

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.

Calendar

Filters (0)

Service Is

Instrument List

+ More Filters

Apply

Reset

Calendar by Week

May 19 - 25

Calendar view showing reservations for May 19-25. The calendar is organized by day (Tue, 21 May to Sat, 25 May) and time (01 pm to 10 pm). Reservations are shown as colored blocks with details like user name, date, and time.

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

Calendar

Filters (0)

Service Is

Instrument List

+ More Filters

Apply

Reset

Calendar by Week

May 19 - 25

Calendar view showing reservations for May 19-25. The calendar is organized by day (Tue, 21 May to Sat, 25 May) and time (01 pm to 10 pm). Reservations are shown as colored blocks with details like user name, date, and time.

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

[illegible]

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.

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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

Enter an asset name or asset attribute

Q

IGB

Austin Joseph Cyphersmith

Calendar ↻

Filters

Service: LSM 880 X

< 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							
04 pm							
05 pm							
06 pm							
07 pm							
08 pm							
09 pm							

Add Reservation

Log as Reservation Report Downtime

Reservation Details

Resource LSM 880

☐ Full Days

From 05/25/2024 1:00 PM

To 05/25/2024 2:00 PM

User Group Core Staff

User Austin Joseph Cyphersmith

Billing Type Internal

Protect Name

Project Number is a required field

Repetitive Reservation

Do Not Repeat

Reservation Consumables

Save More

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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Core Facilities Management Software

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

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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