

Procedure for seat booking B16 Level 1 Hardware Lab

New procedures for Project Laboratory access.

1. Fill out the SOP - B16.1003-General Bench Use and Access.pdf which need to be approved and signed by your supervisor. Send completed form to b16book: b16LabBookings@soton.ac.uk.
2. Read and sign the General ECS Teaching Labs Risk Assessment.pdf. Send completed form to b16book: b16LabBookings@soton.ac.uk.
3. Complete B16 induction and send to b16book: b16LabBookings@soton.ac.uk.
4. When sending the completed B16 induction please state your preference for the AM or PM slot in the email, although please be aware of the lab capacities outlined below. Once allocated, you will not be able to switch, you will remain in the AM or PM bubble but not both.

Lab Capacities.

Phase 1.a will have 8 slots available for each AM and PM session. (10th- 14th August 2020).

Phase 1.b will have 16 slots available for each AM and PM session. (17th – 21st August 2020).

Phase 1.c will have 24 slots available for each AM and PM session. (24th August onwards).

Lab opening times.

The lab will be opening Mon-Fri only.

AM session from 09.00 to 12.00

PM session from 13.00 to 16.00

Please remain socially distanced outside the building as there will be no card access. A member of staff will open the door at the start of each session, check your booking and allow you access to the lab.

Access to Booking System.

Once the first steps have been completed you will receive an invitation link for the booking system from Clustermarket: info@clustermarket.com.

Click on the link provided within the email fill in the relevant details and sign up for the booking system.

Welcome!

Sign up to join the Clustermarket network

First Name

Last Name

Email

Phone

Password

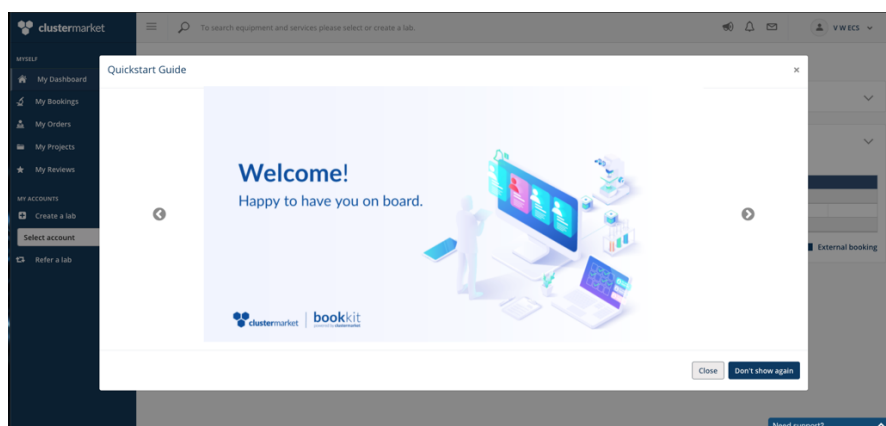
Sector

Academia

☐ I agree to the [Terms of Use](#) and [Privacy Policy](#).

Sign up

Once created you will be logged in immediately.



To log back into the system in the future, go to the following URL. <https://app.clustermarket.com/login>

Welcome back!

Log in to the Clustermarket network

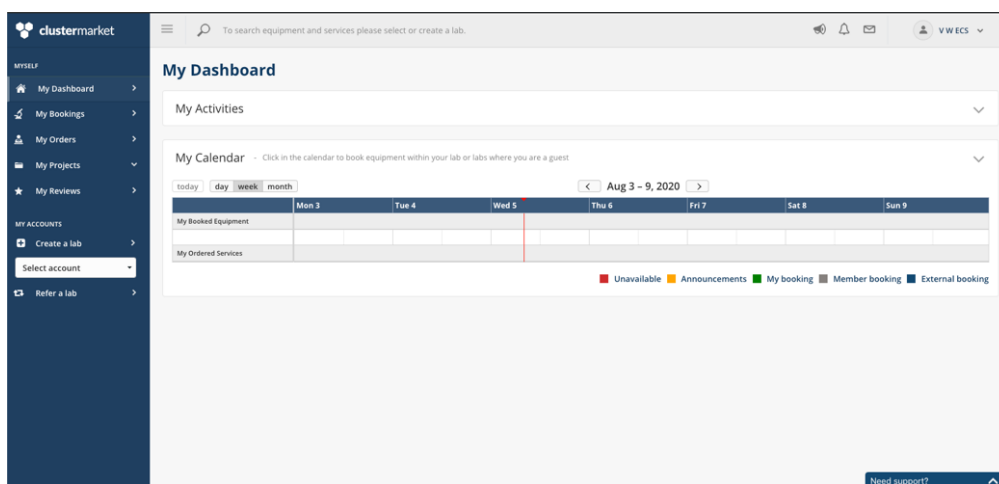
Email...

Password...

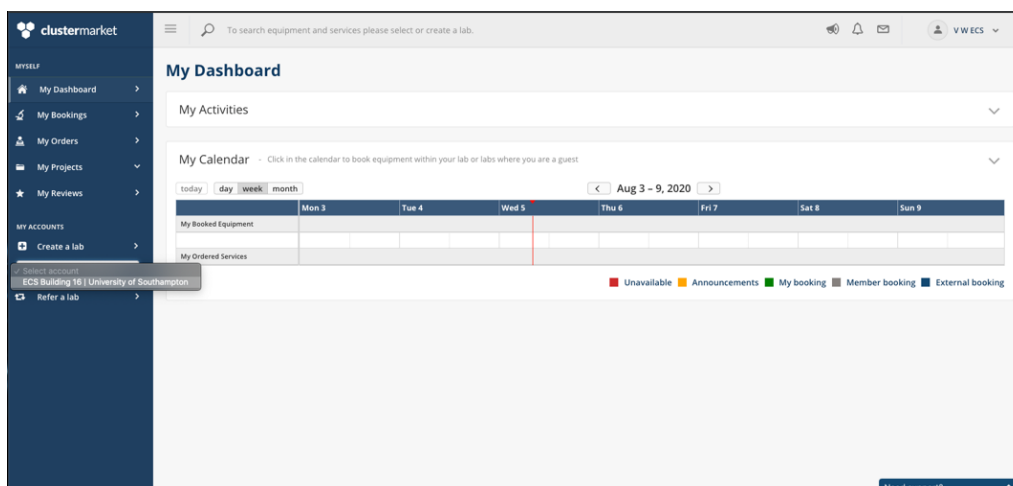
Forgot password?

Log in

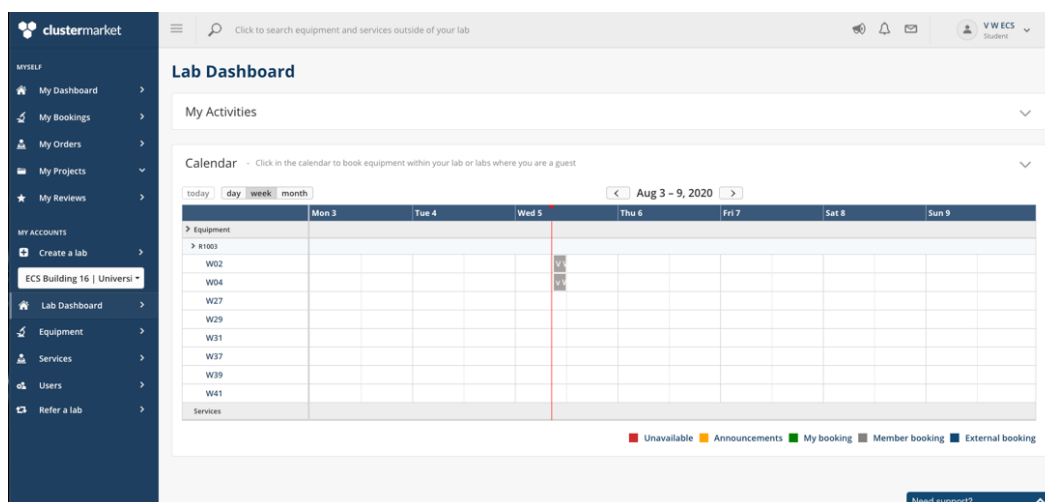
On initial logon you will see the My Dashboard page by default. This page will outline any bookings you have currently and for which machine.



From the My Accounts section on the left choose ECS Building 16 from the select accounts dropdown box. Once selected the Lab Dashboard will appear. Click on the Lab dashboard, if you do not see any equipment available to book, please contact b16LabBookings@soton.ac.uk as the AM or PM group will need to be allocated.

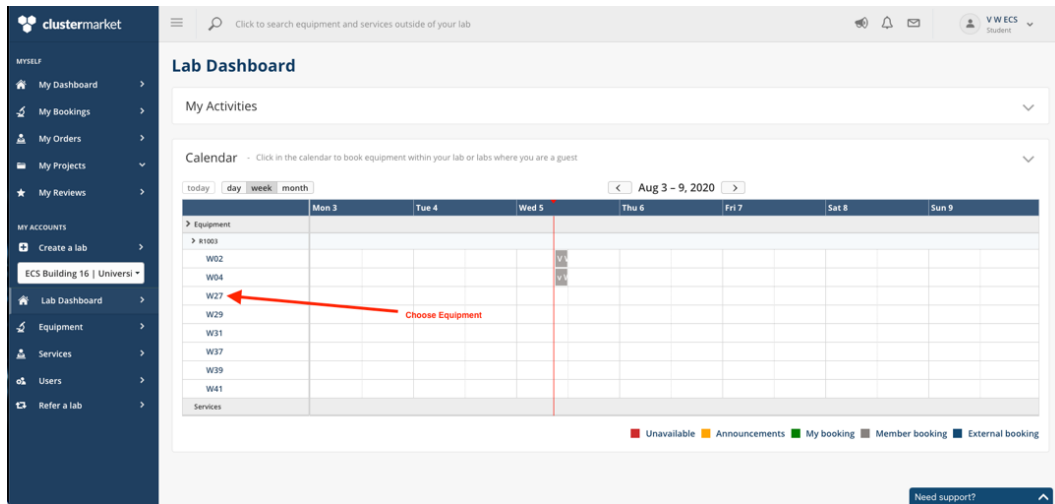


If the group has been assigned your Dashboard will show the pcs within the group that are available to book.

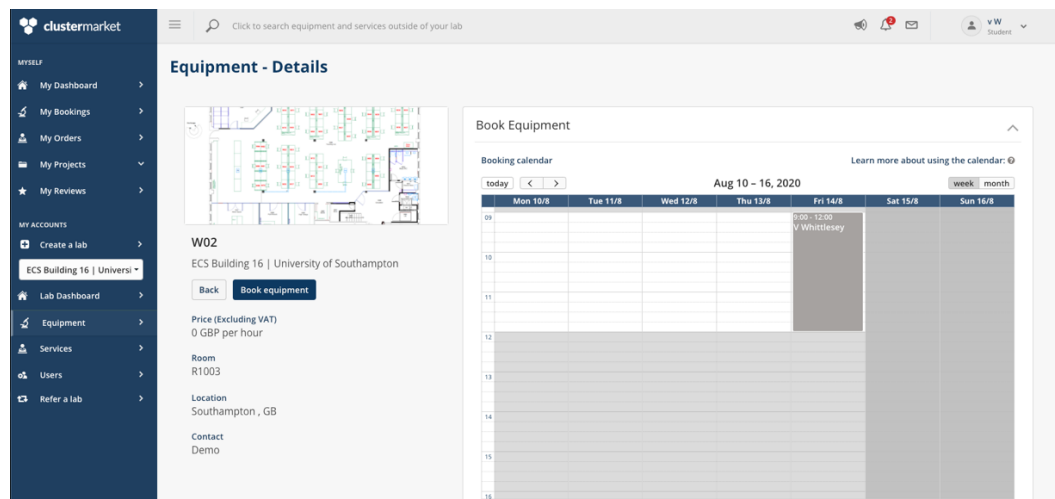


Booking a slot

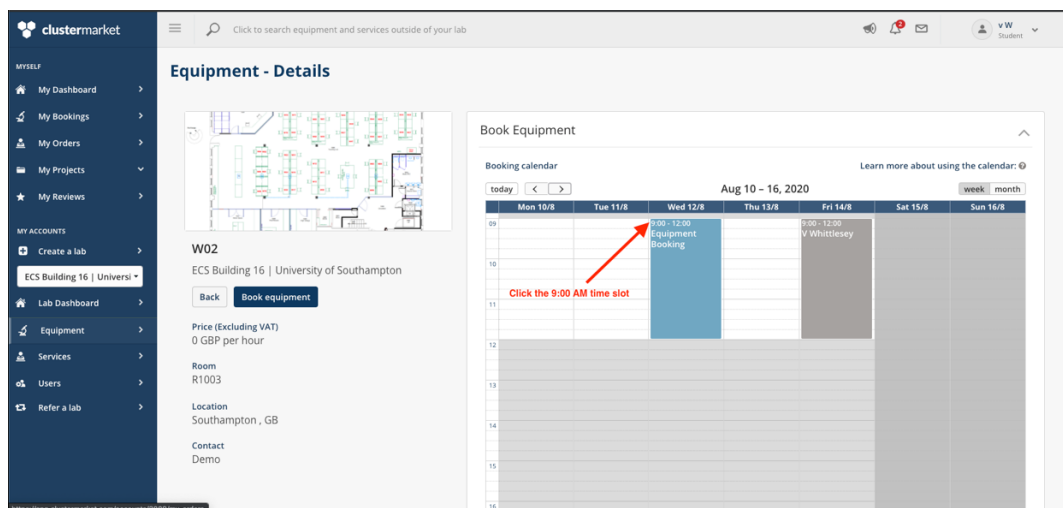
From the Lab Dashboard the calendar will show which pieces of equipment are already booked and which are available. Click on an available piece of equipment under the My Equipment tab on the left-hand side.



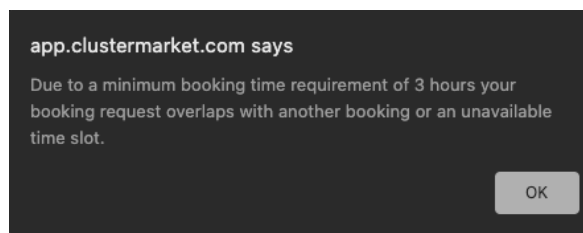
This will show the availability of the pc the bookable slots are in white a booked slot is dark grey and unavailable times are a lighter grey. An image is also available showing the location of the pc within the lab.



To book a slot click on the 09.00 or 13.00 time slot. It will allocate the slot with Equipment Booking in blue, scroll down and click book. An email will be sent confirming your booking.



Should you attempt to click in a slot other than 09:00 or 13:00 you will receive a minimum time booking error:



You do have the ability to cancel your own bookings. From Myself section on the left-hand side, click the My Bookings tab which will display all the bookings you have made. On the booking you would like to cancel click the down arrow on the right and click the details.

The screenshot shows the 'My Bookings' page in the clustermarket application. The left sidebar contains navigation options under 'MYSELF' (My Dashboard, My Bookings, My Orders, My Projects, My Reviews) and 'MY ACCOUNTS' (Create a lab, ECS Building 16 | University of Southampton, Lab Dashboard, Equipment, Services, Users, Refer a lab). The main content area is titled 'My Bookings' and includes a search bar and filter tabs (ALL, EXTERNAL, INTERNAL). A table lists bookings with columns: Equipment, Provider, Type, Start Date, End Date, Expense, and Status. The first row shows a 'Booked' status with a dropdown arrow. The second row shows a 'Cancelled' status with a dropdown arrow. The third row shows a 'Completed' status with a dropdown arrow. The fourth row shows a 'Completed' status with a dropdown arrow. The fifth row shows a 'Completed' status with a dropdown arrow. The sixth row shows a 'Cancelled' status with a dropdown arrow. The seventh row shows a 'Cancelled' status with a dropdown arrow. The eighth row shows a 'Cancelled' status with a dropdown arrow. The ninth row shows a 'Cancelled' status with a dropdown arrow. The tenth row shows a 'Cancelled' status with a dropdown arrow. The eleventh row shows a 'Cancelled' status with a dropdown arrow. The twelfth row shows a 'Cancelled' status with a dropdown arrow. The thirteenth row shows a 'Cancelled' status with a dropdown arrow. The fourteenth row shows a 'Cancelled' status with a dropdown arrow. The fifteenth row shows a 'Cancelled' status with a dropdown arrow. The sixteenth row shows a 'Cancelled' status with a dropdown arrow. The seventeenth row shows a 'Cancelled' status with a dropdown arrow. The eighteenth row shows a 'Cancelled' status with a dropdown arrow. The nineteenth row shows a 'Cancelled' status with a dropdown arrow. The twentieth row shows a 'Cancelled' status with a dropdown arrow.

Equipment	Provider	Type	Start Date	End Date	Expense	Status
W02	ECS Building 16	Internal	12/08/2020 09:00	12/08/2020 12:00	0 GBP	Booked
W02	ECS Building 16	Internal	10/08/2020 09:00	10/08/2020 12:00	0 GBP	Cancelled
W04	ECS Building 16	Internal	05/08/2020 09:00	05/08/2020 12:00	0 GBP	Completed
W09	ECS Building 16	Internal	27/07/2020 13:00	27/07/2020 16:00	0 GBP	Completed
W04	ECS Building 16	Internal	27/07/2020 09:00	27/07/2020 12:00	0 GBP	Completed
W09	ECS Building 16	Internal	27/07/2020 13:00	27/07/2020 16:00	0 GBP	Cancelled
W02	ECS Building 16	Internal	27/07/2020 09:00	27/07/2020 12:00	0 GBP	Completed
W02	ECS Building 16	Internal	27/07/2020 09:00	27/07/2020 12:00	0 GBP	Cancelled
W11	ECS Building 16	Internal	27/07/2020 13:00	27/07/2020 16:00	0 GBP	Cancelled
W29	ECS Building 16	Internal	24/07/2020 09:00	24/07/2020 12:00	0 GBP	Completed
W29	ECS Building 16	Internal	24/07/2020 09:00	24/07/2020 12:00	0 GBP	Cancelled
W04	ECS Building 16	Internal	27/07/2020 09:00	27/07/2020 12:00	0 GBP	Cancelled
W04	ECS Building 16	Internal	27/07/2020 09:00	27/07/2020 12:00	0 GBP	Cancelled
W02	ECS Building 16	Internal	24/07/2020 09:00	24/07/2020 12:00	0 GBP	Cancelled
W02	ECS Building 16	Internal	24/07/2020 09:00	24/07/2020 12:00	0 GBP	Cancelled
W04	ECS Building 16	Internal	24/07/2020 09:00	24/07/2020 12:00	0 GBP	Completed

This page will allow you to cancel your booking.

The screenshot shows the 'My Booking - Details' page in the clustermarket application. The left sidebar is the same as the previous screenshot. The main content area is titled 'My Booking - Details' and includes a map of the ECS Building 16. Below the map, the booking details are displayed: W02, ECS Building 16 | University of Southampton, Status: Booked, Booking Reference: EQP255650, Location: Southampton, GB, Contact: Demo. A 'Summary' section shows a cost breakdown: Dates: 12/08/2020, Time: 09:00 - 12:00, Quantity: 3 hrs, Unit Price: 0 per hr, Cost: 0 GBP. A 'Last note' section shows 'N/A'. A 'Cancel booking' button is visible. The 'Notes' section is empty. The 'Details' section is empty. The 'Additional Information' section is empty.

Equipment	Provider	Type	Start Date	End Date	Expense	Status
W02	ECS Building 16	Internal	12/08/2020 09:00	12/08/2020 12:00	0 GBP	Booked

W02
ECS Building 16 | University of Southampton

Status: Booked

Booking Reference: EQP255650

Location: Southampton, GB

Contact: Demo

Summary

Dates	Time	Quantity	Unit Price	Cost
12/08/2020	09:00 - 12:00	3 hrs	0 per hr	0 GBP
Subtotal				0.0 GBP
VAT incl. service fee				0.0 GBP
Total cost				0.0 GBP

Last note: N/A

Cancel booking

Notes

Details

Additional Information