Slot Booking

http://www.online.ncpre.iitb.ac.in/slotbooking/index.php

Version – 2.0

National Centre for Photovoltaic Research and Education

http://www.ncpre.iitb.ac.in/

IIT Bombay
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How to register?

(Note: The fields marked with * are mandatory)

- Enter [http://www.online.ncpre.iitb.ac.in/slotbooking/index.php](http://www.online.ncpre.iitb.ac.in/slotbooking/index.php) in the url.
- On the left side, click on Register.
- The registration form opens.
- Read the instructions mentioned at the top of the form.
- Fill the details in the form.
- Submit the form.
- After the form is submitted by user, the request is sent to Guide for approval.
- When Guide approves the request, it is sent to the Administrator (Ms. Diksha ma’am) for approval.
- After the administrator approves the request, the mail is sent to requestor for successful registration.
How to login?

- Enter email address as username.
- Enter password.
- Click on Login.

How to become authorized user for a particular tool?

- Contact system owner of that tool and request him to grant you authorization.
- System Owner will make you authorized user for that system.
- Once you are an authorized user, you can book slot for that tool.
How to book a slot?

- After login, Click on My Bookings.
- On top of page you can see a list of names of the tools. Select a tool which you wish to book.
- On top of the page you will find these arrows:
- You can use these arrows to select a date in previous or Next week. You can also click on Jump to Date to select a particular date.
- Select the column corresponding to the date you wish to book your slot on. Left click with your mouse on the box corresponding to your time for slot booking.
• It will open the Reservation window.
• Select start and end time of booking of slot.
  (Note: End time should be more than the start time of the slot)
• Select “Self-Reservation” option.
• Select your supervisors name  ➔ Select project
• Write the summary and click on submit. Your booked slot will show up on the module.

What is invited user?

• Invited users are those users who are not authorized on tool.
• Authorized user of the equipment can invite other user who is registered for slot booking.
• Authorized user while booking slot for that equipment can select name of registered user to whom he / she want to invite.
• That invited user can activate slot booked by authorized user, who has invited him for that respected slot.
How to book a slot for invited user?

- Logon to slot booking module.
- Open Reservation window.
- Select start date and time and end date and time.
- Click on Invited User option.
- Select name of user to invite from dropdown.
- Select the corresponding Request Id from Equipment Usage request management system.
- Select Invited User’s Supervisor Name (Pl check the correct name from the approval mail.)
- Select corresponding project code (Pl check the correct project code from the approval mail.)
- Write Summary of the experiment to be conducted or any other details related to experiment (Refer to the approval mail for the same).
- Click on Submit.
- The slot for Invited User gets booked.
- Mail will be sent to the user invited for the slot
- The slot will show up in the name of the invited user.
- The invited user can activate the slot. The usual rules for activation, deactivation, and cancellation of slots apply here too.
- If the slot is cancelled by the person booking the slot or by the invited user or the slot gets automatically cancelled, the approval process needs to be followed again to book a slot.
What is activation of a slot?

Every tool has a certain activation time window of 10-15 minutes which means 10-15 mins before the start of slot to 10-15 minutes after the start of slot. The user needs to be in the lab where the tool is and activate the slot from specified machines in the lab. This is to ensure that the user is there in time to use his slot. If the slot is not activated within the activation time window, the slot is automatically cancelled. This is a violation.

For ex:-

If a user has a slot from 11-12 am and activation time is 15 mins then the activation time window for him on that tool is 10:45 – 11:15 am. To activate, right click on slot and click on activate.

How to activate the slot?

- To use a tool it is necessary to activate the slot.
- The booked slot appears with user’s name on slot booking.
- Right click on your booked slot → Click Activate
How to deactivate an activated slot?

- Slot can be deactivated only if it has been activated.
- After completing the process on the tool, deactivate the slot.
- If activation and then deactivation is done before start time of slot is a violation.
- If a slot is not deactivated by the user, the slot gets deactivated automatically.

To deactivate the slot

- Right click on your booked slot → Click Deactivate
**How to report an error?**

- Right click on your respective slot in My Bookings.
- Click on Report Error.
- It will open a new window.
- Enter your error in the given textbox.
- Click on Submit.
How to give feedback on your slot?

- Right click on your respective slot in My Bookings.
- Click on Feedback.
- It will open a new window.
- Enter your feedback in the given textbox.
- Click on Submit.
How to cancel a slot?

- A booked slot can be cancelled before the start time of the slot.
- Slot cannot be cancelled after activating the slot.
- On cancelling a slot user has to give the reason for cancelling a slot.
- A mail is sent to all authorized users of the tool about the cancelling a slot and the slot is available for use.

To cancel the slot

- Right click on booked slot ➔ Click Cancel

Can a slot be extended before the start time?

- If user comes before his scheduled time of slot and finds that tool available for use and no other slot before his slot is there, then, he can activate his slot from that time also.
- User has a slot --11:00 – 12:00 am. If he finds the tool available for use from 10:00 am, so he can activate his slot from 10:00 am. His time would be counted from 10:00 am. A message will be shown “You are trying to activate the slot early and your slot will be extended”.

How to fill online logbook?

- The online logbook has to be filled by authorized users.
- Logbook option appears after user activates the slot.
- The logbook entries can be made after slot activation till 48 hours after slot end.
- After 48 hours users will be unable to fill/edit the logbook entries.

To fill logbook entries

- Right click on activated/past slot (if the time is less than 48 hours of slot end time) Click on Logbook
- The logbook form window opens.
- Fill in all the fields.
- Click Save.
- Logbook entries get saved.
- The logbook entries can be edited till 48 hours after slot end.
- Below the form last 10 logbook entries are shown.
The logbook entries can be made after slot actuation till 48 hours after slot end.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseline Run</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Type Of Deposition</td>
<td></td>
</tr>
<tr>
<td>Substrate Used</td>
<td></td>
</tr>
<tr>
<td>SiH4 Sccm</td>
<td></td>
</tr>
<tr>
<td>Ar Sccm</td>
<td></td>
</tr>
<tr>
<td>N2 Sccm</td>
<td></td>
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<tr>
<td>N2O Sccm</td>
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</tr>
<tr>
<td>NH3 Sccm</td>
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<tr>
<td>Temp (degree Centigrade)</td>
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<tr>
<td>Time Min Sec</td>
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<tr>
<td>Pressure M</td>
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</tr>
<tr>
<td>RF Power Watt</td>
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</tr>
<tr>
<td>[CPRI Power Watt]</td>
<td></td>
</tr>
<tr>
<td>Substrate Holder Used</td>
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</tr>
<tr>
<td>Feedback ( RI Thickness Other)</td>
<td></td>
</tr>
<tr>
<td>Remarks</td>
<td></td>
</tr>
</tbody>
</table>

Logbook entries found for this slot: 0

Add New  Cancel
What is Blackout for a tool?

- If the tool is under maintenance and we don’t want to give access to users for reservation of tool, the tool is set as blackout for that time period.
- By setting blackout time user is prohibited from making reservations on the tool.

How to set a blackout for a tool?

(Note: Only admin and system owner can set blackout)

- Click on Bookings ➔ My Bookings
- Select a tool from Resource Drop Down menu.
- Click on the day and time for which you want to set Blackout timing for the tool.
- The Reservation window will open.
- Select Start time and End time.
- Select “Blackout” option (Radio Button)
- Enter summary
- Click Submit

An auto generated mail will be sent to all users regarding the marking of blackout timings for the tool.
How to view Bookings?

My Bookings

- On the left panel ➔ Click My Bookings under Bookings menu.
- Select your resource name from drop down.
- You can see only the slots booked by you for that particular tool.
- You can use arrow for previous and next week or use jump to date.

All Bookings

- On the left panel ➔ Click My Bookings under Bookings menu.
- Select your resource name from drop down.
- You can see all slots booked by all users for that tool.
- You can use arrow for previous and next week or use jump to date.

What is allowed break time?

- Every tool has an inactivity period, marked in number of days.
- For example, suppose the inactivity period for a tool is 100 days, which means if you have not used the tool for 100 days or more, it is assumed that you need to take permission from system owner again to use the tool and your authorization for the tool is automatically cancelled.
How to view the error reports?

- On the left panel ➔ Click on Errors under Reports menu.
- The list of error reports is displayed. It is a list of errors that are reported by users that occurred on tool while performing experiments.
- To see tool wise ➔ select tool name ➔ Select start and end date ➔ Click Search.
How to see the logbook entries?

To view the logbook entries:

- On left panel ➔ Click Reports tab ➔ Click Logbook
- Select the tool name.
- Select From and To date.
- Click Search.
- All the logbook entries for a particular period will be displayed.

Example Logbook Entry:

<table>
<thead>
<tr>
<th>User Details</th>
<th>Slot Times</th>
<th>Date/Time</th>
<th>Session Operation</th>
<th>Summary</th>
<th>Guide</th>
<th>Project</th>
<th>Baseline Run</th>
<th>Type Of Experiment</th>
<th>Substrate Used</th>
<th>Slits Used</th>
<th>Ar Source</th>
<th>H2 Source</th>
<th>N20 Source</th>
<th>N2 Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sonita Wangler (Electrical Engineering)</td>
<td>01-11-2017 10:00-01</td>
<td>01-11-2017 12:00-03</td>
<td>20-10-2017 11:19-07</td>
<td>Thummaiah Narakoti</td>
<td>Dear Sonita Wangler, MESR 427 (ID: 130000) tested at 11-11-17, 12:00 pm. Please bring the CD for 11-07-17.</td>
<td>MESR 110000</td>
<td>427 MESR Lab (COMP)</td>
<td>17 Sample</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pernambuco (Research)</td>
<td>01-11-2017</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
How to edit profile and change password?

To edit the profile

- On left panel ➔ Click Edit Profile tab ➔ Edit your profile ➔ Click Submit.

To change the password

- On left panel ➔ Click Change Password tab ➔ Change the password.
How to view resources and their details?

- On left panel → Click “Management” → Click “Resources”
- The list of all tools is displayed with their System Owners and Operators name.
- To view the details of the tool, click on tool name.
- Admin can edit the details of all tools.
How to view past resources?

- On left panel ➔ Click “Management” ➔ Click “Resources”
How to give system ownership to other users for a tool?
(Note: Only admin and system owner can give authorization to user)

- Admin has the authority on all tools and can give authorization to user on any tool.
- On the left panel ➔ Click “Management” ➔ Click “Resource”.
- Resource list will open.
- Click on the icon against the tool name under “Edit Permission” column.
- You will see users list.
- Check the checkbox given in front of the user to whom you want to give authorization.

<table>
<thead>
<tr>
<th>User Name</th>
<th>Email</th>
<th>Allow System owner</th>
<th>Allow User</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aastha Suman</td>
<td><a href="mailto:aasths@littbc.ac.in">aasths@littbc.ac.in</a></td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Adani Solar</td>
<td><a href="mailto:mcares.industry8@yahoo.com">mcares.industry8@yahoo.com</a></td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Afzal Alam</td>
<td><a href="mailto:afzal@littbc.ac.in">afzal@littbc.ac.in</a></td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Ajit Kumar</td>
<td><a href="mailto:154174002@littbc.ac.in">154174002@littbc.ac.in</a></td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Ajit Singh Kun</td>
<td><a href="mailto:1641200016@littbc.ac.in">1641200016@littbc.ac.in</a></td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Akash Kumar</td>
<td><a href="mailto:144170001@littbc.ac.in">144170001@littbc.ac.in</a></td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Akhilender Jeet Singh</td>
<td><a href="mailto:1301700014@littbc.ac.in">1301700014@littbc.ac.in</a></td>
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<td>☐</td>
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<tr>
<td>Akshay Modi</td>
<td><a href="mailto:akshaymodi@littbc.ac.in">akshaymodi@littbc.ac.in</a></td>
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<td>☐</td>
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<tr>
<td>Alvin Antony</td>
<td><a href="mailto:alvinantony@littbc.ac.in">alvinantony@littbc.ac.in</a></td>
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<tr>
<td>Aliem Akshaykranth</td>
<td><a href="mailto:akshaykranth417@gmail.com">akshaykranth417@gmail.com</a></td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Aman Chaudhri</td>
<td><a href="mailto:154124001@littbc.ac.in">154124001@littbc.ac.in</a></td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Amartya Mukhopadhyay</td>
<td><a href="mailto:amartya_mukhopadhyay@littbc.ac.in">amartya_mukhopadhyay@littbc.ac.in</a></td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>ANAM Industry</td>
<td><a href="mailto:mcrop.industry1@yahoo.com">mcrop.industry1@yahoo.com</a></td>
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<td>☐</td>
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<tr>
<td>Amlan Roy</td>
<td><a href="mailto:14170011@littbc.ac.in">14170011@littbc.ac.in</a></td>
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<tr>
<td>Ananta Sarkar</td>
<td><a href="mailto:ananta@littbc.ac.in">ananta@littbc.ac.in</a></td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Anil Kottanthrayal</td>
<td><a href="mailto:anilik@ee.littbc.ac.in">anilik@ee.littbc.ac.in</a></td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Anil Kumar</td>
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<tr>
<td>Aniruddha Salian</td>
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<td>☐</td>
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</tr>
<tr>
<td>Anshrai K</td>
<td><a href="mailto:155572@littbc.ac.in">155572@littbc.ac.in</a></td>
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<tr>
<td>Anishta Bangera</td>
<td><a href="mailto:anishta_bangera@littbc.ac.in">anishta_bangera@littbc.ac.in</a></td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
How to edit the resource details?
(Note: Only admin and system owner of that tool can edit the details)

- On the left panel → Click Management → Click Resource.
- Manage Resource table opens.
- Click on the tool name.
- Tool details will open.
- Edit the information.
- To upload SOP, Policy document, Recipes, Glimpse, click Browse, select location and upload. (Only pdf, zip, rar files are allowed)
- Click Submit.

How to set weekly usage limit of a tool for users?
(Note: Only admin and system owner has the permission)

- Weekly usage limit is the maximum time limit in a week till which a user can use a tool.
- On the left panel → Click “Management” → Click “Resource”.
- Manage Resource table opens.
- Click on the Weekly Limit link given in front of the tool.
- Fill the weekly usage limit for the positions and click **Insert**. You can set weekly usage from 1 to 168 hours.
How to view the details of users and reservations?

- On left panel ➔ Click Statistics ➔ Click At a Glance
- The details of users and reservations are displayed.

To see reservations tool wise

- On the left panel, click on “Statistics” ➔ “Reservation Tool Wise”.
- Select From and To date and click on “Go” button.
To see reservations month wise

- On left panel ➔ Click Statistics ➔ Click Reservations Month wise
- Month wise graph will display.

How to logout?

- On the top left ➔ Click Logout