

# Opening Page for Scheduling Equipment Time

You will be able to reach this page by clicking on the [Instruments Sign Up Sheets](#) link on our Home Page. Please use the same computer you used to use to log in and out before. Use FireFox as the browser. It will open to our web page and you may log in. Once you are logged in using your UMN x.500, or the Charfac assigned login, and at this page, you will be able to schedule a reservation for equipment time, sign in, sign out, claim an existing reservation, view or cancel a previous reservation, or view your account. To use this system you must be registered, trained and a user of the desired instrument. Your CUFS or Purchase Order must have been entered into the system at the time of your registration. New Purchase Orders or CUFS will have to be entered by staff before you can use them.



## Sign In

Claim an existing reservation or sign into an available instrument

## Sign Out

Make sure to sign out of each instrument when you are done using it. Failure to do so may incur additional instrument use charges.

## Make a Reservation

Reservations can be made at any time and ensure that the instrument will be available when you need it.

## View/Cancel Reservations

Reservations must be cancelled at least 48 hours in advance of the reservation time.

## Account Activity

View recent account activity including invoices and unbilled instrument use.

### Message Of The Day

July 1, 2006 is the roll out date!

# To Make a Reservation

1) Click on the [Make a Reservation](#) link on the scheduling home page.

2) Choose the Group of instruments first, and then choose the specific instrument you would like to reserve time on.

3) Click on the Continue button.

4) Choose the correct date and time that you would like to reserve. The boxes will have a check box inside them if the time is available. Unavailable time slots will be blocked off and you will not be able to reserve time in those fields. If this is your first reservation with this new system, choose a time between 8:00 a.m. and 4:30 p.m. Monday through Friday. There will be someone around to help you when you sign in at the lab during these times. Check in the correct box to select your reservation time. This will move you to the next screen.

5) Check that the date and time are correct. The first time you must type in the PO number or CUF5 number. After that you may choose from the drop down box on the right. They must have been entered into the system by a staff person before you use this system. If you have any questions, talk with someone at the front desk.

6) Once all the information has been entered, click on the [Create Reservation](#) button. This will move you to the scheduling home page and a reservation number will appear at the top for your reference. You will receive an e-mail confirming it.

**Instrument: Jeol 6500F**

MAY 10 2006 [Change Date](#) [Return to Instrument Selection](#) [Main Menu](#)

**Message for Jeol 6500F**  
6500 is undergoing tests

[< View Previous Week](#)

[View Next Week >](#)

[Create Reservation](#)

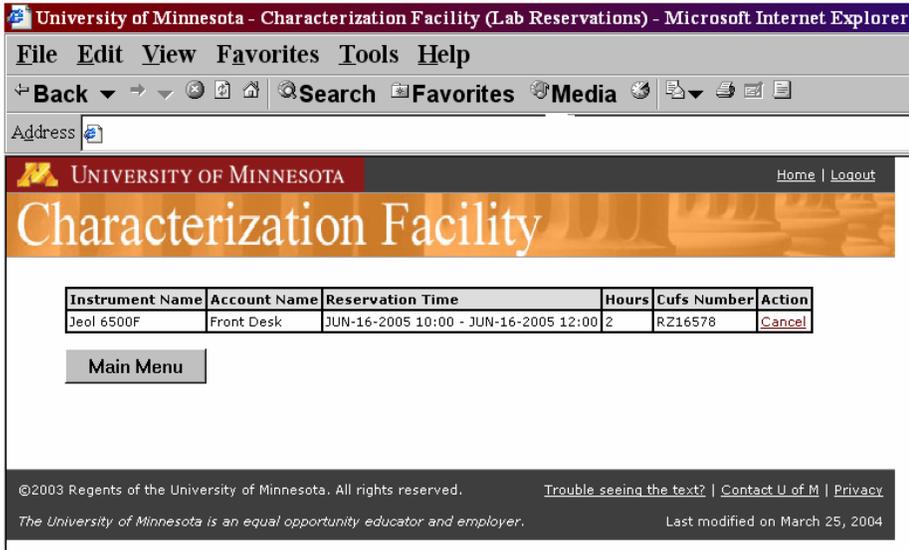
	Sun MAY-07-2006	Mon MAY-08-2006	Tue MAY-09-2006	Wed MAY-10-2006	Thur MAY-11-2006	Fri MAY-12-2006	Sat MAY-13-2006
00:00 - 01:00					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01:00 - 02:00							
02:00 - 03:00					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03:00 - 04:00							
04:00 - 05:00					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05:00 - 06:00							
06:00 - 07:00					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07:00 - 08:00							
08:00 - 09:00					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09:00 - 10:00							
10:00 - 11:00					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11:00 - 12:00							
12:00 - 13:00					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13:00 - 14:00							
14:00 - 15:00					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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16:00 - 17:00					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17:00 - 18:00							
18:00 - 19:00					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19:00 - 20:00							
20:00 - 21:00					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21:00 - 22:00							
22:00 - 23:00					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23:00 - 24:00							

[Create Reservation](#)

## To View/Cancel Reservations

1) Click on the [View/Cancel Reservations](#) link on the scheduling home page.

2) A list of current reservation(s) will appear. If the reservation is less than 48 hours away, you will not be able to cancel it through this system. You will need to call the front desk at (612) 626-7594. Appointments will only be cancelled if there is a problem with the equipment that the user cannot control. Otherwise, all reservations will be billed even if you are not able to come in. Be sure to plan appropriately.



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### Characterization Facility

Instrument Name	Account Name	Reservation Time	Hours	Cufs Number	Action
Jeol 6500F	Front Desk	JUN-16-2005 10:00 - JUN-16-2005 12:00	2	RZ16578	<a href="#">Cancel</a>

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3) If the reservation is more than 48 hours away and you would like to cancel the reservation, simply click on the [Cancel](#) link at the end of the row. You will be asked if you are sure that you want to cancel this reservation. Click on the [Yes](#) button.

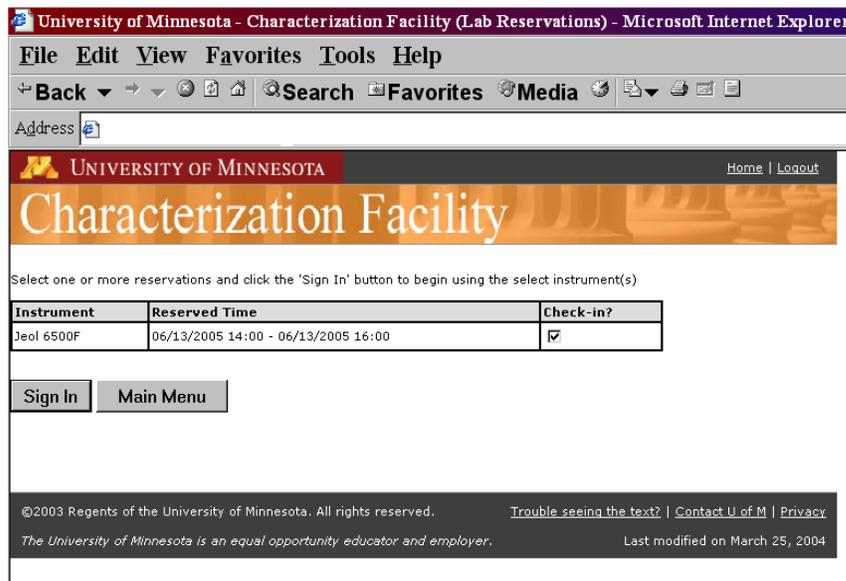
4) You will move to the scheduling home page and a message will appear at the top confirming the cancellation.

## To Claim an Existing Reservation

1) Click on the [Sign In](#) link.

2) Place a check mark in the "Check-In?" box.

3) There may be other information requested such as meter reading, badge number, and safety check depending on the specific piece of equipment. Enter the information requested and move to the next page by clicking on the [Sign In](#) button at the bottom left portion of the screen.



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### Characterization Facility

Select one or more reservations and click the 'Sign In' button to begin using the select instrument(s)

Instrument	Reserved Time	Check-in?
Jeol 6500F	06/13/2005 14:00 - 06/13/2005 16:00	<input checked="" type="checkbox"/>

Sign In Main Menu

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## To Sign Out

1) Click on the [Sign Out](#) link on the scheduling home page.

2) Click on the [Sign Out](#) button on the right side of the page.

3) Enter any pertinent comments and/or information. Depending on the instrument that you are using, there may be a meter reading to enter as well. Once everything is filled in, click on the [Continue](#) button.

Instrument	Login Time	Sign Out?
Jeol 6500F	06/13/2005 13:46	<a href="#">Sign Out</a>

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4) Enter the ending meter reading, cryo-charge hours and other information if applicable.

5) If there is a problem with the instrument and you cannot use it or it, check the Did you encounter any problems check box. Then fill in the comments box with your problem. The staff will be alerted.

6) Be sure to **ALWAYS** sign out when you are done using the equipment. If you fail to do this, you will continue to be billed until the next user logs on. This could lead to a large amount of time and charges appearing on your next bill.

Current Meter Reading:

Did you encounter any problems with the instrument during your session?

Comments about your session:

[Continue >](#)

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