

Flow Cytometry Core Facility Booking System

New Users

ALL new users need to contact the Facility at flow@sheffield.ac.uk prior to booking any Technical Support time or machines.

Current users

No Technical Support required.

If you are a current user, who has provided the facility with a valid Grant Code, and do not require Technical Support, the way you book your slot in the Core Facility has not changed

i) Choose the booking sheet for the machine you wish to use

Attune

<http://medadmin.shef.ac.uk/booking/flowcyt2/diary.asp>

FACSCalibur

<http://medadmin.shef.ac.uk/booking/flowcyt3/diary.asp>

FACSAria

<http://medadmin.shef.ac.uk/booking/flowcyt1/diary.asp>

LSRII

<http://medadmin.shef.ac.uk/booking/flowcyt5/diary.asp>

FACSCaliburNew -

<http://medadmin.shef.ac.uk/booking/flowcyt6/diary.asp>

FlowJo Analysis Computer

<http://medadmin.shef.ac.uk/booking/flowcyt7/diary.asp>

ii) Select the date you wish to use the machine and enter the time you will use the machine, along with your name and contact details i.e email address and/or phone number.

iii) The password is the same as previously

Only Authorised Persons can edit the booking form

23 August 2016

11-12pm Rodney Gauntlett
r.gauntlett@shef.ac.uk xt12345

You should enter your booked times, name
and contact details.
Ensure you do not remove other bookings!

Password

Submit

Reset

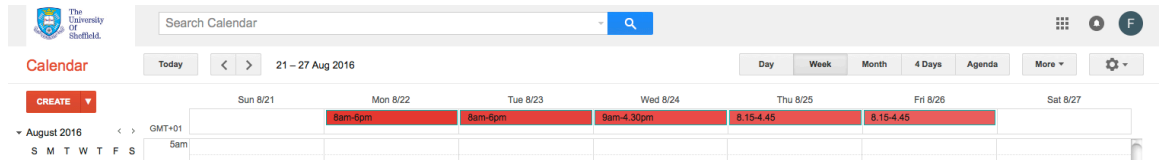
[Back To Monthly View](#)

< August 2016 >						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

< September 2016 >						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

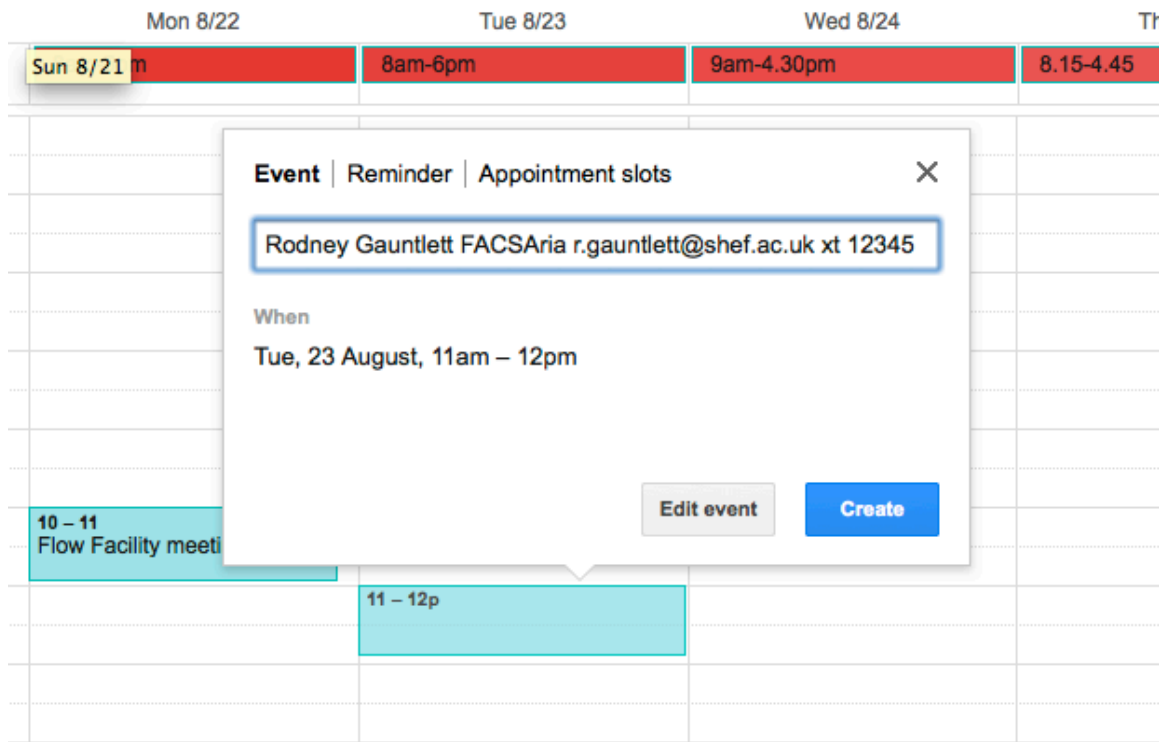
Booking Technical support.

- i) Initially check the availability of the machine you wish to use and book as above.
- ii) To book time with a member of staff from the Flow Core Facility, head to Google Calendar and flow@sheffield.ac.uk (Flow Group). The hours of available technical Support can be seen at the top of the calendar;



- iii) Select the day and time you wish to have support and book with your

Name,
machine,
email address and/or contact phone number



- ix) Select to Edit event and in the Description box, please add details as regards the experiment to be undertaken, e.g cell type, fluorochromes etc, as well as a VALID grant number

Google Calendar
<https://www.google.com/calendar/re...gsessionid=N1X6cgDx8HEMR9F6zOfzWg>

← **SAVE** Discard changes Delete More Actions

Rodney Gauntlett FACS r.gauntlett@shef.ac.uk xt 1234!

8/23/2016 11:00am to 12:00pm 8/23/2016 Time zone

All day Repeat...

Event details Find a time

Where

Video call [Add video call](#)

Calendar **Flow Group**

Description
 2 way sort of human lymphocytes with CD4-PE, CD3-PB CD8-APC into tubes
 Grant number R/1234567-11-1

Attachment [Add attachment](#)

Event colour

Notifications No notifications set
[Add a notification](#)

Add: **Guests** | [Rooms, etc.](#)
 Add

Guests can
 modify event
 invite others
 see guest list

*If there is already a booking at the time you require support, please contact us at flow@sheffield.ac.uk and we can check availability for Technical cover. Please **NEVER** book when the slot is already taken*

x) Then share the booking with flow@sheffield.ac.uk. At which point the flow group will get a notification of your booking, and be in touch should we have any queries.

Add: **Guests** | [Rooms, etc.](#)

Add

- "Flow Group" <flow@sheffield.ac.uk>
- "dan Flower" <D.Flower@sheffield.ac.uk>
- "Floyd Kuczawski" <f.kuczawski@sheffield.ac.uk>
- "Florence Browning" <fbrowning1@sheffield.ac.uk>
- "Florence Bradley" <fbradley1@sheffield.ac.uk>
- "Florence E Tilley" <fetilley1@sheffield.ac.uk>
- "Florian Vest" <fvest1@sheffield.ac.uk>
- "Florian Kossak" <f.kossak@sheffield.ac.uk>
- "Eloise Joseph" <esp03fii@sheffield.ac.uk>

modify event
 invite others
 see guest list