1.   Purpose

1.1.   This procedure describes how to electronically schedule and check availability of equipment in the shared laboratories at Boston University's Photonics Center.

2.   Scope

2.1.   This procedure provides information on how to view calendars for equipment, how to modify schedules (sign up for available times to use equipment) and how to send reminders for the appointments. The use of the system is for faculty, staff, and outside companies that need access and use of shared equipment at the Photonics Center. Internet connection is required to view and modify the schedules.

3.   Definitions

3.1.   PHOIOL: Calendar Account for the 5th floor Integrated Optics Laboratory.
3.2.   PHOOPF: Calendar Account for 8th floor Optical Processing Facility
3.3.   PHOPML: Calendar Account for the Basement Precision Measurement Laboratory.

4.   Reference Documents

4.1.   N/A

5.   Responsibilities

5.1.   It is the responsibility of the Laboratory Manager to ensure that any users of the system have been trained and understand the use of the calendar scheduling software

6.   Equipment/Material

6.1.   Internet Connection.
6.2.   Password to account

7.   Procedure

7.1.   Open an internet window.
7.2.   At the Address line type: http://www.google.com/calendar/render?pli=1 or go to www.bu.edu/photonics and click on the Equipment Scheduling link and you will see the following login window:
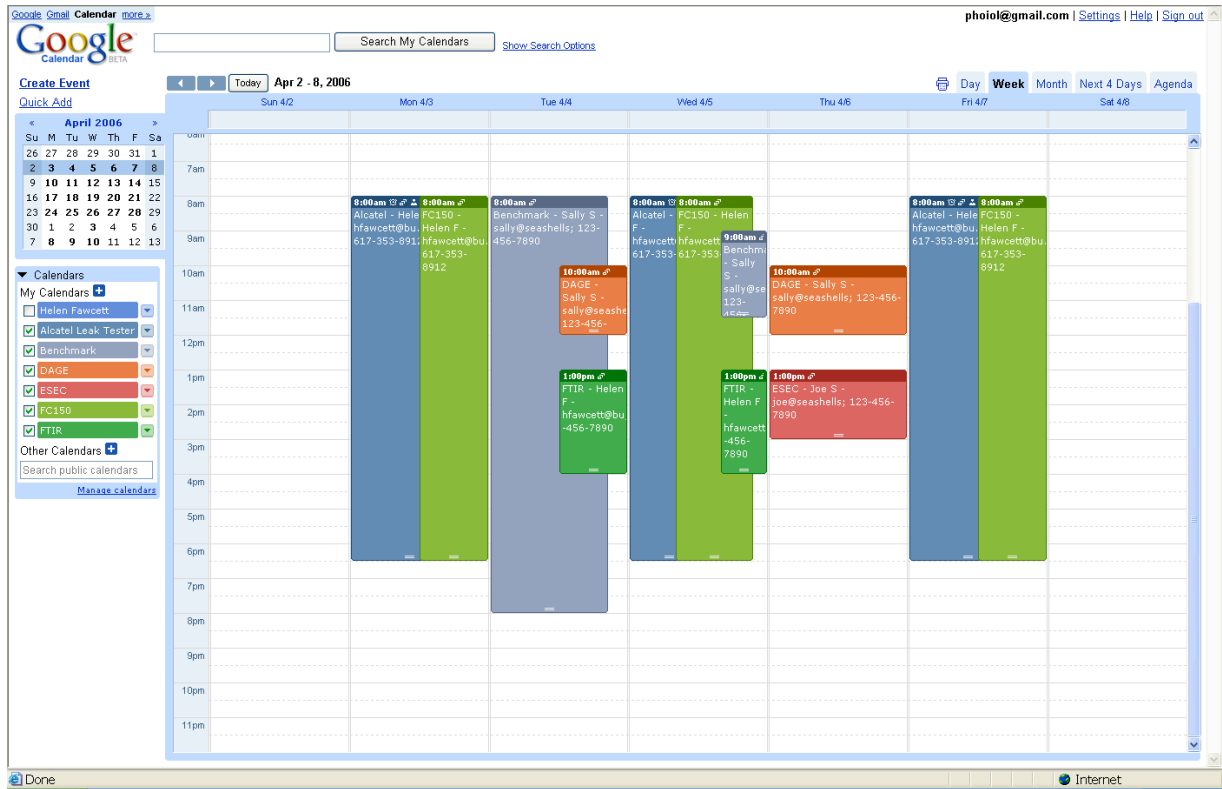
7.3. At the login area you can enter one of the following laboratory login names: PHOIOL, PHOOPF, or PHOPML.

7.4. Then enter the password and click sign in

7.5. You will then see a color coded listing of equipment that may or may not be visible on the calendar. For this work instruction, the example account being used will be the PHOIOL calendar. The check boxes allow selection and de-selection of various pieces of equipment
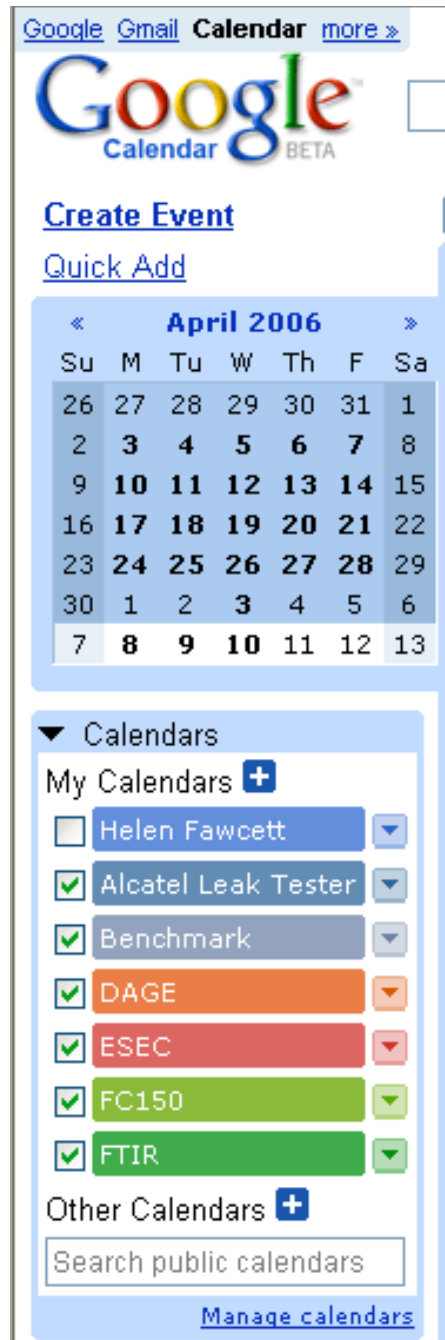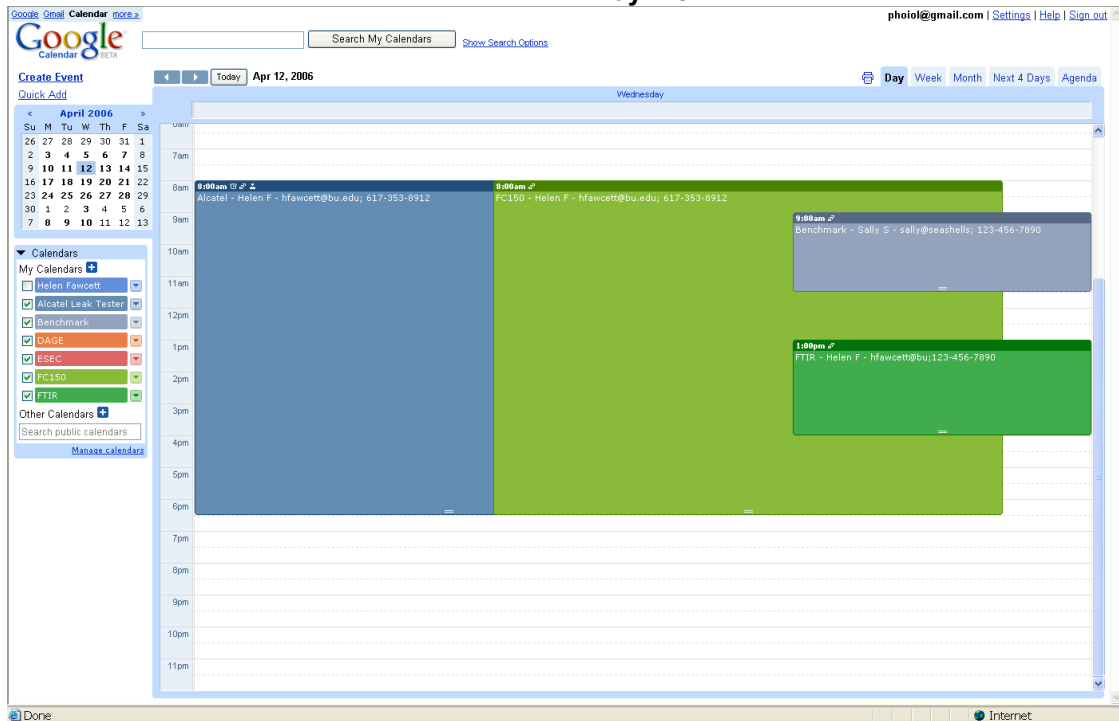

7.6. The first choice is the view that is desired to make scheduling decisions, in the upper right corner, there are several tabs that allow the selection of the Day, Week, or Month views, the next series of pictures show the different views

Month View

Week View

Day View

7.7. Once a view that is preferable is selected, an appointment can be made

7.8. In the example below, all of the pieces of equipment except for the FC150 have been de-selected, therefore the user is only viewing when the FC150 is already scheduled and when they can make a new appointment.
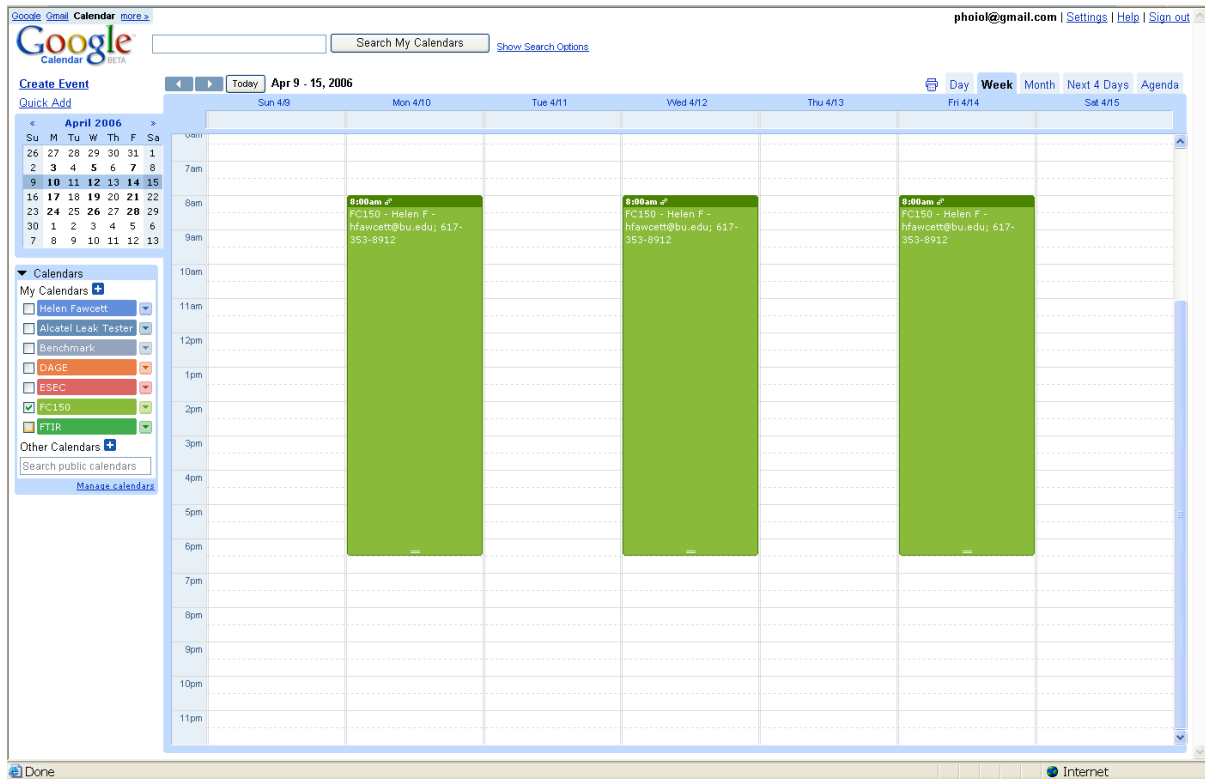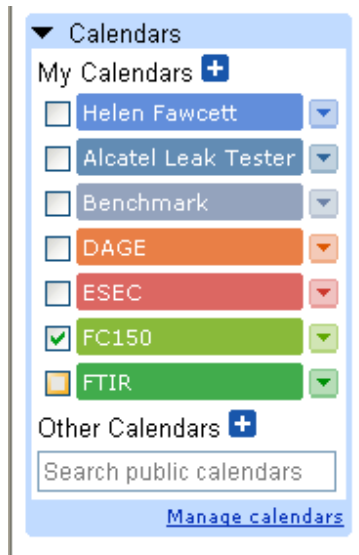
7.9. Once the day and approximate time has been selected, click on Create Event
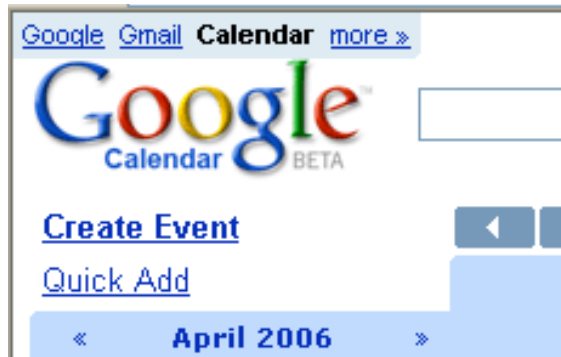
7.10. The next series of views show how to create this event. Another method that can be used is to click on a time slot on a particular day and create a quick event. This can be explored by the user, but the suggested method of scheduling will be shown in this work instruction

7.11. The first item is to identify your event (appointment) and use the calendar to verify your date and time of the appointment

7.12. In the WHAT section: Piece of Equipment – First Name First letter of Last Name – email address; phone number at which user can easily be reached

7.13. The next step is WHEN: verify the day and start, end times of the appointment or select the check box next to All Day (if All Day is selected, the assumption is 8 hours of usage, it is preferred that all users actually record the start and end times.) The times are selectable via a drop down menu (see below).

7.14. Once the date and time are established, determine if the event repeats and follow the dialog boxes associated with the repeating appointment (if applicable).

7.15. The next pull down menu is labeled Calendar – if the box is not displaying the calendar of the piece of equipment for which you are making an appointment, or if you originally chose the wrong calendar, pull down the arrow to get a listing of equipment and choose the appropriate equipment.

7.16. After selecting the calendar of choice, a description can be entered. You can add notes into this blank area if you want some information to be know to the lab manager or the other users.

7.17. The next Major section is labeled as Options. Here you can set reminders to be emailed to your own user account as well as the main email account unto which you originally logged in. Unless you need a reminder, No reminder is the preferred selection.

7.18. Show me as should be selected to be Busy.

7.19. In Privacy, it is the user's choice as to the selection for this Default, Private, or Public.

7.20. In the upper right corner of the appointment screen, email invitations to the event can be sent in the following way.

7.21. In the Guests section, you can select Add guests, and in the large block below that, you can add your own email address and that of your colleagues if desired. An invitation will be sent to your email address, for example in Outlook, an appointment will show up on your standard calendar.

phoiol@gmail.com | Settings | Help | Sign ou

▼ **Guests**

➕ **Add guests**

Enter the email addresses of guests, separated by commas
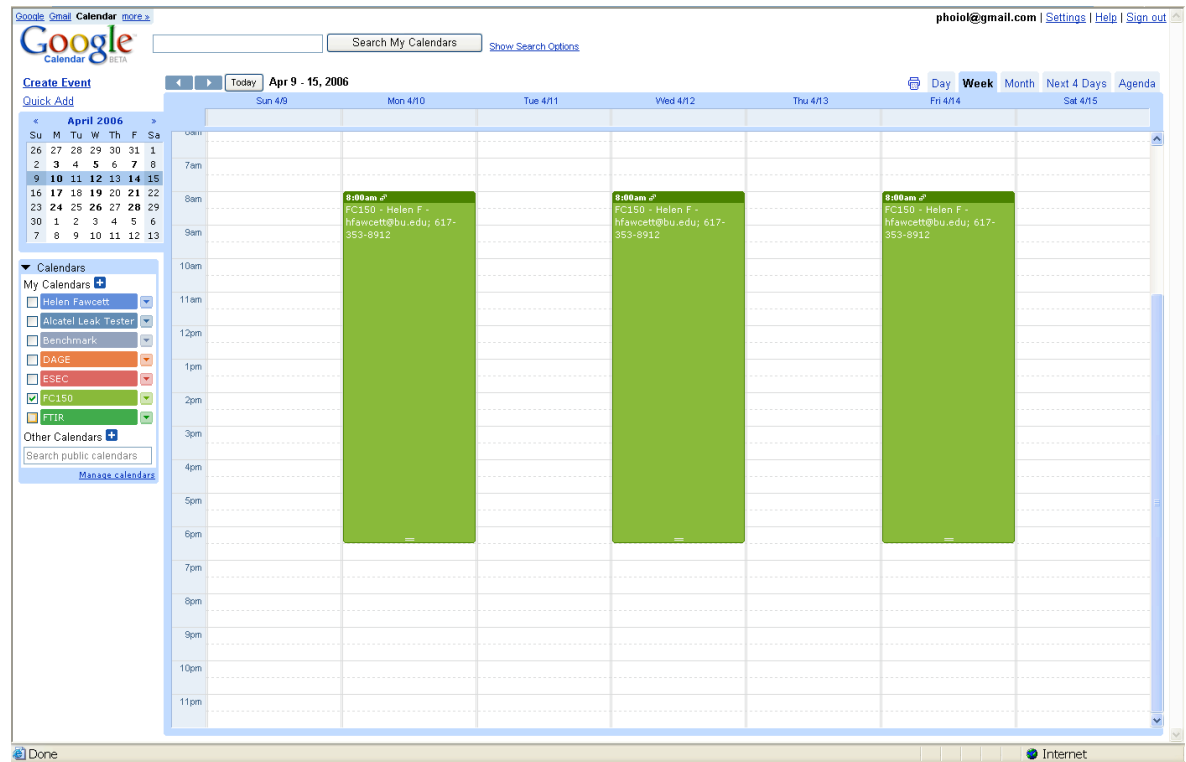
Guests can ☐ invite others
☑ see guest list

7.22. One last selection Guests can (either invite others or see guest list – it is the user's choice as to which box is selected. If guests are not invited, simply ensure that this space to enter email addresses is blank

7.23. When all of the items for the appointment are complete, at the bottom of the page, select either Save or Cancel depending upon if you want to save the appointment or not.

Learn about private vs. public events

« **Back to Calendar**   Save   Cancel

7.24. Verify that the appointment is in the calendar and edit any errors or schedule another piece of equipment.

7.25. If all of the appointments are completed, go to the upper right section of the web page and click on the Sign Out button to end your session.

7.26. Once you have completed your usage of the equipment in the lab or cleanroom, you should return to the Google Calendar login and accurately record your hours of usage, whether they are longer or shorter than what you had scheduled. This allows accurate invoicing and PM scheduling from hours logged on the equipment.

8.   Record Retention

8.1.   Archived Calendars will be kept on a monthly basis.