Using the CORES Online Reservation System

This system allows the user to reserve time on resources available in participating core facilities. Any Service Core Manager or Principal Investigator (PI) can make a reservation, as well as any Lab Managers/Assistants or Resource Users associated with them in CORES.

**NOTE:** A PI must have both an active user account and active cost center number(s) in CORES to make a reservation. For assistance with setting up a new user account, or activating cost center numbers, contact your department administrator.

To make a reservation:

1. Log into CORES: Go to [https://cores-vu.mis.vanderbilt.edu/login.cfm](https://cores-vu.mis.vanderbilt.edu/login.cfm). Use your VUnet ID and ePassword to log into the system.
   - If you are Lab Manager/Assistant or Resource User to more than one PI, you will see a list of names displayed. Click on the name of the PI who will be paying your user fees. (If your PI is not available in your list, please send an email to CoresVU@vanderbilt.edu for assistance.)

The following menu view will be displayed:

1. Click on **Reserve Core Device**. You will see a list of cores that offer on-line reservations.
   - If you don't see the core or instrument you want to use, contact the core manager directly. For a list of core facilities and personnel, go to [www.vanderbilt.edu/cores/cores-facilities.php](http://www.vanderbilt.edu/cores/cores-facilities.php)
2. Select a core by clicking on the drop-down arrow next to the core name.
3. Check the boxes next to the core instrumentation/resource you want to reserve.
4. Click View Calendar to view resource availability.

The default view is by week. Select a specific day view by clicking on the date, move from week-to-week using the arrows, or view the entire month by clicking on the calendar icon:
When you mouse over the PI name, a pop-up box provides basic information about the reservation.

5. To make a reservation, click on any open time slot (no color block) in the column for the instrument you want to reserve. A detailed view is displayed:
6. After completing the form, click Submit. Your reservation will automatically and immediately upload to the core calendar. Confirmation details appear in the next screen view.

To edit or cancel a reservation:
1. Log into CORES: Go to https://cores-vu.mis.vanderbilt.edu/login.cfm. Use your VUnet ID and ePassword to log into the system.
2. Click on Reserve Core Device
3. Select the core and resource that you reserved
4. In the calendar view, click on your reservation block
5. Scroll to the bottom of the reservation summary information
6. Click on Cancel Reservation
   ☉ Note: Some cores may charge a cancellation fee. See the core manager for details.

To set up a new Resource User:
A Resource User can be set up in CORES by a PI with an existing CORES account and active cost center numbers.

1. From the CORES Main Menu, select Maintenance Menu, then Resource User Maintenance.
2. Type the Resource User's VUnet ID in the search field. Click Search.
3. CORES will prompt you to associate this user with a PI. Click OK.
   a. If this user does not have CORES account, a short form will display. Enter the Resource User's contact information.
4. A list of available center numbers will display. Check the boxes for center numbers that the Resource User should be able to use. Click OK.

To designate cost center or scholarship numbers available to a Resource User:
This designation must be initiated by the PI who is responsible for the center or scholarship number.

1. From the CORES Main Menu, select Maintenance Menu, then Resource User Maintenance.
2. A list of Resource Users currently associated to the PI will display. The right column shows the center or scholarship numbers currently assigned to each Resource User. Click on the Resource User's name to edit their available center/scholarship numbers.
3. Designate the centers available to that Resource User by checking/unchecking the boxes on the left.
4. Click Update at the bottom of the page.
Troubleshooting

I can’t log in to CORES.
If you have not yet requested a CORES user account, please submit your request online at www.vanderbilt.edu/cores/secure/newaccount.php. New accounts are usually confirmed with two business day.

If you already have an active account, please contact the Office Contract and Grant Accounting directly at CoresVU@vanderbilt.edu

I don’t see my PI’s name.
Please contact the Office of Contract and Grant Accounting directly at CoresVU@vanderbilt.edu

I don’t see the resource/equipment that I need.
Many cores require users to be trained on the equipment before they can view the calendars. Please contact the core manager directly to request access to their equipment. A list of core facilities and contact information is available at http://www.vanderbilt.edu/cores/cores-facilities.php

I don’t see the center number that I need.
Your PI will need to manually grant you access to each center number or scholarship that you should use. This will need to be done as new center numbers or scholarships become active. Please see above “To designate cost center or scholarship numbers available to a Resource User”.

Oops! I picked the incorrect center number!
You can edit the center number in the reservation at any time up until the cancellation window (usually 24 hours before your reserved time). To do so, simply navigate back to the core calendar and click on your reservation. CORES will allow you to change the date, time, center number, etc. Please see above “To edit or cancel a reservation”

If the reservation time has already passed, your PI (or their assistant) will need to change the center number in CORES by going to Entry→Center Number Correction/Distribution.

If the invoice has already been created, please work with your Department Administrator to submit a manual correction (Journal Entry).