

Quick Reference Guide

EZBooking User Guide

Adelaide University

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Overview

Adelaide University staff and students:

Log into EZbooking via Okta using your aNumber and password:

<https://ez.artologik.net/adelaideuni/oktaauth/>

External users:

Log into EZbooking using the username and password provided to you:

<https://ez.artologik.net/adelaideuni/>

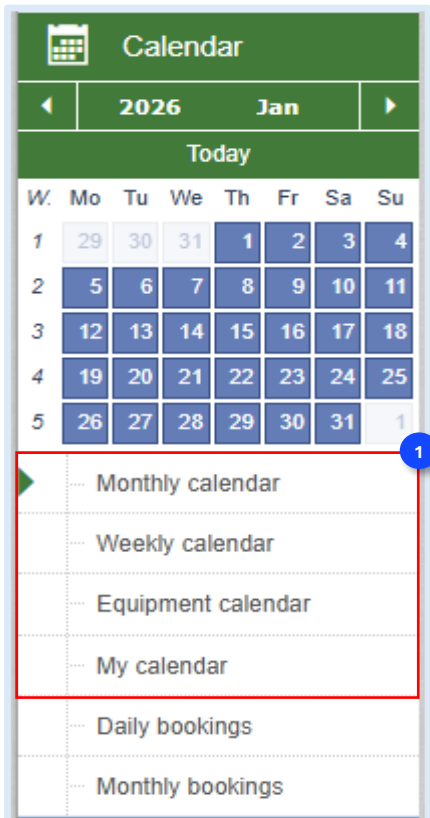
Booking Equipment

There are several ways to book equipment: by choosing the **Calendar**, **Booking** or **Search** links from the menu on the left of the screen.



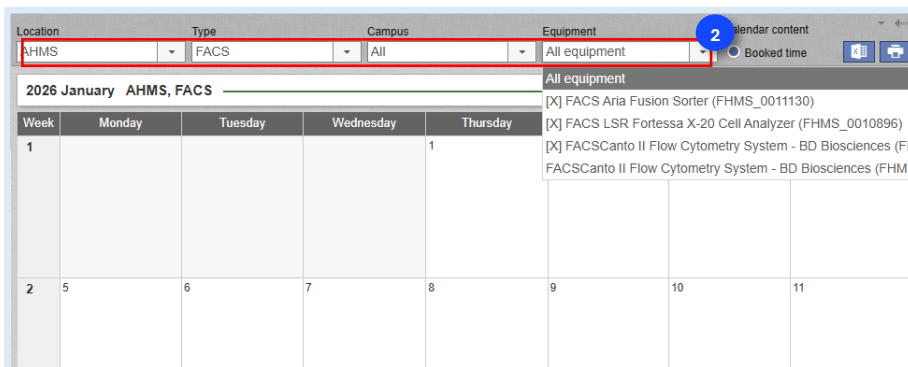
Calendar – Use This Function to See Current Equipment Bookings and Make New Bookings.

1. Choose from multiple views: **Monthly, Weekly, Equipment, My Calendar, Daily bookings, Monthly bookings.**



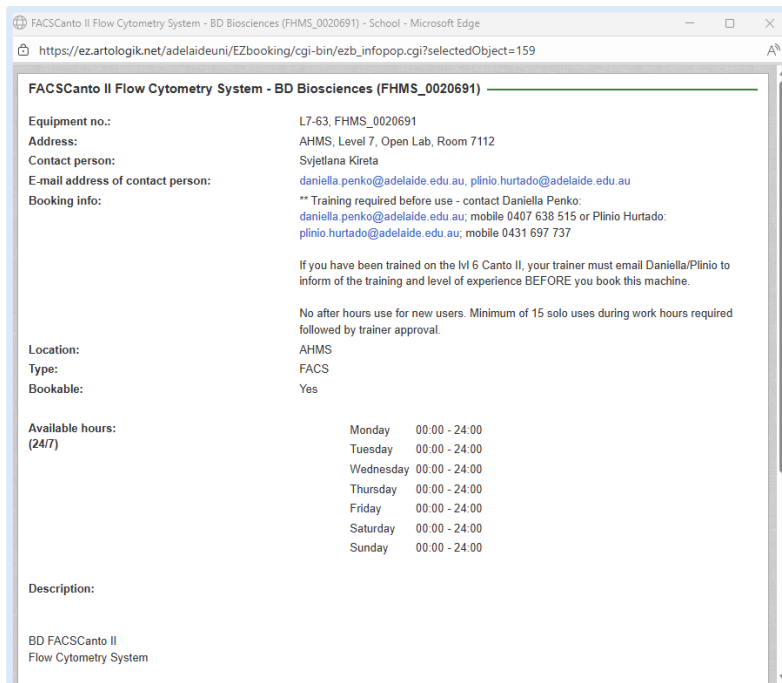
Note: the system will automatically choose the last piece of equipment you looked at, so change this manually if necessary.

2. Filter equipment using the drop-down menus at the top of the screen, this can be done by **Location, Type, Campus,** or by the **Equipment** name.



Note: if a piece of equipment is displayed with [X] next to its name, then you do not have booking rights for that item.

3. The calendar will display any **Current bookings** already in place for that piece of requirement during the relevant period.



FACSCanto II Flow Cytometry System - BD Biosciences (FHMS_0020691)

Equipment no.: L7-63, FHMS_0020691
Address: AHMS, Level 7, Open Lab, Room 7112
Contact person: Sviatlana Kireta
E-mail address of contact person: daniella.penko@adelaide.edu.au, plinio.hurtado@adelaide.edu.au
Booking info: ** Training required before use - contact Daniella Penko: daniella.penko@adelaide.edu.au; mobile 0407 638 515 or Plinio Hurtado: plinio.hurtado@adelaide.edu.au; mobile 0431 697 737

If you have been trained on the lrd 6 Canto II, your trainer must email Daniella/Plinio to inform of the training and level of experience BEFORE you book this machine.


No after hours use for new users. Minimum of 15 solo uses during work hours required followed by trainer approval.

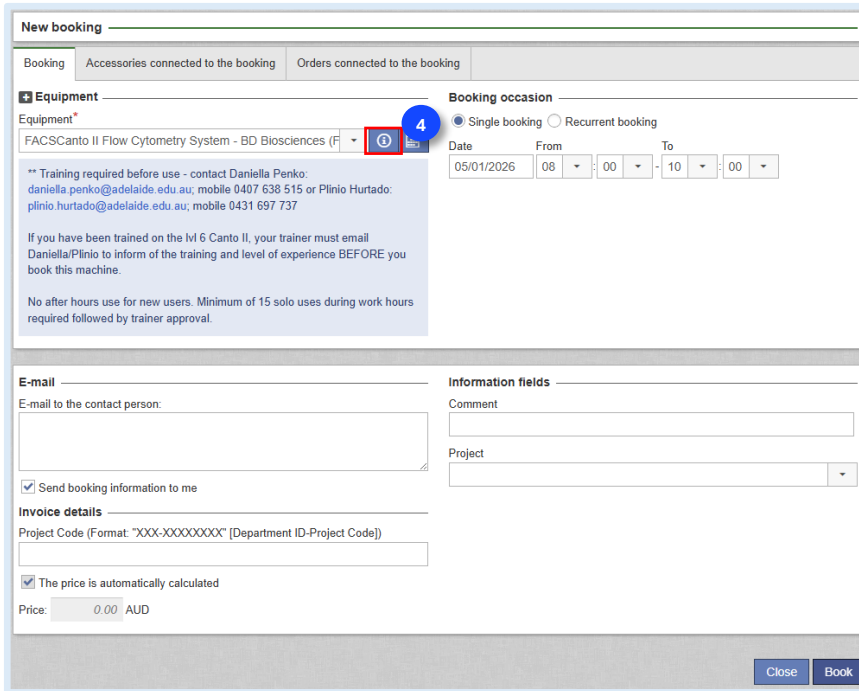
Location: AHMS
Type: FACS
Bookable: Yes

Available hours:
(24/7)

Monday	00:00 - 24:00
Tuesday	00:00 - 24:00
Wednesday	00:00 - 24:00
Thursday	00:00 - 24:00
Friday	00:00 - 24:00
Saturday	00:00 - 24:00
Sunday	00:00 - 24:00

Description:
BD FACSCanto II
Flow Cytometry System

4. Click on the 'Information' icon  next to the equipment name for more details including **description, location, available hours, booking information and the contact person.**



New booking

Booking Accessories connected to the booking Orders connected to the booking

Equipment

Equipment* FACSCanto II Flow Cytometry System - BD Biosciences (F) ⓘ ⓘ 4

Booking occasion

Single booking Recurrent booking

Date From To
05/01/2026 08 :00 - 10 :00

** Training required before use - contact Daniella Penko:
daniella.penko@adelaide.edu.au; mobile 0407 638 515 or Plinio Hurtado:
plinio.hurtado@adelaide.edu.au; mobile 0431 697 737

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E-mail

E-mail to the contact person:

Send booking information to me

Invoice details

Project Code (Format: "XXX-XXXXXXXX" [Department ID-Project Code])

The price is automatically calculated

Price: 0.00 AUD

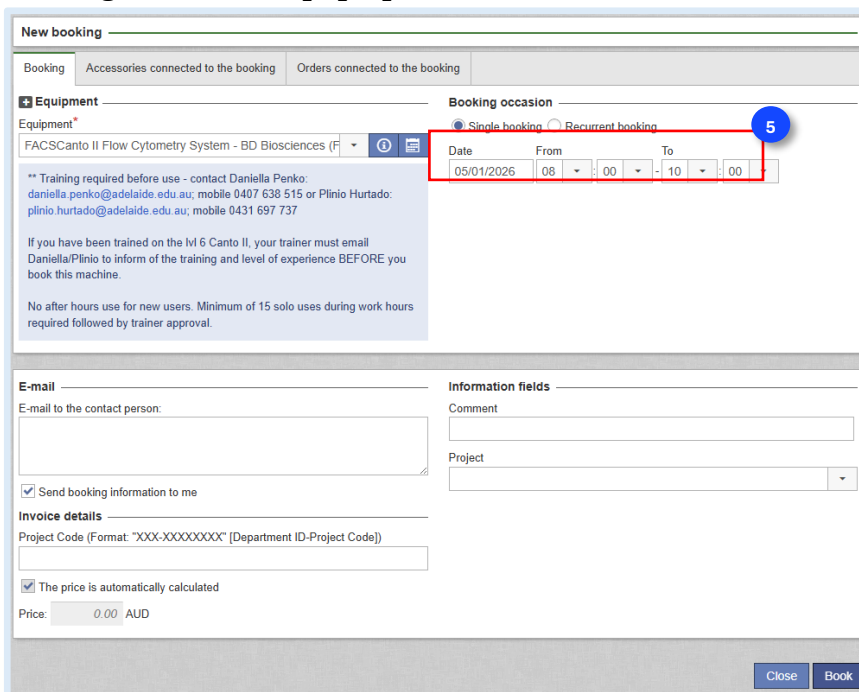
Information fields

Comment

Project

Close Book

5. Click on the **Available date** that you wish to book a piece of equipment, and a booking window will pop up.



New booking

Booking Accessories connected to the booking Orders connected to the booking

Equipment

Equipment* FACSCanto II Flow Cytometry System - BD Biosciences (F) ⓘ ⓘ ⓘ 5

Booking occasion

Single booking Recurrent booking

Date From To
05/01/2026 08 :00 - 10 :00

** Training required before use - contact Daniella Penko:
daniella.penko@adelaide.edu.au; mobile 0407 638 515 or Plinio Hurtado:
plinio.hurtado@adelaide.edu.au; mobile 0431 697 737

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E-mail

E-mail to the contact person:

Send booking information to me

Invoice details

Project Code (Format: "XXX-XXXXXXXX" [Department ID-Project Code])

The price is automatically calculated

Price: 0.00 AUD

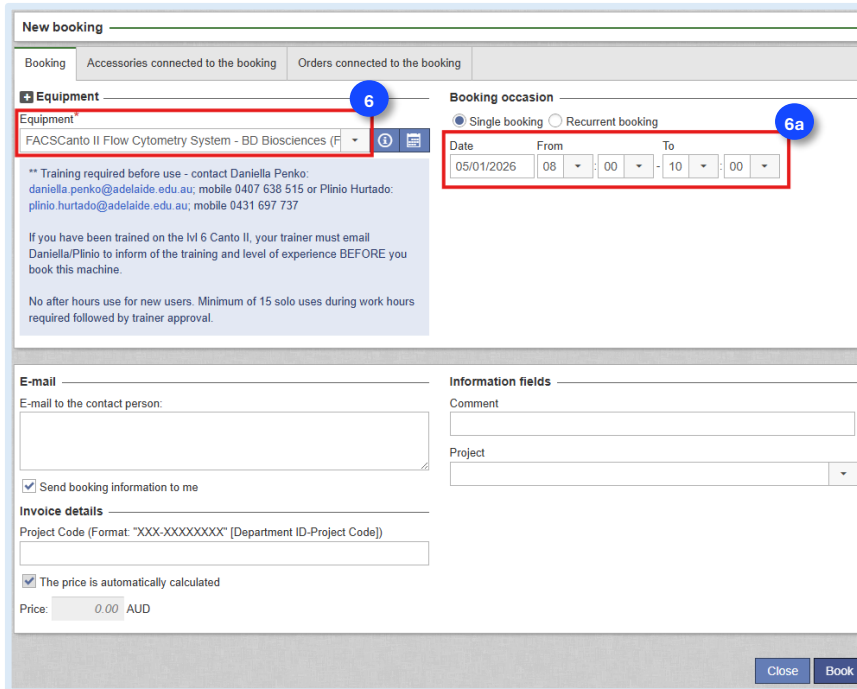
Information fields

Comment

Project

Close Book

6. Amend the **Equipment, Date and Time** if required.



New booking

Booking Accessories connected to the booking Orders connected to the booking

Equipment 6

Equipment*

FACSCanto II Flow Cytometry System - BD Biosciences (F)

Booking occasion 6a

Single booking Recurrent booking

Date From To

05/01/2026 08 :00 - 10 :00

** Training required before use - contact Daniella Penko:
daniella.penko@adelaide.edu.au; mobile 0407 638 515 or Plinio Hurtado:
plinio.hurtado@adelaide.edu.au; mobile 0431 697 737

If you have been trained on the Iv 6 Canto II, your trainer must email Daniella/Plinio to inform of the training and level of experience BEFORE you book this machine.

No after hours use for new users. Minimum of 15 solo uses during work hours required followed by trainer approval.

E-mail

E-mail to the contact person:

Send booking information to me

Invoice details

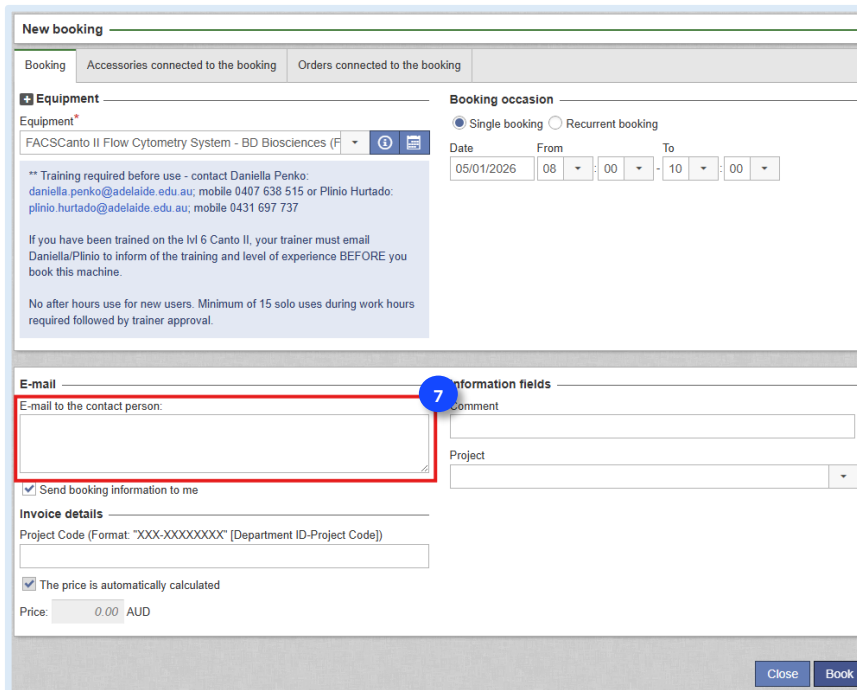
Project Code (Format: "XXX-XXXXXXXX" [Department ID-Project Code])

The price is automatically calculated

Price: 0.00 AUD

Close Book

7. Include a message to the equipment administrator if required in the **Email to the contact person** field.



New booking

Booking Accessories connected to the booking Orders connected to the booking

Equipment

Equipment*

FACSCanto II Flow Cytometry System - BD Biosciences (F)

Booking occasion

Single booking Recurrent booking

Date From To

05/01/2026 08 :00 - 10 :00

** Training required before use - contact Daniella Penko:
daniella.penko@adelaide.edu.au; mobile 0407 638 515 or Plinio Hurtado:
plinio.hurtado@adelaide.edu.au; mobile 0431 697 737

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No after hours use for new users. Minimum of 15 solo uses during work hours required followed by trainer approval.

E-mail 7

E-mail to the contact person:

Send booking information to me

Invoice details

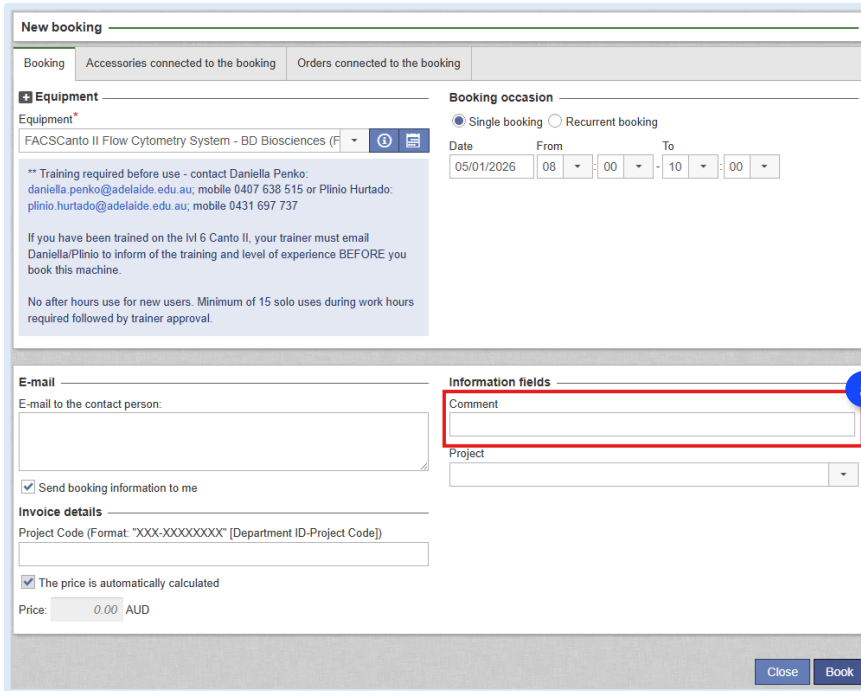
Project Code (Format: "XXX-XXXXXXXX" [Department ID-Project Code])

The price is automatically calculated

Price: 0.00 AUD

Close Book

8. Add a **Comment** to your booking if needed (this will be viewable by other users).



New booking

Booking Accessories connected to the booking Orders connected to the booking

Equipment

Equipment*
 FACSCanto II Flow Cytometry System - BD Biosciences (F)

Booking occasion

Single booking Recurrent booking

Date From To
 05/01/2026 08 :00 - 10 :00

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E-mail

E-mail to the contact person:

Send booking information to me

Invoice details

Project Code (Format: "XXX-XXXXXXXX" [Department ID-Project Code])

The price is automatically calculated

Price: 0.00 AUD

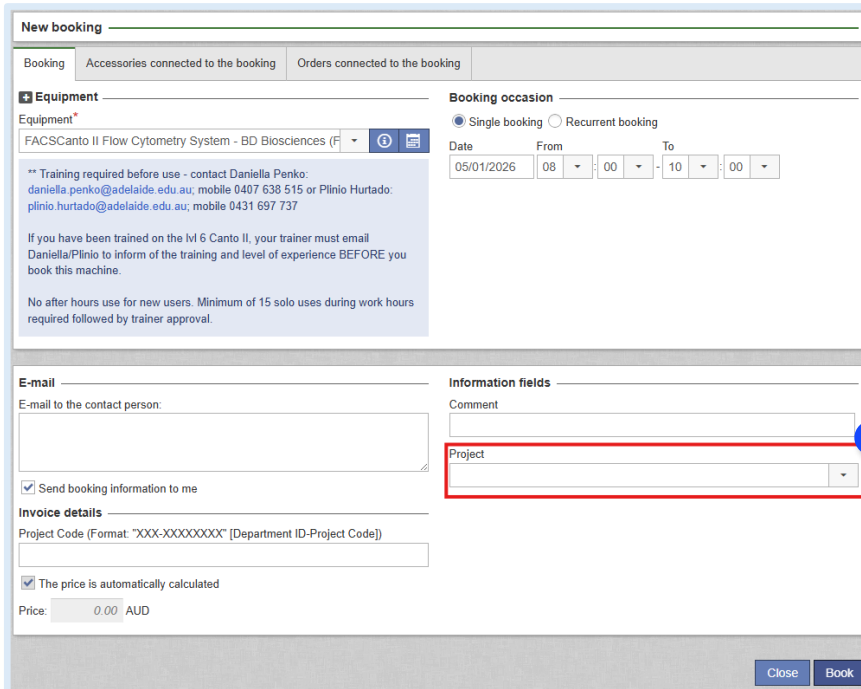
Information fields

Comment

Project

Close Book

9. If you have any active projects, you can choose one from the dropdown **Project** menu (if you only have one project then it will be automatically selected).



New booking

Booking Accessories connected to the booking Orders connected to the booking

Equipment

Equipment*
 FACSCanto II Flow Cytometry System - BD Biosciences (F)

Booking occasion

Single booking Recurrent booking

Date From To
 05/01/2026 08 :00 - 10 :00

** Training required before use - contact Daniella Penko:
 daniella.penko@adelaide.edu.au; mobile 0407 638 515 or Plinio Hurtado:
 plinio.hurtado@adelaide.edu.au; mobile 0431 697 737

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No after hours use for new users. Minimum of 15 solo uses during work hours required followed by trainer approval.

E-mail

E-mail to the contact person:

Send booking information to me

Invoice details

Project Code (Format: "XXX-XXXXXXXX" [Department ID-Project Code])

The price is automatically calculated

Price: 0.00 AUD

Information fields

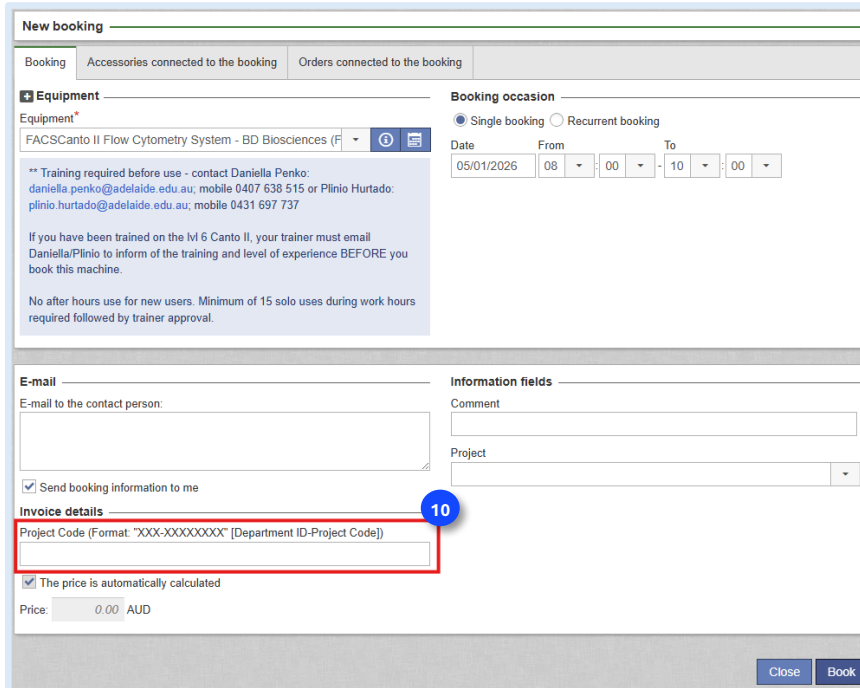
Comment

Project

Close Book

Note: For some equipment, choosing a Project may be mandatory.

- For some equipment, entering a valid **Project Code** may be mandatory, in the format XXX-XXXXXXXX (Department ID-Project Code).



New booking

Booking Accessories connected to the booking Orders connected to the booking

Equipment
 FACSCanto II Flow Cytometry System - BD Biosciences (F)

Booking occasion
 Single booking Recurrent booking
 Date: 05/01/2026 From: 08:00 To: 10:00

E-mail
 E-mail to the contact person:

 Send booking information to me

Information fields
 Comment:

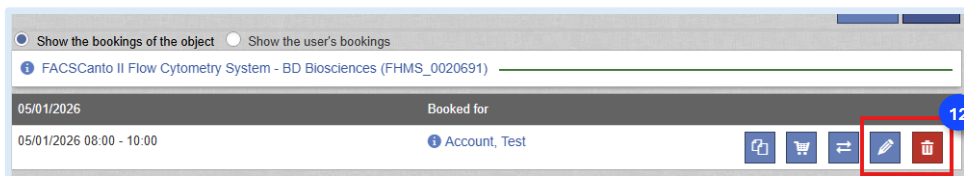
 Project:

Invoice details 10
 Project Code (Format: "XXX-XXXXXXXX" [Department ID-Project Code])

 The price is automatically calculated
 Price: 0.00 AUD

Close Book

- Review the details before clicking **Book** to confirm your booking.
- Once booked, you are able to **'Edit or Cancel'** the booking within the cancellation period.



Show the bookings of the object Show the user's bookings

FACSCanto II Flow Cytometry System - BD Biosciences (FHMS_0020691)

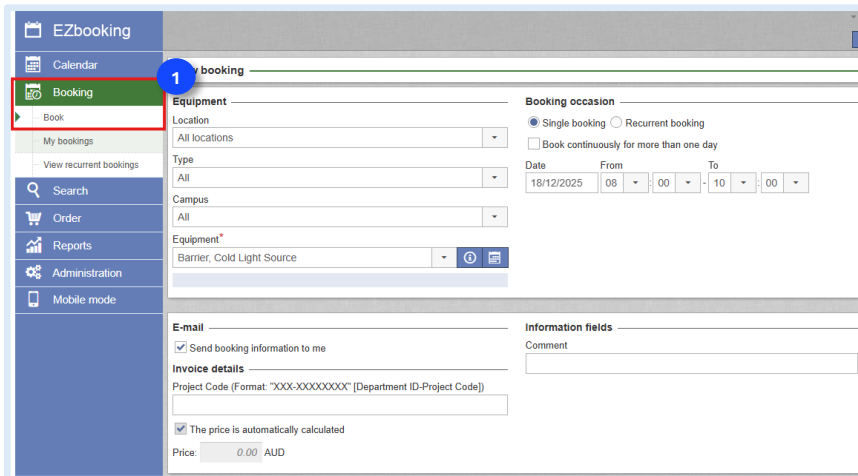
05/01/2026 Booked for

05/01/2026 08:00 - 10:00 Account, Test

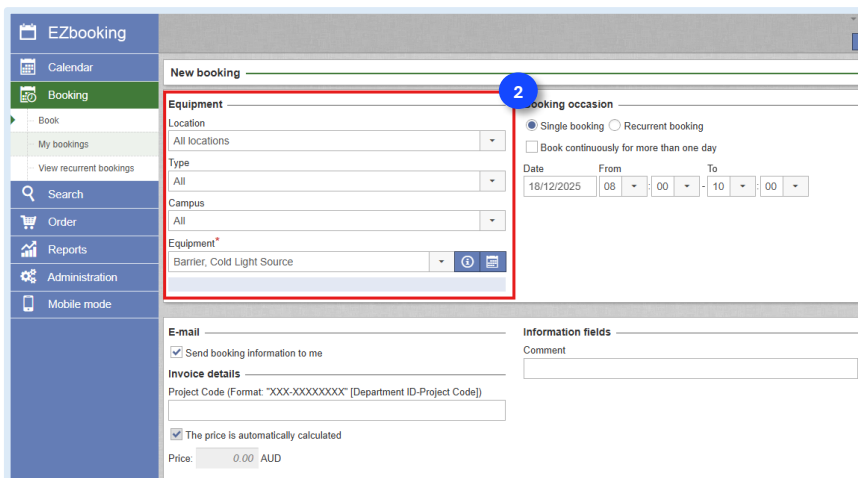
12

Booking – Use This Function to Choose and Book Equipment


1. Choose **Booking** > Book from the left menu and you will be taken to the booking screen.

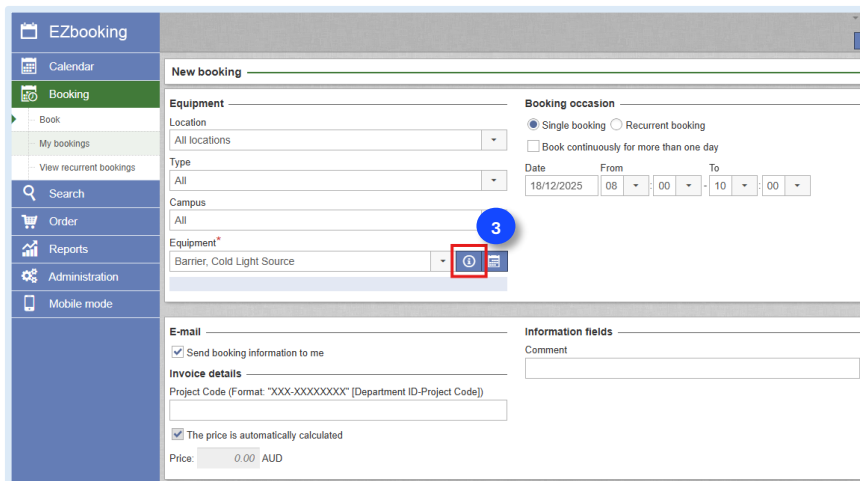



2. Use the drop-down menus to filter the equipment you wish to book.

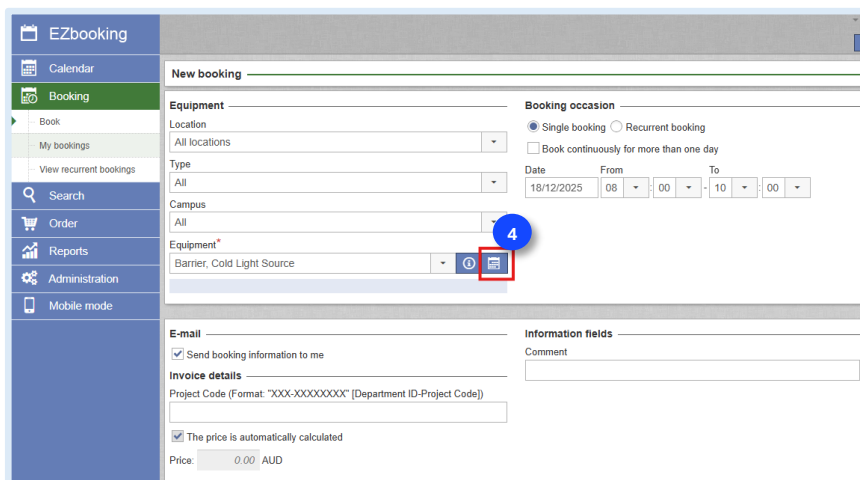


Note: Only equipment you have permission to book will be displayed in the **Equipment** drop down list.

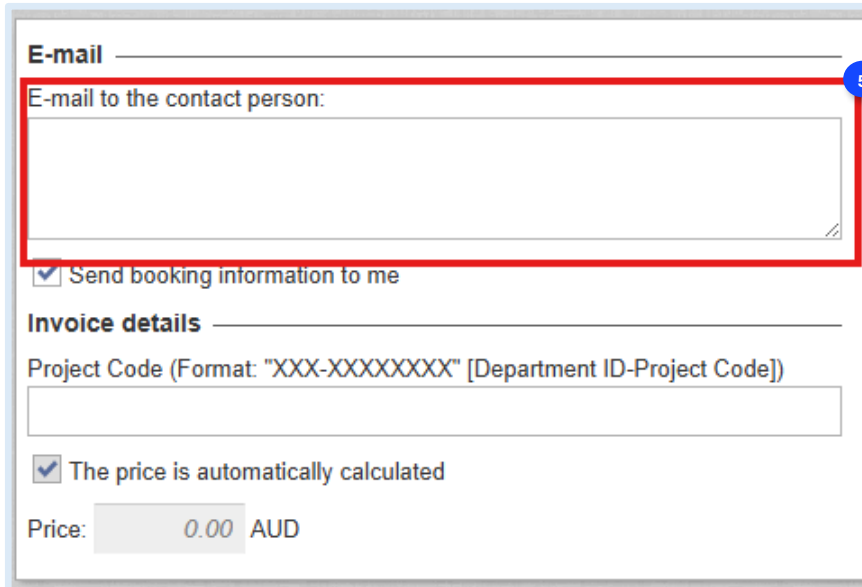
3. Click on the '**Information**' icon  next to the equipment name for more details, including description, location, available hours, booking information and the contact person.



4. Click on the '**Calendar**' icon  next to the equipment name to show the booked and available time that week.



5. If you wish to send a message to the contact person for this equipment, please add it to the **Email to contact person** field and this will be sent when you confirm the booking (if there is no **Email to contact person** field, then you will need to contact the relevant person directly).



E-mail

E-mail to the contact person:

Send booking information to me

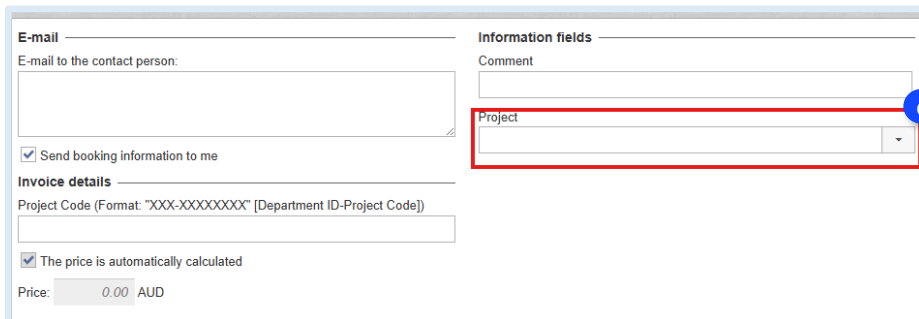
Invoice details

Project Code (Format: "XXX-XXXXXXXX" [Department ID-Project Code])

The price is automatically calculated

Price: AUD

6. If you have any active Projects, you can choose one from the dropdown **Project** menu (if you only have one project then it will be automatically selected).



E-mail

E-mail to the contact person:

Send booking information to me

Invoice details

Project Code (Format: "XXX-XXXXXXXX" [Department ID-Project Code])

The price is automatically calculated

Price: AUD

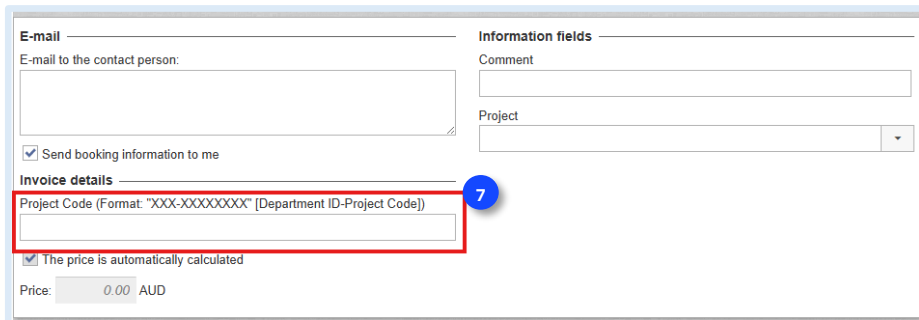
Information fields

Comment

Project

Note: for some equipment choosing a Project may be mandatory.

7. For some equipment, entering a valid **Project Code** may be mandatory, in the format XXX-XXXXXXXX (Department ID-Project Code)



E-mail

E-mail to the contact person:

Send booking information to me

Invoice details

Project Code (Format: "XXX-XXXXXXXX" [Department ID-Project Code])

The price is automatically calculated

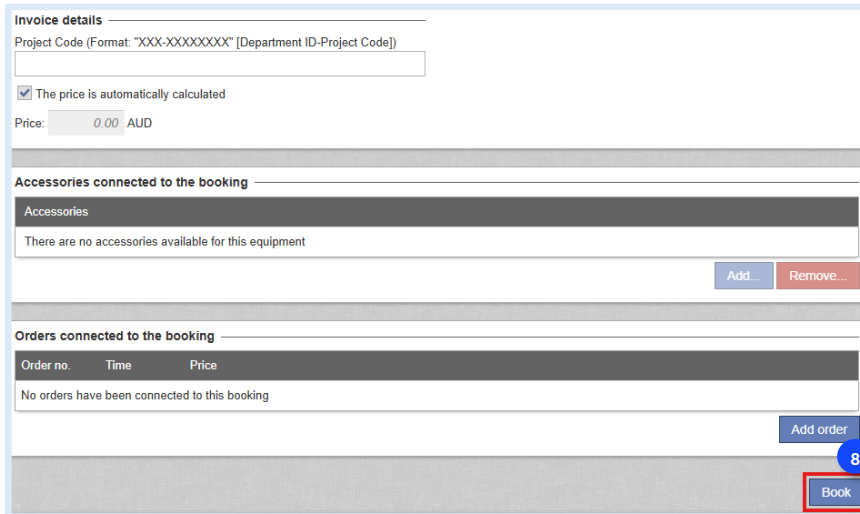
Price: AUD

Information fields

Comment

Project

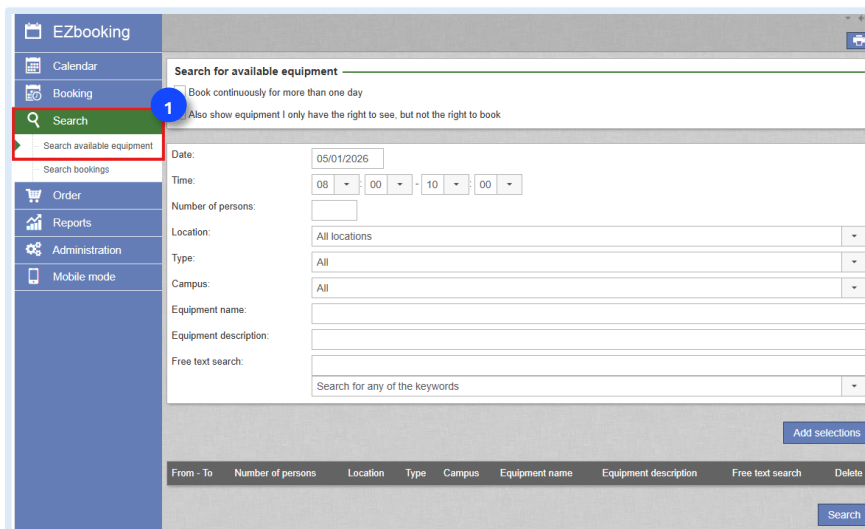
8. Review your booking details, then click **‘Book’** to confirm.



9. Once booked, you are able to **‘Edit’ or ‘Cancel’** the booking within the cancellation period.

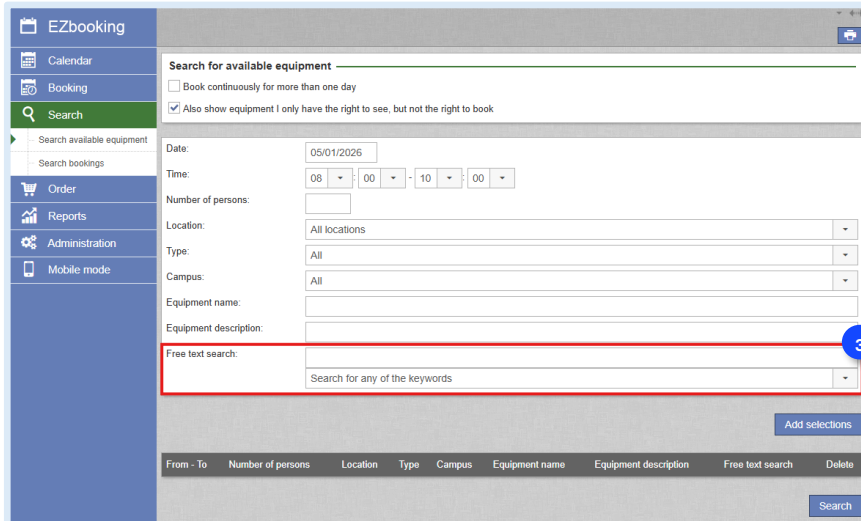
Search – For Specific Equipment Using Keywords

1. Choose **Search** > Search for available equipment from the left menu and the search screen will appear.



2. Select the **Date** and **Time** you wish to book and use the dropdown menus to filter the search by location and equipment type if required.

3. Add the keywords you wish to search for in the **'Free text search'** box, these can be any words that should appear somewhere in the equipment name, description, address or any other details.



EZbooking

Search for available equipment

Book continuously for more than one day
 Also show equipment I only have the right to see, but not the right to book

Date: 05/01/2026
 Time: 08:00 - 10:00
 Number of persons:
 Location: All locations
 Type: All
 Campus: All
 Equipment name:
 Equipment description:
 Free text search: 3

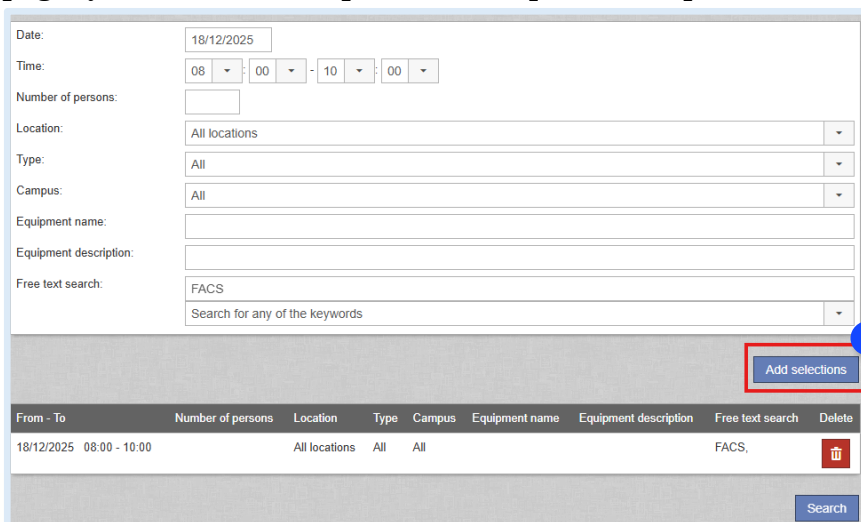
Add selections

From - To	Number of persons	Location	Type	Campus	Equipment name	Equipment description	Free text search	Delete

Search


Note: the default is to **'Search for any of the keywords'**, however you can choose 'search for keywords exactly as entered' or 'search for all keywords (any order)' from the dropdown menu to the right of the search box.

4. Click **Add selections** and your request will be added to the list at the bottom of the page (you can add multiple search requests if required).



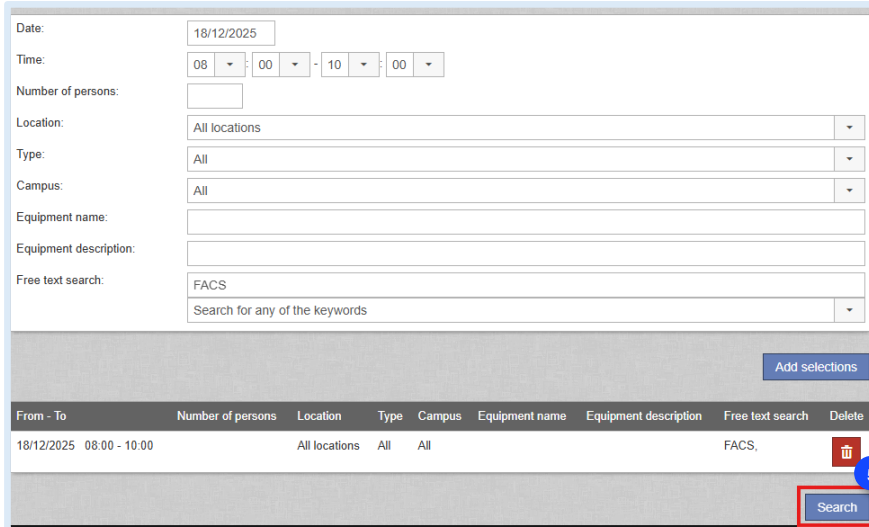
Date: 18/12/2025
 Time: 08:00 - 10:00
 Number of persons:
 Location: All locations
 Type: All
 Campus: All
 Equipment name:
 Equipment description:
 Free text search: 4

Add selections

From - To	Number of persons	Location	Type	Campus	Equipment name	Equipment description	Free text search	Delete
18/12/2025 08:00 - 10:00		All locations	All	All			FACS,	

Search

5. Click **Search** when you are ready, and the result screen will appear.




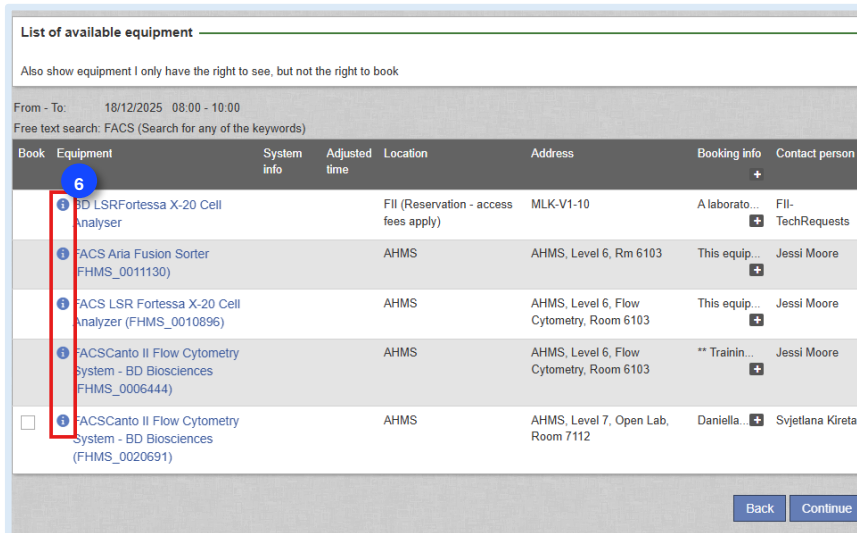
Date: 18/12/2025
 Time: 08:00 - 10:00
 Number of persons:
 Location: All locations
 Type: All
 Campus: All
 Equipment name:
 Equipment description:
 Free text search: FACS
 Search for any of the keywords

Add selections

From - To	Number of persons	Location	Type	Campus	Equipment name	Equipment description	Free text search	Delete
18/12/2025 08:00 - 10:00		All locations	All	All			FACS,	

Search

6. Click on the **‘Information’** icon  next to the equipment name for more details.



List of available equipment

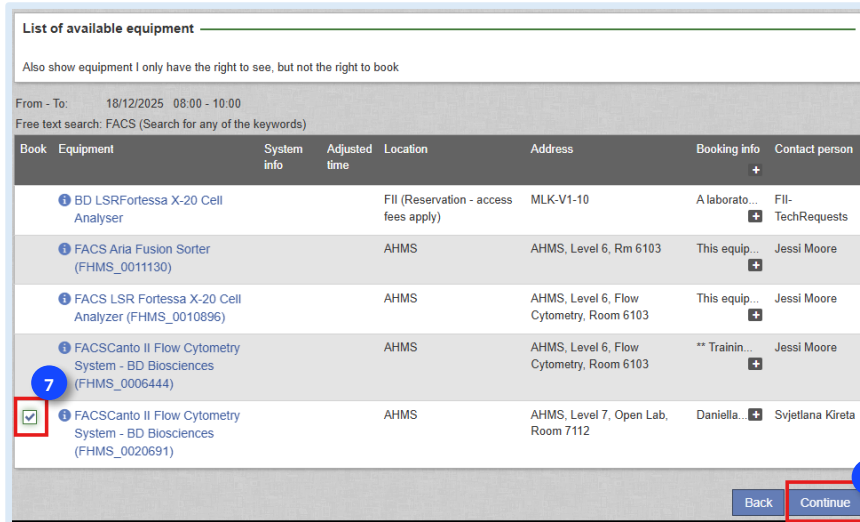
Also show equipment I only have the right to see, but not the right to book

From - To: 18/12/2025 08:00 - 10:00
 Free text search: FACS (Search for any of the keywords)

Book	Equipment	System info	Adjusted time	Location	Address	Booking info	Contact person
<input type="checkbox"/>	BD LSRFortessa X-20 Cell analyser			FI (Reservation - access fees apply)	MLK-V1-10	A laborato...	FI- TechRequests
<input type="checkbox"/>	FACS Aria Fusion Sorter (FHMS_0011130)			AHMS	AHMS, Level 6, Rm 6103	This equip...	Jessi Moore
<input type="checkbox"/>	FACS LSR Fortessa X-20 Cell analyzer (FHMS_0010896)			AHMS	AHMS, Level 6, Flow Cytometry, Room 6103	This equip...	Jessi Moore
<input type="checkbox"/>	FACSCanto II Flow Cytometry System - BD Biosciences (FHMS_0006444)			AHMS	AHMS, Level 6, Flow Cytometry, Room 6103	** Trainin...	Jessi Moore
<input type="checkbox"/>	FACSCanto II Flow Cytometry System - BD Biosciences (FHMS_0020691)			AHMS	AHMS, Level 7, Open Lab, Room 7112	Daniella...	Svjetlana Kireta

Back Continue

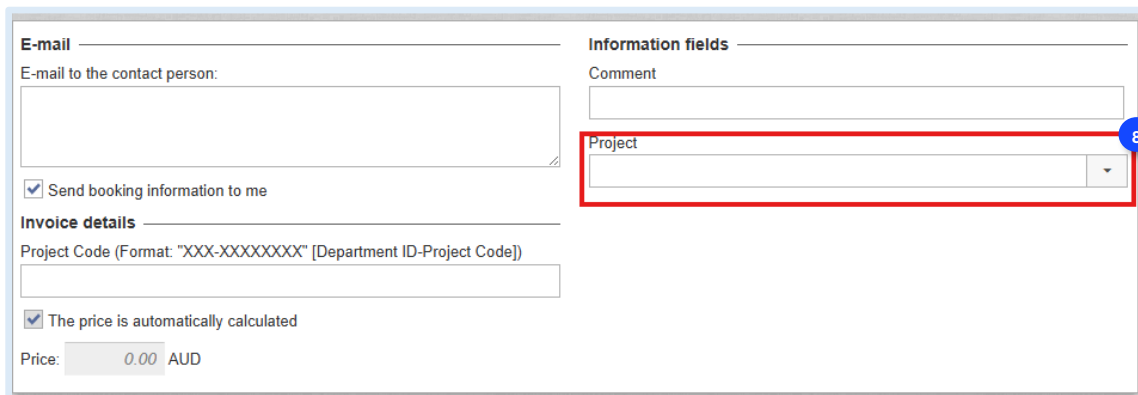
- Click the **‘Check box’** next to the equipment name to select that item for booking, then click **‘Continue’** to be taken to the booking screen.



Book	Equipment	System info	Adjusted time	Location	Address	Booking info	Contact person
<input type="checkbox"/>	BD LSRFortessa X-20 Cell Analyser			FII (Reservation - access fees apply)	MLK-V1-10	A laborato... +	Fil-TechRequests
<input type="checkbox"/>	FACS Aria Fusion Sorter (FHMS_0011130)			AHMS	AHMS, Level 6, Rm 6103	This equip... +	Jessi Moore
<input type="checkbox"/>	FACS LSR Fortessa X-20 Cell Analyser (FHMS_0010896)			AHMS	AHMS, Level 6, Flow Cytometry, Room 6103	This equip... +	Jessi Moore
<input type="checkbox"/>	FACSCanto II Flow Cytometry System - BD Biosciences (FHMS_0006444)			AHMS	AHMS, Level 6, Flow Cytometry, Room 6103	** Trainin... +	Jessi Moore
<input checked="" type="checkbox"/>	FACSCanto II Flow Cytometry System - BD Biosciences (FHMS_0020691)			AHMS	AHMS, Level 7, Open Lab, Room 7112	Daniella... +	Svjatlana Kireta

Note: if there is no check box next to the equipment name, then you do not have booking rights for that item.

- If you have any active projects, you can choose one from the dropdown **Project** menu (if you only have one project then it will be automatically selected).



E-mail
E-mail to the contact person:

Send booking information to me

Invoice details
Project Code (Format: "XXX-XXXXXXXX" [Department ID-Project Code])

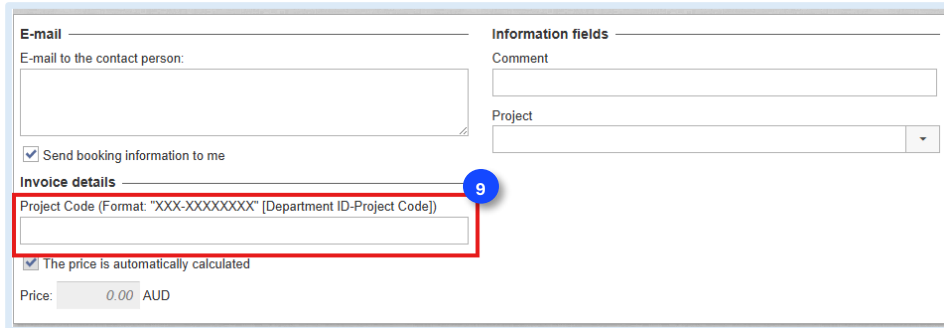
The price is automatically calculated
Price: 0.00 AUD

Information fields
Comment

Project

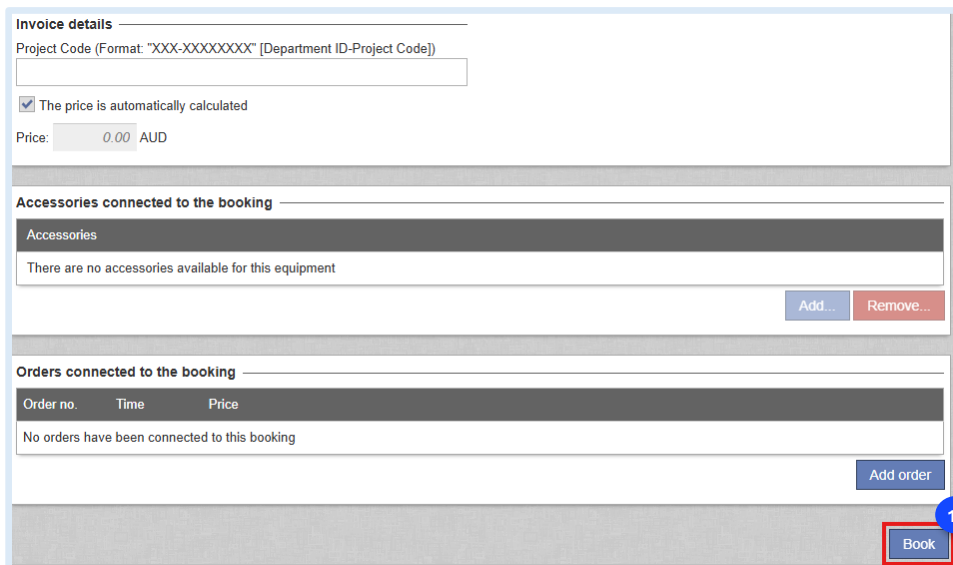
Note: for some equipment choosing a Project may be mandatory

9. For some equipment, entering a valid **Project Code** may be mandatory, in the format XXX-XXXXXXXX (Department ID-Project Code).



The screenshot shows a booking form with several sections. The 'E-mail' section includes a text input for 'E-mail to the contact person:' and a checked checkbox for 'Send booking information to me'. The 'Information fields' section has a 'Comment' text input and a 'Project' dropdown menu. The 'Invoice details' section is highlighted with a red box and a blue circle containing the number 9. It contains a 'Project Code (Format: "XXX-XXXXXXXX" [Department ID-Project Code])' text input field, a checked checkbox for 'The price is automatically calculated', and a 'Price: 0.00 AUD' label.

10. Review your booking details, then click **Book** to confirm.



The screenshot shows the same booking form as above, but with additional sections. The 'Accessories connected to the booking' section has a table with the header 'Accessories' and the text 'There are no accessories available for this equipment', with 'Add...' and 'Remove...' buttons. The 'Orders connected to the booking' section has a table with the header 'Order no.', 'Time', and 'Price', and the text 'No orders have been connected to this booking', with an 'Add order' button. At the bottom right, the 'Book' button is highlighted with a red box and a blue circle containing the number 10.

Once booked, you are able to edit or cancel the booking within the cancellation period.

Note: If you need to locate a piece of equipment in a specific location, you can use the **‘Type of equipment’** dropdown box to filter your search, or enter text into the **‘equipment name’** or **‘equipment description’** search fields, then enter

Example: **‘Level 6’** into the free text search and select **‘Search for keywords exactly as entered’** – this will return all relevant items on Level 6 that are available for the specified date and time.

Changing and Cancelling Bookings

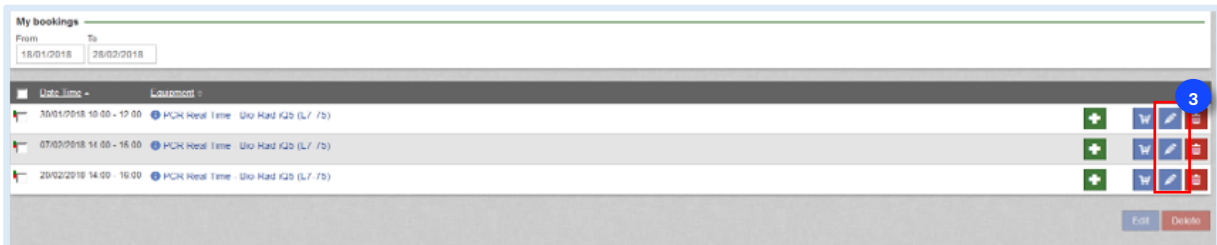
1. If you need to make changes to your booking (edit, change equipment, delete), choose **Booking > My bookings** from the left menu and your bookings will be listed.




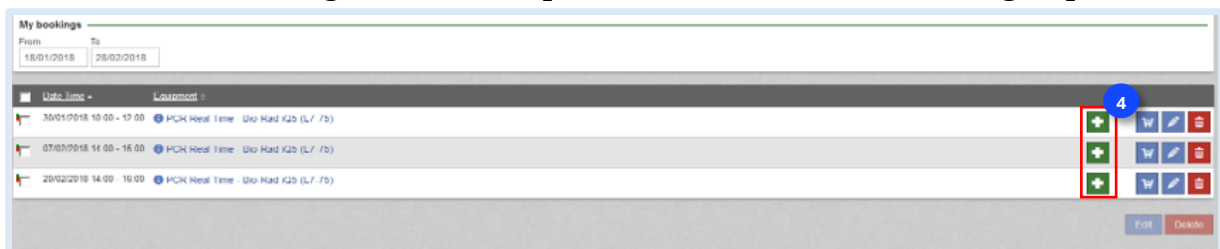
2. You can adjust the date range in the **'From' and 'To'** boxes at the top of the screen.



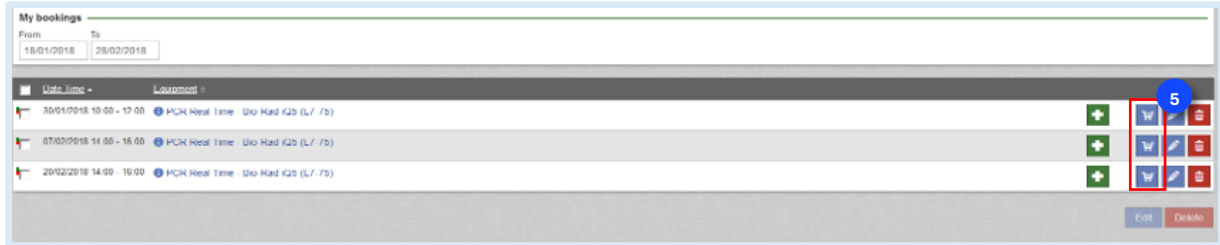
3. If you want to **'Edit'** only 1 booking, use the icons to the right of the booking list.




4.  **New booking icon:** Click this if you want to make a new booking for the same item, and the booking window will open then follow the same booking steps.




5.  **Order icon:** Click this if you want to **Add** or **Edit** an order connected to your booking (Example: consumables or services).



6.  **Edit icon:** Click this to **Edit** the booking details such as date, time, equipment, project, comment or accessories and the booking window will open.



7. Follow the same booking steps and click 'Update' to confirm.

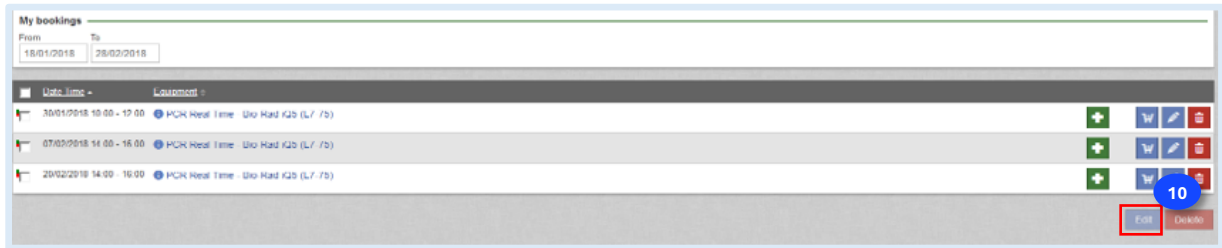
8.  **Delete icon:** click this to delete the booking, you will be prompted to confirm before going ahead.



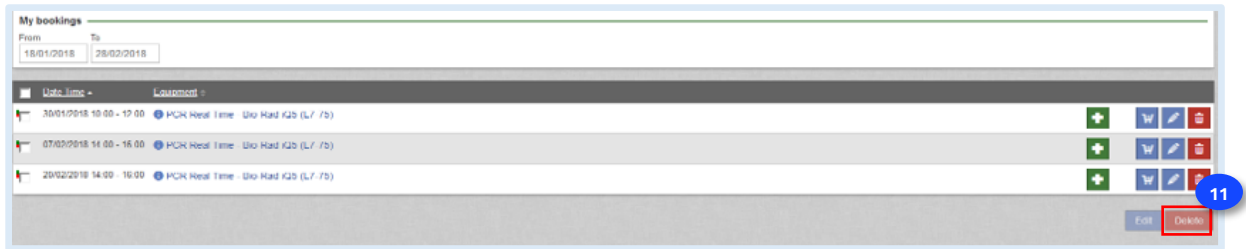
9. Select multiple bookings by using the check boxes to the left of the date, then click the **'Edit'** or **'Delete'** buttons to make changes to all selected bookings.



10. **Edit** Click this and the **'Edit'** booking screen will open. You can change equipment, and change or add a project or comment to all selected bookings, then click **'Save'** to confirm the changes.



11. **Delete** Click this to **Delete all** selected bookings, you will be prompted to confirm before going ahead.



12. If you are unable to **'Change'** or **'Cancel'** your booking and require assistance, please email the equipment contact.