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

CrossLab iLab Operations Software ducts Q GO 🛔 Jess Hoffman 👻 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 MR Settings for "Philips 3T XMR MRI" Settings Q Usage Types, Availability and Pricing Q General Settings Background color Name of usage type Assisted Use B3E5EE Calendar Displa Restrictions Days Schedule Requires Approval Permission Level Actions Availability Settings 4 Mon-Fri 07:30 AM - 06:00 PM Assisted Use, Self Use Edit 🔟 Delete Usage Types & Pricing Permissions Recurring Events Custom Fields Linked Resources 1417000135 Sender Fund Add-on Charges Sender Type|Sender Cost Object #|GL Account IOI80012322I452102 Billing Secondary Cost Element|Business Area 921342|170 Usage Tracking Advanced Attributes Effective Date Starting Effective Date Ending

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							
From 07 AM ~ 30 ~	To 06 PM ~ 00 ~						
Restrictions							
Require approval? Permissions							
All customers Specific permissions Assisted Use	Self Use						
	Cancel Save						
	Sender Type Sender						

The next setting looked at is the Linked Resource.

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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 IMPI Tech using the "Reserve time on a linked schedule" option below. You may view the IMRI Tech's available time on the <u>IMRI Tech 1 calendar</u> or the <u>IMRI Tech 2 calendar</u> . Core staft 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).	Add entire group of collaborators <u>Weiss</u> , <u>Robert (JHU) Lab</u> . This will include everyone within the group <u>Hays</u> , <u>Allison (JHU) Lab</u>
 Core stain win review your reservation and contact you in there are any questions. During the pandemic, a 30 minute builter will be added after all reservations (you will not be charged for this time). All protocols require JHU IRE/JACUC approval Minimum scan is 05 hours. Increment is 15 minutes. You may be charged for cancelled scans. Please contact the core sta for the Scheduling Policy. 	Required forms
Event Notes: note visible to anyone v v	
Scheduled Start End Scheduled 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	Protocol name (f) unknown, use NA): Subject name: Category: Do you need a contrast Agent? Yes agent? No Additional comments:
Save Reservation	X Delete Reservation

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).

■ Cross Lab	iLab Operations Software			Search Prod	uds Q. Go 🔒 Jess Hoffman 👻 Help Sign Out		
Alert!							
	orkday transition, the March core billing	g deadline is earlier than normal. <u>The deadline to create</u>	all billing events is March 29, 2023.				
					Dismiss this mess		
Johns Hopkins University > 1	MRI Service Center > Philips 3T XMR MRI						
Settings		Settings for "Philips 3T XMR M	RI"				
Search	Q	Linked Resources					
General Settings	•				_		
Calendar Display	•	Resource name	Display this resource	Select the resource by default	Require this resource		
Restrictions	4	Siemens 1.5T Espree MRI					
Availability Settings	•	Siemens 3T Prisma MRI					
Usage Types & Pricing	•	MRI Tech 1	•				
Permissions	4	MRI Tech 2					
Recurring Events	4	Anesthesia Machine-Prisma, Espree					
Linked Resources	•	Anesthesia Machine - XMR	✓				
Add-on Charges	4						
Billing					Reset Save		
Usage Tracking	•						
Advanced Attributes							
General Com	ments Contacts						
			Collebourters				
	Unsaved reservation - click save aria Darla Esteban, (4436764465) - (W	reservation /eiss, Robert (JHU) Lab) - (Unconfirmed)		Collaborators Add collaborators to this event 🕹			
Lab: Weiss, Robert (Created on: March 2	JHU) Lab						
			Add entire group of colla	Add entire group of collaborators			
 Vou may view 	the MRI Tech's available time on the L	Tech using the "Reserve time on a linked schedule" optio IRI Tech 1 calendar or the MRI Tech 2 calendar.	n below. Weiss, Robert (JHU) Lat Hays, Allison (JHU) Lab	<u>b</u> This will include everyone within the group			
 Core staff will During the par All protocols re 	review your reservation and contact yo ndemic, a 30 minute buffer will be adde equire JHU IRB/IACUC approval.	ut fibere are any questions. I dater all reservations (you will not be charged for this to You may be charged for cancelled scans. Please conta	ime). Required forms		a		
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Event Notes:		note visible to anyone 🗸 😡	 Persons present: Person present mobili 	e	Save Progress		
		 Copy notes to the charge and display on the invoice 	number:				
Times			★ IRB/IACUC number:				
innea	Start	End	 Protocol name (if unknown, use N/A): 				
Scheduled	Mar 24 2023 04:00 PM	Mar 24 2023 05:45 PM 🥜	Subject name:				
Reserve time on a li	inked schedule		Category: Do you need a contra agent?	ist ⊖ Yes			
Reserve		charge) (Assisted Use)					
MRI Tech 2 - MRI		charge) (Assisted Use)	74 K) :	0110			
Anesthesia Machir Anesthesia Machir	[different time above the Use (no charge) (Set by staff) V	Additional comments:				
8	IC				"		
Repeating event							

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.

X Delete F

Save R

ation 🚺 Cancel Changes 💲 Save & Confirm Usage