MRI Research Center Scheduler Manual

This instruction manual was created to aid researchers when using the MRI Research Center’s online scheduling system. This includes:

✓ Requesting research time
✓ Modifying, canceling & deleting a reservation
✓ Managing your scheduler preferences
✓ Frequently asked questions

Logging in to the MRI Research Scheduler

To log in to the MRI Research Scheduler go to:

https://mri.radiology.uiowa.edu

Near the top-left of the screen click on “Research Scheduler”

<table>
<thead>
<tr>
<th>research links</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Scheduler</td>
</tr>
<tr>
<td>🛡️ Request Login</td>
</tr>
<tr>
<td>MRI Wiki Home</td>
</tr>
<tr>
<td>XNAT Login</td>
</tr>
<tr>
<td>Proposal Submission</td>
</tr>
<tr>
<td>Research Committee</td>
</tr>
</tbody>
</table>

Registering

**Note:** If you do not have access to the scheduling system, click on “Request Login” directly under the scheduler link (pictured above) and fill out the online access form. Access is typically granted within 24 hours of the request.
Enter the e-mail address and password you received from the scheduler administrator. If you did not receive or have forgotten your password, click “I Forgot My Password” under the log in button to have a new password emailed to the address on file.

After logging in you will be taken to the Scheduler Control Panel.
My Control Panel

The Control Panel is your "home page" for the scheduling system. Here you can review, modify or delete your reservations. My Control Panel also includes links to:

1) The Online Scheduler  
2) Edit Your Profile  
3) Manage Your Email Preferences  
4) View Your Protocol Files  
5) Email the Scheduler Administrator  
6) Log Out

My Announcements

This section will list any announcements pertaining to resource availability and will list any general facility announcements as well.

My Reservations

The My Reservations section shows all of your upcoming reservations starting with today (by default). This table will list each reservation’s Date, Resource, Date/Time of its creation, Date/Time of its last modification, Start Time and End Time. From this table you can also modify a reservation or delete it, simply by clicking on the "Modify" or "Delete" link at the end of the respective reservation's row. Both of these options will bring up a pop-up box where you can confirm your reservation changes. Clicking on a reservation’s date will bring up a new window where you can view the reservation’s details.

To sort your reservations by a specific column, click on the – or + link at the top of the column. The minus sign will sort your reservations in descending order by that column name; the plus sign will sort your reservations in ascending order by that column name.

My Permissions

The My Permissions section shows all the resources that you have been given permission to use. It lists the resource name, its location and a phone number you can call to contact its administrator.

To request access to a resource not listed in your permissions, click “Email Administrator” and include the name of the resource, i.e., Research Avanto 1.5T, in your request.
My Quick Links

The Quick Links table will provide you with commonly used links. The first link, "Go to the Online Scheduler" will take you to the Scheduler. Here you can view resource schedules, reserve resources, and edit your current reservations.

The second link, "Change My Profile Information/Password" will navigate you to a page allowing you to edit your personal information, such as your email address, name, phone number, office address and password.

The next link, "Manage My Email Preferences" will take you to a page where you can choose how and when you want to be contacted regarding your scheduler usage. By default, you will receive HTML email alerts any time you request, edit or delete a reservation. Here you can also turn calendar invitations on or off (calendar invitations are discussed in detail later).
"View My Protocol Files" will allow you to view the scanning parameters of all the protocols to which you have access. Under the “Scanning Parameters” section you can access both EDX and PDF versions. The scheduler will track all revisions to your scanning protocol, denoting current versions in **bold**.

You also have access to your current IRB Informed Consent document. Clicking the “IRB” link will open your IRB document. The date the IRB document was uploaded to the scheduler is displayed on the left; the expiration date is displayed on the right. The scheduler administrator tracks the expiration date of your IRB document. You **must** have a current version of your IRB Informed Consent document uploaded to the scheduler prior to requesting research time at the MRI Research Center.

The next link, “Email Administrator” will open your email client to send an email to the scheduler administrator. If you do not have an email program (Outlook, etc.) set up on your computer, send your mail to schedule@mri.radiology.uiowa.edu.

The final link, “Log Out” will log you out of your current session and return you to the log in screen.
Using the Research Scheduler

Choosing the Correct Schedule

The MRI Research Scheduler has 3 available schedules: Research, Shared & Simulator. The default schedule is the Research schedule. Each schedule allows you to reserve time on different scanners.

Research:
- Research Avanto 1.5T located at MRI in the hospital
- Research TIM Trio 3T located at L169 MERF

Shared:
- Shared TIM Trio 3T located at MRI in the hospital

Simulator:
- Research Simulator located at 155 MRF in the hospital
Change the schedule by clicking the dropdown menu at the top-center of the page.

### Requesting Scanner Time

To request scanner time, locate the correct scanner at the left of the scheduler. In the example below, the Research Avanto 1.5T and the Research TIM Trio 3T are both available within the Research Schedule (chosen in the above example).

Available times turn **green** when you hover over them.

<table>
<thead>
<tr>
<th>Monday, 08/30/2010</th>
<th>7 am</th>
<th>8 am</th>
<th>9 am</th>
<th>10 am</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Avanto 1.5T</td>
<td></td>
<td></td>
<td><strong>green</strong></td>
<td></td>
</tr>
<tr>
<td>Research Trio 3T</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tuesday, 08/31/2010</th>
<th>7 am</th>
<th>8 am</th>
<th>9 am</th>
<th>10 am</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Avanto 1.5T</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research Trio 3T</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If no technologist is available, a popup message will appear to alert you to choose a different time.

<table>
<thead>
<tr>
<th>Sunday, 08/29/2010</th>
<th>7 am</th>
<th>8 am</th>
<th>9 am</th>
<th>10 am</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Avanto 1.5T</td>
<td></td>
<td></td>
<td></td>
<td>Tech Unavailable</td>
</tr>
<tr>
<td>Research Trio 3T</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Monday, 08/30/2010</th>
<th>7 am</th>
<th>8 am</th>
<th>9 am</th>
<th>10 am</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Avanto 1.5T</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research Trio 3T</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
University holidays are also denoted by a popup flag.

Once you have located the correct machine, click on the green cell to open the reservation window.

The popup window should resemble the image below.
The table at the top of the popup window displays information about the resource. Here you can find the name of the scanner, its location, a phone number, a short description and a session ID for the scanner.

**Note:** the “Session ID” field will only have a value after the reservation has been requested –after you click “Request”. This field is used by the scheduler admin to uniquely identify each reservation request.

<table>
<thead>
<tr>
<th>Scanner:</th>
<th>Research Avanto 1.5T</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>0459 JCP</td>
</tr>
<tr>
<td>Phone:</td>
<td>356-2497</td>
</tr>
<tr>
<td>Notes:</td>
<td>Research Avanto 1.5T Scanner at MRI</td>
</tr>
<tr>
<td>Session ID:</td>
<td></td>
</tr>
</tbody>
</table>

You can change the resource by clicking on the dropdown menu next to “Scanner”. The options available to you will depend on which scanners you have permissions to use.

<table>
<thead>
<tr>
<th>Scanner:</th>
<th>Research Avanto 1.5T</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Siemens Trio 3T</td>
</tr>
<tr>
<td>Phone:</td>
<td>Research Avanto 1.5T</td>
</tr>
<tr>
<td>Notes:</td>
<td>MRI Simulator</td>
</tr>
<tr>
<td>Session ID:</td>
<td></td>
</tr>
</tbody>
</table>

The next table displays the reservation date, start time and end time.

- **Please select the starting and ending times:**
- **Change Date:** 8/30/2010
- **Start Time:** 8:30am
- **End Time:** 9:30am
- **Minimum Reservation Length:** 30 mins
- **Maximum Reservation Length:** 24 hours

The date of the reservation can be changed by clicking on the date.

The date can be changed to any day in the future. Dates that have already occurred are not available for request.

**Note:** The highlighted date is the *current* date, not the date of the reservation request.

Once you click a new date, the date change window will automatically close.
The reservation time can be adjusted by clicking on the Start Time dropdown menu.

The end time will automatically default to one hour from the start time. For instance, if you are changing the start time from 8:30AM to 12:00PM, the end time will automatically default to 1:00PM. The end time can be changed by adjusting the end time from the End Time dropdown menu.

**Note:** Modifications to your reservation, including time changes, can only be made up until **4:00PM** the day prior to the reservation.

Choose the correct scanning protocol by clicking on the protocol dropdown menu.
The next section allows you to choose the correct scanning protocol, enter a subject ID and a subject name.

<table>
<thead>
<tr>
<th>Will be reserved for:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Joe Ekdahl</td>
</tr>
<tr>
<td>Phone: 319-384-3026</td>
</tr>
<tr>
<td>Email: <a href="mailto:joe-ekdahl@uiowa.edu">joe-ekdahl@uiowa.edu</a></td>
</tr>
<tr>
<td>Protocol: WRIST_CTS</td>
</tr>
<tr>
<td>Subject ID:</td>
</tr>
<tr>
<td>First Name:</td>
</tr>
<tr>
<td>Last Name:</td>
</tr>
</tbody>
</table>

**Note:** the “First Name” and “Last Name” fields are optional. They can be left blank or filled out entirely.

The last section is the summary field and is optional.

<table>
<thead>
<tr>
<th>Summary</th>
</tr>
</thead>
</table>

This field can be used to provide the technologist operating the scanner with any information about the protocol or subject you feel is important. Notes such as “May be a little late”, or “No gadolinium contrast required”, are some examples of useful summary information.

The technologist will also use this field to track any events that may have occurred during the scan. For example, if the subject was unable to remain still, a note such as “Subject unable to hold still. Repeated T2 sequence” may be entered into this field.

**Note:** Any information entered in the summary field will be visible by all scheduler users.

**Including Project Members on Reservation Requests**

The scheduler provides you with the option to include your project members on all email communications from the scheduler when you make a reservation request.

To include project members on reservation communications, check the name next to the project member.
Once you click “Request” at the bottom of the reservation window a copy of the reservation request email will be sent to the checked individuals. They will also receive an email when the reservation is approved, if it is modified, or if it is deleted.

To include a project member who is not listed, click “Include Other Person”

This opens up a window for you to enter the project member’s first name, last name and email address. Once you have filled out the information for the additional person, click add.

The additional project member is now listed at the bottom of the list. To remove the person, click “Remove”. Any names checked in the above box will also be sent an email confirmation of the reservation request.
Sending Calendar Invitations for Reservation Requests

The MRI Research Scheduler can also send a calendar invite to you and your project members. Clicking “Include Calendar Invitation” (above the Request button) will send a calendar meeting invite along with the reservation request confirmation email.

Note: If you selected any personnel from the previous step to receive a confirmation email, they will also receive a calendar invite if the “Include Calendar Invitation” box is also checked.

Once a reservation is requested you (and any project members you chose to include on the reservation emails) will receive two emails: 1 reservation request notification email and 1 Outlook calendar meeting email.
To add the reservation to your calendar, click “Accept”.

**Reservation for Subject ID: 001-2010**

**Note:** No email confirmation will be sent to the scheduler admin or to the reservation requestor once you click “Accept” (or “Tentative” or “Decline”). The calendar notification is just added to your calendar.

Any changes made to the reservation via the online scheduler will result in an updated calendar invite. You will not have to re-accept the invite; it will automatically update your calendar with any fields that were modified.

If your reservation is deleted from the scheduler, you will be prompted to remove it from your calendar as well.
Scheduling Time on the MRI Research Simulator

There is no charge to use the MRI Research Simulator. To schedule time, choose “Simulator” from the schedule dropdown at the top of the main scheduling page.

Schedule your reservation just like a normal reservation request. For instance, if you are scheduling time on the simulator as a trial run for an fMRI study, use the same protocol for the simulator time as you would the real scan.

Frequently Asked Questions

Q: I tried to cancel/modify/update my reservation, but the scheduler is not allowing me. Why is this?
A: The scheduler allows modifications, updates, and cancellations up until 4PM the day prior to the scan. At 4PM all reservations are locked for editing. To modify, cancel or delete your reservation after 4PM the day prior to your scan, either e-mail Joe Ekdahl at joe-ekdahl@uiowa.edu or call 319-384-3026.

Q: The time I would like to schedule says “Tech Unavailable” when I hover over it. Is there any chance of reserving this time?
A: Yes, there is. Times denoted as “Tech Unavailable” mean there is only 1 technologist to cover all the scanners. If there is no reservation on an adjacent scanner at the time you would like to reserve, then a technologist should be available. Call Joe Ekdahl at 319-384-3026 to make a reservation.
Frequently Asked Questions

Q: Whom do I contact about billing or other administrative questions related to my scan? How do I update my MFK?
A: Contact Joe Ekdahl at joe-ekdahl@uiowa.edu or by phone at 319-384-3026 for all billing/scheduling/administrative questions about your scan.

Q: When I click on a cell to reserve scanner time, nothing happens. What’s wrong?
A: This could be happening for a number of reasons.
   1) Reserving time for a date in the past is prohibited. Double-check your date.
   2) Your resource permissions do not allow you to schedule on the scanner you have chosen. To get access, contact Joe Ekdahl at joe-ekdahl@uiowa.edu.
   3) A popup reservation window is already open. Look at the task bar for an open reservation window. If all else fails, try to close all web browser windows and re-open the scheduler.

Q: The scheduler looks really busy on a day that I need a scan. What is the possibility of squeezing in a scan? Could you alert me if a scan cancels?
A: Subjects cancel routinely, so last minute additions are a possibility even if the scheduler is busy. Contact Joe Ekdahl at 319-384-3026 with your information and he will contact you if a last minute scan is possible.

Q: My subject can only participate in the study if the scan is performed on a weekend. Is that a possibility?
A: Yes. The MRI Research Center does try to accommodate as many weekends as possible. Advance notice of 2 weeks is preferable. We have a pool of 3 to 4 technologists who have agreed to scan on weekends if they are available. Football weekends are strongly discouraged due to the traffic around the hospital. Call or email Joe Ekdahl at joe-ekdahl@uiowa.edu or 319-384-3026 to arrange a weekend scan.

Q: Where do my images go after a scan?
A: XNAT (The Extensible Neuroimaging Archive Toolkit). To access your images via XNAT:
   1) Go to: https://rpacs.icts.uiowa.edu/xnat/.
   2) After you have logged in for the first time, contact Joe Ekdahl and he will assign you to the correct project.
   3) Log back in to XNAT. Your project will be listed on the main page. Links to your images will be available shortly after your research scan. There are many documents available if you need help.
   DVD’s and CD’s of your research scan are also available upon request.