SCOVA Stakeholder / Roles / Requirements - by Category

Beaker/Equipment Asset Register (Blue)

Other users within UoC (e.g. research group outside Chemistry)

- Beaker/equipment/instruments available for use & whether they are available for sharing

ISE Kit Catalogue (orange)

Other users within UoC (e.g. research group outside Chemistry)

- Beaker/equipment/instruments available for use & whether they are available for sharing

Facility Online Manager (purple)

School of Chemistry (SoC) Users (e.g. research groups)

- Select Instrument
- View availability of the selected instrument (Library/Area Calendar available on Intranet)
- Make a booking - may need to be a discussion with the service provider, that is particular sample will take a few hours to complete, so that it can be booked for the relevant amount of time
- Reminder/email confirmation of initial booking with date & time
- View booking
- Delete booking - is library limited or on-demand? Is it a booking that can be deleted by a SoC member?
- Instrument booking gap - instrument available?

Instrument Service Management (service will have a number of instruments)

- Set/edit instrument availability
- Manage overall utilisation of each instrument

Dashboard (green)

School of Chemistry (SoC) Users (e.g. research groups)

- Select Instrument
- View available/free slots for the selected instrument
- View Library/Area Calendar available on Intranet
- Make a booking - may need to be a discussion with the service provider, that is particular sample will take a few hours to complete, so that it can be booked for the relevant amount of time
- Reminder/email confirmation of initial booking with date & time
- View booking
- Delete booking - is library limited or on-demand? Is it a booking that can be deleted by a SoC member?
- Instrument booking gap - instrument available?

External academic users (e.g. from Heriot-Watt or St. Andrews/Impacting) where they don't have access to a particular instrument and want to collaborate

- As for other users within UoC but with different permissions, perhaps through master

Managing Officers (to support)

- Initial setup of computers, associated software, and access to the booking system and managing the data (data transfer)
- Admin/Instrument access to future system?

Instrument Service Management (service will have a number of instruments)

- View current bookings per instrument
- Manage overall utilisation of each instrument

Booklinker (red)

School of Chemistry (SoC) Users (e.g. research groups)

- Select Instrument
- View available/free slots for the selected instrument

Make a booking - may need to be a discussion with the service provider, that is particular sample will take a few hours to complete, so that it can be booked for the relevant amount of time

- Reminder/email confirmation of initial booking with date & time
- View booking
- Delete booking - is library limited or on-demand? Is it a booking that can be deleted by a SoC member?
- Instrument booking gap - instrument available?

External academic users (e.g. from Heriot-Watt or St. Andrews/Impacting) where they don't have access to a particular instrument and want to collaborate

- As for other users within UoC but with different permissions, perhaps through master

Managing Officers (to support)

- Initial setup of computers, associated software, and access to the booking system and managing the data (data transfer)
- Admin/Instrument access to future system?

Instrument Service Management (service will have a number of instruments)

- View current bookings per instrument

QuickTy (yellow)

School of Chemistry (SoC) Users (e.g. research groups)

- Select Instrument
- View available/free slots for the selected instrument
- Make a booking - may need to be a discussion with the service provider, that is particular sample will take a few hours to complete, so that it can be booked for the relevant amount of time
- Reminder/email confirmation of initial booking with date & time
- View booking
- Delete booking - is library limited or on-demand? Is it a booking that can be deleted by a SoC member?
- Instrument booking gap - instrument available?
- Instrument Service Management (service will have a number of instruments)
- Set/edit instrument availability

Other users within UoC (e.g. research groups)

- Beaker/equipment/instruments available for use & whether they are available for sharing

Managing Officers (to support)

- Initial setup of computers, associated software, and access to the booking system
- Admin/Instrument access to future system?

Instrument Service Management (service will have a number of instruments)

- Set/edit instrument availability
- Manage overall utilisation of each instrument

Uncategorised

School of Chemistry (SoC) Users (e.g. research groups)

Search for the instrument/slot/time when available/free (Booking/booklinker/QuickTy/Dashboard?)

Is available for a particular duration (maybe only service management will be able to advise what the duration should be)

Note: availability is seen to be particular date & time, important from a booking perspective (Booklinker/QuickTy?)

https://www.canvas.ed.ac.uk/courses/11/assignments/scheduling?from=modal=1

This is because they don't book a long time ahead, bookings are made on a weekly basis (Dashboard?)

Sometimes, samples have a lot (hours), so they are subject to degradation, so they can't book in/ <time> in advance

View available/free slots of any of the (> number of) instruments that would do the analysis - Booklinker/Dashboard/QuickTy / View Libcalendar available (online)

Make a booking - may need to be a discussion with the service provider, that is particular sample will take a few hours to complete, so that it can be booked for the relevant amount of time

Provide financial charging data - need more understanding of what is needed for this. Is it a spreadsheet/excel file that can be fed into a budget system in Finance?

It's not even a spreadsheet/ excel file, but a file that is fed into a budget system in Finance.

Excel/PDF/Excel/Word/ Text/ Spreadsheet

Fact PGR student has a grant code (ext PI-Funded) for their time, but they may be not fully/ 0 students per grant

Invoice/ PO/ Excel/ Word/ Text/ Spreadsheet