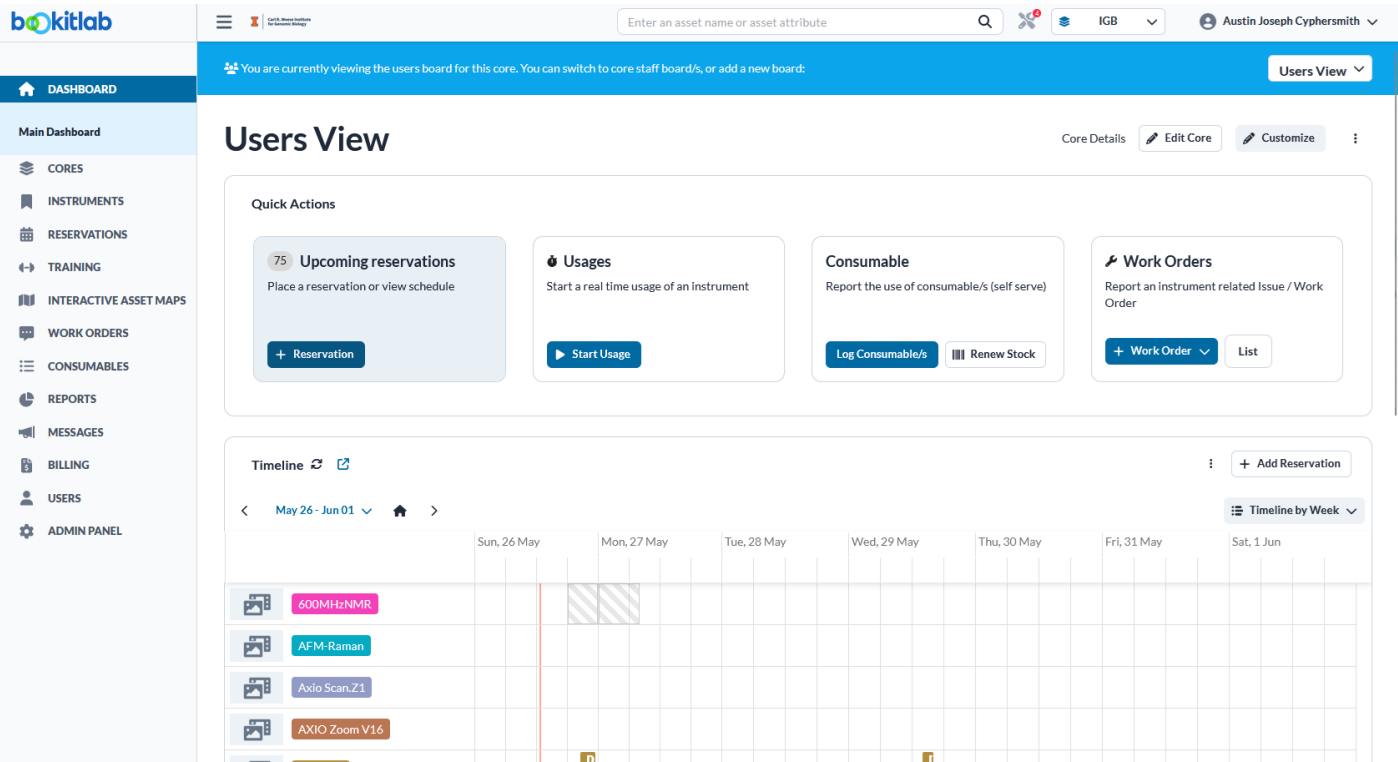


Reserve Instrument Time (Quick Access)

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

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							

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

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

Revision #2

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