

# JUST-NI Lab & Equipment Booking Guides





# clustermarket

- Bookings for laboratory spaces and equipment must be made through Clustermarket.
- All bookings will go to the technical team to then be approved.

# Setting up a Clustermarket account.



- Access to Clustermarket can be found here: <https://www.clustermarket.com/>.
- **DO NOT** create your own account. You will be invited to sign up once you have received your ethical approval.
- Once you have joined, you will be able to view and book the equipment and lab spaces.

# Guidelines for use I.



- Laboratory spaces and equipment are available to book in line with the JUST- Nanotechnology Institute working hours:
  - **Sunday-Thursday: 09:00 am – 15:30 pm**
- Booking days for institute students and researchers are:
  - Institute Students: **Monday, Wednesday and Thursday.**
  - Institute Researchers: **Sunday and Tuesday**
- All lab spaces available for booking are listed on the Clustermarket page. Please check equipment availability before booking. Any laboratory spaces not listed are **NOT** available for booking.

# Guidelines for use II.



- Bookings must be made **AT LEAST 48hrs** in advance. This allows the technical team to prepare and provide any needed support.
- **Minimum booking time = 15 minutes**
- **Maximum booking time = 4 hours**
- Bookings of inappropriate duration will be rejected.

# Making a booking.

MY ACCOUNTS

+ Create a lab

JUST Nanotechnology Ins ▾

Lab Dashboard

**Equipment** ^

Overview

Bookings

Add Equipment

Maintenance Contracts

Users ▾

Projects ▾

Announcements

Reports

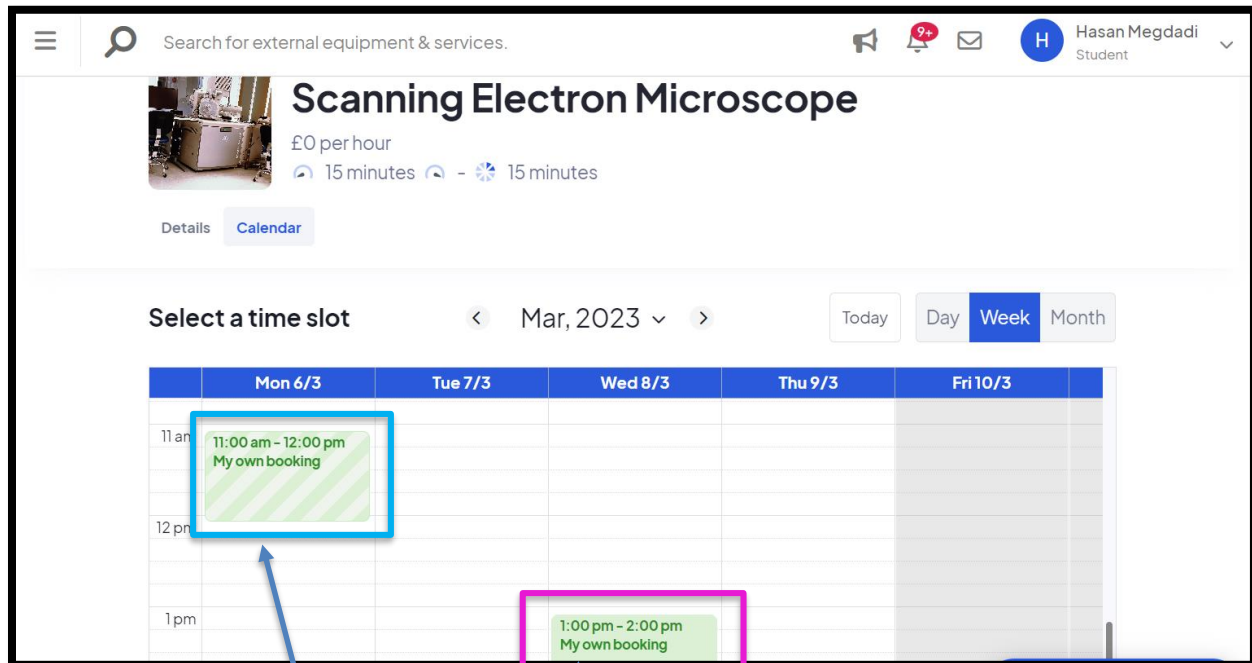
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<input type="checkbox"/>	3D Printer	Nano Film Technology	Formlabs	Form 3L
<input type="checkbox"/>	4-Point Probe	Photonics	Ossila	T2001A
<input type="checkbox"/>	Atomic Force Microscope	Thin Film Deposition	Horiba	AIST-NT
<input type="checkbox"/>	Ball Wire Bonder	Thin Film Deposition	Micro Point PRO	iBond5000
<input type="checkbox"/>	Biological Safety Cabinet	Nano-Biomaterials	Thermo Fisher Scientific	MSC-Advantage
<input type="checkbox"/>	CO2 Incubator	Nano-Biomaterials	Thermo Fisher Scientific	Forma Steri-Cycle
<input type="checkbox"/>	Centrifuge	Nano-Biomaterials	BOECO	SC-8
<input type="checkbox"/>	Dry Film Laminator	Soft Lithography	Fortex	305
<input type="checkbox"/>	Ellipsometry	Photonics	J. A. Woollam	V-VASE

Rows per page: 10 ▾

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- From your Clustermarket Dashboard click **'Equipment'**
- This will take you to the equipment page, where you can check the availability of the equipment and its location. Clicking on the equipment you wish to book will take you to the 'Equipment details' page, where you can submit a booking request.

# Making a booking I.



Search for external equipment & services.

Scanning Electron Microscope  
£0 per hour  
15 minutes - 15 minutes

Details Calendar

Select a time slot < Mar, 2023 > Today Day Week Month

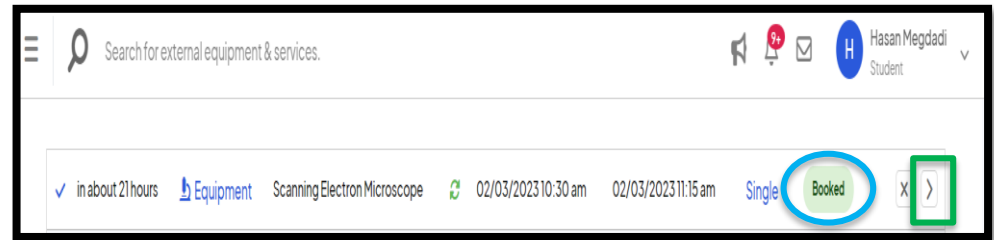
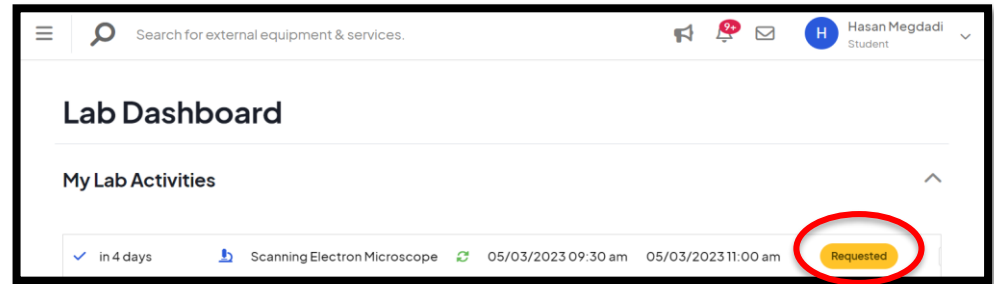
	Mon 6/3	Tue 7/3	Wed 8/3	Thu 9/3	Fri 10/3
11 am	11:00 am - 12:00 pm My own booking				
12 pm					
1 pm			1:00 pm - 2:00 pm My own booking		

■ Unavailable ■ Announcements ■ My booking ■ Member booking ■ External booking

- Find the date/time you would like to book and click on that cell of the calendar.
- The booking status will remain as “requested” and the cell will be appear with green slanted lines until the booking request is approved then it will be appear in fully green color.
- length can then be extended by dragging the edge of the booking when the double-arrowed mouse symbol appears.
- A key under the calendar will help you determine when the equipment is free to book

# Making a booking II.

- A successful booking request will appear under 'My Bookings' as **'Requested'**.
- If the request needs to be edited, click the **drop down box** which will take you to the booking details page. This page will also allow you to **cancel** a booking. Note: this action cannot be undone and a new booking will have to be made.
- A engineers will review your request and either **approve** or **disapprove** your booking.
- You will get an email confirming all of these actions.



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