RESOURCE USER

The Resource User role is to place orders or reserve resources (lab techs, grad students, etc.).

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Log in to CORES

insideND (inside.nd.edu)
  • On the Academic (faculty) or Administrative Tools (all others) tab in the Research channel, click on the CORES logo.

OR

cores.nd.edu
  • Click on the CORES logo.
  • Log in using your NetID and password.

NOTE: If you have multiple roles in CORES, you will see a Role Selection page. Select the role for the task you need to complete.
PLACE AN ORDER
You can request services by entering an open order online. The Core Manager will then see the open order and submit, edit or delete the order.

1. From the Entry dropdown menu, click Order Entry.
2. If only one core or resource is displayed, skip to Step 3.
   If multiple cores or resources are displayed, select a core.
3. Select the FOP number to charge the order to.
4. Select the Category and Description from the dropdown menus and modify Quantity as appropriate. The Price and Subtotal will auto populate.
5. You may use the following options, as available:
   • To add line item comments, click and then Close.
   • To add line item resource, click and then Close.
   • To add line item assistant, click and then Close.
6. To add additional line items, click Add item.
7. Type any order-specific comments into the Comments box. These comments can be viewed by all users with access to this order.
8. In the Purchaser’s Last Name box, enter the last name of the person placing the order.
9. Click Save Open Order. In the pop-up window, select OK to save this as an open order for later review and submission by Core Manager.
10. A separate Print Open Order Ticket window will open. You can click Print Receipt to print a copy of the receipt or click Close if no copy is needed.
    NOTE: If you do not see this function, enable pop-ups in your internet browser.
11. Click Cancel to return to the Resource User Portal.

RESERVE CORE DEVICE
You can reserve a device for a specific date and time. Reserving a device creates an unconfirmed order for that device.

1. Under Quick Links, click Reserve Core Device.
2. If only one core or resource is displayed, skip to Step 3.
   If multiple cores or resources are displayed, select a core (required) and up to 6 resources (optional). Then click View Calendar.
    NOTE: If a resource to which you should have access is not displayed, contact that core.
3. On the calendar, click the date and start time of the reservation.
4. To add line items, check Add line items and select the Category and Description from the dropdown menus and modify Quantity as appropriate. Both the Price and Extended Price will auto populate. Click Add Item to add additional items.
5. Modify PI, FOP and Project ID as appropriate.
6. Modify the Start and End times.
7. Enter any Comments in the box.
8. Click **Submit** to enter the reservation or **Submit and Print** if you wish to print a copy of the reservation.
   - If you select **Submit**, you will return to the calendar.
   - If you select **Submit and Print**, click **Print** from the Reservation Confirmation page, and **Print** from the Print dialog box. Click **Return** to return to the calendar.
9. You can make another reservation or click **Cancel** to go back to the Resource User Portal.
10. To **Edit** or **Cancel** a Reservation, click on the reservation on the calendar of the device you have made the reservation for. Note: Reservations can be changed or cancelled any time up to the day of the reservation.
   - To **Edit**, change the parameters for the reservation you would like to edit, and click **Update**.
   - To **Cancel**, click **Cancel Reservation**.

**SEARCH FOR SERVICES IN A CORE**

You can search for a core (or all cores) and view available services.

1. Under **Quick Links**, click **Search for Services**.
2. You can confine your search to a specific core or search all cores.
   - To search all cores, select **All Cores** from the dropdown, enter keyword(s) to narrow the search or % to show all. Click **Search**.
   - To search a specific core, select the **core** from the dropdown. Click **Show All** to find all services and products for that core. Enter keyword(s) to narrow the search within the core selected.
   
   **NOTE:** The **Search For** field allows for wildcards.
   
   Examples: XXX%, %XXX, %XXX%

3. Click **Cancel** to return to the Resource User Portal.