

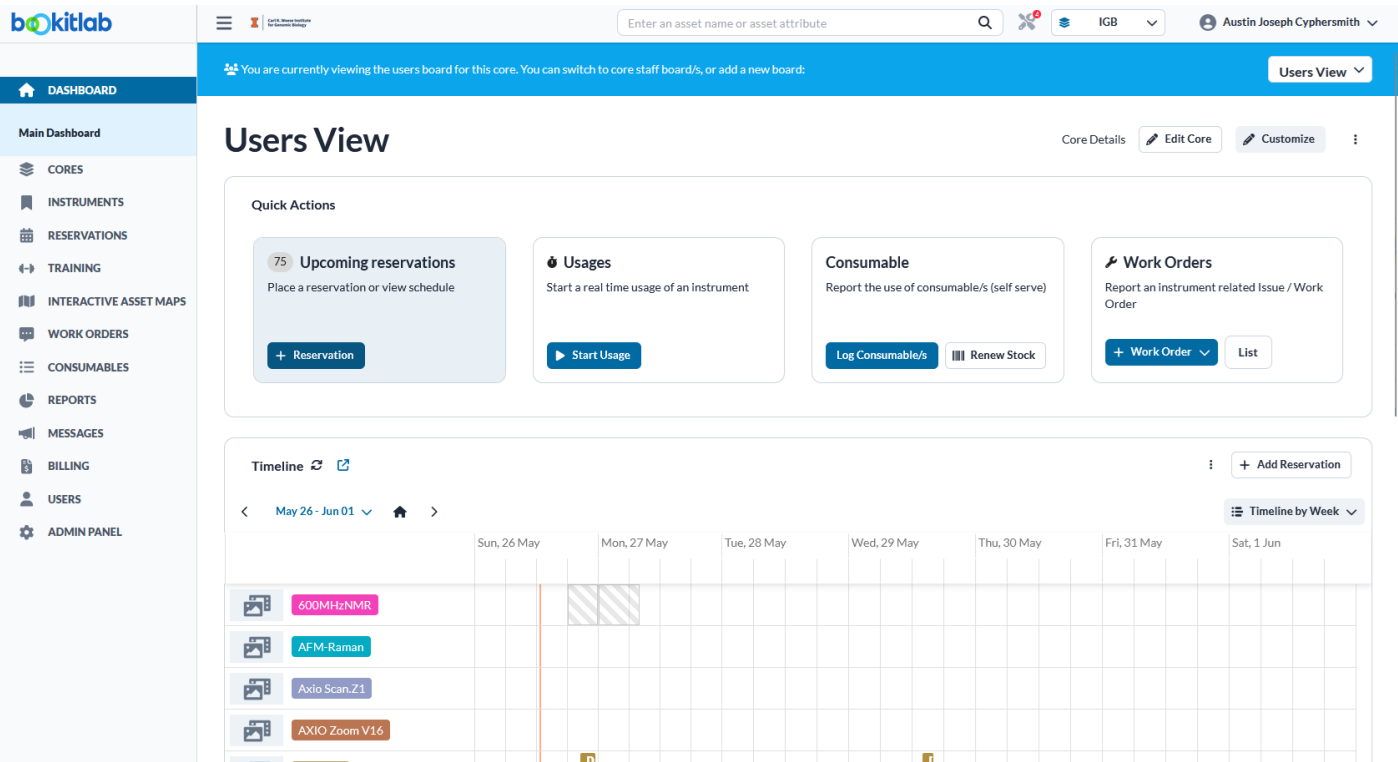
# Reserve Instrument Time

- [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

lsm

Filters

Table

Cards

Active Assets: Yes

Availability Type: Bookable Equipment

Recent Assets

SR-SIM

LSM 880

Cypher-AFM

LSM 700

Clear Selection

Select All

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

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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							

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

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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 shows the BookItLab IGB interface. On the left, a side menu lists various options: DASHBOARD, Main Dashboard, CORES, INSTRUMENTS, RESERVATIONS (highlighted), 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. Below the search bar, there are four quick action 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' button and a 'List' button). At the bottom, there is a 'Timeline' section showing a calendar for May 19-25. The calendar has a grid with days of the week as columns. Reservations are shown as colored blocks: 600MHz NMR (pink), AFM-Raman (blue), Axio Scan.Z1 (purple), and AXIO Zoom V16 (orange). The 600MHz NMR reservation is on Monday, May 20. The AFM-Raman reservation is on Tuesday, May 21. The Axio Scan.Z1 reservation is on Wednesday, May 22. The AXIO Zoom V16 reservation is on Thursday, May 23. The timeline is set to 'Timeline by Week' and the date range is 'May 19 - 25'.

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 (01 pm to 10 pm). Reservations are color-coded by instrument and user. A filters modal is open, allowing users to filter reservations 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 (01 pm to 10 pm). Reservations are color-coded by instrument and user. A filters modal is open, allowing users to filter reservations by Service and Instrument List.

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

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Enter an asset name or asset attribute

Q

✖

IGB

▼

Austin Joseph Cyphersmith

▼

DASHBOARD

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Usage History

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Calendar

Filters

Service: LSM 880

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

28

29

30

01

02

03

05

06

07

08

09

10

12

13

14

15

16

17

19

20

21

22

23

24

26

27

28

29

30

31

01

Calendar by Month

CALENDAR

Day

Week

Month

TIMELINE

Day

Week

Month

Quarter

Year

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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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Enter an asset name or asset attribute

Q

✖

IGB

▼

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▼

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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

01 pm

02 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

Project 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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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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Enter an asset name or asset attribute

Q

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DASHBOARD

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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	8:15 AM 1:30 PM	8:00 AM 10:00 AM 8:00 PM	11:00 AM 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	11:00 PM 1:00 PM	1:00 PM	1:30 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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Enter an asset name or asset attribute

Q

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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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Enter an asset name or asset attribute

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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

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

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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!

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