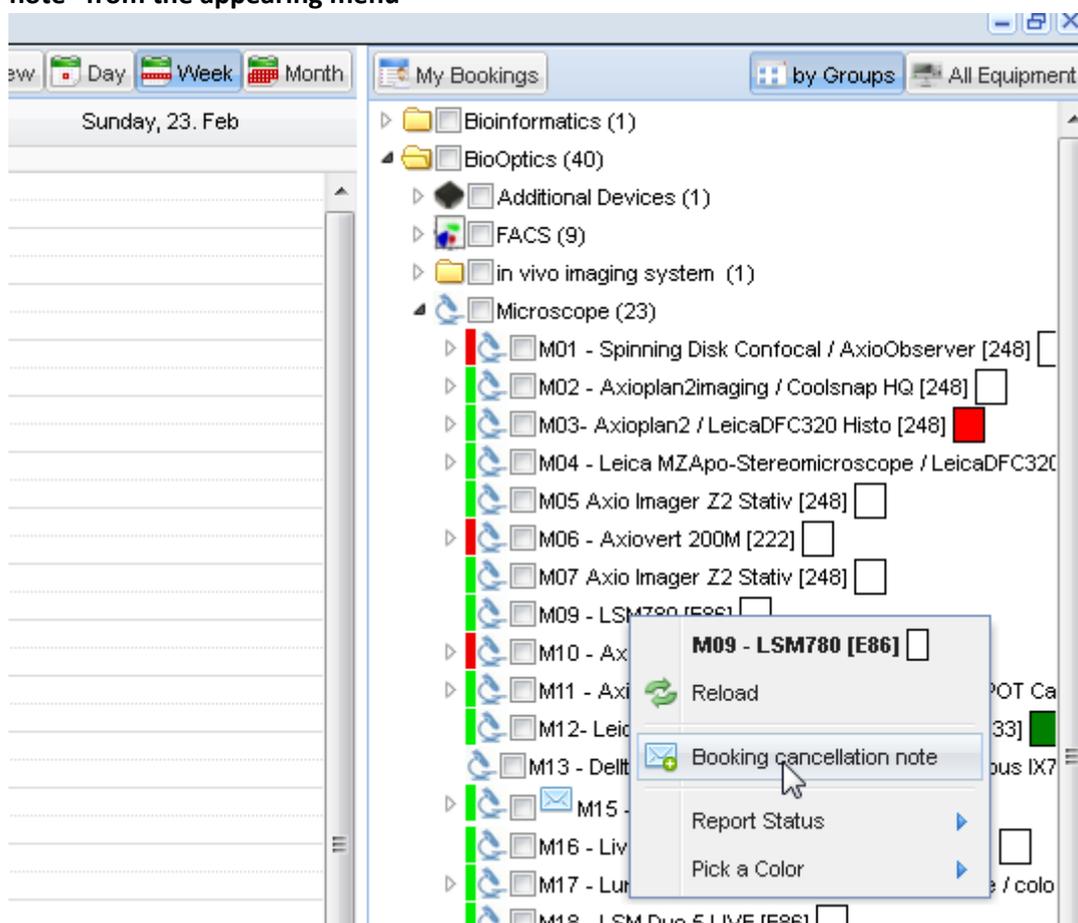


For your convenience we have implemented a new feature in the calendar of the GRM system. You can now sign up to receive an Email, if a booking on a chosen instrument is deleted or shortened and therefor additional instrument-time is available.

Please note that if an Email is sent to all subscribed users in case you shorten a booking delete a booking and if you do not appear at the instrument within 30min after the start of the booking. This is according to our policy published on <http://cores.imp.ac.at/biooptics/policy/> : “If the user does not show up within 30 minutes after the start of the booking-time, the whole reservation is considered cancelled and the equipment is available to everybody.”

Please follow the instruction below to sign up for the Email notification:

- **Open the calendar in GRM3**
- **Right click on the instrument you would like to sign up for and chose “Booking cancellation note” from the appearing menu**



- **The following dialog appears:**

Booking cancellation note

Send email if a booking is deleted within the timeframe of (in h): 48

Stop sending mails before : 2

Minimum length of available time slot (in h): 1

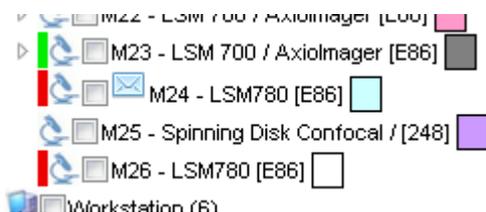
Email: if this is left empty, your default email address is used

Subscribe Unsubscribe Cancel

With the settings above you would receive a notification email if a booking is deleted or shortened in the timeframe of a minimum of 2h from now on up to 48h from now on if the newly available slot is 1h or longer. So if it is Monday 9:00am, you will receive an email about any cancellation from Monday 11:00am to Wednesday 9:00am. The email is sent to your email address that is in the database (normal institute email address) or to any other you indicate in the respective field.

Note: if you want to receive a notification when a person is not showing up set the first number to 0.

- **The little mail icon next to the name indicates that you signed up for an equipment**



- **To unsubscribe follow the same procedure and click “Unsubscribe”**
- **To unsubscribe all equipment right click on the group and select “unsubscribe all”**

- ▶ FACS (9)
- ▶ in vivo imaging system (1)
- ▶ Microscope (23)
 - ▶ M01 - server [248]
 - ▶ M02 - Reload [248]
 - ▶ M03 - [248]
 - ▶ M04 - LeicaDFC320
 - ▶ M05 Axioimager ZZ stativ [248]