LabCollector

"Your Laboratory management solution"

User's guide

Event Calendar

Version 2.01 – March 2018

AGILEBIO

Summary

1- INTRODUCTION

Thank you for choosing one of AgileBio's solutions for the management of your lab. The **Event Calendar add-on** provides a calendar system for LabCollector LIMS.

The **Event Calendar add-on** provided by AgileBio is suitable for research projects, technical platform service activities and company projects.

Event Calendar add-on can be fully integrated with LabCollector, the LIMS we developed for life science research labs, Pharma and biotech industries. Indeed, you can link information from LabCollector to an event.

LabCollector is a copyrighted product from AgileBio.

2- GETTING STARTED

You can get the **Event Calendar add-on** simply by downloading from 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. **Event Calendar add-on** can be installed on any operating system (Windows, MacOS X and Linux). Installation is performed by AgileBio on cloud hosted instances.

As a general note, making a backup of LabCollector prior to installing or updating a new add-on is recommended.

A changelog is included in the download package.

There are two ways of setting up Event Calendar:

1/Manual mode:

Unzip and paste Event Calendar add-on folder in the extra modules folder. For Windows, it would look like:

C:\Programs\AgileBio\LabCollector\www\lab\extra_modules\eventcal

Open LabCollector, the Event Calendar add-on module is now activated. Click on the module, a confirmation screen will help you to proceed with the installation.

2/Automatic mode from LabCollector interface:

You can also add Event Calendar via the LabCollector Menu:
Admin > Setup > Upload/Add Addons > Upload Addon ZIP > Add Addon
Return to the LabCollector homepage, the Event Calendar add-on module is now activated. Click on the module to finish the installation.

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

PROCEED WITH INSTALLATION...

☐ Do you want the installer to also copy the scripts to link to maintenance?

Install the module

During the installation, you will have the possibility to automatically set up the maintenance scripts. For more information please refer to chapter 4-5.

3- OVERVIEW

T he **Event Calendar's** main interface is composed of:

- A menu bar with 3 tabs:
    - Home
    - Calendars
    - Setup

The Setup menu allows you to manage the license. You can request your license from our [team support](#) or through your [client area](#).

The first use prompts you to create a new calendar. For more information please read section 4-1.

- The calendar of your choice with the yearly view and month, week, day or list view.
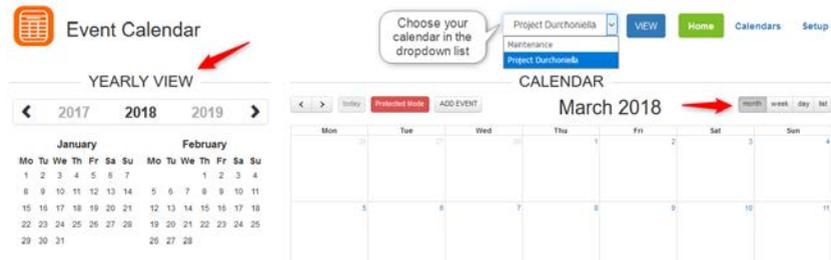
To create an event, please refer to chapter 5.

4- CALENDAR MANAGEMENT

With the **Event Calendar add-on,** users can create a calendar and share it, and also import existing calendars. Likewise any calendar can be exported.

A CRON task can also be created using the token reference of the calendar assigned to a script. For more information, please refer to section 4-5.

4-1. Add a new calendar

Via the **Calendars** tab, click on **ADD NEW CALENDAR** button.

A new window opens where you can name the calendar and save changes.

Under the heading **Actions** you can rename the calendar by using the EDIT button or choose DELETE to delete the calendar (you will be prompted to confirm the deletion).

4-2. Sharing options

Each calendar belongs to its owner. An owner can share calendars with any user of LabCollector allowing event creation and modification (only import and sharing options are not allowed). Sharing can also be done by group.

1. Click on SHARING button
2. Search for users or groups (switch button) using at least 2 characters
3. In the list, click on SHARE and close the form.

Sharing is visible in your calendar management page. Each sharing option can be removed using the black X. Be aware the addition or removal of a group sharing preference will include user accounts connected to the group even if they were initially added individually.

4-3. Import a calendar

To import a calendar in Event Calendar of LabCollector, simply fill out the form under **Calendars** tab in **IMPORT** section. The calendar receiving the information has to be created first (please see section 4-1).

Calendars in .CSV, .iCal (or .ics) formats can be imported.

(i) Don't forget to click on Import button.

4-4. Export a calendar

An owner can export their calendars in ical, GoogleCal or CSV format. Just fill out the form under **Calendars** tab in **EXPORT** section.

4-5. Task setup: Maintenance example

This section will be based on the example of Maintenance relating to the equipment module in LabCollector. If you want to follow your equipment maintenance using a calendar view, please follow these steps.

In Event Calendar:
1. Create a calendar in Event Calendar
2. Copy its TOKEN reference (green button)

On your computer/server:

ℹ️ **Only if you did not choose to do this step automatically during the installation; see chapter 2.**

3.   Copy "equipment_maintenance.php" file from
     `*\extra_modules\eventcal\cron` folder to LabCollector
     `*\UserFiles` folder.

In LabCollector:
4.   Go to **ADMIN > Setup > Proxy, tasks, scheduler and email**
5.   Create a LabCollector custom CRON task where the script field is "equipment_maintenance.php|TOKEN" where TOKEN is the TOKEN copy in step 2. Don't forget to click on **Add this Task** button

Customs						
	Task Name	**Script****		**Task Frequency**	**Task Time**	**Delete**
Custom Tasks:	Auto_parsed_data	cron_parser.php|1		DAILY/1	17:00	🗑️
	equipment_maintenance	equipment_maintenance.php|qBuEO1cwTbFWt7		MINUTE/30	15:20	🗑️
	Task Name	**Script****	**Task Frequency**		**Task Time**	**Add**
➕Add New Custom Task				Minute ▾	00 : 00	Add This Task
	(**: The script must be in "UserFiles" folder)					

ℹ️ The symbol in the script line is the pipe or bar line "|". On some keyboard, it can be obtained using CTRL+ALT+6.

In Event Calendar, choose the calendar created in step 1, named here as *Maintenance*. All the maintenance created in the Equipment module with ALERTS activated will be automatically imported into your calendar. Equipment will be automatically linked.

| | Maintenance | ▼ | VIEW | Home | Calendars | Setup |

CALENDAR

April 2018

| ‹ | › | today | Protected Mode | ADD EVENT | | | month | week | day | list |

Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	30	31	1
2	3 09 Cleaning - BX51 / 09 Qualibration - Mastercy	4	5	6 09 Decontamination - C10	7 09 General Maintenance - / 09 Qualibration - equipmen	8

ⓘ Event calendar only handles date intervals down to a single month. Every interval below this will be converted to 1 month, i.e. if you enter 0.5 months it will revert to 1 month in the calendar.

5- CALENDAR USE

From the calendar homepage, you can add an event by clicking on the following button.
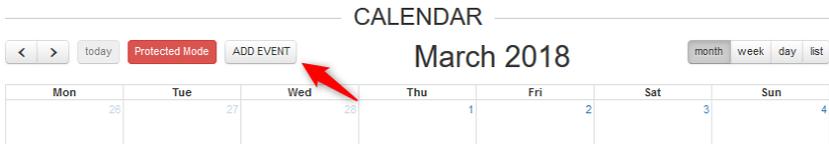
A form opens up where you can fill in the information of this event.

1. Add a title
2. Add start and end dates with the black calendar icon and hour with the clock icon. If it's an all-day event, switch the button on YES.

3. Choose a recurrence option: once, every day, every week, every month, every year
4. Choose from 12 colors to identify the event.
5. LabCollector records can be linked to an event. Click on the magnifying glass to open a new form. Select a module and tick the boxes of all records you want to link. Don't forget to **save** at the end.

Select LabCollector data ✕

Select a module... ▾

Show 10 ▾ entries   Search: _____

	ID	Name	Description
	No data available in table		

Showing 0 to 0 of 0 entries   Previous Next

Close   Save

6. Save changes to add the new event

In the calendar, you can click on an event to view the event options and access LabCollector data. You can also EDIT the event to change options or delete it.

⚠️ **Recurrent events are all deleted together**

EDIT   VIEW EVENT   ✕

Title	Recurence event: PCR archaea
Start date	Thu Mar 15 2018 12:00:00 GMT+0000
End date	Thu Mar 15 2018 18:00:00 GMT+0000
All day event	No
Description	On all samples receive during this interval
Recurring	Every month
Recurring until	2018-10-15
Color	#3a87ad
Links to LabCollector data	PR-5 PR-6

Project Code	Durchoniella/Polychaeta (ID: 1)	Storage
Creation Date	2015-03-29 17:30:36 (Last Update: 0000-00-00 00:00:00)	Add Main Storage
Optional Unique Code		Add Secondary Storage
Description	Archaea	Hybridize
Orientation	Unknown	17 nt overlap on 3' end
Quality		Do

A **Protected mode** can be activated (Protected mode button RED) to prevent accidental changes.

6- UPGRADING AND UPDATING

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

e.g. on Windows setup:

```
Programs\AgileBio\LabCollector\www\lab\extra_modules\eventcal
```

As a general suggestion, we always recommend making a backup prior to performing an upgrade or update.

If your instance of LabCollector is cloud hosted with AgileBio, contact a sales or support representative to update.

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