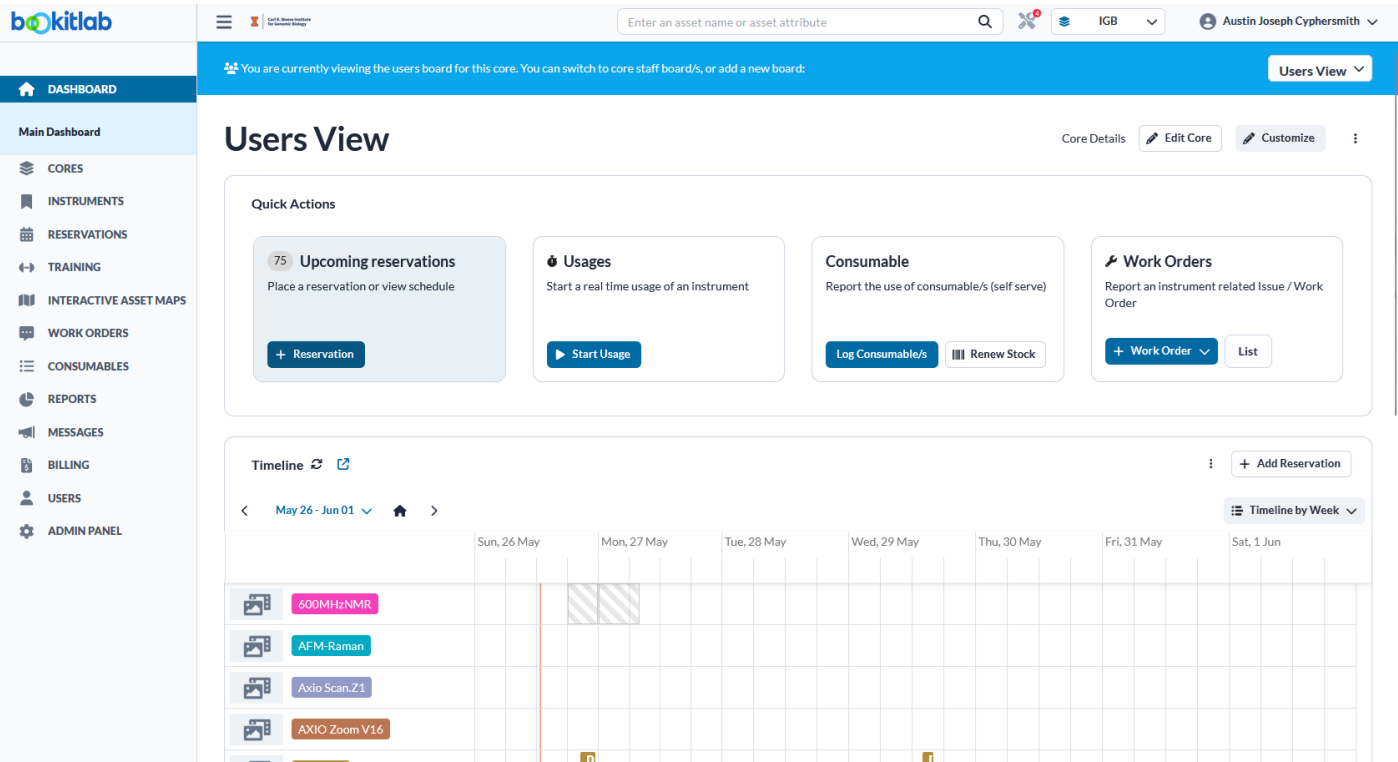


# Reserve Instrument Time (Quick Access)

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

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

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Terms Of Use

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

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Revision #2

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Updated 26 May 2024 20:21:39 by Austin Cyphersmith