

## Making Reservation in Badger

Log in Badger and choose the correct facility (e.g. **IS** for Imaging Suite) in the facility tabs section (the background of chosen tab turns dark grey). An individual instrument with \* indicates that you are able to make reservation and to take other actions. Please contact facility staff if the instrument that you are interested in does not show \*.

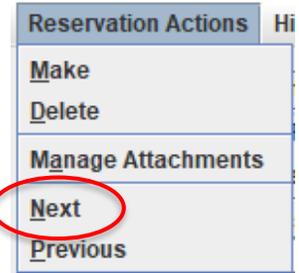
1. Select the instrument that you plan to make reservation on (e.g. **FEI Helios FIB-SEM**) by click the instrument name in the list (the background of instrument tab turns blue).
2. Click **Reservation** tab in calendar section and choose time on the calendar you want to make reservation. The chosen time slots will turn blue.
3. Click **Reservation Actions** and choose **Make**, confirm information and click OK. Your email will appear in the chosen time slots. **Done**

The screenshot shows the 'Badger' reservation system interface. The top menu includes 'Window', 'Equipment Actions', 'Process Actions', 'Reservation Actions', 'History Actions', 'Staff Actions', 'Supplies', 'Reports', 'Utilities', and 'Help'. Below the menu are tabs for 'NF', 'IS', 'SSS', 'MSF', and 'NMRF'. The 'IS' tab is selected. On the left, under 'Imaging Suite', a list of instruments is shown: 'FEI TITAN Halo 300kV TEM', 'FEI TITAN Themis 200kV TEM', 'FEI Helios FIB-SEM \* 1', 'FEI Helios SEM', 'Leica STED', 'FEI Spirit 120kV TEM', and 'Leica EM ACE600 Coater'. The 'FEI Helios FIB-SEM \* 1' instrument is highlighted in blue. On the right, the 'FEI Helios FIB-SEM Reservations' calendar is shown. It has tabs for 'Reservations', 'History', 'Maintenance', 'Policy', 'Equipment Status', and 'Staff Charges'. The 'Reservations' tab is selected. The calendar view is set to 'Multiple Days Per Machine View'. The time slots from 6:30 to 18:00 are listed on the y-axis, and the days from Tue, SEP 27 to Tue are listed on the x-axis. A blue reservation block is visible for the time slot 9:00-10:00 on Tue, SEP 27.

❖ Special notes:

Both FEI Helios FIB-SEM and FEI Helios SEM users must make reservation on "**FEI Helios FIB-SEM**". **Do NOT make reservation on "FEI Helios SEM"**.

- Our policy allows users to make reservations in **20** days advance. To check reservation schedule in future days, click **Next** in **Reservation Actions**.



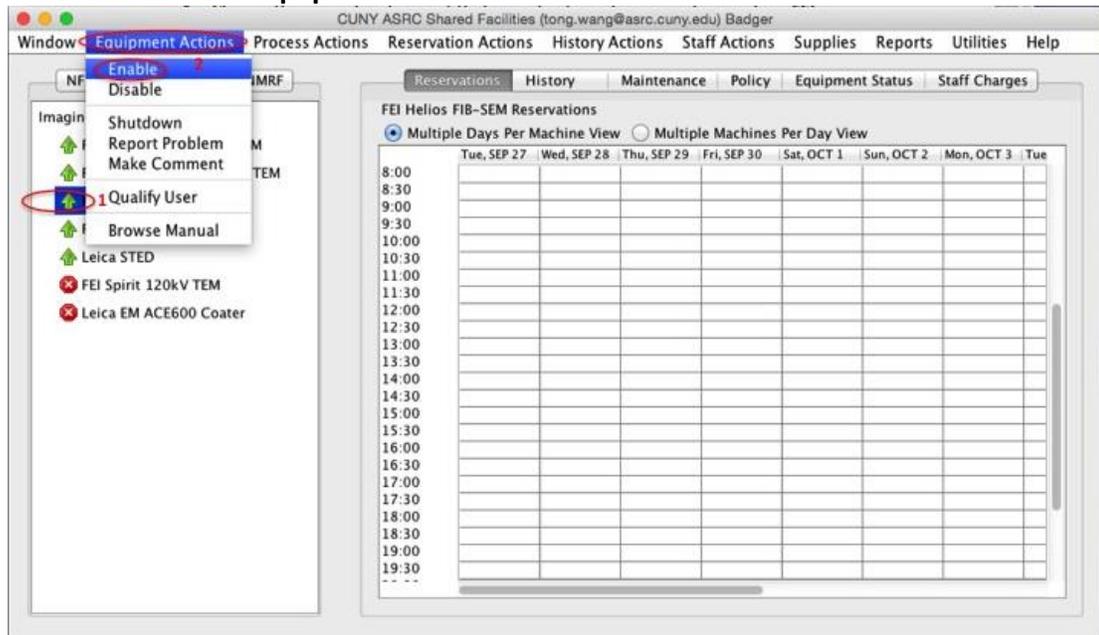
Note: the 20 days advance policy is based on the present time. For example, if it is 9:30 am now, so you can only make a reservation on the 20<sup>th</sup> day with a start time before 9:30 am. Therefore, if you want a specific start time on the 20<sup>th</sup> day, you need to wait until that time in the present day to make the reservation.

- Any changes to the reservation including cancellation must be made 24 hours ahead of reserved session.** User will be charged for a scheduled session if the user does not show up or show up late. Read our **CUNY ASRC Imaging Facility User Policies** for more details about our policy of making reservations.

## Using Instruments

Please show up in the facility 5-10 minutes earlier than your reserved time. Log in Badger using the computer in the facility and choose **IS** (Imaging Suite).

- Choose the instrument that you plan to use (e.g. **FEI Helios FIB-SEM**).
- Click **Equipment Actions** and choose **Enable**, confirm information and click OK. Your email will appear adjacent to the instrument name.
- When you are done with the instrument, log in Badger, choose instrument and click **Disable** in **Equipment Actions**.



The following instruction is for FIB-SEM and SEM users only:

FEI Helios FIB-SEM and FEI Helios SEM users should enable the instrument depending on if you are using FIB function or not. For example, if you plan to use SEM only (including EDS) without FIB you should enable **FEI Helios SEM**.