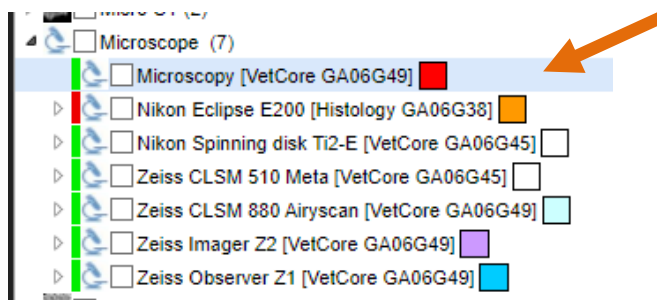


## VetCore Booking Calendar

### User Guide

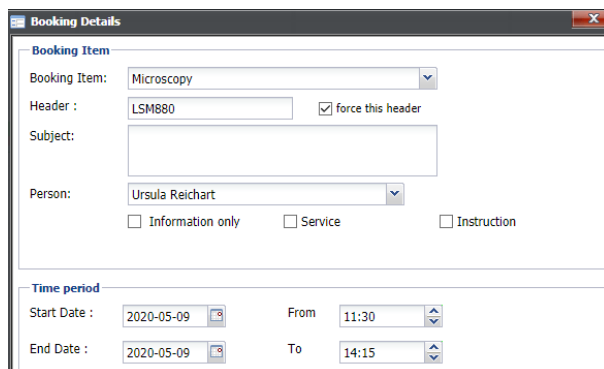
## Special regulations during Corona restrictions

- Only one user is allowed in the room, therefore only one microscope can be booked per time slot
- Booking of a microscope slot is done by choosing “Microscopy” in the device list



(Usual calendars for the microscopes are blocked for booking!)

- Book an available time slot and write the name of the booked microscope into the field “Header” and activate “force this header”. Do not change the booking item “Microscopy”



The 'Booking Details' window shows the following information:

- Booking Item:** Microscopy (selected in a dropdown menu)
- Header:** LSM880 (text input field) with a checked box for 'force this header'.
- Subject:** (empty text input field)
- Person:** Ursula Reichart (selected in a dropdown menu)
- Service type:** Information only, Service, and Instruction (all unchecked checkboxes).
- Time period:**
  - Start Date: 2020-05-09 (calendar icon)
  - End Date: 2020-05-09 (calendar icon)
  - From: 11:30 (time dropdown)
  - To: 14:15 (time dropdown)

Bookable microscopes: LSM880  
Imager Z2  
Observer Z1

- The name of the user and the booked microscope are then visible in the booking calendar
- It is not allowed to overrun the booked time slot
- Please follow all rules regarding hygiene and disinfection measures when working in the room.