# Make a Reservation for a SMIF Instrument

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).
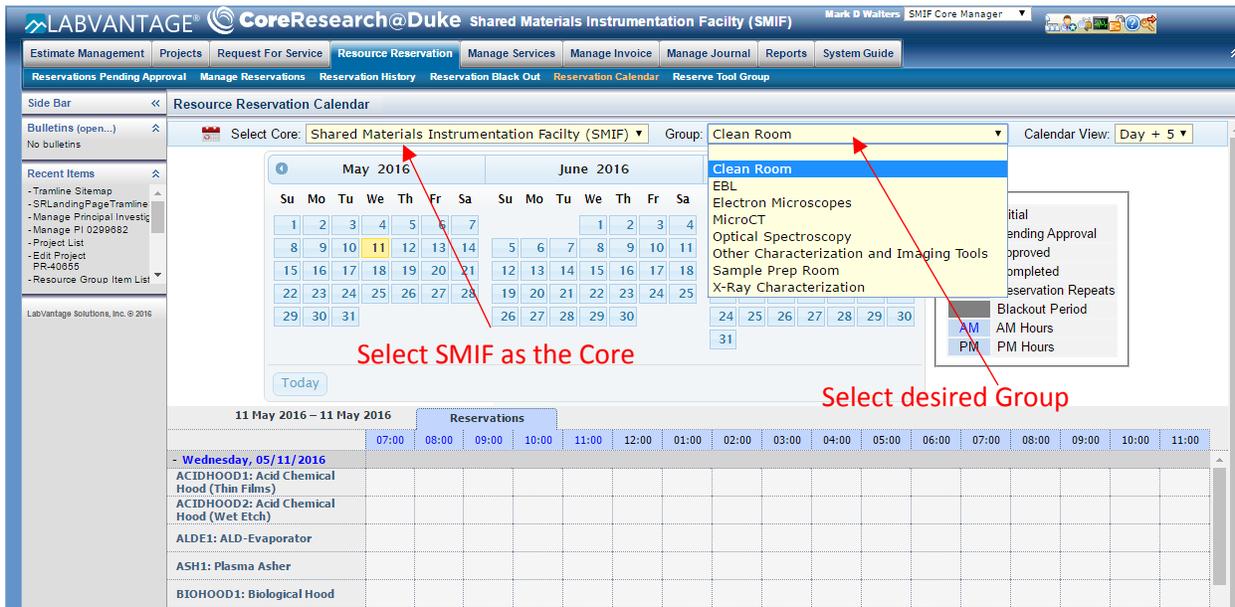
5. Find the instrument you want to reserve on the calendar. Select the desired date and time by clicking and dragging the target area on the calendar display. Note that you can modify the date and time in the next window.
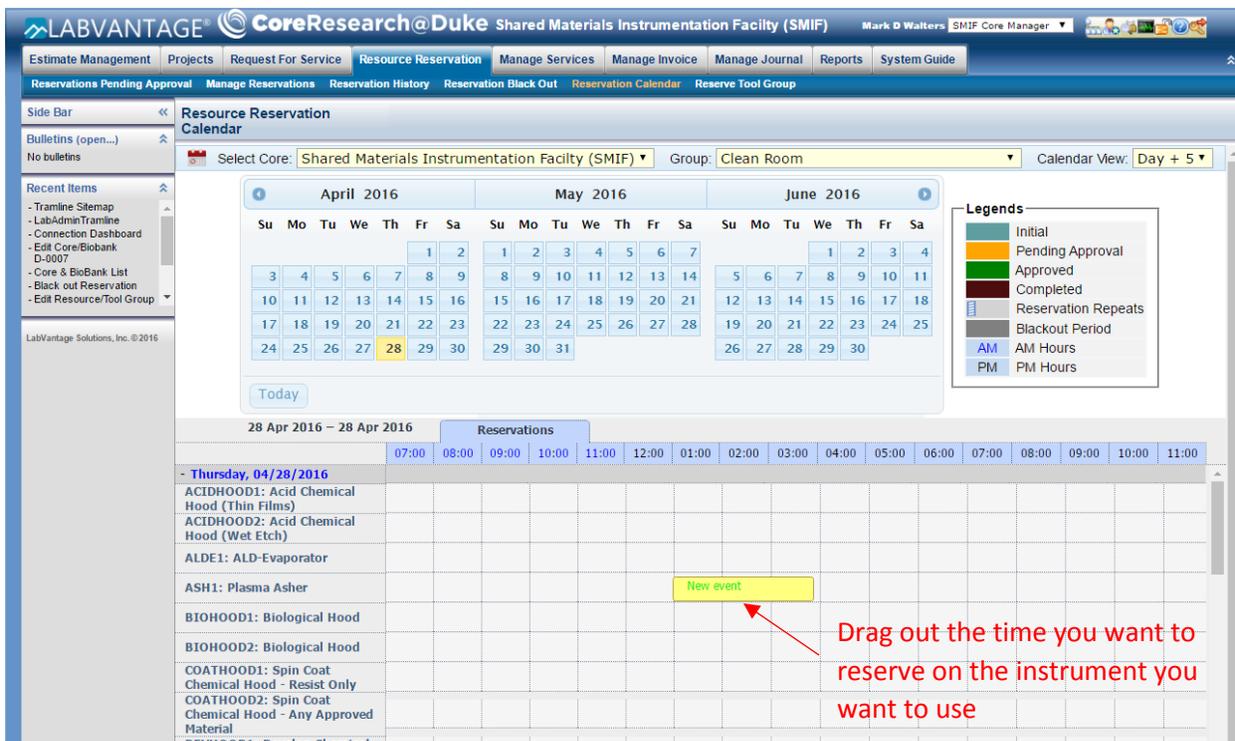
6. Upon release of the mouse, the 'Resource Reservation Event' window will display with the start date/time and end date/time pre-populated with your selection from the calendar. You may modify the reservation start time and end time further if needed. You must enter a Project ID (e.g. fund code). Click on the magnifying glass icon next to the box for Project ID.

7. 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.

8. Your Unique ID should be displayed in the box for "Reserved for Unique ID", and your name should appear in the box for "Reserved for Name". If they don't, click on the magnifying glass next to "Reserved for Unique ID" and use the same procedure to search, then choose yourself and click "Select & Return"

After all necessary fields have been completed, click 'Save'. The system will check to make sure the reservation is allowed.

9. The Resource Reservation Event window will re-appear with an assigned Reservation ID number, and options to Modify or Cancel the reservation. Select the "Submit for Approval" button at the top of the screen to finish making the reservation. *If you don't click "Submit for Approval" the reservation will not be made.* Then click "Close" to return to the calendar view.

11. After clicking "Close", the calendar view will reappear with your block of time reserved.
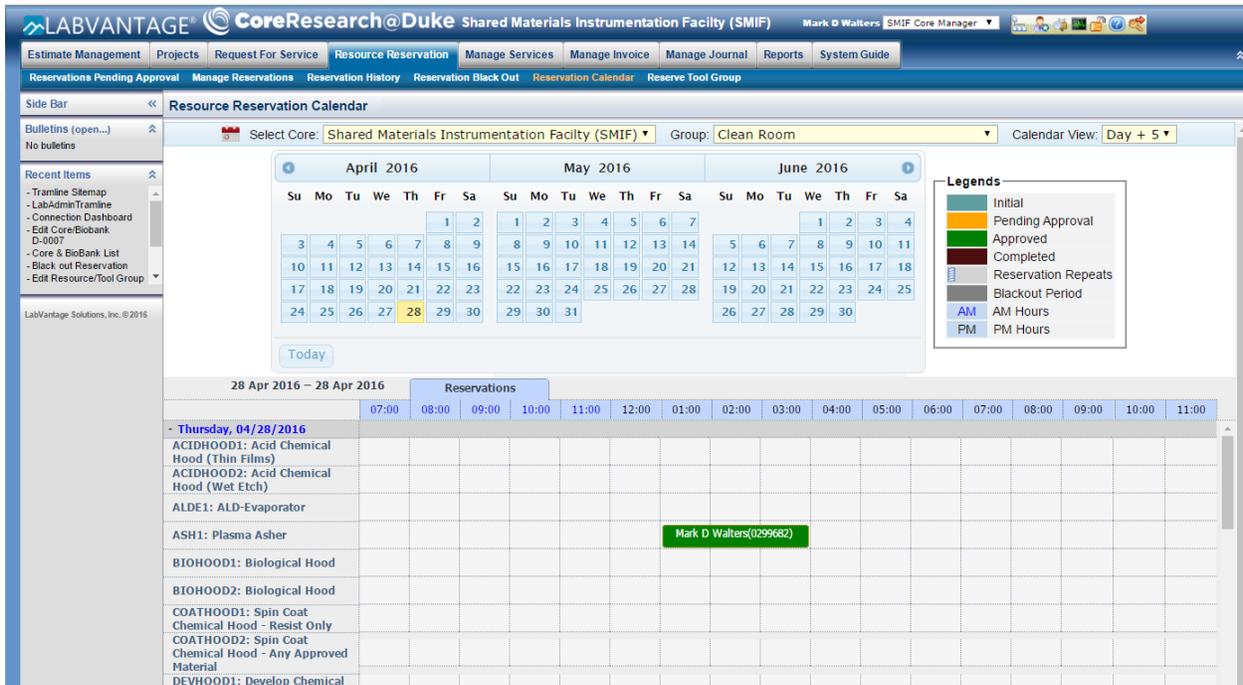
Holding the cursor over the reservation will create a pop-up window that provides additional information about the reservation.