

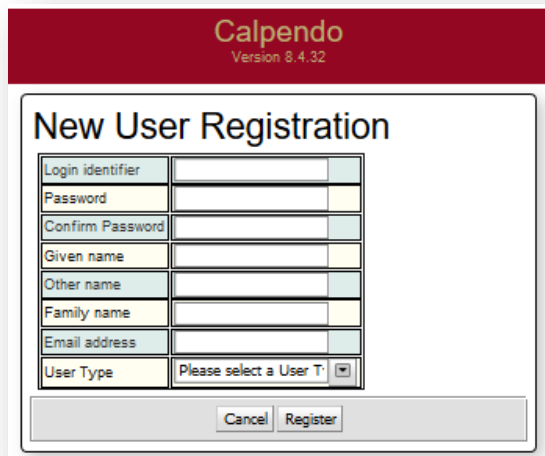
## Calpendo Help Guide

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## User Registration

### Request an Account



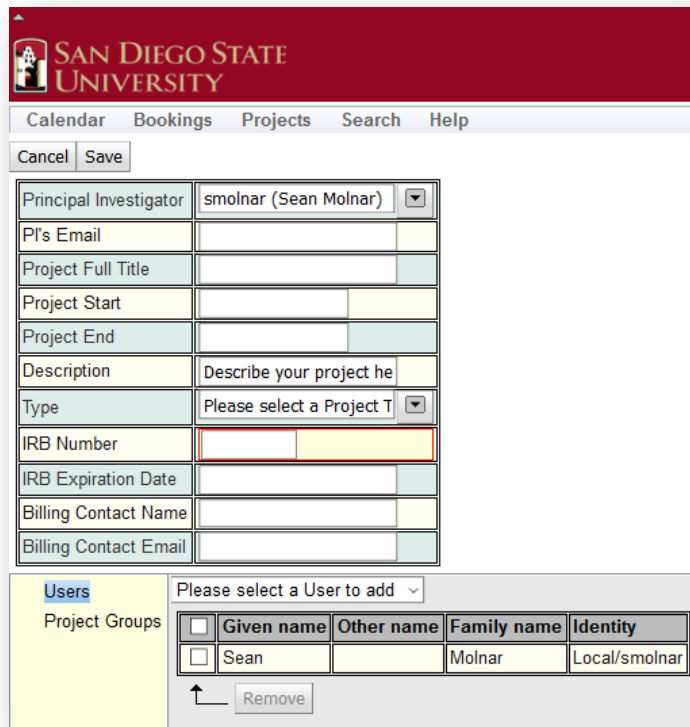
The image shows a screenshot of the Calpendo software interface. At the top, there is a red header bar with the text "Calpendo" in white and "Version 8.4.32" below it. Below the header is a white box titled "New User Registration". Inside this box is a form with several input fields: "Login Identifier", "Password", "Confirm Password", "Given name", "Other name", "Family name", "Email address", and "User Type". The "User Type" field is a dropdown menu with the text "Please select a User T" and a small arrow icon. At the bottom of the form are two buttons: "Cancel" and "Register".

1. Please visit – <https://sdsu-bic.calpendo.com>
2. Select **Resister New User** at the bottom of the login screen
3. Please fill out all fields
  - **Login Identifier:** Use the first letter of your first name proceeded by your last name
  - **Password:** A minimum of 8 characters with at least one number and one non-alphanumeric character
  - **Given Name:** First Name
  - **Other Name:** Alias or nickname (Not Required)
  - **Family Name:** Last name
  - **Email:** University Email
  - **User Type:** Please select the title that appropriately fits your role
    - o **PI (Principal Investigator):** The researcher overseeing the execution of the project
    - o **Operator:** An individual who has received safety training and been personally certified by SDSU Imaging Center staff to scan patients/subjects
    - o **Operator Trainee:** An individual who has received safety training but not operator training. Must be accompanied by an operator when in the Control Room, Equipment Room, and MRI Room
    - o **Research Coordinator:** An individual who reserves the MRI, testing room, and/or parking for various research projects but is not safety trained
4. Once a user registration request is submitted, it will be approved by the SDSU Imaging Center team and the applicant will be notified of their approval or denial by email.

## Project Management

### Creating a Project

1. Select **Projects** -> **Create Project** from the toolbar at the top of the page



The screenshot shows the 'Create Project' form in the San Diego State University Project Management system. The form is titled 'SAN DIEGO STATE UNIVERSITY' and has a navigation bar with 'Calendar', 'Bookings', 'Projects', 'Search', and 'Help'. Below the navigation bar are 'Cancel' and 'Save' buttons. The form contains several fields for project information:

Principal Investigator	smolnar (Sean Molnar)
PI's Email	
Project Full Title	
Project Start	
Project End	
Description	Describe your project here
Type	Please select a Project Type
IRB Number	
IRB Expiration Date	
Billing Contact Name	
Billing Contact Email	

Below the form is a section for 'Users' and 'Project Groups'. The 'Users' section has a dropdown menu 'Please select a User to add' and a table of users:

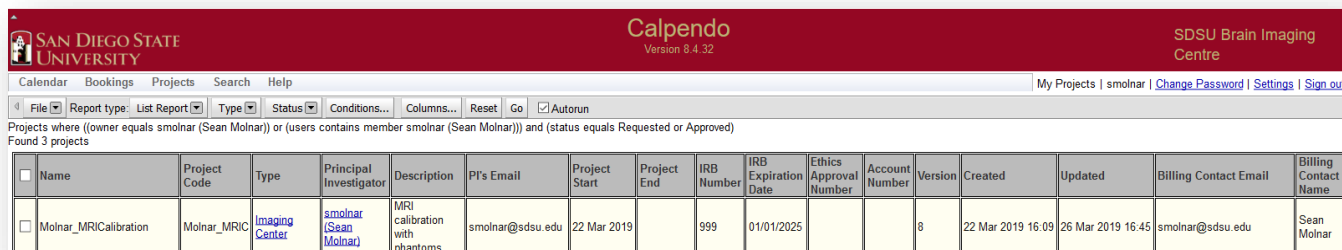
	Given name	Other name	Family name	Identity
<input type="checkbox"/>	Sean		Molnar	Local/smolnar

There is a 'Remove' button below the table.

2. Fill in the text fields with the appropriate information
  - **PI:** Principal Investigator of the study
  - **PI's Email:** University or organization email
  - **Project Full Title:** Title of the research project as it appears on IRB or grant documents
  - **Project Start:** Today's date
  - **Project End:** Projected end date (Not Required)
  - **Description:** Short description of your study
  - **Type:** Select your department
  - **IRB Number:** ID number from review board associated with the project
  - **IRB Exp. Date:** Expiration date noted on IRB paperwork
  - **Billing Contact Name:** Point of contact for sending invoices
  - **Users:**
    - o The user creating the project is automatically attached to the project. Add additional users/accounts to the project via the drop-down menu
3. Select **Save**
4. Select **Create** to officially submit the project for review and approval by the SDSU Imaging Center

## Reviewing Projects

### 1. Select **Projects -> My Projects**



Calpendo  
Version 8.4.32

SDSU Brain Imaging Centre

Calendar Bookings Projects Search Help

My Projects | smolnar | [Change Password](#) | [Settings](#) | [Sign out](#)

File Report type: List Report Type Status Conditions... Columns... Reset Go ☒ Autorun

Projects where (owner equals smolnar (Sean Molnar)) or (users contains member smolnar (Sean Molnar)) and (status equals Requested or Approved)  
Found 3 projects

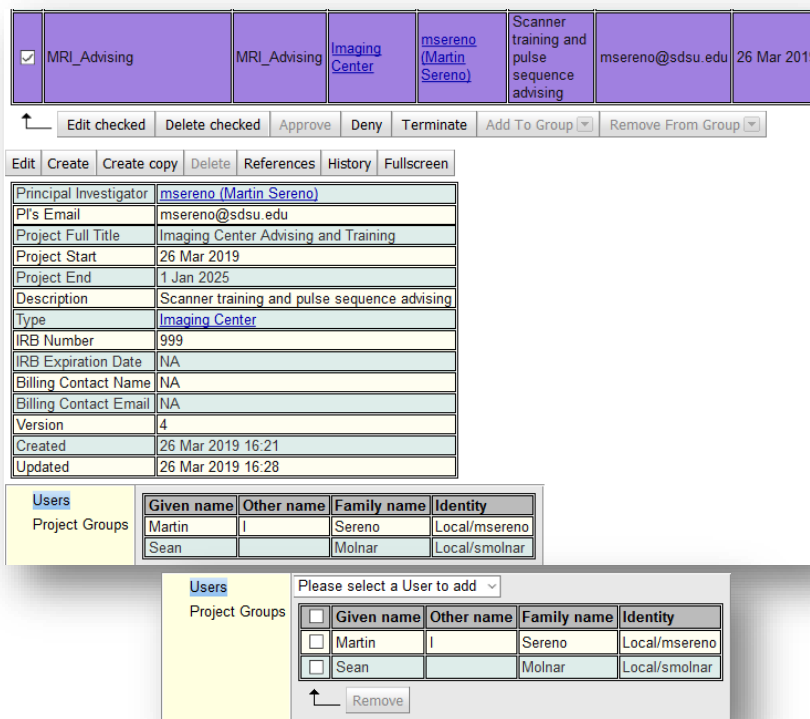
<input type="checkbox"/>	Name	Project Code	Type	Principal Investigator	Description	PI's Email	Project Start	Project End	IRB Number	IRB Expiration Date	Ethics Approval Number	Account Number	Version	Created	Updated	Billing Contact Email	Billing Contact Name
<input type="checkbox"/>	Molnar_MRICalibration	Molnar_MRIC	<a href="#">Imaging Center</a>	<a href="#">smolnar (Sean Molnar)</a>	MRI calibration with phantoms	smolnar@sdsu.edu	22 Mar 2019		999	01/01/2025			8	22 Mar 2019 16:09	26 Mar 2019 16:45	smolnar@sdsu.edu	Sean Molnar

### Project Code

- Upon approval, a unique project code will be assigned the study. It will typically consist of the PI's last name and an abbreviated version of the project title (e.g., Molnar\_MRICalibration)

## Adding a User on a Preexisting Project

1. Select the project you would like to add a user to. The row will change color and a summary window will open below detailing the project info in a more concise manner
2. Select **Edit** from the toolbar at the top of the summary window
3. This will make the option, **"Please select a User to add"**, appear at the top of the **Users** sub-window. This is similar to the option available when first creating a project
4. Select the users from the list to add to the project and **Save**



☒ MRI\_Advising    MRI\_Advising    [Imaging Center](#)    [msereno \(Martin Sereno\)](#)    Scanner training and pulse sequence advising    msereno@sdsu.edu    26 Mar 2019

Edit checked    Delete checked    Approve    Deny    Terminate    Add To Group    Remove From Group

Edit    Create    Create copy    Delete    References    History    Fullscreen

Principal Investigator	<a href="#">msereno (Martin Sereno)</a>
PI's Email	msereno@sdsu.edu
Project Full Title	Imaging Center Advising and Training
Project Start	26 Mar 2019
Project End	1 Jan 2025
Description	Scanner training and pulse sequence advising
Type	<a href="#">Imaging Center</a>
IRB Number	999
IRB Expiration Date	NA
Billing Contact Name	NA
Billing Contact Email	NA
Version	4
Created	26 Mar 2019 16:21
Updated	26 Mar 2019 16:28

[Users](#)    Project Groups

Given name	Other name	Family name	Identity
Martin	I	Sereno	Local/msereno
Sean		Molnar	Local/smolnar

[Users](#)    Project Groups

Please select a User to add

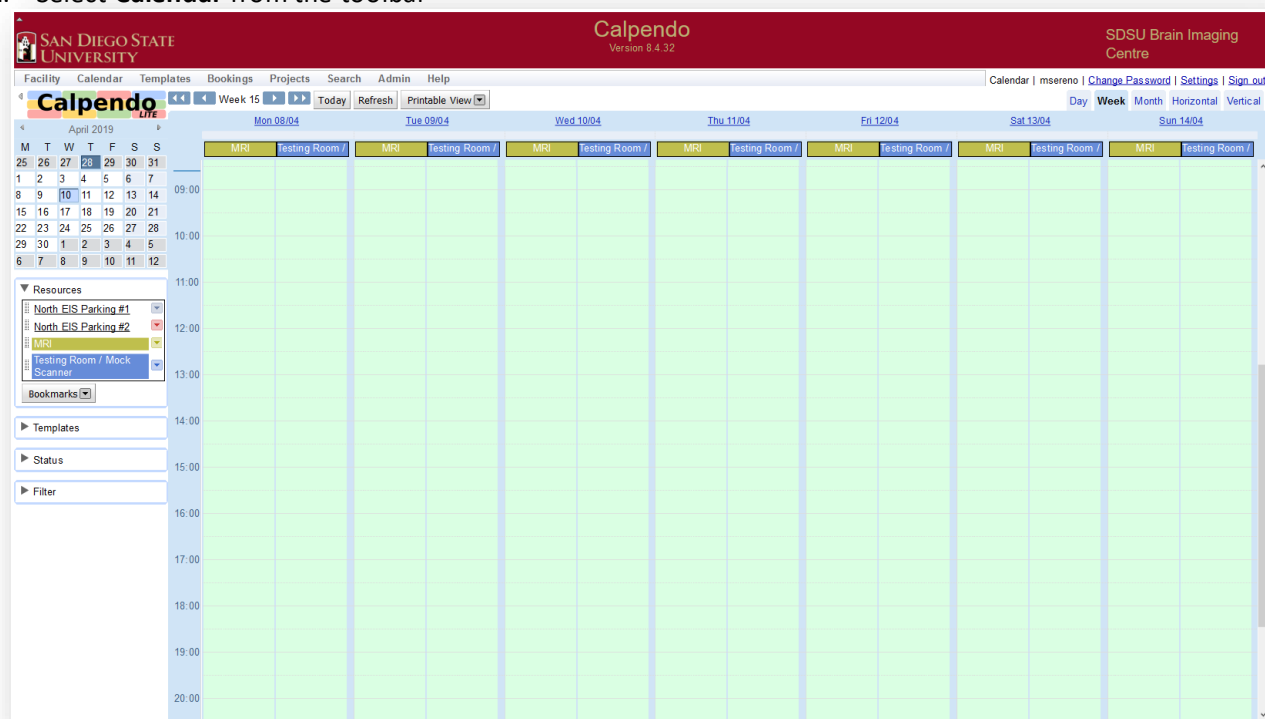
<input type="checkbox"/>	Given name	Other name	Family name	Identity
<input type="checkbox"/>	Martin	I	Sereno	Local/msereno
<input type="checkbox"/>	Sean		Molnar	Local/smolnar

Remove

## Calendar

### Making a Booking

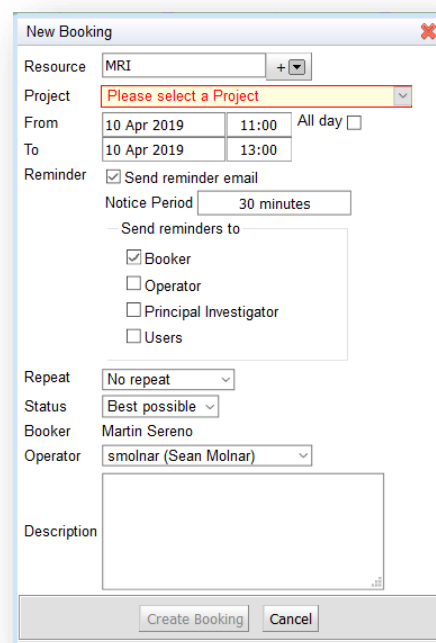
1. Select **Calendar** from the toolbar



2. In the **MRI** calendar column, highlight (left-click & drag), and select the amount of time you would like to reserve. A box titled **New Booking** will appear.

3. Complete the **New Booking** form and select **Create Booking**

- **Resource:** MRI, Testing Room/Mock Scanner, Parking
- **Project:** Select a project from the available options
- **From/To:** Date, time, and duration of reservation
- **Reminder:** To whom reminders will be sent
- **Repeat:** Do not adjust
- **Status:** Do not adjust
- **Booker:** User making the reservation
- **Operator:** Select an operator from the list of users
- **Description:** Space for anonymized subject ID's or short description  
(Do not include identifying or sensitive subject information in the description box)
- **Scan Type:** Select the option that best characterizes your scan
  - i. **Phantom** – Testing pulse sequences and MRI procedures with a phantom
  - ii. **Pilot** – Refining research protocols with an approved individual in the MRI
  - iii. **Subject** – Study is underway with recruited participants
  - iv. **Instruction** – Reserved for safety training and advising



## Cancelling a Booking

1. Select the booking that needs to be removed
2. Select **Edit -> Cancel Booking** at the bottom of the booking page
3. Choose the appropriate reason and add a short explanation for removing the booking, select **Cancel Booking** again.

## Cancellation Policy

1. A booking can be cancelled up to 48hrs before the scheduled start time and your project account will not be billed for the cost of the scanner.
2. If a booking is cancelled less than 48hrs from the scheduled start time and it has not been replaced by another scan (e.g., another participant or a different research team) the PI will be billed for time that was originally booked.
3. Moving a booking to a different date will be considered a new booking and the original time slot will need to be filled if the change occurred less than 48hrs from the scheduled start time.
4. It is good to be in touch with other labs that utilize the MRI so you can reach out and see if they can take the booking. As long as the time slot is filled by a replacement, the original booked project and PI will not be charged for the scanner time.
5. Please do not make a booking with the intent of having it serve as a place holder. Only reserve the time once you have confirmed the participant can meet their responsibilities to the study.

There is no automatic alert through Calpendo notifying the Operator or scheduler that a cancelled scan will still be billed. It is the responsibility of the PI and individual creating the booking to understand that a cost will be incurred. Let myself or Marty know if a participant has cancelled and you need help finding a project to take the time slot.

## Resources on the Calendar

- The SDSU Imaging Center has four resources available for booking through Calpendo
    - o Magnetic Resonance Imaging (MRI) – Siemens Prisma 3T
    - o Testing Room / Mock Scanner
    - o North EIS Parking #1
    - o North EIS Parking #2
1. To aid in booking multiple resources at a time, a User can change which of the four SDSU Imaging Center resources are displayed on the Calendar page
  2. Open the **Resources** dropdown menu to the left of the calendar
    - Select a single resource with a standard left mouse click
    - Select multiple resources with Ctrl+ left-click

