

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 -

The screenshot shows the 'Stanford Shared Facilities (support@badgerlms.com) Badger' application window. The interface includes a menu bar with 'Window', 'Equipment Actions', 'Process Actions', 'Reservation Actions', 'History Actions', 'Staff Actions', 'Supplies', and 'Help'. Below the menu bar are tabs for 'Reservations', 'History', 'Maintenance', 'Policy', 'Equipment Status', and 'Staff Charges'. The left sidebar shows a tree view of equipment locations: 'Stanford Nano Center' (expanded) contains 'Stanford NanoPatterning Cleanroom' (expanded) with 'FEI Nova-Nano SEM_snp*', 'SPM_snp', and 'AFM_snp'; and 'Flexible Clean Room' (expanded) with 'Ion Mill_fcr*' and 'NanoSIMS_snc'. The main area displays 'FEI Nova-Nano SEM_snp Reservations' with radio buttons for 'Multiple Days Per Machine View' (selected) and 'Multiple Machines Per Day View'. A reservation calendar grid shows time slots from 2:00 to 12:00 on the y-axis and dates from JUL 16 to Fri on the x-axis. A callout bubble points to the 'FEI Nova-Nano SEM_snp*' entry in the sidebar, containing the text: 'Equipment with an * next to the name is equipment that the user is qualified to use.'

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Stanford Shared Facilities (support@badgerlms.com) Badger

Window Equipment Actions Process Actions Reservation Actions History Actions Staff Actions Supplies Help

SNL CIC SUNUM LC

SNC SMF

Stanford Nano Center

- Stanford NanoPatterning Cleanroom
 - FEI Nova-Nano SEM_snp*
 - SPM_snp
 - AFM_snp
 - JEOL Ebeam_snp
- Flexible Clean Room
 - Ion Mill_fcr*
 - NanoSIMS_snc

Reservations History Maintenance Policy Equipment Status Staff Charges

FEI Nova-Nano SEM_snp Reservations

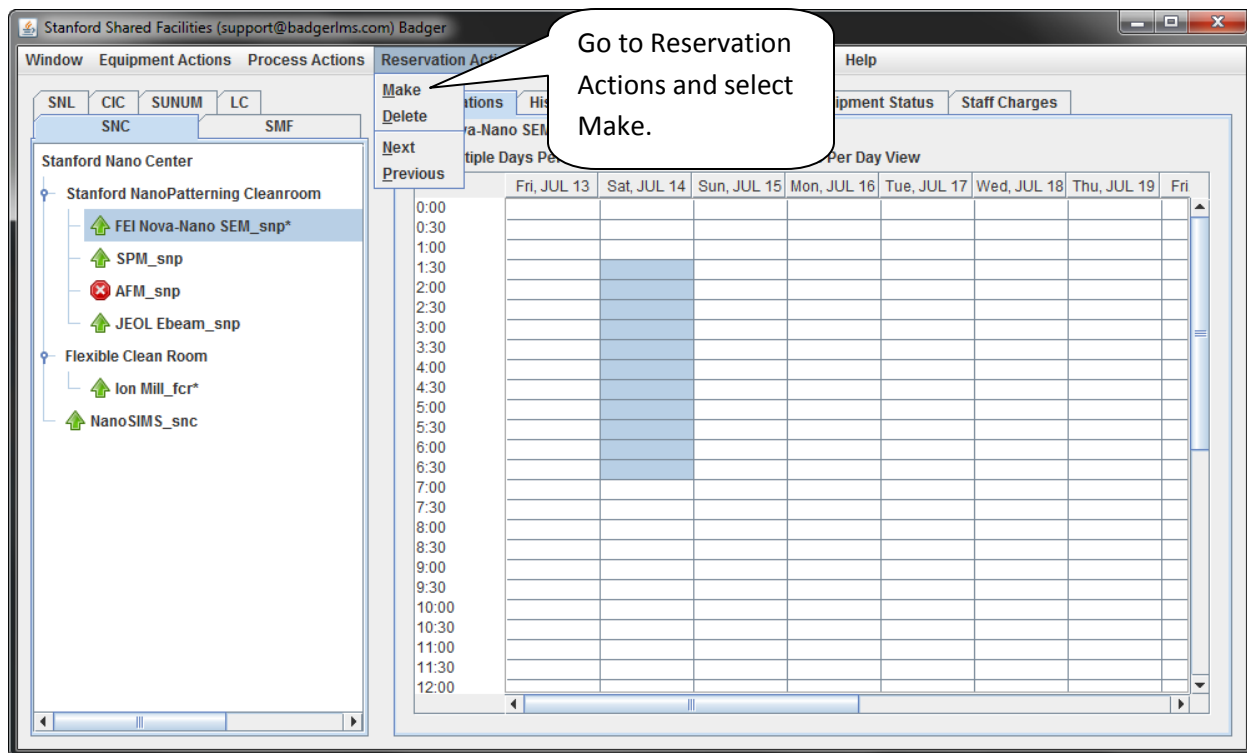
Multiple Days Per Machine View Multiple Machines Per Day View

	Fri, JUL 13	Sat, JUL 14	Sun, JUL 15	Mon, JUL 16	Tue, JUL 17	Wed, JUL 18	Thu, JUL 19	Fri
0:00								
0:30								
1:00								
1:30								
2:00								
2:30								
3:00								
3:30								
4:00								
4:30								
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12:00								

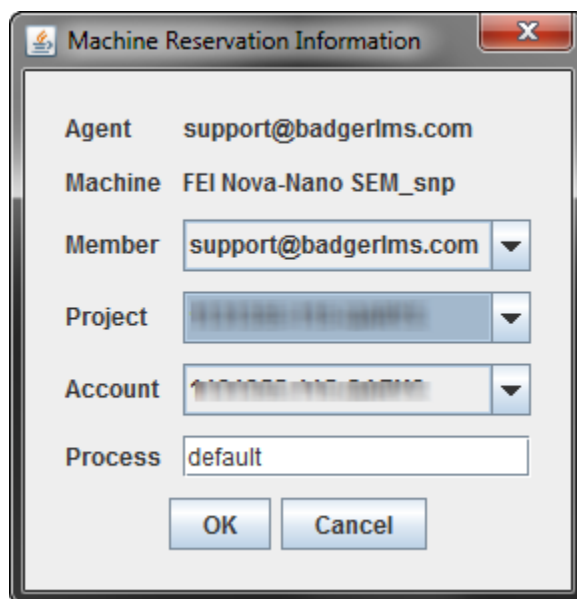
Click to highlight the equipment that you want to reserve.

Click and drag to select the time slot you would like to reserve.

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- 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.



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Window Equipment Actions Process Actions Reservation Actions History Actions Staff Actions Supplies Help

SNL CIC SUNUM LC

SNC SMF

Stanford Nano Center

- Stanford NanoPatterning Cleanroom
 - FEI Nova-Nano SEM_snp*
 - SPM_snp
 - AFM_snp
 - JEOL Ebeam_snp
- Flexible Clean Room
 - Ion Mill_fcr*
 - NanoSIMS_snc

FEI Nova-Nano SEM_snp Reservations

Multiple Days Per Machine View Multiple Machines Per Day View

	Fri, JUL 13	Sat, JUL 14	Sun, JUL 15	Mon, JUL 16	Tue, JUL 17	Wed, JUL 18	Thu, JUL 19	Fri
0:00								
0:30								
1:00								
1:30								
2:00	support@b...							
2:30	support@b...							
3:00	support@b...							
3:30	support@b...							
4:00	support@b...							
4:30	support@b...							
5:00	support@b...							
5:30	support@b...							
6:00	support@b...							
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9:00								
9:30								
10:00								
10:30								
11:00								
11:30								
12:00								

If your reservation is successful your ID will appear in the time slot.

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

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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.

The screenshot displays the 'Stanford Shared Facilities' reservation system. On the left, a tree view shows the hierarchy of equipment: Stanford Nano Center, Stanford NanoPatterning Cleanroom, and Flexible Clean Room. Under the NanoPatterning Cleanroom, several reservations are listed, including 'AFM_snp' which is marked with a red 'X' icon, indicating it is selected for deletion. The main window shows a reservation grid with time slots from 0:00 to 12:00. A callout bubble points to the 'Delete' button in the 'Reservation Actions' menu, stating: 'Then click Reservation Actions and select Delete to remove the reservation.' Another callout bubble points to the 'AFM_snp' reservation in the grid, stating: 'First, select the reservation that you want to delete.'