

This is a short description of the web calendar for booking the FCS microscope in our laboratory (room 218). It describes in few simple steps the basic features of the calendar. I hope the information below will be helpful. Please pay particular attention to no 3. The link to the calendar (Public Access) is: <http://www.jh-inst.cas.cz/~fluorescence/webcalendar>

LOGGING IN:

In the top right-hand corner you will find a link to login page.

You can also use the following link:

<http://www.jh-inst.cas.cz/~fluorescence/webcalendar/login.php>

Use the given login and password.

ADDING NEW EVENT:

You see the existing events and you can add new ones. Be careful not to add new events to the dates occupied by other people.

1. To add new event:
 - click on the 'plus' image on the day of interest ('New entry' pop-out window will appear)
 - or go to menu -> Events -> Add New Event
2. In the description, please write your name and the wavelength you will use. You can add full description below.
3. Go to the *Participants tab* and add **Public Access** to the Participants (by Ctrl+clicking on **Public Access** in the list.
This is a very important step to let all the users see you booked the microscope!
4. If you wish to measure in a number of days, go to *Repeat tab* and choose *Daily* from the list. Choose number of times and write the number of days U wish to measure in the box.
5. Check if the chosen days do not overlap with other bookings!

EDITING / DELETING THE EXISTING EVENTS:

You can edit the entries by clicking on them. You will see a description of the booking and the actions you can take:

- Edit entry / Edit repeating entry for all days
- Delete entry / Delete repeating event for all dates
- etc.

Please do not change the events created by other users.

After logging out check if your new entry is visible for all other users (in Public Access calendar).

Have fun with the microscope and good luck with your measurements!