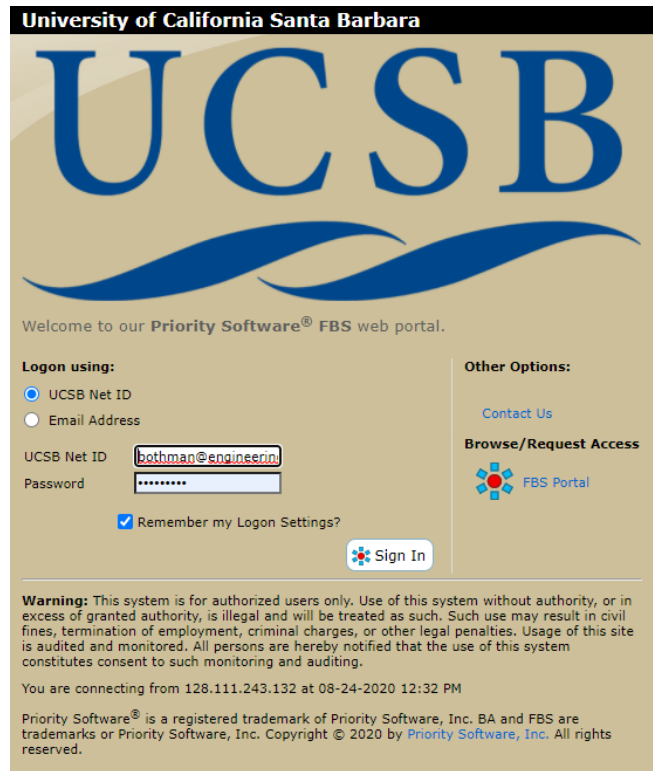


Using FBS – Logging in

- 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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FBS - Select the Lab

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			
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, Kanban, 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

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 selection, a requestor dropdown, and a comments text area. At the bottom are "Save Changes" and "Close" buttons. A red arrow points to the "Save Changes" button with the word "Save". Three blue arrows point to the time selection, 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 8 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 August 8th, 2020, from 2:30 PM to 3:00 PM. A 'Building Schedule' dialog box is open, showing the reservation details. A blue arrow points to the 'Delete' button in the dialog box.

Building Schedule

Building Schedule: Innov Wkshp 2448-1

Time

Start 09-08-2020 Tue 2:30 PM

End 09-08-2020 Tue 3:00 PM

0.00:30

Lab Innovation Workshop (INNOV-WKSHP)

Requestor Test, Dave

Comments Note the tools that you will be using

Delete Save Changes Close