

## FBM Booking Calendar - Documentation of use Product

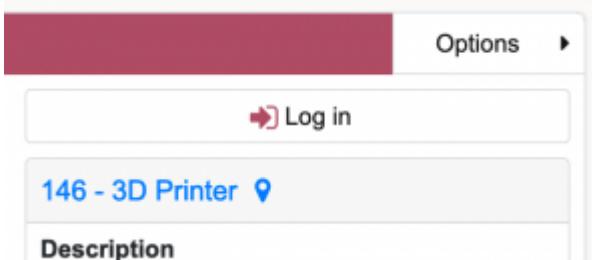
	Nom
Application	FBM booking calendar (FBM Booking Calendar)

### 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*.

Month Week Day Monthly planning 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.

Septembre 2020

	lun.	mar.	
Sem.36		31	1
Sem.37	7		8

7 – 11 sept. 2020

Sem.37	lun. 07/09	mar. 08/09
Toute la journée		
08:00		
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
<b>Tuesday 5 February</b>		
09:00 - 10:00	● Séance	Salle de test
<b>Thursday 14 February</b>		
17:00 - 18:00	● Meeting	Salle du Décanat
<b>Tuesday 19 February</b>		
all-day	● Expérience	Nanolive
<b>Wednesday 27 February</b>		
08:00 - 09:00	● Autre expérience	Real-time PCR
<b>Thursday 28 February</b>		
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 107 - Salle de séminaire							
i 108 - Salle de réunion		Meeting					
i 120 - Salle de séminaire (Lipari)			Meeting				
i 130 - Salle de réunion (Vulcano)					Formation		
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

<b>Salles</b>	08:1
 <a href="#">131 - Piro</a>	
<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.

**Programme informatique de la FBM**  
**FBM Booking Calendar - Documentation of use**

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

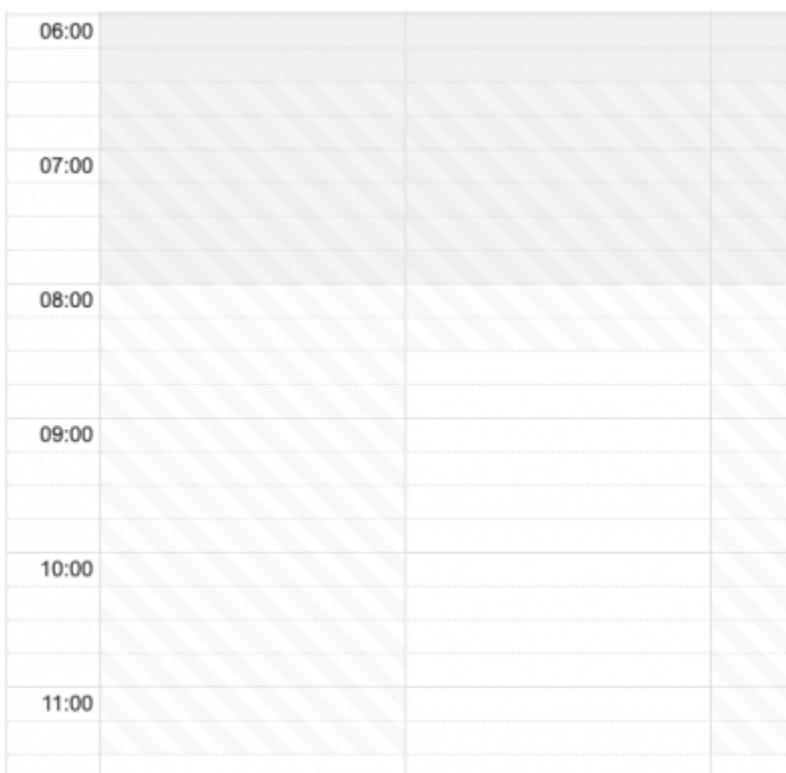
Sm 6	lun. 4.2	mar. 5.2	mer.
Toute la journée			
08:00			
09:00			
10:00			
11:00			

8 septembre 2020

Mois Semaine Je

Salles	08:00	09:00
i 107 - Salle de séminaire		
i 108 - Salle de réunion		
i 120 - Salle de séminaire (Lipari)		
i 420 - Salle de séminaire (Lipari)		

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



## 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	<input checked="" type="checkbox"/> No <input type="checkbox"/> Every day <input type="checkbox"/> Every week <input type="checkbox"/> Every month <input type="checkbox"/> Every year <input type="checkbox"/> Custom
Description	

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

Repeat	Custom
Every*	2
Until*	05/04/2019

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

Repeat	Custom							
Every*	<table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td><td>S</td></tr></table> <input type="button" value="on..."/>	M	T	W	T	F	S	S
M	T	W	T	F	S	S		
Until*	05/04/2019							

- A summary message explains what will be booked.

New event ×

Title*	Meeting	
Begin*	05/02/2019	09:00
End*	05/02/2019	10:00
Whole day	<input type="checkbox"/>	
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.



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.



## Planète UNIL

Planète UNIL is a service for searching buildings and rooms.

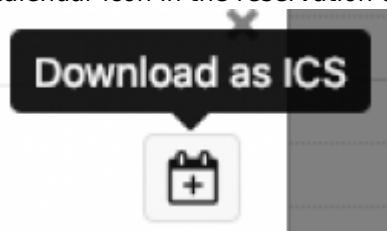
- You can view the location of the room by clicking on its name above its description.

5010 Salle du Décanat 

Description  
• 12 places } }

## 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