

Making reservations in the CNSI Microfluidics Lab and Innovation Workshop

General:

- FBS reservations are not used for billing.
- Users with reservations have priority over people using tools without reservations.
- 3D printer reservations should be made for the length of the print run.

Microfluidics Lab

- All tools in the Microfluidics Lab require FBS reservations. The reservations allow users to plan ahead knowing that the tools that they want to use will be available when they go to the lab.

Innovation Workshop:

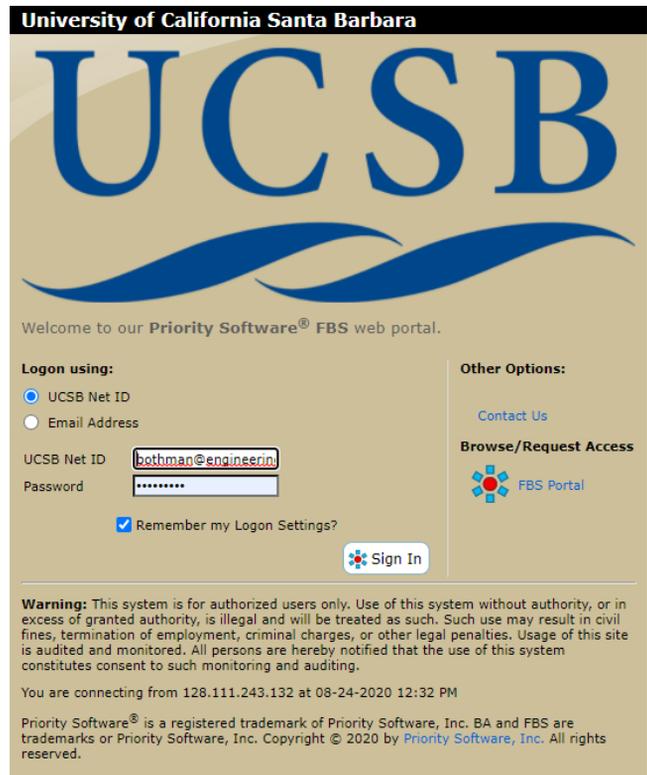
- Only the 3D printers in the Innovation Workshop require reservations.

3D Printers:

- Before entering the lab reserve the printer for the estimated print time.
- After preparing the print job adjust the reservation end time based on the calculated run time.
- Enter the print consumable use in the section titled “Consumables for this Reservation”
- 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 dots). 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, 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?



Other Options:

[Contact Us](#)

Browse/Request Access

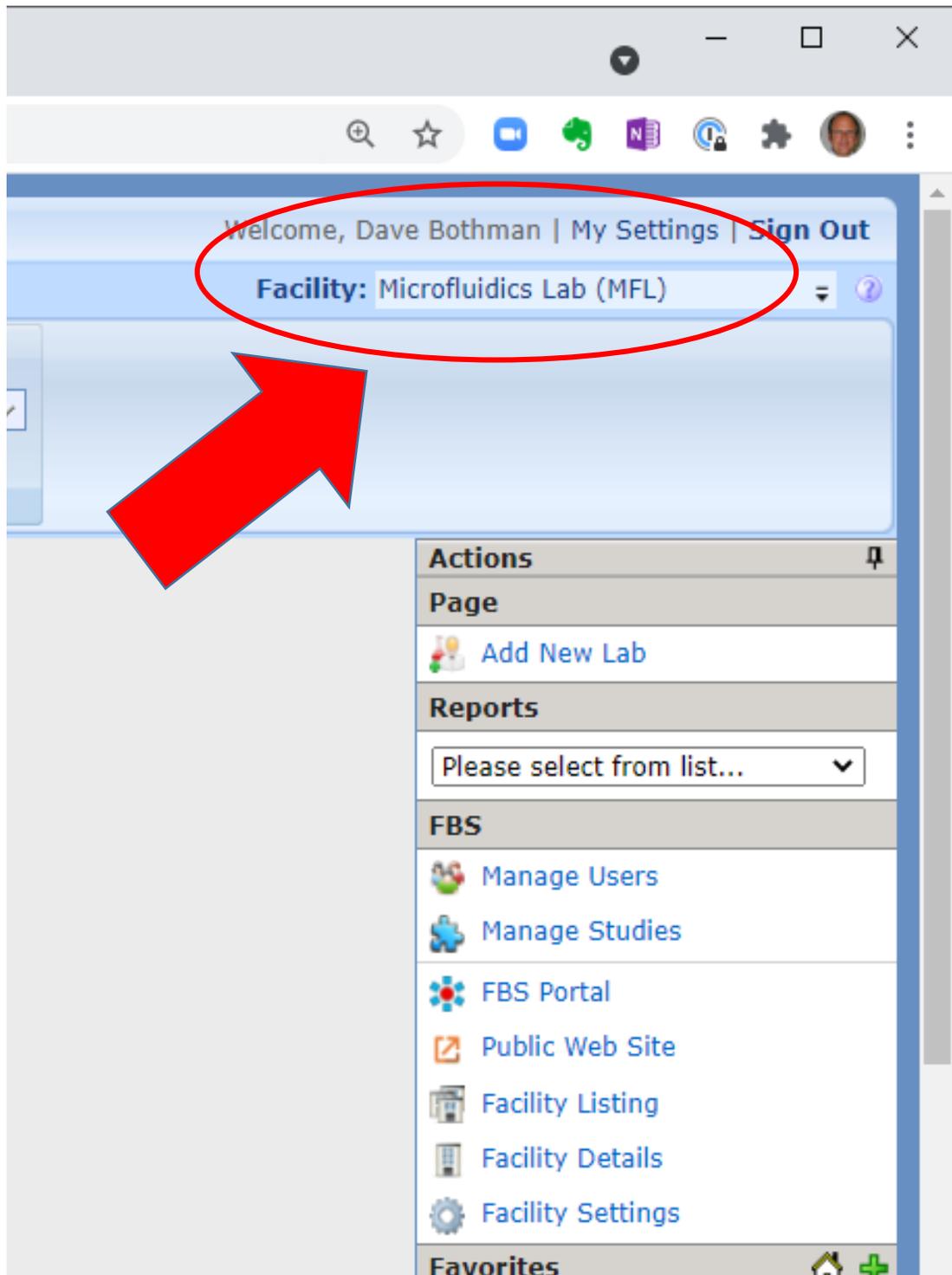
 [FBS Portal](#)

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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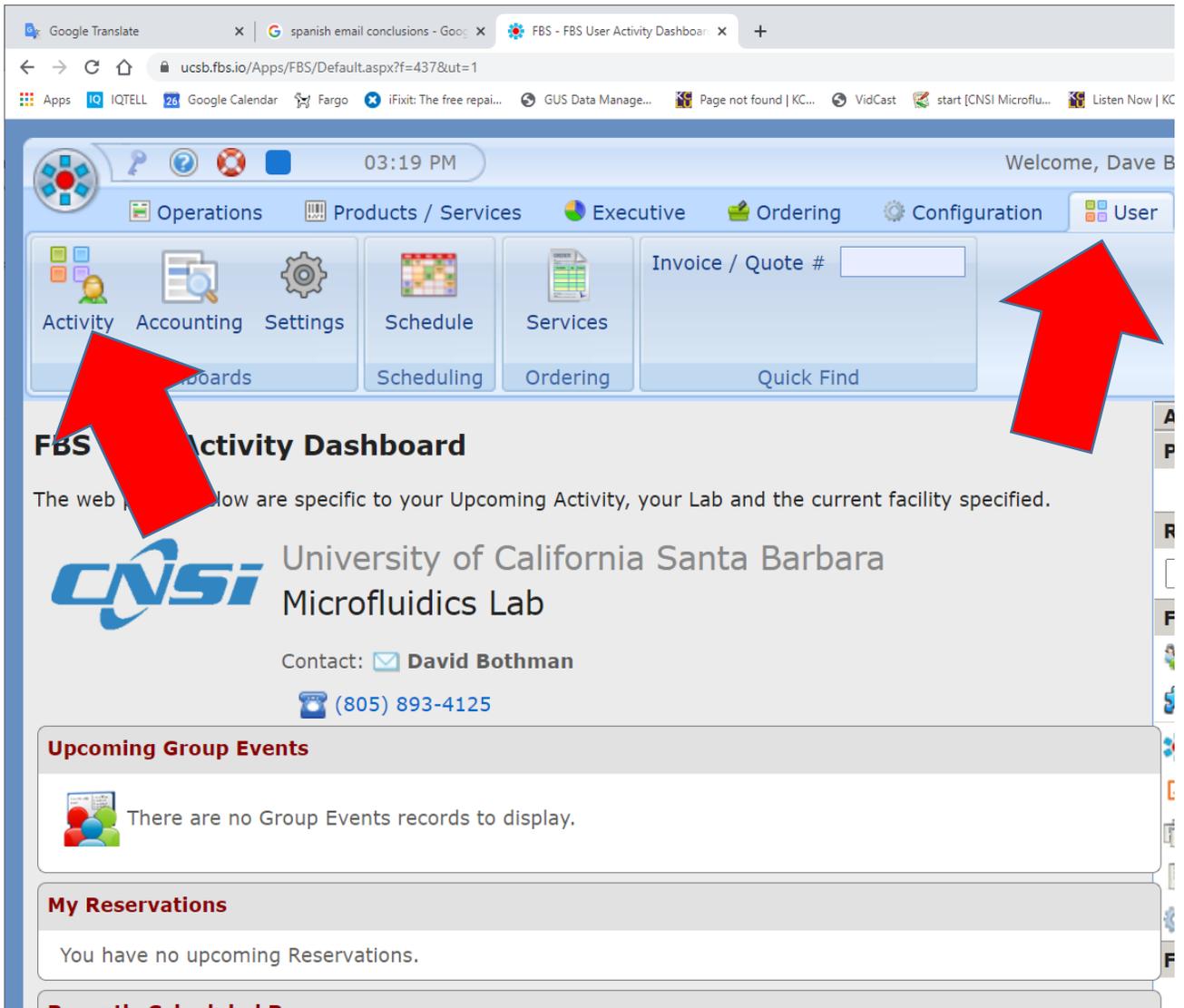
Select the room where you will be working



The screenshot shows a web browser window with a user 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 main content area is partially visible, showing a sidebar with various options:

- Actions**
- Page**
- [Add New Lab](#)
- Reports**
- Please select from list... (dropdown)
- FBS**
- [Manage Users](#)
- [Manage Studies](#)
- [FBS Portal](#)
- [Public Web Site](#)
- [Facility Listing](#)
- [Facility Details](#)
- [Facility Settings](#)
- 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, there are several menu items: Activity, Accounting, Settings, Schedule, Services, and Invoice / Quote #. A red arrow points to the 'User' tab, and another red arrow points to the 'Activity' menu item. The main content area is titled 'FBS Activity Dashboard' and contains the following text: 'The web pages below are specific to your Upcoming Activity, your Lab and the current facility specified.' Below this text is the CNSI logo and the text 'University of California Santa Barbara Microfluidics Lab'. Contact information for David Bothman is provided: 'Contact: David Bothman (805) 893-4125'. There are two sections below: 'Upcoming Group Events' which states 'There are no Group Events records to display.' and 'My Reservations' which states 'You have no upcoming Reservations.'

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

Reserving 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

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
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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
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Select the tool that you plan to user

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

Select the tool that you are reserving.

← 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] [List] [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.

Set start and end time

Select your PI's lab

Select your name

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 8th highlighted. Below it is the 'Filter Settings' panel with 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 the reservation: 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). The dialog has a 'Delete' button, a 'Save Changes' button, and a 'Close' button. A blue arrow points to the 'Delete' button with the word 'Delete' written on it.

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".