

How to make a reservation

1. Register and enter the scheduler with your username and password.
<https://cryoem-scheduler.janelia.org/>

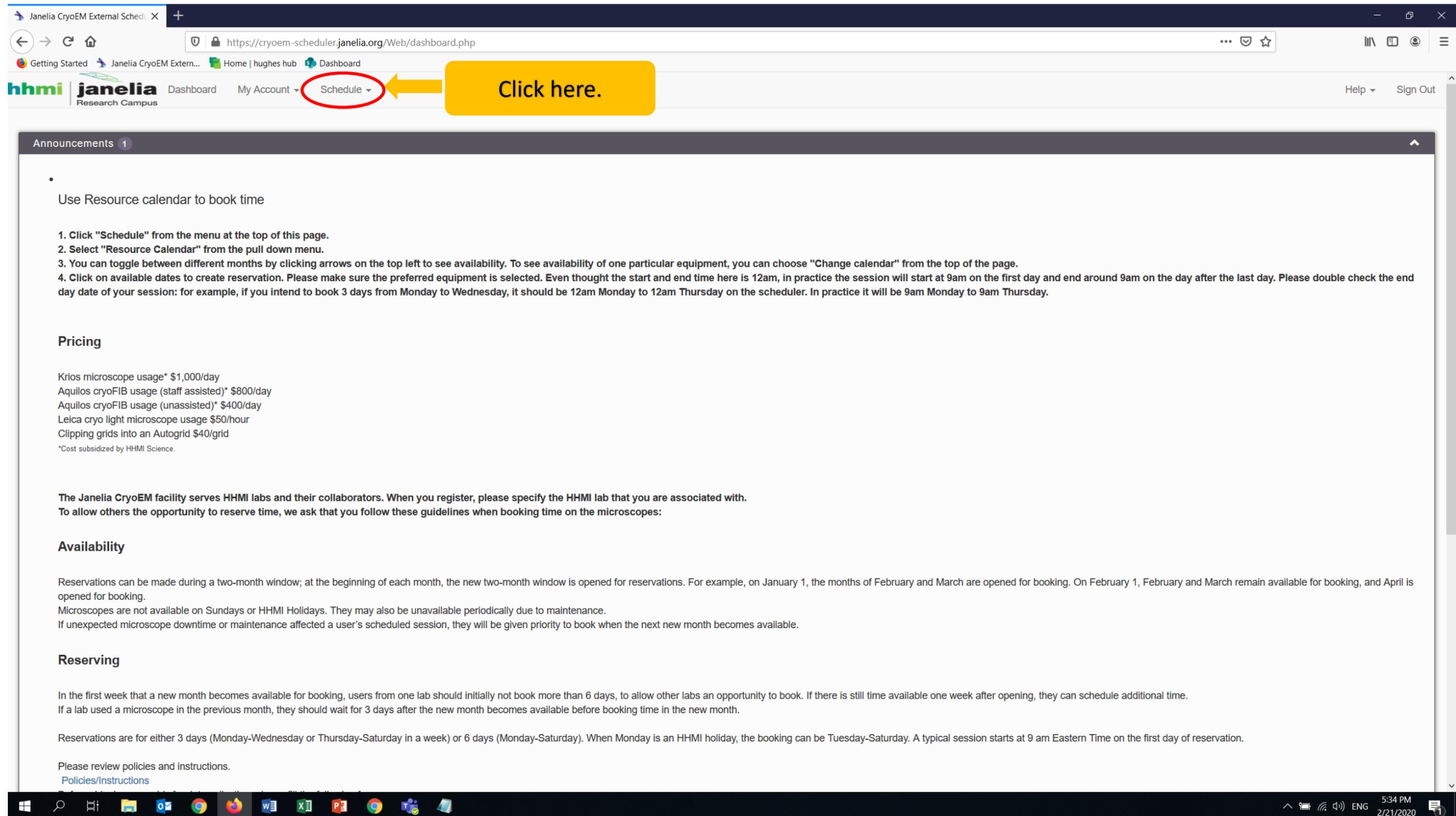
The screenshot shows a web browser window with the URL <https://cryoem-scheduler.janelia.org/Web/>. The page header includes the **hhmi janelia** Research Campus logo. The main content area contains instructions for using the resource calendar to book time, including a numbered list of steps: 1. Click "Schedule" in the top menu. 2. Select "Resource Calendar" from pull down menu. 3. Select your preferred equipment from "Change calendar". 4. Click on available dates to create reservation (reservation can be updated no later than 2 weeks before the start of the scheduled session).

Below the instructions are sections for **New Projects** and **Cancellations**. The **New Projects** section states: "When reserving time for a new project, attach a cryoEM image of the sample (up to 2 MB) to the reservation. In case a user does not have access to cryoEM, he/she should reach out to the Janelia CryoEM Facility to discuss options before booking time on the Krios. For returning projects, this is not required." The **Cancellations** section states: "Your lab (or collaborating lab) will be charged 50% of the total booking time if a cancellation is made within two weeks before the start of the session. The Janelia CryoEM Facility reserves the right to adjust the schedule. If you have questions about making reservations, please email cryoemfacility@janelia.hhmi.org."

At the bottom of the page is a login form with the **hhmi janelia** Research Campus logo. It includes input fields for "Username or Email" and "Password", a "Log In" button, and a "Remember Me" checkbox. A link for "First Time User? Register" is circled in red. Below the form are links for "Forgot My Password" and "Change Language".

A yellow callout box with an arrow pointing to the "Register" link contains the text: "When you book for the first time, please register from here."

2. Click "Schedule" from the menu at the top of the page.



The screenshot shows a web browser window with the URL <https://cryoem-scheduler.janelia.org/Web/dashboard.php>. The navigation menu at the top includes "Dashboard", "My Account", and "Schedule". A yellow callout box with the text "Click here." and an arrow points to the "Schedule" menu item, which is circled in red. Below the navigation bar, there is an "Announcements" section with a notification icon. The main content area contains several sections: "Use Resource calendar to book time" with a list of four numbered instructions; "Pricing" with a list of equipment rates; "The Janelia CryoEM facility serves HHMI labs and their collaborators..." with booking guidelines; "Availability" with details on reservation windows and microscope unavailability; and "Reserving" with information on booking rules and session durations. At the bottom, there is a link to "Policies/Instructions". The Windows taskbar is visible at the bottom of the screen, showing the time as 5:34 PM on 2/21/2020.

Announcements 1

Use Resource calendar to book time

1. Click "Schedule" from the menu at the top of this page.
2. Select "Resource Calendar" from the pull down menu.
3. You can toggle between different months by clicking arrows on the top left to see availability. To see availability of one particular equipment, you can choose "Change calendar" from the top of the page.
4. Click on available dates to create reservation. Please make sure the preferred equipment is selected. Even though the start and end time here is 12am, in practice the session will start at 9am on the first day and end around 9am on the day after the last day. Please double check the end day date of your session: for example, if you intend to book 3 days from Monday to Wednesday, it should be 12am Monday to 12am Thursday on the scheduler. In practice it will be 9am Monday to 9am Thursday.

Pricing

Krios microscope usage* \$1,000/day
Aquilos cryoFIB usage (staff assisted)* \$800/day
Aquilos cryoFIB usage (unassisted)* \$400/day
Leica cryo light microscope usage \$50/hour
Clipping grids into an Autogrid \$40/grid
*Cost subsidized by HHMI Science.

The Janelia CryoEM facility serves HHMI labs and their collaborators. When you register, please specify the HHMI lab that you are associated with. To allow others the opportunity to reserve time, we ask that you follow these guidelines when booking time on the microscopes:

Availability

Reservations can be made during a two-month window; at the beginning of each month, the new two-month window is opened for reservations. For example, on January 1, the months of February and March are opened for booking. On February 1, February and March remain available for booking, and April is opened for booking.
Microscopes are not available on Sundays or HHMI Holidays. They may also be unavailable periodically due to maintenance.
If unexpected microscope downtime or maintenance affected a user's scheduled session, they will be given priority to book when the next new month becomes available.

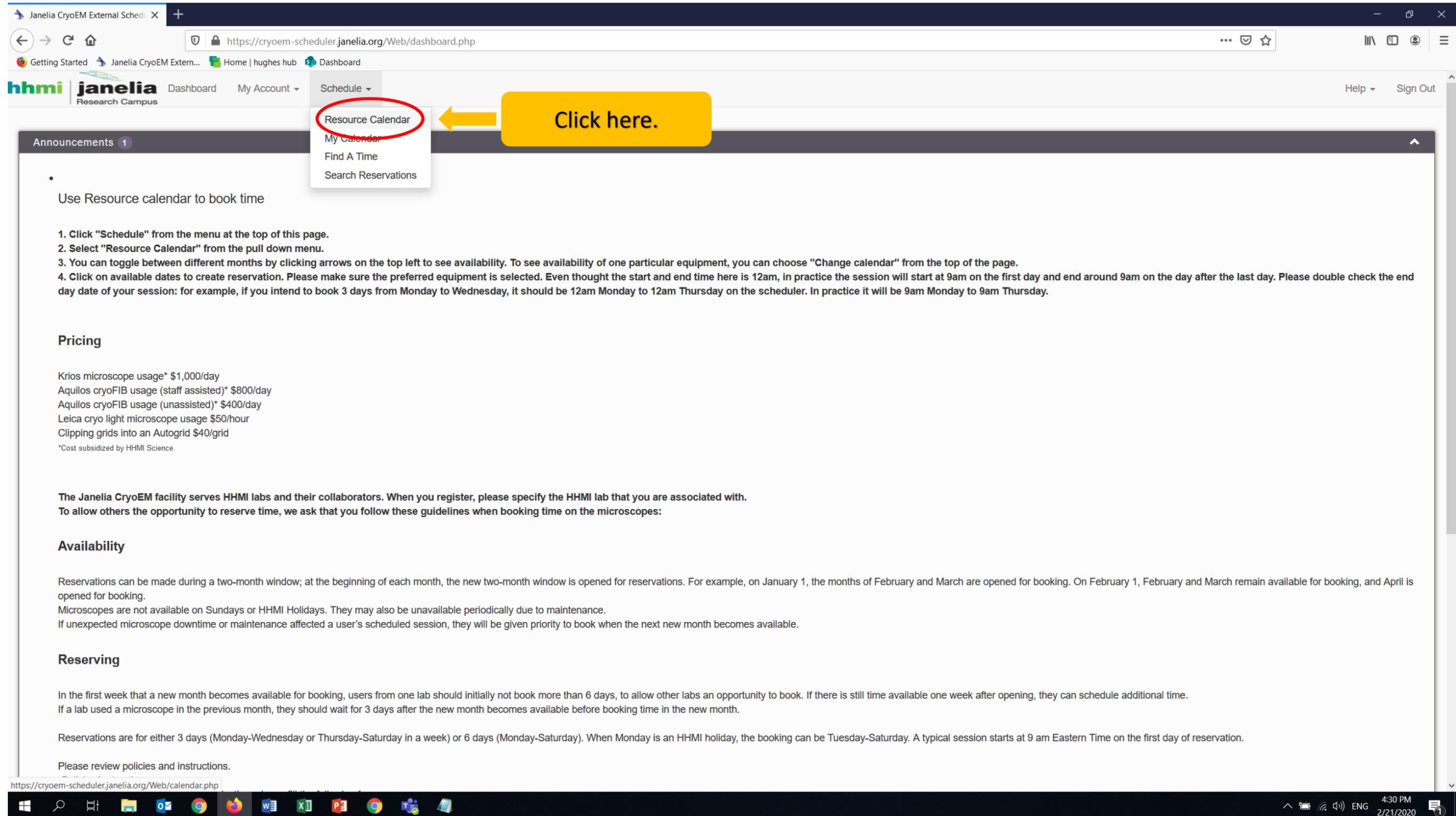
Reserving

In the first week that a new month becomes available for booking, users from one lab should initially not book more than 6 days, to allow other labs an opportunity to book. If there is still time available one week after opening, they can schedule additional time.
If a lab used a microscope in the previous month, they should wait for 3 days after the new month becomes available before booking time in the new month.

Reservations are for either 3 days (Monday-Wednesday or Thursday-Saturday in a week) or 6 days (Monday-Saturday). When Monday is an HHMI holiday, the booking can be Tuesday-Saturday. A typical session starts at 9 am Eastern Time on the first day of reservation.

Please review policies and instructions.
[Policies/Instructions](#)

3. Select Resource Calendar from the pull down menu.



The screenshot shows a web browser window with the URL <https://cryoem-scheduler.janelia.org/Web/dashboard.php>. The page header includes the HHMI Janelia Research Campus logo and navigation links for Dashboard, My Account, and Schedule. The 'Schedule' dropdown menu is open, and the 'Resource Calendar' option is circled in red. A yellow callout box with the text 'Click here.' and an arrow points to this option. Below the menu, the page content includes an 'Announcements' section with instructions on how to use the resource calendar, a 'Pricing' section listing various equipment and their costs, and sections for 'Availability' and 'Reserving'.

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Please review policies and instructions.

<https://cryoem-scheduler.janelia.org/Web/calendar.php>

4. Select month and equipment

The screenshot displays the Janelia CryoEM External Scheduler web application. The browser address bar shows the URL <https://cryoem-scheduler.janelia.org/Web/calendar.php>. The page header includes the Janelia Research Campus logo and navigation links for Dashboard, My Account, and Schedule. A "Change Calendar" dropdown menu is open, listing reservation categories: All Reservations, External CryoEM, FEI Aquilos CryoFIB, Janelia Krios 1 (highlighted), Janelia Krios 2, and Leica CryoCLEM cryo light microscope. A yellow callout box with an arrow points to the left navigation arrows, stating "Click here to go to different months." Another yellow callout box with an arrow points to the "Change Calendar" dropdown, stating "Click here if you want to see one particular equipment." The calendar grid shows dates from Sunday to Saturday, with reservation bars in various colors (green, blue, purple, red) indicating scheduled times. The system tray at the bottom shows the date as 2/21/2020 and the time as 4:30 PM.

5. Click on available dates to create reservation. Please make sure the preferred equipment is selected.

The screenshot displays the Janelia CryoEM External Scheduler interface. At the top, the browser address bar shows the URL <https://cryoem-scheduler.janelia.org/Web/calendar.php>. The page header includes the Janelia Research Campus logo and navigation links for Dashboard, My Account, and Schedule. A 'Change Calendar' dropdown menu is set to 'Janelia Krios 1'. The main content is a calendar for April 2020, showing a grid of dates from Sunday the 29th to Saturday the 4th. A '12:00a cryo cycle' reservation is shown for the period from Sunday the 29th to Wednesday the 1st. Another '12:00a cryo cycle' reservation is shown for the period from Friday the 5th to Monday the 8th. A third '12:00a cryo cycle' reservation is shown for Sunday the 12th. On the calendar grid, the date April 9th (a Thursday) is highlighted, and a 'Create Reservation' button is visible over it. A yellow callout box with an arrow pointing to the 'Create Reservation' button contains the text: 'If you want to book April 9, click on the square of the day then click "Create Reservation"'. The Windows taskbar at the bottom shows the system tray with the time 4:30 PM and date 2/21/2020.

6. Select start date.

Click here to pop up calendar and select start date.

https://cryoem-scheduler.janelia.org/Web/reservation.php?sid=25&rid=128&sd=2020-4-9 0:30&ed=2020-4-9 0:30&redirect=calendar.php%3Fct%3Dmonth%26start%3D2020-4-9

hmi janelia Research Campus

Dashboard My Account Schedule Help Sign Out

New Reservation

TestMomoko Shiozaki (smomoc@gmail.com)

View Availability Cancel Create

Begin 04/09/2020 12:00 AM End 04/11/2020 12:00 AM

2 days 0

Resource Janelia

Title of r

Description

Accessories Add +

Cost Center / Lab Name *

Send Reminder 7 days before the start time 15 minutes before the end time

Attach File (2 MB max)

Upload Preliminary Data

Browse... No file selected. Add +

Cancel Create

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https://cryoem-scheduler.janelia.org/Web/reservation.php?sid=25&rid=128&sd=2020-4-9 0:30&ed=2020-4-9 0:30&redirect=calendar.php?ct=month&start=2020-4-9#

4:31 PM 2/21/2020

The time here should be 12:00 AM even though the session starts at 9:00 am EST. We only have day increments for booking.

7. Select end date.

The screenshot shows a web browser window with the URL <https://cryoem-scheduler.janelia.org/Web/reservation.php?sid=25&rid=128&sd=2020-4-9 0:30&ed=2020-4-9 0:30&redirect=calendar.php%3Fct%3Dmonth%26start%3D2020-4-9>. The page title is "New Reservation" for user "TestMomoko Shiozaki (smomoc@gmail.com)".

Annotations:

- A yellow callout box points to the "3 days 0 hours 0 minutes" duration field, stating: "Confirm booking period from here."
- A yellow callout box points to the "End" date and time field, stating: "Click here to pop up calendar and select the date DAY AFTER your session. If your session ends Saturday, select Sunday."
- A yellow callout box points to the "12:00 AM" time field, stating: "The time here should be 12:00 AM."

Calendar: A calendar for April 2020 is displayed. The date 04/12/2020 is selected, and the time is 12:00 AM.

Form Fields:

- Begin:** 04/09/2020, 12:00 AM
- Resources:** Janelia Krios 1
- Title of reservation:** (empty)
- Description of reservation:** (empty)
- Cost Center / Lab Name:** (empty)
- Send Reminder:** 7 days before the start time
- Attach File (2 MB max):** No file selected.

Buttons: "View Availability", "Cancel", "Create" (top right); "Cancel", "Create" (bottom right).

Footer: © 2019 Twinkle Toes Software, Booked Scheduler v2.7.7

8. Fill in the boxes and create reservation.

The screenshot shows a web browser window displaying the "New Reservation" form in the Janelia CryoEM External Scheduler. The form includes fields for "Begin" (04/09/2020, 12:00 AM) and "End" (04/12/2020, 12:00 AM), with a duration of "3 days 0 hours 0 minutes". The "Resources" section shows "Janelia Krios 1". The "Title of reservation" and "Description of reservation" fields both contain the text "test". The "Cost Center / Lab Name" field also contains "test" and is highlighted with a red border. The "Send Reminder" section has a checked box for "7 days before the start time". The "Attach File" and "Upload Preliminary Data" sections are also visible. At the top right, there are buttons for "View Availability", "Cancel", and "Create". At the bottom right, there are buttons for "Cancel" and "Create", with the "Create" button circled in red. Two yellow callout boxes provide instructions: "Fill in the HHMI investigator's name." with an arrow pointing to the "Cost Center / Lab Name" field, and "Click here to Create reservation." with an arrow pointing to the "Create" button at the bottom right. The browser address bar shows the URL: https://cryoem-scheduler.janelia.org/Web/reservation.php?sid=25&rid=128&sd=2020-4-9 0:30&ed=2020-4-9 0:30&redirect=calendar.php%3Fct%3Dmonth%26start%3D2020-4-9. The footer of the page contains the text: © 2019 Twinkle Toes Software Booked Scheduler v2.7.7. The Windows taskbar at the bottom shows the time as 4:32 PM on 2/21/2020.

Fill in the HHMI investigator's name.

Click here to Create reservation.

9. Create reservation.

The screenshot displays the 'New Reservation' page in the Janelia CryoEM External Scheduler. The page is partially obscured by a large white confirmation modal. The modal contains a green checkmark and the text: 'Your reservation was successfully created!'. Below this, it provides the reference number '5e504c6a221dc007939209', the date '04/09/2020', and the resource 'Janelia Krios 1'. A 'Close' button is located at the bottom of the modal. The background page shows the reservation details: 'Begin' on 04/09/2020 at 12:00 AM, 'End' on 04/12/2020 at 12:00 AM, a duration of 3 days, and the resource 'Janelia Krios 1'. The title and description are both 'test'. The cost center is 'test'. The 'Send Reminder' section is checked for 7 days before the start time. The footer of the page reads '© 2019 Twinkle Toes Software Booked Scheduler v2.7.7'.

Navigation: Dashboard, My Account, Schedule, Help, Sign Out

Buttons: View Availability, Cancel, Create, Close

Reservation Details:

- Begin: 04/09/2020 12:00 AM
- End: 04/12/2020 12:00 AM
- Duration: 3 days 0 hours 0 minutes
- Resources: Janelia Krios 1
- Title of reservation: test
- Description of reservation: test
- Cost Center / Lab Name: test
- Send Reminder: 7 days before the start time

Footer: © 2019 Twinkle Toes Software Booked Scheduler v2.7.7

10. You can check your reservation on the calendar.

The screenshot shows a web browser window with the URL <https://cryoem-scheduler.janelia.org/Web/calendar.php?ct=month&start=2020-4-9>. The page header includes the Janelia Research Campus logo and navigation links for Dashboard, My Account, and Schedule. A dropdown menu for 'Change Calendar' is set to 'Janelia Krios 1'. The main content is a calendar for April 2020, with tabs for 'Month', 'Week', and 'Day'. The calendar grid shows days from 30th to 26th. A reservation bar for '12:00a' is visible on April 8th, labeled '12:00a TestMomoko Shiozaki'. A yellow callout box with the text 'Check your reservation. Your name will show up. If you want edit it, click the bar.' points to this reservation. A red rectangle highlights the reservation bar. Other reservation bars for '12:00a cryo cycle' are visible on April 4th, 11th, 19th, and 26th. The Windows taskbar at the bottom shows the system tray with the date 2/21/2020 and time 4:32 PM.

12. Edit your reservation.

The screenshot shows a web browser window titled "Editing Reservation" with the URL <https://cryoem-scheduler.janelia.org/Web/reservation.php?m=5e504c6a221dc007939209&redirect=my-calendar.php%3Fct%3Dmonth%26start%3D2020-4-1>. The page header includes the hhmi janelia Research Campus logo and navigation links for Dashboard, My Account, and Schedule. The main content area is titled "Editing Reservation" and shows details for a reservation made by TestMomoko Shiozaki (smomoc@gmail.com). The reservation is for "Janelia Krios 1" on "04/09/2020" from "12:00 AM" to "04/12/2020" at "12:00 AM". A yellow callout box with the text "Change equipment or date" is positioned over the "Resources" and "End" fields. The "Resources" field has a "Change" button circled in red. The "End" date field is also circled in red. A "More" dropdown menu is open, showing options like "Add to Calendar", "Add to Google", "Email", "Print", "Duplicate", and "Delete". At the bottom right, a yellow callout box with the text "When the editing finished, click 'Update'." has a yellow arrow pointing to the "Update" button, which is circled in red. The footer of the page contains copyright information: "© 2019 Twinkle Toes Software Booked Scheduler v2.7.7". The Windows taskbar at the bottom shows the time as 4:35 PM on 2/21/2020.

Editing Reservation

TestMomoko Shiozaki (smomoc@gmail.com)

Begin 04/09/2020 12:00 AM

3 days 0 hours 0 minutes

Resources Change

Janelia Krios 1

Title of reservation

test

Description of reservation

test

Reference Number 5e504c6a221dc007939209

Cost Center / Lab Name

test

Send Reminder

7 days before the start time 15 minutes before the end time

Attach File (2 MB max)

Upload Preliminary Data

Browse... No file selected.

Add

View Availability Cancel More Update

Add to Calendar

Add to Google

Email

Print

Duplicate

Delete

Change equipment or date

When the editing finished, click "Update".

Cancel More Update

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Booked Scheduler v2.7.7

4:35 PM
2/21/2020

13. Delete your reservation.

Editing Reservation

TestMomoko Shiozaki (smomoc@gmail.com)

Begin 04/09/2020 12:00 AM

End 04/12/2020 12:00 AM

3 days 0 hours 0 minutes

Resources Change +

Janelia Krios 1

Title of reservation

test

Description of reservation

test

Reference Number 5e504c6a221dc007939209

Cost Center / Lab Name

test *

Send Reminder

7 days before the start time 15 minutes before the end time

Attach File (2 MB max)

Upload Preliminary Data

Browse... No file selected.

Add +

View Availability Cancel More Update

Add to Calendar

Add to Google

Email

Print

Duplicate

Delete

Cancel More Update

© 2019 Twinkle Toes Software
Booked Scheduler v2.7.7

4:35 PM
2/21/2020

13. Please remember to submit grid information!

The screenshot shows the dashboard of the cryoem-scheduler.janelia.org website. A yellow callout box with rounded corners is overlaid on the page, containing the text: "Don't forget to fill in the grid submission form to share the detail of your plan! We have link here." A yellow arrow points from the callout box to a red-bordered link labeled "Grid Submission Form" located in the "Reserving" section of the page. The page content includes an "Announcements" section with instructions on how to use the resource calendar to book time, and a "Reserving" section with details about booking procedures and reservation policies.

The screenshot shows the hmi.janelia.org website, specifically the "Policies/Instructions" page for Cryo-Electron Microscopy. A yellow callout box with rounded corners is overlaid on the page, containing the text: "We have useful links on our website. -Grid submission Form -Shipping instruction". A yellow arrow points from the callout box to a red-bordered "Quick Links" section on the right side of the page. This section lists several useful links: "Equipment Calendar", "Grid Submission Form", "cryo-EM Grids", and "Solution Samples". The page also features a navigation menu at the top and a "Support Teams / Cryo-Electron Microscopy" header.