

# How to use Edinburgh Genomics Online Equipment Booking System

We have setup an online booking calendar for certain pieces of equipment in the lab which we can provide access to. You can use it to view availability and make reservations to use.

1. Before accessing the system, please register your interest at:

<https://forms.office.com/e/YMrpEwy5m4>

- a. You'll provide contact details and also which equipment you're interested in.
2. Once approved, you'll be given a login account for the online booking system. Your username will be the same as your UUN.
  3. The URL for the online booking system is:

<https://booking.bio.ed.ac.uk/egdp/>

4. Once you are logged into the system, you will be able to view the availability of all the different equipment, on a calendar view (default view is per week). You can change the current week using the [<] and [>] buttons on the left hand side – circled in **orange**. You can also change the current view to 'day' or 'month' – circled in **purple**.
5. Please select your desired type of equipment (e.g. 'Nanopore sequencers', or 'Size separation analysis') from the dropdown menu – circled in **red** below

The screenshot displays the Edinburgh Genomics Online Equipment Booking System interface. At the top, there is a navigation bar with the logo, a registration link, and utility links (Help, Equipment, Users, egs projects, Log off). The main content area shows a calendar for the week of 24-30 July 2023. A dropdown menu is open, listing equipment types: Oxford Nanopore MiniION, Oxford Nanopore PromethION P24, real-time PCR, Size Selection, Size Separation Analysis, and Sonicators. The 'Week' view is selected, and the 'Today' button is highlighted. Green blocks on the calendar indicate reservations for 'egs projects' and 'marno'.

6. Once you have the correct type selected, you will be able to see all the equipment available within that group as rows against the current week.
7. Live reservations appear as **green blocks**, each containing the name of the booker. In most cases you won't be able to book the equipment for the same period of time as a previous booking.
8. If you wish to reserve a piece of equipment, please click the appropriate block on the calendar corresponding to the desired day for that machine. The screen will switch to a daily time view where you can click the desired start time.
9. You'll be asked to enter your log in details (username and password), if you're not already logged in.
10. Next step is the 'Add Entry' screen:

### Add Entry

Name of User (please do not change this):

Booking notes (optional):

Start:    All day

End:

Equipment type:

Equipment:

Name of your PI:

1. Fund - OR - (Research Grant/POETA) Project Number:

2. Cost Centre - OR - (Research Grant/POETA) Organisation:

3. Account - OR - (Research Grant/POETA) Expenditure Type:

4. Analysis - OR - (Research Grant/POETA) Task Name:

5. Portfolio:

6. Product:

7. Intercompany:

Back

Save



11. Name of User should be pre-filled, please don't change this

12. You can enter **Booking notes** if you like – these are mainly for you and are visible against the booking; you might want to enter details about the experiment you're performing, for example.
13. Check the **booking dates** and **times** – circled in **red**
  - a. Be aware that some equipment has a default duration of 1 day (which can usually be changed accordingly).
  - b. Check the **duration** in brackets after the **end time**. If the booking runs into a weekend, then the end date might be blank
  - c. NB. Please don't use the **All day** check box
14. We need the **Name of your PI** – this is a mandatory field. Please enter the full name of your PI.
15. **Financial info.** Depending on your source of funding you will need to enter your funding details in the following finance fields (numbered 1-7):
  - a. *For UoE Research Grants (previously 'R' codes; now known as 'POETA')*
    - 1) **Project Number**
    - 2) **Organisation**
    - 3) **Expenditure type**
    - 4) **Task Name**
    - 5) **(leave blank)**
    - 6) **(leave blank)**
    - 7) **(leave blank)**
  - b. *For UoE Non-Research Funding (Previously 'G' & 'J' codes)*
    - 1) **Fund**
    - 2) **Cost Centre**
    - 3) **Account**
    - 4) **Analysis**
    - 5) **Portfolio**
    - 6) **Product**
    - 7) **Intercompany**
16. If the financial fields are not completed properly your booking will be invalid.
17. Click **Save** at the bottom of the form.
18. Soon after, you should receive an email and calendar entry confirming the booking and details. You can import the booking entry to your favourite calendar to help you organise your experiments and set reminders etc.
19. We will let you know if training and/or supervision is required and if so whether this will be available at the time of your booking.