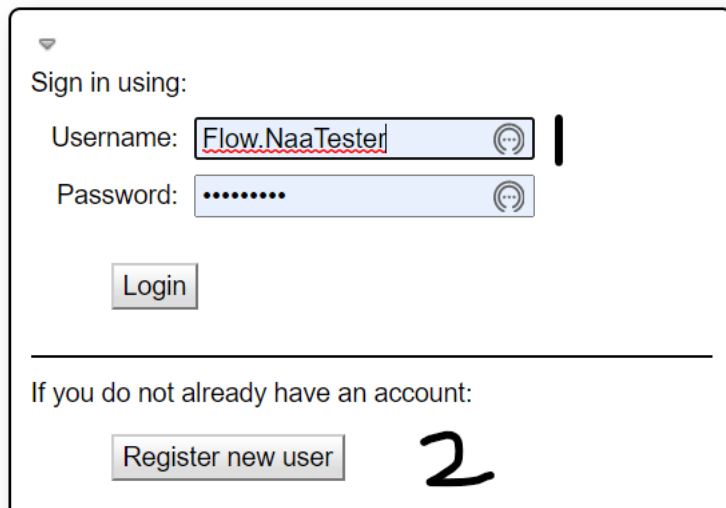


Calpendo Booking System

Booking a resource and submitting the service request form

Logging in

- Open the link provided in your email <https://bcch-cts.calpendo.com/>
- To activate your account, log in using the information provided to you in the email “Activate your profile email”.
- If you are an existing user of BCCHR core facilities, your username has already been created and you simply need to enter the username and password provided (see #1 in image below).
- Once you have successfully logged in, you can change your password (on your user interface, see figure below)
- If you are a new user, select “Register new user” (see number 2 in image below) and you will be guided to create your profile. If you cannot find your lab group name, please select “Unknown” and you will be contacted by Core Tech Office to create your profile. PLEASE CHECK WITH [BCCHR Core Tech and Services](#) if you don’t have your login info before registering as a new user.



Sign in using:

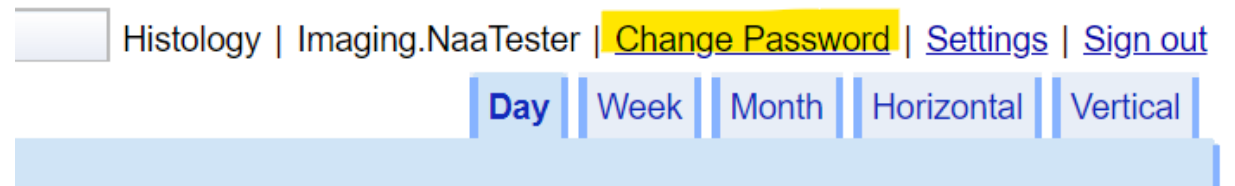
Username:

Password:

Login

If you do not already have an account:

Register new user **2**



Histology | Imaging.NaaTester | **Change Password** | Settings | Sign out

Day | Week | Month | Horizontal | Vertical

Booking calendars

- You can book a resource either by
- (1) selecting the Calendars menu, and finding the respective facility calendar, or
- (2) or select the Facility menu.

The image displays two screenshots of the Calpendo booking system interface. The left screenshot shows the 'Calendars' menu open, with 'Histology' highlighted. The right screenshot shows the 'Facility' menu open, with 'Histology' highlighted. Both screenshots show a calendar grid for the Histology Core Lab.

Left Screenshot: Calendars Menu

- Facility
- Calendars**
- Bookings
- Services
- Help

Current View: Week 32 Today Refresh Printable View

Mon 03/08 Tue 04/08 Wed 05/08

Cryostat Microtome Cryostat Microtome Cryostat Microtome Cryostat

09:00

10:00

Resources

Right Screenshot: Facility Menu

- Facility**
- Calendars
- Bookings
- Services
- Help

ACMaN

Flow

Histology

Imaging

[See our How-To guide](#)

Histology Core Lab

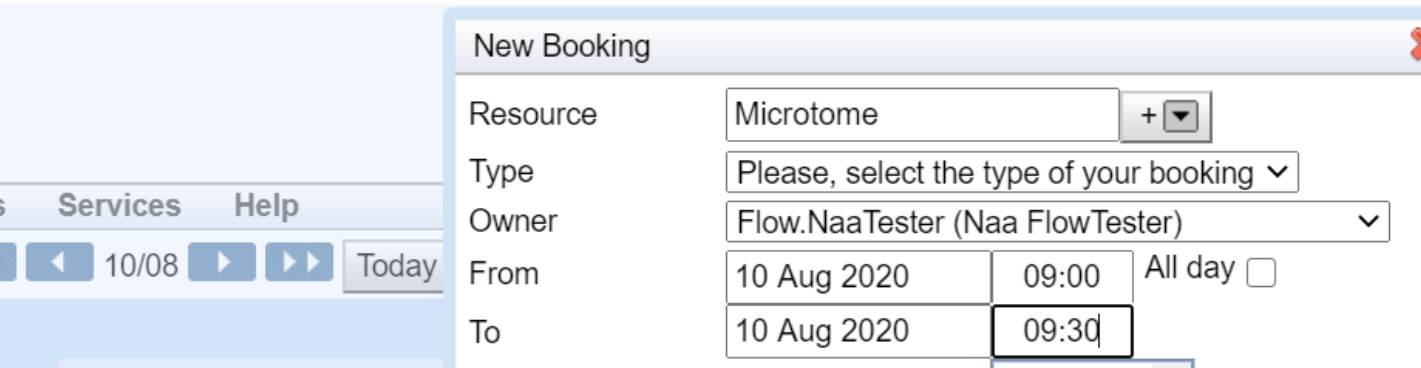
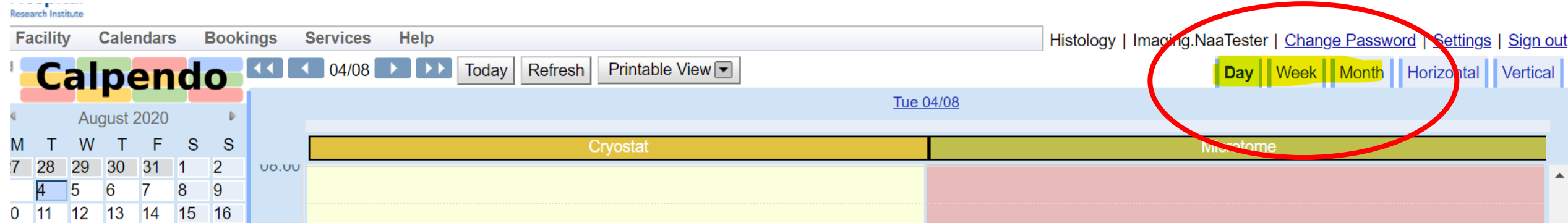
[Book a Histology Resource](#)

[Book a Histology Service](#)

The right screenshot includes two small images: a microscope and a person wearing gloves holding a sample.

- On the Facility Page, you will be also be able to find the same information as currently provided on our Research Hub Page.

How to book a resource



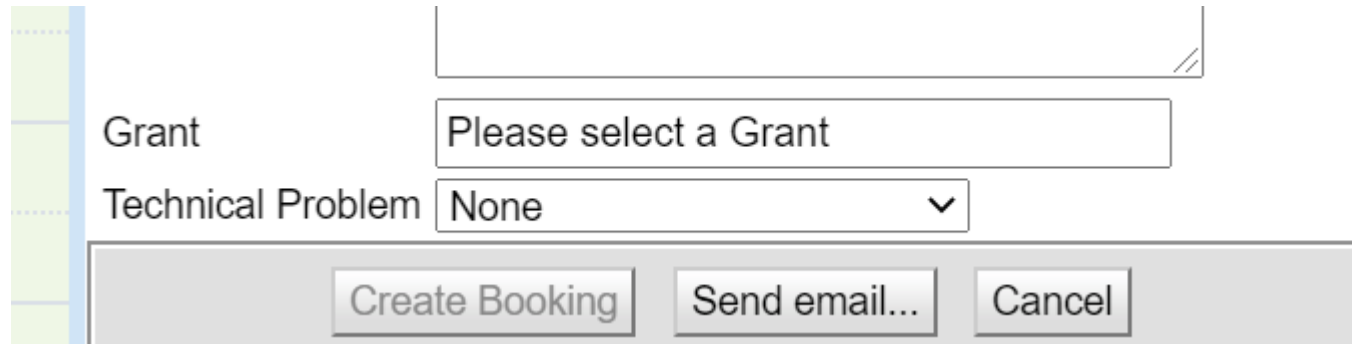
- You can toggle between Day/Week/Month for the desired view. Click anywhere on the calendar for a specific resource (e.g. Microtome or Cryostat) and booking form will open up.
- **Type:** select the type of booking (Self-serve, Training or Assistance): note, you can only choose Self-serve if you have been trained to use that resource.
- **Owner:** You can make booking for yourself or someone else within your lab/group. You will be able to choose another member from the drop down menu in "Owner" field.
- **Time:** There is a minimum 30 minute booking slot, less than 30min will be automatically denied.

Booking Fields

From	10 Aug 2020	09:00	All day <input type="checkbox"/>
To	10 Aug 2020	09:30	
Reminder	<input checked="" type="checkbox"/> Send reminder email		
	Notice Period	30 minutes	
	Send reminders to		
	<input checked="" type="checkbox"/> Booker		
	<input type="checkbox"/> Booking owner		
Status	Best possible ▾		
Notes	<div style="border: 1px solid #ccc; height: 100px;"></div>		
Grant	Please select a Grant		

- **Reminder:** You can send reminders to yourself (Booker) or the person for whom you are making the booking (Booking Owner) and select the preferred notice period.
- **Status:** This can be left as the default setting of “Best possible”. If you have chosen Training/Assisted booking, it will be automatically adjusted to “Requested” and be approved by the respective Facility Manager based on their availability.
- **Notes:** You can enter other preferred time or other notes to staff’s attention to assist with your project.
- **Grant:** If your lab has only one Speedchart/Grant, it will automatically be populated. However, if you have multiple Speedcharts/Grants for your lab to choose from, please select carefully the correct Speedchart. This will ensure the usage charge is assigned to the respective grant. Some labs prefer specific Speedcharts for specific lab members based on their projects. If you fail to choose the correct Speedchart, usage will be charged to whichever Speedchart is selected by default. If there is no valid Speedchart/JV found against your profile, system will generate Temporary grant ID for you to make a booking, and will send an email to your lab contact/PI to submit a valid standing order to continue for future bookings.

Reporting Technical Problems:



The screenshot shows a web form with a vertical sidebar on the left containing green and blue segments. The main form area includes a text input field at the top, a dropdown menu labeled "Grant" with the text "Please select a Grant", and another dropdown menu labeled "Technical Problem" with "None" selected. At the bottom, there is a grey bar containing three buttons: "Create Booking", "Send email...", and "Cancel".

Technical Problem: This is set to “none” as a default. If you experience an issue on the equipment you booked while using the equipment that doesn’t allow you to successfully use the instrument, you can edit your booking and report the technical problem to notify the facility manager to assist.

Service Submission Form

- You can find the Service Submission Form under two different menu: Facility or Services
- Under the **Services** Menu, you can find the “Order” button that will take you to the Service submission form
- Under the **Facility** Menu, you can select Histology and click “Book a Histology Service” to reach to the Service Submission Form.

This screenshot shows the 'Hospital Research Institute' website interface. The top navigation bar includes 'Facility', 'Calendars', 'Bookings', 'Services', and 'Help'. The 'Services' menu is highlighted. Below the navigation bar, there is a 'Location' section with a list of options: 'No location', 'Histology', 'Imaging Core Suite TRB A4-110', 'Flow Core Lab', and 'ACMaN Lab'. All options are checked. To the right, a service order form is displayed for 'Histology Service Order'. The form includes the text 'Service Provider: Histology' and a description: 'This service is to order the Histology department to analyse your samples and is a replacement for the computer system in the lab.' An 'Order' button is highlighted in yellow.

This screenshot shows the 'Children's Hospital Research Institute' website interface. The top navigation bar includes 'Facility', 'Calendars', 'Bookings', 'Services', and 'Help'. The 'Facility' menu is highlighted. Below the navigation bar, there is a list of facility options: 'ACMaN', 'Flow', 'Histology', and 'Imaging'. The 'Histology' option is highlighted. To the right, a page for the 'Histology Core Lab' is displayed. The page includes a link to 'See our How-To guide', the title 'Histology Core Lab', and two links: 'Book a Histology Resource' and 'Book a Histology Service'. The 'Book a Histology Service' link is highlighted in yellow. Below the text, there are three images showing laboratory equipment and a person wearing gloves handling a sample.

Service Submission Form:

Status: Will remain in the default setting of “Requested” until the Histology Staff member reviews and confirms the request.

Owner: The Owner is the individual who the booking is being made for. Others can submit the form on behalf of another person in their lab, so ensure that who ever you have selected as the Owner is the individual who wants and will be using the booking as they will be charged for the booking and receive all notifications regarding the status of the project.

Requester/Requester Email: If different from Owner, please fill in your name and email address for contact if needed.

Processing Type: Please select the processing type you will need, This is a mandatory field for price calculation and cannot be left blank.

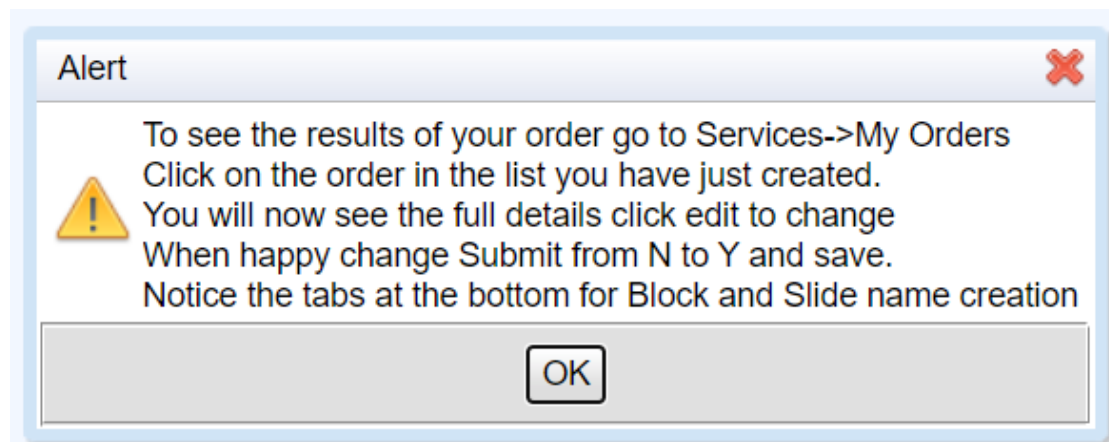
Please ensure you provide as much details possible to assist the Histology staff with appropriate instructions in the provided fields. You can then either “Save” or “Submit” your work order explained next.

Cancel	Save	Send email...
Service	Histology Service Order	
Status	Requested	
Owner		
Requester	Type value and press Enter	
Requester Email		
Processing Type	Paraffin	
Number Of Blocks		
Processing	No	▼
Processing Rush	No	▼
Slides Per Block		
Sections Per Slide	1	
Slides Rush	No	▼
# H&E per Block		
Rush H&E	No	▼
Gel Embedded Tissue	No	▼
Frozen Embedding in OCT	No	▼
Type Of Rush	Please choose	▼
Tissue Type		
Fixative	Please select a fixative ▼	
Optional Fixative		
Storage	Please select a storage type	
Optional Storage		
Submit	No	▼

Save: If you are not ready to submit your service order and expect to make more changes later, you can simply click “Save”

Submit: If you are ready to submit the service order, select “Yes” in the dropdown next to “Submit”, and the service order will be submitted to the histology staff.

You will see the following pop up message when you “Save” the service order. How to locate your saved order and make changes is explained on the next slide.



Cancel	Save	Send email...
Service	Histology Service Order	
Status	Requested	
Owner		
Requester	Type value and press Enter	
Requester Email		
Processing Type	Paraffin	
Number Of Blocks		
Processing	No	▼
Processing Rush	No	▼
Slides Per Block		
Sections Per Slide	1	
Slides Rush	No	▼
# H&E per Block		
Rush H&E	No	▼
Gel Embedded Tissue	No	▼
Frozen Embedding in OCT	No	▼
Type Of Rush	Please choose	▼
Tissue Type		
Fixative	Please select a fixative ▼	
Optional Fixative		
Storage	Please select a storage type	
Optional Storage		
Submit	No	▼

Locating and making edits to your saved orders:

- Go to Services Menu>My Orders
- You can see the list of orders you have saved as shown
- To pull the details of order, click in the order line anywhere and you will see the order details appear below
- Click on “Edit” to make changes and either “Save” for later or “Submit” (Yes) to complete the submission of your order.

Please note: Once submitted you can no longer make any changes. If you want to come back at a later time to complete your order, you can click “Save” at the top of the form, and select ‘no’ in the “Submit” menu

Facility	Calendars	Bookings	Services	Help
ACMaN			Available Services	
Flow			My Orders	
Histology			Last 30 Day Histology Service Orders	
Imaging			Last 30 Day ACPaM Service Orders	

<input type="checkbox"/>	Service	Status	Work Order No	Creator	Requester	Owner	Created
<input type="checkbox"/>	Histology Service Order	Requested	4057	Flow.NaaTester (Naa FlowTester)	Tester	Flow.NaaTester (Naa FlowTester)	21 Aug 2020 12:00

Service	Histology Service Order
Status	Requested
Owner	Flow.NaaTester (Naa FlowTester)
Created	21 Aug 2020 12:00
Updated	21 Aug 2020 12:04
Cancelled	
Requester	Tester
Requester Email	
Work Order No	4057
Grant	TEMPORARY TEMPORARY Histology
Processing Type	Paraffin
Number Of Blocks	
Processing	No

Additional Fields:

- You can add 'Block' or 'Slide' names by clicking on respective menus.
- You can add multiple rows by selecting "Add Many" and can drag the columns down for incremental names, or add individual one at a time with "Add".
- You can copy the columns by selecting Shift+ so that "Copy" gets enabled and dropping the copied content in to the desired row and clicking "Paste".

Submit No

Work Order Items Consumables **Block Names** Slide Names

Delete Edit Add Add Many... Copy Paste

ID	Name
1	test 1
2	test 2
3	test 3
4	test 4

Work Order Items Consumables Block Names **Slide Names**

Delete Edit Add Add Many... Copy Paste

ID	Name
1	test 1