

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. The lab is divided into 3 zones: A,B & C, corresponding to the three aisles in the lab. Reserve the zone where you will be working. (Zone map below)
4. All of the PDMS tools are grouped together to simplify the reservations.
5. 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:

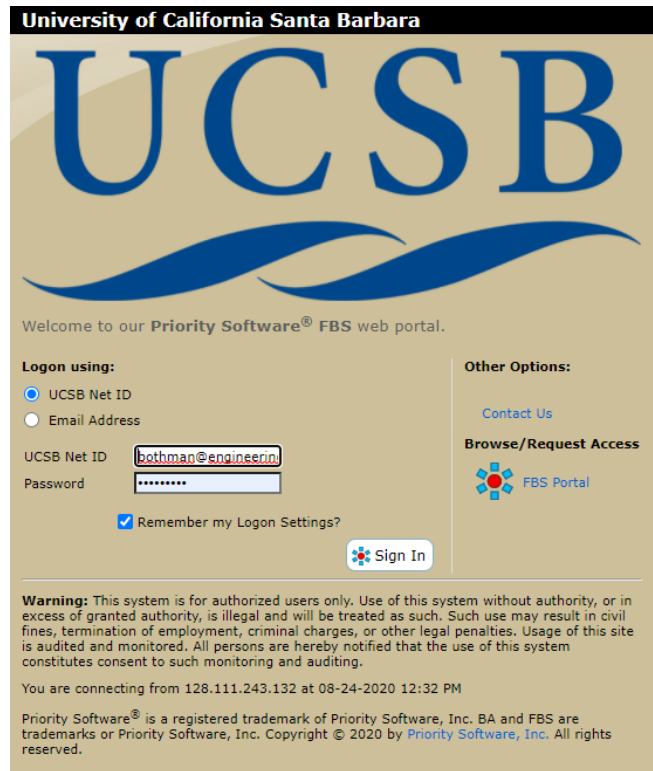
5. Users in the IW must reserve the room, but the 3D printers are the only tools that must be reserved.
6. Enter and exit through 2448 – the door in 2442 should only be used as an emergency exit.
7. The Workshop is divided into three zones: 2448-A, 2448-B and 2442-C, corresponding to the three aisles in the lab. Reserve the zone where you will be working. (Zone map below).

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 features the UCSB logo at the top, followed by a welcome message. Below this, there are two columns of options for logging in. The left column, titled 'Logon using:', 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' (masked with asterisks). A checkbox for 'Remember my Logon Settings?' is checked. A 'Sign In' button is at the bottom of this column. The right column, titled 'Other Options:', has a 'Contact Us' link and a 'Browse/Request Access' section with an 'FBS Portal' link and icon. At the bottom of the page, there is a warning message, connection information, and a copyright notice.

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

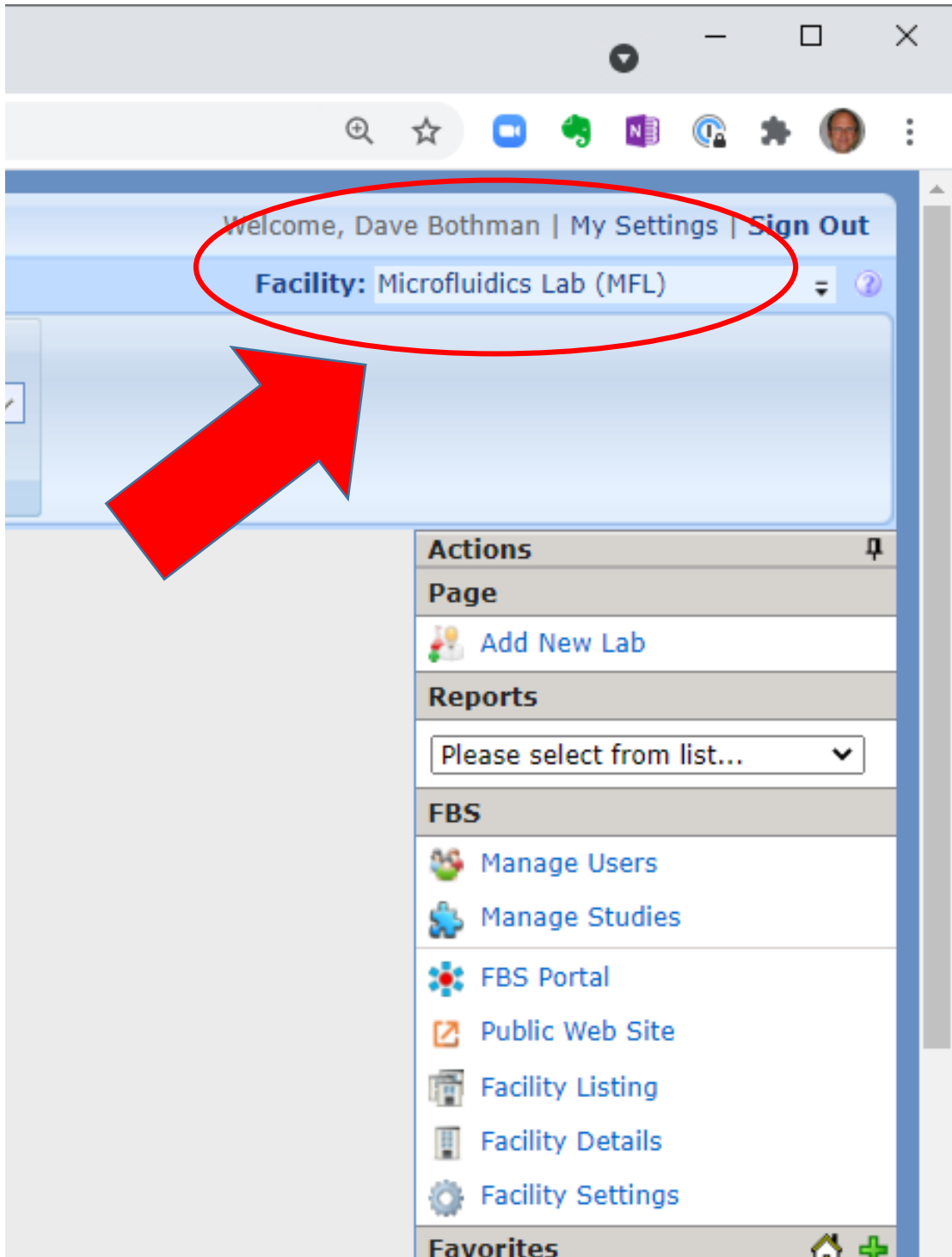
 FBS Portal

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

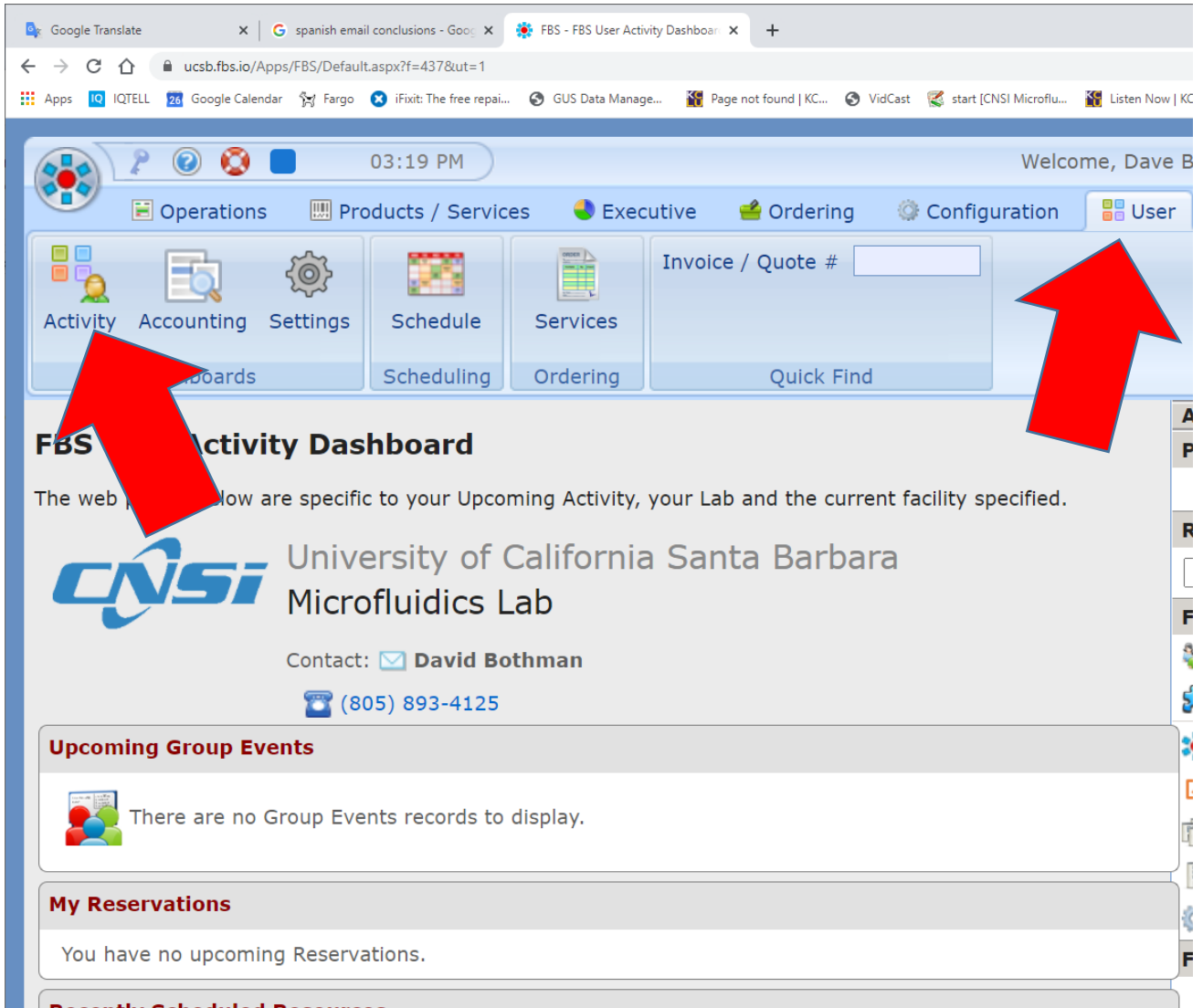
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Select the room where you will be working



The screenshot shows a web application interface. At the top, there is a navigation bar with the text "Welcome, Dave Bothman | My Settings | Sign Out". Below this, a dropdown menu is open, showing the selected facility: "Facility: Microfluidics Lab (MFL)". A red circle highlights this dropdown menu, and a large red arrow points to it from the left. The right sidebar contains several sections: "Actions", "Page" (with "Add New Lab"), "Reports" (with a dropdown menu showing "Please select from list..."), "FBS" (with "Manage Users", "Manage Studies", "FBS Portal", "Public Web Site", "Facility Listing", "Facility Details", and "Facility Settings"), and "Favorites".

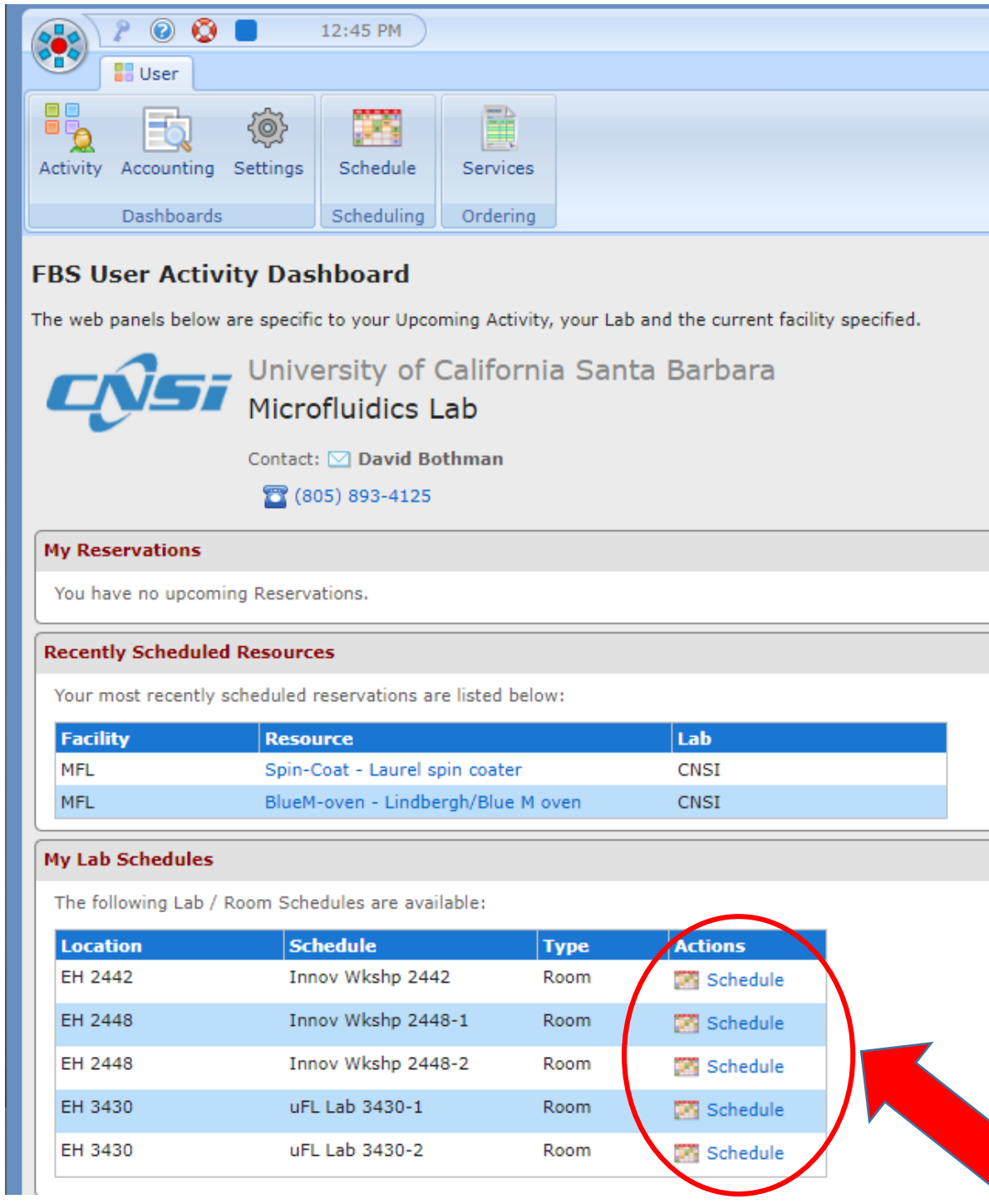
Navigate to the reservation page



The screenshot shows a web browser window displaying the FBS User Activity Dashboard. The browser's address bar shows the URL `ucsb.fbs.io/Apps/FBS/Default.aspx?f=437&ut=1`. The dashboard has a top navigation bar with tabs for Operations, Products / Services, Executive, Ordering, Configuration, and User. The 'User' tab is highlighted. Below the navigation bar is a secondary menu with icons for Activity, Accounting, Settings, Schedule, and Services. A red arrow points to the 'User' tab, and another red arrow points to the 'Activity' icon. The main content area is titled 'FBS Activity Dashboard' and includes a welcome message for 'Dave B'. It also displays the CNSI logo, the name 'University of California Santa Barbara Microfluidics Lab', and contact information for David Bothman. Below this, there are sections for 'Upcoming Group Events' (showing no records) and 'My Reservations' (showing no upcoming reservations).

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

FBS - Reserving Rooms



The screenshot shows a web interface for the University of California Santa Barbara Microfluidics Lab. The top navigation bar includes icons for Activity, Accounting, Settings, Schedule, and Services. Below this is the 'FBS User Activity Dashboard' section, which includes the lab's logo and contact information for David Bothman. The main content area is divided into three sections: 'My Reservations' (showing no upcoming reservations), 'Recently Scheduled Resources' (listing two resources: Spin-Coat and BlueM-oven), and 'My Lab Schedules' (listing five available lab schedules). A red circle highlights the 'Schedule' button in the 'Actions' column of the 'My Lab Schedules' table, with a red arrow pointing to it.

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 for the zone in the lab where you will be working:
Microfluidics: 3430-A, 3430-B or 3430-C
Innovation Workshop: 2448-A, 2448-B, 2442-C

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

← Aug 2020		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

The screenshot shows a web form titled "Building Schedule" for "Innov Wkshp 2448-1". The form includes fields for "Start" and "End" dates and times, a "Lab" dropdown menu, a "Requestor" dropdown menu, and a "Comments" text area. At the bottom, there are "Save Changes" and "Close" buttons. A red arrow points to the "Save Changes" button with the text "Save". Three blue arrows point to the time selection fields, the "Requestor" dropdown, and the "Comments" text area, with instructions: "Set start and end time", "Make sure that your name is listed", and "Note the tools that you will be using".

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.

Set start and end time

Make sure that your name is listed

Note the tools that you will be using

Save

FBS – Add/Change/Cancel Reservations

- Open the Calendar
- Open the reservation
- Delete it

The screenshot displays the FBS interface. On the left, a calendar shows the date 8 highlighted. Below it, the 'Filter Settings' panel is visible, with 'Resource' set to 'Innov Wkshp 2448-1'. The main area shows a reservation for 'Innov Wkshp 2448-1' on August 8th, 2020, from 2:30 PM to 3:00 PM. A 'Building Schedule' dialog box is open, showing the reservation details. A blue arrow points to the 'Delete' button in the dialog box.

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

Reserving Rooms & 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&tsids=3712`. The page title is "Resource: Form2 3D printer #2 (Form2-3DPrint#2)".

The reservation details section includes:

- 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 buttons for "View Estimated Pricing", "Save Changes", and "Close".

Innovation Workshop Zone Layout



CNSI Innovation Workshop
 COVID-19 Phase 4 - Lab Work Zones
 Dave Bothman – 19 June 2020

Microfluidics Lab Zone Layout

Ellings 3430 – Microfluidics Lab - Work Zones
Key tools in each zone are listed below




Zones:

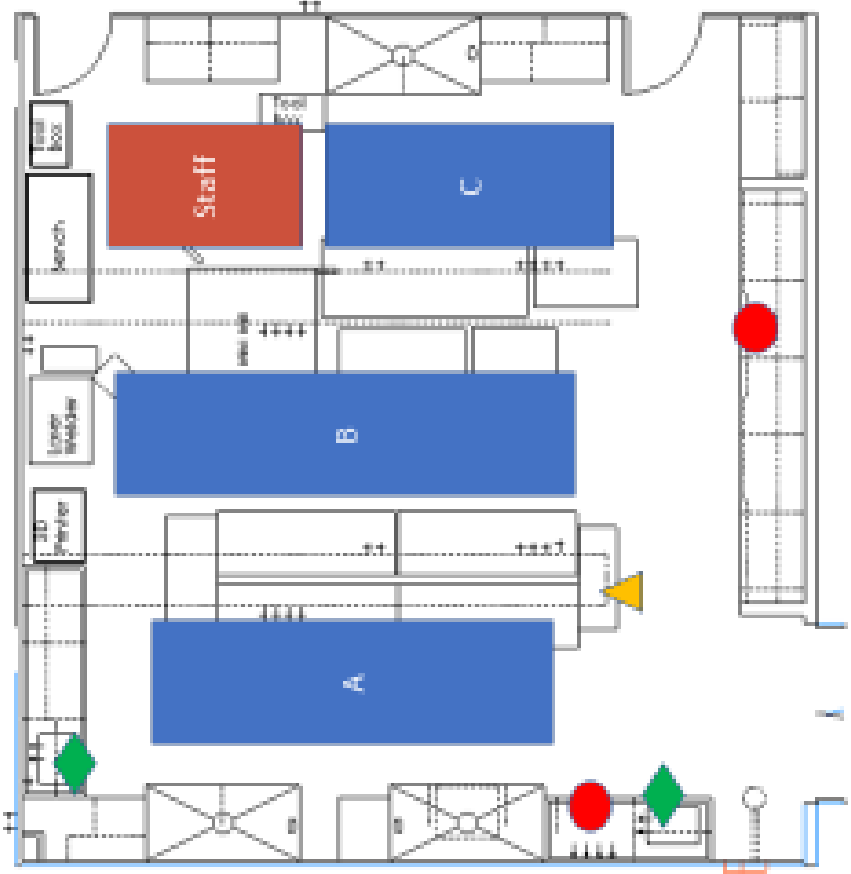
- A. Silane vapor deposition, device assembly
Ultrasonic cleaner, Thinky mixer, spin coater,
ozone cleaner, casting workbench
- B. Laser welder, assembly bench, Sonoplot., CMC
drill
- C. Plasma cleaning, Kayence microscope, Laser
cutter, hot press, vacuum oven

Tools without zones: Resin curing ovens, Objet,
miscellaneous tools on south wall. Users are not at
the location for very long, so users will negotiate
safe working distance as needed.

Notes:

1. The ozone cleaner has been moved to the
fume hood behind the Thinky mixer in zone A.
2. The laser cutter has been moved next to the
Haas mill in zone C.

-  PPE
-  Handwashing
-  Disinfection supplies



CNSI Microfluidics Lab
COVID-19 Phase 4 Work Zone Map R1
Dave Bothman – 23 Feb. 2021