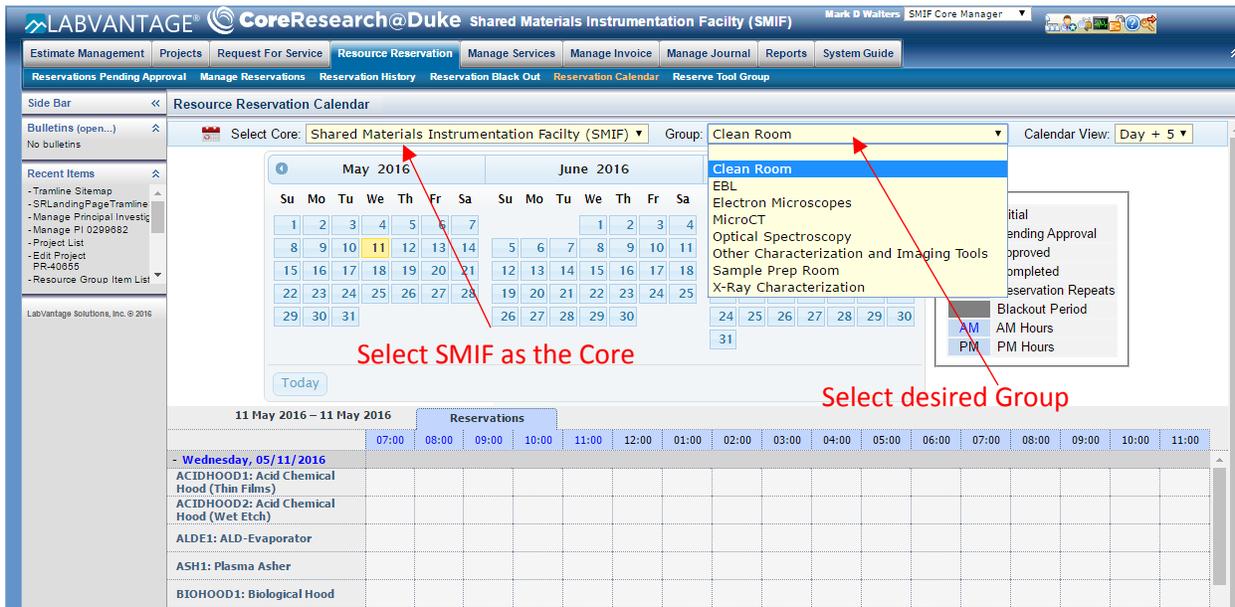


Make a Reservation for a SMIF Instrument

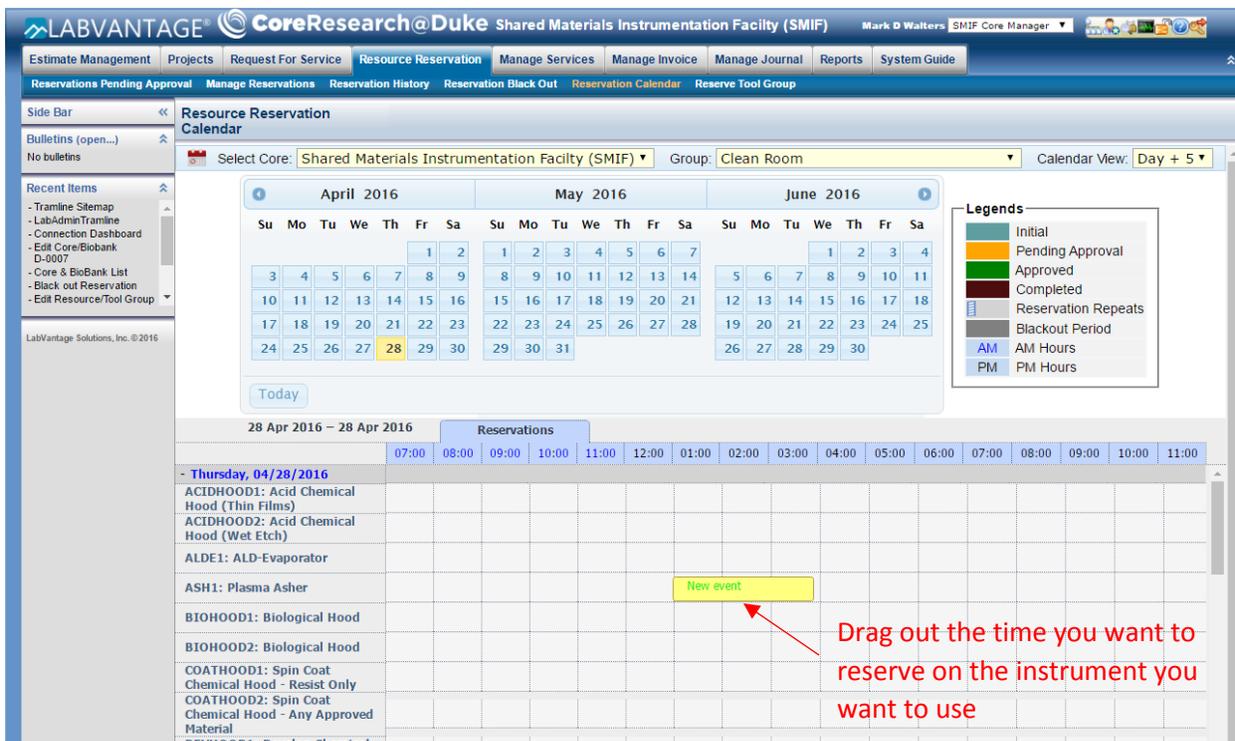
1. LOGIN to CoreResearch@Duke using your Duke NetID and password
2. The Tramline Page will display.
3. Select the 'Reservation Calendar' Tramstop from the 'Resource Reservation' Tramline.

The screenshot displays the LabVantage CoreResearch@Duke interface. The top navigation bar includes the LabVantage logo, the user name 'Mark D Walters', and the role 'Facility User'. A sidebar on the left contains a 'Recent Items' list with links to various system pages. The main content area features a 'Tramline' navigation structure with several categories: Cores, Estimate Management, Projects, Request For Service, Resource Reservation, Manage Services, and System Guide. The 'Resource Reservation' category is expanded, showing a horizontal tramline with several tramstops: Reservations Pending Approval, Manage Reservations, Reservation History, Reservation Calendar, Reserve Tool Group, and Reservation Wait Lists. A red arrow points to the 'Reservation Calendar' tramstop. The text 'No rows found.' is visible in the top right corner of the main content area.

4. The 'Resource Reservation Calendar' will display. Select the SMIF core and the appropriate Group of instruments. (e.g., Clean Room, Electron Microscopes, etc).



5. Find the instrument you want to reserve on the calendar. Select the desired date and time by clicking and dragging the target area on the calendar display. Note that you can modify the date and time in the next window.



6. Upon release of the mouse, the 'Resource Reservation Event' window will display with the start date/time and end date/time pre-populated with your selection from the calendar. You may modify the reservation start time and end time further if needed. You must enter a Project ID (e.g. fund code). Click on the magnifying glass icon next to the box for Project ID.

LABVANTAGE®

Reservation | Save | Check Availability | Close

Reservation | Billing Info | Usage Log

Life Cycle

Instrument: ASH1: Plasma Asher

Reservation ID: (Auto) | Status: Initial

Core: Shared Materials Instrumentation Facility (SMIF)

Project ID: [] | Project Name: []

Reserved By Unique ID: 0299682 | Reserved By Name: Mark D Walters (mwalters)

Reserved For Unique ID: 0299682 | Reserved For Name: Mark D Walters (mwalters)

Reserved For Email: [] | Reserved For Phone: +1 919 660 5486

Reservation Start Date: 05/11/2016 | Reservation Start Time: 5 PM 00

Reservation End Date: 05/11/2016 | Reservation End Time: 7 PM 00

Activity: []

Location: [] | Assistance required? Yes No

Repeat required? | Repeat Type: []

Repeat End Date: [] | Repeat Every: Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Parent Request ID: []

Experiment Information: []

7. If you know the fund code or Project ID, enter it into the field for “Search Project ID/Project Title” and click OK. Or leave the field blank and click OK to produce a list of all the project/fund codes that you have access to in the system. If more than one fund code appears in the list, select the desired fund code from the list by clicking in the circle next to the Project ID. Then click “Select & Return” at the top of the page.

LABVANTAGE®

Select Project | Select & Return | Cancel

Search Bar: 1 - 1 of 1 | Group By: []

Search Project ID/Project Title: PI: 0299682 - Mark D Walters (mwalters)

3916762 | OK

Search By Query:

- All Active Projects
- By Account#
- By FM
- By Status
- My Projects
- By Core/Biobank
- By PI
- Voucher Projects

Project	Title	PI	Financial M
<input checked="" type="radio"/> SAP	PR-06627 3916762_ALSTADT-WALTERS	Mark D Walters (mwalters)	Susan L Bor bonif001)

8. Your Unique ID should be displayed in the box for “Reserved for Unique ID”, and your name should appear in the box for “Reserved for Name”. If they don’t, click on the magnifying glass next to “Reserved for Unique ID” and use the same procedure to search, then choose yourself and click “Select & Return”

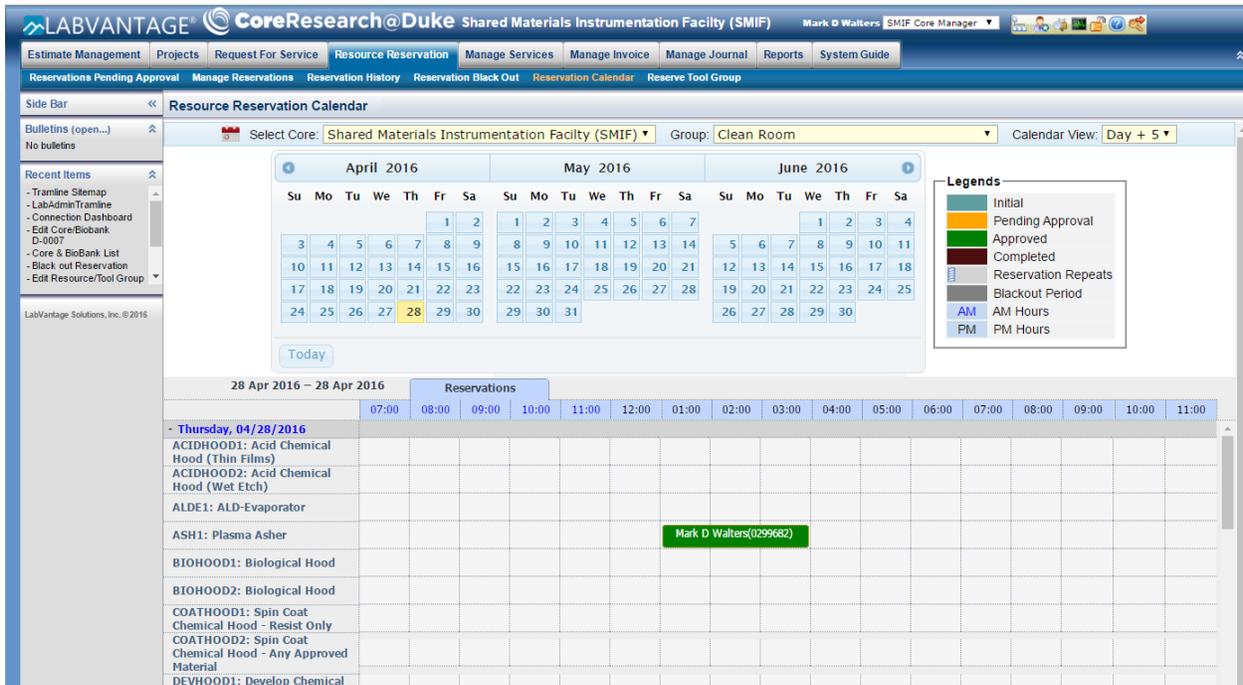
After all necessary fields have been completed, click 'Save'. The system will check to make sure the reservation is allowed.

Click Save. The system will check to make sure the reservation is allowed

9. The Resource Reservation Event window will re-appear with an assigned Reservation ID number, and options to Modify or Cancel the reservation. Select 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.** Then click “Close” to return to the calendar view.

You must click “Submit for Approval” to confirm your reservation

11. After clicking “Close”, the calendar view will reappear with your block of time reserved.



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

