

# 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 application. The interface includes a sidebar with navigation options: DASHBOARD, Main Dashboard, CORES, INSTRUMENTS, RESERVATIONS, TRAINING, INTERACTIVE ASSET MAPS, WORK ORDERS, CONSUMABLES, REPORTS, MESSAGES, BILLING, USERS, and ADMIN PANEL. The main content area features a 'Users View' header with 'Core Details', 'Edit Core', and 'Customize' buttons. Below this is 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). The bottom section is a 'Timeline' view for the period 'May 26 - Jun 01', showing a grid for instruments: 600MHzNMR, AFM-Raman, Axio Scan.Z1, and AXIO Zoom V16. A reservation is visible for the 600MHzNMR instrument on Monday, May 27th.

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

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

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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

- 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.

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