

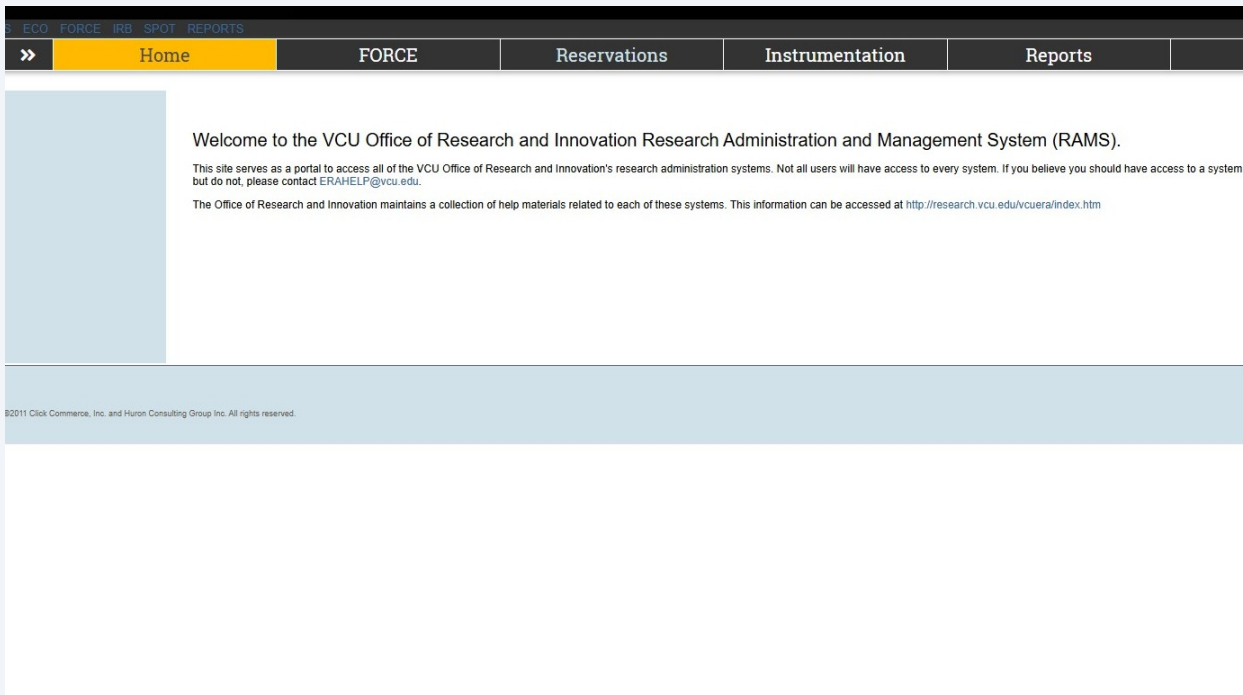
How to Reserve a Room in the Cottrell Surgical Suite

Learn how to efficiently book the Sanger Hall 9th Floor Surgery Suites through the RAMS research portal. This guide walks you through the selection process and reservation steps to ensure your facility needs are met.

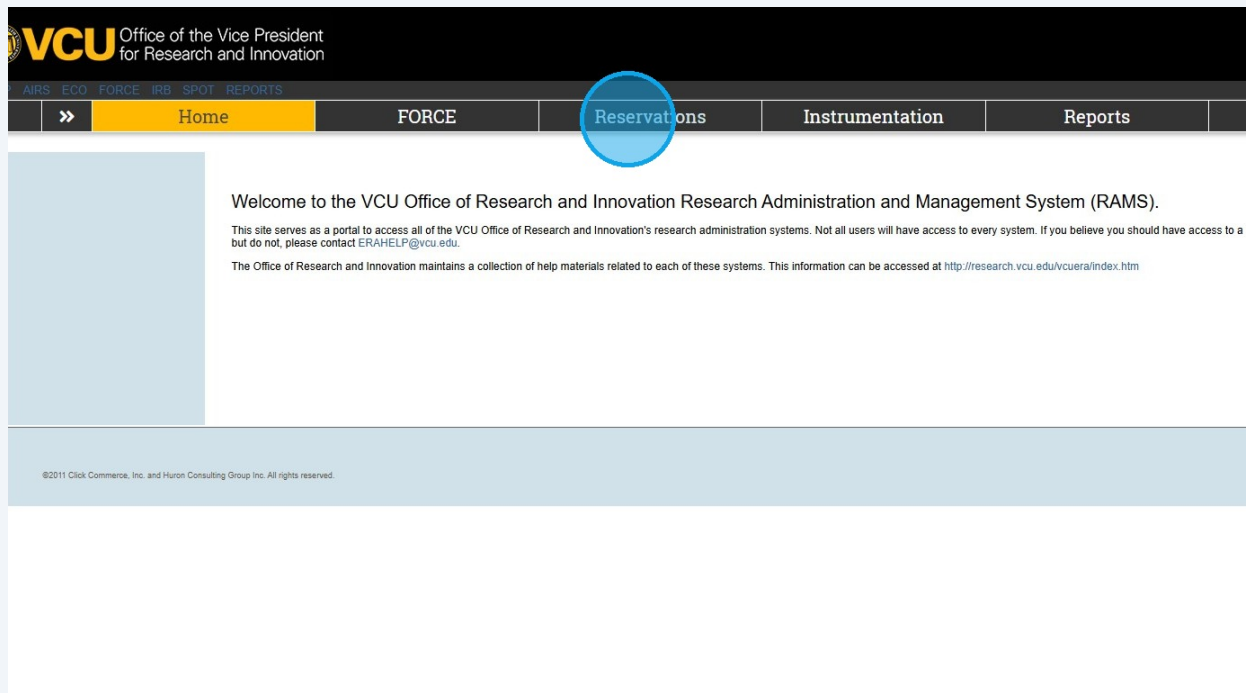
Initial Navigation

1

Navigate to VCU Rams Systems and Select
FORCE. <https://research.vcu.edu/rams-systems/>

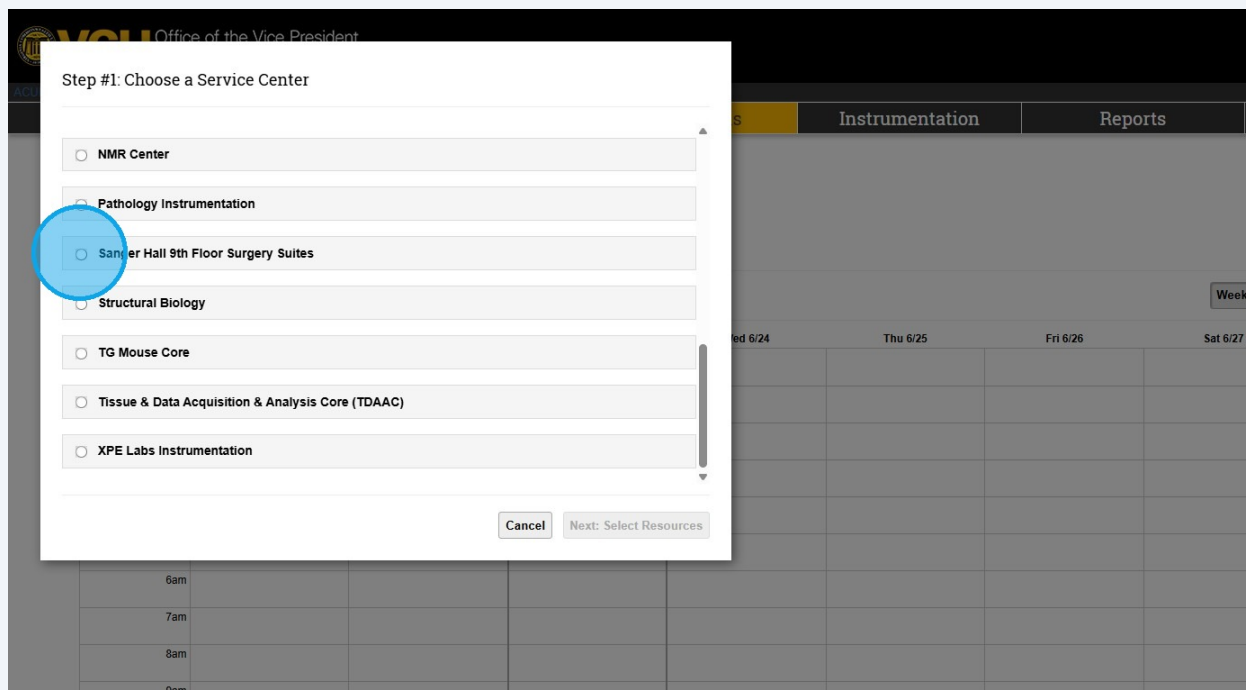


2 Click "Reservations"



Service and Resource Selection

3 Click the "Sanger Hall 9th Floor Surgery Suites" field.



4 Click "Next: Select Resources"

A screenshot of a web application showing a modal window for selecting resources. The modal contains a list of radio buttons with the following labels: "NMR Center", "Pathology Instrumentation", "Sanger Hall 9th Floor Surgery Suites" (which is selected), "Structural Biology", "TG Mouse Core", "Tissue & Data Acquisition & Analysis Core (TDAAC)", and "XPE Labs Instrumentation". At the bottom of the modal are two buttons: "Cancel" and "Next: Select Resources". The "Next: Select Resources" button is circled in blue. In the background, a calendar grid is visible with columns for "Wed 6/24", "Thu 6/25", "Fri 6/26", and "Sat 6/27", and rows for times from 6am to 12pm.

5 Select the room you would like to reserve.

A screenshot of a web application showing a modal window titled "Step #2: Select Up To 7 Resources". The modal contains a list of checkboxes with the following labels: "Cath Lab - Room 9-029, Cath Lab, Large Animal OR (1 Table), Da Vinci Robot Simulator", "Conference Room - Room 9-037", "Da Vinci Robot Surgical Simulator - Room 9-029", "ICU Recovery Room - Room 9-023: Microsurgical Training Room", "Large Animal OR - Room 9-030: Main Large Animal OR (2 Tables)" (which is selected and circled in blue), "Small Animal OR Station #1 - Room 9-031: (3 Lenses - Teaching Microscope)", and "Small Animal OR Station #2 - Room 9-031: (1 Lens Microscope)". Below the list are three buttons: "Cancel", "Back: Choose a Service Center", and "Next: Show Calendar". In the background, a calendar grid is visible with columns for "Wed 6/24", "Thu 6/25", "Fri 6/26", and "Sat 6/27", and rows for times from 6am to 9am. The top of the background page shows "Office of the Vice President" and tabs for "Instrumentation" and "Reports".

6

Click "Next: Show Calendar"

☐ Cath Lab - Room 9-029, Cath Lab, Large Animal OR (1 Table), Da Vinci Robot Simulator

REQUIRED* PLEASE STATE WHAT YOU ARE RESERVING FOR THIS ROOM: CATH LAB EQUIPMENT, LARGE ANIMAL O.R. TABLE, OR DA VINCI ROBOT SIMULATOR

☐ Conference Room - Room 9-037

☐ Da Vinci Robot Surgical Simulator - Room 9-029

☐ ICU Recovery Room - Room 9-023: Microsurgical Training Room

☒ Large Animal OR - Room 9-030: Main Large Animal OR (2 Tables)

☐ Small Animal OR Station #1 - Room 9-031: (3 Lenses - Teaching Microscope)

☐ Small Animal OR Station #2 - Room 9-031: (1 Lens Microscope)

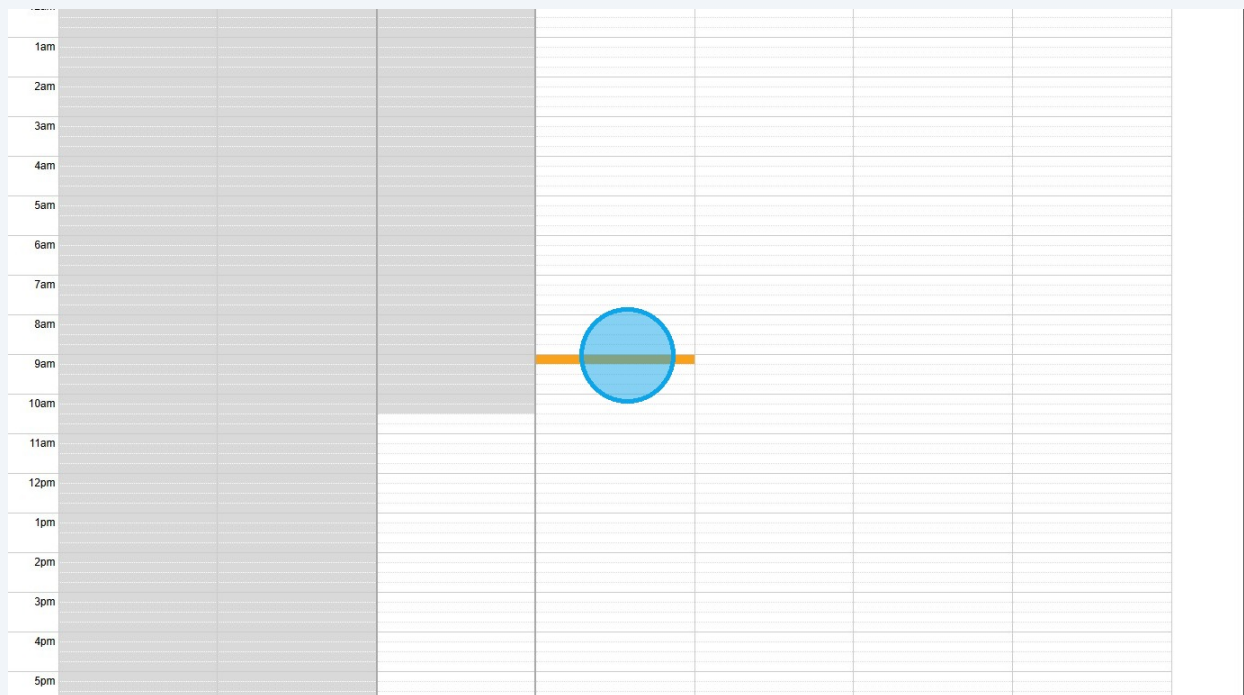
Cancel Back: Choose a Service Center Next: Show Calendar

	Wed 6/24	Thu 6/25	Fri 6/26	Sat 6/27
6am				
7am				
8am				
9am				
10am				
11am				
12pm				

Time Configuration

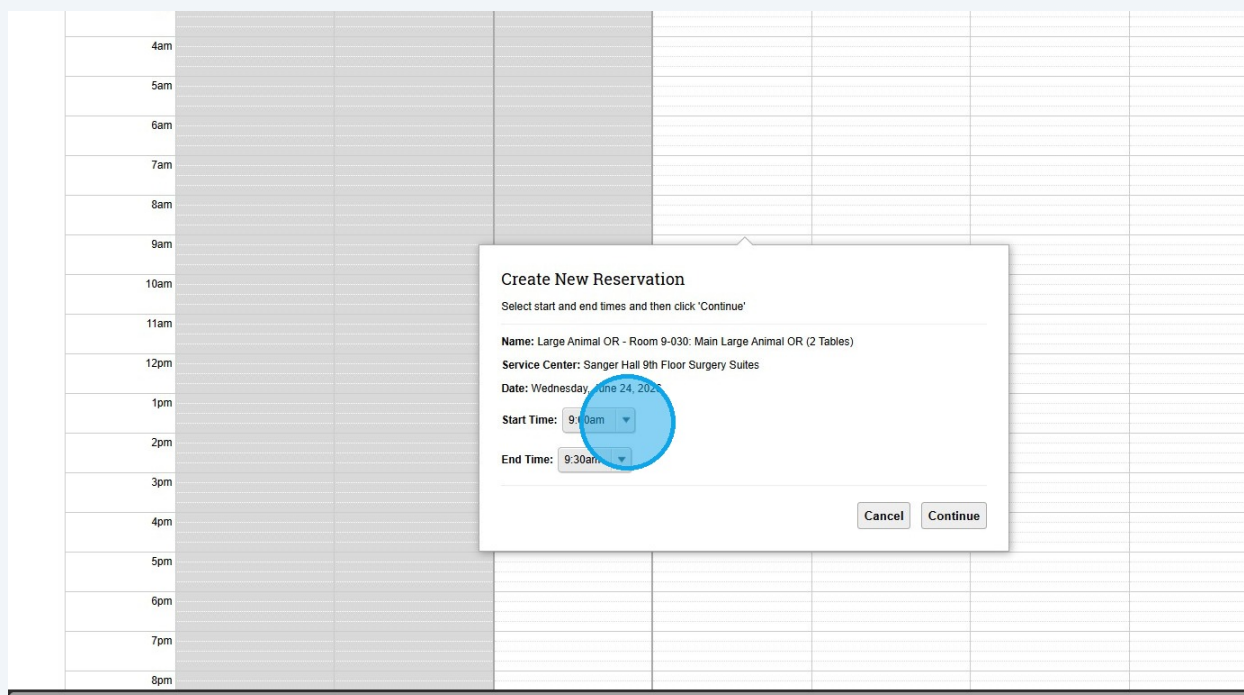
7

On the calendar view, select the desired "Start" time slot on the calendar.



8

Confirm reservation start time.



9 Confirm reservation end time.

The screenshot shows a 'Create New Reservation' dialog box overlaid on a calendar grid. The calendar grid has a vertical time axis on the left ranging from 4am to 8pm. The dialog box contains the following information:

- Create New Reservation**
- Select start and end times and then click 'Continue'
- Name:** Large Animal OR - Room 9-030: Main Large Animal OR (2 Tables)
- Service Center:** Sanger Hall 9th Floor Surgery Suites
- Date:** Wednesday, June 24, 2026
- Start Time:** 9:00am
- End Time:** 4:00pm (highlighted with a blue circle)
- Buttons:** Cancel, Continue

10 Click "Continue"

This screenshot is identical to the previous one, showing the 'Create New Reservation' dialog box. In this step, the 'Continue' button is highlighted with a blue circle, indicating the next action to be taken.

Reservation Details

11 Select "Reserve By" and select "PI Name."

The screenshot shows a 'Create New Reservation' form. The 'Reserve by' dropdown menu is highlighted with a blue circle. The form contains the following fields:

- Name: Large Animal OR - Room 9-030: Main Large Animal OR (2 Tables)
- Service Center: Sanger Hall 9th Floor Surgery Suites
- Service Item: [Reservations] Room Reservation
- Price: \$0.00/hour
- Resource Description: 0.5 hours
- Minimum Reservation: 24 hours
- Maximum Reservation: 24 hours
- Cancellation Policy: 24 hours
- Edit Policy: 24 hours
- Reserve by: PI Name
- Index Number: 110061
- PI Name: Nocon, Erin A
- Resource User: Nocon, Erin A
- Reservation Date: 6/24/2026
- Start Time: 9:00am
- End Time: 4:00pm
- Comments: [Empty text box]

12 Click "PI Name" dropdown and select PI reservation is for.

The screenshot shows the same 'Create New Reservation' form. The 'PI Name' dropdown menu is highlighted with a blue circle. The form contains the following fields:

- Name: Large Animal OR - Room 9-030: Main Large Animal OR (2 Tables)
- Service Center: Sanger Hall 9th Floor Surgery Suites
- Service Item: [Reservations] Room Reservation
- Price: \$0.00/hour
- Resource Description: 0.5 hours
- Minimum Reservation: 24 hours
- Maximum Reservation: 24 hours
- Cancellation Policy: 24 hours
- Edit Policy: 24 hours
- Reserve by: PI Name
- Index Number: 110061
- PI Name: Nocon, Erin A
- Resource User: Nocon, Erin A
- Reservation Date: 6/24/2026
- Start Time: 9:00am
- End Time: 4:00pm
- Comments: [Empty text box]

- 13 Click the dropdown for "Index Number" and select the correct index.

The screenshot shows a 'Create New Reservation' form. The form contains the following fields and values:

- Name: Large Animal OR - Room 9-030: Main Large Animal OR (2 Tables)
- Service Center: Sanger Hall 9th Floor Surgery Suites
- Service Item: [Reservations] Room Reservation
- Price: \$0.00/hour
- Resource Description:
- Minimum Reservation: 0.5 hours
- Maximum Reservation: 24 hours
- Cancellation Policy: 24 hours
- Edit Policy: 24 hours
- Reserve by: PI Name
- Index Number: 110051 (highlighted with a blue circle)
- PI Name: Nocon, Erin A
- Resource User: Nocon, Erin A
- Reservation Date: 6/24/2026
- Start Time: 9:00am
- End Time: 4:00pm
- Comments:



NOTE** Currently there are no fee charges for force calendar reservations.

14

Select the "Resource User" from the dropdown under selected PI. This is the individual making the reservation.

The screenshot shows a reservation form with the following fields and values:

- Name: Large Animal OR - Room 9-030: Main Large Animal OR (2 Tables)
- Service Center: Sanger Hall 9th Floor Surgery Suites
- Service Item: [Reservations] Room Reservation
- Price: \$0.00/hour
- Resource Description:
- Minimum Reservation: 0.5 hours
- Maximum Reservation: 24 hours
- Cancellation Policy: 24 hours
- Edit Policy: 24 hours
- Reserve by: PI Name
- Index Number: 290138
- PI Name: Clough, Noah B
- Resource User: Clough, Noah B (highlighted with a blue circle)
- Reservation Date: 6/24/2026
- Start Time: 9:00am
- End Time: 4:00pm
- Comments:

15

In the comments box, please state a brief summary of what the reservation pertains to. For animal surgical procedures please list protocol number.

The screenshot shows the same reservation form as above, with the 'Comments' text box highlighted by a blue circle. The form fields and values are identical to the previous screenshot.

16 Click "Create"

Cancellation Policy: 24 hours

Edit Policy: 24 hours

Reserve by: PI Name

Index Number: 290138

PI Name: Clough, Noah B

Resource User: Clough, Noah B

Reservation Date: 6/24/2026

Start Time: 9:00am

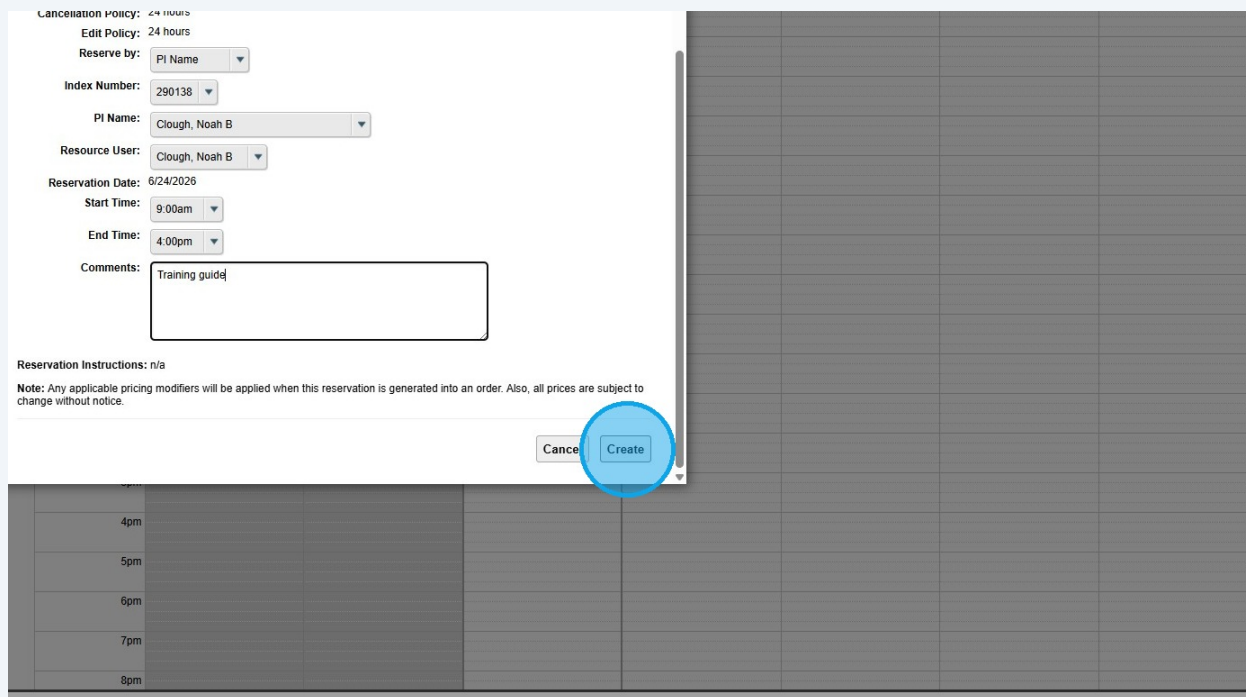
End Time: 4:00pm

Comments: Training guide

Reservation Instructions: n/a

Note: Any applicable pricing modifiers will be applied when this reservation is generated into an order. Also, all prices are subject to change without notice.

Cancel Create

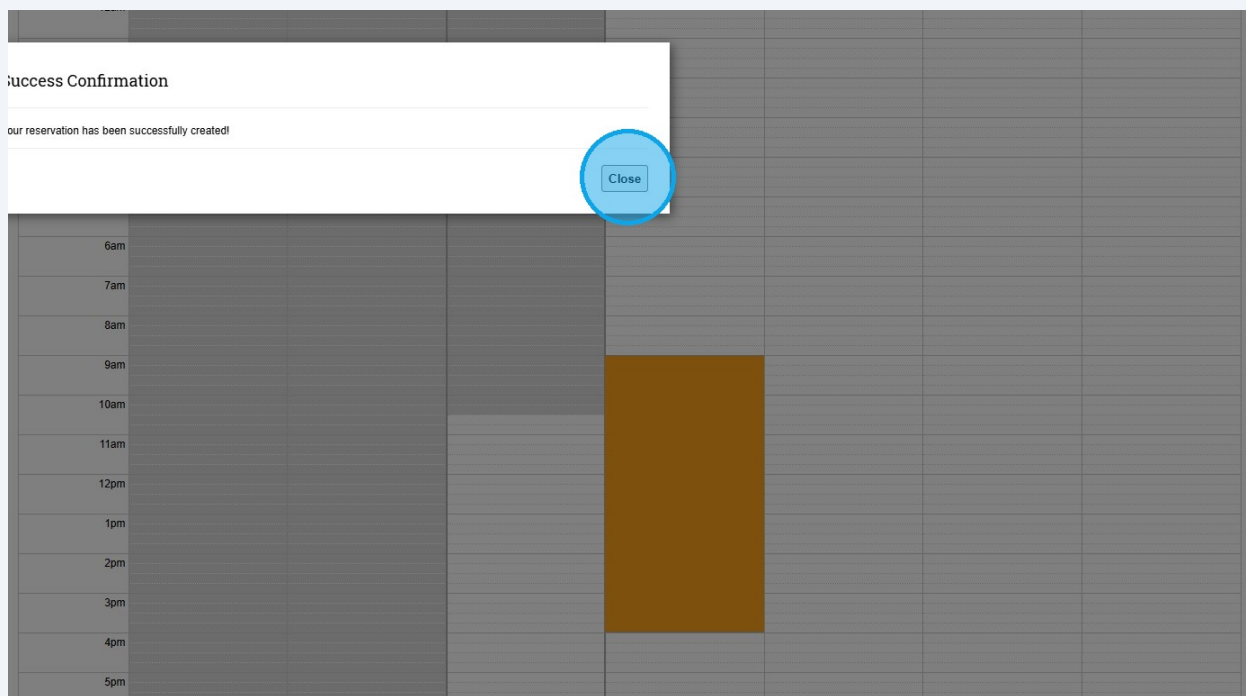
A screenshot of a reservation form. The form contains fields for Cancellation Policy, Edit Policy, Reserve by (PI Name), Index Number, PI Name, Resource User, Reservation Date, Start Time, End Time, Comments, and Reservation Instructions. A 'Create' button is highlighted with a blue circle. The background shows a calendar grid with time slots from 4pm to 8pm.

17 Click "Close" to dismiss the success confirmation

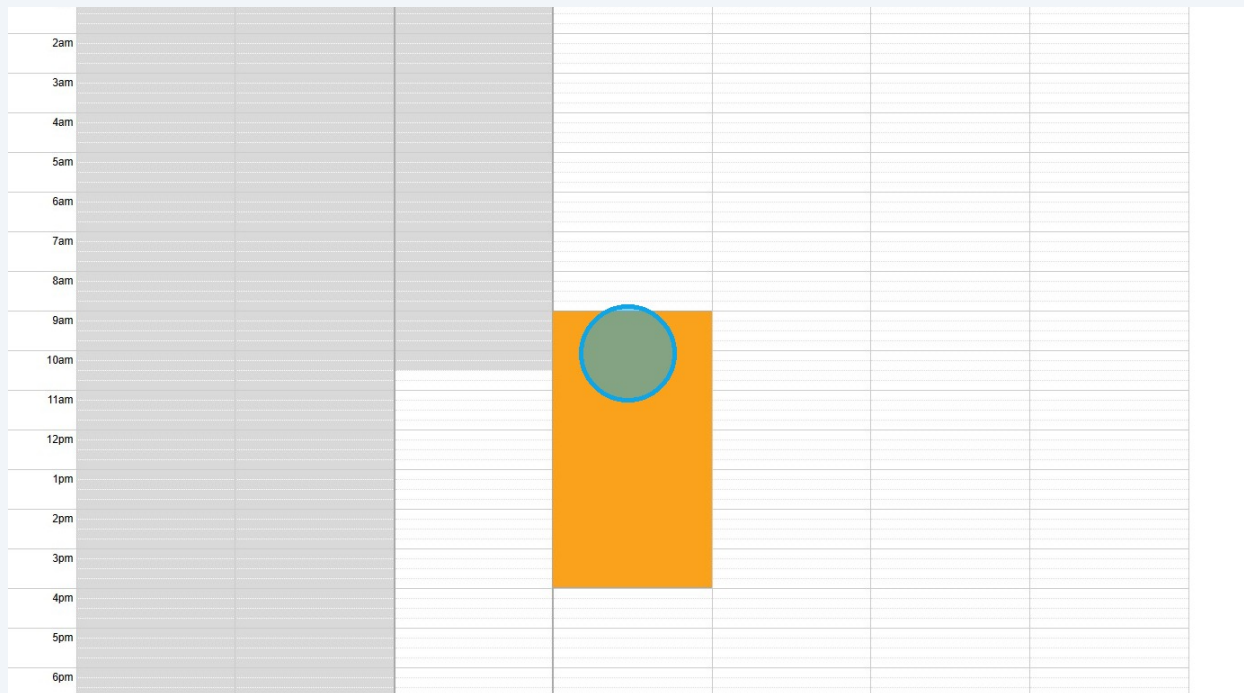
Success Confirmation

our reservation has been successfully created!

Close

A screenshot of a success confirmation dialog. The dialog has a title 'Success Confirmation' and a message 'our reservation has been successfully created!'. A 'Close' button is highlighted with a blue circle. The background shows a calendar grid with time slots from 6am to 5pm.

18 Click colored box which is the newly created reservation.



19 Summary of reservation is shown. You will be able to go back and edit the reservation if needed on bottom right hand corner.

