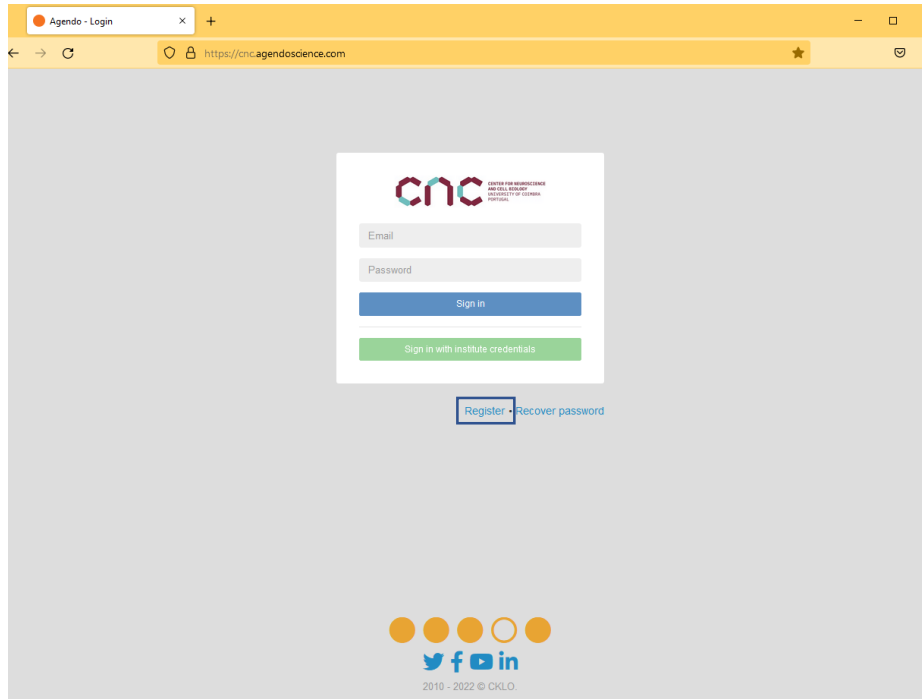


Registration/Sign-Up

1 – Access the Agendo website: <https://cnc.agendoscience.com/>

2 – Register by clicking **“register”** or **“sign in”** if you are already a user.



3- Complete the *“Create a new account”* form.

A screenshot of the "Create a new account" registration form on the Agendo website. The browser's address bar shows "https://my.agendoscience.com/registration/index.php". The form is titled "Create a new account" and includes a link to the "Quick User Guide". A note indicates that asterisks (*) denote required fields. The form contains several input fields: an "E-mail" field, "First name" and "Last name" fields, a "Phone" field with a dropdown menu, and a "Phone extension" field. Below these are two dropdown menus for "Institute" and "Group", both with "Choose an option" selected. The "Request access to:" section includes three text input fields: "Resources", "Products", and "Facilities". The "Leave a comment:" section has a text area and a checkbox for "I agree with Agendo's Terms of Use". At the bottom right, there are "Submit" and "Back" buttons.

4 – Under **“Institute”** select CNC and in **“Group”** choose the specific group.

NOTE: CNC's various groups are already listed on Agendo; simply choose the correct option.

Create a new account
For more information, please read [Quick User Guide](#)

*Required fields

*E-mail:
E-mail

*First name:
First name

*Last name:
Last name

Phone:
Phone extension:

*Institute:
CNC
Choose an option
Faculdade de Farmácia, Universidade de Coimbra
CNC
Cebel
Chemistry Department- University of Coimbra
ECTIC-Faculdade de Ciências e Tecnologia

*Group
Choose an option

Select all the facilities you wish to have access:
Facilities

Leave a comment:
It will be sent to the manager along with your request

I agree with [Agendo's Terms of Use](#)

Create a new account
For more information, please read [Quick User Guide](#)

*Required fields

*E-mail:
E-mail

*First name:
First name

*Last name:
Last name

Phone:
Phone extension:

*Institute:
CNC

*Group
Choose an option
Administration
Carlos Duarte
Ana Luisa Carvalho
Ana Ledo
Carmen Alpoim
Claudia Cavadas

Request access to:
Select the calendars you wish to use:
Resources

Select the request class you wish to have access:
Products

Select all the facilities you wish to have access:
Facilities

Leave a comment:
It will be sent to the manager along with your request

I agree with [Agendo's Terms of Use](#)

5 – In the **“request access to”** section, click on the **“resources”** tab and select the rooms/equipment you wish to access. You can choose more than one option. Finally, click on **Submit**.

(NOTE: Filling out this section is not mandatory for registration. After registration, access to any equipment/rooms can be requested.)

Create a new account

For more information, please read [Quick User Guide](#)

*Required fields

*E-mail:

E-mail

*First name:

First name

*Last name:

Last name

Phone:

Phone extension:

Phone extension

*Institute:

Choose an option

*Group

Choose an option

Request access to:

Select the calendars you wish to use:

resources

- 4D - Nucleofector
- Animal Procedure Room - CNC
- Auditorium - 2nd floor CNC**
- Axio Imager Z2
- Axio Scan Z1
- Axioskop 2 Plus (Morfologico)
- BD Accuri C6

Leave a comment:

It will be sent to the manager along with your request

I agree with [Agendo's Terms of Use](#)

Submit

Back

Create a new account

For more information, please read [Quick User Guide](#)

*Required fields

*E-mail:

E-mail

*First name:

First name

*Last name:

Last name

Phone:

Phone extension:

Phone extension

*Institute:

Choose an option

*Group

Choose an option

Request access to:

Select the calendars you wish to use:

Auditorium - 2nd floor CNC Auditorium 1st floor CNC (Antigo Anfiteatro de Fisiologia)
 Auditorium UC Biotech Biblioteca - 1st floor CNC Meeting room - 1st floor CNC

Select the request class you wish to have access:

Products

Select all the facilities you wish to have access:

Facilities

Leave a comment:

It will be sent to the manager along with your request

I agree with [Agendo's Terms of Use](#)


Submit


Back

6 – After submitting and the new user being accepted, an email with a temporary password will be received to enter Agendo. Upon signing in with this password, a window will prompt you to create a new password following specified rules (in the yellow column).

Click “[Update password](#)”. At this point, you will be able to log in to the site.

Center for Neuroscience and Cell Biology



 Your password expired. Please create a new password to proceed!

Validate your account by entering the current password in the field below.

Current password

Please enter a new password in the fields below.


New password


Confirm new password

Password rules:

- Minimum of 8 characters
- Contain at least 1 number
- Contain at least 1 lower case letter
- Contain at least 1 upper case letter
- Cannot be the same as one of your three previous passwords

[Update password](#)




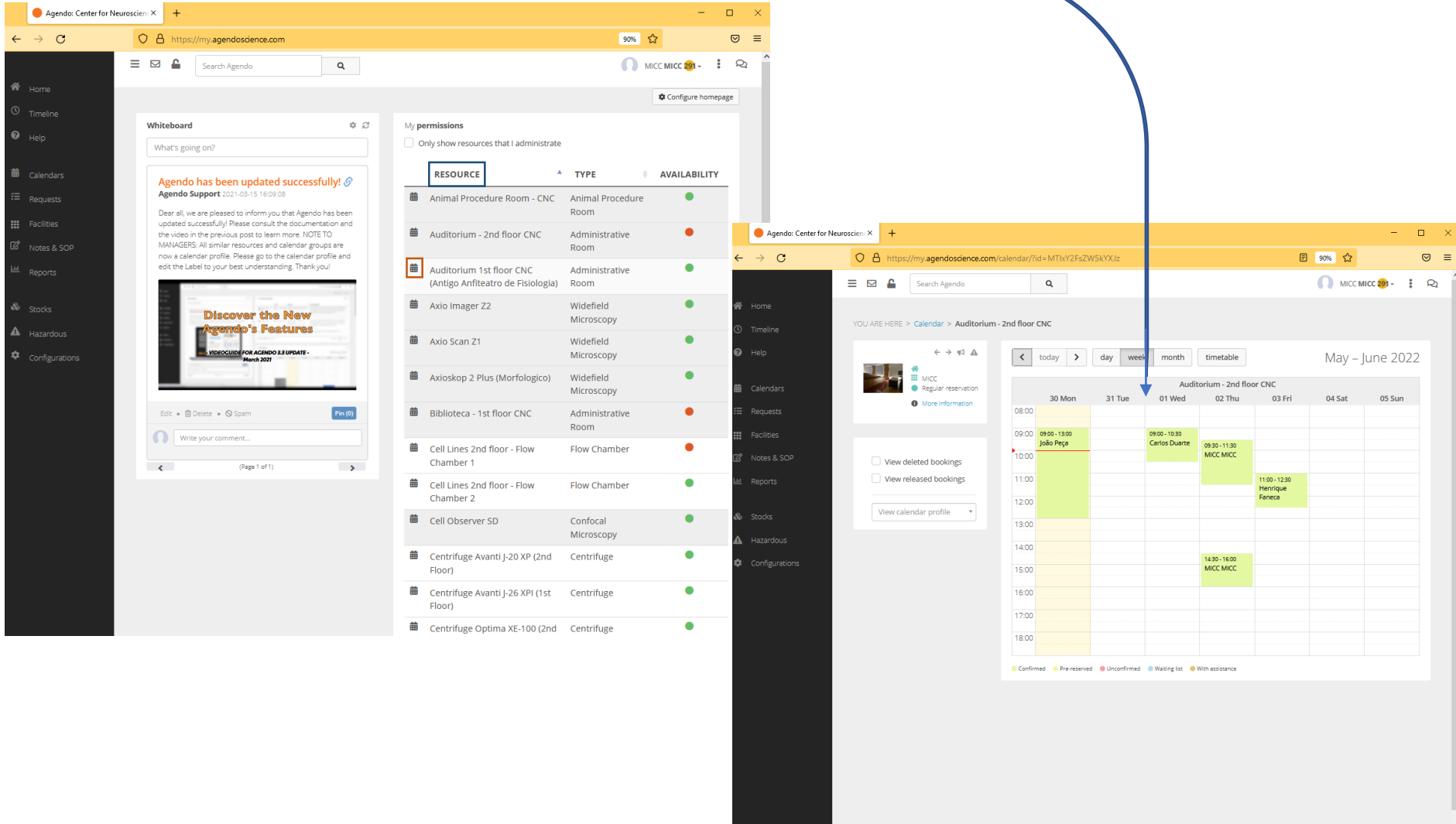


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Booking


7 – Upon signing in to Agendo, a page with the **"resources"** to which you have access (those for which permission is requested) will appear.

8 – To make a reservation on the desired calendar, simply click on the small logo before the room's name.  The calendar with the days of the week and hours will appear.



The image shows two screenshots of the Agendo web application. The left screenshot displays the 'My permissions' page, which lists various resources with their types and availability. A blue box highlights the 'RESOURCE' column header, and a blue arrow points from this box to the right screenshot. The right screenshot shows the calendar view for the 'Auditorium - 2nd floor CNC' resource, displaying a grid of days and times with bookings.

My permissions

RESOURCE	TYPE	AVAILABILITY
Animal Procedure Room - CNC	Animal Procedure Room	●
Auditorium - 2nd floor CNC	Administrative Room	●
 Auditorium 1st floor CNC (Antigo Anfiteatro de Fisiologia)	Administrative Room	●
Axio Imager Z2	Widefield Microscopy	●
Axio Scan Z1	Widefield Microscopy	●
Axioskop 2 Plus (Morfologico)	Widefield Microscopy	●
Biblioteca - 1st floor CNC	Administrative Room	●
Cell Lines 2nd floor - Flow Chamber 1	Flow Chamber	●
Cell Lines 2nd floor - Flow Chamber 2	Flow Chamber	●
Cell Observer SD	Confocal Microscopy	●
Centrifuge Avanti J-20 XP (2nd Floor)	Centrifuge	●
Centrifuge Avanti J-26 XPI (1st Floor)	Centrifuge	●
Centrifuge Optima XE-100 (2nd	Centrifuge	●

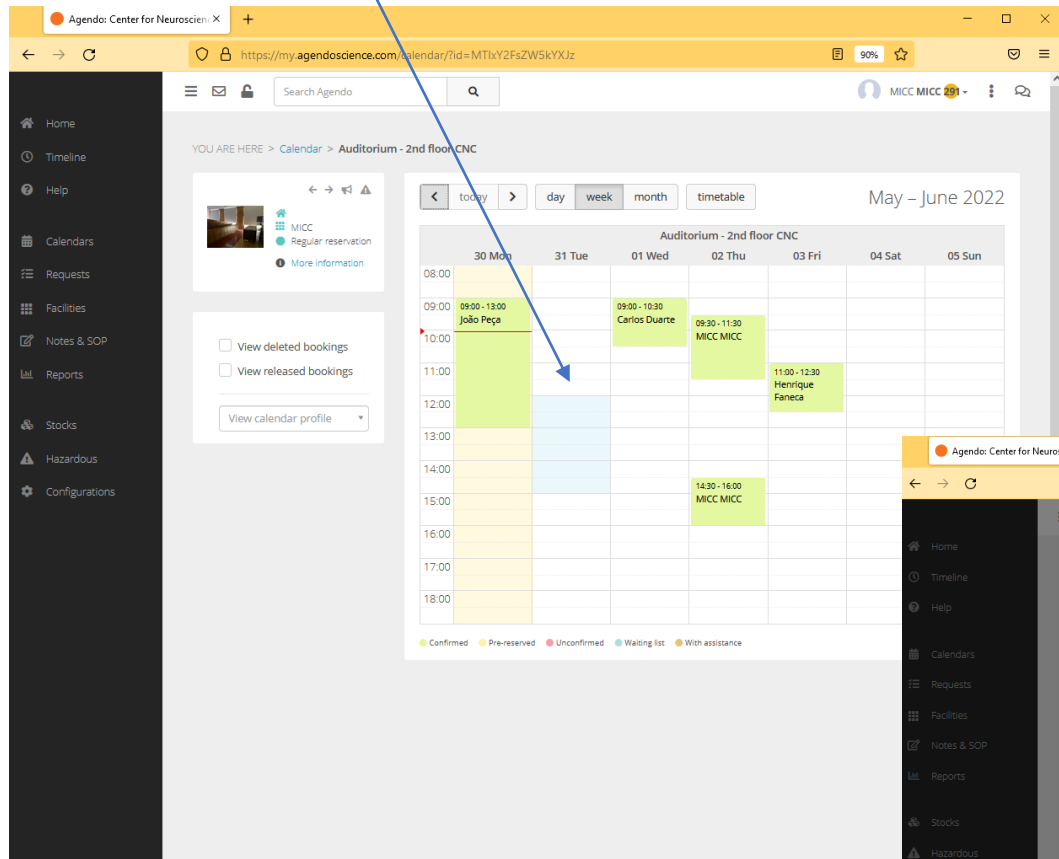
Auditorium - 2nd floor CNC

May - June 2022

	30 Mon	31 Tue	01 Wed	02 Thu	03 Fri	04 Sat	05 Sun
08:00							
09:00	09:00 - 13:00 Joko Peça		09:00 - 10:30 Carlos Duarte	09:30 - 11:30 MICC MICC			
10:00							
11:00					11:00 - 12:30 Henrique Faneica		
12:00							
13:00							
14:00				14:30 - 16:00 MICC MICC			
15:00							
16:00							
17:00							
18:00							

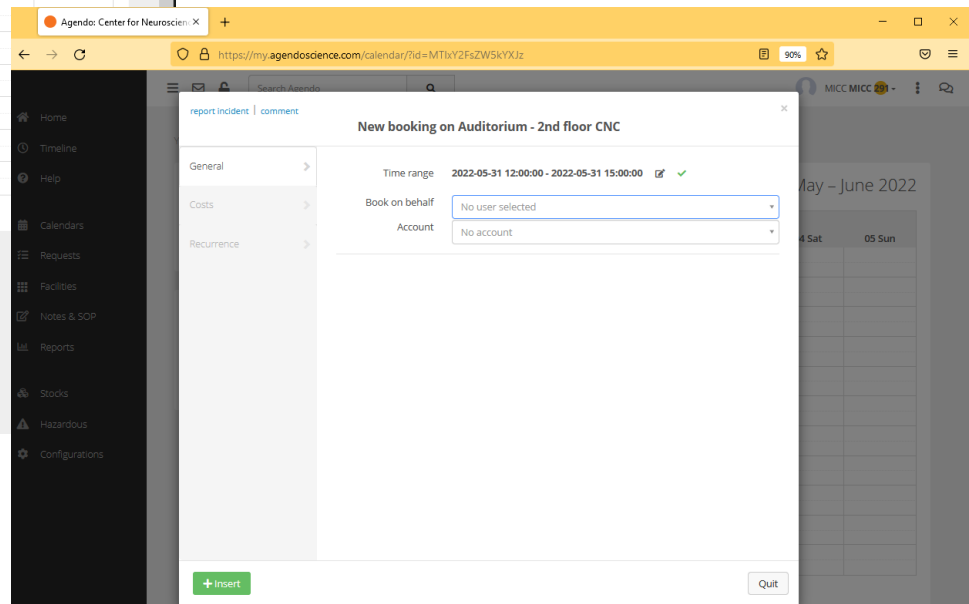
● Confirmed ● Pre-reserved ● Unconfirmed ● Waiting list ● With assistance

9 – To make a reservation, select the desired number of hours by clicking and dragging with the mouse (e.g., Tuesday 31 from 12:00 – 15:00, creating a blue selection). A window will appear; simply press 



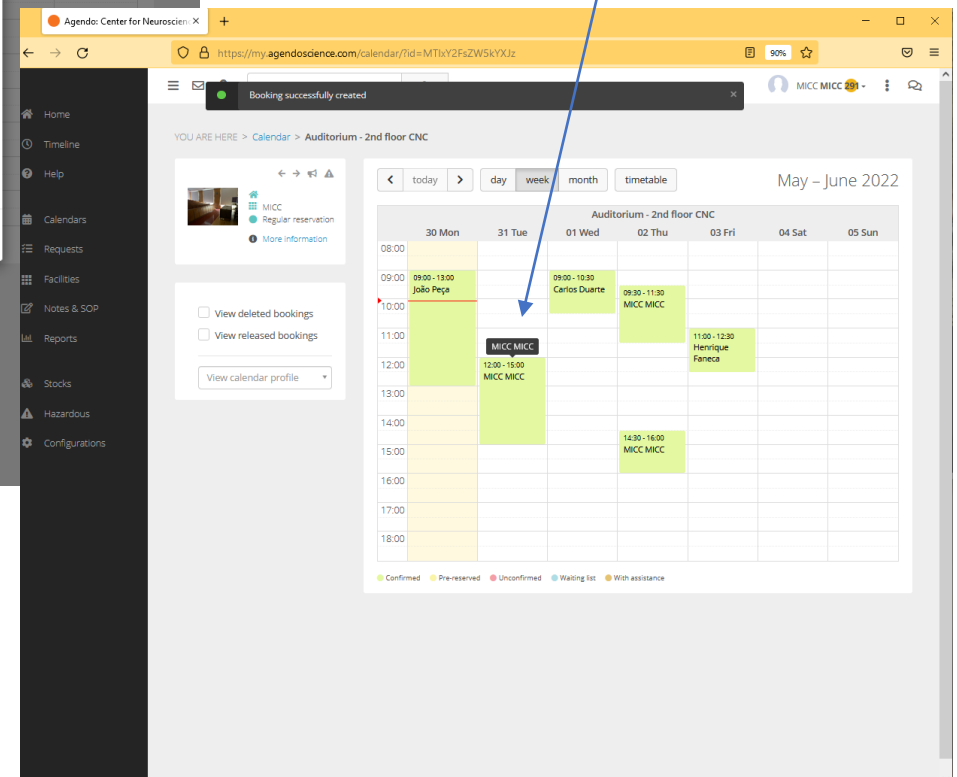
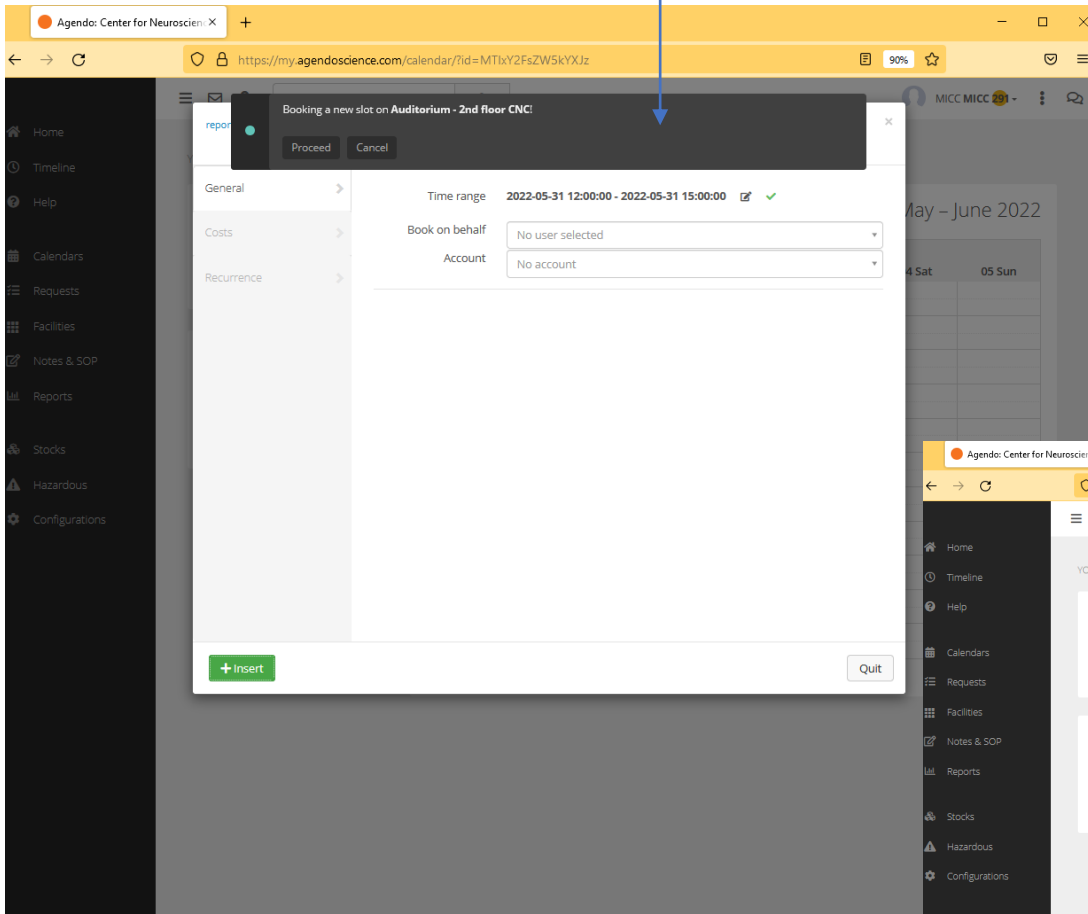
The screenshot shows the Agendo web interface for the "Auditorium - 2nd floor CNC" calendar. The calendar view is set to "day" for May - June 2022. A blue selection is made on Tuesday, May 31st, from 12:00 to 15:00. The interface includes a sidebar with navigation options like Home, Timeline, Help, Calendars, Requests, Facilities, Notes & SOP, Reports, Stocks, Hazardous, and Configurations. A legend at the bottom indicates booking statuses: Confirmed (green), Pre-reserved (yellow), Unconfirmed (red), Waiting list (blue), and With assistance (orange).

Time	30 Mon	31 Tue	01 Wed	02 Thu	03 Fri	04 Sat	05 Sun
08:00							
09:00	09:00 - 13:00 João Peça		09:00 - 10:30 Carlos Duarte	09:30 - 11:30 MICC MICC			
10:00							
11:00					11:00 - 12:30 Henrique Faneça		
12:00							
13:00							
14:00							
15:00				14:30 - 16:00 MICC MICC			
16:00							
17:00							
18:00							





The screenshot shows the "New booking on Auditorium - 2nd floor CNC" dialog box. The "Time range" is set to "2022-05-31 12:00:00 - 2022-05-31 15:00:00". The "Book on behalf" field is set to "No user selected" and the "Account" field is set to "No account". The dialog box has a green "+ Insert" button at the bottom left and a "Quit" button at the bottom right.

10 – Clicking **+ Insert** will bring up a new window for confirmation. Press **Proceed**. The reservation will now appear in green on the calendar.




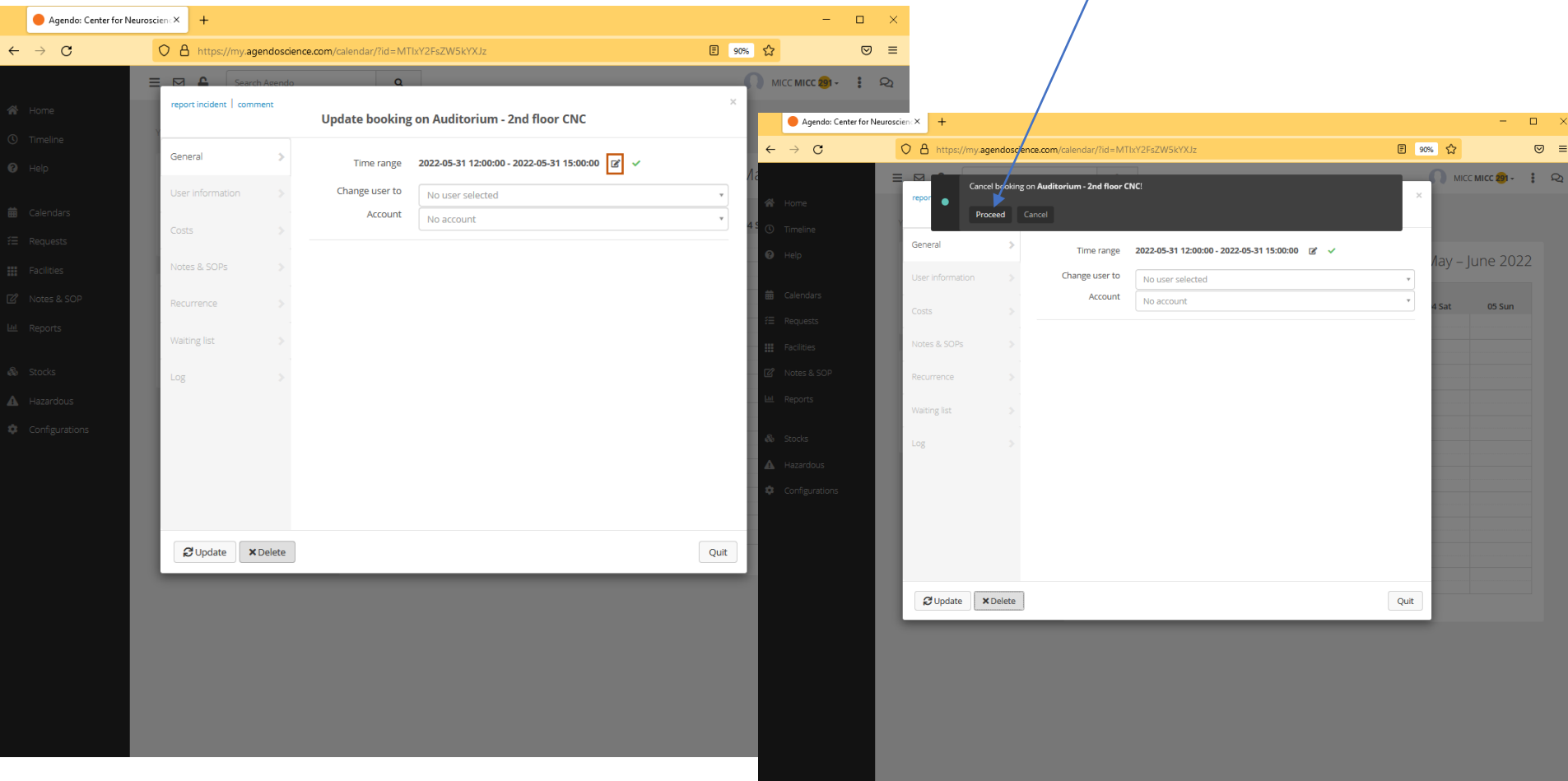
Adjust/Delete booking

11 – To adjust the date/time of a reservation (made by oneself), click on the reservation on the calendar.

12 – A window will appear again, allowing you to edit the day and hours in question . Click  and in the next window, click "Proceed" again.

13 – To delete a reservation (made by oneself), click on the reservation on the calendar.

14 – A window will appear; simply press . In the next window, press "Proceed" again.



The image displays two screenshots of the Agendo web application interface. The left screenshot shows the 'Update booking on Auditorium - 2nd floor CNC' dialog box. The 'Time range' is set to '2022-05-31 12:00:00 - 2022-05-31 15:00:00' with an edit icon and a checkmark. Below this, there are dropdown menus for 'Change user to' (set to 'No user selected') and 'Account' (set to 'No account'). At the bottom, there are 'Update', 'Delete', and 'Quit' buttons. The right screenshot shows the 'Cancel booking on Auditorium - 2nd floor CNC!' dialog box. It has the same 'Time range' and dropdown menus as the update dialog. At the bottom, there are 'Update', 'Delete', and 'Quit' buttons. A blue arrow points from the 'Proceed' button in the 'Cancel booking' dialog to the 'Proceed' button in the 'Update booking' dialog, indicating the flow of the process.