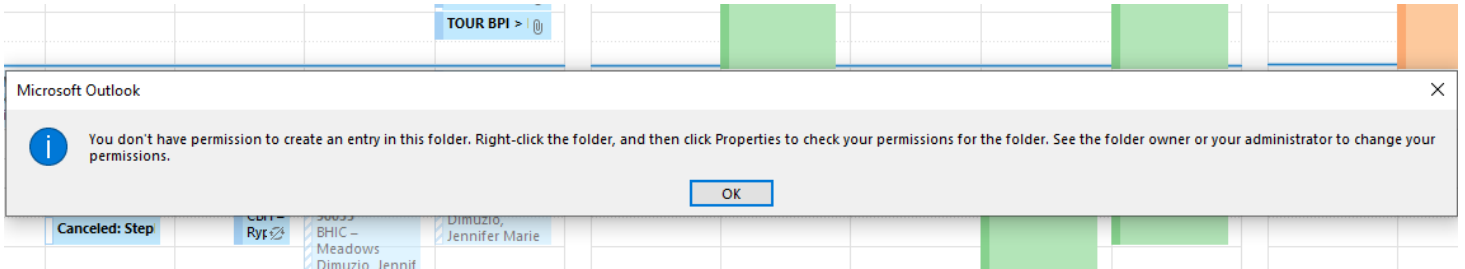
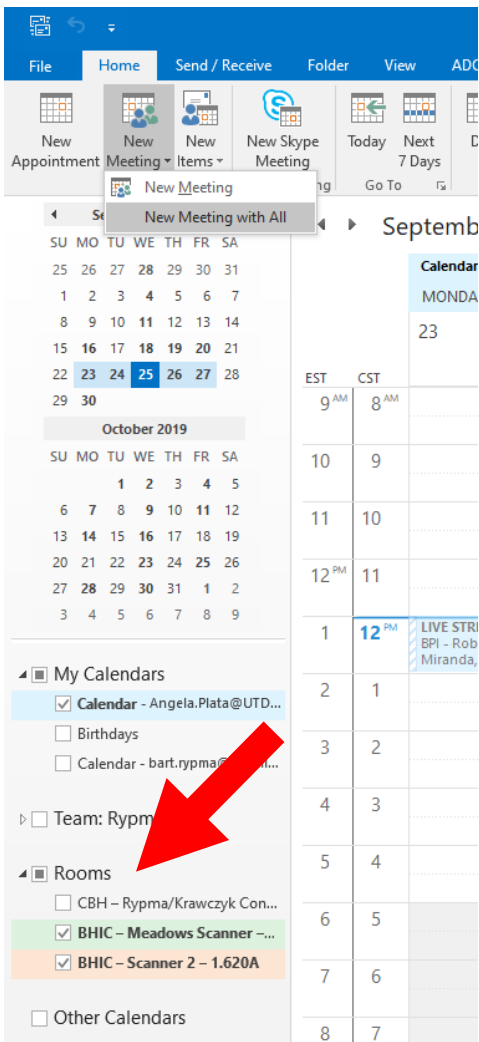


HOW TO BOOK SCANNER TIME USING THE BHIC SCANNER SHARED CALENDARS

****THE DEFAULT ACTION TO SCHEDULE A MEETING MIGHT BE TO DOUBLE CLICK ON THE DESIRED CALENDAR – PURPOSELY, THE PROPERTIES OF THE SCANNER CALENDARS DO NOT ALLOW THIS FUNCTION >> PLEASE USE THE FOLLOWING INSTRUCTIONS TO BOOK TIME ON EITHER THE MEADOWS SCANNER OR SCANNER 2****



With the desired calendar(s) box checked
CLICK “NEW MEETING W/ ALL”

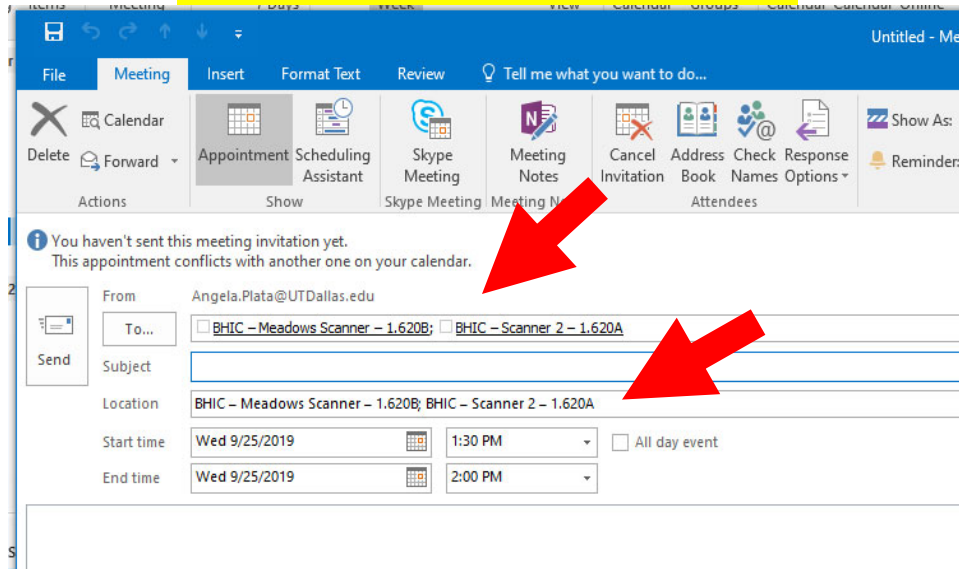


Users are asked to include Jason Grubb AND Angela Plata on the meeting planner **when booking scanner time**

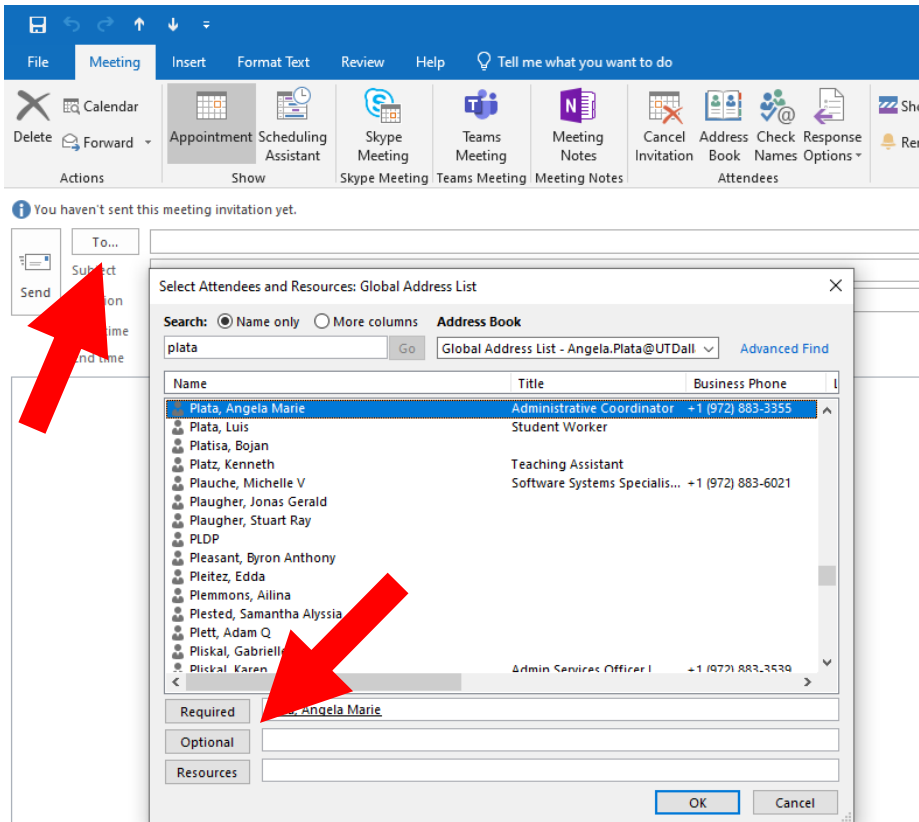
Jason will ensure that the appropriate study requirements are collected prior to accepting the meeting and Angela will ensure eventual billing documentation is retrieved.

****instructions to follow****

****Before proceeding with adding other people or rooms, ALWAYS make sure the desired calendar is showing in “TO” and the “LOCATION”****



To add a person or additional meeting room to the meeting planner, simply **CLICK “TO” to launch an Outlook search**



When the person is found, highlight the name and **click “REQUIRED”** participant...

move-on to add other room(s)...

Highlight the appropriate room, click “Resources”, then “OK”

Select Attendees and Resources: Global Address List

Search: Name only More columns Address Book

Search: bhic Go Global Address List - Angela.Plata@UTDall Adva

Name	Title	Business Phc
BHIC - Brain Reset Room - 1.418		
BHIC - Consent and Meeting Space - 1.413		
BHIC - Exam Room - 1.405		
BHIC - Meadows Scanner - 1.620B		
BHIC - Scanner 2 - 1.620A		
BHIC - Training/Testing Room - 1.509		
Bhide, Ashlesha	Research Assistant	
Bhide, Shivani Satish		
Bhide, Vipul		
Bhikadiya, Satyam Rameshbhai		
Bhimani, Alina M		
Bhimani, Kanwal Mahboob		
Bhimani, Sarah Irfan		
Bhavarapu, Lavanya		
Bhavarapu, Akhil	Teaching Assistant	

Resources: BHIC - Brain Reset Room - 1.418

OK

All parties AND rooms should be seen as “TO”;
appropriate Scanner or Room(s) should be listed in “LOCATION”

To... BHIC - Meadows Scanner - 1.620B; Grubb, Jason; Plata, Angela Marie;

Subject

Location: BHIC - Meadows Scanner - 1.620B

Start time: Thu 3/5/2020 1:00 PM All day event

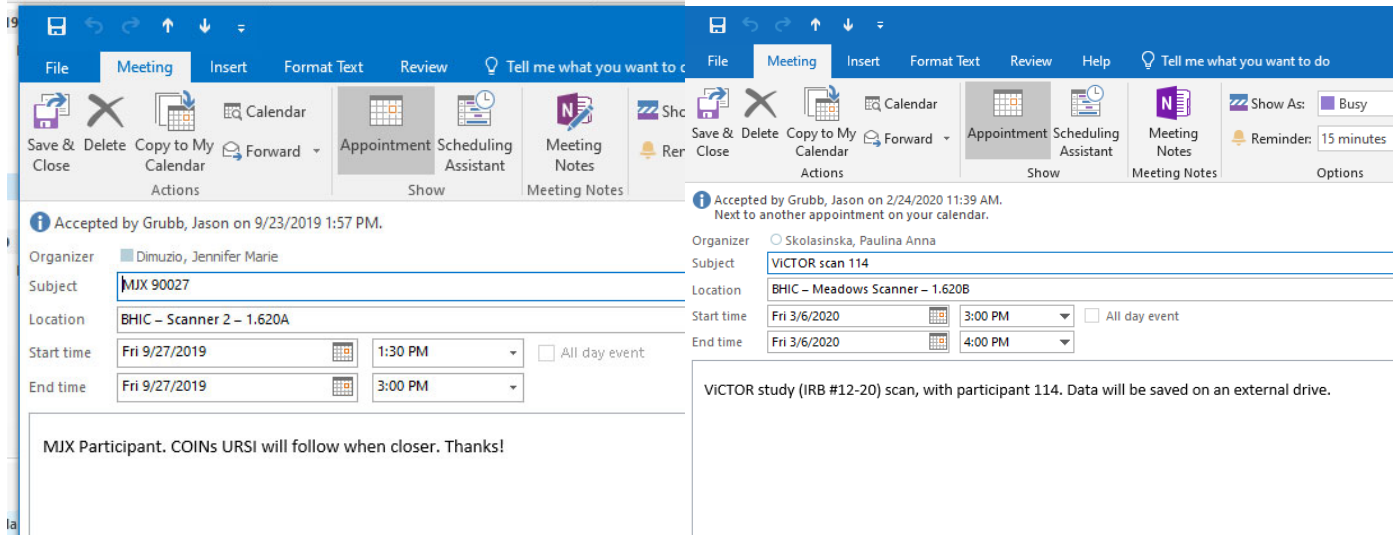
End time: Thu 3/5/2020 2:15 PM

****SUBJECT > should included the project abbreviation and unique ID for participant.**

“SUBJECT” should be abbreviated study name + subject/scan number as designated when setting up scan parameters with MRI Technology Manager (EX: “MJX00000”)

****Before clicking “Send” ensure that the appropriate DATE & TIME are selected****

USERS should include how data will be stored (COINS or user-supplied external hard drive)



****Scheduling Customer Service: it is the researcher responsibility to inform BrainHealth reception about appointments and to be available to escort participants into the Imaging Center. If you add Brian Performance Institute Reception to your meeting planner, you must ensure that there is no HIPPA/confidential information disclosed in the planner****