

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*.