

Manual Booking System Core Unit Imaging

Open the website of the Rudolf-Virchow Center.

Open your browser and visit the website of the Core Unit Fluorescence Imaging at the Rudolf-Virchow Center of the University Würzburg

<https://www.uni-wuerzburg.de/rvz/cu-fluorescence-imaging/startseite/>

Select "booking system"

Now click on the link to the MRBS system, which will open in a new window:

<https://rbs.uni-wuerzburg.de/med-cu-imaging/>

Log-in to the Shibboleth-system with your university account.

Are you working for the university hospital and do not have a university account? Generate a login for the university following the description on the University's computing center:

<https://www.rz.uni-wuerzburg.de/dienste/jmu-account/antraege/>

Now the calendar view will open:

Equipment/Room Booking System: x +

rbs.uni-wuerzburg.de/med-cu-imaging/month.php?year=2020&month=2&day=12&area=3&room=13

Core Unit Imaging

12.02.2020 Start Hilfe Räume Bericht Suche: kah73xs

Core Unit Fluorescence Imaging
Equipment/Room Booking System

Bereiche Räume

Gebäude D16 R 00.012 / Workstation 1
RVZ Gebäude D15 R 00.012 / Workstation 2
R 00.107 / Leica SP5 MP
R 00.108 / LaVision MP
R 00.108 / Leica DMI 6000
R 00.108 / Z1 dSTORM
R 00.109 / Leica TCS SP5
R 00.109 / Leica TCS SP8
R 00.117 / 20x LightSheet
R 00.117 / 5x LightSheet

Januar 2020

Mo	Di	Mi	Do	Fr	Sa	So
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		

Februar 2020

Mo	Di	Mi	Do	Fr	Sa	So
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	

März 2020

Mo	Di	Mi	Do	Fr	Sa	So
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					

Februar 2020 - RVZ Gebäude D15 - R 00.012 / Workstation 1

<< gehe zum vorigen Monat gehe zu diesem Monat gehe zum nächsten Monat >>

Montag	Dienstag	Mittwoch	Donnerstag	Freitag	Samstag	Sonntag
					1	2
3	4	5	6	7	8	9
10	11	12 06:15-07:15 Test:	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

<< gehe zum vorigen Monat gehe zu diesem Monat gehe zum nächsten Monat >>

Extern Intern Special

Select your microscope and measurement day

You can now choose between the Areas and the Equipment/Rooms (red box).

You can choose between a Month, Week or Daily View (blue box).

Choose the Day you would like to book the Equipment/Room. You can do this with the calendar in the top right corner, or via a direct click in the big calendar.

Click now on the specific Day (or the specific hour in daily view) you would like to book.

You should see the following Window now:

The screenshot shows a web browser window with the URL `rbs.uni-wuerzburg.de/med-cu-imaging/edit_entry.php?room=6&area=3&year=2020&month=2&day=6&hour=0&minute=0`. The page title is "Core Unit Fluorescence Imaging Equipment/Room Booking System". The user is logged in as "kah73xs".

The main content area is titled "Eintrag hinzufügen" (Add entry). It contains the following form fields:

- Kurzbeschreibung:** A text input field.
- Vollständige Beschreibung:** A larger text input field.
- Anfang:** Date and time selection (06.02.2020, 00:00) with a checkbox for "Ganztägig" (Full day).
- Ende:** Time selection (01:00 (1 Stunde)).
- Bereich:** Dropdown menu (RVZ Gebäude D15).
- Räume:** Dropdown menu with options: R 00.012 / Workstation 1, R 00.012 / Workstation 2, R 00.107 / Leica SP5 MP, R 00.108 / LaVision MP, R 00.108 / Leica DMI 6000.
- Kategorie:** Dropdown menu (Intern).
- Fullname:** Text input field (Katherina Hemmen).
- Mail:** Text input field (katherina.hemmen@uni-wuerzburg.de).
- Organizational unit:** Text input field (Technologieplattform Bio-Imaging Center).
- address:** Text input field.
- full_service:** Checkbox (unchecked).

At the bottom of the form are buttons for "Zurück" (Back) and "Speichern" (Save), along with green and red status icons.

Below the form is a navigation bar with the following options:

- Zeige Tag:** Jan 31 | Feb 01 | Feb 02 | Feb 03 | Feb 04 | Feb 05 | [Feb 06] | Feb 07 | Feb 08 | Feb 09 | Feb 10 | Feb 11 | Feb 12 | Feb 13
- Zeige Woche:** Jan 06 | Jan 13 | Jan 20 | Jan 27 | [Feb 03] | Feb 10 | Feb 17 | Feb 24 | Mär 02
- Zeige Monat:** Dez 2019 | Jan 2020 | [Feb 2020] | Mär 2020 | Apr 2020 | Mai 2020 | Jun 2020 | Jul 2020 | Aug 2020

The information displayed here will be available to all logged in users to facilitate contacting other users e.g. measuring before or after your selected appointment.

You may add your name in the top field “*short description*” or some details in the “*full description*” box. Whatever you type into the *short description* will be visible in the calendar view to all logged in users:

Now you choose a time for your booking:

Anfang: 06.02.2020 12:00 Ganztägig

Ende: 13:00 (1 Stunde)

Bereich: RVZ Gebäude D15

Räume: R 00.012 / Workstation 1
R 00.012 / Workstation 2
R 00.107 / Leica SP5 MP
R 00.108 / LaVision MP
R 00.108 / Leica DMI 6000

Define your user group:

Of you are an employee of the Rudolf-Virchow-Center, please select “**intern**”

If you are a member of a consortium, e. g. SFB, TR, CRC, with a prepaid lump sum, please select “**special**”. Do not forget to add your detailed project name, e.g. TR 124 B06.

Kategorie:	Intern ▾	
Fullname:	Extern	Hemmen
	Intern	
	Special	

If you are a member of the university or university hospital and not working at Rudolf-Virchow Center or an external research group, please select “**extern**”.

If you require or wish assistance during your measurement, please tick the box “*full service*”.

Please note the higher hourly cost. **Please only select this option AFTER you agreed with the responsible person on a date and time.**

full_service:	<input type="checkbox"/>
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Warning: Selecting this option without prior agreement of the responsible person, will/might result in you paying the higher cost but measuring without assistance/service.

If you have done all your setting, please control them again. If everything is correct, the date is not in the past and no conflict with other entries, you should see two green hooks next to the “save” button”.

Back	Save	✓	✓
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If you see here a red cross, there is some error in your booking. If you move the mouse arrow over the red cross, you get further information.

Back	Save	✓	✗
Oct 29 Oct 30 Oct 31 N	The new booking will conflict with the following policies:		07 I
Oct 05 Oct 12 Oct 19 C	(1) The selected date is in the past.		2010
Sep 2015 Oct 2015 [No			

If all inputs are correct and you have save the booking, you and – in case of full service – the administrator of the microscope will receive and e-mail.

You can modify the booking or delete it, until the beginning time is in the past. Afterwards only the administrator can modify/delete it.

Main administrator is:

Mike Friedrich
 RVZ, ground floor, room 00.012
 Phone: 0931-31-80356
Mike.friedrich@uni-wuerzburg.de

If he is not available, please contact:

Dr. Katherina Hemmen
 RVZ, ground floor, room 00.012
 Phone: 0931-31-89875
katherina.hemmen@uni-wuerzburg.de