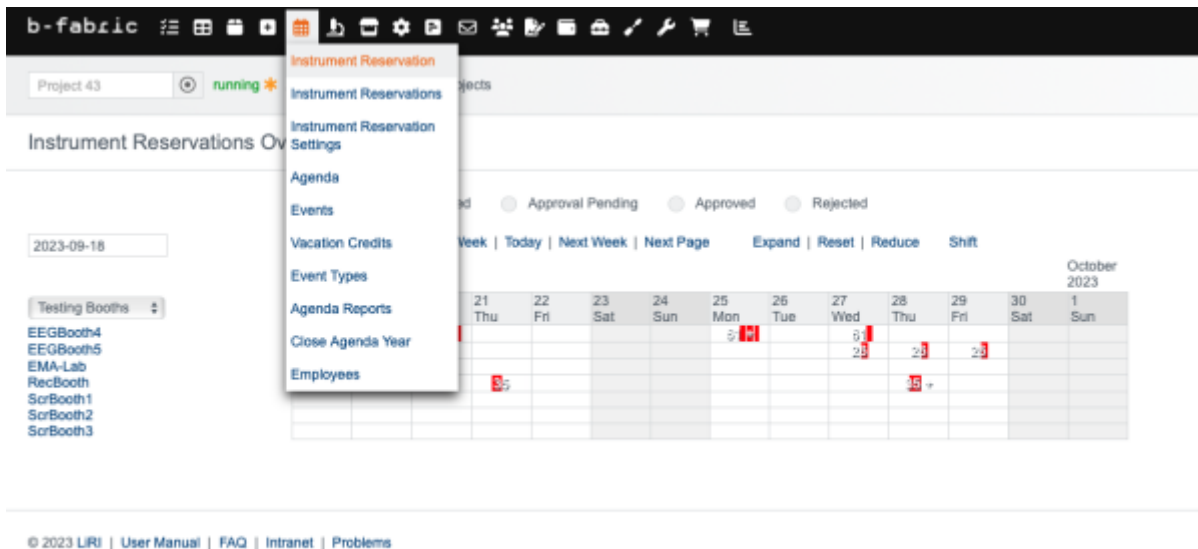


# Booking a booth in the lab

- Begin by logging into bFabric and selecting the project you wish to make the booking under.
- Click on the calendar icon in the menu bar then select 'Instrument Reservation.'



- On the right hand side of the screen use the dropdown menu to filter for just the testing booths.
- In the calendar click on the day you want to make a booking in your case the booth you want is called RecBooth.
- When you click on the day it will zoom into an 15 min by 15 min view for the week. Click on the 15 min segment you want your booking to start. This will open a form to fill in the booking details:

The screenshot shows a modal form titled 'Instrument Reservation'. The fields are: 'Instrument' (RecBooth), 'Type' (USAGE), 'Booker' (Clark, Andrew), 'Containers' (Project 43), 'User' (Clark, Andrew), 'Chargeable' (checked), 'All Day' (unchecked), 'Start Date' (2023-10-11 10:00), 'End Date' (2023-10-11 12:00), 'Description' (empty text area), 'Repeat' (No), and 'Send Email Notification' (checked). There are 'Save' and 'Cancel' buttons at the bottom.

- Use the description field to list any extra equipment you use during the session.
- Then click save. The system should then email you a booking confirmation.

From:

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Last update: **2023/10/17 10:24**

