

Reserve Instrument Time

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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.

The screenshot displays the 'Users View' dashboard in the bookitlab system. The interface includes a top navigation bar with the bookitlab logo, a search bar, and user information for Austin Joseph Cyphersmith. A blue banner at the top indicates the current view is for a specific core. The main content area is titled 'Users View' and features a 'Quick Actions' section with four widgets: 'Upcoming reservations' (75 items, with a '+ Reservation' button), 'Usages' (with a 'Start Usage' button), 'Consumable' (with 'Log Consumable/s' and 'Renew Stock' buttons), and 'Work Orders' (with '+ Work Order' and 'List' buttons). Below this is a 'Timeline' view for the period 'May 26 - Jun 01', showing a grid of instrument reservations. The instruments listed are 600MHz NMR, AFM-Raman, Axio Scan.Z1, and AXIO Zoom V16. A '+ Add Reservation' button is visible in the top right of the timeline area.

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

Active Assets: Yes Availability Type: Bookable Equipment

Recent Assets

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

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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

DASHBOARD

Main Dashboard

- CORES
- INSTRUMENTS
- RESERVATIONS
- TRAINING
- INTERACTIVE ASSET MAPS
- WORK ORDERS
- CONSUMABLES
- REPORTS
- MESSAGES
- BILLING
- USERS
- ADMIN PANEL

Enter an asset name or asset attribute IGB Austin Joseph Cyphersmith

Calendar

Filters May 26 - Jun 01

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							

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Add Reservation

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

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 interface. On the left is a vertical side menu with 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 is a blue banner with the text 'You are currently viewing the users board for this core. You can switch to core staff board/s, or add a new board:' and a 'Users View' dropdown. The main area contains four 'Quick Actions' 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 '+ Work Order' and 'List' buttons). Below these is a 'Timeline' section showing a calendar view for May 19-25. The timeline includes a '+ Add Reservation' button and a 'Timeline by Week' dropdown. The calendar grid shows a shaded block for '600MHzNMR' on Monday, May 20th. Other instruments listed on the left of the calendar are AFM-Raman, Axio Scan.Z1, and AXIO Zoom V16. 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.

Calendar

Filters (0)

- Service: Is
- Instrument List: PLEASE SELECT A VIEW

Apply

Reset

Calendar by Week

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

Calendar

Filters (0)

- Service: Is
- Instrument List: ImageQuant 800

Apply

Reset

Calendar by Week

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

The screenshot shows the BookItLab Calendar interface. On the left is a navigation sidebar with options like Dashboard, Cores, Instruments, Reservations, Training, etc. The main area displays a calendar for the month of May. A filter for 'Service: LSM 880' is applied. A dropdown menu is open on the right, allowing the user to switch between 'Calendar' and 'Timeline' views, and further sub-select 'Day', 'Week', 'Month', 'Quarter', or 'Year'.

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.

This screenshot shows the 'Add Reservation' form on the right side of the calendar. The calendar view is set to 'Calendar by Week' for the week of May 19-25. A reservation is visible on Friday, May 24, from 1:00 PM to 2:00 PM. The reservation details panel includes:

- Log as Reservation / Report Downtime buttons
- Reservation Details section with fields for Resource (LSM 880), User Group (Core Staff), User (Austin Joseph Cyphersmith), Billing Type (Internal), and Project Name (with a red error message: 'Project Number is a required field').
- Repetitive Reservation section with a dropdown set to 'Do Not Repeat'.
- Reservation Consumables section.
- Save, More, and Close buttons at the bottom.

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

- 🏠 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							
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							

Austin Joseph Cyphersmith
 25-5-2024 3:00 PM -
 25-5-2024 5:00 PM
 LSM 880

✓ Reservation Details #175 Created!

✓ Reservation created successfully

Cancel a Reservation

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

The screenshot shows the BookItLab calendar interface. The left sidebar contains navigation tabs: DASHBOARD, CORES, INSTRUMENTS, RESERVATIONS (highlighted), TRAINING, INTERACTIVE ASSET MAPS, WORK ORDERS, CONSUMABLES, REPORTS, MESSAGES, BILLING, USERS, and ADMIN PANEL. The main area is titled 'Calendar' and shows a monthly view for May. The calendar grid displays reservations as colored bars with time slots. A search bar at the top allows filtering by asset name or attribute. The user's name, Austin Joseph Cyphersmith, is visible in the top right corner. The footer includes the URL 'https://core.bookitlab.com/illinois_iab/schedule', copyright information for BookItLab and Prog4biz, and system details.

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

This screenshot shows the same BookItLab calendar interface, but with a filter applied. The 'Filters' section in the top left of the calendar area now shows 'Service: LSM 710'. The calendar grid is mostly empty, with only one reservation visible on Wednesday, May 29th, from 1:00 PM to 2:00 PM. The rest of the calendar grid is blank, indicating that only reservations for the specified service are displayed. The footer information is identical to the previous screenshot.

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

The screenshot shows the BookItLab interface. On the left is a navigation menu with options like Dashboard, Cores, Instruments, Reservations, Training, etc. The main area is a calendar for May 2024. A reservation for 'LSM 710' is shown on Wednesday, May 28th, from 1:00 PM to 3:00 PM. On the right, the 'Reservation #187' details panel is open, showing fields for Resource (LSM 710), Full Days (checked), 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), and Project Name (test). At the bottom of the details panel are buttons for 'Save', 'Cancel', and 'More'.

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

This screenshot is identical to the previous one, but with a green notification box at the bottom center of the calendar area. The notification text reads: 'Reservation Details #187 Updated!' with a checkmark icon.