

## THE WCAM BUDDY SYSTEM CALENDAR

Under the CRESS Buddy system for user safety, WCAM laboratory users may not work in the lab alone from during the hours from 5 PM to 8 AM, or on holidays. Users working during these hours must have a Buddy in the lab with them.

The WCAM Advisory Committee has created a system of “Night Monitors” to provide a scheduled safety buddy during weeknights. The Night Monitors will be responsible to be available from 5pm until 9pm on Mondays through Thursdays. Therefore all users can be assured that the lab will be available for this extra 16 hours each week.

The pool of night monitors is drawn from users who have accessed WCAM during the previous 12 months. Any user with greater than 50 hours of cleanroom access in this 12 month period is assigned a night monitor session. To help facilitate scheduling, WCAM has established a shared resource in the WiscCal calendar system. On this calendar, Night Monitors are posted with the session they will be available.

### GUIDELINES FOR USE:

1. Night Monitors will be assigned nights on the WCAM “Buddy Calendar” on a continuing basis.
2. The pool of night monitors will be regenerated prior to the previous pool’s assignments being completed. New assignments will then be posted.
3. Night Monitor assignments are Mondays through Thursdays from 5pm until 9pm.
4. Night Monitors are responsible for being available to be in the lab during their posted session. Assignments will be on the WCAM “Buddy Calendar” and a paper copy will be posted in front of the lab.
5. No other communication will be made to each Night Monitor, they are responsible for checking the calendar for their assignment.
6. Night Monitors are allowed to trade assignments with each other in order to have the session coincide with their need for the facility.
7. When trading sessions, Night Monitors should sign up on the calendar as: “Traded Monitor: Firstname Lastname.” This will alert everyone to the change.
8. **Please note:** Night Monitors are not allowed to be in the lab alone. If a second person is not in the lab during a Night Monitor’s session, the Night Monitor will place themselves in the 3<sup>rd</sup> floor atrium in front of the cleanroom until a 2<sup>nd</sup> person arrives.
9. **The cleanroom access hours for a Night Monitor will be deleted from that data base for the purposes of the recharge mechanism.** Thus the cleanroom hourly rate charge will be free for this session. A Night Monitor may use any of the tools they are trained

on during their session. Any tools they use with added tool charges will still be billed to them as usual.

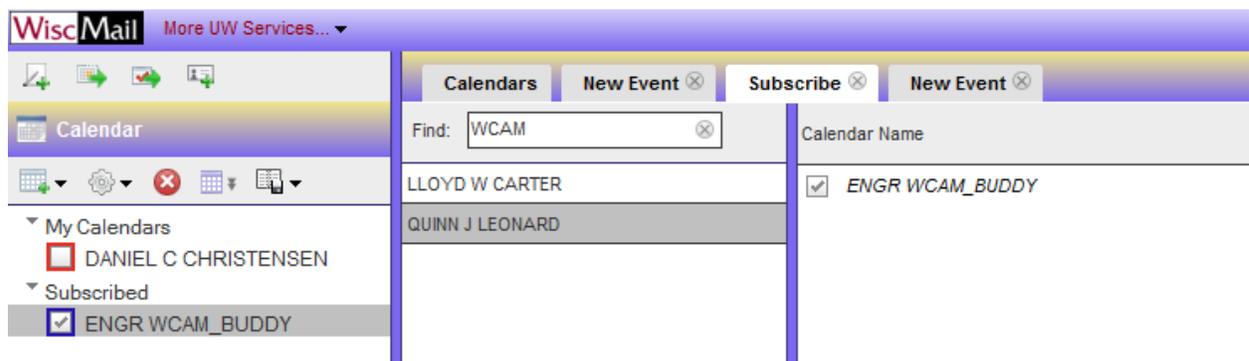
### CALENDAR AVAILABILITY:

The Buddy calendar is part of the WiscMail/WiscCal system, and can be accessed through the WiscMail web mail application (<https://wiscmail.wisc.edu/>). It may be available through other calendaring tools, such as Microsoft Outlook and Thunderbird Lightning, or as an app on some Android and Apple platforms; see details at <http://kb.wisc.edu/page.php?id=22619>

### GETTING ACCESS TO THE CALENDAR:

These instructions describe how to set up your access to the WCAM Buddy calendar in the WiscMail/WiscCal web application. For information on setting up access in other environments, see <http://kb.wisc.edu/page.php?id=22619>

- 1) Log in to your WiscMail account via the web application (<https://wiscmail.wisc.edu/>)
- 2) From the panels in the lower left part of the screen, choose "Calendar"
- 3) From the dropdown menu next to the Create or Subscribe to Calendar icon, in the upper left part of the screen, choose "Subscribe to Calendar". The Subscribe tab should now appear in the main window, with a Find box beneath it.
- 4) In the Find box, type "WCAM". The name Quinn J. Leonard, should appear in the pane below the Find box.
- 5) Click on "Quinn J. Leonard". The calendar "ENGR WCAM\_BUDDY" should appear in the right-hand pane.
- 6) Check the box in front of the ENGR WCAM\_BUDDY calendar
- 7) Click the "Subscribe" button in the lower right part of the screen.



## VIEWING EVENTS ON THE CALENDAR:

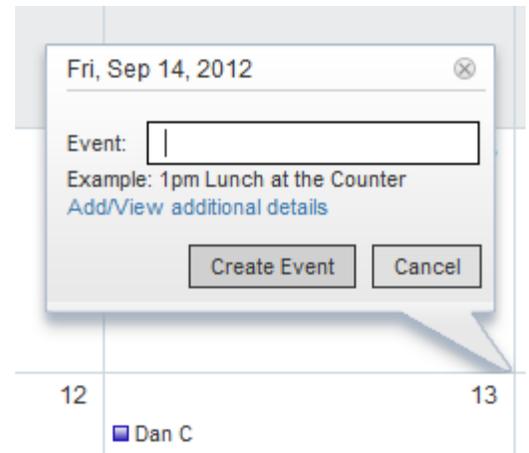
- 1) Log in to your WiscMail account via the web application (<https://wiscmail.wisc.edu/>)
- 2) From the panels in the lower left part of the screen, choose "Calendar". A calendar should appear in the main pane, and a list of available calendars should appear in the left-hand pane.
- 3) In the left-hand pane, check the box in front of "ENGR WCAM\_BUDDY". If you use WiscCal for your own scheduling, you may need to un-check the box in front of your own calendar's name, in order to see the Buddy calendar clearly.
- 4) Different calendar views (month, week, etc.) can be chosen using the icons at the top of the main pane:



## CREATING AN EVENT:

- 1) Be certain you are viewing the ENGR WCAM\_BUDDY calendar (see above).
- 2) Within the calendar, click on the day for which you want to create an event.
- 3) In the pop-up dialog box, type the name of the event. Remember that the event name should include your name, as well as the word "Monitor" or "User".
- 4) Click on "Add/View additional details":
  - a. In the "Calendar" pulldown box, select ENGR WCAM\_BUDDY
  - b. Uncheck "All Day"
  - c. Set your planned Start and End times
  - d. Add a description of what you will do
  - e. Click the "Save" icon to create the event

You do not need to issue any invitations, or make any reservations



Title:	<input type="text"/>		
Calendar:	ENGR WCAM_BUDDY		
All Day:	<input type="checkbox"/>		
Start:	09/14/12	03:30 PM	America Chicago
End:	09/14/12	04:30 PM	America Chicago

- 5) Click on an event in the calendar allows you to edit or delete it.