

## FBM Booking Calendar - Documentation of use

### Product

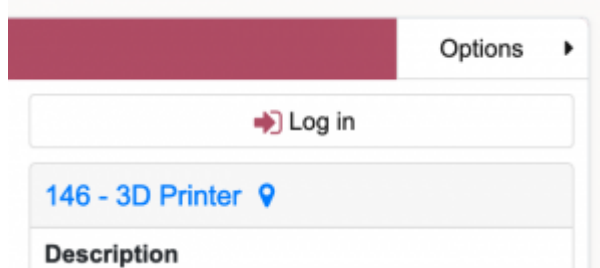
	Nom
Application	FBM booking calendar (FBM Booking Calendar)

### Description

How to book a room, setup or animal facility through the FBM booking calendar (FBM Calendar).

### Connexion

To have the right to book/modify a reservation or to consult "My monthly planning", log in using the button **Log in** at the top right of the page under the calendar display options.



### Display

The calendar has five different displays *Month*, *Week*, *Day*, *My monthly planning* and *List*.



- Clicking on a week number in the left column or on a day number in a cell, will show the date using the corresponding view.

The screenshot shows two calendar views. The top view is a monthly calendar for 'Septembre 2020'. It has columns for 'lun.' and 'mar.'. The first row shows 'Sem.36' in the left column, '31' in the middle, and '1' in the right column. The second row shows 'Sem.37' in the left column, '7' in the middle, and '8' in the right column. The bottom view is a weekly calendar for '7 - 11 sept. 2020'. It has columns for 'lun. 07/09' and 'mar. 08/09'. The first row shows 'Sem.37' in the left column, 'lun. 07/09' in the middle, and 'mar. 08/09' in the right column. The second row is labeled 'Toute la journée'. The third row is labeled '08:00'. The fourth row is labeled '09:00'.

8 septembre 2020 Mois Semaine Jour Plannin

**Sem.37** mardi

Toute la journée

08:00

- The view *My monthly schedule* displays your reservations in all rooms, for the given month.

February 2019 Month Week Day My monthly planning < Today >

**Tuesday 5 February**  
 09:00 - 10:00 Séance Salle de test

**Thursday 14 February**  
 17:00 - 18:00 Meeting Salle du Décanat

**Tuesday 19 February**  
 all-day Expérience Nanolive

**Wednesday 27 February**  
 08:00 - 00:00 Autre expérience Real-time PCR

**Thursday 28 February**  
 00:00 - 18:00 Autre expérience Real-time PCR



- The view *List* displays a list of resources by resource category in a building or of your favorites.

September 8, 2020 Month Week Day Monthly planning List < Today >

Rooms	08:00	09:00	10:00	11:00	12:00	13:00	14:00
<i>i</i> 107 - Salle de séminaire							
<i>i</i> 108 - Salle de réunion		Meeting					
<i>i</i> 120 - Salle de séminaire (Lipari)			Meeting				
<i>i</i> 130 - Salle de réunion (Vulcano)					Formation		
<i>i</i> 219 - Salle de conférence							

- The description of the resource is displayed by clicking on the “i” button to the left of the resource name.


8 septembre 2020


Salles	08:(
 <u>131 - Piro</u> <b>Description</b> Robot de pipetage automatisé pour quantification d'ARN.  <b>Disponibilité</b> Disponible pour tous les collaborateurs du Département de pharmacologie et toxicologie après initiation et formation avec le responsable.  <b>Responsable</b> Vacant  	

- It is possible to select a resource category or display your favorites from the menu on the right..

**Buildings / categories**

[☆ List favorites](#)

Bugnon 27 

Seminar room 

### Selecting a time slot

- To book a time slot, click on a day in the *Month* display or vertically select 15-minutes periods in the *Week* and *Day* views.

Février 2019

Mois Semaine Jour

Sm	lun.	mar.	mer.
5	28	29	
6	4	5	
7	11	12	
8	18	19	

4 – 8 févr. 2019

Mois Semaine Jour

Sm6	lun. 4.2	mar. 5.2	mer.
Toute la journée			
08:00			
09:00			
10:00			
11:00			

8 septembre 2020

Mois Semaine Jc

Salles	08:00	09:00
<b>i</b> <u>107 - Salle de séminaire</u>		
<b>i</b> <u>108 - Salle de réunion</u>		
<b>i</b> <u>120 - Salle de séminaire (Lipari)</u>		
<b>i</b> <u>120 - Salle de séminaire (Lipari)</u>		

- Some periods of the day may not be possible to book in order to correspond to periods of unavailability of the room.

06:00			
07:00			
08:00			
09:00			
10:00			
11:00			

## Repeat options

Multiple repetition options make it easy to create recurring reservations

- Basic repetition allows you to book every day between two dates, the same day every week, month or year.

Repeat  No  
Description  Every day  
 Every week  
 Every month  
 Every year  
 Custom

- More advanced options are possible after selecting “Custom”. These allow you to book every X days, weeks or months.

Repeat   
Every\*   
Until\*   
days  
 weeks  
months  
on...

- After selecting the “select...” option, it is also possible to book certain days (e. g. Mondays, Wednesdays) between two dates.

Repeat   
Every\*  on...  
Until\*

- A summary message explains what will be booked.

**New event** [X]

Title\* Meeting

Begin\* 05/02/2019 09:00

End\* 05/02/2019 10:00

Whole day

Repeat Custom

Every\* M T W T F S S on...

Until\* 05/04/2019

Description

**i**  
Every monday, wednesday from 09:00 to 10:00 begin 05.02 end 05.04

Save

Close

## Options

- Customization options can be found in the “Options” menu at the top right of the page.

Show days from previous and next months

Show weekend

Show weeks number

Automatic refresh (1 min)

English

Logout

Note that the options you select are related to the browser you are using (Firefox, Chrome, etc.) and your computer. You will need to redo the configuration if you are using different computers.

## Favorites

- Once you have selected a room, click on the star to add it to your favorites and return to it more easily.

Ajouter/retirer des favoris

Bâtiments / salles

☆ 007 - Flux 3A

☆ 220 - IncuCyte - Slot5

☆ 5010 - Salle du Décanat

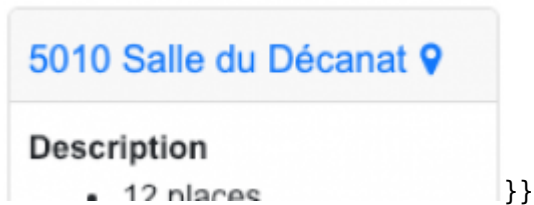
Bugnon 21

5010 - Salle du Décanat

## Planète UNIL

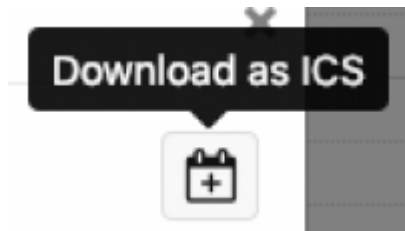
Planète UNIL is a service for searching buildings and rooms.

- You can view the location of the room by clicking on its name above its description.



## Other

- You can download the reservation in ICS format to add it to your UNIL calendar by clicking on the calendar icon in the reservation details.



- You can duplicate a one-time reservation by moving it while holding the ALT key on your keyboard.



## Examples

Please use Firefox or Chrome to play the videos

video { height:auto; width:auto; }

### Make a simple reservation

[nouveau\\_calendar\\_fbm\\_1.webm](#)

### Move/extend a simple reservation

[nouveau\\_calendar\\_fbm\\_2.webm](#)

### Make a reservation everyday

[nouveau\\_calendar\\_fbm\\_3.webm](#)

### Make a reservation on certain days

[nouveau\\_calendar\\_fbm\\_4.webm](#)

### Make a reservation every X weeks

[nouveau\\_calendar\\_fbm\\_5.webm](#)

## References

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[calendar](#), [appfbm](#)