Quick Reference Guide Equipment/Room Booking System

**Open on Biocentrum Website**

Open your Browser and visit the Website of Biocentrum of the University Würzburg.

http://www.biozentrum.de or http://www.biozentrum.uni-wuerzburg.de/

Now click on Facilities -> Core Units -> Electron Microscopy

Or directly on: http://www.em.biozentrum.uni-wuerzburg.de/

Now click on Booking System

The Equipment/Room Booking system will open shortly.

**Direct Option**


Now this window will open:

Click now in the top right corner on the Button „Log in“ (red box) and log in with your network credentials.
You can now choose between the Areas and the Equipment/Rooms under this Area (blue box).

At the lower edge you can choose between a Month, Week or Daily View.

Choose the Day you would like to book the Equipment/Room.

You can do this with the calendar in the top right corner, the „goto“ Button in the top middle or over a direct click in the big calendar.

Click now on the specific Day (or the specific hour in daily view) you would like to book.

You should see following Window now:
In the field „Brief description“ you can now see your name and phone number. You can modify this if you want. This information will be shown to all logged in users in the calendar view.

Now choose a time value for your booking.

If you are not an Employee of the Biocentrum, please choose under „Type“ the value „External“. If you are not an Employee of the University of Würzburg, please add in the Field „Full description“ your working group and your Chair or if you are from an external company the company address. This information will be taken for expenses.

If you need it, you can choose the option „Fullservice“. An specialized Employee will then help you. But please recognize the higher costs.

You can also repeat the booking. You can choose between this following options.

If you have done all your settings, please control them again (specially the chair and cost center). If anything is correct and the date is not in the past and there is no conflict with other entries you should see two green hooks next to the „save“ button.
If you see here an red cross, there is some error in your booking. If you move your mouse arrow over the red cross, you get some further information.

If are all inputs correct and you have saved the booking, you and the administrator of the equipment/room will get an email.

You can modify the booking or delete if, until the date is in the past. Afterwards only the equipment/room administrator can modify/delete it.