

How to Use CCBBI Scanner Calendar

Section 1: How to View the Events on the Scanner Calendar

The easiest way is to view [the calendar on a web browser](#). You may bookmark the link for future use.

If you use your OSU name.# account, you could add the scanner calendar (asc-psy-ccbiconfrm@osu.edu) into your Outlook (either Desktop or web-based). However, you will still have only view permission to the calendar.

Section 2: How to Schedule onto the Scanner Calendar

Note: Any event you schedule onto the scanner calendar will be billed to your PI, unless it is cancelled 48 business hours in advance.

After you find an available slot on [the scanner calendar](#) for your participant, you will book the time by setting up a **Meeting**. You start to create the meeting from your own calendar (not the scanner calendar) and add **+ASC-PSY CCBBI Scanner** (or better its email asc-psy-ccbiconfrm@osu.edu) as **Required** attendee.

Depending on the desktop or web Outlook, operating system, and version of Outlook, the **New Meeting** function may appear differently. You may start it by clicking **New Meeting**, or **New Items -> Meeting**, or **New Appointment -> Invite Attendees**, or **New event**. The popup window may look like the screenshot below:

The screenshot shows the Outlook 'Meeting' window for 'Gorka CRP - Meeting'. The 'Attendees' dropdown menu is open, and the following options are circled in red:

- Request Responses
- Allow New Time Proposals
- Allow Forwarding

The meeting details shown are:

- From: li.2327@osu.edu
- Title: Gorka CRP
- Required Attendees: +ASC-PSY CCBBI Scanner; myLabEmail@osu.edu
- Optional Attendees: (empty)
- Start time: Mon 10/10/2022, 2:00 PM
- End time: Mon 10/10/2022, 3:00 PM
- Location: Parking needed

At the bottom left, the email address myParticipant@gmail.com and Lab subj ID: 105 are visible.

The **Title** must start with PI's last name, followed the Exam Card (e.g. **CRP** in the picture). The format is critical since it is not only viewed by human but also used by computer code.

The **Required** attendee must include **asc-psy-ccbconfirm@osu.edu**. You can also add other lab people, or a lab email, as attendee if applicable. You also need to add the participant email into the **Meeting Body** as shown in the picture.

Set the **Start time** and **End time** for your experiment (you may need to type the time manually if it is like 2:15).

In the **Location** field, you can add **Parking needed** to reserve parking for your participant. The default parking time is from 30 minutes prior to 30 minutes after your MRI time. If needed, you can specify a duration like **Parking 1:30 to 4:00**. If you are not sure if parking is needed, leave it out, and you can add it later when you need it. The parking pass will be printed to the printer in the Intake Room (PS 24) for you to pick up one day before the event.

If you like to store a lab subject ID into the DICOM data, you will add it to the **Body** field in format of **ID: 105**, where 105 is the ID (the computer code detects **ID** followed by colon and non-space ID). You are free to add other information in the **Body** field as notes to the scanner operator or experimenters.

You are suggested to create a reminder template, so the scanner will send an email, combining reminder and MRI Screen Form link into one email. You may start your template with following:

This is a reminder for your MRI experiment starting at MRIDateTime-15. The session will last x hours. Please fill out the MRI Screening Form using the link below before you arrive for your session:

MRIFormLink

We will see you on DayOfWeek at Room 24 of Psychology Building, and please give us a call at 614-xxx-xxx when you arrive.

Your name or lab name (optional)

You can edit the text to fit your needs (e.g., the place to meet the participant etc.) using Microsoft Word, but please use those keywords, including MRIFormLink, MRIDateTime, MRIDate, MRITime, DayOfWeek etc., so the template can be the same for all participants. The -15 in the example means you ask participant to arrive 15 minutes before the MRI time. For example, if the MRI starting time is 9AM, July 1, "MRIDateTime-15" will be shown as "8:45AM, July 01" in the reminder email.

Save the template as a file named ReminderToParticipant_myStudy.docx, where "myStudy" can be any identifier for your study, and attach it to your Meeting. Note that you need to attach it **only once** for a study, and the scanner will use it for all participants in the same study. You only need to attach the template again if you want to update the template for the study. The scanner will use the latest template.

Before you click the **Send** button, you can optionally uncheck **Request Response**, **Allow New Time Proposal** and **Allow Forwarding** under **Attendees -> Response Options**, as shown in the red circle in the above example. This will not bother your attendees to accept the event.

The participant, you as the **Organizer**, and other attendees if applicable, will receive the reminder email with the MRI Screen Form link 24 hours before the event. If you did not include participant's email in the **Body**, you will need to forward the automated email to your participant. After the participant completes the screening form, all attendees will receive an email notice.

If you do not have the participant email but only a cell phone number, you may ask for the cell phone carrier, and construct an email address like 1234567890@mms.att.net (i.e., 10-digit-number@domain), and the participant will receive the email as a text message. Here are the domain names for common US carriers:

AT&T: @mms.att.net
Sprint: @pm.sprint.com
T-Mobile: @tmomail.net
Verizon: @vzwpx.com
Virgin Mobile: @vmpix.com

Note that the **attendees** and **Body** fields of an event are not visible to other users, so there is no worry for privacy.

Section 3: How to Update or Cancel an Event on the Scanner Calendar

Users do not have direct access to the scanner calendar. You will update the Meeting event on your own calendar, and Outlook will update it on the scanner calendar accordingly, since the scanner is an attendee.

To make any change to an event, you open it on your calendar and update it as you need. For example, if you want to add or update parking request, you will edit the **Location** field accordingly. If your original participant cannot make it and you find another participant, you will replace the email in the **Body** with your new participant's email.

If you need to cancel an event, you will also open it from your calendar, and request cancellation by **Actions -> Cancel Meeting -> Send Cancellation**. You should receive a notice shortly, indicating the cancellation request is either approved or declined. The event will be removed from the scanner calendar only when the request is approved. If an experimenter other than the event **Organizer** wants to request the cancellation, an email can be sent to ccbbservice@osu.edu, specifying the date and time of the event.

Section 4: How to Receive a Notice if Someone Cancels an Event?

You can opt to receive a notice if a lab cancels an event within 7 days, so you can take the time without bothering to check cancellation frequently. To register the notification, simply send an email to asc-psy-ccbbservice@osu.edu with Subject "**Register cancellation notice**".