

FBM Booking Calendar - Documentation of use

Product

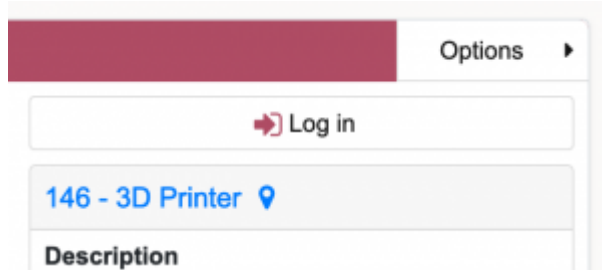
| | Nom |
|-------------|--|
| Application | FBM booking calendar (FBM Booking Calendar) |

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 detailed view for '7 - 11 sept. 2020'. It has columns for 'lun. 07/09' and 'mar. 08/09'. The first row is 'Sem.37'. The second row is 'Toute la journée'. The third row is '08:00'. The fourth row is '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:(|
|--|------|
| <p> <u>131 - Piro</u></p> <p>Description Robot de pipetage automatisé pour quantification d'ARN.</p> <p>Disponibilité Disponible pour tous les collaborateurs du Département de pharmacologie et toxicologie après initiation et formation avec le responsable.</p> <p>Responsable Vacant</p> <p></p> | |

- 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 |
|---|-------|-------|
| i <u>107 - Salle de séminaire</u> | | |
| i <u>108 - Salle de réunion</u> | | |
| i <u>120 - Salle de séminaire (Lipari)</u> | | |
| i <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*

- 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

Your reservations color

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

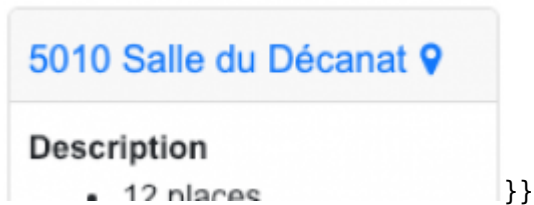
Bugnon 21

5010 - Salle du Décanat

Planète UNIL

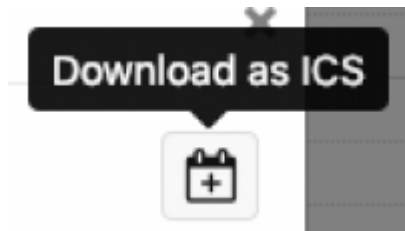
Planète UNIL is a service for searching buildings and rooms.

- 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

calendar, appfbm