

Reserve Instrument Time (Side Menu)

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

The screenshot shows the bookitlab IGB Reservations interface. On the left is a side menu with the following items: 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 includes a search bar at the top with the text 'Enter an asset name or asset attribute'. Below the search bar is a blue banner stating 'You are currently viewing the users board for this core. You can switch to core staff board/s, or add a new board:' with a 'Users View' dropdown. The 'Quick Actions' section contains 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' dropdown and a 'List' button. The 'Timeline' section shows a calendar view for May 19-25, with a list of instruments on the left: 600MHzNMR, AFM-Raman, Axio Scan.Z1, and AXIO Zoom V16. The 600MHzNMR instrument has a reservation on Monday, May 20th. The URL at the bottom is 'https://core.bookitlab.com/illinois-igb/schedule'.

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

bookitlab

Enter an asset name or asset attribute

Calendar

Filters (0)

Service Is All Values

Instrument List PLEASE SELECT A VIEW

Apply

Reset

Calendar by Week

May 19 - 25

BookitLab Support

Sandip Chorghade

21-5-2024 9:30 AM

21-5-2024 12:30 PM

SM 900

Budget Number:

Thomas Whiting Cowell

22-5-2024

Anurupa Moitra

20-5-2024 3:00 PM -

Zachary Tyler Davis

20-5-2024 4:00 PM -

Derek Milner

21-5-2024

Al-Sadiq Rahemtulla

21-5-2024 4:00 PM

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Terms Of Use

Search or type in the name of the instrument you want to reserve.

bookitlab

Enter an asset name or asset attribute

Calendar

Filters (0)

Service Is All Values

Instrument List

ImageQuant 800

Instrument 3

Lightsheet

LSM 700

LSM 710

LSM 880

LSM 900

Microtome

Miniflux

Nanozoomer

Apply

Reset

Calendar by Week

May 19 - 25

BookitLab Support

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Terms Of Use

Change the calendar/timeline view with the menu on the right. Calendar by month or week are very useful.

Calendar

Enter an asset name or asset attribute

IGB

Austin Joseph Cyphersmith

- 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

< May >

Calendar by Month

Service: LSM 880 x

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|--------|---------|-----------|----------|--------|
| 28 | 29 | 30 | 01 | 02 | |
| 05 | 06 | 07 | 08 | 09 | |
| 12 | 13 | 14 | 15 | 16 | |
| 19 | 20 | 21 | 22 | 23 | 24 |
| 26 | 27 | 28 | 29 | 30 | 31 |

CALENDAR

Day

Week

Month

TIMELINE

Day

Week

Month

Quarter

Year

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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.

[illegible]

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

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Enter an asset name or asset attribute

Q

IGB

Austin Joseph Cyphersmith

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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