

SCHEDULING ROOMS / RESOURCES

The BU Cognitive Neuroimaging Center (CNC) scheduling tool is available at <http://bucnc.bookedscheduler.com>.

ACCOUNTS

Individuals who will be responsible for scheduling the MRI scanner suite, other testing rooms, or additional spaces within the center should register for an account (<http://bucnc.bookedscheduler.com/Web/register.php>). Upon registration, accounts will be verified by CNC staff and added to the CNC Users group, which will enable scheduling of resources.

Principal Investigators may choose to operate one account for the entire lab, or lab members may individually register for an account. If the latter option is chosen, the PI should contact Jay Bohland ([jbohland@bu.edu](mailto:jbohland@bu.edu)) to set up a user group for the lab (or a sub-group within the lab); this will allow different members of the assigned group, for example, to view and edit each other's reservations.

Figure 1: User Registration Form. Users are required to complete the check box indicating that they have completed appropriate human subjects training.

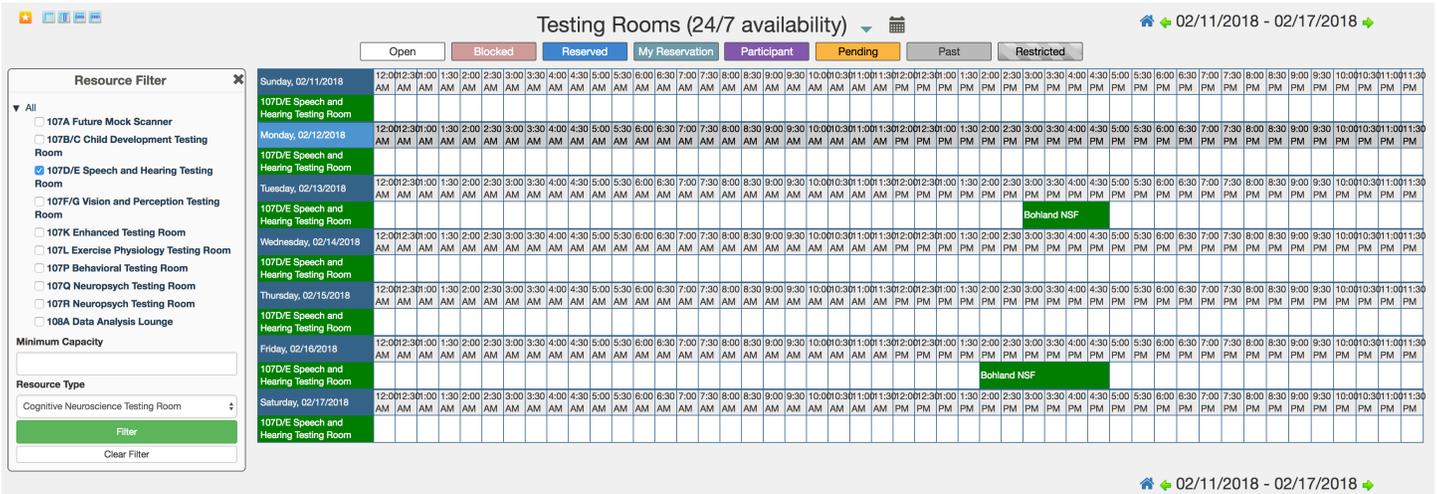
SCHEDULING ROOMS

Once your account has been approved and you have been added to the appropriate access group(s), you can begin to make reservations for rooms in the Cognitive Neuroimaging Center.

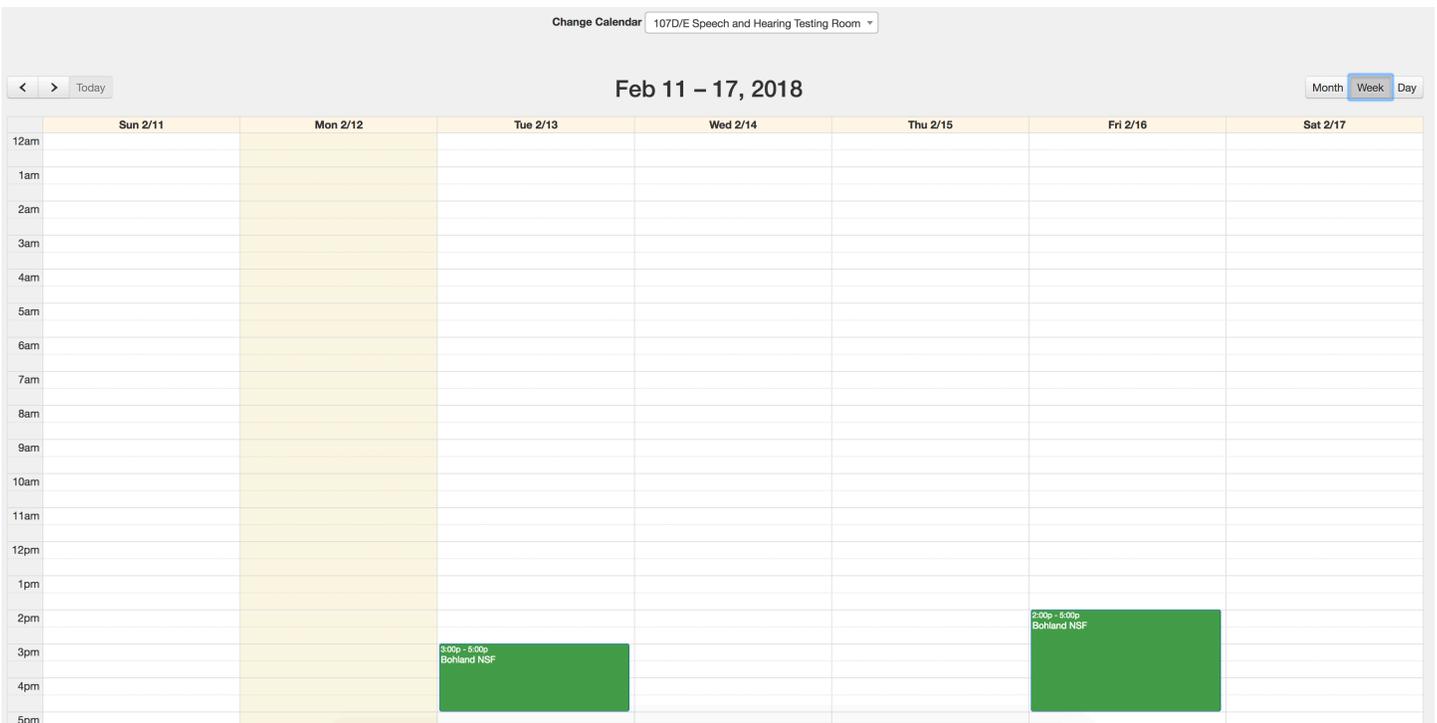
There are three *schedules* within the calendar: (1) MRI Suite (Business Hours), (2) MRI Suite (Off Hours), and (3) Testing Rooms (24/7 availability). See additional details below for MRI reservations. To book a testing room, you should:

- Log into the system

- Choose one of the schedule views (we recommend the *Bookings* or *Resource Calendar* views under the *Schedule* menu), but you may also directly reserve resources from the *Dashboard* view.
- Select the appropriate calendar from the options<sup>1</sup> available in the dropdown at the top of the schedule view.
- In either scheduling view, you can customize the view and filter resources to “zoom in” on particular resources.
- Choose a time slot and complete the reservation form. Reservations may be single instances or may be setup to repeat at different intervals.
- Please fill out the *Project Name* field to indicate how you would like the reservation to appear in the calendar view (this should ideally be a short indicator, with the lab name and possibly a project name / acronym).



**Figure 2:** Bookings view, showing the Testing Rooms (24/7 availability) schedule, with a filter applied (at left) to show only one room of interest (Room 107D/E).



**Figure 3:** Resource Calendar view, showing the same testing room / week as shown in Figure 2.

<sup>1</sup> Not all users will have access to the MRI calendars, and not all MRI users will have access to the Off Hours calendar. Please contact [jbohland@bu.edu](mailto:jbohland@bu.edu) for access to additional calendars.

Please note that some information about individual rooms / resources is available by hovering over the resource name in the *Dashboard*, *Bookings*, or *Resource Calendar* views. Once your account has been added to the CNC user group, you will be able to reserve available testing rooms at any time; these reservations do not require any further approval.

## REQUESTING SCANNER TIME

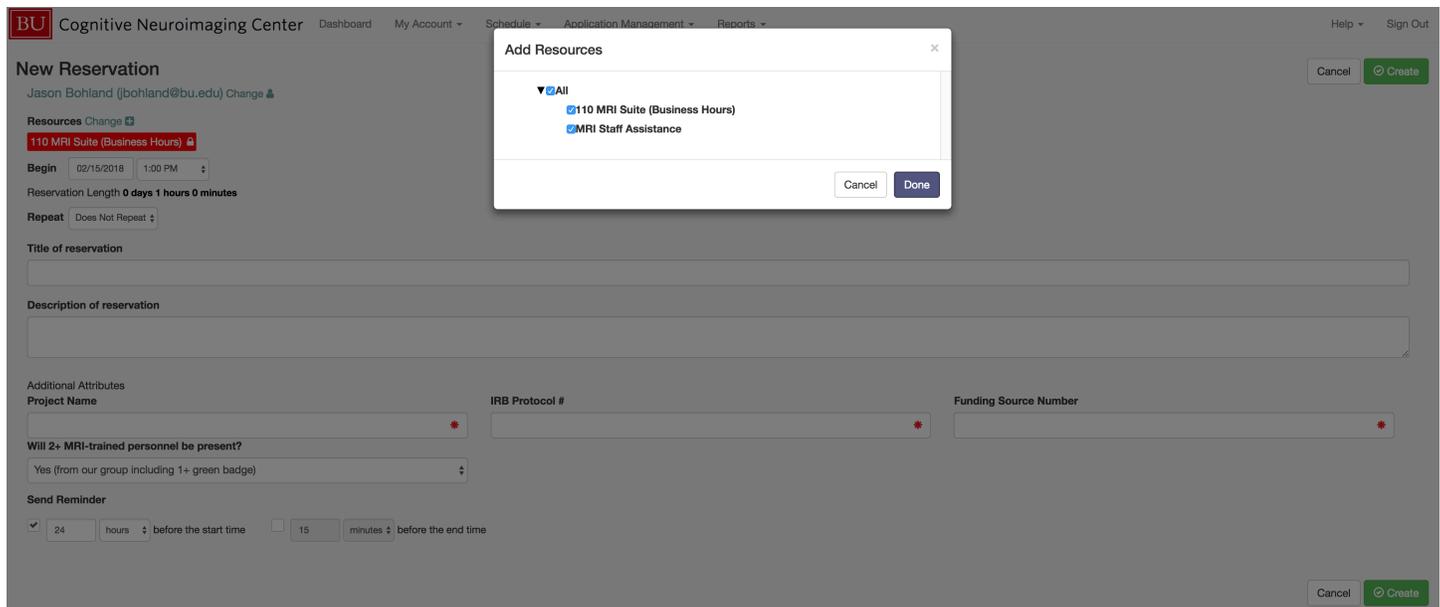
Accounts registered on the scheduling system will not automatically have access to the MRI suite schedule. This requires an additional permission, which may be requested by contacting [jbohland@bu.edu](mailto:jbohland@bu.edu).

Using the MRI suite currently requires two MRI trained personnel to be present in the scanner suite throughout the session, as well as the presence of a member of the CNC staff or a PI with MRI training inside the center. If you require assistance from the CNC staff for your session, you should book *both* the MRI suite *and* the *MRI Staff Assistance* resources for your session (see below).

Currently all MRI suite reservations require approval from CNC staff, and must be made at least 24 hours in advance. These reservations will thus be in a *pending* state until approved by staff.

Requests for scanner time may be made using the same approach as above. Be sure to select the appropriate schedule (*MRI Suite Business Hours* or *MRI Suite Off Hours*) as you will not be able to book the MRI resources from the Testing Room calendars. Then click to create a new reservation and fill out the reservation form.

- To additionally reserve CNC staff assistance, please book this resource (*MRI Staff Assistance*) concurrently with your time slot. If you do not reserve the CNC staff assistance resource, you **MUST** provide two MRI trained personnel for the session (including at least one “green badge”).
- You can reserve the MRI suite and MRI Staff Assistance resources from the same reservation form. To do this open a reservation form for either resource, then click Resources “Change” near the top of the form, and add both resources to the reservation.



The screenshot shows the 'New Reservation' form for the Cognitive Neuroimaging Center. The form is for Jason Bohland (jbohland@bu.edu) and is currently set for the '110 MRI Suite (Business Hours)' resource. The reservation is for 02/15/2018 at 1:00 PM, with a length of 1 hour. An 'Add Resources' modal is open, showing a list of resources: '110 MRI Suite (Business Hours)' and 'MRI Staff Assistance'. The form includes fields for 'Title of reservation', 'Description of reservation', and 'Additional Attributes' (Project Name, IRB Protocol #, Funding Source Number). There is a dropdown for 'Will 2+ MRI-trained personnel be present?' and a 'Send Reminder' section with checkboxes for 24 hours and 15 minutes before the start time.

**Figure 4:** Adding a new reservation for both the MRI Suite and MRI Staff Assistance.

When filling out an MRI Suite reservation request, you will also need to provide a funding source number<sup>2</sup> and indicate information about attendees. Reservations will be approved as soon as possible after they are submitted.

<sup>2</sup> Please contact CNC staff for billing related questions.