IIBI Research Center
Scheduler Guide
Contents
Overview ................................................................................................................................................... 2
Scheduler Sign In ........................................................................................................................................ 3
New User Registration .......................................................................................................................... 4
IIBI Scheduler Main Page .................................................................................................................... 5
Using the Research Scheduler .............................................................................................................. 6
Bookings Calendar .................................................................................................................................. 7
Create Bookings Request .................................................................................................................... 8
Create Bookings Request Cont ........................................................................................................... 9
Editing and Cancelling Bookings ......................................................................................................... 10
Web Browser Compatibility .................................................................................................................. 11
Frequently Asked Questions ................................................................................................................. 12
Overview

This guide was created as a basic aid to researchers when using the IIBI Research Center’s online scheduling system. For a complete list of Scheduler functionality, please refer to Calpendo User Guide using the link below. Calpendo User Guide links have been included throughout this document to provide additional help. This document includes high level guidance for:

- ✔ Requesting research time
- ✔ Modifying, canceling & deleting a reservation
- ✔ Managing your scheduler preferences
- ✔ Frequently asked questions

Scheduler Sign In

Login to the IIBI Research Scheduler using this link: https://schedule.iibi.uiowa.edu/Calpendo/ Enter Username and Password. Select the appropriate domain pushbutton.
New User Registration

If you do not already have an account, click on Register new user located on the Sign In window (pictured above) and fill out the online access form. Access is typically granted within 24 hours of the request.

You have the option to select a new Local account, or you can authenticate using your Healthcare, Iowa (@uiowa.edu), or Engineering user account.

Link to Calpendo Getting A User Account Guide

Fill out the New User Registration fields as shown below. Select the Register pushbutton. An Alert message will appear. The system administrator will review and approve your registration request.
IIBI Scheduler Main Page

The IIBI Main Page is your "home page" for the scheduling system. Here you can review, modify or delete your reservations. The Main Page toolbar includes the following links:

1) Calendar: Bookmarks, Resources, Templates, Status, Filter
2) Templates
3) Bookings: My Bookings Booking Cancellations, Booking Search
4) Projects: Create Project, Project Search, Project Membership Request
5) Search: Search, Report Manager
6) Help: About, FAQ, Calpendo User Guide
7) Change Password
8) Settings: Booking Reminders, Buttons, Calendar View, Date & Time, Email, Menu
9) Sign Out
Using the Research Scheduler

The scheduler provides access to view all available resource schedules. Users can *Choose resources* from the *Resources* list to fit their needs.

[Link to Calpendo Resource Usage Guide]
Bookings Calendar

To request scanner time, locate the desired scanner, then select a day and time in the main window to begin the *New Booking* process.

The example below shows the *GE Research 3T Scanner* (green), *GE 7T scanner* (red) and *Simulator* (purple) resources. All three resources can be used for scheduling. The calendar is being displayed in the *Week* viewing mode. *Day, Week, Month, Horizontal* and *Vertical* viewing options can be selected based on preference.

[Link to Calpendo Bookings Guide](#)
Create Bookings Request

In the calendar click an open day and time for the desired resource to start a New Booking. Selecting the day and time field will open the New Booking window as shown below. The Project field (highlighted red) is the only option that must be selected to create a booking request.

Link to Calpendo Creating Bookings Guide
Create Bookings Request Cont.

Once the Project name has been selected the Create Booking pushbutton is enabled. The request can be submitted, or the remaining options and text fields can be defined prior to selecting the Create Booking pushbutton. Select Create Booking pushbutton to submit the request. A scheduler administrator will review and approve Booking requests daily. Once the administrator approves the request it will appear on the scheduler calendar.

NOTE: Do Not Bill and Scan Status text fields are not user editable.
Editing and Cancelling Bookings

After administrator approval, the Booking appears in the calendar as shown below. Left click the Booking to display these options: Edit, View, Copy, History and Download.

Edit: Will bring up the Edit Booking pop-up which is similar to the one seen when creating a new booking.

View: Displays a similar popup in read only format.

Copy: Will place the booking in the clipboard. When clicking to create a new booking, if there is a booking in the clipboard, its content will be used to populate the new booking window.

History: Displays the history of the booking showing when it was created and all updates to the booking. A repeatable booking will have one update for each repeat.

Download: Downloads the booking to your Microsoft Office Calendar.

Note: Modifications to your reservation, including time changes, can only be made up until 4:00PM the day prior to the reservation.
Web Browser Compatibility

The Scheduler supports most popular web browsers such as Firefox, Google Chrome, Opera and Safari. Please refer to the link below for additional details regarding web browser compatibility.

[Link to Calendo Web Browser Compatibility]

<table>
<thead>
<tr>
<th>Name</th>
<th>Version</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Google Chrome</td>
<td>All</td>
<td>Supported</td>
</tr>
<tr>
<td>Firefox</td>
<td>3.0 and later</td>
<td>Supported</td>
</tr>
<tr>
<td>Apple Safari</td>
<td>4, 5, 6</td>
<td>Supported</td>
</tr>
<tr>
<td>Opera</td>
<td>9, 10, 11</td>
<td>Supported</td>
</tr>
<tr>
<td>Internet Explorer</td>
<td>6</td>
<td>Not supported. Very slow and doesn't always behave properly.</td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>Supported, but very slow. Use another browser if possible.</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>Supported, but slower than any of the other major browsers.</td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>Supported, but slightly slower than other major browsers.</td>
</tr>
<tr>
<td></td>
<td>10, 11</td>
<td>Supported</td>
</tr>
<tr>
<td>Edge</td>
<td></td>
<td>Supported</td>
</tr>
</tbody>
</table>
Frequently Asked Questions

Q: I tried to cancel/modify/update my reservation, but the scheduler is not allowing me. Why is this?  
A: The scheduler allows modifications, updates, and cancellations up until 4PM the day prior to  
the scan. At 4PM all reservations are locked for editing. To modify, cancel or delete your  
reservation after 4PM the day prior to your scan, e-mail Alan McCarville at Alan-  
McCarville@uiowa.edu or call the MRI lab at 319-335-8706.

Q: Whom do I contact about billing or other administrative questions related to my scan? How do I  
update my MFK?  
A: Contact Alan McCarville at Alan-McCarville@uiowa.edu or the MRI Lab at 319-335-8706  
for all billing/scheduling/administrative questions about your scan.

Q: The scheduler looks really busy on a day that I need a scan. What is the possibility of  
squeezing in a scan? Could you alert me if a scan cancels?  
A: Subjects cancel routinely, so last minute additions are a possibility even if the scheduler is busy.  
Contact the MRI Lab at 319-335-8706 with your information and the lab will contact you if a last-  
minute scan is possible.

Q: My subject can only participate in the study if the scan is performed on a weekend. Is that a  
possibility?  
A: Yes. The MRI Lab does try to accommodate as many weekends as possible. Advance notice of 2  
weeks is preferable. We have a pool of 3 technologists who have agreed to scan on weekends if  
they are available. Football weekends are strongly discouraged due to the traffic around the hospital.  
Email Alan McCarville at Alan-McCarville@uiowa.edu or call the MRI Lab at 319-335-8706 to arrange a weekend scan.

Q: Where do my images go after a scan?  
A: XNAT (The Extensible Neuroimaging Archive Toolkit). To access your images via XNAT:  
Go to: https://rpacs.iibi.uiowa.edu/xnat/app/template/Login.vm.  
After you have logged in for the first time, contact Alan McCarville and he will assign you to the  
correct project.  
Log back in to XNAT. Your project will be listed on the main page. Links to your images will be  
available shortly after your research scan. There are many documents available if you need help.  
DVD’s and CD’s of your research scan are also available upon request.