How to Request a Krios Cryo-TEM (TEM3) Reservation in CoreResearch

1. LOGIN to CoreResearch@Duke at https://coreresearch.duke.edu/ using your Duke NetID and password

2. The Tramline Page will display.

3. Select the Reservation Calendar Tramstop from the Resource Reservation Tramline.
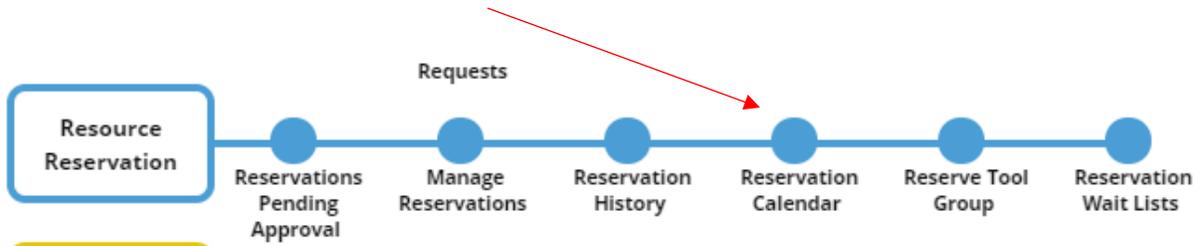
4. The Resource Calendar will display. From the Select Core pull down menu, select "Shared Materials Instrumentation Facility (SMIF)" and from the Group pull down menu, select "Electron Microscopes"

Select the desired start of your reservation on the calendar. Note that the start date must be at least one week ahead of the current date. Then double click on the desired starting time block for the TEM3: FEI Cryo-TEM instrument. The starting time is the time that your samples will be loaded into the Krios, and should be a weekday morning.

5. The Resource Reservation Event window will display with the start date and time that you selected. You may modify the reservation start time further if needed. Select the Reservation End Date by clicking on the calendar icon next to this field, and select an estimated Reservation End Time from the pull-down menus in this field. Note that the Krios should be reserved in 24 hour time slots, with a minimum reservation time of 24 hours (1 day) and a maximum reservation time of 72 hours (3 days). Contact SMIF for special requests of shorter or longer reservation times.

7. You must enter a Project ID (e.g. fund code or account number). Click on the arrow icon next to the box for Project ID.

Click here to select a Project ID or fund code

8. Leave the "Search Project ID/Project Title" blank and click on the magnifying glass beside this field to display a list of all the project/fund codes that you have access to in the system. Select the desired fund

1. Leave the search field blank and click the search icon to get a list of all of your fund codes or project codes

code from the list by clicking in the circle next to the Project ID.   Then click "Select & Return" at the top of the page.

2. Select the desired fund/project code

3. Click "Select & Return" once the appropriate fund code has been selected

9. **You must enter the following information in the "Experiment Information" box:**
   - Project approval code (assigned by the review committee)
   - Person who will load and run the sample: (SMIF or approved Super-User)
   - Your cell phone number (so we can notify you if needed)
   - Optional: Express queue instructions

Enter information in the "Experiment Information" box

10. After all necessary fields have been completed, click "Save". The system will check to make sure the reservation is allowed. The Resource Reservation Event window will re-appear with an assigned Reservation ID number, and an option to Modify reservation. Click the "Submit for Approval" button at the top of the screen to finish making the reservation. *If you don't click "Submit for Approval" the reservation will not be made.* .

11. After clicking "Submit for Approval", the calendar view will reappear with your block of time shown in yellow as Pending Approval.
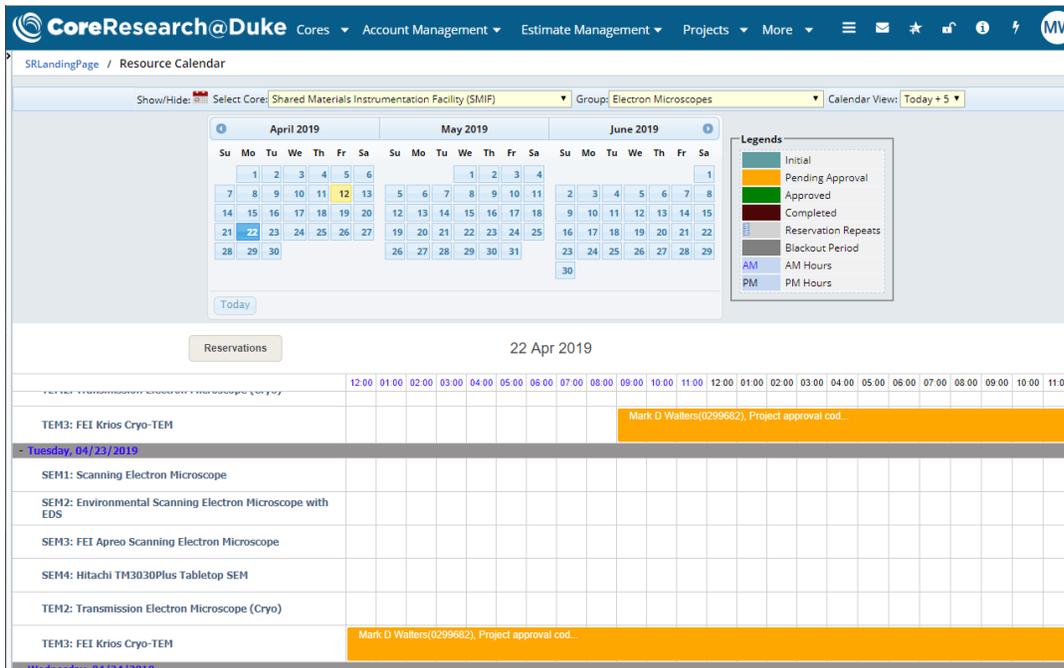
12. SMIF will review the reservation request. If the information in the reservation request satisfies the Krios reservation policies, the reservation will be approved. If the reservation request is not approved, the requestor will be contacted and SMIF will discuss how the reservation can be modified to meet the reservation policies.

When the reservation is approved, SMIF will send e-mail to the requester to verify approval and provide any additional instructions.   The reservation in the calendar view will now be shown in green as Approved.

Note: You can have the CoreResearch system automatically send you email notification when a reservation request is approved by changing your personal notification preferences. A guide on "How to Manage Email Notifications" can be found at https://medschool.duke.edu/node/100236. *(Scroll down to the System Functionality Section of this web page).*

Holding the cursor over the reservation will create a pop-up window that provides additional information about the reservation.

Double-clicking on the reservation will re-open the Resource Reservation Event window for additional details and for modifying or cancelling the reservation (see next page).

Modifying or Cancelling a Krios Cryo-TEM (TEM3) Reservation in CoreResearch

Reservations may be cancelled or modified by the user up to 3 days in advance of the reservation. Contact SMIF if a reservation needs to be changed within 3 days of the reservation start.

Double click the reservation in the Resource Calendar View to open the Resource Reservation Event window.

The button selections at the top of the page can be used by the User/Requestor for the following actions:

- **Modify Reservation:** allows the user to change the start and end dates and times of the reservation
- **Maintenance:** can be used to add additional notes if needed
- **Cancel Reservation:** allows the user to cancel the reservation and remove it from the calendar
- **Close:** Closes this window and returns to the Resource Calendar view

The following button selections should only be used by SMIF staff or the Super-User loading and running the samples:

- **Stop:** Selected if the Krios data collection finishes before the reservation end-time
- **Start:** Selected if the sample loading begins before or after the reservation start time
- **Extend:** Selected to extend the reserved time if needed during the data collection (and if time is available)
- **Reduce:** Selected to reduce the reserved time if needed during the data collection
- **Update Actual Usage:** Selected if needed to correct start and end times after the reservation time has passed