Changes to the way that additional hardware is booked

(NB. All microscopes are fitted with a 10x and 63x objectives, so these don’t need booking)

Please now book additional hardware (e.g. extra objectives and filter cubes etc) via the SharePoint booking page under Lists, rather than using the messaging service.

Please note that as the bookings for the hardware for all microscopes are displayed on this page, it is likely that 2 or more entries may appear next to each other in the same time slot. This is ok as long as the requested equipment is not required by more than one user. Therefore, before booking in the required time slot, open any existing booking to see what has already being requested and for which microscope. If it doesn’t clash with your requirements then go ahead and place your booking.

Book it the same way as you would for booking the microscope.
Make sure you enter which microscope you are using.
The microscope and additional objectives are selected via a dropdown boxes.
Put other requirements in the description box e.g. filter cubes (preferably with their required position - if known), alternative condensers, etc. (see example below).

Please contact us for help if required