Information to new users

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Log in

- Go to: https://ecore.bookitlab.com/uib

- If you are a university user select "UiB Feide log in".

- **If you are an external user (without UiB email), contact main admin (bookitlab@uib.no) to get a username. You will afterwards log in via "Bookitlab User log in".**

- Read through the "terms of use agreement versions" and accept.

UiB users →

UiB Feide log in

Other users →

Bookitlab User log in
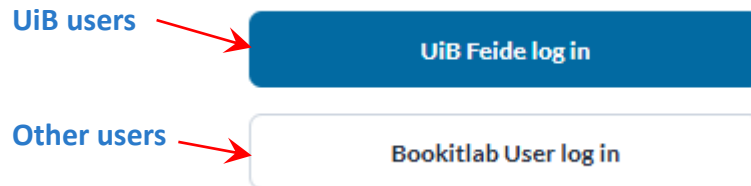
Terms Of Use Agreement Versions

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

- Select the core you need, and you will be redirected to this core.

- Please update "user details" with mobile number. 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 project form) to assign a project to your name.

Please update your mobile number

Check your access to projects

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The Dashboard is core specific

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

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

Different cores will decide on different quick actions widgets. Scroll down for more widgets.

Select your preferred timeline period.

In the timeline you can check for availability. Click in the calendar to create a reservation or use the "Book a reservation" quick action.

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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 in the **search menu** and reach the calendar there.

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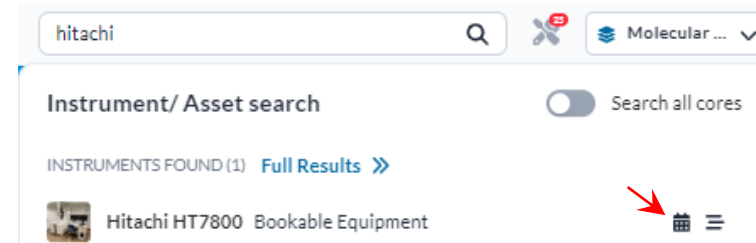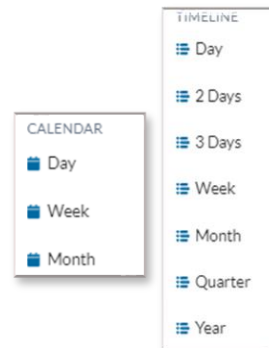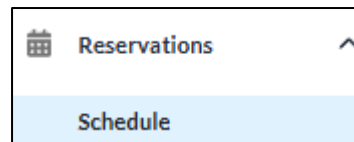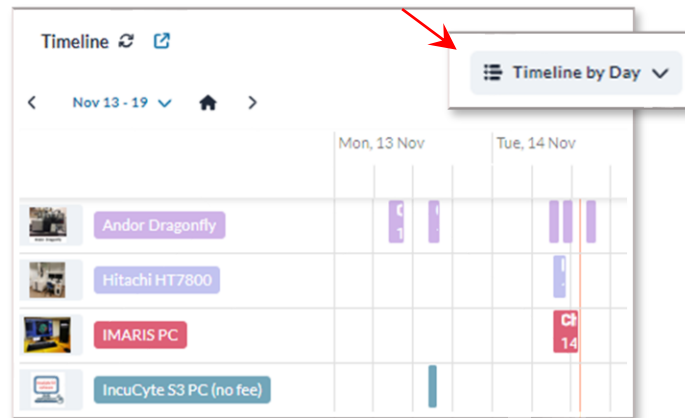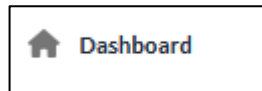
Reservation of instruments

- 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 (the list is empty), contact your project owner and project accountant (prosjektøkonom).
- For pricing details, click on "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.

If you want to know how much your reservation cost, click onto "pricing".

*You will see the cost for the actual reservation and the remaining balance of this project.*

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Sign up for instrument waiting list

- Select the reservation window you need.
- Under advanced settings you can choose to be notified when cancellations occurs X hours before the reservation.
- The notification will come as an email.

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Creating a loan

Availability
Loanable Equipment

bookitlab   Login

Reservation Expiration Notification

The reservation time has ended please mind to create a new reservation or return the item.

Service Name	Poster stand 004
Reservation Start Time	Thursday, February 20, 2025 4:15 PM
Expired Reservation End Time	Friday, February 21, 2025 8:30 AM

- Some cores will have loanable equipment.

- The equipment will show up as a "loanable equipment"

- Create a 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 or on usage overdue.

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Sending Requests

+ Service Request

Sample Requests
Submit a service request for one of the offered services

+ Request   Service Requests

Request Services
Service Requests
Service Request Audi...
Request Types

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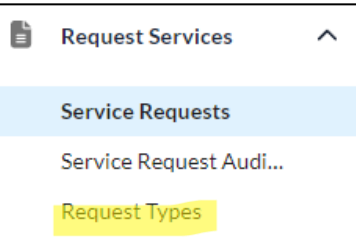
- Select "Requests Services" from the left main menu or through a quick action widget on the dashboard.
- Make sure to have the right Core active at the top (arrow).
- The Request Types will show the available request services for this core.
- Press "+ Service Request" at the top right.
- Choose from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

Some cores might operate with "quoteSendToUser" which needs to be approved by the user before the service is in process.

New Service Request

Service Type
Paraffin sample preparati

User
terra

Project Number
700469_Academic

Confirm   Cancel

Service Request
Print Pdf

#644 - Paraffin sample preparation Request

Draft   Terra user (Sintef AS)   700469_Academic   More / Edit ⌄

Paraffin samples

Sample type (required field) •

The process of ordering Paraffin preparation at MIC

Step 1: Fill out and submit this form BEFORE you deliver your samples.

Step 2: Make sure the samples or sample container is labelled with your name.

Step 3: Make sure to fill out the sample table thoroughly. The samples/slides will be labelled with these names.

Sample fixed   Sample state (required field) •

Sample fix time   Sample orientation

Imaging with slidescanner   Sample delivery

Please upload XLSPlease upload XLSPlease upload XLSPlease upload XLSPlease upload XLSPlease upload XLS
Upload File | Please select a file...

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Ordering Consumables

Consumables

Consumable Types

Consumable Log

**+ Order Consumable/s**
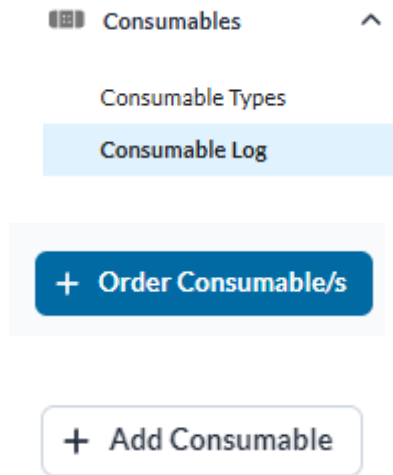
+ Add Consumable

- You can order consumables/supplies through the CONSUMABLES menu (if applicable) or through the quick actions. Some cores have chosen to inactive this feature and have users go through the request service called "Request CONSUMABLES".

- You can view all the available consumables under "Consumable Types".

- Go to "Consumable log" and click on the "+ Order Consumable/s" and select the consumables you want by selecting "add consumable".

- Press SAVE and pick up your order.

Some cores want their users to go through the request service function and fill out the Request CONSUMABLE form.

New Order

Please Select The Required Lab Service
Request CONSUMABLES

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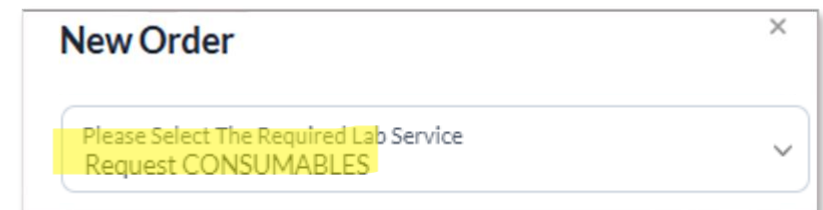
Report an issue on a system
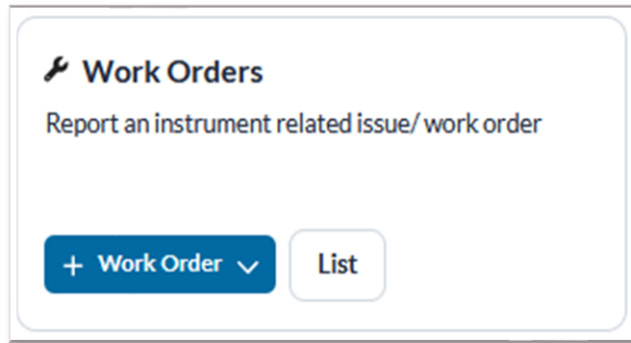
- The quickest way to report an issue is through the WORK ORDERS on the Dashboard (if applicable).
- You can also find the work order tab under instrument once you click on the instrument.
- Select the asset related to the work order and describe the issue.

- **If the issue is serious and urgent, contact responsible personnel directly!**

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