Start/Stop Cleanroom or Sample Prep Lab Usage (Tool Groups)

Entering the Cleanroom or Sample Prep Lab

1. LOGIN to CoreResearch@Duke and select the "Manage Reservations" Tramstop.

2. Click on the "Add Tool Group Reservation" icon at the top of the list.

3. If no tool groups appear click "OK" next to the blank search box on the left side of the screen.

4. Click on the circle beside the desired tool group (Cleanroom or Sample Prep Room), and then click "Select & Continue" at the top of the screen.

5. Enter your fund code or Project ID into the field for "Search Project ID/Project Title" and click OK. Then click "Select & Return" at the top of the page.

6. Enter the Reservation Start Date by clicking on the calendar symbol next to this entry and clicking on today's date.

7. Enter the Reservation Start Time (the current time assuming you are about to enter the lab) and then enter an estimate for the Reservation End Time by using the pull down menus next to these entries. You should overestimate the time you plan to spend in the lav. You will later change the reservation end time to when you actually leave the lab. Note - you have to enter values for both the hour and minute fields or you will get an error.

8. Click Save at the top of the window, and then click "Submit for Approval" after the window refreshes.

9. **Exit out of CoreResearch@Duke and the Internet Browser so that other people can't use your information to make a reservation**

Exiting the Cleanroom or Sample Prep Lab

1. LOGIN to CoreResearch@Duke and select the "Manage Reservations" tram stop.

2. Find the reservation you made and select it from the list by clicking on the box near that reservation.

3. Click the red Stop button at the top to stop the usage time.

 Note – you can only "Stop" before the end of the scheduled reservation.   The reservation automatically stops when the Reservation Stop Time has been reached if Stop has not been pressed before this time

4. **Exit out of CoreResearch@Duke and the Internet Browser so that other people can't use your information to make a reservation**