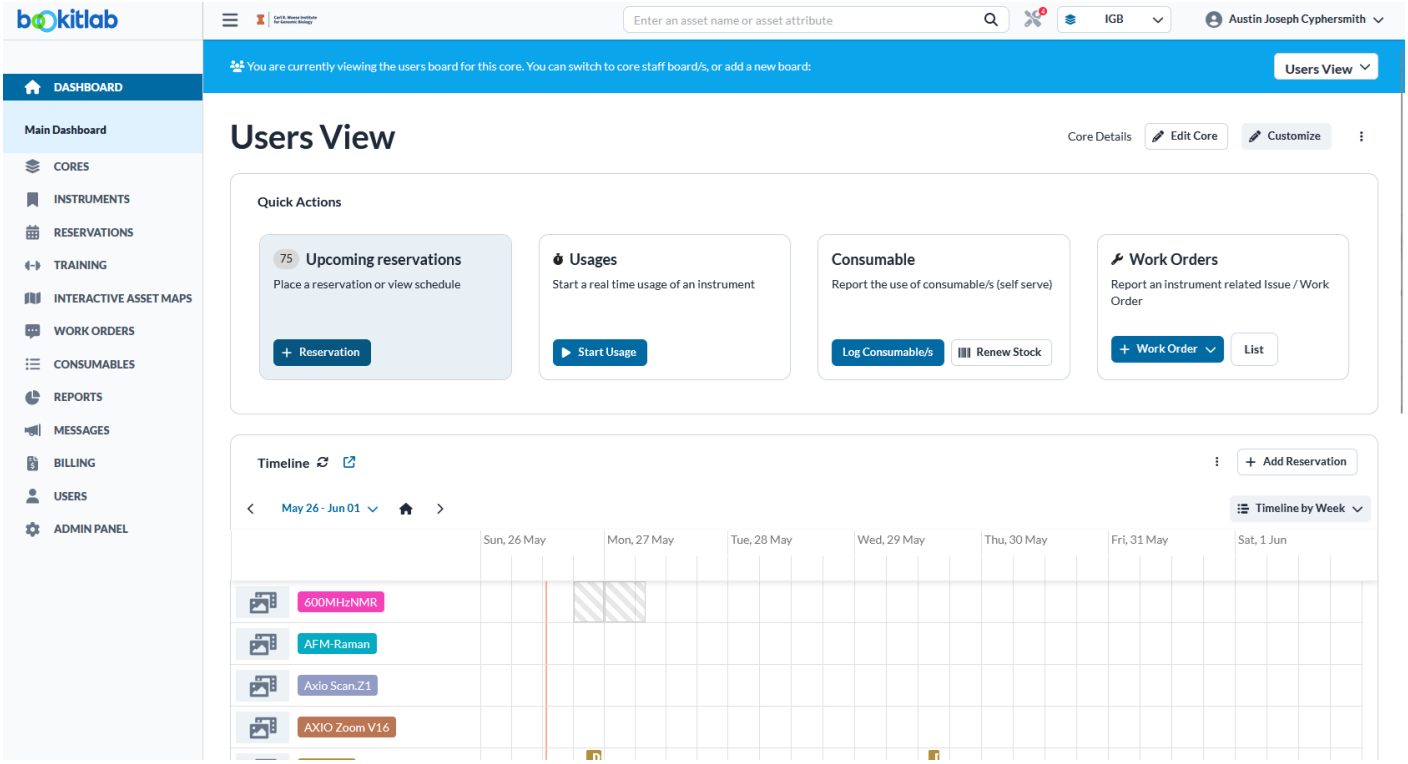
Reserve Instrument Time

- Reserve Instrument Time (Quick Access)
- Reserve Instrument Time (Side Menu)
- Cancel a Reservation

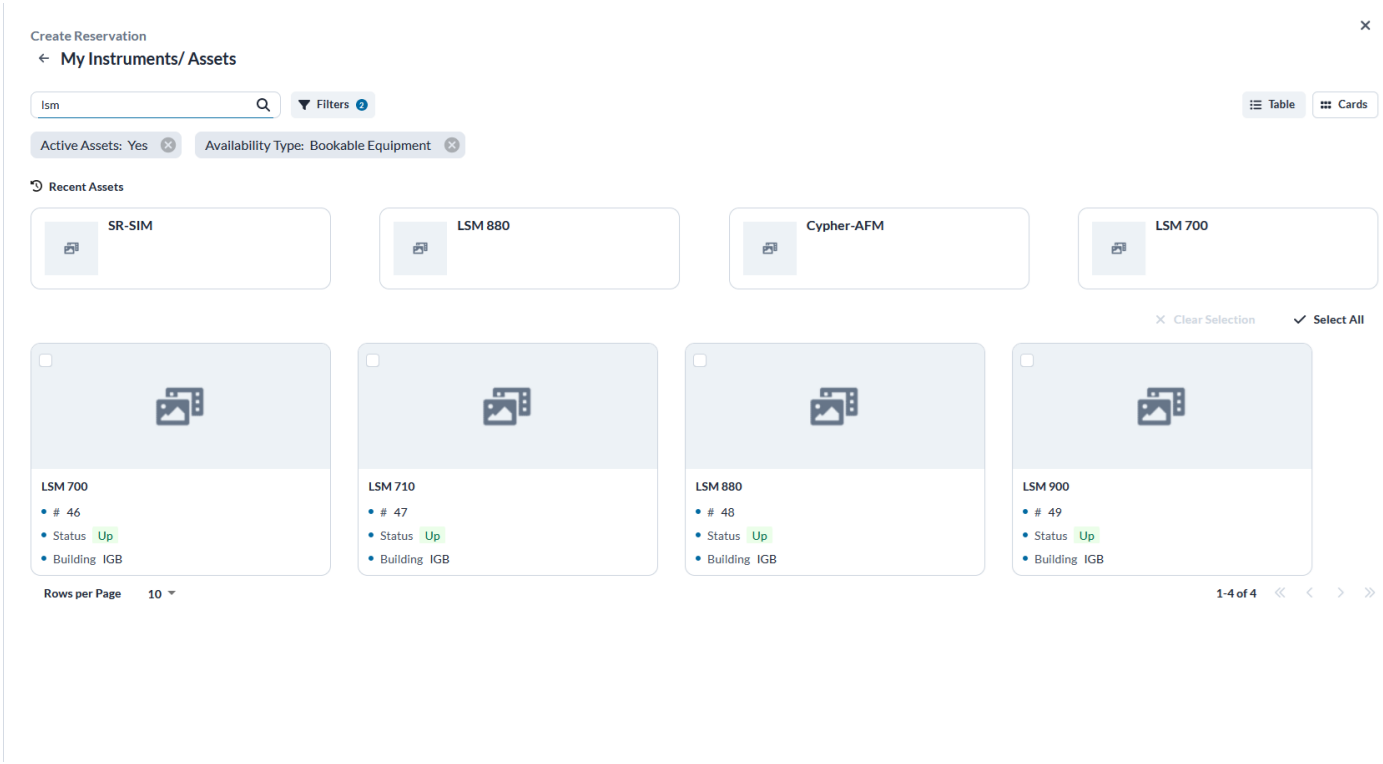
Reserve Instrument Time (Quick Access)

On the Main Dashboard you will see Quick Action Widgets

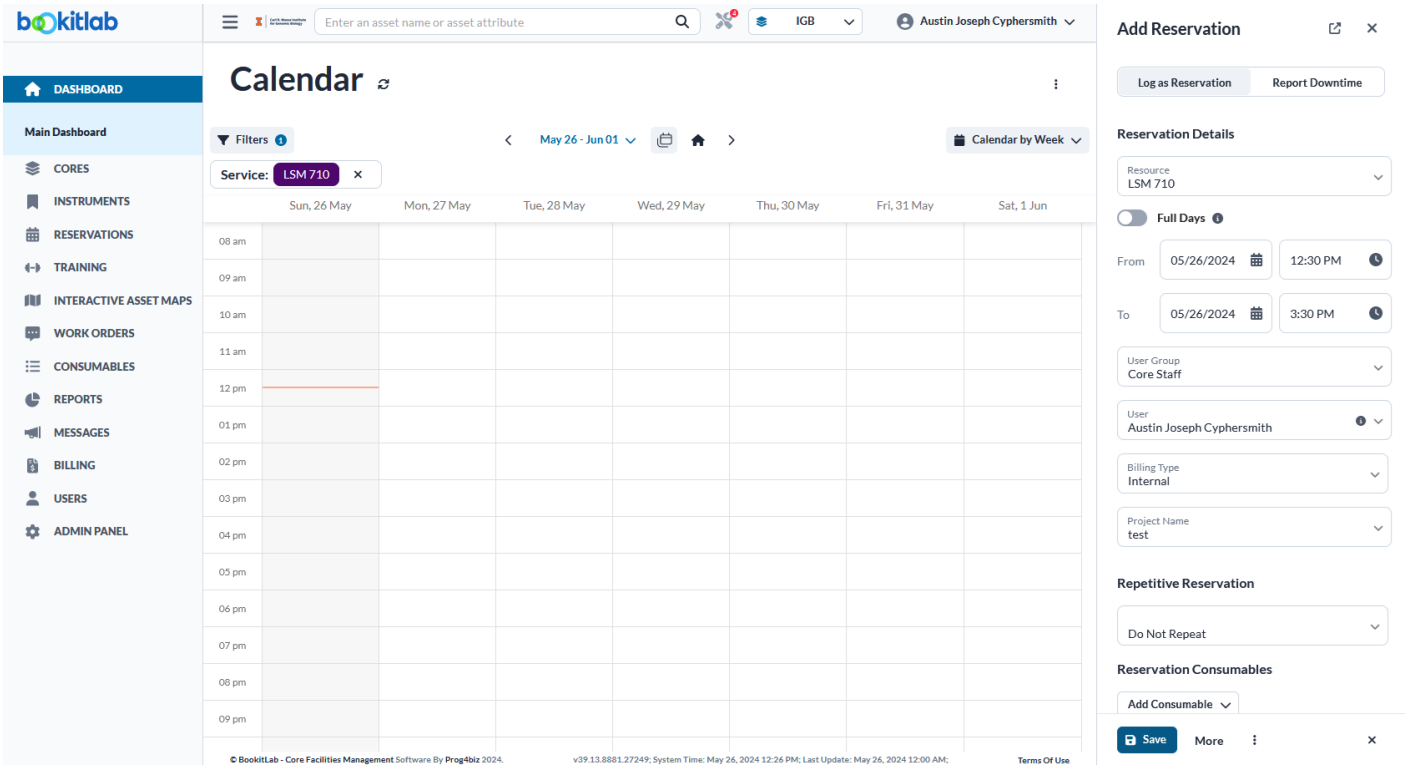
Choose the +Reservation button on the the Upcoming reservations widget.



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.



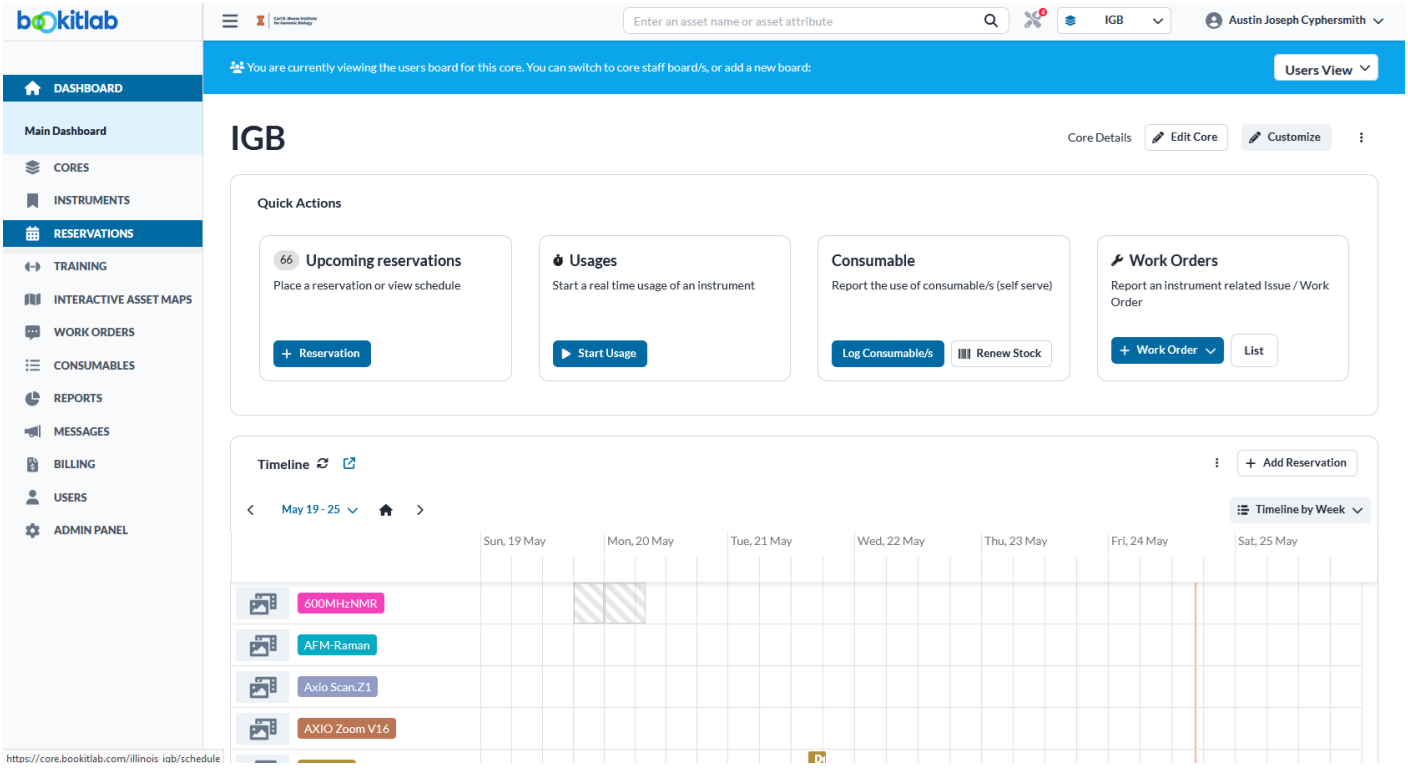
The calendar with the instrument's current reservations will be displayed. On the right you will see the add reservation panel. Here you can add the date and time that you want to reserve. Choose the correct User Group (this is your PI), your user name, Internal Billing, and the Project Name (this is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



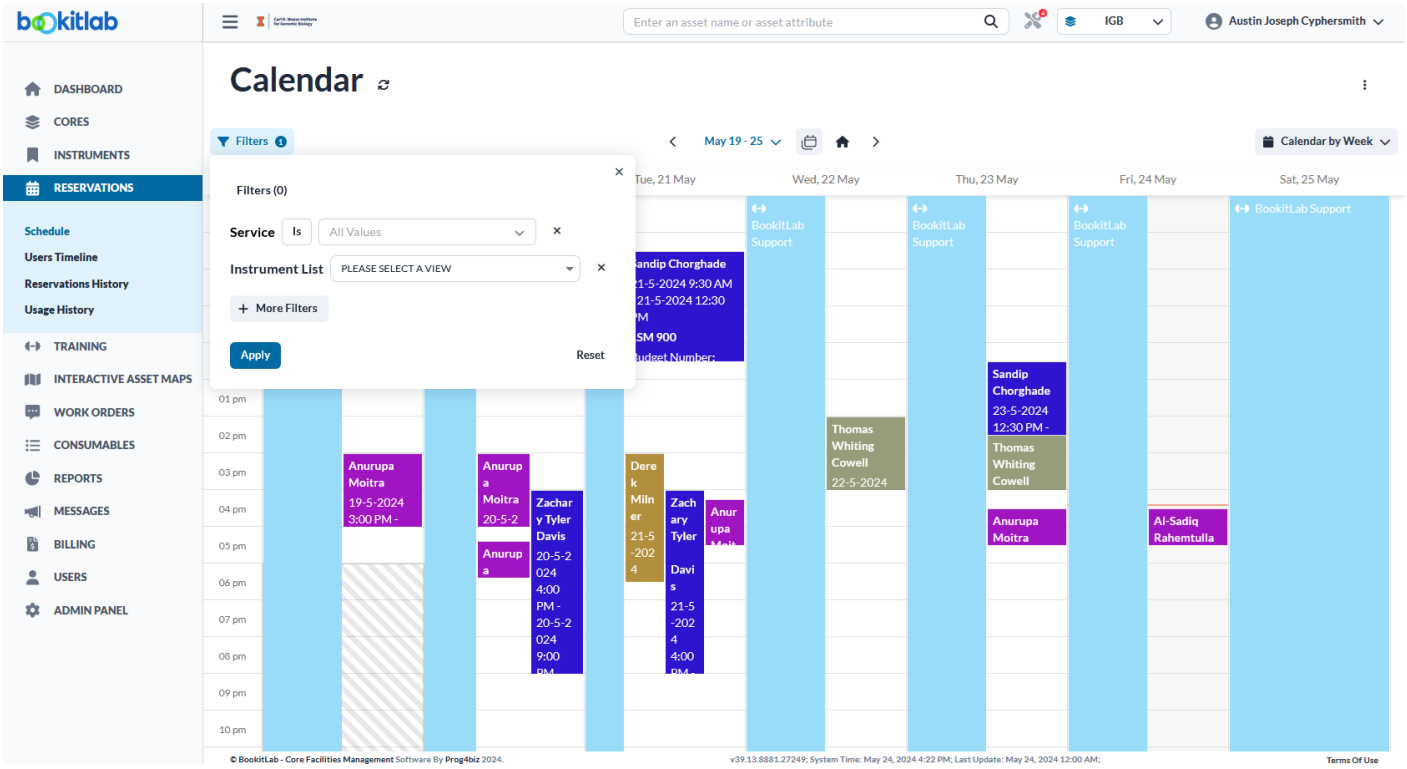
If you cannot find your CFOP listed in the Project Name drop down, please contact the core staff.

Reserve Instrument Time (Side Menu)

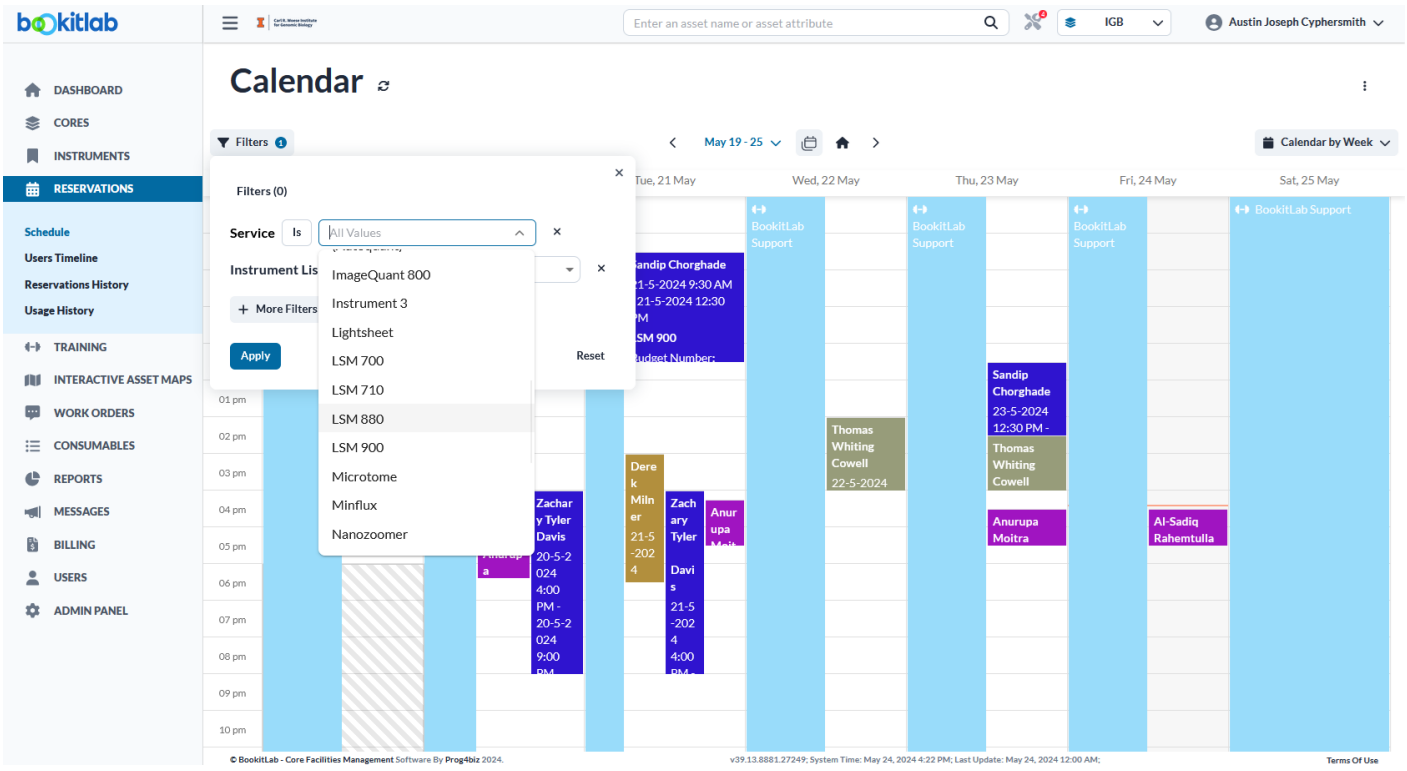
Click on the Reservations Tab on the menu to the left.



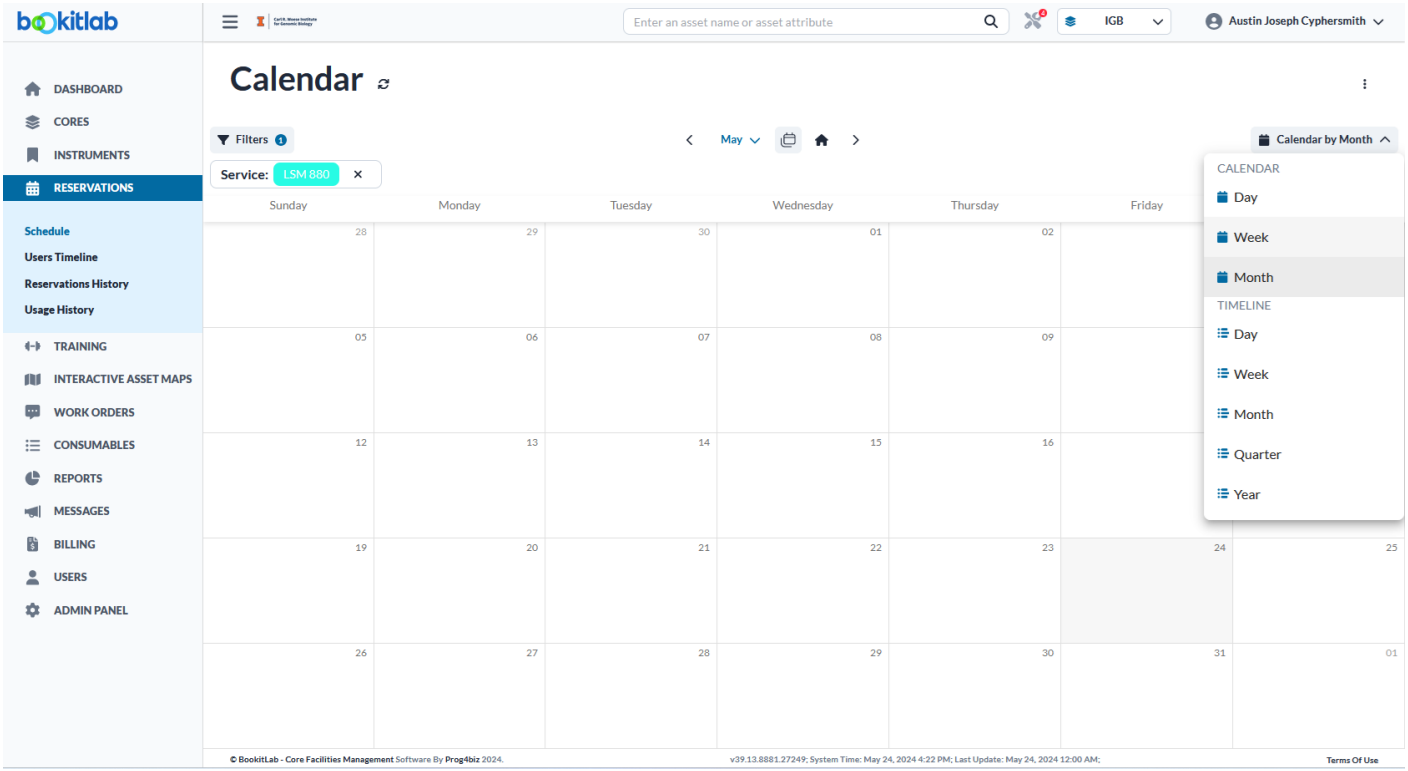
Choose Schedule and click on the Filters button just above the calendar.



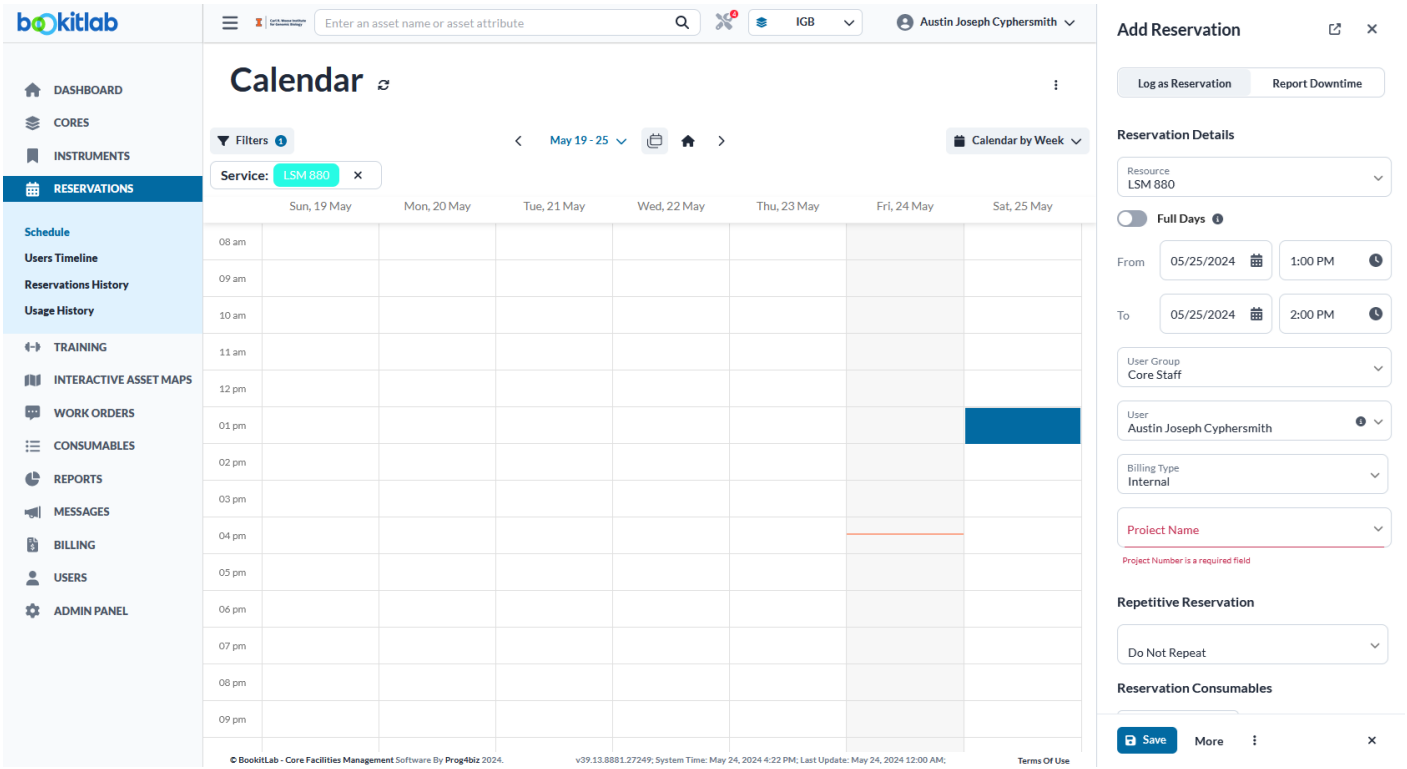
Search or type in the name of the instrument you want to reserve.



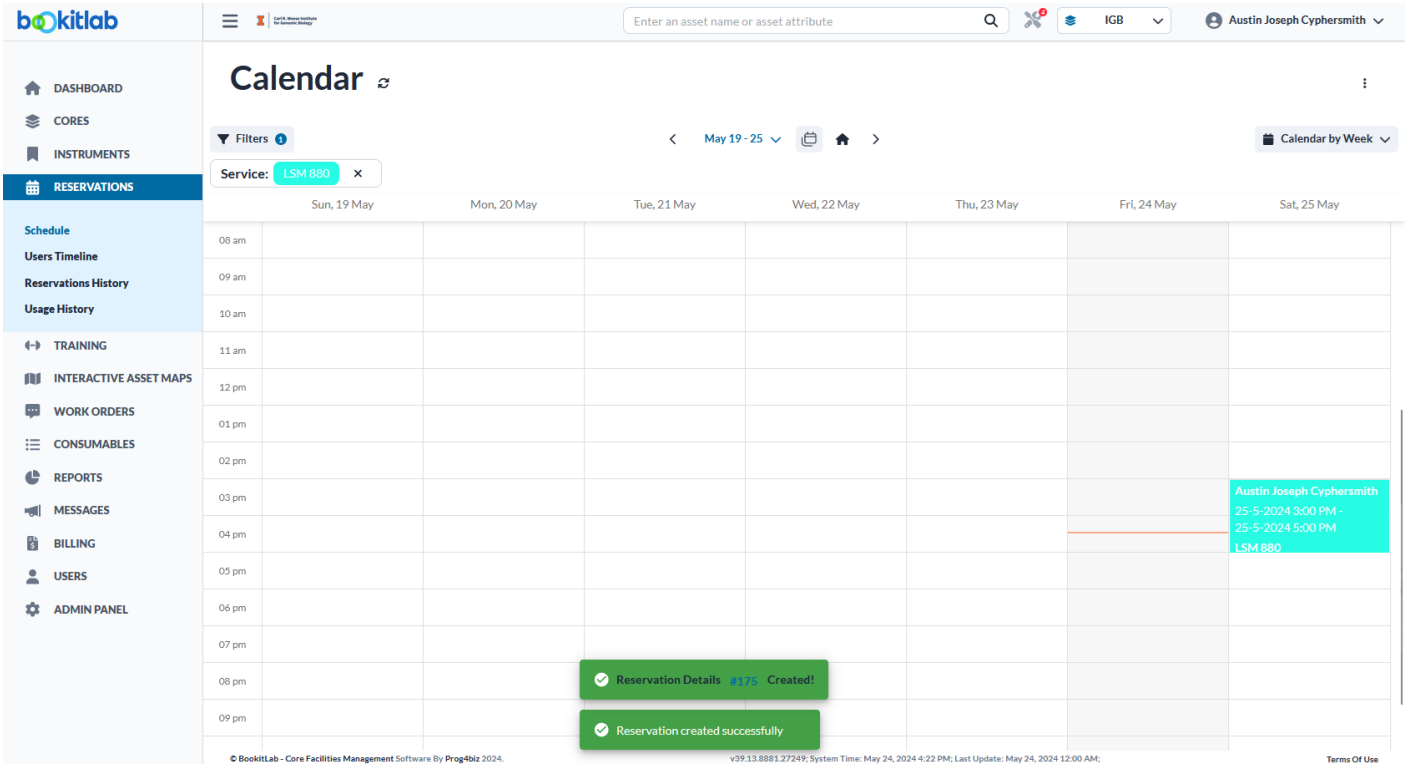
Change the calendar/timeline view with the menu on the right. Calendar by month or week are very useful.



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.

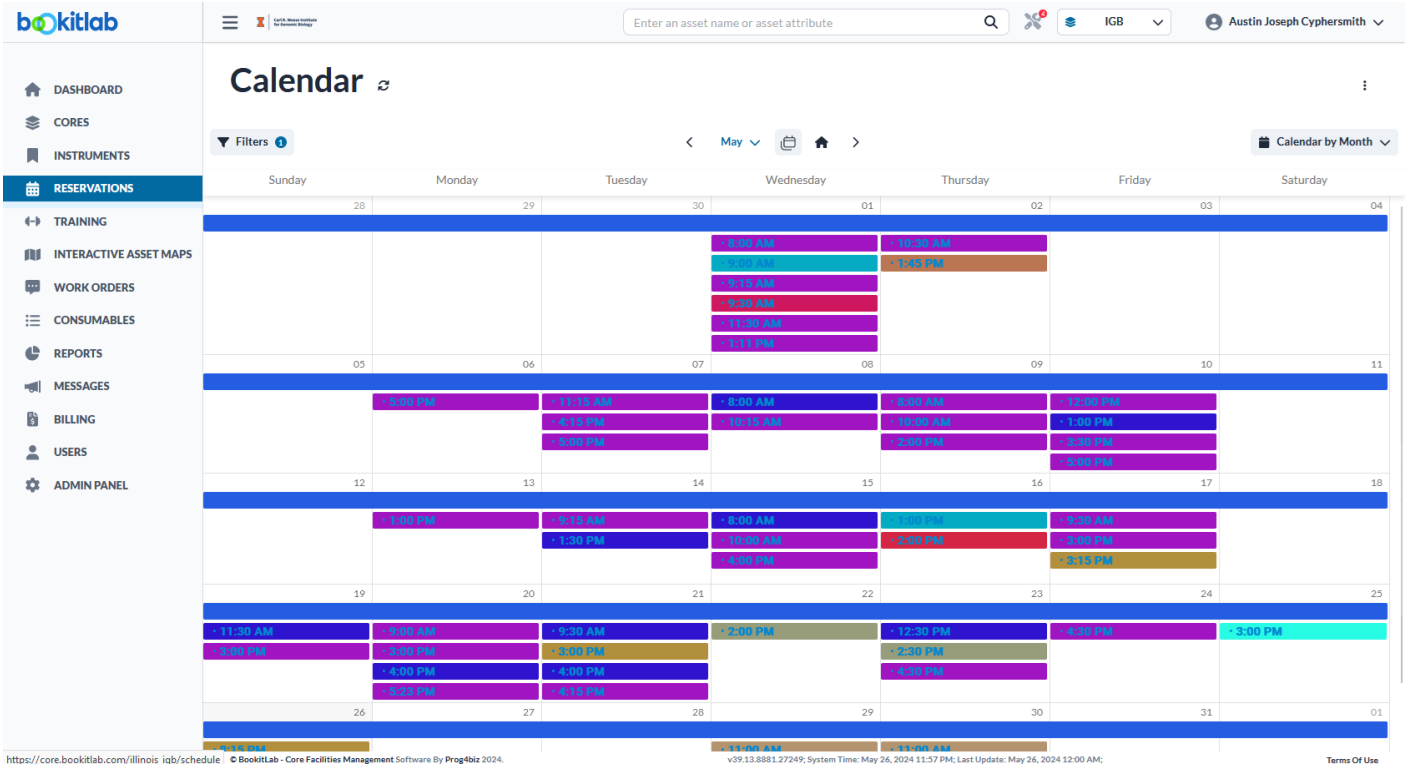


The reservation will appear on the calendar and a green box will appear at the bottom notifying you that the reservation was made successfully.

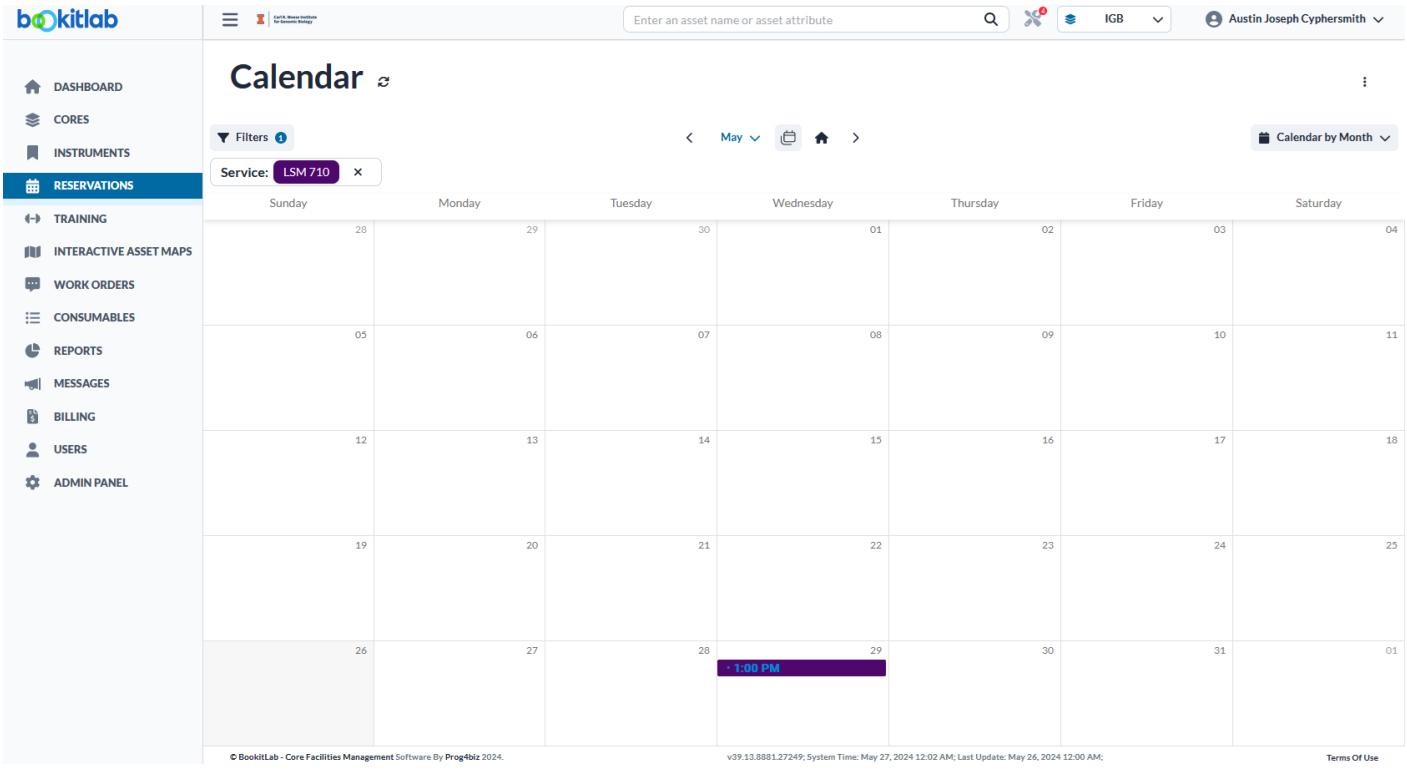

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Enter an asset name or asset attribute
IGB
Austin Joseph Cyphersmith
DASHBOARD
CORES
INSTRUMENTS
RESERVATIONS
Schedule
Users Timeline
Reservations History
Usage History
TRAINING
INTERACTIVE ASSET MAPS
WORK ORDERS
CONSUMABLES
REPORTS
MESSAGES
BILLING
USERS
ADMIN PANEL
Calendar
Filters
May 19 - 25
Calendar by Week
Service:
LSM 880
Sun, 19 May
Mon, 20 May
Tue, 21 May
Wed, 22 May
Thu, 23 May
Fri, 24 May
Sat, 25 May
08 am
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11 am
12 pm
01 pm
02 pm
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04 pm
05 pm
06 pm
07 pm
08 pm
09 pm
Austin Joseph Cyphersmith
25-5-2024 3:00 PM -
25-5-2024 5:00 PM
LSM 880
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

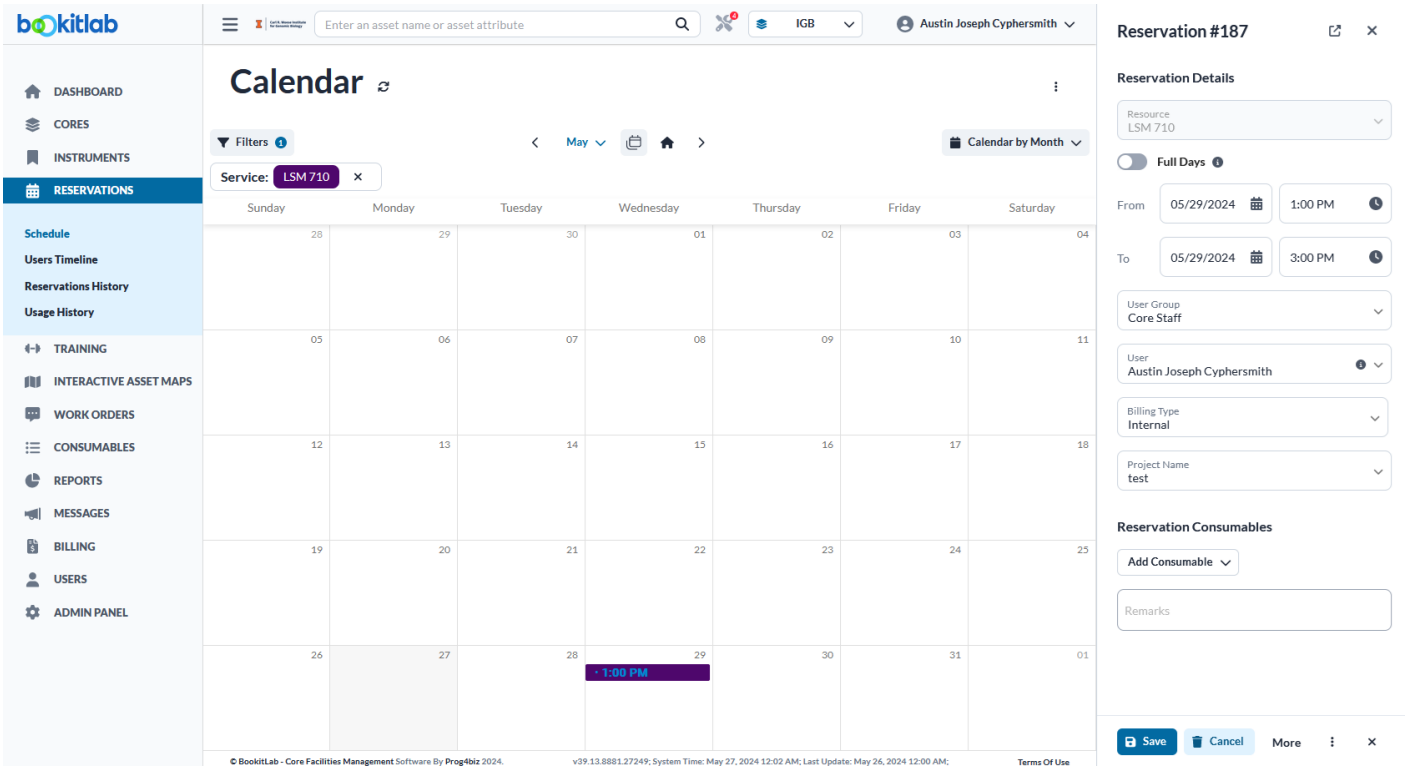
To cancel a reservation, go to the calendar via the Reservations tab on the the left menu.



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



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



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

