

Welcome to our new booking site

Aarhus MRC bookings


Version 9.0.64

Sign in using:


Username:

Password:

If you do not already have an account:



Powered by



<https://aarhus-mrc.calpendo.com>

From 1st January 2022 all MR scanner booking must be done in our new system, Calpendo.

Guidance about registration and use is to be found on the following pages.

It's always possible to find the booking entrance on our homepage: www.mr.au.dk

1. Registration as a new user

The first time you log in, you need to register as a new user.

If you do are already use the old system, please go to point B) below:

A) Completely new user

- Click on "Register new user" and choose "Local"

Sign in using:
Username:
Password:

If you do not already have an account:

New User Registration

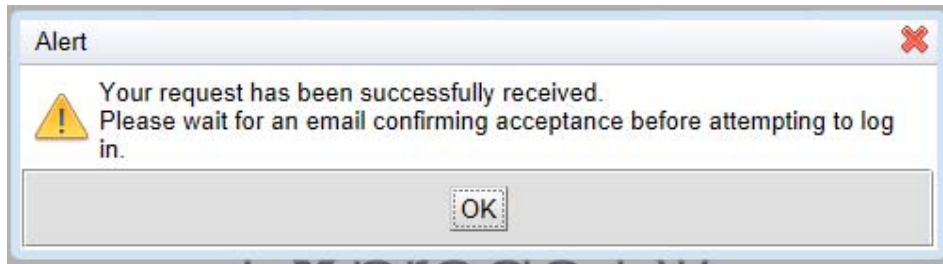
Create a local account

or authenticate using:

- Fill out the registration form with your data. All boxes are mandatory.

New User Registration

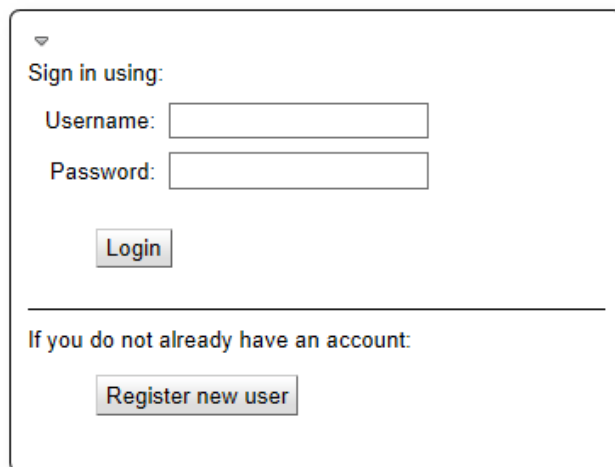
Login name	<input type="text"/>	At least 6 characters
Password	<input type="password"/>	
Confirm Password	<input type="password"/>	
Given name	<input type="text"/>	
Other name	<input type="text"/>	
Family name	<input type="text"/>	
Email address	<input type="text"/>	
Occupation	<input type="text"/>	
Dept	<input type="text"/>	
Mobile Phone	<input type="text"/>	
Work Phone	<input type="text"/>	Expected date of finishing your MR scans
Expiration Date	<input type="text"/>	
Safety Course passed, date	<input type="text"/>	
Fire, Hygiene and Heart lung rescue course passed, date	<input type="text"/>	
MR Senior	Please select a Project S <input type="button" value="v"/>	Choose the MR senior researcher, who will be connected to your project



- You will receive a confirming email of your user request – wait for the admin to send approval.
- You will get a final confirmation of the creation of your user account.

B) New user in Calpendo, but with your username from our old booking system

- Your username is the same as in the old system.
- Write your "username" and click "login" (do not type anything in "password")

A login form with a dropdown arrow at the top left. It contains the text "Sign in using:" followed by two input fields: "Username:" and "Password:". Below the fields is a "Login" button. A horizontal line separates this from the text "If you do not already have an account:" followed by a "Register new user" button.

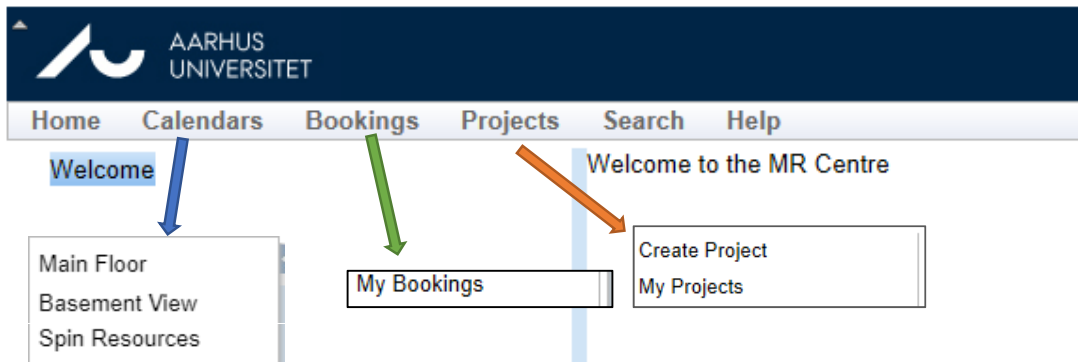
Login failed for user
'LocalAuthenticationMethod[Local]/Mariatest'
[Forgotten password or login name](#)

- A red pop-up will appear below, and you click on "forgotten password..."
- You will receive a mail with your new temporary password.
- You might be asked to type a new password several times before you manage to log in.

2. Content in Calpendo

Calpendo has three main taps

- **Calendars** – used to watch the calendar AND to **book new scanning sessions**.
- **Bookings** – used **ONLY** to watch already existing bookings.
- **Projects** – used to create new projects and watch already existing projects



3. Signing-up for new scanning projects

Choose the tap called “Projects” and choose “Create Project”. Fill out the form with your project details.

Cancel Save Generated automatically

Status	Requested
Project No	
Title	Enter project name
Project Objective	
Type	Please select a Project T
Owner	Mariatest (Maria Ditlev)
Phone Number (owner)	
Start	
Finish	
Project Researcher (the person performing the scanning)	Please select a User
Phone Number for project researcher	
Type Of Research	
Permission Number from The Animal Experiment Inspectorate	
Permission Number from LMS/VEK	
Hours of system usage	0
Session Length in hours (eg 1.5)	
MR Senior	Please select a Project S
Senior/Supervisor at your own department	

Project Resource Settings **Users** Funding

Resource	Cost per Hour	Cost per Session
Choose resources...		

- Remember to click on “Save” at the top of the form when you have finished filling it out.
- You will receive a confirmation of your project request.
- Admin will most probably accept your project
- Admin will ask you to send your financial information.

4. Booking of scanner time

When you hover your mouse over the "Calendars" tap the following dropdown-menu will appear.

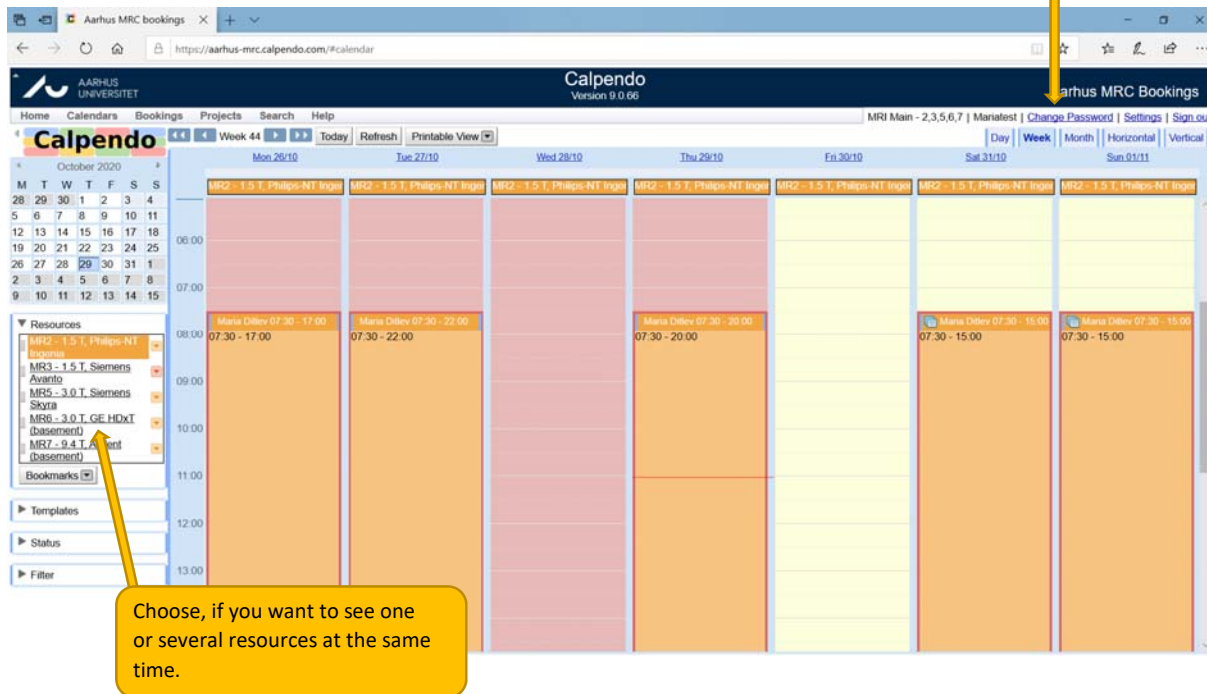
You will have to choose:

- **Main floor**, if your project is related to the scanners MR 1, 2, 3, 4 or 5
- **Basement View**, if your project is related to MR6 or 7 (with or without Spin Resources).



Choose your calendar layout (day, week, month)

Opsætning



The screenshot shows the Calpendo Aarhus MRC Bookings interface. At the top, there is a navigation bar with "Home", "Calendars", "Bookings", "Projects", "Search", and "Help". Below this is a header for "Calpendo Aarhus MRC Bookings" with a version number "9.0.66". The main area displays a weekly calendar view for October 2020, showing bookings for MR2 - 1.5 T, Philips-NT Inga. The time slots range from 06:00 to 13:00. A "Resources" sidebar on the left lists various resources like MR2, MR3, MR5, MR6, and MR7. A yellow callout box points to the "Resources" sidebar with the text "Choose, if you want to see one or several resources at the same time." Another yellow callout box points to the calendar view with the text "Choose your calendar layout (day, week, month)".

Booking scanner time

You click on the calendar on the time you want to book and which scanner you want. You can only book the scanner(s) to which your project is connected.

This window will appear:

The screenshot shows the 'New Booking' window with the following fields and callouts:

- Resource:** MR2 - 1.5 T, Philips-NT II (+) [Callout: default]
- Type:** Research [Callout: default]
- Project:** 707 (ALL-STAR projekt) [Callout: Choose your project]
- Owner:** Mariatest (Maria Ditlev) [Callout: Your own name is default]
- From:** 30 Oct 2020 08:00 [Callout: All day
- To:** 30 Oct 2020 09:00
- Reminder:** Send reminder email [Callout: Default –can be deselected]
- Notice Period:** 30 minutes
- Send reminders to:**
 - Booker
 - Booking owner
 - Project owner
 - Project users
- Repeat:** No repeat [Callout: Please ignore this]
- Status:** Best possible [Callout: Please ignore this]
- Commentary:** [Empty text area]
- Buttons:** Create Booking, Cancel

- The timeslot you can book will automatically adjust to the timeslot agreed on for your project.
- You can, however, book two (or more) sessions in one booking.
- If you try to book a time interval that doesn't add to the predetermined, the numbers will turn red, and you cannot book.

- When you have finished filling in, you click **Create Booking**.
- Shortly after, you will receive a confirming email, and a link for your outlook calendar.
- You can delete your booking (free of charge) up to 72 hours before the selected booking time.

For further questions, please get in touch with Maria Ditlev (maria.ditlev@clin.au.dk)