

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

Start/Stop for a Tool Group is used to log usage time in the cleanroom or the sample prep lab. Tool groups do not have a calendar view, but allow for usage by multiple people at the same time.

## Entering the Cleanroom or Sample Prep Lab

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

The screenshot displays the LABVANTAGE CoreResearch@Duke web application interface. The top navigation bar includes the logo, user name 'Mark D Walters Facility User', and various utility icons. A sidebar on the left contains sections for 'Side Bar', 'Bulletins (open...)', and 'Recent Items'. The main content area features a 'Tramline' navigation menu with several categories, each with a horizontal line and colored dots representing different tramstops:

- Cores**: By Function, By Group, Reset Core Security, Service Default Rate Chart
- Estimate Management**: Manage Estimate Requests, Historical Estimate Requests
- Projects**: Manage Projects, Historical Projects
- Request For Service**: Manage Service Requests, Historical Service Requests
- Resource Reservation**: Reservations Pending Approval, Manage Reservations, Reservation History, Reservation Calendar, Reserve Tool Group, Reservation Wait Lists
- Manage Services**: Pending Services, Billable Services, Historical Services
- System Guide**: View

A red arrow points from the 'Manage Reservations' tramstop under the 'Resource Reservation' category to the 'No rows found.' message in the top right corner of the main content area.

- The Reservation List window will appear. Click on the “Add Tool Group Reservation” icon at the top of the list.

Click on “Add Tool Group Reservation”

The screenshot shows the LABVANTAGE CoreResearch@Duke Shared Materials Instrumentation Facility (SMIF) interface. The 'Reservations Pending Approval' window is open, displaying a table of reservations. A red arrow points to the 'Add Tool Group Reservation' icon in the top toolbar.

Reservation ID	Instrument	Project Status	Reservation Status	Reserved For	Date Created	Reserv. Start Date/Time	Reserv. End Date/Time	Actual Start Date/Time	Actual End Date/Time	Reserved Time Span (hrs)	Actual Usage (hrs)	Session Status	Usage Status
RES-000000486	ACIDHOOD1: Acid Chemical Hood (Thin Films)	Approved	Approved	Christopher J Chini (cjc11)	1/8/16 10:30 AM	1/8/16 3:06 PM	1/8/16 7:11 PM	1/8/16 3:06 PM	1/8/16 7:11 PM	4.084	4.084	UsageApprov	
RES-000000488	ACIDHOOD1: Acid Chemical Hood (Thin Films)	Approved	Approved	Daniel J George (geor003)	1/8/16 10:35 AM	1/8/16 7:00 AM	1/8/16 8:00 AM	1/8/16 7:00 AM	1/8/16 8:15 AM	1	1.25	UsageApprov	
RES-000000489	ACIDHOOD1: Acid Chemical Hood (Thin Films)	Approved	Approved	Christopher J Chini (cjc11)	1/8/16 10:37 AM	1/7/16 7:00 AM	1/7/16 8:00 AM	1/7/16 7:00 AM	1/7/16 8:00 AM	1	1	UsageApprov	
RES-000000490	Clean Room	Approved	Approved	Christopher J Chini (cjc11)	1/8/16 10:42 AM	1/6/16 8:14 PM	1/6/16 2:10 AM	1/6/16 8:14 PM	1/6/16 2:10 AM	5.934	5.934	UsageApprov	
RES-000000505	Clean Room	Approved	Approved	Christopher J Chini (cjc11)	1/11/16 12:24 PM	1/11/16 12:25 PM	1/11/16 1:00 PM	1/11/16 12:25 PM	1/11/16 1:00 PM	0.584	0.584	Started	UsageApprov
RES-000000533	ALDE1: ALD-Evaporator	Approved	Approved	Michael A Moody (moody007)	1/22/16 4:04 PM	1/22/16 4:15 PM	1/22/16 4:25 PM	1/22/16 4:15 PM	1/22/16 4:30 PM	0.167	0.25	Closed	UsageApprov
RES-000000535	Clean Room	Approved	Approved	Jeanne B Kaschner (kashj)	1/22/16 4:19 PM	1/22/16 4:08 PM	1/22/16 4:30 PM	1/22/16 4:08 PM	1/22/16 4:30 PM	0.367	0.367	UsageApprov	
RES-000000861	ACIDHOOD1: Acid Chemical Hood (Thin Films)	Approved	Approved	Christopher J Chini (cjc11)	2/11/16 10:29 AM	2/11/16 1:00 PM	2/11/16 4:00 PM	2/11/16 1:00 PM	2/11/16 4:00 PM	3	3	UsageApprov	
RES-	AFM1: STM	-	-	Jared R	2/12/16	2/12/16	2/12/16	2/12/16	2/12/16				

- If no tool groups appear click “OK” next to the blank search box on the left side of the screen. Then 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

The screenshot shows the LABVANTAGE Tool Group List window. The 'Clean Room' tool group is selected. A red arrow points to the 'Select & Continue' button.

Tool Group	Schedule Description	Certification Required?
<input checked="" type="radio"/> Clean Room	SMIF Cleanroom (7am-Midnight)	
<input type="radio"/> Sample Prep Room	SMIF 24/7	

After selecting the desired tool group, click “Select & Continue”

- The Tool Group Reservation window will appear. You must enter a Project ID (e.g. fund code). Click on the magnifying glass icon next to the box for Project ID.

Click here to select a Project ID or fund code

- 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.

Click here once the appropriate fund code has been selected

Enter a known fund code here and click OK, or leave the field blank and click OK to get a list of all of your fund codes or project codes

- Then enter the Reservation Start Date by clicking on the calendar symbol next to this entry and clicking on today's date. The Reservation End Date will automatically populate with the same date. 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 lab. 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.

**LABVANTAGE®**  
 Tool Group Reservation | Save \* | ? Check Availability | Close

Reservation | Billing Info | Usage Log

Life Cycle

Instrument: Clean Room

Reservation ID: (Auto) | Status: Initial

Core: Shared Materials Instrumentation Facility (SMIF)

Blackout Period?

Project ID: PR-06627 | Project Name: 3916762\_ALSTADT-WALTERS

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: mark.walters@duke.edu | Reserved For Phone: +1 919 660 5486

Reservation Start Date: 05/11/2016 | Reservation Start Time: 1 PM 10

Reservation End Date: 05/11/2016 | Reservation End Time: 11 PM 59

Activity: [Dropdown]

Location: [Dropdown]

Repeat required?  | Assistance required?  Yes  No

Repeat Type: [Dropdown]

Repeat End Date: [Text Field]

Repeat Every:  Sunday  Monday  Tuesday  Wednesday  Thursday  Friday

Parent Request ID: [Text Field]

**Enter start date (today's date) and start time (the current time) and enter an estimate for the end time. (You should overestimate your time in the lab as you will change this time when you actually leave the lab)**

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

**Click Save first**

**LABVANTAGE®**  
 Tool Group Reservation | Save | Show Notes | Add Note | Modify Reservation | Submit For Approval | Cancel Reservation | Close

Reservation | Billing Info | Usage Log

Life Cycle: 1. Initial/Cancelled/Rejected | 2. Pending Approval | 3. Approved | 4. Completed

Tool Group Reservation?  Next, Submit for Approval

Instrument: Clean Room

Reservation ID: RES-0000012134 | Status: Initial

Core: Shared Materials Instrumentation Facility (SMIF)

Blackout Period? No

Project ID: PR-06627 | Project Name: 3916762\_ALSTADT-WALTERS

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: mark.walters@duke.edu | Reserved For Phone: +1 919 660 5486

Reservation Start Date: 05/05/2016 | Reservation Start Time: 06:00 PM

Reservation End Date: 05/05/2016 | Reservation End Time: 08:15 PM

Activity: [Dropdown]

Location: [Dropdown]

Repeat required?  | Assistance required?  Yes  No

Repeat Type: [Dropdown]

Repeat End Date: [Text Field]

Repeat Every:  Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

Parent Request ID: [Text Field]

Experiment Information: [Text Area]

**Then click Submit for Approval**

10. This will return you to the Reservation List Screen. If you used the current time when you made the reservation, you do not need to click Start since the system will use the Reservation Start Time as the default Start time. But you can click Start if you are entering the cleanroom or sample prep lab at a different time than the Reservation Start Time.

11. 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

12. When you are finished in the cleanroom or sample prep lab, LOGIN to CoreResearch@Duke and select the "Manage Reservations" tram stop to bring up the Reservations list. Find the reservation you made and select it from the list by clicking on the box near that reservation. (Note – clicking on the header in the Date Created column will sort the reservations by date and make it easier to find your reservation). 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*

The screenshot displays the CoreResearch@Duke Shared Materials Instrumentation Facility (SMIF) reservation management interface. The top navigation bar includes tabs for Estimate Management, Projects, Request For Service, Resource Reservation, Manage Services, Manage Invoice, Manage Journal, Reports, and System Guide. The main area is titled 'Reservations Pending Approval' and contains a 'Reservation List' table. A red box highlights the 'Stop' button in the top toolbar and a specific reservation row. A text overlay reads: "Select your current reservation, then click Stop".

Reservation ID	Instrument	Project Status	Actual End Date/Time	Reserved Time Span (Hrs)	Actual Usage(Hrs)	Session Status	Usage Status
RES_0000012135	Clean Room	Approved	5/5/16 8:15 PM	2.25	2.25	UsageApprove	
RES_0000012134	Clean Room	Approved	5/5/16 6:00 PM	2.25	2.25	UsageApprove	
RES_0000012133	EWAP1: E-Beam Evaporator	Approved	5/5/16 3:47 PM	0.134	0.134	Closed	UsageApprove
RES_0000012131	ALDE1: ALD-Evaporator	Approved	5/5/16 2:33 PM	0.034	0.034	Closed	UsageApprove
RES_0000012128	Clean Room	Approved	5/3/16 12:20 PM	23.15	23.15	UsageApprove	
RES_0000012129	Clean Room	Approved	5/3/16 12:20 PM	23.15	23.15	UsageApprove	
RES_0000012130	Clean Room	Approved	5/3/16 12:20 PM	23.15	23.15	UsageApprove	
RES_0000012125	Clean Room	Approved	5/3/16 12:20 PM	6.267	6.267	UsageApprove	
RES_0000012126	Clean Room	Approved	5/3/16 12:20 PM	6.267	6.267	UsageApprove	
RES_0000012127	Clean Room	Approved	5/3/16 12:20 PM	6.267	6.267	UsageApprove	
RES_0000012122	Clean Room	Approved	5/3/16 12:19 PM	22.684	22.684	UsageApprove	

13. After clicking Stop the window will refresh and a message at the top should appear that says "Action Operation Successful". Exit out of CoreResearch@Duke and the Internet Browser so that other people can't use your information to make a reservation