

# Reserve Instrument Time (Side Menu)

Click on the Reservations Tab on the menu to the left.

The screenshot displays the bookitlab interface for the IGB (Instrument Group Board). The left sidebar menu has the 'RESERVATIONS' tab highlighted. The main content area shows a 'Quick Actions' section with four 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 this is a 'Timeline' view showing a calendar for May 19-25. The calendar has rows for different instruments: 600MHzNMR, AFM-Raman, Axio Scan.Z1, and AXIO Zoom V16. A shaded area on the 20th of May indicates a reservation for the 600MHzNMR instrument. 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

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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

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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 active. A dropdown menu is open on the right, allowing users to switch between 'CALENDAR' (Day, Week, Month) and 'TIMELINE' (Day, Week, Month, Quarter, Year) views. The calendar grid shows dates from Sunday to Friday. At the bottom, there is a footer with copyright information and system details.

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.

The screenshot shows the BookItLab Calendar interface in a weekly view for May 19-25. A reservation is made on Friday, May 24, from 1:00 PM to 2:00 PM. The reservation details panel on the right shows fields for Resource (LSM 880), Full Days, From/To times, User Group (Core Staff), User (Austin Joseph Cyphersmith), Billing Type (Internal), and Project Name. A 'Save' button is visible at the bottom of the reservation details. The calendar grid shows times from 08 am to 09 pm. At the bottom, there is a footer with copyright information and system details.

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

bookitlab Core Facilities Management Software  IGB Austin Joseph Cyphersmith

# 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

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