

Using the CORES Online Reservation System

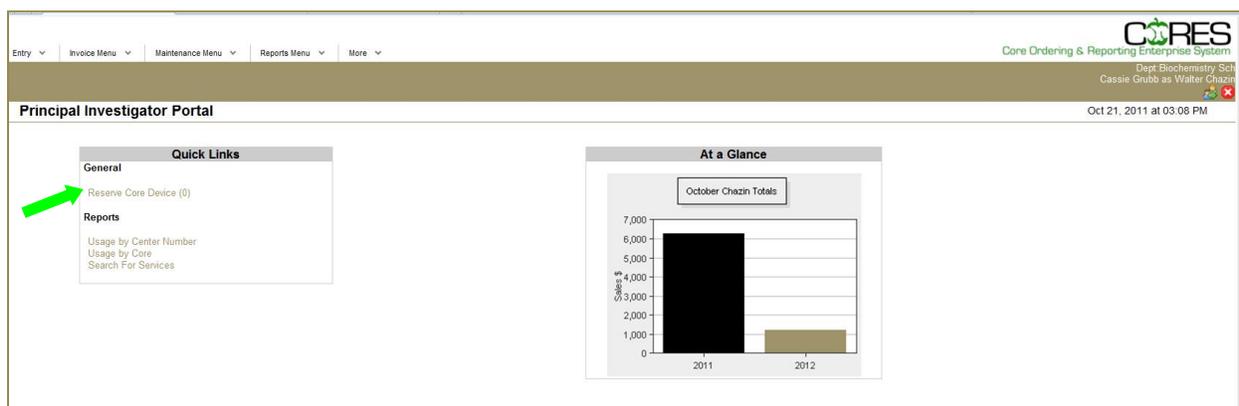
This system allows the user to reserve time on resources available in participating core facilities. Any Service Core Manager or Principal Investigator (PI) can make a reservation, as well as any Lab Managers/Assistants or Resource Users associated with them in CORES.

NOTE: A PI must have both an active user account and active cost center number(s) in CORES to make a reservation. For assistance with setting up a new user account, or activating cost center numbers, contact your department administrator.

To make a reservation:

1. Log into CORES: Go to <http://cfuis.mc.vanderbilt.edu>. Use your VUnet ID and ePassword to log into the system.
 - If you are Lab Manager/Assistant or Resource User to more than one PI, you will see a list of names displayed. Click on the name of the PI who will be paying your user fees. (If your PI is not available in your list, please send an email to CoresEmail@vanderbilt.edu for assistance.)

The following menu view will be displayed:



The screenshot displays the CORES Principal Investigator Portal. At the top, there is a navigation menu with options: Entry, Invoice Menu, Maintenance Menu, Reports Menu, and More. The CORES logo is in the top right corner, with the text 'Core Ordering & Reporting Enterprise System' and 'Dept. Biochemistry Sci. Cassie Grubb as Walter Chazin'. The main content area is titled 'Principal Investigator Portal' and shows a 'Quick Links' section with a green arrow pointing to 'Reserve Core Device (0)'. Below this, there are links for 'Reports' including 'Usage by Center Number', 'Usage by Core', and 'Search For Services'. To the right, there is a bar chart titled 'At a Glance' showing 'October Chazin Totals' for 2011 and 2012. The y-axis represents usage from 0 to 7,000. The 2011 bar is significantly higher than the 2012 bar.

Year	Usage (Approximate)
2011	6,500
2012	1,500

1. Click on **Reserve Core Device**. You will see a list of cores that offer on-line reservations.
 - If you don't see the core or instrument you want to use, contact the core manager directly. For a list of core facilities and personnel, go to www.mc.vanderbilt.edu/CFUIS

Entry ▾ Invoice Menu ▾ Maintenance Menu ▾ Reports Menu ▾ More ▾

Home

Calendar Resource Selection

Select a Core and up to 6 Resources:

- ▾ Flow Cytometry Core
 - ▾ MCBR Services
 - CFX - A - Bio-Rad CFX Real time PCR Instrument
 - CFX - B - Bio-Rad CFX Real time PCR Instrument
 - CFX - C - Bio-Rad CFX Real time PCR Instrument
 - Odyssey - Odyssey
 - PCR 3 - IQ 5 Multi Color Real time PCR Instrument
 - PCR 4 - MyIQ Single color Real time PCR Instrument
 - ▾ CHGR - DNA Resources
 - ▾ Cell & Developmental Biology Equipment Resource
 - ▾ VICB High Throughput Screening Facility

Save as Default ViewCalendar Return

2. Select a core by clicking on the drop-down arrow next to the core name.
3. Check the boxes next to the core instrumentation/resource you want to reserve.
4. Click **View Calendar** to view resource availability.

Reservation Calendar VUMC Local Development

Resources Other Resources Assistance Yes No

- 1) 3-Laser
- 2) 5-Laser
- 3) Aria I
- 4) Aria II
- 5) Fortessa 5-laser
- 6) Kevin

Cancel

<<
January
2012
>>

	Sunday 01/01/12	Monday 01/02/12	Tuesday 01/03/12	Wednesday 01/04/12	Thursday 01/05/12	Friday 01/06/12
By Hour	1 2 3 4 5 6	1 2 3 4 5 6	1 2 3 4 5 6	1 2 3 4 5 6	1 2 3 4 5 6	1 2 3 4 5 6
<input checked="" type="radio"/> 1/2 Hour						
12:00 AM						
12:30 AM						
1:00 AM						
1:30 AM						
2:00 AM						
2:30 AM						
3:00 AM						

The default view is by week. Select a specific day view by clicking on the date, move from week-to-week using the arrows, or view the entire month by clicking on the calendar icon:

<<
October
2011
>>

By Hour
 1/2 Hour

	Sunday 10/23/11	Monday 10/24/11	Tuesday 10/25/11	Wednesday 10/26/11	Thursday 10/27/11
By Hour					
<input checked="" type="radio"/> 1/2 Hour					

When you mouse over the PI name, a pop-up box provides basic information about the reservation.

VANDERBILT UNIVERSITY MEDICAL CENT

Reservation Calendar **VUMC Test**

Resources

1) CFX - A

2) CFX - B

3) CFX - C

Calendar grid showing time slots for January 29 to February 1. A pop-up window is open over a slot on Tuesday, February 1, showing details for 'CFX - B' at 12:00 PM-03:00 PM. A green arrow points to the pop-up window.

- To make a reservation, click on any open time slot (no color block) in the column for the instrument you want to reserve. A detailed view is displayed:

Resource Scheduler **Resource Scheduler - Selection**

Name: CFX - B
Core: MCBR Services
Category: Instrument Access
Description: Real-time PCR
Price: \$2.35 / hour
Resource Description: Bio-Rad CFX Real time PCR Instrument
Resource Instructions: CFX email run completion notification & reports, not data file, sent to Vanderbilt email accounts; notification, reports & data file sent to non Vanderbilt email accounts.
Minimum Reservation: 3 hours
Maximum Reservation: 3 hours
Cancellation Policy: User can cancel any time prior to reservation, cancellations within 1 hour (s) prior to reservation will be charged a 100.00 percent fee of the total reservation.

Name:
Center Number:
Reservation Date: 10/27/11
Start Time: 12:00 AM
End Time: 3:00 AM (3 hour(s))
Comments:
 512 characters left

Note*: Any applicable pricing modifiers will be applied when this reservation is generated into an order. Also, all prices are subject to change without notice.

6. After completing the form, click Submit. Your reservation will automatically and immediately upload to the core calendar. Confirmation details appear in the next screen view.

To edit or cancel a reservation:

1. Log into CORES: Go to <http://cfuis.mc.vanderbilt.edu>. Use your VUnet ID and ePassword to log into the system.
2. Click on **Reserve Core Device**
3. Select the core and resource that you reserved
4. In the calendar view, click on your reservation block
5. Scroll to the bottom of the reservation summary information
6. Click on **Cancel Reservation**
 - ⚠ Note: Some cores may charge a cancellation fee. See the core manager for details.

To set up a new Resource User:

A Resource User can be set up in CORES by a PI with an existing CORES account and active cost center numbers.

1. From the CORES Main Menu, select **Maintenance Menu**, then Resource User Maintenance.
2. Type the Resource User's VUnet ID in the search field. Click **Search**.
3. CORES will prompt you to associate this user with a PI. Click **OK**.
 - a. If this user does not have CORES account, a short form will display. Enter the Resource User's contact information.
4. A list of available center numbers will display. Check the boxes for center numbers that the Resource User should be able to use. Click **OK**.

To designate cost center or scholarship numbers available to a Resource User:

This designation must be initiated by the PI who is responsible for the center or **scholarship** number.

1. From the CORES Main Menu, select **Maintenance Menu**, then Resource User Maintenance.
2. A list of Resource Users currently associated to the PI will display. The right column shows the center or scholarship numbers currently assigned to each Resource User. Click on the Resource User's name to edit their available center/scholarship numbers.
3. Designate the centers available to that Resource User by checking/unchecking the boxes on the left.
4. Click **Update** at the bottom of the page.

Troubleshooting

I can't log in to CORES.

If you have not yet requested a CORES user account, please submit your request online at <https://www.mc.vanderbilt.edu/root/vumc.php?site=CFUIS&doc=13512>. New accounts are usually confirmed with one business day.

If you already have an active account, please contact the Office of Research directly at CORESemail@vanderbilt.edu

I don't see my PI's name.

Please contact the Office of Research directly at CORESemail@vanderbilt.edu

I don't see the resource/equipment that I need.

Many cores require users to be trained on the equipment before they can view the calendars. Please contact the core manager directly to request access to their equipment. A list of core facilities and contact information is available at <http://www.mc.vanderbilt.edu/root/vumc.php?site=CFUIS&doc=5180>

I don't see the center number that I need.

Your PI will need to manually grant you access to each center number or scholarship that you should use. This will need to be done as new center numbers or scholarships become active. Please see above "[To designate cost center or scholarship numbers available to a Resource User](#)".

Oops! I picked the incorrect center number!

You can edit the center number in the reservation at any time up until the cancellation window (usually 24 hours before your reserved time). To do so, simply navigate back to the core calendar and click on your reservation. CORES will allow you to change the date, time, center number, etc. Please see above "[To edit or cancel a reservation](#)"

If the reservation time has already passed, your PI (or their assistant) will need to change the center number in CORES by going to Entry→Center Number Correction/Distribution.

If the invoice has already been created, please work with your Department Administrator to submit a manual correction (Journal Entry).