

**Subject:** Announcement: New Online Booking System for MBI Microscopes - Replacing PPMS effective from 11 March 2013  
**Date:** Tuesday, March 5, 2013 AM 11:04:00 Singapore Time  
**From:** Wong Pei Yee  
**To:** MBI Staff, MBI Mailing List  
**Priority:** High

Dear all,

As mentioned by the Head of MBI Microscopy Core, Dr. Felix Margadant, we are pleased to inform you that effective from **11 March 2013**, we are replacing our existing microscopes online booking system (PPMS) with Calcium Booking System.

Please note that the sessions booked in PPMS are valid until **17 March 2013**.

**Some of the features of Calcium Booking System are:**

- It is an online version of wish list booking.
- Booking slots for the following week will be available for all to fill up as requested slots from **Monday 9am to Wednesday Noon**.
- On **Wednesday Noon**, notification emails will be sent out to users who have conflicting slots.
- Users will have to resolve their conflicting slots **before Friday 9am**. Unresolved conflicting slots will then be available for all to book, based on first-come-first-serve format.
- The remaining slots for the following week will be available for all to book based on first-come-first-serve format **after Friday 9am**.
- **Novice users** will be able to register their requested slots available from **Monday to Friday, 9am to 9pm**. If needed, Novice users can request for non-office hours bookings available in the following week **after Friday 9am**, from the administrators in-charged. Please note that such requests will have to be made during office hours via emails and need to be granted.
- **Novice users for Biostation CT** can register their slots available **24-hourly, Monday to Friday**.

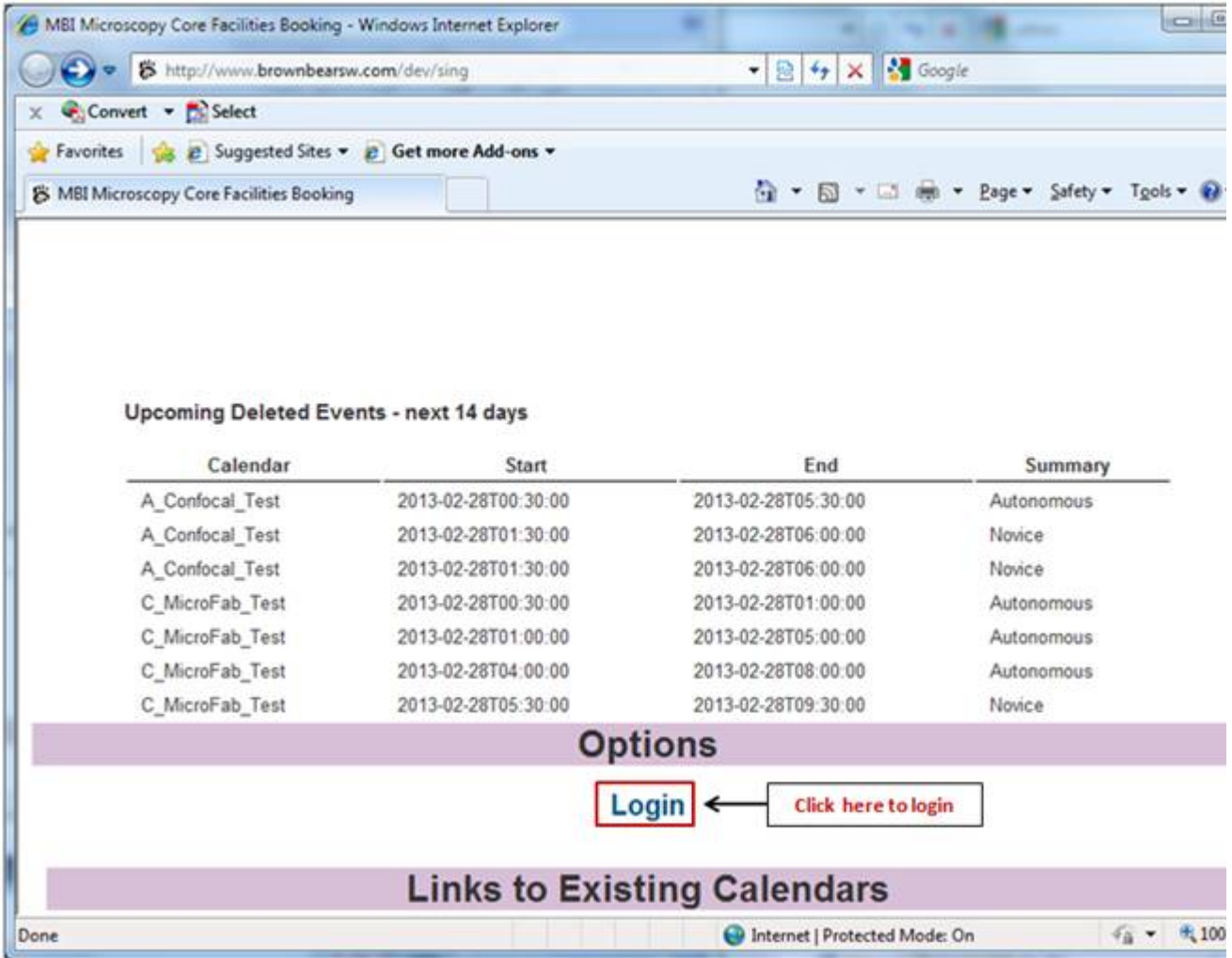
The following table summarises the **timeline** for the system transition:

| Microscopes Booking System                  | Slots open for Booking    | Wishlist Booking       |                           | Emails will be sent to users with conflicting slots | Unresolved/Unfilled slots will be released all to book |
|---|---------------------------|------------------------|---------------------------|---|--|
|   |                           | Start Date, Time       | End Date, Time            |   |  |
| Old System: PPMS & Wishlist booking (paper) | 11 March 13 - 17 March 13 | 04 March 13 (Mon), 9am | 06 March 13 (Wed), 12noon | 06 March 13 (Wed), 12noon                           | 08 March 13 (Fri)                                      |
| New System: Calcium                         | 18 March 13 - 24 March 13 | 11 March 13 (Mon), 9am | 13 March 13 (Wed), 12noon | 13 March 13 (Wed), 12noon                           | 15 March 13 (Fri)                                      |

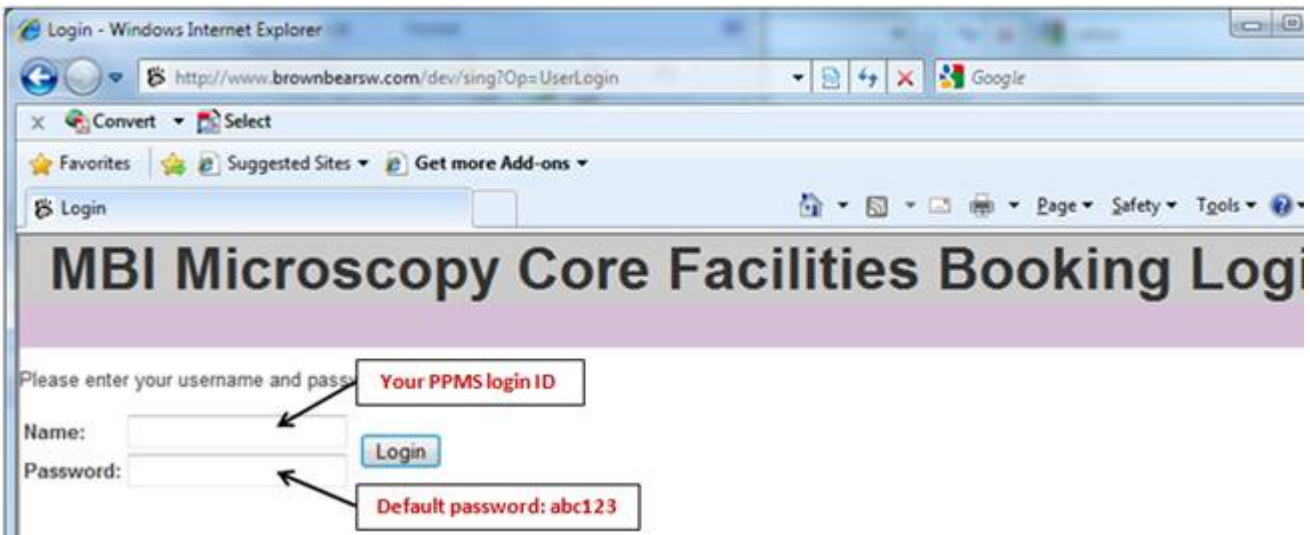
To begin, please follow the simple steps below:

**For first-time login into Calcium Booking System**

1. Go to the new booking website: <http://www.brownbearsw.com/dev/sing>



2. Your login ID for Calcium is the same as your **PPMS login ID**. The default password for all is **abc123**



3. Change the default password to your preferred one for security reasons

MBI Microscopy Core Facilities Booking - Windows Internet Explorer

http://www.brownbearsww.com/dev/sing?Types=Combined

MBI Microscopy Core Facilities Booking

### Upcoming Deleted Events - next 14 days

| Calendar        | Start               | End                 | Summary    |
|-----------------|---------------------|---------------------|------------|
| A_Confocal_Test | 2013-02-28T00:30:00 | 2013-02-28T05:30:00 | Autonomous |
| A_Confocal_Test | 2013-02-28T01:30:00 | 2013-02-28T06:00:00 | Novice     |
| A_Confocal_Test | 2013-02-28T01:30:00 | 2013-02-28T06:00:00 | Novice     |
| C_MicroFab_Test | 2013-02-28T00:30:00 | 2013-02-28T01:00:00 | Autonomous |
| C_MicroFab_Test | 2013-02-28T01:00:00 | 2013-02-28T05:00:00 | Autonomous |
| C_MicroFab_Test | 2013-02-28T04:00:00 | 2013-02-28T08:00:00 | Autonomous |
| C_MicroFab_Test | 2013-02-28T05:30:00 | 2013-02-28T09:30:00 | Novice     |

**Options for user: ABC\_User1**

User Options Change your password, email address, or timezone offset

Logout Bye!

Click here to change your login password

### LINKS TO EXISTING CALENDARS

| Name                       | Description            | Administer |
|----------------------------|------------------------|------------|
| Calendars not in any group |                        |            |
| A_Confocal_Test            | Confocal System A      |            |
| B_CT_Test                  | Biostation CT Test cal |            |
| C_MicroFab_Test            | MicroFab System A      |            |

Done Internet | Protected Mode: On

User Options - Windows Internet Explorer

http://www.brownbearsww.com/dev/sing?Ops=UserOptions;NextOps=Splash;T

User Options

## User Options

Username: ABC\_User1

Change your password:

Current Password:

New Password:

Verify New Password:

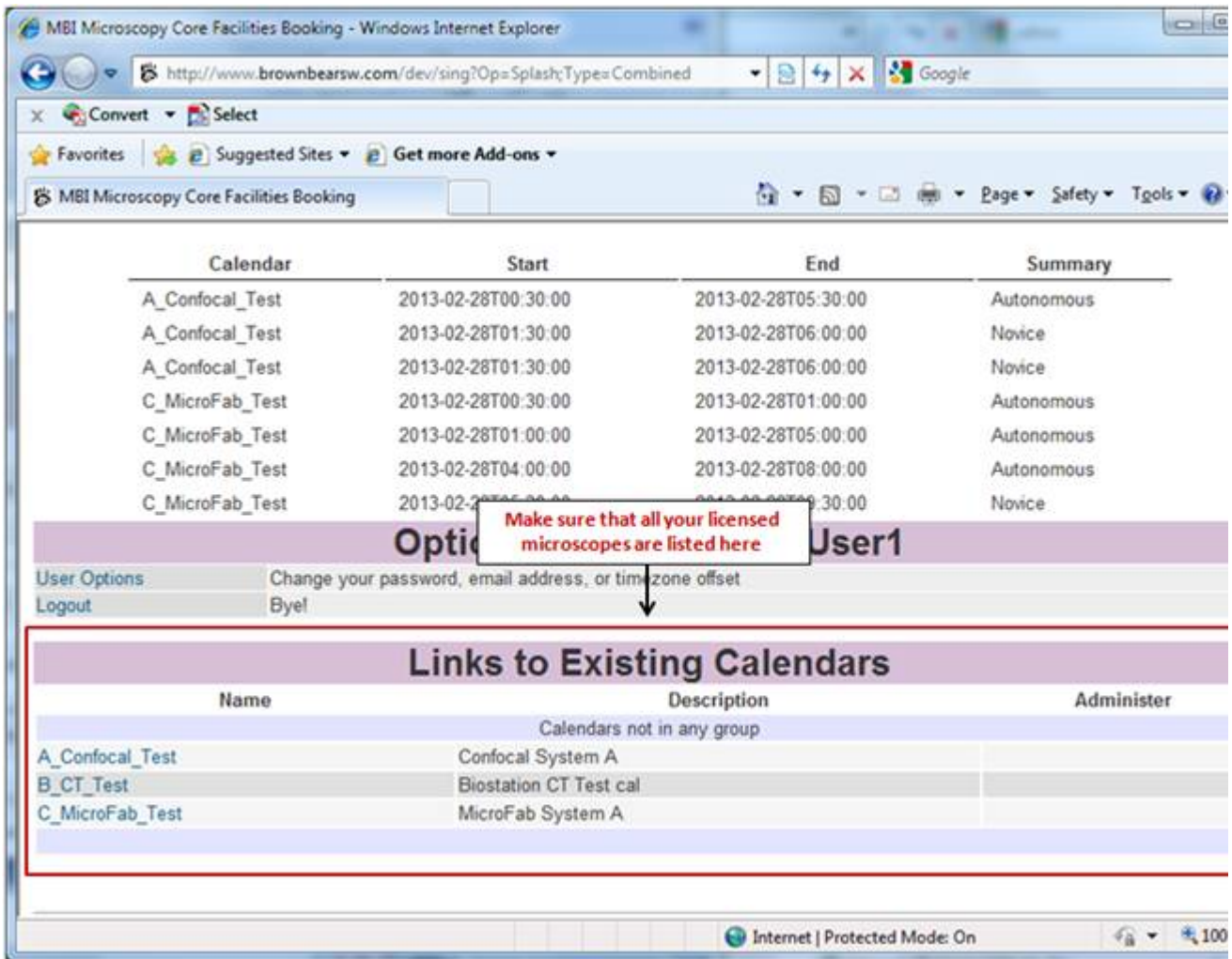
Change Password

Default password: abc123

Your preferred password

Click here to change password

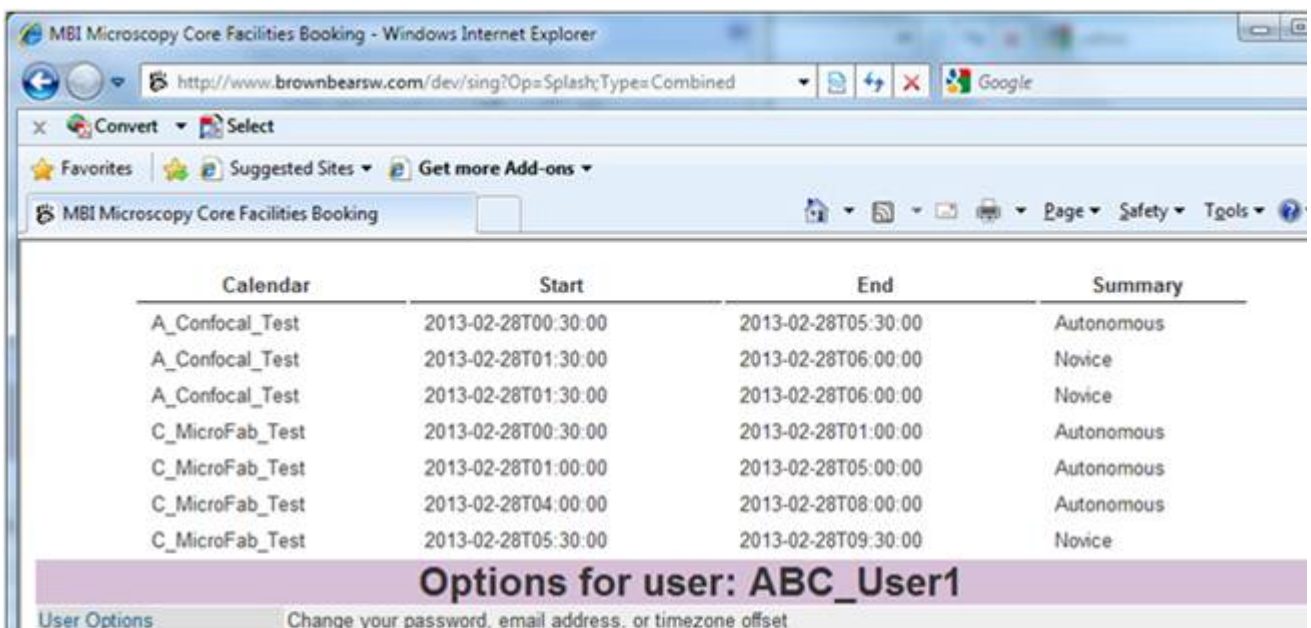
4. Make sure that you have the **booking rights** for the microscopes that you have been trained on (please refer to the old booking system **PPMS** for your full booking rights)

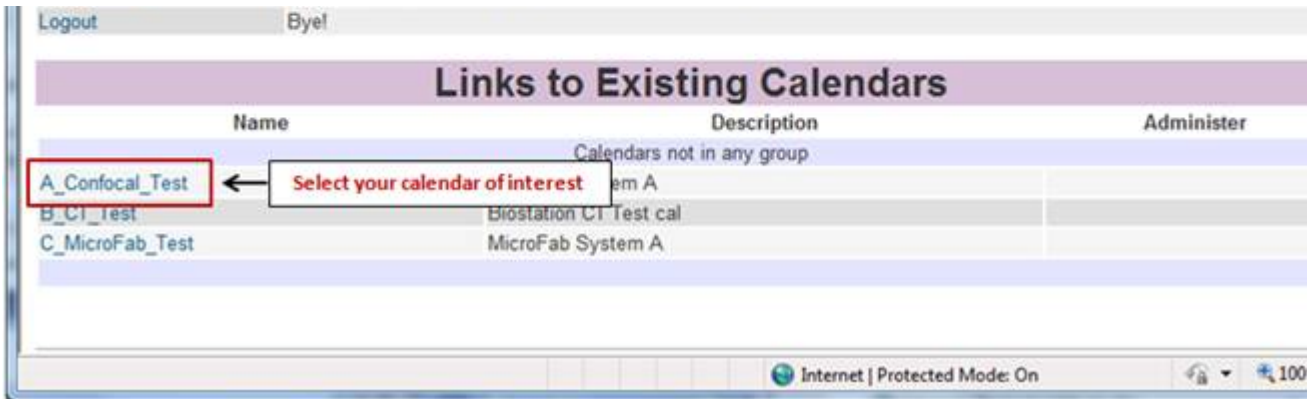


5. Please contact me at [mbiwp@nus.edu.sg](mailto:mbiwp@nus.edu.sg) for any changes and updates in your booking rights **before 15 March 13 (Friday), Noon**

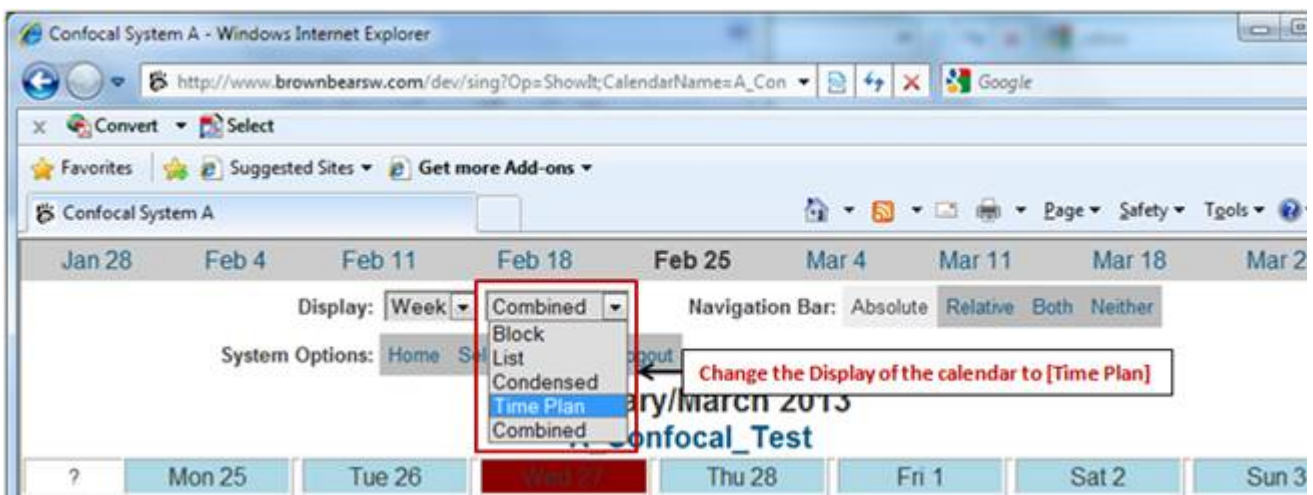
**To book a microscope slot (applicable to all microscopes except Biostation CT)**

1. To begin, select your system of interest, here a dummy system **A\_Confocal\_Test**. You will be directed to the following page

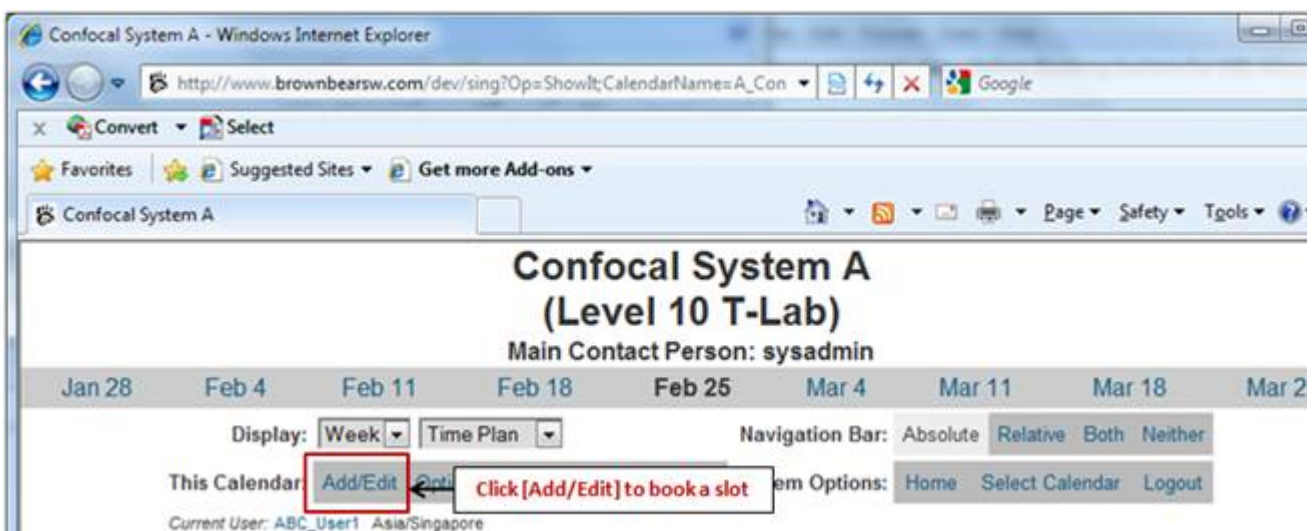




Change the **Display** of the calendar to **[Time Plan]** for a smooth browsing experience



2. Click **[Add/Edit]** to book a slot

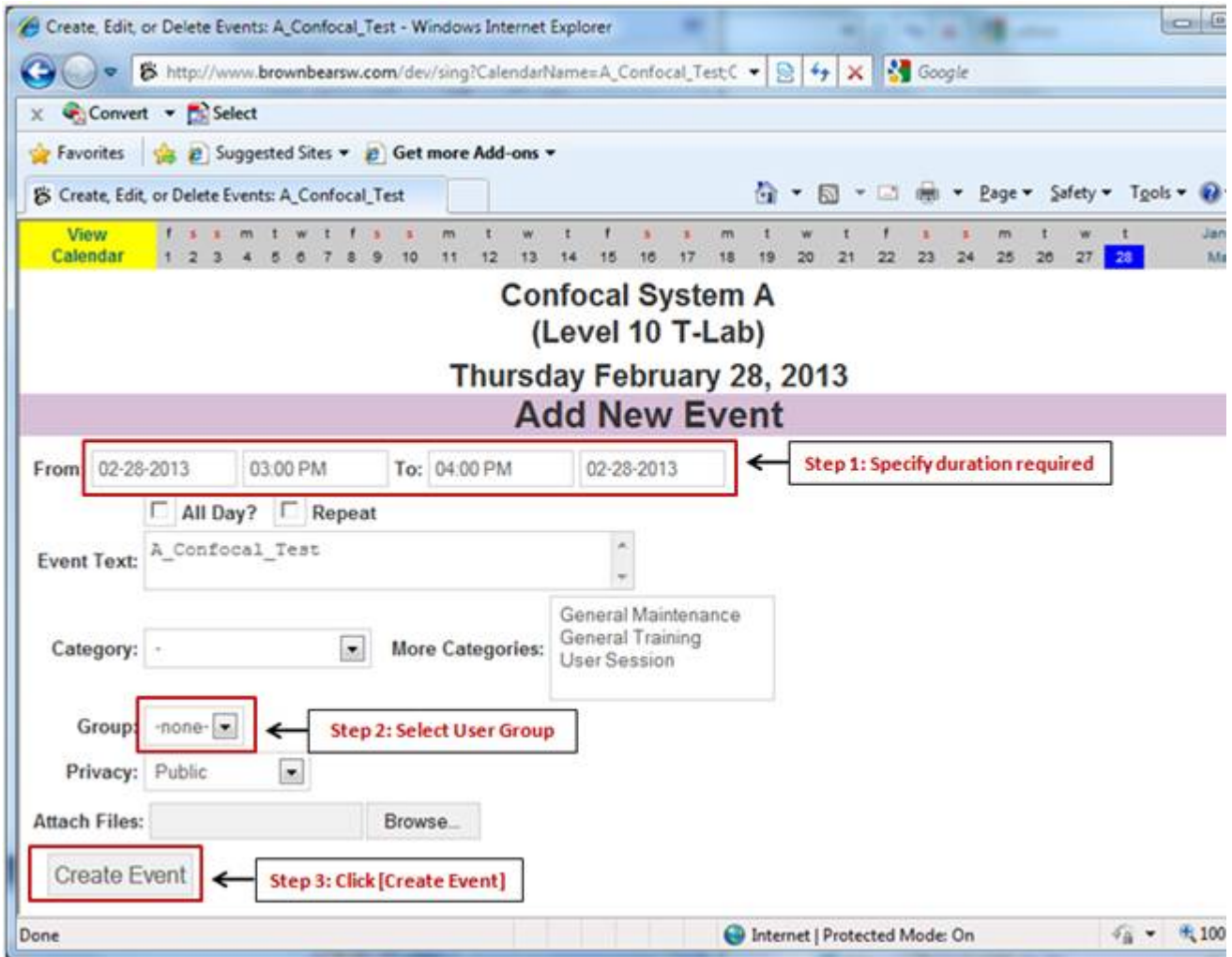


3. In the booking page, fill up the necessary columns in order to have a successful booking registered:

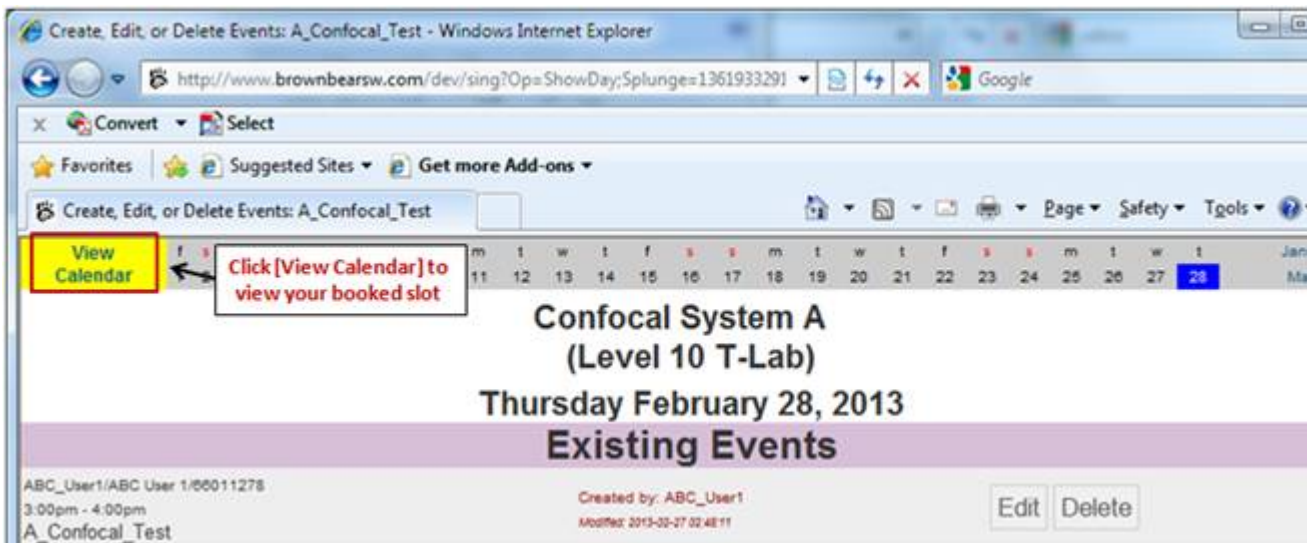
**Step 1: Specify duration required**

**Step 2: Select User Group**

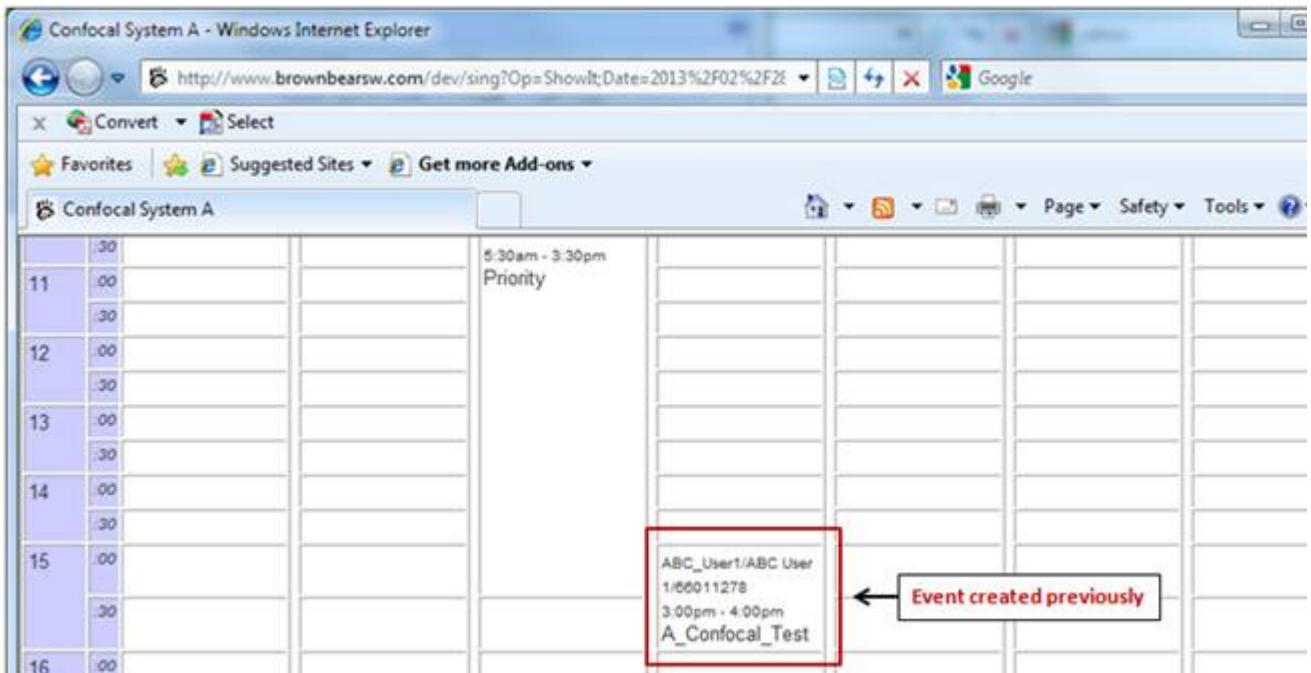
**Step 3: Click [Create Event]**



4. Click **[View Calendar]** after successfully created an event



5. You will be able to see the event that you have created earlier in the System Calendar View



**To book a slot in Biostation CT**

***Before you start booking the system ...***

(A) Note that the booking duration for Biostation CT is equivalent to the on-stage imaging time of each time point.

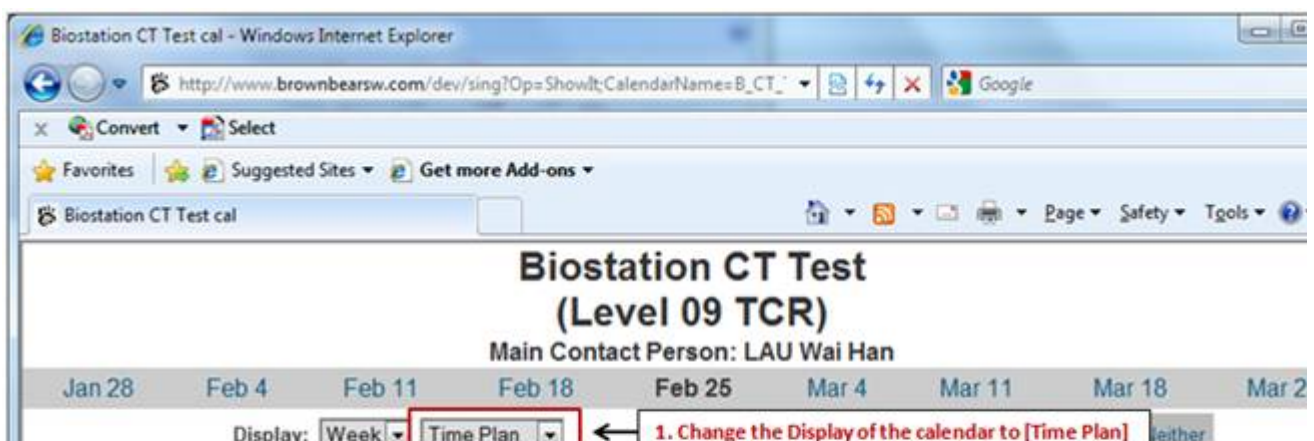
(B) Authorized users are required to **estimate their on-stage imaging time with the Remote PC Link** via <http://biocp/BioStationCTWeb100/>, prior to any sessions booking in Biostation CT calendar. (Please note that this link is only available in MBI Intranet via a Windows computer.)

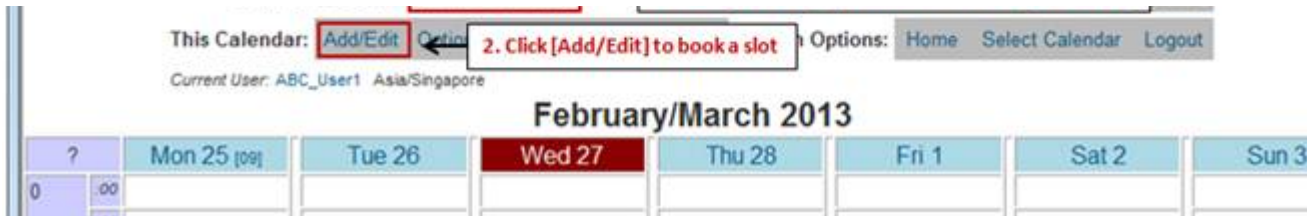
(C) Estimate your on-stage imaging time, simply specify the number of point(s), number of well(s), and number of channel(s) etc., from the Remote PC Link.

(D) Keep in mind that If you wish to keep your sample on the imaging stage throughout your whole experiment duration, you will have to register the full duration as your booking duration

***Steps to book:***

1. Select **Biostation CT calendar** and change the **Display** of the calendar to **[Time Plan]** for a smooth browsing experience
2. Click **[Add/Edit]** to book a slot





3. In the booking page, fill up the necessary columns in order to have a successful booking event registered:

**Step 1: Specify duration required for Imaging**

**Step 2: Check [Repeat] checkbox for repeating events information**

**Step 3: In the [Repeating Information] window, select the criteria for repeating events**

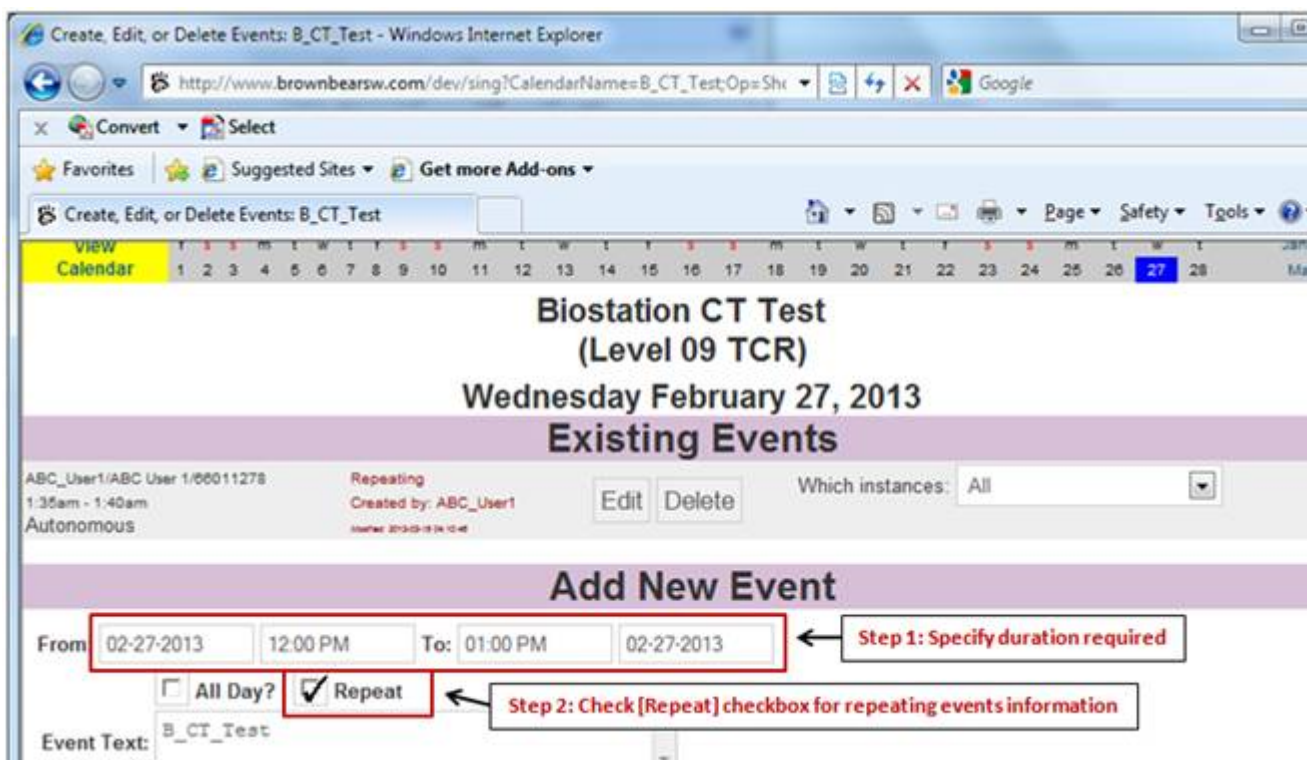
**(A) Select the interval required (i.e. repeated every 30 minutes)**

**(B) Specify the end Date/Time of the repeating events (i.e. until 02-28-2013 at 4.00PM)**

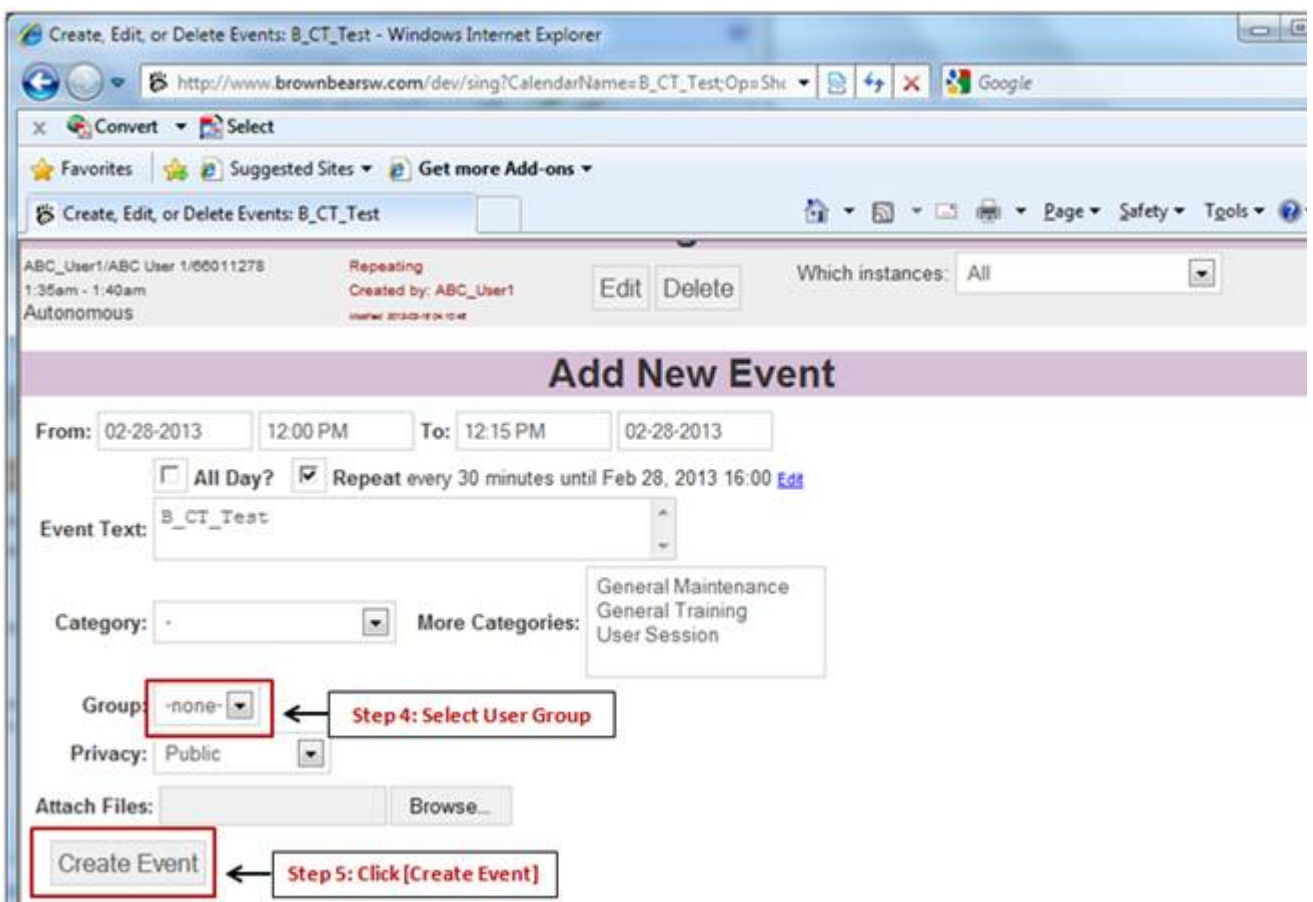
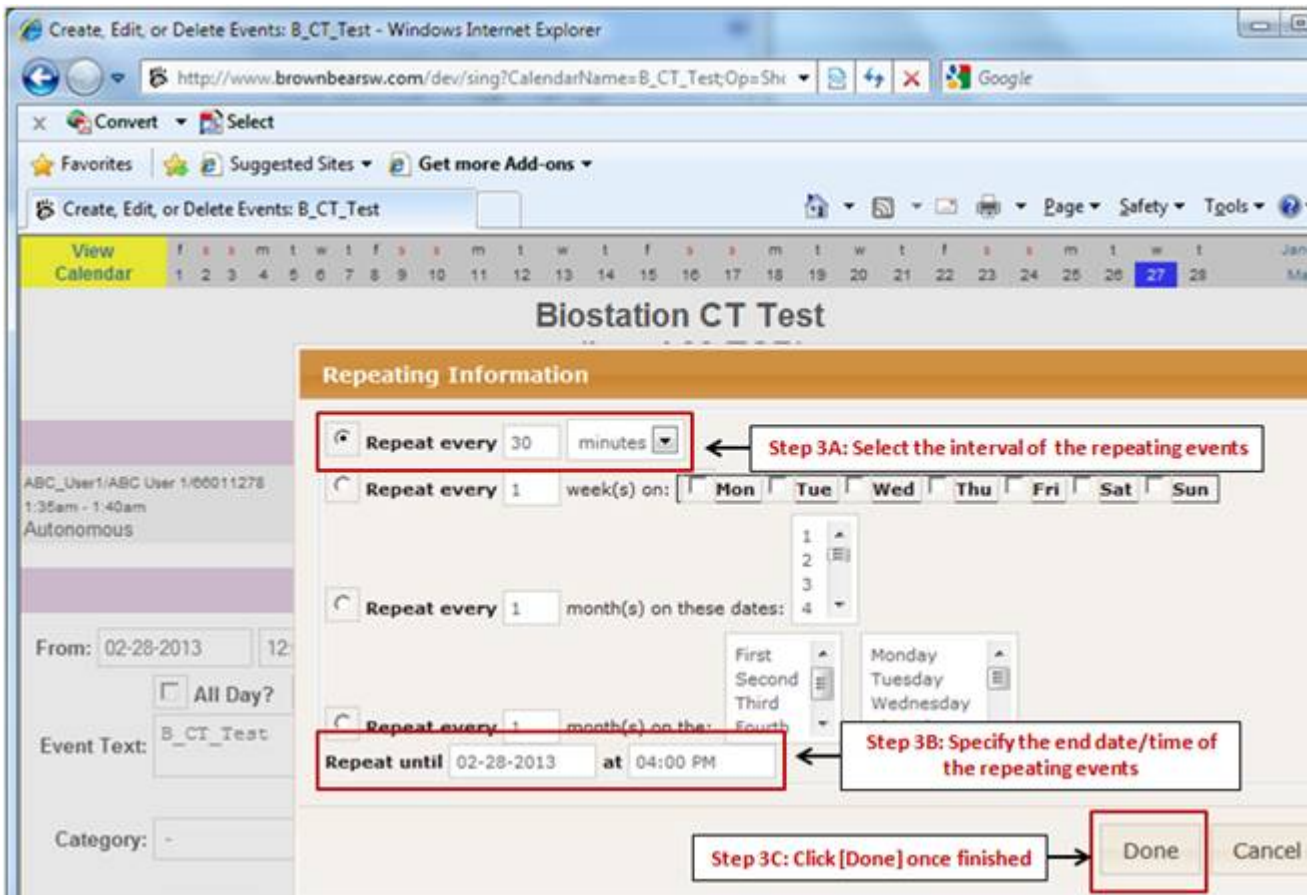
**(C) Click [Done] once finished**

**Step 4: Select User Group**

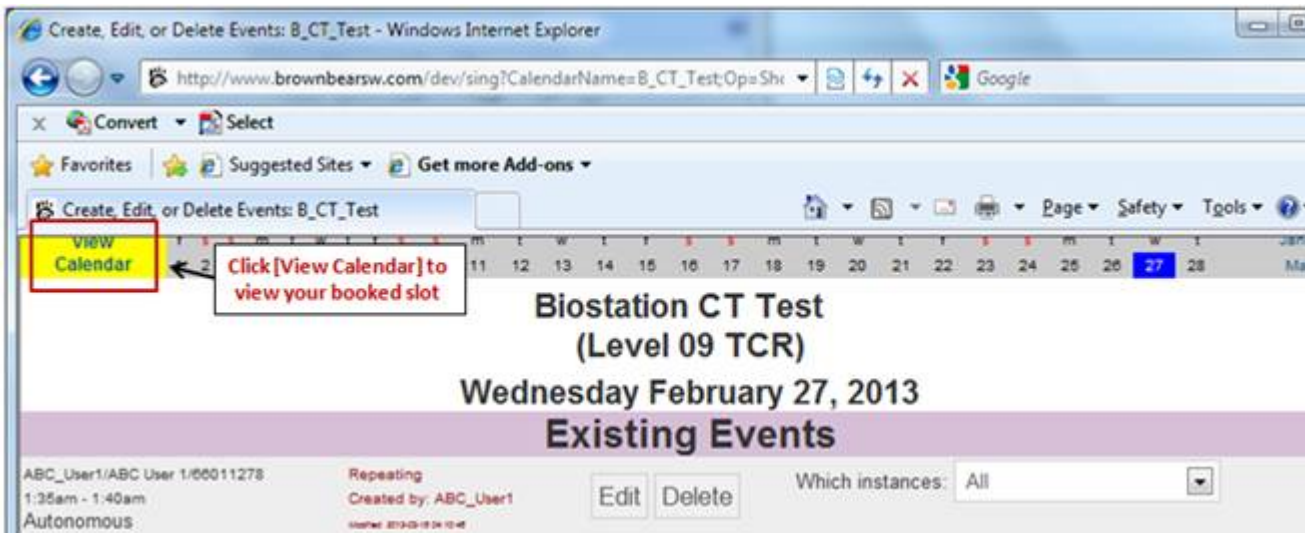
**Step 5: Click [Create Event]**



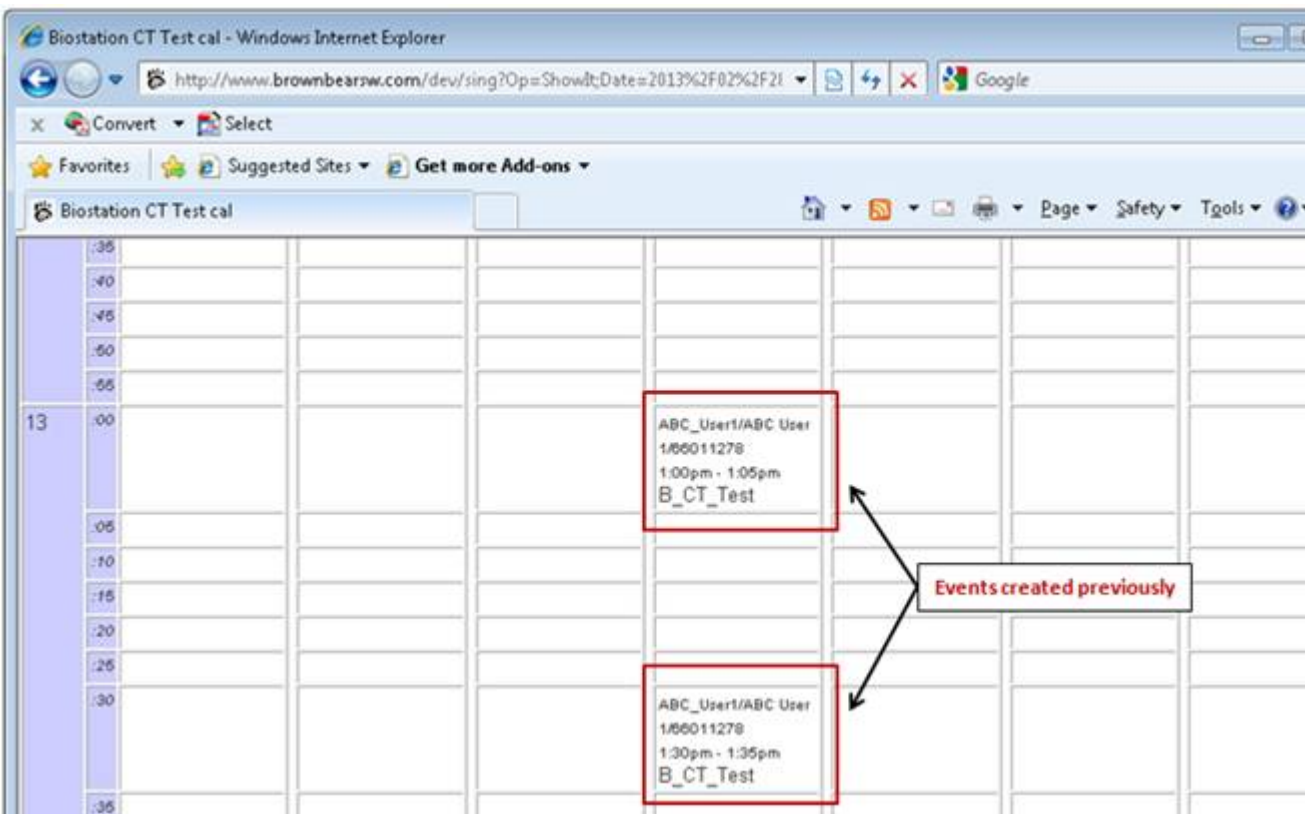




4. Click [View Calendar] after successfully created an event



5. You will be able to see the events that you have created earlier in the System Calendar View



We wish you a happy booking experience with our new online microscope booking system.

Thank you.

*Regards,*  
**WONG Pei Yee**

WONG Pei Yee | Microscopy Core, Mechanobiology Institute Singapore | T-lab Building, 5A Engineering Drive 1, Level 10, Singapore 117411, National University of Singapore | Tel: 6601 1278 | Fax: 6872 6123 | Email: [mbiwp@nus.edu.sg](mailto:mbiwp@nus.edu.sg) | [www.nus.edu.sg](http://www.nus.edu.sg) |

