

# LabCollector



## User Guide Scheduler add-on and LabCal

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[www.agilebio.com](http://www.agilebio.com) & [www.labcollector.com](http://www.labcollector.com)

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## 1- INTRODUCTION

Thank you for choosing one of AgileBio's solutions for the management of your lab. **Scheduler add-on** is a web-based solution allowing efficient management of all your equipment booking in the lab. An unlimited number of reservations can be created. A reporting tool is included allowing equipment traceability. An equipment usage costs option can also be added for costs invoicing.

The **Scheduler add-on** is suitable for research projects and technical platform service activities. **Scheduler add-on** is fully integrated with **LabCollector**, the LIMS we developed for life science research labs and Biotech industries. Indeed, you can link information from LabCollector equipment database to a reservation.

Note that AgileBio also offers an autonomous version of the **Scheduler Add-on** called **LabCal**. LabCal is built on the LabCollector framework and can be used at a department or Institute scale. The only difference concerns the equipment and user database which are directly integrated in **LabCal** whereas in the **Scheduler add-on** these data are picked up from **LabCollector** database.

## 2- GETTING STARTED

You can get **Scheduler** add-on simply by downloading from [www.labcollector.com](http://www.labcollector.com). LabCollector software has to be installed first as it contains the framework. LabCollector support documents for installation are available on our website. **Scheduler add-on** can be installed on any operating system (Windows, MacOS X and Linux).

### 1/Automatic mode from LabCollector interface:

You can also use LabCollector Menu

**Admin > Setup > Upload/Add Addons > Upload Addon ZIP > Add Addon**

Return to LabCollector, the **Scheduler add-on** module is now activated. Click on the module to finish the installation.

### 2/Manual mode:

Unzip and paste the **Scheduler add-on** folder in the extra modules folder. For Windows it would look like:

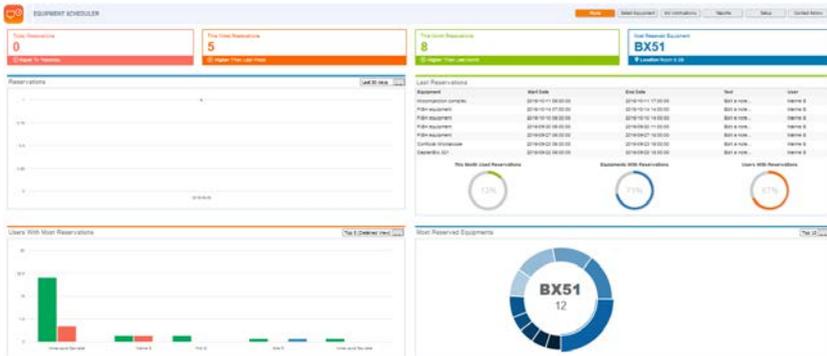
```
C:\Programs\AgileBio\LabCollector\www\lab\extra_modules\scheduling
```

Open LabCollector, the Scheduler add-on module is now activated. Click on the module to finish the installation.

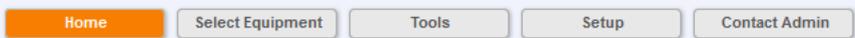
The add-on will remain in a 30 days free trial mode until you save the final license in **Setup > License**. To obtain a valid license, you have to copy and send the activation key from **Setup > License** menu to AgileBio.

### 3- OVERVIEW

The Scheduler's home page offers you an overview of statistics on reservations: the number of reservation for the current month and the current week, and the most reserved equipment.

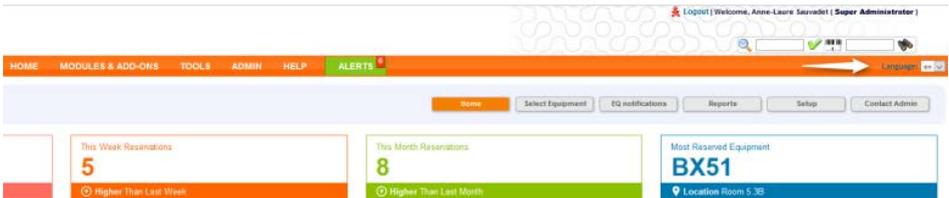


Scheduler's menu is composed of 5 main tabs:



- The equipment finder, “Select Equipment”
- The equipment tools with: Reservation info, EQ notifications and a reporting tool
- The setup option with sub-menu relative to permission level:
  - *For all except Visitor* : My favorites
  - *For super-administrator only* :
    - Equipment and alerts setup
    - Equipment maintenance
    - Users setup
    - Reservation administrators setup
    - Reservation time limit setup
    - Multiple reservation setup
    - Scheduler setup
    - Equipment usage costs definition
    - Custom fields creation
    - License
- The “Contact Admin” button allows users to contact their super-administrator

Note that **Scheduler add-on** is available in English, French and Portuguese languages. Switch from one language to another using the language select list on the upper right of the screen. The orange bar menu is related to the **LabCollector** framework.



As a **LabCollector** independent version, **LabCal** integrates another tab to manage contacts, users and equipment.



## 4- SETUP

### 4-1. My favorites

Each user can define favorite equipment to quickly access to his list when he needs to reserve equipment. From [Setup > My Favorites](#) do the following:

1. Activate the option
2. Search for your equipment (by name, serial number or location) or
3. Select each favorite equipment
4. Save

**FAVORITE EQUIPMENTS**

**My Favorites**

No Favorites

Select Specific Favorites 1

**Search Equipment**

Name / Serial / Location  2

Equipment	Serial Number	Location
<input checked="" type="checkbox"/> BIX1	56907594GH7265	Room 5.3B
<input type="checkbox"/> Confocal Microscope		
<input type="checkbox"/> MEB		
<input type="checkbox"/> C1000 Touch Thermal Cycler		
<input checked="" type="checkbox"/> CasterBio 321		Room 2.1
<input type="checkbox"/> Microinjection complex		Room 2.1
<input type="checkbox"/> Drexel KS-5000+	5896759	Room 2.0
<input type="checkbox"/> AS-AP Autosampler		Room 2.0
<input type="checkbox"/> DCode Universal Mutation Detection System		Room 2.1
<input type="checkbox"/> Bead Beater		
<input checked="" type="checkbox"/> Centrifuge 5418 R		
<input type="checkbox"/> Centrifuge 5810 R		
<input type="checkbox"/> Eppendorf Thermomixer C		
<input type="checkbox"/> Mastercycler pro		
<input type="checkbox"/> FastPrep-24 Instrument		

3 4 Save

Additional related information in chapter 5-1.

### 4-2. Equipment and alerts

The super-administrator can choose to allow the reservation of all the lab equipment or select only some equipment that can be reserved. Each time equipment is reserved, the person in charge can receive an email alert of reservation, just tick the box 'Send an email for all reservation' and save the choice.

**EQUIPMENT AND ALERTS SETUP**

Rules

All Equipment can be Reserved  Send an email for all reservation

Only Specifically Selected Equipment can be Reserved

Save

With the second option, you just have to:

1. Search for the equipment or category of equipment (autocomplete fields)
2. Select the equipment accessible to the reservation. The same option of sending an alert email when the equipment is reserved is also possible.
3. Save

**EQUIPMENT AND ALERTS SETUP**

Rules

All Equipment can be Reserved

Only Specifically Selected Equipment can be Reserved

Filter By

Equipment  Category  Display

Equipment	Category	<input type="checkbox"/>	<input type="checkbox"/>
Centrifuge 5415 R	Centrifuge	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Centrifuge 5810 R	Centrifuge	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AS-AP Autosampler	Chromatography	<input type="checkbox"/>	<input type="checkbox"/>
Dionex ICS-5000+	Chromatography	<input type="checkbox"/>	<input type="checkbox"/>
DCode Universal Mutation Detection System	Electrophoresis & Blotting	<input type="checkbox"/>	<input type="checkbox"/>
Bead Reader	Extraction	<input type="checkbox"/>	<input type="checkbox"/>
Eppendorf Thermomixer C	Extraction	<input type="checkbox"/>	<input type="checkbox"/>
FastRep-24 Instrument	Extraction	<input type="checkbox"/>	<input type="checkbox"/>
CaptairBio 321	Hood	<input type="checkbox"/>	<input type="checkbox"/>
FDH equipment	Hybridization chamber	<input type="checkbox"/>	<input type="checkbox"/>
BXS1	Microscope	<input type="checkbox"/>	<input type="checkbox"/>
Confocal Microscope	Microscope	<input type="checkbox"/>	<input type="checkbox"/>
MEB	Microscope	<input type="checkbox"/>	<input type="checkbox"/>
Microinjection complex	Microscope	<input type="checkbox"/>	<input type="checkbox"/>
C1000 Touch Thermal Cycler	PCR	<input type="checkbox"/>	<input type="checkbox"/>
Mastercycler pro	PCR	<input type="checkbox"/>	<input type="checkbox"/>
QuBit 2.0 Fluorometer	Quantitation	<input type="checkbox"/>	<input type="checkbox"/>

[Note] your LabCollector email setup must be correct. The email is sent to the person in charge for the equipment.

Save

Users will thus have a restricted list of equipment.

### 4-3. Equipment in maintenance

Three options are possible to block equipment on maintenance:

- No blockage, all equipment can be reserved
- All equipment in maintenance in Equipment module are blocked
- Super-administrator can block specific equipment in maintenance

BLOCK EQUIPMENTS ON MAINTENANCE

**Block Equipments On Maintenance**

Block None Of The Equipments On Maintenance

Block All Equipments On Maintenance

Block Specific Equipments On Maintenance

Save

Blocked equipment cannot be reserved.

Please select an equipment you want to check and add or edit a reservation

Equipment: Select from List Select

Category: Select from List

Search for available equipment

Day: \_\_\_\_\_

From: \_\_\_\_\_

**Equipments Blocked (Maintenance)**

BX51 [Room 5.38]

Centrifuge 5418 R

Centrifuge 5810 R

Dionex ICS-5000+ [Room 2.0]

C1000 Touch Thermal Cycler

AS-AP Autosampler [Room 2.0]

Bead Beater

CaplairBio 321

Confocal Microscope

DCode Universal Mutation Detection System [Room 2.1]

Eppendorf ThermoMixer C

FastPrep-24 Instrument

FISH equipment

Mastercycler pro

MEB - ref: 126547

Microinjection complex [Room 2.1]

Qubit 3.0 Fluorometer

## 4-4. Users

Two options are offered:

- All users can reserve any equipment
- Or super-administrator can defined specific rules

USERS SETUP

**Rules**

All Users can Reserve Any Equipment

Specific Rules defined below

Save

In fact, with this second option, the super-administrator can restrict access to some user or group of user to some equipment or category of equipment. You just have to click in the right boxes. To select an entire row or column, use boxes just near the user name or the equipment respectively. Validate your choice by clicking on Save.

Rules

All Users can Reserve Any Equipment

Specific Rules defined below

Filter By

User  Equipment  Category  Display

User	Centrifuge 5418 R (Centrifuge)	Centrifuge 5810 R (Centrifuge)	AS-AP Autosampler (Chromatography)	Dionex (CS-5000+) (Chromatography)	DCode Universal Mutation Detection System (Electrophoresis & Blotting)	Bead Beater (Extraction)	Eppendorf ThermoMixer C (Extraction)	FastPrep-24 Instrument (Extraction)	CaptairBio 321 (Hood)	FSH equipment (Hybridization Chamber)	BX51 (Microscope)	Confocal Microscope (Microscope)	MIBS (Microscope)	Microinjection complex (Microscope)	C1000 Touch Thermal Cycler (PCR)	Mastercycler pro (PCR)	QuBit 3.0 Fluorometer (Quantitation)
ALS (Anne-Laure Sauvadet)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AnneS (Anne-Laure Sauvadet)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PrisG (Pris G)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MarineS (Marine S)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Here, for example, ALS user can only reserve two centrifuges.

### 4-5. Reservation administrators

This function helps you to configure equipment reservation management. Equipment reservation can be managed by their requester ONLY or by their requester AND specific users to define.

 RESERVATION ADMINISTRATORS SETUP

Rules

Only requester can manage its own reservation (No Reservation admins)

Reservations can be managed/edited by specific Reservation Administrators (in addition to the requester)

Save

As above, you just have to click in the right boxes. To select an entire row or column, use boxes just near the user name or the equipment respectively. Validate your choice by clicking on Save.

Rules

Only requester can manage its own reservation (No Reservation admins)

Reservations can be managed/edited by specific Reservation Administrators (in addition to the requester)

Filter By

User  Equipment  Category  Display

User	Centrifuge 5418 R (Centrifuge)	Centrifuge 5610 R (Centrifuge)	AS-AP Autosampler (Chromatography)	Biocass (CG-5000+) (Chromatography)	D-Code Universal Mutation Detection System (Biotechnology & Botany)	Bead Beater (Extraction)	Eppendorf ThermoMixer C (Extraction)	FastPrep-24 Instrument (Extraction)	CapScribe 321 (PCR)	FISH equipment (Hybridisation chamber)	BX51 (Microscope)	Confocal Microscope (Microscope)	MEB (Microscope)	Microinjection complex (Microscopy)	C1000 Touch Thermal Cycler (PCR)	Mastecycler pro (PCR)	QuBit 3.0 Fluorometer (Quantitation)
ALS (Anne-Laure Sauvadet)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AnneS (Anne-Laure Sauvadet)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PrisG (Pris G)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MarineS (Marine S)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NicoV (Nicolas V)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EllieR (Ellie R)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 4-6. Reservation time limit

To configure users' reservations time limits for each equipment category. You can define that there is no time limit for all category or define specific time limits per category per user.

 RESERVATION TIME LIMIT SETUP

Rules

No Time Limit for All Equipment

Specific limit Rules as described below

Save

You need to enter time limits values as hours. Times such as 0.25 or 1.5 hours are allowed.

If you need to define time limits for all users or for all equipment categories, you can fill the grey box and click on ok button. This function allows you to fill all boxes with the same time limit. Click on the **Save** button to validate.

Rules

No Time Limit for All Equipment

Specific limit Rules as described below

User  Category  Display

User	Centrifuge		Chromatography		Electrophoresis & Blotting		Extraction		Hood		Hybridization chamber		Microscope		PCR		Pipette		Quantification		
	2	ok	2	ok	2	ok	2	ok	2	ok	2	ok	2	ok	2	ok	2	ok	2	ok	
ALS (Anne-Laure Sauvadet)	2	ok	24		24		24		24		24		24		24		24		24		24
AnneS (Anne-Laure Sauvadet)	2	ok	12		24		12		4		12		6		4		6		24		24
PrisG (Pris G)	2	ok	12		24		12		4		12		6		4		6		24		24
MarineS (Marine S)	2	ok	12		24		12		4		12		6		4		6		24		24
NicoV (Nicolas V)	2	ok	12		24		12		4		12		6		4		6		24		24

1 | 2 | 3

[Note]: time limit unit is in Hours.

Save

For more information, please read [page 20](#).

## 4-7. Multiple reservation

The LabCollector scheduler offers you to allow multiple reservations at the same time for the same equipment. If necessary, the super-administrator can cancel one of them.

⚙️ **MULTIPLE RESERVATIONS SETUP**

**Rules**

Multiple Reservations Not Allowed

Specific Multiple Reservations Rules As Defined Below

Save

If you choose this option, you have to define which equipment can deal with multiple reservations (check the box in *Allow* column) and the number of reservations possible at the same time (Value under *Maximum* column). Save to validate your action.

**Rules**

Multiple Reservations Not Allowed  
 Specific Multiple Reservations Rules As Defined Below

Equipment  Display

Equipments	Allow	Maximum
BX51	<input checked="" type="checkbox"/>	<input type="text" value="2"/>
Confocal Microscope	<input checked="" type="checkbox"/>	<input type="text" value="2"/>
MEB	<input checked="" type="checkbox"/>	<input type="text" value="2"/>
C1000 Touch Thermal Cycler	<input type="checkbox"/>	<input type="text"/>
CaptairBio 321	<input type="checkbox"/>	<input type="text"/>
Microinjection complex	<input type="checkbox"/>	<input type="text"/>
Dionex ICS-5000+	<input type="checkbox"/>	<input type="text"/>
AS-AP Autosampler	<input type="checkbox"/>	<input type="text"/>
DCode Universal Mutation Detection System	<input type="checkbox"/>	<input type="text"/>
Bead Beater	<input type="checkbox"/>	<input type="text"/>
Centrifuge 5418 R	<input type="checkbox"/>	<input type="text"/>
Centrifuge 5810 R	<input type="checkbox"/>	<input type="text"/>
Eppendorf ThermoMixer C	<input type="checkbox"/>	<input type="text"/>
Mastercycler pro	<input type="checkbox"/>	<input type="text"/>
FastPrep-24 Instrument	<input type="checkbox"/>	<input type="text"/>
Qubit 3.0 Fluorometer	<input type="checkbox"/>	<input type="text"/>
FISH equipment	<input type="checkbox"/>	<input type="text"/>

1

Save

## 4-8. Scheduler

In this section, you can configure time slots reservations for equipment booking. You can define the day which the week starts, time step as well as hour format. Click on **Update** button to validate.

SCHEDULER SETUP

**Calendar Daily View Options**

Start Hour:  h

End Hour:  h

Weeks starts on:

Time Step:  15 min  30 min  60 min  Other:  min. ([Note]: cannot be applied in Timeline view.)

Hour Format:

Update

## 4-9. Equipment usage costs (option with fees)

This section could interest service laboratories or platforms that charge for the use of their equipment. This may also be useful for labs or departments that use internal recharge.

EQUIPMENT USAGE COSTS

Pricing Rules

No Costs

Same Cost for All

Specific Costs Definitions

You can choose between:

- No costs (by default).
- **Same cost for all:** same price per hour or fixed unit price for all the equipment. You can charge minutes per minutes by checking the box for *Bill elapsed time only and not full hours*.

Pricing Rules

No Costs

Same Cost for All => Per Hour:  / Fixed Unit Price:  /  Bill elapsed time only (minutes) and not full hours

Specific Costs Definitions

- **Specific costs definitions:** specific prices per hour or per reservation unit can be defined for each equipment. Again, check the box *Elapsed only* to charge per minutes. This choice allows for only fixed costs, only hourly costs or fixed plus hourly costs.

**Pricing Rules**

No Costs  
 Same Cost for All  
 Specific Costs Definitions

**Filter By**  
 Equipment  Category  Display

Equipment	Category	/H		Unit		Elapsed Only
		10	ok	50	ok	<input type="checkbox"/>
Centrifuge 5418 R	Centrifuge	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Centrifuge 5810 R	Centrifuge	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
AS-AP Autosampler	Chromatography	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Dionex ICS-5000+	Chromatography	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Click on **Save** button to validate.

Equipment usage costs option can be correlated with billing reports (see section 6-3).

### 4-10. Custom fields

Custom fields can be created to add some information to the reservations. Click on **Custom fields** link.

CUSTOM FIELDS

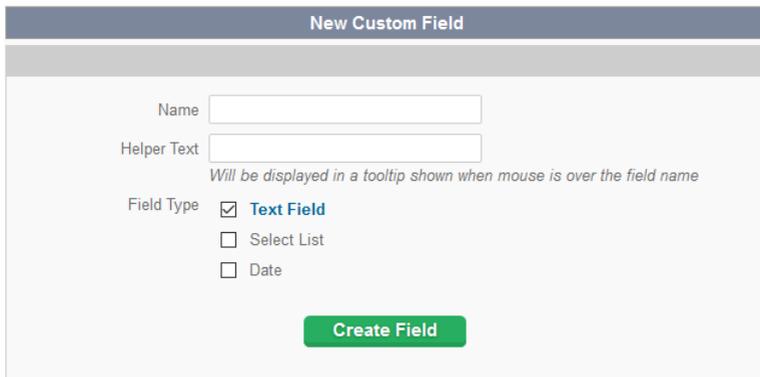
+
Custom Field
←

Name
Field Type

On the same format that custom fields for LabCollector, you can here create 3 types of custom fields:

- Text field
- Select list
- Date

Click on **Create Field** button after filling the form to validate.



New Custom Field

Name

Helper Text

*Will be displayed in a tooltip shown when mouse is over the field name*

Field Type  Text Field  
 Select List  
 Date

Create Field

Once created, all the custom fields can be deleted with the  icon. To configure your select list, click on  and add values.

See the section 6-1 for details on using these custom fields.

## 4-11. License

From this screen, the super-administrator can manage the **Scheduler** license. A new license key is needed for critical updates or when the lab decides to switch from the demo to the commercial version.

Moving the application to another machine (PC or server) also requires a new **Scheduler** License.

Send your **machine key** at [support@agilebio.com](mailto:support@agilebio.com) and when you receive your license, copy/paste it under *Enter a New License Number* and do **Save License**.

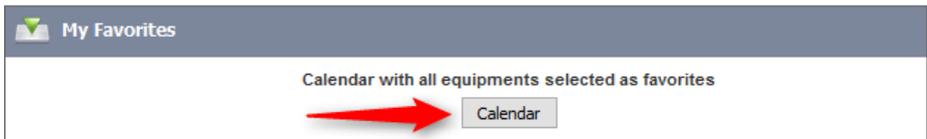
## 5- EQUIPMENT BOOKING

There are several ways to make a reservation with the **Scheduler** add-on through **Select Equipment** menu. Indeed, users can choose to select from favorite equipment, equipment directly or by equipment category. Another possibility is to find available equipment by date or period of interest and equipment category.

### 5-1. Reservation using *My Favorites*

Chapter 4-1 explains how to configure your favorites.

Now, when you want to have an overview or reserve one of your favorite pieces of equipment, in **Select Equipment** menu, you just have to click on **Calendar**. All your favorite apparatus are listed in the calendar view.



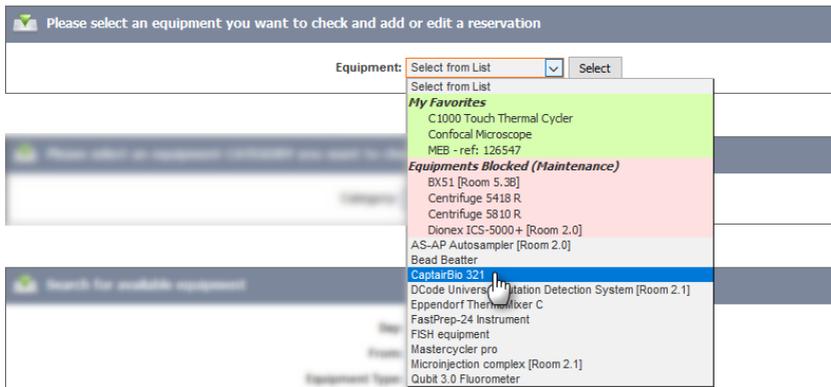
If you want to reserve, just choose your day and time (by drag and drop) and in the reservation form, select your equipment in the select list.

When you select an equipment which is not in your favorite, your favorite equipment is listed as a series of tags for quick access in the top right.

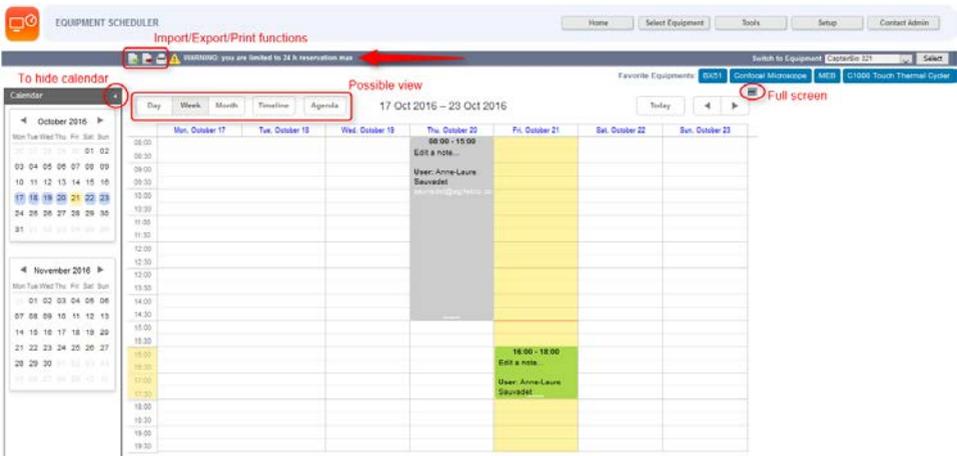


## 5-2. Reservation using equipment selector

Users can directly select equipment in the equipment list.



Equipment reservations scheduler is now displayed. More functions are available on this screen: calendar view (current and next month), 5 possible views, and full screen view. You can also change the equipment on the top right.



Reservations can directly be made by selecting time periods on the scheduler. Just choose your start hour and drag and drop until the end. A reservation window opens.

Details for New Reservation

Description Need to aliquote my primers

Repeat event Disabled

Full day   -

17:00 - 19:00  
Edit a note...  
User: Anne-Laure Sauvadet  
sauvadet@agilebio.com

Fill the form: description, reservation recurrence (disabled/enabled button) and save it.

Your reservation is saved. If you click on it, a list of icons appears on the left. You can then access to (in order):

- Reservation additional information (see the chapter 6-1)
- Reservation details (form)
- Description edition
- Deletion button (with confirmation)

17:00 - 19:00

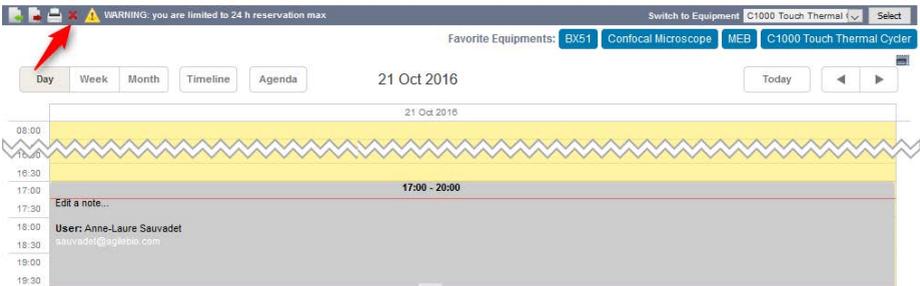
**Need to aliquote my primers**

User: Anne-Laure Sauvadet  
sauvadet@agilebio.com

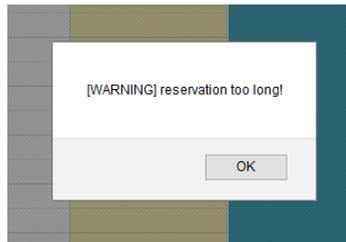
An active reservation can also be quickly modified (in time) by drag and drop.

All the past reservation are in grey and cannot be altered. Except, if for example you finish your job before the end time, you can "kill" the reservation using the red cross on the top of the scheduler view.

## EQUIPMENT BOOKING



As you can see on the main screenshot, if reservation time limit is activated (see chapter 4-6), a message alerts that the user cannot reserve more than the time limit on the top of the scheduler. Moreover, if the user tries to reserve beyond the time limit, a popup message appears.



Your scheduler can be exported and/or printed in PDF. Just use the icons on the bottom left respectively  and .

To export, just check the form (if you are in category, you can change the category) and you can also choose for all users or one of them with the icon . Export your scheduler in iCal format.

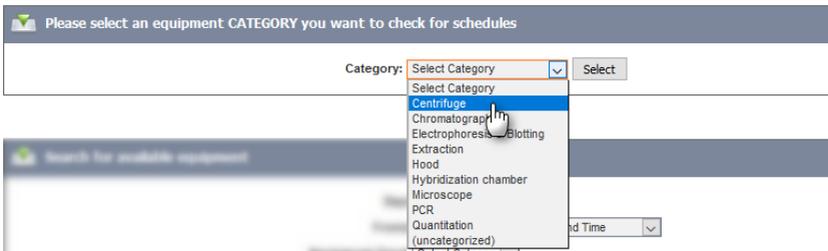
Scheduler Exporter	
Category	<input type="text" value="Extraction"/>
User Reservations	<input type="text" value="All Users Reservations"/>
Time Period	
Day	
Export Type	<input type="text" value="iCal"/>
<input type="button" value="Export"/>	

In the same way, you can import a scheduler in LabCollector Scheduler using the icon . Fill the form and upload your iCal file to import it.



### 5-3. Reservation using category selector

Reservations can be made using the equipment category selector.



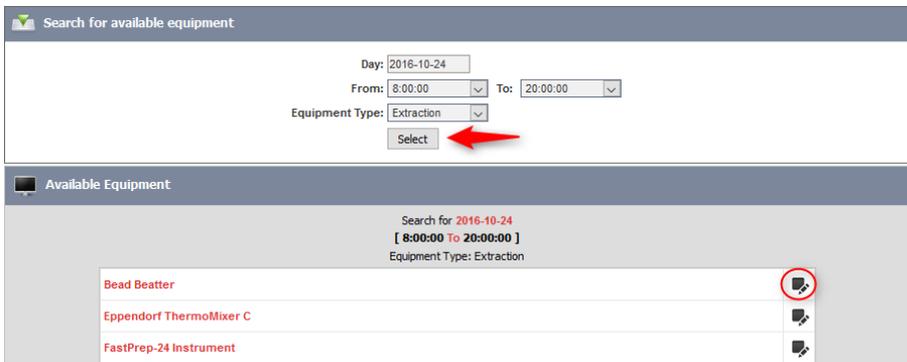
The reservations scheduler of the selected equipment category is now displayed. Create reservations by selecting equipment and by clicking and dragging on the calendar.



You can quickly change start/end dates by drag & drop. To have more information on the reservation, modify it or delete it, click on the equipment reserved to go back to the view by equipment (see chapter 5-2).

## 5-4. Reservation using available equipment finder

With this option, users can define a date, time and an equipment category. Regarding these settings, the **Scheduler** add-on automatically finds available equipment in the category. To make a reservation, users have to click the  icon. Then select the desired time in the calendar. Make notes about the reservation if desired.



Search for available equipment

Day: 2016-10-24

From: 8:00:00 To: 20:00:00

Equipment Type: Extraction

Select

Available Equipment

Search for 2016-10-24  
[ 8:00:00 To 20:00:00 ]  
Equipment Type: Extraction

Bead Beatter	
Eppendorf ThermoMixer C	
FastPrep-24 Instrument	

## 6- TOOLS

The **Scheduler** add-on has some tools to help you deal with reservations. You can add more information with the help of custom fields, notify some remarks on equipment and create reports.

### 6-1. Reservations additional information

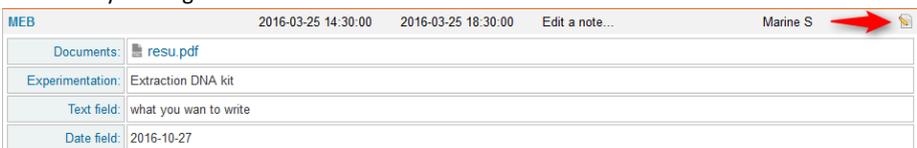
Using the menu **Tools > Reservations Info**, you can access to a form (Add reservation info) to add some additional information on a reservation.



You can quickly access additional information on your equipment reservation by using the icon on the left.



By default, you access a form where you can upload/download a document. You can also add more data by using the custom fields option (see chapter 4-10) and edit the form by clicking .



## 6-2. Equipment notifications

Through this menu, each user can create equipment notifications.

To write a new note, select the date, the equipment, and add text using the editor (max 140 characters) and click on **Write report** to validate.

The super-administrator has the possibility to retrieve reports of equipment notifications and print or export them (icon on the left). A search can be made selecting a time period or exact time limits and use options to add search filters like user and/or equipment.

Date Note Added	Note Date	User	Equipment	Note Text
2016-10-19	2016-10-19	ALS (Anne-Laure Sauvadet)	C1000 Touch Thermal Cycler	Pelletier system issue
2016-10-24	2016-10-24	MarineS (Marine S)	CaptairBio 321	Problem of extraction

## 6-3. Reservation report

This reporting tool allows equipment activities and traceability follow up.

Quickly, the first option is to have users view past usage only. You can restrict your search to by user, equipment or equipment category in combination with a time period.

User's Actions History Logs			
View log for past: <input type="text" value="15"/> Days <input type="button" value="Show"/>			
Optional criteria:			
Restrict to user: <input type="button" value="See all users"/> ▾			
User	Date	Module	Action
ALS	2016-10-19 12:22:20	scheduler	save new equipment report (n° 1)
ALS	2016-10-19 12:10:28		updated equipment reserva
ALS	2016-10-19 11:05:55		updated users cat list
ALS	2016-10-19 11:02:10		updated RES. ADMINIS list
ALS	2016-10-11 14:52:20	license	updated license (n° 1)

Then you can choose to create more complete reports. Reports can be generated for a time range which can be in the past or in the future as well as exact time limits. You can also select a user or an equipment or equipment category.

**Usage Reports**

Here you can compile and obtain reports for past usage of the equipment

---

**Report Generator**

**SELECT** Report Range: Select a period of time :   ▾

**Or** Select exact time limits:  Start:

End:

**AND**

Select User:   ▾

Select Equipment:   ▾

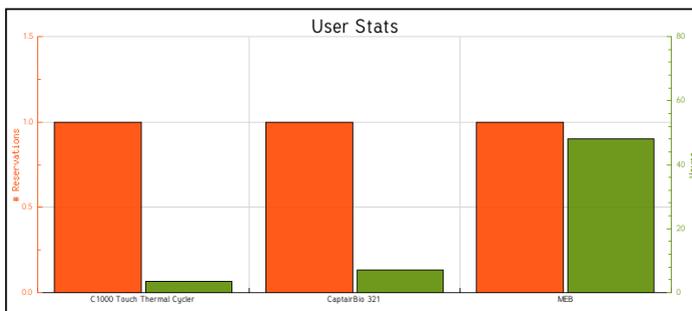
Select Equipment Category:   ▾

Report Type:  Graphic and Summary  Reservation List  Billing List

Three reporting formats are available:

- Graphic and summary
- Reservation list
- Billing list. Billing list acquisition is only available for lab having the equipment usage costs option (see chapter 4-9).

The graphical report shows equipment and users reservations and a summary (total number of reservations and total number of hours). A paper version can be printed.



Equipment	Category	# Reservations	Hours of reservations
C1000 Touch Thermal Cycler ()	PCR	1	3.5
CaptairBio 321 ()	Hood	1	7
MEB ()	Microscope	1	48
<b>Total</b>		<b>3</b>	<b>58.5</b>

The reservation list report contains all reservations made by a user or all reservations made by equipment or for one equipment category. This list can be exported in a table (Excel) for further statistical analyses. A paper version can also be printed.



Date	Start Time	End Time	Equipment	Category	Location	Description	User
20-10-2016	12:00:00 AM	12:00:00 AM	MEB	Microscope		resa	ALS (Anne-Laure Sauvetet)
20-10-2016	08:00:00 AM	03:00:00 PM	CaptairBio 321	Hood			ALS (Anne-Laure Sauvetet)
19-10-2016	02:00:00 PM	05:30:00 PM	C1000 Touch Thermal Cycler	PCR			ALS (Anne-Laure Sauvetet)

The billing list report contains all reservations made by a user or all reservations made for one equipment or one equipment category with the hour of reservations and their costs. This list can be exported in an excel format. A paper version can also be printed.



Equipment	Category	# Reservations	Units Costs	Hours of reservations	Hourly Costs
C1000 Touch Thermal Cycler ()	PCR	1	0	3.5	10.5
CaptairBio 321 ()	Hood	1	0	7	21
MEB ()	Microscope	1	0	48	144
<b>Total</b>		<b>3</b>	<b>0</b>	<b>58.5</b>	<b>175.5</b>

## 7- LABCAL

**LabCal** is an autonomous application. Indeed, when using **Scheduler** add-on, contacts, users and equipment data are already managed in LabCollector LIMS. If you are using the **Scheduler** as a LabCollector add-on, skip this chapter.

### 7-1. Setup

All **Scheduler** add-on settings are available in **LabCal**. A few parameters were added like LDAP option and reservation rules. This protocol allows user login and password authentication. The administrator also defines if users can create an account by themselves or not.

The screenshot shows the 'Software Setup' configuration interface. It is divided into several sections:

- Calendar Daily View Options:**
  - Start Hour: 9 h
  - End Hour: 22 h
  - Server time: 17:26:37
  - Time Zone: Compensate to your local time 0 h (enter negative or positive hours difference)
- Login Options:**
  - Radio buttons:  Yes  No
  - LDAP Server: [text box] (Ex: ldap://ldap.corp.com or http://192.168.2.100)
  - Test login with LDAP? LDAP Domain: [text box] (Ex: research.corp.com)
  - LDAP Security Group: [text box] (Ex: LabCalUsers)
  - LDAP Search Path: [text box] (Ex: ou=Lab, ou=Lab1)
- User Options:**
  - Allow direct user registration?  Yes  No
- Reservation Rules:**
  - Max. Number Weeks possible: 1 weeks

An 'Update' button is located at the bottom right of the form.

### 7-2. Manage Tab

#### 7-2-1. Manage contacts

The administrator has to create all contacts that will have access to equipment and facilities. This step isn't necessary if users are allowed to create their own profiles directly (see chapter 4-4).

Some fields like a name and a complete address are required to create a contact profile. People can be identified as internal or external user. Once edited, a contact profile can be modified or deleted. A list of all contacts is displayed on this page.



### Manage Lab Staff Contacts (Add or Edit)

Use these fields to manage the contacts of people that will have access to equipments and facilities

Add New

**Name:**

**Lab/Company:**

**Address:**

**City:**

**Postal Code:**

**Country:**

**Telephone:**

**E-mail:**

**External:**  Yes  No

Name	Lab/Company	E-mail	External	
Pierre Rodrigues	GM/VR	contact@aglebio.com	No	✎
Christophe	CBU	contact@aglebio.com	No	✎
Pierre	test	sales@aglebio.com	Yes	✎
Salm David	CPDE	salm@prodamnet.com.br	Yes	✎

## 7-2-2. Manage users

The user page is dedicated to users' accounts creation. Accounts creation has to be made by the super-administrator.

A login and a password are required to use **LabCal**. Each account is linked to a contact profile.

Different statuses are available:

- Administrator: can make reservations and have an access to the Setup and Manage tabs.
- User: can make reservations.
- Visitor: can only see reservation schedules.

The super-administrator can define if users are allowed to make recurrent reservations. He can also specify which equipment categories can be booked. Once edited, a user profile can be modified or deleted.

A list of all users is displayed on this page.



### Manage Users

[View users log](#)


Super Administrator

**Login:**

**Password:**

**Person:** Maria Sarris ▼

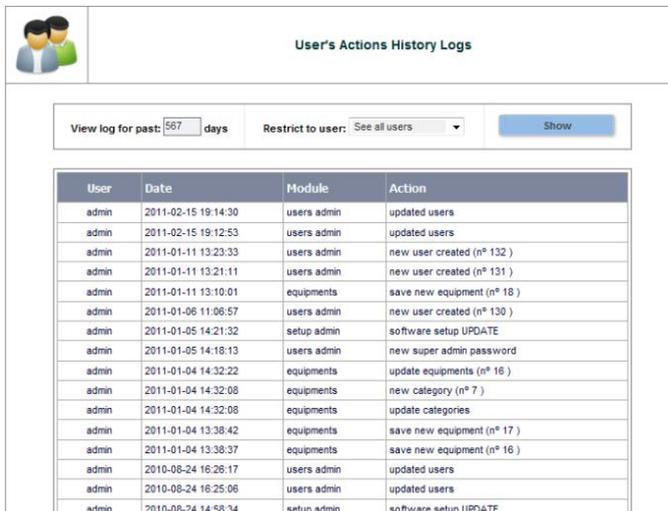
[Update](#)


Create New User

User Details	Permissions <small>(not applicable to visitor type)</small>
<p><b>New Login:</b> <input type="text"/></p> <p><b>New Password:</b> <input type="password"/></p> <p><b>User Type:</b> <span style="border: 1px solid #ccc; padding: 2px;">User</span> ▼ <span style="font-size: 0.8em;">?</span></p> <p><b>Link to Person:</b> <span style="border: 1px solid #ccc; padding: 2px;">Maria Sarris</span> ▼ <a href="#" style="font-size: 0.8em;">[ Add ]</a></p>	<p><b>Accessible Equipment:</b> <small>Select categories allowed to user or leave empty to grant all:</small></p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">deposition tools</div> <div style="border: 1px solid #ccc; padding: 2px;">HTS</div> <p><small>(multiple selections: CTRL+click)</small></p> <p><input type="checkbox"/> <b>Allow Recurrent Reservations</b></p>
<a href="#" style="background-color: #4a86e8; color: white; padding: 5px 10px; border-radius: 3px;">Save</a>	

Login	Person	Type	
chris	Christophe	Administrator	✎
pierre	Pierre	User	✎
ssdavid	Salim David	Visitor	✎

The super-administrator can edit users' history log actions using the **View users log** button. Two filters are available to display history log: time period (in days) and user name.



The screenshot shows a web interface titled "User's Actions History Logs". It features a header with a user icon and the title. Below the header is a control panel with a "View log for past:" field set to "567" days, a "Restrict to user:" dropdown menu set to "See all users", and a "Show" button. The main content is a table with four columns: "User", "Date", "Module", and "Action". The table lists various actions performed by an "admin" user, including updates to users, creation of new users and equipment, and software setup updates.

User	Date	Module	Action
admin	2011-02-15 19:14:30	users admin	updated users
admin	2011-02-15 19:12:53	users admin	updated users
admin	2011-01-11 13:23:33	users admin	new user created (n° 132 )
admin	2011-01-11 13:21:11	users admin	new user created (n° 131 )
admin	2011-01-11 13:10:01	equipments	save new equipment (n° 18 )
admin	2011-01-06 11:06:57	users admin	new user created (n° 130 )
admin	2011-01-05 14:21:32	setup admin	software setup UPDATE
admin	2011-01-05 14:18:13	users admin	new super admin password
admin	2011-01-04 14:32:22	equipments	update equipments (n° 16 )
admin	2011-01-04 14:32:08	equipments	new category (n° 7 )
admin	2011-01-04 14:32:08	equipments	update categories
admin	2011-01-04 13:38:42	equipments	save new equipment (n° 17 )
admin	2011-01-04 13:38:37	equipments	save new equipment (n° 16 )
admin	2010-08-24 16:26:17	users admin	updated users
admin	2010-08-24 16:25:06	users admin	updated users
admin	2010-08-24 14:58:34	setup admin	software setup UPDATE

### 7-2-3. Manage equipment

New equipment can be edited and managed from this screen. Equipment is defined by its name, location and category. Creating categories is useful to find equipment quickly.

Tips: the easy way to create an equipment category is to gather identical equipment (all plate readers, all PCR machines...). You can also define equipment categories by equipment location if equipment are in different rooms or buildings.

Reservations rules can be added:

- Allow Reservations ALWAYS: Default setting.
- Allow Reservations FROM n weeks before date: Reservations can only be made between n weeks before and the effective date.
- Allow Reservations UP TO n weeks before date: Reservations can't be made between n weeks before and the effective date. Booking can only be made before this time period.

Once equipment is integrated in the database, it's displayed in the equipment list. Equipment information can be modified or deleted if necessary.



### Manage Equipment (Add or Edit)

Use these fields to manage all equipment or rooms for which people can consult and manage reservations

+ Add New

Name:

Location:

Description:

Category:

Select category
▼
[Add Category]

Open to External?

Yes
  No

Reservation Rules:

Allow reservations ALWAYS ▼

Save

Filter Categories:

No Filter ▼

Name	Location	Category	
PSM 1	P2 du 2eme etage, Bat. Darré	Laminar Flow Hoods	✎
PSM 2	P2 du 2eme etage, Bat. Darré	Laminar Flow Hoods	✎
PSM 3	P2 du 2eme etage, Bat. Darré	Laminar Flow Hoods	✎
PSM n°1 du P3	P3 Bat. B	Laminar Flow Hoods	✎
Rck1	Lahore	PCR machines	✎

## 8- UPGRADING AND UPDATING

To update or upgrade the **ELN Add-on** module, just download it from our website ([www.labcollector.com](http://www.labcollector.com)). Then, unzip the folder and paste files in the following folder:

```
Programs\AgileBio\LabCollector\www\lab*\extra_modules\scheduling
```

\*The name of this folder is the laboratory nickname chosen during LabCollector installation.



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