



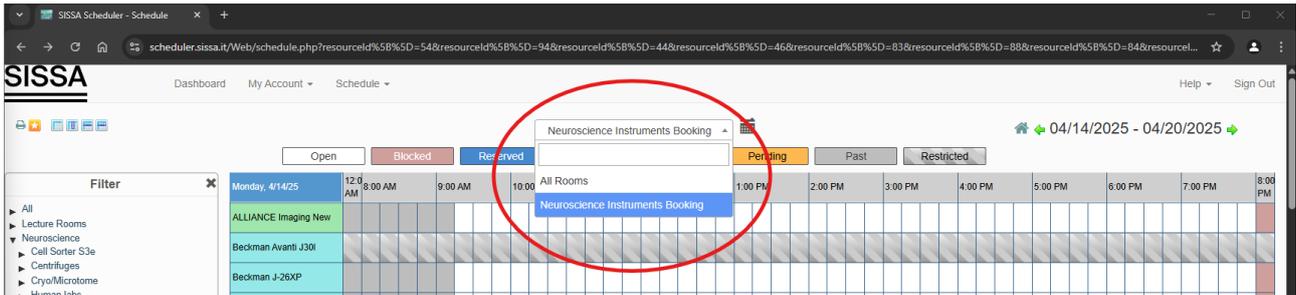
Mini user-guide to the new Neuroscience  
Instrument Booking system

Booking system will move from the actual system to the **Scheduler** already in use to book rooms for events, lessons and meetings

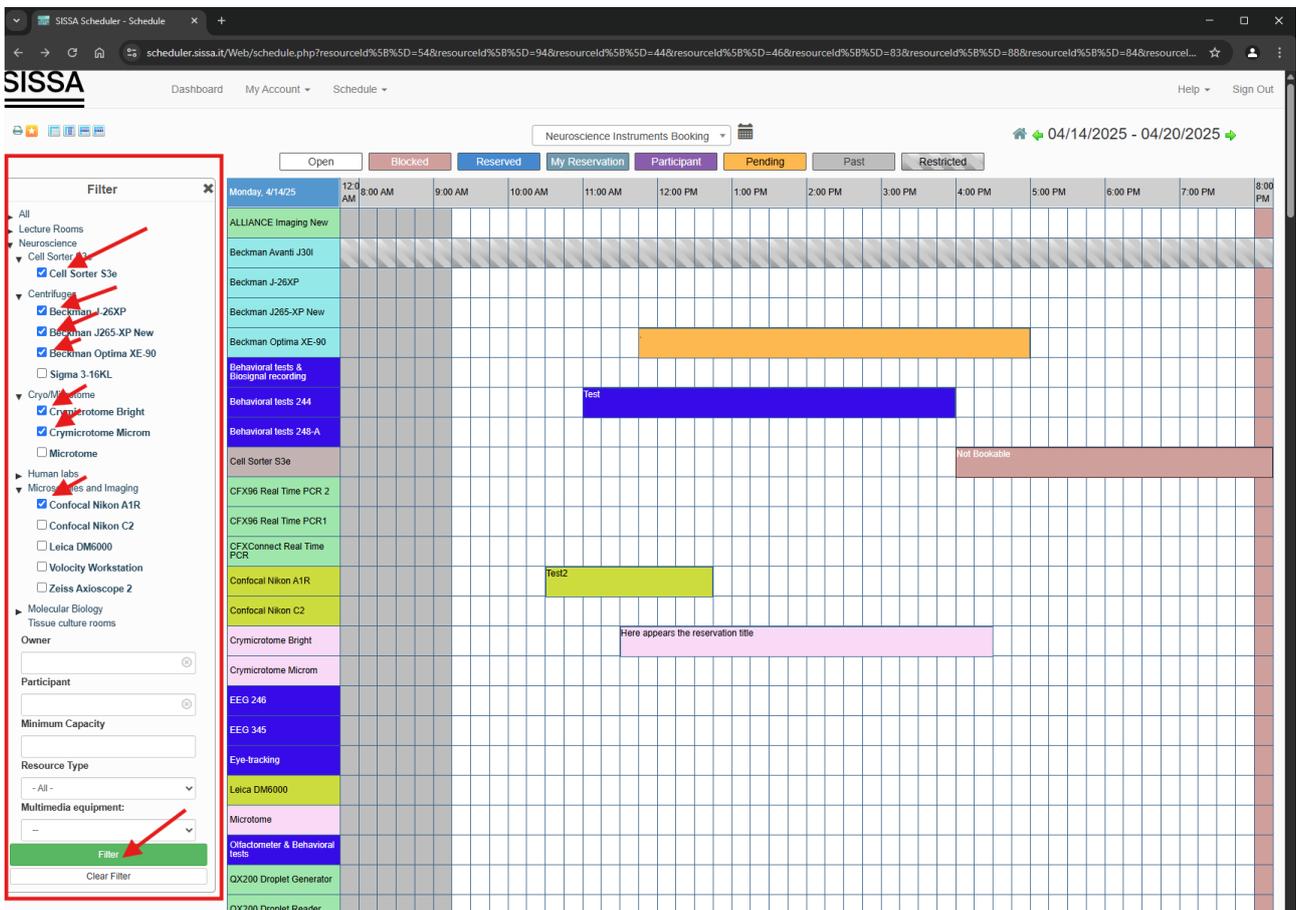
**! REMEMBER THAT THE SCHEDULER WILL WORK ONLY WITHIN SISSA NETWORK !**

To reach it, go to: [scheduler.sissa.it](https://scheduler.sissa.it) and log in with your SISSA credentials.

First, select **Neuroscience Instruments Booking** from the dropdown menu:



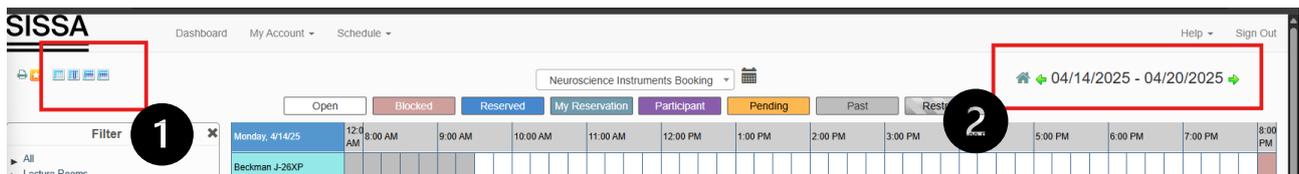
Use the filter! To have a cleaner view, it's advisable to check  only the rooms/instruments you are interested in:



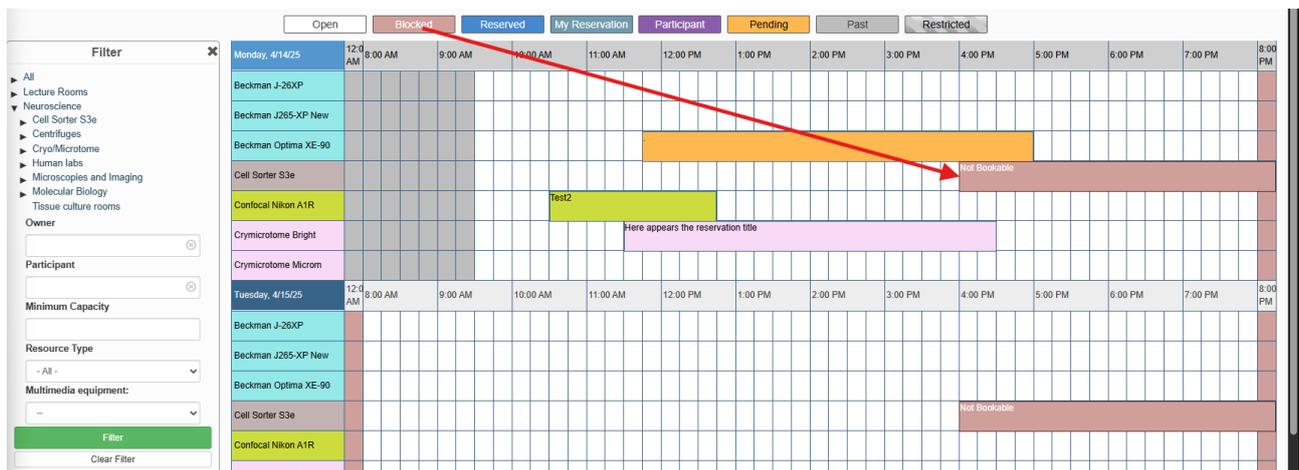
## Customize your view!

**1** The pre-defined view (here showed) is set to start from the current day and show the next six days one below the other, but if you prefer, you'll be able to visualize the calendar in other 3 different ways.

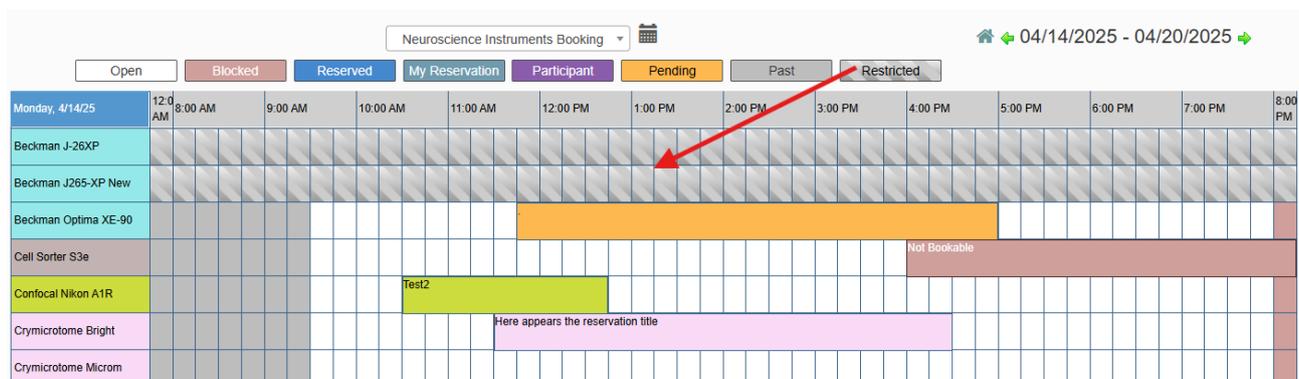
**2** Using the *home icon*, you can return to the current day, while with the *arrows* you can view previous or future weeks.



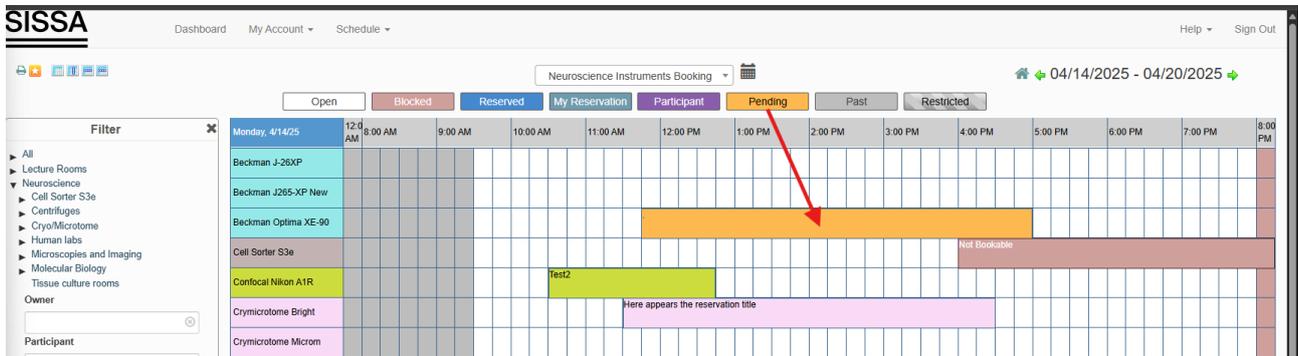
You may find some **Blocked** time slots that cannot be booked (these time slots are set by the administrators and cannot be edited by users):



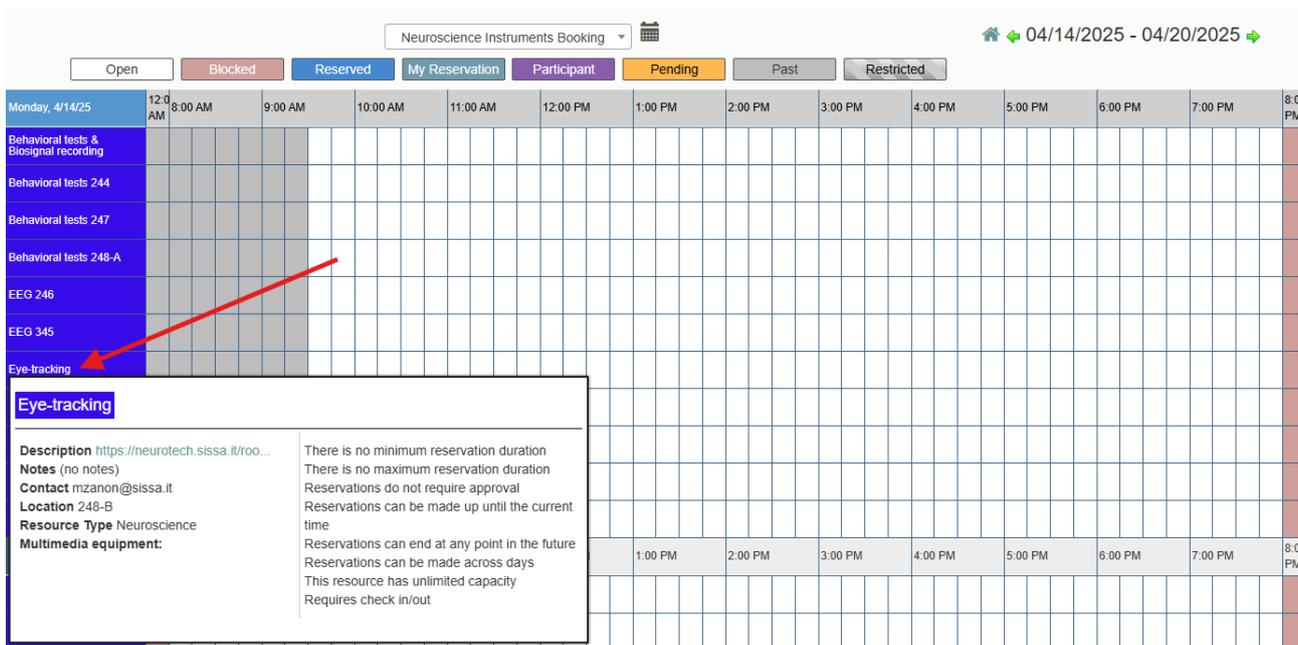
**Restricted** instruments may appear. If you have activated notifications, the system administrators will have informed you about the reason (tool breakdown, maintenance, etc.):



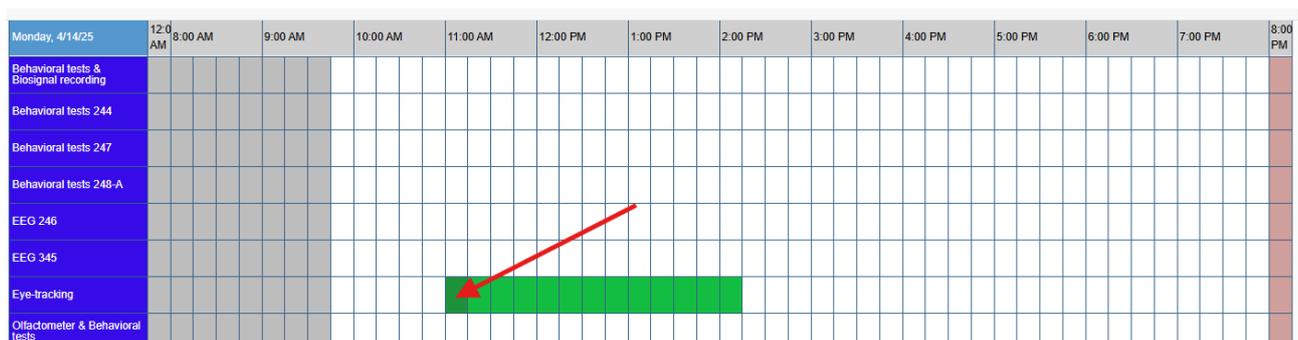
Some instruments require administrator approval to be booked, in this case the booking will remain in **Pending** status until authorization will be granted:



To know all the **details** and **usage/limitation rules** of the desired instrument, simply hover the mouse cursor over the box with the instrument/room name:



A very quick method to **book**, is to click with the mouse on the start-time of the booking and drag to the end-time (don't worry if you make a mistake, you can still modify everything later!):



Now a **'New Reservation'** window will open.

**! Administrators may add or remove some of these fields as needed !**

Mandatory fields (marked with a red or black asterisk \*):

1. Start & end date and day of the reservation.
2. Title of the reservation (this will appear in the calendar; if you do not want to enter a title, you must enter at least one character).
3. Declaration that you are authorized and trained to use the instrument/room.
4. The work group you belong to (or, if you belong to more than one, the one that you are working for that reservation).
5. \* For some tools, it may be necessary to add accessories to complete the reservation (e.g., rotors for some ultracentrifuges).

Other fields are optional:

1. Description of the reservation.
2. Add other participants or invitees to join your booking.

(Add Invitees requires acceptance/refusal from the invitee, whereas participation does not)

e.g.: you are a post-doc that requires a master-student to attend > add participant

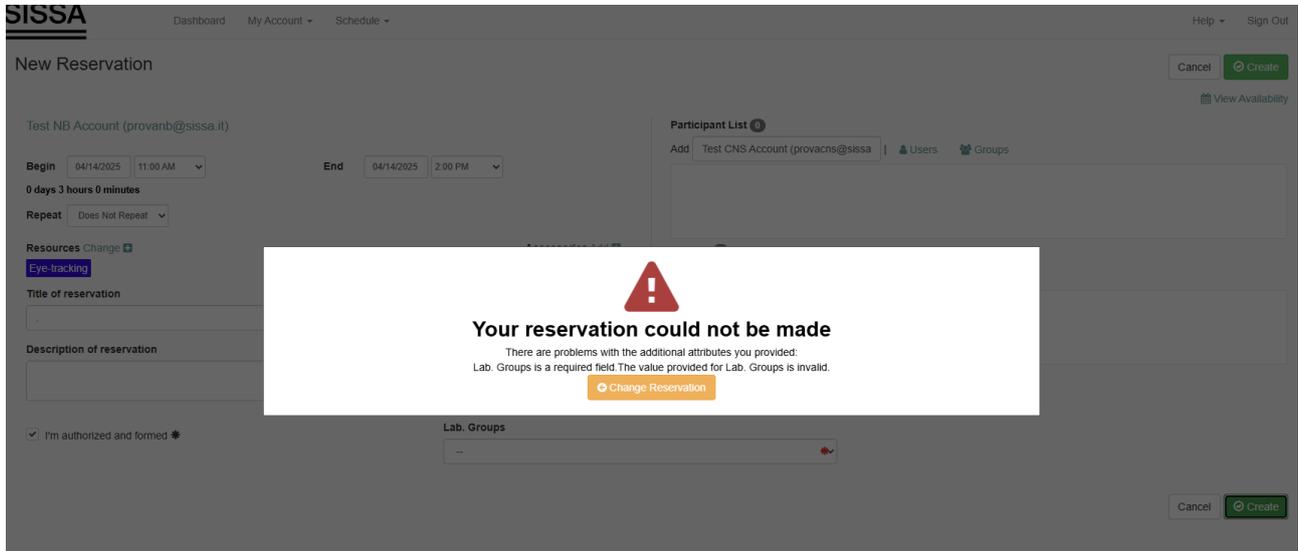
e.g.: you wish a colleague/ neurostaff to help you with your work > add a user as invitee

The screenshot shows the 'New Reservation' form in the SISSA system. The form is divided into several sections: 'Begin' and 'End' date and time pickers, a 'Repeat' dropdown menu, 'Resources' and 'Accessories' sections with 'Change' and 'Add' buttons, a 'Title of reservation' field with a red asterisk indicating it is mandatory, a 'Description of reservation' text area, a 'Participant List' section with an 'Add' input field and 'Users' and 'Groups' icons, an 'Invitees' section with an 'Add' input field and 'Users' and 'Groups' icons, and a 'Lab. Groups' dropdown menu at the bottom. There are 'Cancel' and 'Create' buttons at the top right and bottom right of the form.

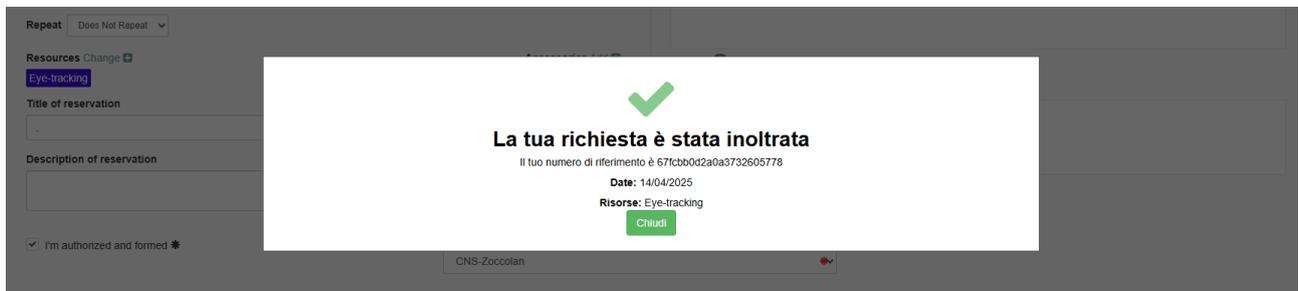
Now press  **Create** button to book your desired room/instrument.

If there are any inconsistencies with your booking, a pop-up will appear with the reason for the reservation rejection.

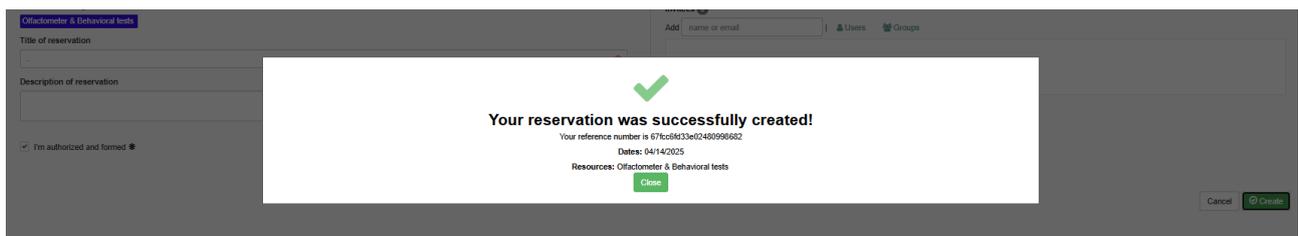
With the  **Change Reservation** button, you can make the necessary additions/modifications without having to start over:



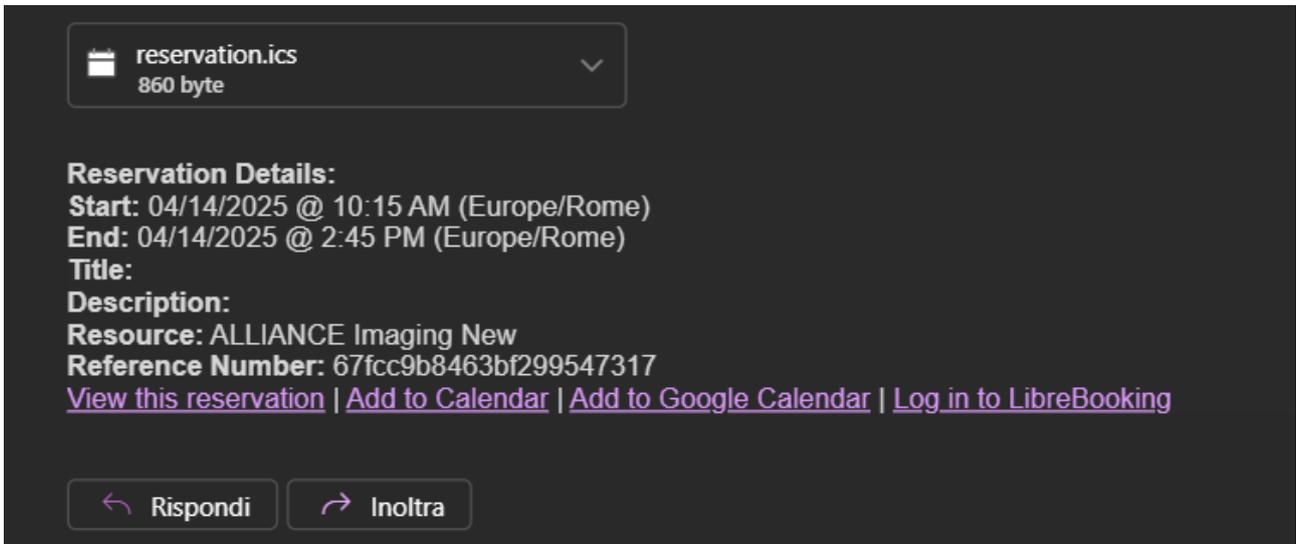
If all fields have been correctly filled out, but the reservation requires approval, a pop-up of the forwarded request will appear:



If all fields have been correctly filled out and the reservation has been successfully made, this pop-up will appear:

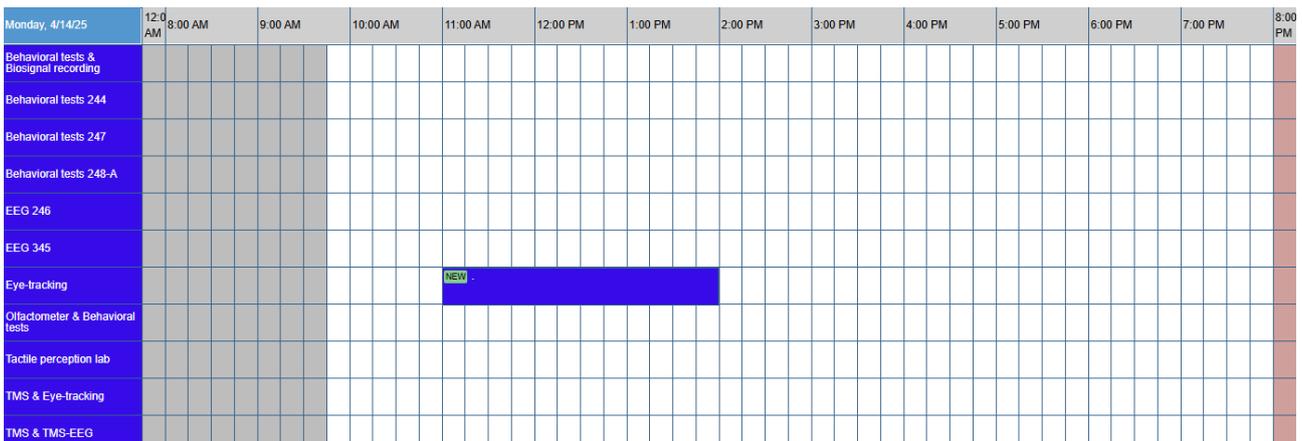


At this point, you will receive an **email** with the reservation details, and through the links, if you wish, you can easily add it to the calendar, view it, etc.:



The screenshot shows an email interface with a dark background. At the top, there is a header for 'reservation.ics' with a calendar icon and '860 byte'. Below this, the reservation details are listed: 'Reservation Details:', 'Start: 04/14/2025 @ 10:15 AM (Europe/Rome)', 'End: 04/14/2025 @ 2:45 PM (Europe/Rome)', 'Title:', and 'Description:'. The resource is 'ALLIANCE Imaging New' and the reference number is '67fcc9b8463bf299547317'. There are four links: 'View this reservation', 'Add to Calendar', 'Add to Google Calendar', and 'Log in to LibreBooking'. At the bottom, there are two buttons: 'Rispondi' (Reply) and 'Inoltra' (Forward).

The reservation will now be visible to all users on the scheduler:



The screenshot shows a scheduler grid for Monday, 4/14/25. The grid has columns for time slots from 8:00 AM to 8:00 PM. The rows list various activities: Behavioral tests & Biosignal recording, Behavioral tests 244, Behavioral tests 247, Behavioral tests 248-A, EEG 246, EEG 345, Eye-tracking, Olfactometer & Behavioral tests, Tactile perception lab, TMS & Eye-tracking, and TMS & TMS-EEG. A blue bar representing a reservation is shown for 'Eye-tracking' from 11:00 AM to 2:00 PM. A small 'NEW' label is visible in the top-left corner of this bar.

In some cases, you may find a **Query-code** on the lab door or on the instrument that will direct you to a booking page (basic booking mode valid only within the same day).

e.g.:



INSTRUMENT BOOKING

Administrators may implement a **check-in/out** requirement for certain tools; this means that users will be required to confirm their booking within “x” minutes from the reservation start, otherwise the booking will be canceled by the system, and the slot will be freed up for other users.

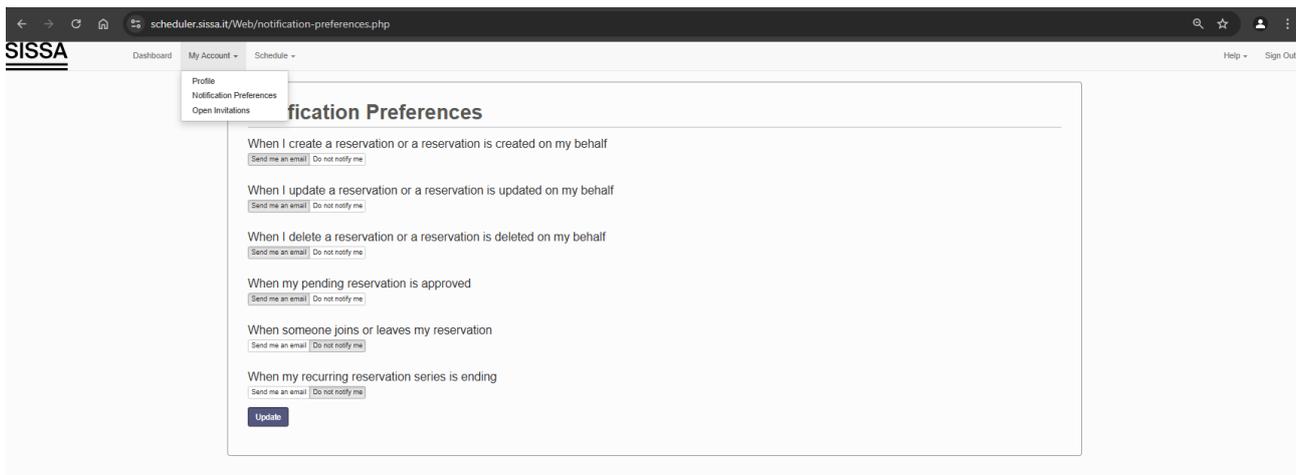
You can easily check-in/out from the main menu: **Dashboard > Upcoming Reservations**. On the right part of the *upcoming reservation* line check-in/out button will appear.

As always, all info and booking rules will be displayed in the resource details, so please check them before booking!

Administrators will always warn you via messages/mails about any modification.

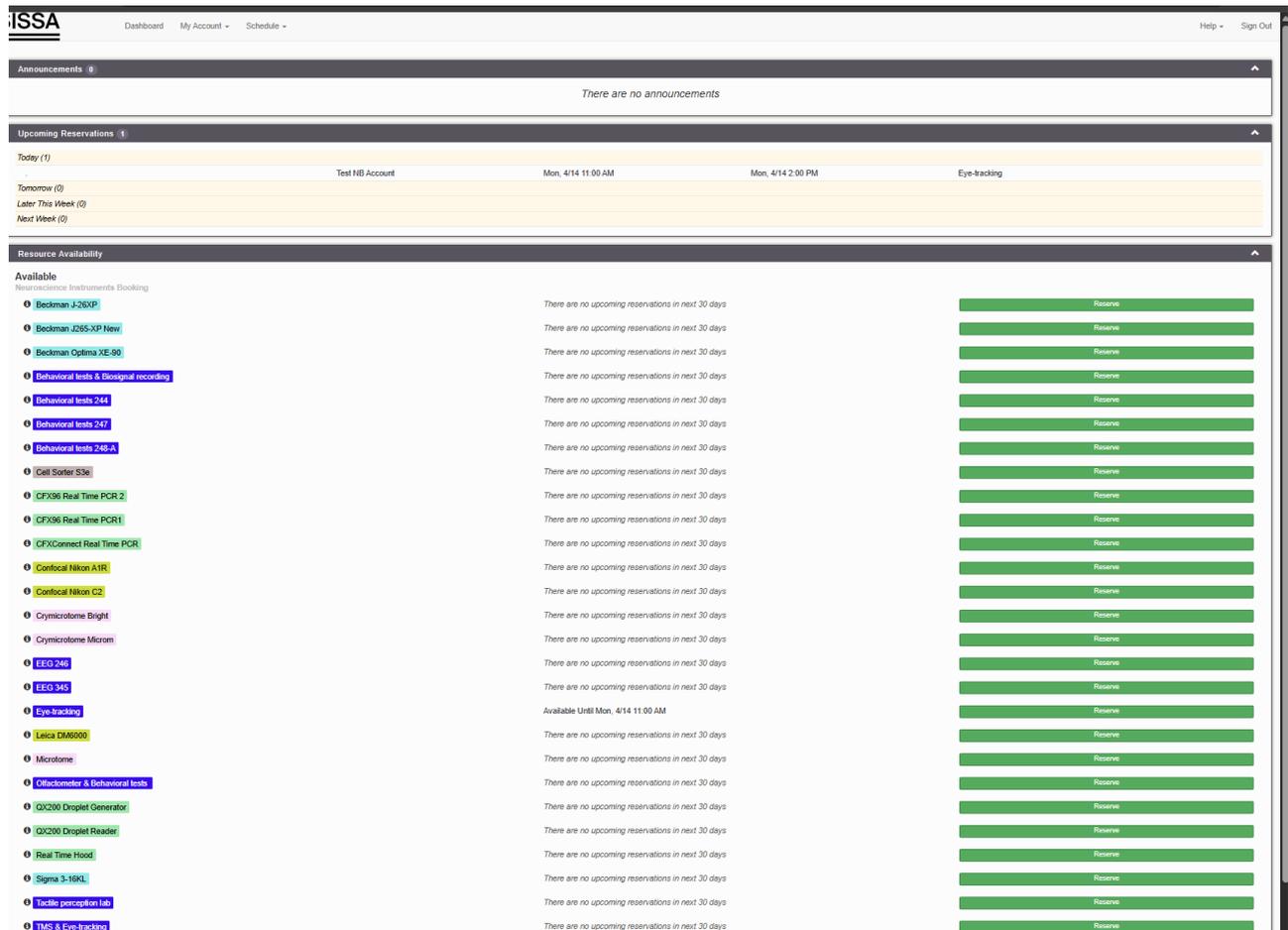
For this, it may be important to switch on the notifications!

To modify your notification preferences, you can go to **MyAccount > Notification Preferences** and change them as you wish:



The **Dashboard** is another way to control instruments/rooms status and warnings, here you'll find:

- > **Announcements** from the Administrators (check them to be aware of upcoming programmed maintenance / updates).
- > **Upcoming Reservations** with all the main details (and, if the instruments requires it, the possibility to check-in/out).
- > **Resource Availability** of all instruments/rooms and, if you want, another way to book them.



**For any issues related to the individual instrument/room, please send an e-mail to the contact listed in the resource details.**

**If unavailable, the general e-mail is [neurostaff@sisso.it](mailto:neurostaff@sisso.it)**

**For problems related to the booking system, please contact via e-mail: [helpdesk@sisso.it](mailto:helpdesk@sisso.it) by phone: extension 802**