How to Create/Modify/Cancel a Tool Reservation on the Forged System for the INRF/BION

*The Importance of tool reservations: If users do not reserve tools, staff may use the open calendar time to perform system maintenance. Please be sure to reserve your tool time to avoid any conflicts.

A. How To Create a Tool Reservation

From anywhere in the Forged System, the Facility Equipment Calendar scheduling page can be found by using the left side Navigation Panel, and clicking Calendar → Scheduling (visible in the screenshot below).
Alternatively one can use this link: https://inrf.forged.systems/dashboard/calendar/scheduling/

Below is an example of what you will see when this is complete.

In the Event Scheduling box on the right side, first use the drop down menu for Equipment Class to select the classification of the equipment (ex. Lithography, Characterization, Thin Film Deposition, etc).

Next use the drop down menu to select the specific piece of Equipment you wish to create/modify/cancel.

The Event Scheduling box looks like this:
After the specific piece of *Equipment* is selected, you will see the Facility Calendar view show reservations for the tool, as well as the Event Scheduling box expand with more field of entry and look like this:

Entire your desired Start Date, Start Time, End Date, and End Time for your reservation. Click the **Schedule** button which looks like this when all fields of entry are entered correctly.

*Remember:* If unsure of how long your session will take, reserve towards the end of the day in case of overextending beyond your reservation.

A SYSTEM NOTICE green box appears in the upper right as shown below letting you know if the reservation attempt was successful. In addition, you will notice your reservation now on the tool calendar.
If your desired time conflicts with an existing reservation, you will not be able to complete the reservation and an Interfering Event window will appear below looking like this:

B. How To Modify/Edit a Tool Reservation

You will need to delete the reservation and then create a new reservation with the modified details.

C. How To Cancel/Delete a Tool Reservation

From anywhere in the Forged System, the calendar with your reservations can be found by using the left side Navigation Panel, and clicking Dashboard→ My Calendar (visible in the screenshot below). Alternatively use this link to go directly: https://inrf.forged.systems/dashboard/home/calendar/
You will be taken to your events calendar where all of your reservations will be visible as shown below.

To cancel a reservation event, click on the scheduled reservation event and the option to delete it appears in the lower right of an Event Details pop up box as shown below:
Clicking the Delete Event button for that event will delete the reservation for that event. This button looks like this: