

# Calpendo Scheduling Guide

## 1. Register as a New User

- a. <https://bic-missouri.calpendo.com>
- b. Select **Register New User** tab
- c. Enter user info in necessary fields and select **Register** tab
- d. Email BIC Coordinator, Bret, [glassb@missouri.edu](mailto:glassb@missouri.edu), regarding your new registration as well as the required Project/Study info listed in the next section
- e. Bret will approve upon email receipt to ensure prompt scheduling access

## 2. Projects/Studies

- a. Lab studies are identified as **Projects**
- b. If adding a new project to the calendar, send the BIC Coordinator the following project details (i.e., Name of Project with Any Associated Acronyms; MoCode and Department Number for billing scans according to BIC agreement; Name of Principal Investigator with email and cell phone contact information; Name of Research Assistants with email and cell phone contact information)
- c. If you need to be added to one or more existing projects, send an email to the BIC Coordinator with the title of the project(s) and the name of the Principal Investigator(s). You can select the **Projects – User List of Projects** tab to view a list of all current projects if you're not sure of Project Name and PI Name.
- d. The BIC Coordinator will reply via email when your new project is listed or when you have been assigned successfully to the requested existing project(s)
- e. You will only be allowed to book rooms/resources for projects that you have been assigned to

## 3. Booking Rooms/Resources

- a. Login in as user
- b. On the left hand side of the calendar, click on "Resources"
- c. You can view ALL resources simultaneously by clicking on one, holding down the SHIFT key and clicking the remaining ones (MR Scanner; Mock Scanner; BIC Conference Room)
- d. You must create a booking for each room/resource that you wish to use
- e. Click on the date and time that you wish to schedule a room/resource  
**NOTE:** If the room/resource is not available on your selected date and at your preferred time, it will be indicated and you will not be able to schedule
- f. When you click on a date/time, a **New Booking** window will appear
  - To select the desired room/resource, click in the box next to **Resource** to display a dropdown menu of options, then click to select
  - To select the project/study that will be utilizing the resource(s), click in the box next to **Project** to display a drop down of options, then click to select
  - To select the start date and time for utilizing your chosen room/resource, click in the box next to **From** to display a calendar, click on the date that you prefer, then select the start time from the drop down menu. To select the end date and time for utilizing your chosen room/resource, click in the box next to **To** to display a calendar, click on the end date which will be the same date that you selected for **From**, then select the end time from the drop down menu.

**NOTE:** Your time begins as soon as you enter the room so if you'll be having Participants practice the task on the MR Control Room computer before entering the scanner, please include that in your total time. If you do not wish to be billed for this time, you have the option of having the Participant practice the task on a lap top that your lab supplies in the BIC Conference Room prior to your scheduled MR Scanner time. Also, since pre-scan activities (Screening; Hold Harmless Agreement; Etc.) take place in this area as well, please ensure that you book this room/resource in addition to the MR Scanner. **There is no charge for utilizing the BIC Conference Room, the Mock Scanner Room or any other rooms/resources with the exclusion of the MR Scanner.**

- You also have the option of having a reminder sent to you as the Booker as well as the Project Owner (Principal Investigator) and/or other Project Users that need to be kept in the loop. Simply click the box next to **Reminder**, then click in the box next to **Notice Period** and select how far in advance you would like yourself or others to receive the reminder. Then under **Send reminders to** click in the boxes next to those you wish to send reminders to. You can also put additional information in the **Description** section if there are any special instructions or details that need to be conveyed.
- Click on **Create Booking** to finalize your booking

#### 4. Booking Changes and Edits

- a. You may make changes to your booking any time **BEFORE** the scheduled date and time of the booking
- b. Click on your booking on the calendar and select **Edit** from the dropdown menu
- c. Make any and all changes, then click **Update Booking** to confirm changes
- d. Once the booking date and time has occurred, you will be not be able to edit the contents of a booking

#### 5. Booking Cancellations

- a. You may cancel your booking any time **BEFORE** the scheduled date and time of the booking  
**NOTE:** If your Participant cancels or does not show for the appointment, please cancel the booking as soon as possible so that others may utilize the room/resource AND to avoid being charged
- b. Click on your booking on the calendar and select **Edit** from the dropdown menu
- c. Click on **Cancel Booking** to remove the booking from the calendar

#### 6. Booking Details

- a. Billing is based on Calpendo bookings in comparison with the BIC Scan Log
- b. Charges are determined according to room/resource demand and the amount of time between the booking and the cancellation:
  - No charge for cancelling booking > than 24 hours in advance
  - 50% charge for cancelling booking < than 24 hours in advance

See Booking Example Below:

The screenshot displays the Calpendo calendar interface. A 'New Booking' modal window is open, showing the following details:

- Resource:** MR Scanner
- Project:** Chris03 (NPQA GM Study)
- From:** Nov 28 2018, 11:00AM
- To:** Nov 28 2018, 12:30PM
- Reminder:**  Send reminder email
- Notice Period:** 1 days
- Send remind:** 1 days
- Checkboxes:**  Booker,  Booking owner,  Project owner,  Project users
- Repeat:** No repeat
- Status:** Best possible
- Booker:** glassh (Bret Glass)
- Owner:** glassh (Bret Glass)
- Description:** Participant will practice task in Conference Room prior to 11:00 am

The background calendar shows a grid for November 2018. A booking for 'MR Scanner' is visible on Nov 28, 2018, from 12:00 AM to 05:00 PM. Other resources like 'Mock Scanner' and 'EIC Conference Room' are also listed in the top left.

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