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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	s equipment list
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	Laboratory Manager			
Laboratory	Name	Email		
Integrated Optics Laboratory (IOL)	Alexey Nikiforov	<u>alnik@bu.edu</u>		
Precision Measurement Laboratory (PML)	Anlee Krupp	<u>ahk@bu.edu</u>		
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 (<u>www.gmail.com</u>) 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

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	26	27	28	29	30	31	1					
	2	3	4	5	6	7	8					
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	16	17	18	19	20	21	22					
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l		🖌 Benchmark 💽										
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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:

	ē	Day	Wee	k Month	Next 4	Days A	qenda		
		Fri				Sat			
30				31			1		
ae <u>Gmail</u> Calendar <u>more.»</u>		Se	earch My Calendars	Show Search Options			phoiolé	gmail.com   <u>Sett</u>	ngs   <u>Help</u>   Si
Calendar O BETA	Today Ap	əril 2006					🖨 Day W	eek Month Nex	t 4 Days Age
« April 2006 »	Sun		Mon 27	<b>Tue</b> 28	V/ed 29	Thu	50 Fri		Set
30         M         10         W         11         F         3a           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         2         13         14		2 8 Alcatel -	3 Helen F - hfawcett	4 8 Benchmark - Sally S - sall	S 8 Alcatel - Helen F - hfawceti	10 DAGE - Sally S - sally@	6 Se 8 Alcatel - Helen F	7 bfawcett	
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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.



			Search My Calendars				phoiol@gma	il.com   <u>Settings</u>   <u>Helo</u>   <u>Sign</u>
Calendar O BETA		Totax Apr 9 - 15, 200	16				Day Maak	Month Next & Dave Around
ck Add		Sun 4/9	Mon 4/10	Tue 4/11	Wed 4/12	Thu 4/13	Fri 4/14	Sat 4/15
April 2006								
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17 10 19 20 21 22 24 25 26 27 28 29	8am		\$:00am 2 EC150 - Malan E -		8:00am a <sup>2</sup> EC150 - Halao E -		8:00am d <sup>2</sup> EC150 - Halan E -	
1 2 3 4 5 6	0.000		hfawcett@bu.edu; 617-		hfawcett@bu.edu; 617-		hfawcett@bu.edu; 617-	
8 9 10 11 12 13	aam		353-8912		353-8912		353-8912	
endars	10am							
ilendars 🛨								
elen Fawcett 💌	11am							
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	700							
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	10pm							
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7.5. Once the day and approximate time has been selected, click on Create Event

Effective Date: E	Title lectronic Scheduling of Equipme	Originator: Helen Fawcett	Revision 02
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	Google Gmail Calendar more »   Google Gmail Calendar Calendar   Create Event Image: Constraint of the second secon		

- 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

	FC15	0 - He	len F	= - ht	fawc	ett@	bu.edu; 617	-353-8899				
When	4/15/2	2006		4:00	)pm	1	o 5:00pm	4/15/20	06	. 🔲 All Day		
	*	Ар	or 20	06		»						
	Su N	4 Tu	W	Th	F	Sa	t	*				
	26 2	7 28	29	30	31	1						
Where	2 3	34	5	6	7	8						
Calendar	9 1	0 11	12	13	14	15						
Coloniadi	16 1	7 18	19	20	21	22						
Description	23 2	4 25	26	27	28	29						
	30 1	12	3	4	5	6						
	7.0	3 9	10	11	12	13						
Options												
optione												
Reminder	No re	minde	er				*					
	OAv	ailable	e 💿 E	Busy	(							
Show me as												
Show me as	T1.1											
Show me as Privacy	This ev	vent i	s:									
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Show me as Privacy	This ev ⊙ Det ○ Priv	vent i: fault /ate	s:									
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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

Eff Da	ective te:	TitleOriginator:Electronic Scheduling of EquipmentHelen Fawcett	Revision 02
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	<u>« Back to Cal</u>	endar Save Cancel	
	What	FC150 - Helen F - hfawcett@bu.edu; 617-353-8899	)

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	4/15	5/20	06		4:00	)pm		to 5:00pm 4/15/2006 All Day
		**		Ap	r 20	006		»	
		Su	М	Tu	W	Тh	F	Sa	at 💌
		26	27	28	29	30	31	1	
	Where	2	З	4	5	6	7	8	
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	When	4/15/.	2006	i	4:0	) DOpri	٦ ١	to	5:00pm 4/15/2006 🗖 All Dav
				_					5:00pm (1 hour)
Repeats: Does not repeat 5:30pm (1.5 hours)					5:30pm (1.5 hours) 💷				
	6:00pm (2 hours)			6:00pm (2 hours)					
	Where	PHO	501					_	6:30pm (2.5 hours)
	Calendar	7:00pm (3 hours)			7:00pm (3 hours)				
									7:3Upm (3.5 hours)
	Description								

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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23 24 25 26 27 30 1 2 3 4 7 8 9 10 11 ▼ Calendars My Calendars ♣ ☐ Helen Fawcett ♥ Alcatel Leak Tes ♥ Benchmark	V 28 29 5 6 12 13 Calendar Description	PHO501 FC150 Helen Fawcett Alcatel Leak Tester Benchmark DAGE ESEC FC150 FTIR				
DAGE     ESEC	▼ ▼ Options		-			
FTIR Other Calendars +	Reminder Show me as	No reminder 🗸				

- 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.

▼ Options		
Reminder	No reminder 💌	
Show me as	No reminder 5 minutes 10 minutes	
Privacy	15 minutes 20 minutes 25 minutes	
	30 minutes 45 minutes 1 hour	
L	2 hours 3 hours	
	1 day 2 days	
<u>« Back to Calenda</u>	1 week	

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

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▼ Options	
Reminder	No reminder
Show me as	⊖ Available ⊙ Busy
Privacy	This event is:
	⊙ Default
	O Private
	O Public
	Learn about private vs. public events
« Back to Calenda	Cancel

- 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   <u>Settings</u>   <u>Help</u>   <u>Sign o</u>
Guests	
+ Add gues	ts
Enter the en	nail addresses of guests, separated by commas
Guests can	invite others
040303 0011	✓ see guest list

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.

				_			photosegina	
			Search My Calendars	Show Search Options				
reate Event	< <b>↓</b>	Today Apr 9 - 15, 200	16				🔂 Day Week	Month Next 4 Days Agen
uick Add		Sun 4/9	Mon 4/10	Tue 4/11	Wed 4/12	Thu 4/13	Fri 4/14	Set 4/15
< April 2006 >								
Su M Tu W Th F Sa	Vain							
6 27 28 29 30 31 1	7.00							
10 11 12 13 14 15	7 om							
17 18 19 20 21 22	Sam		8:00am <i>8</i>		8:00am d'		0:00am d <sup>o</sup>	
3 24 25 26 27 28 29			FC150 - Helen F -		FC150 - Helen F -			
8 9 10 11 12 13	Sam		nfawcett@bu.edu; 617- 353-0912		353-8912		nrawcett@bu.edu; 617- 353-8912	
Calendars	10am							
Calendars 🛨								
Helen Fawcett 💌	11am							
Alcatel Leak Tester 💌	1200							
Benchmark 💌	12pm							
DAGE 💌	1pm							
ESEC								
TC158	2pm							
FTIR 💽								
ner Calendars 🕒	3pm							
arch public calendars								
Manage calendars	4pm							
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	- Shun							
	6pm							
	7pm							
	8pm							
	014							
	abu							
	100m							
	tipm							

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.