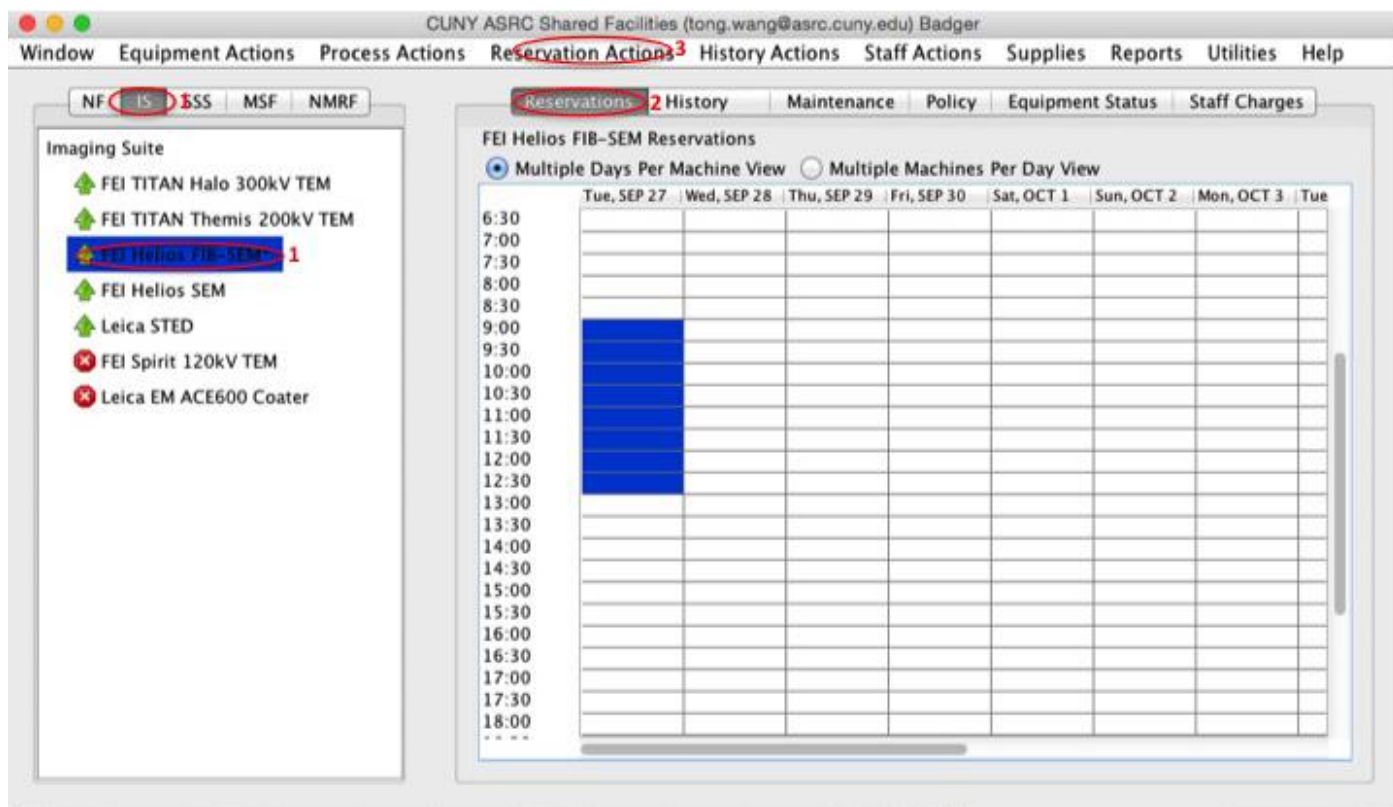


Making Reservation in Badger

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 *.

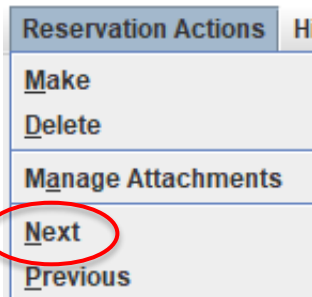
1. Select the instrument that you plan to make reservation on (e.g. **FEI Helios FIB-SEM**) by click the instrument name in the list (the background of instrument tab turns blue).
2. Click **Reservation** tab in calendar section and choose time on the calendar you want to make reservation. The chosen 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 following instruction is for FIB-SEM and SEM users only:

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”**.

4. 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, it is

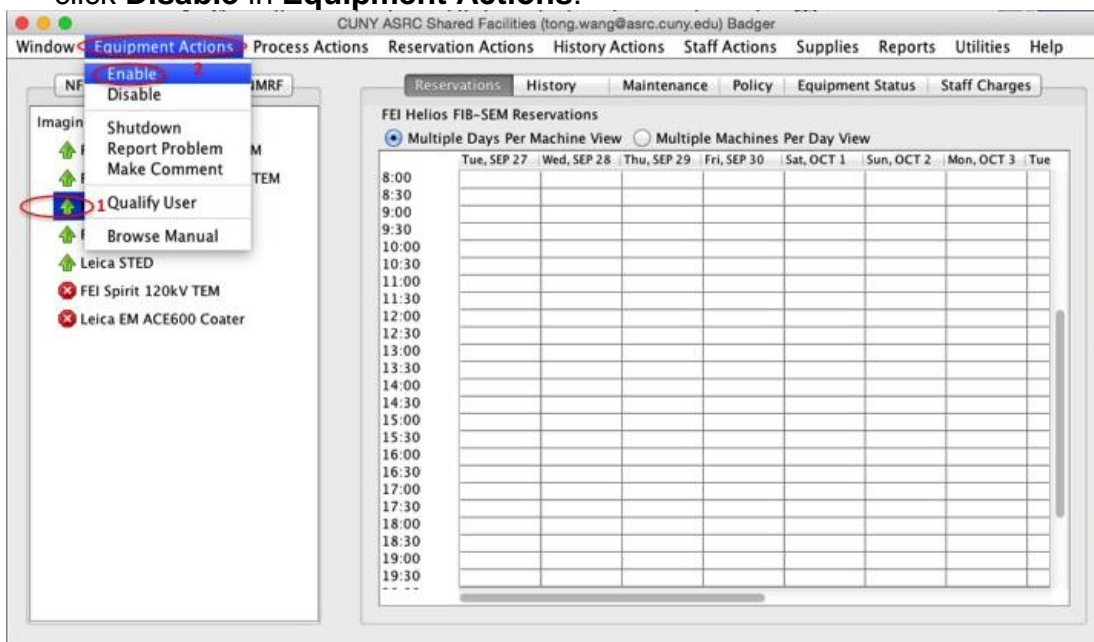
9:30 am now, so you can only make a reservation on the 20th day with a start time before 9:30 am. Therefore, if you want a specific start time on the 20th day, you need to wait until that time in the present day to make the reservation.

5. **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).

1. Choose the instrument that you plan to use (e.g. **FEI Helios FIB-SEM**).
2. Click **Equipment Actions** and choose **Enable**, confirm information and click OK. Your email will appear adjacent to the instrument name.
3. 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 must enable the exact instrument you plan to use. For example, if you plan to use SEM only (including EDS) without FIB you should enable **FEI Helios SEM**.