

# Reserve Instrument Time (Side Menu)

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

The screenshot displays the BookItLab IGB (Instrument Gateway Board) 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 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 a '+ Work Order' button and a 'List' button). Below this is a 'Timeline' section showing a calendar view for May 19-25. The timeline includes a list of instruments on the left: 600MHzNMR, AFM-Raman, Axio Scan.Z1, and AXIO Zoom V16. The 600MHzNMR instrument has a reservation scheduled for Monday, May 20th. The timeline view is set to 'Timeline by Week' and includes a '+ Add Reservation' button.

Choose Schedule and click on the Filters button just above the calendar.





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Enter an asset name or asset attribute

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IGB

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Austin Joseph Cyphersmith

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DASHBOARD

CORES

INSTRUMENTS

RESERVATIONS

Schedule

Users Timeline

Reservations History

Usage History

TRAINING

INTERACTIVE ASSET MAPS

WORK ORDERS

CONSUMABLES

REPORTS

MESSAGES

BILLING

USERS

ADMIN PANEL

Calendar

Filters

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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