

## 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.

The screenshot displays the CoreResearch@Duke interface. The top navigation bar includes the LabVantage logo, the user name 'Mark D Walters', and the role 'Facility User'. The left sidebar contains a 'Side Bar' with sections for 'Bulletins (open...)', 'Recent Items', and 'LabVantage Solutions, Inc. © 2016'. The main content area shows a 'Tramline' with several categories and their respective stops:

- 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 'Reservation Calendar' stop in the 'Resource Reservation' category to the text 'No rows found.' in 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).

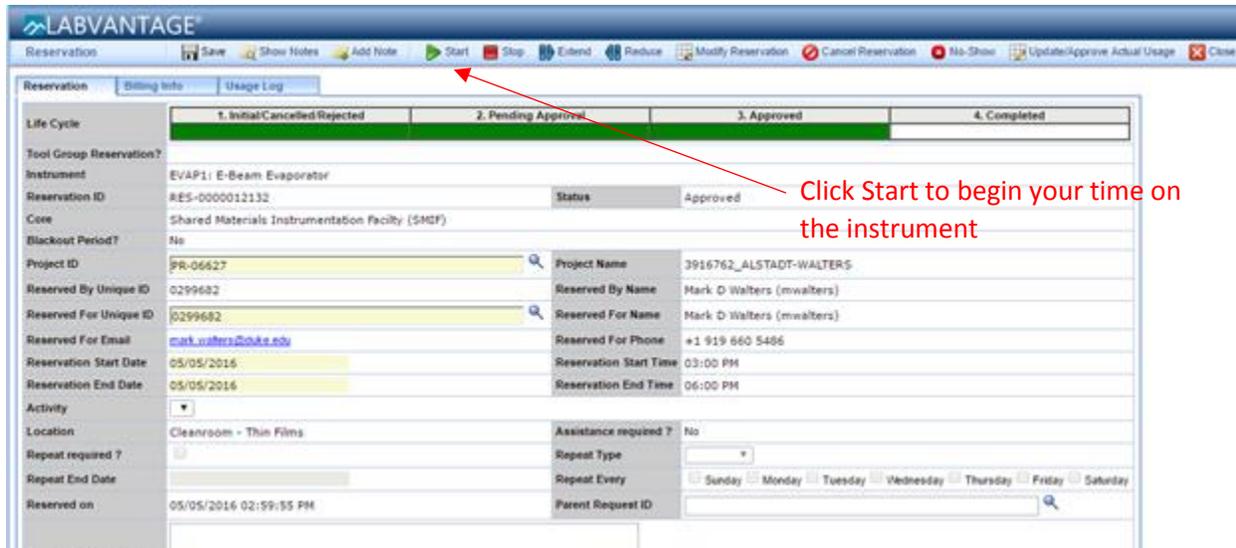
The screenshot shows the LABVANTAGE CoreResearch@Duke Shared Materials Instrumentation Facility (SMIF) interface. The main window is titled 'Resource Reservation Calendar'. It features a navigation menu at the top with options like 'Estimate Management', 'Projects', 'Request For Service', 'Resource Reservation', 'Manage Services', 'Manage Invoice', 'Manage Journal', 'Reports', and 'System Guide'. Below the menu, there are tabs for 'Reservations Pending Approval', 'Manage Reservations', 'Reservation History', 'Reservation Black Out', 'Reservation Calendar', and 'Reserve Tool Group'. The 'Reservation Calendar' tab is active, showing a calendar view for May, June, and July 2016. The 'Clean Room' group is selected. A reservation for 'Mark D Walters(0299682)' is highlighted in green on May 5th at 03:00 PM. A red arrow points to this entry with the text 'Double click on the calendar entry to open it'. A legend on the right side of the calendar defines various reservation statuses: Initial (green), Pending Approval (yellow), Approved (orange), Completed (red), Reservation Repeats (blue), Blackout Period (grey), AM Hours (light blue), and PM Hours (dark blue).

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.

The screenshot shows the 'Resource Reservation Event' window. The window title is 'Resource Reservation Event'. At the top, there are buttons for 'Show Notes', 'Add Note', 'Edit', 'Cancel Reservation', 'No-Show', and 'Close'. The 'Edit' button is highlighted with a red arrow and the text 'Click Edit'. Below the buttons, there are tabs for 'Reservation', 'Billing Info', and 'Usage Log'. The 'Reservation' tab is active, showing a table with columns for 'Life Cycle' (1. Initial/Cancelled/Rejected, 2. Pending Approval, 3. Approved, 4. Completed) and 'Tool Group Reservation?'. Below the table, there are fields for 'Instrument' (EVAP1: E-Beam Evaporator), 'Reservation ID' (RES-000012132), 'Status' (Approved), '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' (03:00 PM), 'Reservation End Date' (05/05/2016), 'Reservation End Time' (06:00 PM), 'Activity', 'Location' (Cleanroom - Thin Films), 'Assistance required?' (No), 'Repeat required?' (No), 'Repeat Type', 'Repeat Every' (Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday), 'Reserved on' (05/05/2016 02:59:55 PM), and 'Parent Request ID'. At the bottom, there is a table for 'Services Performed' with columns for 'IU', 'TR', 'PT', 'Service ID', 'Service Name', '#', 'Status', 'Assigned To', 'Fulfillment Date', 'Fulfilled By', 'Billable', 'Rate (\$)', 'Unit', 'Actual Quantity', 'Actual Cost (\$)', and 'Billable Quantity'. The table shows one service performed: 'E-Beam Evaporator' with a status of 'Initial' and an actual quantity of 3.

## Starting

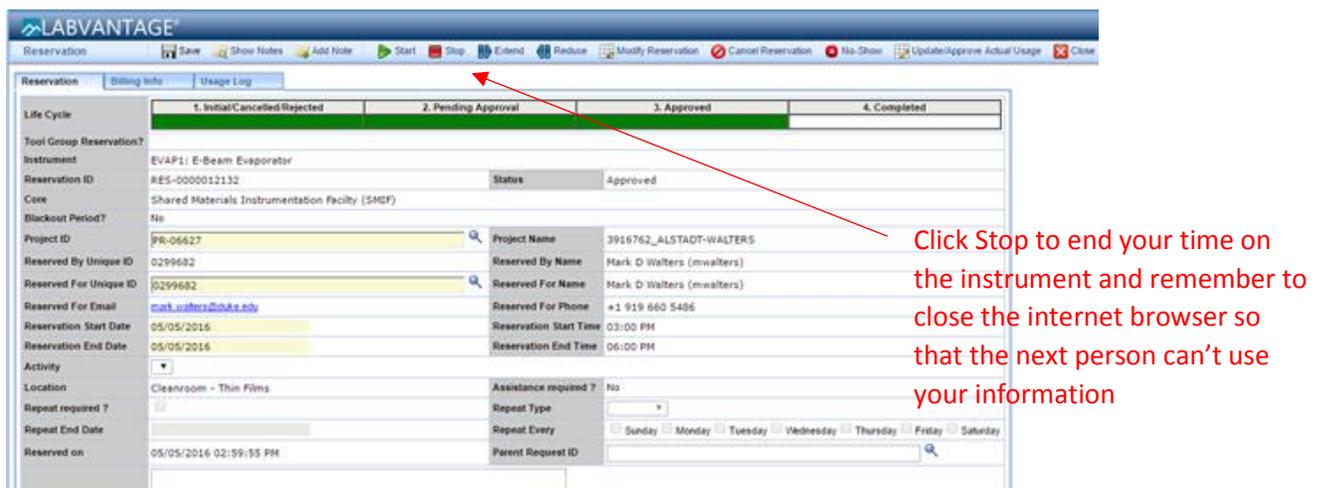
6. Click the Green Start button at the top of the next window to Start usage on the instrument. After clicking start the window will refresh and a message at the top should appear that says “Action Operation Successful”. Click Close in the upper right to return to the calendar view.



## 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**