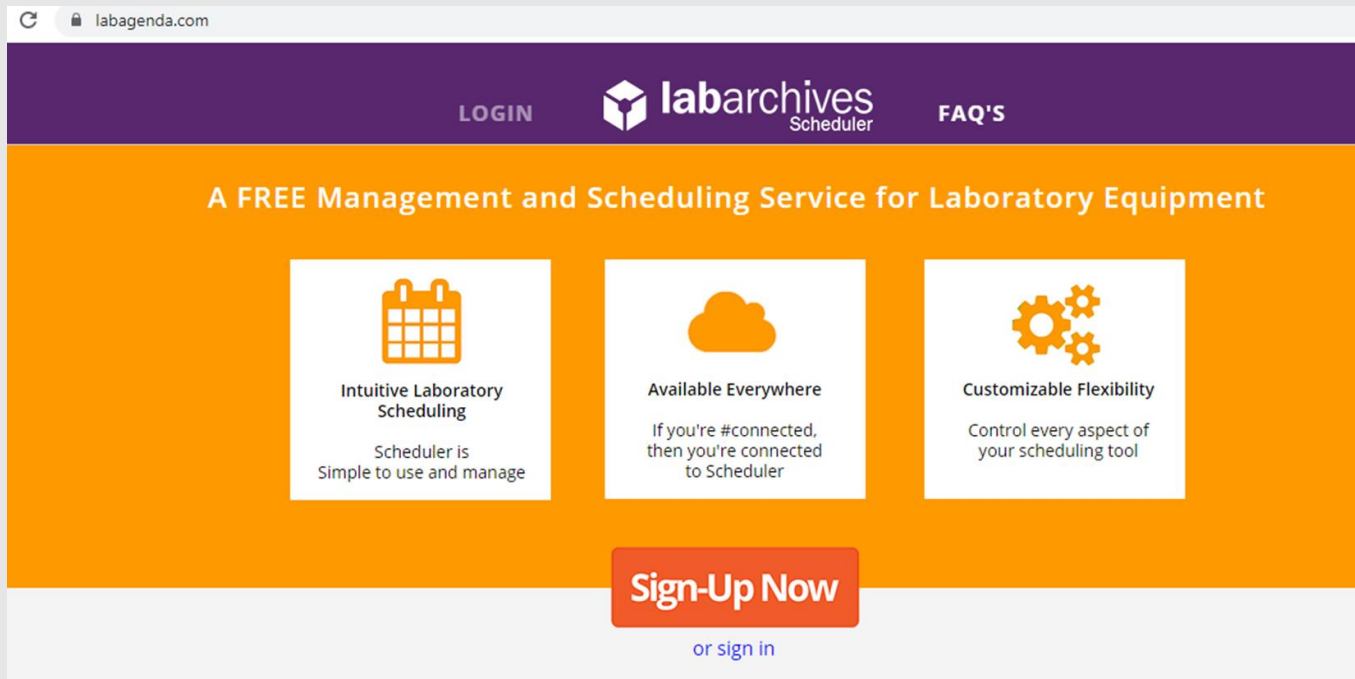


LabAgenda

LabAgenda is the **FREE** service for the management and scheduling of laboratory equipment.



The screenshot shows the LabAgenda website homepage. At the top, there is a purple navigation bar with 'LOGIN', the 'labarchives Scheduler' logo, and 'FAQ'S'. Below this is an orange banner with the text 'A FREE Management and Scheduling Service for Laboratory Equipment'. Three white boxes with orange icons describe the service: 'Intuitive Laboratory Scheduling' (calendar icon), 'Available Everywhere' (cloud icon), and 'Customizable Flexibility' (gears icon). A red 'Sign-Up Now' button is centered at the bottom, with a link to 'or sign in' below it.

If you are a **NEW User**:

1. **Contact by email** the Manager of the Functional Area (**RAF**) where the equipment you need to book is located.

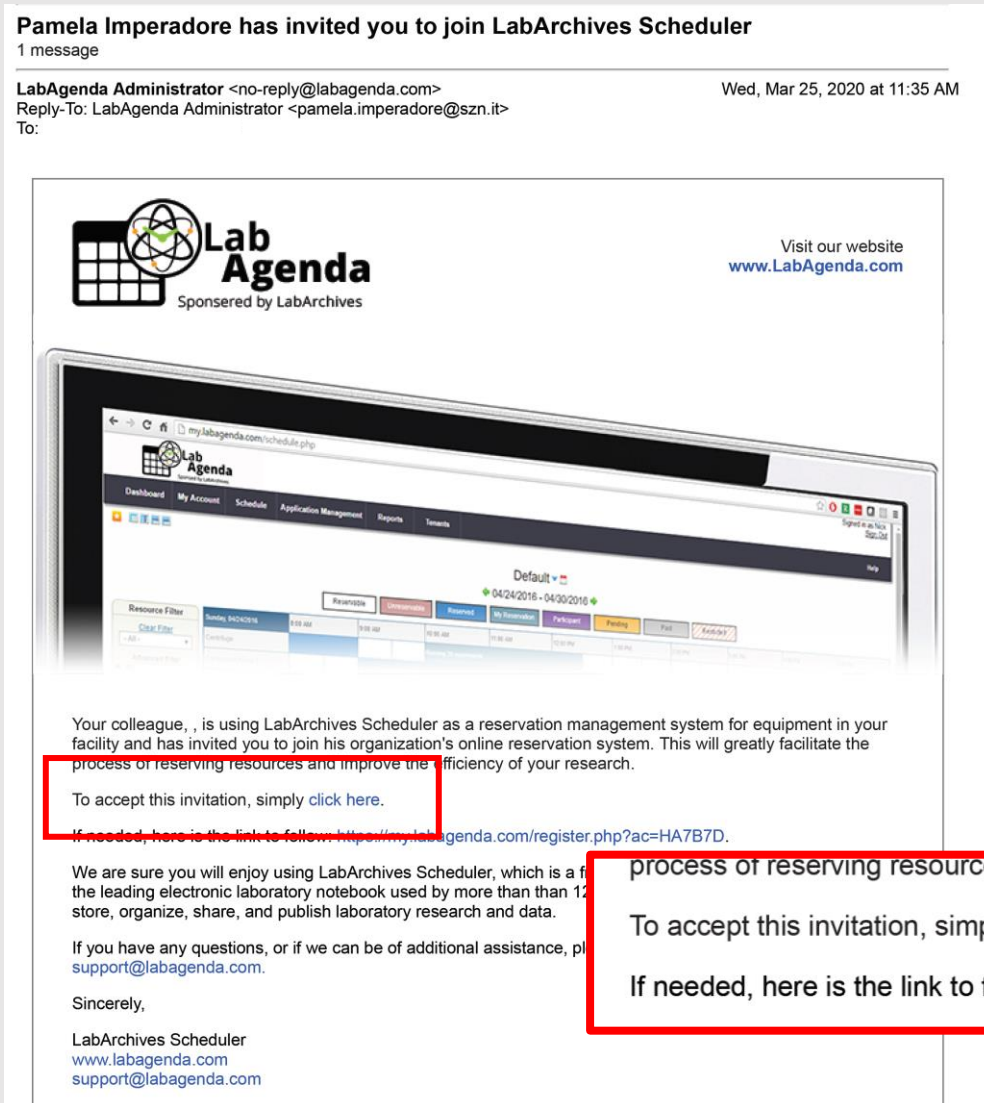
Functional Areas and Managers are listed on the website of SZN:

<http://www.szn.it/index.php/en/research/biology-and-evolution-of-marine-organisms>

Remember to use only your institutional SZN email

LabAgenda

LabAgenda is the **FREE** service for the management and scheduling of laboratory equipment.



If you are a **NEW User**:

1. **Contact by email** the Manager of the Functional Area (**RAF**) where the equipment you need to book is located.
 2. **Follow *the link*** you will receive by email to Sign-Up in LabAgenda (red rectangle in pic)
- Do NOT Sign-Up independently of the link, otherwise you will create your own booking system and have no access to SZN equipment**

LabAgenda

LabAgenda is the FREE service for the management and scheduling of laboratory equipment.

If you are a NEW User:

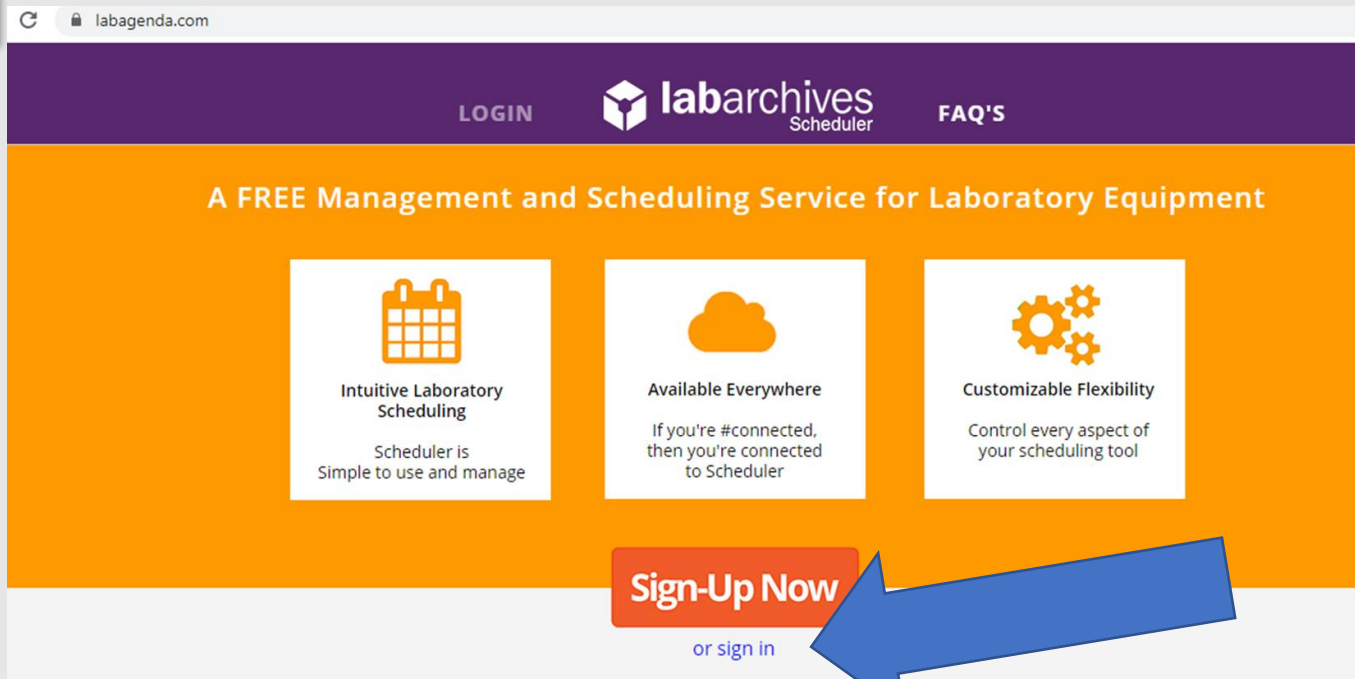
1. Contact by email the Manager of the Functional Area (RAF) where the equipment you need to book is located.
2. Follow *the link* you will receive by email to Sign-Up in LabAgenda
3. Register your account filling in all the fields:
 - Use your name and last name for **Username**
 - In the **Default Homepage** choose the page you want to visualize every time you log-in into the system (you can change this field anytime)
 - Insert lab phone-number in the **Phone** field
 - **Click on Register**

The screenshot shows the 'Register a New Account' form on the LabArchives Scheduler website. The form is titled 'Register a New Account' and is located on a purple header bar. The form fields are arranged in two columns. The left column contains: Username, Password, First Name, Default Homepage (a dropdown menu with 'Dashboard' selected), Phone, and Position. The right column contains: Email, Confirm Password, Last Name, Timezone (a dropdown menu with 'Europe/Rome' selected), and Organization (a text input field with a red border and a red 'x' icon, and a red error message 'Organization required' below it). A blue 'Register' button is located at the bottom right of the form.

LabAgenda

LabAgenda is the FREE service for the management and scheduling of laboratory equipment.


Now you are a registered USER of LabAgenda



1. Ask a Manager (RAF) to be authorized for the use of (selected) instruments
2. Go to LabAgenda (www.labagenda.com)
3. Click on sign in (blue arrow)

LabAgenda

LabAgenda is the FREE service for the management and scheduling of laboratory equipment.

 **labarchives**
Scheduler

Remember Me [First Time User? Register](#)

[I Forgot My Password](#) [Change Language](#)

Now you are a USER of the LabAgenda

1. Ask the Manager you contacted to join LabAgenda which instruments you want to be authorized for
2. Go to **LabAgenda** (www.labagenda.com)
3. Click on sign in
4. If you need, you can **change the language** in the sign-in page (red rectangle in pic) or retrieve your password (yellow rectangle)

LabAgenda

LabAgenda is the FREE service for the management and scheduling of laboratory equipment.

labarchives Scheduler Dashboard My Account Schedule Help Sign Out

Announcements 3

Dear All,

the chemical hoods of the Physiology and Behaviour Research Area have been assigned to a specific end use.
In particular:

- the chemical hood in the Histology Room [room # 149] will be used for histology samples preparation - Specimen fixation for histology - Paraformaldehyde
- the chemical hood in the Physiology Room [room #146] will be used for nucleic acids: sample processing and purification - Nucleic acid purification: Phenol, Chloroform; Nucleic acid electrophoresis - Ethidium bromide
- the chemical hood in the Animal Behavior and Physiology [Lab Fiorito - room #142] will be used for processing of various tissue samples :Generic Laboratory; specimen fixation for histology – Paraformaldehyde

Please, book a slot in advance taking into account the specific end use of each chemical hood.

Best regards,
Pamela

Dear All,

followi

labarchives Scheduler Dashboard My Account Schedule Help Sign Out

Profile

Change Password

Open Invitations

Profile

Username: Giovanna Ponte

Email: giovanna.ponte@szi.it

First Name: Giovanna

Last Name: Ponte

Default Homepage: Schedule

Timezone: Europe/Rome

Phone: 318

Organization: Stazione Zoologica Anton Dohrn

Position: Researcher

Update

Once in the system, you will face the page selected at the time of your registration as **Default Homepage**.

If you want to **change** any of the options you selected for your account:

1. **Go to My Account** (red rectangle in pic)
2. **Click on Profile** (yellow rectangle in pic)
3. **In Profile** you can modify your information

LabAgenda

LabAgenda is the **FREE** service for the management and scheduling of laboratory equipment.

In **My Account** you can also:

- Change **Password**
- Change **Notification Preferences**
- Verify if you have **Open Invitations**

LabAgenda

LabAgenda is the **FREE** service for the management and scheduling of laboratory equipment.

In the **Dashboard** (red rectangle in pic) you can visualize:

1. **All the active announcements** from the **RAFTs** (yellow rectangle in pic)

The screenshot shows the LabAgenda dashboard interface. At the top, there is a purple navigation bar with the 'labarchives Scheduler' logo on the left and 'Dashboard', 'My Account', and 'Schedule' menu items in the center. On the right side of the navigation bar are 'Help' and 'Sign Out' links. Below the navigation bar, a dark grey header contains the 'Announcements' section, which is highlighted with a yellow rectangle and shows a count of 3. The first announcement is titled 'Dear All,' and its content is also highlighted with a yellow rectangle. The announcement text states that chemical hoods in the Physiology and Behaviour Research Area have been assigned to specific end uses, lists the details for three hoods, and provides contact information for Pamela. It also mentions that new calendars have been created in LabAgenda and lists four calendar names: P&B_Behavioral and Morphological Analysis #147, P&B_Electrophysiology #146, P&B_Histology #149, and Default. A footer note explains that 'P&B' stands for the research area 'Physiology and Behavior' followed by the room name and number.

labarchives Scheduler Dashboard My Account Schedule Help Sign Out

Announcements 3

- Dear All,

The chemical hoods of the Physiology and Behaviour Research Area have been assigned to a specific end use.

In particular:

- the chemical hood in the Histology Room [room # 149] will be used for histology samples preparation - Specimen fixation for histology - Paraformaldehyde
- the chemical hood in the Physiology Room [room #146] will be used for nucleic acids: sample processing and purification - Nucleic acid purification: Phenol; Chloroform; Nucleic acid electrophoresis - Ethidium bromide
- the chemical hood in the Animal Behavior and Physiology [Lab Fiorito - room #142] will be used for processing of various tissue samples :Generic Laboratory; specimen fixation for histology – Paraformaldehyde

Please, book a slot in advance taking into account the specific end use of each chemical hood.

Best regards,
Pamela

- Dear All,

following my previous announcement, I'd like to inform you that new calendars have been created in LabAgenda (in the booking section), dividing the equipment per room.

You'll now find four calendars:

1. P&B_Behavioral and Morphological Analysis #147
2. P&B_Electrophysiology #146
3. P&B_Histology #149
4. Default

where P&B stands for the research area "Physiology and Behavior" followed by the name of the room and the room number.

Please, **keep track of the announcements**, as they are made to inform users about any **change** in the system or for booking instruments.

However, usually if an important announcement is created, the RAF will also take care of sending it to all users by email.

LabAgenda

LabAgenda is the FREE service for the management and scheduling of laboratory equipment.

In the **Dashboard** (red rectangle in pic) you can visualize:

1. All the active announcements from the RAF
2. Upcoming Reservation (green rectangle in pic)
1. Resource Availability (blue rectangle in pic)

The screenshot displays the LabArchives Scheduler Dashboard. The top navigation bar includes the LabArchives logo, a 'Dashboard' link (highlighted with a red rectangle), and other menu items like 'My Account', 'Schedule', 'Help', and 'Sign Out'. Below the navigation bar, there are two main sections:

- Upcoming Reservations:** A section with a green border (green rectangle) showing '0' upcoming reservations and the message 'You have no upcoming reservations'.
- Resource Availability:** A section with a blue border (blue rectangle) listing various laboratory resources. Each resource is shown with its name, a status indicator (e.g., 'Available'), a message indicating no upcoming reservations in the next 30 days, and a green 'Reserve' button.

Resource Name	Status	Message	Action
Homogenizer_Ultraturrax	Available	There are no upcoming reservations in next 30 days	Reserve
Incubator_cell_cultures	Available	There are no upcoming reservations in next 30 days	Reserve
Spectrophotometer_Cary100_UV	Available	There are no upcoming reservations in next 30 days	Reserve
Spectrophotometer_UV_visible	Available	There are no upcoming reservations in next 30 days	Reserve
FG_Gene perturbation #244	Available	There are no upcoming reservations in next 30 days	Reserve
Refrigerated incubator Panasonic	Available	There are no upcoming reservations in next 30 days	Reserve
FG_Gene perturbation #246	Available	There are no upcoming reservations in next 30 days	Reserve
Refrigerated incubator Memmert	Available	There are no upcoming reservations in next 30 days	Reserve
Refrigerated incubator Velp Scientifica	Available	There are no upcoming reservations in next 30 days	Reserve

LabAgenda

LabAgenda is the **FREE** service for the management and scheduling of laboratory equipment.

In the **Dashboard** (red rectangle in pic) you can visualize:

1. All the active announcements from the RAF
2. Upcoming Reservation
3. **Resource Availability** (blue rectangle in pic); this section can be use to:

- **Visualize all upcoming reservations** made for the following 30 days for all resources available in the system
- **Make a reservation** for any of the resources available in the system clicking on the **Reserve** button close to the required instrument

The screenshot shows the LabAgenda Dashboard interface. The top navigation bar includes 'labarchives Scheduler', 'Dashboard' (highlighted with a red rectangle), 'My Account', 'Schedule', 'Help', and 'Sign Out'. Below the navigation bar, there is a section for 'Upcoming Reservations' which displays 'You have no upcoming reservations'. The main content area is titled 'Resource Availability' and lists several resources, each with a 'Reserve' button. The resources listed are:

Resource Name	Status	Action
Homogenizer_Ultraturrax	Available	Reserve
Incubator_cell_cultures	Available	Reserve
Spectrophotometer_Cary100_UV	Available	Reserve
Spectrophotometer_UV_visible	Available	Reserve
FG_Gene perturbation #244	Available	Reserve
Refrigerated incubator Panasonic	Available	Reserve
FG_Gene perturbation #246	Available	Reserve
Refrigerated incubator Memmert	Available	Reserve

FG_Gene perturbation #246

Refrigerated incubator Memmert

Reserve

Refrigerated incubator Velp Scientifica

Reserve

LabAgenda

LabAgenda is the **FREE** service for the management and scheduling of laboratory equipment.

The easiest way to **visualize** and/or **book** an instrument is in the **Schedule** section (red rectangle in pic).

1. **Go to Bookings**
2. **Select a Calendar** in the dropdown menu (yellow rectangle in pic). **Calendars** are named after the Functional Area, the name and the number of the room the instruments are located in.

You can find of this information listed on the website of SZN:

<http://www.szn.it/index.php/en/research/biology-and-evolution-of-marine-organisms>

The image displays two screenshots of the LabAgenda Scheduler interface. The top screenshot shows the 'Schedule' dropdown menu highlighted in red, with options like 'Bookings', 'My Calendar', 'Resource Calendar', 'Find A Time', and 'Search Reservations'. The bottom screenshot shows a calendar view with a dropdown menu for selecting a calendar, highlighted in yellow, listing various functional areas and room numbers.

LabAgenda

LabAgenda is the **FREE** service for the management and scheduling of laboratory equipment.

The easiest way to **visualize** and/or **book** an instrument is in the **Schedule** section.

1. Go to Bookings
2. Select a Calendar in the dropdown menu
3. Visualize bookable instruments in the selected Calendar (red rectangle in pic)

A **color legend** appears on the top of the calendar (yellow rectangle in pic) to help you with the booking.

You can **NOT** create an event in the past (showed in grey) or book a **Restricted** instruments (stripped grey).

*Only **RAF** can change you settings for a **Restricted** instrument.*

*If you need it, **contact** the person in charge for that instrument and ask to make it available for you.*

LabAgenda

LabAgenda is the **FREE** service for the management and scheduling of laboratory equipment.

The screenshot shows the LabAgenda interface with a calendar view for 'P&B_Behavioral and Morphological Analysis #147' from 03/26/2020 to 03/30/2020. A red rectangle highlights a list of resources on the left side of the calendar grid. The resources listed are:

- Olympus BX40 Microscope
- System for behavioral analysis (from Video Recording)
- ZEISS Apotome Imager Z2
- Leica MZ16 Microscope
- Toshiba Nemio 10 Ultrasound Machine
- Chemical Fume Hood - Nucleic acid
- DanioVision

The easiest way to **visualize** and/or **book** an instrument is in the **Schedule** section.

1. Go to Bookings
2. Select a Calendar in the dropdown menu
3. Visualize bookable instruments in the selected Calendar (red rectangle in pic)

The screenshot shows a detailed view of the 'Olympus BX40 Microscope' resource. The view includes a description, notes, contact information, location, and resource type.

Olympus BX40 Microscope

Description The BX40 was developed for routine clinical procedures and offers the advantages of a high-cost-performance model. It delivers superb operational efficiency and boasts a design that reduces fatigue during prolonged periods.

Notes (no notes)

Contact Pamela Imperadore (281)

Location Behavioral and morphological analyses

Resource Type (no resource type set)

There is no minimum reservation duration
There is no maximum reservation duration
Reservations do not require approval
Reservations can be made up until the current time
Reservations can end at any point in the future
Reservations can be made across days
This resource has unlimited capacity

If you go with the cursor on the name of an instrument (**NO** click), a window with all the info, location and contact person will appear on screen.

LabAgenda

LabAgenda is the **FREE** service for the management and scheduling of laboratory equipment.

labarchives Scheduler Dashboard My Account Schedule Help Sign Out

P&B_Behavioral and Morphological Analysis #147 03/26/2020 - 03/30/2020 (Show Full Week)

Open Blocked Reserved My Reservation Participant Pending Past Restricted

Resource Filter

- All
- Minimum Capacity
- Resource Type
- All -
- Filter
- Clear Filter

Thursday, 3/26/20	12:00 AM	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM	9:00 PM
Olympus BX40 Microscope																
System for behavioral analysis (from Video Recording)																
ZEISS Apotome Imager Z2																
Leica MZ16 Microscope																
Toshiba Nemio 10 Ultrasound Machine																
Chemical Fume Hood - Nucleic acid																
DanioVision																
Friday, 3/27/20	12:00 AM	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM	9:00 PM
Olympus BX40 Microscope																
System for behavioral analysis (from Video Recording)																
ZEISS Apotome Imager Z2																

The easiest way to **visualize** and/or **book** an instrument is in the **Schedule** section.

1. **Go to Bookings**
2. **Select a Calendar** in the dropdown menu
3. **Visualize bookable instruments** in the selected **Calendar**
4. **Click** on an instrument to make a reservation

LabAgenda

LabAgenda is the **FREE** service for the management and scheduling of laboratory equipment.

The screenshot shows the LabAgenda reservation interface. At the top, there's a navigation bar with 'barchives Scheduler', 'Dashboard', 'My Account', 'Schedule', 'Help', and 'Sign Out'. The main form is titled 'Reservation' and is for user 'Giovanna Ponte (giovanna.ponte@szn.it)'. It includes a 'Begin' field set to 03/26/2020 at 7:00 AM and an 'End' field set to 03/26/2020 at 7:30 AM, with a duration of 0 days 0 hours 30 minutes. The 'Repeat' option is set to 'Does Not Repeat'. The 'Resources' section shows 'Olympus BX40 Microscope'. There are fields for 'Title of reservation' and 'Description'. Below these are sections for 'Participant List' and 'Invitees', each with an 'Add' field and 'Users' and 'Groups' options. A green 'Create' button is highlighted with a red rectangle.

The easiest way to **visualize** and/or **book** an instrument is in the **Schedule** section.

1. Go to Bookings
2. Select a Calendar in the dropdown menu
3. Visualize bookable instruments in the selected Calendar
4. Click on an instrument to make a reservation
5. Select **Begin** and **End** date and time for the reservation
You can add a Title, a Description or invite Participants to your reservation.
6. Click on **Create** to confirm booking (red rectangle in pic)

LabAgenda

LabAgenda is the **FREE** service for the management and scheduling of laboratory equipment.

The screenshot shows the LabAgenda Scheduler interface. At the top, there's a navigation bar with 'labarchives Scheduler', 'Dashboard', 'My Account', 'Schedule', 'Help', and 'Sign Out'. Below this, there's a search bar with 'P&B_Behavioral and Morphological Analysis #147' and a date range '03/26/2020 - 03/30/2020'. A status bar shows 'Open', 'Blocked', 'Reserved', 'My Reservation', 'Participant', 'Pending', 'Past', and 'Restricted'. The main calendar grid shows a reservation for 'Giovanna Ponte' on Thursday, 3/26/2020, from 1:00 PM to 3:00 PM. A red rectangle highlights this reservation. On the left, there's a 'Resource Filter' sidebar with options for 'All', 'Minimum Capacity', 'Resource Type', and a 'Filter' button.

Your Reservation is now visible to all Users (red rectangle in pic).

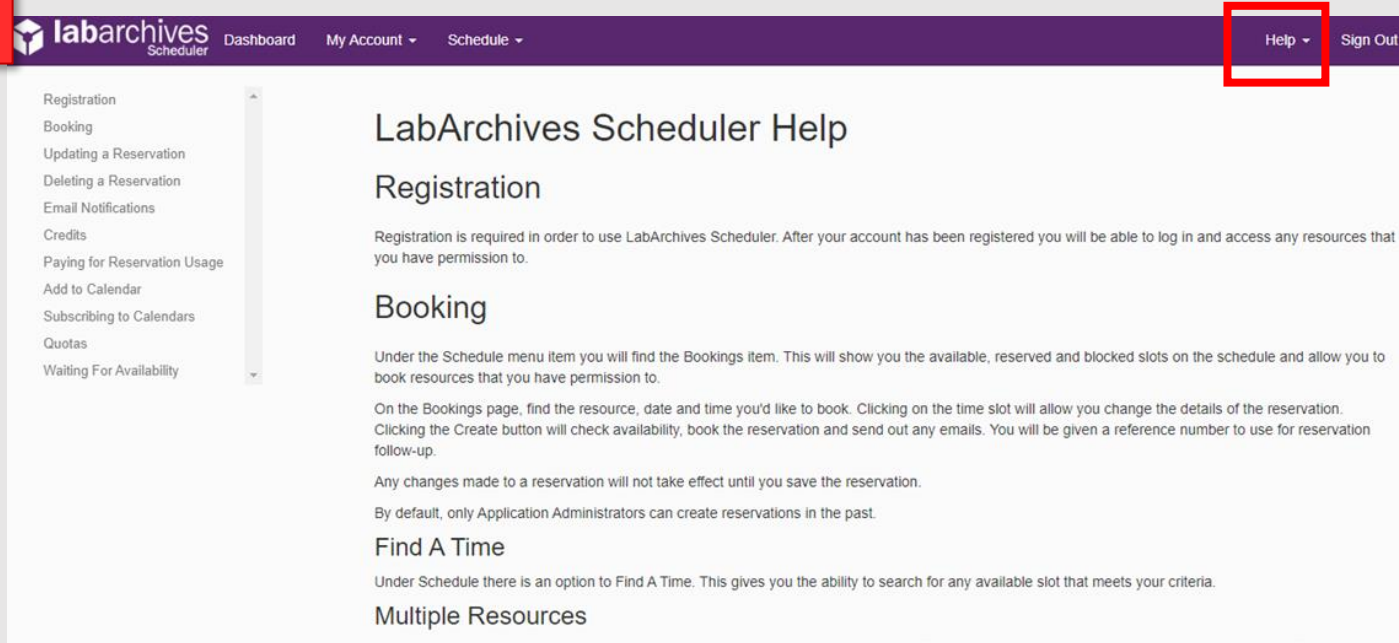
By **clicking on it** you can access the **Editing section** for the event you created:

1. **Change** date and time and then click on **Update** to modify it
2. To **cancel a reservation**: Click on **More** and then **Delete** (yellow rectangle in pic)

The screenshot shows the 'Editing Reservation' page in LabAgenda. The page title is 'Editing Reservation' and the reservation is for 'Giovanna Ponte (giovanna.ponte@szn.it)'. The reservation details are: Begin: 03/26/2020, 1:00 PM; End: 03/26/2020, 3:00 PM; Duration: 0 days 2 hours 0 minutes; Repeat: Does Not Repeat. The resources listed are 'Olympus BX40 Microscope'. On the right, there's a 'Participant List' and 'Invitees' section. A yellow rectangle highlights the 'More' dropdown menu, which contains options: 'Add to Calendar', 'Add to Google', 'Print', 'Duplicate', and 'Delete'. There are also 'View Availability', 'Cancel', and 'Update' buttons.

LabAgenda

LabAgenda is the **FREE** service for the management and scheduling of laboratory equipment.



labarchives Scheduler Dashboard My Account Schedule Help Sign Out

LabArchives Scheduler Help

Registration

Registration is required in order to use LabArchives Scheduler. After your account has been registered you will be able to log in and access any resources that you have permission to.

Booking

Under the Schedule menu item you will find the Bookings item. This will show you the available, reserved and blocked slots on the schedule and allow you to book resources that you have permission to.

On the Bookings page, find the resource, date and time you'd like to book. Clicking on the time slot will allow you change the details of the reservation. Clicking the Create button will check availability, book the reservation and send out any emails. You will be given a reference number to use for reservation follow-up.

Any changes made to a reservation will not take effect until you save the reservation.

By default, only Application Administrators can create reservations in the past.

Find A Time

Under Schedule there is an option to Find A Time. This gives you the ability to search for any available slot that meets your criteria.

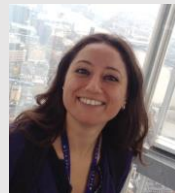
Multiple Resources

Now you are ready to start use LabAgenda

*If you need help or assistance, do not hesitate to **contact one of the RAF** or use the **Help section in LabAgenda** (red rectangle in pic).*



Manager: **Imma Castellano**
immacolata.castellano@szn.it
Extension #206



Manager: **Pamela Imperadore**
pamela.imperadore@szn.it
Extension #281



Manager: **Mara Francone**
mara.francone@szn.it
Extension #353



Manager: **Alessandro Amoroso**
alessandro.amoroso@szn.it
Extension #345