

Real-Time PCR qTOWER Instrument Reservation Instructions

1. Access to the Reservation Calendar

The qTOWER reservation calendar is available on the website of the Department of General and Medical Biochemistry under “qPCR – Reservations”.

Alternatively, the calendar can be accessed directly here:

[Kalendarz rezerwacji qPCR KBOiM](#)

The calendar can be viewed without reservation privileges. This allows users to check current instrument occupancy and available time slots.

To obtain permission to make reservations, please contact the instrument supervisor by e-mail:

Karolina Stojowska-Swędryńska

karolina.stojowska-swedrzyńska@ug.edu.pl

In your message, provide the e-mail address that you will use to access the calendar and confirm that you have read and accepted the Regulations for the Use of the Real-Time PCR qTOWER Instrument.

Once reservation privileges have been granted, users can make subsequent reservations independently – there is no need to contact the instrument supervisor again.

2. Checking Instrument Availability

Before making a reservation, check the calendar to ensure that the desired time slot is available.

Please note: the system technically allows overlapping reservations. Before saving a reservation, make sure that the selected time slot does not conflict with an existing reservation.

3. Making a Reservation

To reserve the instrument:

1. Find the appropriate day and approximate start time in the calendar and click the desired time slot. A new reservation window will open.
2. In the “Start” and “End” fields, enter the exact date and time at which your reservation should begin and end.
3. Click “Save” to save the reservation.
4. Check that the reservation is displayed correctly in the calendar. Your name will be assigned to the reservation automatically – there is no need to enter it manually.

Please reserve only the amount of time reasonably required for your experiment. The reservation should cover the expected duration of the program and a small additional margin for completing the experiment, saving the data, and collecting the plate. Do not reserve excessively long time slots “just in case”.

4. Modifying or Cancelling a Reservation

1. Sign in to the calendar using the e-mail address for which reservation privileges have been granted.
2. Click your reservation once in the calendar to select it.

To modify a reservation:

- click “Edit” in the top bar;
- change the date and/or start or end time as required;
- click “Save” to save the changes.

To cancel a reservation:

- click “Delete” in the top bar;
- the system will ask you to confirm that you want to delete the reservation – click “Delete” again to confirm.

If you will not be using the instrument during your reserved time slot, delete the reservation as soon as possible so that the time slot becomes available to other users.

Users can modify and delete only their own reservations. The system prevents users from modifying or deleting reservations created by other users.

5. Important

Every use of the qTOWER instrument must be registered in the reservation calendar. The instrument must not be used without a prior reservation, even if it is currently available.