

Calpendo User Guide

V.2 Dec2022



Registration

Please visit: <https://oxford-bioescalator.calpendo.com/>

Calpendo
Version 10.1.32

BioEscalator

Bioescalator Calpendo

Version 10.1.32

Sign in using one of the following:

Username:

Password:

If you do not already have an account:

Click: 'Register new user'

Calpendo

Powered by
EXprodo DB
Online Web Database

Calpendo licensed to Bioescalator, Bioescalator

Calpendo
Version 10.1.32

New User Registration

Login Identifier	<input type="text"/>
Login Nick Name	<input type="text"/>
Password	<input type="password"/>
Confirm Password	<input type="password"/>
Given name	<input type="text"/>
Other name	<input type="text"/>
Family name	<input type="text"/>
Email address	<input type="text"/>
Phone Number	<input type="text"/>

Fill out your details

The email address you enter will be the one that gets all approval notifications

Click 'Register'

Your account request will be sent to the BioEscalator management team.

Once your account has been authorised, an email informing you of this will be sent to your email address

Calpendo User Guide

V.2 Dec2022



Create Booking

The screenshot shows the Calpendo interface with the 'Calendars' tab highlighted in the top navigation bar. An orange callout box with a pointer indicates the user should click on 'Calendars'.

Calpendo
Version 10.1.32

Facilities | **Calendars** | Templates | Bookings | Projects | Search | Admin | Help

Facilities | **Welcome** | Reception | [Change Password](#) | [Settings](#) | [Sign out](#)

Welcome to the Bioescalator Shared Facilities

Bookings
To make a booking, click the "Calendars" tab in the top left corner of the screen, select the facility you wish to book from the drop down menus and then click on the calendar for the date and time you wish to book.

For help on how to use Calpendo, click the following tutorial link - <https://calpendo.com/tutorial-videos> - For further information, or if you are not a member of the BioEscalator, please contact the Reception Staff telephone at : 01865 618 800.

Core Lab Facilities
Bookable core facilities, including:

- Fume cupboards.
- Tissue Culture Lab.
- Shared equipment: ice machine, centrifuges, etc.
- Cold Room: Storage and workspace.
- Freezer Room: -80°C freezers, vapour phase freezer.
- Services lab – No booking required to use lab washers and autoclaves.

Our helpful [Lab Manager](#) or apprentice lab technician will train you and help you with any day-to-day questions.

Other Bookable Resources
Other Bookable Resources include:

- Meeting Rooms - We have 3 meeting rooms, which can be joined together to hold a Board Meeting of up to 22 people or a small seminar style meeting for up to 40 people. A range of supporting AV is also bookable.
- Hot Desks – which can be rented for as little as half a day.
- 1 Lab Bench Spaces with Write Up space - rentable on a monthly basis.

We also have a Hub on the ground floor where you can meet informally, socialise and relax with good coffee and tea. You can also hire this space for small events.

The screenshot shows the Calpendo interface with the 'Facilities' tab highlighted in the top navigation bar. An orange callout box with a pointer indicates the user should select a facility from the drop-down menu.

Calpendo
Version 10.1.32

Facilities | **Calendars** | Templates | Bookings | Projects | Search | Admin | Help

Facilities | **Welcome** | Reception | [Change Password](#) | [Settings](#) | [Sign out](#)

Welcome to the Bioescalator Shared Facilities

Bookings
To make a booking, click the "Calendars" tab in the top left corner of the screen, select the facility you wish to book from the drop down menus and then click on the calendar for the date and time you wish to book.

For help on how to use Calpendo, click the following tutorial link - <https://calpendo.com/tutorial-videos> - For further information, or if you are not a member of the BioEscalator, please contact the Reception Staff telephone at : 01865 618 800.

Core Lab Facilities
Bookable core facilities, including:

- Fume cupboards.
- Tissue Culture Lab.
- Shared equipment: ice machine, centrifuges, etc.
- Cold Room: Storage and workspace.
- Freezer Room: -80°C freezers, vapour phase freezer.
- Services lab – No booking required to use lab washers and autoclaves.

Our helpful [Lab Manager](#) or apprentice lab technician will train you and help you with any day-to-day questions.

Other Bookable Resources
Other Bookable Resources include:

- Meeting Rooms - We have 3 meeting rooms, which can be joined together to hold a Board Meeting of up to 22 people or a small seminar style meeting for up to 40 people. A range of supporting AV is also bookable.
- Hot Desks – which can be rented for as little as half a day.
- 1 Lab Bench Spaces with Write Up space - rentable on a monthly basis.

We also have a Hub on the ground floor where you can meet informally, socialise and relax with good coffee and tea. You can also hire this space for small events.

Calpendo User Guide

V.2 Dec2022



bioescalator Calpendo Version 10.1.32

Facilities Calendars Templates Bookings Projects Search Admin Help Meeting Rooms | Reception | Change Passw

Calpendo Week 50 Today Refresh Printable View Day Week Month

Mon 12/12 Tue 13/12 Wed 14/12 Thu 15/12 Fri 16/12 Sat 17/12

Resources:
Meeting Room 1
Meeting Room 2
Meeting Room 3
Pod Ground Floor
Pod First Floor

Templates
Status
Filter

Select the 'Resources' you want to book

Click and drag on the calendar to select a timesot

bioescalator Calpendo Version 10.1.32 BioEscalator

Facilities Calendars Templates Bookings Projects Search Admin Help Meeting Rooms | Reception | Change Password | Settings | Sign out

Calpendo Week 50 Today Refresh Printable View

No project has been selected (but one is required for Meeting Room 1)

New Booking

Resource: Meeting Room 1
Owner: Reception (Reception Temp)
Title:
Project: Type to select a value
Status: Best Possible
From: 12 Dec 2022 10:30 To: 12 Dec 2022 11:30 duration 60
Description of set-up:
Repeat: No repeat
Reminders: Send reminder email
Rooms To Book: This Room
Set Up:
Number Attendees: 0
Projector Required: No

Create Booking Cancel Pop-up

The yellow bar instructs you to choose your project from a drop-down list

You can only make a booking for a project for which you are authorised

Click 'Create Booking'

Calpendo User Guide

V.2 Dec2022



Cancel booking

click on the booking you would like to cancel

View Booking 20221114.103117.0.434

Resource	Meeting Room 1
Booker	Reception (Reception Temp)
Link	
Owner	PaulB (Paul Beerling)
Title	RECEP (Receptionists)
Project	RECEP (Receptionists)
Status	Approved
From	12 Dec 2022 10:30 <input type="checkbox"/> All day
To	12 Dec 2022 11:30 duration 60
Description of set-up	
Repeat	No repeat
Reminders	<input type="checkbox"/> Send reminder email
History	Version 2 Created 14 Nov 2022 10:31:17 Modified 14 Nov 2022 10:31:18
Booking Cost	38.5
Rooms To Book	This Room
Set Up	
Number Attendees	0
Projector Required	No
Parent Booking	No booking selected

Cancel Booking Cancel Pop-up

Click 'Cancel Booking' to cancel.

It will then ask you to provide a reason for the cancellation