

How to register a new user in Agendo

1. Go to the site
<https://next.cirklo.org/ualg/>
2. Select new user



Select – new user

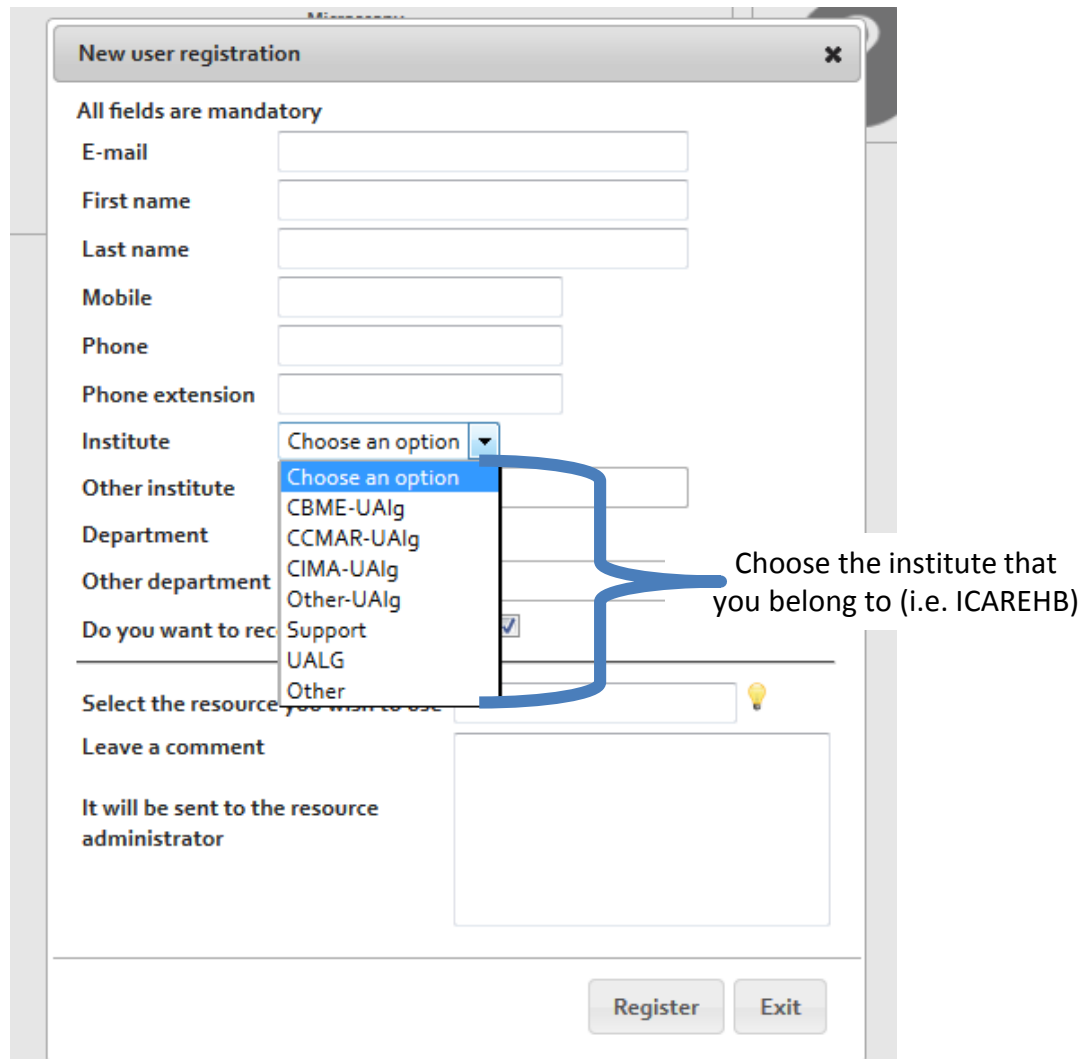
3. Fill in the form

The screenshot shows the 'New user registration' form. The form is titled 'New user registration' and has a close button (X) in the top right corner. Below the title, it states 'All fields are mandatory'. The form contains the following fields:

- E-mail
- First name
- Last name
- Mobile
- Phone
- Phone extension
- Institute (dropdown menu with 'Choose an option' selected)
- Other institute
- Department (dropdown menu with 'Choose an option' selected)
- Other department
- Do you want to receive our newsletter? (checkbox checked)
- Select the resource you wish to use (dropdown menu with a lightbulb icon)
- Leave a comment (text area)

At the bottom of the form, there are two buttons: 'Register' and 'Exit'.

4. Fill in the form



The image shows a 'New user registration' form with the following fields and options:

- All fields are mandatory**
- E-mail
- First name
- Last name
- Mobile
- Phone
- Phone extension
- Institute: Choose an option (dropdown menu)
- Other institute
- Department
- Other department
- Do you want to rec: Support (checked), UALG, Other
- Select the resource you want to use
- Leave a comment
- It will be sent to the resource administrator
- Buttons: Register, Exit

A blue bracket highlights the 'Institute' dropdown menu, and a callout box points to it with the text: "Choose the institute that you belong to (i.e. ICAREHB)".

If you do not belong to any of the already existent intitutes, choose "Other " and leave a comment to the administrator mentioning your institute

5. Choose the department (i.e.) your PI/research group

The screenshot shows a 'New user registration' window with the following fields and options:

- All fields are mandatory**
- E-mail**: Text input field (highlighted in red)
- First name**: Text input field (highlighted in red)
- Last name**: Text input field (highlighted in red)
- Mobile**: Text input field (highlighted in red)
- Phone**: Text input field (highlighted in red)
- Phone extension**: Text input field (highlighted in red)
- Institute**: Dropdown menu with 'CBME-UAlg' selected
- Other institute**: Text input field
- Department**: Dropdown menu with 'Choose an option' selected and a list of names open
- Other department**: Text input field
- Do you want to rec**: Text input field
- Select the resource**: Dropdown menu (highlighted in red)
- Leave a comment**: Text area
- It will be sent to the administrator**: Text input field

The 'Department' dropdown menu is open, showing the following options:

- Choose an option
- Alvaro Tavares
- Ana Grenha
- Eduardo Melo
- Gabriela Silva
- Guilherme Ferreira
- Gustavo Triscornia
- Inês Araujo
- Isabel Palmeirim
- José Bragança
- José A. Belo
- Leonor Cancela
- Nuno Rodrigues Santos
- Patricia Madureira
- Rui Martinho
- Wolfgang Link
- Other

Buttons: Register, Exit

6. Choose the resource you want to use

The screenshot shows a registration form with the following fields and options:

- Select the resource you wish to use**: Dropdown menu (highlighted in red)
- Leave a comment**: Text area
- It will be sent to the resource administrator**: Text input field

An 'Available resources' popup window is open, showing the following options:

- Axioimager Z2 (Microscopy)
- FLAG- Axioimager Z2 APOTOME (Microscopy)
- FLAG- Delta Vision (Microscopy)
- FLAG- LSM710 - Confocal (Microscopy)
- FLAG- Lumar (Microscopy)
- FLAG

Buttons: Register, Exit

7. Optional - Leave a message to the administrator

New user registration

All fields are mandatory

E-mail: crflorindo@gmail.com

First name: clau

Last name: flo

Mobile: 919150063

Phone: 9780

Phone extension: 09088

Institute: CBME-UAIg

Other institute:

Department: Other

Other department:

Do you want to receive our newsletter?

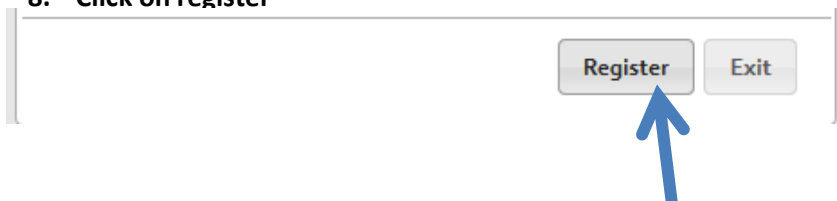
Select the resource you wish to use: Axioimager Z2

Leave a comment: Dear Administrator

It will be sent to the resource administrator: Please register me also in Axiomiager Z2 Apotome and in LSM710, since I already have training for those equipments

Register Exit

8. Click on register



Agendo next – Editing profile & Booking

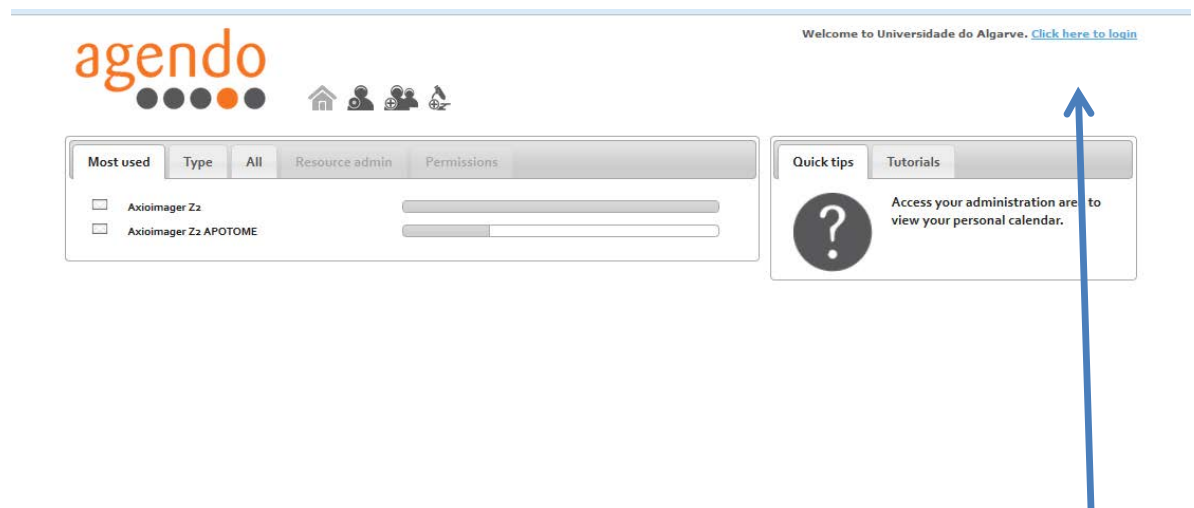
1. You will receive an email with pw and log in

Your registration request was approved.
Please login at next.cirklo.org/ualg using the following credentials.

Username: XXXX

Password: YYYYY

2. Click to log in



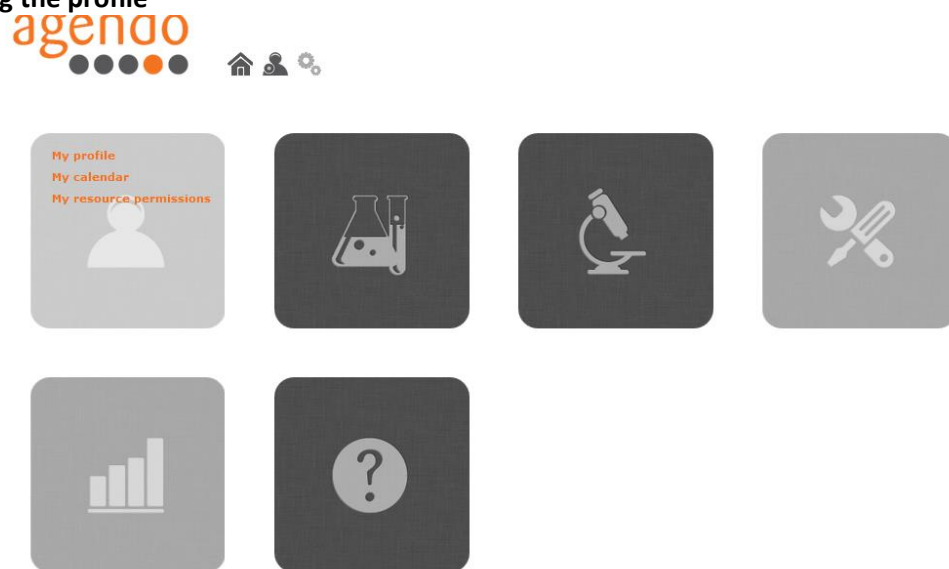
3. And do the Log in with your credentials

The screenshot shows a 'Log in' dialog box. At the top left is the title 'Log in' and a close button (X). Below the title is a link: 'Not registered yet? Click here to register'. There are two input fields: 'Username' and 'Password'. At the bottom of the dialog box are three buttons: 'Login', 'Recover password', and 'Exit'.

4. You can now go to your personal area and edit your profile



5. Editing the profile



My profile → change pw, update phone number, etc

My resource permissions you can:

- A) Request permission to use another resource
- B) If you click on Notifications of updated and deleted entries, you will immediately know any time that the equipment is unbooked.

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[My profile](#)

[My calendar](#)

MY RESOURCE PERMISSIONS



My permissions

Axiomager Zz Regular reservation Notifications of updated and deleted entries

Request permission



6. FOR BOOKING

Go home:

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[My profile](#)

[My calendar](#)

MY RESOURCE PERMISSIONS

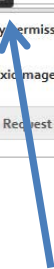


Home

My permissions

Axiomager Zz Regular reservation Notifications of updated and deleted entries

Request permission



Select either:


- ➔ most used, immediately shows the most booked resource
- ➔ Type → in our case Microscopy resources
- ➔ All → and you will see all the resources available

Most used | Type | All | Resource admin | Permissions

Most used

- Axiomager Z2
- Axiomager Z2 APOTOME

Quick tips | Tutorials

 You can save your experimental protocols using spheres.

Most used | Type | All | Resource admin | Permissions

Resource type

- Axiomager Z2
- Axiomager Z2 APOTOME

Quick tips | Tutorials


 You can save your experimental protocols using spheres.

Most used | Type | All | Resource admin | Permissions

All resources

- Axiomager Z2
- Axiomager Z2 APOTOME

Quick tips | Tutorials

 You can save your experimental protocols using spheres.

Select the resource you want and click on it


Most used | Type | All | Resource admin | Permissions

Flow Cytometry

Microscopy

- Axiomager Z2
- Axiomager Z2 APOTOME
- Lumar
- LSM710 - Confocal
- Delta Vision

Quick tips | Tutorials

 You can save your experimental protocols using spheres.

The booking calendar will appear automatically

The booking Calendar


You must select an option to proceed

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home user group settings

today month week day

Axiomager Z2



fields options admin

illumination

- Transmitted light
- Fluorescence

announcements

No announcements available

	MON 7/4	TUE 8/4	WED 9/4	THU 10/4	FRI 11/4	SAT 12/4	SUN 13/4
7:00							
8:00							
9:00							crflorindo
10:00							support
11:00							support
12:00							
13:00							crflorindo
14:00							
15:00							
16:00							crflori crflorin
17:00							

You will need to select the illumination you will use

Select the time you want

In order to know what did the person before you used in the equipment just click on the name

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Axiomager Z2

fields options admin

Illumination

Transmitted light

Fluorescence

announcements

No announcements available

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7:00							
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10:00							support
11:00							support
12:00							
13:00						crflorindo	crflorindo
14:00					crflorindo		
15:00							
16:00							crflori crflorini
17:00							

Booking using fluorescence only

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Welcome to Universidade do Algarve. [Click here to login](#)

Axiomager Z2

fields options admin

Illumination

Transmitted light

Fluorescence

announcements

No announcements available

	MON 7/4	TUE 8/4	WED 9/4	THU 10/4	FRI 11/4	SAT 12/4	SUN 13/4
7:00							
8:00							
9:00							crflorindo
10:00							support
11:00							support
12:00							
13:00						crflorindo	crflorindo
14:00					crflorindo		
15:00							
16:00							crflori crflorini
17:00							

Booking using fluorescence and transmitted light