SR Genomics ABI QuantStudio5 Schedule

User Instructions for accessing and reserving time on the Shared Resources Genomics Core’s QuantStudio5 Instruments, located in DE-341.

Overview:
All scheduling and calendars for the Genomics QuantStudio5 Instruments have been moved into Outlook. The following instructions will help anyone unfamiliar with Outlook Calendar functionality.

Viewing ABI Calendars in Outlook:
1. In the Calendar section of Outlook, click on the “Open Calendar” drop-down menu and select “From Room List…”
2. Type “ABI” in the Search Field, Select one or more of the ABI Room Calendars. Press Enter and then the OK button to add them to your Calendar View.
3. Use the Arrange section on the Ribbon to view your Calendar side-by-side the Instruments in various ways.

4. **NOTE:** All users have been granted Read-only Rights to these Calendars.

See the next Page for how to create an appointment and reserve time on the Instrument.
Scheduling Time on a Calendar:
Reserving time on one or more of the ABI Calendars is very similar to making an appointment/meeting with a real person in Outlook. There are several ways to accomplish this. The following is an example of one of these ways

1. Start a new appointment by clicking the “New Appointment” on the far right of the Calendar Ribbon.
2. Add any descriptive information you like to the Subject section of the Appointment. (Your Phone Extension?)
3. Click the “Scheduling Assistant” Command in the “Show” section of the Appointment Ribbon.
4. Click the “Add Rooms…” button in the lower left-hand corner of the Appointment window.
5. Type “ABI” in the search field, double click the ABI instrument you want to reserve, and press OK.
6. Select the appropriate space on the timeline you wish to reserve and Click on the “Appointment” Command in the “Show” section of the Ribbon.
7. Click the Send button to send the request onto the Calendar.

NOTE:
The Calendars will auto accept any appointments requested of it as long as it does not overlap with an existing appointment.
Please Contact Philip Corrin if you have any questions.
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