Instruction for using HMF Reservation System

All usage of the Hopeman Microfabrication Facility requires reservations which is done on the honor system using the WebEvent calendar. To assure that your reservation is properly posted, please follow the instruction below. Failure to do so can jeopardize your own work plans and those of your fellow students.

Step 1:

Go to the cleanroom calendar website

http://www.ece.rochester.edu/research/cleanroom/Main/cleanreservations.htm

When the main page comes up, click on the appropriate link to gain access to the calendar for the equipment you need to use. For example, if you need to use the tube furnace, click on the link: Hopeman 301: Tube Furnace & Laminar Flow Hood.

Step 2:

A new screen will come up. To access the calendar click on the link: “CLICK HERE”.
Step 3:

On the next page you can view the calendar. **To make a reservation, it is essential that you log in to the web site. If you fail to log in, your entry will not appear on the calendar and your reservation will be invalid.** The login button is found at the top of the screen.

A **dialog** box will pop up requesting log in information. Use the username and password that have been provided to you. You must use different ID’s and passwords for the furnace room, evaporator room and the cleanroom enclosure where the mask aligner and hood are located.
Step 4:

Once you have logged in, you will gain access to the reservation form page.

There are many input parameters on this screen, but only a few of them are important. In the first section, you are required to fill in the following: **event title, date, time, and description**. For the description, enter just a few words to explain the process you will be performing and the equipment being used. In the **Advanced Options** section, you must complete the **contact information**, including your name and an email address.
After entering the event data, you can click on the **add event** button to submit your request. Before logging out, be sure to verify that the reservation has been correctly entered and processed by checking the calendar.

![Image of event form fields]

**You must log out after you are finished.** If you find that you have made an error, you can easily log in again to correct or delete your reservation.