



Information to new users

How to 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 a UiB email), contact main administrator at bookitlab@uib.no to obtain a username. You can then log in using "Bookitlab User log in".
- Review the "Terms Of Use Agreement Versions" and accept them.

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

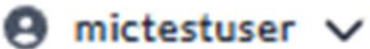
Core selection

Search Filter

☐	Image	Name
☐		BiSS
☐		EARTH LAB
☐		ELMILAB
☐		Flow & Mass Cytometry
☐		Infomedia
☐		Molecular Imaging Center (MIC)
☐		Create Reservation
☐		

No available project: Please communicate with project owner/ request to join a relevant project from the projects list if applicable.

- Select the core you need, and you will be redirected to that core.
- Please update your **user details** with your mobile number. You can also view which projects you have access to.
- To reserve instruments, request services, order consumables or loan equipment, you must be assigned to a project. Your project leader must contact the project accountant (via project form on log in page) to grant you access.



User Details

Change Password

IBM: MIC

Notifications

Help

Log Out

PRIVATE MOBILE

Please update your mobile number

Usage History

Users History

Notifications Log

Projects

Check Training Status

Check your access to projects

The Dashboard is core specific

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

The screenshot shows the bookitlab dashboard interface. The left sidebar has a 'Cores' menu item. The main content area is titled 'All Cores / Molecular Imaging Center (MIC)'. It features a 'Quick Actions' dropdown menu and a 'Timeline' view. The timeline shows a calendar for the week of April 27 to May 3. Reservations are listed for various instruments: Aivia/Imaris- Analysis PC, Andor Dragonfly, Hitachi HT7800, and IVIS Spectrum. A 'Timeline by Week' dropdown is located in the top right of the timeline section.

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

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" under quick actions.

3 different ways to create an instrument reservation

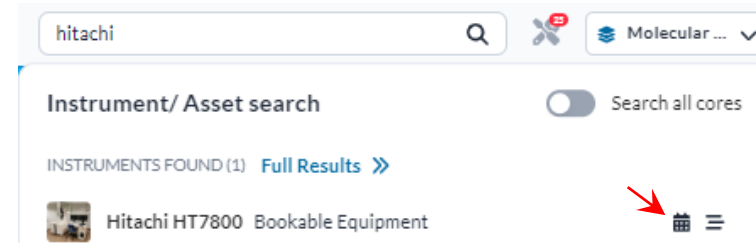
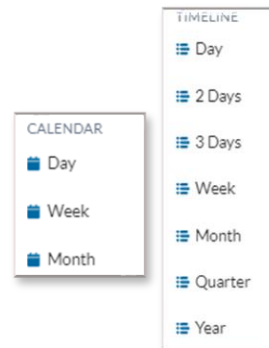
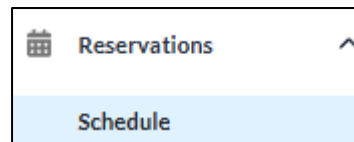
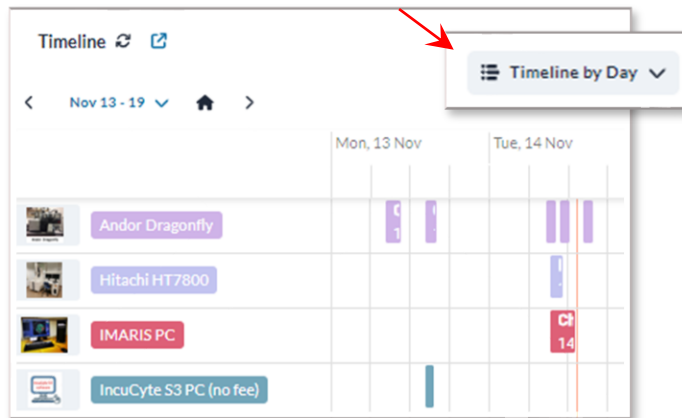
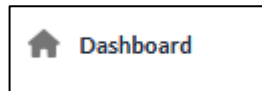
You can create a reservation directly in the **timeline on the Dashboard** (just click and drag).
You can change the timeline for a more precise view.

OR

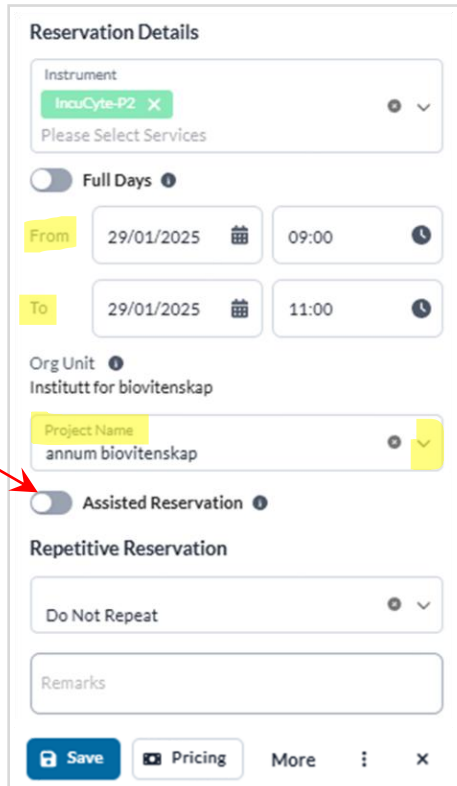
You can create a reservation through the **RESERVATIONS** menu. You can change between calendar and timeline and adjust the time.

OR

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



Reservation of instruments



Reservation Details

Instrument
IncuCyte-P2 ✕ + ▼
Please Select Services

☐ Full Days ⓘ

From 29/01/2025 📅 09:00 🕒

To 29/01/2025 📅 11:00 🕒

Org Unit ⓘ
Institutt for biovitenskap

Project Name ⓘ
annum biovitenskap + ▼

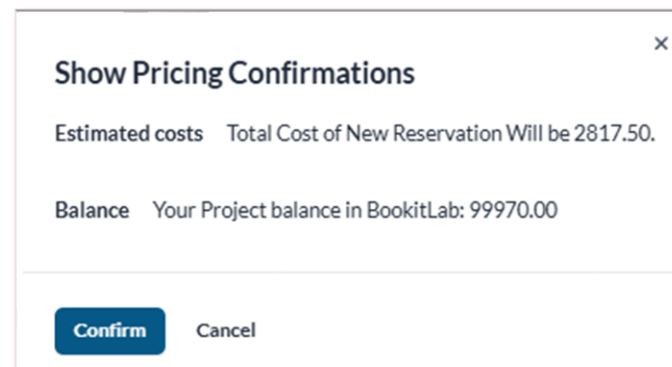
☐ Assisted Reservation ⓘ

Repetitive Reservation
Do Not Repeat + ▼

Remarks

💾 Save 🖨 Pricing More ⋮ ✕

- Create a reservation by entering the “**From**” and “**To**” times and select your project from the dropdown menu. If no project is listed, contact your project owner and project accountant (prosjektøkonom).
- If you need assistance or training, select “**Assisted Reservation**” (if applicable), and optionally choose staff from the dropdown list (if applicable).
- Click “**Save**” to complete your reservation.
- A pricing confirmation pop-up will display the estimated cost of the reservation. If the budget limit is set for the project, the remaining balance will also be shown.



Show Pricing Confirmations ✕

Estimated costs Total Cost of New Reservation Will be 2817.50.

Balance Your Project balance in BookitLab: 99970.00

Confirm Cancel

Sign up for instrument waiting list

The image shows a multi-step process for signing up for an instrument waiting list. On the left, a 'Timeline' view shows three instruments: IncuCyte-P1 (blue), IncuCyte-P2 (green), and IncuCyte-P3 (yellow). A dashed line connects the IncuCyte-P1 tile to a larger view of its details. In the center, the 'IncuCyte-P1' details page is shown with tabs for 'Details', 'Booking Rules', 'Training Sessions' (0), 'Work Orders' (10), 'Calibrations' (7), 'Publications' (2), and 'Waiting List' (1). The 'Waiting List' tab is highlighted with a red box. A dashed line connects this tab to a 'New Waiting List Sign Up' modal on the right. The modal has a dropdown menu for 'Instrument' set to 'IncuCyte-P1'. Below this, under 'Waiting List Options', is a text input field containing '72' followed by 'hours'. At the bottom of the modal is a link that says '+ Switch To Advanced Settings'.

- Select the instrument to see the waiting list option.
- Choose the reservation window to receive email notifications if a cancellation occurs a specific numbers of hours before the reservation

Creating a loan

Availability
Loanable Equipment

- Some cores offer loanable equipment, listed as “**Loanable Equipment**”.
- To borrow an item, create a reservation in the calendar and collect the item from the **Loan Desk Manager**.
- You will receive notifications when the loan is nearing its end or if it becomes overdue (extra fee might apply).

[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

Sending Requests

- Ensure the correct core is selected.
- Select **+ Request** via the quick action widget on the dashboard or **"Requests Services"** from the left-hand menu .
- Available services for the selected core will appear under **Service Type**.
- Choose a request from the list, complete the form, and click "Submit/Process" at the bottom of page.

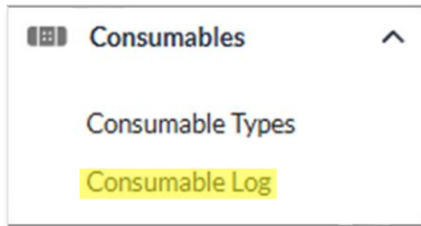
Some cores might operate with

"quoteSendToUser" which needs to be approved by the user before the service is in process.

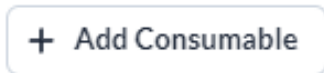
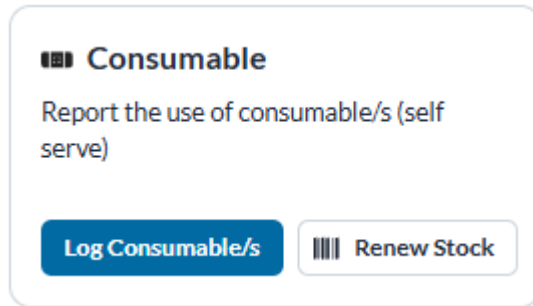
The image shows a sequence of three UI elements connected by dashed lines, illustrating the request process:

- Sample Requests** (Dashboard Widget): A box with the title "Sample Requests" and the text "Submit a service request for one of the offered services". It contains a blue button labeled "+ Request" and a link labeled "Service Requests". A red arrow points to the "+ Request" button.
- New Service Request** (Modal): A form titled "New Service Request" with a close button (X). It contains three dropdown menus: "Service Type" (selected: "Paraffin sample preparati"), "User" (selected: "terra"), and "Project Number" (selected: "700469_Academic"). At the bottom are "Confirm" and "Cancel" buttons.
- Service Request** (Form): A form titled "Service Request" with a close button (X) and a "Print Pdf" button. It shows the request details: "#644 - Paraffin sample preparation Request", status "Draft", user "Terra user (Sintef AS)", and email "700469_Academic". Below is a section for "Paraffin samples" with a dropdown for "Sample type (required field)". It includes instructions: "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.", and "Step 3: Make sure to fill out the sample table thoroughly. The samples/slides will be labelled with these names." Below these are several input fields: "Sample fixed", "Sample state (required field)", "Sample fix time", "Sample orientation", "Imaging with slidescanner", and "Sample delivery". At the bottom is a section for uploading files: "Please upload XLS" repeated six times, with an "Upload File" button and a "Please select a file..." link.

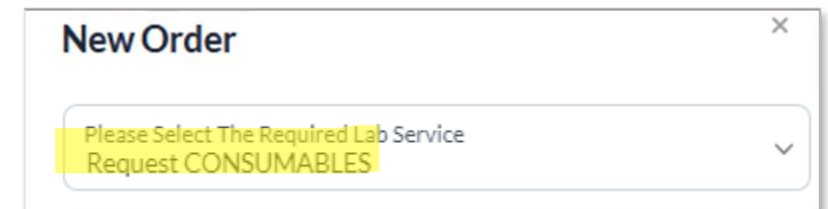
Ordering Consumables



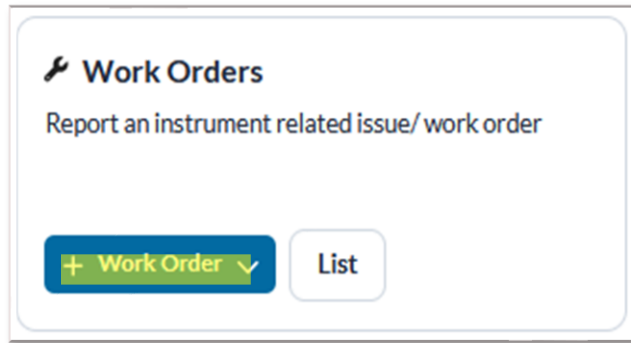
or



- You can order consumables/supplies via the **Consumables** menu (if applicable) or through the quick actions widget on the dashboard.
- Available items are listed under the consumable types. To place an order, go to **Consumable log**, click **+ Log Consumable/s** and select the items using **add consumable**.
- Press **Save** to place your order, then collect items as instructed.
- Some cores have disabled this option and in such cases, use the service request called **“Request CONSUMABLES”**.



Report an issue on a system



or



- 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!**