

## LabAgenda User Guide

LabAgenda is a free online service that the BeGenDiv is using for the scheduling of laboratory equipment use, bench space, as well as project consultation and lab support times.

Once you have your own project (including an individual project number) set up with the BeGenDiv staff you can register and login with LabAgenda to reserve time with machines and staff, as well as lab bench space. The following machines require booking: Qubit, Picogreen, Agilent Bioanalyzer, Agilent Tapestation, BluePippin, and Covaris.

### Registration

- request access to LabAgenda via email to [susanmbedi@zedat.fu-berlin.de](mailto:susanmbedi@zedat.fu-berlin.de) or [sasparmann@zedat.fu-berlin.de](mailto:sasparmann@zedat.fu-berlin.de)
- receive email from LabAgenda Administrator ([no-reply@labagenda.com](mailto:no-reply@labagenda.com))

Your colleague, , is using LabAgenda as a reservation management system for equipment in your facility and has invited you to join his organization's *online reservation system*. This will greatly facilitate the process of reserving resources and improve the efficiency of your research.

To accept this invitation, simply [click here](#).

If needed, here is the link to follow: <https://www.labagenda.com/register.php?ac=3MHQLS>.

We are sure you will enjoy using LabAgenda, which is a free service sponsored by [LabArchives](#), the leading electronic laboratory notebook used by more than 120,000 scientific researchers to document, store, organize, share, and publish laboratory research and data.

If you have any questions, or if we can be of additional assistance, please don't hesitate to contact [support@labagenda.com](mailto:support@labagenda.com).

Sincerely,  
LabAgenda  
[www.labagenda.com](http://www.labagenda.com)  
[support@labagenda.com](mailto:support@labagenda.com)

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**About Us** **Share This**

LabAgenda is the FREE service for the management and scheduling of laboratory equipment. Sponsored by LabArchives, the leading provider of Electronic Laboratory Notebook (ELN) software, LabAgenda will enable you to:

- Define your lab equipment
- Set up users with different access rights
- Schedule equipment use
- Update your personal calendar
- ...and more [Read More](#)

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Outside the US & Canada: +1 (760) 444-8526  
Fax: (509) 352-9699 | Email: [support@labagenda.com](mailto:support@labagenda.com)

- click to accept invitation

- the following window will open:
  - register a new account by filling in all required information
  - **note:** for your first name please put your project name and first name in the following format: ProjectName\_FirstName, e.g. 2019\_05\_Peter (this will help us identify you in the calendar)
  - **note:** set the Timezone to “Europe/Berlin”
  - hit “register”

## Booking Appointments

- you have now entered our LabAgenda calendar and can book appointments:

- book times by clicking on the desired machine / service or by clicking on the appropriate green “Reserve” button

- add a start and end date / time
- specify what you are planning on doing under “Title of reservation” or “Description of reservation”, e.g. HS DNA analysis for Agilent Bioanalyzer
- hit “create”

### Repeat Bookings

- only for lab bench space can reservations be made across days
- please use the repeat function to book time periods stretching longer than a week (**note:** you will get an error message if you try to book across a weekend, since we blocked reservations for Saturdays and Sundays)
- see example below for a month long reservation

Check on Bookings

- under “Schedule” click on “Bookings”, this will show you all currently active bookings
- you can also add appointments by clicking on the desired time slot in the calendar
- use the “Help” function for further navigational tips

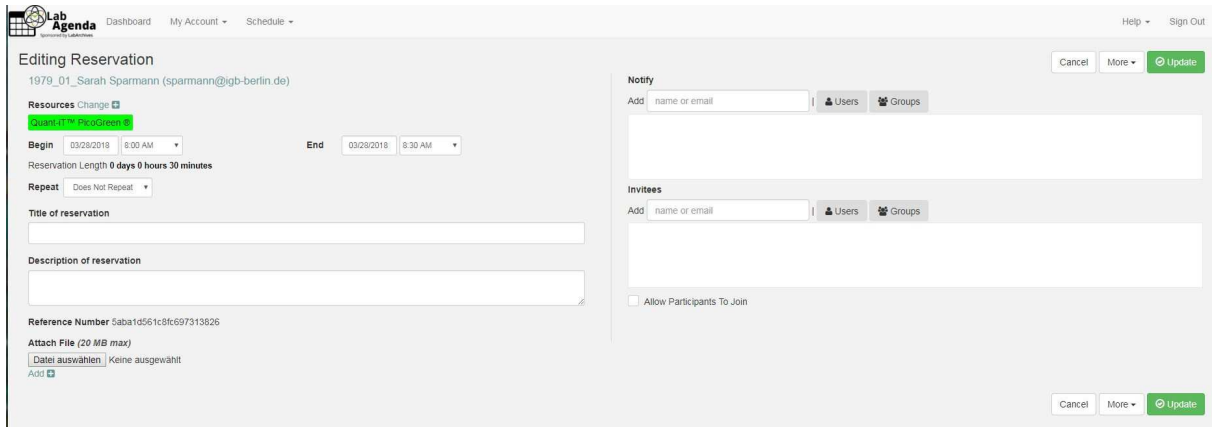
Tuesday, 03/27/2018						
Time	Agilent Technology 2100 Bioanalyzer	BluePippin	Covaris	Project Consultation & Lab Support	Quant-iT™ PicoGreen®	Qubit®
12:00 AM						
8:00 AM						
8:30 AM						
9:00 AM						
9:30 AM						
10:00 AM						
10:30 AM						
11:00 AM						
11:30 AM						
12:00 PM						
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5:30 PM						
6:00 PM						
Wednesday, 03/28/2018						
Time	Agilent Technology 2100 Bioanalyzer	BluePippin	Covaris	Project Consultation & Lab Support	Quant-iT™ PicoGreen®	Qubit®
12:00 AM						
8:00 AM						

General Notes:

- you will only get permission to use our resources if you have reserved time in the calendar
- the machines are available Monday to Friday 8:00 am – 6:00 pm
- Covaris, BluePippin and Agilent Tapestation can only be booked with permission and will only show up in your calendar on special request to BeGenDiv core staff
- Project consultation time and help with laboratory processes can be booked on Mondays between 9:00 am – 12:00 pm for Susan and Tuesdays between 9:00 am – 12:00 pm for Sarah; please specify what you need help with; appointments have to be in the calendar by the previous Thursday 4:00 pm and have to be approved by Susan or Sarah (**note:** only under those conditions do we consider the appointment as booked!)
- Picogreen assays and the Agilent Bioanalyzer cannot be run simultaneously; please keep that in mind when booking these machines

- please delete appointments you cannot realize as early as possible:

click on the appointment in the calendar:



click on “More” (top right) and “delete”

- if you would like to bring along other personnel when using our resources let us know beforehand under “Description of reservation” (**note:** only authorized personnel is allowed to enter our facilities)
- after registration use the following link to login to LabAgenda:

<https://my.labagenda.com/index.php?redirect>

