

General notes for booking equipment & using the Online Booking System

- You must first register as a user on the Online Booking System before you can create any bookings. Registration takes less than 3 minutes to complete.

- If a piece of equipment is listed as a "Resource" on the Online Booking System, then you must first book this equipment (using the Online Booking System), before using it.

- For most pieces of equipment listed on the Online Booking System, you will need an "Administrator" to grant you access to the equipment before you can start booking it through the Online Booking System. Contact the appropriate "Administrator" for that piece of equipment.

- Be aware that certain restrictions may have been placed against some pieces of equipment on the Online Booking System (e.g. you may be unable to book a piece of equipment more than 2 weeks in advance or more than 1 day at a time).

- If you are unable to create a booking against a piece of equipment, then usually, either:

(a): You have not been granted access to that equipment, or...

(b): You are attempting to book that equipment too far in advance.

In the first case, you should contact the appropriate "Administrator" for that piece of equipment.

- Certain pieces of equipment which are listed on the Online Booking System are heavily used and availability can be very limited (e.g. the Bruker LC-MS in S205C).

If you decide to cancel a booking on a piece of equipment which is heavily used, or if you discover that you are unable to fulfil a booking, then please send an e-mail to as many users of this piece of equipment as possible, giving as much notice as possible, to inform them that the instrument is now free on those particular dates.

This is very important – please respect the urgency of other peoples work!!

- **N.B.** Random checks will be performed to ensure that those people using equipment which is listed on the Online Booking System, have actually booked the equipment through the Online Booking System. Anybody who has been found to be using this equipment without having already booked it through the Online Booking System may be asked to immediately abort their work & re-perform it at a later date (if another person was booked to use that equipment).

Those who persistently use the equipment without booking it through the Online Booking System may have their access removed.

- As well as booking the equipment using the Online Booking System, you should complete the appropriate sections of any logbook which accompanies the equipment, at the time of use.

- Report any problems relating to the Online Booking System to the relevant "Administrator".