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 –

Equipment with an * next to the name is equipment that the user is qualified to use.
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Click to highlight the equipment that you want to reserve.

Click and drag to select the time slot you would like to reserve.
• 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.
Your reservation is now complete. See you lab manager for details on how early you should arrive for your reservation.
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Deleting a Reservation -
- If a reservation was made in error or you are unable to use the equipment for the time you requested you can remove the requested time. Some labs do not allow members to delete a reservation once it has begun. See your lab manager for lab specific policies.

First, select the reservation that you want to delete.

Then click Reservation Actions and select Delete to remove the reservation.