Using the CORES on-line Reservation System

This system allows the user to reserve time on resources available in participating core facilities. Any investigator or assistant to an investigator can make a reservation.

- To get started, log into CORES: Go to http://cfuis.mc.vanderbilt.edu. Use your VUnet ID and ePassword to log into the system.
  ◆ If you can’t log in, send an email to CoresEmail@vanderbilt.edu for assistance.

- There are four types of CORES users enabled to make reservations:
  - Core Managers
  - Principal Investigators (PIs)
  - Resource Users
  - Lab Manager/Assistants to PIs

- A PI must have both a 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.

- A Resource User can be set up in CORES by the core manager, or by a PI with an existing CORES account and active cost center numbers.
  ◆ This role is limited to users who do not have a pre-existing CORES account.

- If you are set up as Lab Manager/Assistant in CORES, it is important that your account be linked to the correct PI account(s).
  ◆ For assistance with updating your existing CORES user account, send an email to CoresEmail@vanderbilt.edu

Instructions for PIs and Lab Manager/Assistants: start on page 2

Instructions for Resource Users: start on page 5.
Principal Investigator (PI) or Lab Manager/Assistant User

Log in to CORES.
- If you are Lab Manager/Assistant 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.

The following menu view will be displayed:

![Main Menu](image)

Click on Reserve Core Device.
- You can use Reservation Module User Maintenance to enable lab members to make a reservations on your behalf. If you need further assistance, send an email to CoresEmail@vanderbilt.edu

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](http://www.mc.vanderbilt.edu/CFUIS)

![Calendar Resource Selection](image)

Click View Calendar to view resource availability.
The default view is by week. The calendars are color coded. When you mouse over the instrument name, a pop-up box provides basic information about the resource, including general availability and service fees.

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:

Mousing over a reserved block in the calendar reveals basic details about a reservation:

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:

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.

If you need to cancel a reservation:
- Log into CORES
- Click on Reserve Core Device
- Select the core and resource that you reserved
- In the calendar view, click on your reservation block
- Scroll to the bottom of the reservation summary information
- Click on Cancel Reservation
  ○ Note: Some cores may charge a cancellation fee. See the core manager for details.
Resource User

Log in to CORES.

- If you are Lab Manager/Assistant 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.

The following menu view will be displayed:

Click on Reserve Core Device.

You will see a list of cores that offer on-line reservations. Select a core by clicking on the dropdown arrow next to the core name.

- 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

Check the boxes next to the core instrumentation/resource you want to reserve. You may view up to six calendars at a time. Click View Calendar to view resource availability.
The default view is by week. The calendars are color coded. When you mouse over the instrument name, a pop-up box provides basic information about the resource, including general availability and service fees.

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:

Mousing over a reserved block in the calendar reveals basic details about a reservation:

To make a reservation, click on any open time slot (no color block) in the column for the instrument you want to reserve.
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