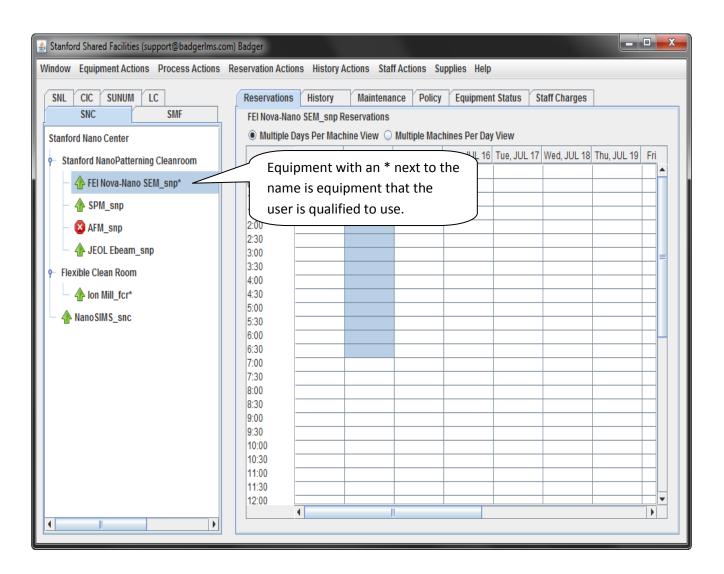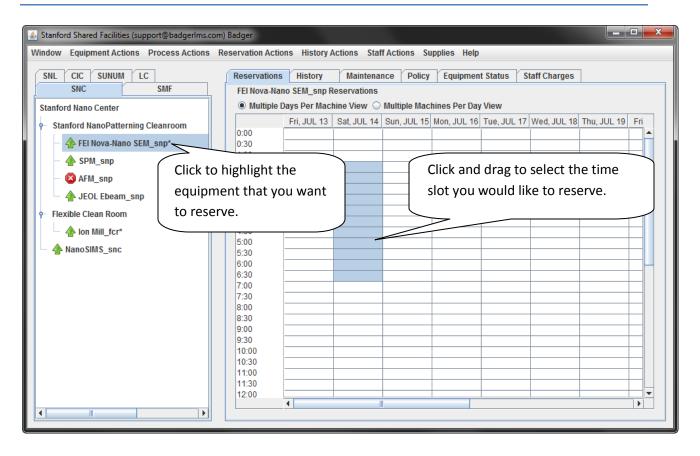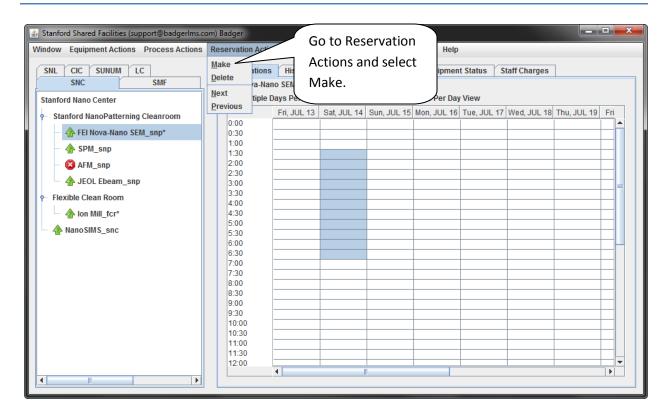# Badger Docs - Member Reservations

Every member must be trained and have a lab staff member add an equipment specific qualification before they can begin reserving or enabling any equipment. If you are qualified on a device, then you will see an asterisk next to the equipment name.
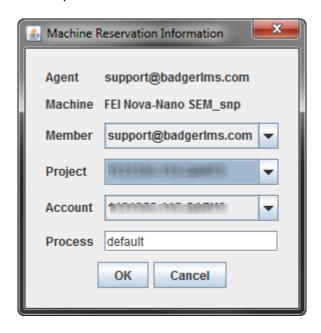
Creating a Reservation –

Badger Docs - Member Reservations

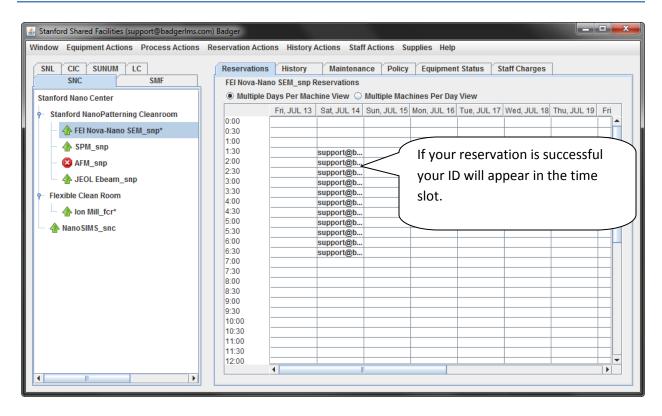# Badger Docs - Member Reservations

- After clicking on Make, the Machine Reservation Information box will display. Most users can simply select OK, but you may change the Project, Account, and the Process if needed. When finished with your changes, if any, click OK and the reservation will be made. Occasionally, reservations are rejected because your lab may have maximum reservation time limits or other policies which conflict with your reservation. Check with lab staff if this occurs.

Badger Docs - Member Reservations

Your reservation is now complete. See you lab manager for details on how early you should arrive for your reservation.

Badger Docs - Member Reservations

Deleting a Reservation -

- If a reservation was made in error or you are unable to use the equipment for the time you requested you can remove the requested time. Some labs do not allow members to delete a reservation once it has begun. See you lab manager for lab specific policies.