For the NMR Lab Instruments, use your browser to navigate to


1) We have been seeing some errors when using Internet Explorer, but not with Firefox. Please let us know if you have any problems with other browsers (and their version numbers). The initial screen is

![Initial Screen](image1)

2) After logging in, you will see the following screen.

![Screen](image2)
3) Under the **Instrument** pull down menu, choose an instrument. Below I have selected the U500.

4) The current date will always be initially selected. Scroll to the appropriate 8 hour block of time. If you want to **MAKE A RESERVATION**, left click the **Add Res** button. All the Open slots turn GREEN.
5) Left click on the time at the beginning of your reservation, then left click the time at the end of your reservation. The complete time chosen should be highlighted. For example, if you want to reserve 1:20pm – 1:40pm, left click the block for 1:20-1:30pm, then left click the block for 1:30-1:40pm. The blocks selected will be highlighted with **RESERVE**. NOTE: If you only want to reserve 10 minutes, left click the same block twice. Left click **Submit** to complete your reservation.

6) This screen shot shows the reservation submitted.
7) If you want to DELETE a reservation, left click the Del Res button. This highlights all of your reservations.

8) Left click anywhere in the block you want to delete. It will be highlighted.
9) Left click the Submit button. The reservation is now deleted.

10) If you want to MODIFY a reservation, left click the **Mod Res** button. This highlights all of your reservations.
11) Instructions are given below the Add Res, Mod Res and Del Res buttons to *Click on revised starting slot.* For example, if I click on the 3:00-3:10pm block, all the time previous in that reservation is now highlighted *DELETE*.

12) The instructions now are to *click on revised end slot.* For example, if I only want to keep the time reserved from 3:00-3:50pm, I would click on the 3:40-3:50pm slot. Now the last 10 minute slot also shows *DELETE*.
13) Left click the Submit button to make the modification.

14) If you want to modify a reservation to include time prior to the start of the reservation, you should reserve the necessary time slot.