

Effective Date: 10-01-06	Title Electronic Scheduling of Equipment	Originator: Helen Fawcett	Revision 01
Boston University Photonics Center			Page 1 of 10

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:

Google
Calendar BETA

Welcome to Google Calendar

Wouldn't it be great to be able to keep track of all the events in your life, coordinate schedules with friends and family, and find new things to do -- all with one online calendar? We thought so, too. [Learn More](#)

- Seeing the big picture**
 With Google Calendar, you can see your friends' and family's schedules right next to your own; quickly add events mentioned in Gmail conversations or saved in other calendar applications; and add other interesting events that you find online.
- Sharing events and calendars**
 You decide who can see your calendar and which details they can view. Planning an event? You can create invitations, send reminders and keep track of RSVPs right inside Google Calendar. Organizations can promote events, too.
- Staying on schedule**
 You can set up automatic event reminders, including SMS notifications, and instantly bring up anything on your calendar with the built-in search tool.

Sign in to Google Calendar with your

Google Account

Email:

Password:

Remember me on this computer.

[Forgot your password?](#)

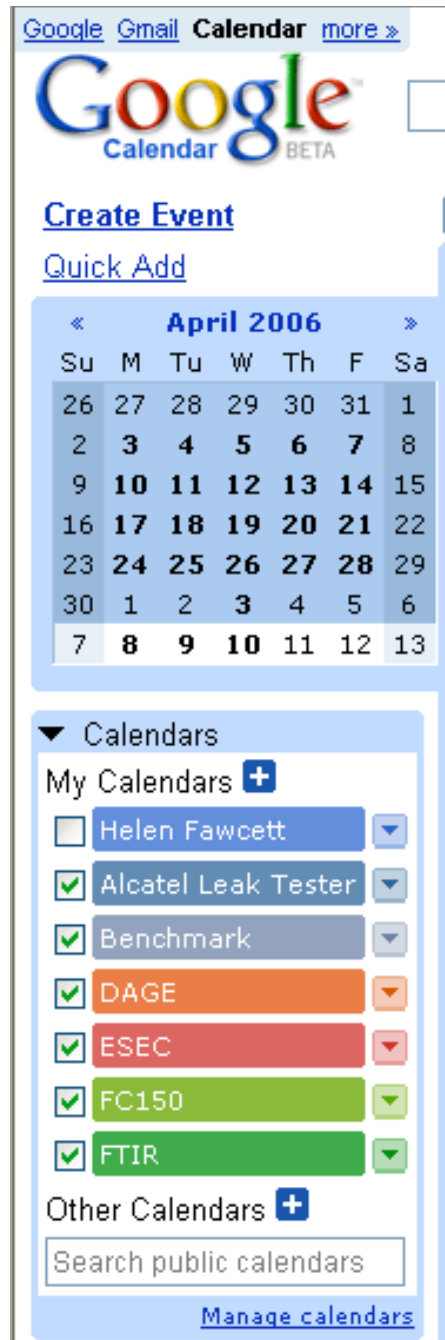
Don't have a Google Account
[Create an account now](#)

[About Google Calendar](#)
[Google Calendar Tour](#)

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Effective Date: 10-01-06	Title Electronic Scheduling of Equipment	Originator: Helen Fawcett	Revision 01
Boston University Photonics Center			Page 2 of 10

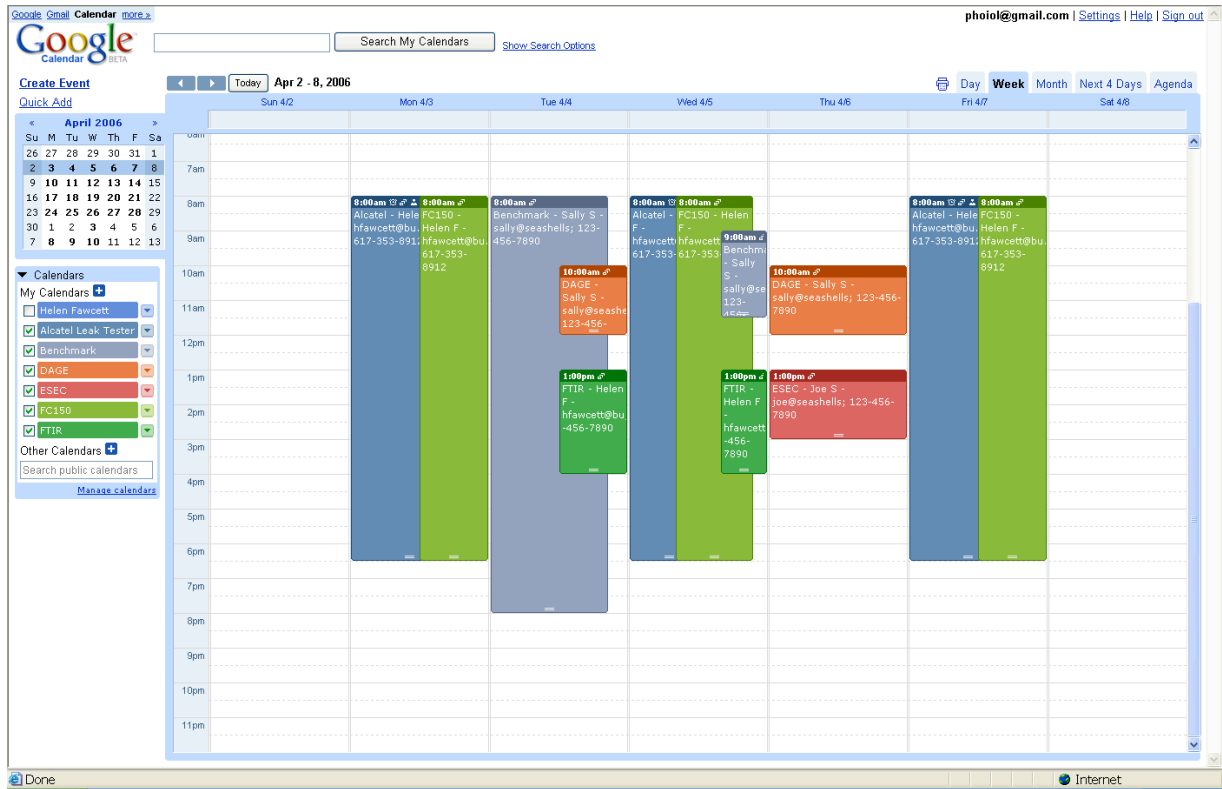
- 7.3. At the login area you can enter one of the following laboratory login names: PHOIOL, PHOOPF, or PHOPML.
- 7.4. Then enter the password and click sign in
- 7.5. You will then see a color coded listing of equipment that may or may not be visible on the calendar. For this work instruction, the example account being used will be the PHOIOL calendar. The check boxes allow selection and de-selection of various pieces of equipment



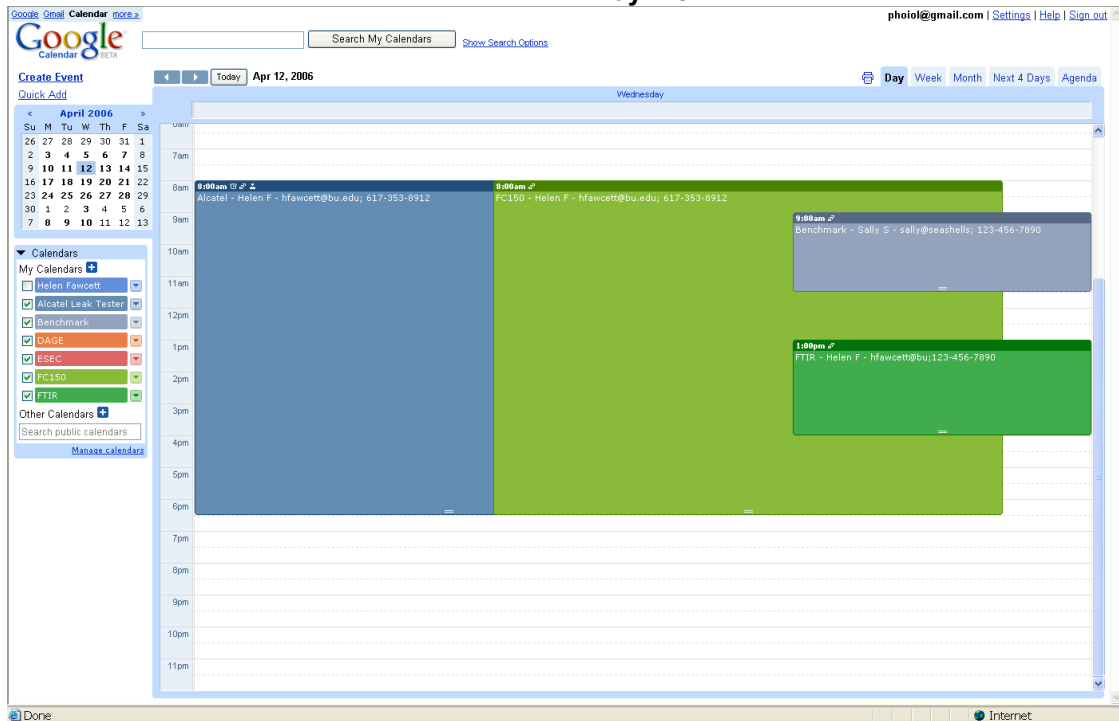
- 7.6. The first choice is the view that is desired to make scheduling decisions, in the upper right corner, there are several tabs that allow the selection of the Day, Week, or Month views, the next series of pictures show the different views

Effective Date: 10-01-06	Title Electronic Scheduling of Equipment	Originator: Helen Fawcett	Revision 01
Boston University Photonics Center			Page 4 of 10

Week View



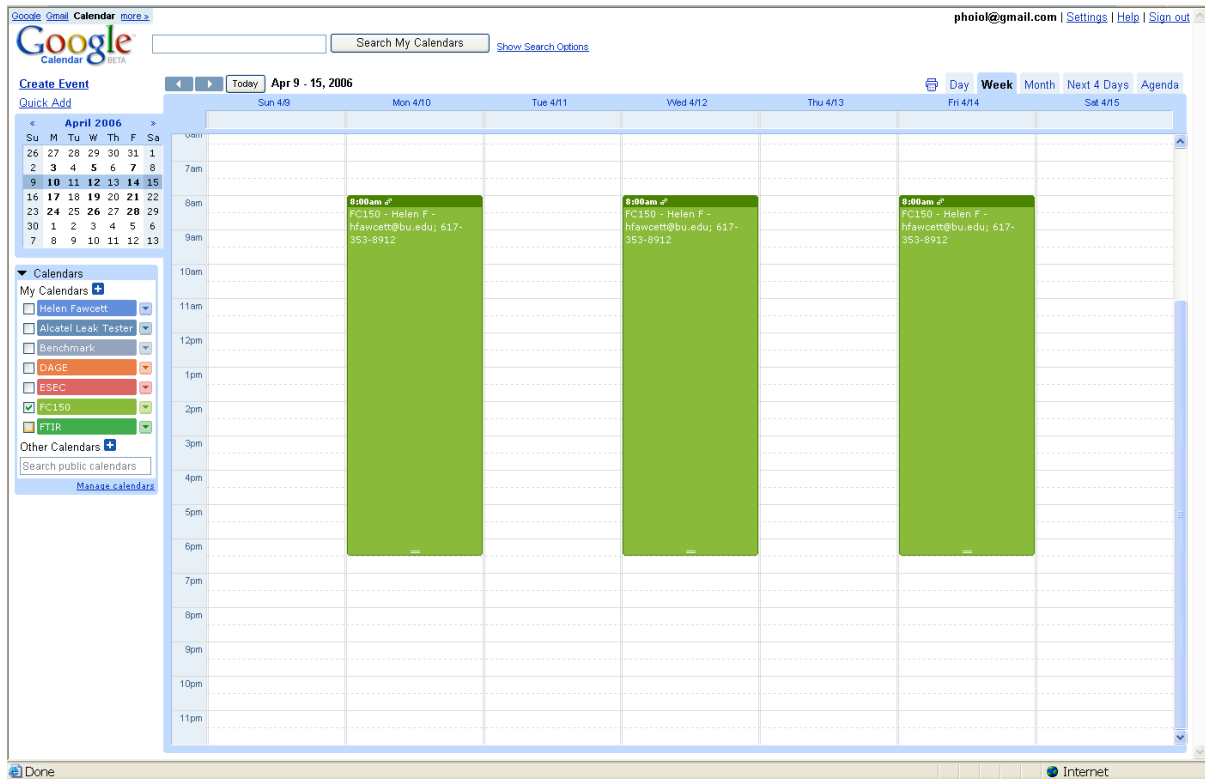
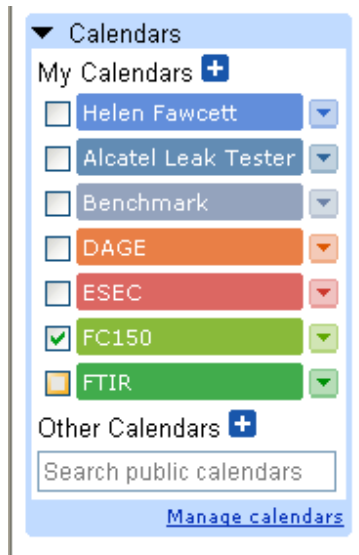
Day View



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

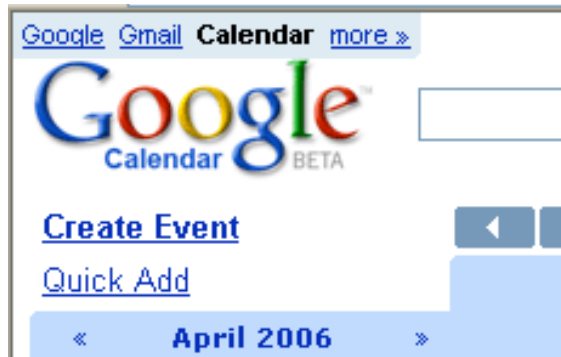
Effective Date: 10-01-06	Title Electronic Scheduling of Equipment	Originator: Helen Fawcett	Revision 01
Boston University Photonics Center			Page 5 of 10

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.



Effective Date: 10-01-06	Title Electronic Scheduling of Equipment	Originator: Helen Fawcett	Revision 01
Boston University Photonics Center			Page 6 of 10

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

The screenshot shows the Google Calendar event creation form. At the top, there are buttons for 'Back to Calendar', 'Save', and 'Cancel'. The form is divided into several sections:

- What:** A text input field containing 'FC150 - Helen F - hfawcett@bu.edu; 617-353-8899'.
- When:** Two date and time input fields. The first is '4/15/2006' and the second is '4:00pm to 5:00pm'. There is also a date field '4/15/2006' and an 'All Day' checkbox.
- Where:** A text input field.
- Calendar:** A dropdown menu showing a calendar for April 2006. The date '15' is selected.
- Description:** A text area for the event description.
- Options:** A section with several settings:
 - Reminder:** A dropdown menu set to 'No reminder'.
 - Show me as:** Radio buttons for 'Available' and 'Busy' (selected).
 - Privacy:** Radio buttons for 'Default' (selected), 'Private', and 'Public'. A link 'Learn about private vs. public events' is provided.

At the bottom, there are buttons for 'Back to Calendar', 'Save', and 'Cancel'.

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

This is a close-up screenshot of the 'What' field in the Google Calendar event creation form. It shows the text 'FC150 - Helen F - hfawcett@bu.edu; 617-353-8899' entered into the input field. Above the field, there are buttons for 'Back to Calendar', 'Save', and 'Cancel'.

Effective Date: 10-01-06	Title Electronic Scheduling of Equipment	Originator: Helen Fawcett	Revision 01
Boston University Photonics Center			Page 7 of 10

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.

Effective Date: 10-01-06	Title Electronic Scheduling of Equipment	Originator: Helen Fawcett	Revision 01
Boston University Photonics Center			Page 8 of 10

- 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.

The screenshot shows the 'Options' section of a software interface. A dropdown menu for 'Reminder' is open, displaying the following options: No reminder, 5 minutes, 10 minutes, 15 minutes, 20 minutes, 25 minutes, 30 minutes, 45 minutes, 1 hour, 2 hours, 3 hours, 1 day, 2 days, and 1 week. The 'Show me as' and 'Privacy' sections are partially visible below the dropdown.

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

The screenshot shows the 'Options' section of a software interface. The 'Show me as' section is selected, with 'Busy' chosen over 'Available'. The 'Privacy' section is also visible, with 'Default' selected. There are 'Save' and 'Cancel' buttons at the bottom right.

- 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.

Effective Date: 10-01-06	Title Electronic Scheduling of Equipment	Originator: Helen Fawcett	Revision 01
Boston University Photonics Center			Page 9 of 10

phoiol@gmail.com | [Settings](#) | [Help](#) | [Sign out](#)

▼ Guests

+ Add guests

Enter the email addresses of guests, separated by commas

Guests can

invite others

see guest list

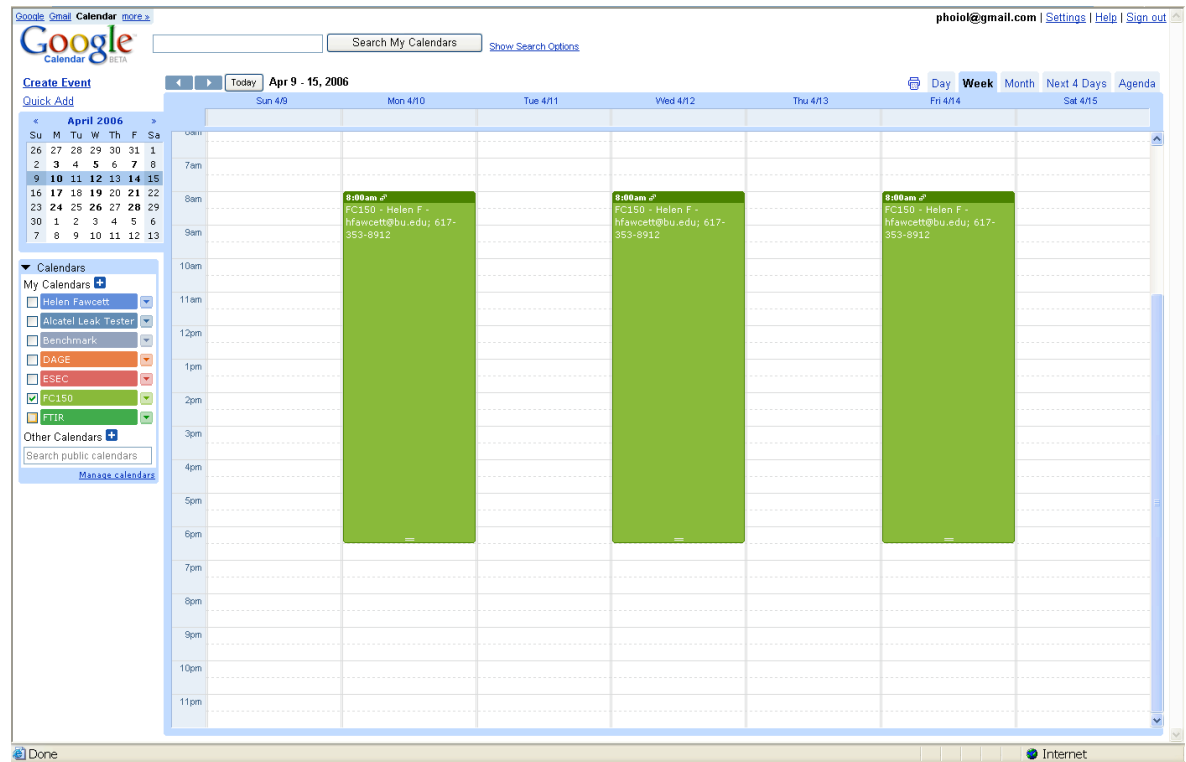
- 7.22. One last selection Guests can (either invite others or see guest list – it is the user’s choice as to which box is selected. If guests are not invited, simply ensure that this space to enter email addresses is blank
- 7.23. When all of the items for the appointment are complete, at the bottom 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](#)

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

Effective Date: 10-01-06	Title Electronic Scheduling of Equipment	Originator: Helen Fawcett	Revision 01
Boston University Photonics Center			Page 10 of 10



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.