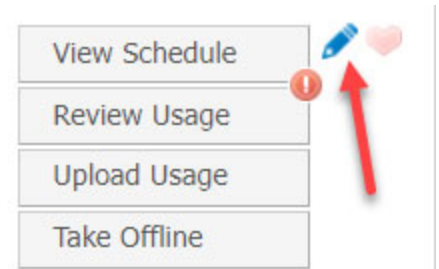


There are a couple of things for your to consider updating.

To access the settings for the calendar, click the blue pencil icon



The first setting to look at is Usage Type and Pricing

Under the Settings menu, click Usage Types and Pricing

The first Usage Type listed is Assisted Use.

However, Self Use is also listed here, as well as having it's own usage type

A recommendation is to remove the Self Use Permission level from this Usage Type and require Approval.

To do that, press Edit, uncheck Self Use and then press Save.

By Requiring Approval, as a core admin you will need to approve any Assisted Use Reservations, and you will be able to verify that appropriate Tech time is available and scheduled correctly on the linked calendar.

Edit Schedule

Days

☐ Sunday
 ☒ Monday
 ☒ Tuesday
 ☒ Wednesday
 ☒ Thursday
 ☒ Friday
 ☐ Saturday

Hours

From To

Restrictions

☐ Require approval?

Permissions

☐ All customers
 ☒ Specific permissions

☒ Assisted Use
 ☒ Self Use

The next setting looked at is the Linked Resource.

Currently, the setting is set to 'Display this Resource'. However, users have to actively check the box that says 'Reserve' to pull the calendar up to reserve tech time on the linked calendar.

General
Comments
Contacts

- For Assisted Use, you must block time with an MRI Tech using the "Reserve time on a linked schedule" option below.
- You may view the MRI Tech's available time on the [MRI Tech 1 calendar](#) or the [MRI Tech 2 calendar](#).
- Core staff will review your reservation and contact you if there are any questions.
- During the pandemic, a 30 minute buffer will be added after all reservations (you will not be charged for this time).
- All protocols require JHU IRB/IACUC approval.
- Minimum scan is 0.5 hours. Increment is 15 minutes. You may be charged for cancelled scans. Please contact the core staff for the Scheduling Policy.

Event Notes:

☐ note visible to anyone
 ☐ Copy notes to the charge and display on the invoice

Times

Scheduled	Start	End
	Mar 24 2023 04:15 PM	Mar 24 2023 05:30 PM

☒ Reserve time on a linked schedule
 ☐ Reserve

Repeating event

☐ Enabled

Use and cost of reservation

Duration	Effective Rate	Amount	Use Type

Add entire group of collaborators
[Weiss, Robert \(JHU Lab\)](#) This will include everyone within the group
[Hays, Allison \(JHU Lab\)](#)

Required forms

Please fill in the scan details below.

Persons present:
 Person present mobile number:
 PI's name:
 IRB/IACUC number:
 Protocol name (if unknown, use N/A):
 Subject name:
 Category:

☐ Do you need a contrast agent?
 ☐ Yes
 ☐ No

☐ Do you need Gas (HE AR)?
 ☐ Yes
 ☐ No

Additional comments:

If you choose to update the Linked Resources Setting to include 'Select the Resource by Default', then the reservation screen will automatically display the heading 'Reserve Time on Linked Calendar' for the same time slot on the linked tech schedule and indicate if the time slot is open or unavailable).

Agilent

CrossLab

iLab Operations Software

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Jess Hoffman

Help

Sign Out

Alert!

Reminder: Due to the Workday transition, the March core billing deadline is earlier than normal. The deadline to create all billing events is March 29, 2023.

Dismiss this message

Johns Hopkins University > MRI Service Center > Philips 3T XMR MRI

Settings

Search

Q

General Settings

Calendar Display

Restrictions

Availability Settings

Usage Types & Pricing

Permissions

Recurring Events

Linked Resources

Add-on Charges

Billing

Usage Tracking

Advanced Attributes

Settings for "Philips 3T XMR MRI"

Use linked resources?

Resource name	Display this resource	Select the resource by default	Require this resource
Siemens 1.5T Espree MRI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Siemens 3T Prisma MRI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MRI Tech 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MRI Tech 2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Anesthesia Machine-Prisma, Espree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anesthesia Machine - XMR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Reset

Save

General

Comments

Contacts

Reservation details

Unsaved reservation - click save reservation

For: A Philips 3T - [Maria Daria Esteban](#), (4436764465) - (Weiss, Robert (JHU) Lab) - (Unconfirmed)

Lab: [Weiss, Robert \(JHU\) Lab](#)

Created on: March 24, 2023 14:33

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- All protocols require JHU IRB/IACUC approval.
- Minimum scan is 0.5 hours. Increment is 15 minutes. You may be charged for cancelled scans. Please contact the core staff for the Scheduling Policy.

Event Notes:

note visible to anyone

☐ Copy notes to the charge and display on the invoice

Collaborators

Add collaborators to this event

Add entire group of collaborators

[Weiss, Robert \(JHU\) Lab](#) This will include everyone within the group

[Hays, Allison \(JHU\) Lab](#)

Required forms

Please fill in the scan details below.

Persons present:

Person present mobile number:

PI's name:

IRB/IACUC number:

Protocol name (if unknown, use N/A):

Subject name:

Category:

Do you need a contrast agent?

Do you need Gas (HEAR)?

Additional comments:

Save Progress

Times

Scheduled

Start

End

Mar 24 2023 04:00 PM

Mar 24 2023 05:45 PM

Reserve time on a linked schedule

Reserve

MRI Tech 1 - MRI Tech 1

Assisted Use (no charge) (Assisted Use)

MRI Tech 2 - MRI Tech 2

Assisted Use (no charge) (Assisted Use)

Anesthesia Machine - XMR - Anesthesia Machine

Anesthesia Machine Use (no charge) (Set by staff)

Repeating event

Save Reservation

Cancel Changes

Save & Confirm Usage

Delete Reservation

Calendar settings were only adjusted temporarily and returned to the original settings as soon as the screenshot was taken. No reservations were made under any core users accounts.