Making a Reservation

We are using the CoreResearch@Duke shared resource management system (coreresearch.duke.edu) that has been developed for all shared resource core labs at Duke. Please follow the steps below to reserve Containment Suites in the RBL:

1. If not done previously, please have your PI or PI Delegate log into the system to link you as a user of their fund codes. Contact Joe Rusnak (joseph.m.rusnak@dm.duke.edu) for help with this quick process.
2. Login to the system using your NetID. (**You may not be able to login into the system if step 1 has not been done.)
3. Select the ‘Reservation Calendar’ Tramstop from the ‘Resource Reservation’ Tramline (Purple).
4. From the dropdown menu select the DHVI RBL: Containment Core. Then select the relevant “Group”.

5. When the calendar appears, select the containment suite you would like to reserve and select an open time slot.
6. A new window will open in which you will enter more details about your reservation, including the fund code to be charged.
   a. The “Project ID” is not the same as the fund code. Click on the magnifying glass next to the data field. In the new window, type your 7-digit Duke fund code into the search box (no dashes) and click “OK”. Select your fund code and click “Select & Continue”. If your fund code does not appear in this list, ensure your PI has authorized/linked you to the code in Core Research (see #1 above).
   b. In the notes section please identify the agent you will be using.
7. After all the information is entered, click “Save”.

8. The system will check for any errors. If all information is accepted, additional options will appear on the top bar. You MUST click “Submit For Approval” to finish the reservation. (If this step is skipped, the initial booking will be deleted by the program after 5 minutes and you will not have a reservation in the system.)
9. You will receive notification by email when the Core Manager accepts your reservation. Your reservation will be visible in green on the calendar. You can double click it to edit/cancel it or to input your actual used times.

10. To assure proper billing, use the calendar to record your actual room usage in real time. Open your reservation by double clicking it. Press “Start” and you enter the room and “End” when you are finished.
Edit a Reservation in Core Research @ Duke

You can freely edit a reservation up to the starting time. Follow these steps if your actual usage differs from your original reservation period.

1. From the Reservation Calendar, double click your reservation.

2. Press “Edit” to make changes to your reservation.

3. You may cancel the time at any time before the start of the reservation period.

4. “Modify Reservation” is used to change either the reservation start or end time prior to the original start time of the reservation.

5. If the reservation has already begun, “Extend” or “Reduce” is used to change the end time.