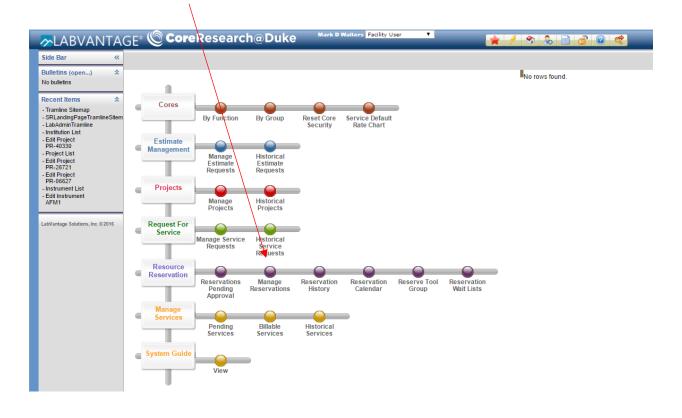
Start/Stop Cleanroom or Sample Prep Lab Usage (Tool Groups)

Start/Stop for a Tool Group is used to log usage time in the cleanroom or the sample prep lab. Tool groups do not have a calendar view, but allow for usage by multiple people at the same time.

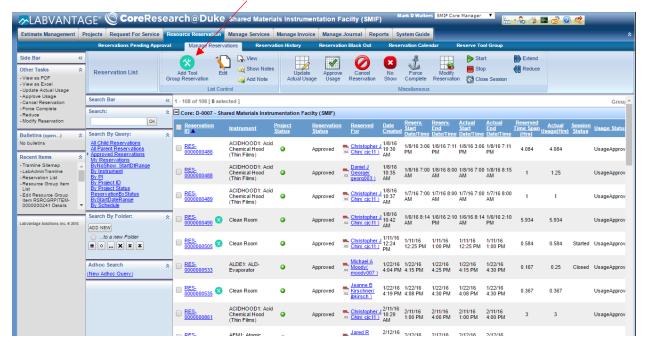
Entering the Cleanroom or Sample Prep Lab

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



4. The Reservation List window will appear. Click on the "Add Tool Group Reservation" icon at the top of the list.

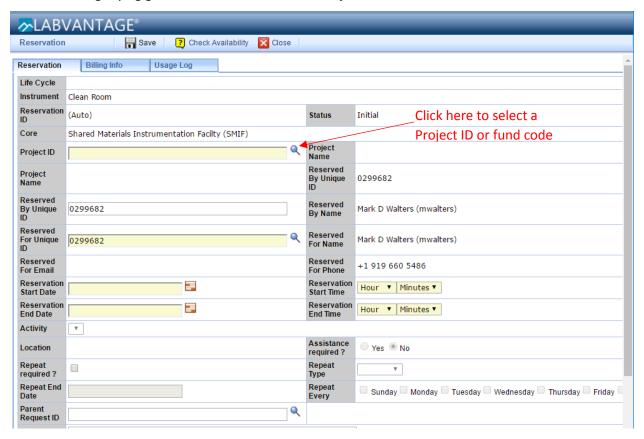
Click on "Add Tool Group Reservation"



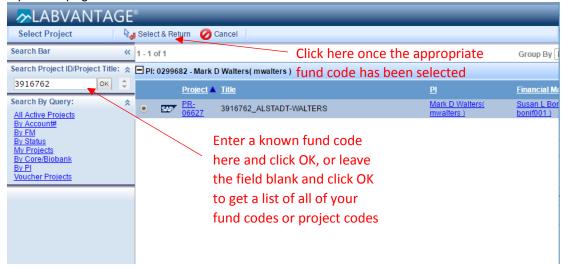
5. If no tool groups appear click "OK" next to the blank search box on the left side of the screen. Then click on the circle beside the desired tool group (Cleanroom or Sample Prep Room), and then click "Select & Continue" at the top of the screen



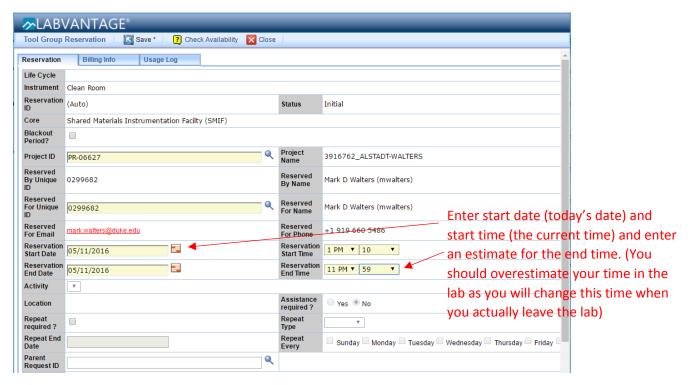
6. The Tool Group Reservation window will appear. You must enter a Project ID (e.g. fund code). Click on the magnifying glass icon next to the box for Project ID.



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.

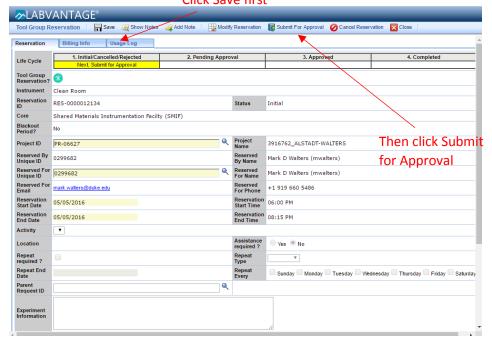


8. Then enter the Reservation Start Date by clicking on the calendar symbol next to this entry and clicking on today's date. The Reservation End Date will automatically populate with the same date. Enter the Reservation Start Time (the current time assuming you are about to enter the lab) and then enter an estimate for the Reservation End Time by using the pull down menus next to these entries. You should overestimate the time you plan to spend in the lav. You will later change the reservation end time to when you actually leave the lab. Note - you have to enter values for both the hour and minute fields or you will get an error.



9. Click Save at the top of the window, and then click "Submit for Approval" after the window refreshes.

Click Save first

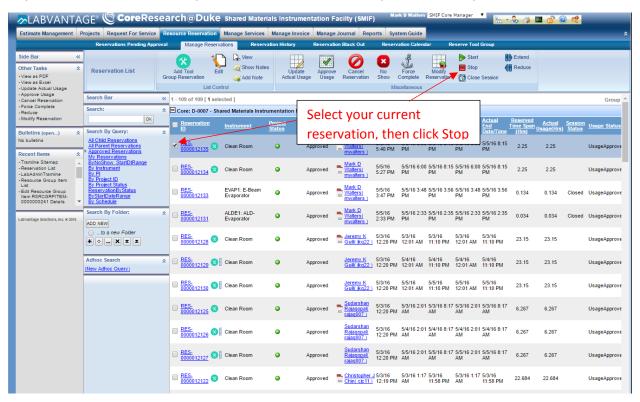


- 10. This will return you to the Reservation List Screen. If you used the current time when you made the reservation, you do not need to click Start since the system will use the Reservation Start Time as the default Start time. But you can click Start if you are entering the cleanroom or sample prep lab at a different time than the Reservation Start Time.
- 11. Exit out of CoreResearch@Duke and the Internet Browser so that other people can't use your information to make a reservation

Exiting the Cleanroom or Sample Prep Lab

12. When you are finished in the cleanroom or sample prep lab, LOGIN to CoreResearch@Duke and select the "Manage Reservations" tram stop to bring up the Reservations list. Find the reservation you made and select it from the list by clicking on the box near that reservation. (Note – clicking on the header in the Date Created column will sort the reservations by date and make it easier to find your reservation). Click the red Stop button at the top to stop the usage time.

Note – you can only "Stop" before the end of the scheduled reservation. The reservation automatically stops when the Reservation Stop Time has been reached if Stop has not been pressed before this time



13. After clicking Stop the window will refresh and a message at the top should appear that says "Action Operation Successful". Exit out of CoreResearch@Duke and the Internet Browser so that other people can't use your information to make a reservation