## Editing a Reservation or Usage

The CoreResearch@Duke system allows you to edit your reservation or your usage as follows:

## Prior to the Reserved Time

- **Modify Reservation**: allows you to change the reservation start date/time and reservation stop date/time (with no limit on number of times a reservation is edited)
- Cancel Reservation: allows you to cancel a reservation and remove it from the calendar

Note: if you need to change the fund code / project code for a reservation, you should cancel the existing reservation and make a new one with the correct fund code.

## During a Usage Session

• **Extend or Reduce:** allows you to change the reservation end time while using the instrument to lengthen or shorten your session

## After Usage has Occurred

• Update Actual Usage: allows you to modify the actual start time and stop time for your usage if they were incorrectly entered previously. *This can only be done once on a specific reservation by the user.* 

If additional edits are needed on completed reservations, including fund code information, contact SMIF before the end of the month. Usage information can't be changed after invoices are produced at the end of the month.

- 1. LOGIN to CoreResearch@Duke and go to the Reservation Calendar
- 2. Find your reservation that you wish to modify and double click on it to open it.

Alternatively, you can select the "Manage Reservations" Tramstop and then select the reservation you wish to edit from the list of your reservations. Cleanroom and Sample Prep usage can only be modified from the Manage Reservations Tramstop since there are no reservation calendars for these labs.

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Double click the reservation to edit it before the start time, or to change actual usage after the session has been completed 3. Click edit at the top of the screen. Then click the appropriate editing function to change the desired information

Click Edit to get to the editing functions

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Reservation Billing	Info Usage Log										
Life Cycle	1. Initial/Cancelled/Rejected	2. Pending Approval	3. Approved	4. Completed							
Tool Group Reservation?											
nstrument	ASH1: Plasma Asher										
Reservation ID	RES-0000012157	Status	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	05/12/2016	Reservation Start Time									
Reservation End Date	05/12/2016	Reservation End Time	11:10 PM								
Activity											
Location	Cleanroom - Dry Etch	·	Assistance required ? No								
Repeat required ?	No	Repeat Type									
Repeat End Date		Repeat Every	Sunday Monday Tuesday Wednesday Thursday Friday Saturday								
Reserved on	05/12/2016 08:11:27 PM	Parent Request ID									
Experiment Information											
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Reservation	📊 Save 🛛 🧟 Show Notes 🖓 Add Note 🗌 🖡	🕨 Start 📕 Stop 🕕 Extend 📲 Reduc	ce 🔢 Modify Reservation 🧭 Cancel Res	servation 🗙 No-Show 📙 Update/Approve							
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Life Cycle	1. Initial/Cancelled/Rejected	2. Pending Approval	3. Approved	4. Completed							
Tool Group Reservation?				•/J							
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Reservation ID	RES-000012157	Status	Approved	/							
Reservation ID	RE3-0000012137	Status	Approved	/							

Reservation ID RES-0000012157 Status Approved Core Shared Materials Instrumentation Facilty (SMIF) Blackout Period? No Review Name Project ID PR-06627 Reserved By Unique ID 0299682 Reserved By Name Q Reserved For Unique ID 0299682 Reserved For Name Reserved For Email mark.walters@duke.edu

Change the times of your 3916762\_ALSTADT-WALTERS actual usage after usage Mark D Walters (mwalters) has occurred (can only do Mark D Walters (mwalters) Reserved For Phone +1 919 660 5486 this once) Reservation Start Time 08:00 PM Reservation End Time 11:10 PM Assistance required ? No Ŧ Repeat Type 🗏 Sunday 🗌 Monday 💭 Tuesday 💭 Wednesday 💭 Thursday 💭 Friday 💭 Saturday Repeat Every Q Parent Request ID

Reservation Start Date 05/12/2016

Reservation End Date 05/12/2016

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Cleanroom - Dry Etch

05/12/2016 08:11:27 PM

Activity

Location

Repeat required ?

Experiment Information

Repeat End Date

Reserved on