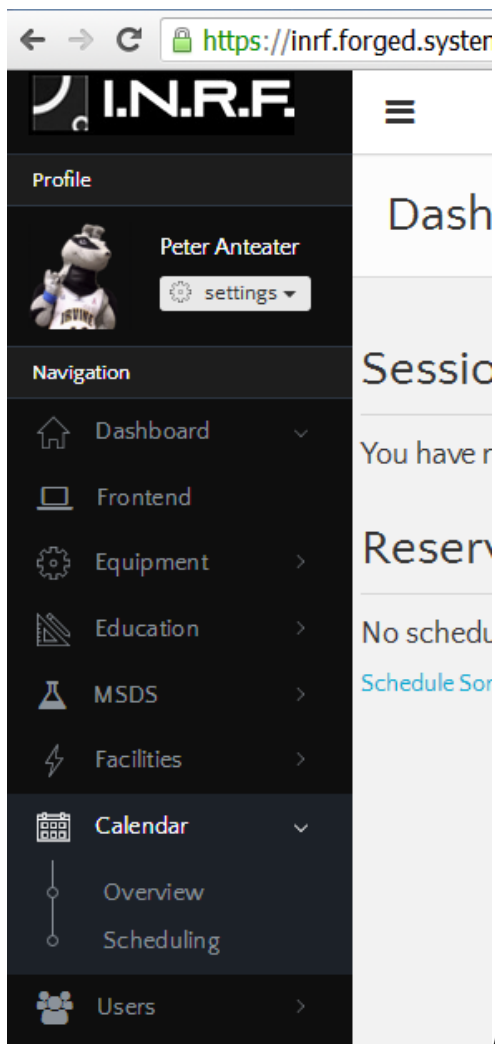


How to Create/Modify/Cancel a Tool Reservation on the Forged System for the INRF/BION

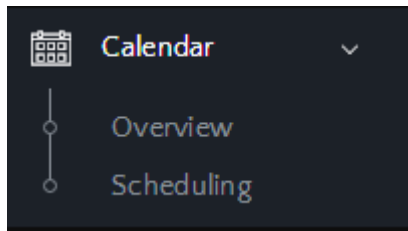
***The Importance of tool reservations: If users do not reserve tools, staff may use the open calendar time to perform system maintenance. Please be sure to reserve your tool time to avoid any conflicts.**

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).



Navigation Panel on Left Side of Screen



Zoom in of **Calendar** → **Scheduling** selection

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.

The screenshot shows the INRF dashboard. The navigation sidebar on the left includes: Profile (Peter Anteater), Navigation (Dashboard, Frontend, Equipment, Education, MSDS, Facilities, Calendar, Overview, Scheduling, Users), and a settings dropdown. The main content area is titled "Scheduling" and includes a note: "If unsure of how long your session will take: reserve towards the end of the day in case of overextending beyond your reservation." Below this is the "Facility Calendar" for January 2017, showing a grid of dates with "more" links for each day. The "Event Scheduling" box on the right has two dropdown menus: "Equipment Class" (set to "All") and "Equipment" (set to "Select Class First"), and a "+ Schedule" button.

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:

The image shows a web interface for event scheduling. At the top is a blue header with a white circle icon and the text "Event Scheduling". Below the header are two dropdown menus. The first is labeled "Equipment Class" and has "All" selected. The second is labeled "Equipment" and has "Select Class First" selected. At the bottom right of the form is a blue button with a white plus sign and the text "+ Schedule".

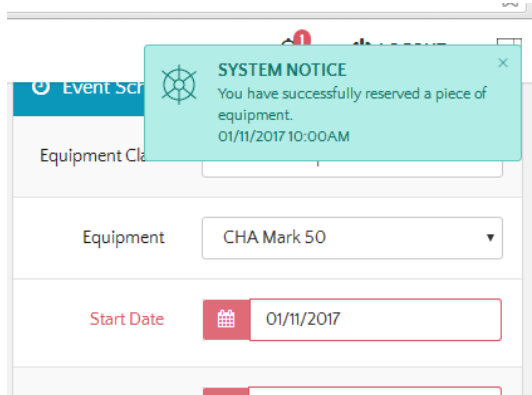
After the specific piece of *Equipment* is selected, you will see the Facility Calendar view show reservations for the tool, as well as the Event Scheduling box expand with more field of entry and look like this:

The image shows the expanded event scheduling form. It has a blue header with a white circle icon and the text "Event Scheduling". Below the header are four rows of input fields. The first row is labeled "Equipment Class" and has "Thin Film Deposition" selected. The second row is labeled "Equipment" and has "CHA Mark 50" selected. The third row is labeled "Start Date" and has a calendar icon and "01/11/2017" entered. The fourth row is labeled "Start Time" and has a clock icon and "10:00 AM" entered. The fifth row is labeled "End Date" and has a calendar icon and "01/11/2017" entered. The sixth row is labeled "End Time" and has a clock icon and an empty field. Below the "End Time" field is a red error message: "End Time Must Be After Start Time". At the bottom right of the form is a blue button with a white plus sign and the text "+ Schedule".

Enter 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:

Interfering Event	
Type	User
Equipment	CHA Mark 50
User	Peter Anteater
Group	Abraham Lee
Start	January 11th 2017, 9:00 am
End	January 11th 2017, 9:15 pm
Duration	735 Mins

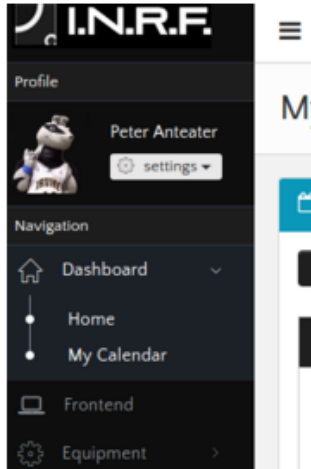
B. How To Modify/Edit a Tool Reservation

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

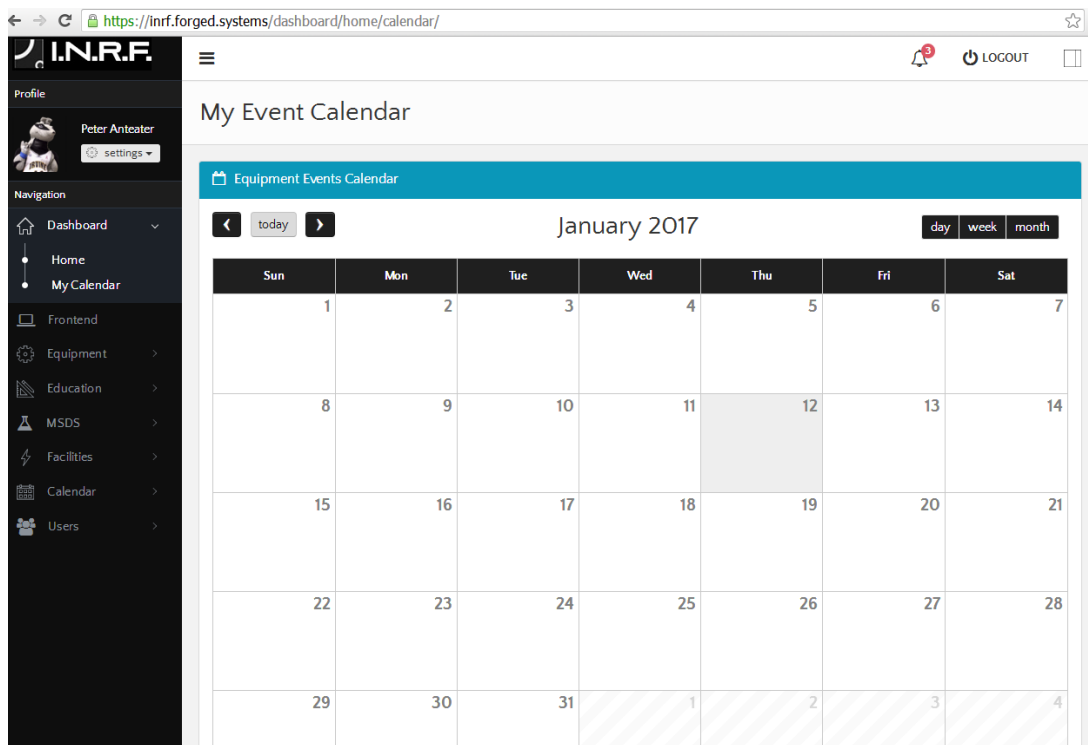
C. How To Cancel/Delete a Tool Reservation

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:

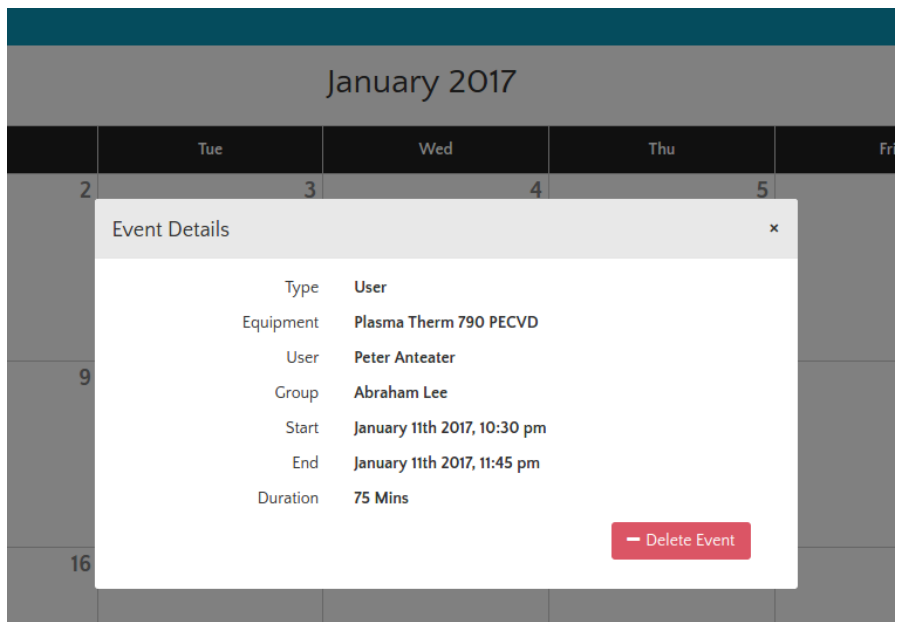
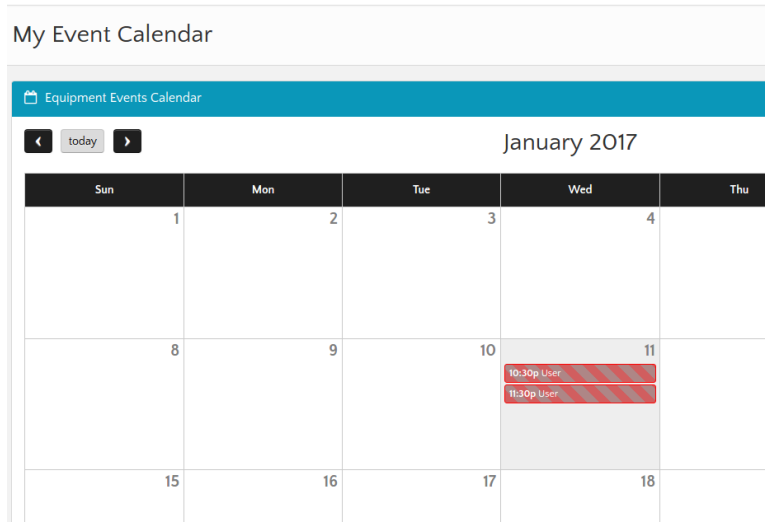
<https://inrf.forged.systems/dashboard/home/calendar/>



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: 