Start/Stop an Instrument Reservation to Record Actual Usage

Important Notes:

- By default, the usage and billing will automatically start at the Reservation Start Time and will automatically stop at the Reservation Stop Time unless Start/Stop are used to manually set an actual start time and stop time.
- The SMIF instruments are set up in CoreResearch to allow “Early Starts”, “Late Starts”, and “Early Stops”.
- Usage times can be edited at any time before the end of the month when billing is performed

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.
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 reservation that you want to Start. Double click on the calendar entry to open the Resource Reservation Event Window, and click "Edit" at the top of the screen.
Starting

6. Click the Green Start button at the top of the next window to Start usage on the instrument. After clicking start the window will refresh and a message at the top should appear that says “Action Operation Successful”. Click Close in the upper right to return to the calendar view.

Stopping

7. When you have finished using the instrument, find the reservation in the calendar view as before and double click it to open it. Click “Edit” at the top of the screen, and then click “Stop” to end your session. The window will refresh and a message at the top should appear that says “Action Operation Successful”. Click Close in the upper right to return to the calendar view.

Note – you can only “Stop” before the end of the scheduled reservation. The reservation automatically stops when the Scheduled Reservation Stop Time has been reached if Stop has not been pressed before this time. From this same screen you may “Extend” your reservation if more time is needed and no one has reserved the instrument after you.

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