

CoreResearch@Duke External User Reservations User Guide

7/11/18 Version 2.0

CoreResearch@Duke

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Reservation Creation

How to create a reservation

- 1. LOGIN to CoreResearch@Duke.
- 2. Click on the Reservation Calendar tramstop, located on the "Resource Reservation" tramline.



- 3. Select the Core with which you want to make your reservation with from the drop-down. In addition, select your group and calendar view.
- 4. Select the date you need the reservation by using the calendar navigation options and either clicking and dragging or double clicking on the desired timeslot on the date and time grid. Note: Some instruments require certification in order to make a reservation. If you are not certified on the selected instrument, you will receive an error message and will not be allowed to proceed with the reservation. Contact the Core Manager to learn more about the certification process for the selected instrument.

SRLandingPage / Resource Calendar																						
	Show/Hide	e: 👼 Select C	ore: Light Mid	croscopy Core Faci	ity (LMCF)		۲	Group: All	data acquis	ition system	ms and acc	essories	▼ Cal	lendar View	Today +	5 🔻						
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Zeiss 510 inverted confocal - FFSC																						
Zeiss 510 upright confocal - FFSC																						
Zeiss 710 inverted confocal - Nan Duke																						
Zeiss 780 inverted confocal - Nan Duke																						

5. Click 'Check Availability' to make sure that the selected slot is available.



	0 -			
Life Cycle				
Instrument	Leica SP5 upright confocal -	Nan Duke		
Reservation ID	(Auto)		Status	Initial
Core	Light Microscopy Core Facil	ity (LMCF)		
Private?			Project ID *	
Project Name			Reserved By Unique ID	
Reserved By Name			Reserved For Unique ID *	
Reserved For Name			Reserved For Email	
Reserved For Phone			Reservation Start Date *	07/11/2018
Reservation Start Time	7 AM 🔻 00 🔻		Reservation End Date *	07/11/2018
Reservation End Time	8 AM V 00 V			
Activity	T			
Location			Assistance required ?	○ Yes ◉ No
Repeat required ?			Repeat Type	T T
Repeat End Date			Repeat Every	Sunday Monday Tuesday Wednesday Thursday Friday Saturda
Parent Request ID		Z		
Experiment Information				

- 6. Fill in all the mandatory fields highlighted in yellow. Note: "Activity" may or may not be required depending on the instrument selected.
- 7. If training or assistance is needed for the reservation, choose the Activity "with Assistance", and for "Assistance required?" select 'Yes'.



source Reservation Ev	ent			
eservation 📊 Save 【	Check Availability 🔀 Close 🛛 📑 Submit	t For Approval		
Reservation Billing	Info Usage Log Safety Assessment			
Life Cycle				
Instrument	Ocean Optics			
Reservation ID	(Auto)	Status	Initial	
Core	Optical Molecular Imaging and Analysis			
Private?		Project ID *		2
Project Name		Reserved By Unique ID	0646124	
Reserved By Name	Angelica Morgan (alm90)	Reserved For Unique ID *	0646124	
Reserved For Name	Angelica Morgan (alm90)	Reserved For Email		
Reserved For Phone	+1 919 613 0534	Reservation Start Date *	07/11/2018	
Reservation Start Time	3 AM V 00 V	Reservation End Date *	07/11/2018	
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Repeat required ?	Instrument Only	Repeat Type	T	
Repeat thu Date		Repeat Every	Sunday Monday Tuesday Wednesday	Thursday 🗌 Friday 🗌 Saturday
Parent Request ID		ľ		
Experiment Information				

8. Click 'Save'. The screen will refresh with new buttons available at the top. Click 'Submit For Approval'.

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Life Cycle	Next, Submit for Approval	2. FC		5. Approved	4. completed
Instrument	Ocean Optics			I	
Reservation ID	RES-0000146267		Status	Initial	
Core	Optical Molecular Imaging and Analysis				
Private?			Project ID *	PR-54225	
Project Name	Test Project for Jared Atherton (jra16) as Pl	and FM - Fund	Reserved By Unique ID		
Reserved By Name			Reserved For Unique ID *		
Reserved For Name			Reserved For Email		
Reserved For Phone			Reservation Start Date *	07/11/2018	
Reservation Start Time	06:00 PM		Reservation End Date *	07/11/2018	
Reservation End Time	06:30 PM				
Activity *	Instrument Only				
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Parent Request ID		Z			
Experiment Information					



9. If the resource group item is set for automatic approval, your reservation will automatically be approved, otherwise you will be notified via email when your reservation has been approved by core staff.

Reservation Modification

How to modify a reservation (prior to reservation start time)

1. Double click on the reservation from the Reservation Calendar.

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2. Select the Modify Reservation button and update the Start Date/Time and End Date/Time as desired. Select Save.



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eservation 强 Modify R	eservation 🛛 🗛 🗛 🖉 Aaintenance 👻 📕 Stop 🕨	Start 🔛 Extend 🝓 Re	duce 🥝 Cancel Reserva	ation 🔛 Update Actua	al Usage Close				
Reservation Billing I	nfo Usage Log Safety Assessment								
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Life Cycle	1. Initial/Cancelled/Rejected	vld-lvdev01:8080/CR/r	c?command=page&sdcid	=Reservation					~
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Instrument	Ocean Optics			•					
Reservation ID	RES-0000146267	 Reservation 							
Core	Optical Molecular Imaging and Analysis								
Private?	No	Reservation ID	RES-0000146267		Status	Approved			
Project Name	Test Project for Jared Atherton (jra16) as Pl and F	Reservation Start Date *	07/11/2018	Ê	Reservation Start Time	6 PM 🔻 00 🔻			
Reserved By Name	Angelica Morgan (alm90)	Reservation End Date *	07/11/2018	Ê	Reservation End Time	6 PM ¥ 30 ¥			
Reserved For Name	Angelica Morgan (alm90)			REP	EAT RESERVATION PATT	ERN			
Reserved For Phone	+1 919 613 0534	Modify Repeat Pattern ?			Repeat required ?				
Reservation Start Time	06:00 PM	Repeat Type	T		Repeat End Date				
Reservation End Time	06:30 PM	Repeat Every	Sunday Monday T	uesday 🗌 Wednesday 🔲	Thursday 🔲 Friday 🔲 Sa	turday	,		
Activity *	Instrument Only								
Location									
Repeat required ?	No								
Repeat End Date									
Reserved on	07/11/2018 09:18:14 AM								
Experiment Information									
Services Performed									

CoreResearch@Duke

Reservation Cancellation

How to cancel a reservation (prior to reservation start time)

1. Double click on the reservation from the Reservation Calendar.

CoreResearch@Duke Cores - Estim	te Management 👻 Projects 👻 R	equest For Service 👻 Resourc	e Reservation 👻 Manage Services 👻	System Guide 👻 🗮 🕯
SRLandingPage / Resource Calendar				
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	22 23 24 25 26 27 2	28 19 20 21 22 23 24 25	16 17 18 19 20 21 22	Reservation Repeats Blackout Period
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Wednesday, 07/11/2018				
Axioskop 2 (Charged by the hour)				
Data Analysis				
Hypoxia Chamber				
IVIS Kinetic (Charged by the hour)				
			Reservation	ID: RES-0000146267
IVIS Lumina III (Charged by the bour)			Resource: 00 Reserved for	ean Optics : Angelica Morgan(0646124)
size comments founded of me non l			Assistance re	squired: No 7/11/2018 06:00 DM End time: 07/11/2018 06:20 DM
IVIS Lumina XR (Charged by the hour)			Double click	on reservation to view details.
Ocean Optics				Double Click

2. Select the Cancel Reservation button, enter a Reason and select OK.

ervation 🔣 Modify F	Reservation Maintenance 👻 📕 Stop ▶ S	tart 🚺 Extend 📢 Redu	ICE 🖉 Cancel Rese	ervation 🔛 Update	Actual Usage Close]
Reservation Billing	Info Usage Log Safety Assessment					
Life Cycle	1. Initial/Cancelled/Rejected	2. Pending Approval	3. Арг	proved	4. Completed	
Tool Group Reservation	2					
Instrument	Ocean Optics					
Reservation ID	RES-0000146267	Status	Approved			
Core	Optical Molecular Imaging and Analysis					
Private?	No	Project ID *	PR-54225	<u>, </u>		
Project Name	Test Project for Jared Atherton (jra16) as PI and FM	- F Reserved By Unique ID	0646124	LABVANTAGE		13
Reserved By Name	Angelica Morgan (alm90)	Reserved For Unique ID *	0646124		📀 OK ⊘ Cancel	
Reserved For Name	Angelica Morgan (alm90)	Reserved For Email	angelica.morgan@dul			
Reserved For Phone	+1 919 613 0534	Reservation Start Date *	07/11/2018	Enter Reason sick t	oday	
Reservation Start Time	06:00 PM	Reservation End Date *	07/11/2018			
Reservation End Time	06:30 PM					
Activity *	Instrument Only					
Location		Assistance required ?	No			
Repeat required ?	No	Repeat Type				
Repeat End Date		Repeat Every	🔲 Sunday 🔲 Monda			
Reserved on	07/11/2018 09:18:14 AM	Parent Request ID				



Reservation Fulfillment

How to start and stop a reservation

1. Double click on the reservation on the Reservation Calendar

ndingPage / Resource Calendar																															
	Show/k	lide: 🖁	Selec	t Core	Ontic	al Molec	ular Im	naging	and l	Analys	ic			,	Group	All In	trum	ents (D.003	18) 🔻	Calen	dar Vie		dav +	5 ¥							
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																		Daubla di	ick o	n rocor	ntion	to store	w do	taile							

2. Press the Start button. Note: Some instruments allow for selection of the Start button prior to the scheduled Start time and others do not, so you may receive an error message if you select the Start button prior to the scheduled start time.



ervation 🔣 Modify R	eservation Maintenance 🔻	Stor 👂 Sta	art 🕕 Extend 📲 Redu	ce 🧭 Cancel Reservation	🔛 Update Actual Usage	Close
Reservation Billing I	nfo Usage Log Safety	Assessmen: Star	t Session			
Life Cycle	1. Initial/Cancelled/Rej	ected	2. Pending Approval	3. Approved	4. (ompleted
ool Group Reservation?	2					
nstrument	Ocean Optics					
Reservation ID	RES-0000146267		Status	Approved		
Core	Optical Molecular Imaging and	Analysis				
Private?	No		Project ID *	PR-54225		
Project Name	Test Project for Jared Atherton	(jra16) as PI and FM -	F Reserved By Unique ID			
Reserved By Name			Reserved For Unique ID *			
Reserved For Name			Reserved For Email			
Reserved For Phone			Reservation Start Date *	07/11/2018		
Reservation Start Time	06:00 PM		Reservation End Date *	07/11/2018		
Reservation End Time	06:30 PM					
Activity *	Instrument Only					
Location			Assistance required ?	No		
Repeat required ?	No		Repeat Type			
Repeat End Date			Repeat Every	Sunday Monday Tues	day 🔲 Wednesday 🔲 Thursd	ay 🔲 Friday 🔲 Saturday
Reserved on	07/11/2018 09:18:14 AM		Parent Request ID			
Experiment Information						



If during your session you decide that you do not need the instrument for as long as you
reserved it, select the Reduce button to decrease the current end date and/or time. This will
make the instrument available to others to reserve during the time in which you no longer plan
to use it.

source Reservation Ev	ent										
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Life Cycle				i vld-lvdev0	1:8080/CR/rc?command=pa	ge&sdcid=Reservatio	n				
Tool Group Reservation	?			Reduce Sessior	📊 Save 🛃 Close & Refi	resh 📢					
Instrument	Ocean Optics									_	
Reservation ID	RES-0000146267		Status	 Reservation 							
Core	Optical Molecular Imaging and Analysi	s									
Private?	No		Project ID *	Reservation	RES-0000146267		Status	Approved			
Project Name		Pl and FM - F	Reserved By U	Reservation	27/14/22/2		Reservation	0.000			
Reserved By Name			Reserved For	Start Date *	07/11/2018		Start Time	06:00 PM			
Reserved For Name			Reserved For	Reservation	07/11/2018	*	Reservation	6 PM ¥ 30 ¥			
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Reservation Start Time	06:00 PM		Reservation E								
Reservation End Time	06:30 PM										
Activity *	Instrument Only			•							
Location			Assistance rec	quired ? No							

4. If during your session you decide that you need the instrument for longer than you reserved it, select the Extend button to decrease the current end date and/or time. If the updated, end/date time does not overlap with another scheduled reservation, the reservation calendar will be blocked off to prevent others from scheduling a reservation during the extended time.

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Reservation 🔣 Modify R	teservation Maintenance 🗸 📕 Stop	🕨 Star 🐘 Extend	d 📲 Reduce	O Cancel Reservation	😈 Update Actual Usa	ge Clos	e						
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Core	Optical Molecular Imaging and Analysis												
Private?	No	Project ID *	Reservation	RES-0000146267		Status	Approved						
Project Name		M - F Reserved By	Reservation			Reservation	00.00.004						
Reserved By Name		Reserved For	Start Date *	07/11/2018		Start Time	06:00 PM	1					
Reserved For Name		Reserved For	Reservation	07/11/2018	#	Reservation	6 PM ¥ 30 ¥	1					
Reserved For Phone		Reservation S	end Date -				_						
Reservation Start Time	06:00 PM	Reservation E						1					
Reservation End Time	06:30 PM												
Activity *	Instrument Only]										
Location		Assistance re	c										
Repeat required ?	No	Repeat Type											
Repeat End Date		Repeat Every											



5. When you are finished using the instrument, select the Stop button.

Billing Info	Usage Log Safety Assess						
Life Cycle	Initial/Cancelled/Rejected	2. Pending Approval	3. Approved	4. Completed			

6. The screen will refresh with an Operation Successful message and the available button operations will change. If different than the reservation's start and end time, you may update the Actual Usage value at this time by selecting the Update Actual Usage button. Note: The Update Actual Usage function is only allowed up until the Core Manger marks the Service Tasks for the reservation to 'Ready to Invoice'.

ource Reservation Eve	ent																
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Reservation ID	RES-000014626	5											-				
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eserved By Name	Angelica Morga	Reservation	ID	RES-00001	00146263												
eserved For Name	Angelica Morga	Reservation	Start Date	06/12/201	В		Reservat	ion Start Tim	e 03:00/	AM							
eserved For Phone	+1 919 613 053	4 Reservation	End Date	06/12/201	в		Reservat	ion End Time	04:00	AM							
eservation Start Time	06:00 PM	Usage Appro	Usage Approval Status Usage Approved														
eservation End Time	06:30 PM	Actual Start	Date	06/12/201	8		Actual St	art Time	3 AM	• 0	00	•					
Activity *	Instrument Onl	Actual End D	Date	06/12/201	8		Actual E	nd Time	4 AM	• 0	00	•					
ocation		Actual Usag	e Hour(s)	1													
epeat required ?	No																
Repeat End Date									,		,					.,	aturda
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