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:

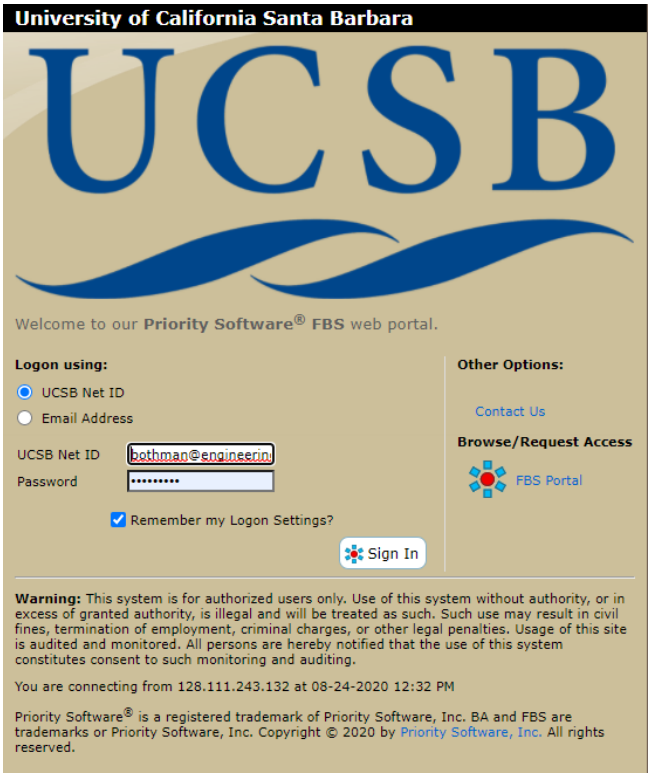
5. Users in the IW must reserve the room, but the 3D printers are the only tools that must be reserved.
6. Rooms 2442 (3D printers) and 2448 (the main part of the IW) are reserved separately.

3D Printers:

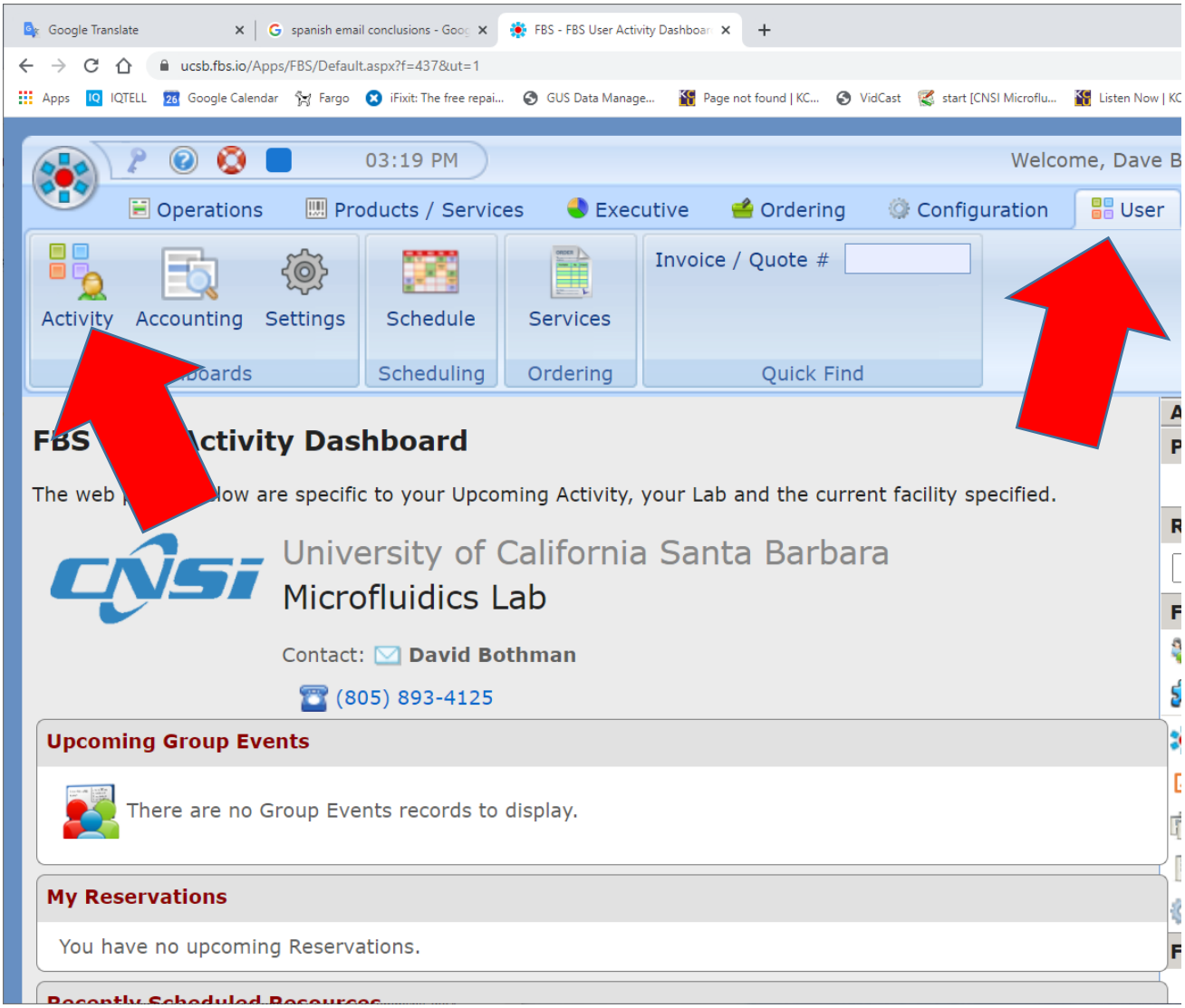
1. Before entering the lab reserve the printer for the estimated print time.
2. After preparing the print job adjust the reservation end time based on the calculated run time.
3. Enter the print consumable use in the section titled "Consumables for this Reservation"
4. Note: the FBS reservation takes 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

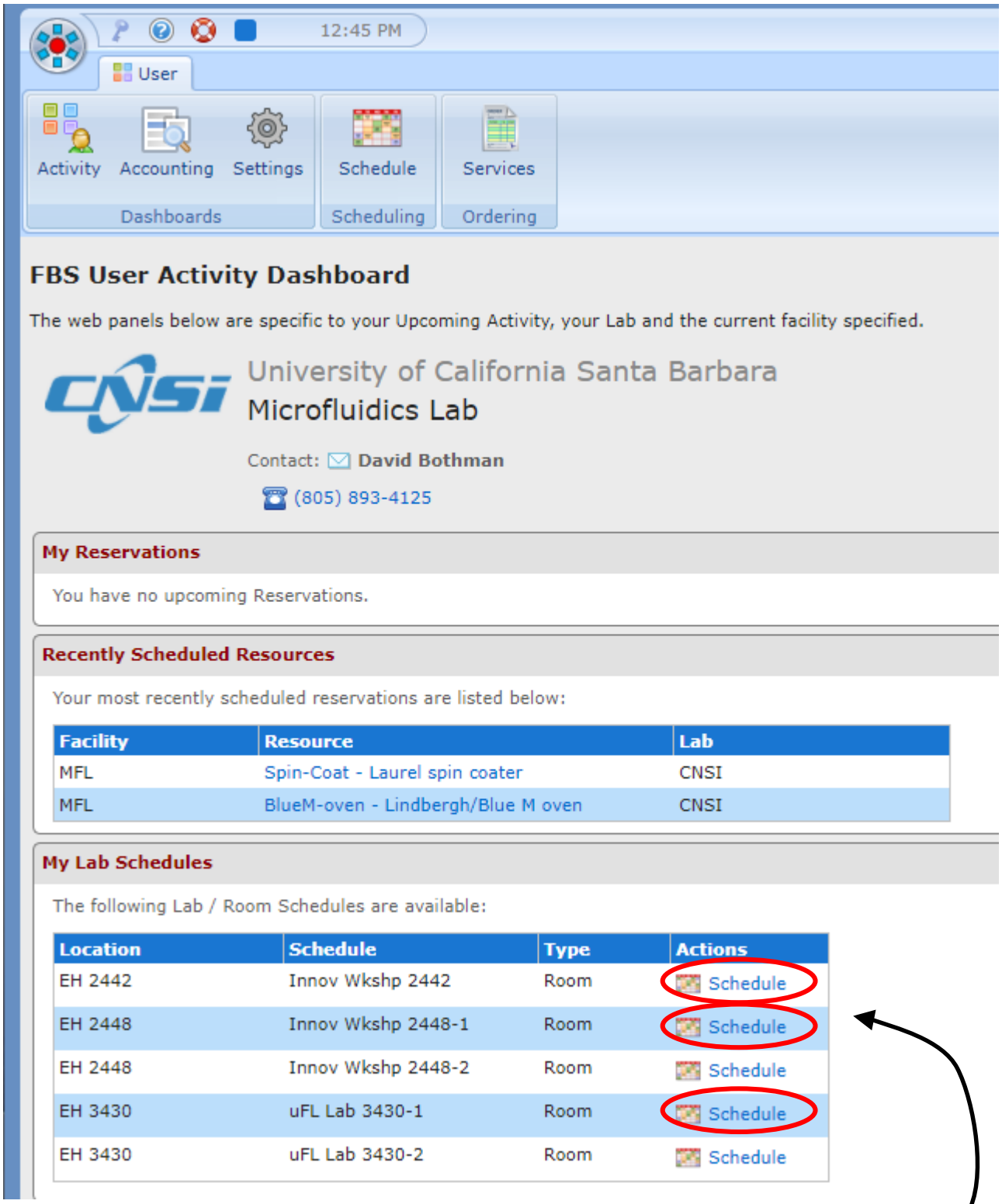


Navigate to the reservation page



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

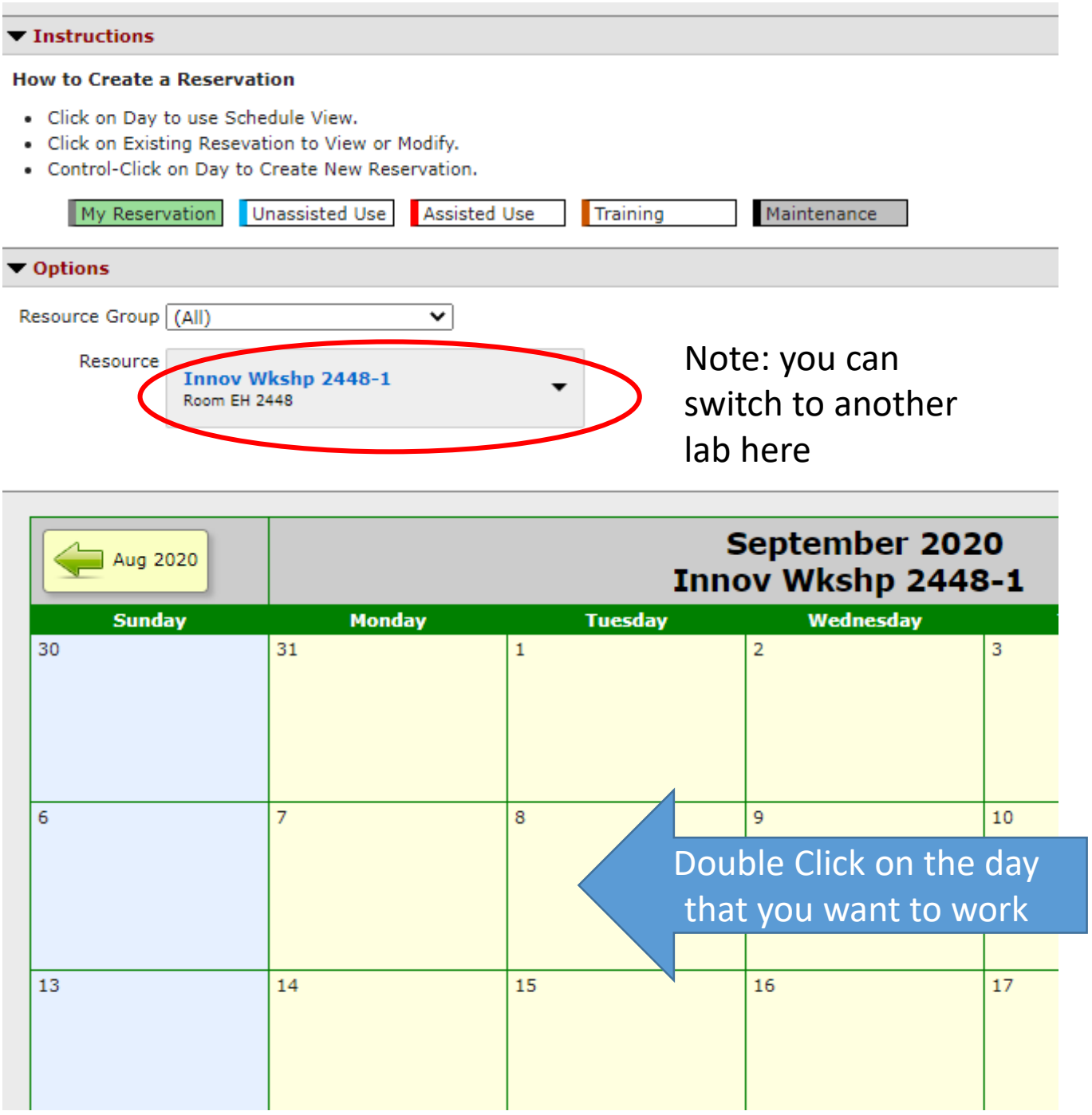
FBS - Reserving Rooms



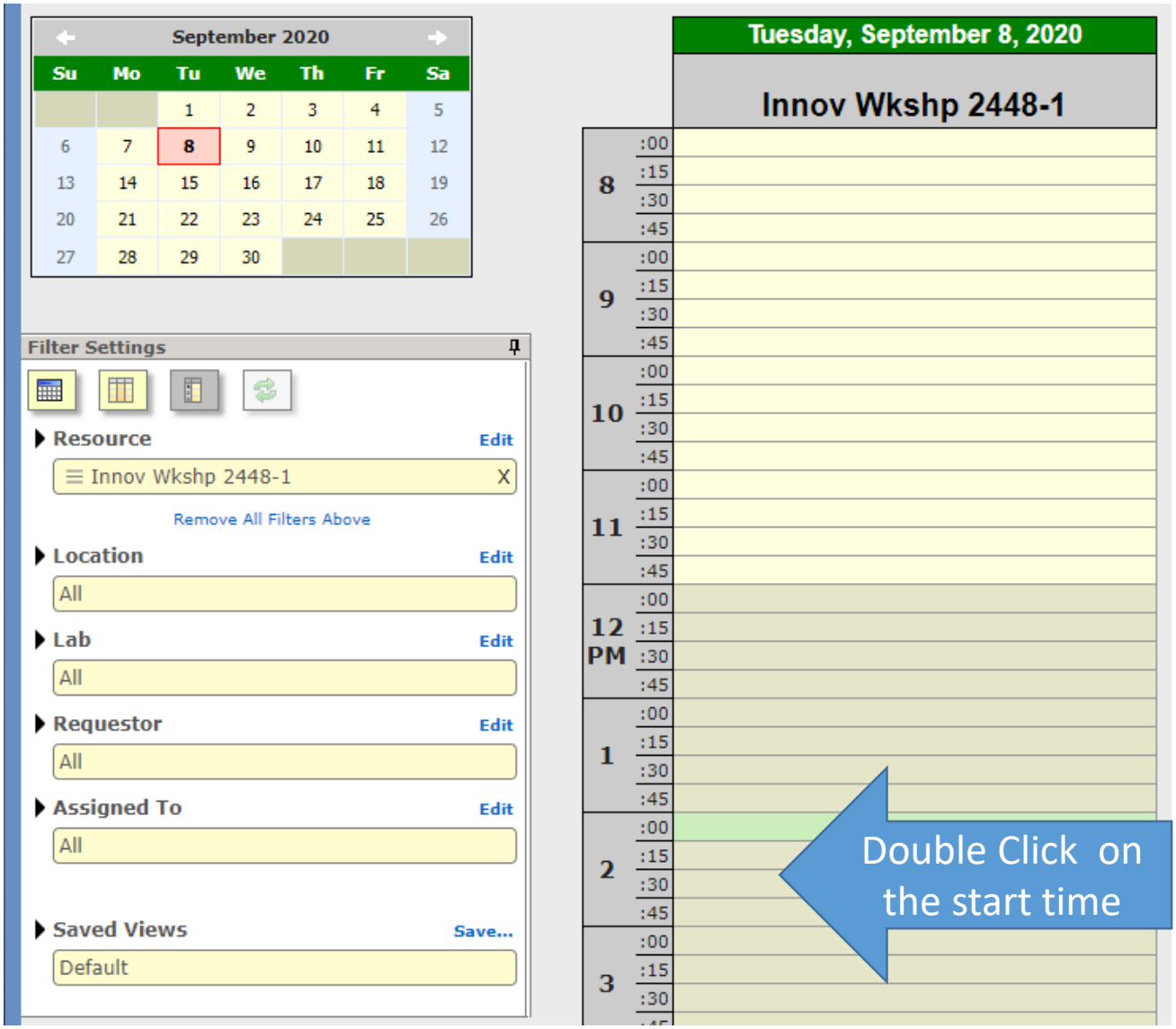
Choose the schedule that you want to access

Note: only use 2442, 2448-1 or 3430-1

FBS - Select the date

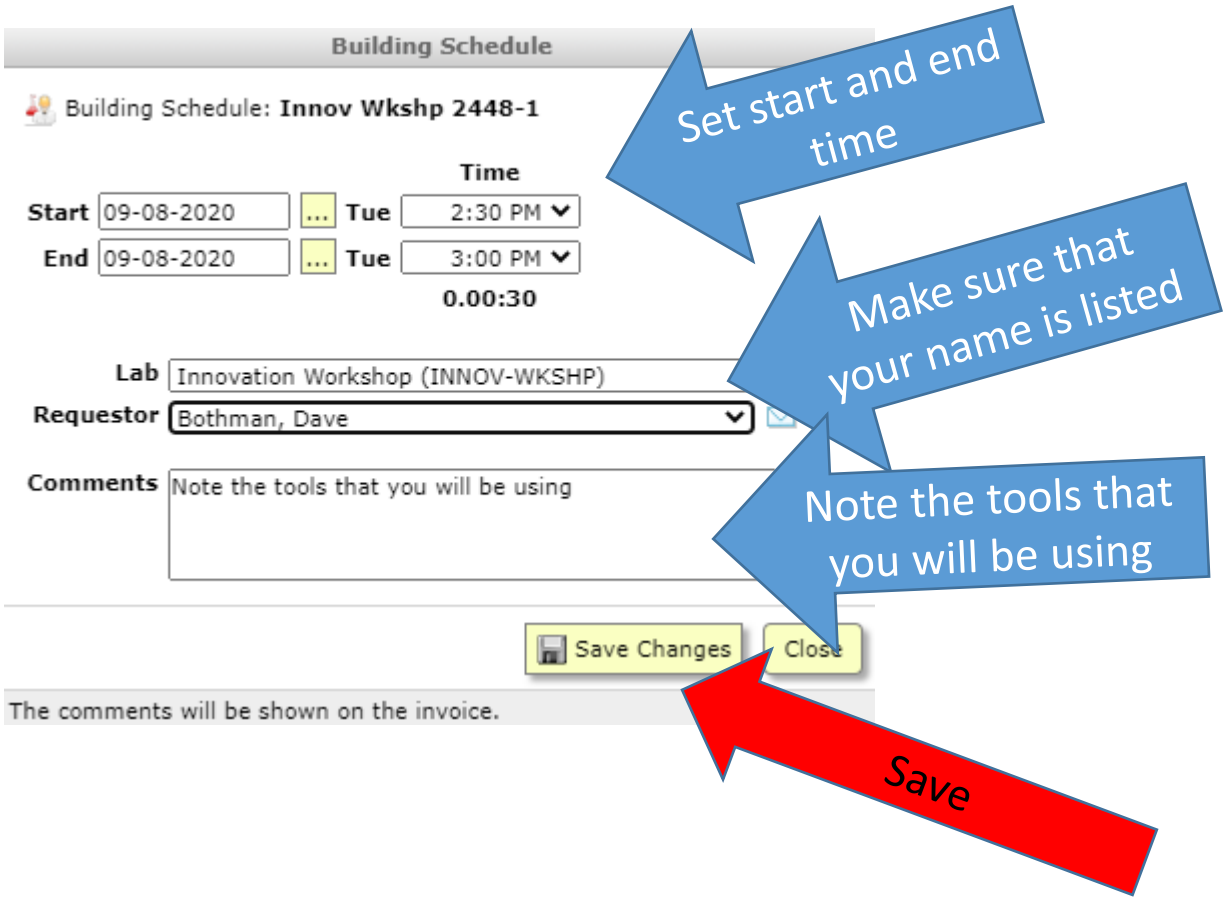


FBS - Select the start time



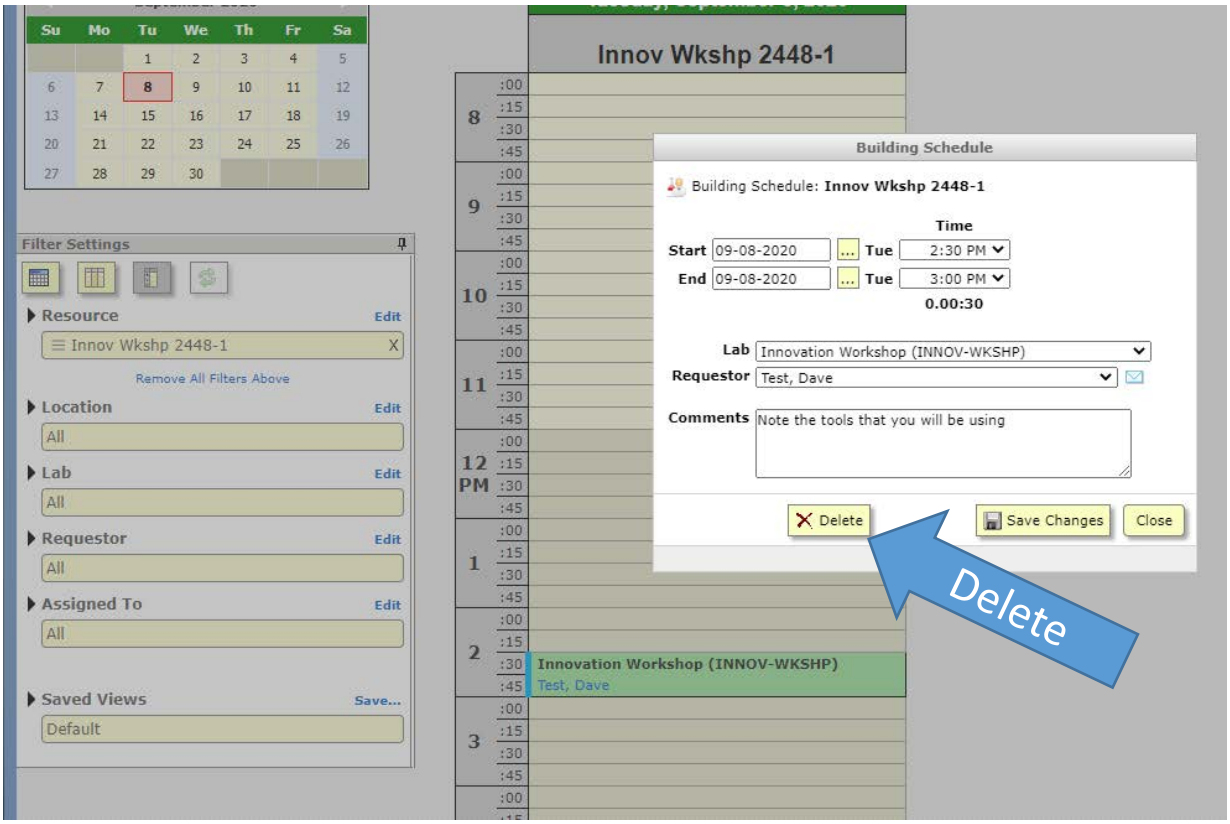
FBS - Make the Reservation

- 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

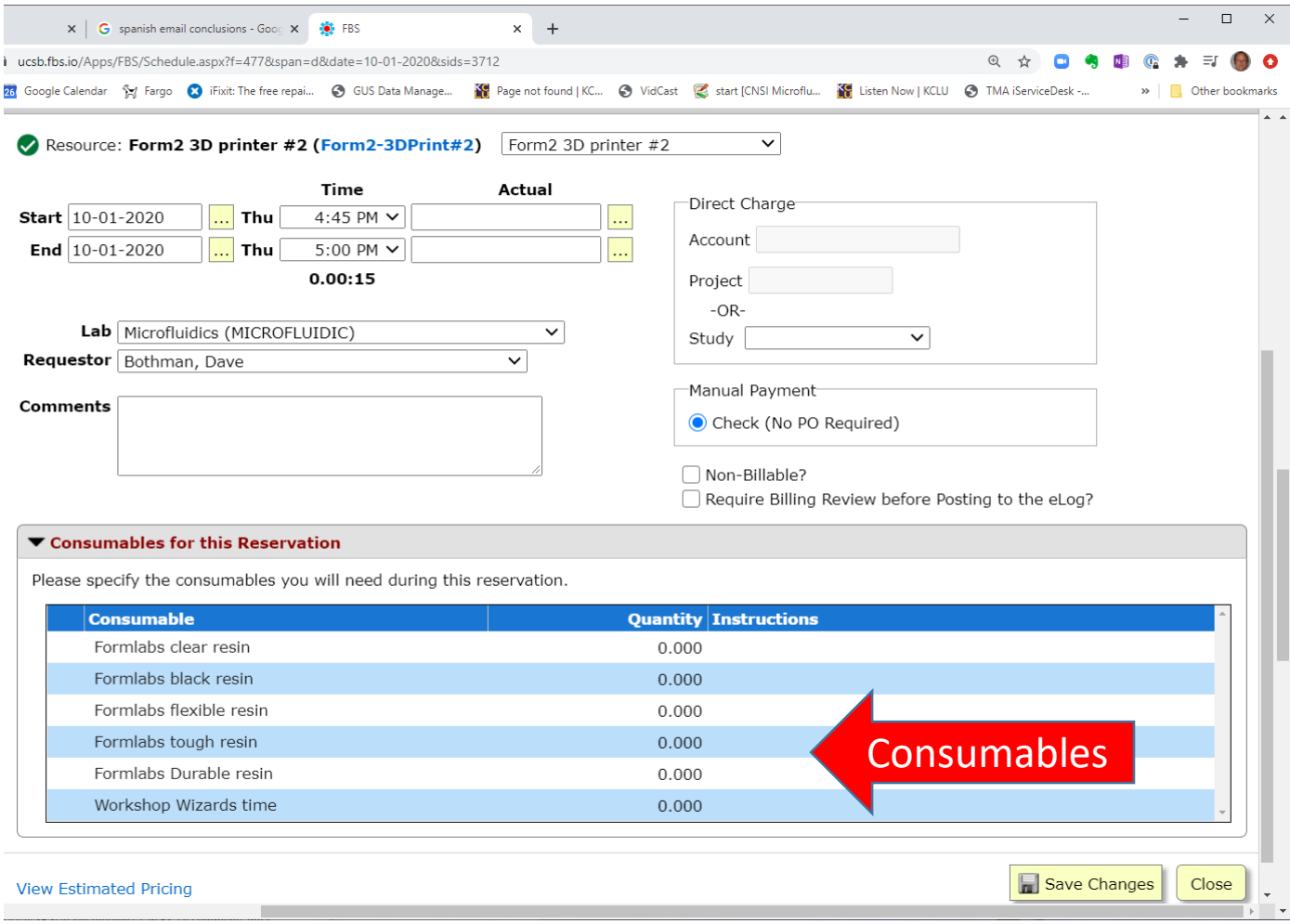


FBS – Add/Change/Cancel Reservations

- Open the Calendar
- Open the reservation
- Delete it



Reserving Rooms &Tools

Reserving 3D Printers

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