



Information to new users

Log in

- Go to: <https://ecore.bookitlab.com/uiB>
- If you are a university user select "Feide Authentication".
- **If you are an external user (from outside the university), contact Core 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.

Log in to your account

Welcome to UiB Bookitlab

- the place to book instruments and scientific services at UiB

! If you have not used Bookitlab before, please consult [the USER GUIDE](#) or visit the [Bookitlab website](#). You can [search for instruments](#) at UiB without login. X

You can also search for instruments at NTNU and UiO

[Click to search NTNU site](#), or [Login at NTNU site](#), [Click to search UiO site](#), or [Login at UiO site](#)

UiB users



Feide Authentication

Other users



Bookitlab User sign 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

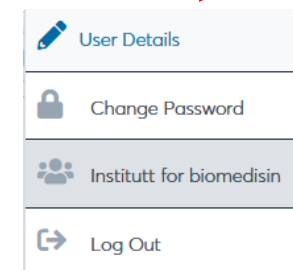
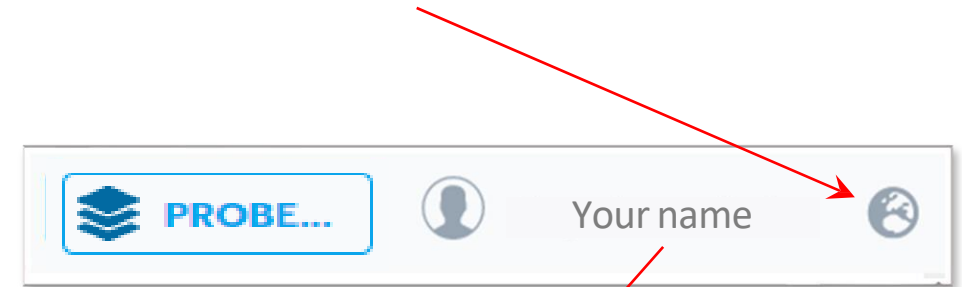
- If you are an external user, you will be asked to enter your email and change your password and make a new login.
- Users are then asked to select their favorite core (core facility or lab/rental location), this can be changed later.
- With Feide login, it is possible to go between Cores and University by pressing the globe.



Select a Core

Please select a Core to work with related services in the system.
If not sure just leave this blank and hit the Continue button

CORE All Cores [Continue](#)



- **Please update “user details” (full name and mobile number). This is missing for external users.**

The Dashboard is the main page

Click on settings to make changes to the Dashboard appearance.

You can quickly search for an instrument in the search field

You can filter between accessible Cores.

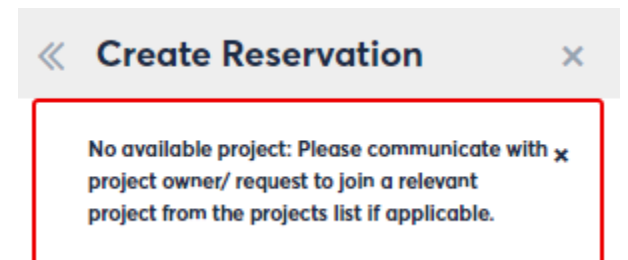
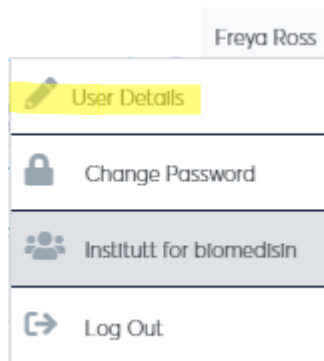
Click on your name to see more user details and check your projects (see next page).

Be aware that the Timeline under the Dashboard **only** will show your reservations!

The screenshot shows the BookItLab dashboard. At the top left is the 'bookitlab' logo. To its right is a search bar with the placeholder text 'Enter an asset name or asset attribute'. Further right is a user profile section showing a question mark icon, a filter for 'IBM-Molecu...', and the user's name 'Freya Ross'. Below the search bar is the 'Dashboard' title with a settings gear icon and a notification bell. A navigation sidebar on the left lists: HOME, CORE SUBMITTED FORMS, RESERVATIONS, TRAINING, INTERACTIVE ASSET MAPS, WORK ORDERS, REQUEST SERVICES, CONSUMABLES, PROJECTS, MESSAGES, DOCUMENTS, and BILLING. The main content area features a greeting 'Hi Freya Ross! Let's' followed by a 'What To Add' dropdown, a search field 'Enter a resource name to book It', and a 'Continue' button. Below this are two sections: 'Favorite Cores' with an '+ Add Core' button, and 'Timeline' with a calendar icon and a view selector (Day, 3 days, Week, Month).

Own assigned project(s)

- To make an instrument reservation, request services or order consumables you must be assigned a project.
- If you have just logged on and are warned that you have no project assigned, you must inform your project manager, who must ask his project accountant (email the premade form) to assign a project to your name.
- You can yourself check if you have project(s) assigned. Click on "User details" in the top right corner where your name is and press the flag. If the list is empty, you have no projects assigned yet, and you will not be able to make reservations before this is sorted.



Submit a new Request

• Make sure to have the right Core active at the top (arrow). 2

• Select "Request Services" from the left main menu. 1

• Press "Service Request" at the top right. 3

• Under "Service Type" select: "Proteomics Sample Submission" 4

• Select the project to be charged. 5

• Fill in all fields in the order and press "Confirm" at the bottom of the page. 6

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1. Download the Excel template. There are 5 sheets, "ReadMe"- "Project-information"- "Sample-submission"- "Fair guidelines" and an "Example" sheet.
2. Fill in first "Project information" and then "Sample submission".
3. Save the excel file with the date and your initials and attach it in the **comment/log** section.
4. Please tick "File uploaded in log section"