



Booking User Manual

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Introduction

Booking is the web-based reservation platform for authorized users to book research equipment of Wageningen University and Research. Authorized users can be users from the WUR, but also researchers from other universities or companies.

New WUR-users of Booking need to register via SurfConext. After sharing your data derived from WBA (Wageningen Basic Administration) you are able to log in; this is the authentication procedure. But you will need to be authorized by a facility manager (administrator) to book one or more specific devices (authorization procedure).

New users from outside the WUR, cannot register via SurfConext. External users need a local account, for which an username and password is provided by a facility manager (administrator).

Booking works with current Browsers (Chrome, Mozilla, IE) and on iPad/Smartphone (non-responsive).

Since at the time of preparing this manual, Booking still was developed. Therefore, the snips in this manual might differ somewhat from the actual website page.

Visit Booking

If you visit the public Booking site (<https://booking.labfacilities.wur.nl>) as a visitor without any rights, the portal screen of Booking is presented:

The screenshot shows the 'Lab Facilities Booking' portal. At the top right, there is a 'Login' button (labeled 4) and a 'PORTAL' button (labeled 1). The main content area features a sidebar with equipment categories (labeled 2), a central text block with a 'Welcome to Booking!' message, and a large image of orange spherical particles. The footer contains links for 'Facilities & Analyses' (labeled 3), 'Diagnostics', and general site information.

Information under portal

The portal will show you - besides an introduction - a green bar [1], with buttons on which abbreviations of chair groups (e.g. FCH-Food Chemistry), departments (ASG-Animal Sciences), research institutes (RIKILT) or facilities (WEMC) are displayed. We will define these as facilities. See chapter "[Information under facilities](#)" for the follow-up.

At the left-side of the portal a list with equipment categories is presented [2]. Click on each of these to find out what devices are part of the category. Take notice of the fact that the devices belong to different facilities and that no booking rights have been granted.

In the footer you will find links to Wageningen University&Research facilities, for analyses and diagnostics [3].

[4] shows the button for logging into Booking. See chapter "[First Login](#)" for the follow-up.

Information under facilities

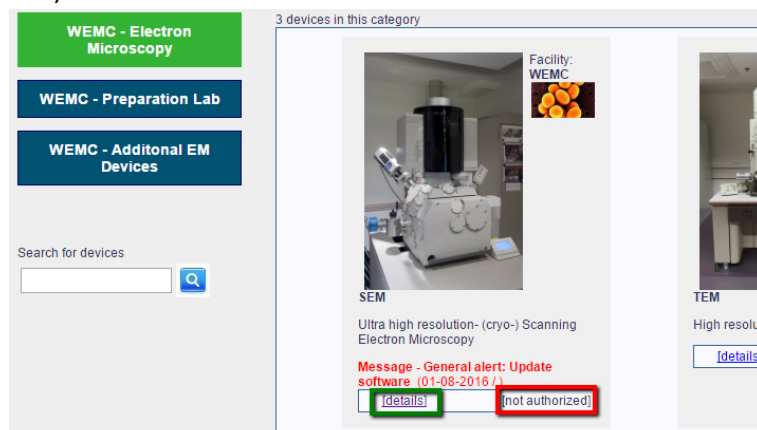
If you click on one of the facilities on the green bar, you will enter the Booking site of this facility. Each facility has its own manager(s) and own reservation rules and policy. You may find a welcome word with explanation on these reservation rules.

At the left-side a list with facility equipment categories is presented [1]. Click on each of these to find out what devices are part of the category.



Information under device

If you click on a device category, you will find the devices that belong to the category. Since you are a visitor, you will have no booking authorisation (not authorized, red box). A visitor might be interested to contact the device manager or to view the reservation calendar. Therefore, go to details (green box).

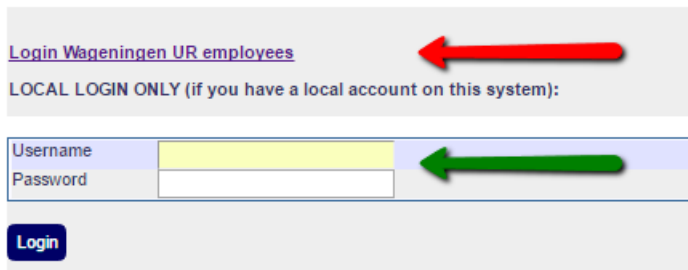


Under details, you will find information including contact and public booking info. Even a non-authorized user can always consult the reservation calendar.

First Login

You probably have contacted the manager of an apparatus, who:

- (if you are a future external user) offered to create a local account for you. The manager will send you an username and password by email and will authorise you for booking the specific device(s). To login, click the button [Login] (see chapter "[Visit Booking](#)"), and fill in the received credentials at the green arrow fields (see snip below). Click on the button [Login].
- (if you are a WUR member) will create a local account for you. A local account can be created for a group of users. The manager will send you (and the other group members) an username and password by email and will authorise the account for booking the specific device(s). To login, click the button [Login] (see chapter "[Visit Booking](#)"), and fill in the received credentials at the green arrow fields (see snip below). Click on the button [Login].
- (if you are a WUR member) told you to register yourself in Booking first. Therefore, click the button [Login] (see chapter "[Visit Booking](#)"). Click on the link "Login Wageningen UR employees" (red arrow, snip below).

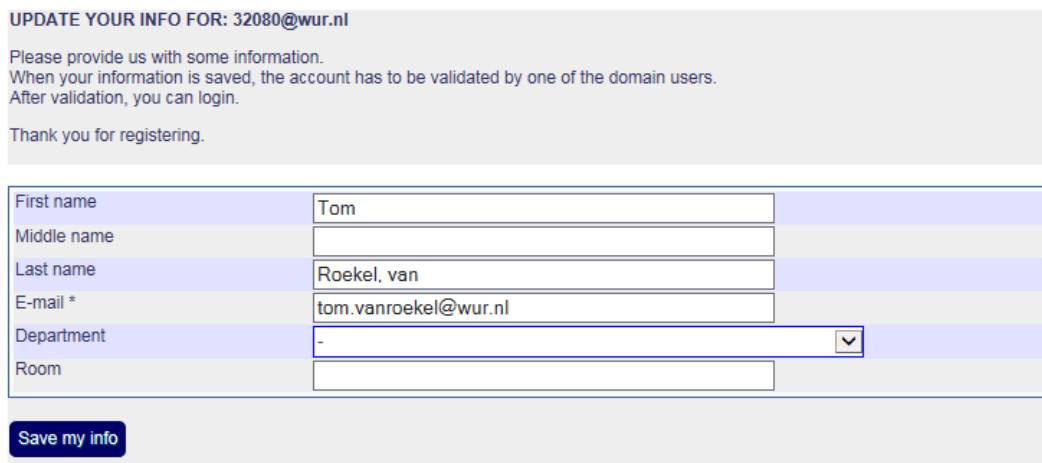


The image shows a login form snippet. At the top, there is a link "Login Wageningen UR employees" with a red arrow pointing to it. Below the link is the text "LOCAL LOGIN ONLY (if you have a local account on this system):". Underneath, there are two input fields: "Username" and "Password". A green arrow points to the "Username" field. Below the input fields is a blue "Login" button.

In the next screen, click on the link "Wageningen University & Research (WUR) (OTA)" (see snip below).



In the following screen, you are asked to update and share your data with Booking:



The image shows a registration form snippet. At the top, it says "UPDATE YOUR INFO FOR: 32080@wur.nl". Below that, it says "Please provide us with some information. When your information is saved, the account has to be validated by one of the domain users. After validation, you can login. Thank you for registering." Below the text are several input fields: "First name" (Tom), "Middle name", "Last name" (Roekel, van), "E-mail *" (tom.vanroekel@wur.nl), "Department" (a dropdown menu with a downward arrow), and "Room". At the bottom is a blue "Save my info" button.

Click on the button [Save my info]. Inform the device manager on the completion of the authentication procedure, and ask for booking authorisation for (a) specific device(s).

Reservation Procedure

After authorisation you can book the devices of interest.

Login for booking

After logging in, you will enter the My Info page. This page contains (see snip below):

- Your info [1], as was displayed during the authentication procedure. You can complete your information in this part.
- Your projects [2]. In this part you can create your own project dropdown list, that will appear in the booking page. For some facilities/devices adding project number information is facultative. At least for booking Shared Research Facilities (CAT-AgroFood) devices a project number is obligatory. For these devices you cannot book without a project number. If your work is done under the cost place of your WUR Group, you simply select the cost place number of your Group in the default project dropdown. Important notice: if you are going to book for someone else (for a WUR-colleague or external user) you will have to add her/his project number to your projects.
- Your new projects [3]. If your project is not in the drop-down, you will have to define it in this part. For (booking for) WUR users please enter a valid 10-digits project number + description, separated with a minus sign (-), e.g. 3310012800 - STW Cucumber Blight. For (booking for) external users please add a project reference that can be used for invoicing (if applicable).
- Device you can book [4]. This part shows the devices for which you are authorised for booking. Also, this can be used as a shortcut to go to the booking page of a specific device, directly. Therefore, make use of the link "booking page" at the end of each record (see green box in the snip).

After editing, save your info using the button "Save my info".

The screenshot shows the 'My Info' page with the following sections and highlighted elements:

- EDIT MY INFO:** A form with fields for First name (Oscar), Middle name (de), Last name (Vos), Email (oscar.devos@wur.nl), Group (CAT-AgroFood), and Buildingroom (115/3.017). A red box labeled '1' highlights the entire form.
- EDIT MY PROJECTS:** A form with dropdown menus for Additional project 1 (4162502800 - NVO Veni Mujres), Additional project 2 (2435547888 - Brooddeeg), Additional project 3 (3184819009 - plastic (Esmer)), and New additional project (3830000789 - Honey Bees). A red box labeled '2' highlights the dropdown menus.
- ADD NEW PROJECT:** A form with a text input field for 'new project' and a 'Save my info' button. A red box labeled '3' highlights the text input field. Below the input field, there is a note: "(Booking for) WUR users: Add a new 10 digit project number and description, separated by the minus sign. Example: 3310012800 - STW Cucumber Blight. (Booking for) External users: Add a project reference that can be used for invoicing, if applicable."
- DEVICES I CAN BOOK:** A table with columns: ID, Facility, Short name, Full name, Role, and Book. A red box labeled '4' highlights the table header. The 'Book' button for the first device is highlighted with a green box.

Booking page

Go to the booking page via My info (or via the route Facility-Device Category-Device).

The screenshot shows a web-based booking form for a Bruker MALDI-TOF-MS. The interface includes a header with a title and a message, a main form area with date and time selectors, a project selection dropdown, a booking type dropdown, a general remarks field, a booking calendar, and a table of existing bookings. Red boxes with numbers 1 through 8 highlight specific elements: 1. Title and message; 2. Help icon; 3. Start date calendar; 4. Booking time selector; 5. Booking type dropdown; 6. Project dropdown; 7. Booking calendar; 8. Bookings table.

The booking page or form consists of the following parts:

1. Information on the device (short name-full name-device category)
The role you have for this device (user or admin)
Information on booking limitations and cancelling info; 'Cancelling/ modifying possible up to: 24 hours' means that you can cancel the booking until one day before the actual reservation.
General alert messages; these alerts concern messages other than out of order messages; for out of order messages, see [booking calendar](#).
2. Help button on general booking procedure. Click to receive brief booking instructions.
3. Start and end date calendars. The fields under the calendars show the selected dates.
4. Booking time selector + information on restrictions e.g. minimum or maximum timeblock for reservation.
5. [Booking types](#).
6. In this section a message is shown, that is related to the choice of a facility manager if a project number is facultative or obligatory. If you book a Shared Research Facility device, a project number is obligatory. If you do not work under a project number and you have permission of your supervisor, use the costplace project number of your group. Select it in My info (see section [Login for Booking](#)).

There are 3 options for booking:

- Booking for yourself
Select a project number from your personal drop-down as created under My info. If the project number is lacking, go to My info to add the new project.
- Booking for a WUR-colleague
Select "BOOKING FOR WUR COLLEAGUE" from the project drop-down. A new section will fold out:

Booking for WUR colleague:

* Project no:	-	<input type="text"/>	<input type="button" value="Update reference"/>
* Group (WU, DLO):	-	<input type="text"/>	
* WUR reference:	-	<input type="text"/>	
New WUR reference: (firstname, middlename, lastname)	<input type="text"/>	<input type="text"/>	<input type="text"/>

* obligatory field.

General remarks

Fill in the obligatory fields. If the project number is lacking from the drop-down "Project no:", go to My info and add the new project.

If the WUR reference is not present in the drop-down "WUR reference" update the new WUR reference in the fields "New WUR reference". Click the button [Update reference].

- Booking for extern

Select "BOOKING FOR Extern" from the project drop-down. A new section will fold out:

Booking for extern:

* Name company:	-	<input type="text"/>	<input type="button" value="Update company"/>
New company:	<input type="text"/>		
Address new company	<input type="text"/>		
* Extern reference:	-	<input type="text"/>	
New extern reference: (firstname, middlename, lastname)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Project no:	-	<input type="text"/>	
P.O:	<input type="text"/>		

* obligatory field

General remarks

Fill in the obligatory fields. If the company/institute/other university is not in the drop-down "name company", update it in the field "new company".

7. Booking agenda showing the weekdays with the booking information. If you need specific booking information on the booker, you need to click the date of interest on the start date calendar:

Start date:	End date:
2016-10-23	2016-10-23

Then:

8. The information on the booker will appear under the booking calendar.

In this part you can also delete reservations. See [modifying and deleting bookings](#).

weekdays week 42		0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	
Mon	2016-10-17																									
Tue	2016-10-18																									
Wed	2016-10-19																									
Thu	2016-10-20																									
Fri	2016-10-21																									
Sat	2016-10-22																									
Sun	2016-10-23																									

Bookings on selected start date									
Date	Time	Device	Name	Email	Project	Group	Delete	Cluster	Remarks
2016-10-23	08:00 -> 11:00	SEM	Oscar de Vos	oscar.devos@wur.nl	4162502800 - NWO Veni Muijres	Experimental Zoology Group (EZO)		view	

Booking types

Booking types for multiple days are:

- a. *Every day in range* is the default setting in single day reservations. If you select a range of days using the start and end date calendars, a reservation for the selected booking time is done for each of these days. If the admin of a facility has excluded the Saturday and/or Sunday for booking, these checkboxes will not be presented.
- b. *Every day in range and specify weekdays*; If you select a range of days using the start and end date calendars, a reservation for the selected booking time is repeated for each of the marked weekdays (see snip). Handy for planning in the future; if the device is booked well in the near future, you better use the next booking type.

Start date: End date:

Select booking time(s): 08:00 to 10:00
Minimum time block for reservation: 1 hours

Booking type: Every day in range and specify weekdays

Select day(s) of the week to include in booking

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

- c. *Specify dates for selected week*; If you select a range of days using the start and end date calendars, a reservation for the selected booking time is done for each of the marked dates in the booking calendar. You will have a direct overview of the possibilities. So, for the booking time selection only the Tuesday and Thursday are options; click the corresponding check boxes to select.

Start date: End date:

Select booking time(s): 09:00 to 12:00
Minimum time block for reservation: 1 hours

Booking type: Specify dates for selected week

weekdays week 43		0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23		
<input type="checkbox"/>	Mon	2016-10-24	[Red bar]																								
<input type="checkbox"/>	Tue	2016-10-25	[Green bar]																								
<input type="checkbox"/>	Wed	2016-10-26	[Green bar]																								
<input type="checkbox"/>	Thu	2016-10-27	[Green bar]																								
<input type="checkbox"/>	Fri	2016-10-28	[Green bar]																								
<input type="checkbox"/>	Sat	2016-10-29	[Green bar]																								
<input type="checkbox"/>	Sun	2016-10-30	[Green bar]																								

If you make use of multiple/repetitive day booking a cluster booking is made, which consists of day components. The cluster can be viewed to delete one or more days (see next chapter).

Modifying and deleting bookings

Deleting reservations in the booking page

In the booking page, a reservation can be deleted if allowed. The admin might have set a margin in which cancelling the reservation is allowed. Information on this margin, can be found at [Booking page composition](#), point (1). So, if you would like to reserve a device this afternoon, while “cancelling/modifying is possible up to: 24 hours”, you are able to book, but you cannot delete this booking afterwards.

In the booking page, modifying a reservation consists of deleting a booking and bringing in a new one. Modifying a reservation can be done in My Bookings; see [Modifying and deleting reservations in My bookings](#)

weekdays week 02		0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23		
<input type="checkbox"/>	Mon	2017-01-09	[Green bar]																								
<input type="checkbox"/>	Tue	2017-01-10	[Green bar]																								
<input type="checkbox"/>	Wed	2017-01-11	[Green bar]																								
<input type="checkbox"/>	Thu	2017-01-12	[Green bar]																								
<input type="checkbox"/>	Fri	2017-01-13	[Green bar]																								
<input type="checkbox"/>	Sat	2017-01-14	[Green bar]																								
<input type="checkbox"/>	Sun	2017-01-15	[Green bar]																								

Bookings on selected start date									
Date	Time	Device	Name	Email	Project	Group	Delete	Cluster	Remarks
2017-01-09	10:00 -> 14:00	SEM	Oscar de Vos	oscar.devos@wur.nl	1230060000 - Bloemkolen STW	CAT-AgroFood	[Delete]	[view]	

In the snip above (booking page), a repetitive booking is displayed from Monday till Friday (10-14 h). This is called a cluster booking. You may delete the complete cluster (5 days) using the [delete] button. You may also view the cluster (in another window), and delete some of the days by selecting them using the checkboxes and the button [delete selected booking(s)]:

BOOKING CLUSTER

Show 25 entries							(un)check all
Booking made on date	Device	User	Booked date	Start time	End time	Delete	Search:
Thursday 22nd December @ 12:02 pm	SEM	Oscar de Vos	2017-01-13 (Friday)	1000	1400	<input type="checkbox"/>	
Thursday 22nd December @ 12:02 pm	SEM	Oscar de Vos	2017-01-12 (Thursday)	1000	1400	<input type="checkbox"/>	
Thursday 22nd December @ 12:02 pm	SEM	Oscar de Vos	2017-01-11 (Wednesday)	1000	1400	<input type="checkbox"/>	
Thursday 22nd December @ 12:02 pm	SEM	Oscar de Vos	2017-01-10 (Tuesday)	1000	1400	<input type="checkbox"/>	
Thursday 22nd December @ 12:02 pm	SEM	Oscar de Vos	2017-01-09 (Monday)	1000	1400	<input type="checkbox"/>	

Showing 1 to 5 of 5 entries [First] [Previous] [1] [Next] [Last] [Delete selected booking(s)]

Modifying the components (days) in a complex cluster booking or modifying single regular reservations can be carried out in My bookings:

Modifying and deleting reservations in My bookings

If you enter My bookings (green top bar) you can generate a booking listing for a chosen period. In the generate list, you can delete and modify bookings. When clicking “Modify, you will return to the booking page with the original data. Here, you can adjust your booking, and save it with the button [Modify booking]. After that, you can return to the generated booking list to adjust more reservations using the link [go to My Bookings], see red box in snip below..

Start date: **December 2016**

Su	Mo	Tu	We	Th	Fr	Sa
				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	31

2016-12-22

End date: **December 2016**

Su	Mo	Tu	We	Th	Fr	Sa
				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	31

2016-12-22

Modify booking time(s):
08:00 to 09:00
Minimum time block for reservation: 1 hours

Additional device(s) for: Balance Scale

- Biodex
- BioPac EMG
- Echo Spiromassa

Booking type:
Every day in range

Admin block (general red alert)
(this will block the device for the selected day or days)

Alert message

Modify booking [go to My Bookings](#)

Show all devices I can book

weekdays week 51	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Mon 2016-12-19																								
Tue 2016-12-20																								