<u>How to View a Tool's Reservation Calendar in the Forged System for the INRF/BION</u>

From anywhere in the Forged System, the Facility Equipment Calendar can be found by using the left side *Navigation* Panel, and clicking **Calendar → Overview** (visible in the screenshot below).
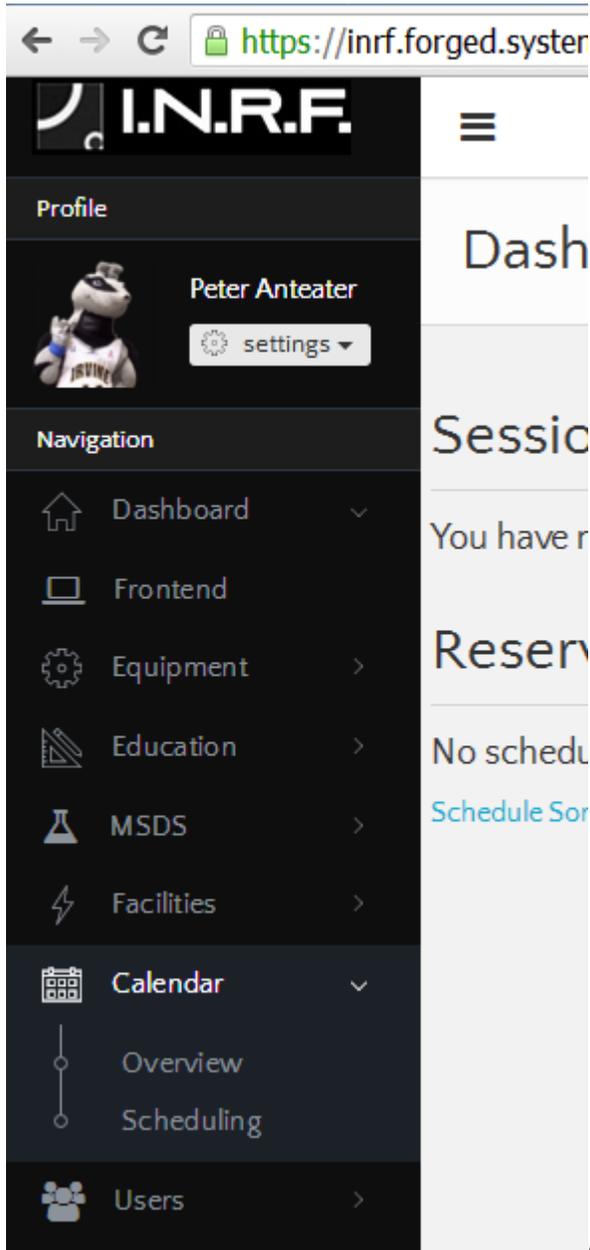
Navigation Panel on Left Side of Screen
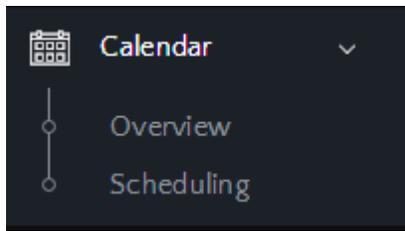
 Zoom in of **Calendar → Overview** selection

Alternatively one can use this link: https://inrf.forged.systems/dashboard/calendar/overview/

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

*Note: from the Right side you can use the Calendar Controls box to view tools reserved by Staff, Users, or both (All). Using the drop down menu in this box one can also select from subset from All Equipment to view more application specific subset of tools rather than the entire list of All Equipment in the lab at once.
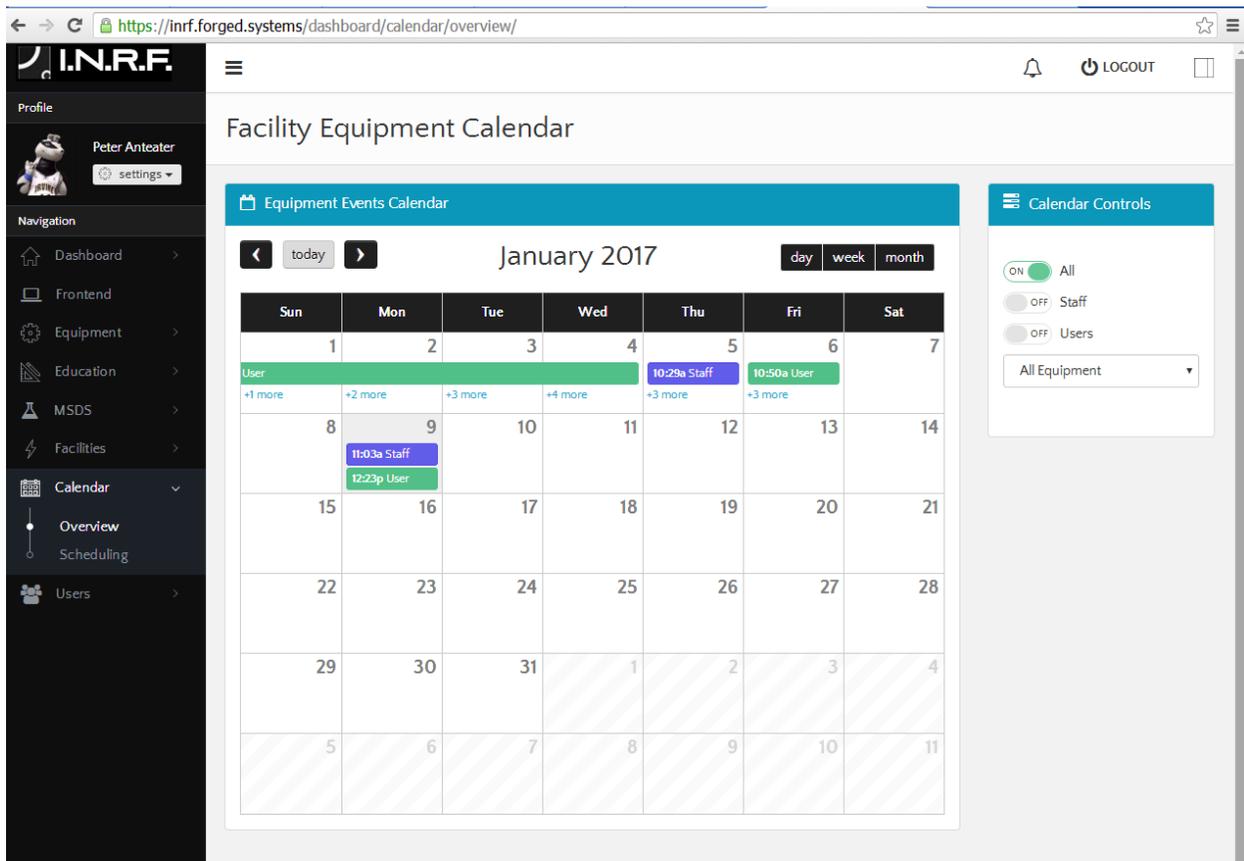
Clicking on a reservation event, you will see the Event Details box appear on the right side of the screen. Below is a screenshot of an example reservation made by Richard Chang on 1/10/17.

13	14
20	21
27	28
3	4
10	11

Event Details

Type	**Staff**
Equipment	**Dektak XT Profiloneter**
User	**Richard Chang**
Group	**Staff**
Start	**January 10th 2017, 2:35 pm**
End	**January 10th 2017, 2:42 pm**
Duration	**7 Mins**