

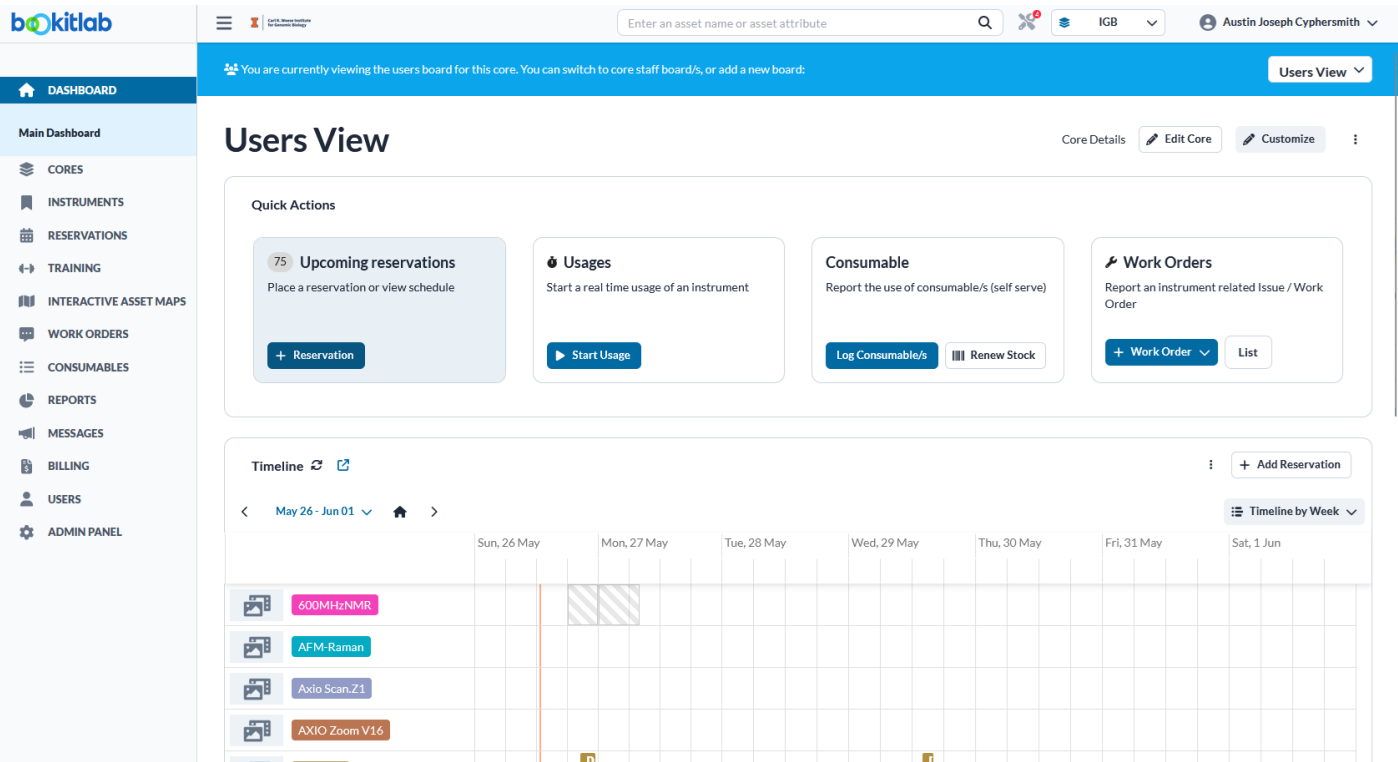
Reserve Instrument Time

- [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

LSM 710

LSM 880

LSM 900

Clear Selection

Select All

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.

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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

May 26 - Jun 01

Calendar by Week

	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							

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Terms Of Use

Add Reservation

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

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 Browser) 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 main content area is divided into four quick action boxes: '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 these boxes is a 'Timeline' section with a date range of 'May 19 - 25' and a 'Timeline by Week' dropdown. The timeline grid shows reservations for four instruments: 600MHzNMR (pink), AFM-Raman (blue), Axio Scan.Z1 (purple), and AXIO Zoom V16 (orange). The 600MHzNMR instrument has a reservation on Monday, May 20th. The AFM-Raman instrument has a reservation on Tuesday, May 21st. The Axio Scan.Z1 instrument has a reservation on Wednesday, May 22nd. The AXIO Zoom V16 instrument has a reservation on Thursday, May 23rd. The timeline grid also shows a 'Filters' button above the calendar.

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

Calendar

Filters (0)

Service Is

Instrument List

+ More Filters

Apply

Reset

Calendar by Week

May 19 - 25

Calendar view showing reservations for May 19-25. The calendar is organized by day (Tue, 21 May to Sat, 25 May) and time slots (01 pm to 10 pm). Reservations are color-coded by instrument and user. A filters modal is open, allowing users to filter by Service and Instrument List.

Search or type in the name of the instrument you want to reserve.

Calendar

Filters (0)

Service Is

Instrument List

+ More Filters

Apply

Reset

Calendar by Week

May 19 - 25

Calendar view showing reservations for May 19-25. The calendar is organized by day (Tue, 21 May to Sat, 25 May) and time slots (01 pm to 10 pm). Reservations are color-coded by instrument and user. A filters modal is open, allowing users to filter by Service and Instrument List.

Change the calendar/timeline view with the menu on the right. Calendar by month or week are very useful.

bookitlab

☰

Log In

My Profile

Logout

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 ✕

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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
26	27	28	29	30	31

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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.

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☰

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Enter an asset name or asset attribute

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IGB

👤

Austin Joseph Cyphersmith

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DASHBOARD

📁

CORES

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RESERVATIONS

📅

Schedule

📅

Users Timeline

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Reservations History

📅

Usage History

🔄

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📖

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📋

WORK ORDERS

📋

CONSUMABLES

📊

REPORTS

📧

MESSAGES

📄

BILLING

👤

USERS

⚙️

ADMIN PANEL

Calendar

🔍

Filters

Service:

LSM 880

✕

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May 19 - 25

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📅

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

Project Number is a required field

Repetitive Reservation

Do Not Repeat

Reservation Consumables

Save

More

✕

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

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Core Facilities Management Software

Enter an asset name or asset attribute

Q

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DASHBOARD

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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

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Cancel a Reservation

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

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DASHBOARD

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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 4:00 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 4:00 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

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

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Q

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DASHBOARD

CORES

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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			

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

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Service: LSM 710

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

28

29

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01

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16

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21

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23

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31

01

1:00 PM

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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

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

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Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

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Reservation Details #187 Updated!

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