

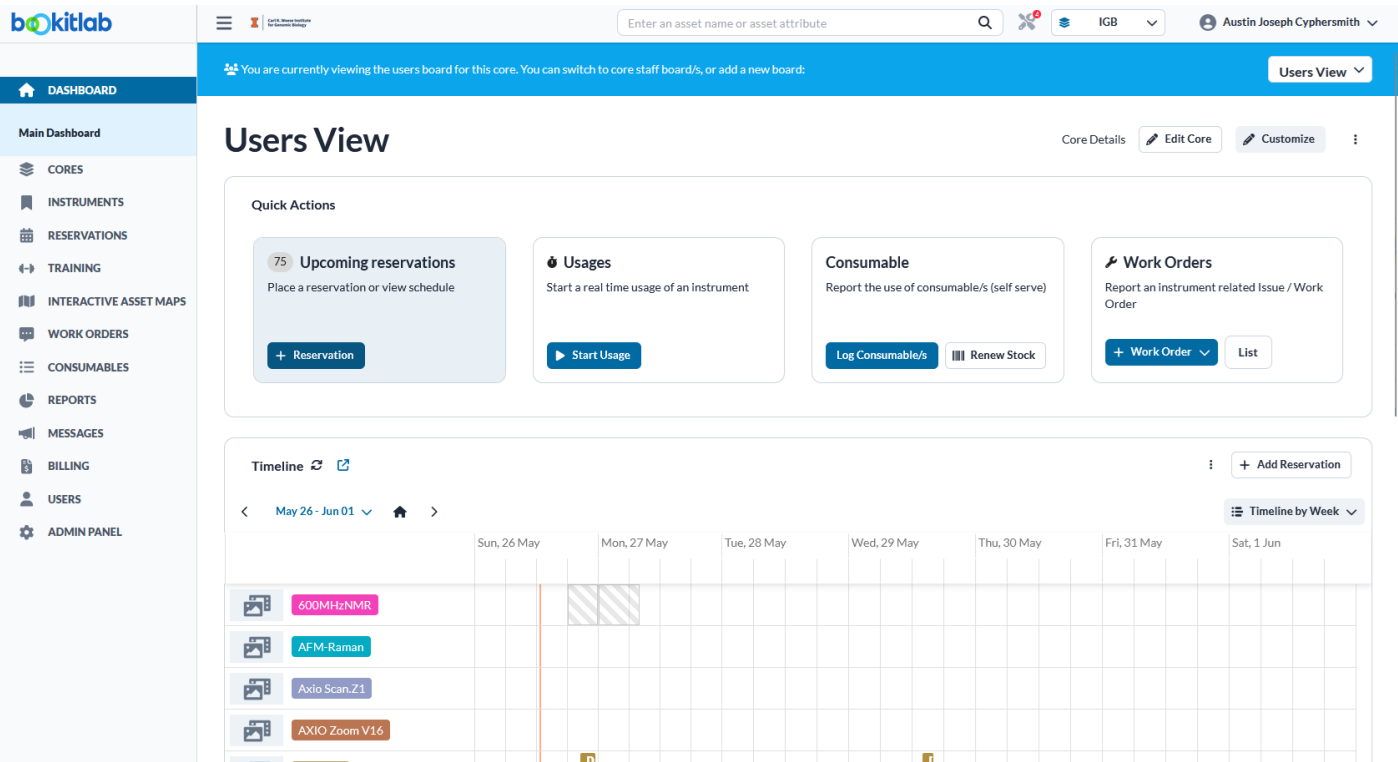
# Reserve Instrument Time

- [Reserve Instrument Time \(Quick Access\)](#)
- [Reserve Instrument Time \(Side Menu\)](#)
- [Cancel a Reservation](#)

# Reserve Instrument Time (Quick Access)

On the Main Dashboard you will see Quick Action Widgets

Choose the +Reservation button on the the Upcoming reservations widget.



Choose the instrument you want to reserve time on. You may need to add a filter and select/type the name of the instrument. The table view will also show a more comprehensive list if instruments.

Create Reservation

My Instruments/ Assets

ism

Filters

Active Assets: Yes

Availability Type: Bookable Equipment

Recent Assets

SR-SIM

LSM 880

Cypher-AFM

LSM 700

LSM 700

# 46

Status Up

Building IGB

LSM 710

# 47

Status Up

Building IGB

LSM 880

# 48

Status Up

Building IGB

LSM 900

# 49

Status Up

Building IGB

Rows per Page 10

1-4 of 4

The calendar with the instrument's current reservations will be displayed. On the right you will see the add reservation panel. Here you can add the date and time that you want to reserve. Choose the correct User Group (this is your PI), your user name, Internal Billing, and the Project Name (this is your CFOP). Then choose save.

bookitlab

Enter an asset name or asset attribute

IGB

Austin Joseph Cyphersmith

DASHBOARD

Main Dashboard

CORES

INSTRUMENTS

RESERVATIONS

TRAINING

INTERACTIVE ASSET MAPS

WORK ORDERS

CONSUMABLES

REPORTS

MESSAGES

BILLING

USERS

ADMIN PANEL

Calendar

Filters

Service: LSM 710

Sun, 26 May

Mon, 27 May

Tue, 28 May

Wed, 29 May

Thu, 30 May

Fri, 31 May

Sat, 1 Jun

08 am						
09 am						
10 am						
11 am						
12 pm						
01 pm						
02 pm						
03 pm						
04 pm						
05 pm						
06 pm						
07 pm						
08 pm						
09 pm						

Log as Reservation

Report Downtime

Reservation Details

Resource LSM 710

Full Days

From 05/26/2024 12:30 PM

To 05/26/2024 3:30 PM

User Group Core Staff

User Austin Joseph Cyphersmith

Billing Type Internal

Project Name test

Repetitive Reservation Do Not Repeat

Reservation Consumables Add Consumable

Save More

© BookitLab - Core Facilities Management Software By Pro4biz 2024.

v39.13.8881.27249; System Time: May 26, 2024 12:26 PM; Last Update: May 26, 2024 12:00 AM;

Terms Of Use

If you cannot find your CFOP listed in the Project Name drop down, please contact the core staff.



# Reserve Instrument Time (Side Menu)

Click on the Reservations Tab on the menu to the left.

The screenshot displays the BookItLab IGB (Instrument Gateway Board) interface. On the left, a vertical side menu contains the following items: DASHBOARD, Main Dashboard, CORES, INSTRUMENTS, RESERVATIONS (highlighted in blue), TRAINING, INTERACTIVE ASSET MAPS, WORK ORDERS, CONSUMABLES, REPORTS, MESSAGES, BILLING, USERS, and ADMIN PANEL. The main content area is titled 'IGB' and includes a search bar at the top with the placeholder 'Enter an asset name or asset attribute'. Below the search bar, a blue banner states: 'You are currently viewing the users board for this core. You can switch to core staff board/s, or add a new board.' with a 'Users View' dropdown. The 'Quick Actions' section contains four cards: 'Upcoming reservations' (with a '+ Reservation' button), 'Usages' (with a 'Start Usage' button), 'Consumable' (with 'Log Consumable/s' and 'Renew Stock' buttons), and 'Work Orders' (with a '+ Work Order' dropdown and a 'List' button). Below this is a 'Timeline' section with a calendar view for May 19-25. The calendar shows reservations for '600MHzNMR' (pink bar) and 'AFM-Raman' (blue bar) on Monday, May 20. A vertical orange line marks Friday, May 24. The URL at the bottom left is 'https://core.bookitlab.com/illinois-igb/schedule'.

Choose Schedule and click on the Filters button just above the calendar.



bookitlab

☰

Log In

My Account

Admin Panel

Enter an asset name or asset attribute

🔍

🗖️

🌐

IGB

▼

👤

Austin Joseph Cyphersmith

▼

🏠 DASHBOARD

📊 CORES

📋 INSTRUMENTS

📅 RESERVATIONS

📈 SCHEDULE

🕒 USERS TIMELINE

📜 RESERVATIONS HISTORY

📄 USAGE HISTORY

🔄 TRAINING

🗺️ INTERACTIVE ASSET MAPS

📋 WORK ORDERS

☰ CONSUMABLES

📊 REPORTS

📧 MESSAGES

📄 BILLING

👤 USERS

⚙️ ADMIN PANEL

Calendar

🔼 Filters

Service:

LSM 880

✕

<

May

▼

📅

🏠

>

Calendar by Month

⬆

CALENDAR

📅 Day

📅 Week

📅 Month

TIMELINE

📅 Day

📅 Week

📅 Month

📅 Quarter

📅 Year

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

28

29

30

01

02

05

06

07

08

09

12

13

14

15

16

19

20

21

22

23

24

25

26

27

28

29

30

31

01

© BookitLab - Core Facilities Management Software By Pro4biz 2024.

v39.13.8881.27249; System Time: May 24, 2024 4:22 PM; Last Update: May 24, 2024 12:00 AM;

Terms Of Use

Drag on the calendar the time you want to reserve. A menu on the right will appear. Use this to adjust the time. Here you can add the date and time that you want to reserve. Choose the correct User Group (this is your PI), your user name, Internal Billing, and the Project Name (this is your CFOP). Then choose save.

bookitlab

☰

🔍

Enter an asset name or asset attribute

✂️

🌐

IGB

👤 Austin Joseph Cyphersmith

🏠 DASHBOARD

📁 CORES

📋 INSTRUMENTS

📅 RESERVATIONS

Schedule

Users Timeline

Reservations History

Usage History

🔄 TRAINING

🗺️ INTERACTIVE ASSET MAPS

📋 WORK ORDERS

📋 CONSUMABLES

📊 REPORTS

📧 MESSAGES

📄 BILLING

👤 USERS

⚙️ ADMIN PANEL

Calendar

🔿 Filters

Service: LSM 880

✕

<

May 19 - 25

>

📅 Calendar by Week

	Sun, 19 May	Mon, 20 May	Tue, 21 May	Wed, 22 May	Thu, 23 May	Fri, 24 May	Sat, 25 May
08 am							
09 am							
10 am							
11 am							
12 pm							
01 pm							
02 pm							
03 pm							
04 pm							
05 pm							
06 pm							
07 pm							
08 pm							
09 pm							

Add Reservation

Log as Reservation

Report Downtime

Reservation Details

Resource LSM 880

🔴 Full Days

From 05/25/2024 1:00 PM

To 05/25/2024 2:00 PM

User Group Core Staff

User Austin Joseph Cyphersmith

Billing Type Internal

Protect Name

Repetitive Reservation Do Not Repeat

Reservation Consumables

The reservation will appear on the calendar and a green box will appear at the bottom notifying you that the reservation was made successfully.

bookitlab

Core Facilities Management Software

Enter an asset name or asset attribute

Q

IGB

Austin Joseph Cyphersmith

DASHBOARD

CORES

INSTRUMENTS

RESERVATIONS

Schedule

Users Timeline

Reservations History

Usage History

TRAINING

INTERACTIVE ASSET MAPS

WORK ORDERS

CONSUMABLES

REPORTS

MESSAGES

BILLING

USERS

ADMIN PANEL

Calendar

Filters

Service: LSM 880

< May 19 - 25 >

Calendar by Week

	Sun, 19 May	Mon, 20 May	Tue, 21 May	Wed, 22 May	Thu, 23 May	Fri, 24 May	Sat, 25 May
08 am							
09 am							
10 am							
11 am							
12 pm							
01 pm							
02 pm							
03 pm							Austin Joseph Cyphersmith 25-5-2024 3:00 PM - 25-5-2024 5:00 PM LSM 880
04 pm							
05 pm							
06 pm							
07 pm							
08 pm							
09 pm							

Reservation Details #175 Created!

Reservation created successfully

© BookitLab - Core Facilities Management Software By Prog4biz 2024.

v39.13.8881.27249; System Time: May 24, 2024 4:22 PM; Last Update: May 24, 2024 12:00 AM;

Terms Of Use



# Cancel a Reservation

To cancel a reservation, go to the calendar via the Reservations tab on the the left menu.

bookitlab

Core Facilities Management Software By Pro4biz

Enter an asset name or asset attribute

Q

IGB

Austin Joseph Cyphersmith

DASHBOARD

CORES

INSTRUMENTS

RESERVATIONS

TRAINING

INTERACTIVE ASSET MAPS

WORK ORDERS

CONSUMABLES

REPORTS

MESSAGES

BILLING

USERS

ADMIN PANEL

Calendar

Filters

May

Calendar by Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	01	02	03	04
			8:00 AM 9:15 AM 9:00 AM 11:00 AM 1:15 PM	11:00 AM 1:00 PM		
05	06	07	08	09	10	11
	1:00 PM	11:15 AM 1:00 PM	8:00 AM 10:00 AM 8:00 PM	1:00 PM 1:00 PM 1:00 PM	1:00 PM 2:00 PM 3:00 PM	
12	13	14	15	16	17	18
	1:00 PM	11:15 AM 1:00 PM	8:00 AM 10:00 AM 8:00 PM	1:00 PM 1:00 PM 1:00 PM	1:00 PM 2:00 PM 3:00 PM	
19	20	21	22	23	24	25
11:00 AM 1:00 PM	1:00 PM 1:00 PM 1:00 PM 1:00 PM	1:00 AM 1:00 PM 1:00 PM	1:00 PM	1:00 PM 1:00 PM	1:00 PM	1:00 PM
26	27	28	29	30	31	01

https://core.bookitlab.com/illinois-igb/schedule

© BookitLab - Core Facilities Management Software By Pro4biz 2024.

v09.13.8881.27249; System Time: May 26, 2024 11:57 PM; Last Update: May 26, 2024 12:00 AM;

Terms Of Use

Filter your selection by the instrument you want. Click on your reservation.

bookitlab

Core Facilities Management Software By Pro4biz

Enter an asset name or asset attribute

Q

IGB

Austin Joseph Cyphersmith

DASHBOARD

CORES

INSTRUMENTS

RESERVATIONS

TRAINING

INTERACTIVE ASSET MAPS

WORK ORDERS

CONSUMABLES

REPORTS

MESSAGES

BILLING

USERS

ADMIN PANEL

Calendar

Filters

May

Calendar by Month

Service: LSM 710 X

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	01
			1:00 PM			

© BookitLab - Core Facilities Management Software By Pro4biz 2024.

v09.13.8881.27249; System Time: May 27, 2024 12:02 AM; Last Update: May 26, 2024 12:00 AM;

Terms Of Use

On the reservation menu on the right, click "Cancel" at the bottom of the menu.

bookitlab

Enter an asset name or asset attribute

IGB

Austin Joseph Cyphersmith

DASHBOARD

CORES

INSTRUMENTS

RESERVATIONS

Schedule

Users Timeline

Reservations History

Usage History

TRAINING

INTERACTIVE ASSET MAPS

WORK ORDERS

CONSUMABLES

REPORTS

MESSAGES

BILLING

USERS

ADMIN PANEL

Calendar

Filters

Service: LSM 710

Calendar by Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	01

1:00 PM

Reservation #187

Reservation Details

Resource LSM 710

Full Days

From 05/29/2024 1:00 PM

To 05/29/2024 3:00 PM

User Group Core Staff

User Austin Joseph Cyphersmith

Billing Type Internal

Project Name test

Reservation Consumables

Add Consumable

Remarks

Save Cancel More

© BookitLab - Core Facilities Management Software By Prog4biz 2024.

v39.13.8881.27249; System Time: May 27, 2024 12:02 AM; Last Update: May 26, 2024 12:00 AM;

Terms Of Use

A green notification will pop up to confirm you successfully cancelled your reservation.

bookitlab

Enter an asset name or asset attribute

IGB

Austin Joseph Cyphersmith

DASHBOARD

CORES

INSTRUMENTS

RESERVATIONS

Schedule

Users Timeline

Reservations History

Usage History

TRAINING

INTERACTIVE ASSET MAPS

WORK ORDERS

CONSUMABLES

REPORTS

MESSAGES

BILLING

USERS

ADMIN PANEL

Calendar

Filters

Service: LSM 710

Calendar by Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	01

Reservation Details #187 Updated!

© BookitLab - Core Facilities Management Software By Prog4biz 2024.

v39.13.8881.27249; System Time: May 27, 2024 12:02 AM; Last Update: May 26, 2024 12:00 AM;

Terms Of Use