

# Instrument Scheduler

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- [View the Instrument Schedule](#)
- [Create and Update Appointments](#)

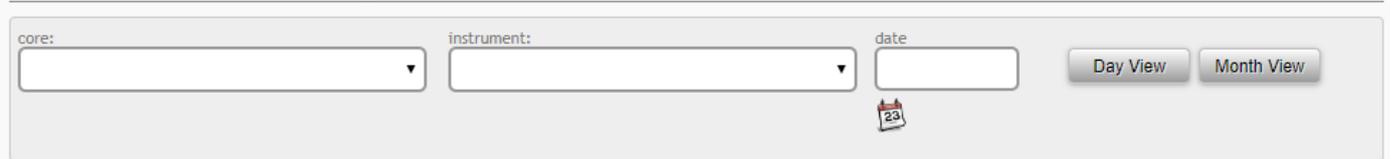
# View the Instrument Schedule

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## Introduction

The Instrument Scheduler (IS) is a powerful tool that allows researchers and core facility staff to view, create, and manage appointments for machines and instrumentation.

### Instrument Scheduling



The screenshot shows a web interface for instrument scheduling. At the top left, the title "Instrument Scheduling" is displayed in red. Below the title is a search bar with three dropdown menus: "core:", "instrument:", and "date". To the right of the "date" dropdown is a calendar icon showing the number "23". Further right are two buttons: "Day View" and "Month View".

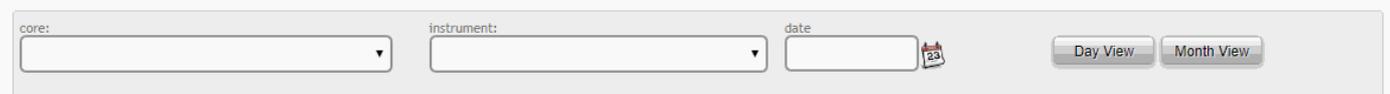
## View the Schedule

To view the schedule for an instrument, access the "CORE" tab in the RSS. Under "Scheduling," select "Instrument Scheduler."

The schedule for an instrument can be displayed by day in an agenda format or by month in a list format.

### Instrument Scheduling

[Classic Menu](#)



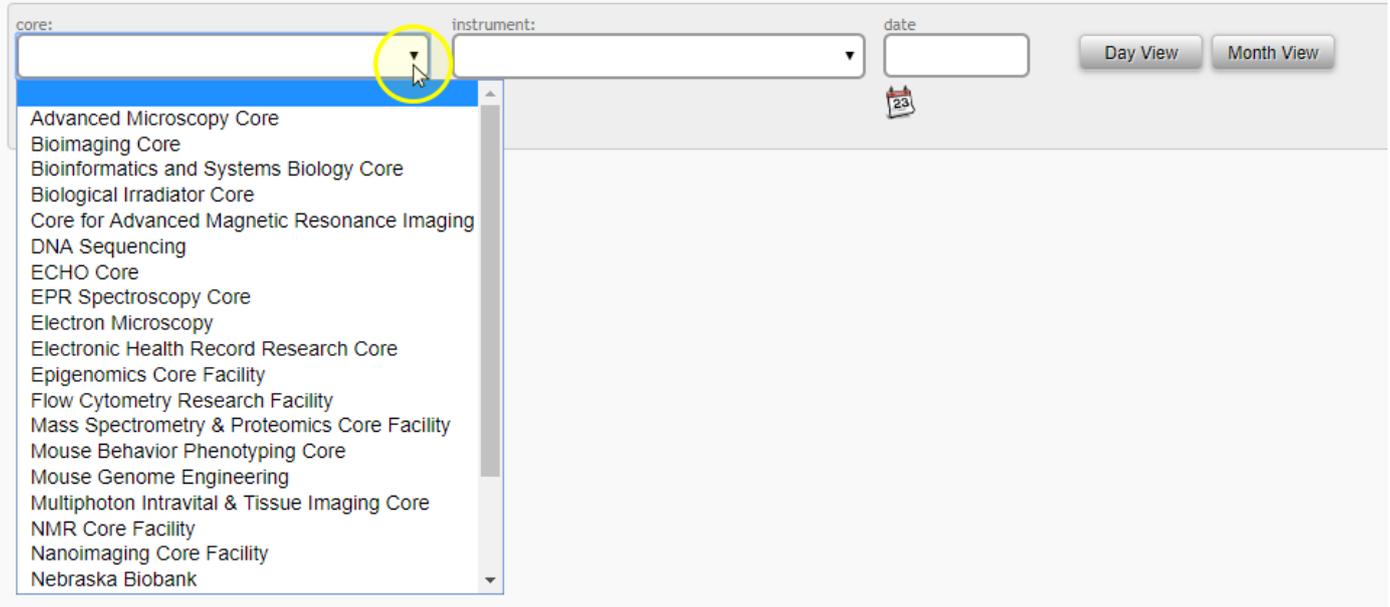
This screenshot is identical to the one above, showing the "Instrument Scheduling" interface with the same search filters and view options.



## Show Step-by-Step Details

First, use the "core" drop down to select the name of the core that houses the instrument you need to view.

### Instrument Scheduling

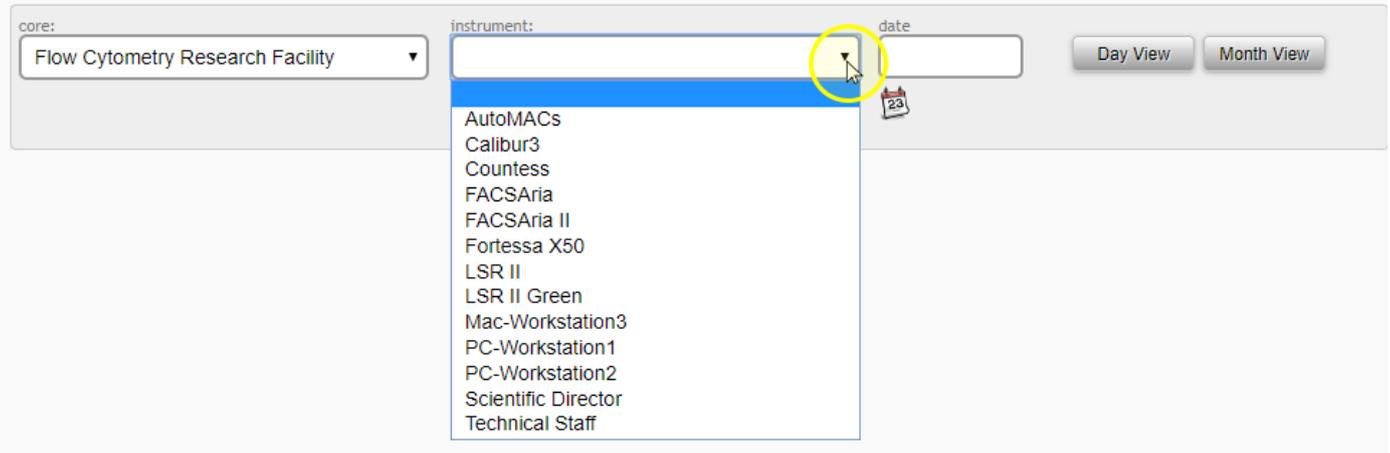


The screenshot shows the 'Instrument Scheduling' interface. At the top, there are three input fields: 'core:', 'instrument:', and 'date'. The 'core:' dropdown menu is open, displaying a list of core names. A yellow circle highlights the dropdown arrow. To the right of the 'date' field is a calendar icon and two buttons: 'Day View' and 'Month View'.

core:	instrument:	date
Advanced Microscopy Core		
Bioimaging Core		
Bioinformatics and Systems Biology Core		
Biological Irradiator Core		
Core for Advanced Magnetic Resonance Imaging		
DNA Sequencing		
ECHO Core		
EPR Spectroscopy Core		
Electron Microscopy		
Electronic Health Record Research Core		
Epigenomics Core Facility		
Flow Cytometry Research Facility		
Mass Spectrometry & Proteomics Core Facility		
Mouse Behavior Phenotyping Core		
Mouse Genome Engineering		
Multiphoton Intravital & Tissue Imaging Core		
NMR Core Facility		
Nanoimaging Core Facility		
Nebraska Biobank		

Next, use the "instrument" drop down to select the specific instrument.

### Instrument Scheduling



The screenshot shows the 'Instrument Scheduling' interface. The 'core:' dropdown menu is now set to 'Flow Cytometry Research Facility'. The 'instrument:' dropdown menu is open, displaying a list of instrument names. A yellow circle highlights the dropdown arrow. The 'date' field is empty. To the right of the 'date' field is a calendar icon and two buttons: 'Day View' and 'Month View'.

core:	instrument:	date
Flow Cytometry Research Facility	AutoMACs	
Flow Cytometry Research Facility	Calibur3	
Flow Cytometry Research Facility	Countess	
Flow Cytometry Research Facility	FACSAria	
Flow Cytometry Research Facility	FACSAria II	
Flow Cytometry Research Facility	Fortessa X50	
Flow Cytometry Research Facility	LSR II	
Flow Cytometry Research Facility	LSR II Green	
Flow Cytometry Research Facility	Mac-Workstation3	
Flow Cytometry Research Facility	PC-Workstation1	
Flow Cytometry Research Facility	PC-Workstation2	
Flow Cytometry Research Facility	Scientific Director	
Flow Cytometry Research Facility	Technical Staff	

The "date" field will automatically populate if it is blank. To change the schedule to a different date, you may either manually enter the date into the "date" field, or click the calendar icon to display a date picker.

## Instrument Scheduling

core:  instrument:  date:



Day View - 06/13/2019

time	bill to	scheduled by	machine operator
+ 7:00 AM			
+ 7:15 AM			
+ 7:30 AM			
+ 7:45 AM			
+ 8:00 AM			

Using the year/month forward/backward buttons at the top of the date picker, navigate to the month you'd like to schedule in. Then, click the date.

## Instrument Scheduling

core:  instrument:  date:

Day View - 06/13/2019

time	bill to	scheduled by	machine operator
+ 7:00 AM			
+ 7:15 AM			
+ 7:30 AM			
+ 7:45 AM			
+ 8:00 AM			
+ 8:15 AM			
+ 8:30 AM			
+ 8:45 AM			

July 2019

<<YY <MM MM> YY>>

s	m	t	w	t	f	s
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3



Use the "Day View" and "Month View" buttons at the top of the page to change how the schedule is displayed.

# Instrument Scheduling

core:  instrument:  date:

## Month View - June

	time	bill to	scheduled by	machine operator	
	06/03/19 08:00 am - 06/03/19 09:00 am	Cell Analysis Facility - Entity	Victoria Smith	Victoria Smith	   
	06/03/19 09:00 am - 06/03/19 11:30 am	Cell Analysis Facility - Entity	Victoria Smith	Victoria Smith	   
	06/04/19 08:00 am - 06/04/19 09:00 am	Cell Analysis Facility - Entity	Victoria Smith	Victoria Smith	   
	06/05/19 08:00 am - 06/05/19 09:00 am	Cell Analysis Facility - Entity	Victoria Smith	Victoria Smith	   

# Create and Update Appointments

## Creating Appointments

To create a new appointment on an instrument, access the "CORE" tab in the RSS. Under "Scheduling," select "Instrument Scheduler." Follow the instructions in the view schedule section to navigate to the date you'd like to create the appointment.

To create an appointment for an instrument using the online scheduler, you must first be given authorization by the core facility. [Contact the core facility](#) for additional guidance.

UNMC ITS-Application Services \*\* DEVELOPMENT \*\* ai fr star Sign Out

### RSS - Research Support System

Thursday, June 13, 2019

★ IRB IBC IACUC CM CORE LINKS GRANTS/CONTRACTS QUICK MENU Classic Menu

#### Instrument Scheduling

core:  instrument:  date:

**Day View - 06/13/2019**

time	bill to	scheduled by	machine operator
7:00 AM			
7:15 AM			
7:30 AM			
7:45 AM			
8:00 AM			
8:15 AM			
8:30 AM			
8:45 AM			
9:00 AM			
9:15 AM			
9:30 AM			
9:45 AM			
10:00 AM			
10:15 AM			
10:30 AM			
10:45 AM			
11:00 AM			

## Show Step-by-Step Details

In the "Day View", click the "add" button next to the starting time for which you'd like to create a new appointment.

Classic Me

### Instrument Scheduling

core:  instrument:  date:

**Day View - 07/02/2019**

time	bill to	scheduled by	machine operator
 7:00 AM			
 7:15 AM			
 7:30 AM			
 7:45 AM			
 8:00 AM			
 8:15 AM			
 8:30 AM			
 8:45 AM			
 9:00 AM			
 9:15 AM			
 9:30 AM			
 9:45 AM			
 10:00 AM			
 10:15 AM			
 10:30 AM			
 10:45 AM			
 11:00 AM			
 11:15 AM			
 11:30 AM			

In the dialog box that appears, check the "Reserved Appointment Times" section to verify the instrument, date, and duration of the appointment you would like to schedule.

All times entered into the instrument scheduler are in the 24-hour format.

### Reserved Appointment Time(s)

begin date & time (mm/dd/yyyy & military time)   end date & time (mm/dd/yyyy & military time)   LSR II   

repeat 

Next, enter the name of the person who will be billed. **This should be the person who is financially responsible for the project being conducted**, typically a Principal Investigator or University faculty member. While research associates, postdoctoral researchers, and students may request services from core facilities, the financially responsible person will typically be the

person who is listed as principal investigator on the grant being debited for the work.

Enter a few letters of their last name into the "Bill To" field, then click the name of the person to select them. Once selected, their name will appear in the grey box next to the "Bill To" field.

**Appointment Details**

bill to (last name, first name) 



name	dept.
Geiger, James M	UNMC - Research Data Specialist I - Vice Chancellor for Research

contact (last name, first name) 

email:

phone:

contact info

project id 

protocol (\*\*use the ctrl key to select multiple protocols\*\*)

bio hazardous?   Yes  No

machine operator 

**Appointment Details**

bill to (last name, first name) 



Geiger, James M  
email: james.geiger@unmc.edu  
phone: 402-559-4565

contact (last name, first name) 

email:

phone:

contact info

project id 

protocol (\*\*use the ctrl key to select multiple protocols\*\*)

bio hazardous?   Yes  No

machine operator 

service type  

op manual/auto  

If the contact person for the appointment should be different from the person who is being billed, enter their name into the "contact" field. This field works the same as the "bill to" field.

This is generally the person who will be responsible for the samples. Generally, administrative assistants or departmental administrators should not be entered as the contact. Entering contact information will add that person to any automated notices that are associated with the appointment.

The contact field is a required field. If the billed person is also the requesting person enter their name again in this field.

This field works the same as the "bill to" field. Enter a few letters of their last name into the "contact" field, then click the name of the person to select them. Once selected, their name will appear in the grey box next to the "contact" field.

Enter any other contact information, like alternate numbers or good times to call, in the "contact info" field.

**Appointment Details**

bill to (last name, first name) 

Geiger, James M  
email: james.geiger@unmc.edu  
phone: 402-559-4565

contact (last name, first name)

Wilkie, Linda M  
email: lwilkie@unmc.edu  
phone: 402-559-7649

contact info

project id 

protocol (\*\*use the ctrl key to select multiple protocols\*\*) bio hazardous? 

Yes  No

machine operator 

Information can be entered into the project fields to tie charges to a specific project. An internal ID may be included in the project ID field and the IRB/IACUCC protocol may be selected.

If the sample being submitted for analysis is biohazardous, mark the "yes" option.

project id

protocol (\*\*use the ctrl key to select multiple protocols\*\*)

bio hazardous?  Yes  No

In the machine operator dropdown, select the individual who will be performing the service or analysis. This may be a core facility staff member or a lab staff member who has received training from the core facility. If you're unsure who to select as the machine operator, contact the core facility.

The service type dropdown will list the available services that can be provided by the selected operator on the machine or instrument being scheduled. Select whichever one needs to be performed.

Once the bill to, machine operator, and service type fields have been entered, the application will calculate and display the estimated charges for this appointment.

Appointments made in the online scheduler must include a payment method in the form of a cost object.

## Edit Appointment

To edit an existing appointment on an instrument, access the "CORE" tab in the RSS. Under "Scheduling," select "Instrument Scheduler." Follow the instructions in the view schedule section to navigate to the date of the appointment.

**Appointments cannot be edited after having started.** Additionally, core facilities are allowed to set appointment edit lockout times. Contact the core facility to change the details of an appointment that has already occurred, or is occurring soon.

## RSS - Research Support System

Monday, July 15, 2019

Search

[★](#)
[IRB](#)
[IBC](#)
[IACUC](#)
[CM](#)
[CORE](#)
[LINKS](#)
[EHS](#)
[GRANTS/CONTRACTS](#)
[QUICK MENU](#)
[Classic Menu](#)

## Instrument Scheduling

core: Flow Cytometry Research Facility	instrument: LSR II Green	date: 05/03/2019	<a href="#">Day View</a>	<a href="#">Month View</a>
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## Day View - 05/03/2019

time	bill to	scheduled by	machine operator	
7:00 AM				
7:15 AM				
7:30 AM				
7:45 AM				
08:00 - 09:00 AM	Cell Analysis Facility -UNMC Core Facility	Victoria Smith	Victoria Smith	   
9:00 AM				
9:15 AM				
9:30 AM				
9:45 AM				
10:00 AM				
10:15 AM				
10:30 AM				
10:45 AM				
11:00 AM				
11:15 AM				
11:30 - 12:30 AM	James Geiger	James Geiger	James Geiger	   
12:30 PM				
12:45 PM				
13:00 - 13:30 PM	Cell Analysis Facility -UNMC Core Facility	Victoria Smith	Victoria Smith	   
13:30 - 14:15 PM	Shannon Buckley-Mckeown	Heather Vahle	Heather Vahle	   
14:15 PM				

## Show Step-by-Step Details

In the "Day View", click the "edit" pencil icon next to the starting time for which you'd like to edit an appointment.

07:30 AM				
07:45 AM				
08:00 AM - 09:00 AM	Flow Cytometry Research Facility -UNMC Core Facility	Victoria Smith	Victoria Smith	   
09:00 AM				
09:15 AM				
09:30 AM				
09:45 AM				
10:00 AM - 13:00 PM	Zaid Al-Kadhtimi	Holly Britton	Holly Britton	   
13:00 PM - 14:00 PM	Tammy Kietian	Cortney Madsen	Cortney Madsen	   
14:00 PM				
14:15 PM				
14:30 PM				
14:45 PM				
15:00 PM - 17:00 PM	Kyle Hewitt	Linda Chee	Linda Chee	   
17:00 PM				
17:15 PM				

This will open the appointment allowing you to adjust the necessary fields. Type the corrected entries into the corresponding fields. Adjust as many of the fields as necessary

### Reserved Appointment Time(s)

begin date & time (mm/dd/yyyy & military time)

03/26/2021



13:00

end date & time (mm/dd/yyyy & military time)

03/26/2021



14:00

LSR II Green

repeat

### Appointment Details

bill to (last name, first name)



Kielian, Tammy L  
email: tkielian@unmc.edu  
phone: 402-559-8002

contact (last name, first name)



Madsen, Cortney E  
email: cortney.heim@unmc.edu  
phone: 402-559-8001

contact info

project id

protocol (\*\*use the ctrl key to select multiple protocols\*\*)

08-05-011-ABL2-IBC-Tammy Kielian, PhD  
16-091-09-FC-IACUC-Tammy Kielian, PhD  
16-123-10-FC-IACUC-Tammy Kielian, PhD  
177-14-FB-IRB-Tammy Kielian, PhD  
18-042-02-FC-IACUC-Tammy Kielian, PhD

bio hazardous?

Yes  No

machine operator

Madsen, Cortney E

service type

Supervised Data Acquisition - I / Hourly

op manual/auto

Manual

**End dates and times must occur after the begin date and times** If you need to edit a date/time span such that the new begin time occurs after the current end date/time start by adjusting the end date/time to avoid receiving an error.

When you are done making your adjustments click the save button at the bottom of the screen. You will receive a confirmatory pop-up if your changes have been saved successfully. Do not

click the cancel or back button during this process.

devqa.unmc.edu says  
The appointment has been successfully saved.

04:30 AM

contact info

project id

protocol (\*\*use the ctrl key to select multiple protocols\*\*) bio hazardous?  Yes  No

machine operator

service type  op manual/auto

misc service types

apply to all machines?

payment method(s) (\*\*only active sap cost objects display.\*\*) 

type	account(s)	po#	chrg amt	chrg %
Cost Object	3453012095612		97.50	100.00

notes

note on invoice yes:  no:

## Cancel Appointment

To cancel an existing appointment on an instrument, access the "CORE" tab in the RSS. Under "Scheduling," select "Instrument Scheduler." Follow the instructions in the view schedule section to navigate to the date of the appointment.

**Core facilities are allowed to set cancellation lockout times.** These may vary by core and by instrument. To avoid being charged for a no-show appointment, contact

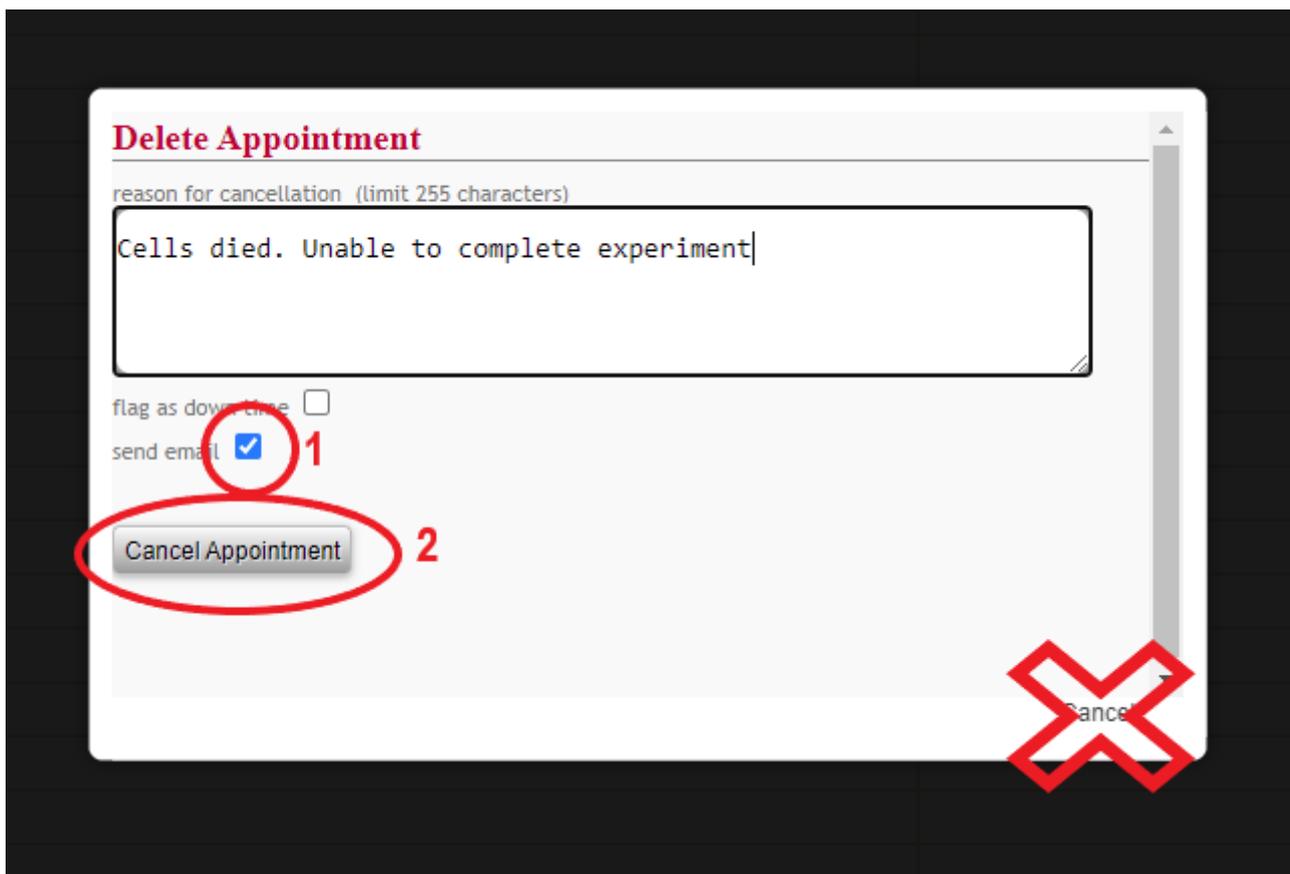
the core facility to cancel your appointment within the lockout window.

## Show Step-by-Step Details

Navigate to the appointment that you would like to cancel. Select the "delete appointment" icon from the far right column.

09:45 AM					
10:00 AM - 13:00 PM	Zaid Al-Kadhimi	Holly Britton	Holly Britton		
13:00 PM - 15:30 PM	Tammy Klellan	Cortney Madsen	Cortney Madsen		
15:00 PM - 17:00 PM	Kyle Hewitt	Linda Chee	Linda Chee		
17:00 PM					
17:15 PM					
17:30 PM					

This will open a new dialog box asking for the reason for the cancellation. Uncheck the "send email" checkbox unless you want to notify the other named persons on the appointment of the cancellation. Click the "Cancel Appointment" button to complete the cancellation.



**Delete Appointment**

reason for cancellation (limit 255 characters)

Cells died. Unable to complete experiment|

flag as down time

send email  1

Cancel Appointment 2

Cancel

**DO NOT click the cancel link at the bottom of the pop-up.** This will "cancel" your cancellation. Use the "Cancel Appointment" button to remove an appointment from the schedule.