

The Expanding World of Nanofabrication

An update from the Kingston NanoFabrication Lab – Dec. 3, 2015

Good day,

You are receiving this important update as a user of KNFL or a supervisor of a user.

We are pleased to let you know that our [online resource booking tool](#) is fully operational. Calendar view has been available for a couple of months, but now you can log in to the system and make your own bookings.

To begin using the system, you must first register for a user ID. Instructions are included at the bottom of this email.

In addition to scheduling, you can also log your time using the calendar. This will help to track usage and to streamline the invoicing process. Instead of a paper log sheet, you will log in to the calendar and fill in the fields for actual time start and end.

You will notice that the fume hoods have also been added to the booking system, in order to manage demand and prevent crowding. The general access log, equivalent to the access log currently done on paper at KNFL, is also on the calendar now, but only to record actual time spent in the lab.

Feel free to ask for clarification on any aspect of booking – it is bound to seem complicated at first!

Instructions to begin using online booking at KNFL:

1. Go to the booking calendar on the KNFL website (<http://knfl.ca/booked/web/view-schedule.php>)
 - You will be able to view the calendar, but not schedule any resource yourself
2. Click on the “Log In” link in the top right corner of the page, or on any resource
3. Use your CMC Microsystems User Account email address and password to log in
 - If you are not already registered with CMC Microsystems, follow the “Create an Account” link in the Log In window to register a basic account with CMC, then use that account information to log into the booking system.

By logging in for the first time, your booking account is automatically registered at KNFL. Please email me (gibson@cmc.ca) when you have done this, and I will finish setting up your profile, giving you full viewing privileges.

See you at the lab! Have a great day!

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