

Calpendo booking instructions

DUNN SCHOOL	Calpendo Version 10.1.31	Flow Cytometry and Bioimaging Facilitie	
	Sign in using: SSO		
	Alternatively, sign in using: Usemame: Password:		
	Login		
	If you do not already have an account: Register new user		
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Click "sign in using SSO"	Calpendo Powered by Exprodo DB Online Web Database	g:	

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A pop-up window will appear prompting you to register as a new user - Click "OK"





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Fill in details in "New User Registration" window.



Users from the Dunn School = Internal

Users from other departments = External



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Click "Register"

Your registration will need to be approved. This may take a little while. Once your registration has been processed, you will receive an email and you'll be able to use the booking calendar





Login Nick Name	path0007	
Given name	Robert	
Other name		
Family name	Hooke	
Email address	robert.hooke@path.ox.a	
User Type	Internal	





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On logging in.

Click "calendar" Choose "Light Microscopy" Then "Light Microscopes"



You will see the booking calendars for all Light microscopes.

In "Resources" choose microscope you'd like to use.



Highlight the timeslot you'd like to use.

In the dialog box that appears you must choose your "project". This will only be active if you have been trained to use that particular microscope.



Click "Create Assisted" to make booking





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