



BUCNI Calpendo User Guidance

Edition: AUGUST 2023

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Go to: BUCNI.Calpendo

1. Register as a user

1.1. If you have registered before, please log in with your username and password.



1.2. If you have **not** registered before, please register as a new user or request for a user with the BUCNI Administrator.

1.2.1. Select Register new user.

1.2.2. Select create as a Local account.

1.2.3. Fill in the form with your details and click on Register.

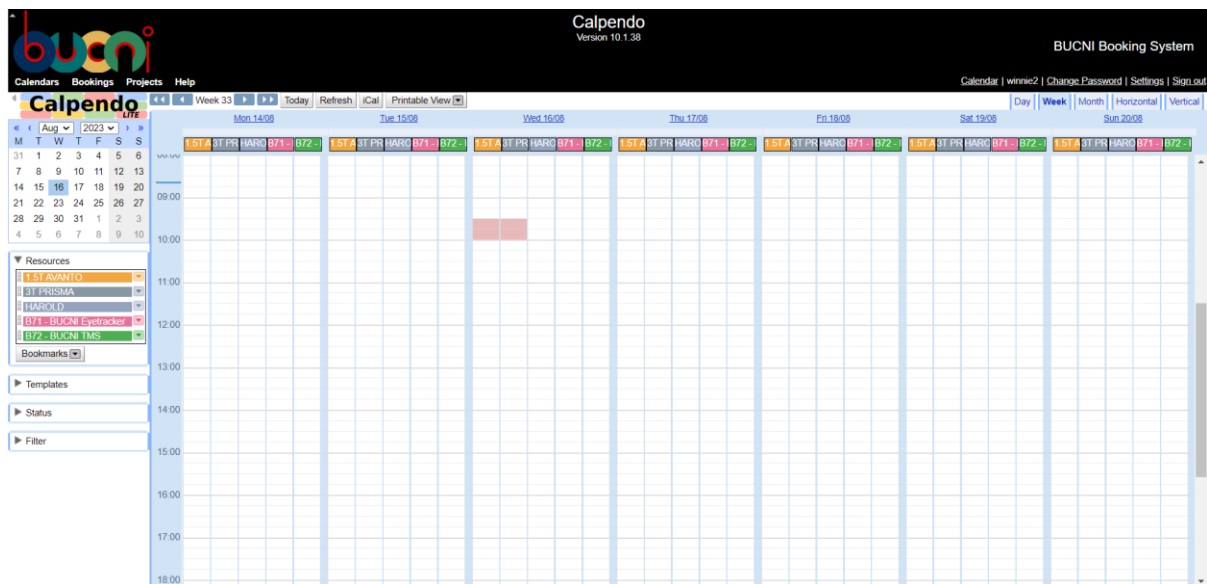
1.2.4. Once your user request has been approved, you should get an email that your user request has been approved. You can then log in with the username and password that you created.



2. Making a booking

Please note: You can only make a booking if you are assigned to a project and only for your project.

- 2.1. Go to Calendars menu and select Calendar.
- 2.2. The scheduler will appear.



2.3. Select the time and date of your booking under the resource you would like to book (e.g., 1.5T AVANTO or 3T PRISMA).

2.4. A pop-up window will appear. Fill in the booking form accordingly.

- 2.4.1. *Resource*: The resource you are booking for your scans (i.e. 1.5T AVANTO or 3T PRISMA).
- 2.4.2. *Project*: Select the project you are making this booking for.
- 2.4.3. *Principal Investigator*: Please select the PI of your project. *
- 2.4.4. *From*: The starting time and date of your booking.
- 2.4.5. *To*: The ending time and date of your booking.
- 2.4.6. *Reminder*: If selected, it will send out a reminder email. **
- 2.4.7. *Notice period*: When you would like the reminder emails to be sent out.
- 2.4.8. *Do you require an operator for hire and/or trainer?* : If you need to hire an operator and/or trainer for this booking to do the scanning. Please select **Yes, both** or **Yes, just an operator** or **No, none**. The default is No, none.
- 2.4.9. *Certified user*: Please select the certified user that will be at the booking. *
- 2.4.10. *Operator*: Please select the operator that will be operating the resource. *

The image shows a 'New Booking' dialog box with the following fields and options:

- Resource: 3T PRISMA
- Principal Investigator (PI): Please select a User
- Project: None
- From: 15 Aug 2023, 11:00
- To: 15 Aug 2023, 12:00
- duration: 60
- Description: (Empty text area)
- Repeat: No repeat
- Reminders:
 - Send reminder email
 - Notice Period: 30 minutes
 - Send reminders to:
 - Booker
 - Principal Investigator (PI)
 - Owner
 - Users
- Certified User: Type to select a value
- Operator: Type to select a value
- Do you require an operator for hire and/or trainer?: No, none
- Buttons: Create Booking, Close Without Saving

2.5. Click on Create Booking.

2.6. Once you've created a booking, Calpendo will send out a booking confirmation with details of your booking.

Please note: Calpendo will also send a booking confirmation to the booker (you), the certified user and operator assigned to the booking.

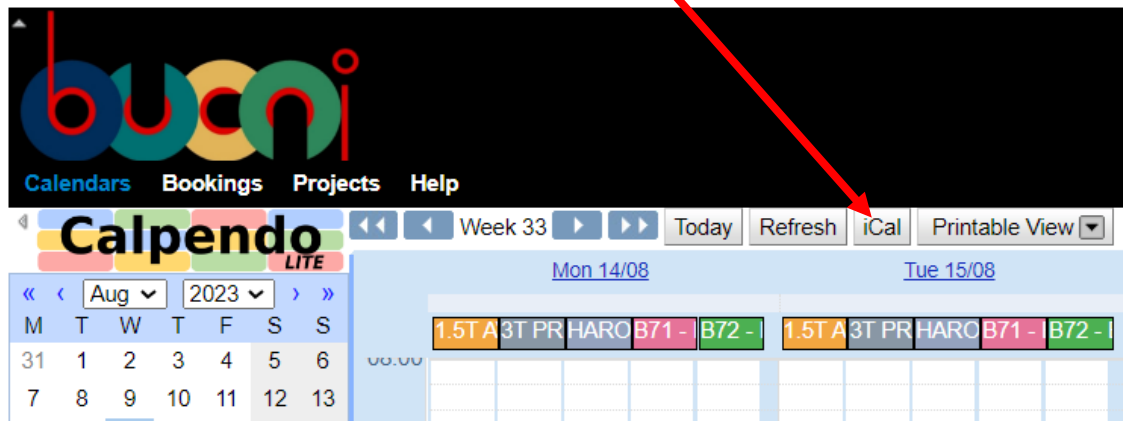
*Please double check that you have selected the correct user for your project/booking as it is not filtered for your specific project.

** The default is set to remind the booker, the selected Certified User and Operator at least a day before the booking.

3. Exporting the Scheduler

Please note that you CANNOT add/edit/cancel your bookings on the calendar, please only make changes on the Calpendo system. This is for viewing purposes only. Furthermore, it takes approximately an hour for any changes made on Calpendo to sync to your personal calendar.

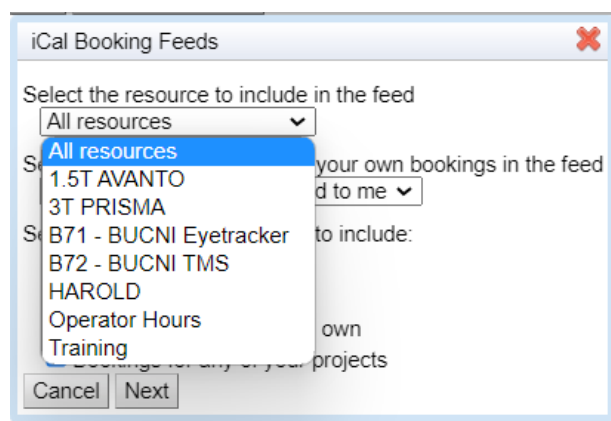
3.1. On the Calendar Home page, select the iCal button on top.



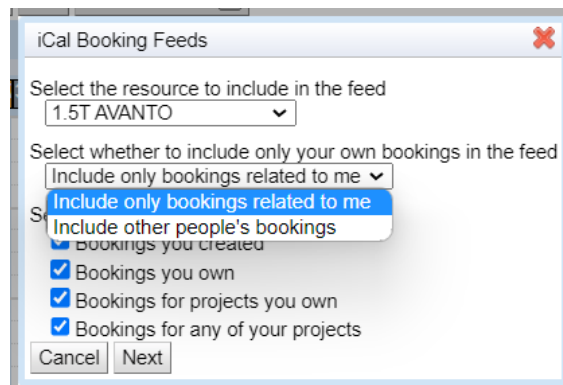
3.2. Select the resource of what you would like to export.

3.2.1. It is recommended to do each resource separately, that way you would be able to see which booking is for the AVANTO and PRISMA, respectively.

Please note: If you are not a trainer or operator at BUCNI, please do not import the Training/Operator Hours calendar.

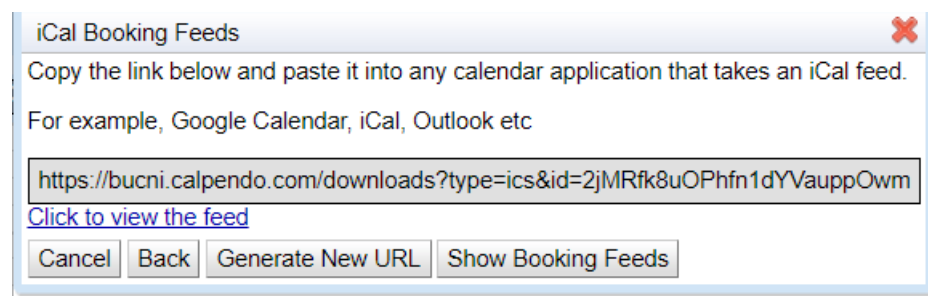


3.3. Select whether you want to see all bookings for the selected scanner, or just the bookings that are related to you or your projects.



3.4. Click on **NEXT**.

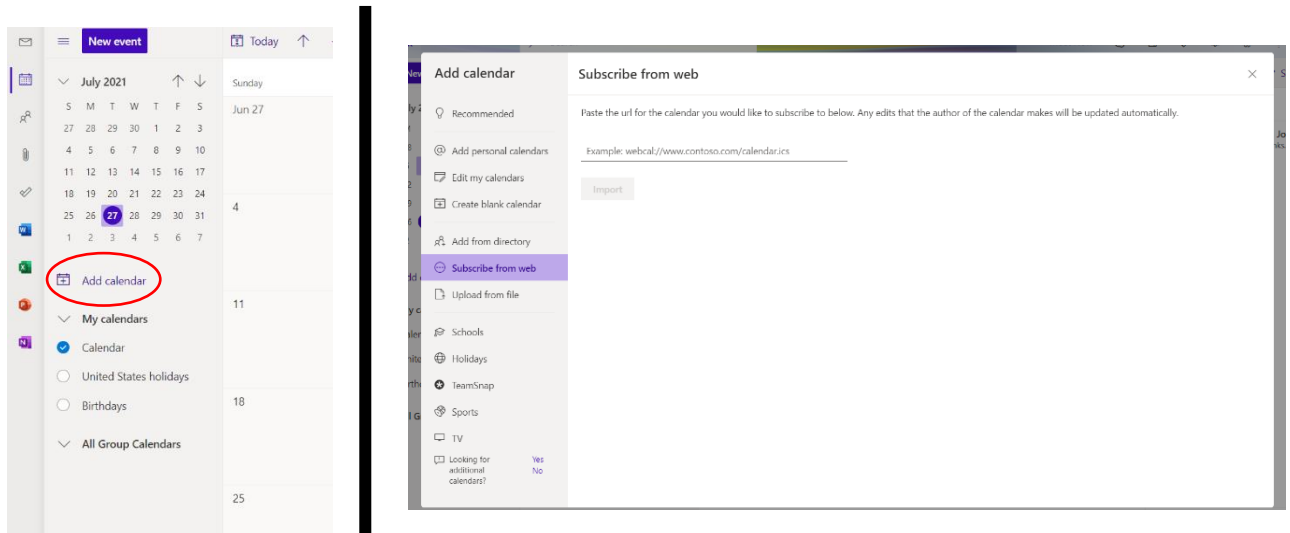
3.5. A URL will appear, **highlight the URL** and right-click **Copy***.



***Ctrl-V does not work in this instance, so please right-click Copy to make sure you have the correct URL.**

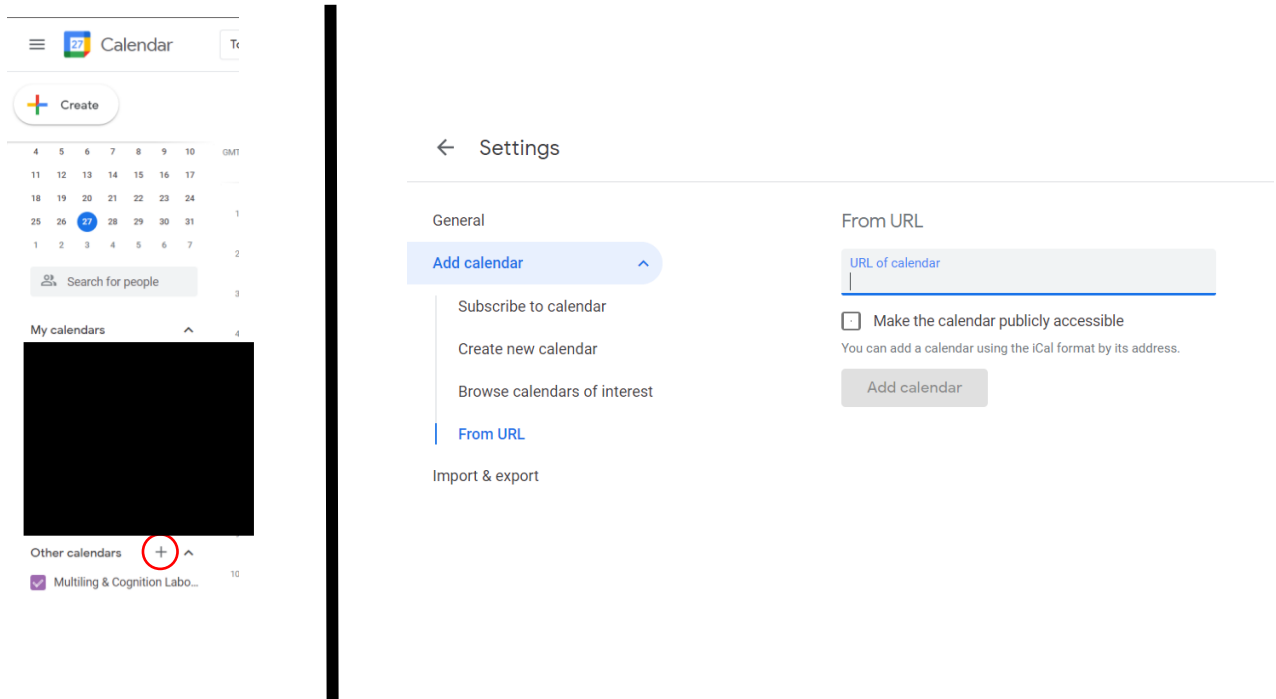
4. Adding the Scheduler to your Outlook Calendar

- 4.1. On your Outlook, click on **“Add Calendar”** on the left-sidebar.
- 4.2. A pop-up window will appear.
- 4.3. Choose **“Subscribe from web”** on the left sidebar.
- 4.4. Paste the URL and Click on import.

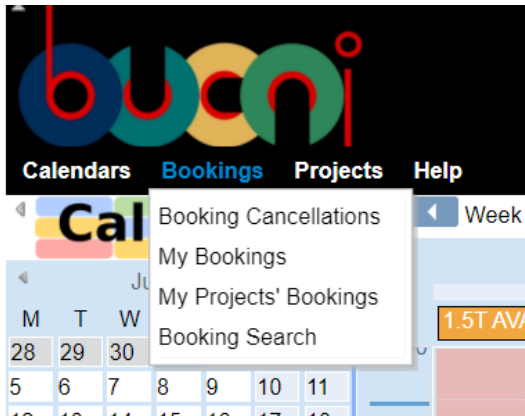


5. Adding the Scheduler to your Google Calendar

- 5.1. On your Google Calendar, click on the **“+”** by **“Other Calendar”** to add new calendars.
- 5.2. It will take you to the Settings page.
- 5.3. Choose **“From URL”** and paste the URL and select Add Calendar.



6. Checking your bookings



6.1. Select the Bookings menu.

- 6.1.1. Booking Cancellations: This will show all the bookings that have been cancelled.
- 6.1.2. My Bookings: This will show all the bookings you have made.
- 6.1.3. My Projects' Bookings: This will show all the bookings made for all the projects you are part of.
- 6.1.4. Booking Search: If you are looking for a particular booking.

NOTE: You will have to always change the date range (instructions below) to see a list of bookings that you have made for the past or for the future. Calpendo automatically uses the present day.

6.2. How to use the Search header.



- 6.2.1. Date range: Change the date range of the bookings you would like to see.
- 6.2.2. List of booking and its information created during that time will appear.
- 6.2.3. Resource: Filter out which resource you would like to see.
- 6.2.4. Status: The status of the booking (i.e., approved, cancelled, etc.).
- 6.2.5. Project: Which projects you would like to filter out.
- 6.2.6. Conditions: Any other conditions you would like to apply to the filter.

7. Amending/Cancelling a booking

Please note: You are only able to amend or cancel a booking that either you have made or a booking from a project that you are part of.

7.1. When you find your booking on the calendar, click on it and a small menu will appear.

7.1.1. Select **edit** and a pop-up window will appear.

7.1.2. Make your changes and click **“Update Booking”**.

7.1.3. List of changes you **can** make to a booking:

7.1.3.1. The date and time range of the booking.

7.1.3.2. Whether you require a trainer/operator.

7.1.3.3. The certified user and operator for the booking. [Press on the drop-down arrow on the right to see list of users to change to.]

7.1.4. List of things you **cannot** change at a booking. If you want to make any of these changes, you will have to cancel your booking and *re-book* under the correct information:

7.1.4.1. The resource of your booking.

7.1.4.2. The project the booking was made for.

7.1.4.3. The PI of the project.

7.1.5. If you are **cancelling** a booking, you can just click on **“Cancel booking”**.

7.1.6. This will send out a notification email to the booker, the CU, the Operator that you have cancelled the booking.

Important Information:

You can only cancel a booking more than 24 hours before the booking. If it is less than 24 hours, you will have to contact the BUCNI Administrator to cancel the booking with a reasonable explanation.

You cannot amend a booking if the booking has begun or in the past.

8. Projects menu

8.1. My Projects: This will show a list of the projects that you assigned to.

8.2. Project Hours Used (PIs only): This will show a report of accumulated hours and bookings each project has made and cancelled.

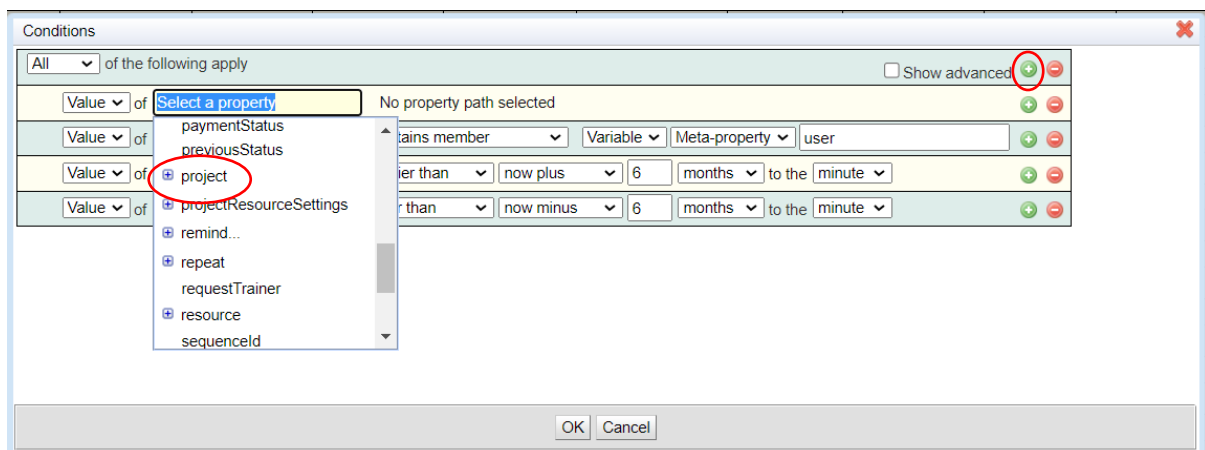
NOTE: Only PIs to projects have access to this.

8.3. Bookings Report: The default report will show a list of the bookings made for any project you are involved in for the past 6 months from the present day and any bookings 6 months in the future.

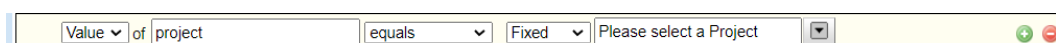
8.3.1. You can modify this report by selecting on “Conditions...”

8.3.1.1. If you are looking for bookings associated with a specific project, press on the “+” on the top right corner. A new row will appear on top.

8.3.1.2. Scroll down “Select a property” until you come across “project”.



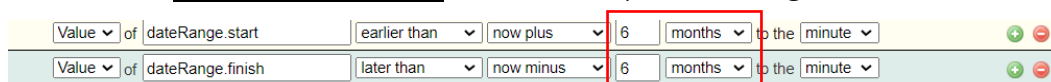
8.3.2. Select “equals”, and then “Fixed”, and then the project you would like to see. It should look like this below:



8.3.3. If you would like to limit the date range, you can change the number and unit in the following rows:

8.3.3.1. “date.Range.start” : Amend for future bookings.

8.3.3.2. “date.Range.finish” : Amend for past bookings.



If you have any more questions regarding Calpendo or if you need any assistance, please contact Winnie Yeh (w.yeh@bbk.ac.uk) at BUCNI.