

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'. A sidebar on the left lists various menu items under categories like 'Bulletins', 'Recent Items', and 'LabVantage Solutions, Inc. © 2016'. The main content area shows a tramline with several stops. A red arrow points to the 'Reservation Calendar' stop, which is highlighted. The tramline stops are: 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), and System Guide (View). A 'No rows found.' message is visible in the top right 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).

The screenshot shows the 'Resource Reservation Calendar' in the LABVANTAGE system. The interface includes 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'. The main area displays a calendar for May, June, and July 2016. 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), and Blackout Period (grey). It also defines AM and PM hours.

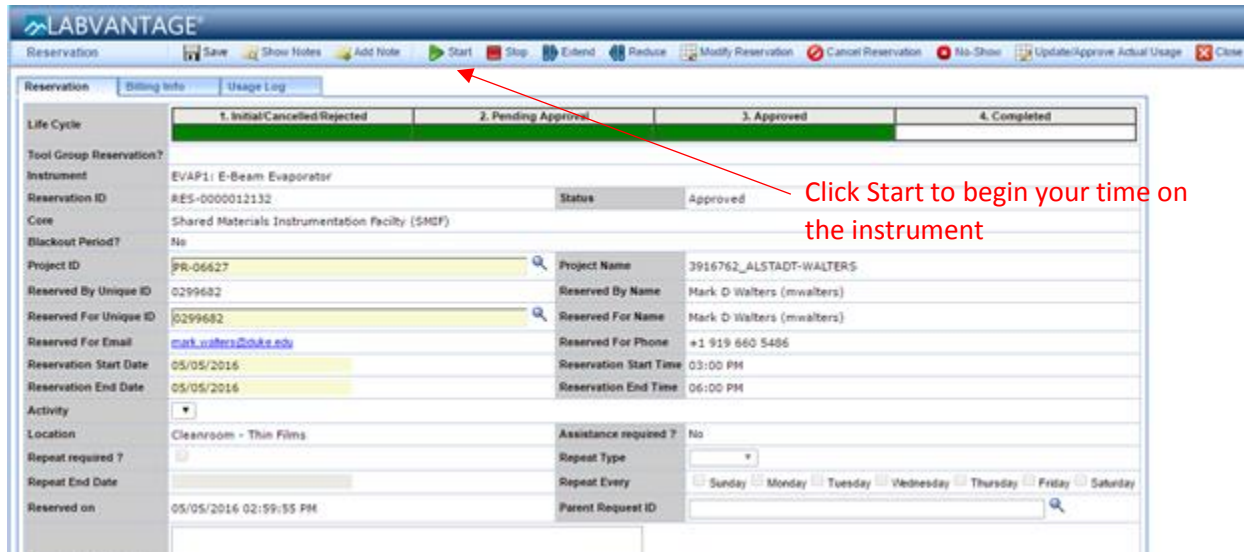
5. Find the instrument reservation that you want to Start. Double click on the calendar entry to open the Resource Reservation Event Window, and click "Edit" at the top of the screen.

The screenshot shows the 'Resource Reservation Event' window. The 'Edit' button is highlighted with a red arrow and the text 'Click Edit'. The window displays reservation details for 'EVAP1: E-Beam Evaporator'. The reservation ID is RES-000012132, and the status is 'Approved'. The reservation was made by Mark D Walters (mwalters) on 05/05/2016, starting at 03:00 PM and ending at 06:00 PM. The location is 'Cleanroom - Thin Films'. The 'Edit' button is located at the top of the window, next to 'Show Notes', 'Add Note', 'Cancel Reservation', 'No-Show', and 'Close' buttons.

IU	TR	PT	Service ID	Service Name	#	Status	Assigned To	Fulfillment Date	Fulfilled By	Billable	Rate (\$)	Unit	Actual Quantity	Actual Cost (\$)	Billable Quantity
●			ST-000001364	E-Beam Evaporator	1	Initial				●	0	Hour	3	.00	0

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.

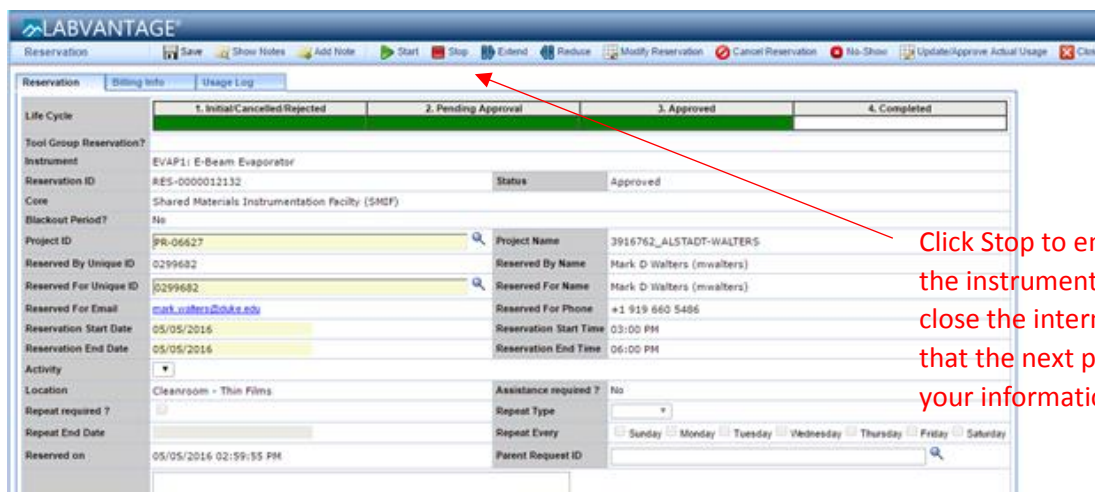


Click Start to begin your time on the instrument

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.



Click Stop to end your time on the instrument and remember to close the internet browser so that the next person can't use your information

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