How to schedule time on the UIC 3T MRI Scanner.

Short Version
1. Logon at http://3tscheduler.cmrr.uic.edu/Schedule/index.php
2. Click Bookings.
3. Find and click starting time. Reservation window will pop up.
4. Select ending time.
5. Select account.
6. Click Save.

Long Version
1. Logon
   1. Your logon is the email address (netid@uic.edu), of the person who has the accounts setup with 3T CMRR, i.e. the Principle Investigator.
   2. Your password was assigned to you.
   3. Enter your logon and password in the initial web page at http://3tscheduler.cmrr.uic.edu/Schedule/index.php and click on Log In.

2. Once logged in, the webpage shows not only current information but links to reserve time..
   1. Any announcements will be be in the top of the right column, i.e. My Announcements. In this example there are no current announcements.
   2. Your current reservations will be just below the announcements, i.e. My Reservations. In this example you do not yet have any reservations (yet).
   3. The panel on the left contains the links allowing you to schedule time. The First link Bookings, is the starting point to reserve time on the 3T MRI Scanner. Click Bookings.
3. On the Bookings web page, click on the starting time of the block of time you are trying to reserve.
   1. The resource to be scheduled, i.e. **3T OCC MRI Research**, is displayed towards the top of the window. There is a pull down menu immediately below to change the resource if needed.
   2. Below this title are three calendar months: previous, current, and next. Clicking on a calendar day will adjust the Bookings schedule to display the chosen day.
   3. Below these navigation calendars is the Bookings schedule. A full week is displayed by rows on the left hand side, while columns make up the starting times of the blocks of time. The existing allotment of time is color coated. Placing your cursor over a block of time will indicate current status and possibility of reserving this time. This scheduling tool is configured as per the 3T CMRR policies. Green indicates the possibility of reserving a block starting at this time. Only the information that you are privy to will be displayed, therefore other users will not be able to view your personal information.
   4. If the desired time does not turn green when the cursor enters the widget, the time can not be reserved with this tool, please contact the MRI technologists directly.
   5. Put the cursor over the starting time of a block of time you wish to reserve, click, and a Reservation Window will pop up.
4. The Reservation Window is where the information pertinent to the reservation is set.
   1. Only the **Basic** tab will be used. Do not use the **Participants** or **Accessories** tabs, as the 
      information on those tabs is not used and will be ignored. For now ignore the right column 
      of the **Basic** tab, as this is beyond our current scope.
   2. The resource being reserved is displayed towards the top of the window, i.e. **3T MRI Scanner**. Information about this resource is displayed within the top box of the right 
      column.
   3. The range of the block of time is displayed in the second box of the right column. 
      If the start time is less than the minimum scheduler booking time limit, a message indicating 
      that the reservation will need to be approved before the time is actually reserved will be 
      displayed. Note that creating a reservation in a **Pending Approval** state will identify your 
      request from a *first come first served* basis, but the time frame may be too short for the MR 
      technologists to notice and handle your request. It is recommended that you followup with 
      the MR technologist directly to ensure a completed reservation.
   4. The information regarding the who is reserving the time is displayed within the third box in 
      the right column.
   5. Any additional information may be added in the **Summary** or fourth box in the right 
      column.
5. Set the block of time for the reservation.
   1. The starting time has already been chosen when opening the Reservation window.
   2. Select the ending time using the pull down menu on the right side of the box.

6. Set the account to which this reservation is to be billed.
   1. Select the account using the pull down menu.
7. **Save the reservation**
   1. Click **Save** at the bottom of the reservation web page.

8. **Close the confirmation window**
   1. Close the confirmation window after reservation confirmation by clicking **Close**.
9. The Bookings web page will now automatically display the reserved time block.

1. If the Bookings web page does not automatically redisplay, then reload the window.
10. Return to the Control Panel window.
   1. Click on My Control Panel on the top left of the Bookings web page.

11. The reservation just created now appears in the My Reservations box.
   1. The reservation is listed in the My Reservations box, second from the top on the right hand side.
How to delete a reservation on the UIC 3T MRI Scanner.

1. Select the reservation to be deleted.
   1. Reservations that have already passed the minimum time allowed to create / delete reservations will not be selectable for deletion. If this is the case call the MR Technologist.
   2. On the Control Panel web page under the My Reservations box either the Modify or Delete links can be clicked.

3. On the Bookings web page the block of time can be individually selected.

4. A Reservation web page will pop up with a selectable Delete? option.
2. Select **Delete** and click **Save**.
   1. Click **Delete**?
   2. Click **Save**.

3. Click **Close** on the Confirmation Window.