Abstract

You need a username and password to log in the Aalto NeuroImaging reservation system (anitime.aalto.fi). Remember to change your password when you log in for the first time. Please contact amicentre-sci@aalto.fi, aaltotms-sci@aalto.fi or megcore-sci@aalto.fi to get your username and password. Your account might be connected to multiple research permissions or only to a single research permission (depending on how many research projects you are working on). This manual applies for all three Aalto NeuroImaging facilities (AMI Centre, Aalto TMS and MEG Core).

Please read the mandatory requirements to measure at any Aalto NeuroImaging facility before you make any reservations:


Please contact Petteri Räisänen (jpr@neuro.hut.fi) if the reservation system is not working.
Making reservations

Log in to the reservation system and choose which equipment to reserve. Choose 3T MRI at AMI Centre (see Fig. 1), MEG at MEG Core or TMS at Aalto TMS. The following example is for AMI Centre and the same procedures are in use at Aalto TMS and MEG Core.

After choosing 3T MRI you can see the weekly reservation calendar (see Fig. 2). You can make reservations by selecting free time slots from the calendar (see Fig. 3) and then click Pre-reserve selected (see Fig. 4).
Figure 2. Weekly reservation calendar showing reserved time slots.
Figure 3. Select free time slots from calendar e.g. 11-12 on Thursday 12.12.2013 as shown in orange.
Figure 4. After selecting time slots press Pre-reserve selected.

NOTE! The duration of the time slot is now 0.5 hour, so remember to choose enough time slots.

Then you can choose if you need technical assistance during your measurements (see Fig. 5). You can also choose the correct billing information if selected research permission has multiple billing addresses (see Fig. 5). Confirm your reservation by clicking Confirm reservation (see Fig. 5).

Figure 5. You can request technical assistance for your reservations. Choose also correct billing information if your project has multiple billing addresses. To confirm your reservation click Confirm reservation.
Cancelling reservations

You will have the option to cancel reservations 48 hours before the reservation. This can be done by selecting the reserved time slots and clicking **Cancel selected** (see Fig. 6 and 7). If you need to cancel reservations after 48 hours grace period (subject did not show up, subject is ill etc.), please contact AMI personnel.

**Figure 6.** Select time slots you want to cancel e.g. 11-12 on Thursday 12.12.2013 (shown in orange).

**Figure 7.** To confirm cancellation click **Cancel selected**.
My reservations

You can check your upcoming reservations by clicking *My reservations* (see Fig. 8). By hovering mouse on top of *My reservations* and choosing *Reservation summary* you can see all of your reservations (see Fig. 8).

![Reservation summary](image)

Figure 8. Click *My reservations* to check your upcoming reservations. Hover mouse on top of *My reservations* and you can choose *Reservation summary* to observe all the reservations you have made.
My settings

You can update your information my choosing My settings (see Fig. 9). To change your password hover mouse on top of My settings and choose Change password (see Fig. 9).

Figure 9. Click My settings to check/update your information. Hover mouse on top of My settings and choose Change password to change password.