

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
EXprodo DB
Online Web Database

<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:

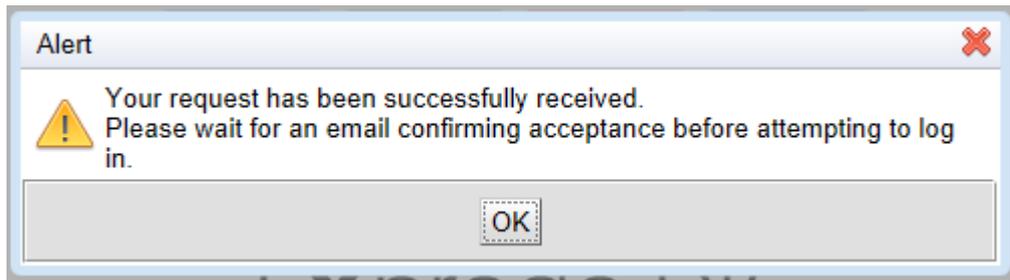
If you do not already have an account:

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"/>	
Expiration Date	<input type="text"/>	Expected date of finishing your MR scans
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 "Sign in using:" label. Below it are two input fields: "Username:" and "Password:". A "Login" button is positioned below the password field. A horizontal line separates the login section from the registration section, which has the text "If you do not already have an account:" and a "Register new user" button.

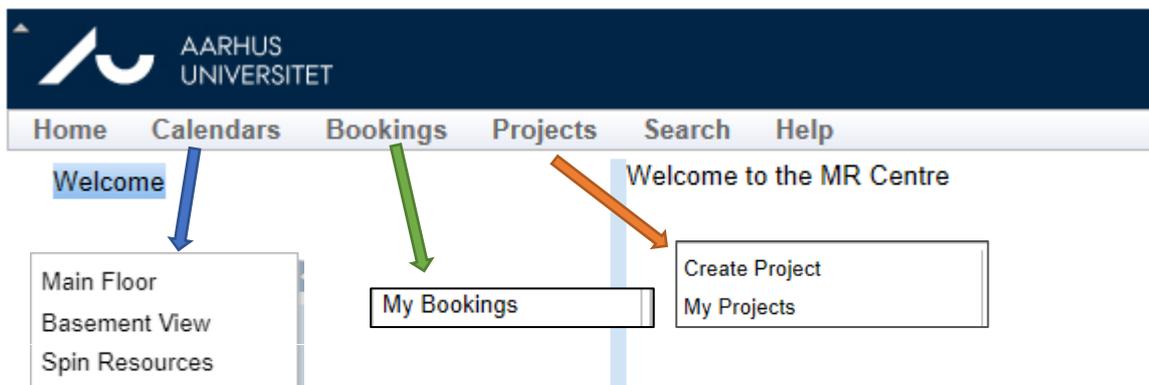
Login failed for user
'LocalAuthenticationMethod[Local]/Mariatest'
[Forgotten password or login name](#)

- 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

You need to follow this procedure to apply for a new MR scanning project:

- Apply for an MR Project via [this link](#).
- The research committee at the MR research centre will evaluate your application.
- After the evaluation, we will reach out to you and will constitute a contract with our mutual agreement on the project.

MRC - Project information form Returning?

Please complete the survey below.
Thank you!

The MR Research Centre project form

- 1) Project title
* must provide value
- 2) Project description and objective
* must provide value
Expand
3-5 lines as a minimum. Fill in everyday language to the extent that the MR research board can assess the project.
- 3) Project owner
* must provide value
Name of the project owner and main responsible for the work and affiliation.
- 4) Phone number
* must provide value
- 5) Email of project owner
* must provide value
- 6) Main contact at the MR Research Centre for the specific project
* must provide value
MR researcher in dialogue on the project
- 7) Project expected start
* must provide value
Today D-M-Y
- 8) Project expected end
* must provide value
Today D-M-Y
- 9) Project researcher during scans
* must provide value
The primary person doing the scans
- 10) MR Safety and Hygiene Course - completed and when?
Please provide date of completed course or planned participation
- 11) Project partners on the project
* must provide value
Supervisors, advisors and collaborators on the project

Project specific informations

- 12) Type of research
* must provide value
- 13) Permission Number from the Animal Experiment Inspectorate
If applicable
- 14) Permission Number from VEK/LMS
If applicable
- 15) Staff at the MR Research Centre needed for performing the project
* must provide value
Functional staff, PhD students, radiographer, other?
- 16) Execution of the work done at the MR Research
* must provide value
Expand
Write a detailed description of the steps and procedures. Provide a timeline. Does the subject need a follow-up scan? Is the scan in line with other guidelines elsewhere? Hours on scanner. Total number of subjects? Other important information?
- 17) Supplementary materials for the project can be uploaded here. [Upload file](#)

Submit
Save & Return Later

4. Booking of scanner time

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

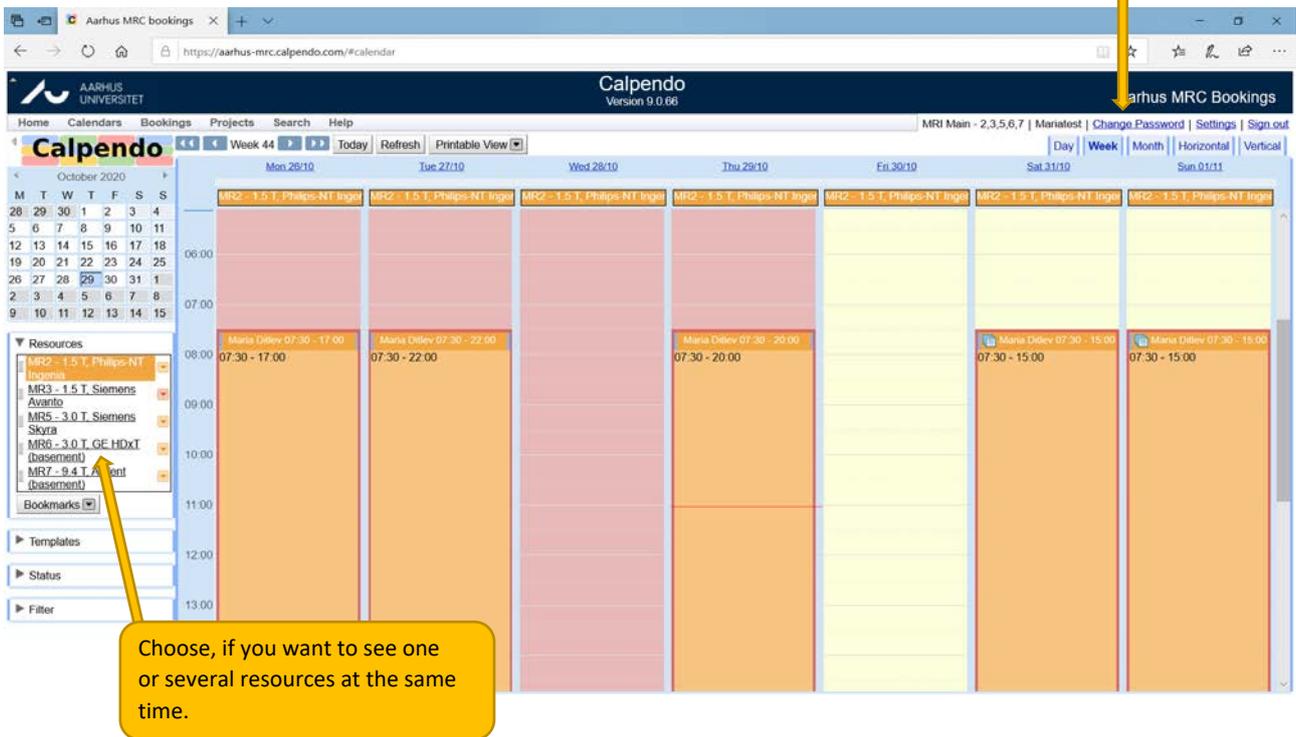
You will have to choose:

- **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. The main calendar view is set to 'Week' and shows a weekly layout from Monday 28/10 to Sunday 01/11. The time slots range from 06:00 to 13:00. Bookings for 'Maria Ditlev' are visible, with times such as 07:30-17:00 on Monday and 07:30-22:00 on Tuesday. A yellow callout box points to the top right of the interface, indicating the location to choose the calendar layout. Another yellow callout box points to the 'Resources' list on the left side, indicating the location to choose which resources to view.

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 (with a '+' icon)
- Type:** Research (dropdown menu) - callout: "default"
- Project:** 707 (ALL-STAR projekt) (dropdown menu) - callout: "Choose your project"
- Owner:** Mariatest (Maria Ditlev) (dropdown menu) - callout: "Your own name is default"
- From:** 30 Oct 2020 08:00 (with "All day" checkbox)
- 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 (dropdown menu)
- Status:** Best possible (dropdown menu) - 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)