

The BioEscalator

Calpendo Registration

- Go to: <https://oxford-bioescalator.calpendo.com>
- select: 'Register new user'



Calpendo
Version 8.3.33

BioEscalator

Bioescalator Calpendo

Version 8.3.33

Username:

Password:

Calpendo

Powered by
EXprodo DB
Online Web Database

The BioEscalator

Calpendo Registration

- Fill out your details and click on `Register`. Your account request will be sent to the BioEscalator administrators.
- The email address you enter will be the one that gets all approval notifications.
- Once your account has been authorised, an email informing you of this will be sent to your account.

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"/>

The BioEscalator



Creating a booking

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.

A screenshot of the BioEscalator website interface. The top left corner features the BioEscalator logo and the text "bioescalator". The top right corner displays "Calpendo Version 8.3.33". A horizontal navigation bar contains the following tabs: "Facilities", "Calendars", "Bookings", "Projects", "Search", and "Help". The "Calendars" tab is highlighted with a blue background and a blue arrow pointing to it from the text above. To the right of the navigation bar, the text "Facilities | c" is visible. Below the navigation bar, the main content area has a "Welcome" link on the left. The main heading is "Welcome to the Bioescalator Shared Facilities". Below this heading, the word "Bookings" is displayed. The text continues: "BioEscalator resources are accessed via the online booking system [Calpendo](#)". At the bottom, it says: "For BioEscalator staff and tenants Log In to Calpendo is normally by using your University of Oxford Single".

The BioEscalator

Calpendo Creating a booking

- Select the resource you want to book (for example Meeting Room 1)

The screenshot shows the Calpendo interface for BioEscalator. The top navigation bar includes 'Facilities', 'Calendars', 'Bookings', 'Projects', 'Search', and 'Help'. The main header displays 'Calpendo' and 'BioEscalator'. The interface is set to 'Week 35' and 'Today'. The calendar view shows a weekly grid from Monday 27/08 to Sunday 02/09. The time slots range from 09:00 to 15:00. A sidebar on the left shows a list of resources: 'Meeting Room 1', 'Meeting Room 2', and 'Meeting Room 3'. A blue arrow points from the text 'Select the resource you want to book (for example Meeting Room 1)' to the 'Meeting Room 1' dropdown menu in the sidebar. The calendar grid shows several 'Meeting' blocks, with some highlighted in green and others in red. The time slots range from 09:00 to 15:00.

The BioEscalator

Calpendo Creating a booking



- Click and drag on the calendar to select a timeslot. This will take you to the booking screen.
- 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.
- When you have completed the form press 'Create Booking'.

A screenshot of the 'New Booking' form in the Calpendo system. The form is titled 'New Booking' and contains several fields and sections. The 'Resource' field is set to 'Meeting Room 2'. The 'Project' field is highlighted with a yellow bar and contains the text 'Please select a Project'. The 'From' and 'To' fields are set to '31 Aug 2018' with times '11:00' and '12:00' respectively. The 'Reminder' section has a checked box for 'Send reminder email' and a 'Notice Period' of '30 minutes'. The 'Send reminders to' section has a checked box for 'Booker' and unchecked boxes for 'Booking owner', 'Project owner', and 'Project users'. The 'Repeat' field is set to 'No repeat', 'Status' is 'Best possible', 'Booker' is 'Paul Beerling', and 'Owner' is 'PaulB (Paul Beerling)'. There is a large empty text area for 'Description'. The 'Barco Required' field is set to 'No', and the 'Number of External Vistors' field is set to '0'. At the bottom of the form are two buttons: 'Create Booking' and 'Cancel'. A blue arrow points from the 'Please select a Project' field to the 'Create Booking' button.

Calpendo

Cancelling a booking



- If you need to cancel a booking that you have made for a particular reason, click on the booking you would like to remove.
- Once you are on the booking screen click on `Cancel Booking`
- It will then ask you to provide a reason for the cancellation.

A screenshot of the 'Edit Booking 56' form in the Calpendo system. The form is displayed over a calendar grid. The booking details are as follows:

- Resource: Meeting Room 1
- Project: 12345-HEIF (Dummy Account for HEIF)
- From: 31 Aug 2018, 10:30
- To: 31 Aug 2018, 11:30
- History: Version 1, Created 29 Aug 2018 14:54, Modified 29 Aug 2018 14:54
- Reminder: Send reminder email, Notice Period 30 minutes
- Send reminders to: Booker, Booking owner, Project owner, Project users
- Repeat: No repeat
- Status: Approved
- Booker: Paul Beerling
- Owner: PaulB (Paul Beerling)
- Description: (Empty text area)
- Barco Required: No

At the bottom of the form, there are three buttons: 'Update Booking', 'Cancel Booking', and 'Cancel Changes'. A blue arrow points from the 'Cancel Booking' button in the list on the left to the 'Cancel Booking' button in the form.