



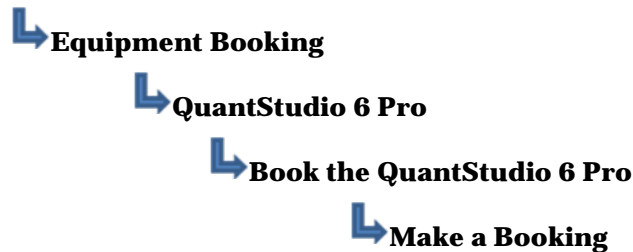
## Instrument Booking - QuantStudio 6 Pro Real-Time PCR System

### Procedure:

1. The QuantStudio 6 Pro booking calendar is located on the intranet at <https://home.hli.ubc.ca/>

2. From the intranet home page select:

#### Services



3. The GroupWise appointment file will open, click on OK to continue.
4. The **From**, **To** and **Place** boxes will automatically be filled in for you. Make sure that the **To** box contains the ViiA 7 **AND your email address**. This will add the booking to your personal GroupWise calendar, which will give you the freedom of canceling the booking if necessary.
5. Enter the date and time that you would like to make a booking. Please book a **2 hour time slot** and not a long block of time in case somebody else would like to book the instrument.
6. In the **Subject** box, you will need to put your **name** and **local**. This will be displayed on the booking calendar.
7. Click on the send button to finalize your booking. No other action is required to finalize the booking.
8. If you need to cancel your booking, you will have to go to your GroupWise calendar. Right click on your QuantStudio 6 Pro booking and select delete. You will now see the Delete Item window. In the middle of the window, click in the box next to **Delete this item from all recipient's mailboxes** and click OK. Please check the booking calendar to confirm that your booking has been deleted.

Last updated Oct 30, 2020

