

# 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:**

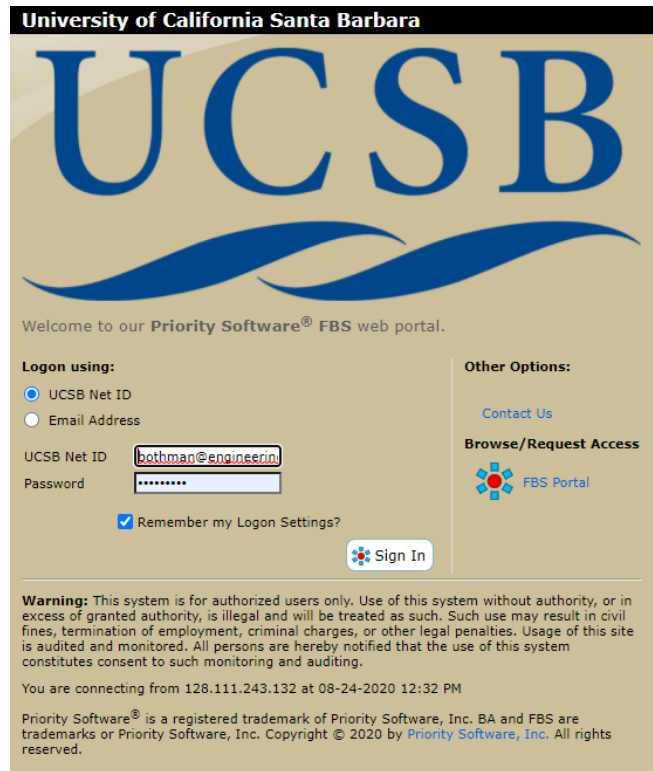
5. Users in the IW must reserve the room, but the 3D printers are the only tools that must be reserved.
6. Rooms 2442 (3D printers) and 2448 (the main part of the IW) are reserved separately.

## **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 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 'Remember my Logon Settings?' checkbox is checked. A 'Sign In' button is at the bottom right of this section. 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**

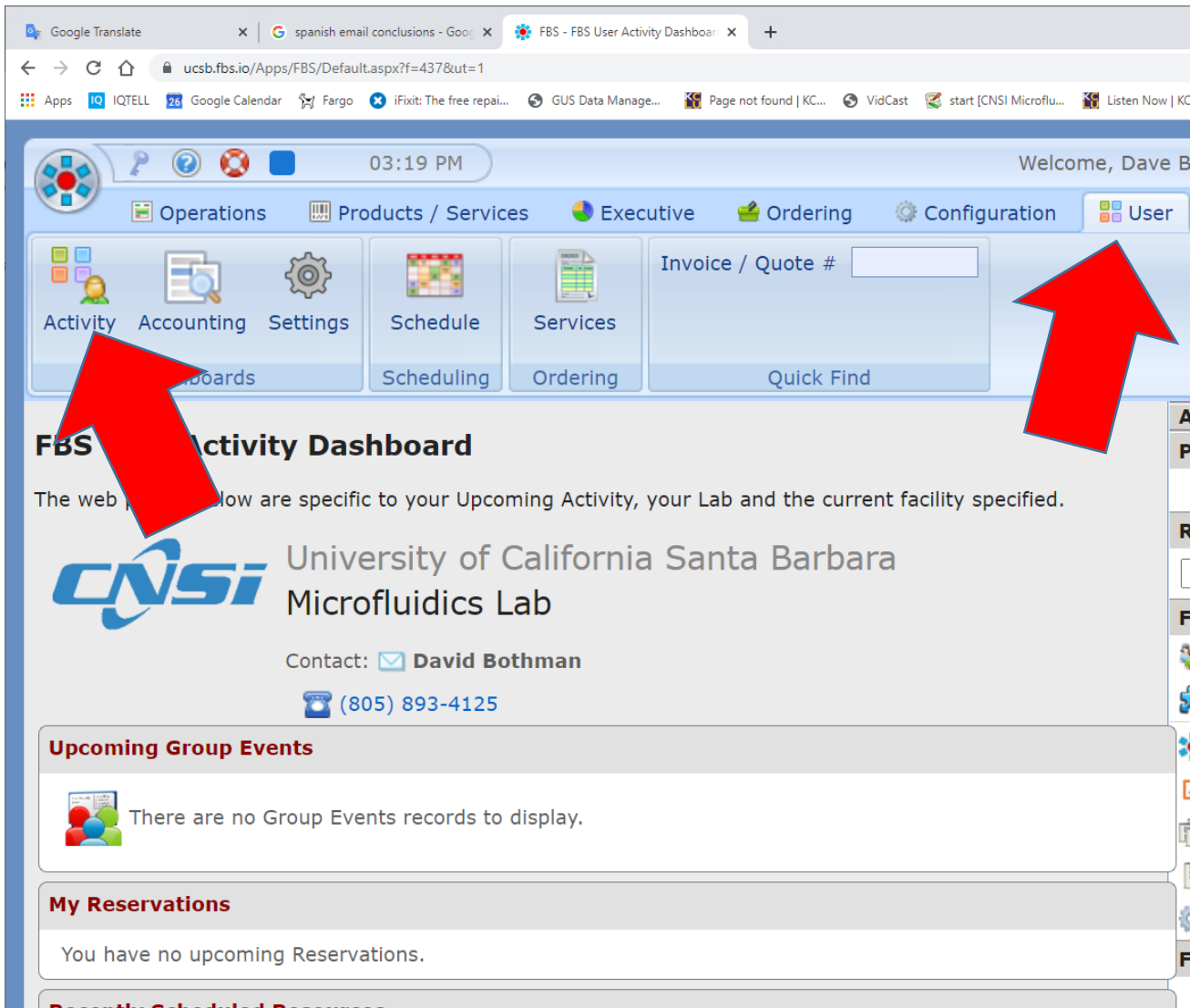
 [FBS Portal](#)

**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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# Navigate to the reservation page



Google Translate | spanish email conclusions - Google | FBS - FBS User Activity Dashboard

ucsb.fbs.io/Apps/FBS/Default.aspx?f=437&ut=1

03:19 PM | Welcome, Dave B

Operations | Products / Services | Executive | Ordering | Configuration | **User**

Activity | Accounting | Settings | Schedule | Services

Invoice / Quote #

Activity Dashboard

The web pages shown 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](#)

**Upcoming Group Events**

There are no Group Events records to display.

**My Reservations**

You have 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

← Aug 2020

## September 2020 Innov Wkshp 2448-1

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
30	31	1	2	3	4
6	7	8	9	10	11
13	14	15	16	17	18

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**

<b>8</b>	:00	
	:15	
	:30	
	:45	
<b>9</b>	:00	
	:15	
	:30	
	:45	
<b>10</b>	:00	
	:15	
	:30	
	:45	
<b>11</b>	:00	
	:15	
	:30	
	:45	
<b>12 PM</b>	:00	
	:15	
	:30	
	:45	
<b>1</b>	:00	
	:15	
	:30	
	:45	
<b>2</b>	:00	
	:15	
	:30	
	:45	
<b>3</b>	: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 8th 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 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). A blue arrow points to the 'Delete' button in the dialog 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: Innov Wkshp 2448-1

Location: All

Lab: All

Requestor: All

Assigned To: All

Saved Views: Default

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

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

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

Time: 0.00:30

Lab: Innovation Workshop (INNOV-WKSHP)

Requestor: Test, Dave

Comments: Note the tools that you will be using

Buttons: 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".