

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 'Reservations' tab is active, displaying 'FEI Nova-Nano SEM_snp Reservations'. The view is set to 'Multiple Days Per Machine View'. The calendar shows a grid for the days JUL 16, Tue, JUL 17, Wed, JUL 18, Thu, JUL 19, and Fri. The time slots range from 2:00 to 12:00. A callout box points to the 'FEI Nova-Nano SEM_snp*' machine name in the left-hand tree view, stating: 'Equipment with an * next to the name is equipment that the user is qualified to use.'

Time	JUL 16	Tue, JUL 17	Wed, JUL 18	Thu, JUL 19	Fri
2:00					
2:30					
3:00					
3:30					
4:00					
4:30					
5:00					
5:30					
6:00					
6:30					
7:00					
7:30					
8:00					
8:30					
9:00					
9:30					
10:00					
10:30					
11:00					
11:30					
12:00					

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The screenshot shows the 'Stanford Shared Facilities (support@badgerlms.com) Badger' application window. The main menu includes 'Window', 'Equipment Actions', 'Process Actions', 'Reservation Actions', 'History Actions', 'Staff Actions', 'Supplies', and 'Help'. Below the menu are tabs for 'Reservations', 'History', 'Maintenance', 'Policy', 'Equipment Status', and 'Staff Charges'. The left sidebar shows a tree view of equipment under 'Stanford Nano Center' and 'Flexible Clean Room'. The 'FEI Nova-Nano SEM_snp*' is selected. The main area displays a reservation calendar for 'FEI Nova-Nano SEM_snp Reservations' in 'Multiple Days Per Machine View'. The calendar shows time slots from 0:00 to 12:00 for days from Friday, JUL 13 to Friday. A blue shaded area highlights a reservation slot on Saturday, JUL 14, from 5:00 to 6:30. Two callout boxes provide instructions: 'Click to highlight the equipment that you want to reserve.' and 'Click and drag to select the time slot you would like to reserve.'

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

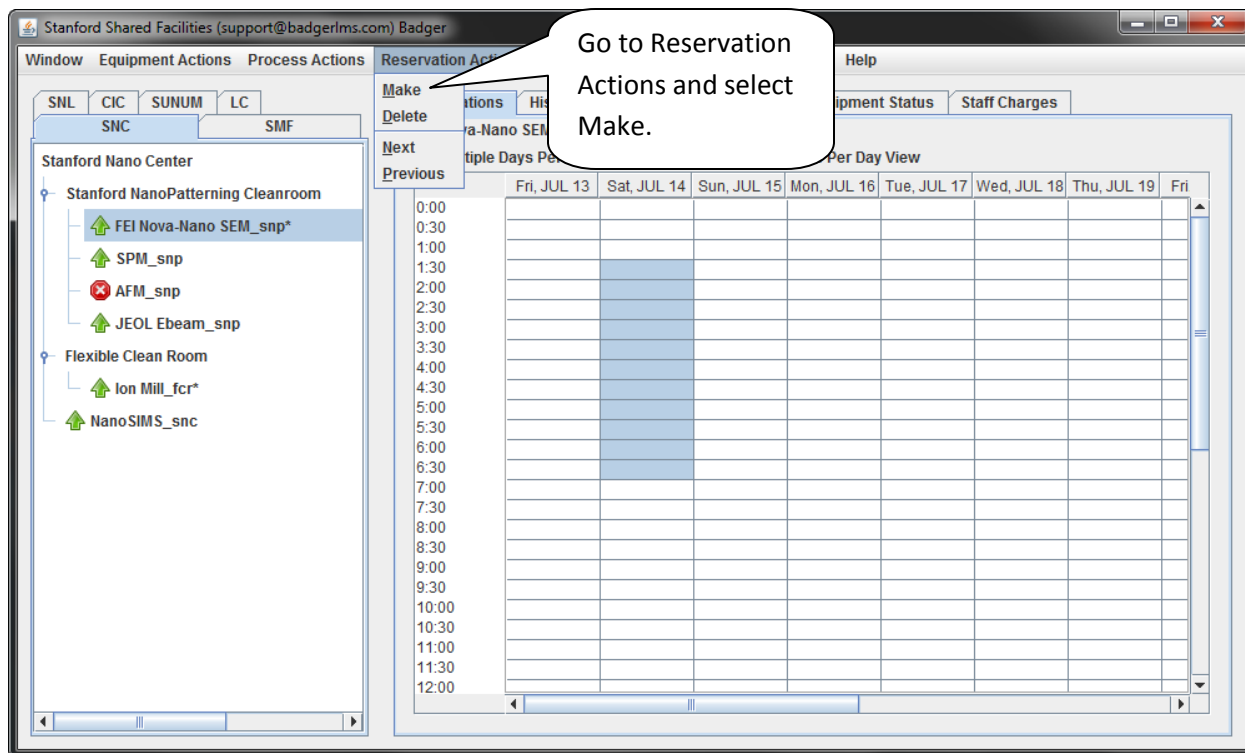
Multiple Days Per Machine View Multiple Machines Per Day View

	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								
5:00								
5:30								
6:00								
6:30								
7:00								
7:30								
8:00								
8:30								
9:00								
9:30								
10:00								
10:30								
11:00								
11:30								
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.

Machine Reservation Information

Agent support@badgerlms.com

Machine FEI Nova-Nano SEM_snp

Member support@badgerlms.com

Project

Account

Process default

OK Cancel

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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

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...							
6:30	support@b...							
7:00								
7:30								
8:00								
8:30								
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' web application. On the left, a tree view shows the hierarchy of equipment, with 'AFM_snp' selected under the 'Stanford NanoPatterning Cleanroom'. The main area shows a reservation calendar for Friday, July 13, with a reservation for 'support@b...' from 1:30 to 2:00. The 'Delete' button in the 'Reservation Actions' menu is highlighted. Two callout boxes provide instructions: 'First, select the reservation that you want to delete.' and 'Then click Reservation Actions and select Delete to remove the reservation.'

Time	Reservation	Fri, JUL 13	Fri, JUL 17	Wed, JUL 18	Thu, JUL 19	Fri
0:00						
0:30						
1:00						
1:30	support@b...					
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...					
6:30	support@b...					
7:00						
7:30						
8:00						
8:30						
9:00						
9:30						
10:00						
10:30						
11:00						
11:30						
12:00						