Slot Booking

www.cen.iitb.ac.in/slotbooking

Version – 1.4

Centre of Excellence in Nanotechnology

www.cen.iitb.ac.in

IIT Bombay
How to register?

(Note: The fields marked with * are mandatory)

- Enter www.cen.iitb.ac.in/slotbooking 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. Satyavalli mam) 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 (PI check the correct name from the approval mail.)
- Select corresponding project code (PI 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 new window.
- Enter your error in 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.
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 Μy 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.

Cancelled Bookings

- On the left panel Μy Bookings under Bookings menu.
- Select your resource name from drop down.
- You can see cancelled slots by users for that tool.
- You can use arrow for previous and next week or use jump to date.
How to see the devices on which you are authorized?

- On the left panel → Click My Devices under Bookings menu.

- The list of devices will be shown on which you are authorized.
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.
<table>
<thead>
<tr>
<th>User Details</th>
<th>Slot Time</th>
<th>Datetime</th>
<th>Summary</th>
<th>Guide</th>
<th>Project</th>
<th>Baseline Run</th>
<th>No Of Samples</th>
<th>Target Thickness (nm)</th>
<th>SIO2 Average Thickness (nm)</th>
<th>Process Time (min)</th>
<th>Process Temperature (Celsius)</th>
<th>Nitrogen Flow (cc)</th>
<th>Oxygen Flow (cc)</th>
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<td>Sunil Kale</td>
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<td>V</td>
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</tbody>
</table>

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How to see the Logbook Archives?

- On left panel ➔ Click Reports ➔ Logbook Archives

**Excelsheets:**

![Image showing Excel sheets]

**Scanned:**

![Image showing scanned documents]

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How to edit and change password?

To change the password

- On left panel → Click Change Password tab → Change the password.
To edit the profile

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

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.
- System Owners of the tool can edit the details of their respective tools.
- System Owners can give authorization to the users on their respective tools.
How to view past resources?

- On left panel → Click Management → Click Resources
How to fill equipment training details?

When a user takes training on a tool, he has to fill the tool training details.

To fill tool training details

On left panel → Click Management → Click Equipment Training

- Select name of a tool, and press Submit. Select type of run (if you are getting training on a tool select Training, if you are performing run to get authorization on a tool then select Authorization).
- Select date of request. It will be entered for the first run when you are getting training on a tool.
- Select Reading Material Read Yes/No. If you select No, form will be disabled.
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 left panel → Click Statistics → Click Reservations Tool wise

Select From and To date → Click Go
To see reservations month wise:

On left panel ➔ Click Statistics ➔ Click Reservations Month wise

Month wise graph is displayed.

How to upload paper?

- The user can upload journal paper, conference paper, and patent.
- To upload journal paper/ conference paper/ patent, on left panel ➔ click on Useful Links under Upload Paper menu.
- Click on Upload the upload form opens.
- Select your paper type, fill the details and submit the form.
How to fill lab access form?

- For the biometric access of lab you have to fill online form of lab access.
- On left panel → Click Useful Links under Lab Access → Form
- Give check mark in front of lab which you want have lab access, write reason and equipment and 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 Faculty-In-Charge for approval
- After the Faculty-In-Charge approval contact Kuldeep/ Priyanka for biometric access.
How to see lab users?

- User can view lab wise user list.
- On left panel Click Useful Links Lab Access Form

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<th>No.</th>
<th>User Details</th>
<th>Reason</th>
<th>Equipment</th>
<th>Date of Access Granted</th>
<th>Date of Access Expiry</th>
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</table>
How to logout?

On the top left ➔ Click Logout