

Manual for the Booking System of the Core Unit FACS

Open the website of the Core Unit FACS.

Open your browser and visit the website of the Core Unit FACS at the University Würzburg https://www.med.uni-wuerzburg.de/systemimmunologie/service/cu-facs/startseite/

Select "booking system"

Buchungssystem - Core	Unit F/- X +		-		×
) → C û	0 🗎 https://www.med.uni-wuerzburg.de/systemimmunologie/service/cu-facs/buchungssystem/ 🚥 🛛 🏠			8	Ξ
UNIVERSITÄT WÜRZBURG	Intern Cooper Surve	Q	۵ ا	EN	ľ
ERSTKONTAKT	TEAM LEISTUNGEN AUSSTATTUNG BUCHUNGSSYSTEM PUBLIKATIONEN DOKUMENTE STEUERUNGSKOMITEE				Ì.
CORE UNIT	FACS				
MEDIZINISCHE FAKULTÄT > IN:	STITUT FÜR SYSTEMIMMUNOLOGIE > CU FACS > BUCHUNGSSYSTEM				
uchungssystem	CU FACS			^	
erätebuchungssyst	em FACS - Zellsortierung				
		CoreUn FACS	it		
ER BARRANT PROFENSION					
F Teilen Stweet	Mail				

Now click on the link to the MRBS system that will open in a new window:

https://rbs.uni-wuerzburg.de/med-cu-facs/

Log-in to the Shibboleth-system with your university account.

Forgot your pas	sword? Need He	lp? Imprint		
You are about to Universität W(access the service	e: :e Booking Sys	tem	
Description as p Universität Wür.	rovided by this ser zburg Ressource Be	vice: ooking System		
Additional inforr	mation about the s	ervice		
Data privacy inf	ormation of the se	rvice		
Username	Username			
Password	Password			
			L	.ogin
Information o	n data processing	3		

Are you working for the university hospital and do not have a university account? Generate a login for the university following the description on the University's computing center: https://www.rz.uni-wuerzburg.de/dienste/jmu-account/antraege/



Now the calendar view will open:

Equipment/Room Bo	oking System \times +									×
← → ♂ ŵ	🗊 🔒 https:	//rbs. uni-wuerzburg.de /med	d-cu-facs/month.php?yea	ir=2020&mo	nth= 🧕	57%	•• ⊠ ☆) ©	Ξ
Equipme	Core Unit FACS Core Unit FACS ent/Room Booking System	n	12/03/2020 Go to	Help	Rooms	Report	Search.		toh72b	
Areas Rooms Gebäude E5 Room \$144 - FACS Gebäude E6 Room \$144 - FACS	5 Aria III 5 Canto			Mon Tur 3 4 10 11 17 18 24 25	February 2020 Wed Thu Fri Sa 5 6 7 8 12 13 14 15 19 20 21 22 26 27 28 29	t Sun Mon T 2 9 2 16 9 23 16 23 16 30 2	March 2020 ue Wed Thu Fri Sat 3 4 5 6 7 10 11 12 13 14 17 18 19 20 21 24 25 26 27 28 31	April 21 Sun Mon Tue Wed Thu Mon Tue Wed Thu 8 6 7 8 9 15 13 14 15 16 22 20 21 22 23 29 27 28 29 30	20 Fri Sat Su 3 4 5 10 11 12 17 18 15 24 25 26	n 2 3
		March 2020 -	Gebäude E5 - Room S144	- FACS Aria II	I					
<< Go To Month Before Monday	Tuesday	Wednesday	Go To This Month Thursday	Fri	day		Saturday	Go To M Sunday	Ionth After >	2
2	3 06:00-15:30 Tea Cosistivii / maintenan	4	5	6		7		8		
9	10	11 16:00-12:00 Max Mustermann / Service / Hill 13:30-15:00 Tobias Heckel / Service / MillB	12	13 09:30-12:00 Niklas Be	yersdorf / Service / VIM	14		15		
16	17	18	19	20		21		22		
23	24	25	26	27		28		29		
30	31									
<< Go To Month Before External Internal Spe	ecial		Go To This Month					Go To M	lonth After >	•>

Select your Flow Cytometer / FACS instrument and day for your experiment

You can now choose between the Areas and the Equipment/Rooms (red box).

You can choose between a Month, Week or Daily View (blue box).

Choose the Day you would like to book the Equipment/Room. You can do this with the calendar in the top right corner, or via a direct click in the big calendar.



Click now on the specific Day (or the specific hour in daily view) you would like to book.



You should see the following "Edit Entry" Window:

Equipment/Re	oom Bookin	g System 🗙	+						—		×
\leftrightarrow \rightarrow C $($	0	https://r	bs .uni-wuerz bur	67%	•••	\bigtriangledown	☆	\	=	٢	≡
Core I Equipment/Roc	CoreUni FACS Unit FACS om Booking	t System	12/03/2020 Go to) Help	Rooms	Report	Search	:			^
Edit Entry											
Brief description:	Max Musterma	ann / Service / HIRI									
Full description:	sorting of Raw 264.7 c	eGFP labelled m ells	onocytic								
Ctorest.	11/02/2020	10:00									
End:	11/03/2020	12:00 (2 hours)	×								
Area:	Gebäude E5										
Rooms:	Room S144 - Room S144 -	Room S144 - FACS Aria III Room S144 - FACS Canto									
Type:	External ~										
Fullname:	Max Mustermann										
Mail:	max.mustern	mann@helmholtz-h	iri.de .::								
Organizational unit:	Helmholtz-Institute for RNA-based Infection Research (HIRI)										
address:	Josef-Schneider-Str. 2 / D15 97080 Würzburg, Germany										
full_service:											
Back	Save	✓ !									~

The information displayed here will be available to all logged in users to facilitate contacting other users e.g. measuring before or after your selected appointment.

You must add your name in the top field "*brief description*" as well as the word "Service" in case you have successfully made an appointment for assistance with the instrument (see below). Furthermore, leave some details in the "*full description*" box:

Full description: sorting of eGEP labelled monocytic
Raw 264.7 cells



Now you choose a time for your booking:

Start:	13/03/2020 10:00 ~ All day
End:	13/03/2020 12:00 (2 hours) ~
Area:	Gebäude E5 v
Rooms:	Room S144 - FACS Aria III Room S144 - FACS Canto

Define your user Type:

- "internal" select, if you are an employee of the University of Würzburg or University Hospital Würzburg (UKW)
- "external" select, if you are an employee of another University or Research Organization
- "special" all other user types (or members of a consortium, e. g. SFB, TR, CRC, with a prepaid lump sum. Do not forget to add your detailed project name, e.g. TR 124 B06, into the "full description" box.)

Type:	External 🗡		
Fullname:	External	nann	
	Internal		
	Special		

Statement if you need Service personnel to assist you

If you request Flow Cytometry / FACS as a service or if you require assistance during your measurement:

1. Write an Email with your preferred date and time and the instrument to be used to:

CU-FACS-service@uni-wuerzburg.de

- 2. Wait for a confirmation Email from the Core Unit Service personnel
- 3. Book your time slot in the Booking System and \square tick the box *"full service"*.

Please note the higher hourly cost.

Please only select this option AFTER you agreed with the responsible person on a date and time.

full_service: 🗸

<u>Warning</u>: Selecting this option without prior agreement of the responsible person, will result in you paying the higher cost but measuring without assistance/service.



Save your booking

If you have made all settings, please control them once more. If everything is correct, the date is not in the past and if there is no conflict with other entries, you should see two green hooks next to the "save" button. **Press Save**.

Back	Save	√	√	
If you see here	a red cross (v)	oravel	amatio	n mark (I) there is an error in your booking. If you move

the mouse arrow over the red mark, you will get further information.

Back Save ✓	
	[Information only] The new booking would conflict with the following policies:
Mar 06 Mar 07 Mar 08 Ma Feb 10 Feb 17 Feb 24 Ma Jan 2020 Feb 2020 <mark>[Mar 2</mark>	(1) You cannot edit or delete a booking which starts in less than 0 seconds 020] Apr 2020 May 2020 Jun 2020 Jul 2020 Aug 2020 Sep 2020

You can modify the booking or delete it only before your booked date and time.

Afterwards only the administrator can modify/delete it. In such a case please contact the Team of the

Core Unit FACS:

https://www.med.uni-wuerzburg.de/de/systemimmunologie/service/cu-facs/team/

