

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', and 'Supplies Help'. Below the menu bar are tabs for 'Reservations', 'History', 'Maintenance', 'Policy', 'Equipment Status', and 'Staff Charges'. The left sidebar shows a tree view of equipment locations: 'Stanford Nano Center' (expanded) contains 'Stanford NanoPatterning Cleanroom' (expanded) with 'FEI Nova-Nano SEM_snp*', 'SPM_snp', and 'AFM_snp'; and 'Flexible Clean Room' (expanded) with 'Ion Mill_fcr*' and 'NanoSIMS_snc'. The main area displays the 'FEI Nova-Nano SEM_snp Reservations' calendar. The calendar has columns for 'JUL 16', 'Tue, JUL 17', 'Wed, JUL 18', 'Thu, JUL 19', and 'Fri'. The rows represent time slots from 2:00 to 12:00. A callout box points to the 'FEI Nova-Nano SEM_snp*' entry in the tree view, stating: 'Equipment with an * next to the name is equipment that the user is qualified to use.'

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The screenshot displays the 'Stanford Shared Facilities (support@badgerlms.com) Badger' application window. The interface includes a menu bar with options like 'Window', 'Equipment Actions', 'Process Actions', 'Reservation Actions', 'History Actions', 'Staff Actions', 'Supplies', and 'Help'. Below the menu, there 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', with 'FEI Nova-Nano SEM_snp*' selected. The main area shows a reservation calendar for 'FEI Nova-Nano SEM_snp Reservations' in 'Multiple Days Per Machine View'. The calendar grid shows time slots from 0:00 to 12:00 across days from Friday, JUL 13 to Friday. 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

SNC CIC SUNUM LC

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								
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11:00								
11:30								
12:00								

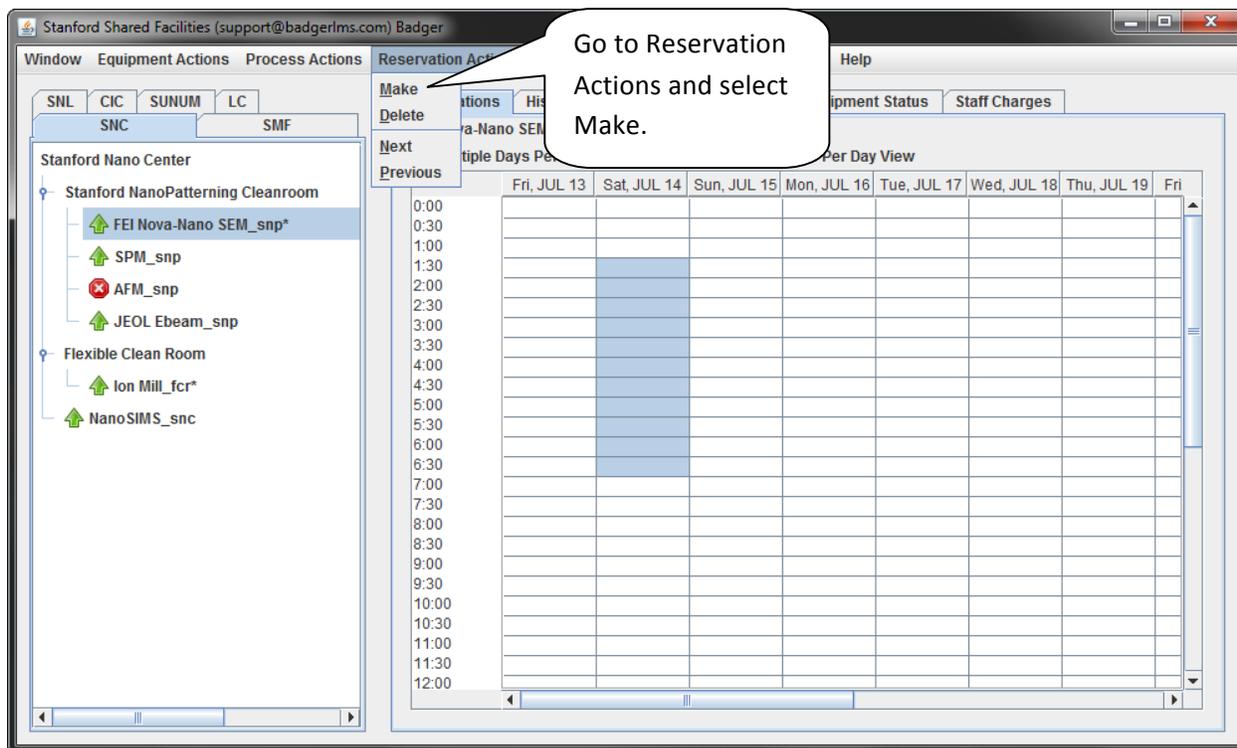
Stanford Nano Center

- Stanford NanoPatterning Cleanroom
 - FEI Nova-Nano SEM_snp*
 - SPM_snp
 - AFM_snp
 - JEOL Ebeam_snp
- Flexible Clean Room
 - Ion Mill_fcr*
 - NanoSIMS_snc

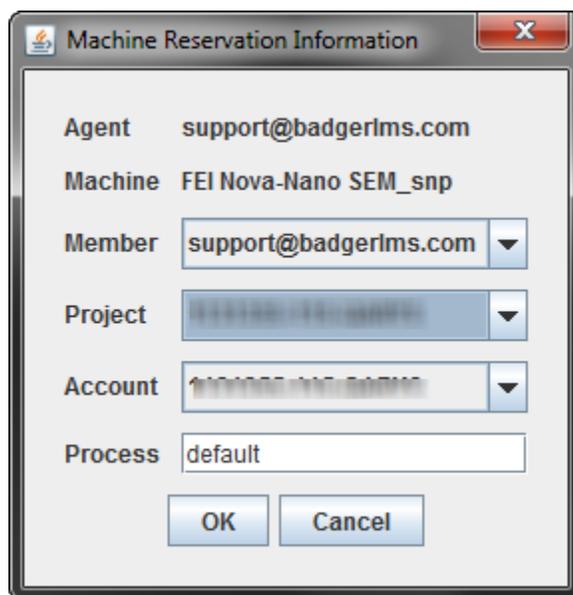
Click to highlight the equipment that you want to reserve.

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.



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The screenshot shows the 'Badger' software interface for Stanford Shared Facilities. The window title is 'Stanford Shared Facilities (support@badgerlms.com) Badger'. The main menu includes 'Window', 'Equipment Actions', 'Process Actions', 'Reservation Actions', 'History Actions', 'Staff Actions', 'Supplies', and 'Help'. The left sidebar shows a tree view of facilities, with 'Stanford Nano Center' expanded to show 'Stanford NanoPatterning Cleanroom' and its sub-items: 'FEI Nova-Nano SEM_snp*', 'SPM_snp', 'AFM_snp', and 'JEOL Ebeam_snp'. The 'AFM_snp' item has a red 'X' icon. Below this are 'Flexible Clean Room' with 'Ion Mill_fcr*' and 'NanoSIMS_snc'. The main area displays 'FEI Nova-Nano SEM_snp Reservations' with two view options: 'Multiple Days Per Machine View' (selected) and 'Multiple Machines Per Day View'. The reservation grid shows a time slot from 2:00 to 6:30 on Friday, July 13, with the user 'support@b...' reserved for each 30-minute interval. A callout bubble points to these entries with the text: '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.