

COLABMACS MANUAL

Before April , 2026 – please use this link to access Colabmacs: <https://use.craft-tnfc.colabmacs.app/login>

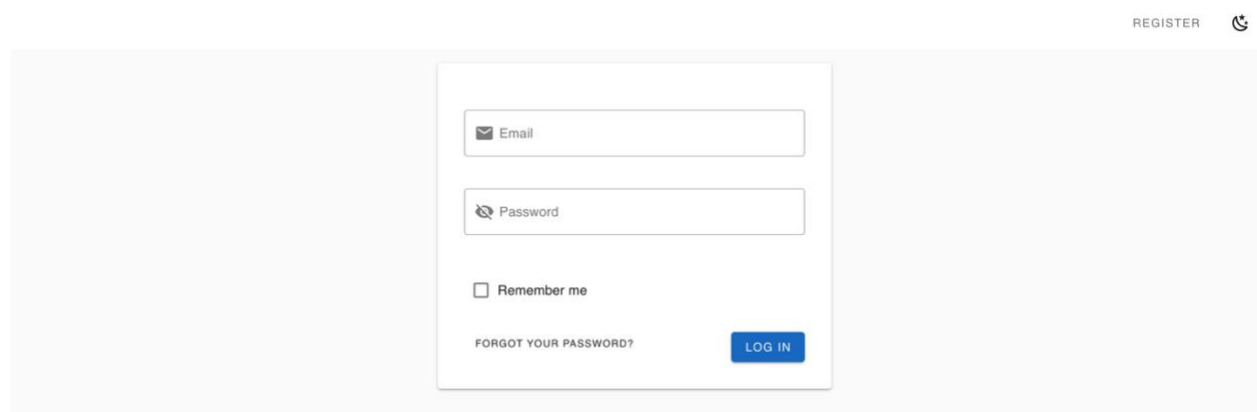
After April 1st, 2026 : Colabmacs is CRAFT’s new booking platform and can be accessed at: craft-tnfc.colabmacs.app


In depth documentation can be found here: <https://docs.colabmacs.com/>

Registering or Logging in for the first time:

Existing CRAFT users (active prior to April 1, 2026): Reset your password on the landing page. All other information pertaining to your account was transferred over from our previous booking software including your projects.

NEW Users (After April 1, 2026) – Register for an account using the “Register” button on the top right on the landing page.

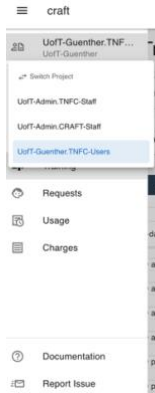


REGISTER 

Remember me

[FORGOT YOUR PASSWORD?](#)

In the main dashboard page select the project that you’re working on (for users who are using CRAFT for a course, a company, a PI, etc.)



Requesting Training:

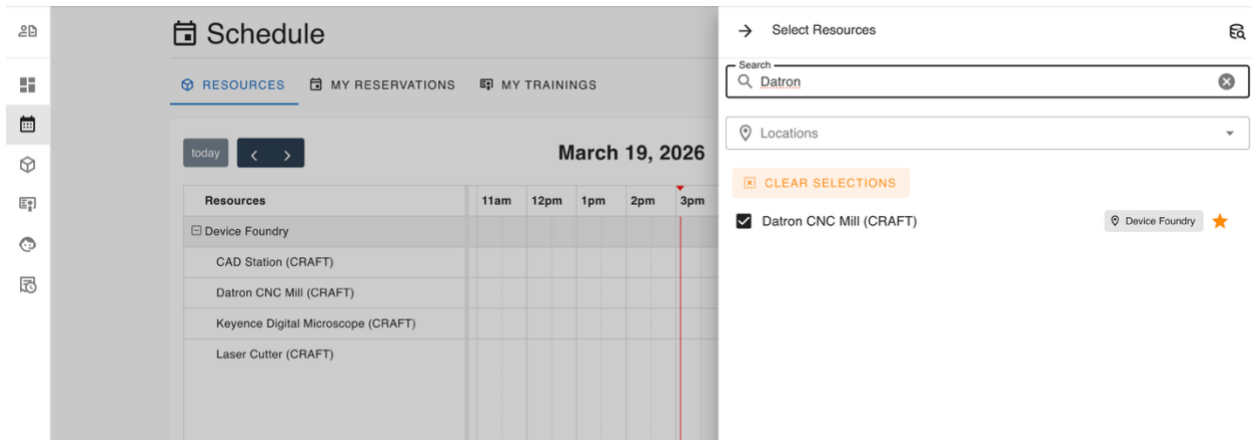
Only instrument training requests are accepted through Colabmacs. All safety training will continue being done outside of the platform including submitting your results.

For instrument training, select “Requests” from the left dashboard and press ‘New Request’. Input the details including a short description and ensure you select “Training” from the “Request Type” dropdown. Create the request. This request will automatically be routed to the right trainer, which will coordinate with you to fulfil that request.

A screenshot of a web form titled 'New Request'. The form has several fields: 'Title' with the text 'Laser cutter training'; 'Request Type' dropdown menu with 'Training' selected; 'Project' dropdown menu with 'UoIT-Guenther.TNFC-Users' selected; 'Resource' dropdown menu with 'Laser Cutter (CRAFT)' selected; and 'Description' text area with the text 'I want to cut 6 mm PMMA sheets'. A blue 'CREATE' button is located at the bottom right of the form.

Checking Instrument Schedules:

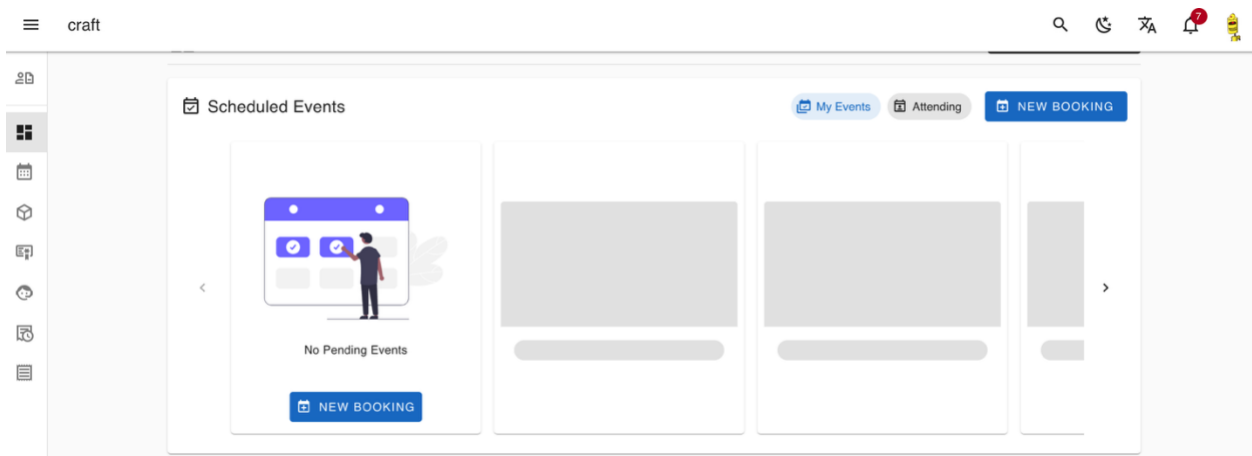
To check an instrument schedule you can either 1) go to Resources on the left dashboard and select the tool; this will show the calendar, or 2) go to Schedule, select “Choose Resources” and add the instrument of interest. Note that your favoured instruments will always show up in your schedule. To favourite an instrument go to Schedule, Choose Resources, and Star the instrument.



Booking Instruments:

Prior to booking anything, ensure you have the right project selected (if you have multiple projects on your account).

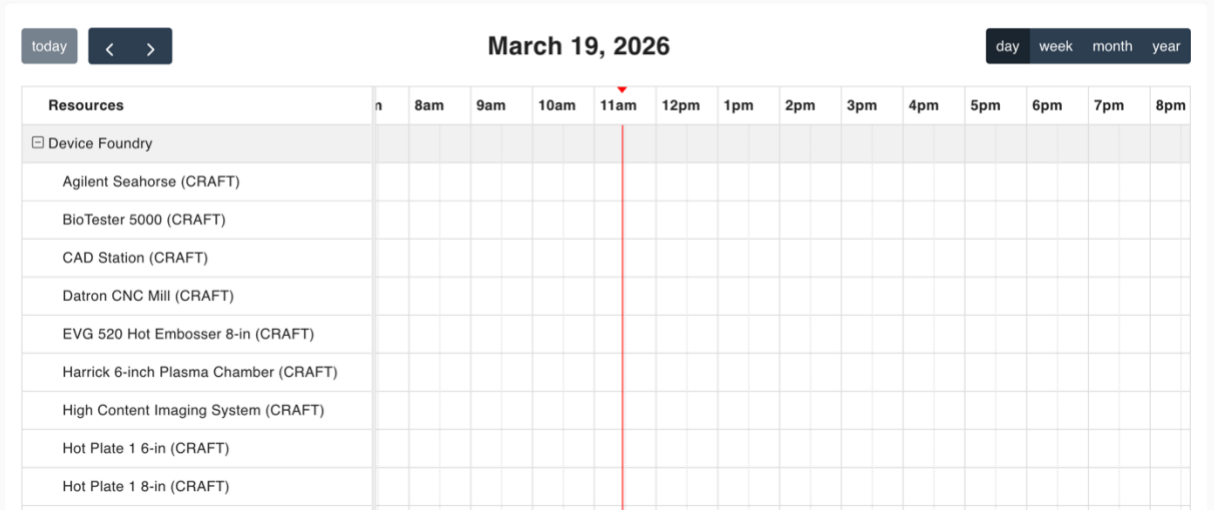
On the home page, select “New Booking”. If you don’t see any available resources or the resource you want to use, please request a training session. Here you can see a calendar of all your tools. You may add or subtract tools from showing in this calendar by selecting “Choose Resources”.



Schedule

CHOOSE RESOURCES

RESOURCES MY RESERVATIONS MY TRAININGS



Select a resource – this will show the calendar of that resource (you can see all users’ bookings here). Then select time slots on the calendar and input start/end times and the project, and confirm your booking.

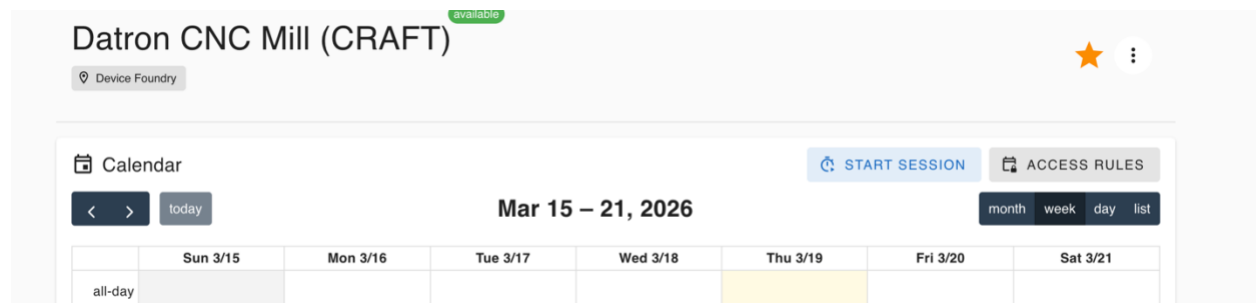
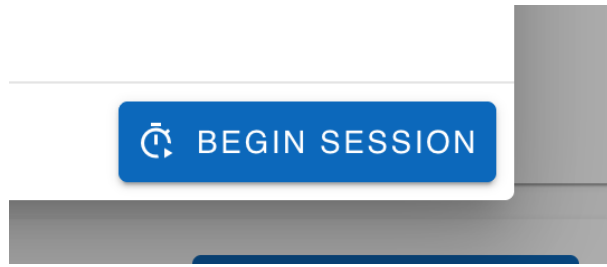
The confirmation dialog is titled "Agilent Seahorse (CRAFT)" and contains the following fields:

- Start Date:** 2026-03-20
- Start Time:** 16:00
- End Date:** 2026-03-20
- End Time:** 21:00
- Project:** UofT-Guenther.TNFC-Users

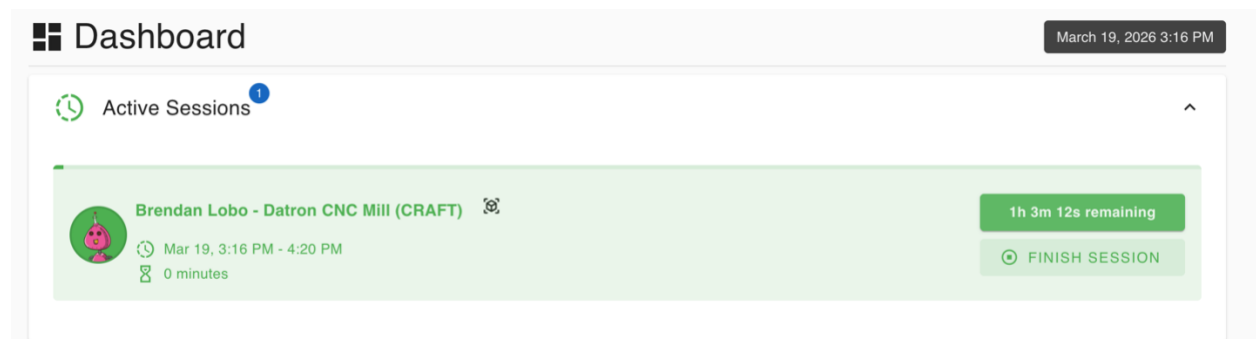
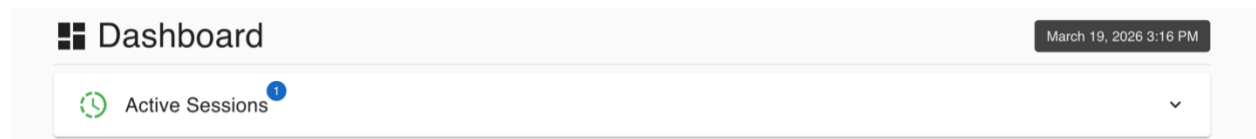
At the bottom, there are two buttons: "CANCEL" and "CONFIRM".

The booking will now show in your dashboard (main page). Here you can click on the scheduled session and press “Begin Session” to enable the instrument and use it. If you ever need to enable an instrument onsite without a booking you may always go to

Resources, select the tool, and then press “Start Session” above the calendar. Starting a session like this will automatically create a booking as well at the same time.



Back at the dashboard page there will now be an Active Sessions drop down. Open this dropdown window and within you can “Finish Session” to deactivate the instrument/interlock.



For any questions pertaining to Colabmacs please email CRAFT@utoronto.ca