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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, student users, and outside companies that need access and use of shared equipment at the Photonics Center. Internet connection and a personal Gmail or other compatible email account 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
- 3.4. PHOFTF: Calendar Account for the Basement FIB/TEM Facility

4. Reference Documents

- 4.1. N/A

5. Responsibilities

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

6. Equipment/Material

- 6.1. Internet Connection
- 6.2. Gmail Account

7. Procedure

- 7.1. Gaining Access to the Equipment Scheduling Calendar
 - 7.1.1. Once you become a self-user on equipment in the shared laboratories, send an email to the laboratory manager and provide your Gmail account and what equipment you would like to access. See

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www.bu.edu/photonics/sharedfacilities/ for each lab's equipment list

Laboratory	Laboratory Manager	
	Name	Email
Integrated Optics Laboratory (IOL)	Alexey Nikiforov	alnik@bu.edu
Precision Measurement Laboratory (PML)	Anlee Krupp	ahk@bu.edu
Optoelectronic Processing Facility (OPF) & FC150	Paul Mak	pmak@bu.edu
FIB/TEM Facility (FTF)	Alexey Nikiforov	alnik@bu.edu

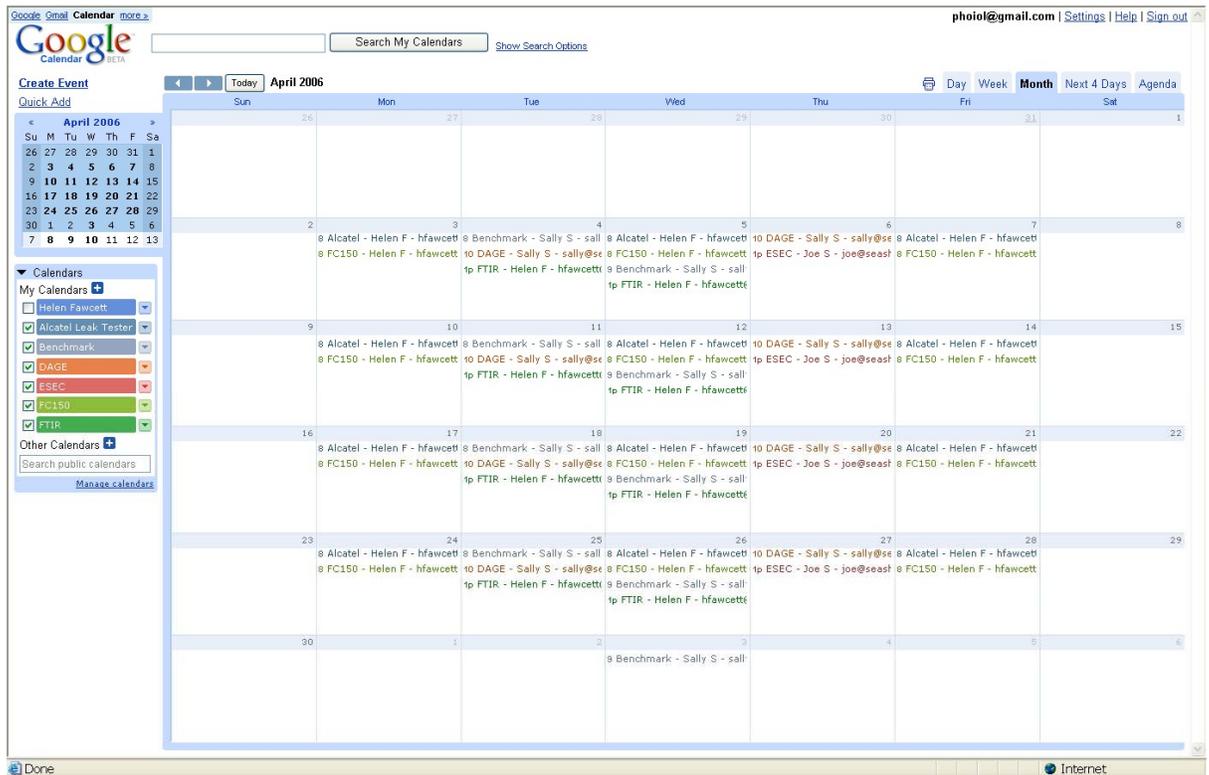
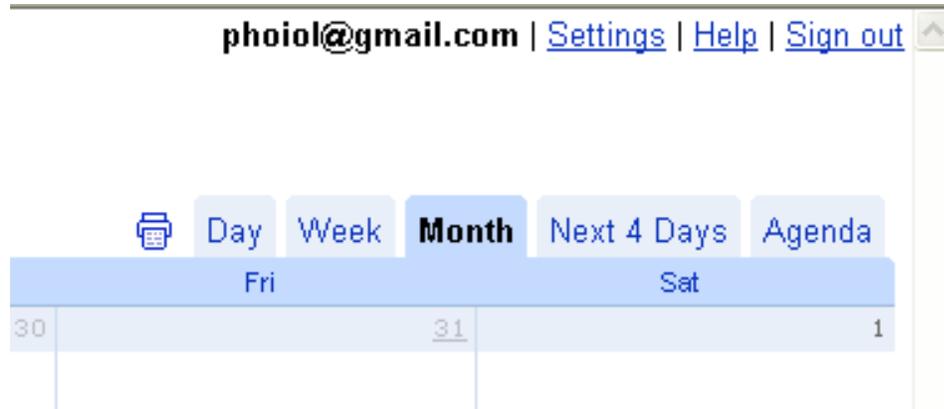
- 7.1.2. The Lab Manager will add your email account (preferably Gmail) to the specific equipment calendar for the shared laboratory in which you are a self-user
- 7.1.3. When the user opens their Gmail account (www.gmail.com) and selects calendar, the requested equipment to the shared laboratories should be visible and can be turned on or off for convenience of the user.
- 7.2 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 phoiol's calendar. The check boxes allow selection and de-selection of various pieces of equipment

The screenshot shows the Google Calendar interface. At the top, there are links for "Google", "Gmail", "Calendar", and "more". The Google logo is prominently displayed with "Calendar BETA" underneath. Below the logo, there are links for "Create Event" and "Quick Add". A calendar grid for April 2006 is shown, with days of the week (Su, M, Tu, W, Th, F, Sa) and dates. The calendar is color-coded by day. Below the calendar, there is a section titled "Calendars" with a dropdown arrow. Under "My Calendars", there is a list of calendars with checkboxes and dropdown arrows: "Helen Fawcett" (unchecked), "Alcatel Leak Tester" (checked), "Benchmark" (checked), "DAGE" (checked), "ESEC" (checked), "FC150" (checked), and "FTIR" (checked). Below this list, there is a section for "Other Calendars" with a search box labeled "Search public calendars" and a "Manage calendars" link at the bottom.

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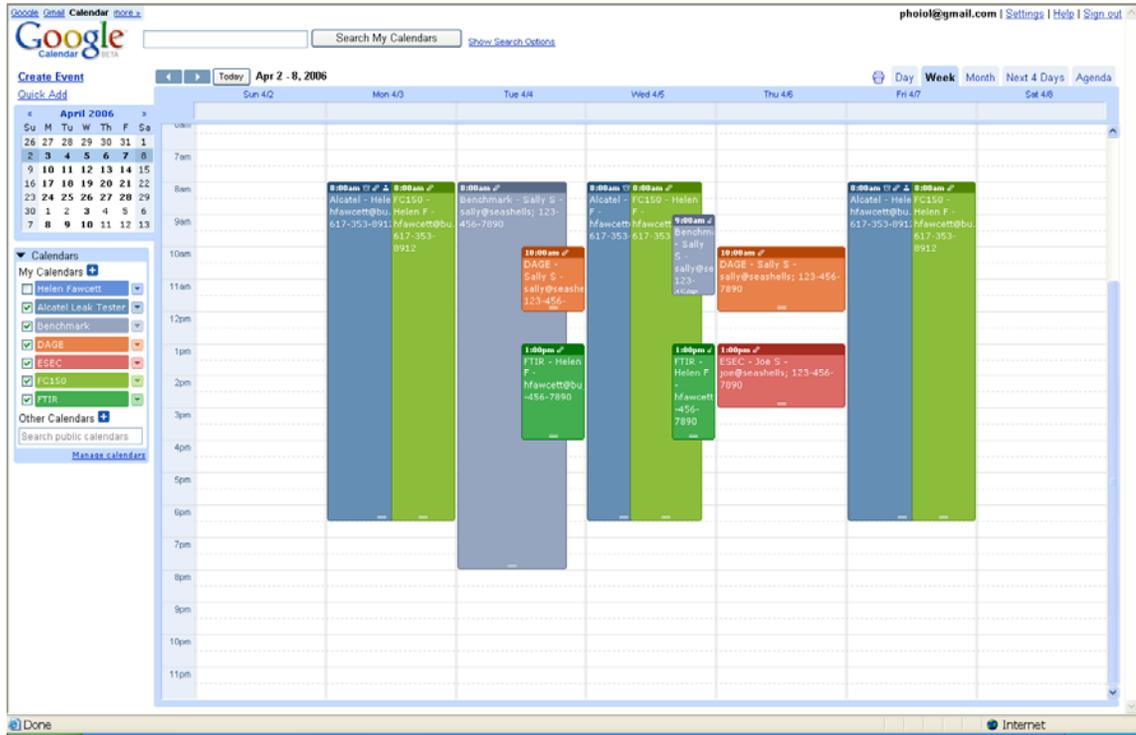
7.2. The first choice for the calendar is the view that is desired to make scheduling decisions, in the upper right corner, there are several tabs that allow the selection of the Day, Week, or Month views, the next series of pictures show the different views

Monthly View:

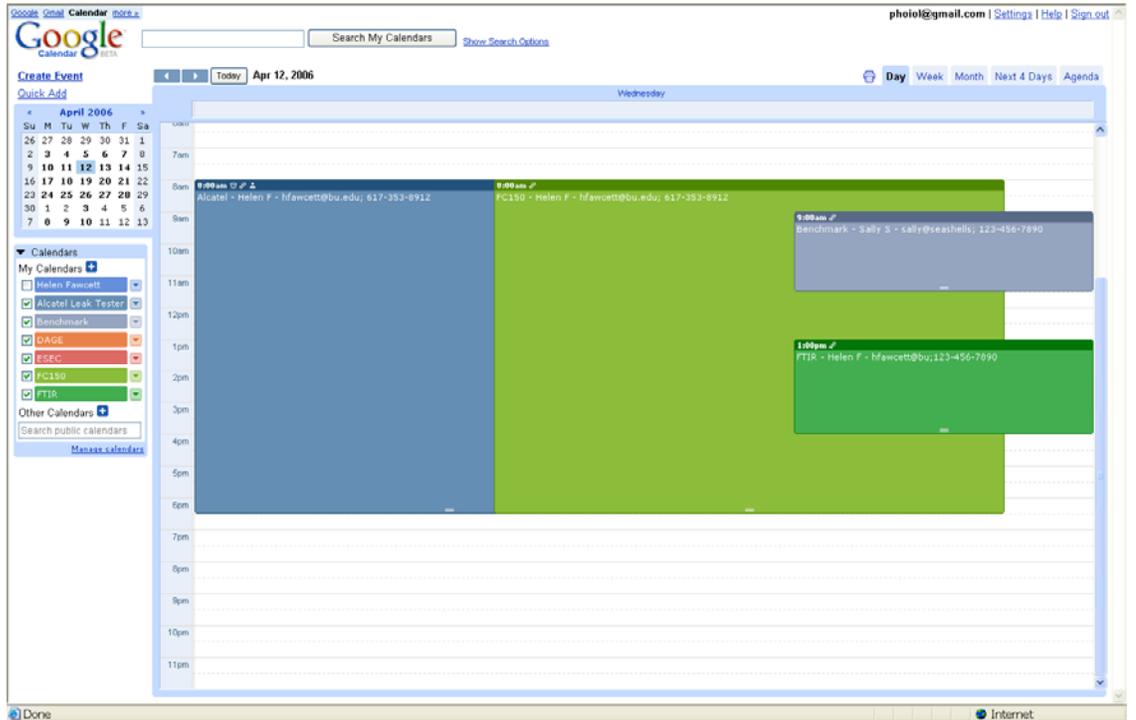


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Weekly View:

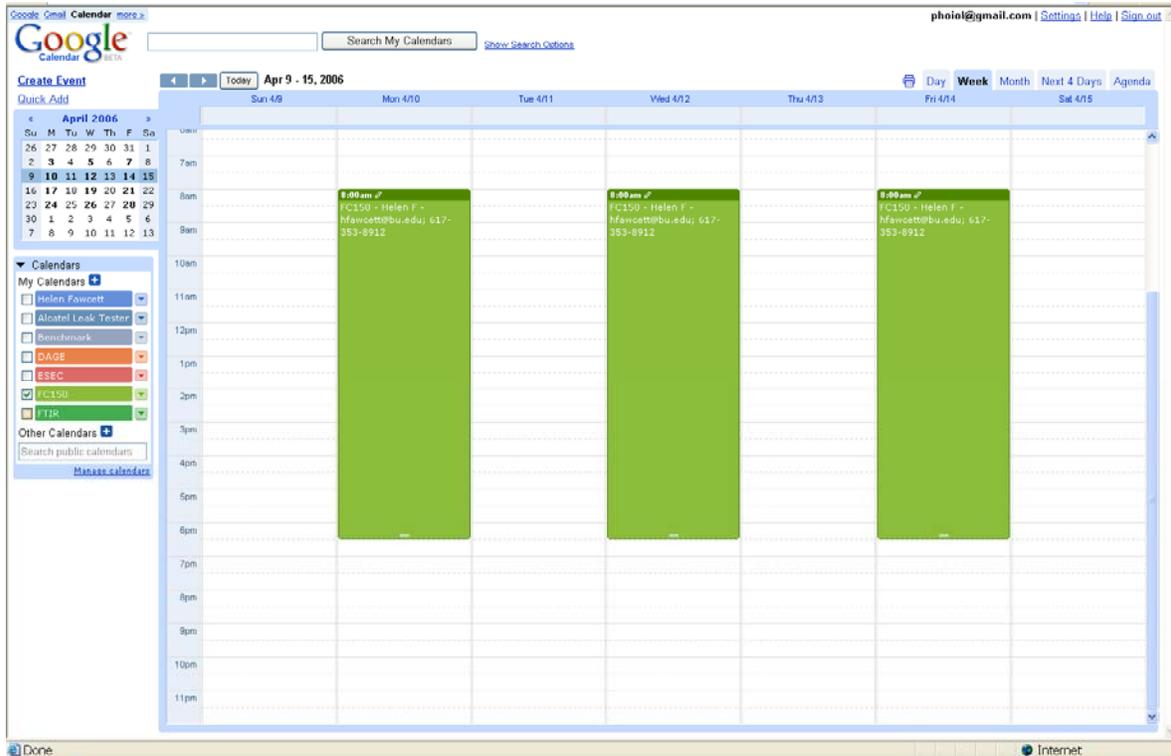
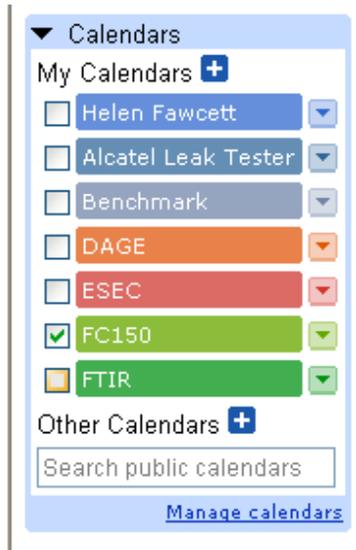


Daily View:



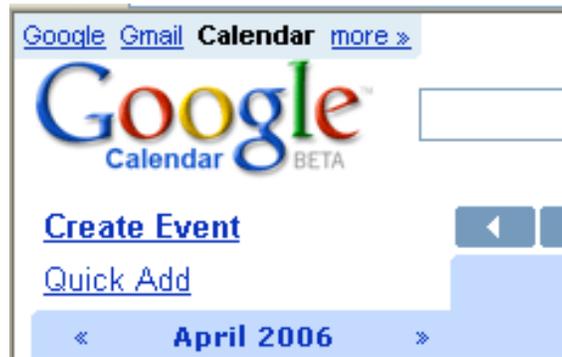
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- 7.3. Once a view that is preferable is selected, an appointment can be made
- 7.4. In the example below, all of the pieces of equipment except for the FC150 have been de-selected, therefore the user is only viewing when the FC150 is already scheduled and when they can make a new appointment.



- 7.5. Once the day and approximate time has been selected, click on Create Event

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- 7.6. The next series of views show how to create this event. (NOTE: 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.)
- 7.7. The first item is to identify - your event (equipment reservation) and use the calendar to verify your date and time of the appointment

- 7.8. In the WHAT section the format is: Piece of Equipment – First Name First letter of Last Name – email address- or phone number at which user can easily be reached

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What

7.9. 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).

When to All Day

« **Apr 2006** »

Su	M	Tu	W	Th	F	Sa	at
26	27	28	29	30	31	1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	1	2	3	4	5	6	
7	8	9	10	11	12	13	

Where

Calendar

Description

When to All Day

Repeats:

Where

Calendar

Description

5:00pm (1 hour)
 5:30pm (1.5 hours)
 6:00pm (2 hours)
 6:30pm (2.5 hours)
 7:00pm (3 hours)
 7:30pm (3.5 hours)

7.10. 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.

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The screenshot shows a calendar application interface. On the left, there is a calendar grid for the month of August, with dates 23 through 29 visible. Below the grid is a 'Calendars' section with 'My Calendars' and 'Other Calendars'. Under 'My Calendars', several calendars are listed with checkboxes and dropdown arrows: Helen Fawcett (unchecked), Alcatel Leak Tester (checked), Benchmark (checked), DAGE (checked), ESEC (checked), FC150 (checked), and FTIR (checked). Below this is a search box for public calendars.

The main part of the interface is a form for creating a new event. It has the following fields:

- Where:** PH0501
- Calendar:** FC150 (selected from a dropdown menu)
- Description:** A text area containing the following text:
 - Helen Fawcett
 - Alcatel Leak Tester
 - Benchmark
 - DAGE
 - ESEC
 - FC150
 - FTIR
- Options:**
 - Reminder:** No reminder (selected from a dropdown menu)
 - Show me as:** Available (radio button), Busy (radio button, selected)

7.11. 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 known to the lab manager or the other users.

7.12. The next Major section is labeled as Options. Here you can set reminders to be emailed to your own user account. Unless you need a reminder, No reminder is the preferred selection.

The screenshot shows the 'Options' section of the calendar application. It has the following fields:

- Reminder:** No reminder (selected from a dropdown menu)
- Show me as:** A dropdown menu is open, showing 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
 - 1 week
- Privacy:** (partially visible)

At the bottom left of the 'Options' section, there is a link: « Back to Calendar

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

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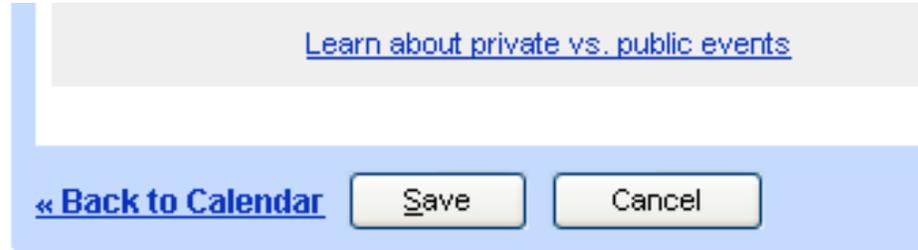
- 7.14. In Privacy, it is the user's choice as to the selection for this Default, Private, or Public.
- 7.15. In the Guests section, you can select Add guests, and in the large block below that, you can add your own email address if it is different from your Gmail account and that of your colleagues 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 out](#)

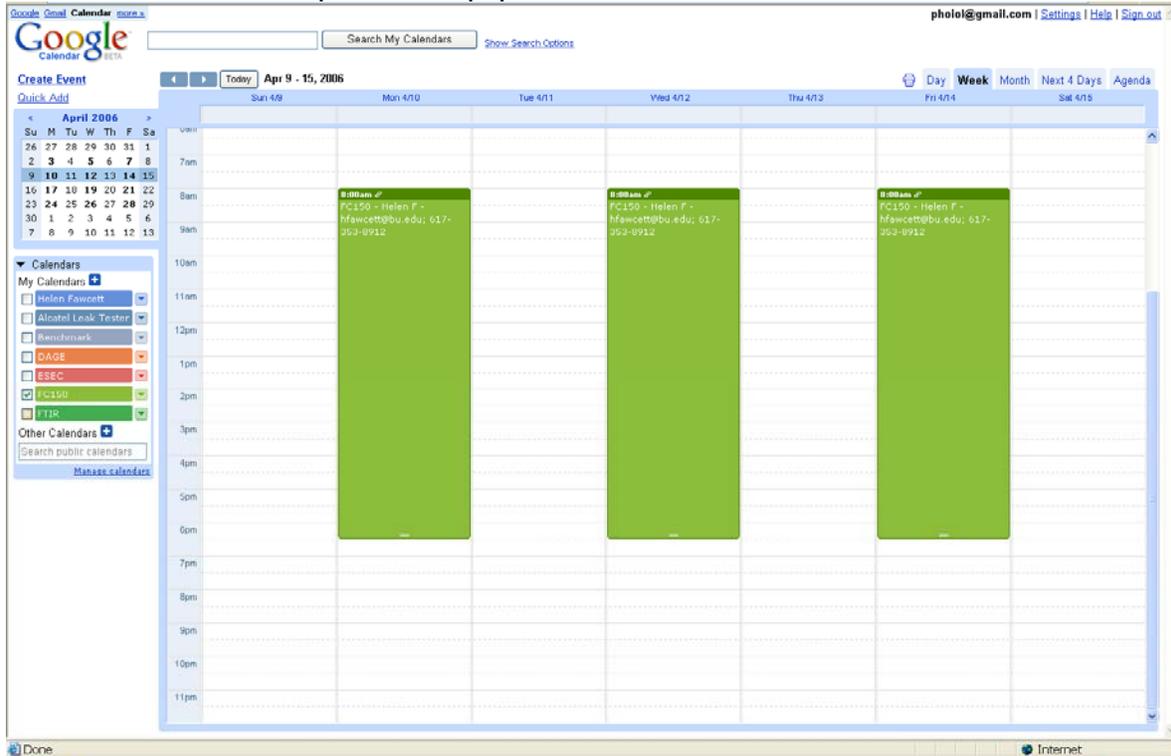
- 7.16. One last selection Guests can (either invite others or see guest list – it is the user's choice as to which box is selected). If guests are not invited, simply ensure that this space to enter email addresses is blank

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7.17. 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.



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



7.19. 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.



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7.20. 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.