STANDARD OPERATING PROCEDURE

LM-CHEM-SOP-009
Implementation Date: MAR-2022

Revision #: 01
Last Reviewed/Updated: MAR-2022

Chemistry
UNIVERSITY OF TORONTO

Booking Biological Safety Cabinets (BSC)

1. Purpose:

To provide instruction on how to access and use the BSC booking scheduler.

2. Scope:

Applies to everybody who uses the BSCs.

3. Prerequisites:

A UTORid is needed to make reservations in the booking scheduler

4. Responsibilities:

It is the responsibility of everyone to follow this SOP. It is the responsibility of everyone using BSCs to use the booking scheduler, and everyone using the booking scheduler should cancel bookings if they are no longer needed.

5. Procedure:

Accessing the Booking Scheduler
1) Go to https://trackit.chem.utoronto.ca/booked/Web/dashboard.php
2) You will be prompted to enter your UTORid and password. If you have UTORMFA enabled, you will be required to use the DUO Mobile app or an MFA Token Key.

Booking
1) You will be taken to a Dashboard, which is your quick view into your day.

2) Announcements will include any recent announcements posted by the administrator, located on the top section.
3) Upcoming Reservations will show your reservations for the next 2 weeks.
4) Resource Availability will display the booking resources. Click on the Reserve button on the right side for the associated resource to book it. Note: The Biosafety cabinets are colour-coded. Hover your cursor to the resource name to view the reservation summary and booking information.
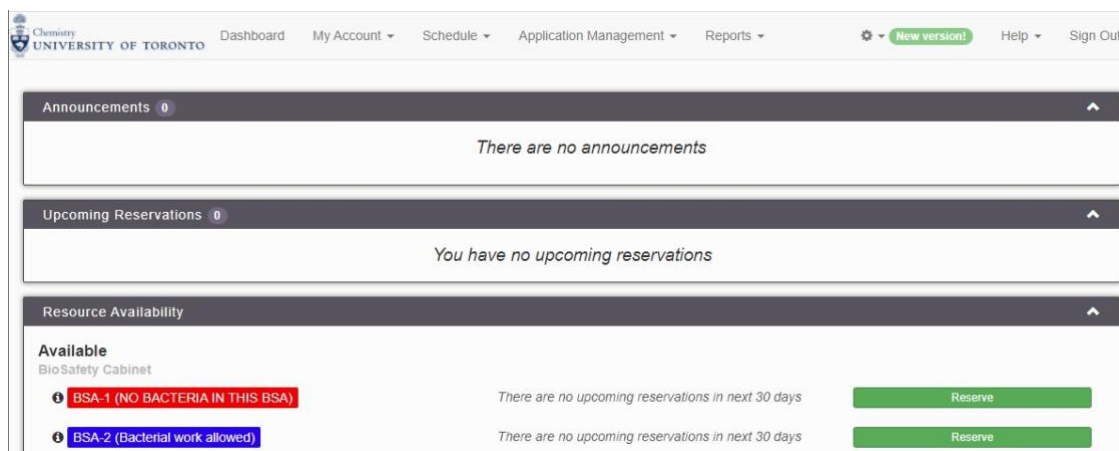
Make a Reservation
1) Click on the date and a calendar pop-up will appear. Choose your date. Click on the dropdown menu for the start time and end time. Note, all the time slots are 15-minute incremental intervals.
2) You can book multiple resources by clicking on the Change [+] icon next to the Resources.
3) You can repeat the reservation every day, week, month, or year if there's no conflict.
   Note: Reservations can only be made up to 14 days in advance (can be made the week of, or for the following week).
4) Enter the title of the reservation, the description is optional.
5) Add other people to participate by entering their name or email in the participant list.
6) For the invitees, inviting a user will send an invitation email and give the user an option to accept or decline the invitation. You can also invite unregistered users as guests by entering an email address.
7) When you click Create, it will verify if there are any reservation conflicts. If everything is good, you will see the booking is successful.

New Reservation

Calendar
(Date Picker)   Start Time

Patrick Wong (pat.wong.a@utoronto.ca) Change 👤   ← Your Name &
                                                     Email address

Begin 11/25/2021📅 3:15 PM ▼   End   11/25/2021📅 3:30 PM ▼

0 days 0 hours 15 minutes ← Duration

Repeat Does Not Repeat ▼   ← Repeat   Calendar   End Time
                                         (Date Picker)

Resources Change ➕

BSA-1 (NO BACTERIA IN THIS BSA)

Title of reservation

[   ] 📊

Description of reservation

[   ]

Title of the   Description
Reservation   (Option)

Participant List

Participant List ⓪

Add [name or email   ] 📊 | 👤 Users   👥 Groups

                          Users List   Groups

Send an invite   Add a Guest

Invitees ⓪

Add [name or email   ] 📊 | 👤 Users   👥 Groups   👤 Guest

☐ Allow Participants To Join

Cancel   ✔ Create
📅 View Availability

Cancel   ✔ Create

Press Create to confirm the reservation