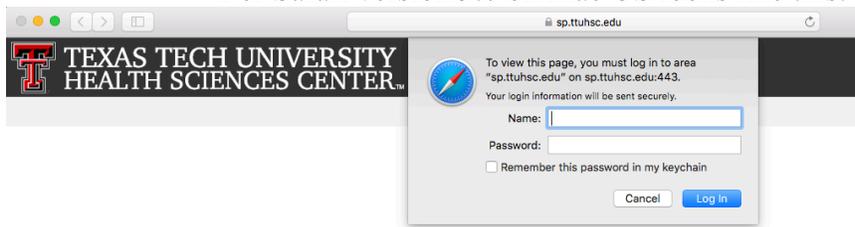


## How to reserve a Microscope in the Image Analysis Core Facility at Texas Tech University Health Sciences Center

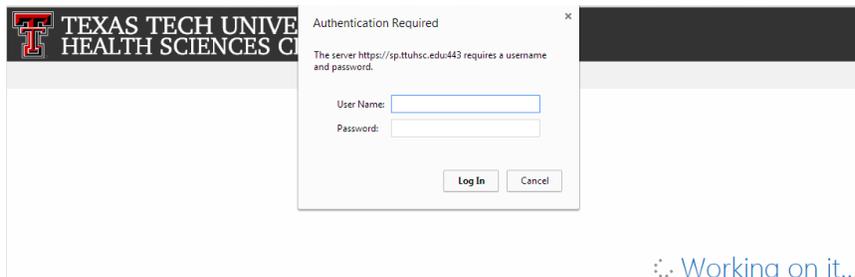
- 1) To reserve a microscope go to:  
[https://sp.ttuhscc.edu/sites/som/basicsci/cbb/ImageAnalysisMolecularBiologyCore/MicroscopeScheduling/\\_layouts/15/start.aspx#/](https://sp.ttuhscc.edu/sites/som/basicsci/cbb/ImageAnalysisMolecularBiologyCore/MicroscopeScheduling/_layouts/15/start.aspx#/)
- 2) Use your TTUHSC credentials to log in.

\* For Safari version 9.0 on Mac OS looks like this:



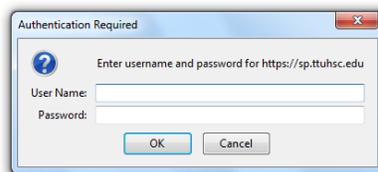
Working on it...

\* For Chrome on Windows OS looks like this:



Working on it...

\* For Firefox version 26 on Windows OS looks like this:



After initial [Login](#) the page should look identical in all Internet Browsers.

- 3) On the left side under **Microscope Scheduling** (Blue arrow on the image below), there are two links: **Zeiss Axiovert 200M Microscope** and **Nikon Confocal Microscope**. Select the microscope, which you want to reserve a time slot for by a double click on the link.



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™

Grozdanov, Petar

BROWSE PAGE SHARE FOLLOW SYNC EDIT

TTUHSC Microscope Scheduling EDIT LINKS

Search this site

Microscope Scheduling

Zeiss Axiovert 200M Microscope

Nikon Confocal Microscope

EDIT LINKS

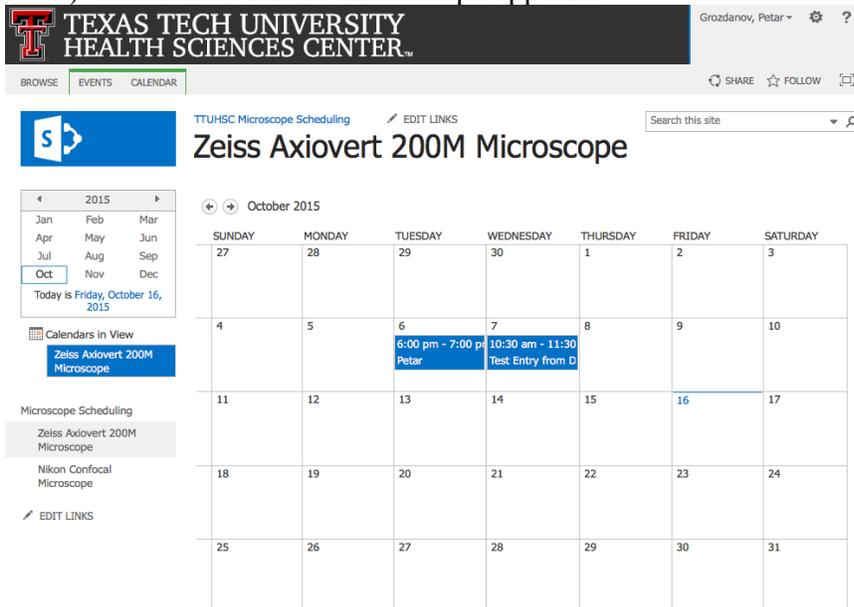
Documents

+ new document or drag files here

✓ Name Modified Modified By

There are no documents in this view.

- 4) A calendar for the microscope appears:



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BROWSE EVENTS CALENDAR SHARE FOLLOW

TTUHSC Microscope Scheduling EDIT LINKS

Search this site

Zeiss Axiovert 200M Microscope

2015

Jan Feb Mar

Apr May Jun

Jul Aug Sep

Oct Nov Dec

Today is Friday, October 16, 2015

Calendars in View

Zeiss Axiovert 200M Microscope

Microscope Scheduling

Zeiss Axiovert 200M Microscope

Nikon Confocal Microscope

EDIT LINKS

October 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	1	2	3
4	5	6 6:00 pm - 7:00 pm Petar	7 10:30 am - 11:30 Test Entry from D	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 5) Select the day of the week, which you want to reserve a time slot by hovering the mouse on top of that day. **+Add** appears, click on **+Add** and a **New Item** window appears. Enter your name in the **Title** field, select a **Start Time** followed by an **End Time**.

The screenshot shows the 'Zeiss Axiovert 200M Microscope - New Item' form. The form includes the following fields and options:

- Title:** Petar
- Location:** (empty)
- Start Time:** 10/19/2015, 10 AM, 00
- End Time:** 10/19/2015, 11 AM, 00
- Description:** (empty text area)
- Category:** (dropdown menu)
- All Day Event:**  Make this an all-day activity that doesn't start or end at a specific hour.
- Recurrence:**  Make this a repeating event.

Buttons for 'Save' and 'Cancel' are located at the bottom of the form.

- 6) Click on the **Save** button either on the top left corner or the bottom of the New Item window. Now your entry appears in the calendar.

The screenshot shows the calendar view for October 2015. The event 'Petar' has been added to the calendar with the following details:

- Event 1:** 6:00 pm - 7:00 pm on Tuesday, October 6th.
- Event 2:** 10:00 am - 11:00 am on Wednesday, October 7th.
- Event 3:** 10:00 am - 11:00 am on Thursday, October 19th.

The calendar grid shows dates from Sunday, October 27th to Saturday, October 31st.

- 7) To delete or cancel an event, select the event by a single click on the event, a toolbar under **EVENTS** appears. Select by a single click **Delete Event** under **Manage** menu.

The screenshot shows the Texas Tech University Health Sciences Center calendar interface. The header includes the university logo and name, a user profile for 'Grozdanov, Petar', and navigation options like 'SHARE', 'FOLLOW', and a help icon. Below the header is a toolbar with icons for 'New Event', 'View Event', 'Edit Event', 'Event Permissions', 'Delete Event', 'Attach File', 'Alert Me', 'Workflows Approve/Reject', and 'Tags & Notes'. The main content area displays a calendar for October 2015. The calendar grid shows dates from 27 to 31. Several events are listed: 'Zeiss Axiovert 200M Microscope' on Oct 4, '6:00 pm - 7:00 pm Petar' on Oct 6, '10:30 am - 11:30 Test Entry from D' on Oct 7, and '10:00 am - 11:00 Petar' on Oct 19. A sidebar on the left shows a list of calendars in view, including 'Zeiss Axiovert 200M Microscope', 'Microscope Scheduling', 'Zeiss Axiovert 200M Microscope', and 'Nikon Confocal Microscope'. There is also an 'EDIT LINKS' option.

- 8) A pop-up window appears to confirm that you indeed want to send the item to the site Recycle Bin. Confirm by clicking "OK". **Please be courteous to others and do not delete or modify events of the other microscope users.**

This screenshot shows the same calendar interface as above, but with a 'Delete Event' pop-up window open. The pop-up window has a title bar that says 'Delete Event' and a message that says 'Delete the selected event.' Below the message is a 'Cancel' button and an 'OK' button. Overlaid on top of the 'Delete Event' window is a system confirmation dialog box from 'https://sp.ttuhscc.edu:'. The dialog box contains a question: 'Are you sure you want to send the item(s) to the site Recycle Bin?' and has 'Cancel' and 'OK' buttons. The calendar grid and sidebar are visible in the background, showing the same events as in the previous screenshot.

- 9) Do not forget to **Sign Out** after you reserved your time on the microscope.