

Introduction

GifMI has several resources which can be booked using an online calendar application. The resources are located at the MR Department -1K12 of the hospital and at the GifMI building near Dwarsgebouw Links.

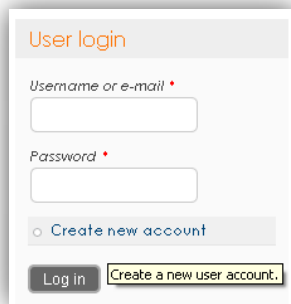
The following resources are now available for booking:

GifMI Dwarsgebouw Links	MR Department -1K12
Siemens Trio Tim	Siemens Avanto Tim
Meeting room Hippocampus	Siemens Symphony
Broca room / TMS	Siemens Trio Tim
Preparation room	
Leonardo console	
Mockup scanner	
Brainamp EEG system	

To be able to book a resource, one has to be registered at GifMI. Registration is explained in

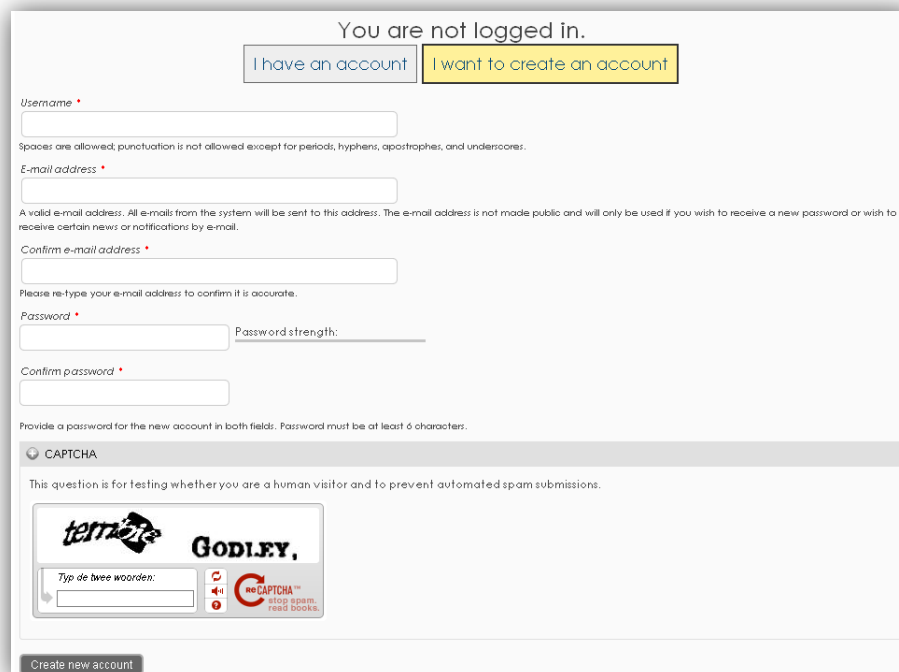
1. Register to the GIfMI website to obtain an account

1. Surf to <http://gifmi.ugent.be>
2. Click *Create a new account* in the login box



The image shows a 'User login' form. It has two input fields: 'Username or e-mail' and 'Password'. Below these fields is a radio button labeled 'Create new account'. At the bottom, there are two buttons: 'Log in' and 'Create a new user account.'.

3. Fill in the registration form and click on *Create a new account*.



The image shows a registration form titled 'You are not logged in.' At the top, there are two buttons: 'I have an account' and 'I want to create an account'. The form includes several input fields: 'Username', 'E-mail address', 'Confirm e-mail address', 'Password', and 'Confirm password'. There are also instructions for each field, such as 'Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.' and 'Provide a password for the new account in both fields. Password must be at least 6 characters.' At the bottom, there is a CAPTCHA section with the text 'This question is for testing whether you are a human visitor and to prevent automated spam submissions.' The CAPTCHA image shows the words 'terrië' and 'GODLEY.' with a 'Typ de twee woorden:' prompt. Below the CAPTCHA is a 'Create new account' button.

4. An email will be sent to you after the administrator approves your request.



Thank you for applying for an account. Your account is currently pending approval by the site administrator. Once it has been approved, you will receive an e-mail containing further instructions.

2. Logging in to the webcalendar

1. Surf to <http://gifmi.ugent.be> and click on *Booking* in the main menu or surf to <http://gifmi.ugent.be/booking>
2. Log in with your account

GifMI
Ghent Institute for Functional and Metabolic Imaging
Resource Booking System

30/01/2012 goto Help Resources Report Search: Unknown user Log in

You do not have the necessary rights to view this page.

Please log in

Name:

Password:

Log in

3. You are on the webcalendar application of GifMI.

GifMI
Ghent Institute for Functional and Metabolic Imaging
Resource Booking System

30/01/2012 goto Help Resources Report Search: You are testuser Log Off

Location: Dwarsgebouw Links Resources: Siemens Trio Tim

Dwarsgebouw Links - Siemens Trio Tim

<< Go To Week Before Go To This Week Go To Week After >>

Time	Mon 30 Jan	Tue 31 Jan	Wed 01 Feb	Thu 02 Feb	Fri 03 Feb	Sat 04 Feb	Sun 05 Feb
07:00							
07:30							
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<< Go To Week Before Go To This Week Go To Week After >>

External Internal Study Clinic Maintenance
Development Pilot Blocked Demo

December 2011 January 2012 February 2012

View Day: 24 Jan | 25 Jan | 26 Jan | 27 Jan | 28 Jan | 29 Jan | [30 Jan] | 31 Jan | 01 Feb | 02 Feb | 03 Feb | 04 Feb | 05 Feb | 06 Feb
View Week: 02 Jan | 09 Jan | 16 Jan | 23 Jan | [30 Jan] | 06 Feb | 13 Feb | 20 Feb | 27 Feb
View Month: Nov 2011 | Dec 2011 | [Jan 2012] | Feb 2012 | Mar 2012 | Apr 2012 | May 2012 | Jun 2012 | Jul 2012

3. Overview of the application

The main page of the application contains several areas including the **main menu**, the **calendar**, and **time and place navigation tools** all of which are explained in detail below.

1. Main menu

The **main menu** gives quick and easy access to parts of the calendar, resources and a search tool.



- 1 Click on **GifMI** to go to the GifMI website
- 2 Click on **Resource Booking System** to go to the standard calendar view (see below)
- 3 Click on **Date text box** to see a calendar popup (see below)
- 4 Click on **Help** for basic help instructions
- 5 Click on **Resources** to see a list of available resources
- 6 For administration purposes
- 7 Use **Search** to search the calendar for a user, description, etc...
- 8 Login status

2. Calendar view

The **calendar view** shows the calendar with the bookings.

Possible views are **DAY**, **WEEK** and **MONTH**. The standard view when logging in is the week view of the Siemens Trio Tim at Dwarsgebouw Links.

Day view

Monday 30 January 2012							
<< Go To Day Before	Go To Today						Go To Day After >>
time:	Siemens trio tim	Meeting room Hippocampus (16)	Broca room / TMS	Preparation room	Workup scanner	Leonardo console	Brainamp EEG system
07:00							
07:30							

Week view

Dwarsgebouw Links - Siemens Trio Tim							
<< Go To Week Before	Go To This Week						Go To Week After >>
time:	Mon 30 Jan	Tue 31 Jan	Wed 01 Feb	Thu 02 Feb	Fri 03 Feb	Sat 04 Feb	Sun 05 Feb
07:00							
07:30							

Month view

January 2012 - Dwarsgebouw Links - Siemens Trio Tim							
<< Go To Month Before	Go To This Month						Go To Month After >>
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	

There is also a booking type legend showing the color code of the bookings.

External	Internal	Study	Clinic	Maintenance
Development	Pilot	Blocked	Demo	

3. Resource navigator

Each calendar view has a **resource navigator** in the top left corner which enables the user to easily select another location and its resources.

For week and month views, the **location and resource dropdown** are available.

For the day view, **only the location dropdown** is available as the resources are shown column wise in the calendar view.

Location	Resources
Dwarsgebouw Links	Siemens Trio Tim

4. Time navigator

The **time navigators** are always available in the main menu, above and below the calendar view and at the bottom part of the page.

There are several types of navigators which are described below.

Quick Day, Week and Month selector

View Day:	24 Jan	25 Jan	26 Jan	27 Jan	28 Jan	29 Jan	[30 Jan]	31 Jan	01 Feb	02 Feb	03 Feb	04 Feb	05 Feb	06 Feb
View Week:	02 Jan	09 Jan	16 Jan	23 Jan	[30 Jan]	06 Feb	13 Feb	20 Feb	27 Feb					
View Month:	Nov 2011	Dec 2011	[Jan 2012]	Feb 2012	Mar 2012	Apr 2012	May 2012	Jun 2012	Jul 2012					

A textual display of the currently selected Day, Week or Month highlighted in an interval of 14 days, 9 weeks or 9 months.

Minicalendars

December 2011								January 2012							February 2012								
Mon	Tue	Wed	Thu	Fri	Sat	Sun		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun		
				1	2	3	4	5						1					1	2	3	4	5
48	5	6	7	8	9	10	11	01	2	3	4	5	6	7	8	06	6	7	8	9	10	11	12
49	12	13	14	15	16	17	18	02	9	10	11	12	13	14	15	07	13	14	15	16	17	18	19
50	19	20	21	22	23	24	25	03	16	17	18	19	20	21	22	08	20	21	22	23	24	25	26
51	26	27	28	29	30	31		04	23	24	25	26	27	28	29	09	27	28	29				
52								05	30	31													

A graphical calendar display of 3 months with the current day, week or month highlighted in the middle. In the example above, the week of January 30th is highlighted.

Datepicker



In the main menu, a datepicker is integrated for easy selecting a preferred day.

Date navigator

Above and below the calendar view, links are provided to the previous and following day, week or month.

Day view	Go to Day Before	Go to Today	Go to Day After
Week view	Go to Week Before	Go to This Week	Go to Week After
Month view	Go to Month Before	Go to This Month	Go to Month After

5. Using the navigators

To navigate the resources, select the appropriate location and resource (week/month view) or the appropriate location only (day view) to see the calendar.

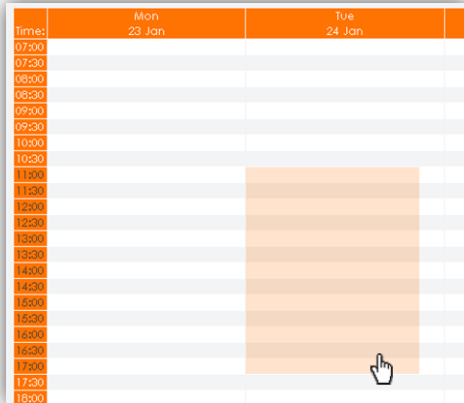
Quick selector	Click on the preferred day, week or month
Minicalendar	Click on the preferred day, week number or month
Datepicker	Click on the textbox and select preferred date
Date navigator	Click to go to previous, current or future day, week or month
Month view	Click on the preferred day
Week view	Click on the preferred day in the table header
Day view	Click on the preferred resource in the table header to navigate to the week view of that resource

4. Add a booking to the calendar

1. Go to your preferred calendar view
2. Choose the location and resource of your choice
3. A. If in the **month view**, click on the preferred.



3. B. If in the **day or week view**, hover the cursor on the preferred start date and leftclick-and-drag (Google Agenda style) until the correct time span (indicated by the highlighted hours in the left column) is selected and release the mouse button.



4. Fill in the form.

Add Entry

Brief description:

Full description:
(Project name,
Researchers etc.)

Phone:

Email:

Budget holder:

Start: 24/01/2012 11:00 All day

End: 24/01/2012 17:30 (6.5 hours)

Location: Dwarsgebouw Links

Resources: Siemens Trio Tim
Meeting room Hippocampus
Broca room / TMS
Preparation room
Mockup scanner

Type: Study

Confirmation status: Confirmed Tentative

Repeat type: None Daily Weekly Monthly Yearly Monthly, corresponding day On-Weekly

Repeat end date: 24/01/2012

Repeat day: Monday Tuesday Wednesday Thursday Friday Saturday Sunday
(for weekly or n-weekly)

Number of weeks:
(for n-weekly)

Skip past conflicts:

The following fields should be filled to have a valid booking:

Brief description	Project name or short descriptive name
Full description	Project name, name of researchers, address of main researcher
Phone	Phone number of researcher for last minute updates
Email	Email of researcher
Budget holder	Name of principal investigator for billing purposes
Start	Start date and hour
End	End date and hour
Location	Location of the resource
Resources	Resource list
Type	Type of booking, usually <i>Study</i>
Repeat	If repeated bookings are to be made. Avoid using this.

5. Click on *Save*
6. The booking is added



Time:	Mon 23 Jan	Tue 24 Jan
07:00		
07:30		
08:00		
08:30		
09:00		
09:30		
10:00		
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15:30		
16:00		
16:30		
17:00		
17:30		
18:00		

Remarks

- If a time span was selected, the start and end fields are prefilled
- Multiple resources can be booked by using the keyboard *Control* key in the selection box
- Please fill form as completely as possible
- Do not forget to also book the meeting room for subject pretesting!
- You cannot change or delete bookings from other users

5. Changing or removing a booking to the calendar

1. Go to your preferred calendar view
2. Click on the booking you want to change

Example booking

Description: testuser
Confirmation status: Confirmed
Resource: Dwarsgebouw Links - Siemens Trio Tim
Start time: 11:00:00 - Tuesday 24 January 2012
Duration: 6.5 hours
End time: 17:30:00 - Tuesday 24 January 2012
Type: Study
Created by: testuser
Last updated: 18:09:49 - Wednesday 01 February 2012
Phone: 0000000
Email: testuser@example.com
Budget holder: private investigator
Repeat type: None

[Edit Entry](#)
[Delete Entry](#)
[Copy Entry](#)
[Export Entry](#)

3. Click on *Edit Entry* to change or *Delete Entry* to remove
4. Change the form as described in Add a booking or confirm removal of the booking
5. Save changes