

# Overview of the Calcium Calendars

Calcium is the on-line calendar to reserve time on resources in the Rubelab and Digital Microscopy Center (DMC). Since March, 2017, the calendar has been hosted by Brown Bear Software, Inc.

Calendars for the Rubelab:

- Leica 1850 Cryostat
- Leica VT100 S Vibratome
- Zeiss Axioplan

**You may not reserve time for any instrument, nor use any instrument in the Rubelab, without asking Ed Rubel's permission. "Second hand" training from other users is not allowed. Violation of these rules will lead to loss of privileges.**

## General Rules.

- Be respectful of others.
- Do not sign up for more time than you actually need.
- If you are more than 30 minutes late, your reservation may be forfeited.
- If not using your reservation, **please create a cancellation notice as soon as possible.**
- When canceling, you may need to come in to shut off equipment if a prior user may have left it on for you.

# Getting to the calendar

1. Navigate to the calendar website with any web browser
2. The 'Reserve Instrument' tab drops a menu of available calendars;
3. Click on the desired calendar;
4. The calendar should require log in name and password given to you during training;
5. A monthly calendar will appear, similar to that shown below:

**Marianas Live Cell Microscope**  
4 Hour Maximum Between 0800 - 1800 hrs, Mon - Fri  
Using This Calendar

2016 Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec 2018

**June 2017**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 28	29	30	31	Jun 1	2	3
		11:30 - 18:30 Coburn,Jacki	11:00 - 13:00 Miller,Kim 14:30 - 18:30 Coburn,Jacki			
4	5	6	7	8	9	10
		14:30 - 15:30 Green,Kevin	10:00 - 13:00 Miller,Kim 14:00 - 16:30 Green,Kevin			
11	12	13	14	15	16	17
18	19	20	21	22	23	24
		14:00 - 15:30 Shen,Jasmine	13:00 - 18:00 Jialin for utricile timelapse MacDonald,Glen	12:00 - 15:00 Shang,Jia-Lin		
25	26	27	28	29	30	Jul 1

Notifying other users by email Users Email List

Month Block Absolute Filter Search: enter text, press return Options Add/Edit Home Logout algermon

Time Zone: America/Los\_Angeles Help

Calcium Calendar by Brown Bear Software

The current date is highlighted in red.

Advertisements will appear at top and bottom of calendar window since this is a free hosting service.

If the previous visitor to these calendars from your computer did not log out of the calendar, then the computer will remain logged in. This represents a security risk.

# Open the Reservation Form

**Navigate to the desired date** - The year/month bar allows navigating to different date periods. Click on any month or year to review past use or reserve on a future date.

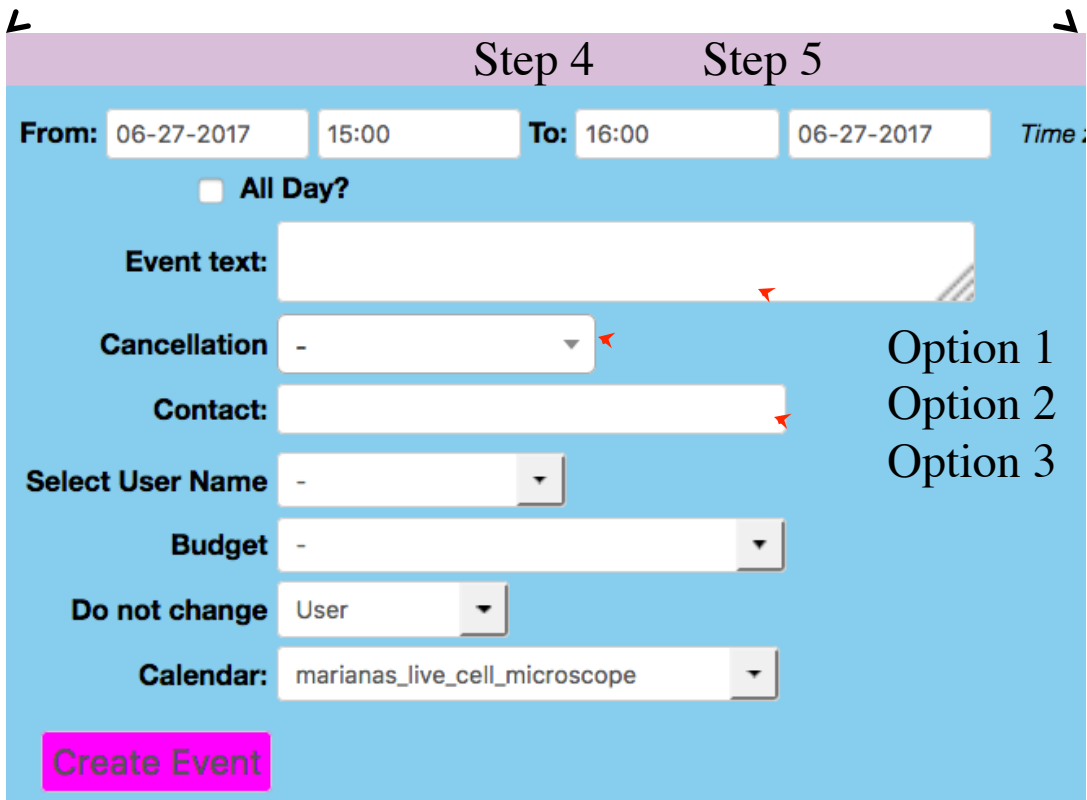
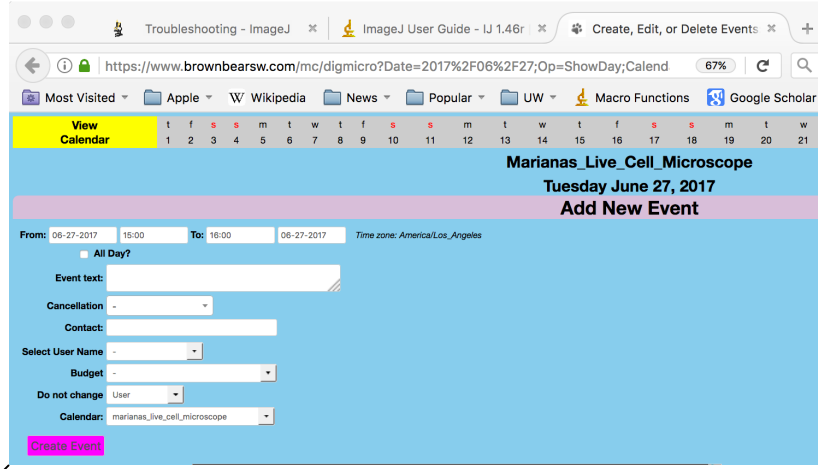
The screenshot shows a web browser window with the URL [https://www.brownbearsww.com/mc/digmicro?Op=ShowWt;CalendarName=marianas\\_live\\_](https://www.brownbearsww.com/mc/digmicro?Op=ShowWt;CalendarName=marianas_live_). The page title is "Marianas Live\_Cell\_Microscope" with a subtitle "4 Hour Maximum Between 0800 - 1800 hrs, Mon - Fri Using This Calendar". A navigation bar at the top allows switching between years (2016, 2018) and months (Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec). The main content is a calendar for June 2017. A banner for "QFC Water" is visible, advertising "\$2.49 WITH CARD" for "QFC Water" valid until June 27. The calendar grid shows reservation slots for various dates. A red arrow points to the number "9" on Thursday, June 8th, indicating the date to click for a reservation.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 28	29	30 11:30 - 18:30 Coburn,Jacki	31 11:00 - 13:00 Miller,Kim 14:30 - 18:30 Coburn,Jacki	Jun 1	2	3
4	5	6 14:30 - 18:30 Green,Kevin	7 10:00 - 13:00 Miller,Kim 14:00 - 16:30 Green,Kevin	8 9	10	11

## Making a Reservation

**Step 1.** Click on the number for the desired date to open the reservation window;

# Select Your User Name



Step 2  
Step 3

Step 6

**Step 2. User Name [Required]:** Click in this box then select your name from the drop down list.

Your name will appear in this list as “Lastname,Firstname” soon after training and providing your contact information. If your name is missing or incorrect, please contact the Rubelab Manager.

# Create the Event

**Step 3.** Select the **Start Time** from this menu, from a 24-hour format list in 15 minute increments. (12:00 is noon, 24:00 is midnight, 1:15 represents 1:15 AM, and 13:15 represents 1:15 PM) The list scrolls with a mouse or track pad.

**Step 4.** Now select the **End Time**.

- **Option 1. Event text** may be a reminder to yourself or others, such as whether you might be ending early.
- **Option 2. Cancellation – Edit your event to indicate you have cancelled so others may take the time slot.**
- **Option 3. Contact** allows you to enter your name, phone number or email

**Step 5.** Finally, click on **Create Event**.

You have created a reservation!

If your reservation overlaps with another reservation you will have a warning. You may either edit your reservation or accept the fact that they overlap.

**Step 6.** Return to calendar

“View Calendar” button, upper left corner of the reservation window moves back to the full calendar page

# Editing a Reservation

## Editing a Reservation.

1. Open the date with the reservation by clicking on date;
2. Use the *Edit* command to change your reservations;

The screenshot shows a calendar interface. At the top, a navigation bar includes a 'View Calendar' button and a calendar grid with days of the week and dates. The date June 23, 2017, is highlighted. Below the calendar, the event title 'Marianas\_Live\_Cell\_Microscope' is displayed, followed by 'Friday June 23, 2017' and 'Existing Events'. The event details show a time slot from 14:30 to 18:00, the owner 'algeron', and the creator 'MacDonald,Glen'. 'Edit' and 'Delete' buttons are visible. Below this, the 'Add New Event' form is shown with fields for 'From' (06-23-2017), 'To' (18:00), and 'Calendar' (marianas\_live\_cell\_microscope). A 'Create Event' button is at the bottom.

3. Make any changes, such as changing start or stop times;

The screenshot shows the 'Edit Event' form for 'marianas\_live\_cell\_microscope'. The event title is 'marianas\_live\_cell\_microscope - Edit Event'. The 'From' field is set to 06-23-2017 at 14:30, and the 'To' field is 18:00. The 'Calendar' dropdown is set to 'marianas\_live\_cell\_microscope'. The 'Select User Name' dropdown is set to 'MacDonald,Glen'. At the bottom, there are four buttons: 'Replace Event', 'Copy Event', 'Delete Event', and 'Cancel'. A red arrow points to the 'Replace Event' button.

4. Click on *Replace Event* to update the calendar;

# Canceling a Reservation

## Cancellations.

Do not delete a canceled reservation.

1. Open the date with the reservation;
2. Use the *Edit* command to change your reservation;
3. Click on the ‘Cancellation’ button;
4. Select “Confirm Cancellation” from the menu;

From: 06-23-2017 14:30 To: 18:00 06-23-2017 Time zone: America/Los\_Angeles

All Day?

Event text:

Cancellation: Confirm cancellat... ▲

Contact:

Select User Name: MacDonald,Glen ▼

Budget: - ▼

Do not change: User ▼

Calendar: marianas\_live\_cell\_microscope ▼

Replace Event Copy Event Delete Event Cancel

5. Click on ‘*Replace Event*’ button;
6. Cancelled reservations are highlighted in red so other users can readily see that the time is available

23	24
Cancelled 14:30 - 18:00 MacDonald,Glen	
30	Jul 1

# Cancel a Reservation

If you need to cancel your reserved time:

1. Cancel soon as possible so that others can use your time.
2. Were you the last reserved user of the day?
3. Is the prior user leaving the system on for you?
4. Who will turn it off?
5. If you were the last user of the day, you must make arrangements to ensure the system is not left on overnight.

## Copy a Reservation

Copying a reservation to other dates.

1. Open the date.
2. Click on the *Edit* button for an existing reservation.
3. Change the date to the next desired day.
4. Click on the *Copy Event* button.
5. The event is now copied to the designated date.
6. Repeat steps 3 and 4 to copy the event to additional dates



# Frequently Asked Questions

## What if I will be late for my reserved time?

If you are more than 30 minutes late, your reservation may be forfeited to any user UNLESS you place a note on the system or notify following users that you will be late.

## What if I can't use my reserved time?

Edit your reservation to confirm cancellation as soon as you know that you can't use your time. If there is a user before you, let them know you won't use it so they don't leave it on for you. If there is a user signed up following your reservation, maybe they would appreciate starting earlier. The more quickly that you notify others, the more likely someone else can use it.

## What if I finish early?

Some judgement is required. Edit your reservation to reflect the actual usage. If practical, notify the following user that the remainder of your slot is now available. They may appreciate being able to start early.

## What if my imaging is taking longer than expected?

If no one is signed up after you, feel free to continue working. Edit your reservation to reflect the actual usage. If you have reached the 4 hr. limit for "prime time", you may continue imaging until the next scheduled user arrives. Then edit your reservation to reflect actual hours.

## What if the next reservation is doesn't start for hours?

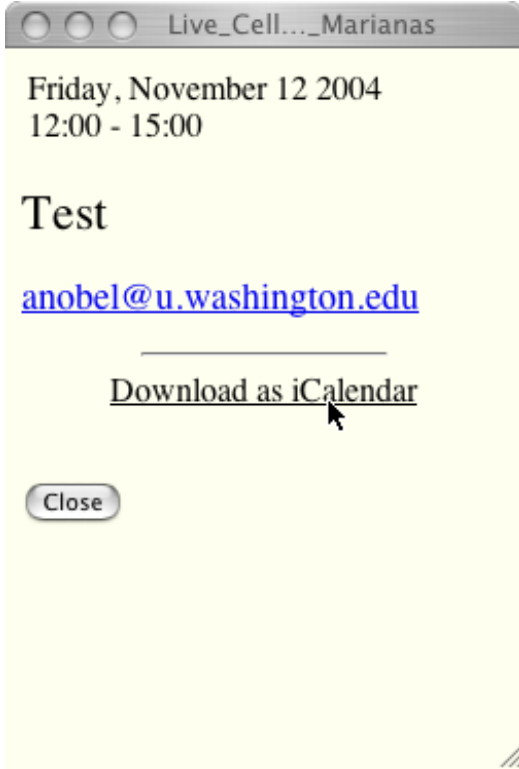
If the next user is scheduled to start within 3 hours after the end of your session, leave the instrument running. If the next reservation is more than 3 hours away, turn the instrument off.

## What if the next user is late or cancels and no one signs up for the canceled time?

If you want, go ahead and keep using the instrument until the next reservation shows up. End your session, then edit your reservation to reflect extra time that you used.

# Viewing Notes

And, here is what the popup note looks like:



If you click on the underlined email address, your email application should open to compose a message.

Click on the 'Download as iCalendar' to import this event into Apple iCal or Microsoft Outlook.

## Can I copy my reservation events to the calendar on my desktop computer or PDA?

While viewing the calendar, click on your reservation.

Then click on 'Download as iCalendar'.

Subscribe by opening "Options" at bottom of the calendar;

Enter the date range to download by typing in the dates (mm/dd/yyyy format), or pick from the popup calendars, or leave blank;

Click on 'Get Subscription URL';

Your operating system will prompt you to save or open the link.

If you have problems, please re-read this manual, then email or call:

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