

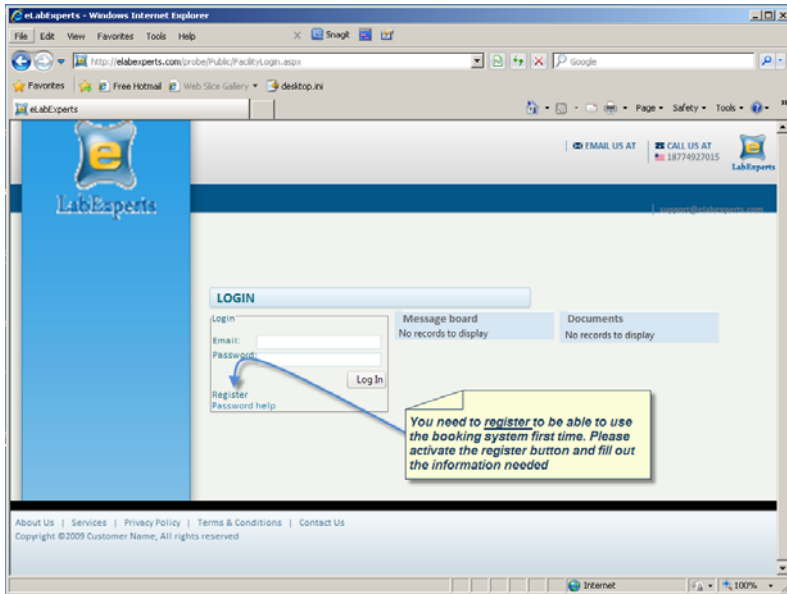
Guide to PROBEs booking system

- user registration

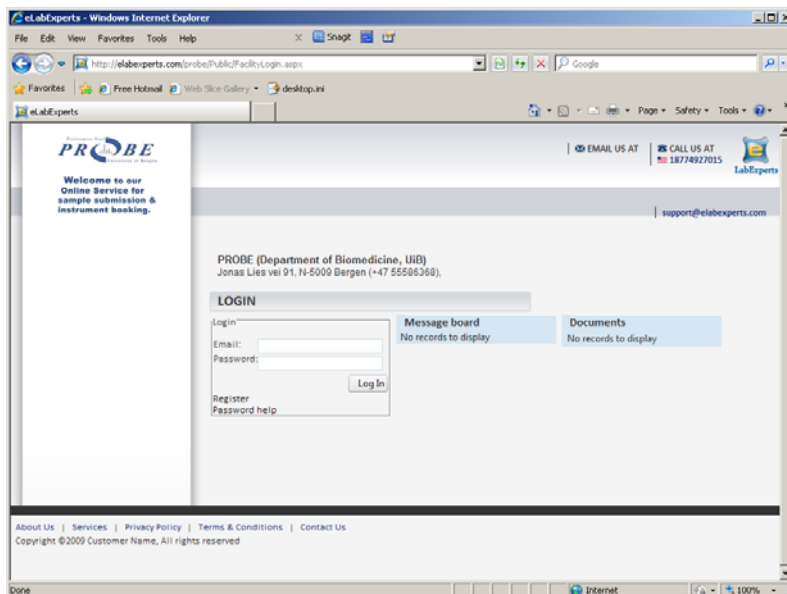
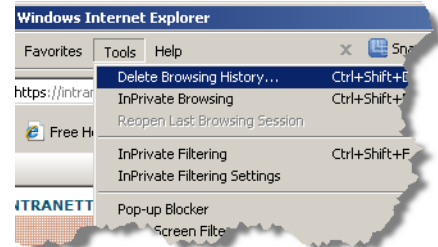
If the "Registration" link on our webpage (<http://www.uib.no/rg/probe/service/booking>) fails to open the Registration page (see page 2 below), try to activate the "Booking" link.

The first time you use the link, the page may look like this, a blue menu area with the LabExperts logo.

If the register button is not active, delete cookies and try again. In Explorer, this may be achieved as follows:



1. Go to your home page
2. In Tools, activate "Delete Browsing History", and delete cookies
3. Go to this url:
<http://elabexperts.com/probe/facilities/probefacility>
4. Click register. This will take you to the registration screen.



After registration you need to logout. We must activate your account before you will be able to submit work orders. Next time you log on, the Explorer will show the PROBE logo on the booking system start page. If you change to another browser, and the screen above appears, just log in with your email (user name) and password, and you are fine.

Okay, let's go through some important issues in the user registration scheme...

The screenshot shows a web browser window displaying the registration page for PROBE (Department of Biomedicine, UIB). The page is titled "CONFIRM USER" and contains several sections for data entry:

- Basic details:** Includes fields for First name*, Last name*, Address, City, Zip, Country (set to Norway), and Phone#.
- Other details:** Includes Institute* (a dropdown menu), Registration date*, Group* (a dropdown menu), and Group leader / Supervisor (First name and Last name).
- Invoice options:** Includes Invoicing type* (a dropdown menu).
- Login details:** Includes Email id*, Password*, Confirm password*, Security question*, and Security answer*.

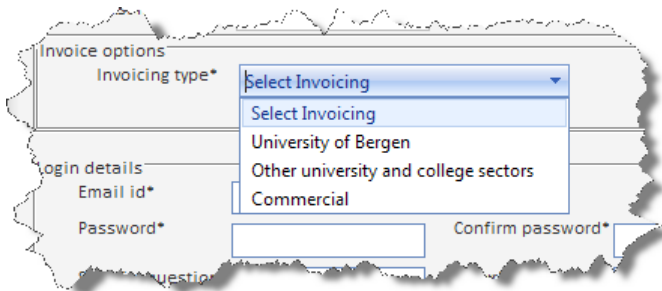
Annotations on the left side of the page provide important instructions:

- A yellow note box states: "Select your institute and group leader from the drop down lists. If your research facilities is not in the list, please choose other, and email us the necessary information". Red arrows point from this note to the "Institute*" and "Group*" dropdown menus.
- Another yellow note box states: "For guidance on entering invoicing information, see next screen shots. **It is very important to get this correct**". A purple arrow points from this note to the "Invoicing type*" dropdown menu.
- A third yellow note box states: "User name will be your **email id**, so be **careful to get this correct**. Future communications will use this email account, and it can't be changed". A blue arrow points from this note to the "Email id*" field.

At the bottom of the form, there is a yellow callout bubble that says: "When you have finished, click **Register**". Below this are buttons for "Register", "Clear", and "Close". A note at the bottom left of the form states: "Note: * denotes mandatory fields".

The footer of the page includes links for "About Us", "Services", "Privacy Policy", "Terms & Conditions", and "Contact Us", along with a copyright notice: "Copyright ©2009 Customer Name, All rights reserved".

In the next few screenshots we will show the details when selecting invoice options:



Invoice options
 Invoicing type* Select Invoicing
 Select Invoicing
 University of Bergen
 Other university and college sectors
 Commercial

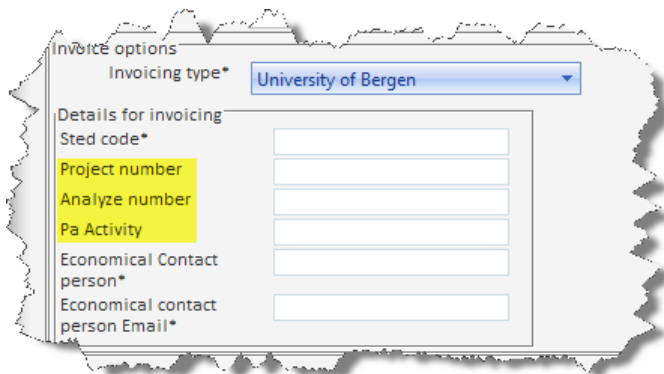
Login details
 Email id*
 Password*
 Confirm password*

You can select between 3 options here. Where your **funding is placed** will determine what option to choose, independently of your affiliation.

If your funding is at UiB,

you should contact your economical contact person to determine which account information you

need to give. Enter 1 of the 4 following alternatives:



Invoice options
 Invoicing type* University of Bergen

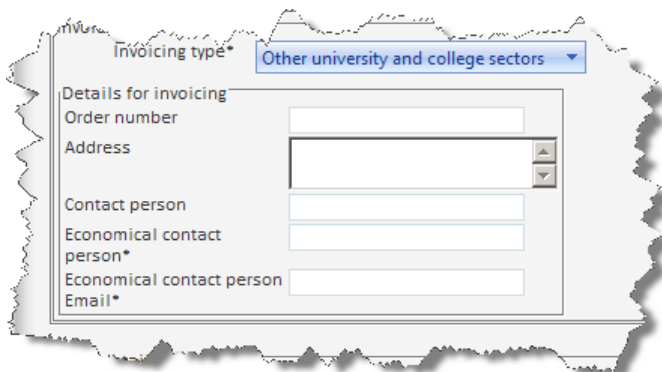
Details for invoicing
 Sted code*
 Project number
 Analyze number
 Pa Activity
 Economical Contact person*
 Economical contact person Email*

1. A Project number not starting with 80
2. An Analyze number
3. A Project number not starting with 80 and an Analyze number
4. A Project number starting with 80 and a Pa-Activity

If your funding is placed outside the UiB system,

at non-commercial institutions like Universities, Research Institutes, Uni Research, Innovest or

health enterprises (e.g. Helse Vest) you choose “Other university and college sectors”. If your funding is in commercial companies, you choose “Commercial”

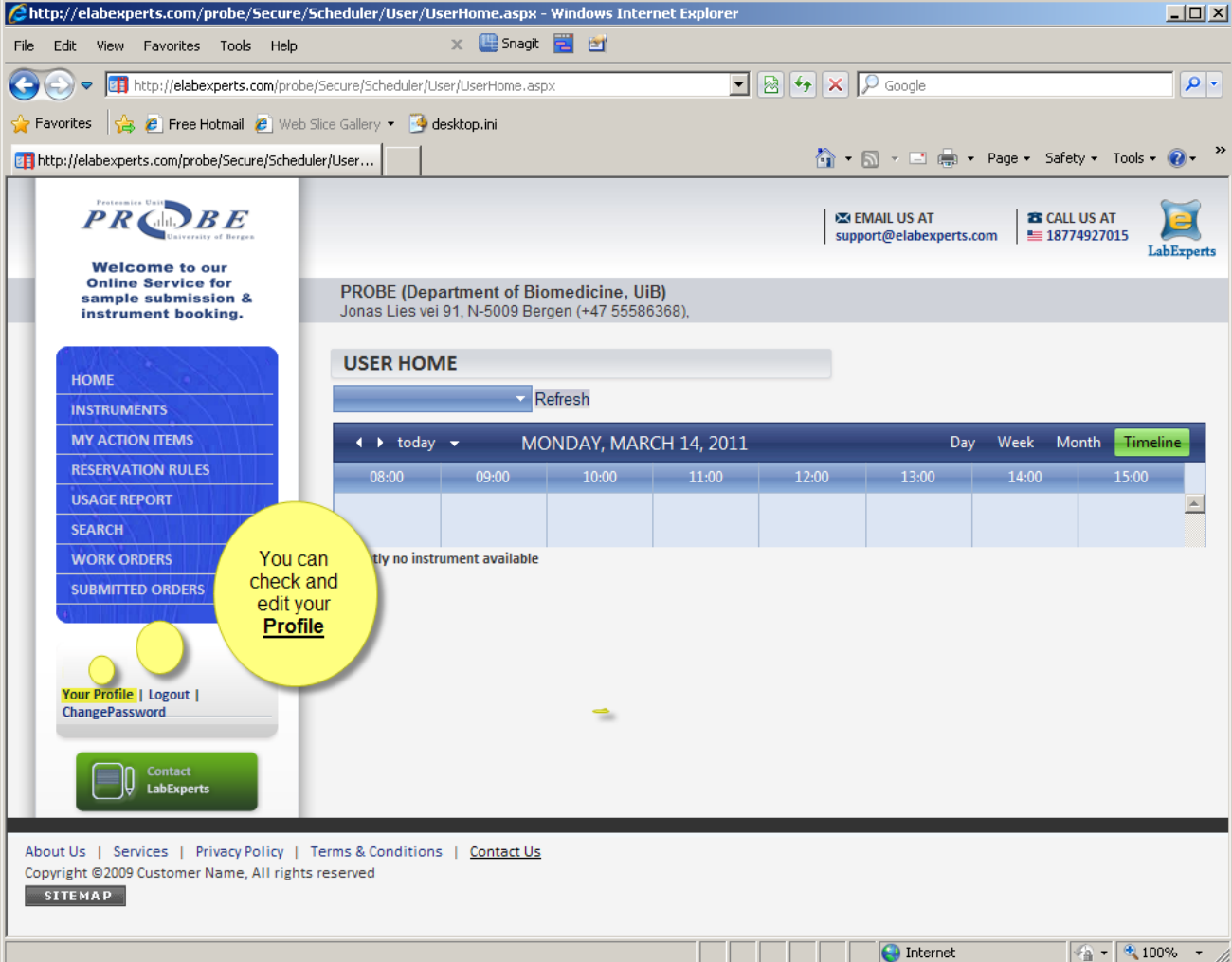


Invoice options
 Invoicing type* Other university and college sectors

Details for invoicing
 Order number
 Address
 Contact person
 Economical contact person*
 Economical contact person Email*

In both cases you have to enter an invoice address. Clarify with your economy contact person if the institution/company demands an order number or not.

That's it. When we have activated your account, all you need to do is **log on** with your user name (email id) and password, and fill out the work order (see [xxx.pdf](#) for details for filling out and submitting work orders), and send us your samples for protein identification...



The screenshot shows a web browser window displaying the elabexperts.com website. The page is titled "USER HOME" and features a navigation menu on the left with options like HOME, INSTRUMENTS, MY ACTION ITEMS, RESERVATION RULES, USAGE REPORT, SEARCH, WORK ORDERS, and SUBMITTED ORDERS. A central calendar shows the date "MONDAY, MARCH 14, 2011" with a time slot from 08:00 to 15:00. A yellow callout bubble points to the "Your Profile" link in the navigation menu, stating "You can check and edit your Profile". The footer contains links for About Us, Services, Privacy Policy, Terms & Conditions, and Contact Us, along with a SITEMAP button.

.. good luck ...