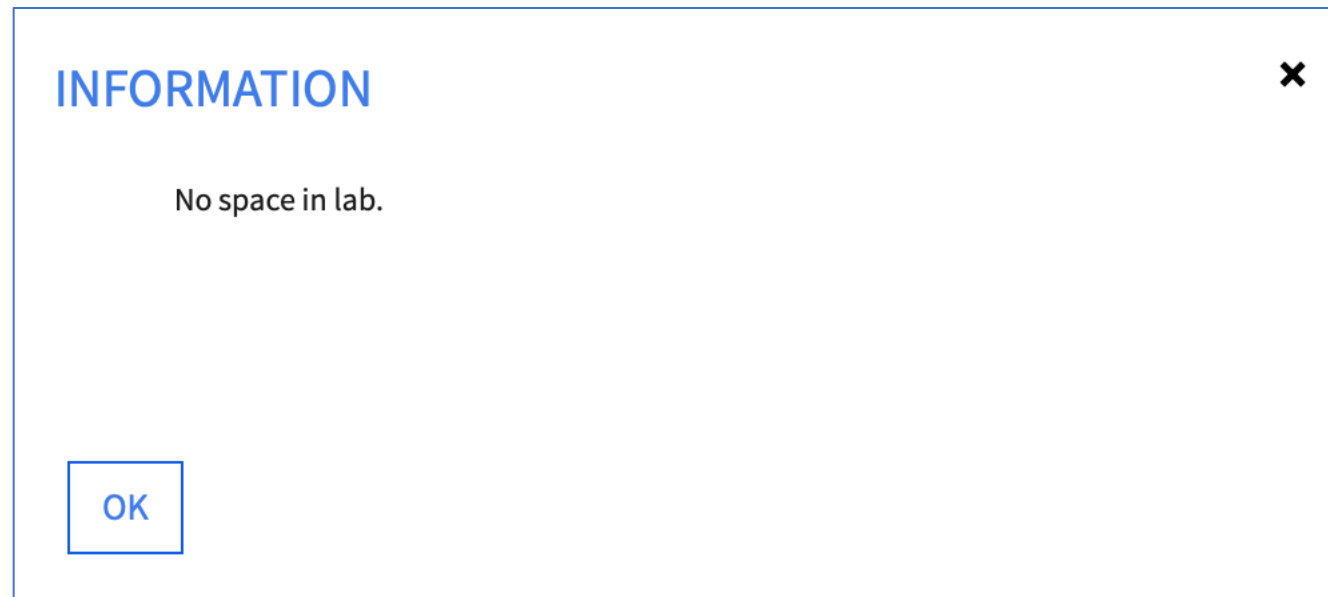# IRIS Lab Reservations

Phase 1

- Resuming research under Phase 1, there is a limit on how many people can be in a given lab space at a given time.

- IRIS will track this with Lab Reservations.

- IRIS does most of the heavy lifting for you.

Lab Reservations Created Automatically From Tool Reservations

- If you are booking time on a tool, IRIS will check to see if there is space in the lab.

- If so, booking proceeds as normal.

- If not:

INFORMATION ✕

No space in lab.

OK

For labs that need to have a gap between users (1 hour in the case of Singh 004) the lab reservation will be an hour longer than the tool reservation.

Adding a project to the tool reservation will add it to the lab reservation automatically.

On the Dashboard, Upcoming Tool and Lab Reservations can be accessed in the top right

IRIS

SIGN OUT

Notifications

Save Changes   Clear All

Upcoming Reservations

My Calendar

Tool   **Lab**

Date	Time	Lab	Description
6/10/2020	15:00 - 18:00	Singh 004	Edit Start>

Tools   Labs

Tool Status

Tool Group [▼]   Search   Reset

|◀ ◀◀ 1 to 1 of 1 ▶▶ ▶|

Tool	▲Tool ID	Status	Availability	Current Driver
FEI Quanta 600 ESEM	Quanta	🔴	DO NOT OPERATE	Jamie Ford

QUANTA

Current Driver: Jamie Ford
Last Driver: Jamie Ford

Calendar

Email All Tool Users

If you have a long tool reservation where you won't be in front of the tool the whole time, you can split the associated Lab Reservation into two—one at the beginning and one at the end.

Logging into a Tool Reservation automatically logs into a Lab Reservation

Make sure you log out of your Lab Reservation when done.

You can also book time in the lab first, then make Tool Reservations.