

# 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

Access Calpendo User Documentation via link, [Help/Calpendo User Guide](#), or on the new Scheduler's main page.

## 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.

## Iowa Institute for Biomedical Imaging

Version 8.2.12

Sign in using one of the following:

Username:

Password:

---

If you do not already have an account:



Powered by  
**EX**prodo DB  
Online Web Database

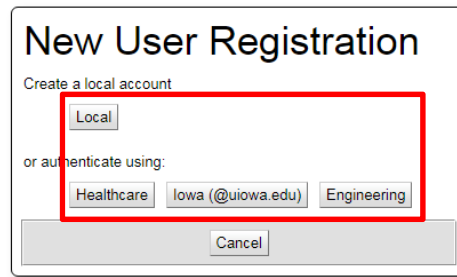
Calpendo licensed to Magnetic Resonance Research Facility, University of Iowa

## 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.

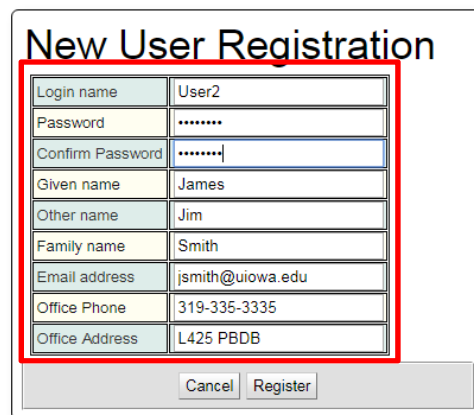
You have the option to select a new Local account, or you can authenticate using your Healthcare, Iowa (@uiowa.edu), or Engineering user account.

[Link to Calpendo Getting A User Account Guide](#)



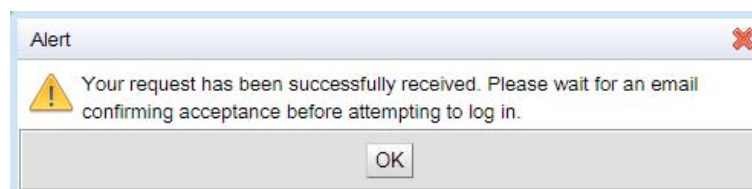
The image shows a dialog box titled "New User Registration". It has a section "Create a local account" with a "Local" button highlighted by a red box. Below this is the text "or authenticate using:" followed by three buttons: "Healthcare", "Iowa (@uiowa.edu)", and "Engineering". At the bottom of the dialog is a "Cancel" button.

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.



The image shows the "New User Registration" dialog box with a table of registration details. The table is highlighted with a red box. Below the table are "Cancel" and "Register" buttons.

Login name	User2
Password	.....
Confirm Password	.....
Given name	James
Other name	Jim
Family name	Smith
Email address	jsmith@uiowa.edu
Office Phone	319-335-3335
Office Address	L425 PBDB



The image shows an "Alert" dialog box with a yellow warning icon. The text inside reads: "Your request has been successfully received. Please wait for an email confirming acceptance before attempting to log in." Below the text is an "OK" button.

## 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:

### [Link to Calpendo Bookings Calendar Guide](#)

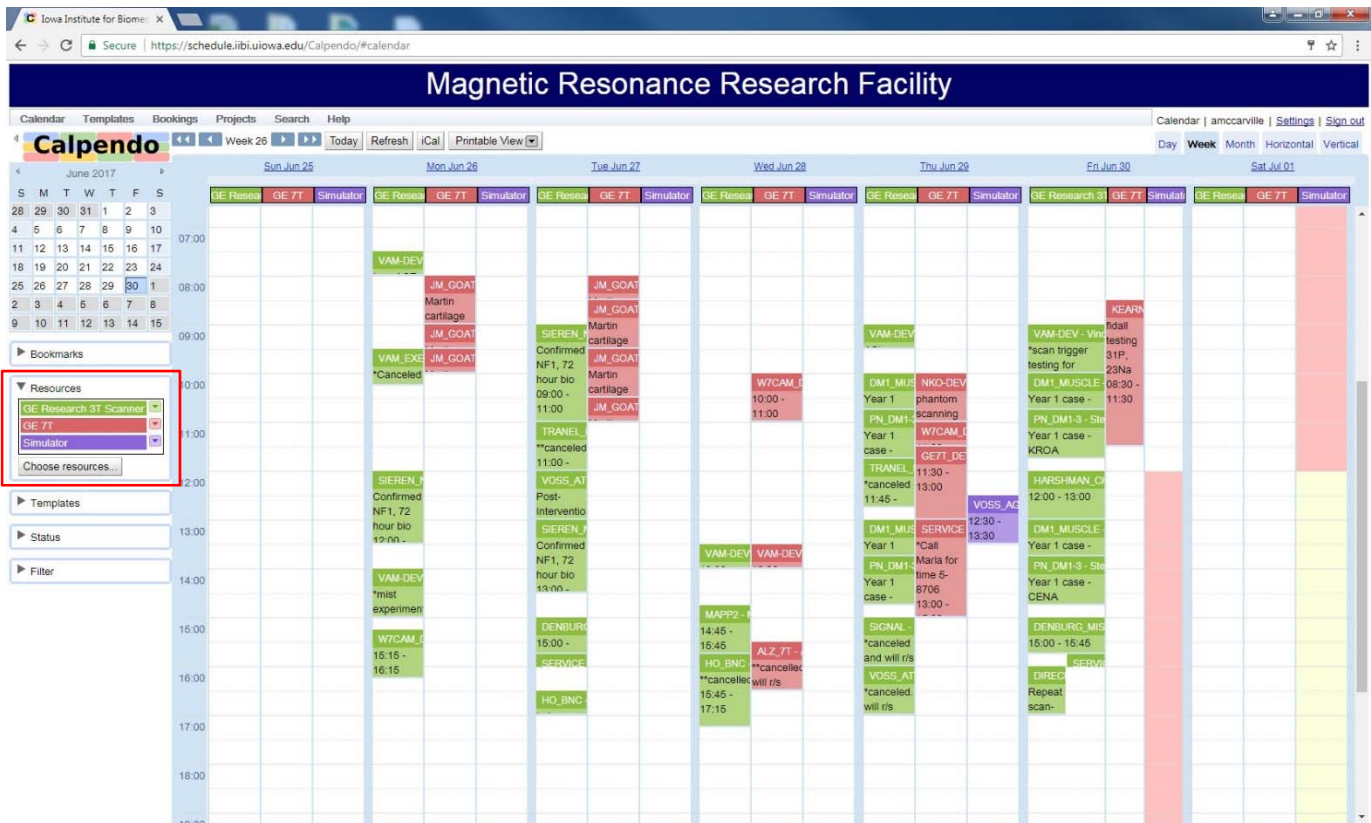
- 1) Calendar: Bookmarks, Resources, Templates, Status, Filter
- 2) Templates
- 3) Bookings: My Bookings Booking Cancellations, Booking Search
- 4) Projects: Create Project, Project Search, Project Membership Request
- 5) Search: Search, Report Manager
- 6) Help: About, FAQ, Calpendo User Guide
- 7)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

The screenshot displays the Calpendo scheduling interface for the Magnetic Resonance Research Facility. The main view is a weekly calendar grid from Sunday, June 25, to Saturday, July 1. The grid is organized by time slots from 07:00 to 18:00. Various resources are listed at the top of the grid, including GE Reses, GE 7T, and Simulator. The calendar shows numerous reservations, each represented by a colored block with text indicating the resource, project name, and time. For example, on Monday, June 26, there are reservations for 'VAM-DEV' (08:00-09:00), 'JM\_GOAT' (09:00-10:00), and 'SIEREN' (11:00-12:00). On Tuesday, June 27, there are reservations for 'SIEREN' (09:00-11:00), 'W7CAM' (10:00-11:00), and 'DM1\_MUS' (11:00-12:00). The interface also includes a navigation bar at the top with links for 'Calendar', 'Templates', 'Bookings', 'Projects', 'Search', and 'Help'. A sidebar on the left shows a calendar for June 2017 and a list of resources. The top right corner of the interface has links for 'Calendar | amccarville | Settings | 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](#)

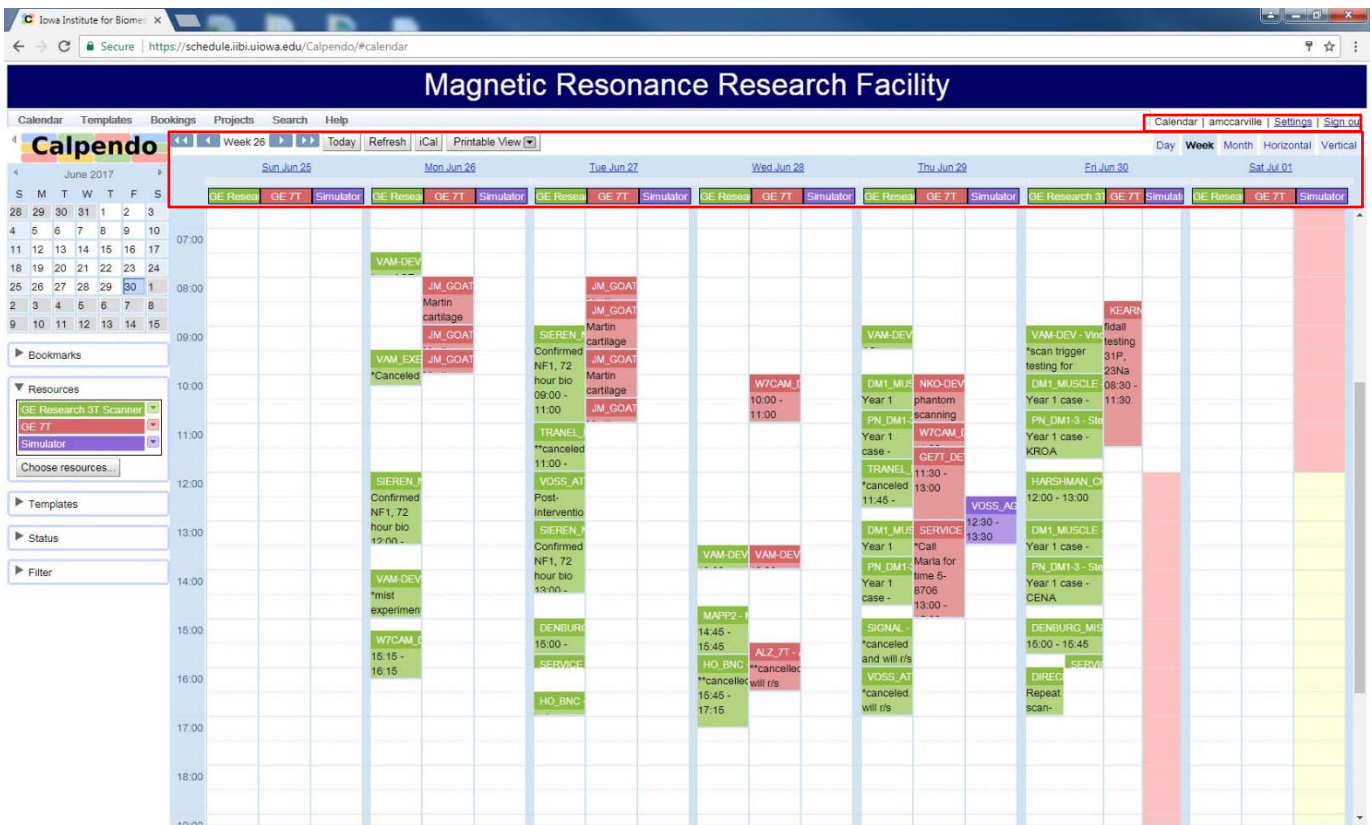


## Bookings Calendar

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](#)

The screenshot displays the Calpendo scheduling interface for the Magnetic Resonance Research Facility. The interface includes a navigation bar with 'Calendar', 'Templates', 'Bookings', 'Projects', 'Search', and 'Help'. A sidebar on the left contains 'Bookmarks', 'Resources' (with 'GE Research 3T Scanner', 'GE 7T', and 'Simulator' listed), 'Templates', 'Status', and 'Filter'. The main area shows a calendar grid for June 2017, with columns for Sun Jun 25, Mon Jun 26, Tue Jun 27, Wed Jun 28, and Thu Jun 29. A 'New Booking' dialog box is open, with a red box highlighting the 'Project' dropdown menu, which currently displays 'Please select a Project'. A red arrow points to this dropdown. The dialog box also shows 'Resource' as 'GE 7T', 'From' as '30 Jun 2017 13:30', 'To' as '30 Jun 2017 14:30', 'Booker' as 'Alan McCarville', and 'Owner' as 'amccarville (Alan McCarville)'. The 'Project' field is highlighted in red in the original image. The background calendar shows various bookings for different resources and dates.

## 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.

The screenshot shows a 'New Booking' dialog box with the following fields and values:

- Project: VAM-DEV (VAM-DEV)
- From: 6 Jul 2017, 09:30
- To: 6 Jul 2017, 10:30
- All day:
- Reminder:  Send reminder email
- Notice Period: 1 days
- Send reminders to:
  - Booking Booker
  - Booking owner
  - Project owner
  - Project users
- Repeat: No repeat
- Booking Status: Best possible
- Booker: Alan McCarville
- Owner: amccarville (Alan McCarville)
- Description: New Project.
- Do Not Bill: false
- Scan Status: Unknown
- First Name: David
- Last Name: Jones
- Subject ID: 123456789

At the bottom, there are two buttons: 'Create Booking' (highlighted with a red arrow) and 'Cancel'.

## 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*.

[Link to Calpendo \*Editing And Cancelling Bookings\* Guide](#)

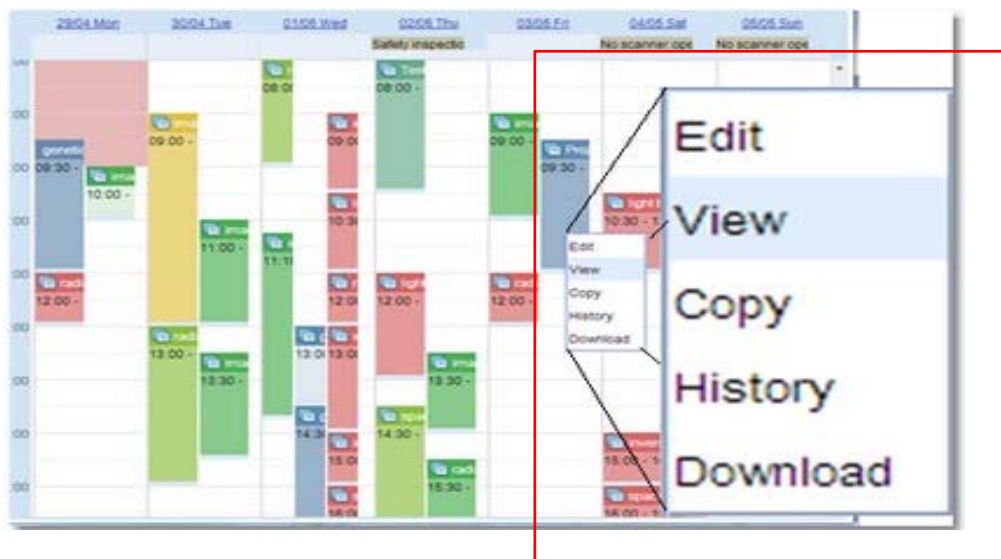
**Edit:** Will bring up the Edit Booking pop-up which is similar to the one seen when creating a new booking.

**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 Calpendo Web Browser Compatibility](#)

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

## 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](mailto: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](mailto: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](mailto: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.