

A Short Guide to

NorMIC

bookitlab

Oslo NorMic Imaging Platform

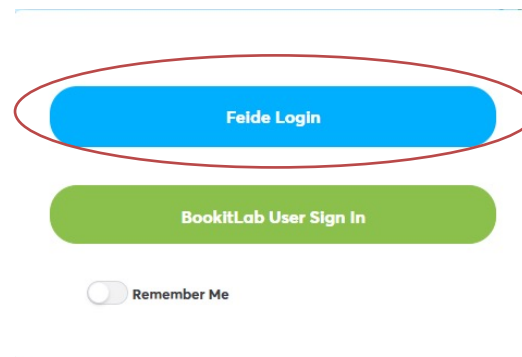


Overview:

- Log in
- Project status
- Dashboard
- Reservation using calendar
- Reservation using timeline
- Contact information to core admin

Log in – Feide

UiO BookitLab homepage: <https://bookitlab.uio.no>




Check project status

The screenshot displays the BookitLab interface. On the left, a sidebar contains navigation options: HOME, CORES, INSTRUMENTS, INTERACTIVE ASSET MAPS, WORK ORDERS, REQUEST SERVICES, CONSUMABLES, **PROJECTS** (circled in red), DOCUMENTS, and BILLING. The main content area is titled 'Projects' and features a search bar at the top right with the text 'Enter an asset name or asset attribute'. Below the search bar are several utility icons. The project list is presented in a table with the following columns: #, PROJECT NAME, ACTIVE, PROJECT COORDINATOR (PROSJEKTØKONOM), ORG UNIT DISPLAY NAME, PROJECT CATEGORY, START DATE, BOOKITLAB END DATE, CONFIDENTIAL, PROJECT ACTIVITY, COST CENTER, PROJECT NUMBER, STATUS, BDM, PROJECT DESCRIPTION, PROJECT AMOUNT, HARD LIMIT, SOFT LIMIT, LAST COMMENT, LAST COMMENT DATE, LAST COMMENT BY, and BIL TYI. A single project entry is visible: #5, 'physical properties of materials', 'Yes', 'BookitLab Administrators', 'academic', 'No', 'Approved', and '50000'. Below the table, there are pagination controls showing 'Showing 1 to 1 of 1 entries' and a search box. A red circle highlights the 'Projects' menu item in the sidebar, and a red arrow points from it to the project table. Another red arrow points from the table to the text below.

You need to be a member of at least **one project** to pay for e. g. reservations, requests and consumables.

- Click on "projects" to display the list of projects that you are member of
- If the list is empty, you should contact your core admin (Linda H. Haugen or Frode Skjeldal)

Your dashboard



- HOME
- CORES
- INSTRUMENTS
- INTERACTIVE ASSET MAPS
- WORK ORDERS
- REQUEST SERVICES
- PROJECTS
- AD HOC REPORTS
- MESSAGES
- DOCUMENTS
- BILLING

dashboard settings



Dashboard

Hi Linda Hofstad Haugen! Let's

 Enter a resource name to book it

Timeline 

Browse By Department / Core

> Institutt for biovitenskap (IBV)

Enter an asset name or asset attribute 

search for assets in the UiO database – simple and advanced search options

displays filter currently in use



shows available assets for the whole department

How to book an instrument in the calendar - part I

- Click on Instruments
- Click on Calendar
1. Search core (1), instruments (2) to display the calendar and choose the instrument you would like to book (3).

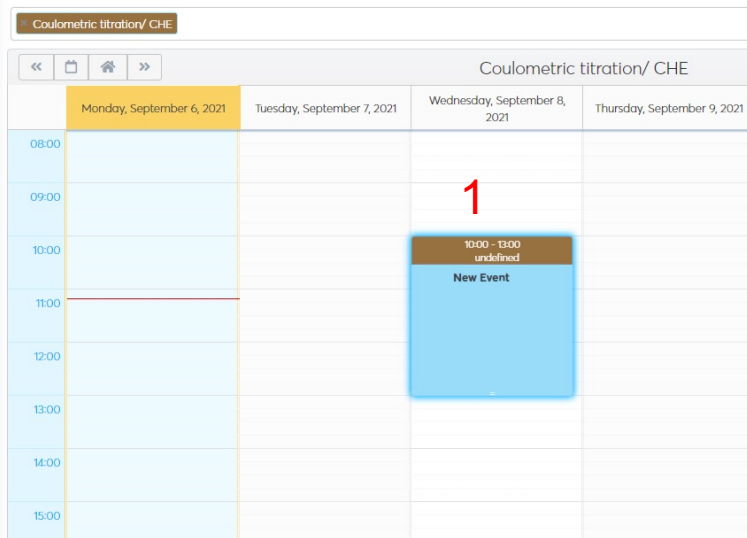
The screenshot shows the 'bookitlab' web application interface. On the left is a vertical navigation menu with the following items: HOME, CORES, INSTRUMENTS (highlighted with a red '2'), Calendar, Timeline, Users Timeline, Reservations History, Usage History, Training Sessions, and User Training. Below these are sections for INTERACTIVE ASSET MAPS, WORK ORDERS, REQUEST SERVICES, PROJECTS, AD HOC REPORTS, MESSAGES, DOCUMENTS, and BILLING. The main content area at the top right has a search bar with the placeholder text 'Enter an asset name or asset attribute' and a magnifying glass icon. To the right of the search bar are icons for a close button, a help icon, and a user profile icon labeled 'IBV - Oslo...' with a red '1' above it. Below the search bar is a list of instruments under the heading 'IBV - Oslo NorMic Imaging Platform'. The list includes: Andor Dragonfly Spinning Disk, Andor Revolution Spinning Disk, IBV - Dummy instrument, Leica TIRF Microscope, Olympus FV1000 confocal microscope - 3604, Olympus FV1000 Inverted confocal microscope - 2616, Olympus FV1000 Upright confocal microscope - 2616, Olympus SpinSR SoRa Spinning Disk, Workstation 1 - 3604, Workstation 2 - 3604, Workstation 3 - 2616, Workstation 4 - 3103, and Zeiss LSM880 AiryScan Confocal. A red '3' is placed next to the 'Olympus FV1000 Upright confocal microscope - 2616' entry.

NB! You can only book the microscopes that you are certified to use.

Contact Linda or Frode if you have problems or questions.

How to book an instrument in an calendar – part II

- 1) Select a time slot using your cursor (1)
- 2) Fill in reservation template and click "create reservations" (2)



» Create Reservation

INSTRUMENT ⓘ Coulometric titration/ CHE

START TIME 08/09/2021 10:00

END TIME 08/09/2021 13:00

ACCOMPANIED SERVICE

ORG UNIT ⓘ N/A

PROJECT NAME ⓘ Please select project from list

REPETITIVE RESERVATION

ASSISTED RESERVATION ⓘ if assisted reservation is turned on (and approved by administrator), you will receive training during the reserved session

TRAINING SIGN UP ⓘ

STAFF USER ⓘ Please Select a Staff User

ORDER STATUS ⓘ Pending

REMARKS ⓘ

Less Options **2** CREATE RESERVATION CALCULATE CREDIT

How to book an instrument from the timeline – part I

- 1) Click on Instruments
- 2) Click on timeline
- 3) Search a relevant core to display the timeline for the instruments (3)

The screenshot shows the bookitlab interface. On the left, a navigation menu has 'INSTRUMENTS' highlighted with a red '1'. Below it, 'Timeline' is highlighted with a red '2'. At the top right, a search bar is highlighted with a red '3'. The main content area displays a timeline for December 2021, from Tuesday 7th to Monday 13th. The timeline is currently empty. The search bar contains the text 'IBV - Oslo...'. The user's name 'Linda Hofstad Haugen' is visible in the top right corner.

	December 2021						
	Tue 7	Wed 8	Thu 9	Fri 10	Sat 11	Sun 12	Mon 13
Andor Dragonfly Spinning Disk							
Andor Revolution Spinning Disk							
IBV - Dummy instrument							
Leica TIRF Microscope							
Olympus FV1000 confocal microscope - 3604							
Olympus FV1000 Inverted confocal microscope - 2616							
Olympus FV1000 Upright confocal microscope - 2616							
Olympus SpinSR SoRa Spinning Disk							
Workstation 1 - 3604							
Workstation 2 - 3604							
Workstation 3 - 2616							
Workstation 4 - 3103							
Zeiss LSM880 AiryScan Confocal							

How to book an instrument from timeline – part II

- 1) Click on the instrument you would like to book
- 2) Click on “Reservation”

The screenshot shows the 'bookitlab' interface. On the left is a navigation sidebar with 'INSTRUMENTS' selected. The main area displays a 'Timeline' of instruments. A modal window for 'Andor Dragonfly Spinning Disk' is open, showing details and action buttons. The 'Reservation' button is circled in red.

bookitlab

HOME
CORES
INSTRUMENTS
Calendar
Timeline
Users Timeline
Reservations History
Usage History
Training Sessions
User Training

Timeline

Andor Dragonfly Spinning Disk
Andor Revolution Spinning Disk
IBV - Dummy instrument
Leica TIRF Microscope
Olympus FV1000 confocal microscope - 3604
Olympus FV1000 Inverted confocal microscope - 2616
Olympus FV1000 Upright confocal microscope - 2616

Enter an asse

Andor Dragonfly Spinning Disk

+ Work Order + **Reservation** [Power Icon] [More Icon]

Core: IBV - Oslo NorMic Imaging Platform
Availability: Approval required - Loanable
University/Department: Institutt for biovitenskap (IBV)
Model Number: Dragonfly
Campus: Blindern
Building: BL18 - Kristine Bonnevis hus
Room Number: 3103

21
Thu 9

How to book an instrument from timeline – part III

- 1) Choose the day and time you would like to book (1)
- 2) Add all the information to the “Create Reservation” box – remember project name (account) and then press “create” (2)

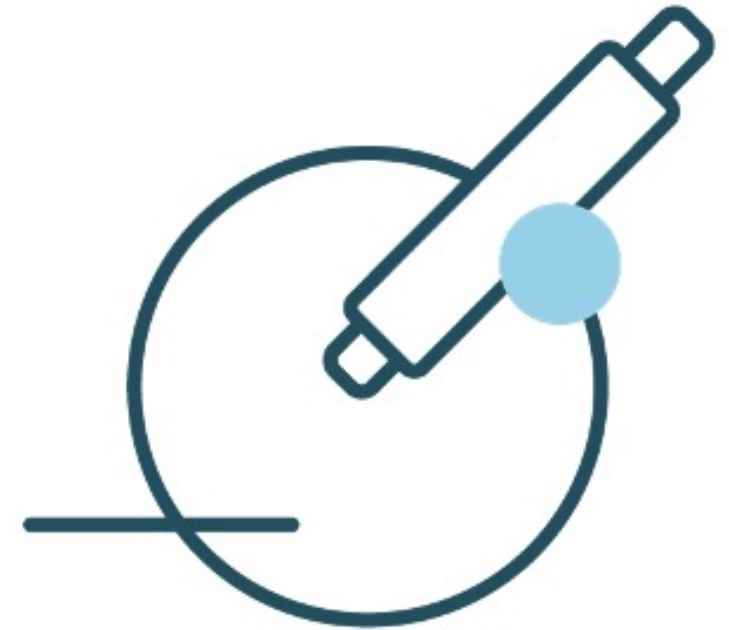
The screenshot displays a reservation management interface. On the left is a vertical sidebar with navigation icons. The main area features a calendar for 'Andor Dragonfly Spinning Disk' from Monday, Dec 6, 2021, to Sunday, Dec 12, 2021. A time slot from 12:00 to 15:00 on Thursday, Dec 9, 2021, is highlighted with a blue box containing the text 'New Event' and a red '1'. On the right, a 'Create Reservation' form is open, showing fields for Instrument, Start Time, End Time, Org Unit, User, and Project Name. The End Time field is highlighted with a red '2'. At the bottom of the form are buttons for 'More Options', 'CREATE', and 'CALCULATE'.

	Monday, Dec 6, 2021	Tuesday, Dec 7, 2021	Wednesday, Dec 8, 2021	Thursday, Dec 9, 2021	Friday, Dec 10, 2021	Saturday, Dec 11, 2021	Sunday, Dec 12, 2021
08:00							
09:00							
10:00							
11:00							
12:00				12:00 - 15:00 undefined New Event 1			
13:00							
14:00							
15:00							
16:00							
17:00							

IBV Oslo NorMIC Imaging Platform - core admin

Contact information:

- Frode Skjeldal: f.m.skjeldal@ibv.uio.no
- Linda H. Haugen: l.h.haugen@ibv.uio.no



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