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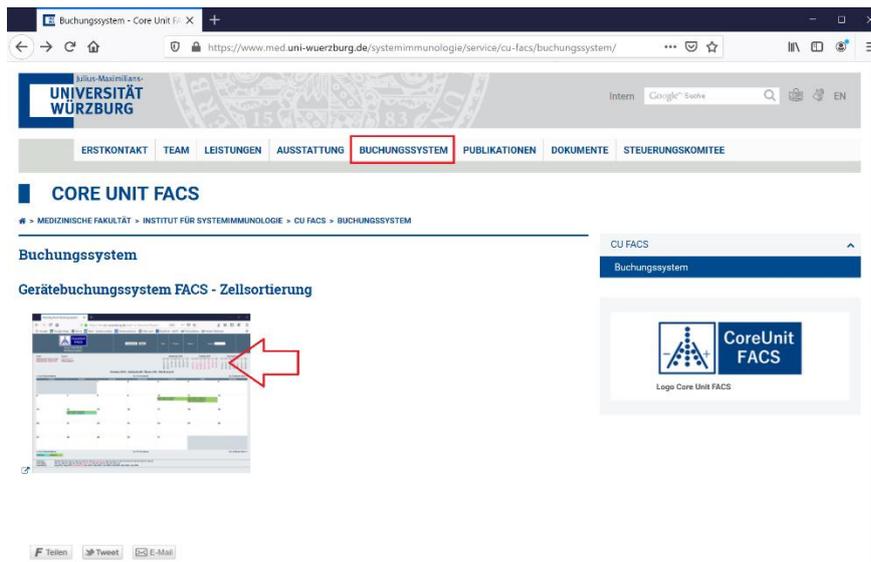
Now click on the link to the MRBS system that will open in a new window:

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

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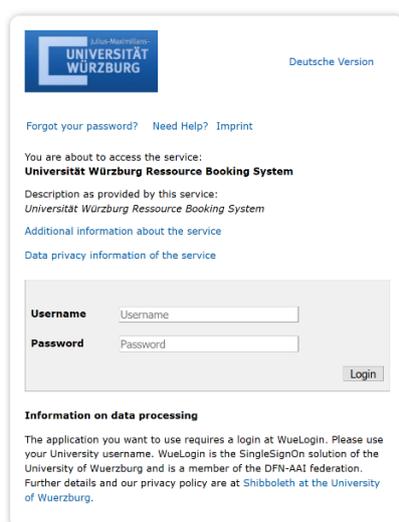
Are you working for the university hospital and do not have a university account? Generate a login for the university following the description on the University's computing center: https://www.rz.uni-wuerzburg.de/dienste/jmu-account/antraege/

Now the calendar view will open:
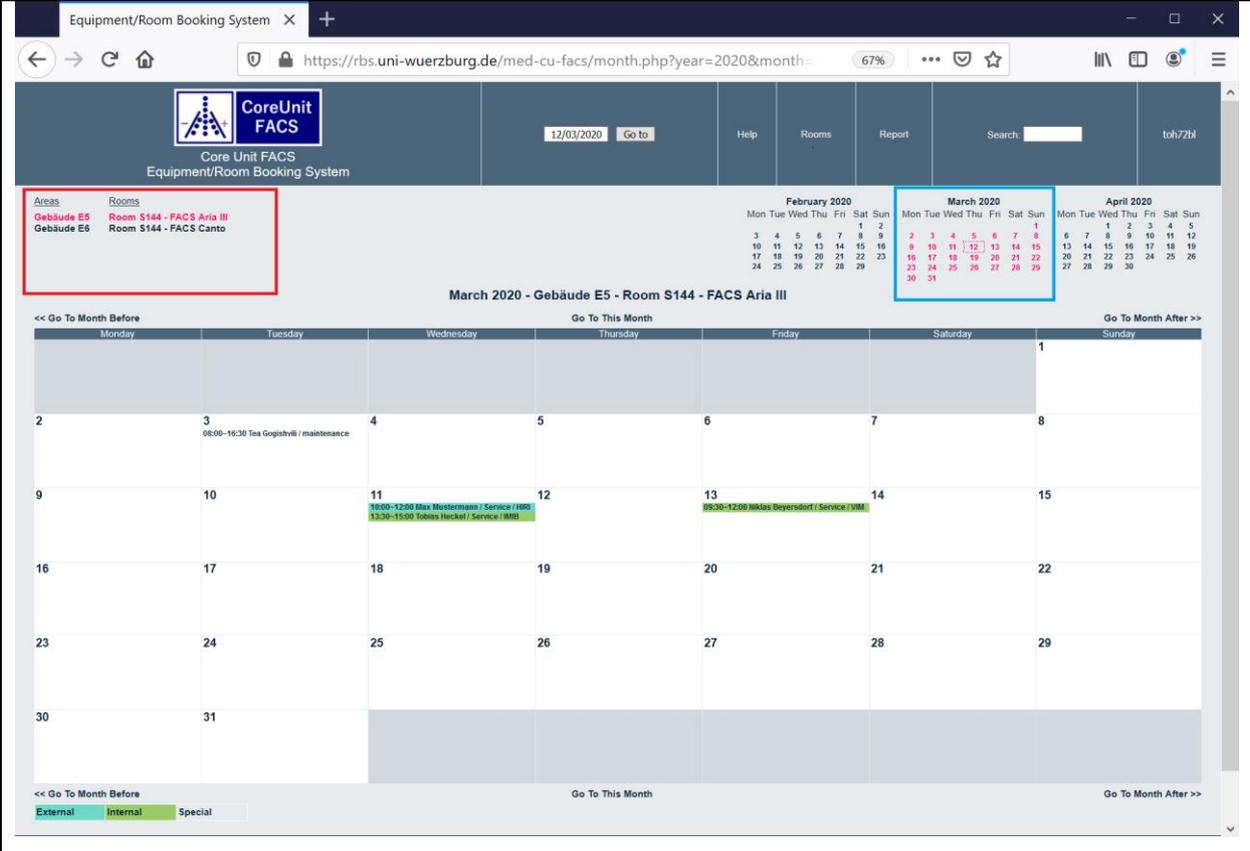
Select your Flow Cytometer / FACS instrument and day for your experiment

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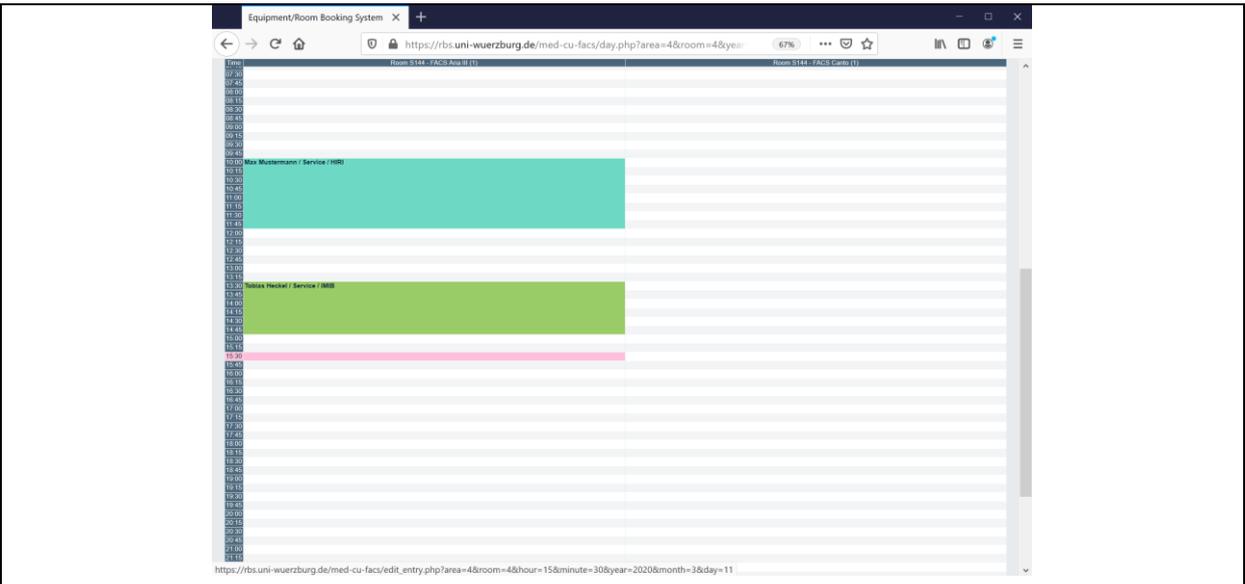
Click now on the specific Day (or the specific hour in daily view) you would like to book.

You should see the following "Edit Entry" Window:
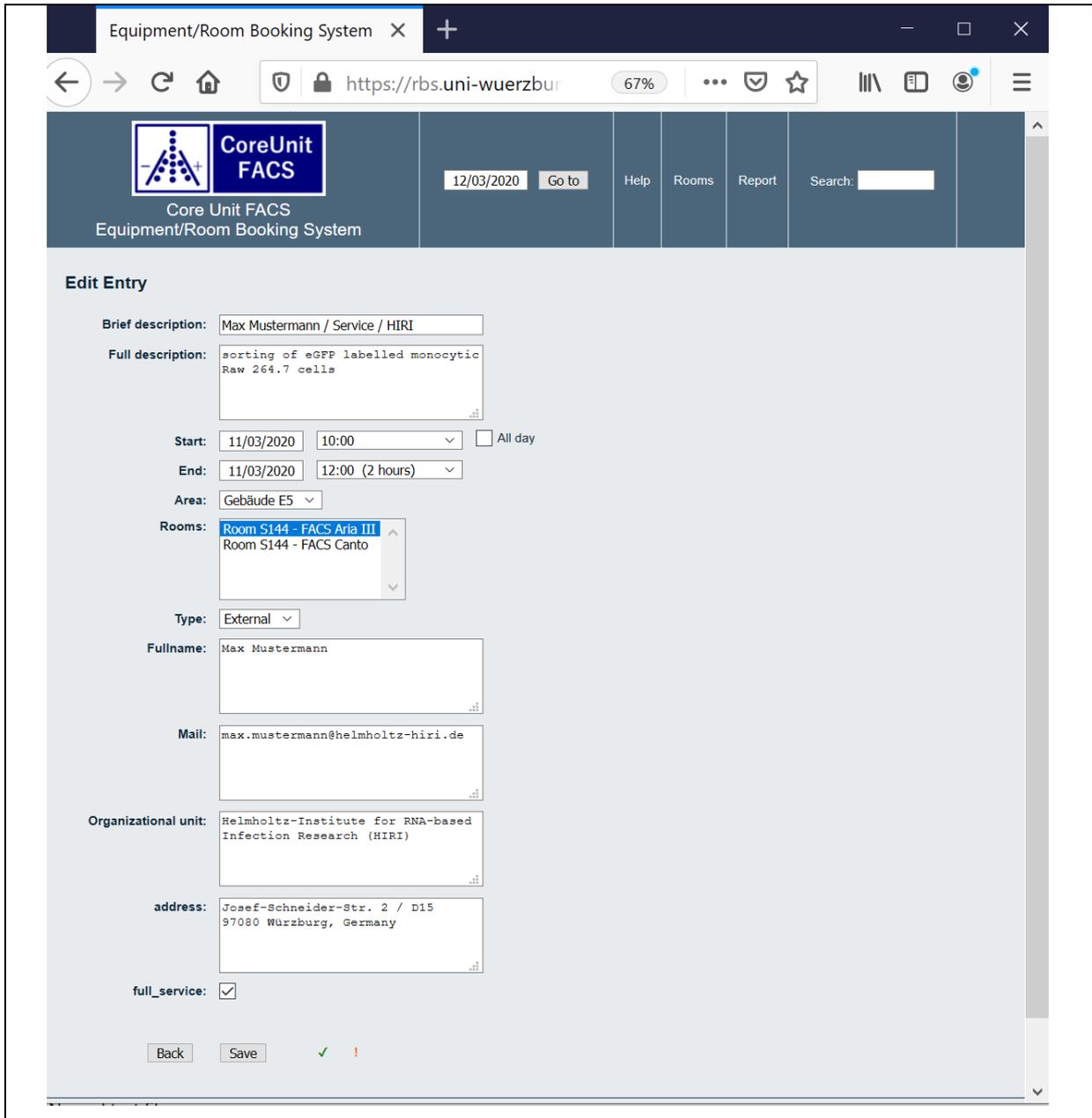
The information displayed here will be available to all logged in users to facilitate contacting other users e.g. measuring before or after your selected appointment.

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:
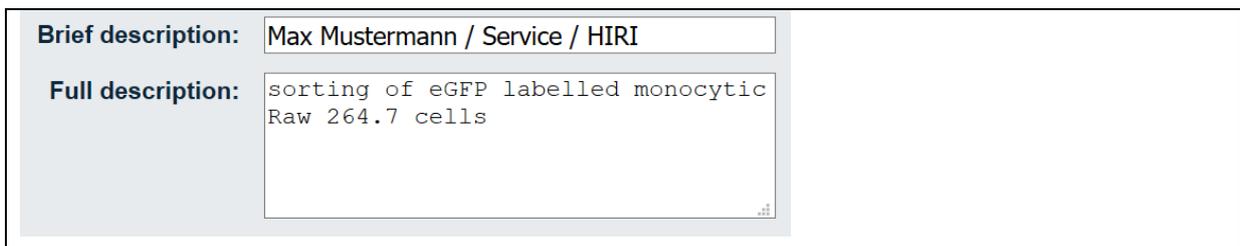
Now you choose a time for your booking:

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.)

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 ☑ 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.

Warning: 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**.

If you see here a red cross (x) or exclamation mark (!), there is an error in your booking. If you move the mouse arrow over the red mark, you will get further information.
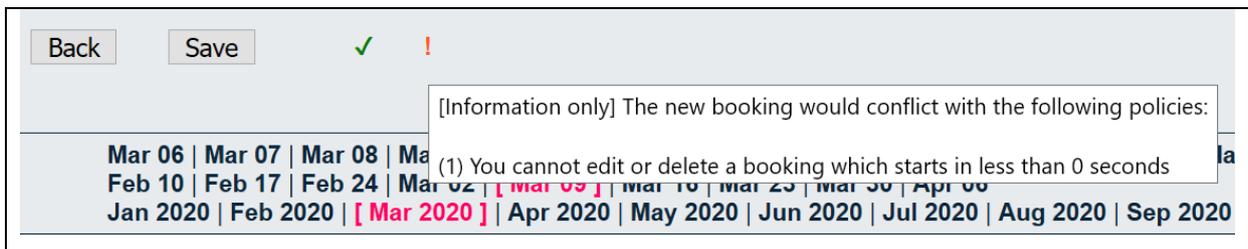
You can modify the booking or delete it only before your booked date and time.

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/