

<i>Document title:</i> Booking BÖL Equipment		<i>Pages</i> 4
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## BOOKING BÖL EQUIPMENT

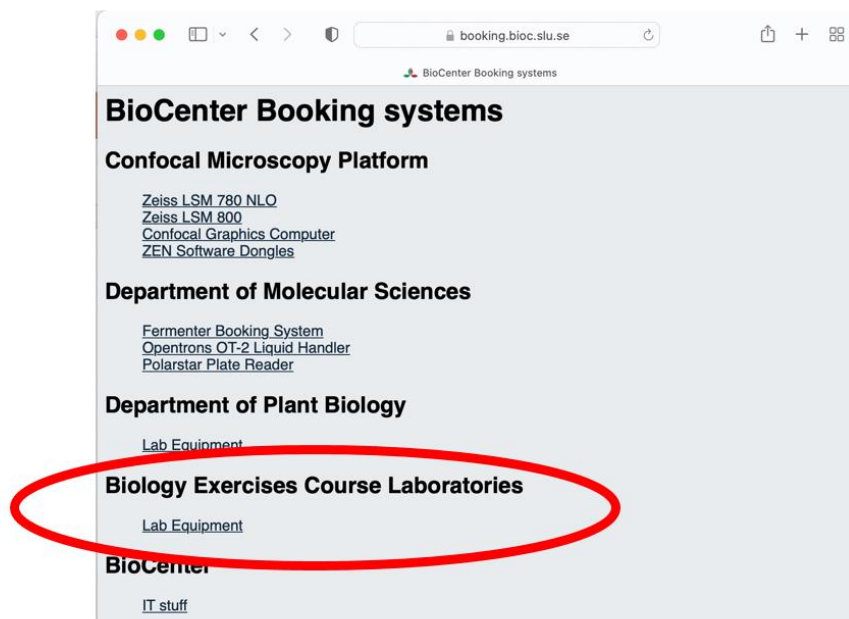
### Before booking:

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

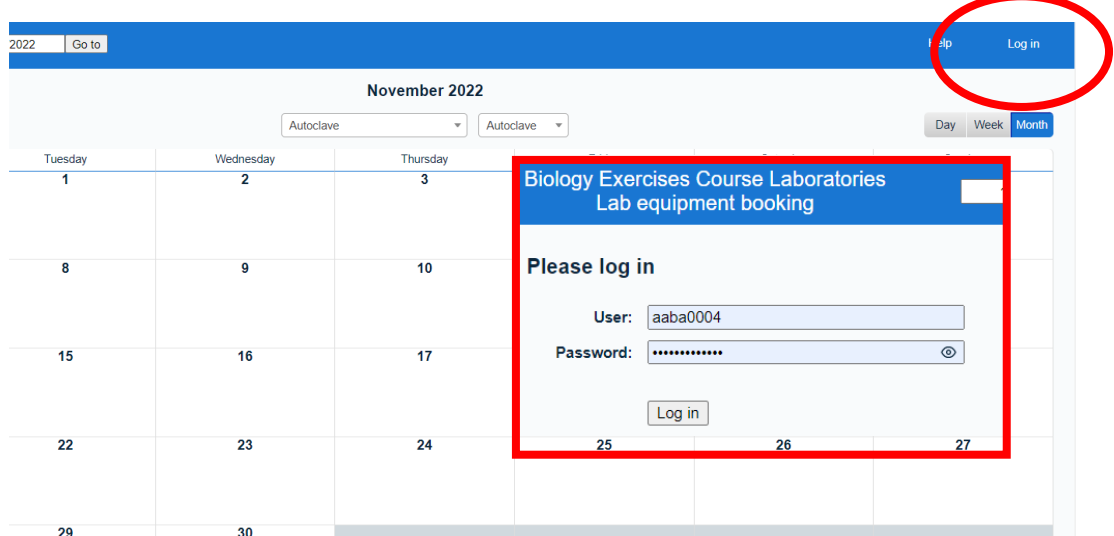
If you need any assistance with this please let Albina Bakeeva know.

### Booking:

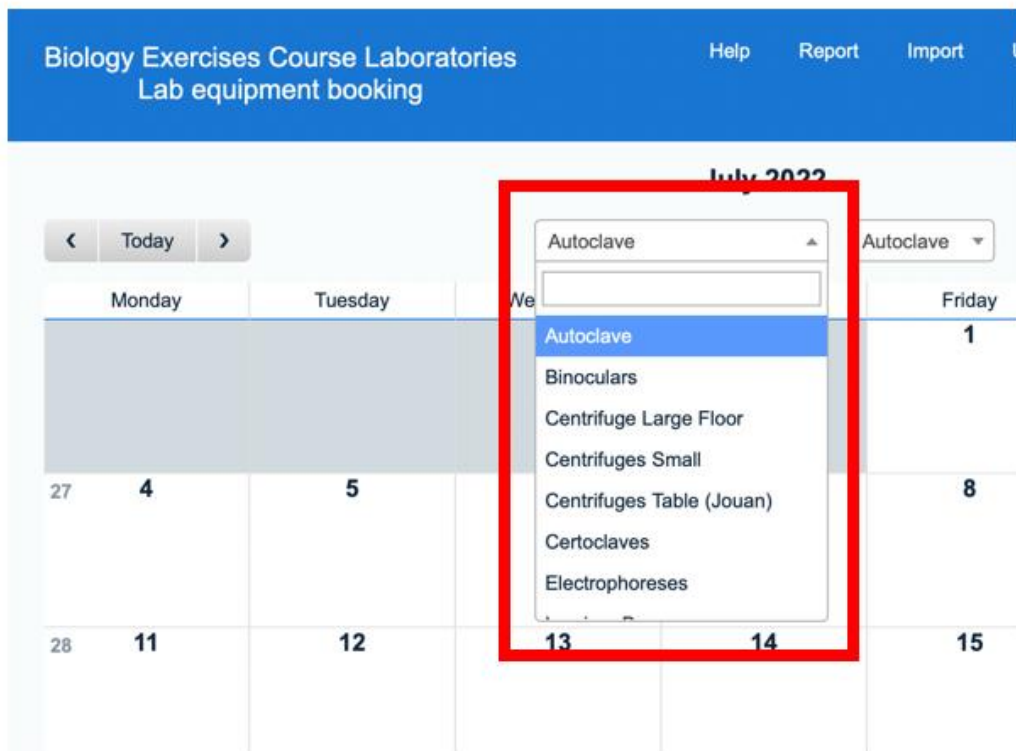
1. Go to <https://booking.bioc.slu.se>
2. Click **Lab Equipment** under **Biology Exercises Course Laboratories**



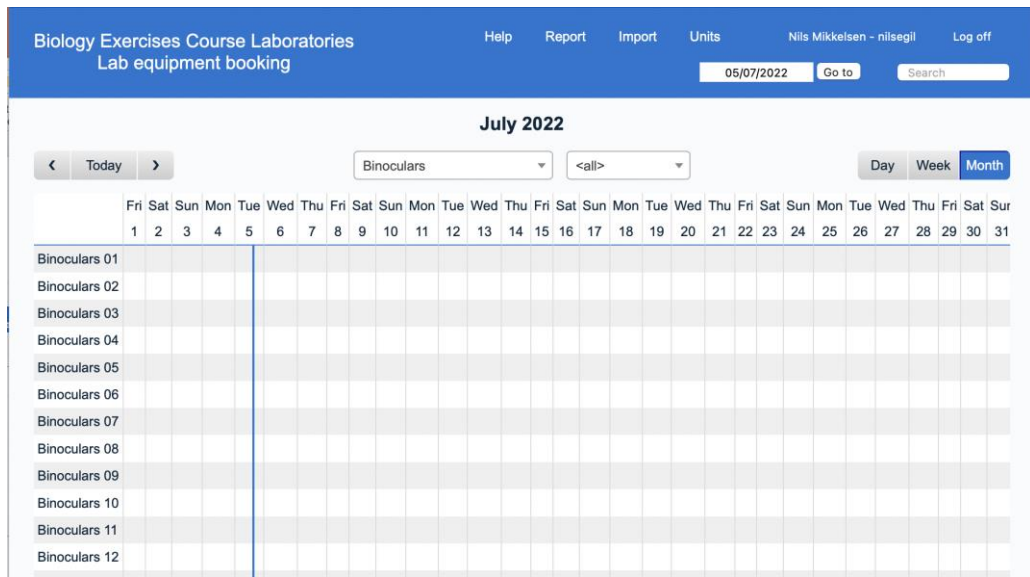
3. Log in with your username and password



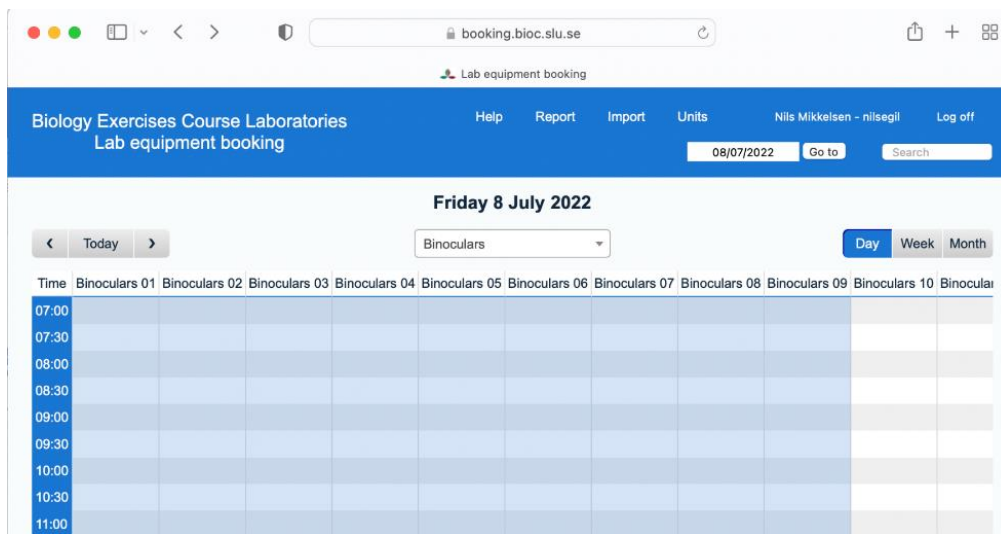
4. Click scroll down Meny to choose lab equipment for booking



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



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



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 Course Laboratories  
Lab equipment 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

Type: Internal

Confirmation status:  Tentative  Confirmed

Course code:

Course leader:

Repeat type:  None  Daily  Weekly

'Microscope light 01',  
SHIFT  
'Microscope light 04'

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

Daily  
 Weekly  
 Monthly  
 Yearly

Repeat end date: 5/11/2023

Skip past conflicts:

✓  ✓