

# 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 'Timeline by Week' dropdown. The calendar displays reservations for four instruments: 600MHzNMR (pink), AFM-Raman (teal), Axio Scan.Z1 (purple), and AXIO Zoom V16 (orange). The 600MHzNMR reservation is highlighted with a red border. 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.



**Calendar**

< May >

Service: LSM 880

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

Filters
Calendar by Month

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

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TIMELINE

☐ Day

☐ Week

☐ Month

☐ Quarter

☐ Year

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.

**bookitlab**

- DASHBOARD
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- INSTRUMENTS
- RESERVATIONS**
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- WORK ORDERS
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- MESSAGES
- BILLING
- USERS
- ADMIN PANEL

Enter an asset name or asset attribute

## 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							

### 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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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

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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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