

Quick Start guide to book an instrument – Infinity Facility Management Software

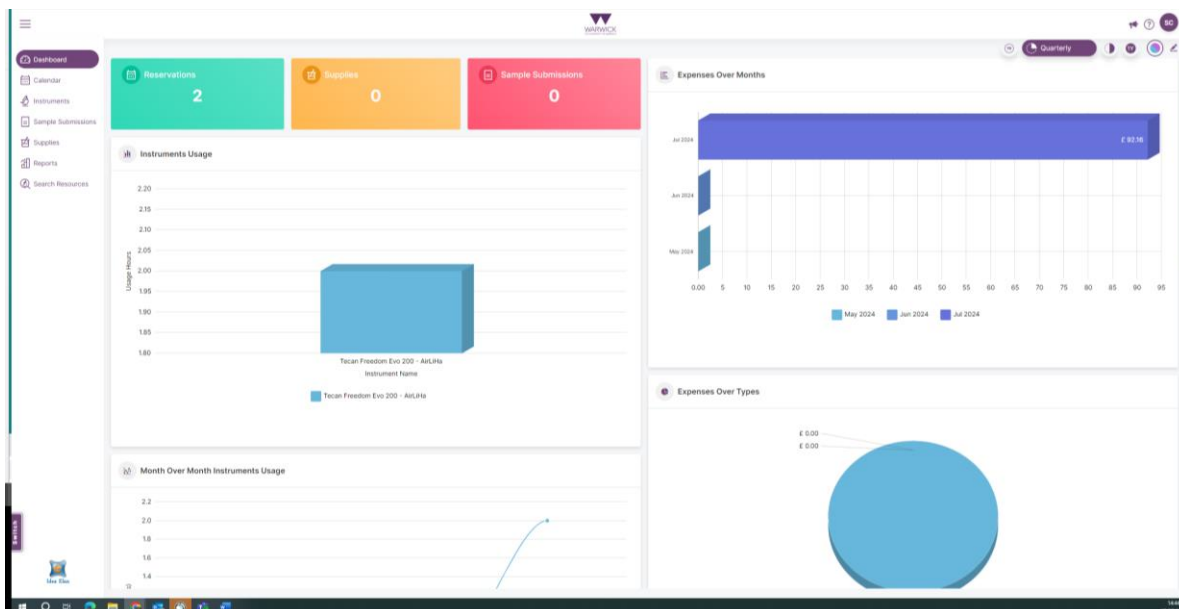
(For current BioSRL users)

Current staging login: <https://sinfinity.ideaelan.com/warwick/auth/login>

Please click SSO for ‘Single Sign On’ using UoW credentials.

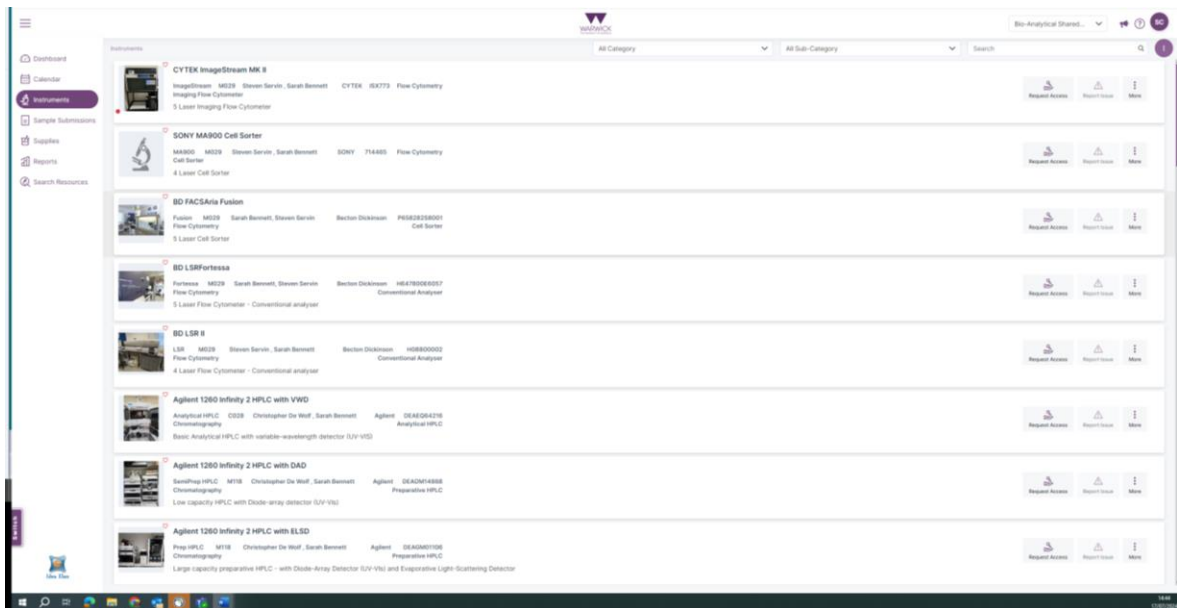


This will open up the dashboard, which gives you a summary of your bookings / expenditure / usage. This page can be personalised to you, or you can make one of the other pages your start page (e.g. the instrument list).

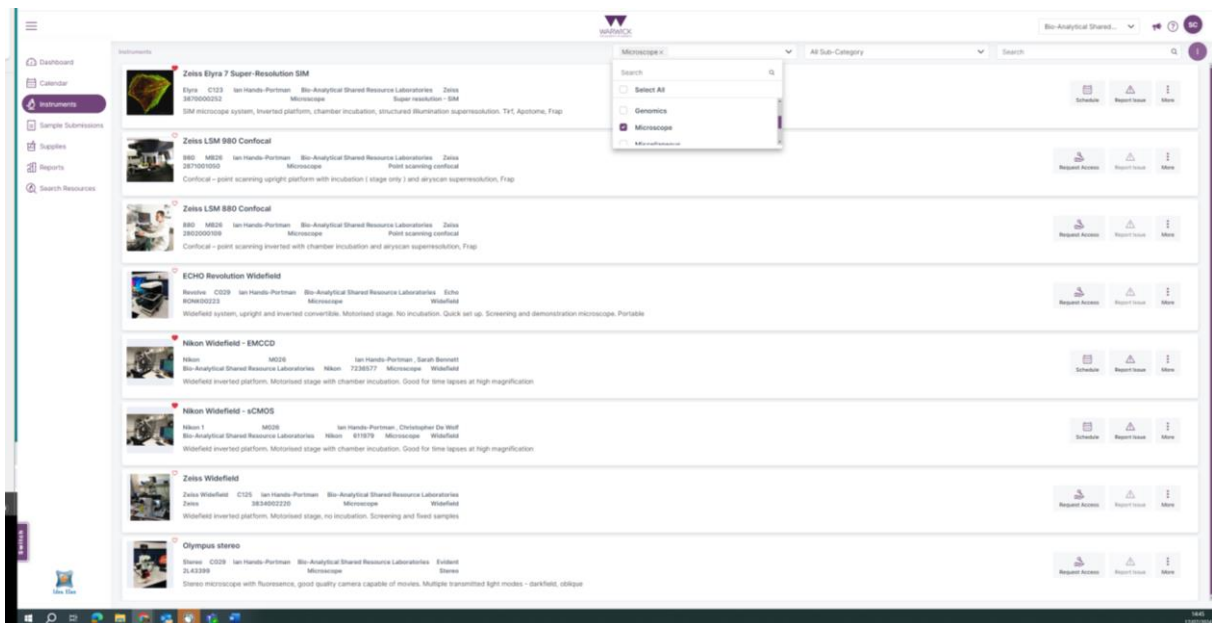


On the left hand side you can select the ‘instruments’ or ‘calendars’ in the BioSRL. There are other options and these will be implemented in the future.

When selecting ‘Instruments’, you will see a list of everything in the BioSRL.

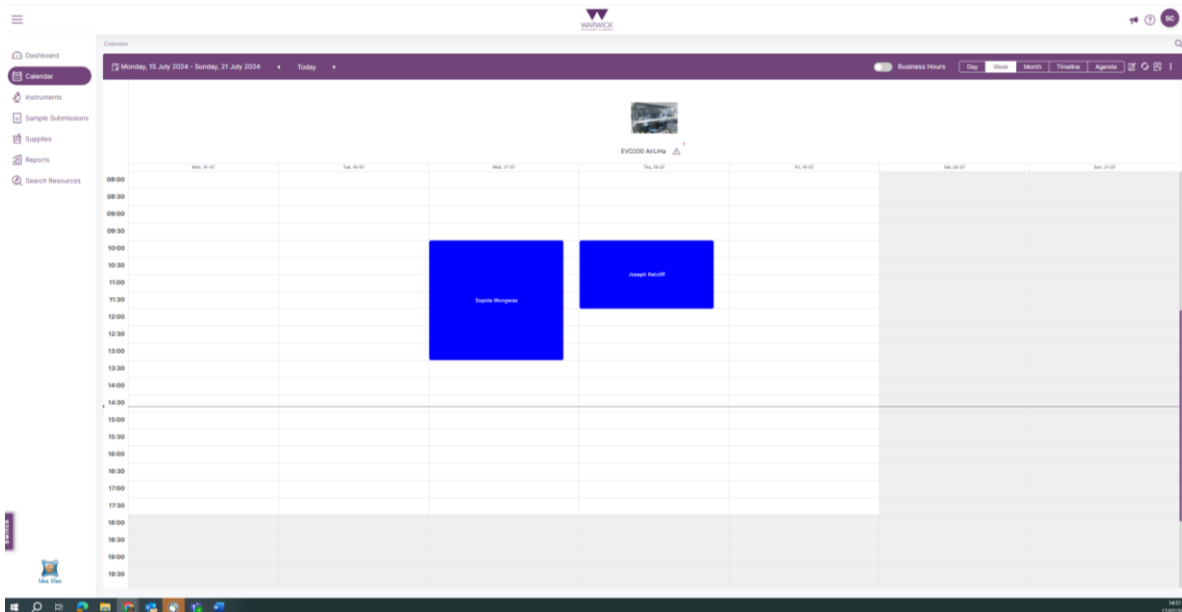


You can filter this list by using the 'All Category' drop down menu at the top of the screen to show the instruments in each of the BioSRLs.



If you are a current user of an instrument, you will be able to select the 'Schedule' to see the calendar for the instrument. If you would like to access a new instrument, click 'Request Access' and fill out the form. You can also report a fault, see details of any technical issues and any announcements. We will begin to populate the 'Help files' with SOPs etc.

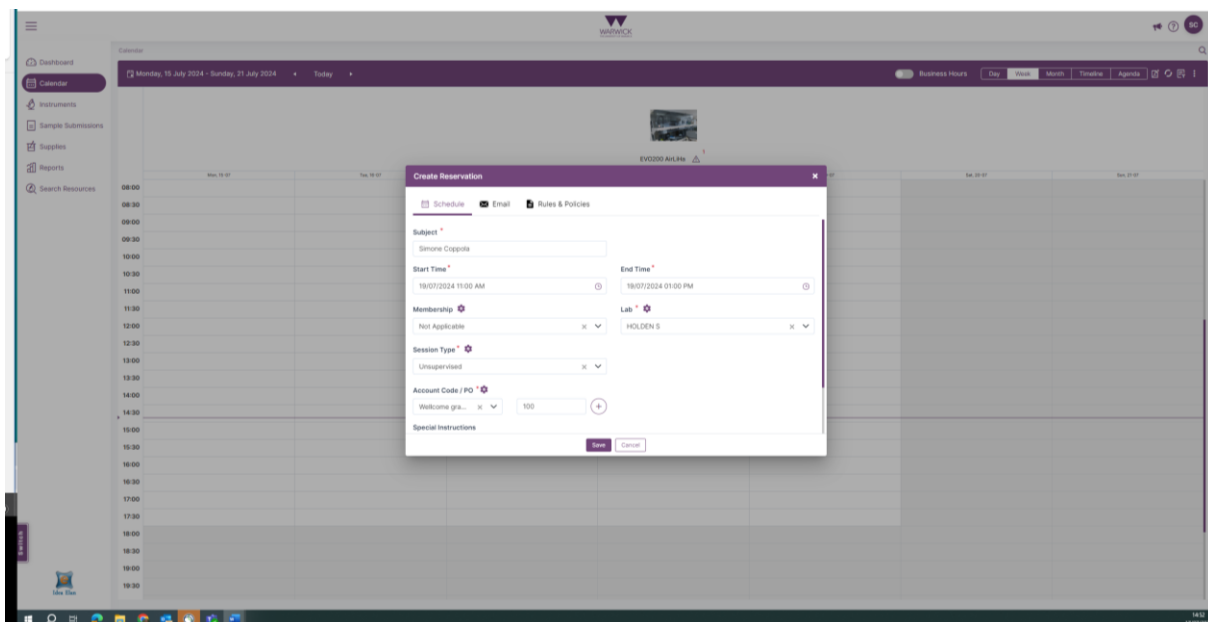
Select 'Schedule' for the instrument you want to book:



In the top right hand corner, there are the options to change the view to day/week/month. To only show the instrument calendars (and not yours and the admin calendars, which may be the default), click the three dots in the top right hand corner and toggle the 'User calendar' switch.

To make a booking, click and drag the time period required. Fill in the required booking details keeping your name as the 'subject'. Select the session type (supervised/unsupervised/training).

You will need an account code or membership associated with your PI in order to book. If this isn't in the drop down menu, please contact Sarah Bennett and your PI to arrange.



When you click save, the cost of the booking will be highlighted for you to agree to.