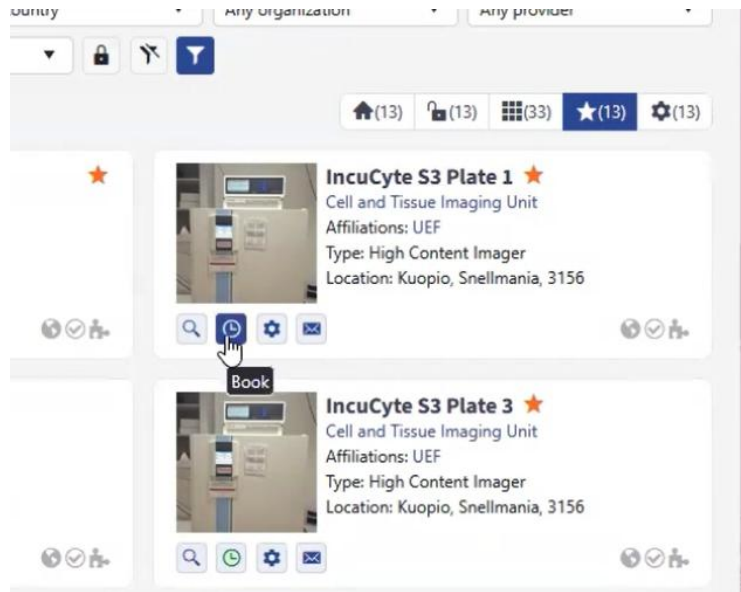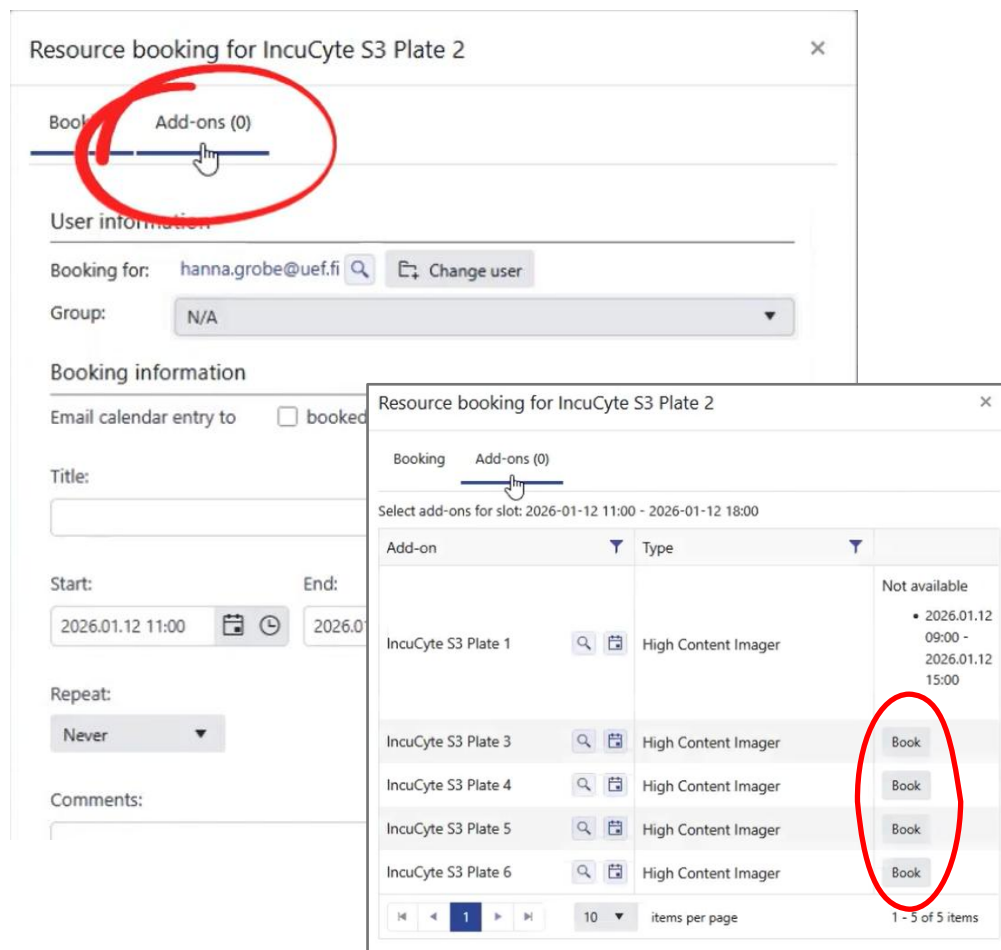# Booking the incucytes with OpenIris

Booking a single plate

A single plate can be booked just like any other microscope. Just select the plate you are interested in and book available time.

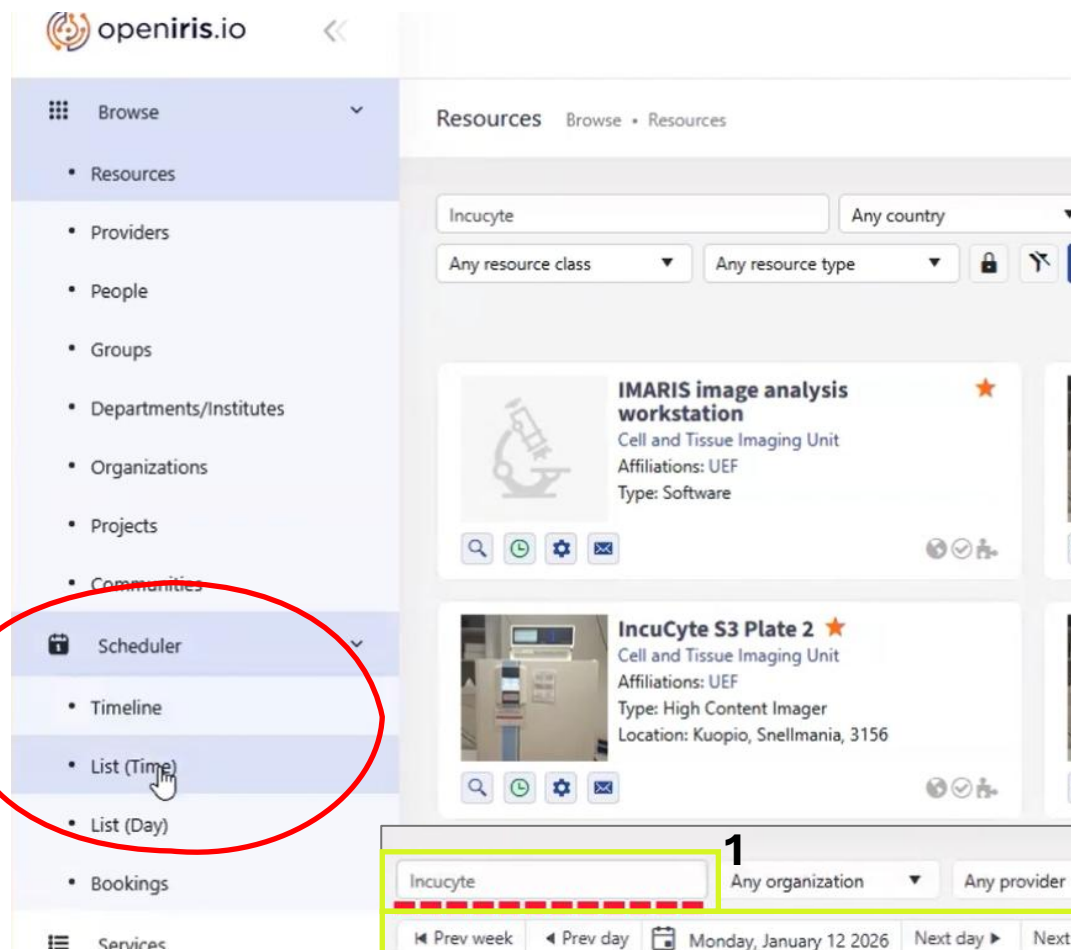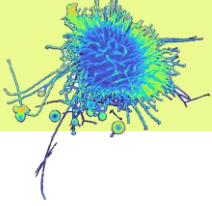> see separate tutorials on how to book a microscope

Booking a multiple plates

To book multiple plates, start with the first one and book available time.
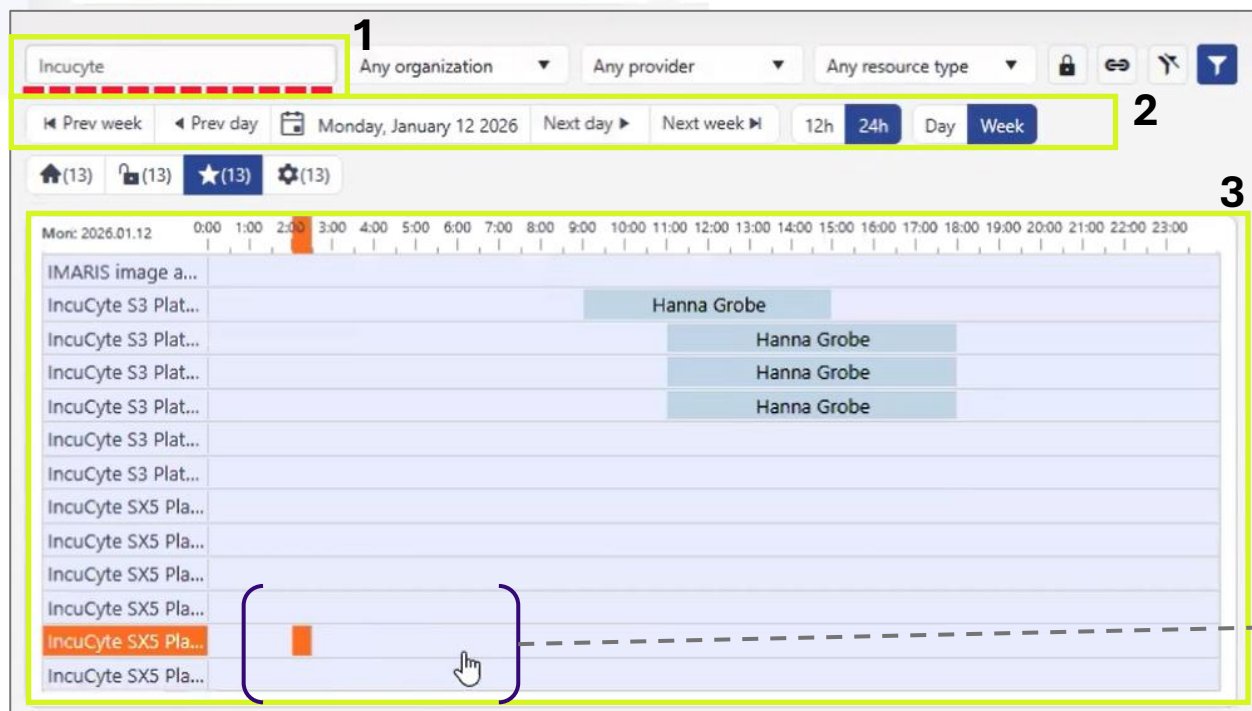
In the booking window go to the "Add-ons" tab on top of the window.

This will show all other plates and whether they are available during the booking. Add as many available plates as you need to the booking and confirm the booking in the main tab.

See the booking status of all plates at a glance

In the menu on the left side go to "Scheduler" and open one of the two "List" options

1 Filter for "Incucyte"

2 Select the time frame you want to see
 (if you selected "List (Time)" you will see the bookings by the hour, if you selected "List (Day)" you will see the bookings per day)

3 See the bookings for all plates

Pro-Tip:
By dragging over the times you can also book directly from this view