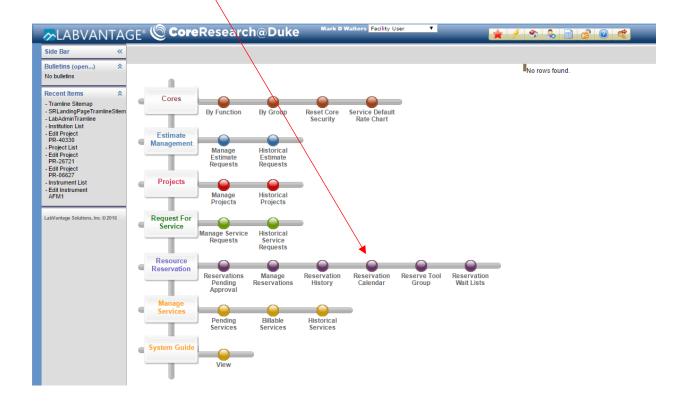
## Make a Reservation for a SMIF Instrument

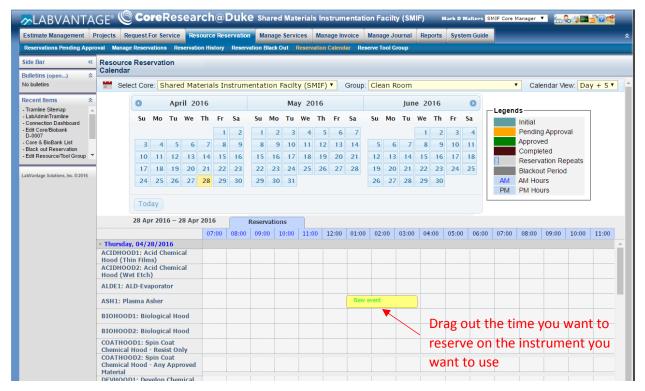
- 1. LOGIN to CoreResearch@Duke using your Duke NetID and password
- 2. The Tramline Page will display.
- 3. Select the 'Reservation Calendar' Tramstop from the 'Resource Reservation' Tramline.



4. The 'Resource Reservation Calendar' will display. Select the SMIF core and the appropriate Group of instruments. (e.g., Clean Room, Electron Microscopes, etc).

_	rojects Request For Service Res			-						Reports	System	ounde								
Side Bar «	Resource Reservation Calence		Reserva	uon biack	Out ne	Servation C	alenuar	Reserve	Tool Grou	ιp										
Bulletins (open)																				
lo bulletins	Select Core: Shared	I Material	ls Instru	mentatio	on Facil	ty (SMIF	) <b>▼</b> G	Froup:	Clean R	oom				*	Calen	dar View:	Day +	5 🔻		
Recent Items 🔗	<b>0</b> M	ay 2016			Ju	ine 201	6		Clean R	loom										
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SRLandingPageTramline Manage Principal Investig					MO IL	i we i			Electroi MicroC1	n Micros	copes		itial							
Manage PI 0299682	1 2 3	3 4 5	5 6	7		1	2 3				scopy		ending Approval							
Project List Edit Project	8 9 10	8 9 10 11 12 13 14 5 6 7 8 9 10 11 Optical Spectroscopy Other Characterization and Imaging Tools																		
PR-40655	15 16 17	7 18 19	20 2	1 12	13 1	4 15	16 17			Prep R		and m	No.		ompleted					
Resource Group Item List 💙		1 25 26				1 22					rizatior		$\sim$			n Repeat	s			
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	- Wednesday, 05/11/2016																			
	ACIDHOOD1: Acid Chemical																			
	ACIDHOOD1: Acid Chemical Hood (Thin Films)																			
	ACIDHOOD1: Acid Chemical																			
	ACIDHOOD1: Acid Chemical Hood (Thin Films) ACIDHOOD2: Acid Chemical																			
	ACIDHOOD1: Acid Chemical Hood (Thin Films) ACIDHOOD2: Acid Chemical Hood (Wet Etch)																			
	ACIDHOOD1: Acid Chemical Hood (Thin Films) ACIDHOOD2: Acid Chemical Hood (Wet Etch) ALDE1: ALD-Evaporator																			

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.

	AGE°		_	
Reservation	📊 Save 김 Check Availability 🔀 Close			
Reservation Billing	Info Usage Log			
Life Cycle				
Instrument	ASH1: Plasma Asher			Click here to select a
Reservation ID	(Auto)		Status	Initial
Core	Shared Materials Instrumentation Facilty (SMIF)			Project ID or fund code
Project ID		Q	Project Name	
Reserved By Unique ID	0299682		Reserved By Name	Mark D Walters (mwalters)
Reserved For Unique ID	0299682	Q	Reserved For Name	Mark D Walters (mwalters)
Reserved For Email			Reserved For Phone	+1 919 660 5486
Reservation Start Date	05/11/2016		Reservation Start Time	Adjust times or dates if
Reservation End Date	05/11/2016		Reservation End Time	7 PM • 00 • needed
Activity	<b>T</b>			
Location			Assistance required ?	Ves  No
Repeat required ?			Repeat Type	<b>T</b>
Repeat End Date			Repeat Every	Sunday Monday Tuesday Wednesday Thursday Friday Saturday
Parent Request ID		Q		
Experiment Information			/	

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.

	AGE®			
Select Project	🖓 Select & R <mark>eturn 🛛 🖉</mark> C	ncel Click here on	ce the appropriate	
Search Bar	<b>**</b> 1 - 1 of 1	fund code ha	s been selected	Group By
Search Project ID/Project	Title: 🛠 🖃 PI: 0299682 - Mark D	Walters( mwalters )		
3916762	Project 🔺	<u>litle</u>	<u>PI</u>	Financial N
Search By Query: All Active Projects	* • • • • • • • • • • • • • • • • • • •	3916762_ALSTADT-WALTERS	<u>Mark D Walters(</u> <u>mwalters )</u>	<u>Susan L Bo</u> bonif001 )
By Account# By FM				
By Status My Projects		en el como de la contra de		
By Core/Biobank By Pl Veucher Breisete		er a known fund code		
Voucher Projects		e and click OK, or leave		
	the	field blank and click OK		
	to g	et a list of all of your		
	fun	d codes or project codes		

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.

source Reservation I	Event					
	AGE®					
Reservation	Save * 2 Check A	vailability 🔀 Close				
Reservation Billing	Info Usage Log					Click Save. The system will
Life Cycle						
Instrument	ASH1: Plasma Asher					check to make sure the
Reservation ID	(Auto)			Status	Initial	reservation is allowed
Core	Shared Materials Instrumenta	tion Facilty (SMIF)				reservation is allowed
Blackout Period?						
Project ID	PR-06627		٩	Project Name	3916762	_ALSTADT-WALTERS
Reserved By Unique ID	0299682			Reserved By Name	Mark D W	/alters (mwalters)
Reserved For Unique ID	0299682		٩	Reserved For Name	Mark D W	/alters (mwalters)
Reserved For Email	mark.walters@duke.edu			Reserved For Phone	+1 919 6	60 5486
Reservation Start Date	04/28/2016	<b>—</b>		Reservation Start Time	1 PM 🔻	00 •
Reservation End Date	04/28/2016	2		Reservation End Time	4 PM 🔻	00 •
Activity	T					
Location				Assistance required ?	O Yes @	● No
Repeat required ?				Repeat Type		¥
Repeat End Date		]		Repeat Every	🔲 Sunda	ay 🗖 Monday 🗖 Tuesday 💭 Wednesday 💭 Thursday 💭 Friday 💭 Saturda
Parent Request ID			٩			
Experiment Information						

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.

Reservation Billing	Info Usage Log					1
Life Cycle	1. Initial Cancelled Rejected Next. Submit for Approval	2. Pending	Approval	3. Approved	4. Completed	
Instrument	ASH1: Plasma Asher					
Reservation ID	RES-0000012074		Status	Initial Vou	u must click "Submit f	or Approx
Core	Shared Materials Instrumentation Facility (SP	HDF)			a must click Submit	or Approv
Blackout Period?				to	confirm your reservat	tion
Project ID	PR-06627	٩	Project Name	3916762_ALSTADT-WALTERS		
Reserved By Unique ID	0299682		Reserved By Name	Mark D Walters (mwalters)		
Reserved For Unique ID	0299682	٩	Reserved For Name	Mark D Walters (mwalters)		
Reserved For Email	mark walters@duke.edu		Reserved For Phone	+1 919 660 5486		
Reservation Start Date	04/28/2016		Reservation Start Time	01:00 PM		
Reservation End Date	04/28/2016		Reservation End Time	04:00 PM		
Activity	•					
Location	Cleanroom - Dry Etch		Assistance required ?	⊖ Yes ⊛ No		
Repeat required ?			Repeat Type	· · · ·		
Repeat End Date			Repeat Every	Sunday Monday Tuesday	Wednesday Drursday Friday Saturday	
Parent Request ID		٩				
Experiment Information						

Estimate Management P										_	-				Repor	ts S	ystem	Guide						
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Side Bar «	Resource Reser	vation	Cale	ndar																				
Bulletins (open) 🛠	Sele	ect Cor	re: S	hared	Mater	ials Ir	strume	entat	ion Fac	ilty (	(SMIF)	T	Group	Clear	Room					۲	Calenda	r View:	Day + 5	•
Recent Items 🛠		0		Apr	il 201	6			P	May	2016				Ju	ne 20	016		0					
- Tramline Sitemap		Su	Мо	Ти	We T	n Fr	Sa	Su	Мо Т	u W	/e Th	Fr	Sa	Su I	10 Tu	We	Th	Fr S	a	Legend	nitial			
- Connection Dashboard - Edit Core/Biobank						- 1	2	- 1	2	3	4 5	6	- 7			- 1	2	3	4		Pending Ap	proval		
D-0007 - Core & BioBank List		3	4	5	6	7 8	9	8	9 1	0 1	1 12	13	14	5	6 7	8	9	10	11		Approved Completed			
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	- Thursday, 04/28	/2016		-	07:00		09:0		0:00	11:00	) 12:	00	01:00	02:00	03:0	0 0	4:00	05:00	06:0	0 07:0	0 08:00	09:00	10:00	11:00
	- Thursday, 04/28 ACIDHOOD1: Acia Hood (Thin Films	<b>/2016</b> d Chen		-	07:00		09:0		0:00	11:00	) 12:	00	01:00	02:00	03:0	0 0	4:00	05:00	06:0	0 07:0	0 08:00	09:00	10:00	11:00
	ACIDHOOD1: Aci	/ <b>2016</b> d Chen ) d Chen	nical	-	07:00		09:0		0:00	11:00	) 12:	00	01:00	02:00	03:0	0 0	4:00	05:00	06:0	0 07:0	0 08:00	09:00	10:00	11:00
	ACIDHOOD1: Aci Hood (Thin Films ACIDHOOD2: Aci	/ <b>2016</b> d Chen ) d Chen	nical nical	-	07:00		09:0		0:00	11:00	) 12:	00	01:00	02:00	03:0	0 0	4:00	05:00	06:0	0 07:0	0 08:00	09:00	10:00	11:00
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	ACIDHOOD1: Aci Hood (Thin Films ACIDHOOD2: Aci Hood (Wet Etch) ALDE1: ALD-Evap	/2016 d Chen ) d Chen orator her	nical	-	07:00		09:0		0:00	11:00	) 12:						4:00	05:00		0 07:0	0 08:00	09:00	10:00	11:00
	ACIDHOOD1: Aci Hood (Thin Films ACIDHOOD2: Aci Hood (Wet Etch) ALDE1: ALD-Evap ASH1: Plasma Asl	/2016 d Chen ) d Chen orator her ogical I	nical nical Hood	-	07:00		09:0			11:00	) 12:						4:00	05:0(	06:0		0 08:00	09:00	10:00	11:00
	ACIDHOOD1: Aci Hood (Thin Films ACIDHOOD2: Aci Hood (Wet Etch) ALDE1: ALD-Evap ASH1: Plasma Asl BIOHOOD1: Biolo	/2016 d Chen ) d Chen orator her ogical I ogical I	nical nical Hood	-	07:00		09:0			11:00	) 12:						4:00	05:00	06:0	0 07:0	0 08:00	09:00	10:00	11:00
	ACIDHOOD1: Acid Hood (Thin Films ACIDHOOD2: Acid Hood (Wet Etch) ALDE1: ALD-Evap ASH1: Plasma Asl BIOHOOD1: Biolo BIOHOOD2: Biolo COATHOOD2: Spil	/2016 d Chen ) d Chen orator her ogical I ogical I in Coat Resist ( in Coat	nical nical Hood Hood		07:00		09:0			11:00							4:00			0 07:0	0 08:00		10:00	11:00

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.

Reservations Pending Appr	oval Manage Reservat	ions I	Reser	vation	Histon	y Re	servat	ion Blac	k Out	Rese	rvatio	n Cale	endar	Rest	erve Too	l Group	,														
ide Bar 🛛 🕺 😽	Resource Reserv	ation/	Cal	enda																											
ulletins (open) 🖈 o bulletins	😁 Sele	ct Cor	e: S	hare	d Ma	teria	ls In	strum	entat	ion F	acilt	y (S	MIF)	•	Group	Cle	an R	oom						۲	Calenda	ar View:	Day + 5	•			
ecent Items 🛠		0		Ар	ril 20	016					Ma	y 20	016					Jun	e 20	16		0		Legends							
Tramline Sitemap AdminTramline Connection Dashboard		Su	Мо	Tu	We	Th	Th Fr Sa		Su Mo			We 4		Fr 6		Su	Мо	Ти		Th 2	Fr 3	Sa 4		lr	iitial ending Ap	proval					
Edit Core/Biobank D-0007		3	4	5	6	7	8	2	8				12			5	6	7	8	2	10				pproved	provar					
ore & BioBank List lack out Reservation dit Resource/Tool Group		11	12	13	3         14         15         16         15         16         17         18         19         20         21									12	13	14	14 15 16			18	Completed Reservation Repeats										
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	<ul> <li>Thursday, 04/28, ACIDHOOD1: Acid Hood (Thin Films) ACIDHOOD2: Acid Hood (Wet Etch)</li> <li>ALDE1: ALD-Evapore</li> </ul>																														
	ASH1: Plasma Ash	ier												1	Mark (	) Walte	rs(029	9682)													
-	BIOHOOD1: Biolo	gical I	Hood	1																											
																							000120 Asher								
	BIOHOOD2: Biolo	gical I	Hood	1 E														R	eserve sista	ed for nce re	: Mari quire	c D Wa ed: No	alters(	299682)							
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