

# Scanning Electron Microscope (SEM) Reservations

Department of Chemical Engineering  
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**SEM Location: 223 Gavett**

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*Only people trained for use of the Chemical Engineering SEM will have logon access to the microscope's computer. The SEM should not be used without first reserving a time. All use needs to be recorded via the reservation calendar. To support the costs of ongoing maintenance and vendor service fees, an hourly charge will be calculated across faculty according to percentage of use.*

## To make a reservation:

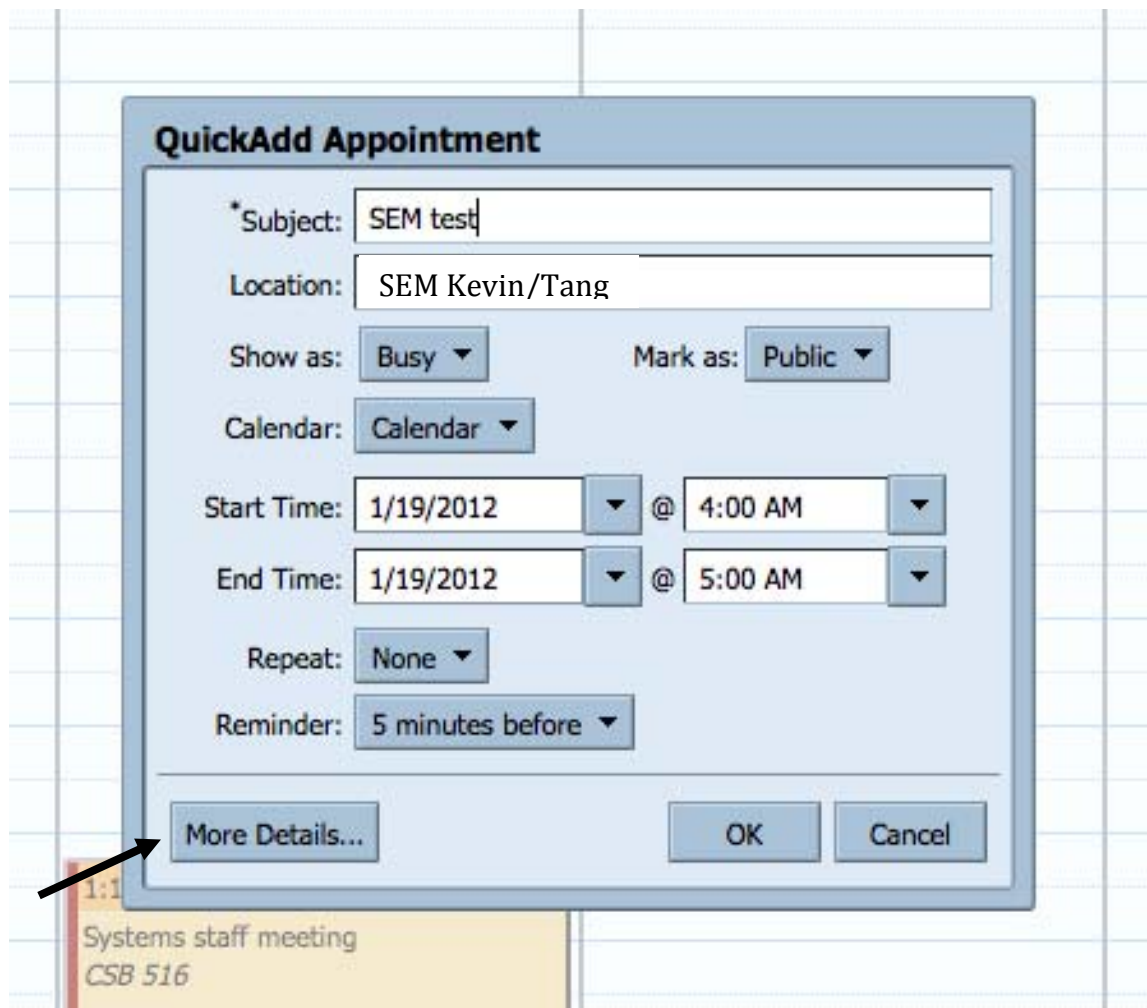
1. Look at the SEM's calendar to see if the time slot you want is available. A link/URL for the **view-only** SEM calendar can be found at <http://www.che.rochester.edu/sem/>
2. If your time slot is open, then **in your own** Zimbra calendar (via a web browser), create a new event at that time, including your name (and your advisor's name where appropriate) ie. "SEM, Kevin/Tang."

## Create a New Appointment/Event

The screenshot displays the Zimbra web interface for a user named John Simonson. The main area shows a calendar grid for the week of January 16-20, 2012. The time slots range from 1 AM to 2 PM. A context menu is open over the 5 AM slot, providing options: 'New Appointment [na]', 'New All Day Appointment', 'Go to Today [y]', and 'View'. Existing appointments include 'Martin Luther King Jr's Day' on Jan 16, 'System's staff meeting CSB 516' on Jan 17, and 'PMO Weekly Meeting (All Managers)' on Jan 20. The interface includes navigation tools like 'New', 'Refresh', 'Delete', and 'View', as well as a search bar and user controls like 'Domain Admin', 'Help', and 'Log Out'.

## Basic Appointment Entry Screen

3. After setting the basic event, click on the “*More details*” button



The image shows a 'QuickAdd Appointment' dialog box with the following fields and options:

- \*Subject: SEM test
- Location: SEM Kevin/Tang
- Show as: Busy
- Mark as: Public
- Calendar: Calendar
- Start Time: 1/19/2012 @ 4:00 AM
- End Time: 1/19/2012 @ 5:00 AM
- Repeat: None
- Reminder: 5 minutes before

At the bottom of the dialog, there are three buttons: 'More Details...', 'OK', and 'Cancel'. A black arrow points to the 'More Details...' button. Below the dialog, a calendar entry is partially visible with the text 'Systems staff meeting CSB 516'.

## A Section of the “More details” Screen

Save & Close Cancel Add Attachment Print Spell Check Format Options

From: Primary Account (John Simonson <john.simonson@rochester.edu>)

Subject: SEM Simonson test

Attendees:

Location:

Start: 1/31/2012 5:00 AM  All day

End: 1/31/2012 5:30 AM

Display: Busy Calendar  Private

Scheduler Show

4. Select “**Scheduler Show**” in the lower left screen.

## The Scheduler Screen

5. You should now see a time line for that day, showing your schedule. You will also see a blank dialog box right below your name in that time line display
6. Click on the icon box to the left of the dialogue box for the pull-down menu. Select “**Resource**” from the menu to define the SEM calendar as the resource object.

Jan 19, 2012 12 1 2 3 4 5 6

All Attendees

John Simonson

Required Attendee

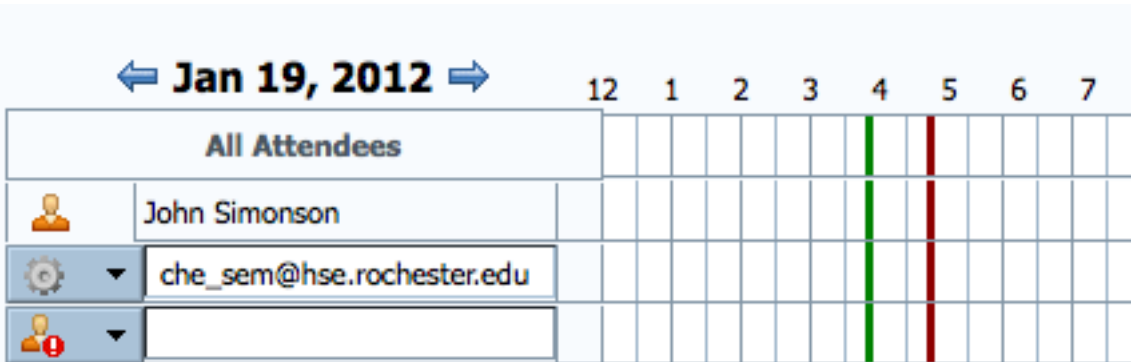
Optional Attendee

Location

Resource

## Enter SEM account name:

7. Enter the name of the SEM calendar account ([che\\_sem@hse.rochester.edu](mailto:che_sem@hse.rochester.edu)) in that box.



8. Click on your own name again (just to change the focus). The time line for the SEM will be filled in, and you can verify that your requested time slot is available is indeed available.

*Unless the SEM calendar manager has accepted/confirmed an existing reservation, or you failed to follow the step described in (4), it is possible to schedule events on top of each other. Please schedule your event so that it does not conflict with an existing event. If you've followed the steps above, but over-lapped an existing SEM reservation, you will receive a "declined invitation" notice from the SEM calendar, and your event will not be included in the SEM calendar – it will however remain in your calendar – so take a moment to remove that "no-longer-user" event.*

9. When all is set correctly, **first** click on the **Save** button, **then** click on the **Send** button. This will insure the invitation to the SEM calendar is delivered and the calendar is updated. [The need for the **Send** button is new to version 7 of Zimbra]

Note – in viewing the calendar (item #1 in the list), be sure to press the "refresh/reload" button in your browser so you are assured of seeing the current information.

*If you cannot make it to a scheduled session, please delete the event prior to the scheduled time so that the time slot is available to others. In the event that the ChE Dept SEM sustains constant demand, unused scheduled sessions that are not cancelled appropriately ahead of time will be charged for use.*

At this point, click on "Save" and you should be set. Notice that there is no indication of a conflict.