



Information to new users

Log in

- Go to: <https://ecore.bookitlab.com/uib>
- If you are an university user select "Feide Authentication".
- **If you are an external user (from outside the university), contact main admin (currently mic@uib.no) to get a username. You will then log in via "Bookitlab User sign in".**
- Read through the "terms of use agreement versions" and accept.

UiB users



Feide Authentication

Other users



Sign In With Credentials

Terms Of Use Agreement Versions

Please read and agree to the terms of use before continuing to work in the system.

1. Introduction

1.1. The target audience for this policy is all BookitLab users and any other facility users.



1.2. The purpose of this policy is to inform the users about the Terms of Use of the Equipment.


1.3. All users must read and accept to follow these Terms of Use before being able to login into the BookitLab system.














1.4. Each time the policy is updated, the user will be asked to read and accept to follow the updated policy, before being able to login into the system.

I Agree

Core selection







Search   Filter

 Clear Search

	Image	Name 
<input type="checkbox"/>		BiSS
<input type="checkbox"/>		EARTHLAB
<input type="checkbox"/>		ELMILAB
<input type="checkbox"/>		Flow & Mass Cytometry
<input type="checkbox"/>		Infomedia
<input type="checkbox"/>		Molecular Imaging Center (MIC)
<input type="checkbox"/>		Create Reservation 
<input type="checkbox"/>		No available project: Please communicate with  project owner/ request to join a relevant project from the projects list if applicable.
<input type="checkbox"/>		

- Select the core you need, and you will be redirected to this cores Dashboard.
- Please update “user details” such as full name and mobile number, if this is missing. You can also check which projects you have access to.
- To make an instrument reservation/request services/order consumables/loan, you must be assigned a project. Your project leader will need to contact the project accountant (email the premade form) to assign a project to your name.

  Your name 

-  User Details
-  Change Password
-  IBM: MIC
-  Notifications
-  Help
-  Log Out



Please update your mobile number

Check your access to projects

The Dashboard is core specific

You can check your reservation history, "request service" history and invoicing history here.

In the timeline you can check for availability. Click in the calendar to create a reservation or use the "add reservation" shortcut.

The screenshot shows the BookItLab interface for the Molecular Imaging Center (MIC). The top navigation bar includes the BookItLab logo, the University of Bergen logo, a search bar, and a core selection dropdown currently set to 'Molecular ...'. The left sidebar contains a 'DASHBOARD' menu with options for 'Main Dashboard', 'CORES', 'INSTRUMENTS', 'RESERVATIONS', 'TRAINING', 'INTERACTIVE ASSET MAPS', 'REQUEST SERVICES', and 'INVOICING'. The main content area is titled 'Molecular Imaging Center (MIC)' and features a 'Quick Actions' section with 'Upcoming reservations' and 'Sample Requests' widgets. Below this is a 'Timeline' view showing a calendar for Nov 11, 2023 - Nov 13, with reservations for 'Andor Dragonfly', 'Hitachi HT7800', and 'IMARIS PC'. A 'Timeline by 3 Days' dropdown is visible in the top right of the timeline section.

Click here to change core or click on the Core menu.

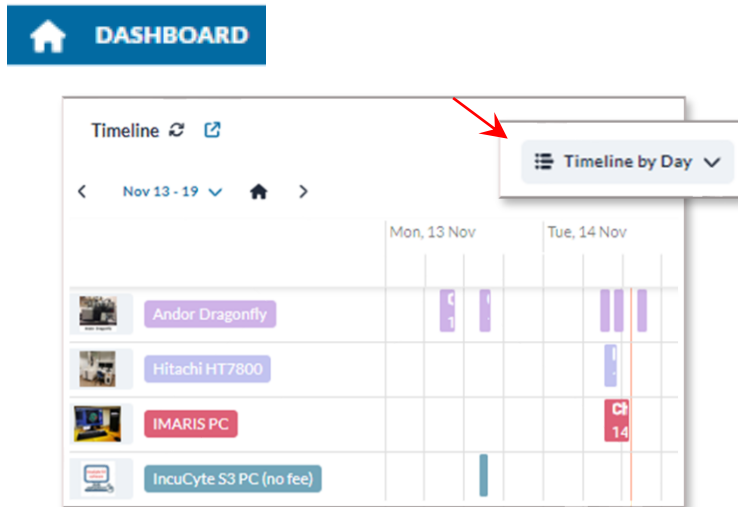
Different cores will decide on different widgets. This one has some quick action widgets.

Select your preferred timeline period.

Scroll down for more widgets.

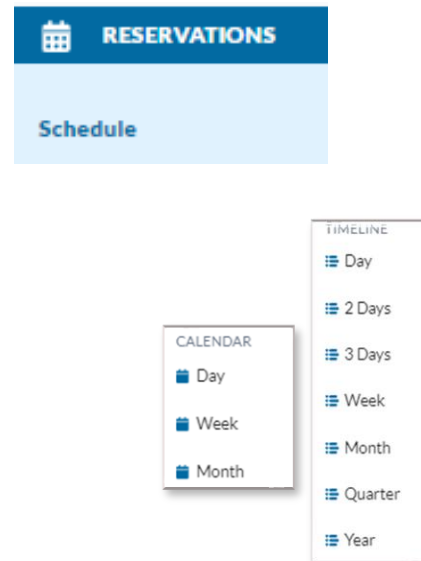
3 different ways to create an instrument reservation

You can create a reservation directly in the **timeline on the Dashboard** (just click and drag). You can change the timeline for a more precise view.



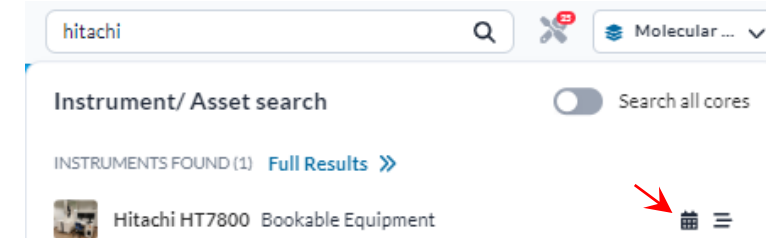
OR

You can create a reservation through the **RESERVATION menu**. You can change between calendar and timeline and adjust the time.



OR

You can also search for an instrument **search menu** and reach the calendar there.



Reservation of instruments

Create Reserva... : ☰ ✕

Reservation Details

Instrument
IncuCyte-P6 ✕

Please Select Services

Full Days ⓘ

From 12/11/2023 09:00

To 14/11/2023 09:00

Org Unit ⓘ
Sintef AS

Project Name
700469_Commercial

Assisted Reservation ⓘ

Repetitive Reservation
Do Not Repeat

Remarks

- Create a reservation by filling out the “from” and “to” and select your project from the drop down menu. If you don’t have a project, contact your project owner and project accountant (prosjektøkonom).
- For pricing details, click on the three dots and select “pricing”. Estimated cost and project balance will be calculated.
- If you need assistance or training in running the instrument, check “assisted reservation” (if applicable to this resource). You can also define the “staff” of choice in the drop down list (if applicable to this resource).
- Click “save” to register your reservation.

Save For Later

Pricing

Create And Clone

Save More

If you want to know how much your reservation cost, click onto “pricing” located under the three dots.

Pricing

Estimated costs Total Cost of Reservation is 300.00.

Balance Your project balance in BookitLab: 20000.00

Confirm

Creating a loan

Availability
Loanable Equipment

- Some cores will have loanable equipment.
- The equipment will show up as a “loanable equipment”
- Create the reservation in the calendar and pick up the object with the LOAN DESK MANAGER.
- Some equipment have a fixed loan period and most of the time you will be notified when the loan is approaching the end.



Usage Expiration Notification

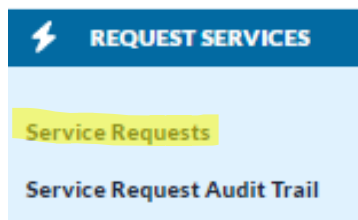
The reservation time has ended, but there is still a usage running on the service:

Service Name: Nikon D80 - LOANABLE

Current Usage Start Time: 04/04/2023 14:51

Expired Reservation End Time: 04/04/2023 15:51

Sending Requests

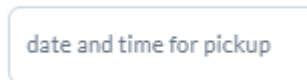
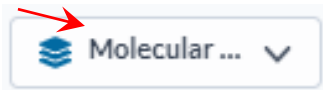
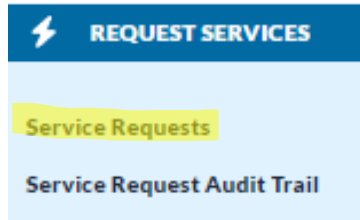


+ Service Request

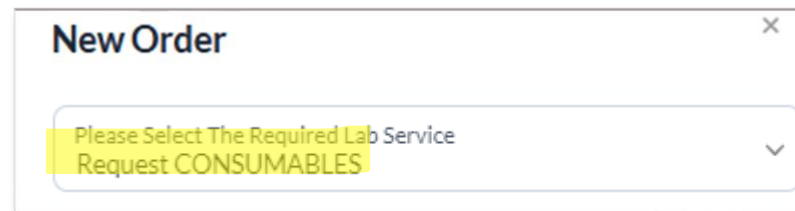
- Select "Requests Services" from the left main menu or through a quick action widget on the dashboard.
- Make sure to have the right Core active at the top (arrow).
- Press "Service Request" at the top right.
- Choose from the list of available orders and fill out the form. Press "Submit/Process" at the bottom of the page.

A dialog box titled 'New Order' with a close button (X) in the top right corner. It contains three dropdown menus: 'Please Select The Required Lab Service', 'Please Select a User' (with 'Freya Ross (freyaross)' selected), and 'Please Select a Project Number' (with 'account1' selected). At the bottom, there are 'Confirm' and 'Cancel' buttons.A screenshot of a web form titled 'Requests > sample preparation for SEM'. It has a 'Submission Details' section with fields for Status (New), Org Unit (Institutt for biomedisin), Created For (Freya Ross (freyaross)), Project (815713 08 NFR-309168 H.Miletic (MIC)), Updated By (Freya Ross (freyaross)), and Updated At (28/07/2022 09:44). Below is a 'Request Form' section with fields for Sample name, are samples fixed_ (dropdown), and delivery date (calendar icon). At the bottom, it says 'Make sure to fill out the whole table!'.

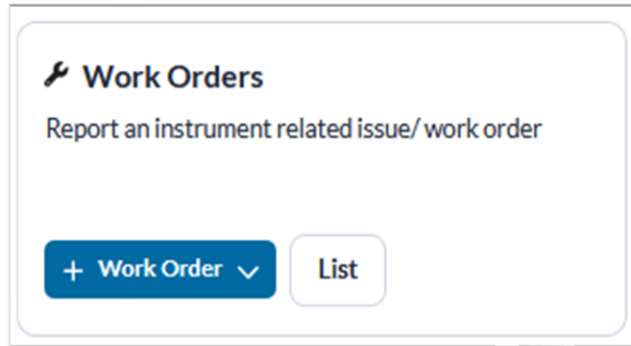
Ordering Consumables



- You order consumables/supplies through the request service called “Request CONSUMABLES” (for MIC) or through the CONSUMABLE menu (if applicable).
- Fill out the order and indicate when you would like to pick up the items.
- Select consumables under “add a consumable”.
- Press SUBMIT and pick up your order.



Report an issue on a system



- The quickest way to report an issue is through the WORK ORDERS on the Dashboard.
- You can also find the work order tab under instrument once you click on the instrument.
- Select the asset related to the work order and describe the issue.
- If the issue is serious, contact personnel directly!