

# Internet Based Scheduling for EPS X-Ray Diffraction Laboratory

Effective immediately (February 15, 2002), we will be using Yahoo Calendars to schedule time on our Scintag Diffractometer in the X-Ray diffraction laboratory in the Department of Earth and Planetary Sciences. This document contains detailed step-by-step instructions as to how to use the calendar system to check on availability and to schedule your time.

*Since the calendar may be changed by anyone who has the username and password we ask that users keep the password confidential and be careful and courteous in how they schedule their time.*

## Scheduling Time with the Calendar

1. Connect to <http://calendar.yahoo.com> and login. The calendar name is "epsxrldlab". All current XRD lab users should have received an Email with the account password. If you do not know it, obtain the password from Jim Connolly ([connolly@unm.edu](mailto:connolly@unm.edu)).
2. The calendar will load showing today's times in 1 hour intervals. There will be a small month calendar to the left of today's calendar. Click on the day for which you want to schedule time, and the daily schedule will display for that day.
3. Click on the desired start time for your session (the underlined link on the daily schedule) and the "Enter Event" window (shown below) will appear:

### New Event

<b>Title</b> <small>80 characters max.</small> <input type="text" value="John Bloch"/>	<b>Type</b> <input type="text" value="Appointment"/>
<b>Date and Time</b> <a href="#">Find Free Times</a> <input type="text" value="February"/> <input type="text" value="15"/> <input type="text" value="2002"/>	<b>Sharing</b> <a href="#">What's this?</a> <input type="radio"/> Private <input type="radio"/> Show as Busy <input checked="" type="radio"/> Public
<input type="radio"/> All day event <input checked="" type="radio"/> Timed event: <input type="text" value="2 pm"/> <input type="text" value=":00"/>  Duration: <input type="text" value="3"/> hours <input type="text" value=":00"/> minutes	<b>Event Location</b> <input type="text"/> <b>Street</b> <input type="text"/> <b>City, State, Zip</b> <input type="text"/> <b>Phone</b> <input type="text" value="277-5444"/>
<b>Notes</b> <small>120 characters max.</small> <input type="text" value="Run clay samples. Email jbloch@unm.edu"/>	
<b>+ Repeating</b> This event does not repeat.	
<b>+ Reminders</b> There are no reminders for this event.	
<b>+ Invitations</b> There are no invitations for this event.	

The “event” is used to block out the time you will use for your data collection. Remember that it is lab policy to block no more than 4 consecutive hours for data collection during daytime hours. The following items should be entered:

**Title:** This should be your full name, and must be entered.

**Date and Time:** By default, the date and time you clicked to add the event will be shown as the start time for a “timed event”. It may be changed here if necessary to start at any time or date you choose (as long as it doesn’t conflict with another person’s scheduled time). After start time is selected, choose the duration of the event (3 hours in the sample above).

**Notes:** It is suggested that you put your Username and/or Email address in this field, but entries here are optional.

**Phone:** Optional but if you put a phone number here, the lab manager can reach you a technical problem occurs which would interfere with your use of the lab.

**Type and Sharing** should be left as shown above (Appointment and Public).

4. There are three optional items in the event schedule, Repeating, Reminders and Invitations. *For lab scheduling, “Reminders” may be useful.* It lets you send yourself an Email to remind you of your lab time. Clicking on Reminders will bring up the following entry screen:

The screenshot shows a window titled "Reminders" with a minus sign icon in the top left corner. It contains the following elements:

- Two radio buttons: "Do not send a reminder" (unchecked) and "Send a reminder" (checked).
- Next to "Send a reminder" is a dropdown menu showing "30 minutes", followed by the text "before and" and another dropdown menu showing a minus sign.
- Below this is the text "before the event via:".
- Three checkboxes with corresponding input fields:
  - Checked checkbox "Email:" with an input field containing "jbloch@unm.edu".
  - Unchecked checkbox "Yahoo! Messenger" with a link "Get Yahoo! Messenger" and "Have questions?".
  - Unchecked checkbox "Mobile device:" with an empty input field.
- Below the input fields is the text "Enter email address for pager, cellphone, etc."
- A yellow highlighted box at the bottom contains a **Note:** "Your reminder(s) will be sent in GMT - 07:00 . If this is not your time zone, change it in [Calendar Preferences](#) before saving this event."

By default, “Do not send a reminder” is checked. To enable reminders, check “Send a Reminder” (as above) and choose how much ahead of time to send it. Check “Email” and enter your Email address in the box (the default is the lab manager’s Email).

5. When you are done entering the info for your event, click the “Save” button for a single time schedule, or “Save and Add Another” to schedule more lab time.

## Changing or Deleting Scheduled Times

Any entered event may be deleted or modified. Follow steps 1 and 2 above to log in, then:

1. Click on the day for which you have scheduled time, and find your scheduled entry.
2. Click on the “Event Name” (i.e., Your Name) which is underlined as a link. This will bring up the Edit event window, something like the one below:

**Edit Event**
[Printable View](#)

<p><b>Title</b> <small>80 characters max.</small></p> <input style="width: 90%;" type="text" value="Jim Connolly"/>	<p><b>Type</b></p> <input style="width: 90%;" type="text" value="Appointment"/>
<p><b>Date and Time</b> <a href="#">Find Free Times</a></p> <p>February 15, 2002</p> <p><input type="radio"/> All day event</p> <p><input checked="" type="radio"/> Timed event: 10 am :00</p> <p>Duration: 4 hours :00 minutes</p>	<p><b>Sharing</b> <a href="#">What's this?</a></p> <p><input type="radio"/> Private <input type="radio"/> Show as Busy <input checked="" type="radio"/> Public</p> <p><b>Event Location</b></p> <input style="width: 100%;" type="text"/> <p><b>Street</b></p> <input style="width: 100%;" type="text"/> <p><b>City, State, Zip</b></p> <input style="width: 100%;" type="text"/> <p><b>Phone</b></p> <input style="width: 100%;" type="text" value="277-9447"/>
<p><b>Notes</b> <small>120 characters max.</small></p> <div style="border: 1px solid gray; padding: 2px;"> <p>New User Training -- John Smith</p> </div>	

**+ Repeating** This event does not repeat.

**+ Reminders** There are no reminders for this event.

**+ Invitations** There are no invitations for this event.

3. To Delete the scheduled event, click on the “Delete” button, and confirm that you want to delete the event.

4. To modify the scheduled time or duration, change the Date and Time entries as appropriate, and when you are done click on the “Update” button to modify the event.

### Remember Lab Policy when Scheduling

Keep the following scheduling guidelines in mind when reserving your time.

**1. Do not schedule more than 4 consecutive daytime hours (between 8 AM and 5 PM) on any single day.** If you complete your 4 hours, have more samples to run and nobody else is on the schedule, you may continue to work.

**2.** Users who are running very long data collection times on samples (i.e., more than 4 hours on a sample) need to use after-hours or weekend times. To do this you will probably need a building key for late access (after 9:00 PM during the week, after 2:00 PM on Saturdays, or all day Sunday). Contact the lab manager, Jim Connolly ([connolly@unm.edu](mailto:connolly@unm.edu)) for information about how to get a building key.

**3. Any scheduling system requires mutual respect among users.** Only block time you will use, and be respectful of the needs of other lab users. If individuals are blocking large amounts of time (making it difficult for others to use the laboratory), please attempt to contact the individuals about sharing lab time. Disputes over scheduling should be brought to the lab manager, who will help resolve them.

**4. All samples run need to be entered in the log book.** At a minimum, entries must be legible (printed clearly is best) and include:

- The date of data collection
- The full name of the user
- The number of successful data runs completed during the session
- The organization (E&PS, CMEM, CHTM, etc.) and full name of the Principal Investigator (PI) responsible for paying for the lab use.

Failure to accurately record this information is grounds for termination of lab privileges.

### **Final Words**

Our calendar is available online in “Read-Only” mode by connecting to: <http://calendar.yahoo.com/epsxrldlab>. Users may use this page to see what times are available, and then login to add their times

Since many of our lab users are not EPS department members and frequently have offices quite distant from Northrop hall, we have received many requests for a computer-based calendar system for scheduling lab times. Using a Yahoo calendar for lab scheduling should provide a centralized location to schedule lab-use times.

All of the scheduled times on the paper calendar have, as of this writing, been entered in the Yahoo calendar. A large notice added to the lab informing users that they must use the online calendar to enter scheduled times. During the transition period, there may be scheduling conflicts. We ask that all users be patient as we all get used to the new system.

Please direct all comments, feedback and suggestions to the lab manager, Jim Connolly by phone (277-9447) or Email ([connolly@unm.edu](mailto:connolly@unm.edu)). We hope this will be a useful change in lab procedure.