

Editing a Reservation or Usage

The CoreResearch@Duke system allows you to edit your reservation or your usage as follows:

Prior to the Reserved Time

- **Modify Reservation:** allows you to change the reservation start date/time and reservation stop date/time (with no limit on number of times a reservation is edited)
- **Cancel Reservation:** allows you to cancel a reservation and remove it from the calendar

Note: if you need to change the fund code / project code for a reservation, you should cancel the existing reservation and make a new one with the correct fund code.

During a Usage Session

- **Extend or Reduce:** allows you to change the reservation end time while using the instrument to lengthen or shorten your session

After Usage has Occurred

- **Update Actual Usage:** allows you to modify the actual start time and stop time for your usage if they were incorrectly entered previously. ***This can only be done once on a specific reservation by the user.***

If additional edits are needed on completed reservations, including fund code information, contact SMIF before the end of the month. Usage information can't be changed after invoices are produced at the end of the month.

1. LOGIN to CoreResearch@Duke and go to the Reservation Calendar
2. Find your reservation that you wish to modify and double click on it to open it.

Alternatively, you can select the "Manage Reservations" Tramstop and then select the reservation you wish to edit from the list of your reservations. Cleanroom and Sample Prep usage can only be modified from the Manage Reservations Tramstop since there are no reservation calendars for these labs.

Resource Reservation Calendar

Select Core: Shared Materials Instrumentation Facility (SMIF) Group: Clean Room Calendar View: Day + 5

May 2016 June 2016 July 2016

Legends

- Initial
- Pending Approval
- Approved
- Completed
- Reservation Repeats
- Blackout Period
- AM Hours
- PM Hours

12 May 2016 - 12 May 2016 Reservations

Thursday, 05/12/2016

ACIDHOOD1: Acid Chemical Hood (Thin Films)

ACIDHOOD2: Acid Chemical Hood (Wet Etch)

ALDE1: ALD-Evaporator

ASH1: Plasma Asher

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Double click the reservation to edit it before the start time, or to change actual usage after the session has been completed

- Click edit at the top of the screen. Then click the appropriate editing function to change the desired information

Click Edit to get to the editing functions

Change the end time to lengthen or shorten your reservation (once the usage has started)

Modify the times of your reservation (if it hasn't started)

Cancel your reservation (if it hasn't started)

Change the times of your actual usage after usage has occurred (can only do this once)