

EQUIPMENT BOOKING – ELECTRON MICROSCOPY

WHAT DOES EQUIPMENT BOOKING DO?

This is an on-line system for booking access to equipment for University staff. The system makes it easier for users to view and book use of equipment and allows Facility Managers to manage equipment more efficiently and effectively. The system has now been launched in Electron Microscopy Centre in the School of Materials. The Booking system is also in place in the following:

- Room Bookings in FLS and MHS
- FLS - Centrifuge Booking
- FLS - Histology
- FLS - Bioimaging
- FLS - Genomic Technologies (qPCR equipment only)
- MHS – DNA Sequencing (due to launch shortly)

Key features-**NOW** in EM:

- Allows easy viewing of equipment and booking availability on-line. Shows details of existing bookings.
- Allows booking of related resources.
- Restricts access to equipment for which training has been given. Other areas are visible for information.
- Finance Code will be provided by user **for monitoring only** and where appropriate will confirm PI name on the grant on booking.
- 'My Bookings' feature allows the user to see a complete history of all bookings made.

Key features-**Not yet implemented** in EM:

- Allows for differential charge rates such as that costed on a grant application or a 'user' rate where agreed by the Faculty.
- Enables automatic processing of charges through the Oracle finance system.

WHY?

The Equipment Working Group has highlighted a need to use our equipment more efficiently. This has also been mandated by the Research Councils.

We need to make sure that where we carry out work for an external organisation, whether that is a part of a Research Grant or to provide a service, that we charge a rate for that work which is appropriate. The software will help us to do that in EM in the future.

The software allows for differential rates to suit different funders and also allows for researchers to be charged only what they were awarded*

The software automates charging through the Oracle Finance System thus freeing up Facility Managers time to concentrate on other duties.

*Where tariffs are in place on the same fEC costed basis for previous years. Applies for previous 2 years only.

WHO?

- **Business Owner** – Melanie Lythgo
- **Issues or questions** – Facility Managers for each area
- **Technical Problems** – Contact the IT Service Desk



ACCESSING EQUIPMENT BOOKING

Equipment Booking can be accessed via the Staff Portal, at the following link: <http://my.manchester.ac.uk>

If you are not already logged in you will need to do so using your University username and password.

MyManchester allows you to customise it's layout for yourself, so if Equipment Booking is not already on your layout you can add it, or you can move it around to a place that suits you.

After you select the Equipment Booking link you will see details of facilities to the left of your screen. Clicking on each facility will bring up general information on that area and equipment that can be booked.

FAQs

Q: Where do I find access to the Booking Software?

A: Facilities that use the software can be accessed via the Staff Portal at the following link:

<http://my.manchester.ac.uk>

Q: How do I know how to use the software?

A: Each screen of the booking process has a drop down menu at the top. Simply click **(+) Instructions** at each stage for further help and guidance.

Q: I can't see the equipment/facility that I want to book access to?

A: Not all of our equipment and facilities currently use this software so you will only see those areas to which it has been rolled out.

Areas are as follows:

- MHS and FLS Room Bookings
- FLS - Centrifuge Booking
- FLS - Histology
- FLS - Bioimaging
- FLS - Genomic Technologies (qPCR kit only)
- MHS - DNA Sequencing
- EPS - Electron Optics

Q: Some of the equipment is greyed out and won't let me book it?

A: All equipment is available to be viewed by users but certain equipment can only be booked by individuals who have had the appropriate training. If the equipment is greyed out it means that you have not had the training or your permission to book that piece of equipment has expired. You will need to contact the Facility Manager for that area to arrange training or renew your booking permission.

Q: How do I modify or cancel a booking?

A: All of your **future bookings** will automatically be shown on the booking home page for each core facility. You are also able to use the start date selector to view bookings from any date in the past. The booking list shows you the equipment you've booked, start date, start time and its duration. At the beginning is a booking ID (Bkg.ID) that when clicked will show you further information about that booking and also allow you to **modify** or **cancel** it (when possible). If you are able to change a booking you will see delete and modify buttons. If these buttons are not visible, then the booking slot has become 'locked' and you can't make any further modifications to it. Under normal circumstances this booking will then be charged for regardless of whether you use it or not.

Q: How much notice is required to modify a booking?

A: The Facilities may differ on this. For Bioimaging a booking can be cancelled or modified up until 5pm the day prior to a booking. For some facilities a minimum of 24 hours notice may be required to cancel an existing booking. However, in all cases the Facility Managers recognise that there may be a valid reason for cancelling a booking later than this and they have the discretion to do so. If this is the case please contact the Facility Manager directly. Please note that "I was too busy to use that booking" or "forgetting about the booking" are not valid reasons and you will still be charged for these bookings.

Q: How do I modify a booking?

A: Clicking on the **modify** button will take you back into the 'Booking and Booker Details Form'. You are then able to modify any of the details, times, dates, durations etc to your new requirements. Clicking **update** will then save those details and modify your original booking.

Clicking **delete** will completely delete that booking from the system.

Q: I think that I've been charged the wrong rate?

A: **Note, charging is not currently carried out in EM.** The charge rate will display on booking. If you think that this is not correct please contact your Faculty Finance team who can check this for you. Please bear in mind that if your charge is on a research grant it will be based on the rate originally costed in the grant*.

User rates *may* have been agreed at the discretion of the faculty. If you think that you should have been charged the user rate please contact the FLS Finance team who can amend the tariff before processing if appropriate.

Q: I have a suggestion for improving the service

A: As new systems come on line ideas for improvements will arise. Your ideas are very welcome and can be communicated to the Facility Manager for each area.

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Applies for previous 2 years only.

Grants costed prior to this will default to the 2 year old rate.