculars 02	Binoculars 03	Binoculars 04	Binoculars 05	Binoculars 06	Binoculars 07	Binoculars 08	Binoculars 09	Binoculars 10	Binocular
07:00												
07:30												
08:00												
08:30												
09:00												
09:30												
10:00												
10:30	_											
11:00												

- 6. If you want to add more items hold down shift and click in the units window.
- 7. Another way to book more than one item and to change the time and dates easier is to press on the needed day of booking. In the window **Add Entry** fill in the needed info: start and end time and day.

**Units** – press 'Microscope light 01', shift and 'Microscope light 04' – Microscopes 1, 2, 3, and 4 will be booked.

Biology Exercises C Lab equipme	ourse Laboratories ent booking	5/11/2023 Go to
Add Entry		
Brief description:	Albina Bakeeva - aaba0004	
Full description:		
Start:	5/11/2023 09:00	✓ ☐ All day
End:	5/11/2023 10:00	(1 hour) 🗸
System:	Microscopes Light 🗸	
Units:	Microscope light 01 Microscope light 02 Microscope light 03 Microscope light 04 Microscope light 05	'Microscope light 01', SHIFT 'Microscope light 04'
Туре:	Internal 🗸	
Confirmation status:	○ Tentative	
Course code:		
Course leader:		
Repeat type:	None	

8. To finish booking fill in the <u>course code</u> (ex. BI1287) in **Full description** and press **Save.** 

	<ul> <li>Daily</li> <li>Weekly</li> <li>Monthly</li> <li>Yearly</li> </ul>	
Repeat end date: Skip past conflicts:	5/11/2023	]
Back	Save 🗸	√