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.
    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 a trainer?:** If you require a trainer to be present at this booking. Please select **YES** or **NO**. The **default** is **YES**.

2.4.9. **Do you require an operator for hire?:** If you need to hire an operator for this booking to do the scanning. Please select **YES** or **NO**. The **default** is **YES**.

2.4.10. **Certified user:** Please select the **certified user** that will be at the booking*.

2.4.11. **Operator:** Please select the **operator** that will be operating the resource*.

2.5. Click on **Create Booking**.

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

2.7. **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 Calendar

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.

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

3.1.1.1. 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.

3.1.1.2. Please note: If you are not an operator trainer at BUCNI, please do not import the Training calendar.

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

3.1.3. Click on NEXT.

3.1.4. A URL will appear, highlight the UCL 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
3.1.5. **Adding to your Outlook Calendar**

3.1.5.1. Click on **Add Calendar** on the left-sidebar.

3.1.5.2. A pop-up window will appear.

3.1.5.3. Choose **“Subscribe from web”** on the left-sidebar.

3.1.5.4. Paste the URL and Click-on import.

3.1.6. **Adding to your Google Calendar**

3.1.6.1. Click on the + by Other Calendar to add new calendars.

3.1.6.2. It will take you to the Settings page.

3.1.6.3. Choose **From URL** and paste the URL and select **Add Calendar.**
4. Checking your bookings.

4.1. Select the Bookings menu

4.1.1. **Booking Cancellations:** This will show all the bookings that have been cancelled.

4.1.2. **My Bookings:** This will show all the bookings you have made.

4.1.3. **My Projects’ Bookings:** This will show all the bookings made for all the projects you are part of.

4.1.4. **Booking Search:** If you are looking for a particular booking.

**NOTE:** You will have to always change the date range (instructions on the next page) to see a list of bookings that you have made for the past or for the future. Calpendo automatically uses the present day.
4.2. **How to use the Search header.**

4.2.1. **Date range:** Change the date range of the bookings you would like to see.
   4.2.1.1. List of booking and its information created during that time will appear.

4.2.2. **Resource:** Filter out which resource you would like to see.

4.2.3. **Status:** The status of the booking (i.e., approved, cancelled, etc.).

4.2.4. **Project:** Which projects you would like to filter out.

4.2.5. **Conditions:** Any other conditions you would like to apply to the filter.
5. Amending/Cancelling a booking

There are two ways to amend 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.

5.1. Option 1: Calendar Menu

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

5.1.2. Select edit and a pop-up window will appear.

5.1.3. Make your changes and click update booking.

5.1.3.1. List of changes you can make to a booking:

5.1.3.1.1. The date and time range of the booking.
5.1.3.1.2. Whether you require a trainer.
5.1.3.1.3. 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.]

5.1.3.2. 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:

5.1.3.2.1. The resource of your booking.
5.1.3.2.2. The project the booking was made for.
5.1.3.2.3. The PI of the project.

5.1.4. If you are cancelling a booking, you can just click on Cancel booking.

5.1.4.1. This will send out a notification email to the booker, the CU, the Operator that you have cancelled the booking.
5.2. **Option 2: Bookings Menu – Allows for multiple bookings amendment.**

5.2.1. Once you have found the booking(s) you are looking for under the Bookings menu. ✓ Check the bookings by clicking on the box □ on the left and select **Edit Checked**. The editing menu will appear.

5.2.2. Tick the ✓ **Modify box** for the field you would like to change and the **Value** that you would like to change it to.

5.2.3. Once complete, select **Apply**.

5.2.4. This will apply the changes you have made.

**NOTE:** The above list of things that you can and cannot change still applies.

5.2.5. To **cancel** the booking(s), modify the **Status** field to **Cancelled**. This will cancel all the selected booking(s).

*This will send out notification emails for each booking separately, please only do this if you need to.*
6. Projects menu

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

6.2. *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.

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.