

Booking a booth in the lab

- Begin by logging into bFabric and selecting the project you wish to make the booking under if you are a member of multiple projects.
- 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:

Booth Name	Description
EEGBooth4	The EEG booth on the left hand side of the lab with the Actichamp EEG system and the Eyelink 1000.
EEGBooth5	The EEG booth on the right hand side of the lab with the Biosemi EEG system.
EMA-Lab	The EMA Lab on the second floor of AND 15.
RecBooth	The five recording booths in the Lab.

- 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:

Instrument Reservation

Instrument * RecBooth

Type * USAGE

Booker * Clark, Andrew

Containers * Project 43

Enter space or a character sequence and select item

User Clark, Andrew

Chargeable

All Day

Start Date * 2023-10-11 10:00

End Date * 2023-10-11 12:00

Description

Repeat No

Send Email Notification

Save Cancel

- 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.

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