

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. 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 color-coded by instrument and user. A filters modal is open, allowing users to filter reservations by Service and Instrument List.

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 color-coded by instrument and user. A filters modal is open, allowing users to filter reservations by Service and Instrument List.

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

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Enter an asset name or asset attribute

Q

✕

IGB

▼

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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

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May

>

Calendar by Month

CALENDAR

Day

Week

Month

TIMELINE

Day

Week

Month

Quarter

Year

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

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28

29

30

31

01

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v39.13.8881.27249; System Time: May 24, 2024 4:22 PM; Last Update: May 24, 2024 12:00 AM;

Terms Of Use

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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Enter an asset name or asset attribute

Q

✕

IGB

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DASHBOARD

CORES

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CONSUMABLES

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ADMIN PANEL

Calendar

Filters

Service: LSM 880

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May 19 - 25

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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

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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

Project 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

IGB

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DASHBOARD

CORES

INSTRUMENTS

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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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