

Making reservations in the CNSI Microfluidics Lab and Innovation Workshop

Notes:

1. All lab users must reserve the lab for the time that they will be in the room – even if you are only entering for a short amount of time.

Microfluidics Lab

2. In the Microfluidics Lab users must reserve the room for the time that they will be in the lab, AND reserve the tool(s) that they will be using. Yes, two reservations.
3. All of the PDMS tools are grouped together to simplify the reservations.
4. If you are reserving the Objet printer – reserve it for the total time of the run – not the time that you will be in the lab.

Innovation Workshop:

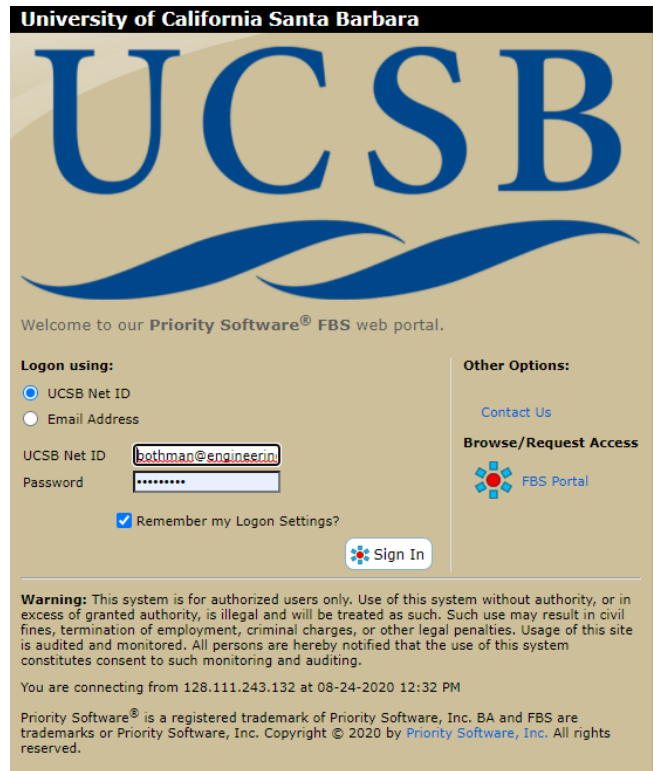
5. Users in the IW must reserve the room, but the 3D printers are the only tools that must be reserved.
6. Rooms 2442 (3D printers) and 2448 (the main part of the IW) are reserved separately.

3D Printers:

1. Before entering the lab reserve the printer for the estimated print time.
2. After preparing the print job adjust the reservation end time based on the calculated run time.
3. Enter the print consumable use in the section titled “Consumables for this Reservation”
4. Note: the FBS reservation takes the place of the Google Form and paper logs.

Using FBS – Logging in

- Log in to FBS
<https://ucsb.fbs.io>
- Contact me if you have login problems:
bothman@ucsb.edu



The screenshot shows the login page for the University of California Santa Barbara (UCSB) FBS web portal. The page has a gold background with the UCSB logo in blue. The text "University of California Santa Barbara" is at the top. Below the logo, it says "Welcome to our Priority Software® FBS web portal." There are two columns of options for logging in. The left column is titled "Logon using:" and has two radio buttons: "UCSB Net ID" (selected) and "Email Address". Below these are input fields for "UCSB Net ID" (containing "bothman@engineering") and "Password" (containing "*****"). There is a checkbox for "Remember my Logon Settings?" and a "Sign In" button. The right column is titled "Other Options:" and has a "Contact Us" link and a "Browse/Request Access" section with an "FBS Portal" link and a blue star icon. At the bottom, there is a warning message, a connection log showing "You are connecting from 128.111.243.132 at 08-24-2020 12:32 PM", and a copyright notice for Priority Software, Inc.

University of California Santa Barbara

UCSB


Welcome to our Priority Software® FBS web portal.

Logon using:

UCSB Net ID
 Email Address

UCSB Net ID
Password


Remember my Logon Settings?

 Sign In

Other Options:

[Contact Us](#)

Browse/Request Access

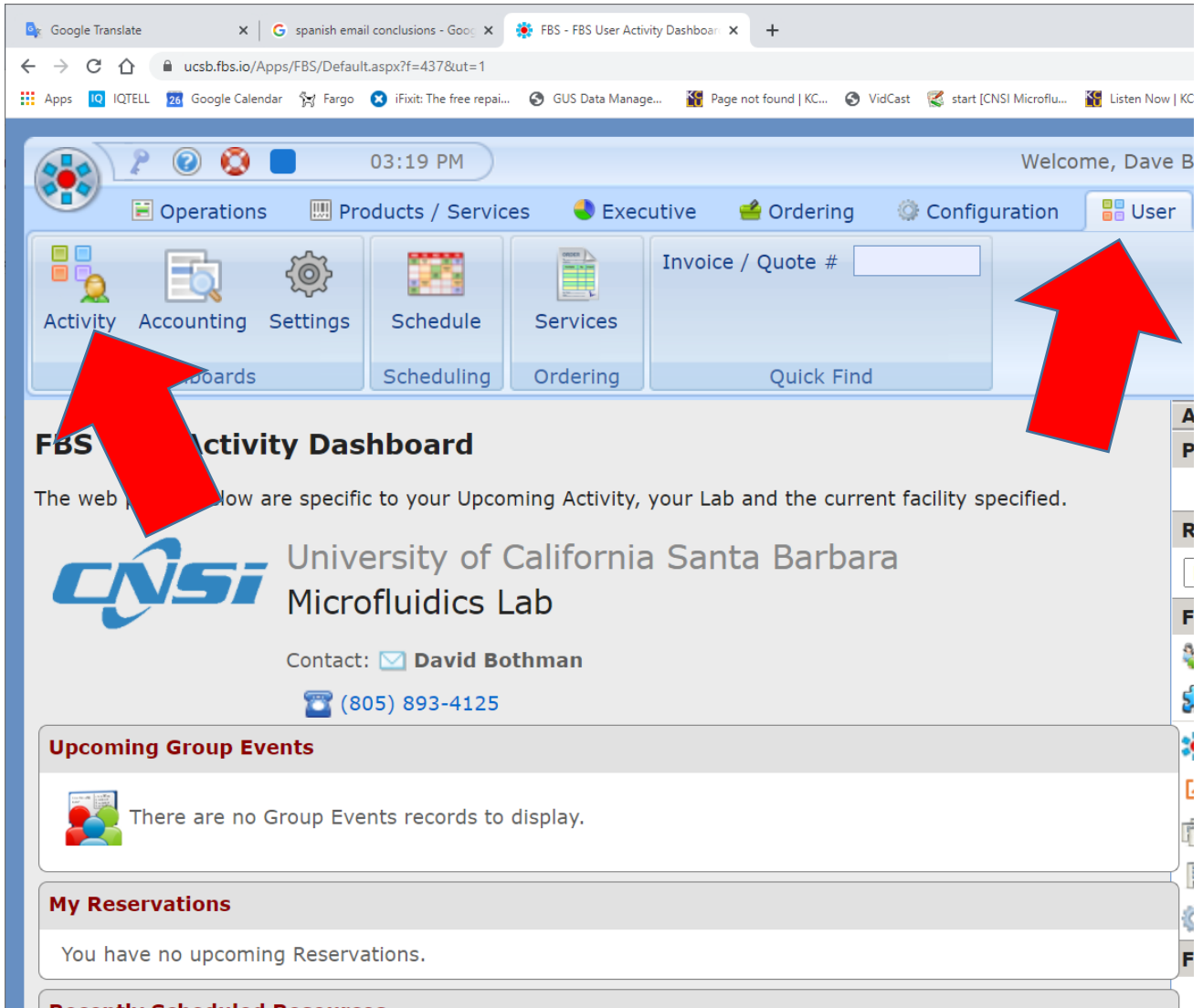
 FBS Portal

Warning: This system is for authorized users only. Use of this system without authority, or in excess of granted authority, is illegal and will be treated as such. Such use may result in civil fines, termination of employment, criminal charges, or other legal penalties. Usage of this site is audited and monitored. All persons are hereby notified that the use of this system constitutes consent to such monitoring and auditing.

You are connecting from 128.111.243.132 at 08-24-2020 12:32 PM

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Navigate to the reservation page



The screenshot shows a web browser window with the URL ucsb.fbs.io/Apps/FBS/Default.aspx?f=437&ut=1. The page title is "FBS - FBS User Activity Dashboard". The user is logged in as "Dave B". The interface features a top navigation bar with tabs: "Operations", "Products / Services", "Executive", "Ordering", "Configuration", and "User". Below this is a secondary navigation bar with icons for "Activity", "Accounting", "Settings", "Schedule", "Services", and "Invoice / Quote #". A red arrow points to the "User" tab in the top navigation bar. Another red arrow points to the "Activity" icon in the secondary navigation bar. The main content area displays the "FBS Activity Dashboard" for the "University of California Santa Barbara Microfluidics Lab", with contact information for David Bothman. Below this are sections for "Upcoming Group Events" (no records) and "My Reservations" (no upcoming reservations).

1. Select the **USER** tab
2. Select the **ACTIVITY** Dashboard

FBS - Reserving Rooms

FBS User Activity Dashboard

The web panels below are specific to your Upcoming Activity, your Lab and the current facility specified.

CNSI University of California Santa Barbara
Microfluidics Lab

Contact: David Bothman
 (805) 893-4125

My Reservations

You have no upcoming Reservations.

Recently Scheduled Resources

Your most recently scheduled reservations are listed below:

| Facility | Resource | Lab |
|----------|------------------------------------|------|
| MFL | Spin-Coat - Laurel spin coater | CNSI |
| MFL | BlueM-oven - Lindbergh/Blue M oven | CNSI |

My Lab Schedules

The following Lab / Room Schedules are available:

| Location | Schedule | Type | Actions |
|----------|--------------------|------|--------------------------|
| EH 2442 | Innov Wkshp 2442 | Room | Schedule |
| EH 2448 | Innov Wkshp 2448-1 | Room | Schedule |
| EH 2448 | Innov Wkshp 2448-2 | Room | Schedule |
| EH 3430 | uFL Lab 3430-1 | Room | Schedule |
| EH 3430 | uFL Lab 3430-2 | Room | Schedule |

Choose the schedule that you want to access
Note: only use 2442, 2448-1 or 3430-1

FBS - Select the date

▼ Instructions

How to Create a Reservation

- Click on Day to use Schedule View.
- Click on Existing Reservation to View or Modify.
- Control-Click on Day to Create New Reservation.

My Reservation

Unassisted Use

Assisted Use

Training

Maintenance

▼ Options

Resource Group (All) ▼

Resource

Innov Wkshp 2448-1
Room EH 2448

Note: you can switch to another lab here

| September 2020 Innov Wkshp 2448-1 | | | | |
|--------------------------------------|--------|---------|-----------|----------|
| Sunday | Monday | Tuesday | Wednesday | Thursday |
| 30 | 31 | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |

Double Click on the day that you want to work

FBS - Select the start time

← September 2020 →

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

Filter Settings

Icons: Calendar, Gantt, Kanban, Refresh

▶ **Resource** Edit
Innov Wkshp 2448-1 X
[Remove All Filters Above](#)

▶ **Location** Edit
All

▶ **Lab** Edit
All

▶ **Requestor** Edit
All

▶ **Assigned To** Edit
All

▶ **Saved Views** Save...
Default

Tuesday, September 8, 2020

Innov Wkshp 2448-1


| | | |
|--------------|-----|--|
| 8 | :00 | |
| | :15 | |
| | :30 | |
| | :45 | |
| 9 | :00 | |
| | :15 | |
| | :30 | |
| | :45 | |
| 10 | :00 | |
| | :15 | |
| | :30 | |
| | :45 | |
| 11 | :00 | |
| | :15 | |
| | :30 | |
| | :45 | |
| 12 PM | :00 | |
| | :15 | |
| | :30 | |
| | :45 | |
| 1 | :00 | |
| | :15 | |
| | :30 | |
| | :45 | |
| 2 | :00 | |
| | :15 | |
| | :30 | |
| | :45 | |
| 3 | :00 | |
| | :15 | |
| | :30 | |
| | :45 | |

Double Click on the start time

FBS - Make the Reservation

- Set the work time that you want to reserve
- Make sure that you are making the reservation for yourself
- Note the tools that you will be using
- Save the reservation

Building Schedule

 Building Schedule: **Innov Wkshp 2448-1**


Time

Start ... Tue ▼

End ... Tue ▼


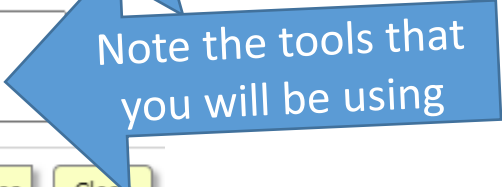
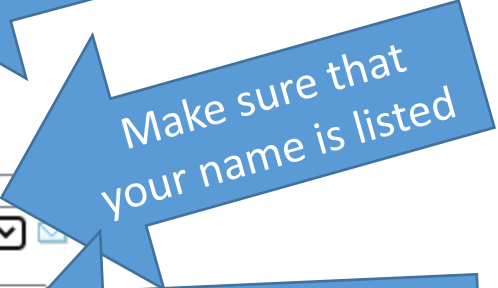

0.00:30

Lab

Requestor ▼ 

Comments

The comments will be shown on the invoice.



FBS – Add/Change/Cancel Reservations

- Open the Calendar
- Open the reservation
- Delete it

The screenshot displays a reservation management interface. On the left, a calendar shows the date 8th highlighted. Below it, a 'Filter Settings' panel includes sections for Resource (Innov Wkshp 2448-1), Location (All), Lab (All), Requestor (All), Assigned To (All), and Saved Views (Default). The main area shows a reservation for 'Innov Wkshp 2448-1' on 09-08-2020 from 2:30 PM to 3:00 PM. A 'Building Schedule' dialog box is open, showing details for 'Building Schedule: Innov Wkshp 2448-1'. The dialog includes fields for Start (09-08-2020, Tue, 2:30 PM), End (09-08-2020, Tue, 3:00 PM), Lab (Innovation Workshop (INNOV-WKSHP)), and Requestor (Test, Dave). A comments field contains the text 'Note the tools that you will be using'. At the bottom of the dialog, there are buttons for 'Delete', 'Save Changes', and 'Close'. A blue arrow points from the 'Delete' button to the word 'Delete' written in a blue box.

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

Filter Settings

Resource Edit
Innov Wkshp 2448-1 X
[Remove All Filters Above](#)

Location Edit
All

Lab Edit
All

Requestor Edit
All

Assigned To Edit
All

Saved Views Save...
Default

Building Schedule

Building Schedule: Innov Wkshp 2448-1

Time

Start: 09-08-2020 ... Tue 2:30 PM

End: 09-08-2020 ... Tue 3:00 PM

0.00:30

Lab: Innovation Workshop (INNOV-WKSHP)

Requestor: Test, Dave

Comments: Note the tools that you will be using

Delete Save Changes Close

Delete

Reserving Rooms & Tools

Upcoming Group Events



There are no Group Events records to display.

My Reservations

You have no upcoming Reservations.

Recently Scheduled Resources

Your most recently scheduled reservations are listed below:

| Facility | Resource | Lab |
|------------|---|---------------------|
| *BUILDING* | 79 - uFL Lab 3430-1 | Microfluidics |
| *BUILDING* | 128 - uFL Lab 3430-2 | Bothman, David |
| IWS | Ultimaker3DPrint - Ultimaker 3 - 3D Printer | CNSI |
| MFL | Objet30-3DPrint - Objet30 Pro PolyJet Printer | Microfluidics |
| IWS | MiiCraft3D Print - MiiCraft 50 3D printer | Microfluidics |
| IWS | F270-3DPrint - Stratasys F270 3D Printer | Microfluidics |
| IWS | Form2-3DPrint#2 - Form2 3D printer #2 | Microfluidics |
| IWS | Form2-3DPrint#1 - Form2 3D printer #1 | Microfluidics |
| *BUILDING* | 61 - Innov Wkshp 2442 | Innovation Workshop |
| MFL | Objet30-3DPrint - Objet30 Pro PolyJet Printer | CNSI |

My Lab Schedules

The following Lab / Room Schedules are available:

| Location | Schedule | Type | Actions |
|-----------|--------------------|------|----------|
| EH 2442 | Innov Wkshp 2442 | Room | Schedule |
| EH 2448 | Innov Wkshp 2448-1 | Room | Schedule |
| EH 3430 | uFL Lab 3430-1 | Room | Schedule |
| EH 3430-A | uFL Lab 3430-2 | Room | Schedule |

Rooms

Available Resources to Schedule



You can Schedule or Request Training on the following resources:

Zone A

PDMS-tools PDMS Tools - mixer, spin coater, vacuu... [Schedule](#)

Zone B

Laser-welder Miyachi Unitek YAG laser welder [Schedule](#)

CNC_drill Sherline/Flashcut CNC drill [Schedule](#)

Zone C

Hot-press Carver hotpress [Schedule](#)

Vac-oven Isotemp vacuum oven [Schedule](#)

Keyence-micro Keyence VHX-5000 microscope [Schedule -or- Walk-Up](#)

Laminar-Flow Laminar Flow Hood [Schedule](#)

Trotec-Lasercut Trotec Speedy 100 laser cutter [Schedule](#)

Objet30-3DPrint Objet30 Pro PolyJet Printer [Schedule](#)

Tools

Reserving 3D Printers

1. Before entering the lab reserve the printer for the estimated print time.
2. After preparing the print job adjust the reservation end time based on the calculated run time.
3. Enter the print consumable use in the section titled “Consumables for this Reservation”
4. Note: the FBS reservation takes the place of the Google Form and paper logs.

The screenshot shows the FBS reservation system interface. At the top, the browser address bar displays the URL: `ucsb.fbs.io/Apps/FBS/Schedule.aspx?f=477&span=d&date=10-01-2020&sisds=3712`. The page title is "Resource: Form2 3D printer #2 (Form2-3DPrint#2)".

The reservation details are as follows:

- Resource:** Form2 3D printer #2
- Start:** 10-01-2020, Thu, 4:45 PM
- End:** 10-01-2020, Thu, 5:00 PM
- Actual:** 0.00:15
- Lab:** Microfluidics (MICROFLUIDIC)
- Requestor:** Bothman, Dave
- Comments:** (Empty text area)
- Direct Charge:** Account, Project, -OR-, Study (All empty)
- Manual Payment:** Check (No PO Required), Non-Billable?, Require Billing Review before Posting to the eLog?

The "Consumables for this Reservation" section is expanded, showing a table with the following data:

| Consumable | Quantity | Instructions |
|-------------------------|----------|--------------|
| Formlabs clear resin | 0.000 | |
| Formlabs black resin | 0.000 | |
| Formlabs flexible resin | 0.000 | |
| Formlabs tough resin | 0.000 | |
| Formlabs Durable resin | 0.000 | |
| Workshop Wizards time | 0.000 | |

A red arrow points to the "Consumables" section of the table.

At the bottom of the page, there are two buttons: "View Estimated Pricing" and "Save Changes" (with a floppy disk icon) and "Close".