

9 steps to book lab facilities in the Animal Facility

1. OPEN A «NEW APPOINTMENT»

The screenshot shows the 'New Appointment' dialog box in Microsoft Outlook. The title bar reads 'Untitled - Appointment'. The ribbon includes 'File', 'Appointment', 'Insert', 'Format Text', and 'Review'. The 'Appointment' ribbon has several groups: 'Actions' (Save & Close, Delete, Forward), 'Show' (Appointment, Scheduling Assistant), 'Skype Meeting', 'Teams Meeting', 'Meeting Notes', 'Attendees', 'Options', 'Tags' (Private, High Importance, Low Importance), and 'Office Add-ins'. An information message at the top states: 'This appointment is next to another one on your calendar.' The form fields are: 'Subject' (with an orange overlay '2. Type your subject'), 'Location' (dropdown), 'Start time' (ons. 04.03.2020, 09:30), and 'End time' (ons. 04.03.2020, 10:00). An orange overlay '3 Set date and time for booking' is positioned over the time selection area. A large orange overlay '4 invite attendee' is positioned over the 'Attendees' button. The status bar at the bottom shows 'In Shared Folder' and 'Kalender - Aurora.Bronstad@uib.no'.

Untitled - Meeting

File Meeting Insert Format Text Review Tell me what you want to do...

Delete Forward Appointment Scheduling Assistant Skype Meeting Teams Meeting Meeting Notes Cancel Invitation Address Book Check Response Names Options

Actions Show Skype Meeting Teams Meeting Meeting Notes Attendees

You haven't sent this meeting invitation yet

To... Send

Subject

Location

Start time: ons. 04.03.2020 09.00 All day event

End time: ons. 04.03.2020 09.30

5. Click on «to» to open adress book

Select Attendees and Resources: Global Address List

Search: k1viv

6 start to type k1viv and the list of rooms come up

Name	Title	Business Phone	Location
K1VIV - 3040 A Sevo			
K1VIV - 3040 B Iso			
K1VIV - 3042 Sevo			
K1VIV - 4031 Seminarrom			
K1VIV - 4037 Obduksjon			
K1Vivarium - Rom			
KA - Kamera i Aula			
KA - Møterom			
KA - Prosjektkontor - Nygårdsgr...			
KA - Videokonferanserom 2070			
KA Internt - Lille møterom			
KA Internt - Store møterom			
Kadri Madisoo	OVERINGENIØR		
Kai A. Olsen	Professor	+4755584194	
Kai Gunter Brandt	Avdelingsingeniør	+4755973791	
Kai Krüger	Professor emeritus		
Kai Triebner	Postdoktor		
Kai Waløen	Stipendiat		
Kaia Berstad	Avdelingsingeniør		
Kaia Nepstad	Seniorkonsulent	+4755588571	
Kaja Bergskås Skoftedalen	Vitenskapelig assistent		

7. Select the room you want to book

Required ->

Optional ->

Resources ->

OK Cancel

In Shared Folder Kalender - Aurora.Bronstad@uib.no

8 use «send» to send request for room booking

The screenshot shows the Microsoft Outlook interface with the 'Meeting' ribbon selected. The ribbon includes options for 'Appointment', 'Scheduling Assistant', 'Skype Meeting', 'Teams Meeting', 'Meeting Notes', 'Attendees', 'Options', 'Tags', and 'Office Add-ins'. Below the ribbon, a message states: 'You haven't sent this meeting invitation yet. This appointment is next to another one on your calendar.' The appointment details are as follows:

To...	<input type="checkbox"/> <u>K1VIV - 4037 Obduksjon</u>		
Subject	my subject		
Location	K1VIV - 4037 Obduksjon		Rooms...
Start time	man. 15.06.2020	09.00	<input type="checkbox"/> All day event
End time	man. 15.06.2020	10.00	

At the bottom of the window, the status bar shows 'In Shared Folder' and 'Kalender - Aurora.Bronstad@uib.no'.

9 Check your e-mail

A response is sent you your email if the request was declined or accepted

This screenshot shows an Outlook email interface. The subject line is "Declined All: Not availbel for booking - Meeting Re...". The email content includes the following details:

- From: K1VIV - 4031 Seminarrom
- To: Aurora Brønstad
- When: Occurs every mandag, tirsdag, onsdag, torsdag, and fredag effective 04.03.2020 until 06.12.2022 from 11.00 to 12.00 (UTC+01:00) Brussels, Copenhagen, Madrid, Paris.
- Location: K1VIV - 4031 Seminarrom
- Accepted: No attendees have accepted.
- Tentative: No attendees have tentatively accepted.
- Declined: K1VIV - 4031 Seminarrom

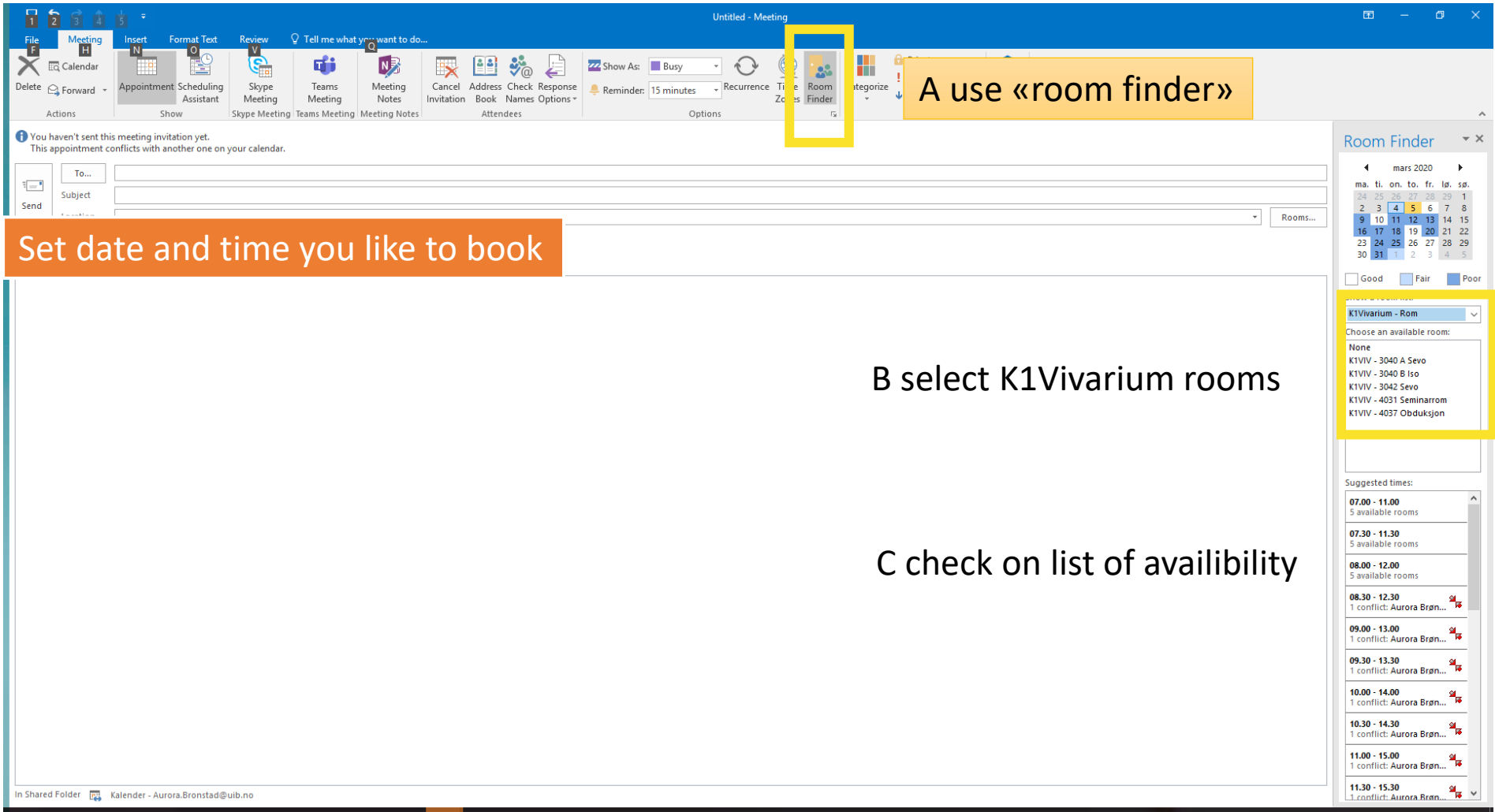
A blue information icon is followed by the text: "K1VIV - 4031 Seminarrom has declined this meeting." Below this, a red-bordered box highlights the text: "Your meeting request was declined." At the bottom of the email body, another red-bordered box highlights the text: "The end date of this series of repeating meetings is too far in the future. This resource can only be scheduled up to 730 days in advance. The end date must be before 3.5.2022." The footer of the email states: "All times listed are in the following time zone: (UTC+01:00) Brussels, Copenhagen, Madrid, Paris" and "Sent by Microsoft Exchange Server 2016".

This screenshot shows an Outlook email interface. The subject line is "Accepted All: Surgery rooms are not available for b...". The email content includes the following details:

- From: K1VIV - 3042 Sevo
- To: Aurora Brønstad
- When: Occurs every day effective 04.03.2020 until 02.03.2022 from 18.00 to 07.00 (UTC+01:00) Brussels, Copenhagen, Madrid, Paris.
- Location: K1VIV - 3042 Sevo

A blue information icon is followed by the text: "We couldn't find this meeting in the calendar. It may have been moved or deleted. K1VIV - 3042 Sevo has accepted this meeting." Below this, a red-bordered box highlights the text: "Your request was accepted." At the bottom of the email body, another red-bordered box highlights the text: "Your request was accepted through 3.3.2022." The footer of the email states: "All times listed are in the following time zone: (UTC+01:00) Brussels, Copenhagen, Madrid, Paris" and "Sent by Microsoft Exchange Server 2016".

Check availability of a room

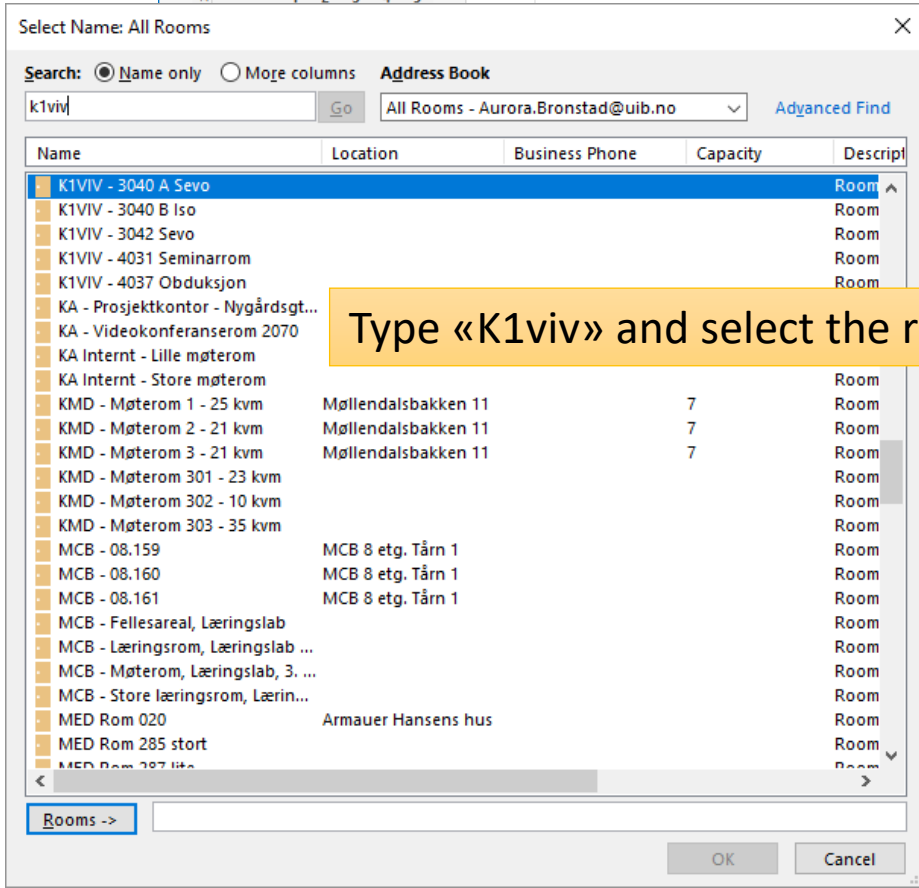
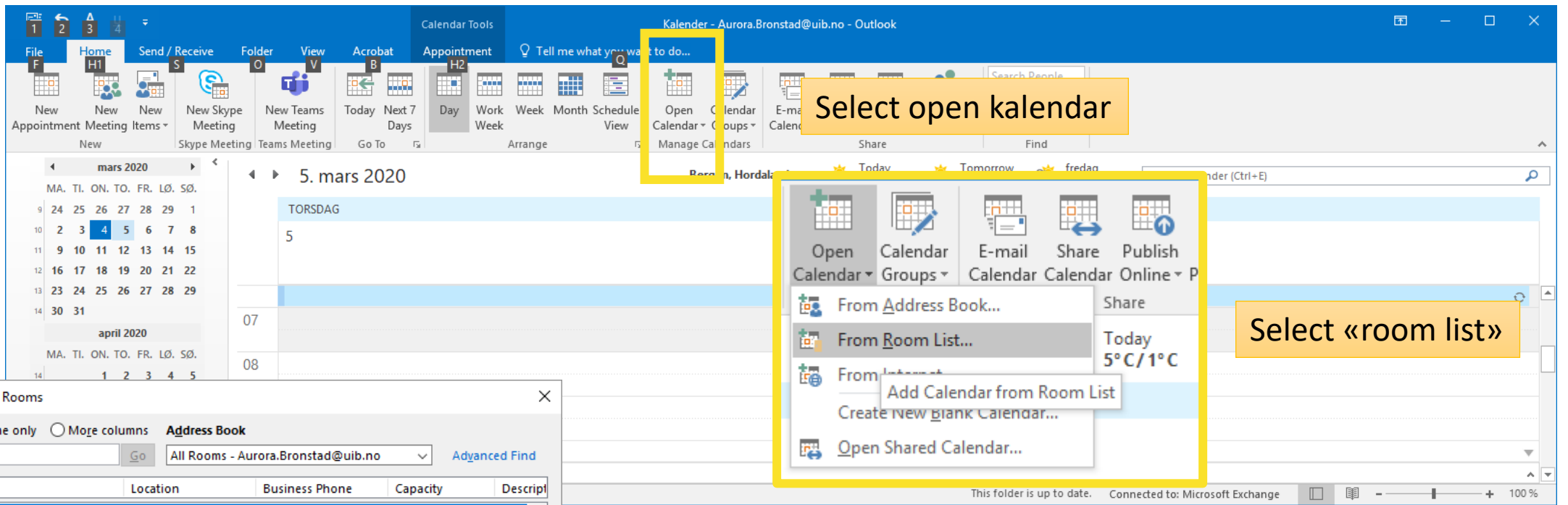


A use «room finder»

Set date and time you like to book

B select K1Vivarium rooms

C check on list of availability



Type «K1viv» and select the rooms you like to include

The rooms you select will now show in your calendar – as well as their availability

The screenshot displays the Outlook calendar interface for March 4, 2020. The main area shows a multi-view calendar with five columns, each representing a different room:

- K1VIV - 3040 A Sevo** (Green header)
- K1VIV - 3040 B Iso** (Orange header)
- K1VIV - 3042 Sevo** (Grey header)
- K1VIV - 4031 Seminarrom** (Yellow header)
- K1VIV - 4037 Obduksjon** (Teal header)

Each column shows a vertical timeline from 07:00 to 21:00. A blue bar at 12:00 indicates the current time. Vertical bars labeled "Previous Appointment" and "Next Appointment" are visible in the lower part of each column. A message at the bottom of each column states: "Surgery rooms are not available for booking during dark cycle period K1VIV - 3040 A Sevo; K1VIV - 3040 B Iso; K1VIV - 3042 Sevo Aurora Brønstad".

The left navigation pane shows "My Calendars" and "Rooms" checked, with the following rooms listed:

- K1VIV - 3040 A Sevo
- K1VIV - 3040 B Iso
- K1VIV - 3042 Sevo
- K1VIV - 4031 Seminarrom
- K1VIV - 4037 Obduksjon

The top status bar shows the location "Bergen, Hordaland" and weather information: "Today 5°C/1°C", "Tomorrow 5°C/0°C", and "fredag 5°C/1°C".