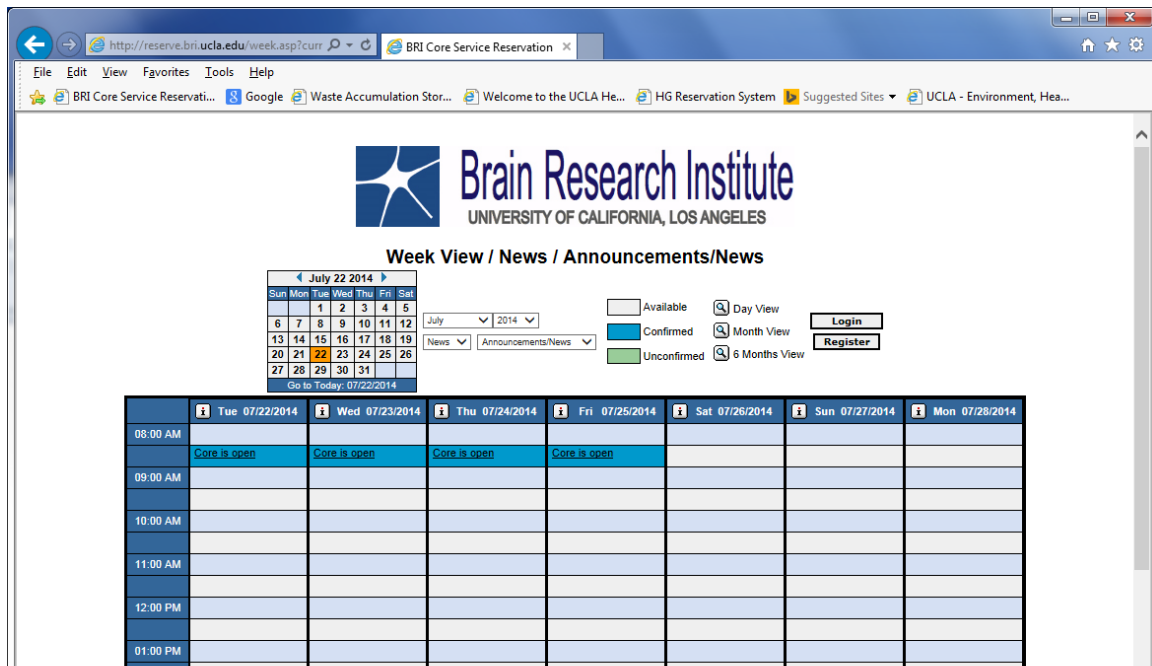


Directions for BRI Core reservation website: <http://reserve.bri.ucla.edu>.

1-The homepage shows any announcements regarding equipment status or Core availability. It should be the first page you encounter. You must self-register to reserve any equipment or lab space. You may view any of the group calendars to check for availability without logging on to the system.



This page consists of several menus to choose from:

- a calendar showing the month, (or day, week, 6 month) view
- date drop down menu
- equipment drop down menu
- group drop down menu
- login button
- register button
- availability color chart

Brain Research Institute
UNIVERSITY OF CALIFORNIA, LOS ANGELES

where you are - view/equipment/group page

Calendar

Week View / News / Announcements/News

July 22 2014

July 2014

Available Confirmed Unconfirmed

Day View Month View 6 Months View

Login Register

Login or register here

Select group or piece of equipment from the drop down menus here

Select day, week, month view

	Tue 07/22/2014	Wed 07/23/2014	Thu 07/24/2014	Fri 07/25/2014	Sat 07/26/2014	Sun 07/27/2014	Mon 07/28/2014
08:00 AM	Core is open	Core is open	Core is open	Core is open	Core is open	Core is open	Core is open
09:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							

2- Log on to the system to make a reservation.

Brain Research Institute
UNIVERSITY OF CALIFORNIA, LOS ANGELES

If you are already registered then enter your Login and Password
Otherwise [Register](#)

Login

Login:

Password:

[Login](#)

Forgot Password

Email:

[Send](#)

3. From the group drop down menu, go to the group of equipment you are interested in using. The choices are:

News- Core status updates, announcements and general information

Group 1-MT equipment (paraffin microtomes, cryostat, vibratome)

Group 2- Procedures- (reserve space for immunohistochemistry, EM embedding, histological staining)

Group 3- EM equipment (JEOL, TMC and Ultracut E ultramicrotome, carbon evaporator).

Brain Research Institute
UNIVERSITY OF CALIFORNIA, LOS ANGELES

Week View / News / Announcements/News

July 22 2014

News

- Announcements/News
- Group 2 - Procedures
- Group 3 - EM
- Group 1 MT Equipment

Available Confirmed Unconfirmed

Day View Month View 6 Months View

Login Register

	Tue 07/22/2014	Wed 07/23/2014	Thu 07/24/2014	Fri 07/25/2014	Sat 07/26/2014	Sun 07/27/2014	Mon 07/28/2014
08:00 AM	Core is open	Core is open	Core is open	Core is open			
09:00 AM							
10:00 AM							

4. Once you have selected the group, select the equipment from the dropdown menu.

Brain Research Institute
UNIVERSITY OF CALIFORNIA, LOS ANGELES

Week View / Reichert-JungCryostat / Group 1 MT Equipment

July 22 2014

Group 1 MT Equipment

- Paraffin-LeicaRM2135
- Paraffin-LeicaRM2155
- Reichert-JungCryostat
- VibratomeLeicaVT1000S

Available Confirmed Unconfirmed

Day View Month View 6 Months View

Login Register

	Tue 07/22/2014	Wed 07/23/2014	Thu 07/24/2014	Fri 07/25/2014	Sat 07/26/2014	Sun 07/27/2014	Mon 07/28/2014
08:00 AM							
09:00 AM							
10:00 AM							

5. Select the date and time you wish to reserve.

6. Complete the booking page. For the "Title" box, please retype your name (First or last.) Click on the submit button.

Booking JEOL	
Booked By	Marianne Cilluffo
Title	<input type="text" value="Marianne"/>
Facility	JEOL
Date	22 July 2014
Repeat Period	None
End Date	22 July 2014 <input type="checkbox"/> Include Week-End
Start Hour	12:30 PM
End Hour	03:30 PM
Other Details	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

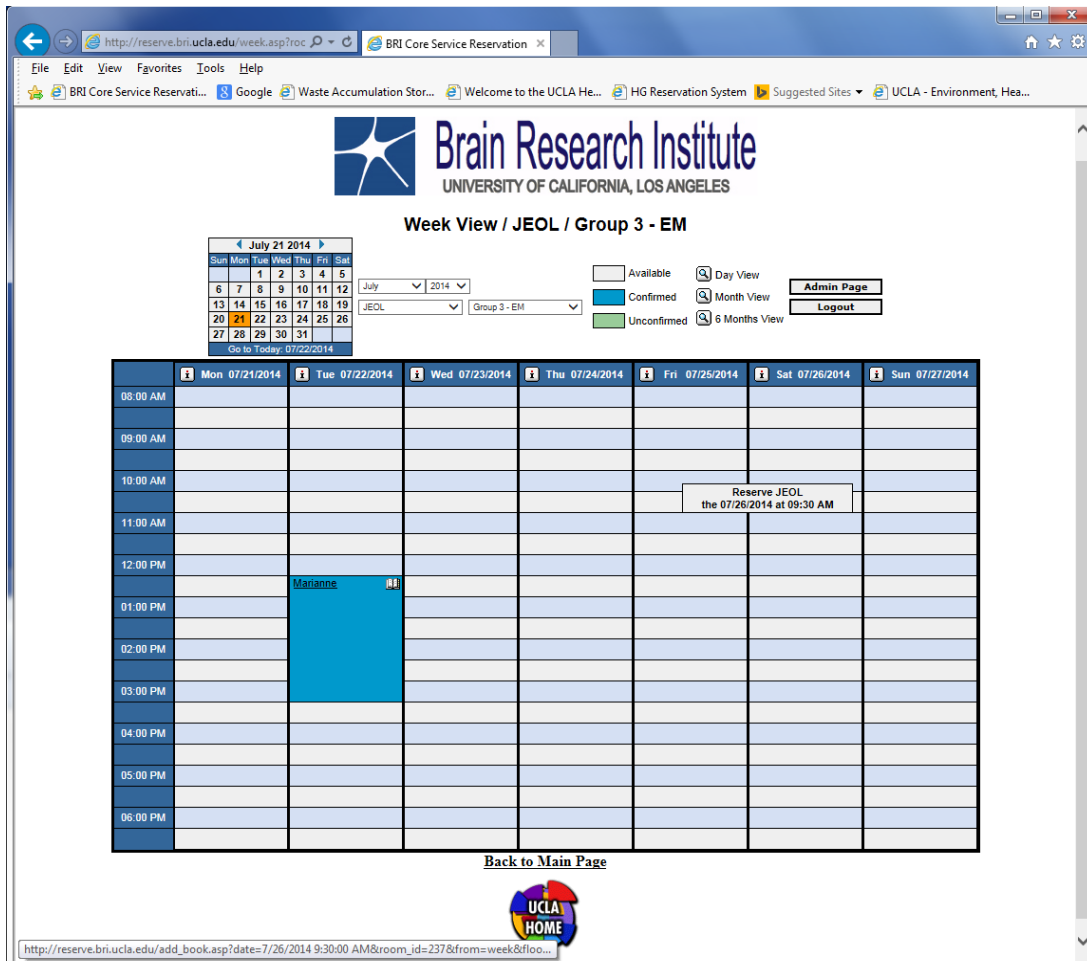
← Put your name here

← Select the date

← Select start and end time

← Click submit

7. You will receive an email once your reservation is confirmed.



The screenshot shows the 'Week View / JEOL / Group 3 - EM' interface. A calendar for July 2014 is visible, with the 22nd highlighted. A reservation for 'Marianne' is shown as a blue block on Tuesday, July 22, 2014, from 12:30 PM to 03:30 PM. A notification box says 'Reserve JEOL the 07/26/2014 at 09:30 AM'. The interface includes navigation options like 'Day View', 'Month View', and '6 Months View', along with 'Admin Page' and 'Logout' buttons. The footer contains the URL: http://reserve.bri.ucla.edu/add_book.asp?date=7/26/2014 9:30:00 AM&room_id=237&from=week&flo...